



Executive Committee Agenda

Date: Wednesday, November 23, 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
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
See item 2.2.1 Agenda Context Notes
5. FOLLOW UP ACTION LIST AND UPDATES
 - 5.1. Follow Up Action List/Director/CAO Updates
 - 5.2. Local Trust Committee Chair Updates
 - 5.3. Islands Trust Conservancy Liaison Update
6. BYLAWS FOR APPROVAL CONSIDERATION
None
7. TRUST COUNCIL MEETING PREPARATION
 - 7.1. Executive / Trust Area / Finance / Local Planning
 - 7.1.1. Draft December Trust Council 3-day schedule 5 - 5
 - 7.1.2. Draft December Trust Council Agenda 6 - 7
 - 7.1.3. Draft September Trust Council Minutes 8 - 31
 - 7.1.4. In-person Trust Council meetings in 2023-24 - Trustee Yates - RFD 32 - 34
 - 7.1.5. Report on potential new Reconciliation Committee - Trustee Elliott - RFD 35 - 37
 - 7.1.6. Proposed Trust Council Schedule 2023 - RFD 38 - 40
 - 7.1.7. Council Committee Ratification for 2022-2026 - RFD 41 - 43

7.1.8.	June Trust Council Provincial Review - Briefing	44 - 49
7.1.9.	Policy Statement Amendment Project Overview - Session Outline	50 - 53
7.1.10.	NAPTEP Certificate Completion Extension SSI LTA- RFD	54 - 55
7.1.11.	Recommended Islands Trust Council Representative and Alternate Attendee for DFO Shellfish Aquaculture Management Advisory Committee - RFD	56 - 64
7.1.12.	Budget 2023-2024 - Session Outline	
	See item 2.2.1 Agenda Context Notes	
7.1.13.	Standards of Conduct / Conflict of Interest / FOI - Session Outline	65 - 65
7.1.14.	First Nations Session / Reconciliation Action Plan - Session Outline	66 - 66
	Reece Harding - presentation	
7.1.15.	Strategic Plan Review - Session Outline	67 - 81
7.1.16.	Planning Services Local Trust Committee Orientation - Session Outline	82 - 82
7.1.17.	Eli Mina and Roberts Rules - Session Outline with attachment	83 - 97
7.1.18.	Delegation Requests	
7.1.18.1.	David Dunnison - A review of carbon storage and carbon storage potential within the Islands Trust Area	98 - 117
7.1.18.2.	Mielle Chandler - Democracy, peace and the bylaw enforcement system	118 - 123
7.1.18.3.	Mary Beth Rondeau - Reducing our carbon footprint and promoting resilience and adaptability	124 - 142

8. EXECUTIVE COMMITTEE PROJECTS

8.1. Trust Council Initiated

8.1.1. Executive

8.1.1.1.	Local Trust Committee Chair Assignments - Discussion	
8.1.1.2.	Executive Committee Terms of Reference - Briefing	143 - 151
8.1.1.3.	Preparing for December 14, 2022 meeting with Minister Cullen - Briefing	152 - 153

8.1.2. Trust Area Services

8.1.2.1.	AVICC/UBCM Resolution Selection Process (Annual Item) - RFD	154 - 161
	That the Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2023 AVICC/UBCM conventions.	

8.1.3. Planning Services

8.1.4. Administrative Services

8.2. Executive Committee Initiated

8.2.1. Executive

8.2.1.1. Executive Committee 2023 draft meeting schedule - RFD

See item 2.2.1 Agenda Context Notes

8.2.2. Trust Area Services

8.2.3. Local Planning Services

8.2.4. Administrative Services

9. NEW BUSINESS

9.1. Executive/Trust Council

9.2. Trust Area Services

9.2.1. LTC Chairs Report on Local Advocacy Topics

9.3. Local Planning Services

9.4. Administrative Services

10. CORRESPONDENCE (for information unless raised for action)

10.1. S. Yates email dated September 29 re: in-person Trust Council 162 - 162

10.2. Trustee Rockafella re: Budgeting for future Trust Council meetings email dated September 23, 2022 163 - 164

10.3. Oceans Protection Plan re: National Framework for Assessing the Cumulative Effects of Marine Shipping email dated September 26, 2022 165 - 166

10.4. Port of Vancouver re: Phase three engagement starts November 1, 2022 - Active Vessel Traffic Management Program letter dated October 28, 2022 167 - 169

See item 2.2.1 Agenda Context Notes

11. WORK PROGRAM

11.1. Review and amendment of current work program

12. NEXT MEETING

The next Executive Committee is scheduled to be held electronically, December 6, 2022 beginning at 10:00 am.

13. CLOSED MEETING (none scheduled)

14. ADJOURNMENT

Agenda No.	From	Context Notes
4.	Executive Coordinator	ADOPTION OF MINUTES Due to a compressed meeting schedule, the draft Executive Committee meeting minutes from November 2 and 19 are not included in this agenda package; however, will be presented for consideration on EC's December 6th meeting agenda.
7.1.12	Executive Coordinator	Budget 2023-2024 – Session Outline This will be a late item to Trust Council following FPC's November 25th meeting.
8.2.1.1	Executive Coordinator	Executive Committee 2023 draft meeting schedule – RFD That Executive Committee adopt the 2023 meeting schedule as presented on page 40 of the agenda package with in-person meetings scheduled on February 22, June 14, September 13 and November 22, and the remainder to be conducted electronically with the Victoria office boardroom as the place where the public can attend.
10.4	DTAS	Port of Vancouver re: Phase three engagement starts November 1, 2022 - Active Vessel Traffic Management Program letter dated October 28, 2022 This correspondence was sent to various local trust committees including North Pender, Thetis, Saturna, and South Pender.

Islands Trust Council Meeting Schedule

December 6-8, 2022

Electronic

TUESDAY, DECEMBER 6		WEDNESDAY, DECEMBER 7		THURSDAY, DECEMBER 8	
		9:00 Standards of Conduct/Conflict of Interest/FOI – Session Outline		9:00 Eli Mina and Robert's Rules - Session Outline	
		10:00 First Nations Session/Reconciliation Action Plan – Session Outline Reece Harding - presentation			
1:00	CALL TO ORDER	11:00	BREAK	11:00	BREAK
2:00	Approval of Agenda General Business Arising Trustee Roundtable Executive Ratification of Council Committee Members Notice of Motion from Previous Meeting Trust Council 2023 Schedule - RFD Policy Statement Amendment Project Overview – Session Outline NAPTEP – RFD DFO Advisory Committee - RFD	11:15	CONTINUED - First Nations Session/Reconciliation Action Plan Reece Harding - presentation	11:15	Eli Mina and Robert's Rules - continued
3:00	BREAK	12:00	LUNCH	12:00	ADJOURNMENT (approximate)
3:15	Budget 2023-2024 – Session Outline	1:00	Strategic Plan Review – Session Outline Planning Services Local Trust Committee Orientation – Session Outline	 Islands Trust	
5:00	BREAK	3:00	BREAK		
7:00 – 9:00	DELEGATIONS AND PUBLIC COMMENT	3:15	Budget 2023-2024		
		5:00	RECESS FOR THE DAY (approximate)		



Islands Trust Council

Quarterly Meeting Agenda

Date: December 6 - 8, 2022

Location: Islands Trust - Victoria

200 - 1627 Fort Street, Victoria, BC

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. GENERAL BUSINESS ARISING
 - 3.1. Trust Council Follow Up Action List
 - 3.2. September Trust Council Meeting Draft Minutes
 - 3.3. Trustee Round Table
4. EXECUTIVE
 - 4.1. Ratification of Council Committee Members - RFD
 - 4.2. Notice of Motion from Previous Meeting
 - 4.3. Trust Council 2023 Schedule - RFD
 - 4.4. June Trust Council Provincial Review - Briefing
5. ORIENTATION SESSIONS
 - 5.1. Policy Statement Amendment Project Overview - Session Outline
 - 5.2. NAPTEP Certificate Completion Extension SSI LTA- RFD
 - 5.3. Recommended Islands Trust Council Representative and Alternate Attendee for DFO Shellfish Aquaculture Management Advisory Committee - RFD
 - 5.4. Budget 2023-2024 - Session Outline
6. DELEGATIONS / PUBLIC COMMENT
7. ORIENTATION SESSIONS - cont.
 - 7.1. Standards of Conduct / Conflict of Interest / FOI
 - 7.2. First Nations Session / Reconciliation Action Plan
Reece Harding - Young Anderson
 - 7.3. Strategic Plan Review - Session Outline

7.4. Planning Services Local Trust Committee Orientation - Session Outline

7.5. Eli Mina and Robert's Rules - Session Outline

8. DISPOSITION OF DELEGATIONS

9. CORRESPONDENCE

10. NEW BUSINESS

11. NEXT MEETING

To be determined.

12. ADJOURNMENT

DRAFT



Trust Council Minutes of Regular Meeting

Date: September 20-22, 2022
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Executive Present:

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

Trustees Attending:

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

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)
Warren Dingman, Bylaw Compliance and Enforcement Manager
Lori Foster, Executive Coordinator/Recorder

Tuesday, September 20, 2022

The electronic meeting was livestreamed, recorded, and made available for electronic public attendance. When the meeting started, there were 3 members of the public present electronically. It was noted that there were 38 live stream views on September 20.

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

At 1:00 p.m., Chair Luckham called the meeting to order and acknowledged, with respect, all Coast Salish Peoples and the lək'wəŋən Peoples on whose traditional territory the Islands Trust Victoria office stands of the Songhees and Esquimalt First Nations and the many First Nations acknowledged across the Trust Area and Salish Sea by trustees as meeting began.

There were 23 trustees deemed present when the meeting was called to order. Absent: Trustees Morrison and Thorn. Regrets: Vice-Chair/Municipal Trustee Fast.

2. APPROVAL OF AGENDA

By general consent, the agenda was adopted as presented.

3. GENERAL BUSINESS ARISING

3.1 Consent Agenda Items

By general consent, Islands Trust Council adopted the recommendations as presented in items 3.1.1 to 3.1.3.

3.1.1 June Trust Council draft meeting minutes

The minutes be adopted as presented.

3.1.2 Resolutions without Meeting Report

Receive for information.

3.1.3 Trust Council Follow-up Action List (FUAL)

Receive for information.

3.2 Discussion / Decision Items

3.2.1 Trustee Roundtable

Trustees gave verbal updates on current and emerging issues including:

- First Nations engagement, reconciliation, cultural heritage and referrals, traditional knowledge / Indigenous ways of knowing,
- Communications, public engagement and comment regarding the Policy Statement,
- Governance Committee function, review of decision making structures,
- Housing equity, affordable housing and housing agreements,
- Vacation rentals, short –term vacation rentals (STVRs),

- Federation versus local autonomy,
- Climate change, bio-diversity, scientific reports, water studies, sea-level rise, having a staff biologist,
- Marine issues, Port Authority, anchorages, dead boats, green shores,
- New term Trust Council.

The meeting recessed for a break at 2:30 p.m. and reconvened at 2:45 p.m.

4. EXECUTIVE

4.1 Consent Agenda Items

By general consent, Islands Trust Council adopted the recommendation as presented in item 4.1.1.

- 4.1.1 Executive Committee Work Program Report
That Trust Council approve the report as presented.

4.2 Discussion / Decision Items

4.2.1 Chief Administrative Officer (CAO) 2022-2023 2nd Quarter Report

CAO Hotsenpiller spoke to his report as presented, commented on trustees roundtable emerging issues, the upcoming election, and his attendance at the Union of BC Municipalities (UBCM) conference with Executive Committee members last week including minister meetings.

Trustee Morrison joined the meeting at 3:00 p.m.

4.2.2 Strategic Plan Update

CAO Hotsenpiller spoke to the update as presented. The plan will live on with the new term until their vision is created.

Discussion ensued regarding:

- Identifying pillar themes and limiting the number of items on the plan,
- Model bylaws,
- Loading the freshwater data to the website,
- The current report structure is more readable.

4.2.3 2022-2026 Trust Council Orientation Overview – Briefing

CAO Hotsenpiller presented the briefing, discussed options for Trust Council training and answered trustee questions.

Discussion ensued on:

- Meeting rules, conflict of interest, holding meetings,

- Hiring an educational design consultant to understand how people learn best online.

4.2.4 Bylaw Amendment to the FOI and Protection of Privacy Islands Trust Council Bylaw No. 188 and Model Bylaw – RFD

Director, Legislative Services (DLS) Marlor spoke to the request for decision to remedy a technical/typographical error in the bylaw's schedule.

TC-2022-091

It was Moved by Trustee Langereis and Seconded by Trustee Wolverton, That Trust Council Bylaw No. 189, cited as "Islands Trust Council Freedom of Information and Protection of Privacy Bylaw, 2022, Amendment Bylaw No. 1, 2022" be given first reading.

CARRIED

TC-2022-092

It was Moved by Trustee Wolverton and Seconded by Trustee Johnston, That Trust Council Bylaw No. 189, cited as "Islands Trust Council Freedom of Information and Protection of Privacy Bylaw, 2022, Amendment Bylaw No. 1, 2022" be given second reading.

CARRIED

TC-2022-093

It was Moved by Trustee Rogers and Seconded by Trustee Fenton, That Trust Council Bylaw No. 189, cited as "Islands Trust Council Freedom of Information and Protection of Privacy Bylaw, 2022, Amendment Bylaw No. 1, 2022" be given third reading.

CARRIED

They bylaw will be adopted by resolution without meeting (RWM) and finalized.

5. ADMINISTRATIVE SERVICES / FINANCE

5.1 Consent Agenda Items

By general consent, Islands Trust Council adopted the recommendations as presented in items 5.1.1 and 5.1.2.

5.1.1 Financial Planning Committee Work Program Report

That Trust Council approve the report as presented.

5.1.2 Administrative Services Report August 26, 2022

Receive for information.

5.2 Discussion / Decision Items

5.2.1 2021/22 Statement of Financial Information (SOFI) – RFD

Acting Director of Administrative Services (A/DAS) Boden spoke to the request for decision (RFD).

TC-2022-094

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

That the 2021/22 Statement of Financial Information be approved as presented.

CARRIED

5.2.2 Q1 June 30, 2022 Financial Report – RFD

A/DAS Boden spoke to the request for decision (RFD).

TC-2022-095

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

That Trust Council approve the June 30, 2022 Financial Report as presented.

CARRIED

5.2.3 Financial Forecast as at June 30, 2022 – Briefing

A/DAS Boden spoke to the briefing which was received for information.

5.2.4 2023-24 Draft Budget Assumptions and Principles (BAP) Timelines – Briefing

A/DAS Boden spoke to the briefing.

Discussion ensued on the following:

- Updates added to reconciliation and communications,
- BAP is the foundational document on how the budget is created,
- Local trust committees adoption of fees bylaws needs updating,
- Cost recovery of fees,
- Trustee remuneration for Governance Committee attendance,
- This report will come back to Trust Council with a budget attached.

Received for information.

5.2.5 Enhanced Benefit Plan Coverage in Trustee Benefits Package - RFD

A/DAS Boden noted trustee enrollment in this program can be done at the start of the new term.

TC-2022-096

It was Moved by Trustee Rogers and Seconded by Trustee Allen,
That Trust Council 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.

CARRIED

5.2.6 Budget reallocation re trustee laptops and grants-in-aid - Briefing

CAO Hotsenpiller spoke to the briefing and gave a historical summary of trustee laptop costs.

Received for information.

The meeting recessed at 4:43 p.m. and reconvened at 7:00 p.m.

Tuesday, September 20, 2022 - continued

At 7:00 p.m. Chair Luckham reconvened the meeting, gave a land acknowledgement, welcomed delegations, members of the public, trustees, and staff to the engagement portion of the Trust Council meeting.

There were 20 trustees present. Municipal Trustee Fast sent regrets while Trustees Busheikin, Grove, Kaile, Scott and Thorn were absent. There were 8-10 members of the public attending electronically. It was reported there were 14 livestream views.

6.1 Delegations

Each delegation was given 10 minutes to address Trust Council.

6.1.1 Jennifer Margison - Trucking of Freshwater to the Gulf Islands

Jennifer Margison spoke to the health of the islands regarding water resources asking Trust Council to consider restrictions or even moratoriums on new growth citing the increase use of trucking water as summer droughts continue to affect potable water supply.

6.1.2 Michael Sketch - Is the Trust effectively preserving and protecting freshwater?

Mr. Sketch read his submission to Trust Council asking if the Trust is effectively preserving and protecting freshwater, if not, the corollary would be overdevelopment.

6.1.3 Gulf Islands Alliance

Graham Brazier, on behalf of Gulf Islands Alliance, spoke to suggestions for orientation material to be included as information for newly elected trustees following the election including the Governance Review and the Mandell Pinder Legal Opinion included with his presentation.

6.2 Public Comments

Maxine Leichter, Salt Spring Island resident, spoke to the island's water situation and the trucking of water to Salt Spring Island noting there is a problem with salt water in some wells.

Riane Da Silva, Denman Island resident, commented on human rights and housing, that those who are unlawfully housed are valuable members of the community.

Michael Sketch, North Pender Island resident, spoke in support of the Gulf Islands Alliance presentation and requested that minutes be revised to include more discussion points rather than decisions only.

The meeting recessed for the day at 7:54 p.m.

Wednesday, September 21, 2022

Chair Luckham reconvened the meeting at 9:00 a.m. and gave a land acknowledgement.

There were twenty trustees present when the meeting reconvened. Regrets received from Trustee Fast. Trustees absent: Brent, Fenton, Kaile, McConchie, and Thorn.

It was reported that there were 85 livestream views on September 21 and between 3-5 electronic attendees.

7. TRUST AREA SERVICES

7.1 Consent Agenda Items

By general consent, Islands Trust Council adopted the recommendations as presented in items 7.1.1; 7.1.5 and 7.1.6 and pulled for discussion items 7.1.2, 7.1.3 and 7.1.4 with comments shown.

7.1.1 Trust Programs Committee Work Program Report

That Trust Council approve the report as presented.

7.1.2 Trust Area Services 2022-2023 Second Quarter Report

Feedback that the website still had reports of being problematic regarding search functions and speed were heard. The report was received for information.

7.1.3 Islands Trust Conservancy Report to Trust Council 2nd Quarter 2022-2023

Trustee Stamford, Islands Trust Conservancy Chair, highlighted received funding contributions. The report was received for information.

7.1.4 Legislative Monitoring Report August 2022 - Briefing

It was noted the report will be on Trust Council agenda twice a year. The report was received for information.

7.1.5 Advocacy Summary (2018-2022 Trust Council Term) - Briefing

Receive for information.

7.1.6 Correspondence from Ministry of Municipal Affairs staff on Policy Statement Content and Structure – Briefing

Receive for information.

7.2 Discussion / Decision Items

7.2.1 Policy Statement Amendment Project Revisions and Next Steps (Fall/Winter 2022-23) - Session Outline and RFD

Director of Trust Area Services (DTAS) Frater and Trust Programs Committee (TPC) Chair Morrison spoke to the request for decision (RFD) and recommendations as presented.

Discussion ensued on “Part 1 - Structural Revisions of the Policy Statement” as presented in the request for decision (RFD).

Trustees discussed items 1.3 and 1.4 making changes to the recommendation presented in the report.

TC-2022-097

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

That Trust Council request staff to make the following changes to the structure of the draft new Islands Trust Policy Statement Bylaw No. 183, for Trust Programs Committee and Executive Committee review:

1.1 – remove detailed coordination policies from each subsection and instead develop more general coordination principles in accordance with the object of the Trust.

1.2 – remove detailed “commitments of Trust Council” from each subsection and instead develop more general guiding principles in accordance with the object of the Trust.

1.3 – add a new category of “recommendation policies” that local trust committees and island municipalities should address in addition to the existing category of “directive policies” (must include in local official community plans and regulatory bylaws).

1.4 – draft a companion handbook to foster better understanding for Trustees and across the Trust that includes greater detail on the rationale for policies and how local trust committees and island municipalities are expected to implement each policy.

1.5 – separate out introductory/history sections from the official bylaw and place them in the companion handbook.

1.6 – explore updating and integrating Trust Council’s Policy Statement Amendment Policy 1.2.1 and Policy Statement Implementation Policy 1.3.1 into the draft Policy Statement bylaw.

Discussion ensued on “Part 2 - Revisions to Existing Content” as presented in the request for decision. Comments followed on:

- Item 2.1, defining of areas,
- Item 2.2, the draft agricultural policies, that the letter dated June 22, 2021, from The Salt Spring Agricultural Alliance regarding the draft Islands Trust Policy Statement be considered,
- Item 2.4, regarding tree cutting authority,
- Item 2.5, clarifying the term “Precautionary Principle,”
- Revisit desalination in the application process,
- Capturing the concept of Green Shores rather than specifying a specific program.

TC-2022-098

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

That Trust Council request staff to make the following changes to the existing content of the draft new Islands Trust Policy Statement Bylaw No. 183, for Trust Programs Committee and Executive Committee review:

2.1 - refine the draft directive and recommended policies prohibiting new private docks to highlight areas of concern, for example prohibiting or limiting new private docks in areas that have been identified as culturally significant for First Nations, identified for community use, or in locations that provide critical habitat for species at risk, and/or requiring cumulative effects assessments prior to approval of applications.

2.2 – refine the draft agricultural policies and recommendation policies to highlight the value of sustainable agriculture in the Trust Area, while also suggesting preferred approaches that are aligned with the object of the Trust, and First Nations’ rights and interests.

2.3 – refine the draft directive policy and recommendation policies prohibiting new seawalls or hard shoreline armouring to instead direct local trust committees and island municipalities to consider guidelines as found in Green Shores or other soft shoreline approaches to set requirements for shoreline preservation.

2.4 – remove the draft commitment/coordination policies and recommendation policies advocating for authority to regulate tree cutting, acknowledging that Trust Council may continue to advocate for this irrespective of the topic’s inclusion in the Policy Statement.

2.5 – explore the inclusion of general guiding principles, recommendation policies, and/or directive policies that aim to ground all decision-making in the ‘Precautionary Principle’, with a clear definition of this term in the Glossary and related implementation guidelines in the companion handbook.

Trust Programs Committee (TPC) Chair Morrison introduced “Part 3 – Development of Additional Content” as presented in the request for decision (RFD).

DRAFT

TC-2022-099

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

That Trust Council request staff to develop and add the following additional content to the draft new Islands Trust Policy Statement Bylaw No. 183, for Trust Programs Committee and Executive Committee review:

3.1 – provide more explanatory context on First Nations rights and responsibilities, and implications of the Declaration on the Rights of Indigenous Peoples Act, with corresponding “recommendation policies” to guide First Nations engagement and reconciliation work.

3.2 – add greater detail on First Nations’ co-governance interests and the need for collaborative frameworks to work together at all stages of policy development and implementation, and in all decision-making.

3.3 – strengthen policy language around First Nations’ constitutional rights to access culturally significant areas and healthy ecosystems for their cultural, spiritual, and economic uses.

3.4 – strengthen policy language around preservation and protection of the coastal and marine environment to support First Nations’ food security in Indigenous marine harvesting areas.

3.5 – strengthen policy language around engaging with First Nations and cultural monitors to better protect known and unknown cultural heritage sites, through clearly defined collaborative frameworks.

TC-2022-100

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

That **TC-2022-099** be amended at 3.4 to add the words “and terrestrial” after the word “marine”.

DEFEATED

Chair of Trust Programs Committee Morrison called the question on motion **TC-2022-099** as presented.

CARRIED

The meeting recessed for a break at 11:00 a.m. and reconvened at 11:15 a.m.

Trust Programs Committee (TPC) Chair Morrison confirmed quorum after the break.

TPC Chair Morrison continued with “Part 4 – Coordination with Referral Agency Partners” as presented in the request for decision (RFD).

TCP Chair Morrison invited questions, the following discussion ensued:

- Item 4.2 that established agricultural organizations feedback is considered under other streams,
- Item 4.4 consider University of Victoria’s POLIS Water Sustainability Project work and others under other processes, this section is with regards to referral agency partners,

- Advice for the next Council to ensure that they are consulting with other organizations.

TC-2022-101

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

That Trust Council request staff to explore and, where possible, integrate input received from the following referral agency partners on the draft new Islands Trust Policy Statement Bylaw No. 183, for Trust Programs Committee and Executive Committee review:

4.1 – work with Bowen Island Municipality staff and Islands Trust Conservancy staff to integrate their specific amendment requests.

4.2 – work with Ministry of Agriculture & Food and Agricultural Land Commission staff to refine the wording of the draft agricultural policies.

4.3 – address regional district staff recommendations for revisions to policies relating to active recreation, active transportation, trails, and climate emergency preparedness, as appropriate.

4.4 – address improvement district recommendations around water management, including rainwater harvesting, septic filtering, and water conservation, as appropriate.

4.5 – postpone the deferred referrals to local trust committees until the next draft of the document has been received by the incoming Trust Council and its committees.

CARRIED

TCP Chair Morrison continued with Part 5 – Engagement, Reviews, and Next Steps, as presented in the request for decision (RFD). The recommended resolutions in the RFD under Part 5 were presented as individual motions.

TC-2022-102

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

5.1 - That Trust Council request staff to 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.

CARRIED

TC-2022-103

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

5.2 - That Trust Council request staff to 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.

CARRIED

Discussion ensued on recommendation 5.3 in the request for decision (RFD) which asks that a legal review including graphic design and plain language services be procured prior to inclusion in a publicly released agenda package versus when these services would be used when the document was at a first reading stage.

TC-2022-104

It was Moved by Trustee Peterson and Seconded by Trustee Langereis,
5.4 - That Trust Council request staff to prepare a new Policy Statement Amendment Project Charter for the consideration of the incoming Executive Committee and Trust Council in early 2023.

CARRIED

Discussion ensued on types of products to implement regarding communications of the Policy Statement Amendment Project.

TC-2022-105

It was Moved by Trustee Peterson and Seconded by Trustee Fenton,
5.5 – That Trust Council request staff to prepare a Policy Statement Amendment Project Communications Strategy for the consideration of the incoming Executive Committee and Trust Council in early 2023.

CARRIED

Chair Luckham thanked TPC Chair Morrison for her work on Trust Programs Committee, the public for all its input in the Policy Statement Amendment Project and leaving next Council in a good way to move forward with the process.

7.2.2 Referral for Comment Islands Trust Conservancy (ITC) Plan – Briefing

Islands Trust Conservancy (ITC) Chair Stamford spoke to the plan as required by the *Islands Trust Act*.

ITC Manager Emmings provided further detail on the briefing and the time-frame of the 3-year interim plan as presented.

Received for information.

7.2.3 Executive Committee (EC) Sponsorship of NAPTEP Fees- RFD

Director of Trust Area Services (DTAS) Frater spoke to the request for decision (RFD), as presented, regarding EC sponsorship of fees for the Natural Area Property Tax Exemption Program (NAPTEP).

TC-2022-106

It was Moved by Trustee Stamford and Seconded by Trustee Busheikin,
That Trust Council Bylaw No. 190, cited as “Islands Trust Council Natural Area
Exemption Certificate Fees Bylaw No. 115, 2006, Amendment Bylaw No. 1,
2022”, be read a first time.

CARRIED

TC-2022-107

It was Moved by Trustee Stamford and Seconded by Trustee Peterson,
That Trust Council Bylaw No. 190, cited as “Islands Trust Council Natural Area
Exemption Certificate Fees Bylaw No. 115, 2006, Amendment Bylaw No. 1,
2022”, be read a second time.

CARRIED

TC-2022-108

It was Moved by Trustee Stamford and Seconded by Trustee Wolverton,
That Trust Council Bylaw No. 190, cited as “Islands Trust Council Natural Area
Exemption Certificate Fees Bylaw No. 115, 2006, Amendment Bylaw No. 1,
2022”, be read a third time.

CARRIED

TC-2022-109

It was Moved by Trustee Stamford and Seconded by Trustee Peterson,
That Trust Council approve new Policy 2.1.16 “Guidelines for Executive
Committee Sponsored or Islands Trust Conservancy Initiated NAPTEP
Applications”.

CARRIED

The meeting recessed for a lunch break at 12:15 p.m. and reconvened at 1:00 p.m.

8. COLLABORATION

8.1 Coastal Marine Strategy Presentation

Ministry of Land, Water and Resource Stewardship (LWRS), Coastal Marine Stewardship
Executive Director Charlie Short introduced the following LWRS staff:

- Karen Topelko, Sr. Marine Resource Specialist,
- Anette Thingsted, Sr. Policy Advisor.

Executive Director Short gave a PowerPoint presentation titled, “A Coastal Marine
Strategy for British Columbia, Information Session for Islands Trust September 21, 2022”
and followed with a question and answer session.

Comments were heard on First Nations engagement, advocacy for the coastal marine environment and having LWRS staff return and present to next term's Trust Council.

7.2.4 Amendments to History and Heritage Conservation Grants-in-Aid Policy 2.1.14 – RFD

Director of Trust Area Services (DTAS) Frater spoke to the request for decision (RFD) as presented.

Discussion ensued.

Typographical errors/minor edits on page 235 should say "section 1.4" and page 238 "has the organization received a previous grant-in-aid" clarified.

TC-2022-110

It was Moved by Trustee Langereis and Seconded by Trustee Rogers,
That Trust Council amend the History, Heritage, and Conservation Grants-in-Aid Policy 2.1.14 dated September 15, 2020, with the revised History and Heritage Conservation Grants-in-Aid Policy 2.1.14 dated September 20, 2022.

CARRIED

9. PLANNING SERVICES

9.1 Consent Agenda Items

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

9.1.1 Regional Planning Committee (RPC) Work Program Report

That Trust Council approve the report as presented.

RPC Chair, Trustee Busheikin thanked the committee and staff for its work this term and noted the Water Sustainability Strategy will need further support.

These minutes will note the Development and Information Approval (DIA) Bylaw is not showing in the projects report and needs tracking.

Approved as presented.

9.1.2 Bylaw Compliance and Enforcement Statistics - Briefing

Receive for information.

9.2 Discussion / Decision Items

9.2.1 Planning Services Report September 2022 Trust Council

Director of Planning Services (DPS) Cermak spoke to the report as presented thanking elected officials and staff for welcoming him to his new role.

Discussion ensued on the following:

- Official community plan (OCP) reviews at Islands Trust are out of date due to many issues,
- Challenges regarding bylaw enforcement and communication.

9.2.2 Amendments to Trust Council Policies 6.2.1 Priority Setting/Review Guidelines and 6.71 Work Program, Follow-up Action Lists and Priority Charts - RFD

Director of Planning Services (DPS) Cermak introduced the request for decision (RFD) regarding priority setting.

Regional Planning Manager (RPM) Kauer gave a brief PowerPoint presentation.

Discussion ensued on the policy as presented including the number, scope and preparedness of top priorities and projects worked on at the local trust committee level.

TC-2022-111

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

That draft policy 6.2.1 be amended by changing 1.1.3 as follows:

1.1.3 a.) to add: “and one active minor project at a time,”

1.1.3 b.) to add: and Salt Spring Island (SSI) is allotted 3 active minor projects.”

TC-2022-112

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

That the motion **TC-2022-111** to amend the draft policy 6.2.1 amendment be severed after the word “time” into two motions.

CARRIED

Chair Luckham called the question on TC-2022-111 as amended.

TC-2022-111

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

That draft policy 6.2.1 be amended by changing 1.1.3 as follows:

1.1.3 a.) to add: “and one active minor project at a time.”

CARRIED

TC-2022-113

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

That draft policy 6.2.1 be amended by changing 1.1.3 as follows:

1.1.3 b) to add: “and Salt Spring Island (SSI) is allotted 3 active minor projects.”

TC-2022-114

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

That motion **TC-2022-113** be amended to remove the word “minor”.

Trustee Busheikin called a point of order on the motion as originally presented in the request for decision regarding “active” and “minor” projects. Chair Luckham continued with the motion.

CARRIED

Chair Luckham called the question on TC-2022-113 as amended.

TC-2022-113

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

That draft policy 6.2.1 be amended by changing 1.1.3 as follows:

1.1.3 b) to add: “and Salt Spring Island (SSI) is allotted 3 active projects.”

CARRIED

TC-2022-115

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

That Trust Council approve amended 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.

CARRIED

TC-2022-116

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

That Trust Council request staff to establish criteria to guide selection of the local trust committee (LTC) projects to be undertaken, including an evaluation process that determines priorities on the basis of need and regional equity.

CARRIED

The meeting recessed for a break at 3:20 p.m. and reconvened at 3:35 p.m.

By general consent, Trust Council addressed item 10. and moved item 9.3.3 to Thursday’s business.

10. GOVERNANCE COMMITTEE

10.1 Policy Amendments to Support Governance Committee – RFD

Chief Administrative Officer (CA) Hotsenpiller and Director of Legislative Services (DLS) Marlor introduced the request for decision (RFD) as presented.

Discussion ensued on the election of committee members.

TC-2022-117

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

That Trust Council adopt an amended Policy 2.3.1 [Council Committee System] that:

1. adds Governance Committee as a council standing committee,
2. establishes that membership is seven members from Trust Council elected by Trust Council,
3. establishes that the Chair of Trust Council and one of the two Trust Council elected members of the Islands Trust Conservancy are ex-officio members, and
4. establishes that election of the Governance Committee shall occur by the March Trust Council meeting following the local government general elections.

CARRIED

TC-2022-118

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

That Trust Council adopts Policy 2.3.5 [Governance Committee Terms of Reference] that establishes the purpose and terms of reference for the Governance Committee.

CARRIED

TC-2022-119

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

That Trust Council request staff to amend Policy 2.3.2 [Regional Planning Committee Terms of Reference], Policy 2.3.3 [Financial Planning Committee Terms of Reference] and Policy 2.3.4 [Trust Programs Committee Terms of Reference] to change all references to the number of council committees from three (3) to four (4).

CARRIED

10.2 2022 Governance Report Review Session - Session Outline

At 4:15 p.m., Chair Luckham asked trustees to move into their assigned breakout rooms for discussion on the Governance Report as presented in the session outline.

Each breakout group was facilitated by a senior staff member and administrator.

At 5:00 p.m., Trust Council returned to the main electronic meeting and gave a verbal summary of discussions held by each group in response to the facilitation questions as presented in the session outline.

At 5:35 p.m. the meeting recessed for the day.

Thursday, September 22, 2022

Chair Luckham reconvened the open meeting at 9:00 a.m. and humbly stated gratitude to work and live on Coast Salish First Nations traditional and treaty territory.

There were 21 trustees present when the meeting reconvened. Regrets received from Trustees Fast, McConchie and Rockafella.

Trustees absent: Fenton and Thorn. It was reported that there were 42 livestream views on September 22 and approximately 3 electronic attendees.

11. CLOSED MEETING

At 9:03 a.m., the meeting was closed to the public.

TC-2022-120

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

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

CARRIED

At 10:00 a.m., the meeting was reopened to the public then recessed for approximately 10 minutes.

At 10:15 a.m., Chair Luckham welcomed the public attending and watching livestream, gave a land acknowledgement, took roll call of trustee and continued with the agenda.

12. RISE AND REPORT

Chair Luckham reported that the June Trust Council in-camera minutes were adopted as presented.

Trustee Middleton raised a question regarding business addressed in the closed session.

TC-2022-121

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

That Trust Council request staff provide a list of 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.

Trustee Busheikin called a point of order asking if this was a new business item.

Chair Luckham ruled to proceed with the motion, there were no challengers to the Chair's ruling. Discussion ensued.

TC-2022-122

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

That motion **TC-2022-121** be amended by inserting after the word “staff” the words “in cooperation with Executive Committee” and by adding before the word “resources” the word “needed”.

CARRIED

TC-2022-121 (as amended)

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

That Trust Council request staff, 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.

CARRIED

Chair Luckham continued with business from Wednesday’s agenda schedule at item 9.2.3.

9.2.3 Advice to Trust Council on Advocacy to the Province re Housing Affordability Supports – RFD

Regional Planning Committee (RPC) Chair Busheikin spoke to the request for decision as presented.

TC-2022-123

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

That Trust Council request the 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.

CARRIED

Trustees Fenton and McConchie joined the meeting at 11:01 a.m.

TC-2022-124

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

That Trust Council request Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.

CARRIED

TC-2022-125

It was Moved by Trustee Busheikin and Seconded by Trustee Wolverton,
That Trust Council host a panel session about affordable housing challenges and solutions in the Islands Trust Area as part of trustee education.

TC-2022-126

It was Moved by Trustee Dodds and Seconded by Trustee Brent,
That motion **TC-2022-125** be amended to remove the word affordable.

CARRIED

TC-2022-125 (as amended)

It was Moved by Trustee Busheikin and Seconded by Trustee Wolverton,
That Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education.

CARRIED

TC-2022-127

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

It was discussed that the roundtable be coordinated within six months, not necessarily held within six months of the new term.

CARRIED

13. NEW BUSINESS - None

14. SUMMARY/UPDATES

14.1 Trustee Updates

14.1.1 BC Ferries (Ferry Advisory Committee Chairs) - None

14.1.2 First Nations

Trustee Colbourne noted that Snuneymuxw First Nations has signed a working agreement with BC Ferries regarding BC Ferries rezoning application on Gabriola.

14.1.2.1 Trustee Johnston - Xwe'etay/Lasqueti Archaeology Project Report to Trust Council - September 2022

Trustee Johnston circulated an addendum to the attached report via email to Trust Council on September 20th.

14.1.3 Gulf Islands National Park Reserve Advisory Committee

Trustee Middleton reported there are currently no meetings being held, that the committee is in transition and to keep the committee in mind when the new term trustees convene.

14.1.4 Salt Spring Island Watershed Protection Alliance (SSIWPA)

Trustee Patrick noted SSIWPA's work continues.

14.1.5 Atl'ka7tsem/Howe Sound Community Forum

Trustee Stamford reported that a sub-committee of the forum is meeting with the Ocean Watch group.

14.1.6 Southern Gulf Islands Forum

Trustee Wolverton noted the last forum meeting was postponed and has been rescheduled to meet this week with, the main item of discussion is anchorages.

14.1.7 Baynes Sound Forum

Trustee Critchley said the next forum is being set for December 2, 2022 and noted he is sitting on the Department of Fisheries and Oceans (DFO) Shellfish Aquaculture Advisory Committee which meets twice a year.

14.1.8 Freighter Anchorages Update

Trustee Fenton said he participated in phase 2 of the Port Authority engagement process on behalf of Gabriolans Against Freighter Anchorages (GAFA).

14.2 Priorities Chart

Received for information.

14.3 Proposed November Trust Council Agenda Program

CAO Hotsenpiller spoke to drafts November and December Trust Council schedules as presented with regards to new term trustee orientation and election of the new Executive Committee.

Received for information.

14.4 Disposition of Delegations and Public Comment Requests

Regarding delegation item 6.1.3 Gulf Islands Alliance

TC-2022-128

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

That the Gulf Islands Alliance letter and addendum report be included in the new trustee information package.

TC-2022-129

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

That motion **TC-2022-128** be amended as follows:

After the word report add “, and the Young Anderson legal opinion regarding the scope of Section 3”.

CARRIED

TC-2022-128 (as amended)

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

That the Gulf Islands Alliance letter and addendum report, and the Young Anderson legal opinion regarding the scope of Section 3, be included in the new trustee information package.

DEFEATED

5. CORRESPONDENCE

15.1 G. Elliott re: WSÁNEĆ Interests in Islands Trust Policy Statement letter dated May 30, 2022

The attached correspondence was received for information.

It is noted that Executive Committee requested staff circulate item 10.2 from its September 20th agenda, correspondence re: WSÁNEĆ Leadership Council Staff response to 2021 Islands Trust Policy Statement Amendments dated August 4 2022 to all trustees.

15.2 Emergency Management Trans Mountain re: BC EAO Condition 35 Fate and behaviour Bitumen Research email dated June 16, 2022

The email and report were received for information.

15.3 Trustee Wright re: considering carrying capacity letter dated August 31, 2022

TC-2022-130

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

That Trust Council refer the concept of “carrying capacity” to the Regional Planning Committee for study and recommendations.

CARRIED

15.4 H. Holm letter dated August 31, 2022 re: carrying capacity vs ecological balance

Received for information.

15.5 Premier response re: Council urges Federal & Provincial Gov to Support Global Initiative for a Fossil Fuel Non-proliferation (FFNP) Treaty.

Received for information.

15.6 Minister Osborne response RE: Request for New Legislation to Protect and Restore Biological Diversity and Ecosystem Health

Response received for information to chair letter sent July 15, 2022. (Incorrectly cited as sent July 12, 2022).

16. NEXT MEETING

The next Trust Council meeting is scheduled to be held in-person November 1-3, 2022 at the Coast Victoria Hotel and Marina 146 Kingston Street, Victoria BC.

17. ADJOURNMENT

By general consent, the meeting was adjourned at 12:13 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder



TRUSTEE REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** December 6, 2022
From: Susan Yates **Date Prepared:** November 21, 2022
SUBJECT: In-person Trust Council meetings in 2023/24

RECOMMENDATION:

That Trust Council ensure that the 2023/24 Budget to allow for four in-person Council meeting.

That Trust Council schedule at least two of the in-person Council meetings to take place on the Islands our mandate pertains to.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Trust Council will have to consider this request in the context of the proposed 2023/24 draft budget.

PURPOSE: To request that Trust Council ensure that the 2023/24 Budget to allow for four in-person Council meetings, and that at least two of the in-person Council meetings take place on the Islands our mandate pertains to.

1 BACKGROUND:

Until Covid shut down in-person Council meetings, all of the quarterly Trust Council meetings were in person and open to the public. Zoom meetings were a very good bridge to get Council through the pandemic. They are still a good way to have many meetings of Council members, such as Committee meetings and webinar instruction meetings. Trust Council, however, should revert to meeting in person as soon as possible because:

- There has been an obvious degradation in the kinds of discussions and quality of Council decision-making in zoom meetings. I have observed this over the past 4 years. As a dedicated reporter, I probably attended more hours of Council than a few of the Trustees over the past term.
- We are a new Council and we need to start off seeing each other at every Council meeting over the next year, and beyond.
- There are technical problems and frustrating delays with Trustees not getting workable internet connections from their home islands.
- Trustees discuss issues that are important to them during Council meeting breaks, and during meals together. Much can be accomplished to strengthen camaraderie and the will to move forward as a federation when informal discussions add to what is discussed during Council meetings.
- Long zoom meetings are lonely and depressing; no matter how important or uplifting the issues at hand may be.

For the past almost 50 years, Trust Council members travelled to at least 2 of the Islands in the Trust Area to have Council meetings, and observed the ties that bind all of us as Council members: the ferries, the land and seascapes, the village areas, cultural heritage, and during lunch breaks on Day 2 of Council, something special about the host island. I still remember the wonders of these short field trips from 35 years ago. More recently, I saw how valuable it was for Trustees to visit the new (at that time) library and refurbished lighthouse on Mayne Island, the Millard Learning Centre on Galiano, and the Gabriola Commons with its unique zoning. We have yet to visit the green burial sites on Denman or Salt Spring; two places islanders sometimes ask me about.

When Council is held on one of the Trust Islands, residents of that island are encouraged to attend Council and see why they are, or should be, supporting the Islands Trust and their Local Trustees. Having heard comments from fellow islanders about this, I know it is the kind of support that the Trust needs, now more than ever.

When Council is held on one of the Trust Islands, local businesses are supported; they in turn see value in supporting the Trust. In my long history of either being a Trustee, or observing the Trust; I have attended Council meetings on every major Island in the Trust Area, from Saturna to Salt Spring. Every island was welcoming and provided all the necessary amenities; including billeting and large pot luck meals made by residents in the 1980s and 90s.

The Trust is losing support from its constituents; we see this in a number of ways. We need to make the effort and spend the money to have Council meetings in public, in person, and in the Trust Area. We will not be disappointed by the residents of the Trust Area; they excel at volunteering and being proud of where they live, and they deserve our visible respect and support.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The Executive Coordinator will organize the in-person meetings

FINANCIAL: Average estimated cost for an in-person Trust Council meeting is \$27,500.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will plan and promote Trust Council meetings as per the usual process.

FIRST NATIONS: In-person meetings may facilitate relationship building with First Nations representatives.

OTHER: None.

3 RELEVANT POLICY(S): [Policy 2.2.2 Council Meeting Preparation](#)

4 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendation:

That Trust Council ensure that the 2023/24 Budget to allow for four in-person Council meeting.

That Trust Council schedule at least two of the in-person Council meetings to take place on the Islands our mandate pertains to.

Alternative:

- Schedule fewer in-person meetings
- Schedule fewer meetings on the islands

Prepared By: Susan Yates, Gabriola Island Local Trustee

Reviewed By/Date:



TRUSTEE REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** November 25, 2022
From: Tobi Elliott **Date Prepared:** November 21, 2022
SUBJECT: Report on potential new Reconciliation Committee

RECOMMENDATION: That Trust Council request staff to prepare a report regarding options for resourcing and supporting a new Select Committee on Reconciliation, with recommendations as to how the Select Committee on Reconciliation's terms of reference, composition and purpose would be determined.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: If directed, staff can prepare this report for consideration by Trust Council in March 2023. Staff would include financial implications in the report.

1 **PURPOSE:** To request that Trust Council request staff to prepare a report regarding options for resourcing and supporting a new Select Committee on Reconciliation

2 **BACKGROUND:**

A new Select Committee on Reconciliation would align with Trust Council's recognition in its March 2019 Declaration on Reconciliation that this "is a long-term relationship-building and healing process... [and] Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea."

Purpose:

- I recognize that Trustees and Staff individually hold responsibility for advancing the work of reconciliation and meaningful relationship building with nations in the Trust Area.
- Collectively at the Islands Trust, there is still much work to be done toward embedding reconciliation practices and principles into operations and organizational culture, and into institutionalizing better ways of relating, so that the work does not rest on the shoulders of any single Staff person, or with individual Trustees.
- A Select Committee or Coordinating Group on Reconciliation Action, with actively engaged Trustees, might support the Islands Trust's ongoing work and relationship-building efforts with First Nations by:
 - ensuring there is capacity funding in the budget for nations to participate in decision making processes;
 - requesting the Province to fund activities that support the development of co-governance processes with First Nations;

- developing a Reconciliation Action Plan for the upcoming term;
- ensuring Action Items that are identified as Priorities are followed up on and have the support of Council in tangible ways.

Currently, there have been identified by staff approximately 100 Follow Up Action Items on Reconciliation, presented to Executive Committee on November 5th, 2022. There currently is no active Reconciliation Action Plan to prioritize and coordinate strategic planning for those action items, and no single body to provide focused direction and leadership to the work.

The Senior Intergovernmental Policy Advisor (SIPA) staff role has been empty since February 2022. Currently the role is being filled by Trust Programs Director Clare Frater. It is critical to fill the SIPA role as soon as possible with a knowledgeable expert in Indigenous-government relations, who can to draft protocol agreements and work on the technical aspects of monitoring relationship building with the nations in the Trust Area.

The Select Committee on Reconciliation Action should not replace the SIPA role, but would advise and support the work in order to bring recommendations, findings and opinions back to Trust Council for decision and direction.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: There are few organizational implications to writing of a report with options. This work should be achievable within existing work programs.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff would prepare the report for Trust Council to consider in March 2023.

FIRST NATIONS: This request is meant to support a long-term relationship-building and healing process

OTHER: None.

4 RELEVANT POLICY(S): First Nations Engagement Principles Policy, Trust Council and Islands Trust Conservancy Reconciliation Declarations.

5 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendation: That Trust Council request staff to prepare a report regarding options for resourcing and supporting a new Select Committee on Reconciliation, with recommendations as to how the Select Committee on Reconciliation's terms of reference, composition and purpose would be determined.

Alternative:

That Trust Council request staff to report on options for resourcing and supporting the formation of an entity other than a Council Committee, for the purpose of recommending Reconciliation actions to Trust Council, such as a Reconciliation "Coordination Group" (Secretariat Policy 2.1.15).

Prepared By: Tobi Elliott, Gabriola Island Local Trustee

Reviewed By/Date:



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** December 6, 2022
From: CAO / Executive Coordinator **Date Prepared:** November 21, 2022
SUBJECT: Proposed Trust Council Schedule 2023

RECOMMENDATION:

1. That Trust Council adopt the following meeting dates for its 2023 schedule: March 7-9, June 27-29, September 26-28, and December 5-7.
2. That Trust Council adopt the following meeting locations and for its 2023 schedule: March (in-person, Nanaimo), June (electronic), September (electronic), December (in-person, Victoria).

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Executive Committee has endorsed the proposed March, June, September and November meeting dates for Trust Council's 2023 schedule. At present there are 2 live meeting and 2 electronic meetings scheduled. There is a challenge in that the two electronic meetings are consecutive, due to the need to have a live March meeting to discuss the budget and a live December meeting to discuss the upcoming budget. Notwithstanding this report, at the November Trust Council meeting, a notice of motion was made to reconsider the number of live meetings of Trust Council for the upcoming year, which may affect this request for decision.

PURPOSE: To consider recommendations for the Trust Council 2023 i) meeting dates ii) and locations and adopt a 2023 meeting schedule.

BACKGROUND:

i. Selection of Trust Council meeting dates, 2023

The Trust Council 2023 schedule follows the [Meeting Procedures Bylaw No. 101](#) which states "the Council shall establish the schedule of the date, time and place of regular Council meetings, one of which shall be in each of the months of March, June, September and December," at its December meeting. See Attachment 1.

2023 meeting dates have been selected taking into consideration statutory holidays, associated known conference dates, National Indigenous Peoples day and other local government scheduling throughout the year.

The following Trust Council meeting dates are recommended for 2023: **March 7-9, June 27-29, September 26-28, and December 5-7.**

ii. Trust Council Meeting Locations

[Islands Trust Electronic Meetings Regulation](#) was amended September 29, 2021 to allow for regular electronic meetings of a trust body. This council needs to consider which “other” meeting should be held in-person and where that location would be.

The following table offers historical Trust Council locations at a glance:

	2014	2015	2016	2017	2018	2019	2020	2021	2022
Jan	NA	NA	NA	NA	NA Salt	Nanaimo	Salt Spring	electronic	NA Nanaimo
March	Hornby	Gabriola	Hornby	Gabriola	Spring	Gabriola			
June	Saturna	Galiano	N. Pender	Lasqueti	Saturna	Galiano	electronic	electronic	electronic
Sept	Keats	Bowen	Sidney	Denman	Keats	Bowen	electronic	electronic	electronic
Nov	NA	NA	NA	NA	Victoria	NA	electronic	NA	Victoria
Dec	Victoria	Victoria	Salt Spring	Victoria	NA	Victoria		Victoria	electronic

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

There may be a need for reallocation of current administrative staff to assist in running electronic Trust Council meeting.

FINANCIAL:

The draft 2023/24 budget for Trust Council meeting expenses considers 2 in-person meetings with the remainder to be held electronically. Certainty as to meeting locations will ensure meeting reservations can be secured and meeting logistics can be executed accordingly.

POLICY:

[Bylaw 101 Meeting Procedures Bylaw](#)

[Islands Trust Electronic Meetings Regulation](#)

IMPLEMENTATION/COMMUNICATIONS:

Once Trust Council has adopted its 2023 meeting schedule, public notification can be executed including the required newspaper notifications, postings to the website and subscriber notices send out.

FIRST NATIONS:

The certainty provided by an adopted schedule for the Islands Trust will allow for ongoing discussions and meetings with First Nations governments.

ATTACHMENTMENTS

1. Trust Council 2023 Draft Meeting Schedule

RESPONSE OPTIONS

Prepared By: Executive Coordinator

Reviewed By/Date: Executive Committee, November 23, 2022



Executive Committee

2023 DRAFT Islands Trust Council and Committees Meeting Schedule

1. January 11, 2023
2. February 13 (Monday), 2023
3. February 22, 2022
4. March 7, 2023 (pre-Trust Council March 7-9)
5. March 22, 2023
6. April 12, 2023
7. May 3, 2023
8. May 24, 2023
9. June 14, 2023
10. June 27, 2023 (pre-Trust Council June 27-29)
11. July 12, 2023
12. August 2, 2023
13. August 23, 2022
14. September 13, 2023
15. September 26, 2023 (pre-Trust Council September 26 – 28)
16. October 11, 2023
17. November 1, 2023
18. November 22, 2023
19. December 5, 2023 (pre-Trust Council December 5-7)
20. December 20, 2023
21. January 10, 2024

Trust Council Quarterly Meetings

March 7-9, 2023

June 27 - 29, 2023

September 26 - 28, 2023

December 5 – 7, 2023

Financial Planning Committee: January 18, February 14, May 31, August 30, October 18, November 8

Regional Planning Committee: February 1, May 17, others to be determined

Trust Programs Committee: January 27, May 15, others to be determined

Governance Committee: to be determined

Islands Trust Conservancy: January 24, March 14, May 30, July 18 (liaison meeting with EC), October 3, November 21



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** December 8, 2022
From: CAO **Date Prepared:** November 21, 2022
SUBJECT: Council Committee Ratification for 2022-2026

RECOMMENDATION: THAT Trust Council ratify the following appointments to Trust Programs Committee, Regional Planning Committee and Financial Planning Committee:

1. **Trust Programs Committee (TPC):** Sam Borthwick, Kristina Evans, Alex Allen, Jamie Harris, Tim Peterson (EC appointment), Sue Ellen Fast, Tobi Elliott, Chair Luckham (ex-officio)
2. **Regional Planning Committee (RPC):** Laura Patrick, Aaron Campbell, Alex Allen, David Graham, Sam Borthwick, Tobi Elliott (EC appointment), Chair Luckham (ex-officio)
3. **Financial Planning Committee (FPC):** Mairead Boland, Joe Bernardo, David Graham, TPC representative (vacant), RPC representative (vacant), David Maude (EC) Tim Peterson (EC), Tobi Elliott (EC), Peter Luckham(EC)

CHIEF ADMINISTRATIVE OFFICER COMMENTS: These appointments are a function of interest expressed by trustees and consideration by the Chair and Executive Committee as per policy. It is advantageous to select committee members early in the term in order to initiate the committees and establish an overall schedule for the organization.

1 **PURPOSE:** To ratify Council Committee appointments for the current 2022-2026 term.

2 **BACKGROUND:**

[Trust Council Policy 2.3.1](#), S. 1.12, Council Committees, provides that Council Committees, (with the exception of the Governance Committee) that membership on a committee consists of trustees who have been appointed by the Chair.

Further, S. 1.15 of the same policy requires that Trust Council ratify those appointments by the Chair based upon an indication of interest by Trustees and Trust area wide considerations, and that ratification occur by the second Trust Council meeting of the term.

Accordingly the following appointments have been made by the Chair for ratification by Trust Council:

Trust Programs Committee

Sam Borthwick
Kristina Evans
Alex Allen
Jamie Harris
Tim Peterson (EC appointment)
Sue Ellen Fast
Tobi Elliott
Chair Luckham (ex-officio)

Regional Planning Committee

Laura Patrick
Aaron Campbell
Alex Allen
David Graham
Sam Borthwick
Tobi Elliot (EC appointment)
Chair Luckham (ex-officio)

Financial Planning Committee

Mairead Boland
Joe Bernardo
David Graham
TPC representative (vacant)
RPC representative (vacant)

Executive members:

David Maude (EC)
Tim Peterson (EC)
Tobi Elliott (EC)
Peter Luckham (EC)

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The appointments of committees is anticipated from an organizational perspective and staff support will be allocated as per policy and the work program of each committee.

FINANCIAL: Council Committees have each made submissions to the budgeting process for funding for the 2023-24 Financial Plan.

POLICY: There are no requirements for policy changes associated with this decision.

IMPLEMENTATION/COMMUNICATIONS: Communication to the public and other interested parties will occur following ratification.

FIRST NATIONS: First Nations governments are being informed of the names of the new trustees and new local trust committees, but there is not a formal process for identifying committee membership.

OTHER:

4 RELEVANT POLICY(S):

5 ATTACHMENT(S):

RESPONSE OPTIONS

Recommendation:

THAT Trust Council ratify the following appointments to Trust Programs Committee, Regional Planning Committee and Financial Planning Committee:

1. **Trust Programs Committee (TPC):** Sam Borthwick, Kristina Evans, Alex Allen, Jamie Harris, Tim Peterson (EC appointment), Sue Ellen Fast, Tobi Elliott, Chair Luckham (ex-officio)
2. **Regional Planning Committee (RPC):** Laura Patrick, Aaron Campbell, Alex Allen, David Graham, Sam Borthwick, Tobi Elliot (EC appointment), Chair Luckham (ex-officio)
3. **Financial Planning Committee (FPC):** Mairead Boland, Joe Bernardo, David Graham, TPC representative (vacant), RPC representative (vacant), David Maude (EC) Tim Peterson(EC), Tobi Elliott (EC), Peter Luckham(EC)

Alternative:

Prepared By: CAO

Reviewed By/Date: November 21, 2022

BRIEFING

To: Trust Council **For the Meeting of:** December 6, 2022
From: Executive Coordinator **Date Prepared:** November 21, 2022
SUBJECT: Minister Cullen response re: Provincial Review request letter dated September 23, 2022

BACKGROUND:

As requested by Trust Council at its November 19, 2022 meeting, See Attachment 1:

It was Moved by Trustee Patrick and Seconded by Trustee Yates,
That Trust Council request staff to return the request for decision (RFD) Provincial Review of Islands Trust for consideration to the December Trust Council meeting.

CARRIED

Chair Luckham sent [this letter to the Honourable Nathan Cullen dated July 8th, 2022](#) re: Request for Provincial Review of Islands Trust.

Minister Cullen sent the following response: See Attachment 2.

At its June 2022 Trust Council meeting, the following resolutions were passed:

TC-2022-071

It was Moved by Trustee Brent and Seconded by Trustee Colbourne,
That Trust Council request the Lieutenant Governor in Council for the Province of British Columbia to conduct a review of the Islands Trust's mandate, governance and structure.

CARRIED

TC-2022-072

It was Moved by Trustee Colbourne and Seconded by Trustee Brent,
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 that outlines the potential scope of a review, including, but not limited to:

- An assessment of the optimum governance model to preserve and protect the Trust area pursuant to the Province's vision for the future of the Trust area.
- The object of the Islands Trust Act and clarification of the mandate of the organization.
- The governance structure of the organization.
- The alignment of decision-making processes and structures with the Declaration on the Rights of Indigenous Peoples Act.
- The geographic scope of the organization and in particular authority over marine areas.
- The funding mechanisms provided to the organization in light of a clarified mandate.

CARRIED

ATTACHMENT(S):

1. **Provincial Review of Islands Trust Request for Decision prepared May 28, 2022 for the June 21, 2022 Trust Council meeting.**
2. **Minister Cullen response letter dated September 23, 2022**

FOLLOW-UP: as directed by Trust Council

Prepared By: Executive Coordinator

Reviewed By/Date: CAO, November 21, 2022



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 21, 2022

From: Trustee Paul Brent and Trustee Scott Colbourne **Date Prepared:** May 28, 2022

SUBJECT: Provincial Review of Islands Trust

RECOMMENDATION:

1. That Trust Council request the Lieutenant Governor in Council for the Province of British Columbia to conduct a review of the Islands Trust's mandate, governance and structure.

2. That the Islands Trust Chair, on behalf of Council, submit a letter to the Lieutenant Governor making the review request under Section 8(2)(e) of the Islands Trust Act that outlines the potential scope of a review, including, but not limited to:

- a) An assessment of the optimum governance model to preserve and protect the Trust area pursuant to the Province's vision for the future of the Trust area.
- b) The object of the Islands Trust Act and clarification of the mandate of the organization.
- c) The governance structure of the organization.
- d) The alignment of decision-making processes and structures with the Declaration on the Rights of Indigenous Peoples Act.
- e) The geographic scope of the organization and in particular authority over marine areas.
- f) The funding mechanisms provided to the organization in light of a clarified mandate.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Notwithstanding the subject matter associated with this RFD, this is the second appeal to the Lieutenant Governor under S 8(2) e, of the Islands Trust Act in recent months. The other request was associated with a Housing Equity and Workforce Shortage Crisis RFD in December 2021 that has been referred to Regional Planning Committee.

Staff's understanding of this clause is that it is a formal avenue for Trust Council to 'have a say' with regard to carrying out the object of the Trust. For instance, it is a means for Trust Council to i) request of Cabinet some specific action or recommendations to further the Trust, or ii) to voice an opinion on an issue that impacts the object. It ensures that Trust Council has a voice with the Province with regard to Trust matters. It is perhaps less a means to request that the Province 'do something' or determine a course of action on behalf of the Trust. While this may be a distinction without a difference, writing to the Minister would likely satisfy Trust Council's interest in the proposed work.

As for the implications of the recommendation itself for the organization, they would be significant depending upon the interest of the Province in satisfying the request and the outcome of such a review.

1. BACKGROUND:

It has been nearly 50 years since the Islands Trust Act was initiated and 35 years since it was last reviewed by the Province.

Much has changed, much has stayed the same, but one factor stands out in 2022: The Trust, as a unique entity in British Columbia governance serving a special area, the islands of the Salish Sea, home to Coast Salish Nations since time immemorial, does not have the capacity on its own to adapt to the challenges of our time and live up to the expectations of the Trust mandate as it is currently presented.

This request for a review is this Trust Council's opportunity to live up to the mandate of the Trust, in all the ways we have defined it: To acknowledge we need help to take clear, community-supported actions that allow these special places and communities to be resilient and true to their shared histories, and it is the responsibility of this Council, with what we've learned over these past three years, to ask for that help.

This Trust Council, like its predecessors, has taken steps. It conducted a Governance Review in 2021 that is focused on the internal governance and operations of the Trust. This Request For Decision (RFD) does not replace nor ignore the findings of this recent review. This RFD expects Trust Council to continue to address the findings of the report to improve its governance and operations, as has been done for multiple terms.

It is illuminating to read, for example, the descriptions of the process to develop the Trust Policy Statement in the early 1990s. They read as if they were written today.

In a report titled "British Columbia's Islands Trust on the Local Government Continuum: Administrative Agency or Local Self-Government?" (David Keith Jones, 1994, Simon Fraser University), problems with the government structure identified in the 1990 public forums included: "The divisions of responsibilities between the Trust and the regional districts;" "the weakness of the representation and accountability of the Trust bureaucracy to islanders;" and the Islands Trust's "lack of authority and capacity to coordinate other agencies in important policy areas."

In this same 1994 report, it says, "The Trust Policy Statement ignited a great deal of criticism of the Islands Trust. The criticism was based on the perception that the Islands Trust was placing too much emphasis on conservation and not enough emphasis on people."

Here we are in 2022 still receiving similar criticism from the public and locked in disagreement at the Trust Council table as noted in the Governance Review report (2022). Meanwhile, the environment, social and economic conditions in the islands of the Trust Area are being impacted more than ever from the construction and renovation of houses in an overheated real estate market and by climate change, at a time when commitments to Reconciliation with First Nations are being better understood.

In other words, the challenges we face in the islands in the Trust are only becoming more complex. They involve multiple organizations, several levels of government and First Nations to be working together to make the best decisions.

Progress is best achieved through continuous learning and adaptation. In two years' time, the Islands Trust Act will be 50 years old. It is time for the Province to take a leadership role and conduct a public and comprehensive review with: An assessment of the optimum governance model to preserve and protect the Trust area pursuant to the Province's vision for the future of the Trust area; the object of the Islands Trust Act and clarification of the mandate of the organization; the governance structure of the organization; the alignment of decision-making processes and structures with the Declaration on the Rights of Indigenous Peoples Act; the geographic scope of the organization and in particular authority over marine areas; and the funding mechanisms provided to the organization in light of a clarified mandate.

2. IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: To be coordinated with the Province.

FIRST NATIONS: The Province is the lead for First Nation engagement and consultation.

OTHER:

3. RELEVANT POLICY(S):

4. ATTACHMENT(S):

RESPONSE OPTIONS

Recommendation:

Alternative:

Prepared By:

Reviewed By Date:

CAO comments added: June 2, 2022



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



December 6, 2022

Islands Trust Council

POLICY STATEMENT AMENDMENT PROJECT OVERVIEW

Background: Section 15 of the *Islands Trust Act* states that Trust Council must adopt a “Policy Statement” that acts as a general statement of the policies Trust Council will use to carry out the Islands Trust Object. The current Policy Statement was first adopted in 1994 and has not been significantly updated in over 25 years. In 2019, Trust Council launched a Policy Statement Amendment Project to update the document in order to better address current and future challenges and opportunities related to reconciliation, climate change, and affordable housing in the Islands Trust Area. In June and September 2022, after receiving engagement feedback from First Nation governments, referral agencies, and the public on a first draft of a new Policy Statement, the outgoing Trust Council passed a number of resolutions requesting staff to make further revisions and to draft a project charter and communications strategy for the new 2022-2026 Trust Council and its committees to consider in early 2023. **Attachment 1** contains a summary of the June and September 2022 TC resolutions that are currently guiding work on this project. For more detailed project information and correspondence, please visit: <https://islandstrust.bc.ca/programs/islands-2050/>

Purpose: This orientation session will aim to provide the new 2022-2026 Islands Trust Council with a brief overview of the Islands Trust Policy Statement and the Islands 2050 Policy Statement Amendment Project, including anticipated next steps for the new Trust Council and its committees in early 2023.

Resources: Dilani Hippola, Senior Policy Advisor, Trust Area Services
Clare Frater, Director, Trust Area Services

Attachment: 2022 Trust Council Resolutions on Draft Policy Statement Revisions & Next Steps

TIME	TOPIC	WHO
2:00 – 2:30 pm	Presentation: Policy Statement Amendment Project Overview • Purpose of the Islands Trust Policy Statement • Amendment Project History, Scope, and Timeline • Engagement and Referrals Feedback • Next Steps for New Trust Council and Committees	Dilani Hippola Senior Policy Advisor, Trust Area Services
2:30 – 3:00 pm	Question & Answer Period	



Policy Statement Amendment Project

2022 Trust Council Resolutions on Draft Policy Statement Revisions & Next Steps

Background: In June and September 2022, after receiving engagement feedback from First Nations, referral agencies, and the public, the outgoing 2018-2022 Trust Council passed a number of resolutions requesting staff to undertake the following work on the draft new Policy Statement Bylaw No. 183, for review by the new 2022-2026 Trust Council and its committees in early 2023:

Part 1 – Structural Revisions:

1	<i>Reformat the draft Trust Policy Statement to simplify the structure and shorten the length to improve readability and understanding, for example, separate the mandatory directive policies from the remainder of the text. (June 2022)</i>
2	<i>Develop a Glossary of Terms used in the Trust Policy Statement to be an appendix to that document. (June 2022)</i>
3	<i>Remove detailed coordination policies from each subsection and instead develop more general coordination principles in accordance with the object of the Trust. (Sept 2022)</i>
4	<i>Remove detailed “commitments of Trust Council” from each subsection and instead develop more general guiding principles in accordance with the object of the Trust. (Sept 2022)</i>
5	<i>Add a new category of “recommendation policies” that local trust committees and island municipalities should address in addition to the existing category of “directive policies” (must include in local official community plans and regulatory bylaws). (Sept 2022)</i>
6	<i>Draft a companion handbook to foster better understanding for Trustees and across the Trust that includes greater detail on the rationale for policies and how local trust committees and island municipalities are expected to implement each policy. (Sept 2022)</i>
7	<i>Separate out introductory/history sections from the official bylaw and place them in the companion handbook. (Sept 2022)</i>
8	<i>Explore updating and integrating Trust Council’s Policy Statement Amendment Policy 1.2.1 and Policy Statement Implementation Policy 1.3.1 into the draft Policy Statement bylaw. (Sept 2022)</i>

Part 2 – Revisions to Existing Content:

9	<i>Remove the draft directive policy to prohibit new desalination plants. (June 2022)</i>
10	<i>Change the term “Indigenous ways of knowing” to “Indigenous Knowledge”. (June 2022)</i>
11	<i>Reword “seven generations” language to better reflect relationships to past, present, and future generations. (June 2022)</i>
12	<i>Refine the draft directive policy and recommendation policies prohibiting new private docks to highlight areas of concern, for example prohibiting or limiting new private docks in areas that have been identified as culturally significant for First Nations, identified for community use, or in locations that provide critical habitat for species at risk, and/or requiring cumulative effects assessments prior to approval of applications. (Sept 2022)</i>
13	<i>Refine the draft agricultural policies and recommendation policies to highlight the value of sustainable agriculture in the Trust Area, while also suggesting preferred approaches that are aligned with the object of the Trust, and First Nations’ rights and interests. (Sept 2022)</i>
14	<i>Refine the draft directive policy and recommendation policies prohibiting new seawalls or hard shoreline armoring to instead direct local trust committees and island municipalities to consider guidelines as found in Green Shores or other soft shoreline approaches to set requirements for shoreline preservation. (Sept 2022)</i>
15	<i>Remove the draft commitment/coordination policies and recommendation policies advocating for authority to regulate tree cutting, acknowledging that Trust Council may continue to advocate for this irrespective of the topic’s inclusion in the Policy Statement. (Sept 2022)</i>
16	<i>Explore the inclusion of general guiding principles, recommendation policies, and/or directive policies that aim to ground all decision-making in the ‘Precautionary Principle’, with a clear definition of this term in the Glossary and related implementation guidelines in the companion handbook. (Sept 2022)</i>

Part 3 – Development of Additional Content:

17	<i>Provide options for draft policy language for the draft Policy Statement to encourage preservation of forest cover in the Trust Area, this will include reference to sustainable forest management practices. (June 2022)</i>
18	<i>Reaffirm Trust Council’s Reconciliation Declaration of March 2019 and its inherent commitment to be responsive to First Nations engagement on the Trust Policy Statement as dictated by the Declaration on the Rights of Indigenous Peoples. (June 2022)</i>
19	<i>Provide more explanatory context on First Nations rights and responsibilities, and implications of the Declaration on the Rights of Indigenous Peoples Act, with corresponding “recommendation policies” to guide First Nations engagement and reconciliation work. (Sept 2022)</i>
20	<i>Add greater detail on First Nations’ co-governance interests and the need for collaborative frameworks to work together at all stages of policy development and implementation, and in all decision-making. (Sept 2022)</i>

21	<i>Strengthen policy language around First Nations’ constitutional rights to access culturally significant areas and healthy ecosystems for their cultural, spiritual, and economic uses. (Sept 2022)</i>
22	<i>Strengthen policy language around preservation and protection of the coastal and marine environment to support First Nations’ food security in Indigenous marine harvesting areas. (Sept 2022)</i>
23	<i>Strengthen policy language around engaging with First Nations and cultural monitors to better protect known and unknown cultural heritage sites, through clearly defined collaborative frameworks. (Sept 2022)</i>
Part 4 – Coordination with Referral Agency Partners:	
24	<i>Work with Bowen Island Municipality staff and Islands Trust Conservancy staff to integrate their specific amendment requests. (Sept 2022)</i>
25	<i>Work with Ministry of Agriculture & Food, and Agricultural Land Commission staff to refine the wording of the draft agricultural policies. (Sept 2022)</i>
26	<i>Address regional district staff recommendations for revisions to policies relating to active recreation, active transportation, trails, and climate emergency preparedness, as appropriate. (Sept 2022)</i>
27	<i>Address improvement district recommendations around water management, including rainwater harvesting, septic filtering, and water conservation, as appropriate. (Sept 2022)</i>
28	<i>Postpone the deferred referrals to local trust committees until the next draft of the document has been received by the incoming Trust Council and its committees. (Sept 2022)</i>
Part 5 – Engagement, Reviews, and Next Steps:	
29	<i>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. (Sept 2022)</i>
30	<i>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. (Sept 2022)</i>
31	<i>Prepare a new Policy Statement Amendment Project Charter for the consideration of the incoming Executive Committee and Trust Council in early 2023. (Sept 2022)</i>
32	<i>Prepare a Policy Statement Amendment Project Communications Strategy for the consideration of the incoming Executive Committee and Trust Council in early 2023. (Sept 2022)</i>



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** December 7, 2022
From: Islands Trust Conservancy Staff **Date Prepared:** November 10, 2022
SUBJECT: Natural Area Protection Tax Exemption Program (NAPTEP) Certificate Completion Extension – Salt Spring Island Local Trust Area

RECOMMENDATION: That the Islands Trust Council extend the timeline for issuing the Natural Area Exemption Certificate for Natural Area Protection Tax Exemption Program application SS-NAP-2020.3 (Salt Spring Island) until December 2024.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Islands Trust Conservancy currently holds twenty-seven NAPTEP covenants, eleven of which are in the Salt Spring Island Local Trust Area. Trust Council approved issuing a natural area tax exemption certificate for a property on Salt Spring Island in December 2020, subject to a satisfactory covenant being registered in favour of the Islands Trust Conservancy. Because Trust Council policy requires that applications be completed within two years and the landowner has been unable to meet the timeline due to unanticipated complications, the landowner is requesting an extension to the two-year application timeframe.

- 1 **PURPOSE:** To seek Trust Council approval for an extension of application timeframe for completion of a Natural Area Protection Tax Exemption Program application.
- 2 **BACKGROUND:**
A NAPTEP application was received in August 2020. Trust Council passed the following resolution at its December 2020 meeting:

2020-112

**It was Moved by Trustee Stamford and Seconded by Trustee Fast,
That the Islands Trust Council request the Secretary issue a Natural Area Protection Tax Exemption Certificate for the covenanted portion of the property described as 'Lot 2, Section 72, South Salt Spring Island, Cowichan District, Plan 36292 Except Plan 40974, 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.**

Trust Council policy 2.1.10, section 2 (h) states:

Within two years of Trust Council resolution in favour of an application, the applicant must provide an acceptable baseline assessment and register the required conservation covenant against the title of the subject property in order to receive the natural area exemption certificate. If the applicant does not complete these steps within two years, the applicant must reapply for the natural area exemption certificate.

Due to complications registering the covenant over this Salt Spring Island property, this NAPTEP application is taking longer than the two years allowed through Trust Council policy. The

landowner has a mortgage on the property and in order to ensure that the values of the covenant are protected, the covenant must be granted priority over this mortgage. Discussions with the mortgage provider have slowed covenant negotiations, but the landowner and ITC staff are making progress and believe that covenant registration will occur within a year. The landowner is keen to pursue covenant registration and has requested that Trust Council extend the timeline for issuing the Natural Area Exemption Certificate by a year to allow for registration of the covenant.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Islands Trust Conservancy staff will continue to work with the landowner and their mortgage provider to register the covenant.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: The applicant will be advised of Trust Council's decision.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S): [2.1.10 Administration of Natural Area Protection Tax Exemption Program](#)

5 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendation: That the Islands Trust Council extend the timeline for issuing the Natural Area Exemption Certificate for Natural Area Protection Tax Exemption Program application SS-NAP-2020.3 (Salt Spring Island) until December 2024.

Alternative: That the Islands Trust Council decline to extend the application timeline and require that the landowner reapply for a Natural Area Exemption Certificate.

Prepared By: Kathryn Martell, Ecosystem Protection Specialist

Reviewed By/Date: Kate Emmings, Islands Trust Conservancy Manager / November 20, 2022
Clare Frater, Director Trust Area Services / November 21, 2022
Russ Hotsenpiller, Chief Administrative Officer / November 21, 2022
Executive Committee / November 23, 2022



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** December 6, 2022

From: Trust Area Services **Date Prepared:** November 20, 2022

SUBJECT: Recommended Islands Trust Council Representative & Alternate Attendee for DFO Shellfish Aquaculture Management Advisory Committee

RECOMMENDATION: That Trust Council recommend to Fisheries and Oceans Canada (DFO) that Trustee A (to be determined by Trust Council) be appointed as Trust Council's representative to the DFO Shellfish Aquaculture Management Advisory Committee and that Trustee B (to be determined by Trust Council) be identified as an alternate attendee.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: After many years of advocacy, Trust Council was offered a seat at the table on the DFO Shellfish Aquaculture Management Advisory Committee in August 2022. Having representatives on this committee provides Trust Council with important opportunities to advocate on behalf of the object of the Trust, coordinate with a range of governmental and non-governmental partners, and influence policy developments related to aquaculture management in BC. Trust Council's representatives can be from any local trust area in the Trust Area but Trust Council should know that Baynes Sound in the Denman Island Local Trust Area is B.C.'s largest producer of commercial shellfish and Canada's largest producer of commercial oysters.

- 1 PURPOSE:** To inform Trust Council's decisions regarding selection of two trustees to be recommended to DFO to act as Trust Council's representatives on the Shellfish Aquaculture Management Advisory Committee.
- 2 BACKGROUND:** In August 2022, after many years of advocacy, a representative of Islands Trust Council was invited to participate in the Fisheries and Oceans Canada (DFO) Shellfish Aquaculture Management Advisory Committee. Former Denman Island Local Trustee, David Critchley, was initially selected by DFO in August 2022 and occupied the position until the end of his term as trustee in November 2022. Trust Council is now being requested to recommend a new representative (and alternate) to sit on the Committee until November 2025.

The cross-sectoral Shellfish Aquaculture Management Advisory Committee was established by DFO (Pacific Region) to provide advice and make recommendations related to planning, policy and operational decisions for aquaculture management in British Columbia. The Committee is intended to be moderate in size, and comprised of a range of interests that would work together within the committee structure to advise DFO on matters related to aquaculture. Membership in the Committee includes seven seats for First Nations, seven seats for the aquaculture industry, three seats for environmental organizations, one to two seats for aquaculture associations, and two seats for local government. The Government of Canada and the Government of British Columbia participate in the committee, providing ex-officio representatives as required, but do not have appointed seats on the committee. The DFO Director, Aquaculture Management, acts as Chair while the Secretariat role is provided by the DFO Aquaculture Engagement Coordinator.

The Shellfish Aquaculture Management Advisory Committee meets twice a year. Historically the meetings have been held in person, but were recently held online during COVID lockdowns. It is likely that the meetings will be held in Comox.

See Attachment 1 for the Committee's detailed Terms of Reference.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Few organizational demands are expected from the recommendation. Trust Council's representatives would attend meetings as required and report back to Trust Council on a regular basis.

FINANCIAL: Islands Trust is expected to cover travel expenses for the Islands Trust representative to meetings in Comox two times per year. This would be paid from the Trust Council travel budget.

POLICY: No policy implications.

IMPLEMENTATION/COMMUNICATIONS: Once Trust Council has selected a new representative and alternate, staff will advise Fisheries and Oceans Canada of Trust Council's recommendations. The DFO Project Officer would then contact the trustees, if they are selected.

FIRST NATIONS: The Committee includes seven seats for First Nations representatives and offers important opportunities for collaboration with First Nations on issues related to preservation and protection of the coastal and marine environment and sustainable aquaculture. These have been identified by several First Nations in the Trust Area as issues of priority importance for collaboration with Islands Trust, in light of First Nations' Section 35 rights and interests related to marine harvesting and shoreline areas of cultural and spiritual significance to Indigenous Peoples.

OTHER: None.

- 3 **RELEVANT POLICY(S):** [Islands Trust Policy Statement Bylaw No. 17](#) contains several policies related to aquaculture in Section 4.5.
- 4 **ATTACHMENT:**
 1. Shellfish Aquaculture Management Advisory Committee Terms Of Reference

RESPONSE OPTIONS

Recommendation: That Trust Council recommend to Fisheries and Oceans Canada (DFO) that Trustee A (to be determined by Trust Council) be appointed as Trust Council's representative to the DFO Shellfish Aquaculture Management Advisory Committee and that Trustee B (to be determined by Trust Council) be identified as an alternate attendee.

Alternative: That Trust Council not recommend any representatives to sit on the DFO Shellfish Aquaculture Management Advisory Committee this term.

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

Reviewed By/Date: Clare Frater, Director, Trust Area Services / November 21, 2022

SHELLFISH AQUACULTURE MANAGEMENT ADVISORY COMMITTEE (AMAC)

TERMS OF REFERENCE (TOR)

Preamble

This 'Terms of Reference' document dated April 25, 2022 was adopted on April 25, 2022 by committee members and replaces all previous versions.

Background

The shellfish Aquaculture Management Advisory Committee (AMAC) was established by Fisheries and Oceans Canada (DFO) Pacific Region to provide advice to the Department and make recommendations related to planning, policy and operational decisions for aquaculture management in British Columbia. This process is designed to be stream-lined, representative, and cross-sectoral.

Purpose of Aquaculture Management Advisory Committees (AMAC)

AMACs are the mechanism which bring together a range of interests related to aquaculture to provide coordinated analysis and advice to DFO with regard to aquaculture in British Columbia. AMACs provide a venue for discussion and dialogue, both between and among industry, First Nations, environmental non-governmental organizations, and local/provincial and federal governments. This advice will play an important role in DFO's ongoing development of the shellfish Integrated Management of Aquaculture Plans (IMAP) and management decision-making. Consistent with advisory committee processes established to support other fisheries, AMACs provide a transparent opportunity for all interested groups to better understand and participate in the planning and management cycle for aquaculture.

DFO also supports bilateral processes with First Nations and the aquaculture industry. It is envisioned that these processes will complement, inform and support work being done within the AMACs, and allow for more targeted discussions to identify and address specific issues. DFO also participates in other bilateral processes already in place in the Pacific Region with environmental non-governmental organization groups, recreational fishing advisory boards and commercial fishing industry advisory boards.

Consistent with legal obligations related to consultation and accommodation, DFO undertakes First Nations consultations outside of the AMAC process. Dealings with respect to consultation on Rights and Title as it relates to aquaculture licensing and management take place directly between DFO and local communities/Nations, outside of the aquaculture advisory processes.

AMAC Goal and Objectives

The goal of the AMAC is to provide regular and ongoing advice to DFO on the management of aquaculture in British Columbia. AMACs are one tool that government uses to make decisions related to aquaculture management, and are the main venue for external stakeholders and aggregate First Nations groups to provide input into the management cycle.

AMACs serve as a vehicle to strengthen the management of aquaculture in British Columbia, through the following draft objectives:

- Set out, according to a determined planning cycle, key management issues and associated plans (set objectives, implementation, measure progress, evaluate) for the IMAP;

- Provide input and advice to DFO regarding aquaculture policies, the development of area and ecosystem-based planning processes, and general Conditions of Licence;
- Serve as a forum for collaborative dialogue and work aimed at improving Canada's management of aquaculture and performance of the industry from both an environmental and economic standpoint; and;
- Provide general advice to DFO on the overall management of aquaculture, which reflects a variety of perspectives from key groups.

Guiding Principles

In general, DFO advisory processes operate according to an accepted set of principles, designed to guide participation of the parties in the advisory committee process. Drawing on many decades of experience, and with reference to other policies and processes, DFO provides the following principles to guide discussion and decisions on how AMACs are structured and will operate:

- Environmental and Social Sustainability
 - Participants will work to increase their individual and collective knowledge about the aquaculture industry and its possible impacts on the environment. The committee members will provide input to the process which seeks to ensure sustainable aquatic ecosystems, while recognizing that the activity of aquaculture and the success of the industry economically is broadly beneficial to the people of Canada.
- Respect for Process:
 - All participants will respect the terms of reference established for the role and conduct of advisory structures in general and this advisory committee in particular. The AMAC is not intended to duplicate or interfere with any other consultation process within DFO. The department should refer stakeholders and other outside parties who offer unsolicited recommendations and advice outside of the established process to the appropriate advisory body contact. DFO will inform the AMAC of any unsolicited advice it receives.
- Transparent:
 - There should be transparency throughout the process based on open lines of communication and the provision of timely, accurate, accessible, clear and objective information by both the department and participants. This information will be available to all participants in the process on an equal basis. Organizers will provide access to agendas and information needed as a starting point for an informed discussion well in advance of the meetings. In addition, this information and meeting summary notes will be made available to the public to ensure accountability to all Canadians.
- Accountable:
 - Participants who are representatives of a constituency are expected to bring to the discussions the general views, knowledge and experience of those they represent, and bring back an awareness and understanding to their constituencies about deliberations of the consultation activity and reasons for decisions taken. All participants share accountability for explaining how their input/advice was used and why and how decisions are taken.
- Broad Representation:
 - Representation on the advisory committee should relate to the mandate and function of the committee. Participation in advisory committees should reflect a broad range of

interests in aquaculture issues in Pacific Region, so that to the extent possible, a diversity of perspectives are engaged.

- Respectful participation:
 - Participation in the advisory committee process involves responsibilities. Members participate in good faith. Members of the advisory committee will establish an operating environment that promotes and supports civil and productive discussions.
- Effective:
 - All participants should be satisfied that the process can achieve the objectives of the committee. The process will not force consensus, but will seek consensus where possible through the collaboration of participants. This does not mean that participants will always agree with the final advice, outcome, or recommendation. Where there is disagreement, or conflicting opinion with respect to the work of the committee, these variations in opinion will be captured in the meeting notes. The process must be cost-effective, and set out and respect realistic timeframes.

Management Cycle

The timing of the management cycle for IMAP will relate to the timeframe for required decision-making. Issues include the frequency of required science and policy reviews, and the length of aquaculture licences and related need for review of conditions of licence. AMAC meetings are expected to take place in the spring and fall of each year.

Committee Composition

DFO's objective is that AMACs will be moderate in size, and comprised of a range of interests that would work together within the committee structure to advise DFO on matters related to aquaculture. Groups with interests peripheral to aquaculture, who have established linkages to DFO through other established processes, may link to the AMACs through a designated DFO aquaculture staff liaison. Non-members may also be invited to participate in specific meetings of the AMAC, either as observers or guests.

Membership and Participation

Aquaculture industry	7 seats
First Nations	7 seats
Environmental Organizations	3 seats
Aquaculture Associations	1-2 seats
<u>Local Government</u>	<u>2 seats</u>
TOTAL:	20-21 seats

The Government of Canada and the Government of British Columbia will participate in the process of the committee, providing ex-officio representatives as required, but will not have appointed seats on the committee, which is expected to provide advice and recommendations to government. The DFO Director, Aquaculture Management, will act as Chair for AMAC while the Secretariat role will be provided by the DFO Aquaculture Engagement Coordinator.

In addition to the regular participants, ex-officio representatives or committee members may wish to invite guests or observers to participate in the process. This may include other

government departments with jurisdictions related to aquaculture, or other interest groups without seats on the Committee.

Meetings of the AMAC will be open to general observers, but only appointed members, invited guests, and governmental staff will be able to actively participate in meetings.

The AMAC will link with other processes, for example those where DFO works directly with industry or First Nations. These processes will continue to be part of the ongoing dialogue between DFO, and various partners related to aquaculture and may help limit the need for extensive representation on the advisory committee. Items that are shared in these processes may be shared at the AMAC.

Alternates

Each of the participating organizations can identify alternate members for each sitting AMAC member, or for a group of members. Only these alternates will replace members, should they be unable to attend a meeting.

Committee Appointments

Selection of Committee Members

The following selection method will be used to appoint members to the AMAC process:

- An organization approaches DFO with a nomination for membership;
- DFO assesses a nomination against the selection requirements for a given nomination category (described below);
- DFO selects and appoints the most suitable or qualified nominees presented during the nomination cycle;
- If a member resigns as a member, loses the support of their nominating organization, or is absent for at least two consecutive meetings, DFO may initiate a new selection process.

Selection Requirements

Aquaculture industry

Appointees from the aquaculture industry shall represent an active shellfish aquaculture operation, with an active DFO shellfish aquaculture licence. DFO will aim to appoint representatives from a diversity of shellfish operations and locations. Nominees shall be valid licence holders, or their authorized representative as recorded in the National Online Licensing System.

First Nations

Appointees representing First Nations shall be from Coastal British Columbia First Nations communities; or First Nation-owned or operated shellfish aquaculture facilities with an active DFO shellfish aquaculture licence. DFO will aim to appoint representatives from a diversity of locations.

Environmental Organizations

Appointees from environmental organizations will represent coast-wide or regional environmental groups.

Aquaculture Associations

Appointees from aquaculture organizations will be representatives from the BC Shellfish Growers' Association, the Aboriginal Aquaculture Association and other organizations representing shellfish aquaculture industry interests.

Regional Districts

Regional district representatives will be named by the Union of BC Municipalities, who take one recommendation from each of the Association of Vancouver Island and Coastal Communities and the North Coast Local Government Association.

Term of Members

Each member or alternate will serve at the pleasure of the nominating host organization. The normal duration of an appointment will be three years, but if a member resigns or loses the support of their nominating organization a term may be shorter than three years. Decisions of this nature should take place through discussions between the nominating organization and DFO. DFO will remind committee members of their term end date approximately six (6) months in advance.

Prolonged Absence

Committee member attendance is recorded for each meeting. If a member of the committee (or their designated alternate) misses two consecutive regular meetings, the member is deemed to have vacated the seat on the committee unless the member has been excused and this is entered in the minutes. A member wishing to be excused, should contact DFO AMAC Secretariat one month in advance of the meeting for consideration. A report summarizing attendance of all current committee members at AMAC meetings held during the previous calendar year is available to the Committee upon request.

Ad Hoc Working Groups/ Subcommittees

The AMAC may convene ad-hoc working groups or subcommittees comprised of members, alternates, and other persons whose perspectives it may determine are required. In all circumstances where the AMAC agrees that a working group or subcommittee is to be instituted, the Committee will develop a written implementation plan, including a timeline for the working group that details the task to be undertaken and the reporting requirement. All working groups or subcommittees must appoint one active member to act as lead and report out to AMAC members as required.

Selection of a Facilitator

The AMAC will be facilitated by a person that has the capacity and skills to manage the process. This person will not be required to fill another function related to the committee simultaneously and will not participate in content discussions. The facilitator may be a DFO representative, a member of the AMAC, or an independent individual. DFO will engage the members of the committee in process of selecting the facilitator.

Roles and Responsibilities

In terms of the functioning of the Committee, the AMAC will:

- I. Conduct meetings consistent with its Terms of Reference;
- II. Establish an annual meeting plan consisting of a schedule of meetings and anticipated agenda items;
- III. Develop feedback (advice and/or recommendations) relating to the management framework for aquaculture in British Columbia, including the development of the shellfish Integrated Management of Aquaculture Plan (IMAP), taking into account departmental priorities, the views of the interests represented on the committee, and supporting data and documentation where possible;
- IV. Provide advice to DFO;
- V. Fully explore all matters on its agenda in a manner that seeks to understand the interests of all concerned. The committee will seek, but not force consensus, and if it becomes apparent to the facilitator that further dialogue on a specific issue is not productive, the varying opinions of committee members will be recorded, and discussion will move forward;
- VI. Review and provide feedback on records of meetings within a limited time frame and accept those records of meetings before the records are made publicly available; and;
- VII. Review its Terms of Reference and engage in an evaluation at the completion of every two years.

AMAC Members will:

- I. Clearly articulate the interest and concerns of their interest group and incorporate them into the committee's discussions;
- II. Contribute to clarifying perspectives and concerns in all discussions by listening carefully, asking pertinent questions, and educating themselves regarding the interests of other members whether or not they are in agreement with them;
- III. Encourage and allow members to test tentative ideas and exploratory suggestions without prejudice to future discussions;
- IV. Keep their constituencies informed of the role of the advisory committee;
- V. Obtain the input and guidance of their constituencies on the issues of discussion at meetings;
- VI. Encourage the engagement of their constituencies in dialogue which will contribute to the discussions at the committee table;
- VII. Represent information, views and outcomes of committee discussions accurately and appropriately, and;
- VIII. Share responsibility for the success of the committee.

DFO will:

- I. Act as meeting Chair (Director, Aquaculture Management) and be responsible for meeting outcomes and work products;
- II. Respect the process by referring stakeholders and other outside parties who offer unsolicited advice outside of the process to the appropriate advisory committee contact;
- III. Respect the process by directing any unsolicited advice to the appropriate committee members;
- IV. Respect the process by informing the committee of any unsolicited advice it receives;

- V. Provide logistical support for scheduling, preparing agendas, securing facilities, copying materials, managing discussions, and drafting summary minutes of the advisory committee meetings;
- VI. Present information to the committee that enables it to engage in informed discussions on issues for which DFO is currently seeking advice, or that the advisory committee has included on its agenda;
- VII. Identify when issues are impacting upon DFO's legislative, policy, or program mandates;
- VIII. Communicate the outcomes of the advisory committee deliberations, including both common positions, and diverging perspectives, to other staff, other programs, and senior managers as appropriate; and;
- IX. Provide updates on how the department responds to the advice received during advisory committee meetings in a timely, open, and transparent manner that outlined the rationale for the department's response.

The Province of BC will:

- I. Respect the process by referring stakeholders and other outside parties who offer recommendations and advice outside of the established process to the appropriate advisory body contact;
- II. Identify when issues are impacting on the province's legislative, policy or program mandates;
- III. Communicate the outcomes of the advisory committee deliberations throughout the provincial ministries; and;
- IV. Respond to questions and requests for information arising from the deliberations of the advisory committee in a timely manner.

The process facilitator will:

- I. Be responsible for the process and flow of meetings.
- II. Manage the process consistent with the Terms of Reference and agreed upon agenda; promote interactive dialogue, and enable all perspectives to be heard within the constraints of the time available;
- III. Support bringing issues to closure by ensuring that there is clarity on the topics being discussed, a summation of the advice and recommendations of the committee, and acknowledgement of any outstanding issues or concerns;
- IV. Identify areas where there are conflicts and support processes through which those conflicts can be addressed; and;
- V. Prior to the conclusion of every meeting, engage the members in the identification of agenda items and scheduling for the next meeting of the committee.



December 7, 2022

Islands Trust Council

STANDARDS OF CONDUCT, CONFLICT OF INTEREST, OPEN MEETINGS AND FREEDOM OF INFORMATION SESSION

Background: To provide Trust Council orientation on key elements in public governance including standards of conduct policies, rules regarding conflict of interest and bias, the 'open meeting' rules under the Community Charter and Freedom of Information requirements. These areas are important building blocks in developing consistent engagement with the public and are core to Local Trust Committee decision making.

Purpose:

- 1. To receive an overview of relevant governance matters including conflict of interest, open meetings and freedom of information.**

Resources: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services

TIME	TOPIC	WHO
9:00 pm – 10:00 am	1. Standards of Conduct, Conflict of Interest, Bias, open meeting rules.	CAO Hotsenpiller



December 7, 2022
Islands Trust Council

RECONCILIATION & FIRST NATIONS ENGAGEMENT

Background:

In 2019, Islands Trust Council and Islands Trust Conservancy Board passed [Reconciliation Declarations](#), and most local trust committees passed standing resolutions stating their commitment to reconciliation with associated actions they would endeavor to undertake. The Islands Trust Council also implemented a [Reconciliation Action Plan](#) in the 2018-2022 term. In 2019, the Province of BC enacted the [Declaration on the Rights of Indigenous Peoples Act](#) and, 2021 amended the [Interpretation Act](#). In 2022, the Province released its [2022-2027 Reconciliation Action Plan](#) which does not have any direct actions that apply to Islands Trust.

Purpose: To provide Trust Council with background on Trust Council's efforts to support reconciliation and review of the legal foundation of Aboriginal and treaty rights of Indigenous peoples, Aboriginal Title, the Crown's duty to consult and accommodate, the Declaration on the Rights of Indigenous Peoples Act and other topics.

Resources: Russ Hotsenpiller, CAO
Reece Harding, Barrister & Solicitor / Mediator, Young Anderson
Clare Frater, Director, Trust Area Services
Stefan Cermak, Director, Planning Services

TIME	TOPIC	WHO
10:00 – 10:10 am	Islands Trust Reconciliation Context Welcome and introduction of Reece Harding	Russ Hotsenpiller Clare Frater
10:10 am -11:00 am	Legal foundations presentation	Reece Harding
11:00 – 11:15 am	BREAK	
11:15 am – 11:40 am	Legal foundations presentation cont.	Reece Harding
11:40 am – 12:00 pm	Question and answers	Reece Harding Russ Hotsenpiller Clare Frater Stefan Cermak



December 7, 2022

Islands Trust Council

STRATEGIC PLAN REVIEW

Background: Trust Council adopts and implements a strategic plan in support of its major priorities. This session is to review the continuing strategic plan and to initiate discussions regarding amendments to the plan for the coming term. Attached to this session outline is a report that went to September 2022 Trust Council, summarizing strategic priorities. Trustees can refer to this report for background on status of the plan.

Purpose:

- 1. To receive a brief overview of important issues and projects, including highlights from the 2018-2022 Strategic Plan.**
- 2. To hear from trustees on important issues from a local and Trust wide perspective and to begin informally identifying areas of focus for the term.**

Resources: Russ Hotsenpiller, Chief Administrative Officer (CAO)
Clare Frater, Director of Trust Area Services (DTAS)

TIME	TOPIC	WHO
1:00 pm	1. Review of key themes and work projects from 2018-2022 strategic plan 2. Initial discussions on timelines, key themes and processes for amendment to the Strategic Plan.	CAO Hotsenpiller

Attachment: September 20, 2022 Report to Trust Council regarding status of Strategic Plan

BRIEFING

To: Trust Council **For the Meeting of:** September 20, 2022
From: CAO **Date Prepared:** August 31, 2022
SUBJECT: September 2022 Strategic Plan Update

PURPOSE: To provide an update on the Strategic Plan.

BACKGROUND: Trust Council gets quarterly updates on the Strategic Plan on a project basis, however this report is intended to provide a broader, annual assessment of progress on the plan overall given the end of the term.

The Strategic Plan was adopted in December 2019, so has been operational for 2.75 years. The Plan was adopted following a priority planning process, as follows:

June 2018 Saturna	Initial concepts about type of plan and process
January 2019 Nanaimo	Introduction of assumptions and principles, broad themes
March 2019 Gabriola	Facilitated session with consultant to develop strategic objectives
June 2019 Galiano	2 nd facilitated discussions with consultant, discussion on strategies, work plan items
Aug 2019	Referral of 1 st Draft to Council Committees
Sept 2019, Bowen	1 st Draft of Strategic Plan presented to Trust Council
December 2019	2 nd Draft of Strategic Plan adopted by Council
January 2020	Initiation of Strategic Plan work-plans

Principles

During the adoption process, important principles were discussed by trustees and staff and adopted as guidance in implementation of the Plan:

- The Strategic Plan should be simple, realistic and achievable
- The Plan is in support of the object of the Trust and within our authorities
- The Policy Statement is the primary source of strategic planning direction
- The Strategic Plan is funded

Key themes

- Reconciliation
- Climate Change
- Housing access and affordability
- Marine and freshwater protection
- Communication

A central theme of the strategic planning process that has been revisited with trustees on a regular basis is that (from previous reporting, 2019)

The proposed strategies focus primarily upon our land use authority with Trust Area Services as a supporting agency to the plan. There is not an extensive amount of issue-associated advocacy presented with the proposed strategic plan.

This means that success in the long term for the Strategic Plan is through the adoption by local trust committees, through the Official Community Plan (OCP) amendment process, of key areas of importance: Reconciliation, Climate Change, Housing, and Marine protection. This is inexorably linked to amendment and adoption of the Policy Statement

AMENDMENTS

There have been three significant additions to the Strategic Plan:

1. Inclusion of forest protection based projects
2. Inclusion of a governance review process for the Islands Trust
3. Inclusion of Trust Council review of its Policies and Procedures

ANALYSIS

The 2018-2022 Strategic Plan work program at time of adoption was ambitious and as noted, was increased by adding three significant projects in the last year. While it is unrealistic to expect that the Plan would be completed in three years given its size and complexity, there has been progress in delivery of plan items.

Most importantly, if there is a belief that amendment of local bylaws is a fundamental means of achieving Islands Trust strategies, the work this term will have set the stage for OCP and land use bylaw amendments for a future Trust Council, if they so direct.

1. Land Stewardship

- a. Mapping of the coastal Douglas-fir (CDF) zone is complete and will be an asset for the Islands Trust (1.1.) This information can now inform land use decisions. Development of a model bylaw is pending and will carry over. Salt Spring has utilized this project to develop wildfire resilience programming.
- b. The inclusion of a series of forest-based initiatives for the Trust has been underway for the last year, primary among these being a request for a municipal tree cutting authority for the Islands Trust. This request will likely be considered by government as part of any overall review of Islands Trust governance and authorities.
- c. Increasing the percentage of Natural Area Protection Tax Exemption Program (NAPTEP) from 65% to a higher percentage. The Ministry of Finance and the Ministry of Municipal Affairs have provided important information to guide Islands Trust in this regard. Advocacy has been undertaken relating to enforcement of development permit areas and the Private Managed Forest Lands (PMFL).

Overall, this area of interest has seen modest success and sets the stage for future work in adopting forestry development permits and achieving increased input into forest health in the region.

2. Marine and Freshwater Stewardship

- a. The eelgrass mapping project has been completed. It will inform decisions that impact ecosystem and climate health.
- b. That work informs Strategy 2.3, development of a model policy and bylaw for foreshore protection; however, that work will need to carry over to the next term.
- c. We have developed a Freshwater Strategy. Implementation will be carried over to next term and beyond. This is a fundamental, long-range investment in understanding the state of freshwater in the region and will assist future Councils in making land decisions.
- d. Water budgets complete for Southern Gulf Islands. Recharge mapping complete for Hornby, Denman, Gabriola, and southern Gulf Islands. Project continues in 2022-23 to include Salt Spring, Thetis, Bowen, Keats and Gambier.

3. Climate change

- a. Adoption of the updated Policy Statement is fundamental to achieving climate change progress for the Islands Trust. Strategy 3.2 *"amendment of OCPs and land use bylaws to foster climate change, including the Coastal Douglas-Fir zone, foreshore and groundwater"* is the most impactful strategy of the entire strategic plan. It will require at least five years of structured and regular updates to the Official Community Plans (OCP) of local trust areas. Much effort has been expended to address 3.2 including changing fee structures, changes to the land use planning service to create a long-range planning group, creation of Trust Council policy to lead the funding of Local Trust Committee projects and the establishment of a schedule of implementation for OCP amendments. Together, these items plus the will of a future Trust Council, will determine the success of 3.2.
- b. The development of climate change criteria has not progressed so far this term, nor has there been advancement in determining overall environmental health of the Trust Area. The long-term benefit of this project is that it would provide an environmental baseline across the spectrum of environmental analysis for future Trust Councils to measure their strategic progress and future climate change work. This item is underfunded and contingent on the cooperation of others.

4. Community and Communication

This area of strategic work has seen some success but also a number of challenges.

- a. We now have the ability to not only broadcast but to have fully interactive electronic public meetings.
- b. We have developed and launched a new website, but it needs ongoing refinement and adjustment as an operational item.
- c. The Policy Statement project itself has demonstrated a need to improve our ability to engage on large projects and to better explain land use decisions at a local level. It is arguable that we do not communicate well or often enough and while the current work provides some progress, more is needed.
- d. Development of a Communications plan and strategy and adequate resourcing will be needed to advance our communications profile; however, it was turned down as a strategic objective in 2019 and dedicated funding has not been allocated.
- e. With regard to Strategy 4.4, it is undetermined whether the Island Trust has had any impact on strengthening housing affordability throughout the Trust Area at this point. Success of 4.4 relies on passage of the updated Policy Statement and several items are pending as they are included in the Policy Statement Review.
- f. The stewardship education program has been developed and is being implemented.
- g. We have seen significant development in our ability to work with First Nations over the course of the term and progress in this area will be a defining mark of this Trust Council. We have adopted a Reconciliation Declaration and Action Plan and we have established

relationships with a number of First Nations where communication and coordination was limited previously. Overall, this is an area of cautious success for the Trust and a notable area of improvement associated with Trust Council and its priorities.

5. Governance

- a. We have successfully, after 4 years, achieved amendment of the *Islands Trust Act* in a number of ways: adding First Nations to the bodies with whom the Trust works in cooperation, authority for LTCs to pass development approval information bylaws, delegation of development permitting and some variance permits and, the ability to direct funds towards environmental projects in community. More work is required on clarification of foreshore authority throughout the region.
- b. The Secretariat function has been implemented and is functioning well and to a degree has contributed to less negative feedback regarding cooperation on service delivery.
- c. The Islands Trust completed a Governance Review, received in March 2022. Subsequently a Governance Committee was created and tasked with review of the report recommendations initially and oversight of governance at the Trust on an ongoing basis.
- d. We have not developed a comprehensive strategy to seek additional funds from the Province.

THE FUTURE

A strategic plan does not end with the election cycle, and the work initiated by the 2018-2022 Trust Council will continue through the next fiscal year. The following are key projects that will carry over to next term that will be the subject of consideration by the new Trust Council:

- Development and adoption of local bylaws in support of Coastal Douglas-Fir conservation and associated ecosystems, foreshore protection and freshwater protection, floor area ratio, density bonus.
- Amendment of the Policy Statement project and adoption of requisite bylaws.
- Development of climate change/environmental indicator data.
- Policy Statement and OCP/LUB amendments in support of housing affordability.
- Review and updating of the Reconciliation Action Plan to include protocol agreements/governance with First Nations.

Further, the Governance Review Report received by Trust Council recommended that the strategic plan be nested within a larger corporate plan and longer term horizon with annual adjustments. Certainly those objectives can be achieved by Trust Council. The Governance Committee has expressed interest in review of the strategic process of Trust Council and their work will inform strategic planning for the 2022-2026 term.

ATTACHMENT(S):

1. Strategic Plan Quarterly Report

FOLLOW-UP:

Prepared By: R Hotsenpiller
Reviewed By/Date: August 31, 2022.

Policy Statement Goal A: 'To Foster preservation and protection of the Trust Area's ecosystems'

1. LAND STEWARDSHIP

Preserve, protect and advocate for forest and terrestrial ecosystems

Strategy	Responsibility	Comment	Implementation
1.1. Map contiguous tracks of the Coastal Douglas fir zone (CDF) and associated ecosystems to aid in protection of that zone and its associated ecosystems.	Regional Planning Committee	Completed.	Complete
1.2. Create a model development permit for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas fir zones throughout the Trust Area.	Regional Planning committee	Work will not be completed this term. RPC is reviewing work being undertaken by SSI on CDF protection (wildfire resilience), that work could lead to model bylaws in the future.	Not started
1.3. Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) to act as an incentive for the protection of forest cover for climate change mitigation and adaptation in the Islands Trust Area.	Executive	Ministry officials have referred the Islands Trust to the Ministry of Finance for further information. A tax shift analysis is required for a business case to the Province of BC regarding Trust Council's desire that legislation be amended to increase the NAPTEP exemption.	Not started
1.4. Create forestry initiatives including establishment of development permit areas, tree cutting authority advocacy, enforcement of development permits related to forestry and advocacy associated with the <i>Private Managed Forest Land Act</i> .	Executive	Added March 2021 by amendment of Trust Council. Trust Council session on potential tree-cutting powers occurred September 2021. Advocacy has happened re PMFL Act changes. Subsequent discussion with Ministry staff regarding provision of tree authority ongoing, no specific outcomes achieved as of June 2022. This item may best be addressed as part of request by Trust Council for Province to conduct a review of the Islands Trust, June 2022.	In progress

Policy Statement Goal A: 'To Foster preservation and protection of the Trust Area's ecosystems'

2. MARINE AND FRESHWATER STEWARDSHIP

To preserve and protect marine ecosystems

Strategy	Responsibility	Comment	Implementation
2.1. Advocate to minimize the impact of commercial activities on the marine environment and participate in Canadas Southern Resident Killer Whale (SRKW) recovery plan.	Trust Area Services	Some related Facebook posts.	In progress
2.2. Map the extent of eelgrass and kelp beds throughout the Trust Area.	Regional Planning Committee	Work was completed in March 2022. Mapping and the associated reports for eelgrass and kelp mapping is now posted on the Islands Trust website at https://islandstrust.bc.ca/programs/ecosystem-inventories/ and will be shared with First Nations and others as requested.	No mapping has been ground truthed and further work could include field work to confirm mapping done through photo interpretation (e.g. Level 2 mapping of eelgrass).
2.3. Undertake a review of Local Trust Committee-Bowen Islands Municipality foreshore policies and regulatory bylaws and develop model policy and regulatory bylaws for the protection of the foreshore and nearshore.	Regional Planning Committee	Partially completed.	Inventory complete, model bylaws not adopted and could be considered for future work.

Policy Statement Goal A: 'To Foster preservation and protection of the Trust Area's ecosystems'

2. MARINE AND FRESHWATER STEWARDSHIP

Protect quality and quantity of fresh water resources of the Trust Area

Strategy	Responsibility	Comment	Implementation
2.4. Develop a regional freshwater management strategy that a. addresses responsibilities under the Water Sustainability Act, b. identifies water resources throughout the Trust Area, c. integrates water resource management into land use decision-making, and d. accounts for the impacts of climate change on island water resources.	Regional Planning Committee	Final Strategy presented to Trust Council in December 2021. Implementation could be part of future work planning.	Complete.
2.5. Map and develop water budgets for groundwater aquifers in the Trust Area.	Regional Planning Committee	Water budgets complete for southern gulf islands. Recharge mapping complete for Hornby, Denman and Gabriola, and southern Gulf Islands. Project continues in 22-23 to include Salt Spring Thetis, Bowen, Keats, Gambier, and select associated islands. Summary of project to be delivered to public in March 2023.	In progress
2.6. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling.	Regional Planning Committee	Delayed waiting outcome of groundwater mapping projects.	Not started

Policy Statement Goal B: 'To ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of trust area ecosystems'

3. CLIMATE CHANGE

Mitigate and adapt to climate change impacts

Strategy	Responsibility	Comment	Implementation
3.1. Amend the Islands Trust Policy Statement to add climate change mitigation, adaptation and resiliency policies.	TC/Executive/Trust Programs Committee	The Islands Trust released a "What we heard" Phase 1 public engagement report in July 2020 and Trust Council received the Phase 2 public engagement on Policy Directions results in 2021. The Islands 2050 Phase 3 public engagement process took place in March and April 2022. First Nations engagement continues throughout the project. In June 2022 Trust Council received an engagement report, requested staff make some changes to the draft and requested that TPC make further recommendations. Trust Council will receive recommendations in September 2022.	In progress
3.2. Amend Official Community Plans and land use bylaws to foster climate change resilience, including measures to protect Coastal Douglas fir, foreshore and nearshore environments and groundwater.	Local Planning Services	Awaiting model bylaw from RPC- item 2 above. This is not budgeted for FY2020/21. No budget requested for FY 2022/23. This item not expected to be completed this term.	Not started
3.3 Develop i) a set of climate change, demographic and environmental data and ii) performance criteria in order to identify the effects of climate change in the Trust Area and to measure mitigation and adaption efforts.	Trust Programs Committee	Trust Programs Committee received a contracted report about climate indicators at the August 2020 meeting which it forwarded to Trust Council.	Delayed

Policy Statement Goal C: 'To sustain island character and healthy communities'

4. COMMUNITY AND COMMUNICATION

Improve community engagement and participation in Islands Trust work

Strategy	Responsibility	Comment	Implementation
4.1. Develop the capacity to broadcast public meetings of Local Trust Committees, Council Committees and Trust Council.	Executive Admin-IT		Substantially complete however this will be ongoing work for the Islands Trust as additional resources have not been allocated to ongoing broadcast/live streaming in the future and there is variability across the Trust Area in terms of broadband access.
4.2. Develop a new website and initiate a social media program.	Executive		Complete as a strategic item, now an operational undertaking.

Policy Statement Goal C: 'To sustain island character and healthy communities'

4. COMMUNITY AND COMMUNICATION

Improve community engagement and participation in Islands Trust work

Strategy	Responsibility	Comment	Implementation
4.3. Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.	Trust Programs Committee	In 2020, TPC delivered a water conservation webinar, an eelgrass webinar and an ecosystem adaptation webinar. In February 2021, TPC delivered a groundwater licensing webinar. In 2021/22, TPC developed a "Living in the Islands Trust Area" mailing for people new to the region. In March 2022 the package was mailed to 1000 homeowners and in May 2022 TPC voted to continue the mailings three times a year in 2022. A mailing in August 2022 went to 100 new homeowners.	In progress

Strengthen housing affordability throughout the Islands Trust Area

Strategy	Responsibility	Comment	Implementation
4.4 Implement the following high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council.	Trust Area Services/Local Planning Committee	See following	See following
4.4. i. Review the Islands Trust Policy Statement and give consideration to: a) giving affordable housing a greater profile for its role in sustainable communities b) including a reference to affordable housing in its policy direction to LTCs and municipalities.	TC/Executive/Trust Programs Committee	As described above the Policy Statement Amendment Project is underway. Engagement with First Nations continues.	In progress

Policy Statement Goal C: 'To sustain island character and healthy communities'

4. COMMUNITY AND COMMUNICATION

Strengthen housing affordability throughout the Islands Trust Area

Strategy	Responsibility	Comment	Implementation
4.4. ii. Review the Islands Trust Policy Statement to ensure that it: a) includes clear and well-thought out definition of affordability b) includes clearly articulated vision, goal and objectives for affordable housing c) gives affordable housing a greater profile for its role in sustainable communities d) includes a reference to affordable housing in its policy direction to LTCs and municipalities.	TC/Executive/Trust Programs Committee	As described above the Policy Statement Amendment Project is underway. The TPC affordable housing working group discussions informed the development of the Policy Directions report, the discussion paper for Trust Councils March 2021 meeting and draft amendments. Engagement with First Nations continues.	In progress
4.4. iii. Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws.	Regional Planning Committee	Consultant Report received by Trust Council September 2021. Returned to RPC for additional work.	In progress
4.4. iv. Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws.	Regional Planning Committee		Not started. See 4.4.v.
4.4. v. Develop model bylaws to address the use of building stratas as a tool for affordable housing.	Regional Planning Committee	RPC has requested funding for FY2022/23 to hold workshop on housing issues to consider them all together. no separate request for this item was made.	Not Started

Strengthen relations with First Nations

Strategy	Responsibility	Comment	Implementation
4.5 Adopt a Reconciliation Declaration.	Trust Council	Adopted March 2019.	Completed

Policy Statement Goal C: 'To sustain island character and healthy communities'

4. COMMUNITY AND COMMUNICATION

Strengthen relations with First Nations

Strategy	Responsibility	Comment	Implementation
4.6. Adopt and implement a Reconciliation Action Plan.	EXEC/TAS/LPS	Trust Council received a 2019-2021 Reconciliation progress report in March 2021 and reconciliation actions are summarized in annual reports. Progress was made in the areas of training/organizational change and relationship development through the Policy Statement process. Further work is required to formalize and document agreements and protocol with Nations.	In progress
4.7. Develop a Trust Area-wide archaeological impact strategy and establish a Cultural Working Group.	Trust Area Services	A process has been developed with regard to chance finds in the Trust Area. The Cultural Heritage Working Group needs to be reconsidered and updated.	Ongoing
4.8 Develop heritage preservation overlay mapping for the Trust Area and model heritage regulatory bylaws for protection of potential heritage and cultural sites.	Regional Planning Committee	Phase 1 completed in 2021/22. Phase 2 is budgeted for Fiscal 2022/23 at \$72,000. Work has not yet begun due to consultant negotiations/access.	In progress

Policy Statement Goal D: 'Effective, efficient and collaborative governance'

5. GOVERNANCE

To improve and modernize the ability of the Islands Trust to regulate land use activity and work with others

Strategy	Responsibility	Comment	Implementation
5.1. Amend the Islands Trust Act or other legislation to: i. Allow for entry warrants ii. Grant authority to use municipal ticketing for development permit enforcement iii. Enable adoption of development approval information bylaws by local trust committee iv. Add First Nations to the list of bodies with whom the Trust works in cooperation v. Enable delegation to staff the issuance of development permits vi. Clarify foreshore zoning authority	Executive/LPC		Substantially complete
5.2. Provide a secretariat role to forums within the Trust Area.	Trust Programs Committee	Trust Council adopted the Secretariat Services policy in 2020. Trust Programs Committee co-hosted the Baynes Sound Lambert Channel Forum on May 30, 2020 and delivered support to coordination groups. In 2020/1 and 2021/22 and 2022/23 TPC allocated support to : - Southern Gulf Islands Forum, - Baynes Sound Lambert Channel Ecosystem Forum, - Coastal Douglas-fir Conservation Partnership, - Howe Sound AtI"ka7tsem Community Forum, and - Rural Island Economic Forum	In progress
5.3. Undertake a Governance and Management Review	Select Committee	Final report presented to Trust Council in March 2022. Governance Committee formed June 2022.	Received March 2022

Policy Statement Goal D: 'Effective, efficient and collaborative governance'

5. GOVERNANCE

To improve and modernize the ability of the Islands Trust to regulate land use activity and work with others

Strategy	Responsibility	Funding	Comment	Implementation
5.4 Implement a Trust Council Policy analysis, review, and amendment of deemed top priorities for consideration and approval by Trust Council.	Executive		Added March 2021 by amendment of Trust Council. To date 11 out of 18 policies marked for review have been amended and adopted.	In progress
5.5. Request additional funding from the Province	Executive		No active engagement underway with Province at this time.	Hold

To amend the Policy Statement

Strategy	Responsibility	Funding	Comment	Implementation
5.6. Amend the Policy Statement introductory and definitions sections.	TC/Executive/Trust Programs Committee	See 3.1		In progress
5.7. Determine if additional changes to the Policy Statement are desired by Trust Council.	TC/Executive/Trust Programs Committee	See 3.1	Pending Trust Council direction on next steps.	In progress



December 7, 2022
Islands Trust Council
Planning Services – Local Trust Committee Orientation

Background: This outline is presented in support of Trust Council orientation.

Purpose:

1. To provide an overview of Local Trust Committees

Resources: Stefan Cermak, Director, Planning Services

TIME	TOPIC	WHO
2 pm – 3 pm 45 min	LTC Meetings – What to expect • Processes • Applications & Referrals • Projects	Planning Services Director and Managers
15 min	Q&A with Planning Services Managers	
Possible Upcoming Webinars	• Bylaw Enforcement • Freshwater Sustainability Strategy	At direction of Council



December 8, 2022

Islands Trust Council

Eli Mina – Robert’s Rules Session Outline

Background: This outline is presented in support of Trust Council orientation.

Purpose:

1. To provide training and coaching on making meetings work better, rules of order and building better decision making teams.

Resources:

Eli Mina, Registered Parliamentarian
Attachment – Robert’s Rules & Responsible Governance

TIME	TOPIC	WHO
9:00 am – 9:05 am	Introduction	Chair Luckham/CAO
9:05 am – 11:00 am	Robert’s Rules & Responsible Governance	
11:00 am– 11:15 am	BREAK	ALL
11:15 – 12:00 pm	Robert’s Rules & Responsible Governance – cont. with Question and Answer period	Eli Mina

Training & Executive Coaching on:

- *Making Meetings Work Better*
- *Demystifying the Rules of Order*
- *Building Better Decision Making Teams*

Published Books:

- *"101 Boardroom Problems & How to Solve Them"*
- *"The Business Meetings Sourcebook"*
- *"Mina's Guide to Minute Taking"*

Eli Mina, M.Sc., P.R.P.

Meeting Mentor, Registered Parliamentarian

Web Site: <http://www.elimina.com>

"Robert's Rules & Responsible Governance"

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2022-23

1. GOALS OF SHARED DECISION MAKING

The overall goals of shared decision-making are to achieve **good decisions**, to achieve them **together**, and to do so within a **reasonable amount of time**.

Substantively, a collective decision should be:

- Proactive (advancing the mission, vision and strategic plan).
- Balanced, fair and objective (balancing legitimate needs and interests).
- Informed (taking into account professional expertise and member input).
- Realistic and affordable.
- Legal and enforceable.
- Smart and creative.

Process-wise, a decision-making process should be:

- Measured and gradual: Sufficient time is allocated to scrutinizing proposals.
- Efficient: The decision is reached within a reasonable amount of time.
- Inclusive and transparent: Board members are engaged in the process as active partners, and not as reluctant or acquiescent followers. The membership is kept informed (early, and not just after the fact). Where appropriate or prudent, the membership is invited to comment or help shape the decision in some way. These efforts will increase the likelihood of successful and trouble free implementation of the decision and reduce the likelihood that it will be undermined from within the organization.

Boardroom Problems

1. A rush
2. No preparation
3. Short tempers
4. Last minute agenda items
5. Motions and amendments "on the fly"
6. Pre-determined outcomes
7. Late start & late arrivals
8. Use of computers and cell phones

2. FUNDAMENTAL DISCUSSION GUIDELINES

Order (one person speaks at a time; Chair or designated person keeps the speakers' lineup)

Focus (focusing on the group's core mandate; staying on topic; establishing outcomes)

Efficiency (on a per topic basis and on a per person basis)

Equality (ensuring equal opportunities to speak and share insights)

Decorum (remaining civilized and respectful; focusing on issues, not personalities)

Safe environment (making it possible to share unpopular but necessary points without fear)

3. PARLIAMENTARY PROCEDURE (RULES OF ORDER)

Parliamentary Procedure is the combination of rules and customs that govern the conduct of business meetings.

Hierarchy of governing documents:

1. Laws of the Land (applicable statutes)
2. Constitution and Bylaws
3. Rule book. In this handout package it is assumed that the current edition of Robert's Rules of Order Newly Revised (RONR, latest edition) is the Parliamentary Authority.

Purposes of the rules:

- To create the necessary structure and appropriate level of formality for a meeting
- To facilitate progress
- To include individual members in discussion and shared decision-making on a "level playing field".
- To protect the rights of the majority, minority, individuals, absentees, and the organization

Voting outcomes:

- Most decisions require a majority vote to adopt
- Depending on the statute or bylaws, abstentions may count differently in different settings.
- A tie vote means that a motion is defeated.

4. POINTS OF ORDER

A point of order is a statement by a member that a rule of the assembly has been violated, e.g.: digressing from the agenda, exceeding a prescribed time limit, and other violations.

RONR12 page 236 paragraph 23:4: *"In ordinary meetings it is undesirable to raise points of order on minor irregularities of a purely technical character, if it is clear that no one's rights are being infringed upon and no real harm is done to the proper transaction of business."*

5. UNANIMOUS (GENERAL) CONSENT

Unanimous/General Consent is an informal method of taking a vote, used for routine and non-controversial decisions. For example:

- *"Is there any objection to changing the agenda to consider item 7 now? (Pause)? There being no objection, we will proceed now with item 7, and then return to item 3". **OR:** "There is an objection and we will take a show of hands. Those in favor of changing the agenda raise your hands. Thank you. Those opposed raise your hands, etc."*
- *"Is there any objection to extending the time for this discussion by 5 minutes? (Pause). There is no objection and the time for this discussion has been extended until 3:40 PM".*
- *"Is there any objection to amending the motion by adding the words 'including all taxes'? (Pause). There is no objection and the motion has been amended to read: _____".*

6. HANDLING MAIN MOTIONS

A main motion is a proposal to take action or express a view. The 6 steps of handling it are:

Step	Language	Pertinent points
1. A member makes a motion	<i>"I move that ____" or "I move that the following resolution be adopted: Resolved, That ____".</i>	1. Make sure the motion is concise, complete and unambiguous. 2. It is good practice to require motions to be submitted in writing.
2. Another member seconds the motion.	<i>"I second the motion" or "Second"</i>	Seconding does not mean endorsement of the motion, but only agreement that it should be discussed.
3. The Chair states the motion.	<i>"It is moved and seconded that we _____. Is there any discussion?"</i>	1. The Chair may rule a motion out of order (giving the reasons) or ask that it be submitted in writing before it is stated. 2. Ownership and control become collective . From now on withdrawing or amending the motion requires the group's permission.
4. Debate and amendment	The motion is debated and possibly amended by the group.	<u>Debate is closed by the group, collectively, and not</u> by one person calling "Question."
5. The Chair puts the motion to a vote.	<i>"There being no further debate, we will proceed to the vote. The motion is that _____. Those in favor of the motion raise one hand. Thank you. Those opposed raise one hand. Thank you."</i>	Ensure clarity by repeating the motion before the vote.
6. The Chair announces the outcome.	<i>"The motion is adopted" or "The motion is defeated."</i>	

Problematic Motions

A motion to receive a report

A motion to approve something "in principle" or "subject to"

A motion to support something a community group is doing

7. Agendas, Closed Meetings, Minutes

7.1 Agendas

An agenda is usually drawn up by the Chair and Senior Staff, with input from meeting participants. When designing an agenda for a meeting, consider these factors:

- The agenda is usually set by the Chair and/or by Staff. Organizational policies should establish deadlines for submitting agenda requests or documents.
- Most agenda items should be pre-scheduled, with last minute additions being the exception, and not the norm. Relevant documents should be circulated (and read) before the meeting. They should include **decision-making options** (or motions) where needed.
- Presenters of reports should receive confirmation of the time when they'll be asked to speak, how much time is available for the presentation (including question periods), and how they will be notified that their time is running out.
- The number of items on the agenda should be reasonable, to help ensure that each can receive proper attention within the available time. It may be wise to have a **timed agenda** or to explicitly allocate total time for major agenda items.
- Members who want to present their own motions (outside the normal process of staff reports and pre-crafted motions) should do so by introducing a **notice of motion** at a previous meeting, and then obtaining staff's help with the precise wording of the motion.
- In the case of a **large and/or contentious meeting**, it is useful to prepare and pre-circulate a brief summary of **proposed Standing Rules** for the meeting (see OFEEDS acronym, page 2). The rules should be reviewed and agreed to **at the start of the meeting**.

7.2 Confidentiality and Closed Meetings

In general there should be transparency and public access to most meetings and documents, especially in a public body. However, there are times when it is necessary to place risk management ahead of transparency and discuss sensitive issues in a closed meeting.

Some decision-making bodies conduct too much business behind closed doors. Such practices can erode public trust and confidence in the decision-making process.

Members must keep confidentiality and avoid divulging what was done or said in a closed meeting. Leaks from closed meetings can erode trust and may stifle discussions in subsequent closed meetings (people will hesitate to speak for fear of being quoted publicly). Leaks may also place the organization's interests or the privacy of individuals or third parties at risk.

A Member who believes an item was mistakenly placed on a closed meeting agenda should raise this point during the closed meeting, and the group should then decide whether the item belongs or does not belong on the closed meeting agenda.

7.3 Minutes

Minutes are a historical record of a meeting's decision-making processes, focusing primarily on what was done by the group (collectively) and not on what was said by individuals. Verbatim minutes should be avoided. Instead, the group should have either 'decisions-only' minutes (for closed meetings) or 'anecdotal' minutes (which capture key points made, with minimal or no attribution of comments to individuals).

8. "CHEAT SHEET" FOR MEETING PARTICIPANTS

If this occurs:	You can say:
Digression	<i>"Point of order."</i> <i>When recognized: "Can we please get back on topic?"</i>
Interruptions	<i>"Point of order."</i> <i>When recognized: "Can we have one person speaking at a time?" Or</i> <i>"Can we wait to be recognized by the Chair before we speak?" Or</i> <i>"Can we please hear people out without interruptions?"</i>
Personal attacks	<i>"Point of order."</i> <i>When recognized: "We should be focusing on issues, not people."</i>
Rambling	<i>"Can we please keep our comments brief? I'm concerned that we may run out of time for significant issues later on."</i>
Repetitive debate	<i>"Are we ready to close debate and vote on this motion?" Or:</i> <i>"I move to close debate." Or "I move the previous question."</i>
Side conversations	<i>"Point of order."</i> <i>When recognized: "Can we please have one conversation at time?"</i>
Unbalanced participation	<i>"I am wondering if we could hear from members who have not spoken."</i>
Unclear motion	<i>"Can we please have the motion repeated?" Or</i> <i>"I move to amend the motion by ____" (You may propose to replace, add, insert or delete text.)</i>
Last minute motion	<i>"I move that this motion be referred to ____ for input and assessment." Or:</i> <i>"Given that it's late, I suggest we discuss this motion informally now, and then postpone it until the next meeting."</i>

9. FREQUENTLY USED SECONDARY MOTIONS

RONR = Robert's Rules of Order Newly Revised, 12th edition.

The motion	The use	Pertinent points
Point of Order (RONR Sec. 23)	Points to a violation of a rule, policy, or bylaw.	The Chair can make a ruling on whether the point is well taken or not, or ask the group to make this decision.
Appeal (Sec. 24)	Two members who disagree with the chair's ruling can appeal it.	The ruling is put to a vote: " <i>Shall the Chair's ruling be sustained?</i> " A majority vote against a ruling reverses it.
Postpone Indefinitely (S. 11)	A motion to decline to take a position on a pending main motion.	This procedure disposes of the pending motion without a direct vote. It should be noted that the main motion can be renewed at a subsequent meeting.
Amend (S.12)	A motion to change the wording of another motion before voting on it.	Up to one primary amendment and one secondary amendment can be considered at the same time.
Commit/Refer (Section 13)	A motion to send the pending main motion to a committee or staff	Should include some instructions for the committee, e.g.: What questions will it address? When will the committee report?
Postpone to a certain time (S. 14)	A motion to postpone the pending main motion to a certain time.	Should specify the day and time to which the motion is to be postponed.
Limit or Extend Debate (Sec. 15)	A motion to limit or extend debate on a motion, e.g.: " <i>I move to extend debate by 5 minutes</i> ". This motion is not debatable.	
Close Debate (or "Previous Question") (Section 16)	A motion to close debate and vote immediately: " <i>I move the previous question.</i> "	The Chair can check informally if there is general consent to ending debate. If there isn't, the Chair takes a vote on whether debate will be closed.
Table (Section 17)	A motion to set a main motion aside temporarily, to accommodate something else of immediate urgency.	Most times the motion to table is used incorrectly. The correct motions are usually to postpone to a certain time, refer, or postpone indefinitely.
Suspend the rules (Section 25)	A motion to allow the assembly to suspend a rule for a specific purpose. This motion cannot be used to suspend legislation or rules protecting basic rights.	This motion can be helpful when the rules of order are proving too restrictive and a more flexible approach is needed. For example: " <i>I move to suspend the rules and allow more than one primary amendment at a time.</i> "
Withdraw (Section 33)	Before debate begins, a motion may be withdrawn by the mover. Once debate begins, only the assembly – by a majority vote or general consent – can withdraw it.	
Reconsider (Section 37)	Under RONR, it can be made at the same meeting by someone who voted on the prevailing side.	Check Legislation/Bylaws/Policies for other provisions.
Rescind/Amend Something Previously Adopted (Section 35)	Under RONR, can be made by any member, provided the action is not impossible to undo (partly or fully)	Check Legislation/Bylaws/Policies for other provisions.
Renewal of motions (Section 38)	Defeated motions that are still applicable can be re-introduced at a later meeting as new business.	Check Legislation/Bylaws/Policies for other provisions.

10. PARLIAMENTARY MYTHS

THE MYTH	THE TRUTH
The mover of a motion owns it forever.	The maker of a motion stops owning it once debate on it begins. From then on, the group owns it, and the mover no longer has the right to unilaterally withdraw or amend the motion (which can be done by the group collectively).
A person must support a motion in order to second it.	Seconding only indicates that the person agrees that the motion should be discussed, and not that he or she supports it.
If a motion is moved and seconded, it is automatically open for debate.	A motion is open for debate only after the Chair states it and places it before the assembly. The Chair may refuse to allow a motion on the ground that it is out of order (violates a rule, bylaw, or law) or that it is poorly worded (e.g.: motion made 'on the fly').
The Chair never votes, except to break a tie.	Unless explicitly prohibited (possibly by legislation) the Chair, also being a Council/Board member, votes like others.
The Chair never speaks in debate, unless he or she vacates the Chair.	This is only true if a Bylaw or Policy stipulates it. Robert's Rules of Order allow the Chair of a small board to speak in debate, but on the same basis as everyone else .
If a member 'calls the question,' debate automatically ends. 'Calling the question' may interrupt a person who is speaking and has precedence over anything else.	The decision to end debate is made by the group, collectively, and not unilaterally by the Chair or one member. If a motion to end debate is made formally, it may not interrupt a person who is speaking, and its mover has no special priority in the speakers' lineup.
The mover may close debate by speaking on a motion for a second time.	No (unless a Bylaw or Policy explicitly says otherwise).
The minutes must include everything that was said at the meeting.	Minutes are primarily a record of what was done by the group, and not a record of what was said by each member.
A member may insist that his or her comments be entered in the minutes.	Minute takers should follow minute taking standards, as established by policy. They should not be subject to random demands by individual members. It is generally not good practice to record verbatim minutes.
Any issue that could be embarrassing or politically uncomfortable to discuss in public can be discussed in an 'in camera' meeting.	The Council/Board should follow its legislation and/or policy on 'in camera' items. 'Potential embarrassment' and 'political discomfort' are unlikely to be valid justifications for discussing an item behind closed doors.
There can be no debate until there is a motion on the floor.	The Council/Board may opt to have informal discussion (exploring the nature of a problem) before introducing a motion (a solution).

11. DECISION MAKING PARAMETERS

11.1. Duty to Accept Collective Decisions

Many group decisions are reached by consensus, after consideration of all viewpoints, facts, issues, risks and opportunities. If all relevant concerns are taken into account before a decision is made, the likelihood of narrow majority decisions is reduced.

When achieving unanimity is not possible, a formal vote may be needed to bring closure to an issue. In such instances, there will be *'a winning side'* (a majority) and *'a losing side'* (a minority). It should be clear that, once a decision is made, it is **no longer a majority decision**. It is a **collective decision**, and the minority should accept it as a legitimate group decision and move on. If there is a need to revisit the decision later, individuals should do this within established processes.

11.2. Balancing Constituency and Organizational Interests

Members who are supported by or represent a constituency must remember that their primary duty is to serve the organization as a whole, and to place its interests ahead of any other interests. Although they may share knowledge, insights and ideas from constituencies, they must also listen and learn from other views, and then vote with the full organization in mind. All represented constituencies should avoid undue pressure on their representatives.

11.3. Organizational Culture (Organizational Norms)

a. Passion & Commitment: Individuals at all levels are passionate about the organization.

b. Holistic Outlook: Collective interests are generally placed ahead of constituency interests.

c. Collaboration: Individuals set aside egos, personal animosities and hidden agendas, help their colleagues perform to their best, and work together for the good of the organization.

d. Trust: Members earn trust by being reliable, transparent, and accountable. Trust is earned and never taken for granted. Trust is supplemented by preparedness to ask tough questions.

e. Engagement: Members are treated as valued partners in decision-making and act accordingly. Decisions are made when *'all relevant pieces of the puzzle are on the table'*.

f. Appetite for Learning: Members expect to learn and make informed decisions. They refuse to commit votes before a meeting, and keep their minds open to new facts and ideas.

g. Accountability & Transparency: Council sets goals, communicates them, and then monitors and reports on progress.

h. Expectation of Excellence: Everyone expects excellence. Mediocrity is not tolerated.

i. A Human Touch: Members treat others with sensitivity and compassion. Everyone receives the encouragement to succeed and contributions are regularly recognized and celebrated.

j. Awareness & Intolerance of Dysfunctions: Individuals understand the decision making process, respect it, and are prepared to defend it if and when needed.

12. NON-PARLIAMENTARY MYTHS

1. "If I voted in the minority, I should tell the entire world that I voted the right way."
2. "You should know rules of order very well. They give you power to push forward your motions."
3. "The element of surprise is important when trying to overpower opposition to your proposal."
4. "The best things about being on a Board are the power, perks, and the company of my colleagues."
5. "The most important factor when making decisions is whether they will get you re-elected."
6. "In a Council/Board of 7, the most important number is 4."
7. "The most important thing is to move a meeting forward quickly."
8. "A meeting is successful only if everyone leaves happy."
9. "If I represent a constituency, my job is, first and foremost, to represent and fight for it."
10. "Conflict of interest is bad for my reputation. No one should suggest it unless they can prove it."
11. "Tweeting and making social media postings during a meeting is fine. After all, everyone does it."
12. "If I observe a dysfunction at a meeting, I should accept it as a fact of life."
13. "If a member can't absorb new material fast, s/he should be trusting and vote with the majority."
14. "Confidential matters must not be disclosed to any outsider, except possibly to my spouse."
15. "It's OK to vote on a vague motion and leave it to staff to `clean it up.'"
16. "A unanimous vote is always better than a split vote. Narrow majorities must be avoided."
17. "If we disagree, let's take a vote. The majority is always right."
18. "The Chair has unlimited authority and everyone must obey him/her."
19. "A Council/Board must get involved in daily operations, or it's not doing its job."
20. "Staff members do not vote and must therefore keep quiet unless explicitly asked for input."

13. Challenging Meeting Scenarios

Develop an approach and/or script for the following situations:

1. The discussion is unbalanced, with two members dominating.
2. Someone rambles for a long time and you notice someone else who is anxiously looking for "an opening" to speak.
3. A member was recognized to speak, when another one "barges in" and begins to speak without permission.
4. Two members conduct a loud and distracting side conversation.
5. The discussion becomes personal and members appear uncomfortable with the tone.
6. Three members raise their hands at about the same time, indicating they wish to speak.
Variation: A member raises his/her hand and does not put it down.
7. A participant speaks about an item that is not on the agenda (or is scheduled for later on the agenda).
8. A member says with a soft voice (or through facial expression) "I don't think it's a good idea", but this protest is drowned in the loud discussion.
9. There is a heated discussion on the wording of a document to be approved, with three distinct views on it. The discussion is going nowhere.
10. A few important decisions have just been made, but they have not been articulated clearly, and the implementation duties have not been assigned. The members appear ready to proceed to the next item on the agenda, but you want to ensure follow-up.
11. Discussion of a point is lingering on and becoming repetitive, and time is running out (or most members appear ready to move on).
12. Members are rushing to make a decision on an important issue, but you are aware that significant points have not been addressed.

14. EVALUATIONS

Evaluating a Meeting

	Ineffective Meeting 0 means as bad as it gets	Effective Meeting 10 means as good as it gets	Score
1	A weak connection between the agenda and the mission, vision and strategic goals.	A clear sense of purpose and a solid link between the meeting's agenda and the mission, vision and strategic goals.	
2	A disorganized and sometimes rushed decision-making process, with hasty solutions to poorly defined problems.	Logical and organized problem solving: first defining the problem, then evaluating potential solutions (based on set criteria), then choosing the best option, then assigning follow-up tasks.	
3	Members are late, leave early, do not prepare, use electronic devices for social media entries or pick up texts and e-mails.	Members arrive on time, prepared, and have the knowledge to make smart decisions; They are committed to being there, in body and in spirit.	
4	Decisions are made and motions are voted on without any clarity as to the precise wording. Action items are vague or non-existent.	Clearly articulated consensus (or motions) and follow up items. Concise minutes help ensure follow-up by capturing what was decided.	
5	Vocal members dominate discussions; quiet members and their input are left behind.	Participation is balanced. Members have equal opportunities to speak and influence decisions. Discussions are enriched by the diverse input.	
6	Members are silent when a dysfunction occurs for fear of insulting others. They tolerate chaos, repetition, digressions, and personal attacks.	Members act as partners in the process. They speak up if a dysfunction is damaging the quality of decisions or the process itself.	
7	The meeting is slow and monotonous. Some people ramble and no one asks them to be brief. Some fall asleep. Conversely, things may move rapidly, and people are afraid to raise valid concerns for fear of slowing the meeting down.	Time is well managed. The pace is dynamic and engaging but comfortable (not too fast nor too slow). Members speak concisely. More time is spent on significant issues and less time is spent on minutiae.	
8	Rules for participation are not in place, leading to a free for all. Alternatively, rules are used too rigidly, stifle creativity and curtail a natural flow of ideas, thereby making the meeting too formal and stuffy.	Essential rules are established: wait to be recognized before speaking, stay on track, be brief and concise, be respectful of others, etc. Rules are used flexibly, so they promote efficiency without stifling vital debate.	
9	Personal attacks and insults are rampant. The climate is adversarial, with each faction using manipulative tactics to achieve its goals.	A respectful and civilized tone is kept, even when issues are contentious. The focus is on issues and not on personalities. The group works as a team to advance its mandate.	
10	The group is distracted by logistical problems: a hot or cold room, outside noise, faulty projector, catering issues, and so on.	Logistical details are handled flawlessly through meticulous planning and preparation, and do not become a distraction.	
	GRAND TOTAL	Add the numbers on the right hand column. Minimum = 0. Maximum = 100.	

Evaluating a Member

	Ineffective Member 0 means as bad as it gets	Effective Member 10 means as good as it gets	Score
1	Joins the group mainly to socialize, gain visibility, stature, influence and power.	Joins the group altruistically to advance its mandate, and to serve the organization.	
2	Brings a low commitment level. Misses meetings, declines to take on any work, and always has <i>excuses</i> for non-performance.	Is reliable and conscientious. Prepares fully for meetings, attends them regularly, takes on assignments, and always delivers quality results.	
3	Tolerates mediocrity and flawed decisions. Has no interest in innovation and creativity.	Demands excellence of oneself and of others. Introduces freshness, creativity and innovation.	
4	Has a need to be popular with others and so does not raise valid concerns about potentially risky decisions. Does not complain about process issues, except after a meeting.	Is prepared to raise tough questions, even if they slow things down, in order to help reduce risk. Does not hesitate to complain about meeting problems in a timely fashion.	
5	A single-issue advocate. Joins the Council or Committee to promote a narrow interest. Has a closed mind and unchangeable views, and is not interested in learning from others.	Places collective interests ahead of narrow ones. Keeps an open mind and a natural curiosity. Is eager to learn from others and thereby make informed and balanced decisions.	
6	Unprincipled. Creates alliances and makes backroom deals to manipulate decisions. Finds the right words to promote the wrong goals. Will do anything to get re-elected.	Honest, principled, selfless and trustworthy. Embodies the organization's core principles and values. Re-election takes a backseat to doing the right things.	
7	Egotistical and functions as a lone operator. Treats others with disrespect. Irritable and uptight. Takes questions as personal attacks. Quick to dismiss new ideas.	Humble and ego-free and functions as a team player. Treats others as valued colleagues and partners. Mature, calm, patient, light hearted, and thick skinned.	
8	Undermines and attacks collective decisions publicly after they are made. Presents personal views as collective positions.	Accepts collective decisions. Represents the voting body correctly when requested to do so.	
9	Abuses powers for personal gain. Denies the existence of blatant conflicts of interest.	Adheres to the established code of ethics. Discloses conflict of interest in a timely manner.	
10	Leaks confidential information from closed meetings, damaging trust and exposing the organization to risk.	Keeps confidentiality. Questions the inclusion of items on a closed meeting agenda when there seems to be no valid reasons for it.	
	GRAND TOTAL	Add the numbers on the right hand column. Minimum = 0. Maximum = 100.	

Evaluating a Chair

	Ineffective Chair 0 means as bad as it gets	Effective Chair 10 means as good as it gets	Score
1	Takes the job for the power or benefits. Enjoys the visibility with the media and the public. Refuses to share the spotlight with others.	Takes the job in order to serve and make a difference. Is selfless and committed to the organization's goals and mission.	
2	Is used to making unilateral decisions and giving orders to others. Biases debates in favor of certain outcomes. Uses threats and bullying.	Leads the Board in consensus building and making collective decisions. Engages all members as equal partners in the process.	
3	Possessive of the leadership role, making the organization dependent on him or her. Makes no room for others to succeed. Tries hard to control the participation of new members.	Shares the leadership spotlight with others. Serves as a mentor and builds other leaders, thereby ensuring succession and continuity. Empowers members to excel. Recognizes contributions and achievements regularly.	
4	Timid and hesitant to intervene. Afraid of confrontation. Tries hard to please and doesn't know how to say no. Does not respond well to disapproval, criticism or anger.	Intervenes proactively to reduce problems. Addresses dysfunctions with a principle-based approach. Is capable of saying no, gently but firmly, to ensure fairness for all and to facilitate effective decision-making.	
5	Impatient, egotistical and short tempered. Treats criticism or disagreements as personal attacks. Is condescending and disrespectful towards those who dare contradict them.	Mature, patient, calm, reassuring, approachable, respectful, and supportive. Maintains freshness and a light touch. Is used to leaving their ego behind.	
6	Narrow-sighted, reactive and crisis driven.	Maintains a broad view of issues and is able to guide the group in debating tough issues.	
7	Disorganized and unprepared for meetings.	Organized and fully prepared. A role model and an inspiration for others to follow.	
8	Oblivious and unconcerned with relationship building, both internally and externally.	Builds and maintains relationships with Board members, the staff, the community, and external stakeholders and suppliers.	
9	Has a poor sense of timing. Does not know when and how to bring closure to discussions and move forward to facilitate group decision making.	Intuitive and responsive to moods and needs at a meeting. Balances the need to make progress (time management) with the need for democratic and effective decision making.	
10	Talkative and verbose. Offers rebuttals to every comment made by others. Unable to facilitate a logical flow and step-by-step decision-making, or summarize progress and initiate closure.	Communicates clearly, briefly, concisely and logically. Is able to clarify decision-making options or divide multi-faceted topics or decisions into manageable components.	
	GRAND TOTAL	Add the numbers on the right hand column. Minimum = 0. Maximum = 100.	



APPLICATION FORM FOR DELEGATIONS TO ADDRESS ISLANDS TRUST COUNCIL OR A COUNCIL COMMITTEE

Overview

You may address Council (or a Council Committee) formally by: (a) presenting a petition or making a presentation as a delegation; or informally, by participating in (b) public comment sessions or (c) by correspondence. All correspondence, formal delegation presentations and petitions are treated as a public record.

Submissions

- Each delegation is required to complete this form and submit it to Islands Trust, along with any PowerPoint or video presentation that accompanies a delegation's written presentation by 4:30 pm at least 3 weeks prior to the meeting.
- If you miss this deadline, you may still submit this form; however, such requests will require approval by Executive Committee before the meeting or, 2/3 majority approval of Trust Council at the meeting.
- Each address shall be limited to 10 minutes unless a longer period is agreed to by approval of Executive Committee before the meeting or, of Trust Council at the meeting.
- *Application deadlines and approval requirements to address a Trust Council Committee may vary from the above. Contact ExecAdmin@islandstrust.bc.ca for guidance.*
- Rules governing delegations are outlined in the Islands [Trust Council Meeting Procedures Bylaw 101](#).

All meetings are open to the public, are live streamed and recorded. Physical locations of the meeting are posted on the Islands Trust website.

Submit this form to ExecAdmin@islandstrust.bc.ca or mail to Islands Trust #200 – 1627 Fort St. Victoria B.C. V8R 1H8

I wish to address Islands Trust Council or _____ Council Committee

at the meeting of 6 December 2022

I REPRESENT Myself, David Dunnison
(Name of Organization if applicable)

AS Myself
(Capacity/Office)

NAME OF PRESENTER or Alternate David Dunnison

ADDRESS [REDACTED] Salt Spring Island BC V8K 2K5

TELEPHONE NO. (S) [REDACTED] E-MAIL [REDACTED]

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

A review of carbon storage and carbon storage potential within the Islands Trust Area

(If more space is required, please attach an additional page to this form.)

- ☒ I will have a PowerPoint or video presentation and will submit it at least three weeks in advance of the meeting.
☒ I am aware that the meeting and my presentation will be live streamed via the Islands Trust website and recorded.

*Please note personal information contained on this form is collected under the authority of the *Local Government Act* and is subject to the *Freedom of Information and Protection of Privacy Act*. The personal information will be used for contact purposes only. Enquiries about the use of information in this form can be directed to the Legislative Services Manager at information@islandstrust.bc.ca

Date: 13 Nov 2022

Signed: David Dunnison

Digitally signed by David Dunnison
Date: 2022.11.13 11:16:38 -0800

(Signature of Applicant)

The Islands Trust Area Carbon Storage Myth

(Caution: Math Ahead)

Delegation to Islands Trust Council

David Dunnison

6 December 2022

Background

“Islands Trust carbon sequestration and storage statistics were derived in 2014 through a contract between a UBC Grad student, Richard Schuster, and the Islands Trust Conservancy”

Source: Frater et al. (Dec 2019). State of the Islands Indicator Project: Final Report. Islands Trust

https://islandstrust.bc.ca/wp-content/uploads/2020/05/TAS_2020-01-22_StateOfTheIsland_FinalReport-with-Survey.pdf

- This was not a research project
- This was not ground-truthed and involved no in-field measurements
- This was not independent research
- This was not peer reviewed nor published in a scientific journal
- There was no overseeing scientific advisor nor any UBC researchers involved
- There was no assessment/comparison of non-CDF zone areas

All Exhibits clearly state, “Produced by Richard Schuster on Behalf of the Islands Trust Fund”

Author Does Not Claim Otherwise

Richard Schuster CV, Carleton University

https://carleton.ca/biology/wp-content/uploads/Richard-Schuster-CV-18_10_10.pdf

“PROFESSIONAL HISTORY

Service Contractor ... 2014 ... Independent contractor

...

- Carbon and biodiversity mapping for the Islands Trust area as well as cost effectiveness analysis of land protection in the Islands Trust area compared with the larger region. (Islands Trust) ...”

Stated Report Conclusions

Stated Conclusion:

“...there is 82% more standing carbon and 43% higher carbon sequestration potential in the IT area than in non IT parts of the CDF...”

Albeit:

“...(data) was not available for areas in the CDF on the Lower Mainland...”

“an adjustment of ... calculations was beyond the scope of this report ... which will most likely over-estimate carbon values”

Source: Schuster, Richard (23 Mar 2014). Carbon and Biodiversity Mapping and Assessment for the Islands Trust Area. Islands Trust Fund. <https://islandstrust.bc.ca/document/carbon-and-biodiversity-mapping-and-assessment-for-the-islands-trust-area/>

Expanding Island Trust Claims

2015: Overstated authorship

“Researchers from the University of British Columbia’s Department of Forest and Conservation Sciences released a report...”
Source: [The Heron. Winter 2014-2015.](#)

2016: Overstated capability and importance

“The forests of the Islands Trust Area have a high carbon storage capacity, with the potential to act as a major sink for carbon produced in the region...” Source: [Islands Trust. Climate Action Revenue Incentive \(CARIP\) Public Report for 2016.](#)

2019: Best in BC

“The forests in the Trust Area actually store and sequester more carbon per hectare than the rest of BC ... the Trust Area islands stand out as exceptional. Trust Area forests sequester unusually high levels of carbon.” Source: [Busheiken, Laura \(2019\). Trustee Notebook.](#)

2020: Best in Canada ... and the world?

“British Columbia ecosystems have some of the highest carbon stores in Canada... Coastal Douglas-fir forests within the Islands Trust Area store and sequester more carbon per hectare than the rest of British Columbia.” Source: [Islands Trust. Protecting the Coastal Douglas Fir Zone, An Islands Trust Toolkit.](#)

Key Rationale for New Policy Statement

“The Trust Area also plays an important role in provincial and national efforts to reduce greenhouse gas emissions by capturing and storing carbon in natural areas...”

Source: Islands Trust (15 July 2021). Islands Trust Council DRAFT Bylaw No. 183 ISLANDS TRUST POLICY STATEMENT BYLAW, 2021.

<https://islandstrust.bc.ca/wp-content/uploads/2021/07/New-Draft-Policy-Statement-Colour-Coded.pdf>

Key Lobbying Claims

“...coastal Douglas-fir ecosystems within the Islands Trust Area store 82 per cent more carbon and have 43 per cent higher carbon sequestration potential than other parts of the region... The most recent Trust Council meeting demonstrated a pervasive hesitancy... Time is running out”

Source: Doll, Shauna and Genovali, Chris; Raincoast Conservation Foundation (2021). Trust must act on climate emergency declaration. Gulf Islands Driftwood. 8 November 2022.

<https://www.gulfislandsdriftwood.com/trust-must-act-on-climate-emergency-declaration/>

“When ranked for... carbon storage capability... the Coastal Douglas-fir is the most important BC ecosystem... carbon sequestration in the Islands Trust area is an average of 82% higher per hectare than in CDF areas elsewhere.”

Source: Law Student Andrew Spear, Articled Student Ruben Tillman, Supervising Lawyer Calvin Sandborn (2020). Legal Measures to Protect the Gulf Islands Coastal Douglas-fir Zone. Environmental Law Centre Clinic Report prepared for Raincoast Conservation Foundation.

<https://elc.uvic.ca/publications/coastal-douglas-fir-forests/>

Unfortunately, the Report Has a Major Error

Calculations in the report adjusted for total area of the Islands Trust Area versus the total area of the Non-IT area (i.e. pro rata by overall area)

- Parking lots, roadways, airports, shopping malls, offices, suburbs, factories, city halls, hotels, lakes, rivers, and other non-forested areas were all factored in as 'forest'
- No direct comparison of actual forest to actual forest
- Results and subsequent conclusions were fundamentally distorted by a simple math relationship error

Data in Schuster's Table 1 Should Leap Out at Reader

The relationship is this simple

- Non-IT Area has 11% more Standing Carbon
- Non-IT Area Sequesters 41% more Carbon

Source: Schuster, Richard (23 Mar 2014). Carbon and Biodiversity Mapping and Assessment for the Islands Trust Area. Islands Trust Fund. Table 1. P 3.

<https://islandstrust.bc.ca/document/carbon-and-biodiversity-mapping-and-assessment-for-the-islands-trust-area/>

Item	CDF	Non Isl. Trust Area	Islands Trust Area	% total in IT
Standing Carbon [t]	24,314,351	12,806,439 Bigger	11,507,913 Smaller	47.3%
Sequestration Potential [t/yr]	459,934	269,355 Much Bigger	190,578 Much Smaller	41.4%

The Math: Non-IT Area Is Superior

Annual Storage Potential Formula:

Sequestration Potential ÷ Standing Carbon = Annual Storage Increment %

Non-IT Area: 269,355 (t/yr) ÷ 12,806,439 (t) = 2.10% increase per year

IT Area: 190,578 (t/yr) ÷ 11,507,913 (t) = 1.66% increase per year

Non-IT Area has a 27% advantage (2.1% vs 1.66%) in Carbon Sequestration

Schuster (2014) data illustrates Non-IT Area is superior at sequestering carbon, both in absolute terms (41%) and in proportional terms (27%)

Sample Island Trust Statements

Starke, Justine (2020). Protecting the Coastal Douglas-fir Zone & Associated Ecosystems An Islands Trust Toolkit. Islands Trust. <https://islandstrust.bc.ca/wp-content/uploads/2020/11/cdf-toolkit-final-web.pdf> “British Columbia ecosystems have some of the highest carbon stores in Canada... Coastal Douglas-fir forests within the Islands Trust Area store and sequester more carbon per hectare than the rest of British Columbia.”

Shelest, Cindy (1 June 2016). Climate Action Revenue Incentive (CARIP) Public Report for 2015. Islands Trust. <https://islandstrust.bc.ca/wp-content/uploads/2021/02/carip2015publicreport.pdf> “The forests of the Islands Trust Area have been identified as having a high carbon storage capacity, with the potential to act as a major sink for carbon produced in the region”

Shelest, Cindy (31 May 2017). Climate Action Revenue Incentive (CARIP) Public Report for 2016. Islands Trust. <https://islandstrust.bc.ca/document/carip-report-for-2016/> “The forests of the Islands Trust Area have a high carbon storage capacity, with the potential to act as a major sink for carbon produced in the region”

Mobbs, Julia (31 May 2018). Climate Action Revenue Incentive (CARIP) Public Report for 2017. Islands Trust. <https://islandstrust.bc.ca/document/carip-report-for-2017/> The forests of the Islands Trust Area have a high carbon storage capacity, with the potential to act as a major sink for carbon produced in the region”

Mobbs, Julia (1 June 2019). Climate Action Revenue Incentive (CARIP) Public Report for 2018. Islands Trust. https://islandstrust.bc.ca/wp-content/uploads/2020/05/2018_carip_survey_islands-trust.pdf “The forests of the Islands Trust Area have a high carbon storage capacity, with the potential to act as a major sink for carbon produced in the region”

UBC Study: Islands Trust Area Forests are Significant Carbon Sinks. The Heron. Winter 2014-2015 <https://islandstrust.bc.ca/wp-content/uploads/2020/05/itf-heron-winter-2014-2015.pdf> “Researchers from the University of British Columbia’s Department of Forest and Conservation Sciences released a report ... the forests of the Islands Trust area store and sequester more carbon than CDF forests outside the Trust area.”

More Sample Islands Trust Statements

Islands Trust (15 July 2021). Islands Trust Council DRAFT Bylaw No. 183 ISLANDS TRUST POLICY STATEMENT BYLAW, 2021. <https://islandstrust.bc.ca/wp-content/uploads/2021/07/New-Draft-Policy-Statement-Colour-Coded.pdf> “The Trust Area also plays an important role in provincial and national efforts to reduce greenhouse gas emissions by capturing and storing carbon in natural areas...”

Busheiken, Laura (2019). Trustee Notebook. <https://webfiles.islandstrust.bc.ca/islands/local-trust-areas/denman/Trustee%20Articles/2019-08%20Denman's%20Forests%20Climate%20Superstars.pdf> “The forests in the Trust Area actually store and sequester more carbon per hectare than the rest of BC...”

Islands Trust (2021). Islands Trust Annual Report 2019/20. <https://islandstrust.bc.ca/wp-content/uploads/2021/02/islandstrust-2020-annual-report-web.pdf> “The forests of the Islands Trust Area have a high carbon storage capacity, with the potential to act as a major sink for carbon produced in the region”

Islands Trust (2021). Trust Programs Committee Agenda. https://islandstrust.bc.ca/wp-content/uploads/2021/06/TPC_2021-06-15_SM_AGD-PKG_FINAL.pdf “The Trust Area also plays an important role in provincial and national efforts to reduce greenhouse gas emissions by capturing and storing carbon in natural areas”

Islands Trust/Gabriola Housing Working Group (January 2021). Forest Ecosystems, Protected Land, and Groundwater on Gabriola. https://islandstrust.bc.ca/wp-content/uploads/2021/04/gb_2021-04-01-hapc_agd-pkg.pdf “The Coastal Douglas-Fir zone of which Gabriola is part has the highest rate of carbon sequestration of all biogeoclimate zones in BC”

What About Other Research?

There is no other supportive research for these statements

All of these statements about superior carbon sequestration in the IT Area are based solely on the Schuster (2014) report

As confirmed by the Islands Trust, this is literally the case:

“Islands Trust carbon sequestration and storage statistics were derived in 2014 through a contract between a UBC Grad student, Richard Schuster, and the Islands Trust Conservancy”

Source: Frater et al. (Dec 2019). State of the Islands Indicator Project: Final Report. Islands Trust

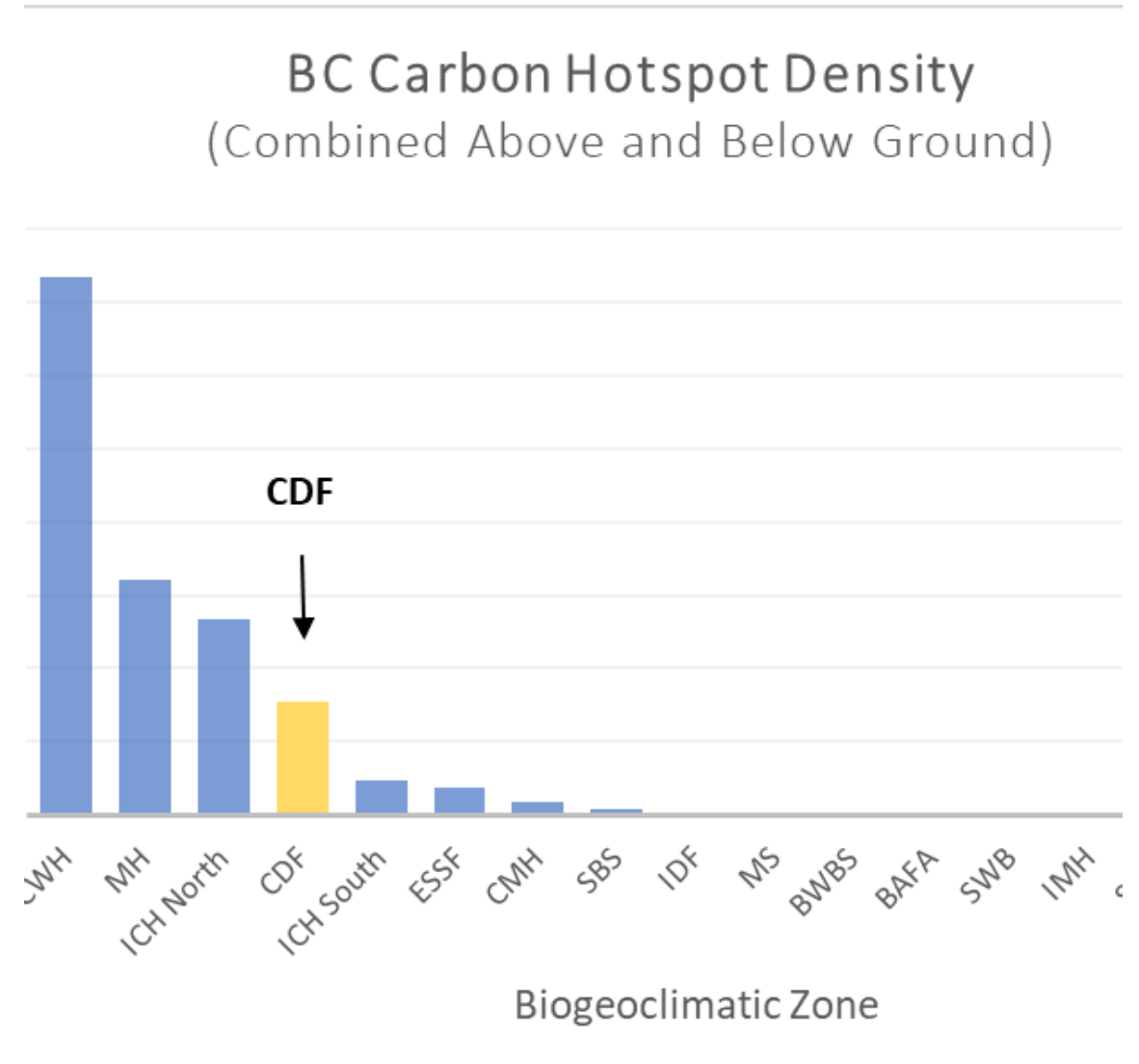
https://islandstrust.bc.ca/wp-content/uploads/2020/05/TAS_2020-01-22_StateOfTheIsland_FinalReport-with-Survey.pdf

CDF Lags In Terms of BC Carbon Hotspot Density

The CDF zone has one-third the carbon hotspot density of the CWH zone, and about one-half that of the Coastal Mountain Hemlock (MH) zone

Source: Ecosystem Services Assessment for British Columbia's Interior Temperate Rainforest, Upper Columbia Region, and Southern Mountain Caribou Populations

<https://130ncw3ap53r1mtmx23gorrc-wpengine.netdna-ssl.com/wp-content/uploads/sites/69/2021/03/10.2020-ecosystem-services.pdf>

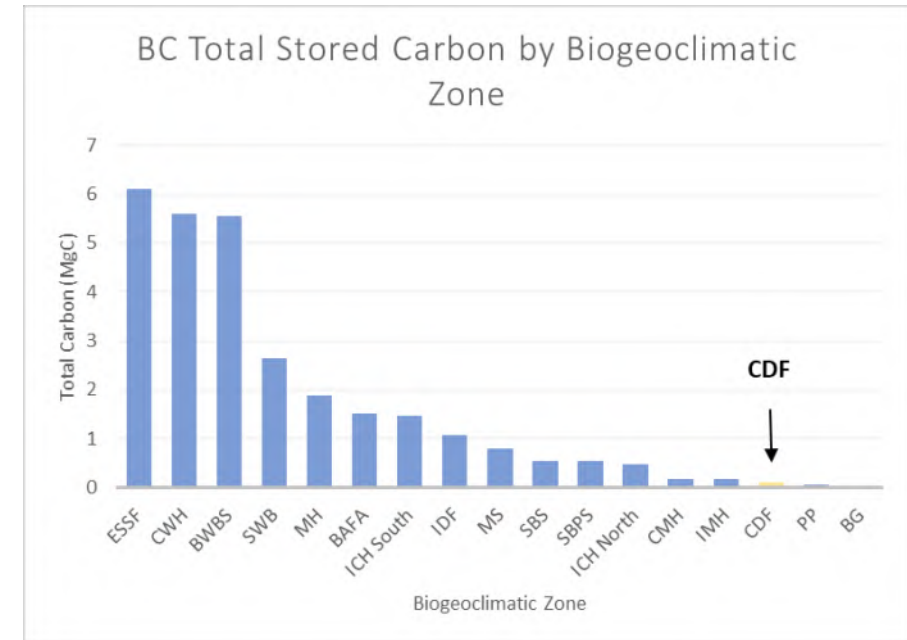


CDF Carbon Storage a Non-Factor

The CDF zone is insignificant in terms of total stored carbon with ~0.3% of BC's total

Source: Ecosystem Services Assessment for British Columbia's Interior Temperate Rainforest, Upper Columbia Region, and Southern Mountain Caribou Populations

<https://130ncw3ap53r1mtmx23gorrc-wpengine.netdna-ssl.com/wp-content/uploads/sites/69/2021/03/10.2020-ecosystem-services.pdf>

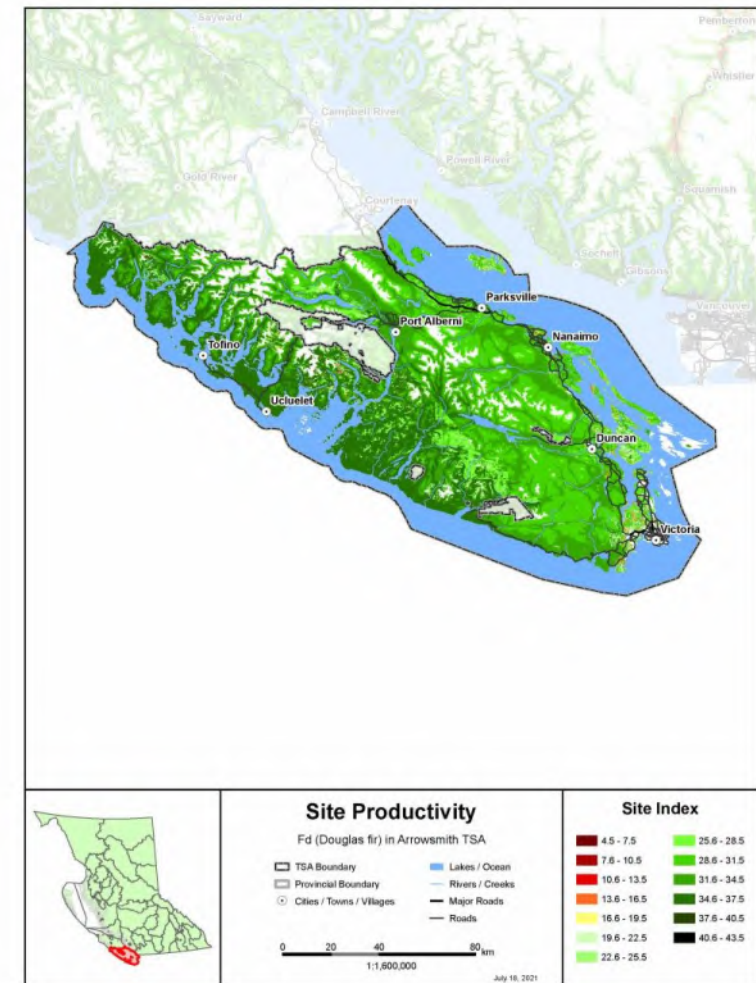


IT Area Has Lowest Forest Productivity in Region

Carbon Storage capability is directly related to Site Productivity/Site Index

Source: BC Ministry of Forests. PM/TEM Data for Site Productivity Layer, Version 8 (2021-07-23).

<https://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/forest-inventory/site-productivity/provincial-site-productivity-layer>



CDF Carbon Storage Limited by Available Water

“(In BC Douglas-fir forests) total ecosystem C (Carbon), C stored aboveground (sum of live and dead trees of all sizes, downed woody debris, stumps, vegetation), and C stored belowground (sum of roots, forest floor, mineral soil) all significantly increased with increasing mean annual precipitation and decreasing aridity.”

“As aridity (dryness) increased... Douglas-fir site index declined from 30 to 15 m, and ecosystem carbon storage decreased from 565 to 222 Mg/ha”

The Schuster (2014) data, illustrating that the Non-IT Area is superior to the IT Area, is consistent with this research

Source: Winnifred Jean Roach, **Suzanne Simard**, Camille Defrenne, Brian Pickles, Les M. Javkulich and Teresa Ryan (2021). Tree Diversity, Site Index, and Carbon Storage Decrease With Aridity in Douglas-Fir Forests in Western Canada. Front. For. Glob. Change. Vol 4.

<https://www.frontiersin.org/articles/10.3389/ffgc.2021.682076/full>

Yes, That Suzanne Simard



FINDING THE MOTHER TREE

Discovering the
Wisdom of the Forest

SUZANNE SIMARD

IT Carbon Storage Myth: Summary

- A math relationship mistake was made in a 2014 study conducted for the Islands Trust
- The stated conclusions were in error
- Those errant conclusions have been embellished ever since
- Integrity and honour are pillars of the Islands Trust's [Standards of Conduct](#)
- We need to stop spreading this misinformation
- We should exercise caution when lobbyists amplify the mistake



Islands Trust

APPLICATION FORM FOR DELEGATIONS TO ADDRESS ISLANDS TRUST COUNCIL OR A COUNCIL COMMITTEE

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I wish to address Islands Trust Council or _____ Council Committee

at the meeting of Dec. 6, 2022

I REPRESENT myself: woman, tradesperson, resident, citizen
(Name of Organization if applicable)

AS Mielle Chandler
(Capacity/Office)

NAME OF PRESENTER or Alternate Mielle Chandler

ADDRESS [Redacted], Salt Spring Island

TELEPHONE NO.(s) [Redacted] E-MAIL [Redacted]

My reason(s) for appearing is (are) and the substance of my presentation is as follows.

Democracy, Peace, and the Bylaw Enforcement System

(If more space is required, please attach an additional page to this form.)

- ☒ text attached. Power-point to follow please!
- ☐ I will have a PowerPoint or video presentation and will submit it at least three weeks in advance of the meeting.
- ☒ I am aware that the meeting and my presentation will be live streamed via the Islands Trust website and recorded.

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Date: Nov. 15, 2022

Signed:

[Signature]
(Signature of Applicant)

Citizen's Delegation to December 2022 Trust Council Quarterly

Submitted Nov. 15, 2022

Mielle Chandler
Tradesperson and aspiring farmer
Salt Spring Island

NOTE TO CENSOR: I'd liked to provide a power point to go with this presentation.

*Before beginning: request that the Chair ***if at all possible*** refrain from interrupting my presentation—it is nerve-wracking enough to do this as is!*

Dear Trust Council,

Thank you for your dedication to democracy, apparent in your openness to hearing from us, the people who elected you to represent us.

I have come here today to speak with you about my experience with and analyses of the Trust's bylaw enforcement system, and to offer some suggestions on how to make it better.

I speak with several hats—that of a middle-aged single woman, a daughter dedicated to housing her aging mother, a tradesperson in the field of water preservation, an aspiring saw miller and farmer, a sculptor, and a retired social and political scientist.

I am not speaking as a formal representative of any group, although, full disclosure, I am, with Jamie Harris, the co-founder of the Salt Spring Island Sustainable Forestry Association.

I am very aware that time is precious, so I will outline a vision for restorative enforcement and make my five points about our current system as briefly and succinctly as I can.

TO BEGIN WITH THE VISION: Wouldn't it be wonderful if, in the spirit of true deep inter-human and inter-species reconciliation, the peaceful, idyllic, and naturally abundant Gulf Islands cultivated a model of peace-building enforcement predicated on the values *not of retribution and punishment*, but, rather, on the values of restoring balance and respect?

Now I will share five analyses of the impacts our enforcement system currently has on my community...which is very much in contradiction to a vision of restoring peace, balance, and respect.

1. BYLAW ENFORCEMENT AND GENDER

To speak as woman is politically complicated these days. Without getting essentialist about it, we humans we are deeply socially inscribed by gender norms. People who are socialized as women tend to deal with trauma and threatening male authority in different ways than people who are socialized as men.

There are many single female landholders in the Gulf Islands. Some of us have felt threatened, disrespected, and unsafe on our own properties by the enforcement staff's methods of contact and communication.

2. BYLAW ENFORCEMENT AND SOCIO-POLITICAL POLARIZATION

Unhealthy polarizations are tearing up the islands community where I live.

There is an interesting class polarization between tradespeople who want to house their families and store some supplies in a barn or shed, and a certain clique of well-healed environmentalists who don't work with their hands or need tool, and see affordable housing as rampant development eroding the pristine island backdrop to their often-covenanted, and thereby tax-protected, lands.

This class polarization is amplified as the enforcement system which cracks down on small local businesses such as those of us who store our tools or equipment at home on our rural acreages.

Until recently, our dwellings were also cracked own on.

This kind of enforcement is making rural life very difficult for a number of working community members.

(Just a note, that participating in democracy by sharing a working class experience is not easy, and I have taken time away from my livelihood at a time that I can ill afford it, in order to prepare and present this. I am not doing this for my own benefit, or because I enjoy it. I do it in hopes that it will help make things better for all.)

Another unhealthy polarization exacerbated by the enforcement system is that between advocates for affordable housing and those who participate in what my island's OCP refers to as the "shared community resource" of visitor accommodation.

A large part of the problem is the way in which bylaws are made and amended.

Wouldn't it be wonderful if, instead of throwing an internally staff-drafted (or borrowed) proposed new bylaw out into the community for factions to fight about, the bylaw-making process itself began with community-building, and issued out of a community-building and well-facilitated community-let process?

In the long run, it would be more efficient and sustainable if Trust staff began the bylaw-making process by *FIRST* going out to, and really listening to, all parties concerned.

Let us imagine a Trust Area where staff are trained in peace-building and work to co-create good bylaws directly with the community members who are meant to be served by them.

3. BYLAW ENFORCEMENT AND ENVIRONMENTAL PROTECTION

Due how the preserve and protect mandate is interpreted, Trustees from the island I live on have given bylaw enforcement increased proactive powers on the many properties traversed by our rainforest seasonal streams, creeks, or which are adjacent to lakes.

It harms the cause of public and working people's support for good land stewardship when staff working within the enforcement system leverage these increased powers in ways that are experienced as draconian and not authentically in the interests of ecological preservation.

If you want to protect the environment, then invite the participation of landholders in collaborative and respectful ways.

We all want to take care of the land.

Let us do so in mutual support.

4. BYLAW ENFORCEMENT AND DEMOCRACY

As a political scientist, the erosion of an open and inclusive democracy is, for me, the most disturbing socio-political impact of the current enforcement system.

In my community there are many small business owners, *not* currently being enforced against, who are afraid to speak publicly or participate in civil society organizations (such as the builder's and contractor's association and the sustainable forestry association) lest doing so attracts the attention of enforcement.

To underscore my point: this is because enforcement is being used against working people in unfair ways.

Some of our civil society organizations are themselves rather unhealthily wracked by internal polarization. An example from my island are the prejudices against newcomers and intellectuals that condoned on and by a board of directors representing tradespeople.

My deepest hope and prayer here is that, as newly-elected Trustees, you will be good models for the leaders of our smaller civil organizations and work to create a truly inclusive and participatory democratic culture on our islands.

During the last political cycle there arose a culture of Trustees listening for reasons to censor and disrespect citizen speakers who were critical of the Trust's enforcement and other systems.

It is counter-productive to close down your citizens when they are upset about how their sense of safety, the sanctity of their homes, and their economic resilience and participation in the local economy are being negatively impacted by the Trust's staff.

The way to peace, respect and balance is to listen for content and then, collaboratively, make the necessary changes to the system so that it works for all of us.

5. A FINAL NOTE ON ENFORCEMENT AND THE TRUST POLICY STATEMENT

If there is to be a new Trust Policy Statement, please include protections for working people and small local businesses. Currently we have no protections.

The working citizens—those of us who are not among the economic elite, and who rely in part on using our land for our livelihoods (tradepeople, farmers, artisans, artists, bakers, accommodation providers, etc)—require protections too.

Economic resilience, diversity, and healthy communities are not opposed to environmental protection. In a functioning democracy, all of it needs to be included and protected.

In a democracy we also need processes of appeal. The Trust Policy Statement should include a right to appeal, and a neutral body to appeal to when citizens feel frightened by what they consider to be unfair enforcement.

To return, in closing, to the vision with which I began this presentation...

...to the lovely aspirations written into the Trust Policy Statement, please consider adding commitments to peace, plurality, balance, and participatory democracy.

(Personally I think mother nature's non-human entities **should** have democratic rights and votes. Giving votes to mother nature **should not**, however, reduce my rights to home and livelihood as an ecologically-responsible tradesperson. Still speaking personally, I find it quite shocking how targeted folks in my industry, arguably the most critical industry there is for preserving groundwater health, has been by enforcement action.)

In closing: in this time of economic and climate upheaval, let us be a model of how both community AND ecology can flourish, together, in mutually beneficial symbiosis and support.

Thank you.



APPLICATION FORM FOR DELEGATIONS TO ADDRESS ISLANDS TRUST COUNCIL OR A COUNCIL COMMITTEE

Overview

You may address Council (or a Council Committee) formally by: (a) presenting a petition or making a presentation as a delegation; or informally, by participating in (b) public comment sessions or (c) by correspondence. All correspondence, formal delegation presentations and petitions are treated as a public record.

Submissions

- Each delegation is required to complete this form and submit it to Islands Trust, along with any PowerPoint or video presentation that accompanies a delegation's written presentation by 4:30 pm at least 3 weeks prior to the meeting.
- If you miss this deadline, you may still submit this form; however, such requests will require approval by Executive Committee before the meeting or, 2/3 majority approval of Trust Council at the meeting.
- Each address shall be limited to 10 minutes unless a longer period is agreed to by approval of Executive Committee before the meeting or, of Trust Council at the meeting.
- *Application deadlines and approval requirements to address a Trust Council Committee may vary from the above. Contact ExecAdmin@islandstrust.bc.ca for guidance.*
- Rules governing delegations are outlined in the Islands [Trust Council Meeting Procedures Bylaw 101](#).

All meetings are open to the public, are live streamed and recorded. Physical locations of the meeting are posted on the Islands Trust website.

Submit this form to ExecAdmin@islandstrust.bc.ca or mail to Islands Trust #200 – 1627 Fort St. Victoria B.C. V8R 1H8

I wish to address Islands Trust Council or _____ Council Committee

at the meeting of December 2022

I REPRESENT _____
(Name of Organization if applicable)

AS _____
(Capacity/Office)

NAME OF PRESENTER or Alternate Mary Beth Rondeau

ADDRESS _____ North Pender Island

TELEPHONE NO.(s) _____ E-MAIL _____

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

Reducing our Carbon Footprint and Promoting Resilience and Adaptability Finding a way through the science to establish principles and set policy

(If more space is required, please attach an additional page to this form.)

- ☒ I will have a PowerPoint or video presentation and will submit it at least three weeks in advance of the meeting.
☒ I am aware that the meeting and my presentation will be live streamed via the Islands Trust website and recorded.

*Please note personal information contained on this form is collected under the authority of the *Local Government Act* and is subject to the *Freedom of Information and Protection of Privacy Act*. The personal information will be used for contact purposes only. Enquiries about the use of information in this form can be directed to the Legislative Services Manager at information@islandstrust.bc.ca

Date: Nov 16, 2022 Signed: _____
(Signature of Applicant)

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

1.Reduce Greenhouse Gases (GHG) and Promote Carbon Storage/Sequestration

2.Prepare for Climate Change with Resilience and Adaptability

Related Issues/Policies not included:

Environmental Sustainability

-Promote healthy ecosystems and biodiversity (has almost no impacts on climate change)

1.Reduce GHG and Promote Carbon Storage

Principle: Follow senior govts (federal provincial regional) information, policy (and funding)

Principle: Clearly and transparently set the context and facts

Principle: Follow democratic processes and utilize citizen involvement

Principle: Cooperate with senior govts (federal provincial regional) Principle: Our local govt should be refining broader policies as they relate to our local area

Principle: Find the win/win where policies support other well established policies

2.Prepare for Climate Change with Resilience and Adaptability

Principle: All information (above) should be constructive, focus on areas that can be controlled and promote unity

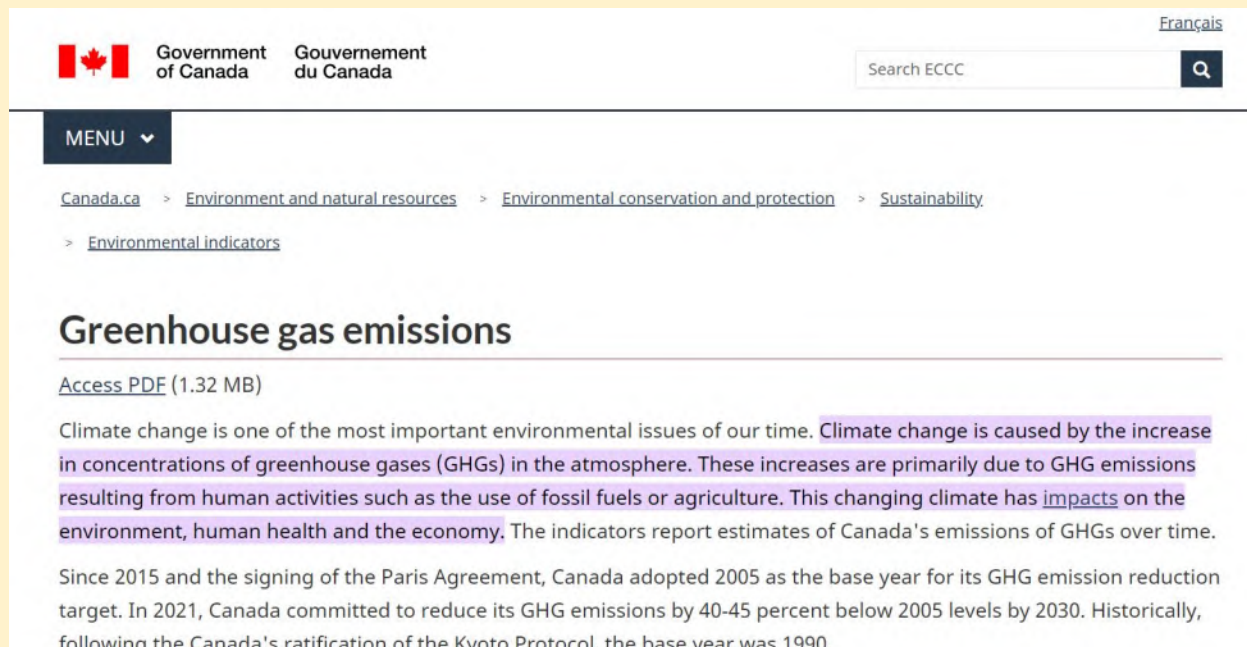
Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

Dec 2022 Trust Council
MB Rondeau

1.Reduce GHG and Promote Carbon Storage

- Climate Change is caused by GHG emissions
- Climate Change is one of the most important environmental issues of our time



The screenshot shows the Government of Canada website. At the top, there is a search bar labeled 'Search ECCC' and a 'Français' link. Below the search bar is a 'MENU' dropdown. The breadcrumb trail reads: [Canada.ca](#) > [Environment and natural resources](#) > [Environmental conservation and protection](#) > [Sustainability](#) > [Environmental indicators](#). The main heading is 'Greenhouse gas emissions'. Below the heading is a link to 'Access PDF (1.32 MB)'. The text on the page states: 'Climate change is one of the most important environmental issues of our time. Climate change is caused by the increase in concentrations of greenhouse gases (GHGs) in the atmosphere. These increases are primarily due to GHG emissions resulting from human activities such as the use of fossil fuels or agriculture. This changing climate has impacts on the environment, human health and the economy. The indicators report estimates of Canada's emissions of GHGs over time. Since 2015 and the signing of the Paris Agreement, Canada adopted 2005 as the base year for its GHG emission reduction target. In 2021, Canada committed to reduce its GHG emissions by 40-45 percent below 2005 levels by 2030. Historically, following the Canada's ratification of the Kyoto Protocol, the base year was 1990.'

Principle: Follow senior govts (federal provincial regional) information, policy (and funding)

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

1.Reduce GHG and Promote Carbon Storage

-We are a spec in the global context: geographic area and population



Principle: Clearly and transparently set the context and facts

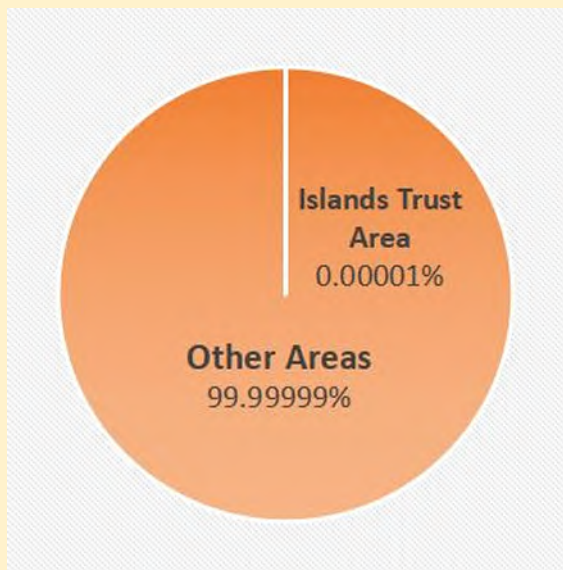
Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

1.Reduce GHG and Promote Carbon Storage

If we decide, through democratic processes, that GHG emissions are the most important and therefore, we should reduce our individual and collective GHG emissions in our jurisdiction (that we have control over).



Principle: Clearly and transparently set the context and facts

Principle: Follow democratic processes and utilize citizen involvement

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

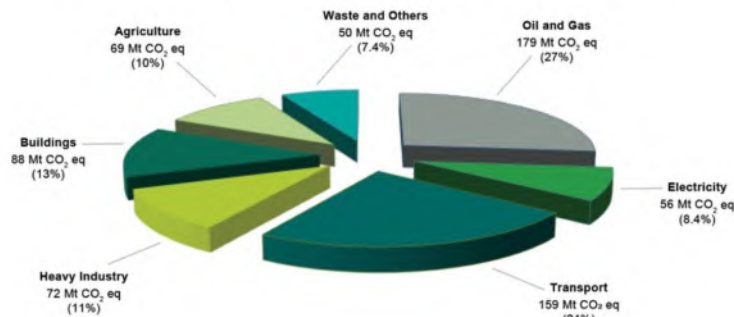
Finding a way through the science to establish principles and set policy

Dec 2022 Trust Council
MB Rondeau

1.Reduce GHG and Promote Carbon Storage

- The sectors that emit the most GHG are well documented by senior govts
- BC has included carbon storage offsets

Figure ES-7: Breakdown of Canada's greenhouse gas emissions by economic sector (2020)



Emissions by sector

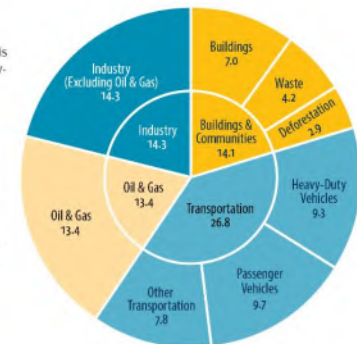
To help meet provincial greenhouse gas targets, in March 2021 the Province established new 2030 sectoral emission reduction targets for transportation, oil and gas, industry and buildings and communities. These sectoral targets serve as guideposts to keep government on track.

Transportation (39% of B.C. emissions)

Transportation emissions are up 22% from 2007 level. This increase is largely due to increased emissions from heavy-duty vehicles emissions, which rose by 29%. Passenger vehicle emissions also rose 14% compared to 2007.

Buildings and communities (21% of B.C. emissions)

Emissions from buildings and communities have fallen 12% from 2007 levels. The reductions within this sector include an 8% drop in emissions from residential and commercial buildings compared to 2007 and a 24% drop in emissions from waste, including solid waste disposal (down 24%) and industrial wood waste (down 28%).



B.C.'s gross emissions by sector in 2019
(68.6 Mt CO₂e total emissions)

<https://alpha.gov.bc.ca/gov/content/environment/climate-change/planning-and-action/progress-targets>

Principle: Clearly and transparently set the context and facts

Principle: Follow senior govts (federal provincial regional) information, policy (and funding)

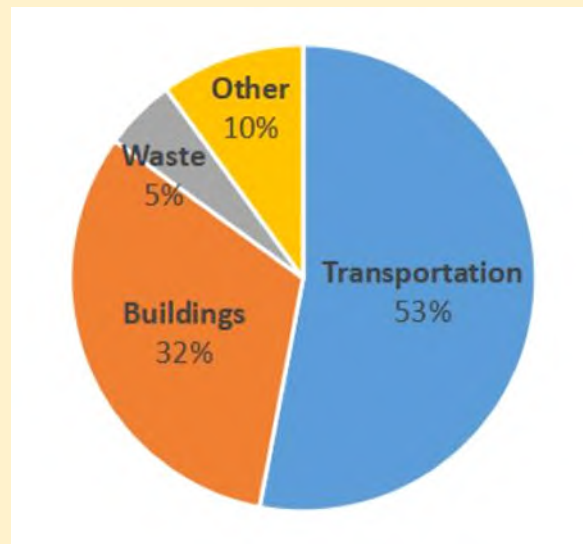
Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

1.Reduce GHG and Promote Carbon Storage

-Regional Districts have generally documented sectors that emit GHG



Principle: Clearly and transparently set the context and facts

Principle: Follow senior govts (federal provincial regional) information, policy (and fund139)

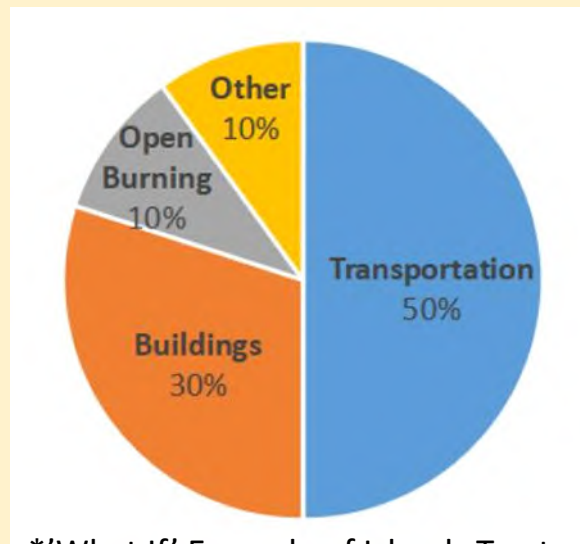
Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

Dec 2022 Trust Council
MB Rondeau

1.Reduce GHG and Promote Carbon Storage

- Islands Trust Area can follow through on this policy related to GHG
- We need to calculate GHG/Carbon Offsets specific to our jurisdictions



*'What If' Example of Islands Trust

Islands Trust '*What If*'* GHG calculations

- Transportation
- Building Heating/Cooling
- Open Burning

Principle: Clearly and transparently set the context and facts

Principle: Follow senior govts (federal provincial regional) information, policy (and funding)

Principle: Cooperate with senior govts (federal provincial regional)

Principle: Our local govt should be refining broader policies as they relate to our local area

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

1.Reduce GHG and Promote Carbon Storage

Transportation Emitting Sector

- alternate/active transporation

-health benefits of active transportation

-improve pedestrian and cycling safety

-electric vehicles

✓ WIN

✓ WIN



Referendum in the SGI to speed up delivery of alternate/active Transportation?

Principle: Follow senior govts (federal provincial regional) information, policy (and funding)

Principle: Cooperate with senior govts (federal provincial regional)

Principle: Our local govt should be refining broader policies as they relate to our local area

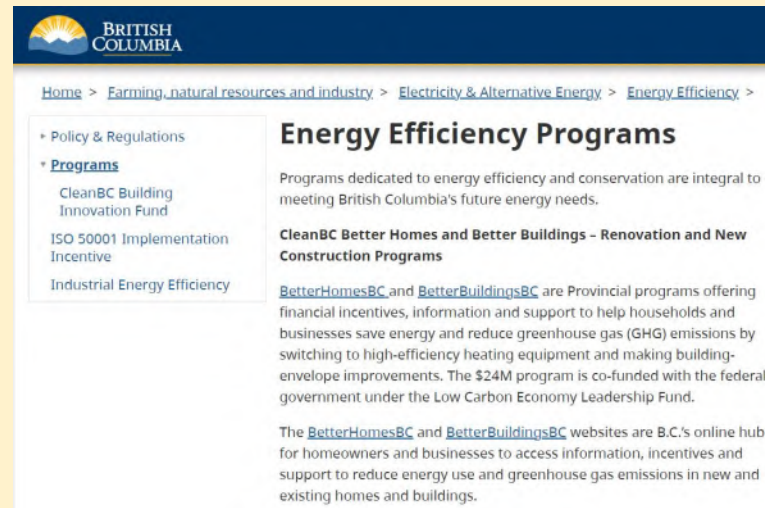
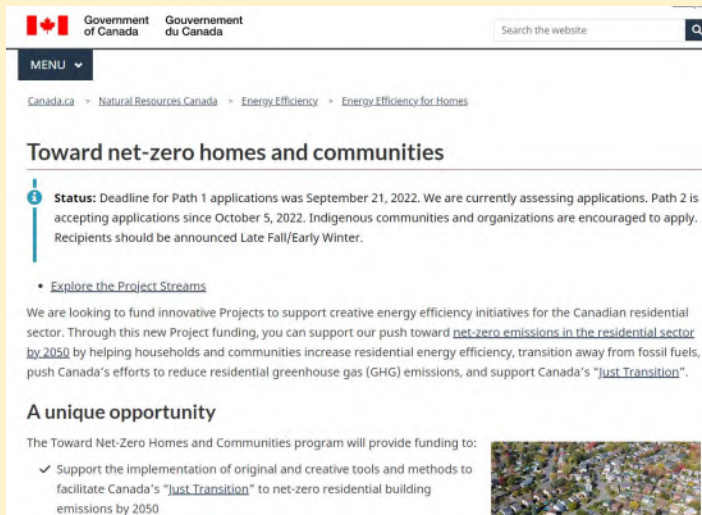
Principle: Find the win/win where policies support other policies

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

Dec 2022 Trust Council
MB Rondeau

1.Reduce GHG and Promote Carbon Storage Building Heating/Cooling - net zero incentive programs



- We just had a mini-building boom
- What if we had promoted incentives for net-zero and the Gulf Islands had an ethic of net-zero homes?
- Are we taking advantage of all the rebates to transition cottages for winterization?

Principle: Follow senior govts (federal provincial regional) information, policy (and funding)

Principle: Cooperate with senior govts (federal provincial regional) to promote programs

Principle: Our local govt should be refining broader policies as they relate to our local area

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

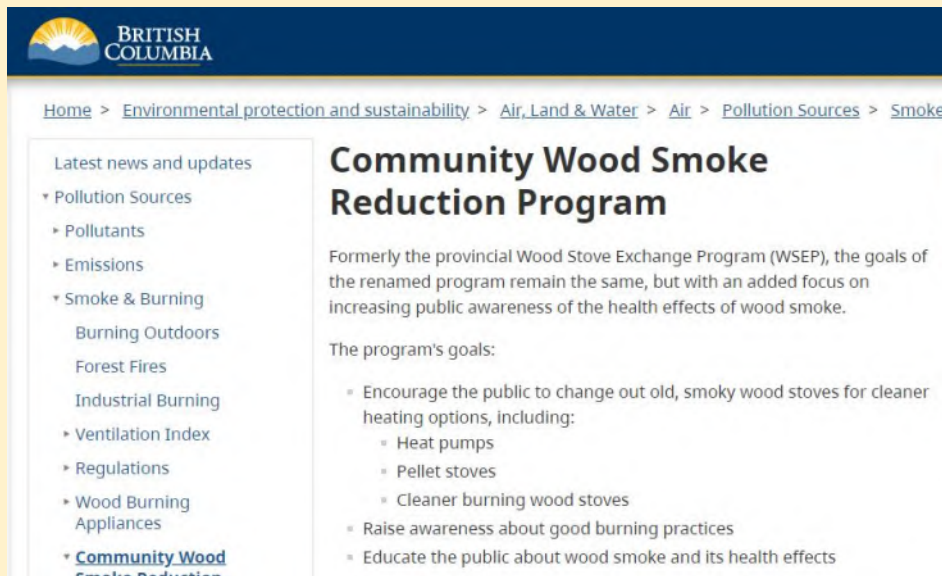
Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

1.Reduce GHG and Promote Carbon Storage

Heating with Wood

- devices that burn more efficiently
- education on how to burn efficiently and reduce impacts on air quality



Principle: Follow senior govts (federal provincial regional) information, policy (and funding)

Principle: Cooperate with senior govts (federal provincial regional) to promote programs

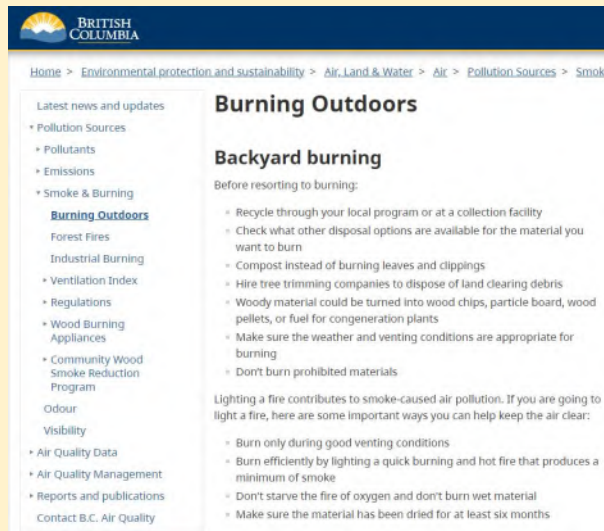
Principle: Our local govt should be refining broader policies as they relate to our local area

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

Open Burning - bring composting facilities back into the conversation



- Improved Air Quality for Health
- Improved Response to Forest Fires
- Fire Departments - Reduced Risks

✓	WIN
✓	WIN
✓	WIN

Principle: Follow senior govts (federal provincial regional) information, policy (and funding)

Principle: Cooperate with senior govts (federal provincial regional)

Principle: Our local govt should be refining broader policies as they relate to our local area

Principle: Find the win/win where policies support other policies

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

Dec 2022 Trust Council
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2. Prepare for Climate Change with Resilience and Adaptability

- Turning around climate change depends on the global community
- We can only control what we can control (in our tiny area)
- The next important policy is to plan for change by implementing RESILIENCE & ADAPTABILITY
- The importance of focusing on things we can control is fundamentally important



“Climate change and its impacts can cause anxiety and grief.

Principle: Clearly and transparently set the context and facts

Principle: Follow democratic processes and utilize citizen involvement

Principle: All information should be constructive, focus on areas that can be controlled and promote unity

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

Islands Trust 'corporate operations'
achieved Carbon Neutrality in 2018

Summary Report on LOCAL GOVERNMENT CLIMATE ACTIONS 2018

50 Local Governments achieved carbon neutrality in their corporate operations in 2018

Ashcroft	Oliver
Capital Regional District	Osoyoos
Central Saanich	Parksville
Coldstream	Peace River RD
Columbia Shuswap RD	Pemberton
Comox Valley RD	Penticton
Comox	Pitt Meadows
Cowichan Valley RD	Port Alice
Cumberland	Port Hardy
Delta	Powell River
Duncan	RD of East Kootenay
Fort St. James	RD of Kitimat-Stikine
Granisle	RD of Mount Waddington
Islands Trust	RD of Nanaimo
Ladysmith	Richmond
Langley	Sidney
Lantzville	Sooke
Logan Lake	Squamish
Lumby	Thompson-Nicola RD
Mission	Tofino
Nelson	Ucluelet
New Denver	Vancouver
Oak Bay	View Royal
	West Vancouver
	Whistler

Carbon Neutral Local Government

The annual reporting of Climate Action Charter signatories through the CARIP survey enables a comparison from year-to-year, on the progress made by local governments on their carbon neutral commitments.

Of the 147 local governments that measured and reported on their GHG emissions in the 2018 CARIP reporting year, 50 local governments achieved carbon neutrality. This is an increase of five local governments since 2017. Appendix A lists the status of each local government's achievement toward the Charter commitment of carbon neutrality.

To support their achievement of Charter commitments, the GCC maintains a Carbon Neutral Framework (CNF), to provide guidance to local governments in measuring corporate emissions and balancing – through verified emission reduction projects – or offsetting emissions. The framework clarifies what emissions are in scope and how those emissions can be reduced and balanced / offset.

The CNF is designed to meet three key interests: ensuring that the approach offers choice in terms of the offsets that can be purchased; providing options for investments in local GHG reduction projects that are practical and flexible for the range of B.C. local governments; and ensuring that the approach is credible and that emission reductions are measurable. To do this, the approach provides options that allow local governments to use measurable community reductions to balance their corporate emissions (Options 1 and 2), as well as the ability to purchase validated offsets from a credible offset provider (Option 3).



https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/carip_2018_summary.pdf

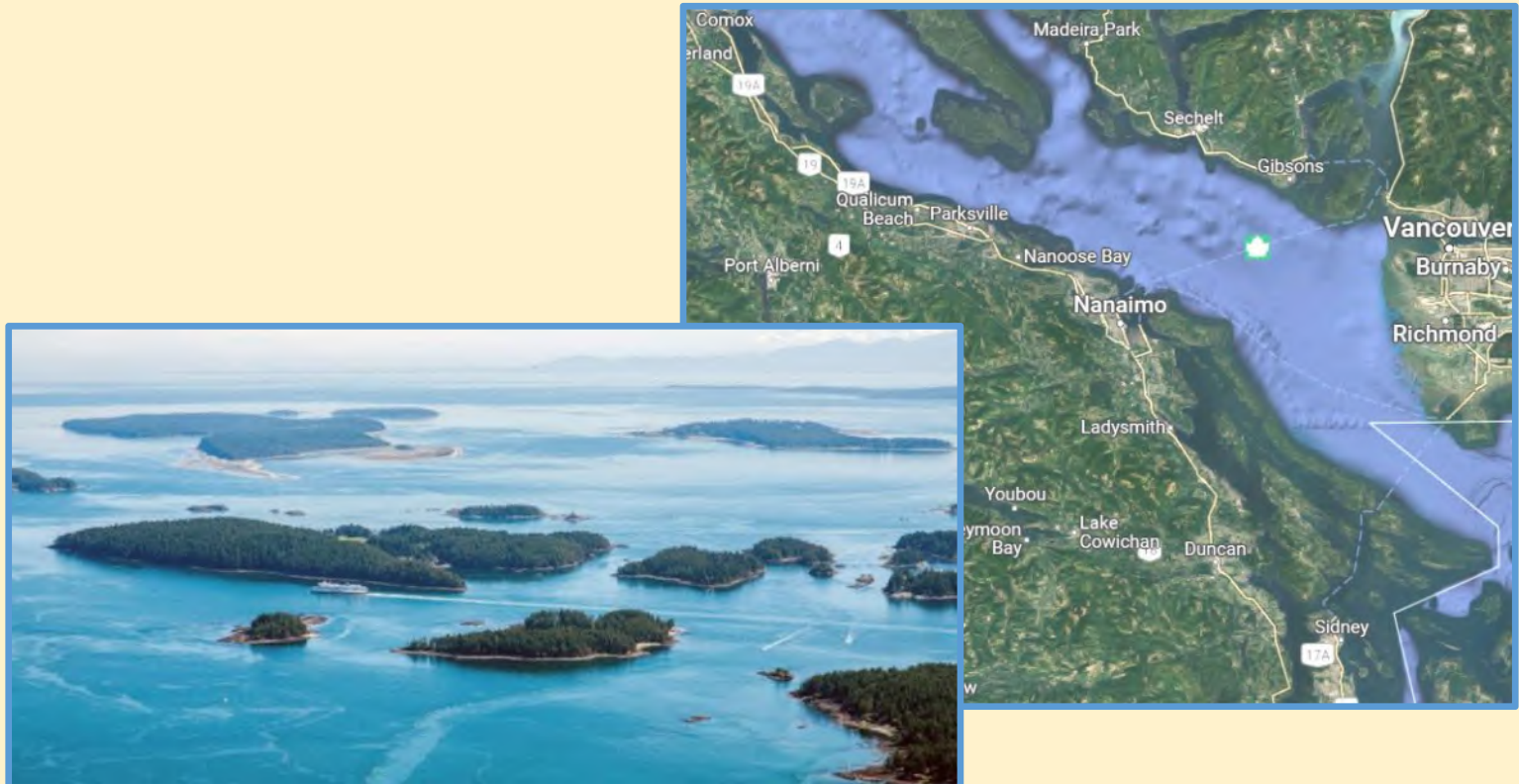
Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

Is the Islands Trust Area, along with other rural, forested areas of the province, already carbon neutral?

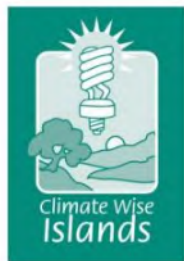
Moreover, are we a carbon sink for the planet?



Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

Dec 2022 Trust Council
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FACT SHEET

Islands Trust Climate Commitments

Islands Trust Climate Action

Climate change is a global problem that demands local action. The Islands Trust is committed to taking meaningful action to reduce the carbon footprint of our islands:

Bill 27: The Islands Trust is committed to meeting the requirements of Bill 27 – the *Local Government (Green Communities) Statutes Amendment Act* – by including GHG reduction targets, policies and actions in all 19 of our Official Community Plans by May 31st, 2010.

Climate Wise Islands: Launched in September 2009, this new initiative reflects the Trust's long-term commitment to work with other levels of government and local community groups to build sustainable and low carbon island communities through innovative land use planning and advocacy.

Local Trust Committee Climate Action

All Local Trust Committees have made climate change a top work priority and are currently working to amend their Official Community Plans to comply with Bill 27:

GHG Reduction Targets: Local Trust Committees are working to develop meaningful emissions reduction targets to inspire action on climate change and meet Bill 27 requirements.

Climate Change Policies + Actions: To comply with Bill 27, Local Trust Committees are crafting climate change policies that address land use; transportation; building design, siting and landscaping; energy source and supply; food and agriculture, and; natural areas and ecosystems.



FACT SHEET

Planning Tools to Reduce GHGs

What planning tools can be used to reduce GHG emissions?

A variety of tools exist that can be used by Local Trust Committees (LTCs) to develop climate change Official Community Plan (OCP) policies and meet the requirements of Bill 27:

Development Permit Areas

A development permit area (DPA) is an area identified in an OCP within which all subdivisions, new construction, and building additions or alterations require a development permit. In order to receive a permit, developers must conform to a set of development requirements determined by an LTC. Bill 27 allows local governments to establish DPAs specifically intended to reduce GHG emissions and promote energy and water efficiency. Permit requirements within these DPAs may include stipulations around site landscaping (e.g. natural shading, insulation, and wind-breaks to reduce building energy consumption), siting of buildings, exterior form and design of buildings, equipment and systems external to buildings and other structures, and restrictions on type and placement of trees and vegetation. Requirements such as parking stalls for small electric vehicles and plug-ins can also be required through DPA guidelines. DPAs address land use and exterior building design only, and cannot influence construction standards and interior building design.

<https://islandstrust.bc.ca/wp-content/uploads/2020/05/10climchgefactsheet.pdf>

On May 29, 2008, the Province passed Bill 27, the Local Government (Green Communities) Statutes Amendment Act, 2008.

https://www.younganderson.ca/images/seminar_blogs/Going_Green_The_New_B.C._Legislation.pdf

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

Dec 2022 Trust Council
MB Rondeau

What are the principles used
to make this statement?

Should this say:

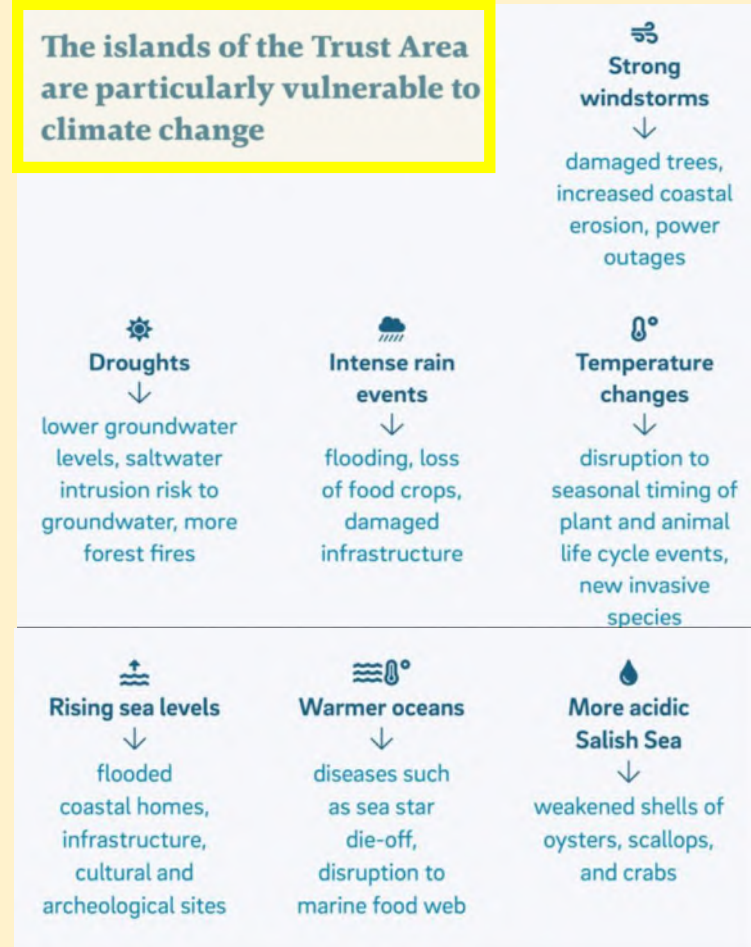
*“While the Islands Trust Area is tiny
in the global context and our rural
forested islands have already
achieved carbon neutrality*, we will
work together to improve our status
and do our part to reduce our carbon
footprint .”*

AND

*“In the Islands Trust Area, we will
promote Resilience and Adaptability
to prepare for climate change.”*

**what if*

**The islands of the Trust Area
are particularly vulnerable to
climate change**



<https://islandstrust.bc.ca/programs/climate-change/>

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

Dec 2022 Trust Council
MB Rondeau



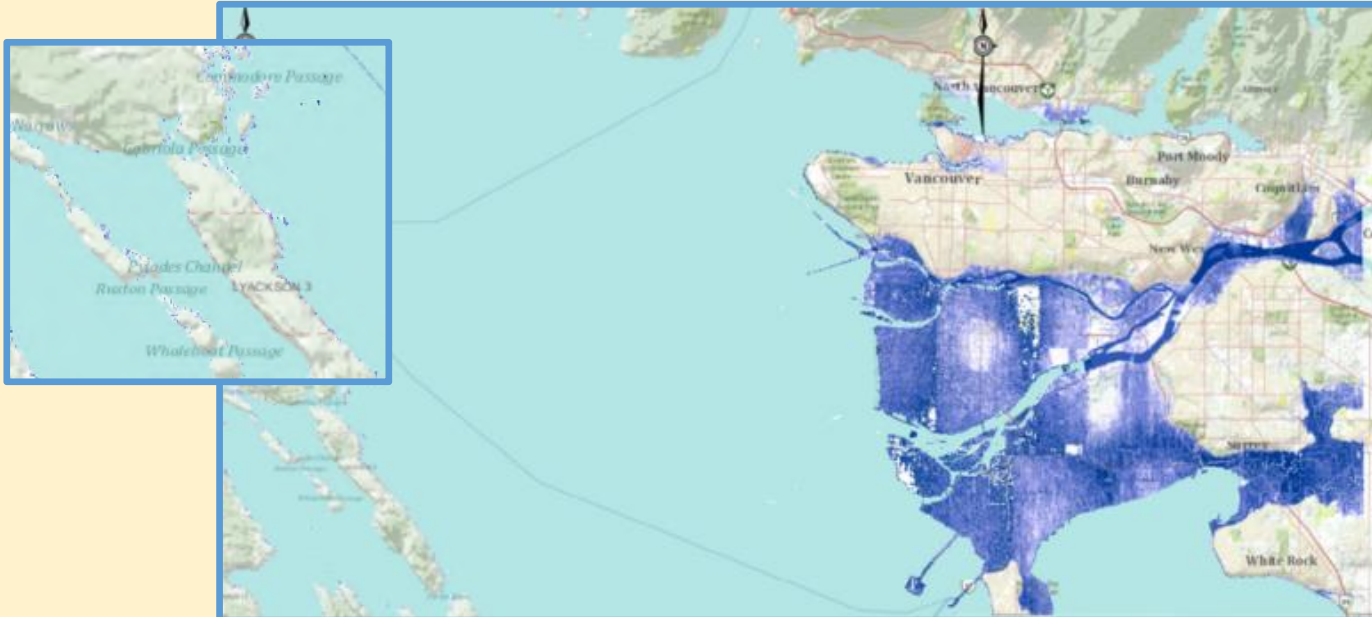




Home > [Environmental protection and sustainability](#) > [Air, Land & Water](#) > [Water](#) > [Drought, Flooding, Dikes & Dams](#) > [Integrated Flood Hazard Management](#) > [Flood Hazard Land Use Management](#) > [Floodplain Mapping](#) >

▸ Laws & Rules

Coastal Floodplain Maps



<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/integrated-flood-hazard-management/flood-hazard-land-use-management/floodplain-mapping/coastal>

Reducing our Carbon Footprint and Promoting Resilience and Adaptability

Finding a way through the science to establish principles and set policy

*Dec 2022 Trust Council
MB Rondeau*

Conclusion:

Pause and Re-evaluate the policies established in the last term of office and set criteria and principles upon which to proceed.

1.Reduce GHG and Promote Carbon Storage

Principle: Clearly and transparently set the context and facts

Principle: Follow senior govts (federal provincial regional) information, policy (and funding)

Principle: Follow democratic processes and utilize citizen involvement

Principle: Cooperate with senior govts (federal provincial regional) rather than expanding mandate

Principle: Our local govt should be refining broader policies as they relate to our local area

Principle: Find the win/win where policies support other well established policies

2.Prepare for Climate Change with Resilience and Adaptability

Principle: All information should be constructive, focus on areas that can be controlled and promote unity

BRIEFING

To:	Executive Committee	For the Meeting of:	November 23, 2022
From:	David Marlor, Director, Legislative Services	Date Prepared:	November 17, 2022
SUBJECT:	Executive Committee – Terms of Reference		

PURPOSE:

To provide the incoming Executive Committee with an outline of the duties of the Executive Committee and the source of those duties.

BACKGROUND:

The Executive Committee is established under s.20 of the *Islands Trust Act (the Act)*. The purpose as established in s.21 of the Act is:

For the purpose of carrying out the object of the trust, the Executive Committee must:

- *Consider bylaws submitted to it for approval under sections 27 (1)3 and 38 (1)4 ,*
- *Act as a local trust committee under section 23 (5)5 for that part of the trust area that is not in a local trust area or a municipality, and*
- *Carry out other duties that the trust council directs.*

The attachment provides a full listing of those duties, divided by the source (legislation, Trust Council bylaw or Trust Council policies).

One key duty is to consider approval of local trust committee bylaws, and Bowen Island Municipality official community plans and amendments to official community plans. This is time limited (usually 30 days from receipt) and if no decision is made, the bylaw is deemed to be approved after the time period lapses.

Under Bowen Island Letters Patent, the Executive Committee also is required to provide early feedback and comment on bylaws referred to it from the Municipality, and these have a 45 day time expectation.

Bowen Island Municipality bylaws comment and consideration is entirely on whether or not, in the opinion of the Executive Committee, the bylaw complies with the Islands Trust policy Statement.

For local trust committee bylaws, under the legislation, the Executive Committee may consider anything in determining whether or not to approve a bylaw; however, it cannot approve a bylaw it believes is contrary to or at variance with the Islands Trust Policy Statement. As examples, some things that Executive Committee in the past has considered includes whether or not the bylaw complies with the Islands Trust Policy Statement, cost to organization in relation to resources to implement and maintain bylaw provisions and to defend in Court if required, and process of engagement with First Nations.

ATTACHMENT(S):

1. EC Roles

FOLLOW-UP:

Orientation as requested by Executive Committee.

Prepared By: David Marlor, Director, Legislative Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer/November 17, 2022

RESPONSIBILITIES OF THE ISLANDS TRUST COUNCIL VICE-CHAIRS

The role of the Trust Council Vice-Chairs comes from legislation, Trust Council bylaws, policies and resolutions.

As Chair of local trust committees, the Vice-Chair typically acts as the spokesperson for local trust committee on issues related to other provincial, federal or First Nations interests. If not already established by local trust committee standing resolution, this is done by resolutions of the local trust committee. The Vice-Chair is a voting member of the assigned local trust committees and will attend all meetings of the local trust committees. Typically the three Vice-Chairs are each assigned to three or more local trust committees.

Responsibilities of Vice-Chairs from Trust Council Bylaw

- Call Trust Council meeting to order if Chair is not available. ([TC Bylaw 101](#))

Responsibilities of Vice-Chairs from Trust Council Policy

- Provide advice to the Chair to improve Trust Council meetings. ([TC Policy 2.2.2](#))
- Sit on and participate in one of the council committees as appointed by the Chair; role on the committee is to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies. ([TC Policy 2.3.1](#))
- Member of the Financial Planning Committee. ([TC Policy 2.3.1](#))
- Orderly conduct of local trust committee meetings for which they are appointed as Chair; including ensuring meeting follows legislated, bylaw and Trust Council policy, and where these are silent on an issue, Robert's Rules of Order; recognise delegations and other speakers as appropriate, and rule on points of order. ([TC Policy 4.1.1](#))
- Oversee staff preparation of meeting agendas in consultation with trustees ([TC Policy 4.1.1](#))
- Vote on local trust committee business items on local trust committee for which they have been appointed as Chair, or alternate Chair if acting in that capacity. ([TC Policy 4.1.1](#))
- Rule on admissibility of motions, with reason considering Islands Trust mandate, Trust Council policy or local trust committee policy. ([TC Policy 4.1.1](#))
- Preserve order at local trust committee meetings. ([TC Policy 4.1.1](#))
- Call the vote for local trust committee resolutions-without-meeting (RWMs), and when completed declare the vote carried or defeated. ([TC Policy 4.1.5](#))
- Notify the Executive Committee when a local trust committee or the Islands Trust Conservancy Board passes a resolution related to advocacy. ([TC Policy 6.10.3](#))
- Sign the minutes of local trust committee meetings for which they are the Chair. ([TC Policy 6.13](#))

As one of the legislated roles of the Executive Committee is to act as a local trust committee for the Trust Area that is not inside a local trust area or an island municipality, the Vice-Chairs also has all the responsibilities of local trustees for that committee.

RESPONSIBILITIES OF THE ISLANDS TRUST EXECUTIVE COMMITTEE

The Trust Council Chair and three Vice-Chairs make up the Islands Trust Executive Committee. In addition to the roles listed above for the Chair and Vice-chairs, acting together as a single body, the Executive Committee has the following responsibilities established by legislation, Trust Council bylaws, Trust Council policies and from time-to-time resolutions of Trust Council on an issue by issue basis.

Executive Committee Responsibilities by Legislation

- For the purpose of carrying out the object of the trust, the Executive Committee must ([Islands Trust Act](#), s.21(1)):
 - o Consider bylaws submitted to it for approval under sections 27 (1)³ and 38 (1)⁴,
 - o Act as a local trust committee under section 23 (5)⁵ for that part of the trust area that is not in a local trust area or a municipality, and
 - o Carry out other duties that the trust council directs⁶.

Executive Committee Responsibilities by Trust Council Bylaw

- Appointment of officers ([TC Bylaw 3](#))
- Appointment of auditors ([TC Bylaw 3](#))
- Coordinating reviews and implementation of the *Islands Trust Policy Statement* ([TC Bylaw 17](#))
- Development of protocol agreements. ([TC Bylaw 65](#))
- Liaison with Bowen Island Municipality Council. ([TC Bylaw 72](#))
- Liaison with Islands Trust Conservancy Board. ([TC Bylaw 86](#))
- Provide agenda for special meetings of Trust Council. ([TC Bylaw 101](#))
- Direct Secretary to conduct resolutions-without-meeting. ([TC Bylaw 101](#))
- Determine indemnification for petition for disqualification from office or defamatory conduct. ([TC Bylaw 145](#))

Executive Committee Responsibilities by Trust Council Policy

- **Legal Advice** ([TC policy 2.1.6](#))
 - o Waive confidentiality of specific legal advice.

³ s.27(1) requires all local trust committees' bylaws be approved by the Executive Committee before adoption by the local trust committees.

⁴ S.38(1) requires that all island municipality official community plan bylaws and amendments be approved by the Executive Committee before adoption by the municipality.

⁵ This area is unofficially referred to as the "Ballenas-Winchelsea Islands Local Trust Area"

⁶ Trust Council can direct Executive Committee by bylaw, policy, or by resolutions for specific items that come up on the Trust Council agenda.

- Consider requests to access alternate legal counsel.
 - Restrict access to legal advice.
- Consider approval of funding for Grants-in-Aid. ([TC Policy 2.1.14](#))
- Review requests for decisions (RFDs) going to Trust Council. ([TC Policy 2.2.1](#))
- Review all items and agenda for Trust Council. ([TC Policy 2.2.2](#))
- Deal with issues related to staff resources for council committees. ([TC Policy 2.3.1](#))
- **Bylaw Approval** ([TC Policy 2.4.1](#))
 - To consider approval of all bylaws based on compliance requirements with the Trust's Object and Policy Statement.
 - To review and provide recommendations to Trust Council on all Trust Council bylaws
- **Trust Council Business** ([TC Policy 2.4.1](#))
 - To work with the Chair in the preparation and facilitation of effective Trust Council meetings and to review and make recommendations on all Trust Council agenda items.
 - To serve as a liaison between all Council committees and to coordinate inter-committee communication, follow up on Trust Council referrals and committee submissions to Trust Council via the Executive Committee.
 - To assist trustees, Council committees, local trust committees and the Chief Administrative Officer (CAO) in resolving internal conflicts.
 - To ensure the Islands Trust's legislative adherence to Trust bylaws, policies, procedures and guidelines, and relevant provincial and federal legislation.
- **Legislation** ([TC Policy 2.4.1](#))
 - To monitor legislation of the federal and provincial government through facilitating Trust input to relevant legislation proposals and the assessment of relevant new legislation.
 - To coordinate Council's legislative amendment program by maintaining a legislative change program of current and possible proposals recommending legislative changes to Trust Council.
 - To facilitate the development of protocol agreements with other agencies to maximize inter-agency cooperation to pursue the Trust's Object.
- **Policy Development** ([TC Policy 2.4.1](#))
 - To coordinate the Islands Trust policy development program and to review all policy matters presented to Council.
 - To review and provide comment on management's operational procedures development.
- **Organizational Strategic Planning** ([TC Policy 2.4.1](#))
 - To monitor the development and implementation of the Trust's work program function.
 - To coordinate the development, preparation and implementation of an organizational strategic plan.
 - To facilitate an ongoing trustee training and orientation program.

- **Communications** ([TC Policy 2.4.1](#))
 - To coordinate an effective agency liaison with external government, private and non-profit sector agencies.
 - To coordinate an effective public relations program through the development of targeted public communication efforts.
 - To maximize effective internal communications by facilitating opportunities for trustees, local trust committees, Council Committees, Trust Council and staff consultation and information exchange and provision of services and resources.
- **Islands Trust Conservancy Liaison** ([TC Policy 2.4.1](#))
 - To facilitate financing and service arrangements by the Islands Trust to the Islands Trust Conservancy program.
 - To facilitate effective liaison between the Islands Trust Conservancy Board and other Islands Trust entities.
- **Management Liaison** ([TC Policy 2.4.1](#))
 - To facilitate feedback on the organizations and/or staff's performance via the CAO and monitor appropriate follow-up action by management.
 - To review and provide input to management's operational procedures, proposals, plans and issues.
- **Chief Administrative Officer Liaison** ([TC Policy 2.4.1](#))
 - To coordinate, when needed, the formation and operation of a Chief Administrative Officer Hiring Committee (CAOHC), consisting of the Executive Committee and the chairs of Trust Council's three Council committees, that will be responsible for recruiting, appointing, orienting and evaluating a CAO during the initial six-month probationary period;
 - To coordinate appraisal and discipline actions associated with the CAO, after the initial six-month probationary period, in consultation with Trust Council as required.
 - To coordinate if deemed necessary, the formation and operation of a Chief Administrative Officer Employment Evaluation Committee, consisting of the Executive Committee and the chairs of Trust Council's three Council committees.
- Consider sponsorship of development applications that have a public interest. ([TC Policy 4.1.13](#))
- Approve litigation and funding for legal enforcement of local trust committee bylaws. ([TC Policy 5.5.1](#), [Policy 6.9.2](#))
- Approve defense of bylaws or other litigation against Islands Trust. ([TC Policy 6.9.2](#))
- Monitoring and reviewing Trust Council's priority setting process. ([TC Policy 6.2.1](#), [Policy 6.7.1](#))
- Decide corrective actions for over-budget expenditures in excess of \$20,000 as reported by staff. ([TC Policy 6.5.2](#))
- Consider exemptions to grants and donations procedures and steps outlined by policy. ([TC Policy 6.5.4](#))
- Determine grant applications to be made by Islands Trust. ([TC Policy 6.5.4](#))

- Consider disposition of donations where use is not specified by the donor. ([TC Policy 6.5.4](#))
- Approve projects that do not meet certain conditions in relation to grants. ([TC Policy 6.5.4](#))
- Approve outline of the Annual Report. ([TC Policy 6.10.1](#))
- **Advocacy** ([TC Policy 6.10.3](#))
 - o Coordinates Trust Council's advocacy direction.
 - o Encourage a coordinated approach to advocacy and external liaison as part of their appointment to local trust committees and the Islands Trust Conservancy Board.
 - o Direct individual advocacy actions in accordance with the advocacy direction set by Trust Council through resolutions and the Strategic Plan.
 - o May assist local trust committees, island municipalities and the Islands Trust Conservancy Board with advocacy if a request for support is referred to the Executive Committee by resolution of those bodies.
 - o Seek a resolution of support from a local trust committee before engaging in advocacy on a local trust area issue.
 - o Include a report on advocacy activities in its quarterly report to Trust Council.
 - o Use its annual joint meeting with the Islands Trust Conservancy Board and Bowen Island Municipality to discuss current and emerging advocacy topics of mutual interest.
- Consider and approve trustee training (unless approval can be made in a timely manner by Trust Council). ([TC Policy 6.12.1](#))
- Recommend trustee training program to Trust Council. ([TC Policy 6.12.1](#))
- Budget control and approve Executive Committee training and conference attendance. ([TC Policy 6.12.1](#))
- Represent Trust Council when motions of Trust Council are presented at UBCM (Union of British Columbia Municipalities) annual convention. ([TC Policy 6.12.2](#))
- Monitor staff structure as approved by Trust Council and conveyed to the public. ([TC Policy 7.1.1](#))
- Approve delegation of management authority for implementation by the Chief Administrative Officer (CAO). ([TC Policy 7.1.1](#))
- Act as a Standards of Conduct Review body for complaints regarding trustees. ([TC Policy 7.1.2](#))
- Approve trustee travel claims submitted outside the travel claim submission window, determine compensation in certain conditions. ([TC Policy 7.2.3](#))
- If there is an unplanned departure or absence of the CAO, implement the CAO succession plan ([TC Policy 8.4.1](#))

Executive Committee Responsibilities by Bowen Island Municipality Letters Patent

- Review and comment on Bowen Island Municipality official community plans when referred after 1st reading ([Letters Patent, s.15](#)).

- Review and comment on land use bylaw or other bylaws when referred after 1st reading ([Letters Patent, s.14.3](#))

APPENDIX 1:

LOCAL TRUST COMMITTEE AND BOWEN ISLAND MUNICIPALITY BYLAW APPROVAL

A significant role of the Executive Committee is considering approval of bylaws submitted by local trust committees (LTCs) and island municipalities⁷.

LOCAL TRUST COMMITTEE BYLAWS

Under Section 27 of the *Islands Trust Act*, local trust committees must submit all bylaws to the Executive Committee for approval before adoption, including bylaws that adopt official community plans, land use bylaws and administrative bylaws. Administrative bylaws are all considered to be consistent with the Islands Trust Policy Statement.

ISLAND MUNICIPALITY BYLAWS

Under Section 38 of the *Islands Trust Act*, Island municipalities must submit for approval:

- a. Official Community Plan (OCP) bylaws
- b. Land Use Bylaws where no Official Community Plan exists

At this time, the only island municipality in the Islands Trust Area is Bowen Island Municipality and its entire jurisdiction is covered by an Official Community Plan. The Bowen Island Municipality's [Letters Patent](#) also require it to undertake an early referral (after 1st reading) of official community plans for comment by the Executive Committee, and to refer 'non-OCP' bylaws, including land use bylaws, to the Executive Committee for comment, but not approval.

When the EC receives Bowen Island Municipality bylaws for consideration, accompanying staff reports advise the EC as to which type of bylaw is before it.

The [Protocol Agreement](#) between the Islands Trust Council and Bowen Island Municipality includes process diagrams that illustrate the approval process for bylaws submitted by an island municipal council.

EXECUTIVE COMMITTEE APPROVAL

Under Section 22 of the *Islands Trust Act*, the EC must consider all bylaws submitted by a LTC or an island municipal council. It must then either:

- a. Approve the bylaw
- b. Return the bylaw, giving reasons for the return and directions as to the changes to the bylaw that would be required for approval, or

⁷ *Islands Trust Act* s.21

- c. Refuse the bylaw, giving reasons for the refusal.

The EC must notify the LTC or municipal council of its decision within one month after the Islands Trust Secretary has received the bylaw. If this deadline is not met, the EC is deemed to have approved the bylaw. The Secretary records the date that each bylaw is received for EC consideration and includes a tracking sheet (noting the deadline) in the EC agenda package, with the bylaw.

Under Section 15 of the *Islands Trust Act*, a bylaw that is submitted for EC consideration must not be approved by the EC if it is contrary to or at variance with the *Islands Trust Policy Statement*. Each LTC bylaw submitted for EC consideration is accompanied by an analysis of its compliance with the *Policy Statement*, prepared by staff and approved by the LTC. Each island municipality official community plan bylaw submitted for EC consideration is accompanied by an analysis of its compliance with the *Policy Statement*, originally prepared by municipal planning staff for their council, and supplemented by an analysis by Islands Trust planning staff.

Bylaws that are not approved by the EC have no force or effect. If the EC does not approve a LTC bylaw or island municipality Official Community Plan bylaw, the LTC or island municipality may submit the bylaw to Trust Council for its consideration. This process has only been used once in the Islands Trust history. The process is similar to the EC's consideration of a bylaw, with longer time-periods permitted before a decision is made. If Trust Council does not approve an island municipality bylaw, the municipality may appeal to the Minister of Municipal Affairs and Housing.

Trust Council has adopted [Policy 2.4.4 - EC Legislative Role](#) to identify what it considers (without limiting the jurisdiction of the EC) appropriate factors that could lead the EC to refuse or return a bylaw. For LTC bylaws, these factors include (but are not limited to):

- Contrary or at variance with the *Islands Trust Policy Statement*.
- Contrary to the Islands Trust object.
- Would expose the Islands Trust to unreasonable expense in administration or enforcement.
- Would (on the advice of legal counsel) be enacted without legal authority or consistency with the relevant Official Community Plan.

For island municipality bylaws, the EC may only refuse or return a bylaw on the basis that it is contrary to or at variance with the *Islands Trust Policy Statement*.

BRIEFING

To: Executive Committee **For the Meeting of:** November 25, 2022

From: Executive Office **Date Prepared:** November 21, 2022

SUBJECT: Preparing for December 14, 2022 meeting with Minister Cullen

PURPOSE: To provide background to Executive Committee to support discussions about preparing for a meeting with Minister Cullen.

BACKGROUND: Staff from the Honorable Nathan Cullen, Minister of Municipal Affairs' office reached out to request a meeting between the Minister and Executive Committee. The meeting is scheduled for December 14.

To support preparation for this topic staff offer the following information:

On May 31, 2022 Executive Committee met with Minister Cullen and spoke about the following topics:

- Enhanced Relationship between Ministry and Islands Trust, including an annual meeting with Trust Council, a work program, and regular reporting. This included discussion of the Governance Report.
- Policy Statement Amendment Project update
- First Nations Engagement
- Islands Trust Conservancy Three Year Plan and upcoming Board appointments

Staff suggest that these topics continue to be appropriate for the upcoming meeting

As background, the Islands Trust Council has a number of outstanding requests to the Province:

Date	Request
July 8, 2022	Request Provincial Review of Islands Trust
June 2022	Request that the Province,, in partnership with Indigenous leadership, develop and communicate in a timely way the process and timelines through which they will develop new legislation to protect and restore biological diversity and ecosystem health, in a manner consistent with the United Nations Declaration on the Rights of Indigenous Peoples, and with the involvement of local governments, civil society groups, Indigenous and scientific experts, and the concerned public.
September 2020	Request that 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.
June 2020	Request that the Province amend the Private Managed Forest Land Act to enable local trust committees to regulate, but not prohibit, forest activities on land within the Islands Trust Area.
December 2018	Request for changes to the <i>Islands Trust Act</i> (Province acted on many of the requests in 2021 with changes to the <i>Islands Trust Act</i>). Outstanding requests include: Enforcement and Administrative • Allowance for entry warrants; • Development permit area enforcement via municipal ticketing; • To enable the ability to charge fees for telecommunication applications Modernization: • The ability to delegate temporary use permits to staff; • Clarification of foreshore zoning authority and jurisdiction throughout the Trust Area; • In keeping with broader powers afforded regional districts, relative to S. 294 of the Local Government Act, to allow the Islands Trust entities, “incidental or conducive powers;” Affordable Housing: • to be able to enter into agreements with third parties to administer affordable housing, to be able to operate a housing service, and for local trust committees to be able to acquire and dispose of land.

ATTACHMENT(S):

1. None

FOLLOW-UP: Staff will develop key messages and follow-up as requested.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, November 21, 2022

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** November 23, 2022
From: Trust Area Services **Date Prepared:** November 20, 2022
SUBJECT: AVICC/UBCM RESOLUTION SELECTION PROCESS (Annual Item)

RECOMMENDATION: That the Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2023 AVICC/UBCM conventions.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

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

- 1 **PURPOSE:** To seek direction about initiating selection of a resolution topic for the Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) conventions.
- 2 **BACKGROUND:** Islands Trust Council policy 6.12.ii on AVICC/UBCM Membership and Resolutions provides guidance on the annual selection and presentation of Islands Trust resolutions.

In past years, the Islands Trust has suggested successful resolutions such as:

- Request that the Province fund and support the development and integration of climate risk and vulnerability assessments into Official Community Plan review processes (2022)
- Request that the Province provide funding and support to local governments and Islands Trust to facilitate affordable housing projects in rural areas in British Columbia (2022)
- Request that province change legislation so that temporary use permit and public hearing notifications can be provided electronically (2021)
- Request that the province work with First Nations, and federal, provincial, and local government stakeholders, to develop a coordinated strategy to study and address the environmental and social impacts associated with liveaboards on the British Columbia coastline. (2020)
- Request that the provincial government improve the enforceability of development permit area requirements by enabling local government to enforce violations by way of prosecution, ticket or bylaw notice (2019);
- Request that the provincial government prioritize the approval of key marine cumulative effects values for long-term monitoring and assessment in coastal regions (2019);
- Request for DFO review of potential cumulative impacts of increased geoduck aquaculture (2018);
- Preventing Rigid Foam Pollution in the Marine Environment (2017)
- Assessment and Mitigation of Marine Shipping Risks and Impacts in the Salish Sea (2016)

- Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) funding (2015);
- Derelict & Abandoned Vessels (2013);
- Industry Funding for Oil Spill Prevention, Preparedness & Response (2012);
- Southern Strait of Georgia National Marine Conservation Area Reserve (2010) and Derelict & Abandoned Vessels, Barges & Docks (2010).

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

In the past the Executive Committee has supported selected resolutions by suggesting/organizing complementary AVICC/UBCM sessions and by requesting and/or attending Minister meetings at the UBCM convention to discuss the proposed topic. When selecting a resolution, the Executive Committee should be guided by section 4.2 of the Islands Trust policy 6.12.ii on UBCM/AVICC Membership and Resolutions:

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

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

AVICC has also put out information on nominating members to serve on the 2023/2024 AVICC Executive Committee (see correspondence section of agenda), and is expected to issue soon a call for workshop or speaker suggestions.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff anticipate less than half a day of workload associated with this recommendation. However, deciding to solicit suggestions for resolution topics, raises the expectations that the Executive Committee will proceed with submitting a resolution(s) to AVICC/UBCM.

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

FINANCIAL: Legal fees if required.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: If the Executive Committee selects a resolution, staff will send an e-mail soliciting requests and will compile the requests in a briefing for Executive Committee's review at its December 14, 2022 meeting. At that time, if Executive Committee selects a topic(s) and requests that staff draft a resolution and backgrounder, staff will provide the draft to the Executive Committee for its review and approval at its January meeting. The resolution(s) must be submitted by February 9, 2023.

FIRST NATIONS: Staff will advise if a resolution does not align with the Islands Trust Reconciliation Declaration or the Reconciliation Action Plan 2019-2022, or Local Trust Committee Standing Resolutions on First Nations relations. Trustees or staff can seek advice or assistance from staff before submission of any resolution ideas.

OTHER: None.

4 RELEVANT POLICY(S): [Policy 6.12.ii UBCM/AVICC Membership and Resolutions.](#)

5 ATTACHMENT(S): 2023 AVICC Resolutions Notice Request for Submissions.

RESPONSE OPTIONS

Recommendation: That the Executive Committee direct staff to e-mail trustees and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2023 AVICC/UBCM conventions.

Alternative:

1. That the Executive Committee not propose a resolution to AVICC/UBCM.
2. That the Executive Committee undertake a different process for resolution selection.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer, November 21, 2022



2023 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2023 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 14-16, 2023.

Members are now asked to submit resolutions with the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 9, 2022**

IMPORTANT SUBMISSION REQUIREMENTS

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

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

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

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

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 12th, 2023**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

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

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

UBCM RESOLUTIONS PROCESS

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

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

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

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

Preamble:

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

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

Only one sentence per WHEREAS clause.

Enactment Clause:

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

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

HOW TO DRAFT A RESOLUTION

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

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

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

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

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

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

4. Check legislative references for accuracy.

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

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

5. Provide factual background information.

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

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

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

6. Construct a brief, descriptive title.

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

TEMPLATE FOR A RESOLUTION

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

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

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

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

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

> -----Original Message-----

> From: Susan Yates

> Sent: Thursday, September 29, 2022 4:34 PM

> To: Dan Rogers; Kees Langereis; Scott Colbourne

> Subject: October 27 LTC mtg

>

> Hi Dan, Scott, and Kees,

>

> I hope you can have the proposed Oct 27 Gabriola LTC meeting in person, at the usual GAC location.

>

> Similarly, I hope that the current EC will decide to have the 2nd meeting of the new Trust Council in person, perhaps in January so that there is more of a break between the 1st TC meeting in November, and so that more time is available to secure an in-person venue. Now is not the time to lose crucial relationship-building for the Trust federation.

>

> Thank you all for your indefatigable work today (I sure am wiped out, and I only had to listen!),

>

> With best regards,

> Susan

>

>

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

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, Lək̓'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, WJOŁŁP, 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: Doucette, Paula <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>

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

FR : 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.eJwlx8ERACAIA7CNvBZawPOX89T8oqSGpY0QY5b~_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 / Cell: 604-315-3776



October 28, 2022

Laura Patrick
Chair
Thetis Island Local Trust Committee
c/o 500 Lower Ganges Rd #1
Salt Spring Island BC V8K 2N8

Re: Phase three engagement starts November 1, 2022 – Active Vessel Traffic Management Program

Dear Laura Patrick:

On behalf of the Vancouver Fraser Port Authority, I'm pleased to share an update on our planning for a new Active Vessel Traffic Management (AVTM) Program, and to invite staff from Thetis Island Local Trust Committee to participate in our upcoming engagement.

Firstly, I would like to acknowledge and thank you for participating in earlier phases of engagement. The phase two engagement summary report is now available on our [engagement site](#). Your input has helped directly shape the AVTM Program and discussion topics for this next phase of engagement.

We understand that ship traffic and anchorage management are important topics for your community. During phase three engagement, from November 1 to 30, 2022, we are inviting the public to provide their feedback on:

- The draft anchorage code of conduct
- Our approach to information sharing and complaint resolution

We recognize this is a busy time with changes in elected officials and we believe that engaging at the staff level will support effective information sharing while giving you the flexibility to advise and work with your new elected officials regarding this topic in the way that works most effectively for you.

Please connect with me at your convenience if you have any questions or would like to share a written submission on behalf of your local government with feedback on the outlined engagement topics. I can be reached at naomi.horsford@portvancouver.com or 778.231.0462.

Additionally, I invite you to please review and share the information with your colleagues and community constituents about how they can participate in the upcoming engagement process between November 1 and 30, 2022.

How you and your constituents can participate from November 1 to 30, 2022:

Attend open houses on Pender Island and in Cowichan Bay, and/or Ladysmith

Drop-in to learn about the AVTM Program, provide your feedback on the draft anchorage code of conduct, and our approach to information sharing and complaint resolution, and ask questions of the AVTM Program team. Representatives from Transport Canada, Pacific Pilotage Authority, and Canadian Coast Guard will also be in attendance.

- **November 15, 2022 - North Pender Island** from 2:00 to 6:00 p.m. at the Pender Islands Community Hall, 4418 Bedwell Harbour Road, North Pender Island
- **November 16, 2022 – Cowichan Bay** from 2:00 to 6:00 p.m. at the Cowichan Station, 2375 Koksilah Road, Duncan
- **November 17, 2022 – Ladysmith** from 2:00 to 6:00 p.m. at the Diamond Community Hall, 4962 Christie Road, Ladysmith

Attend an online information session on November 22, 2022 from 6:00 to 7:30 p.m.

For those who are unable to participate in the open houses in person, we will provide an online presentation about the AVTM Program, gather feedback on the draft anchorage code of conduct, and our approach to information sharing and complaint resolution and be available to answer any questions. Sign up at portvancouver.com/avtmengagement.

Read the discussion guide and complete the online survey at

portvancouver.com/avtmengagement

Email your feedback to

AVTM@portvancouver.com

Mail your feedback to

Vancouver Fraser Port Authority
Attention: Project communications
100 The Pointe, 999 Canada Place
Vancouver, BC V6C 3T4

Phone

604.665.9004

What's next?

Feedback from phase three engagement will help us finalize the anchorage code of conduct and improve our approach to information sharing and complaint resolution. We will summarize the feedback and share it with the community in December 2022.

In the new year, we will reach out to you again to see if there is interest in the port authority staff appearing as a delegation to provide elected officials an update on the AVTM Program and the results of our engagement process.

About the program

Active vessel traffic management is the system by which we prioritize and optimize how tier 1 vessels and tug-and-barge traffic move within the port authority's jurisdiction for vessel safety and environmental protection. The port authority is designing this new system to manage marine traffic flow at the Port of Vancouver and in southern British Columbia, including the Southern Gulf Islands. This work is being done in collaboration with supply chain partners and industry stakeholders. We are also seeking input from Indigenous groups, various levels of government, community stakeholders, and the public.

The new system will enhance marine safety, enable the efficient flow of goods to and from the Port of Vancouver, and help mitigate environmental impacts as well as negative social effects such as ambient noise and light pollution. It will complement existing safety and navigation services provided by the Canadian Coast Guard and Pacific Pilotage Authority.

More information is available at portvancouver.com/marine-operations/avtm/

I look forward to hearing from you and to your organization's participation.

Best regards,

Naomi Horsford

Naomi Horsford
Manager, municipal and stakeholder relations
Vancouver Fraser Port Authority