



# Executive Committee Agenda

Date: Wednesday, January 11, 2023  
Time: 9:00 am  
Location: Islands Trust Victoria Boardroom  
200-1627 Fort Street, Victoria, BC

|                                                                                                                                                                                                                                                                          | Pages   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. CALL TO ORDER                                                                                                                                                                                                                                                         |         |
| 2. APPROVAL OF AGENDA                                                                                                                                                                                                                                                    |         |
| 2.1 Introduction of New Items                                                                                                                                                                                                                                            |         |
| 2.2 Approval of Agenda                                                                                                                                                                                                                                                   |         |
| 2.2.1 Agenda Context Notes                                                                                                                                                                                                                                               | 4 - 4   |
| Attached for information as noted.                                                                                                                                                                                                                                       |         |
| 3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING                                                                                                                                                                                                              |         |
| None                                                                                                                                                                                                                                                                     |         |
| 4. ADOPTION OF MINUTES                                                                                                                                                                                                                                                   |         |
| 4.1 December 14, 2022 draft minutes                                                                                                                                                                                                                                      | 5 - 11  |
| 5. FOLLOW UP ACTION LIST AND UPDATES                                                                                                                                                                                                                                     |         |
| 5.1 Follow Up Action List/Director/CAO Updates                                                                                                                                                                                                                           | 12 - 17 |
| 5.2 Local Trust Committee Chair Updates                                                                                                                                                                                                                                  |         |
| 5.3 Islands Trust Conservancy Liaison Update                                                                                                                                                                                                                             |         |
| 6. BYLAWS FOR APPROVAL CONSIDERATION                                                                                                                                                                                                                                     |         |
| 6.1 Salt Spring Island Local Trust Committee Proposed Bylaw No.534 (Delegation Bylaw) - RFD                                                                                                                                                                              | 18 - 31 |
| THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Delegation Bylaw No. 534, cited as "Salt Spring Island Local Trust Committee Delegation Bylaw No. 534, 2022" in accordance with Section 27 of the <i>Islands Trust Act</i> . |         |
| 6.2 Saturna Island LTC Bylaws No. 136 and 137 (OCP and LUB amendments) - RFD                                                                                                                                                                                             | 32 - 64 |
| 1. THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 136, cited as Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2022 in accordance with Section 27 of the <i>Islands Trust Act</i> .      |         |
| 2. THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 137, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2022" in accordance with Section 27 of the <i>Islands Trust Act</i> .                  |         |

7. TRUST COUNCIL MEETING PREPARATION
  - 7.1 Executive
    - 7.1.1 Orientation for chairs of Trust Council committees - Discussion
  - 7.2 Local Planning Services
  - 7.3 Administrative Services
  - 7.4 Trust Area Services
8. EXECUTIVE COMMITTEE PROJECTS
  - 8.1 Trust Council Initiated
    - 8.1.1 Executive
    - 8.1.2 Trust Area Services
    - 8.1.3 Planning Services
      - 8.1.3.1 Bylaw Compliance and Enforcement Sessions for the March 2023 Islands Trust Council - Briefing 65 - 66
    - 8.1.4 Administrative Services
      - 8.1.4.1 Appointment of Financial Statement Auditors - RFD 67 - 69  
That KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2022/23 Financial Statements.
  - 8.2 Executive Committee Initiated
    - 8.2.1 Executive
      - 8.2.1.1 Trustee Evans funding training request re: LGLA February 8-10, 2023 70 - 71  
See Agenda Context Notes item 2.2.1
    - 8.2.2 Trust Area Services
      - 8.2.2.1 AVICC/UBCM Resolution Selection - RFD 72 - 79  
That the Executive Committee direct staff to draft a resolution and backgrounder on \_\_\_\_\_ for submission to the Association of Vancouver Island and Coastal Communities 2023 convention for Executive Committee's consideration in January 2023.
      - 8.2.2.2 Background on San Juan County Relationship - Briefing 80 - 81
      - 8.2.2.3 Delegation Letters - Discussion  
See item 2.2.1 Agenda Context Notes
      - 8.2.2.4 Winter 2023 February 22-23, 2023, OPP Dialogue Forum - Update 82 - 82  
See Agenda Context Notes item 2.2.1
    - 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  | Trans Mountain comment period extended email dated November 18, 2022                                                   | 83 - 84   |
| 10.2  | Coastal Marine Strategy Intentions Paper Release email dated December 15, 2022                                         | 85 - 85   |
| 10.3  | Active Vessel Traffic Management P3 Engagement email dated December 20, 2022                                           | 86 - 88   |
| 10.4  | Invitation to group interview on ocean-based technologies to address climate change dated December 19, 2022            | 89 - 92   |
| 10.5  | C. Roper email dated December 24, 2022 re: A Christmas gift for the Gulf Island                                        | 93 - 93   |
| 10.6  | R. Hawkins email dated December 17, 2022 re: Update on protecting the Gulf Islands                                     | 94 - 95   |
| 10.7  | R. Isaac email dated December 17, 2022 re: Protect the Gulf Islands                                                    | 96 - 96   |
| 10.8  | J. Allan email dated December 19, 2022 re: Mandate for Islands Trust?                                                  | 97 - 97   |
| 10.9  | G. Wolff email dated December 19, 2022 re: Protecting our sea and its inhabitants                                      | 98 - 98   |
| 10.10 | R. Polden email dated December 19, 2022 re: Prioritize protection and preservation of environmental values             | 99 - 99   |
| 10.11 | U. Rautenbach email dated December 19, 2022 re: Prioritize protection and preservation of environmental values         | 100 - 100 |
| 10.12 | R. McNairn email dated December 8, 2022 re: meeting on-island locations                                                | 101 - 101 |
| 11.   | WORK PROGRAM                                                                                                           | 102 - 104 |
| 11.1  | Review and amendment of current work program                                                                           |           |
| 12.   | NEXT MEETING                                                                                                           |           |
|       | The next Executive Committee meeting is scheduled to be held Monday, February 13, 2023 to be conducted electronically. |           |
| 13.   | CLOSED MEETING (none scheduled)                                                                                        |           |
| 14.   | ADJOURNMENT                                                                                                            |           |

| Agenda No. | From             | Context Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.2.1.1    | Executive Office | <p><b>Trustee Evans funding training request re: LGLA February 8-10, 2023</b></p> <p>All trustees were emailed on December 15<sup>th</sup> regarding the Local Government Leadership Academy training dates and the process for requesting funding (see Policy 6.12.1) and, if interested, to submit a request for Executive Committee’s consideration to this January 11<sup>th</sup> meeting.</p> <p><a href="https://islandstrust.bc.ca/document/policy-6-12-1-trustee-training-conference-atnd/">https://islandstrust.bc.ca/document/policy-6-12-1-trustee-training-conference-atnd/</a></p> <p>Trustee Evans has submitted the attached request that Executive Committee fund her attendance for this training conference.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.2.2.3    | DTAS             | <p><b>Delegation Letters - Discussion</b></p> <p>Staff would like to seek Executive Committee direction regarding the past practice of the Chair sending a thank you letter on Trust letterhead to each delegate to the Islands Trust Council meeting. This practice requires staff time to set up and draft the letters. Staff understand that this practice came about so delegates could be informed of Trust Council decisions but with meetings now recorded and posted, staff would like to seek updated direction. Each letter requires about one hour of staff time. This task is not required by policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8.2.2.4    | DTAS             | <p><b>Winter 2023 February 22-23, 2023, OPP Dialogue Forum - Update</b></p> <p>On December 14, 2022, the Executive Committee:</p> <ol style="list-style-type: none"> <li>1. endorsed the chair and staff attending the OPP Protection Plan Forum,</li> <li>2. requested staff supply speaking notes</li> <li>3. requested staff seek funding for attendance,</li> <li>4. requested staff write to the OPP Dialogue Forum asking for inclusion of anchorages and vessel traffic management on the agenda, and</li> <li>5. requested staff poll trustees to see if any would interested in attending the OPP Forum.</li> </ol> <p>Staff wrote to request that anchorages and vessel traffic management be added to the agenda and OPP staff have added them. Staff also polled trustees and Trustees Aaron Campbell and Mikaila Lironi expressed interest. Staff are in the process of developing a funding application to support attendance. The Islands Trust has approximately \$1,100 remaining from a previous grant to support attendance and can apply for up to an additional \$3,900 –additional funding support is not guaranteed. The event conflicts with the scheduled February 22 Executive Committee meeting.</p> |





## Executive Committee

### Minutes of Regular Meeting

**Date:** December 14, 2022  
**Location:** Islands Trust – Victoria Boardroom  
200 - 1627 Fort Street, Victoria, BC

**Members Present:** Peter Luckham, Chair,  
Tobi Elliott, Vice-Chair (electronic)  
David Maude, Vice-Chair  
Tim Peterson, Vice-Chair

**Staff Present:** Russ Hotsenpiller, Chief Administrative Officer (CAO)  
David Marlor, Director, Legislative Services (DLS) (electronic)  
Stefan Cermak, Director, Planning Services (DPS) (electronic)  
Clare Frater, Director, Trust Area Services (DTAS)  
Narissa Chadwick, Planner 1, Southern Team (electronic)  
Lori Foster, Executive Coordinator/Recorder

#### 1. CALL TO ORDER

Chair Luckham called the meeting to order at 9:12 a.m. stating gratitude to live and work on Coast Salish traditional and treaty territory.

#### 2. APPROVAL OF AGENDA

##### 2.1 Introduction of New Items - None

##### 2.2 Approval of Agenda

**By general consent**, the agenda was approved as presented.

At 9:14 a.m. Vice-Chair Maude joined the meeting, in-person, at the Victoria boardroom.

##### 2.2.1 Agenda Context Notes

Attached for information as noted.

#### 3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING - None

#### 4. ADOPTION OF MINUTES

##### 4.1 December 6, 2022 draft minutes

**By general consent**, the December 6, 2022 draft minutes were adopted as presented.

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

##### 5.1 Follow Up Action List/Director/CAO Updates

Chief Administrative Officer (CAO) Hotsenpiller and directors reviewed their follow-up action list items as presented.

Discussion ensued on the following:

- Apprising the new term Trust Council on the status of Islands Trust tree-cutting authority project and in association with the Policy Statement amendment project,
- On-island meetings for Trust Council's June and September meetings.

**By general consent**, Chief Administrative Officer (CAO) Hotsenpiller to provide a summary of the tree-cutting authority project for the benefit of Trust Council.

**EC-2022-160**

**It was Moved and Seconded,**

That staff investigate Salt Spring Island and Gabriola Island as feasible locations for the June and September Trust Council meetings.

**CARRIED**

Discussion ensued, that Anne Kang has been appointed as the new Minister of Municipal Affairs taking over from Nathan Cullen. Executive Committee's (EC's) scheduled minister meeting (see item 8.2.1.2), is still on later this afternoon.

**5.2 Local Trust Committee Chair Updates**

Vice-Chair Peterson chaired his first Salt Spring Island Local Trust Committee (SS LTC) meeting yesterday noting technical problems with the electronic format for the first 20 minutes which delayed the meeting.

**5.3 Islands Trust Conservancy (ITC) Liaison Update**

Vice-Chair Elliott, EC's ITC representative, spoke to ITC's November 22, 2022, meeting where discussion regarding forthcoming budget requests and funding for First Nations engagement.

**6. BYLAWS FOR APPROVAL CONSIDERATION**

**6.1 Mayne Island LTC Bylaws No. 181, 182, and 183 – RFD**

Island Planner Chadwick spoke to the draft bylaws as presented regarding a rezoning application from the Mayne Island Housing Society noting details in changing the land designation and the prescriptive covenant on the lots.

Vice-Chair Maude noted some neighbouring property owners were not supportive.

**EC-2022-161**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 181, cited as "Mayne Island Official Community Plan Bylaw 144, 2007, Amendment No. 1, 2021" in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**EC-2022-162**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 182, cited as “Mayne Island Housing Agreement Bylaw 182, 2022” in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

**EC-2022-163**

**It was Moved and Seconded,**

THAT the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 183, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2021” in accordance with Section 27 of the *Islands Trust Act*.

**CARRIED**

The meeting recessed for a break at 10:15 a.m. and reconvened at 10:20 a.m.

**7. TRUST COUNCIL MEETING REVIEW / PREPARATION**

**7.1 Executive**

EC discussed item 7.1.1.1 before item 7.1.1

**7.1.1.1 Trustee Borthwick re: observations of Trust Council letter dated December 9, 2022**

Executive Committee (EC) thanked Trustee Borthwick for sending the letter.

Discussion about orientation sessions as a historical and public facing process ensued and, holding continuous learning sessions outside of Trust Council time.

**7.1.1 Roundtable Review of December's Trust Council Meeting**

Executive Committee (EC) verbally reviewed December's Trust Council electronic meeting noting this was new term's first fully electronic format.

Comments followed that:

- The meeting was organized to focus on orientation and budget including presentations from Young Anderson Lawyers and Eli Mina Parliamentarian.
- Council raised new business on the last day stretching the schedule's timing.
- Orientation modules deferred due to Councils' desire to engage in discussions regarding budget and bylaw enforcement.
- Consideration that extending the schedule on Thursday to allow for more time to discuss new business.
- The chat function was turned off and feedback received to allow for participants to be able to contact the meeting host.

- In-person meeting dynamics versus electronic meeting dynamics with a preference for in-person formats for discussion purposes and face-to-face connections.

**By general consent**, Executive Committee addressed item 8.2.1.2 next to accommodate Vice-Chair Maude who would be leaving the EC meeting early to chair a short Saturna Island Local Trust Committee Special meeting.

#### 8.2.1.2 Meeting with Minister Kang – Briefing

EC discussed, with staff, the briefing as presented. A PowerPoint was reviewed for consideration to present to new Minister Kang titled “Islands Trust Overview” updated December 2022.

Vice-Chair (VC) Maude left the meeting at 11:20 a.m. Executive Committee will continue discussion on item 8.2.1.2 after VC Maude returns.

#### 7.1.2 Trust Council Orientation Follow-up

Chief Administrative Officer (CAO) Hotsenpiller noted (Executive Committee) EC is the holder/planner of Trust Council (TC) meetings.

Comments followed on how to provide the orientation sessions which were deferred from the December TC meeting and, moving into development of this term’s strategic plan through values and common interests’ discussion and budget consideration.

It was noted that strategic planning sessions would start at June Trust Council, to dovetail with the cycle of budget development.

Discussion to survey trustees regarding continuous learning items and revisit the current continuous learning list was heard.

#### **EC-2022-164**

#### **It was Moved and Seconded,**

That Executive Committee direct staff that the remaining orientation sessions be delivered online between now and March and that reconsideration be made for future training once orientation is concluded.

**CARRIED**

**By general consent**, Executive Committee addressed item 8.2.1.1 next.

#### 8.2.1.1 Executive Committee Training – Discussion

CAO Hotsenpiller spoke to the toolkit enclosed in the agenda. Investing in the Council Committee system to elevate their performance.

Vice-Chair Maude returned to the meeting at 12:07 p.m.

**EC-2022-165**

**It was Moved and Seconded,**

That Executive Committee request staff provide recommendation with respect to Executive Committee and council committee training sessions.

**CARRIED**

The meeting recessed for lunch at 12:15 p.m. and reconvened at 12:45 p.m.

Executive Committee continued with Minister Kang meeting discussion logistics.

**8.2.1.2 Meeting with Minister Kang – Briefing**

Executive Committee discussed presentation logistics that Chair Luckham would lead discussion regarding some of the following issues to address with the minister at today's electronic meeting scheduled to be held electronically at 2:00 p.m.:

- Increasing provincial funding in light of application fee increases,
- Reconciliation,
- Highlight today's news release regarding Link Island donation to the Islands Trust Conservancy.

Minister Kang will also be hosting introductions to municipalities Friday, December 16<sup>th</sup>, at 3:00 p.m. where Chair Luckham and DTAS Frater will attend.

- 7.2 Local Planning Services - None**
- 7.3 Administrative Services - None**
- 7.4 Trust Area Services - None**
- 8. EXECUTIVE COMMITTEE PROJECTS - None**
  - 8.1 Trust Council Initiated - None**
    - 8.1.1 Executive - None
    - 8.1.2 Trust Area Services - None
    - 8.1.3 Local Planning Services - None
    - 8.1.4 Administrative Services - None
  - 8.2 Executive Committee Initiated**
    - 8.2.1 Executive
      - 8.2.1.1 Executive Committee Training – Discussion

Addressed earlier.
      - 8.2.1.2 Meeting with Minister Kang – Briefing

Addressed earlier.
    - 8.2.2 Trust Area Services

8.2.2.1 AVICC/UBCM Resolution Selection - RFD

**By general consent**, this item was deferred to the next meeting  
Executive Committee business meeting.

8.2.2.2 Background on San Juan County Relationship – Briefing

**By general consent**, this item was deferred to the next meeting  
Executive Committee business meeting.

8.2.2.3 Delegation Letters - Discussion

**By general consent**, this item was deferred to the next meeting  
Executive Committee business meeting.

8.2.3 Local Planning Services - None

8.2.4 Administrative Services - None

9. **NEW BUSINESS - None**

9.1 **Executive/Trust Council - None**

9.2 **Trust Area Services - None**

9.2.1 LTC Chairs Report on Local Advocacy Topics - None

9.3 **Local Planning Services - None**

9.4 **Administrative Services - None**

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

10.1 **Winter 2023 Oceans Protection Plan (OPP) Dialogue Forum, February 22-23, 2023**

Discussion ensued regarding attending the OPP forum.

**EC-2022-166**

**It was Moved and Seconded,**

That Executive Committee endorse the chair and staff attending the OPP 2023 Ocean Protection Plan Forum and supply speaking notes and seek funding for attendance.

**CARRIED**

**EC-2022-167**

**It was Moved and Seconded,**

That Executive Committee ask staff to write to the OPP Dialogue Forum asking for inclusion of anchorages and vessel traffic management on the agenda.

**CARRIED**

**EC-2022-168**

**It was Moved and Seconded,**

Executive Committee request that staff poll trustees to see if any trustees would be interested in attending the Winter 2023 Oceans Protection Plan Dialogue Forum, February 22-23, 2023.

**CARRIED**

**10.2 MLA Olsen email dated December 2, 2022 re: Letter from Chair Luckham to Minister Rankin request for affordable housing solutions**

Received for information.

**10.3 SCRCD request letter of support re: UBCM CEPF Disaster Risk Reduction Grant**

**EC-2022-169**

**It was Moved and Seconded,**

That Executive Committee request staff write a letter of support under the Chair's signature re agenda item: 10.3 Sunshine Coast Regional District (SCRCD) request letter of support re: Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction Grant.

**CARRIED**

**11. WORK PROGRAM**

**11.1 Review and amendment of current work program**

Received for information.

**12. NEXT MEETING**

The next Executive Committee meeting is scheduled to be held electronically, on January 11, 2023 beginning at 9:00 a.m.

**13. CLOSED SESSION (scheduled)**

At 1:08 p.m. the meeting was closed to the public.

**EC-2022-170**

**It was Moved and Seconded,**

That the Executive Committee close this meeting to the public subject to Section 90(1)(a) and (c) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Islands Trust and labour relations or other employee relations and that staff be invited to remain in the meeting.

**CARRIED**

At 1:53 p.m., the meeting was reopened to the public.

**14. ADJOURNMENT**

**By general consent,** the meeting was adjourned at 1:53 p.m.

---

**Peter Luckham, Chair**

**Certified Correct**

---

**Lori Foster, Executive Coordinator/Recorder**

## Follow Up Action Report

### Executive Committee

#### Chief Administrative Officer

| Activity                                                                                                                                                                              | Responsibility    | Dates                                       | Status      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------|-------------|
| 1 EC and staff do not pursue conversations with the Province around tree cutting until after the March 2023 meeting as directed by Trust Council resolution.                          | Russ Hotsenpiller | Meeting: 06-Dec-2022<br>Target: 09-Mar-2023 | In Progress |
| 2 That staff investigate Salt Spring Island and Gabriola Island as feasible locations for the June and September Trust Council meetings.                                              | Russ Hotsenpiller | Meeting: 14-Dec-2022<br>Target: 22-Feb-2023 | In Progress |
| 3 That the remaining Trust Council orientation sessions be delivered online between now and March and that reconsideration be made for future training once orientation is concluded. | Russ Hotsenpiller | Meeting: 14-Dec-2022<br>Target: 07-Mar-2023 | In Progress |
| 4 Staff provide recommendations with respect to Executive Committee and council committee training sessions                                                                           | Russ Hotsenpiller | Meeting: 14-Dec-2022<br>Target: 22-Feb-2023 | In Progress |
| 5 The CAO will provide a report to the incoming Executive Committee on the status of a request to the province for authority to do forest protection.                                 | Russ Hotsenpiller | Meeting: 05-Oct-2022<br>Target: 22-Feb-2023 | In Progress |

#### Director Legislative Services

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



## Follow Up Action Report

### Executive Committee

#### Director Legislative Services

| Activity                                                                                                                                                                                                                                                                                      | Responsibility | Dates                                       | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 1 Staff to draft amendments for replacement of those Trust Council policies deemed as top priority for updating, based on policy review analysis, for consideration of approval by Trust Council. As of March 2022, amendments to 11 out of 17 policies deemed out of date have been adopted. | David Marlor   | Meeting: 03-Feb-2021<br>Target: 13-Jun-2023 | In Progress |
| 2 Staff review the Executive Committee sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms.                                                                                                                         | David Marlor   | Meeting: 14-Apr-2021<br>Target: 13-Sep-2023 | In Progress |
| 3 Forward Minister Cullen response re: Provincial Review request letter dated September 23, 2022 to the Governance Committee.                                                                                                                                                                 | David Marlor   | Meeting: 05-Oct-2022<br>Target: 29-Mar-2023 | Completed   |
| 4 Forward correspondence Trustee Busheikin re: Task for the Governance Committee email dated September 26, 2022 to the Governance Committee.                                                                                                                                                  | David Marlor   | Meeting: 05-Oct-2022<br>Target: 29-Mar-2023 | Completed   |

#### Director of Planning Services

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

## Follow Up Action Report

### Executive Committee

#### Director of Planning Services

| Activity                                                                                                                         | Responsibility | Dates                                       | Status      |
|----------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 1 Executive Committee include a session on Bylaw Enforcement policy and practice in the March 2023 Trust Council meeting agenda. | Stefan Cermak  | Meeting: 08-Dec-2022<br>Target: 09-Mar-2023 | In Progress |
| 2 Inform Mayne Island LTC that Bylaws No. 181, 182, and 183 were approved as presented.                                          | Stefan Cermak  | Meeting: 14-Dec-2022<br>Target: 11-Jan-2023 | Completed   |

#### Director, Administrative Services

| Activity                                                                                                                                                                                                                                                        | Responsibility | Dates                                       | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 1 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item. | Julia Mobbs    | Meeting: 21-Oct-2020<br>Target: 20-Sep-2023 | In Progress |

#### Director, Trust Area Services

| Activity                                                                                                                                                                                                                 | Responsibility | Dates                                       | Status      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province. | Clare Frater   | Meeting: 30-Jan-2019<br>Target: 07-Mar-2023 | In Progress |

## Follow Up Action Report

### Executive Committee

#### Director, Trust Area Services

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Responsibility | Dates                                                  | Status      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------|-------------|
| <p><b>2</b> Legislative Monitoring Chart (bi-annually to Trust Council)</p> <p>Staff to produce the Legislative Monitoring briefing every 6 months with the next one being March 2023.</p>                                                                                                                                                                                                                                                                            | Clare Frater   | <p>Meeting: 23-Feb-2022</p> <p>Target: 01-Mar-2023</p> | In Progress |
| <p><b>3</b> Staff to work with trustees to organize two film screenings of the movie Dust n Bones and reconciliation discussions subject to support of affected local trust committees. (A grant in aid of 4,500 (from History and Heritage Grants in Aid program was provided in 2020 to host screenings on three islands but due to Covid-19 restrictions only one screening occurred.) EC previously indicated interest from Gabriola and Salt Spring Islands.</p> | Clare Frater   | <p>Meeting: 26-Feb-2020</p> <p>Target: 07-Mar-2023</p> | In Progress |
| <p><b>4</b> That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to consultation with First Nations.</p>                                                                                                                                                                                                                    | Clare Frater   | <p>Meeting: 17-Jun-2020</p> <p>Target: 07-Mar-2023</p> | In Progress |
| <p><b>5</b> Forward deferred items from Dec 14 meeting to Jan 11 meeting re: AVICC/UBCM Resolution Selection - RFD; Background on San Juan County Relationship - Briefing; Delegation Letters - Discussion.</p>                                                                                                                                                                                                                                                       | Clare Frater   | <p>Meeting: 14-Dec-2022</p> <p>Target: 11-Jan-2023</p> | Completed   |



## Follow Up Action Report

## Executive Committee

## Director, Trust Area Services

| Activity                                                                                                                                                                                                                                                                                                                                                                                                                                 | Responsibility | Dates                                       | Status      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| <p><b>6</b> 1.The chair and staff to attend the OPP 2023 Ocean Protection Plan Forum and supply speaking notes and seek funding for attendance.</p> <p>2.Write to the OPP Dialogue Forum asking for inclusion of anchorages and vessel traffic management on the agenda.</p> <p>3.Poll trustees to see if any trustees would be interested in attending the Winter 2023 Oceans Protection Plan Dialogue Forum, February 22-23, 2023.</p> | Clare Frater   | Meeting: 14-Dec-2022<br>Target: 22-Feb-2023 | In Progress |
| <p><b>7</b> Staff write a letter of support under the Chair's signature re agenda item: 10.3 Sunshine Coast Regional District (SCRD) request letter of support re: Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction Grant.</p>                                                                                                                                                     | Clare Frater   | Meeting: 14-Dec-2022<br>Target: 11-Jan-2023 | Completed   |
| <p><b>8</b> Ask staff to investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.</p>                                                                                                                                                                                                                                                       | Clare Frater   | Meeting: 07-Oct-2021<br>Target: 06-Sep-2023 | In Progress |
| <p><b>9</b> Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act.</p>                                                                                                                                                                                                                                                                                                                                | Clare Frater   | Meeting: 12-Apr-2022<br>Target: 20-Sep-2023 | In Progress |
| <p><b>10</b> Continue to work with K'ómoks First Nation and Gabriola Historical Society in terms of its funding request and Executive Committee consider ways to allocate funds for such requests.</p>                                                                                                                                                                                                                                   | Clare Frater   | Meeting: 04-May-2022<br>Target: 20-Sep-2023 | In Progress |

## Follow Up Action Report

### Executive Committee

#### Director, Trust Area Services

| Activity                                                                                                                                                                                                                                        | Responsibility | Dates                                       | Status      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------|-------------|
| 11 Staff to work with the Chair on a letter of introduction regarding Islands Trust Council's new term trustees 2022-2026 for distribution to appropriate ministers and Islands Trust area members of the legislative assembly and the premier. | Clare Frater   | Meeting: 19-Nov-2022<br>Target: 11-Jan-2023 | In Progress |



# REQUEST FOR DECISION

## LOCAL TRUST COMMITTEE BYLAW SUBMISSION

---

File No.: SS-BL-534

3900-03: Delegation Bylaw

DATE OF MEETING: January 11, 2021  
TO: Islands Trust Executive Committee  
FROM: Louisa Garbo, Island Planner  
SUBJECT: Salt Spring Island Local Trust Committee - Proposed Bylaw No. 534 – Delegation Bylaw

---

### RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Delegation Bylaw No. 534, cited as "Salt Spring Island Local Trust Committee Delegation Bylaw No. 534, 2022" in accordance with Section 27 of the *Islands Trust Act*.**

### DIRECTORS COMMENTS

Salt Spring Island Local Trust Committee referred Bylaw No. 534 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

### IMPLICATIONS OF RECOMMENDATION

**Organizational:** In June 2022, Trust Council adopted the Delegation of Land Use Permit Authority (Appendix 3) that guides local trust committees and staff in considering adoption of a bylaw to delegate the issuance of development permits (DP) to staff.

**Financial:** The proposed amendments will streamline process of reviewing and issuing development permits submitted to the Salt Spring Island Local Trust Committee.

**Policy:** the proposed bylaw amendments are consistent with Trust Council Policy – Delegation of Land Use Permit Authority.

**Implementation and Communications:** Staff will advise the Salt Spring Island Local Trust Committee of the decision of the Executive Committee.

**First Nations:** None.

**Other:** None.

### PURPOSE

Per the Island Trust Council Policy on "Delegation of Land Use Permit Authority," staff reviewed the Salt Spring Island Local Trust Committee (SS LTC) development permit areas (DPA) based on the Trust Council policy criteria and recommended that the SS LTC consider a bylaw to delegate the issuance of specific development permits to staff. At their meeting on October 11, SS LTC requested staff to prepare a draft bylaw per the resolution below:

## **SS-2022-159**

*It was MOVED and SECONDED,*

*That the Salt Spring Island Local Trust Committee request staff to prepare a draft bylaw that would delegate the issuance of development permits to staff for the following development permit areas within the Salt Spring Island Official Community Plan Bylaw No. 434, 2008:*

*Development Permit Area 3 (Marine Shorelines), Development Permit Area 4 (Lakes, Streams and Wetlands), Development Permit Area 5 (Community Well Capture Zones), Development Permit Area 6 (Slope Stability and Soil Erosion Hazards), and Development Permit Area 7 (Riparian Areas).*

*CARRIED*

## **BACKGROUND**

In response to the request from Trust Council, the Minister of Ministry of Municipal Affairs provided amendments to the [Islands Trust Regulation](#) to empower local trust committees to delegate the issuance of development permits to staff. This delegation of authority has long been provided to other local governments in British Columbia, and delegation was also a recommendation of the recent governance review of the Islands Trust. Delegating the issuance of development permits to staff intends to improve process efficiency, reduce the size of LTC agendas, and provide greater certainty to the applicants.

Administrative approval or refusal will be based on adherence to guidelines outlined in the Salt Spring Island Local Trust Committee Official Community Plan (SS OCP), and supporting information in the form of reports. However, not all development permit areas are suitable for delegation; the Trust Council policy provides criteria for the consideration of appropriate delegation by local trust committees.

## **Analysis**

For each Development Permit area, staff has reviewed the provisions in the Guidelines Section of the SS OCP and the policy criteria, along with the typical DP applications in Salt Spring. Below is the summary of the analysis:

### **1. History of DPAs:**

Local governments have the authority to designate DPAs. These areas identify locations that need special treatment for specific purposes, including the protection of the natural environment, protection of development from hazards, establishing objectives for form and character in specified circumstances, or revitalization of a commercial use area. DPs may require some form of security to ensure that conditions in the permit have been met. The guiding principles for DPs are found within the Local Government Act. There are currently 7 DPAs established in the SS OCP.

- a. DPAs 1 through 6 were all adopted prior to the current OCP. The guidelines were developed over two decades ago, but they still are considered objective.
- b. DPA 7 was adopted in 2015 to implement the Riparian Areas Regulation; this DPA remains consistent with provincial requirements.

### **2. Volume of DP applications:**

- a. Ninety-three DP applications have been received over the past five years. This is approximately the same number of DVPs received for Salt Spring Island in the same period. These are broken down by DPA as follows:

| Development Permit Area                                                                                          | Number of applications (2017 – 22) |
|------------------------------------------------------------------------------------------------------------------|------------------------------------|
| DPA 1 and DPA 2 (Form and character for village and non-village multi-family, commercial and general employment) | 28                                 |
| DPA 3 (Marine Shorelines)                                                                                        | 16                                 |
| DPA 4 (Lakes, Streams and Wetlands)                                                                              | 10                                 |
| DPA 5 (Community Well Capture Zones)                                                                             | 7                                  |
| DPA 6 (Steep Slopes and Soil Erosion)                                                                            | 11                                 |
| DPA 7 (Riparian Areas Protection)                                                                                | 19                                 |

Most DP applications are for environmental/natural hazard considerations (63 applications) rather than form and character (30 applications).

- b. Processing time for the DP applications has generally been between 4 and 16 weeks, from the moment a complete application is received until the LTC can first consider the application. The longer processing timelines are generally attributed to the lack of required information or reports from the applicants, the application changes mid-stream, or the application depends upon another approval. Notwithstanding those circumstances that impacted the processing timeline, some DP applications are straightforward and supported by professional reports, and do not involve any variances. The processing times for these applications are impacted by the timing of the application that does not align with the SS LTC meetings or when there are exceptionally high volumes of applications during a specific timeframe. The delegation of issuances of these straightforward DP applications will help streamline processing times, which offers certainty to the applicants, and also help alleviate the administrative burden of advancing all DP applications to the SS LTC for consideration.

### 3. Development Approval Information (DAI) Bylaw:

Previously, professional reports were merely encouraged as part of the application submittal for DPs in Salt Spring Island; upon the adoption of the [Trust Council Bylaw No. 175](#) in March 2020, professional reports are required except for the Heritage Conservation Areas. The professional reports allow the Local Trust Committee to obtain information on the anticipated impact of proposed activities or development on the community. By delegating certain DPs to administrative approval may alleviate the burden on SS LTC to review all those technical reports.

## Summary

DPA's relating to environmental protection and natural hazard lands can be delegated to administrative approval as these guidelines are comprehensive and relatively objective, in that they rely solely on reports from qualified environment professionals. These reports will address development permit guidelines as they relate to proposed developments by providing technical analysis and mitigation measures relating to potential adverse impacts on the community and the environment. Delegated DPs are assessed on how well the development complies with the development guidelines outlined in the OCP, the development standards in the Land Use Bylaw No. 355, and the recommendations from the professional reports.

Development Permits are used to ensure that development is designed and constructed in accordance with a set of guidelines to respond to the neighbourhood and the unique characteristics of a site, such as environmental conditions, the topography, or existing landscape. The environmental, riparian areas regulation, and geotechnical DPA provisions have generally proven to be comprehensive and objective. However, applications for the village and non-village multi-family, commercial and general employment form and character DPA's



should continue to be considered by the SS LTC. For example, Guideline E.3.4.4 in DPA3<sup>1</sup> (established for form and character, as well as environmental protection) states:

*New roads and septic systems should not be located in this Development Permit Area. If such a location cannot be avoided, then the design and construction of the road or septic system should be supervised by a qualified professional to ensure that the objectives and guidelines of this Area are met.*

The term “cannot be avoided” is subjective, as there is no clear criteria to meet for avoidance. The guidelines for the Form and Character DPA are more often subjective and interpretation from staff, LTC, and members of the public can support the establishment of solutions to design problems, alongside recommendations from design professionals. While these guidelines are comprehensive, the more subjective interpretation of the design-based guidelines may not be appropriate. Form and character DP applications have made up one-third of DP applications over the last five years.

### **Rationale for Recommendation**

Trust Council requested the Minister of Municipal Affairs to amend the Islands Trust Regulation to empower Islands Trust Council the ability to delegate development permits issuance at an administratively level. Trust Council has subsequently adopted a policy to delegate development permits to staff and has requested local trust committees to consider adopting delegation bylaws. Delegation of DPs has also been recommended in the Islands Trust’s governance review report.

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

The Proposed Delegation Bylaw No. 534 implements section 490 of the [Local Government Act](#), and the [Islands Trust Regulation](#).

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

None.

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

None.

### **Public Comments**

Administrative Bylaws can be expedited as they pertain to internal administrative functions.

### **Staff Comments**

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

### **RELEVANT POLICY**

Trust Council Policy – Delegation of Land Use Permit Authority

### **ALTERNATIVE**

#### **1. Determine that the bylaw is inconsistent with the Islands Trust Policy Statement:**

---

<sup>1</sup> Found in Volume 2, page 25 of the OCP.

*THAT the Executive Committee request that staff advise Salt Spring Island Local Trust Committee in writing that the Executive Committee considers that Salt Spring Island Local Trust Committee Fees Bylaw No. 534, cited as " Draft Delegation Bylaw No. 534" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Salt Spring Island Local Trust Committee on steps needed to address the specified issues.*

|               |                                           |                   |
|---------------|-------------------------------------------|-------------------|
| Submitted By: | Louisa Garbo, Island Planner              | December 19, 2022 |
| Concurrence:  | Stefan Cermak, Director Planning Services | December 19, 2022 |

#### **ATTACHMENTS**

1. EC Submission Cover
2. EC General Checklist
3. Trust Council Policy – Delegation of Land Use Permit Authority
4. Proposed SS LTC Bylaw No. 534



Local Trust Committee Bylaws  
Submission for Executive committee Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No.: SS-534

Bylaw Type: Administration Bylaw

Date of resolution referring bylaw to Executive Committee: 13-Dec-2022

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

**Recieved by Islands Trust Secretary:**

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

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

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

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

**Distribution:** Executive Committee \_\_\_\_\_  
Director, LPS \_\_\_\_\_  
Local Trust Committee \_\_\_\_\_  
Planner \_\_\_\_\_  
Planning Clerk \_\_\_\_\_



Bylaw: SS-534

## Executive Committee

---

### Policy Checklist

---

**Checklist Key:**

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

### Executive Committee Legislative Role Policy (2.4)

---

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

**Checklist Key:**

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

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

---

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

## Comments

---

Completed By: Louisa Garbo

## Status

---

Date Resolution Referred to Exective Committee: 13-Dec-2022

Reading: 13-Dec-2022

Third Reading



|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Policy:</b>            |                                     |
| <b>Approved By:</b>       |                                     |
| <b>Approval Date:</b>     |                                     |
| <b>Amendment Date(s):</b> |                                     |
| <b>Policy Holder:</b>     | Director of Local Planning Services |

## Delegation of Land Use Permits

### Purpose

To provide policy for local trust committee consideration of the delegation of the power to issue certain land use permits to staff

### Principles

1. Local trust committee delegation of the issuance of development permits to staff is intended to improve overall efficiency, reduce the number of items on local trust committee agendas and streamline processing of permits.
2. Delegation may be warranted as the scope of determining the approval or refusal of permits is determined by consistency with guidelines adopted by local trust committees.
3. Delegation of the power to issue development permits to staff has been recommended by external reviews, and amendments to the *Islands Trust Regulation* now provide local trust committees with the authority to delegate the issuance of development permits to staff.
4. The delegation of the issuance of development permits to staff by local trust committees should only be implemented where development permit area provisions are consistent with the criteria outlined in this policy.
5. The delegation of the power to issue minor development variance permits to staff may be considered by future amendment of this policy and amendment of delegation bylaws.

### A. Definitions

### B. Policy

#### 1. Delegation by Bylaw

1.1 Delegation of the power to issue development permits may only be implemented by the adoption of a delegation bylaw by a local trust committee.

1.2 Delegation bylaws adopted by local trust committees should be substantially consistent with the bylaw template attached to this policy.

1.3 A delegation bylaw should only delegate the power to issue permits to staff for development permit areas (DPA) that meet the criteria outlined in this policy.

- 1.4 A delegation bylaw should only delegate the authority to issue permits to the Director and in his or her absence to Regional Planning Managers.
  - 1.5 The staff person reviewing the application shall not also approve or refuse the permit.
  - 1.6 A delegation bylaw should not delegate authority to issue form and character development permits except where a local trust committee considers the guidelines to be sufficiently objective.
  - 1.7 A delegation bylaw should not delegate permits requiring variances unless the local trust committee has also delegated the issuance of minor development variance permits to staff.
  - 1.8 The bylaw must include the opportunity for the owner of the land subject to the decision to have the local trust committee reconsider the decision.
- 2 Local trust committees should only consider delegation of issuance of permits to staff for development permit areas that meet the following criteria:
    - 2.1 The development permit area provisions are relatively current.
    - 2.2 A development approval information bylaw has been adopted, or the application requirements are equivalent (e.g. a DPA enacted consistent with the *Riparian Area Protection Regulation* or geo-technical hazard area DPA).
    - 2.3 Professional reports can be required to provide an assessment of impacts and to recommend measures that can be included as conditions of a permit.
    - 2.4 Guidelines have been assessed by staff to be relatively thorough, clear, current and certain.
- 3 Local Planning Services staff should prioritize drafting of delegation bylaws for:
    - 3.1 Local trust committees that have indicated support for delegation.
    - 3.2 Local trust committees that receive higher volumes of permit applications.
- 4 Local Planning Services shall implement the following procedures where delegation has been authorized by a local trust committee bylaw:
    - 4.1 Checklists for compliance or non-compliance with guidelines for each DPA shall be prepared prior to implementing delegation.
    - 4.2 The local trust committee shall be provided with a copy of permit applications and copied on the decision to issue or to refuse a permit.

- 4.3 Where the planner reviewing the application determines that the application does not comply with one or more of the guidelines, applicants shall be provided with advice as to why the application does not comply and shall be given the opportunity to revise the application before a decision to issue or refuse the application is made.
- 4.4 The planner reviewing an application shall provide the checklist, draft permit and a written recommendation with reasons to the Director or Regional Planning Manager prior to the delegate making a decision to approve or refuse issuance of a permit.
- 4.5 Where the Director or Regional Planning Manager determines that an application is contrary to one or more of the guidelines, the application shall be refused unless the delegate is satisfied that the permit would be consistent with the overall objectives of the development permit area, that the non-compliance is minor, and that compliance with the guideline would result in the application being contrary to other, more relevant guidelines.
- 4.6 If issuance of a permit is refused, the owner of the subject property shall be provided written reasons for the refusal and informed of the opportunity to request a reconsideration by the local trust committee.
- 4.7 The Director may recommend that an applicant for a refused permit apply for reconsideration by the local trust committee.
- 4.8 Procedures for reconsideration, consistent with the bylaw, shall be established by the Director.

**C. Legislated References**

*Local Government Act* sections 229 [delegation of authority], 230 [bylaw required for delegation], 232 [reconsideration of delegate's decision] 490(5) [development permits: general authority] and 498.1 [delegation of power to issue development variance permit].

*BC Reg 119/90* as amended by *B.C. Reg 275/21* [delegation of authority]

**D. Attachments:**

**a. Delegation Bylaw Template**



# PROPOSED

## SALT SPRING ISLAND LOCAL TRUST COMMITTEE PROPOSED BYLAW NO. 534, 2022

### A bylaw of the Salt Spring Island Local Trust Committee to Delegate the Power to Issue Certain Land Use Permits

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

#### SHORT TITLE

1. This bylaw may be cited as “Salt Spring Island Local Trust Committee Delegation Bylaw No. 534, 2022”.

#### DEFINITIONS

2. In this bylaw:

“**Act**” means the Local Government Act, RSBC 2015 Chapter 1, as amended.

“**Local Trust Committee**” means the Salt Spring Island Local Trust Committee.

“**Director**” means the Director of Local Planning Services.

“**Regional Planning Manager**” means the Manager assigned to the Local Trust Committee.

#### DELEGATION

3. The Local Trust Committee hereby delegates to the Director, or in his or her absence the Regional Planning Manager, the power to issue a development permit or a development permit amendment under Section 490 of the Act in respect of development permits issued within the following development permit areas:
  - a. Development Permit Area 3 (Marine Shorelines),
  - b. Development Permit Area 4 (Lakes, Streams and Wetlands),
  - c. Development Permit Area 5 (Community Well Capture Zones),
  - d. Development Permit Area 6 (Slope Stability and Soil Erosion Hazards); and
  - e. Development Permit Area 7 (Riparian Areas).
4. The delegation under Section 3 does not include the authority to vary or supplement a land use regulation or a subdivision regulation.
5. The Director, or in his or her absence the Regional Planning Manager, is also delegated the power to require, under Section 502 of the Act, an applicant to provide security in an amount stated in the Permit by way of an irrevocable letter of credit or the deposit of securities in a form satisfactory to the Director.

# PROPOSED

6. The amount of security to be provided under Section 502 of the Act, in relation to a development permit issued by the delegate, shall be 125% of the cost of site restoration, landscaping, remediation of damage to the natural environment or improvements including materials and installation, as determined by a professional landscape architect, a nursery person, a landscape contractor, a habitat biologist, or another person approved by the Director to provide.
7. For clarity, a person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

## RECONSIDERATION

8. An applicant may have a decision of the delegate in relation to a permit reconsidered by the Local Trust Committee by submitting a written request for reconsideration to the Deputy Secretary within thirty days after the decision is delivered to or made available to the applicant.
9. The request for reconsideration must include the following:
  - a. the applicant's address for receiving correspondence related to the request for reconsideration;
  - b. a copy of the written decision;
  - c. reasons why the applicant wishes the decision to be reconsidered by the Local Trust Committee;
  - d. the decision which the applicant requests be made by the Local Trust Committee;
  - e. reasons in support of the decision requested from the Local Trust Committee; and
  - f. a copy of any documents which support the applicant's request for reconsideration by the Local Trust Committee.
10. Each reconsideration request shall be placed on the agenda of a regular Local Trust Committee meeting and shall include a copy of the materials that were considered by the delegate in making the decision that is to be reconsidered and any further materials delivered by the owner.
11. The Local Trust Committee may consider any presentations made by the applicant and may either:
  - a. confirm all or part of the delegate's decision,
  - b. set aside all or part of the delegate's decision; or
  - c. amend the delegate's decision or make a new decision.

## SCOPE OF BYLAW

12. For clarity, subject to the Act, unless a power, duty or function of the Local Trust Committee has been expressly delegated by this Bylaw or another bylaw, all of the powers, duties and functions of the Local Trust Committee remain with the Local Trust Committee.

# PROPOSED

READ A FIRST TIME THIS 13<sup>TH</sup> DAY OF DECEMBER, 2022

READ A SECOND TIME THIS 13<sup>TH</sup> DAY OF DECEMBER, 2022

READ A THIRD TIME THIS 13<sup>TH</sup> DAY OF DECEMBER, 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS  
\_\_\_\_<sup>TH</sup> DAY OF \_\_\_\_\_, 20\_\_

ADOPTED THIS  
\_\_\_\_<sup>TH</sup> DAY OF \_\_\_\_\_, 20\_\_.

---

CHAIRPERSON

---

SECRETARY



Islands Trust

# REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: SA-RZ-2022.1  
Bertolami and Crooks

DATE OF MEETING: January 11, 2023  
TO: Islands Trust Executive Committee  
FROM: Brad Smith, Island Planner  
SUBJECT: Saturna Island Local Trust Committee – Bylaws 136 and 137

## RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 136, cited as Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2022 in accordance with Section 27 of the *Islands Trust Act*.**
2. **THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 137, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2022” in accordance with Section 27 of the *Islands Trust Act*.**

## DIRECTORS COMMENTS

Saturna Island Local Trust Committee has referred Bylaws 136 and 137 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaws as they are not contrary to or at variance to the Islands Trust Policy Statement.

## IMPLICATIONS OF RECOMMENDATION

### Organizational

None.

### Financial

None.

### Policy

None.

### Implementation/Communications

Communication to **Saturna Island Local Trust Committee** regarding the Executive Committee decision by **January 13, 2023**.

## **Other**

None.

## **PURPOSE**

Proposed Bylaws 136 and 137, if adopted, will amend the Saturna Island Official Community Plan Bylaw No. 70, 2000 (OCP) and the Saturna Island Land Use Bylaw No. 119, 2018 (LUB) to re-designate and rezone a portion of the subject parcel located at 104 Narvaez Bay Road currently designated Forest Land (F) and zoned Forest General (FG) to a designation of Rural (R) and a zoning of Rural General (RG). In addition, 10 subdivision densities would be removed from the subject parcel located at 119 Payne Road and transferred to the subject parcel located at 104 Narvaez Bay Road via a LUB amendment that would increase the subdivision density on the newly created Rural General zoned portion of 104 Narvaez Bay Road to a maximum of 12 new lots.

The owners of 119 Payne Road (ie. Block A; Bertolami/Curtis) intend to sell a major portion of this property to the BC Nature Trust for the purpose of preservation. Block A consists of 82.3 acres of which 77.3 acres are intended for sale. The subject parcel presently has a single family home owned by Bertolami. The homestead would be retained by Bertolami within a 5 acre parcel to be subdivided from the 77.3 acre portion proposed to be sold to Nature Trust.

## **BACKGROUND**

### **Saturna Island Local Trust Committee Bylaws 136 and 137**

At the October 20, 2022 regular meeting the LTC directed staff to proceed with the application and to draft amending bylaws No. 136 and No. 137.

The LTC gave first reading of proposed Bylaws No. 136 and No. 137 by Resolution without Meeting (RWM) on November 4, 2022. Also by RWM, the LTC directed staff to schedule a Community information Meeting (CIM) and a public hearing. A CIM and public hearing were held electronically via zoom on December 14, 2022.

Following the completion of the public hearing, the LTC gave proposed Bylaw No. 136 and No. 137 second and third reading at the December 14, 2022 meeting.

The LTC considered and determined that proposed bylaw No. 136 and No. 137 are not contrary to or at variance with the Islands Trust Policy Statement by RWM on November 4, 2022.

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

The Proposed Bylaws were referred to Saturna Island Parks and Recreation Commission, Capital Regional District – Building Inspection and Integrated Water Services, Island Health, and Mayne, North and South Pender Local Trust Committees for comment.

Island Health responded with no concerns. CRD Integrated Water Services responded with approval recommended subject to no increase in water demands within the Lyall Harbour Boot Cove Water Service Area. As proposed, the rezoning would not increase the Water Service Area water demand. Proof of water would be required should new lots be considered at a future subdivision stage.

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

The Proposed Bylaws were referred to Cowichan Tribes, Halalt First Nation, Lake Cowichan First Nation, Lyackson First Nation, Malahat First Nation, Pauquachin First Nation, Penelakut Tribe, Semiahmoo First Nation, Snuneymuxw First Nation, Stz'uminus First Nation, Tsartlip First Nation, Tsawout First Nation, Tsawwassen First Nation, Tseycum First Nation and WSANEC Leadership Council for comment.

Lake Cowichan First Nation responded with no concerns. No other responses were received.

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

None.

### **Public Comments**

None at time of finalizing staff report.

### **Staff Comments**

The Executive Committee is being asked to approve Saturna Island Bylaw No. 136, cited as "Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2022" and Bylaw No. 137, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2022" in accordance with Section 27 of the *Islands Trust Act*.

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

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

### **KEY ISSUES/CONCEPTS**

- The application is consistent with OCP development policies as there is no overall increase in density only a transfer from one parcel to another;
- Completion of the rezoning process and resulting subdivision of the Payne Road Property will result in a significant community benefit in the form of a 77.3 acre land transfer to a not-for-profit land conservancy organization.

### **RELEVANT POLICY**

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

## ALTERNATIVE

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

*THAT the Executive Committee request that staff advise Saturna Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 136 cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2022” and Bylaw No. 137, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2022” is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Saturna Island Local Trust Committee on steps needed to address the specified issues.*

|               |                                            |                   |
|---------------|--------------------------------------------|-------------------|
| Submitted By: | Brad Smith, Island Planner                 | December 14, 2022 |
| Concurrence:  | Stefan Cermak, Director, Planning Services | December 15, 2022 |

## ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. EC Policy Checklist
6. Bylaw No. 136
7. Bylaw No. 137
8. First Nations follow-up Tracking



Local Trust Committee Bylaws  
Submission for Executive committee Approval

Local Trust Committee: Saturna Island Local Trust Committee

Bylaw No.: SA-136

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee: 14-Dec-2022

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

**Received by Islands Trust Secretary:**

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

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

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

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

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

**Distribution:** Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

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





Local Trust Committee Bylaws  
Submission for Executive committee Approval

Local Trust Committee: Saturna Island Local Trust Committee

Bylaw No.: SA-137

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 14-Dec-2022

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

**Received by Islands Trust Secretary:**

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

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

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

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

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

**Distribution:** Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

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

---

Trust Area: Saturna Island Local Trust Committee  
Type: Official Community Plan Bylaw  
Bylaw No.: SA-136  
Application No.: SA-RZ-2022.1  
Trust Initiated: No

**Proofread By:**

---

Clerk: Yes  
Planner: Yes

Technical Staff: No

---

First Reading Date: 04-Nov-2022

Bylaw Sent to Referrals: Yes  
Date Proposed Bylaw to Web: 04-Nov-2022

**Resolutions:**

---

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

**Secretary Signature Block:**

---

Secretary's Signature: Chonk, Jas

Date: 29-Nov-2022

File complete and ready for Public review: Yes

**Public Hearings:**

---

Location: Electronic  
Proofread By: Chonk, Jas

---

Legal Paper: Gulf Island Driftwood  
First Publish Date: 30-Nov-2022

Second Publish Date: 07-Dec-2022

---

Alternate Paper: Saturna Scribbler  
First Publish Date: 01-Dec-2022

Second Publish Date:

---

Mailout Date: 23-Nov-2022  
Second Reading Date: 14-Dec-2022

Delivery Notices: 29-Nov-2022  
Date Public Hearing Held: 14-Dec-2022  
Third Reading Date: 14-Dec-2022

Bylaw: SA-137

---

Trust Area: Saturna Island Local Trust Committee

Type: Land Use Bylaw

Bylaw No.: SA-137

Application No.: SA-RZ-2022.1

Trust Initiated: No

---

**Proofread By:**

Clerk: Yes

Technical Staff: No

Planner: Yes

---

First Reading Date: 04-Nov-2022

Bylaw Sent to Referrals: Yes

Date Proposed Bylaw to Web: 04-Nov-2022

---

**Resolutions:**

Resolution Waiving Public Hearing: No

Resolution Authorizing Public Hearing: Yes

Resolution to Proceed no Further Date:

---

**Secretary Signature Block:**

Secretary's Signature: Chonk, Jas

Date: 29-Nov-2022

File complete and ready for Public review: Yes

---

**Public Hearings:**

Location: Electronic

Proofread By: Chonk, Jas

---

Legal Paper: Gulf Island Driftwood

First Publish Date: 30-Nov-2022

Second Publish Date: 07-Dec-2022

---

Alternate Paper: Saturna Scribbler

First Publish Date: 01-Dec-2022

Second Publish Date:

---

Mailout Date: 23-Nov-2022

Delivery Notices: 29-Nov-2022

Date Public Hearing Held: 14-Dec-2022

Second Reading Date: 14-Dec-2022

Third Reading Date: 14-Dec-2022

## Referrals: Bylaw SA-136

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sent        | Received    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| <b>Capital Regional District - All Referrals Aggie Chan and Jessica Arnet</b><br>625 Fisgard Street: Aggie Chan<br><i>Comment:</i> Approval recommended subject to no increase in water demands within the Lyall Harbour Boot Cove Water Service Area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 27-Oct-2022 | 28-Nov-2022 |
| <b>Cowichan Tribes</b><br>5760 Allenby Rd: Tracey Flemming<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 27-Oct-2022 |             |
| <b>Halalt First Nation</b><br>7973 Chemainus Rd: Raven August<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 27-Oct-2022 |             |
| <b>Island Health</b><br>Health Protection and Environmental Services: Rebecca Cong Li<br><i>Comment:</i> Island Health has no objection for the proposed amendments. Proposed subdivision referrals may be sent to Island Health for further comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 27-Oct-2022 | 09-Nov-2022 |
| <b>Lake Cowichan First Nation</b><br>313B Deer Road: Carole Livingstone<br><i>Comment:</i> This application is located within the Ts'uubaa-asatx Nation statement of intent area; it is the interest of the Ts'uubaa-asatx Nation to respectfully maintain our rights and access to the lands and resources throughout our territory. Ts'uubaa-asatx Nation does not have any comments to provide at this time regarding this application proceeding. Please note that this "no comment" response is specifically intended for this application and is without prejudice to all future consultation with our Nation regarding not only the renewal of this application but any other application or decision within the Ts'uubaa-asatx Nation traditional territory. Furthermore, we may choose in the future to address the issues of Aboriginal rights and/or title infringement and compensation through the treaty process, the courts or other dispute resolution processes. We also reserve the right to raise objections if any cultural use, archaeological sites or environmental impacts are identified when the above development is being carried out or if we discover impacts on our rights or interest that we had not foreseen. | 27-Oct-2022 | 24-Nov-2022 |
| <b>Lyackson First Nation</b><br>8017 Chemainus Road: Linda Aidnell<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 27-Oct-2022 |             |
| <b>Malahat First Nation</b><br>110 Thunder Road, RR4: Heather Adams<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 27-Oct-2022 |             |
| <b>Mayne Island Local Trust Committee</b><br>Islands Trust: Jas Chonk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 27-Oct-2022 |             |
| <b>North Pender Island Local Trust Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 27-Oct-2022 |             |

## Referrals: Bylaw SA-136

| Agency                                                                                                            | Sent        | Received |
|-------------------------------------------------------------------------------------------------------------------|-------------|----------|
| <i>Islands Trust: Jas Chonk</i>                                                                                   |             |          |
| <b>Parks Canada</b><br>2220 Harbour Road: Kate Humble                                                             | 27-Oct-2022 |          |
| <b>Pauquachin First Nation</b><br>9010 West Saanich Road: Darlene Henry<br><i>Comment: No Comment Received</i>    | 27-Oct-2022 |          |
| <b>Penelakut Tribe</b><br>Box 360: Denise James<br><i>Comment: No Comment Received</i>                            | 27-Oct-2022 |          |
| <b>Saturna Island Parks Commission</b><br>145 Winter Cove: Michel Bourassa                                        | 27-Oct-2022 |          |
| <b>Semiahmoo First Nation</b><br>16049 Beach Rd: Chief & Council<br><i>Comment: No Comment Received</i>           | 27-Oct-2022 |          |
| <b>Snuneymuxw First Nation</b><br>668 Centre Street: Desiree Thomas                                               | 27-Oct-2022 |          |
| <b>South Pender Island Local Trust Committee</b><br>200 - 1627 Fort Street: Jas Chonk                             | 27-Oct-2022 |          |
| <b>Stz'uminus First Nation</b><br>12611A Trans Canada Hwy: Chenoa Akey                                            | 27-Oct-2022 |          |
| <b>Tsartlip First Nation</b><br>PO Box 70: Karen Harry<br><i>Comment: No Comment Received</i>                     | 27-Oct-2022 |          |
| <b>Tsawout First Nation</b><br>Box 121: Cathy Webster<br><i>Comment: No Comment Received</i>                      | 27-Oct-2022 |          |
| <b>Tsawwassen First Nation</b><br>1926 Tsawwassen Drive: Victoria Williams<br><i>Comment: No Comment Received</i> | 27-Oct-2022 |          |
| <b>Tseycum First Nation</b><br>1210 Totem Lane: Chief Tanya Jimmy                                                 | 27-Oct-2022 |          |

Referrals: Bylaw SA-136

| Agency                                               | Sent        | Received |
|------------------------------------------------------|-------------|----------|
| <i>Comment:</i> No Comment Received                  |             |          |
| <b>WSANEC</b>                                        | 27-Oct-2022 |          |
| <i>WSANEC Leadership Council Society:</i> Joni Olsen |             |          |

## Referrals: Bylaw SA-137

| Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sent        | Received    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| <b>Capital Regional District - All Referrals Aggie Chan and Jessica Arnet</b><br>625 Fisgard Street: Aggie Chan<br><i>Comment:</i> Approval recommended subject to no increase in water demands within the Lyall Harbour Boot Cove Water Service Area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 27-Oct-2022 | 28-Nov-2022 |
| <b>Cowichan Tribes</b><br>5760 Allenby Rd: Tracey Flemming<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 27-Oct-2022 |             |
| <b>Halalt First Nation</b><br>7973 Chemainus Rd: Raven August<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 27-Oct-2022 |             |
| <b>Island Health</b><br>Health Protection and Environmental Services: Rebecca Cong Li<br><i>Comment:</i> Island Health has no objection for the proposed amendments. Proposed subdivision referrals may be sent to Island Health for further comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 27-Oct-2022 | 09-Nov-2022 |
| <b>Lake Cowichan First Nation</b><br>313B Deer Road: Carole Livingstone<br><i>Comment:</i> This application is located within the Ts'uubaa-asatx Nation statement of intent area; it is the interest of the Ts'uubaa-asatx Nation to respectfully maintain our rights and access to the lands and resources throughout our territory. Ts'uubaa-asatx Nation does not have any comments to provide at this time regarding this application proceeding. Please note that this "no comment" response is specifically intended for this application and is without prejudice to all future consultation with our Nation regarding not only the renewal of this application but any other application or decision within the Ts'uubaa-asatx Nation traditional territory. Furthermore, we may choose in the future to address the issues of Aboriginal rights and/or title infringement and compensation through the treaty process, the courts or other dispute resolution processes. We also reserve the right to raise objections if any cultural use, archaeological sites or environmental impacts are identified when the above development is being carried out or if we discover impacts on our rights or interest that we had not foreseen. | 27-Oct-2022 | 24-Nov-2022 |
| <b>Lyackson First Nation</b><br>8017 Chemainus Road: Linda Aidnell<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 27-Oct-2022 |             |
| <b>Malahat First Nation</b><br>110 Thunder Road, RR4: Heather Adams<br><i>Comment:</i> No Comment Received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 27-Oct-2022 |             |
| <b>Mayne Island Local Trust Committee</b><br>Islands Trust: Jas Chonk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 27-Oct-2022 |             |
| <b>North Pender Island Local Trust Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 27-Oct-2022 |             |

## Referrals: Bylaw SA-137

| Agency                                                                                                            | Sent        | Received |
|-------------------------------------------------------------------------------------------------------------------|-------------|----------|
| <i>Islands Trust: Jas Chonk</i>                                                                                   |             |          |
| <b>Parks Canada</b><br>2220 Harbour Road: Kate Humble                                                             | 27-Oct-2022 |          |
| <b>Pauquachin First Nation</b><br>9010 West Saanich Road: Darlene Henry<br><i>Comment: No Comment Received</i>    | 27-Oct-2022 |          |
| <b>Penelakut Tribe</b><br>Box 360: Denise James<br><i>Comment: No Comment Received</i>                            | 27-Oct-2022 |          |
| <b>Saturna Island Parks Commission</b><br>145 Winter Cove: Michel Bourassa                                        | 27-Oct-2022 |          |
| <b>Semiahmoo First Nation</b><br>16049 Beach Rd: Chief & Council<br><i>Comment: No Comment Received</i>           | 27-Oct-2022 |          |
| <b>Snuneymuxw First Nation</b><br>668 Centre Street: Desiree Thomas                                               | 27-Oct-2022 |          |
| <b>South Pender Island Local Trust Committee</b><br>200 - 1627 Fort Street: Jas Chonk                             | 27-Oct-2022 |          |
| <b>Stz'uminus First Nation</b><br>12611A Trans Canada Hwy: Chenoa Akey                                            | 27-Oct-2022 |          |
| <b>Tsartlip First Nation</b><br>PO Box 70: Karen Harry<br><i>Comment: No Comment Received</i>                     | 27-Oct-2022 |          |
| <b>Tsawout First Nation</b><br>Box 121: Cathy Webster<br><i>Comment: No Comment Received</i>                      | 27-Oct-2022 |          |
| <b>Tsawwassen First Nation</b><br>1926 Tsawwassen Drive: Victoria Williams<br><i>Comment: No Comment Received</i> | 27-Oct-2022 |          |
| <b>Tseycum First Nation</b><br>1210 Totem Lane: Chief Tanya Jimmy                                                 | 27-Oct-2022 |          |





Referrals: Bylaw SA-137

| Agency                                        | Sent        | Received |
|-----------------------------------------------|-------------|----------|
| Comment: No Comment Received                  |             |          |
| WSANEC                                        | 27-Oct-2022 |          |
| WSANEC Leadership Council Society: Joni Olsen |             |          |



Islands Trust

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

**Bylaw and File No: 136 and 137  
SA-RZ-2022.1 (Bertolami & Crooks)  
LTC Endorsement:**

### **PURPOSE**

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

### **POLICY STATEMENT**

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

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

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

### **DIRECTIVES ONLY CHECK LIST**

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

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

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

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

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

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

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

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

**PART V: Policies for Sustainable Communities**

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

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

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

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

## Executive Committee

---

### Policy Checklist

---

**Checklist Key:**

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

### Executive Committee Legislative Role Policy (2.4)

---

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

**Checklist Key:**

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

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

---

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

## Comments

---

Completed By: Jas Chonk

## Status

---

Date Resolution Referred to Exective Committee: 14-Dec-2022

Reading:



## Executive Committee

---

### Policy Checklist

---

**Checklist Key:**

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

### Executive Committee Legislative Role Policy (2.4)

---

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

**Checklist Key:**

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

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

---

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

## Comments

---

Completed By: Jas Chonk

## Status

---

Date Resolution Referred to Exective Committee: 14-Dec-2022

Reading:

# PROPOSED

## SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 136

---

### A BYLAW TO AMEND SATURNA ISLAND OFFICIAL COMMUNITY PLAN BYLAW NO. 70, 2000

---

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

#### 1. CITATION

This Bylaw may be cited for all purposes as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2022”.

#### 2. SCHEDULES

Saturna Island Official Community Plan Bylaw No. 70, 2000 is amended as shown on Schedule 1, attached to and forming part of this bylaw.

#### 3. SEVERABILITY

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

|                                                               |                  |        |          |        |
|---------------------------------------------------------------|------------------|--------|----------|--------|
| READ A FIRST TIME THIS                                        | 4 <sup>TH</sup>  | DAY OF | NOVEMBER | 2022.  |
| PUBLIC HEARING HELD THIS                                      | 14 <sup>TH</sup> | DAY OF | DECEMBER | 2022.  |
| READ A SECOND TIME THIS                                       | 14 <sup>TH</sup> | DAY OF | DECEMBER | 2022.  |
| READ A THIRD TIME THIS                                        | 14 <sup>TH</sup> | DAY OF | DECEMBER | 2022.  |
| APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS | _____            | DAY OF | _____    | 20____ |
| APPROVED BY THE MINISTER MUNICIPAL AFFAIRS THIS               | _____            | DAY OF | _____    | 20____ |
| ADOPTED THIS                                                  | _____            | DAY OF | _____    | 20____ |

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

**SATURNA ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 136**

**SCHEDULE 1**

The Saturna Island Official Community Plan Bylaw No. 70, 2000, is amended as follows:

Schedule “B” – Land Use Designation Map, is amended by changing the land use designation of a portion of the land parcel legally described as *Lot A Sections 8 And 9 Saturna Island Cowichan District Plan EPP34445* from Forest Land (F) to Rural (R), as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Land Use Bylaw No. 70 as are required to effect this change.



# PROPOSED

## SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 137

---

### A BYLAW TO AMEND SATURNA ISLAND LAND USE BYLAW NO. 119, 2018

---

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

1. Citation

This bylaw may be cited for all purposes as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2022”.

2. Saturna Island Local Trust Committee Bylaw No. 119, cited as “Saturna Island Land Use Bylaw No. 119, 2018,” is amended as follows:

2.1 Subsection 4.2.14 – Site Specific Regulations, Article 4.2.14 (1) is amended by:

- i. Deleting the word “Colum” and replacing it with the word “Column” in the first sentence of Article 4.2.14 (1).
- ii. Deleting the reference to subsection “4.2.12” and replacing it with the reference to subsection “4.2.13” in the RG(a) Row, Column 3, Item Number (1) of the Site Specific Regulations Table.
- iii. Deleting the reference to subsection “4.2.11” and replacing it with the reference to subsection “4.2.12” in the RG(b) Row, Column 3, Item Number (2) of the Site Specific Regulations Table.
- iv. Deleting the reference to subsection “4.2.12” and replacing it with the reference to subsection “4.2.13” in the RG(b) Row, Column 3, Item Number (3) of the Site Specific Regulations table.
- v. Inserting a new row in the Site Specific Regulations Table immediately following the row referencing RG(b) with the Site-Specific Zone Reference of “RG(c)”, such that it reads:

|       |                                                                       |                                                                                                                                                              |
|-------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RG(c) | Lot A Sections 8 and 9 Saturna Island Cowichan District Plan EPP34445 | (4) Despite 4.2.13 no subdivision plan may be approved unless the lots created by the subdivision have an average area of at least 3.7 hectares (9.1 acres). |
|-------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|

- vi. Inserting a new row in the Site Specific Regulations Table immediately following the newly added row referencing RG(d) with the Site-Specific Zone Reference of “RG (d)”, such that it reads:

|       |                                                                                  |                                                                                                                                                               |
|-------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RG(d) | Block A, Section 5, Saturna Island, Cowichan District, Except Part In Plan 25360 | (5) Despite 4.2.13 no subdivision plan may be approved unless the lots created by the subdivision have an average area of at least 6.0 hectares (14.8 acres). |
|-------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 2.2 Schedule "B" – Zoning Map, is amended by changing the zoning classification of a portion of the lands legally described as Lot A Sections 8 and 9 Saturna Island Cowichan District Plan EPP34445 from Forest General (FG) to Rural General (c) [RG(c)], as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" of Bylaw No. 119 as are required to effect this change.
- 2.3 Schedule "B" – Zoning Map, is amended by changing the zoning classification of a portion of the lands legally described as Block A, Section 5, Saturna Island, Cowichan District, Except Part In Plan 25360 from Rural General to Rural General (d) [RG(d)], as shown on Plan No. 2 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" of Bylaw No. 119 as are required to effect this change.

### 3. SEVERABILITY

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

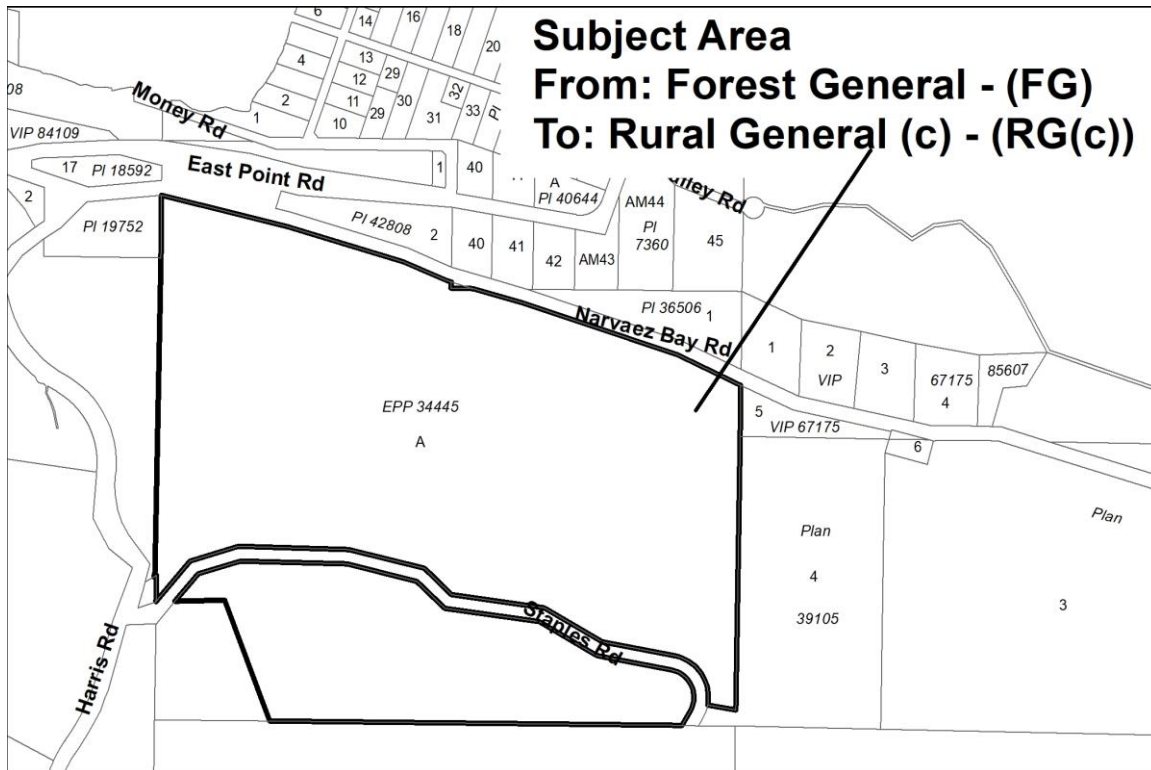
|                                                               |                  |        |          |        |
|---------------------------------------------------------------|------------------|--------|----------|--------|
| READ A FIRST TIME THIS                                        | 4 <sup>TH</sup>  | DAY OF | NOVEMBER | 2022.  |
| PUBLIC HEARING HELD THIS                                      | 14 <sup>TH</sup> | DAY OF | DECEMBER | 2022.  |
| READ A SECOND TIME THIS                                       | 14 <sup>TH</sup> | DAY OF | DECEMBER | 2022.  |
| READ A THIRD TIME THIS                                        | 14 <sup>TH</sup> | DAY OF | DECEMBER | 2022.  |
| APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS | _____            | DAY OF | _____    | 20____ |
| ADOPTED THIS                                                  | _____            | DAY OF | _____    | 20____ |

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

SATURNA ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 137

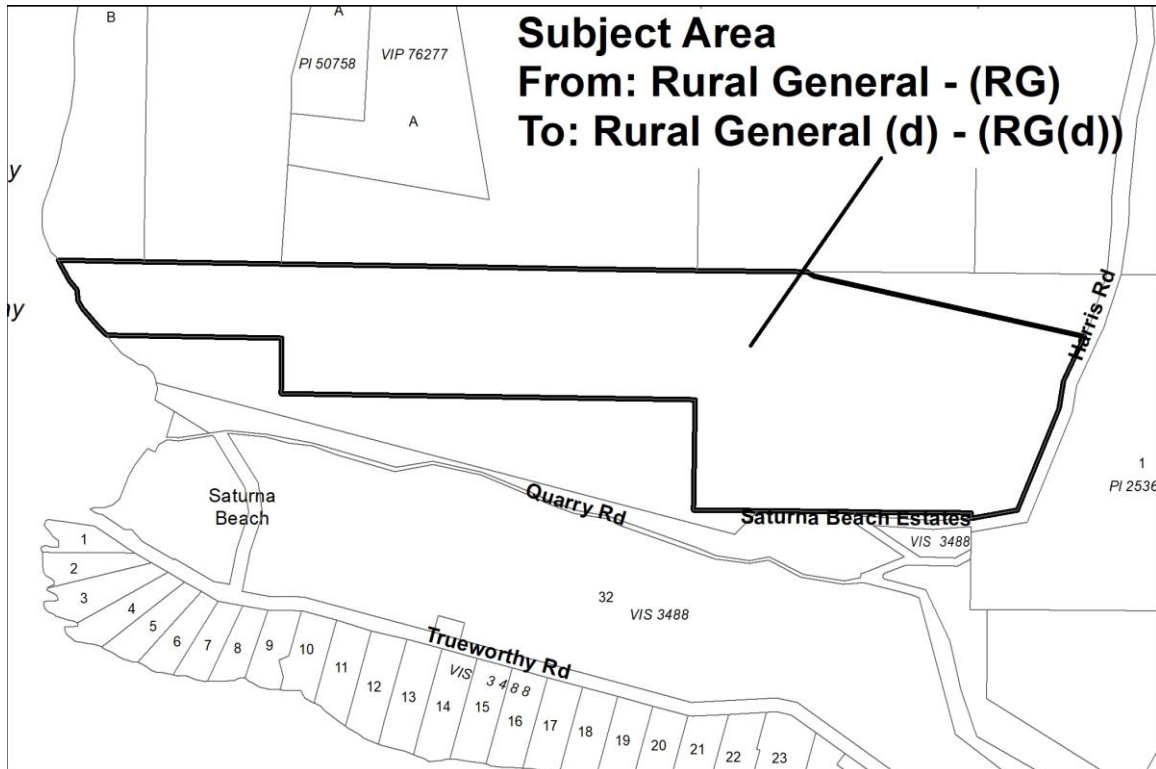
Plan No. 1





**SATURNA ISLAND LOCAL TRUST COMMITTEE  
BYLAW NO. 137**

**Plan No. 2**



## First Nation Engagement

**Referral of: Saturna Island Bylaws 136 and 137**

**First Nation: Cowichan Tribes**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Halalt**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Ts'uubaa-asatx Nation (Lake Cowichan)**

| Date              | Comment/Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Initial |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| October 27, 2022  | Sent Referral                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | JC      |
| November 24, 2022 | <p>This application is located within the Ts'uubaa-asatx Nation statement of intent area; it is the interest of the Ts'uubaa-asatx Nation to respectfully maintain our rights and access to the lands and resources throughout our territory.</p> <p>Ts'uubaa-asatx Nation does not have any comments to provide at this time regarding this application proceeding. Please note that this "no comment" response is specifically intended for this application and is without prejudice to all future consultation with our Nation regarding not only the renewal of this application but any other application or decision within the Ts'uubaa-asatx Nation traditional territory.</p> <p>Furthermore, we may choose in the future to address the issues of Aboriginal rights and/or title infringement and compensation through the treaty process, the courts or other dispute resolution processes. We also reserve the right to raise objections if any cultural use, archaeological sites or environmental impacts are identified when the above development is being carried out or if we discover impacts on our rights or interest that we had not foreseen.</p> | JC      |

**First Nation: Lyackson**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |
|                  |                       |         |

**First Nation: Malahat**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Pauquachin**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Penelakut Tribe**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Semiahmoo**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Snuneymuxw**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Stzuminus**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Tsartlip**

| Date             | Comment/Action | Initial |
|------------------|----------------|---------|
| October 27, 2022 | Sent Referral  | JC      |
|                  |                | JC      |

**First Nation: Tsawout**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Tsawwassen**

| Date             | Comment/Action        | Initial |
|------------------|-----------------------|---------|
| October 27, 2022 | Sent Referral         | JC      |
| December 7, 2022 | Sent Follow-up Email. | JC      |

**First Nation: Tseycum**

| <b>Date</b>      | <b>Comment/Action</b> | <b>Initial</b> |
|------------------|-----------------------|----------------|
| October 27, 2022 | Sent Referral         | JC             |
| December 7, 2022 | Sent Follow-up Email. | JC             |

**First Nation: WSANEC**

| <b>Date</b>      | <b>Comment/Action</b> | <b>Initial</b> |
|------------------|-----------------------|----------------|
| October 27, 2022 | Sent Referral         | JC             |
| December 7, 2022 | Sent Follow-up Email. | JC             |



# BRIEFING

---

**To:** Executive Committee                      **For the Meeting of:** January 11, 2023

**From:** Russ Hotsenpiller, CAO  
Stefan Cermak, Director,  
Planning Services                      **Date Prepared:** January 5, 2023

**SUBJECT:** Bylaw Compliance and Enforcement Sessions for the March 2023 Islands Trust Council

---

**PURPOSE:** The purpose of this briefing is to provide preliminary considerations for Bylaw Compliance and Enforcement Sessions for the March 2023 Islands Trust Council regular business meeting.

**BACKGROUND:** During the December 6-8, 2022 Islands Trust Council meeting, the Islands Trust Council passed the following draft motion:

“That Trust Council requests that Executive Committee include a session on Bylaw Enforcement policy and practice in the March 2023 Trust Council meeting agenda.” CARRIED

Further, a [draft] Notice of Motion for the March 2023 Islands Trust Council meeting was made by Trustee Campbell:

“To suspend the proactive enforcement model and all associated files pending a full review of bylaw enforcement by a nonpartisan third party that is at arm’s length from the trust to ensure that complaints are free of bias of predetermined guilt, including a right to appeal, and a neutral body to appeal to, and that any complaint driven enforcement be vetted through the local trust council to ensure fairness in keeping with each island uniqueness with the goal of creating a new model bylaw enforcement based on fairness and democratic principle.”

The resolution and notice of motion followed a delegation and public comments seeking a review of bylaw compliance and enforcement policy and procedures. Language used by the delegate and one public commentator was the desire for “peace, balance, and respect” or similarly a “fair, practical and sensible system.” It was stated that some persons have felt “threatened, disrespected and unsafe” during bylaw compliance and enforcement investigations. Trust Council has expressed interest in a review of the processes and policies associated with the delivery of the enforcement service in aid of identifying a need for any systemic changes. This briefing and the proposed approach offered here is in support of ensuring a fair and effective enforcement program at the Islands Trust.

To address the Islands Trust Council direction and interest, staff propose the following deliverables:

| Item     | Comment                                                                                                                         |
|----------|---------------------------------------------------------------------------------------------------------------------------------|
| Briefing | A report addressing <ol style="list-style-type: none"><li>1) current Bylaw Compliance and Enforcement (BCE) policies,</li></ol> |

- 2) current procedures and practices;
- 3) review of current complaints/issues associated with the service;  
and
- 4) a list of current directions by LTCs for island specific enforcement approaches, including, proactive enforcement.
- 5) Training and principles applied by enforcement staff.

The briefing is intended for the public session, however, some information may be recommended to be received in-camera. There will be limited focus on a particular complainants specific enforcement details.

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ombudsperson<br>Office – staff<br>presentation        | <p>The Ombudspersons Office has agreed to present a session about administrative fairness (a key principle of current policies and procedures). The office has also agreed to present an assessment of complaints and enquiries they have received and investigated in relation to bylaw compliance and enforcement.</p> <p>The Ombudspersons Office has also offered its Consultative Services to review and recommend changes to policies and procedures. The service is free.</p> |
| Attorney<br>General Office<br>- staff<br>presentation | <p>The Attorney General’s Office has agreed to present a session about the adjudication system which most LTCs have included within their Bylaw Enforcement Notification Bylaws.</p>                                                                                                                                                                                                                                                                                                 |

The March 2023 Islands Trust Council regular business meeting presents an opportunity to inform elected officials, and by extension interested community members, about Islands Trust Bylaw Compliance and Enforcement. The information should assist the Islands Trust Council in deciding next steps, if any, such as accepting the Ombudspersons offer for contract services to review policies and procedures for administrative fairness. The Islands Trust Council may also consider other values and principles to apply to Bylaw Compliance and Enforcement policies.

**This briefing requests that Executive Committee consider the direction proposed and indicate its relative support.**

#### **ATTACHMENT(S):**

1. NA

#### **FOLLOW-UP:**

---

**Prepared By:** Russ Hotsenpiller, Chief Administrative Officer  
Stefan Cermak, Director, Planning Services

**Reviewed By/Date:** January 5, 2023



## REQUEST FOR DECISION

**To:** Executive Committee      **For the Meeting of:** January 11, 2023  
**From:** Director, Administrative Services      **Date Prepared:** December 19, 2022  
**SUBJECT:** APPOINTMENT OF FINANCIAL STATEMENT AUDITORS

---

### RECOMMENDATION:

That KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2022/23 Financial Statements.

### CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Through Bylaw 3, the Executive Committee has been delegated the responsibility to appoint financial auditors for Islands Trust and the Islands Trust Conservancy.

---

### 1 PURPOSE:

The *Islands Trust Act* ("the Act") Section 18 (1) says that:

*"The trust council must appoint an auditor to audit the accounts and transactions of the trust council and the local trust committees."*

### 2 BACKGROUND:

As per Section 10 of the Act [*"The trust council may, by bylaw adopted by at least 2/3 of its members present at the meeting at which the vote on adoption takes place, delegate its powers under sections 8 (1) (d) and (f) and (2) (a) to (f) and 9 (1), subject to any restrictions or conditions specified in the bylaw"*].

In 1990, Trust Council delegated this power to the Executive Committee through Bylaw 3 (attached).

### 3 IMPLICATIONS OF RECOMMENDATION

**ORGANIZATIONAL:** KPMG was the successful proponent on a Request for Proposals for Audit Services for a five-year period to 2021. Appointment of KPMG for 2022/23 audit services represents an extension to the term, supported by staff in compliance with the Islands Trust procurement policy. The proposal still requires an annual appointment of the auditors by Executive Committee. Staff will engage in a procurement process for audit services in calendar 2023 for future audit services.

**FINANCIAL:** The 2022/23 budget includes the audit fees in the Request for Proposal.

**POLICY:** None.

**IMPLEMENTATION/COMMUNICATIONS:** If approved, the Director, Administrative Services will engage KPMG as the auditors for the 2022/23 financial audit and advise the Financial Planning Committee accordingly.

**FIRST NATIONS:** None.

**OTHER:** None.

**4 RELEVANT POLICY(S):** None.

**5 ATTACHMENT(S):**  
Islands Trust Bylaw No. 3.

---

#### **RESPONSE OPTIONS**

**Recommendation:** That KPMG be appointed financial statement auditor for the Islands Trust and the Islands Trust Conservancy 2022/23 financial statements.

**Alternative:** No other alternatives identified.

---

**Prepared By:** Director, Administrative Services  
**Reviewed By:** Russ Hotsenpiller, Chief Administrative Officer



ISLANDS TRUST COUNCIL

BYLAW NO.3

\*\*\*\*\*

A Bylaw Relating to Administrative Matters of the Islands Trust.

\*\*\*\*\*

The Islands Trust Council, having jurisdiction in respect of the Province of British Columbia pursuant to the *Islands Trust Act*, R.S.B.C., 1989, enacts as follows:

1.This bylaw may be cited for all purposes as the "Islands Trust Council Administration Bylaw, 1990".

(1)This Trust Council's Executive Committee is delegated authority for:

(a)the appointment of persons to the offices of secretary, treasurer and other officer positions, and the appointments of other employees to carry out the operations of the Trust Council, the executive committee, the local trust committees & the trust fund board.

(b)the appointment of auditors to audit the accounts & transactions of the Trust Council the local trust committees and the Trust Fund Board.

2.The Islands Trust Bylaw Investigations Officer position is designated as an officer of the Islands Trust.

3.Payment of premiums for Accident Insurance for Council members, Advisory Planning Commission members & Board of Variance members is authorized by Trust Council.

READ A FIRST TIME THIS 1st day of April , 1990

READ A SECOND TIME THIS 1st day of April , 1990

READ A THIRD TIME THIS 1st day of April , 1990

RECONSIDERED, AND FINALLY PASSED AND ADOPTED THIS 11th day of April , 1990

**ISLANDS TRUST**  
**REQUEST FOR TRAINING, CONFERENCE AND WORKSHOPS**  
**TRUSTEE INFORMATION**

Name:

**Kristina Evans**

Local  
Trust  
Area:

**South Pender Trustee**

Is this request for a conference: No ☐ Yes ☐ (if Yes, please note that Executive Committee or Trust Council resolution of approval is required as per sections 1.1.3 and 2.3 and 4 of [Trust Council Policy 6.12.1](#))

**COURSE/CONFERENCE INFORMATION**

Name of Course/Conference:

Local Government Leadership Academy

Date(s) of Course/Conference:

Feb 8-10, 2023

Offered by (enter name of course provider):

LGLA

Training Location:

Radisson Hotel Vancouver Airport, Richmond

Brief Summary of Course/Conference content: (attach detailed course information)

The Local Government Leadership Academy is once again hosting the 2023 Elected Officials Seminars. The EOS is held every four years, following the BC local government elections. These seminars are designed for both newly elected and returning elected

Describe how this training will benefit Islands Trust and you.

As a newly elected Trustee, this course will be very valuable to me in both my LTC role and on Trust Council.

Are you aware of other trustees who are attending this event?

All trustees were given the opportunity, but I am not aware of anyone else's interest at this time.

**FUNDING GUIDELINES**

- ☒ Level 1 funding – Approving authority requests a trustee to attend OR trustee attendance approved by an approving authority as high relevance/benefit to it
- ☒ 100% expenses and registration fee
  - ☐ or as otherwise agreed and/or determined by the budget
- ☐ Level 2 funding – Potential relevance to approving authority while of a personal developmental interest to the trustee
- A portion of expenses and registration fee, as agreed and/or determined by the budget

**TRAVEL STATUS**☒ Full travel status☐ Negotiated travel expenses – please indicate details:☐ COST SUMMARY:

|                               |                   |
|-------------------------------|-------------------|
| Registration Fee              | 472.5             |
| Per Diem Meal Costs           | 157.5 (if needed) |
| Accommodation **              | 260               |
| Travel to/from Location **    | 264               |
| Course Materials              | 0                 |
| Other                         | 0                 |
| <b>Total Training Request</b> | <b>\$1154</b>     |

**\*\* Contact the Victoria Administrative Assistant for assistance with accommodation and travel estimates. All travel arrangements (flights, hotel reservations, etc.) are to be coordinated through the Victoria Administrative Assistant.**

Trustee Signature Kristina EvansDate Dec 22, 2023EC or TC Resolution  
number (if required) \_\_\_\_\_

Date \_\_\_\_\_

**REGISTRATION**Confirm you have registered for this course: Yes ☐ No ☒ (Administrative Assistant to register)**PAYMENT**Confirm “cheque payment” selected on registration: Yes ☐ (Finance to send cheque) No ☐**REGISTRATION AND PAYMENT INSTRUCTIONS:**

1. Register for the course/conference and choose “cheque payment” as the option. Print and attach the invoice to this form. Finance will arrange for payment of your course/conference fee. ***If you are unable to register without making payment, please contact Finance immediately.***
2. Submit completed form to the Victoria Administrative Assistant.

**It is the trustee’s responsibility to notify the Victoria Administrative Assistant immediately if the trustee is unable to attend the course so that any available refund can be obtained.**

## REQUEST FOR DECISION

**To:** Executive Committee **For the Meeting of:** January 11, 2023  
**From:** Trust Area Services **Date Prepared:** November 28, 2022  
**SUBJECT:** AVICC/UBCM RESOLUTION SELECTION (Annual Item)

---

**RECOMMENDATION:** That the Executive Committee direct staff to draft a resolution and backgrounder on \_\_\_\_\_ for submission to the Association of Vancouver Island and Coastal Communities 2023 convention for Executive Committee's consideration in January 2023.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**

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

---

- 1 **PURPOSE:** To seek direction about drafting resolution(s) and backgrounder(s) for the 2023 Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) conventions.
- 2 **BACKGROUND:** On November 24, 2022, staff sent out an email to staff and trustees with a call for resolutions for the annual AVICC/UBCM Conference (see attached).

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

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

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

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

The following topics were suggested for Islands Trust 2023 resolutions:

| Source                                                                                                         | Topic                                                                                                                | Rationale                                                                                                                                                                                                                                                                                                              | Senior Staff Assessment                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Louisa Garbo, Island Planner<br><br>(Trustee Elliott submitted similar idea but focused only on Islands Trust) | Capacity funding to Islands Trust and local governments to assist with coordination with First Nations               | There is a need for provincial government funding to support local governments with early and meaningful engagement with First Nations.                                                                                                                                                                                | This request is likely to be difficult to achieve as local governments are generally expected to independently manage their relationships with First Nation governments. If Islands Trust Council wishes to request financial support from the Minister of Municipal Affairs it may be most effective to do so directly, rather than via UBCM. |
| Wendy Tyrell, Species at Risk Program Coordinator                                                              | Request that the Province enact endangered species legislation for BC in consultation and jointly with First Nations | The greatest biodiversity and highest number of species at risk exist in Canada exists in BC. The vast majority of species at risk are on non-federal lands = to 94% of the land base in BC- which means that the majority of our species at risk lack protection from being harmed or having their habitat destroyed. | This request is in line with the Islands Trust mandate and consistent with past advocacy on the topic.                                                                                                                                                                                                                                         |

### 3 IMPLICATIONS OF RECOMMENDATION

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

**FINANCIAL:** Legal fees, if required.

**POLICY:** No implications for existing policy.

**IMPLEMENTATION/COMMUNICATIONS:** If the Executive Committee selects a topic, staff will aim to provide a draft resolution(s) and backgrounder(s) on the January 11, 2023 Executive Committee agenda. The resolution(s) must be submitted to AVICC by February 9, 2023.

**FIRST NATIONS:** The Director of Trust Area Services and/or Senior Policy Advisor will ensure that resolution wording aligns with Islands Trust Council's Reconciliation Declaration and Reconciliation Action Plan, and Local Trust Committees' Standing Resolutions on First Nations Relations.

**OTHER:** None.

**4 RELEVANT POLICY(S):**

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

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

**RESPONSE OPTIONS**

**RECOMMENDATION:** That the Executive Committee direct staff to draft a resolution and backgrounder on \_\_\_\_\_ for submission to the Association of Vancouver Island and Coastal Communities 2023 convention for Executive Committee's consideration in January 2023.

**Alternative:**

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

---

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

**Reviewed By/Date:** Clare Frater, Director, Trust Area Services, December 12, 2022  
Russ Hotsenpiller, Chief Administrative Officer, December 12, 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](mailto: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 12<sup>th</sup>, 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* >>.

---

**To:** Executive Committee      **For the Meeting of:** January 11, 2023  
**From:** Trust Area Services      **Date Prepared:** November 28, 2022  
**SUBJECT:** Background on San Juan County relationship

---

**PURPOSE:** To provide Executive Committee with the background on the Islands Trust-San Juan County relationship to assist in scheduling a meeting between the parties.

**BACKGROUND:** Islands Trust Council and [San Juan County Council](#) have a longstanding friendship and a record of transboundary cooperation. The two governments share common values:

- protecting significant terrestrial and marine environmental features;
- preserving the unique quality of life on the islands;
- managing the impact of population growth and development in a manner consistent with the values of island communities; and
- encouraging island communities to achieve and maintain a viable economy.

The two governments have a Transborder Island Agreement (signed in 1998, [updated in 2007](#)) focused on:

- identifying current and emerging transboundary issues;
- sharing information;
- undertaking research and policy development projects;
- promoting communications and public education; and
- supporting cooperative initiatives with other organizations, government agencies and the private sector

**Common themes discussed during past joint annual meetings (2004-2022):**

- Affordable housing
- Tourism benefits and impacts
- Marine stewardship initiatives
- Groundwater issues
- Land use planning issues and solutions
- Climate change and adaptation planning
- Oil spill prevention / response
- Ferry issues
- Shoreline protection options

**Past Cooperative Events:**

- **2022:** San Juan County Councillor and staff attended Trust Council and presented on San Juan County's Vessel Drift and Response Analysis for the Strait of Juan de Fuca to the Southern Strait of Georgia and offered updates on their shoreline master plan; adopting a climate change resolution; affordable housing, vacation rental regulations, and tourism.
- **2020:** Chair of San Juan County joined Islands Trust Council virtually twice and spoke to the County's COVID-19 phased response plan, and the longstanding and mutually beneficial partnership with Islands Trust and the benefits of working together for the protection of coastal ecosystems and communities in the Salish Sea.

- **2018:** Islands Trust Executive Committee joined San Juan County in Friday Harbor.
- **2017:** San Juan County Councillors joined the Islands Trust Council in Victoria, presented on their priorities and heard presentations on the National Marine Conservation Area Reserve and the Ocean Protection Plan.
- **2016:** San Juan County Councillors joined the Islands Trust Council in Sidney, presented on their priorities, and participated in visioning session
- **2015, 2014:** San Juan County Councillors joined the Islands Trust Council on Galiano Island/Saturna Island and presented on their priorities
- **2012, 2013, and 2015:** Islands Trust elected officials and staff attended the San Juan Marine Resource Committee's Marine Manager Workshops
- **2013:** Victoria Compton, Executive Director, San Juan Economic Development Council presented at the Islands Trust's economic sustainability workshop
- **2006:** Islands Trust staff trip to San Juan County
- **2006:** Dr. Bob Myhr, San Juan County Vice-Chair was a panellist at Islands Trust's Tourism Forum

#### **Joint Initiatives:**

- **2022:** Joint Letter to Minister of Fisheries, Oceans and the Canadian Coast Guard and Canadian Minister of Transport for an Emergency Towing Vessel in Sidney
- **2018:** Joint letter to the Canadian Minister of Transport re joint request for standby rescue tug
- **2018:** Joint letter to Prime Minister requesting reconsideration of the expansion of the Trans Mountain pipeline (with news release)
- **2013:** Joint Chair letter to Canada's Tanker Safety Expert Panel requesting oil spill regime improvement that reflect the special political and geographic circumstances of the Salish Sea.
- **2010-2015:** Five-year collaboration on Green Shores for Homes voluntary credits and incentives program
- **2010:** Joint Chair letter requesting a joint United States of America and Canada cooperative review of maritime safety standards
- **2001:** Jointly produced a guide entitled: *Unspoiled Seascapes Forever: How to establish a Marine Stewardship Site in the Salish Sea*
- **1999:** Established a joint program to facilitate the stewardship of transborder marine environment through public awareness and voluntary stewardship by many stakeholders

#### **Other transboundary initiatives (not with San Juan County):**

- ***A Place in the Islands*** publication (2007) was a joint venture between Islands Trust, the Islands Trust Conservancy and the *San Juan Preservation Trust*. It included information on water conservation, tips on building, siting and landscaping, preserving rural character and island services.

#### **ATTACHMENT(S):**

1. **None.**

**FOLLOW-UP:** Staff will follow up as directed.

---

**Prepared By:** Clare Frater, Director, Trust Area Services

**Reviewed By/Date:** Russ Hotsenpiller, CAO/ November 30, 2022

## OCEANS PROTECTION PLAN PLAN DE PROTECTION DES OCÉANS

Hello,

On behalf of the Government of Canada's Oceans Protection Plan (OPP) Federal Departments, I am pleased to invite you to participate in the Winter 2023 Oceans Protection Plan Forum. The Forum will be held at the Pinnacle Hotel Harbourfront on **February 22 – 23, 2023**, as a hybrid event with sessions taking place face to face and select sessions livestreamed.

**You will receive an email from Whova with a registration link shortly. Please register through Whova to indicate your interest in attending.**

The 2023 Forum theme is "Making Connections," and the Forum's objectives focus on providing information on the renewed Oceans Protection Plan, engaging on specific OPP initiatives and facilitating coordination and collaboration. Sessions will include presentations, panel discussions, mini-workshops, information briefs and information booths.

The participation of Indigenous peoples, coastal communities and stakeholders is essential to the Oceans Protection Plan. Funding to support Forum participation is available for eligible groups through Transport Canada's Community Participation Funding Program (CPFP). Participants who receive funding through Transport Canada's Indigenous and Local Communities Engagement and Partnership Program (ILCEPP) are asked to email [tc.cpfp-pfpc.tc@tc.gc.ca](mailto:tc.cpfp-pfpc.tc@tc.gc.ca) before applying. Approval is required before expenditures are incurred. For eligibility requirements, application deadlines and to submit an application, please visit: <https://www.tc.gc.ca/en/services/marine/apply-cpfp-funding.html>.

A block of rooms is available at the Pinnacle Hotel Harbourfront in downtown Vancouver for Forum participants on a first come, first serve basis. Please use this passkey link for room bookings:

For any questions about the Forum please contact [TC.OPPBCReg-PPOCBEnreg.TC@tc.gc.ca](mailto:TC.OPPBCReg-PPOCBEnreg.TC@tc.gc.ca). We look forward to seeing you at the Forum!

Sincerely,

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



Canada 

**From:** Emergency\_Management – Trans Mountain  
<[Emergency\\_Management@transmountain.com](mailto:Emergency_Management@transmountain.com)>  
**Date:** November 18, 2022 at 1:32:06 PM PST  
**To:** Robert Barlow <[rbarlow@islandstrust.bc.ca](mailto:rbarlow@islandstrust.bc.ca)>  
**Cc:** [eaoinfo@gov.bc.ca](mailto:eaoinfo@gov.bc.ca), [mayorandcouncil@bimbc.ca](mailto:mayorandcouncil@bimbc.ca), Trustees <[Trustees@islandstrust.bc.ca](mailto:Trustees@islandstrust.bc.ca)>  
**Subject: Re: Letter from Chair Luckham, Islands Trust, to Christine Trefanenکو, Trans Mountain**

Good afternoon Robert,

We would be happy to provide Islands Trust with an extension to January 30, 2023. If you could please provide comment by then, Trans Mountain will provide a written explanation of how your views have been considered and addressed in the report, or why such views have not been addressed, shortly thereafter.

We look forward to receiving your feedback.

Best,  
Christine

---

**From:** Robert Barlow <[rbarlow@islandstrust.bc.ca](mailto:rbarlow@islandstrust.bc.ca)>  
**Sent:** November 15, 2022 3:50 PM  
**To:** Emergency\_Management – Trans Mountain <[Emergency\\_Management@transmountain.com](mailto:Emergency_Management@transmountain.com)>  
**Cc:** 'eaoinfo@gov.bc.ca' <[eaoinfo@gov.bc.ca](mailto:eaoinfo@gov.bc.ca)>; 'mayorandcouncil@bimbc.ca' <[mayorandcouncil@bimbc.ca](mailto:mayorandcouncil@bimbc.ca)>; Trustees <[Trustees@islandstrust.bc.ca](mailto:Trustees@islandstrust.bc.ca)>  
**Subject:** Letter from Chair Luckham, Islands Trust, to Christine Trefanenکو, Trans Mountain

**Attention: Christine Trefanenکو, Manager, Project Emergency Management, Trans Mountain**

Attached please find a letter from Peter Luckham, Chair, Islands Trust Council, in regards to a Request for Extension for Comment to January 30, 2023.

#### **Robert Barlow**

Legislative Services Clerk  
Islands Trust  
200-1627 Fort Street | Victoria BC V8R 1H8  
T 250-405-5167 | [islandstrust.bc.ca](http://islandstrust.bc.ca)  
You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

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

*I am humbly thankful to live and work in the treaty lands and territories of the BOĆEĆEN, K'ómoks, Lək'wəḡən, Lyackson, MÁLEXEL, Qualicum, Quw'utsun Tribes, scəwəḡən məsteyəx", Scia'new, səlilwəḡəʔ, SEMYOME, shíshálh, Skwəwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SÁÁUTW, Stz'uminus, ʔəḡəmen, toq qaymux", Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOLELP, WSIKEM, Xeláltxw, Xwémalhkww/ʔop qaymux", and x"məḡk"əḡəm.*

This email and any attachments are for the sole use of the intended recipients and may be privileged or confidential. Any distribution, printing or other use by anyone else is prohibited. If you are not an intended recipient, please contact the sender immediately, and permanently delete this email and attachments. Le présent courriel et les fichiers joints s'adressent uniquement au destinataire visé et peuvent contenir des renseignements confidentiels ou privilégiés. La distribution du courriel, son impression ou toute autre utilisation par une autre personne sont

interdites. Si vous n'êtes pas le destinataire visé, veuillez en aviser l'expéditeur immédiatement et supprimer le courriel et les fichiers joints de façon définitive.



**From:** LWRS Coast Marine LWRS:EX <[LWRS.CoastMarine@gov.bc.ca](mailto:LWRS.CoastMarine@gov.bc.ca)>  
**Sent:** Thursday, December 15, 2022 4:09 PM  
**To:** LWRS Coast Marine LWRS:EX <[LWRS.CoastMarine@gov.bc.ca](mailto:LWRS.CoastMarine@gov.bc.ca)>  
**Cc:** Topelko, Karen LWRS:EX <[Karen.Topelko@gov.bc.ca](mailto:Karen.Topelko@gov.bc.ca)>; Morrow, Ben LWRS:EX <[Ben.Morrow@gov.bc.ca](mailto:Ben.Morrow@gov.bc.ca)>; Gorgopa, Stefania LWRS:EX <[Stefania.Gorgopa@gov.bc.ca](mailto:Stefania.Gorgopa@gov.bc.ca)>; Worsley, Kristin E LWRS:EX <[Kristin.Worsley@gov.bc.ca](mailto:Kristin.Worsley@gov.bc.ca)>; Short, Charles J LWRS:EX <[Charles.Short@gov.bc.ca](mailto:Charles.Short@gov.bc.ca)>; Thingsted, Anette LWRS:EX <[Anette.Thingsted@gov.bc.ca](mailto:Anette.Thingsted@gov.bc.ca)>  
**Subject:** Coastal Marine Strategy - Intentions Paper Release

Good afternoon,

I am pleased to let you know that the [Coastal Marine Strategy Policy Intentions Paper](#) is now available online for your review and feedback. The Intentions Paper outlines potential goals and policies that the Province can implement to achieve better outcomes for marine life and people.

To learn more about the development of the coastal marine strategy and provide your input, visit: <https://engage.gov.bc.ca/coastalmarinestrategy/>

Ministry staff will be reaching out to local governments early in the new year to schedule engagement sessions.

I wish you all the best for the upcoming holiday season, and look forward to hearing from you in the new year.

**Charlie Short**

Executive Director

Coastal Marine Stewardship Branch

Ministry of Water, Land and Resource Stewardship



## Active Vessel Traffic Management Program



## Programme de gestion active du trafic maritime

### Active Vessel Traffic Management Program

You are receiving this email because you signed up to receive updates related to the Active Vessel Management (AVTM) Program.

If you know someone who would like to receive these updates, [please invite them to subscribe to the newsletter](#).

### Phase three engagement completed November 1 to 30, 2022

This fall, the Vancouver Fraser Port Authority completed the third phase of engagement for the AVTM Program. Between November 1 to 30, 2022, the port authority invited you to learn more about and provide feedback on the draft anchorage code of conduct and our approach to information sharing and complaint resolution. We held three community open houses, an online information session and ran a digital survey.

Thank you to everyone who participated and provided valuable feedback.

### Key themes we heard from you

During this engagement period, we heard the following key themes summarized below. Some of the feedback received falls within Transport Canada's jurisdiction and is outside our scope of authority. We have shared this feedback with Transport Canada staff.

#### Protocol for ships at anchor

- Move, remove, or limit anchorages and reduce or modify vessel traffic to mitigate the effects of ships on local communities and the environment
- Set limits for vessel's length of stay and hours of operation, arrival, and departure
- Restrict permitted activities while at anchor, such as cleaning, maintenance, and other on-deck work
- Make rules for ships in the Southern Gulf Islands equal to or stricter than those in the Port of Vancouver

#### Compliance with the anchorage code of conduct

- Increase monitoring and enforcement to ensure compliance with the code of conduct
- Implement fees and penalties for non-compliance

#### Environmental protection

- Improve protection of marine life, ecosystems, and the environment
- Include requirements in the code of conduct for reducing and eliminating pollution, emissions, discharge, noise, and light

### Community

- Minimize vessels' ongoing impacts on the community, which include affecting the quality of life and health of residents, community identity, and the food supply provided through fishing
- Mitigate noise and light impacts by reducing or changing use, setting limits, and using of different technology, such as silencers, insulation, coloured lights, and electric engines/systems

### Complaint resolution

- Create new processes that make it easy for people to submit concerns
- The port authority and Transport Canada need to prioritize complaint resolution
- Ensure follow up with residents on how concerns have been addressed

### Information sharing

- While a ship is at anchor, share information about the cargo type and reason for anchoring
- Keep the community informed about the AVTM Program and information about ships while at anchor through website updates and e-newsletters

## Frequently asked questions

Throughout the engagement period we heard several similar questions from community members at the open houses and online information session, which we have answered [here](#). If you have additional questions, you can email [avtm@portvancouver.com](mailto:avtm@portvancouver.com).

## What's next

Feedback from this engagement will help us finalize the draft anchorage code of conduct and improve our approach to information sharing and complaint resolution.

We are summarizing the feedback we received and will share an engagement summary report with the community early in the new year.

## Happy Holidays



Warmest wishes for a wonderful and safe holiday season and a happy new year from all of us at the Vancouver Fraser Port Authority and the port community.

## 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.

**Read the Active Vessel Traffic Management Program overview for more information.**

## About the Vancouver Fraser Port Authority

The Vancouver Fraser Port Authority is a shared steward of the lands and waters that make up the Port of Vancouver. We are financially self-sufficient and accountable to the federal minister of transport and operate pursuant to the Canada Marine Act. The port authority's federal mandate is to facilitate Canada's trade objectives, ensuring goods are moved safely through the Port of Vancouver while protecting the environment and considering local communities.

## Contact us

Newsletter: **[sign up to receive project updates](#)**

Website: **[portvancouver.com/avtm](https://portvancouver.com/avtm)**

Engagement page: **[portvancouver.com/avtmengagement](https://portvancouver.com/avtmengagement)**

Email: **[avtm@portvancouver.com](mailto:avtm@portvancouver.com)**

**From:** Nawaz, Sara Ann <[sara.nawaz@ires.ubc.ca](mailto:sara.nawaz@ires.ubc.ca)>

**Sent:** Monday, December 19, 2022 11:20 AM

**To:** information <[information@islandstrust.bc.ca](mailto:information@islandstrust.bc.ca)>

**Subject:** Invitation to group interview on ocean-based technologies to address climate change

Dear colleagues,

I am writing to invite a member of Islands Trust to participate in a group research interview (focus group) regarding new ocean-based technologies and approaches to addressing climate change. The research project is funded by The Pacific Institute for Climate Solutions and seeks to study public perceptions of new ocean-based approaches to climate solutions. In particular, we are looking to understand views amongst NGO and civil society groups. **Please feel free to share this invitation with any colleagues you think may be interested**—they do not need to have any prior knowledge or understanding of these technologies to participate.

The focus group will be held on **Saturday, February 18** at the University of Victoria's campus. We offer \$300 in compensation for your time. All researchers are vaccinated and will wear masks, in accordance with the University of British Columbia's requirements, and we will provide masks for participants.

The schedule for the day will be:

**9 am:** Arrive

**9:30 am:** Presentation of climate problem and solution ideas and group discussions

**10:50 am:** Coffee and snack break

**11 am:** Presentation, interactive activity, and small group discussions

**12 pm:** Catered lunch

**12:40 pm:** Group discussion and evaluation exercise

**2:30 pm:** Wrap up

Further details about this project are described in the attached information/consent form.

Please contact Sara Nawaz ([sara.nawaz@ires.ubc.ca](mailto:sara.nawaz@ires.ubc.ca)) if you or your colleagues would like to participate. We look forward to hearing from you, and would be happy to answer any questions you may have about this project.

Best regards,

**Terre Satterfield**, Principal investigator and Professor, Institute for Resources Environment and Sustainability, University of British Columbia. Ph: 604-822-2333; email:

[terre.satterfield@ires.ubc.ca](mailto:terre.satterfield@ires.ubc.ca)

**Sara Nawaz**, Postdoctoral Fellow, Institute for Resources, Environment and Sustainability, University of British Columbia. Ph: 778-320-3985; email: [sara.nawaz@ires.ubc.ca](mailto:sara.nawaz@ires.ubc.ca)

**Devin Todd**, Researcher-in-Residence, Pacific Institute for Climate Solutions, University of Victoria. Ph: 778-858-4859, email: [picsnet@uvic.ca](mailto:picsnet@uvic.ca)



## **Consent Form**

### *Social Acceptance of Solid Carbon*

#### **STUDY TEAM**

**Principal Investigator:** *Dr. Terre Satterfield*, Professor, Institute for Resources, Environment and Sustainability, Phone: 604-215-2650, email: [terre.satterfield@ires.ubc.ca](mailto:terre.satterfield@ires.ubc.ca)

**Researchers:** *Dr. Sara Nawaz*, Postdoctoral Fellow, Institute for Resources, Environment and Sustainability, Institute for Resources and the Environment, Phone: 778-320-3985, email: [sara.nawaz@ires.ubc.ca](mailto:sara.nawaz@ires.ubc.ca)

*Dr. Devin Todd*, Researcher-in-Residence, Pacific Institute for Climate Solutions, Phone 778-858-4859, email: [picsnet@uvic.ca](mailto:picsnet@uvic.ca)

**Sponsor:** Funding for this study is provided by a grant from the Pacific Institute for Climate Solutions.

**Purpose:** You are invited to participate in a research project exploring attitudes and perspectives on new and emerging ocean-based climate solutions. Your views are important contributions to addressing the potential environmental, societal and ethical questions introduced by these technologies.

**Study procedures:** Your participation includes a 6-hour focus group. Participation is completely voluntary. If you agree to participate in the study and then decide that you do not wish to continue, you may withdraw at any time. You may refuse to discuss any questions during the focus group. With your consent, the facilitator will take notes and audio-record the focus group to ensure accuracy in final reporting (see below for ensuring confidentiality).

**Study results:** The main study findings will be published in an academic journal article(s) and policy reports. If you wish to receive a digital or hard copy of the final publication(s), you may include your email or mailing address at the bottom of this consent form.

**Potential Risks:** No psychological, cultural, privacy or confidentiality risks are anticipated or intended through this study. We do not think there is anything in this study that could harm you, or be bad for you. Should you feel uncomfortable at any time during the focus group, you do not have to answer questions, you have the right to stop the focus group and/or inform the researcher about information you do not wish to have included in the final documentation.

**Potential Benefits:** You may benefit from this study by having an opportunity to discuss and reflect on your views on new technologies arising in the context of climate change. Additionally, others may benefit in the future through what is learned in this study about the views of a diverse group of people on this topic.



**Confidentiality:** We encourage all participants to refrain from disclosing the contents of the discussion outside of the focus group; however, we cannot control what other participants do with the information discussed. Only members of the research team (details above) will have access to the information collected. At no time will your name appear on any research report. A copy of your transcript and the final results will be provided to you at your request. All documents and information collected will be identified only by code number and kept in a locked cabinet at UBC, and password protected computer files password, for at least five years. After five years, all data will be destroyed.

**Covid-19 protocol:** In compliance with the University of British Columbia's requirements, all researchers will take rapid antigen tests and disclose any positive tests in advance and following the focus group and wear N95 or KN95 masks during the focus group. The focus group activity will take place in a well-ventilated room, and we will maintain a minimal distance of 2 metres between all researchers and participants. We will also disinfect surfaces, provide masks, and hand sanitizer to participants, and ensure that food provided is individually packaged. We will also provide multiple breaks to allow participants to get some fresh air.

**Who can you contact for more information about the study?** The Principal Investigator, Dr. Terre Satterfield, is available to answer any questions you may have about this research study. Contact information is listed at the top of the first page of this form.

**Who can you contact if you have complaints or concerns about the study?** If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance e-mail [RSIL@ors.ubc.ca](mailto:RSIL@ors.ubc.ca) or call toll free 1-877-822-8598.

**Participant consent and signature:** *Taking part in this study is entirely up to you. You have the right to refuse to participate in this study. If you decide to take part, you may choose to pull out of the study at any time without giving a reason and without any negative impact. Your signature below indicates that you have received a copy of this consent form for your own records.*

*Your signature indicates that you consent to participate in this study.*

.....  
Participant signature

.....  
Date

.....  
Printed name of the Participant signing above



**From:** chris roper <[REDACTED]>  
**Sent:** Saturday, December 24, 2022 6:44 AM  
**To:** Executive Admin <execadmin@islandstrust.bc.ca>  
**Subject:** A Christmas gift for the Gulf Island

Good Morning,

As we move into 2023 Please take a few minutes to reflect on the current issues the Southern Gulf Islands are experiencing. Covid has had a detrimental effect on these precious islands and unfortunately the population continues to increase.

What has happened to the So important "Preserve and Protect" status ? Your future policy MUST maintain and respect this statement.

Put this critical statement on top of all plans and communications and please spend time Preserving and Protecting.

North Pender Island has a serious problem, to many people and not enough water or adequate sewer disposal. Think about this: The out of date sewer treatment plant on North Pender is dumping effluent into the Marine Sanctuary that has been established to help the endangered Orca. We are literally pooping on an endangered species. Really sad that we are no longer Following the simple mandate "Preserve and Protect"

I have spent the last 45 years watching the population on N Pender increase. The island current is struggling to cope with the current population and every ferry trip is transporting multiple trucks loaded with construction material. A few weeks ago there were so many construction trucks on the ferry they prevented residents from boarding the ferry. The construction trucks didn't fill the ferry but they did exceed the maximum weight the ferry can carry. So leave residents and take more concrete for more home, Preserve and Protect ? More like Develop and Destroy.

My neighbor is doing his best to not support Preserve and Protect by installing a personnel Helicopter landing pad on his property. Unfortunately the trust has no power to prevent such an assault on the birds and wildlife that have congregated at Neptune Estates. Strange that Neptune Estates on N Pender was the subdivision that shifted lot size from 1/4 acre to 10 acre. Neptune Estates is a 400 acre plot that was to be cut into 1600 x 1/4 acre lots, thank goodness the government at the time had a vision and restricted the development from 1600 to 40 x 10 acre lots. Now that is Preserve and Protect.

Hundreds of folks from the main land are coming to the Gulf Island and this is going to destroy the uniqueness of these island.

So Preserve and Protect or Develop and Destroy, the choice is yours. The old residents are asking you to Preserve and Protect.

Greatly concerned,

Chris Roper  
[REDACTED]

North Pender Island

**From:** ronhawkins@shaw.ca <[REDACTED]>  
**Sent:** Saturday, December 17, 2022 11:52 AM  
**To:** Executive Admin <execadmin@islandstrust.bc.ca>  
**Subject:** Update on protectng the Gulf Islands

Dear Executive Admin at Islands Trust,

I totally resonate with the attached letter sent you from Friends of the Islands.

The clearest scenario I can offer, illustrating the primacy of the natural environment over all other political concerns is with freshwater, which is in finite supply, Beyond which if pressed by continued demand, the capacity of supply is no more, and the some element of demand for freshwater is not possible.

This, as you are perfectly aware, is the fate of all natural systems, be it air quality, climate thresholds, forestry, fisheries, food production, etc, If demand exceeds supply the system fails.

It is imperative that any application for continuing development under the Islands Trust Governance, not only place but REQUIRE proof that this provision stands above all other.

Ron Hawkins  
Salt Spring Island, BC

**From:** Friends of the Gulf Islands via ActionNetwork.org [REDACTED] >  
**Sent:** December 17, 2022 11:31 AM  
**To:** [REDACTED]  
**Subject:** Update on protectng the Gulf Islands

This email is to update those who signed our Friends of the Island petition asking the Islands Trust Council to put the environment first in the revised Trust Policy Statement.

We presented the petition to the Trust Council in March, an updated version in June and our letters are in the correspondence on this issue.

Also, the 2022 Islands Trust Governance Review stated, *"The absence of an overarching vision for the Trust Area as a whole, setting out limits to growth, measures for protection of the environment, and sustainable strategies for develop must be addressed."*

Of concern is that the majority newly elected trustees, did not place protection of the environment as a priority in their opening statements at the November Trust Council meeting. Friends of the Gulf Islands is concerned that this will result in a Trust Policy Statement with neither the force nor effect to adequately protect the natural environment.

Therefore, we are asking the provincial government to restore the active role it had in 1974 when the Islands Trust was formed by a NDP government. We also hope to support efforts of First Nations, several of whom have expressed concern for protection of the natural environment of the Gulf Islands.

Amendments to the Trust Policy Statement will be discussed this year by the new Trust Council. We will keep you updated. In the meantime, if you wish to express your views on ensuring that development in the Gulf Islands does not overwhelm the natural environment, you can email the Islands Trustees at [execadmin@islandstrust.bc.ca](mailto:execadmin@islandstrust.bc.ca).

**From:** Roz Isaac

**Sent:** Saturday, December 17, 2022 12:25 PM

**To:** Executive Admin <execadmin@islandstrust.bc.ca>

**Subject:** Protect the Gulf Islands

Dear Trustees

As we are already in the midst of the climate crisis and the sixth mass extinction is well underway, I, as a resident of Vancouver Island and indeed the planet, respectfully ask that you do everything in your power to prioritise protection of the Islands' ecosystems, flora and fauna for future generations.

There is nothing more urgent or important.

Thank you for your consideration.

Yours sincerely

Roz Isaac

View Royal V9B5P2

Living with gratitude on the stolen, unceded lands of the Songhees and Esquimalt Nations.

-----Original Message-----

From: John Allan [REDACTED]  
Sent: Monday, December 19, 2022 10:18 AM  
To: Executive Admin <execadmin@islandstrust.bc.ca>  
Subject: Mandate for Islands Trust?

Good Morning Trustees. Thank you for running for office. I support you to follow the mandate of Preserve and Protect- that is to protect our islands from people! People think the land here is to serve them! Haven't we already done enough damage? To the Trees, the Earth, the seas, the fish etc?

Please have as your key principle: Protect and preserve the Environment followed by limits to growth, and to develop sustainable strategies for everything. Can you show some Wisdom?

Thanks. John Allan, [REDACTED], North Pender.

Sent from my iPad

**From:** gailwolff2013 <[REDACTED]>  
**Sent:** Monday, December 19, 2022 11:04 AM  
**To:** Executive Admin <execadmin@islandstrust.bc.ca>  
**Subject:** Protecting our sea and its inhabitants

I would like to request your strong support to protect our water and sea life from the destructive forces are encroaching. Large freighters with their noise factor. Discharges from pleasure and other boats. Please protect our waters.

Gail Wolff

Sent from my Galaxy

From: Rodney Polden <[REDACTED]>  
Sent: Monday, December 19, 2022 6:30 PM  
To: Executive Admin <execadmin@islandstrust.bc.ca>  
Subject: Prioritize protection and preservation of environmental values

Dear Islands Trustees / Islands Trust Council

The essence of my email is : Please prioritize the environment over development pressures, throughout the Islands Trust Area.

The natural environment of the Islands Trust area and its rural character were after all the original purpose for the creation of the Islands Trust. Without us all sustaining that original commitment to environmental protection throughout the islands, irreplaceable parts of both the ecological values and the character of these islands stand at risk of being rapidly lost. That really should not be allowed to happen, as the Trust area contains natural assets, ecological values and worth of much more than local importance and concern. They are irreplaceable, and possess significance far beyond the IT boundaries.

It's of particular concern lately, the degree of pressure being applied for rapid development on Salt Spring Island; perhaps that is the case in other areas too. It is essential that Trust policy actually preserves and protects the natural environment here, since without it we will soon be just like other rapidly changing suburbs everywhere. And what happened to Salt Spring would then change every other island and community in the ITA.

At this point, preservation & protection of the natural environment is key - literally, the central element for survival of our human community and the entire tapestry of species surrounding us. It must be given the highest priority, as the latest information on biodiversity loss is making very clear to us. If not, the Trust area and the Trust itself, with all its communities and its treasures, will not survive.

Thank you for your attention to this important issue.

Sincerely  
Rodney Polden

[REDACTED] Salt Spring Island

From: Usha Frances Rautenbach <[REDACTED]>  
Sent: Monday, December 19, 2022 7:01 PM  
To: Executive Admin <execadmin@islandstrust.bc.ca>  
Subject: Prioritize protection and preservation of environmental values

Dear Islands Trustees / Islands Trust Council

Please prioritize the environment as of the highest importance, particularly over development pressures, throughout the Islands Trust Area.

The Islands Trust was created, and surely continues to exist, for the purpose of preserving and protecting its natural environment and its rural character. Without us all sustaining that original commitment to environmental protection throughout the islands, the character of the way of life lived here stands at risk of being rapidly lost. That really should not be allowed to happen, as the Trust area contains natural assets, and ecological values that are worth of much more than local importance and concern. They are irreplaceable, and possess significance far beyond the Islands Trust boundaries.

The degree of pressure for rapid development on Salt Spring Island does not mean that we have to follow the rapidly changing areas elsewhere - our mandate is different. It is essential that Trust policy actually preserves and protects the natural environment on Salt Spring, to prevent the inevitable change that would occur on every other island and community in the Islands Trust Area.

Preservation & protection of the natural environment is the central element for survival of our human community and the entire tapestry of species surrounding us. It must be given the highest priority - as the latest information on biodiversity loss is making very clear to us. If not, the Trust area and the Trust itself, with all its communities and its treasures, will not survive.

Thank you for your attention to this important issue.

Sincerely

Usha Rautenbach

[REDACTED] Salt Spring Island, V8K 2B8



**From:** Rosemarie McNairn <[REDACTED]>  
**Date:** Thursday, December 8, 2022 at 3:12 PM  
**To:** Aaron Campbell <[acampbell@islandstrust.bc.ca](mailto:acampbell@islandstrust.bc.ca)>, Dag Falck <[dfalck@islandstrust.bc.ca](mailto:dfalck@islandstrust.bc.ca)>, Deb Morrison <[dmorrison@islandstrust.bc.ca](mailto:dmorrison@islandstrust.bc.ca)>, Kristina Evans <[kevans@islandstrust.bc.ca](mailto:kevans@islandstrust.bc.ca)>  
**Subject:** ITC Meeting On-Island locations

Dear Trustees

I thank you all for the thoughtful contributions you made during the busy meeting.

Concerning the Scheduling on two on-island meetings during 2023, which from the discussion seems to be a foregone conclusion that the locations would be Saltspring and Gabriola, i would like to offer a suggestion that you might consider.

One of the two meetings could be held on Pender, thus hitting two islands at once. Two islands that represent two different aspects of Trust islands. South Pender, relatively undeveloped, although with a major tourist resort; and North Pender with a conglomerate of developed housing and vacation homes (which was a major reason for the development of the IT in the first place) as well as business/commercial centres, rural residents and small-scale farmers and an active larger farming community that includes a winery, hop farm and cidery.

I would suggest that North and South Pender are more representative of the individuality of the Island than the more populated and developed SS and Gabriola. Well worth consideration as a possible venue for the Islands Trust to meet.

BEST WISHES

Rosemarie M McNairn

# Work Program Application

| Executive Committee |                                                                                                                                                                                                                                                                                                                                           | Reports             |             |                |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------|----------------|
|                     |                                                                                                                                                                                                                                                                                                                                           | Active Projects (5) |             |                |
| Priority            | Activity                                                                                                                                                                                                                                                                                                                                  | Received Date       | Target Date | Responsibility |
| 1st Priority        | <b>Description:</b><br>Islands Trust Act Amendments<br><b>Activity:</b><br>Current requests by Trust Council to seek legislative change have substantially occurred.                                                                                                                                                                      | 26-Oct-2016         |             |                |
| 2nd Priority        | <b>Description:</b><br>Update Islands Trust Policy Statement<br><b>Activity:</b><br>With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process. Project charter approved February 26, 2020. (Strategic Plan 3.1, 4.4 , 5.6, 5.7) |                     | 15-Sep-2022 |                |
| 3rd Priority        | <b>Description:</b><br>Climate Change Emergency<br><b>Activity:</b><br>Matters pertaining to Islands Trust mitigation and adaptation to climate change impacts. (Strategic Plan 3.1)                                                                                                                                                      | 05-Jun-2019         |             |                |
| 4th Priority        | <b>Description:</b><br>First Nations Reconciliation<br><b>Activity:</b><br>Implementation of the Reconciliation Action Plan. (Strategic Plan Items 4.5 & 4.6)                                                                                                                                                                             | 02-Sep-2020         |             |                |
| 5th Priority        | <b>Description:</b><br>Preserve and protect marine ecosystems<br><b>Activity:</b><br>Continue advocacy re: Freighter Anchorages, Trust Council added freighter anchorages to the list of Executive Committee list of top priorities. (Strategic Plan Item 2.1)                                                                            | 11-Mar-2021         |             |                |

# Work Program Application

| Executive Committee  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Reports        |  |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|
| Future Projects (10) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |  |
| Received Date        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Responsibility |  |
| 16-Aug-2017          | <p><b>Description:</b><br/>Advocate to reduce negative impacts of shellfish aquaculture practices</p> <p><b>Activity:</b><br/>Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |  |
| 30-Aug-2017          | <p><b>Description:</b><br/>Development of an Islands Trust Communications Strategy</p> <p><b>Activity:</b><br/>Including development of a new website. (Strategic Plan Item 4.2)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |  |
| 30-Aug-2017          | <p><b>Description:</b><br/>Improve Communications about the Islands Trust</p> <p><b>Activity:</b><br/>Related to Strategic Plan Items 4.1 &amp; 4.2</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |  |
| 02-Sep-2020          | <p><b>Description:</b><br/>Marine Advocacy</p> <p><b>Activity:</b><br/>Associated with i.) impact of commercial activities on Southern Resident Killer Whales SRKW (Strat Plan Item 2.1), ii.) oil spills and iii.) anchorages.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |  |
| 02-Sep-2020          | <p><b>Description:</b><br/>Broadcast Public Meetings</p> <p><b>Activity:</b><br/>Develop the capacity to broadcast public meetings of Local Trust Committees, Council Committees and Trust Council. (Strategic Plan Item 4.1)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |  |
| 02-Sep-2020          | <p><b>Description:</b><br/>NAPTEP regulation changes to increase the percentage of tax exemption</p> <p><b>Activity:</b><br/>Strategic Plan Item 1.3</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |  |
| 21-Oct-2020          | <p><b>Description:</b><br/>Strengthen relations with First Nations</p> <p><b>Activity:</b><br/>MMIWG Calls for Justice Resolutions (Strategic Plan Item 4.6)</p> <p>1. All staff required to take training related to cultural safety in keeping with the Missing and Murdered Indigenous Women and Girls Calls for Justice.</p> <p>2. That staff plan education on the Missing and Murdered Indigenous Women and Girls Calls for Justice for trustees and senior staff.</p> <p>4. Staff to include information about the Missing and Murdered Indigenous Women and Girls Calls for Justice and cultural safety in staff and trustee orientation materials.</p> <p>5. Draft amendments to the Communications Policy and the Advocacy Policy to address the Missing and Murdered Indigenous Women and Girls Calls for Justice.</p> |                |  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Description:</b><br/>Strengthen relations with First Nations</p> <p><b>Activity:</b><br/>26-May-2021 Develop a policy regarding referral responses where there is a known archeological site. (Strategic Plan Item 4.7)</p>                                                                                                                                                                                                                                                                                                                                       |
|  | <p><b>Description:</b><br/>Governance</p> <p><b>Activity:</b><br/>21-Jul-2021 Related to Section 5 of the Strategic Plan<br/>The possibility of utilizing Section 8(2)(e) of the Islands Trust Act. Responsibilities of trust council: 8(2)For the purpose of carrying out the object of the trust, the trust council may (e) make recommendations to the Lieutenant Governor in Council respecting the determination, implementation and carrying out of policies for the preservation and protection of the trust area and its unique amenities and environment -</p> |
|  | <p><b>Description:</b><br/>MOTI MOU's</p> <p><b>Activity:</b><br/>07-Sep-2022 Investigate options for a joint review with the Ministry of Transportation and Infrastructure (MOTI) of road standards, incorporating the Climate Change Declaration and the Reconciliation Declaration.</p>                                                                                                                                                                                                                                                                              |