



Executive Committee Agenda

Date: Wednesday, May 3, 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
None
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING
4. ADOPTION OF MINUTES
 - 4.1 April 12, 2023 draft minutes
5. FOLLOW UP ACTION LIST AND UPDATES
 - 5.1 Follow Up Action List/Director/CAO Updates
See item 11.1.3.
 - 5.2 Local Trust Committee Chair Updates
 - 5.3 Islands Trust Conservancy Liaison Update
6. BYLAWS FOR APPROVAL CONSIDERATION
 - 6.1 Denman Island LTC Bylaw No. 246 FOI (administrative) - RFD
That the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 246, cited as "Denman Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 246, 2023" in accordance with Section 27 of the *Islands Trust Act*.
12 - 20
 - 6.2 Galiano Island LTC Bylaw No. 290 FOI (administrative) - RFD
THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 290, cited as "Galiano Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 290, 2023" in accordance with Section 27 of the *Islands Trust Act*.
21 - 28

6.3 Hornby Island LTC Bylaw No. 171 FOI (administrative) - RFD 29 - 38

That the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 171, cited as “Hornby Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 171, 2023” in accordance with Section 27 of the *Islands Trust Act*.

6.4 Gabriola Island LTC Bylaw No. 315 FOI (administrative) - RFD 39 - 47

That the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 315, cited as “Gabriola Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 315, 2023” in accordance with Section 27 of the *Islands Trust Act*.

6.5 Ballenas Winchelsea LTC Bylaw No. 37 FOI (administrative) - RFD 48 - 57

That the Islands Trust Executive Committee approve Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 37, cited as “Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023” in accordance with Section 27 of the *Islands Trust Act*.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

7.1.1 Draft 3-day Trust Council June schedule

Pending Late Item

7.1.2 March Quarterly Trust Council draft minutes 58 - 78

7.1.3 AVICC Review - Discussion

7.1.3.1 Brent Mueller re: Trust Council reconciliation session

7.1.4 San Juan County Council at June Trust Council - Discussion

7.2 Planning Services

7.2.1 Vice-Chair Maude re : Mooring Buoy Regulations potential June Trust Council Session email - Discussion 79 - 79

7.3 Administrative Services

7.4 Trust Area Services

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Bowen Island/Executive Committee Annual Protocol Meeting - Discussion

8.1.2 Trust Area Services

8.1.2.1 Trust Programs Committee re: Advocacy for Provincial Funding - Briefing 80 - 80

8.1.3 Planning Services

8.1.4 Administrative Services

8.1.4.1 2023/24 BCGEU raises at 6.75% - Briefing 81 - 82

8.2	Executive Committee Initiated	
8.2.1	Executive	
8.2.1.1	Request for EC Sponsorship of Development Application Fee re: HO-DP-2023.1 - RFD	83 - 91
	THAT the Executive Committee approve financial sponsorship of \$1,250.00 for development permit application HO-DP-2023.1 which would allow the Hornby Island Arts Council to continue with development of the land for a new Arts Centre for Hornby Island.	
8.2.2	Trust Area Services	
8.2.3	Planning Services	
8.2.3.1	CMHC's Housing Accelerator Fund - Briefing	92 - 116
8.2.4	Administrative Services	
8.2.4.1	Offices Open to the Public - Discussion	
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	Planning Services	
9.4	Administrative Services	
10.	CORRESPONDENCE (for information unless raised for action)	
10.1	J. Roe re: Dead Boats Disposal Society update email dated April 27, 2023	117 - 117
10.2	Decision made on the Roberts Bank Terminal 2 Project email dated April 28, 2023	118 - 118
10.3	You're Invited: Cowichan Housing Authority Workshop May 15th	119 - 119
11.	WORK PROGRAM	
11.1	Executive Committee Strategy - Session Outline	120 - 121
11.1.1	Strategic Review of Executive Committee Work Plan - Briefing	122 - 184
11.1.2	Executive Committee Active and Future Projects Report	185 - 188
11.1.3	Executive Committee FUAL	189 - 195
11.1.4	Trust Council FUAL	196 - 206
11.2	Review and amendment of current work program	
12.	NEXT MEETING	
	The next Executive Committee meeting is scheduled to be held electronically, on May 24, 2023, from the Islands Trust Victoria office boardroom starting at 9:00 am.	
13.	CLOSED MEETING (None Scheduled)	
	That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.	

14. ADJOURNMENT



Executive Committee Minutes of Regular Meeting

Date: April 12, 2023

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Luckham, Chair, Thetis Trustee
Tobi Elliott, Vice-Chair, Gabriola Trustee
David Maude, Vice-Chair, Mayne Trustee (boardroom)
Timothy Peterson, Vice-Chair, Lasqueti Trustee

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

Others Present: 1 person attended electronically

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

Chair Luckham called the electronic meeting to order at 9:02 a.m. giving a First Nations land acknowledgement that the Islands Trust Area is home to Coast Salish Peoples since time immemorial stating gratitude to be live and work here.

At 9:05 a.m., Vice-Chair Maude joined the meeting in the Victoria boardroom.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following as New Business:

- 9.1.1 AVICC Attendance/Review – Discussion
- 9.1.2 Rural Islands Economic Partnership Forum April 25-27 - Discussion
- 9.1.3 Assistant Deputy Minister, T. Faganello re: Islands Trust Grant letter dated March 24, 2023 (circulated late item)
- 9.1.4 Galiano Conservancy Letter of Support Request (circulated late item)

And;

- Include discussion regarding code of conduct complaints under item 5.1
Follow-up Action List Updates.

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

2.2.1 Agenda Context Notes – None

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

4. **ADOPTION OF MINUTES**

4.1 **March 22, 2023 Executive Committee draft minutes**

By general consent, the March 22, 2023, Executive Committee draft minutes were adopted as presented.

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

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

Chief Administrative (CAO) Hotsenpiller spoke to the status of his FUAL items as presented and gave the following verbal updates:

- The Governance Committee corporate planning project would inform a business case to request additional provincial funding,
- Chair and Vice-Chairs of their committees training session booked Friday, May 19th, all day, in-person in Victoria,
- Met with the Southern Gulf Islands Forum addressing island(s) challenges including housing/building start-ups,
- Met with Financial Planning Committee working/sub group addressing the corporate planning project,
- Meeting today with CAO Edwards, Bowen Island Municipality, to discuss an agenda of items including i) Policy Statement amendment process, ii) budgeting processes, and iii) setting an overdue liaison meeting with BIM Council and Executive Committee (EC) for the end of May early June,
- The upcoming Sunshine Coast Regional District (SCRD)/Gabriola LTC protocol meeting April 24 via Zoom.

Director of Legislative Services (DLS) Marlor spoke to his FUAL items, all in progress as presented, and updated EC that queries regarding trustee interest in the Accessibility Committee did not receive any responses at this time.

Discussion followed regarding receiving complaints against trustees and a guide to respond to Standards of Conduct, policy and process and, that toolkit could be helpful.

EC-2023-036

It was Moved and Seconded,

That Executive Committee request staff to provide a briefing with respect to options for better understanding of the Policy regarding code of conduct for vice-chairs, trustees and the public.

CARRIED

Director of Planning Services (DPS) Cermak updated Executive Committee on work with the Ombudspersons Office regarding policy review and best practices for bylaw enforcement and, that the new administrative job profiles are being created.

Discussion regarding the tracking of FUAL items flowing from Trust Council to Executive Committee ensued.

Director of Trust Area Services (DTAS) Frater noted the Senior Intergovernmental Policy Advisor (SIPA) title has been renamed to Senior Indigenous Relations Advisor (SIRA). Regarding the new reconciliation working group as directed by Trust Council in March, it is a work in progress.

5.2 Local Trust Committee Chair Updates

Chairs of their local trust committees (LTC) provided updates on recently attended meetings, applications of note, LTC project updates and official community plan (OCP) reviews.

Comments were made that:

- The Denman Island LTC has been good at addressing public concerns with good feedback from the community,
- Discussions at a recently attended Southern Gulf Islands Forum that organizations such as the Capital Regional District (CRD) and Vancouver Island Health Authority apply urban interpretations to rural issues,
- Hornby Island LTC held its first in-person meeting addressing official community plan review work, and concerns regarding short-term vacation rentals,
- Galiano Island LTC continues work on the groundwater sustainability project,
- Mayne Island LTC received a briefing from Island Planner Chadwick regarding its housing projects and that all LTCs see the report,
- Correspondence sent to the CRD regarding its regional parks plan with consideration for danger trees and First Nations cultural trees.

5.3 Islands Trust Conservancy Liaison Update – No update

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Salt Spring Island LTC Proposed Bylaw No. 535 FOIPP (administrative) – RFD

Director of Legislative Services (DLS) Marlor spoke to the freedom of information and protection of privacy model bylaw endorsed by last term's Trust Council in September 2022 and the request for decision (RFD) as presented.

EC-2023-037

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 535, cited as "Salt Spring Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 535, 2023" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

6.2 North Pender Island LTC Bylaw No. 232 (LUB amendment) - RFD

Vice-Chair Maude provided a summary of the land use bylaw (LUB) amendment which would allow recreational vehicles to be used for temporary accommodations monitored by the strata corporation on Sidney Island.

EC-2023-038

It was Moved and Seconded,

THAT the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 232, cited as "North Pender Associated Islands Land Use Bylaw No. 148, 2003, Amendment No. 1, 2022" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive

Vice-Chair Elliott commented on preparation for June Trust Council being held on Gabriola.

7.2 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 Planning Services - None

8.1.4 Administrative Services – None

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Review of Executive Committee Work Plan – Briefing

CAO Hotsenpiller spoke to the briefing as presented discussing the Active and Future Projects lists with Executive Committee.

It was discussed that a dedicated session, at least 3 hours long, be scheduled for Executive Committee strategic work program planning and include conversations on the following:

- Memorandums of Understanding regarding Active Transportation,
- Reconciliation working group,
- Integrated approach to shoreline planning,
- Strategy to take up funding opportunities,
- Islands Trust Climate Emergency declaration.

EC-2023-039

It was Moved and Seconded,

That Executive Committee undertake a dedicated strategic priorities session to be held in-person for the May 3rd business meeting.

CARRIED

8.2.1.2 Appointment of Secretary and Deputy Secretary - RFD

Staff spoke to this housekeeping item/request for decision (RFD) as presented.

EC-2023-040

It was Moved and Seconded,

That the Executive Committee appoint Director of Legislative Services, David Marlor to the office of Secretary, and appoint Legislative Clerk, Nadine Mourao as Deputy Secretary.

CARRIED

8.2.2 Trust Area Services - None

8.2.3 Planning Services - None

8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1. AVICC Attendance/Review – Discussion

Executive Committee members Luckham, Maude and Elliott - along with Director of Trust Area Services (DTAS) Frater - attended the Association of Vancouver Island Coastal Communities (AVICC) convention held April 14-15 in Nanaimo providing their verbal summaries of the event.

9.1.2 Rural Islands Economic Partnership (RIEP) Forum April 25-27 – Discussion

Vice-Chair Elliott requested funding to attend the RIEP.

EC-2023-041

It was Moved and Seconded,

That Executive Committee sponsor Vice-Chair Elliott's attendance at the Rural Islands Economic Partnership Forum April 25-27 on Gabriola.

CARRIED

9.1.3 Assistant Deputy Minister (ADM), T. Faganello re: Islands Trust Grant letter dated March 24, 2023

CAO Hotsenpiller spoke to ADM Faganello's correspondence (circulated as a late item and published to this meeting's addendum) regarding Islands Trust receiving funding. A news release has been prepared to follow.

9.1.4 Galiano Conservancy Letter of Support Request

The request from the Galiano Conservancy was circulated as a late item and published to this meeting's addendum.

EC-2023-042

It was Moved and Seconded,

That Executive Committee supports the Chair signing a letter of support with regards to the Galiano Conservancy Nature Reserve work.

CARRIED

9.2 Trust Area Services - None

9.2.1 LTC Chairs Report on Local Advocacy Topics - None

9.3 Planning Services - None

9.4 Administrative Services – None

10. CORRESPONDENCE (for information unless raised for action)

10.1 Gulf Islands Alliance re: Tree-cutting authority bid halted - letter dated April 2, 2023

Executive Committee discussed the letter as presented which was circulated to all trustees.

By general consent, Chair Luckham will respond to the Gulf Islands Alliance/Deb Ferens regarding this correspondence.

10.2 S. Phinney re: IT elected officials have a public duty/Cape Roger Curtis - letter dated March 24, 2023

Executive Committee would anticipate seeing an official community plan amendment from Bowen Island Municipality (BIM) as the application progresses.

Received for information.

10.3 Teaching opportunities by Tla'amin Nation leader on modern treaties

Vice-Chair Elliott suggested that Lasqueti Island LTC members be supported in participating in this two-part workshop with Emily White which costs \$120 per person which could be funded through the \$30,000 Reconciliation Action Plan budget. Workshop dates shown as April 19 and May 24.

EC-2023-043

It was Moved and Seconded,

Executive Committee requests that funds from the Reconciliation Action Plan budget be allocated for two trustees from Lasqueti Island Local Trust Committee to attend the teaching opportunity by "Culturally Committed".

CARRIED

11. WORK PROGRAM

11.1 Review and amendment of current work program - See item 8.2.1.1.

12. NEXT MEETING

The next Executive Committee meeting is scheduled to be held May 3, 2023 and has been changed to be held in-person in the Victoria boardroom.

13. CLOSED MEETING

At 11:57, the meeting was closed to the public.

EC-2023-044

It was Moved and Seconded,

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

CARRIED

At 12:20 p.m., the meeting was reopened to the public.

14. ADJOURNMENT

By general consent, the meeting was adjourned at 12:20 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator

File No.: DE-BL-246
3900-03:LPS Admin Bylaw

To: Islands Trust Executive Committee
From: Nadine Mourao, Legislative Clerk
SUBJECT: Denman Island Freedom of Information and Protection of Privacy Bylaw No. 246

For the Meeting of: May 3, 2023
Date Prepared: April 12, 2023

RECOMMENDATION:

1. That the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 246, cited as “Denman Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 246, 2023” in accordance with Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS:

Denman Island Local Trust Committee has referred Bylaw No. 246 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.

1 PURPOSE:

To adopt the new Freedom of Information and Protection of Privacy bylaw and model bylaw to bring them in line with updated legislation.

2 BACKGROUND:

On November 25, 2021, the Government of British Columbia enacted Bill 22 bringing into force significant amendments to the *Freedom of Information and Protection of Privacy Act*. The *Act* governs how public bodies collect, use and disclose the personal information of individuals.

The current local trust committee freedom of information and protection of privacy bylaws have been unchanged since they were adopted in 1994. Since that time, amendments have been made to the *Act*, as well as fees updated.

At its regular business meeting June 21 to 23, 2022, Trust Council adopted a model Freedom of Information and Protection of Privacy Bylaw, and passed the following resolution:

That Trust Council request all local trust committees to consider adoption of a new Freedom of Information and Protection of Privacy bylaw based on the model bylaw.

Staff has drafted a new Freedom of information and Protection of Privacy Bylaw for each Island Local Trust Committee based on the adopted model bylaw.

3 IMPLICATIONS OF RECOMMENDATION

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW
SUBMISSION

ORGANIZATIONAL:

Minimal staff time to update material on the website.

FINANCIAL:

Fees incurred can be charged current amounts for actual costs and reflect charges for various media formats, including digital records.

POLICY: N/A

IMPLEMENTATION/COMMUNICATIONS:

Staff would update the Islands Trust website with the new bylaws.

FIRST NATIONS:

There is no impact on First Nations on the adoption of the new Freedom of Information and Protection of Privacy bylaw and model bylaw.

OTHER:

There are no other implications of the recommendation.

4 RELEVANT POLICY(S): N/A

5 ATTACHMENT(S):

1. EC Submission Cover
2. EC General Checklist
3. Proposed Denman Island LTC Bylaw No. 246

Alternative:

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

THAT the Executive Committee request that staff advise Denman Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 246, cited as "Denman Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 246, 2023", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Denman Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Nadine Mourao, Legislative Clerk	April 12, 2023
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	April 17, 2023



Local Trust Committee Bylaws
Submission for Executive committee Approval

ATTACHMENT 1

Local Trust Committee: Denman Island Local Trust Committee

Bylaw No.: DE-246

Bylaw Type: Freedom of Information and Protection of Privacy P

Date of resolution referring bylaw to Executive Committee: 04-Apr-2023

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 14-Apr-2023

Reading:
04-Apr-2023 Third Reading

**DENMAN ISLAND LOCAL TRUST COMMITTEE
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
BYLAW NO. 246**

A Bylaw to designate the head of the Denman Island Local Trust Committee for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended.

GIVEN THAT:

- A. Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended (the "Act"), gives the Denman Island Local Trust Committee the authority to designate a person as the head of the Denman Island Local Trust Committee for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Denman Island Local Trust Committee the authority to set any fees the Denman Island Local Trust Committee requires to be paid under section 75 of the Act,

THE DENMAN ISLAND LOCAL TRUST COMMITTEE ENACTS AS FOLLOWS:

Citation

- 1. This bylaw may be cited as "Denman Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 246, 2023".

Definitions and Interpretation

- 2. In this Bylaw:

"Act"	means the <i>Freedom of Information and Protection of Privacy Act</i> , RSBC 1996, Chapter 165, as amended.
"Commercial Applicant"	means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.
"Head"	means the person designated under Section 3 of this Bylaw as the head of the of the Denman Island Trust Committee for the purposes of the Act.
"Request"	means a request for information under Section 5 of the Act.
"Records"	includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

PROPOSED

Designation of Head

3. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the Head of the Denman Island Local Trust Committee for the purposes of the Act.
4. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the Head who is designated under Section 3.

Policies and Procedures

5. The Heads authorized to perform the duties of the Head shall operate in accordance with the Act and the Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

Fees

6. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

Interpretation

7. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

Repeal

8. "Denman Island Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 89, 1994", is hereby repealed and replaced by this bylaw.

READ A FIRST TIME this 4th DAY OF APRIL, 2023

READ A SECOND TIME this 4th DAY OF APRIL, 2023

READ A THIRD TIME this 4th DAY OF APRIL, 2023

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____, 20____

RECONSIDERED AND FINALLY ADOPTED THIS _____ DAY OF _____, 20____

Chairperson

Secretary

PROPOSED

**Denman Island Local Trust Committee
Freedom of Information and Protection of Privacy
Bylaw No. 246 - Schedule 'A'**

Schedule of Maximum Fees

Item	Description of Services		Fees	
1	(a)	Application Fee	\$10.00 (non-refundable)	
	(b)	An applicant's request for his/her own personal information is not subject to any fees.		
2	For applicants other than commercial applicants:			
	(a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours	
	(b)	for producing a record manually	\$7.50 per ¼ hour	
	(c)	for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record	
	(d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour	
	(e)	for shipping copies	actual costs of shipping method chosen by applicant	
	(f)	for copying records		
		(i)	floppy disks	\$2 per disk
		(ii)	CDs and DVDs, recordable or rewritable	\$4 per disk
		(iii)	computer tapes	\$40 per tape, up to 2 400 feet
		(iv)	microfiche	\$3 per fiche
		(v)	microfilm duplication	\$25 per roll for 16mm microfilm \$40 per roll for 35mm microfilm
		(vi)	microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
		(vii)	photographs, colour or black and white	\$5 to produce a negative
				\$12 each for 16" x 20" photograph
				\$9 each for 11" x 14" photograph
				\$4 each for 8" x 10" photograph
				\$3 each for 5" x 7" photograph
		(viii)	photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix)	dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")	
	(x)	dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")	
	(xi)	scanned electronic copy of a paper record	\$0.10 per page	
	(xii)	photomechanical reproduction of 105 mm	\$3 each	

PROPOSED

			cartographic record/plan	
		(xiii)	slide duplication	\$0.95 each
		(xiv)	audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
		(xv)	video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
3	For commercial applicants for each service listed in Item 2			the actual cost to the public body of providing that service



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: GL-BL-290

3900-03: FOI Bylaw

DATE OF MEETING: May 3, 2023

TO: Islands Trust Executive Committee

FROM: Jas Chonk, Legislative Clerk

SUBJECT: Galiano Island Local Trust Committee - Proposed Bylaw No. 290 – Freedom of Information and Protection of Privacy Bylaw

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 290, cited as "Galiano Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 290, 2023" in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Galiano Island Local Trust Committee referred Bylaw No. 290 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:

Minimal staff time to update material on the website.

Financial:

Fees incurred can be charged current amounts for actual costs and reflect charges for various media formats, including digital records.

Policy: N/A

Implementation and Communications:

Staff would update the Islands Trust website with the new bylaws.

First Nations:

There is no impact on First Nations on the adoption of the new Freedom of Information and Protection of Privacy bylaw and model bylaw.

Other:

There are no other implications of the recommendation.

PURPOSE

To adopt the new Freedom of Information and Protection of Privacy bylaw and model bylaw to bring them in line with updated legislation.

BACKGROUND

On November 25, 2021, the Government of British Columbia enacted Bill 22 bringing into force significant amendments to the *Freedom of Information and Protection of Privacy Act*. The *Act* governs how public bodies collect, use and disclose the personal information of individuals.

The current local trust committee freedom of information and protection of privacy bylaws have been unchanged since they were adopted in 1994. Since that time, amendments have been made to the *Act*, as well as fees updated.

At its regular business meeting June 21 to 23, 2022, Trust Council adopted a model Freedom of Information and Protection of Privacy Bylaw, and passed the following resolution:

That Trust Council request all local trust committees to consider adoption of a new Freedom of Information and Protection of Privacy bylaw based on the model bylaw.

Staff has drafted a new Freedom of information and Protection of Privacy Bylaw for each Island Local Trust Committee based on the adopted model bylaw.

RELEVANT POLICY(S): N/A

ALTERNATIVE

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

THAT the Executive Committee request that staff advise Galiano Island Local Trust Committee in writing that the Executive Committee considers that Galiano Island Local Trust Committee Bylaw No. 290, cited as "Galiano Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 290, 2023" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Jas Chonk Legislative Clerk	April 21, 2023
Concurrence:	Stefan Cermak, Director Planning Services	April 25, 2023

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Galiano LTC Bylaw No. 290



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-290

Bylaw Type: Freedom of Information and Protection of Privacy I

Date of resolution referring bylaw to Executive Committee: 11-Apr-2023

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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: 11-Apr-2023

Reading: 11-Apr-2023

Third Reading

PROPOSED

GALIANO ISLAND LOCAL TRUST COMMITTEE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW NO. 290

A Bylaw to designate the head of the Galiano Island Local Trust Committee for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended.

GIVEN THAT:

- A. Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended (the "Act"), gives the Galiano Island Local Trust Committee the authority to designate a person as the head of the Galiano Island Local Trust Committee for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Galiano Island Local Trust Committee the authority to set any fees the Galiano Island Local Trust Committee requires to be paid under section 75 of the Act,

THE GALIANO ISLAND LOCAL TRUST COMMITTEE ENACTS AS FOLLOWS:

Citation

- 1. This bylaw may be cited as "Galiano Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 290, 2023".

Definitions and Interpretation

- 2. In this Bylaw:

"Act"	means the <i>Freedom of Information and Protection of Privacy Act</i> , RSBC 1996, Chapter 165, as amended.
"Commercial Applicant"	means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.
"Head"	means the person designated under Section 3 of this Bylaw as the head of the of the Salt Spring Island Trust Committee for the purposes of the Act.
"Request"	means a request for information under Section 5 of the Act.
"Records"	includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

Designation of Head

3. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the Head of the Galiano Island Local Trust Committee for the purposes of the Act.
4. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the Head who is designated under Section 3.

Policies and Procedures

5. The Heads authorized to perform the duties of the Head shall operate in accordance with the Act and the Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

Fees

6. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

Interpretation

7. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

Repeal

8. "Galiano Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 104, 1994", is hereby repealed and replaced by this bylaw.

READ A FIRST TIME THIS 11TH DAY OF APRIL 2023.

READ A SECOND TIME THIS 11TH DAY OF APRIL 2023.

READ A THIRD TIME THIS 11TH DAY OF APRIL 2023.

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

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

**Galiano Island Local Trust Committee
Freedom of Information and Protection of Privacy
Bylaw No. 290 - Schedule 'A'**

Schedule of Maximum Fees

Item	Description of Services		Fees	
1	(a)	Application Fee	\$10.00 (non-refundable)	
	(b)	An applicant's request for his/her own personal information is not subject to any fees.		
2	For applicants other than commercial applicants:			
	(a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours	
	(b)	for producing a record manually	\$7.50 per ¼ hour	
	(c)	for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record	
	(d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour	
	(e)	for shipping copies	actual costs of shipping method chosen by applicant	
	(f)	for copying records		
		(i)	floppy disks	\$2 per disk
		(ii)	CDs and DVDs, recordable or rewritable	\$4 per disk
		(iii)	computer tapes	\$40 per tape, up to 2 400 feet
		(iv)	microfiche	\$3 per fiche
		(v)	microfilm duplication	\$25 per roll for 16mm microfilm \$40 per roll for 35mm microfilm
		(vi)	microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
		(vii)	photographs, colour or black and white	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph
	(viii)		photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix)		dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x)		dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
		(xi)	scanned electronic copy of a paper record	\$0.10 per page
		(xii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
		(xiii)	slide duplication	\$0.95 each
	(xiv)	audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording	
	(xv)	video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording	
3	For commercial applicants for each service listed in Item 2		the actual cost to the public body of providing that service	

File No.: HO-BL-171
3900-03:LPS Admin Bylaw

To: Islands Trust Executive Committee
From: Nadine Mourao, Legislative Clerk
SUBJECT: Hornby Island Freedom of Information and Protection of Privacy Bylaw No. 171

For the Meeting of: May 3, 2023
Date Prepared: April 24, 2023

RECOMMENDATION:

1. That the Islands Trust Executive Committee approve Hornby Island Local Trust Committee Bylaw No. 171, cited as “Hornby Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 171, 2023” in accordance with Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS:

Hornby Island Local Trust Committee has referred Bylaw No. 171 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.

1 PURPOSE:

To adopt the new Freedom of Information and Protection of Privacy bylaw and model bylaw to bring them in line with updated legislation.

2 BACKGROUND:

On November 25, 2021, the Government of British Columbia enacted Bill 22 bringing into force significant amendments to the *Freedom of Information and Protection of Privacy Act*. The *Act* governs how public bodies collect, use and disclose the personal information of individuals.

The current local trust committee freedom of information and protection of privacy bylaws have been unchanged since they were adopted in 1994. Since that time, amendments have been made to the *Act*, as well as fees updated.

At its regular business meeting June 21 to 23, 2022, Trust Council adopted a model Freedom of Information and Protection of Privacy Bylaw, and passed the following resolution:

That Trust Council request all local trust committees to consider adoption of a new Freedom of Information and Protection of Privacy bylaw based on the model bylaw.

Staff has drafted a new Freedom of information and Protection of Privacy Bylaw for each Island Local Trust Committee based on the adopted model bylaw.

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW
SUBMISSION

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Minimal staff time to update material on the website.

FINANCIAL:

Fees incurred can be charged current amounts for actual costs and reflect charges for various media formats, including digital records.

POLICY: N/A

IMPLEMENTATION/COMMUNICATIONS:

Staff would update the Islands Trust website with the new bylaws.

FIRST NATIONS:

There is no impact on First Nations on the adoption of the new Freedom of Information and Protection of Privacy bylaw and model bylaw.

OTHER:

There are no other implications of the recommendation.

4 RELEVANT POLICY(S): N/A

5 ATTACHMENT(S):

1. EC Submission Cover
2. EC General Checklist
3. Proposed Hornby Island LTC Bylaw No. 171

Alternative:

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

THAT the Executive Committee request that staff advise Hornby Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 171, cited as "Hornby Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 171, 2023", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Hornby Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Nadine Mourao, Legislative Clerk	April 24, 2023
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REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW
SUBMISSION

Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	April 24, 2023
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Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Hornby Island Local Trust Committee

Bylaw No.: HO-171

Bylaw Type: Freedom of Information and Protection of Privacy P

Date of resolution referring bylaw to Executive Committee: 24-Apr-2023

☒ Bylaw Submission Checklist attached

☐ Policy Statement Checklist attached*
X * not required for administrative bylaws

☐ Summary of Bylaw Intent Attached
X

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 24-Apr-2023

Reading: 24-Mar-2023 Third Reading

PROPOSED

HORNBY ISLAND LOCAL TRUST COMMITTEE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW NO. 171

A Bylaw to designate the head of the Hornby Island Local Trust Committee for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended.

GIVEN THAT:

- A. Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended (the "Act"), gives the Hornby Island Local Trust Committee the authority to designate a person as the head of the Hornby Island Local Trust Committee for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Hornby Island Local Trust Committee the authority to set any fees the Hornby Island Local Trust Committee requires to be paid under section 75 of the Act,

THE HORNBY ISLAND LOCAL TRUST COMMITTEE ENACTS AS FOLLOWS:

Citation

- 1. This bylaw may be cited as "Hornby Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 171, 2023".

Definitions and Interpretation

- 2. In this Bylaw:

"Act"	means the <i>Freedom of Information and Protection of Privacy Act</i> , RSBC 1996, Chapter 165, as amended.
"Commercial Applicant"	means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.
"Head"	means the person designated under Section 3 of this Bylaw as the head of the of the Hornby Island Trust Committee for the purposes of the Act.
"Request"	means a request for information under Section 5 of the Act.
"Records"	includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

PROPOSED

Designation of Head

3. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the Head of the Hornby Island Local Trust Committee for the purposes of the Act.
4. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the Head who is designated under Section 3.

Policies and Procedures

5. The Heads authorized to perform the duties of the Head shall operate in accordance with the Act and the Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

Fees

6. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

Interpretation

7. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

Repeal

8. "Hornby Island Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 87, 1994", is hereby repealed and replaced by this bylaw.

READ A FIRST TIME this 24TH DAY OF March, 2023

READ A SECOND TIME this 24TH DAY OF March, 2023

READ A THIRD TIME this 24TH DAY OF March, 2023

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____, 20____

RECONSIDERED AND FINALLY ADOPTED THIS _____ DAY OF _____, 20____

Chairperson

Secretary

PROPOSED

**Hornby Island Local Trust Committee
Freedom of Information and Protection of Privacy
Bylaw No. 171 - Schedule 'A'**

Schedule of Maximum Fees

Item	Description of Services		Fees	
1	(a)	Application Fee	\$10.00 (non-refundable)	
	(b)	An applicant's request for his/her own personal information is not subject to any fees.		
2	For applicants other than commercial applicants:			
	(a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours	
	(b)	for producing a record manually	\$7.50 per ¼ hour	
	(c)	for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record	
	(d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour	
	(e)	for shipping copies	actual costs of shipping method chosen by applicant	
	(f)	for copying records		
		(i)	floppy disks	\$2 per disk
		(ii)	CDs and DVDs, recordable or rewritable	\$4 per disk
		(iii)	computer tapes	\$40 per tape, up to 2 400 feet
		(iv)	microfiche	\$3 per fiche
		(v)	microfilm duplication	\$25 per roll for 16mm microfilm \$40 per roll for 35mm microfilm
		(vi)	microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
		(vii)	photographs, colour or black and white	\$5 to produce a negative
				\$12 each for 16" x 20" photograph
				\$9 each for 11" x 14" photograph
				\$4 each for 8" x 10" photograph
			\$3 each for 5" x 7" photograph	
		(viii)	photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix)	dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")	
	(x)	dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")	
	(xi)	scanned electronic copy of a paper record	\$0.10 per page	
	(xii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3 each	

PROPOSED

		(xiii)	slide duplication	\$0.95 each
		(xiv)	audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
		(xv)	video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
3	For commercial applicants for each service listed in Item 2			the actual cost to the public body of providing that service

File No.: GB-BL-315
3900-03:LPS Admin Bylaw

To: Islands Trust Executive Committee
From: Nadine Mourao, Legislative Clerk
SUBJECT: Gabriola Island Freedom of Information and Protection of Privacy Bylaw No. 315

For the Meeting of: May 3, 2023
Date Prepared: April 18, 2023

RECOMMENDATION:

1. That the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 315, cited as “Gabriola Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 315, 2023” in accordance with Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS:

Gabriola Island Local Trust Committee has referred Bylaw No. 315 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.

1 PURPOSE:

To adopt the new Freedom of Information and Protection of Privacy bylaw and model bylaw to bring them in line with updated legislation.

2 BACKGROUND:

On November 25, 2021, the Government of British Columbia enacted Bill 22 bringing into force significant amendments to the *Freedom of Information and Protection of Privacy Act*. The *Act* governs how public bodies collect, use and disclose the personal information of individuals.

The current local trust committee freedom of information and protection of privacy bylaws have been unchanged since they were adopted in 1994. Since that time, amendments have been made to the *Act*, as well as fees updated.

At its regular business meeting June 21 to 23, 2022, Trust Council adopted a model Freedom of Information and Protection of Privacy Bylaw, and passed the following resolution:

That Trust Council request all local trust committees to consider adoption of a new Freedom of Information and Protection of Privacy bylaw based on the model bylaw.

Staff has drafted a new Freedom of information and Protection of Privacy Bylaw for each Island Local Trust Committee based on the adopted model bylaw.

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW
SUBMISSION

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Minimal staff time to update material on the website.

FINANCIAL:

Fees incurred can be charged current amounts for actual costs and reflect charges for various media formats, including digital records.

POLICY: N/A

IMPLEMENTATION/COMMUNICATIONS:

Staff would update the Islands Trust website with the new bylaws.

FIRST NATIONS:

There is no impact on First Nations on the adoption of the new Freedom of Information and Protection of Privacy bylaw and model bylaw.

OTHER:

There are no other implications of the recommendation.

4 RELEVANT POLICY(S): N/A

5 ATTACHMENT(S):

1. EC Submission Cover
2. EC General Checklist
3. Proposed Gabriola Island LTC Bylaw No. 315

Alternative:

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

THAT the Executive Committee request that staff advise Gabriola Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 315, cited as "Gabriola Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 315, 2023", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Gabriola Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Nadine Mourao, Legislative Clerk	April 12, 2023
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	April 19, 2023



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gabriola Island Local Trust Committee

Bylaw No.: GB-315

Bylaw Type: Freedom of Information and Protection of Privacy P

Date of resolution referring bylaw to Executive Committee: 19-Apr-2023

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 19-Apr-2023

Reading: 30-Mar-2023 Third Reading

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
BYLAW NO. 315**

A Bylaw to designate the head of the Gabriola Island Local Trust Committee for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended.

GIVEN THAT:

- A. Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended (the "Act"), gives the Gabriola Island Local Trust Committee the authority to designate a person as the head of the Gabriola Island Local Trust Committee for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Gabriola Island Local Trust Committee the authority to set any fees the Gabriola Island Local Trust Committee requires to be paid under section 75 of the Act,

THE GABRIOLA ISLAND LOCAL TRUST COMMITTEE ENACTS AS FOLLOWS:

Citation

- 1. This bylaw may be cited as "Gabriola Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 315, 2023".

Definitions and Interpretation

- 2. In this Bylaw:

"Act"	means the <i>Freedom of Information and Protection of Privacy Act</i> , RSBC 1996, Chapter 165, as amended.
"Commercial Applicant"	means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.
"Head"	means the person designated under Section 3 of this Bylaw as the head of the of the Gabriola Island Trust Committee for the purposes of the Act.
"Request"	means a request for information under Section 5 of the Act.
"Records"	includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

PROPOSED

Designation of Head

3. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the Head of the Gabriola Island Local Trust Committee for the purposes of the Act.
4. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the Head who is designated under Section 3.

Policies and Procedures

5. The Heads authorized to perform the duties of the Head shall operate in accordance with the Act and the Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

Fees

6. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

Interpretation

7. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

Repeal

8. "Gabriola Island Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 129, 1994", is hereby repealed and replaced by this bylaw.

READ A FIRST TIME this 30th DAY OF MARCH, 2023

READ A SECOND TIME this 30th DAY OF MARCH, 2023

READ A THIRD TIME this 30th DAY OF MARCH, 2023

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____, 20____

RECONSIDERED AND FINALLY ADOPTED THIS _____ DAY OF _____, 20____

Chairperson

Secretary

PROPOSED

**Gabriola Island Local Trust Committee
Freedom of Information and Protection of Privacy
Bylaw No. 315 - Schedule 'A'**

Schedule of Maximum Fees

Item	Description of Services		Fees	
1	(a)	Application Fee	\$10.00 (non-refundable)	
	(b)	An applicant's request for his/her own personal information is not subject to any fees.		
2	For applicants other than commercial applicants:			
	(a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours	
	(b)	for producing a record manually	\$7.50 per ¼ hour	
	(c)	for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record	
	(d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour	
	(e)	for shipping copies	actual costs of shipping method chosen by applicant	
	(f)	for copying records		
		(i)	floppy disks	\$2 per disk
		(ii)	CDs and DVDs, recordable or rewritable	\$4 per disk
		(iii)	computer tapes	\$40 per tape, up to 2 400 feet
		(iv)	microfiche	\$3 per fiche
		(v)	microfilm duplication	\$25 per roll for 16mm microfilm \$40 per roll for 35mm microfilm
		(vi)	microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
		(vii)	photographs, colour or black and white	\$5 to produce a negative
				\$12 each for 16" x 20" photograph
				\$9 each for 11" x 14" photograph
				\$4 each for 8" x 10" photograph
			\$3 each for 5" x 7" photograph	
		(viii)	photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix)	dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")	
	(x)	dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")	
	(xi)	scanned electronic copy of a paper record	\$0.10 per page	
	(xii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3 each	

PROPOSED

		(xiii)	slide duplication	\$0.95 each
		(xiv)	audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
		(xv)	video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
3	For commercial applicants for each service listed in Item 2			the actual cost to the public body of providing that service

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW
SUBMISSION

File No.: EX-BL-37
3900-03:LPS Admin Bylaw

To: Islands Trust Executive Committee
From: Nadine Mourao, Legislative Clerk
SUBJECT: Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37

For the Meeting of: May 3, 2023
Date Prepared: April 25, 2023

RECOMMENDATION:

1. That the Islands Trust Executive Committee approve Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 37, cited as "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023" in accordance with Section 27 of the *Islands Trust Act*.

DIRECTORS COMMENTS:

Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) has referred Bylaw No. 37 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.

1 PURPOSE:

To adopt the new Freedom of Information and Protection of Privacy bylaw and model bylaw to bring them in line with updated legislation.

2 BACKGROUND:

On November 25, 2021, the Government of British Columbia enacted Bill 22 bringing into force significant amendments to the *Freedom of Information and Protection of Privacy Act*. The *Act* governs how public bodies collect, use and disclose the personal information of individuals.

The current local trust committee freedom of information and protection of privacy bylaws have been unchanged since they were adopted in 1994. Since that time, amendments have been made to the *Act*, as well as fees updated.

At its regular business meeting June 21 to 23, 2022, Trust Council adopted a model Freedom of Information and Protection of Privacy Bylaw, and passed the following resolution:

That Trust Council request all local trust committees to consider adoption of a new Freedom of Information and Protection of Privacy bylaw based on the model bylaw.

Staff has drafted a new Freedom of information and Protection of Privacy Bylaw for each Island

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW
SUBMISSION

Local Trust Committee based on the adopted model bylaw.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Minimal staff time to update material on the website.

FINANCIAL:

Fees incurred can be charged current amounts for actual costs and reflect charges for various media formats, including digital records.

POLICY: N/A

IMPLEMENTATION/COMMUNICATIONS:

Staff would update the Islands Trust website with the new bylaws.

FIRST NATIONS:

There is no impact on First Nations on the adoption of the new Freedom of Information and Protection of Privacy bylaw and model bylaw.

OTHER:

There are no other implications of the recommendation.

4 RELEVANT POLICY(S): N/A

5 ATTACHMENT(S):

1. EC Submission Cover
2. EC General Checklist
3. Proposed Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) LTC Bylaw No. 37

Alternative:

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

THAT the Executive Committee request that staff advise Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) in writing that the Executive Committee considers that Bylaw No. 37, cited as "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023", is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) on steps needed to address the specified issues.

Submitted By:	Nadine Mourao, Legislative Clerk	April 12, 2023
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REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW
SUBMISSION

Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	April 25, 2023
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Local Trust Committee Bylaws
Submission for Executive committee Approval

ATTACHMENT 1

Local Trust Committee: Executive Committee

Bylaw No.: EC-037

Bylaw Type: Freedom of Information and Protection of Privacy P

Date of resolution referring bylaw to Executive Committee: 14-Apr-2023

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 14-Apr-2023

Reading: 14-Apr-2023 Third Reading

PROPOSED

EXECUTIVE COMMITTEE ACTING AS A LOCAL TRUST COMMITTEE (BALLENAS-WINCHELSEA ISLANDS) FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW NO. 37

A Bylaw to designate the head of the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) for the purposes of, and to set fees under, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended.

GIVEN THAT:

- A. Section 77(a) of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, as amended (the "Act"), gives the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) the authority to designate a person as the head of the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) the authority to set any fees the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) requires to be paid under section 75 of the Act,

THE EXECUTIVE COMMITTEE ACTING AS A LOCAL TRUST COMMITTEE (BALLENAS-WINCHELSEA ISLANDS)
ENACTS AS FOLLOWS:

Citation

- 1. This bylaw may be cited as "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Freedom of Information and Protection of Privacy Bylaw No. 37, 2023".

Definitions and Interpretation

- 2. In this Bylaw:

"Act"	means the <i>Freedom of Information and Protection of Privacy Act</i> , RSBC 1996, Chapter 165, as amended.
"Commercial Applicant"	means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.
"Head"	means the person designated under Section 3 of this Bylaw as the head of the of the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Island Trust Committee for the purposes of the Act.
"Request"	means a request for information under Section 5 of the Act.
"Records"	includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

PROPOSED

Designation of Head

3. The person from time to time appointed to the position of Secretary of the Islands Trust is designated as the Head of the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) for the purposes of the Act.
4. The person from time to time appointed to the position of Deputy Secretary of the Islands Trust and the person from time to time appointed to the position of Deputy Treasurer of the Islands Trust, each are authorized to perform any duty or exercise any function of the Head who is designated under Section 3.

Policies and Procedures

5. The Heads authorized to perform the duties of the Head shall operate in accordance with the Act and the Freedom of Information and Protection of Privacy policies, guidelines, and procedures, as set by the Islands Trust Council from time to time.

Fees

6. The fees that are payable by applicants under the Act are those set out in Schedule A to this bylaw.

Interpretation

7. Any word or expression used in this bylaw that is not defined in this bylaw has the meaning given to it in the Act on the date of final adoption of this bylaw.

Repeal

8. "Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Island Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 19, 1994", is hereby repealed and replaced by this bylaw.

READ A FIRST TIME this 14TH DAY OF APRIL ,2023

READ A SECOND TIME this 14TH DAY OF APRIL ,2023

READ A THIRD TIME this 14TH DAY OF APRIL ,2023

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ ,20__

ADOPTED THIS
_____ DAY OF _____ ,20__

Chairperson

Secretary

PROPOSED

Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands)
Freedom of Information and Protection of Privacy
Bylaw No. 171 - Schedule 'A'

Schedule of Maximum Fees

Item	Description of Services		Fees	
1	(a)	Application Fee	\$10.00 (non-refundable)	
	(b)	An applicant's request for his/her own personal information is not subject to any fees.		
2	For applicants other than commercial applicants:			
	(a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours	
	(b)	for producing a record manually	\$7.50 per ¼ hour	
	(c)	for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record	
	(d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour	
	(e)	for shipping copies	actual costs of shipping method chosen by applicant	
	(f)	for copying records		
		(i)	floppy disks	\$2 per disk
		(ii)	CDs and DVDs, recordable or rewritable	\$4 per disk
		(iii)	computer tapes	\$40 per tape, up to 2 400 feet
		(iv)	microfiche	\$3 per fiche
		(v)	microfilm duplication	\$25 per roll for 16mm microfilm \$40 per roll for 35mm microfilm
		(vi)	microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
		(vii)	photographs, colour or black and white	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph
		(viii)	photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
		(ix)	dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
		(x)	dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
		(xi)	scanned electronic copy of a paper record	\$0.10 per page
		(xii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii)	slide duplication	\$0.95 each	
	(xiv)	audio cassette tape (90 minutes or fewer)	\$5 per cassette plus \$7 per ¼ hour of	

PROPOSED

			duplication	recording
		(xv)	video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per ¼ hour of recording
3	For commercial applicants for each service listed in Item 2			the actual cost to the public body of providing that service



Trust Council Minutes of Regular Meeting

Date: March 7-9, 2023

Location: Coast Bastion Hotel - Ballroom
11 Bastion Street, Nanaimo, British Columbia

Executive Present:

1. Peter Luckham, Chair, Thetis
2. David Maude, Vice-Chair, Mayne
3. Tim Peterson, Vice-Chair, Lasqueti
4. Tobi Elliott, Vice-Chair, Gabriola

Trustees Present:

5. Deb Morrison, North Pender
6. Joe Bernardo, Gambier/Keats
7. Aaron Campbell, North Pender
8. Grant Scott, Hornby
9. Susan Yates, Gabriola
10. Dag Falck, South Pender
11. Ben Mabberley, Galiano
12. Jeanine Dodds, Mayne (periodically attended electronically)
13. Alex Allen, Hornby
14. Sam Borthwick, Denman
15. Ken Hunter, Thetis
16. Mikaila Lironi, Lasqueti
17. Lisa Gauvreau, Galiano
18. Judith Gedye, Bowen Municipal
19. Kristina Evans, South Pender
20. Laura Patrick, Salt Spring
21. Jamie Harris, Salt Spring
22. Mairead Boland, Saturna
23. Kate Louise Stamford, Gambier
24. Sue Ellen Fast, Bowen Municipal
25. Lee Middleton, Saturna
26. David Graham, Denman (attended electronically)

Staff Present:

Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Legislative Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Stefan Cermak, Director, Planning Services
Lori Foster, Executive Coordinator/Recorder

Tuesday, March 7, 2023

The in-person meeting was recorded, livestreamed and made available for electronic attendance. It was noted there were 80 live stream views from 1:00 p.m. to 5:30 p.m.

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

Chair Luckham opened the meeting stating his pleasure and honor to be holding the meeting on Snuneymuxw First Nation's territory and, that we all live broadly on Coast Salish territory. He thanked staff for their work then invited each member of Trust Council to introduce themselves roundtable where many gave land acknowledgments pertinent to their local trust areas.

Elder Lolly's, Snuneymuxw First Nation's welcome was delayed, see after item 3.2.

2. APPROVAL OF AGENDA

Chair Luckham noted new information regarding item 4.2.2., "Trust Council 2023 On Island Meetings" that, a June in-person meeting is now available which would have budget implications and to defer this to item 7.2.4. Budget Changes.

Trustee Scott requested to show a newly released video titled, "The Silver Highway" regarding the herring migration in the Hornby Island Local Trust Area. Chair Luckham suggested it could be shown Wednesday evening.

By general consent, the agenda was adopted as presented.

3. GENERAL BUSINESS ARISING

3.1 Consent Agenda Items

Trustee Morrison requested a status update on Chief Administrative Officer (CAO) Hotsenpiller's FUAL item #1 at 3.1.3 Trust Council Follow-up Action List re: approaching the Province of BC to request additional funding.

Chief Administrative Officer (CAO) Hotsenpiller responded, this item continues to be pursued.

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

3.1.1 November 2022 Trust Council draft meeting minutes
The minutes be adopted as presented.

3.1.2 December 2022 Trust Council draft meeting minutes
The minutes be adopted as presented.

3.1.3 Trust Council Follow-up Action List
Receive for information.

3.2 Discussion / Decision Items

3.2.1 Trustee Roundtable

Each trustee gave a verbal update about their local trust area committee meetings and advocacy work.

Chair Luckham asked trustees to provide email feedback regarding how valuable the “trustee roundtable” session is or would they like a more topic focused session rather than “local business”.

The meeting recessed for a break at 2:18 p.m. and reconvened at 2:22 p.m.

When the meeting reconvened, Chair Luckham welcomed Elder Lolly of Snuneymuxw First Nation thanking her for joining Trust Council on short notice.

Elder Lolly greeted Trust Council, ['uy' skweyul, uy kwunus 'i' lum'namu](#) (good day, it is good to see you). Elder Lolly offered blessings then, engaging with instruments handed out earlier, everyone sang a song called *'Uy' Skweyul* as taught by Elder Lolly.

Chair Luckham thanked Elder Lolly for bringing her leadership to Trust Council.

4. EXECUTIVE

4.1 Consent Agenda Items

Item 4.1.1 was pulled for discussion regarding the coordination and implementation of the Strategic Plan which does not appear on Executive Committee’s work program.

CAO Hotsenpiller spoke to strategic planning in 4.2.1; that Executive Committee is aware it needs to address this conversation; however, the Governance Committee is currently steering a review of these functions - corporate and strategic planning – as well as values questions.

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

4.1.1 Executive Committee Work Program Report

That Trust Council approve the report as presented.

4.2 Discussion / Decision Items

4.2.1 Chief Administrative Officer's Report

Chief Administrative Officer (CAO) Hotsenpiller spoke to his report and updated Trust Council regarding:

- Chair training for all standing committees, setting a date and consideration of vice-chair attendance,
- Surveying trustees about the ongoing education process; June’s Trust Council meeting to have survey results, consideration regarding “how” learning is delivered,
- Scheduling a special electronic Trust Council meeting to consider a draft protocol agreement between Snaw’naw’as/Nanoose First Nation and Lasqueti Island Local Trust Committee (LTC) is pending.

4.2.2 Trust Council 2023 on Island Meetings – BRF

Item 4.2.2 was deferred to item 7.2.4 Budget Changes pending new information regarding availability of a location on Gabriola for Trust Council's June meeting.

4.2.3 Revision of Sunshine Coast Regional District Funding Support Letter - RFD

Director of Planning Services (DPS) Cermak answered trustee questions regarding the request for support letter.

Discussion ensued on jurisdictional grant funding, grant funding available to the Islands Trust via Union of British Columbia Municipalities (UBCM) requirements and administrative processes regarding grants.

Discussion to remove the words from the recommendation in the request for decision (RFD) report "on behalf of the Islands Trust" ensued.

TC-2023-001

It was Moved by Trustee Stamford and Seconded by Trustee Bernardo,

That the Islands Trust Council request staff to write a letter of support under the Chair's signature stating that the Islands Trust Council supports the Sunshine Coast Regional District applying for, receiving, and managing the 2022 Community Emergency Preparedness – Disaster Risk Reduction-Climate Adaption Grant.

CARRIED

The meeting recessed for a break at 3:08 p.m. and reconvened 3:15 p.m.

4.2.4 Council Committee System Policy Update and Consolidation - RFD

Director of Legislative Services (DLS) Marlor spoke to the request for decision (RFD) which intends to consolidate standing committee terms of references and include a Governance Committee member on the Financial Planning Committee.

TC-2023-002

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

That Trust Council adopt the revised Trust Council Policy 2.3.1 [Council Committee System and Terms of References] dated March 7, 2023 that adds Governance Committee membership to the Financial Planning Committee, includes the terms of reference for all council committees and removes reference to the Executive Committee; and further move That Trust Council rescind policies 2.3.2 [Regional Planning Committee Terms of Reference], 2.3.3 [Financial Planning Committee Terms of Reference], 2.3.4 [Trust Programs Committee Terms of Reference], and 2.3.5 (Governance Committee Terms of Reference).

CARRIED

4.2.5 Establishment of an Accessibility Committee – RFD

Director of Legislative Services (DLS) Marlor spoke to the request for decision, that the operating budget or this committee is proposed at \$2,500 and the committee could require a consultant to write a plan.

Trustees recommended the following minor changes to the policy as presented in the agenda package:

- Page 74 of the agenda package, (page 2 of the attachment) proposed section 1.1.8 as highlighted in yellow item 6. add the words “people with a disability” after the words “or support”,
- Page 73 of the agenda package, section 1.1.1., replace the word “four” with “five”,
- Page 74, section 1.1.2., add to the end, “and ratified by Trust Council.”,
- Section 1.1.3 replace the words, “by the March Trust Council” with “no later than the March Trust Council”,
- Section 1.1.8.
 - Item 1. after the words “with disabilities” add “or who have a disability”,
 - Item 2. Add “at least one person and” before the words “up to 3”.

The following discussions regarding substantive changes to the proposed policy ensued:

- The number of Trust Council members actually on the committee should be less,
- Section 1.1.9, for consistency, add to the end, “Trust Council will ratify the appointments under section 1.1.8 items 1, 2 and 3.”
- Section 1.1.8, items 1, 2, 3 and 4 prefaced with “up to” could be interpreted as zero and should be changed to read “a minimum of one and up to four”,
- Section 1.1.8, item 2 the number of Indigenous participants should not have a cap,
- Clarification on “organizations that support people with disabilities” and vetting of organizations requested,
- Interpretation of the new legislation.

TC-2023-003

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

That Trust Council request interested trustees to work with Director of Legislative Services Marlor to provide input and revision to the draft Accessibility Committee terms of reference and bring it back to the June Trust Council.

CARRIED

DLS Marlor will send an email to all trustees requesting further input from those interested.

4.2.6 Financial Planning Committee Membership - RFD

DLS Marlor spoke to the request for decision.

Discussion ensued that the wording “to ensure the Committee represents all 16 bodies of Trust Council” be removed from the recommendation as written.

TC-2023-004

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

That Trust Council ask the Governance Committee to review the current method of appointment and the make-up of membership for Trust Council standing committees.

CARRIED

4.2.7 Minister Cullen response re: Provincial Review request letter dated September 23, 2022 – BRF

Trust Council discussed a further response to the minister.

TC-2023-005

It was Moved by Trustee Elliott and Seconded by Trustee Yates,

That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the province revisit the provincial grant funding formula to the Islands Trust in light of its mandate and in light of the pressing needs of affordable housing, climate change and reconciliation with First Nations in the Trust Area.

TC-2023-006

It was Moved by Trustee Scott and Seconded by Trustee Campbell,

That **TC-2023-005** be amended as follows: after “in light of the pressing needs of” delete and replace with “increased responsibilities for reconciliation with First Nations in the Trust Area, climate change and affordable housing.”

CARRIED

TC-2023-005 as amended by TC-2023-006 to read as follows:

That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust in light of its mandate and increased responsibilities for reconciliation with First Nations in the Trust Area, climate change and affordable housing.

TC-2023-007

It was Moved by Trustee Boland and Seconded by Trustee Harris,

Amend **the above motion** by removing “in light of its mandate and increased responsibilities for reconciliation with First Nations in the Trust Area, climate change and affordable housing.”

CARRIED

Chair Luckham called the question on **TC-2023-005 as amended by 006 and 007.**

That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust.

CARRIED

Trust Council discussed updating the recently appointed Minister of Municipal Affairs, Anne Kang regarding revisiting a review of Islands Trust.

TC-2023-008

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

That Trust Council respond to Minister Kang to the effect that Trust Council will revisit the request for a review of Islands Trust mandate, governance and structure, at September Trust Council and provide the minister with an update.

CARRIED

4.2.8 Governance Committee Chair Report

Chair of the Governance Committee, Municipal Trustee Gedye reported that the committee's work is in progress as presented in the attached report.

5. TRUST AREA SERVICES

5.1 Consent Agenda Items

Items 5.1.1 and 5.1.4 were pulled for discussion as noted.

By general consent, Islands Trust Council adopted the recommendations as presented in items 5.1.1. to 5.1.4.

5.1.1 Director of Trust Area Services (DTAS) Report

DTAS Frater gave a staffing update on the hiring of a Communications Specialist and Senior Indigenous Policy Advisor.

Received for information.

5.1.2 Trust Programs Committee Work Program Report

Trust Council approved the report as presented.

5.1.3 Islands Trust Conservancy Report 3rd and 4th Quarters 2022-2023

Received for information.

5.1.4 Legislative Monitoring Report, February 2023 - BRF

DTAS Frater responded that the frequency of providing this report every six months is under the current direction of Trust Council.

Received for information.

The meeting recessed for a break at 5:30 p.m. and reconvened at 7:00 p.m.

6. ENGAGEMENT / COLLABORATION

It was noted there were 137 live stream views during the delegations and public comments session with approximately 11 electronic attendees and 4 members of the public in-person.

At 7:00 p.m., Chair Luckham reconvened the meeting and trustees introduced themselves roundtable. First Nations land acknowledgements were given by many trustees representing their various local trust areas.

6.1 Delegations

The following delegations addressed Trust Council as published in the agenda package.

- 6.1.1 Gulf Islands Alliance re: Climate Emergency and Biodiversity Collapse
- 6.1.2 Raincoast Conservation Foundation re: Adopt Goals in Montreal Pledge
- 6.1.3 David Dunnison re: Valid Invalid Information
Addressed Trust Council in-person in Nanaimo.
- 6.1.4 Maxine Leichter re: Bylaw enforcement procedures Policy 5.5.1 being more effective and transparent
- 6.1.5 Riane da Silva re: How the Islands Trust and Bylaw Enforcement Violate the Human Right to Housing
Addressed Trust Council in-person in Nanaimo.
- 6.1.6 Eric Booth re: Application processing
- 6.1.7 Michael Sketch re: On a positive obligation give by the Act....
Addressed Trust Council in-person in Nanaimo

6.2 Public Comments

Approximately 10 members of the public were present electronically and three in-person.

The following members of the public addressed Trust Council as noted:

Elizabeth White, Salt Spring Island, spoke in opposition to Trustee Harris's request for decision (item 14.1 of the agenda). She urged council to vote no if the recommendation is put on the table.

Bob McKenchie and Don Elkington, Gabriola Island, spoke to a lack of consultation by NAV Canada's proposed flight path changes affecting Gabriola and other islands in the Trust Area requesting Trust Council follow the City of Port Moody's initiative in writing a formal response of opposition.

Jennifer Margison, Galiano Island, spoke to the trucking of fresh water to the islands as presented in her correspondence circulated as a late item and received at 12.9. in the merged agenda package.

Mary Beth Rondeau, North Pender Island, addressed the validity of science regarding mapping the Coastal Douglas-fir zone in the Trust Area.

Trustees Yates and Elliott left the meeting at 9:44 p.m.

By general consent, at 9:47 p.m., the meeting was recessed for the evening.
Wednesday, March 8, 2023

At 9:01 a.m., Chair Luckham called the meeting to order. All trustees were present. Trustee Graham attended electronically.

No members of the public were present electronically. It was reported there were 163 live stream views on March 8.

7. ADMINISTRATIVE SERVICES / FINANCE

7.1 Consent Agenda Items

By general consent, Islands Trust Council adopted the recommendations as presented in items 7.1.1 to 7.1.4.

7.1.1 Director of Administrative Services Report

Receive for information.

7.1.2 Financial Planning Committee Work Program Report

That Trust Council approve the report as presented.

7.1.3 Q3 Financial Report to December 31, 2022 - RFD

That Trust Council approve the December 31, 2022 financial report.

7.1.4 Financial Forecast as at December 31, 2022

Received for information, 219 and pages 248 numbers don't sync. Mobbs explained budget vs forecast.

7.2 Discussion / Decision Items

Chair of the Financial Planning Committee (FPC), Bernardo, spoke to the proposed budget on behalf of the work of FPC.

7.2.1 March 2023 Islands Trust Council 2023/24 Proposed Budget - Session Outline

Received for information as presented.

7.2.2 2023/24 Draft Budget Assumptions and Principles – BRF

Director of Administrative Services (DAS) Mobbs reviewed the briefing as presented and answered trustee questions.

7.2.3 Draft 2023/24 Budget Overview – BRF

DAS Mobbs reviewed the briefing as presented and answered trustee questions.

7.2.4 Financial Planning Committee (FPC) Budget Changes – BRF

Trust Council discussed item 4.2.2 Trust Council 2023 on-island meeting sin consideration of amending the budget to include funds for a June Trust Council in-person meeting, that space is now available on Gabriola Island at the Haven.

The briefing was received for information.

7.2.5 Budget Numeric Detail

Received for information.

7.2.6 Surplus Funds Allocation

DAS Mobbs answered questions regarding surplus funds allocation.

7.2.7 Business Case Summaries

Trust Council discussed the business case summaries as presented.

The meeting recessed for a break at 11:05 a.m. and reconvened at 11:21 a.m.

Discussion ensued on the budget requests as presented.

7.2.8 Strategic Plan Projects - Budget Requests

Received for information.

7.2.9 Local Trust Committee (LTC) Projects - Budget Requests and Feasibility

Received for information.

7.2.10 Operational Projects and Staffing - Budget Requests

DAS Mobbs spoke to the budget requests and answered trustee questions.

7.2.11 Islands Trust Conservancy (ITC) Board Budget Request

Received for information.

7.2.12 Business Cases Not Advanced

Received for information.

7.2.13 Results of the public consultation process for the proposed Special Tax Requisition 2023/24 budget – BRF

Received for information.

7.2.14 Salt Spring Island Local Trust Committee (SSI LTC) Special Tax Requisition Request – RFD

Director of Planning Services (DPS) Cermak addressed the request for decision as presented.

Discussion ensued that not all islands taxed in the Salt Spring Island Local Trust Area receive benefit from this special tax requisition.

The meeting recessed for lunch at 12:10 p.m. and reconvened at 1:00 p.m.

8. **PLANNING SERVICES**

Chair Luckham reconvened the meeting and welcomed all back.

8.1 Consent Agenda Items

Items 8.1.1. and 8.1.3 were pulled for discussion as noted.

By general consent, Islands Trust Council adopted the recommendations as presented in items 8.1.1. to 8.1.3.

8.1.1 Director of Planning Services Report

Director of Planning Services (DPS) Cermak answered questions regarding 1) the new CityView software for planning and referral tracking and, 2) groundwater assessment and recharge mapping.

Received for information.

8.1.2 Regional Planning Committee Work Program Report That Trust Council approve the report as presented.

8.1.3 Bylaw Enforcement Statistical Reports - Briefing

Bylaw Compliance and Enforcement Manager, Dingman answered trustee questions regarding the statistical reporting in the briefing.

Received for information.

8.2 Discussion / Decision Items

8.2.1 Bylaw Enforcement Policies and Practices Overview - Session Outline

Director of Planning Services (DPS) Cermak introduced the session and welcomed Matthew Jackson, Policy Analyst, Ministry of Attorney General's Office who shared a PowerPoint titled "Bylaw Notice Program" and answered trustee questions following the presentation.

Sara Darling and Jennifer Jones from the Office of the Ombudsperson shared a PowerPoint titled "The Office of the Ombudsperson: Administrative Fairness and Bylaw Complaints".

Both PowerPoint presentations were made available in the merged agenda package.

A question and answer session followed.

8.2.2 Bylaw Enforcement Policy and Practices Overview – Briefing

Received for information.

Trustee Dodds left the meeting at 2:28 p.m.

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

Discussion continued regarding bylaw enforcement practices and policies. Staff answered trustees questions.

TC-2023-009

It was Moved by Trustee Bernardo and Seconded by Trustee Borthwick,

THAT the Director of Planning Services request the Office of the Ombudsperson to undertake a comprehensive review of the enforcement related policies and practices of the Islands Trust, and recommend such improvements and changes to them as may be required to bring the policies and practices into conformity with best practices for local government by law enforcement.

CARRIED

By general consent, Trust Council continued with discussion and considered amendments to the draft budget as presented.

TC-2023-010

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

That Trust Council direct staff to specify that the Legislative Services, Meeting Administrator position be named as temporary for one year.

14 in favour

11 opposed

CARRIED

TC-2023-011

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

That Trust Council direct staff to specify that the Administration, Administrative Coordinator position be named as temporary for one year.

12 in favour

13 opposed

DEFEATED

TC-2023-012

It was Moved by Trustee Evans and Seconded by Trustee Bernardo,

That Trust Council reduce the proposed Policy Statement Amendment Project budget from \$50k to \$30k in recognition of the fact that Executive Committee has proposed a project charter that has shifted public engagement to the 2024/25 fiscal year.

CARRIED

TC-2023-013

It was Moved by Trustee Yates and Seconded by Trustee Mabberley,

That Trust Council put back in to the budget for the 2023/24 year, \$27,500 for the June Trust Council meeting.

CARRIED

TC-2023-014

It was Moved by Trustee Yates and Seconded by Trustee Mabberley,

That the 2023/24 Trust Council meetings be held in-person at the following locations: June – Gabriola; September -1. The Penders or 2.Keats/Barnabas; December – Victoria; March (2024) - Salt Spring.

TC-2023-015

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

THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$43,500 in its 2023/24 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee (LTC) in accordance with the additional powers granted to it under Bylaw 154 related to preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

TC-2023-016

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

That the above motion **(TC-2023-015)** be modified from \$43,500 to \$22,000.

4 in favour
16 opposed
DEFEATED

Chair Luckham called the question on **TC-2023-015** as presented.

]

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

THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$43,500 in its 2023/24 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee (LTC) in accordance with the additional powers granted to it under Bylaw 154 related to preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

14 in favour
8 opposed
CARRIED

By general consent, the meeting adjourned at 5:36 p.m.

Trustee Scott's video, "The Silver Highway" regarding the herring season in the Salish Sea was shown.

Thursday, March 9, 2023

Chair Luckham reconvened the meeting at 9:00 a.m. and acknowledged the meeting was being held on the Coast Salish territory Peoples of the Snuneymuxw First Nation.

Trustees Allen and Scott sent regrets. There were 24 trustees present.

It was noted there were 130 livestream views of the meeting on March 9, 2023.

9. CLOSED MEETING

At 9:02 a.m., the meeting was closed to the public.

TC-2023-017

It was Moved by Municipal Trustee Fast and Seconded by Trustee Yates,

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

CARRIED

At 11:00 a.m. the meeting was reopened to the public. There was a 15 minute break. The meeting reconvened at 11:15 a.m.

10. RISE AND REPORT

Chair Luckham reported that the minutes of the September Trust Council closed meeting were adopted as presented.

By general consent, items under 5.2 were addressed next.

5.2 Discussion / Decision Items

5.2.1 Draft Revised Policy Statement Amendment Project Charter v6 - RFD

DTAS Frater spoke to the request for decision.

TC-2023-018

It was Moved by Trustee Morrison and Seconded by Municipal Trustee Fast,

That Trust Council approve Policy Statement Amendment Project Charter v6.

CARRIED

Discussion followed on timeline, communications, public engagement and holding special purpose meeting to further consider the draft Policy Statement.

5.2.2 Reconciliation Learning Group – RFD

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

TC-2023-019

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

That a reconciliation learning group be initiated comprised of trustees who indicate interest; and that a learning plan be developed and implemented through monthly, virtual meetings.

CARRIED

- 5.2.3 Recommended Islands Trust Council Representative and Alternate Attendee for DFO Shellfish Aquaculture Management Advisory Committee – RFD

TC-2023-020

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

That Trust Council recommend to Fisheries and Oceans Canada (DFO) that Trustee Lironi be appointed as Trust Council's representative to the DFO Shellfish Aquaculture Management Advisory Committee and that Trustee Graham be identified as the alternate attendee.

CARRIED

11. DISPOSITION OF DELEGATIONS

Re: Item 6.1.5 Riane da Silva re: How the Islands Trust and Bylaw Enforcement Violate the Human Right to Housing

Discussion ensued regarding whether the delegate is referring to a higher law that Islands Trust needs to be aware of.

TC-2023-021

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

That Trust Council request Staff to seek a legal opinion regarding the Islands Trust's obligations to uphold collective and individual rights to housing.

CARRIED

Re: Item 6.1.3 David Dunnison re: Valid Invalid Information

Trustees offered the following statements for discussion which were projected onscreen:

- That the Executive Committee consult legal counsel with respect to the assertions made by David Dunnison to Trust Council on March 7, 2023, and also in the written materials he provided in support of his presentation, and obtain counsel's opinion concerning Trust Council's potential legal liability, if any, arising from any inaccurate scientific claims made on the Island Trust website.
- That Trust Council request staff to review language on the website and in publications regarding the Coastal Douglas-fir zone and amend as appropriate, with advice from provincial forest ecologists as needed.
- That Trust Council request the Executive Committee to arrange a presentation for trustees by provincial forest ecologists to provide background on forest classifications, forest health, and the significance of forests in the Islands Trust Area.

- That Trust Council direct staff to continue their work with David Dunnison pending his agreement, and to expand the scope of work to, validating the range and extent of the CDF zone and “species at risk” data on IT website and promotional data. Using (Del Meidinger, Will Mackenzie and Bob Green) the provincial experts David Dunnison cited in his Delegation Tuesday, March 7th as the final authority on the CDF zone range and extend to be presented to Trust Council (TC) for review prior to two weeks before September Trust Council meeting.

Comments regarding potential legal action against the Islands Trust ensued.

At 12:53 p.m., the meeting was closed to the public.

TC-2023-022

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

That the Islands Trust Council close this meeting to the public subject to Section 90(1)(g) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the municipality and that staff attend the meeting.

CARRIED

At 1:34 p.m. the meeting was reopened to the public.

By general consent, item 13. Bylaws for Approval was addressed next.

13. BYLAWS FOR APPROVAL

Director of Administrative Services (DAS) Mobbs presented to Trust Council, the draft budget as revised. The documents were circulated to trustees and added to the agenda package as 13.1.1 Revised.

13.1 Financial Plan Bylaw No. 191 – RFD

TC-2023-023

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

That Islands Trust Council Bylaw 191, cited as the “Financial Plan Bylaw 2023-2024”, be Read a First Time.

CARRIED

TC-2023-024

It was Moved by Trustee Bernardo and Seconded by Trustee Gedye,

That Islands Trust Council Bylaw 191, cited as the “Financial Plan Bylaw 2023-2024”, be Read a Second Time.

CARRIED

TC-2023-025

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

That Islands Trust Council Bylaw 191, cited as the “Financial Plan Bylaw 2023-2024”, be Read a Third Time.

CARRIED

TC-2023-026

It was Moved by Trustee Bernardo and Seconded by Trustee Campbell,
That Islands Trust Council Bylaw 191, cited as the “Financial Plan Bylaw 2023-2024”, be
forwarded to the Minister of Municipal Affairs for approval consideration.

CARRIED

13.2 Revenue Anticipation Borrowing Bylaw No. 192 – RFD

DAS Mobbs spoke to the request for decision as presented.

TC-2023-027

It was Moved by Trustee Middleton and Seconded by Municipal Trustee Fast,
That Islands Trust Council Bylaw 192, cited as the “Revenue Anticipation Borrowing Bylaw
2023-2024”, be Read a First Time.

CARRIED

TC-2023-028

It was Moved by Trustee Morrison and Seconded by Municipal Trustee Fast,
That Islands Trust Council Bylaw 192, cited as the “Revenue Anticipation Borrowing Bylaw
2023-2024”, be Read a Second Time.

CARRIED

TC-2023-029

It was Moved by Trustee Middleton and Seconded by Trustee Stamford,
That Islands Trust Council Bylaw 192, cited as the “Revenue Anticipation Borrowing Bylaw
2023-2024”, be Read a Third Time.

CARRIED

TC-2023-030

It was Moved by Trustee Fast and Seconded by Municipal Trustee Fast,
That Islands Trust Council Bylaw 192, cited as the “Revenue Anticipation Borrowing Bylaw
2023-2024”, be forwarded to the Minister of Municipal Affairs for approval consideration.

CARRIED

By general consent, Trust Council continued with unfinished business under item 11.

11. DISPOSITION OF DELEGATIONS

Re: Item 6.1.2: Raincoast Conservation Foundation re: Adopt Goals in Montreal Pledge.

TC-2023-031

It was Moved by Trustee Morrison and Seconded by Trustee Yates,
That the Trust Council direct the Regional Planning Committee and the Trust Programs Committee
to consider how the Montreal Charter on Biodiversity impacts the work of the Islands Trust and
share their thinking back with Trust Council in this calendar year.

CARRIED

Re: Item 6.1.3 David Dunnison re: Valid Invalid Information

TC-2023-032

It was Moved by Trustee Stamford and Seconded by Trustee Bernardo,

That Trust Council request staff to review language on the website and other publications regarding the Coastal Douglas-fir zone and associated ecosystems and amend as appropriate, with advice from qualified provincial forest ecologists as needed.

TC-2023-033

It was Moved by Trustee Harris and Seconded by Trustee Evans,

Amend the above motion **TC-2023-032**, after “qualified provincial forest ecologists” add “including Will MacKenzie provincial custodian of the Biogeoclimatic Ecosystem Classification (BEC) system.” and remove “as needed.”

CARRIED

TC-2023-032 as amended by TC-2023-033

That Trust Council request staff to review language on the website and in publications regarding the Coastal Douglas-fir zone and associated ecosystems and amend as appropriate, with advice from qualified provincial forest ecologists, including Will MacKenzie provincial custodian of the Biogeoclimatic Ecosystem Classification (BEC) system.

CARRIED

TC-2023-034

It was Moved by Trustee Stamford and Seconded by Trustee Boland,

That Trust Council request the Executive Committee to arrange a presentation for trustees by qualified provincial forest ecologists to provide background on forest classifications, forest health, and the significance of forests in the Islands Trust Area as soon as conveniently possible.

TC-2023-035

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

Amend the above motion **TC-2023-034**, add “including Will MacKenzie,” after “qualified provincial forest ecologists...”.

10 in favour

14 opposed

DEFEATED

Chair Luckham called the question on **TC-2023-034** as presented.

10 in favour

14 opposed

DEFEATED

TC-2023-036

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

That Trust Council refer the educational opportunity around the Coastal Douglas-fir zone and forest discussions to Trust Programs Committee for further consideration as an educational opportunity.

(See resolution TC-2023-034).

CARRIED

12. CORRESPONDENCE

12.1 Harlene Holm response to Freshwater Sustainability Report letter received February 14, 2023

TC-2023-037

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

That correspondence item 12.1 “Harlene Holm response to Freshwater Sustainability Report letter received February 14, 2023” be referred to the Regional Planning Committee.

CARRIED

12.2 Mielle Chandler letter to Trust Council dated February 14, 2023

Director of Planning Services Cermak commented that regarding the Ombudsperson Review, see resolution **TC-2023-009**, that consideration of language as referenced in Mielle Chandler’s letter re: “replacing value-laden words ‘legal/illegal’ and ‘lawful/unlawful’ to describe residents’ land uses—especially our dwellings [with] terms ‘conforming’ and ‘non-conforming’” will be considered with regards to Trustee Boland’s request regarding language review of Bylaw Compliance and Enforcement Policy.

Received for information.

12.3 R. Schuster re: Report “Carbon and Biodiversity Mapping and Assessment for the Islands Trust Area” from 2014 letter dated February 28, 2023

Received for information.

12.4 D. Rogers re: Correspondence to Trustees letter dated March 6, 2023

Received for information.

12.5 McKechnie & Elkington re: NAV CAN Flight Path letter dated March 6 2023

Received for information.

12.6 E. Dishoeck re: Flight path changes proposed by NAV CAN letter dated March 6, 2023

Received for information.

14. NEW BUSINESS

14.1 Tree Cutting Advocacy - Rescind September 2020 Request to the Province - Trustee RFD

Trustee Harris spoke to his trustee request for decision (RFD) as presented. He spoke to education of different techniques of sustainable forestry and the impacts to communities.

TC-2023-038

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

That Islands Trust Council request the Chair to promptly inform the Province that it no longer wishes to proceed with its request that the Province enhance the Trust's jurisdiction over tree cutting bylaws to make its jurisdiction equal to that of municipalities under section 8 of the Community Charter, and also request staff to remove the task from Trust Council's follow-up action list.

TC-2023-039

It was Moved by Trustee Elliott and Seconded by Trustee Mabberley,

That the above motion **TC-2023-038** be severed after "Community Charter" and two separate motions be presented for consideration by Trust Council.

9 in favour
11 opposed
DEFEATED

Chair Luckham called the question on **TC-2023-038** as presented.

17 in favour
6 opposed
CARRIED

14.2 Suspend Proactive Bylaw Enforcement - Notice of Motion

14.2.1 An Independent Review of Islands Trust Bylaw Enforcement Practices – RFD

This item was put on hold pending information to be brought back from the action requested in motion TC-2023-009.

15. TRUSTEE UPDATES

15.1 First Nations Relations - None

15.2 Freighter Anchorages/Oceans Protection Plan (OPP) Update

15.2.1 Trustee Lironi - Oceans Protection Plan Update
Received for information.

15.2.2 Trustee Campbell - Oceans Protection Plan Update
Received for information.

15.3 Salt Spring Island Watershed Protection Alliance (SSIWPA) - None

15.4 Southern Gulf Islands Forum

It was noted that electronic meetings have been held and with an in-person meeting is scheduled in April.

15.5 Átl'ka7tsem/Howe Sound Biosphere Region

A forum is scheduled to be held in April.

15.6 Baynes Sound/Lambert Channel Ecosystem Forum - None

15.7 BC Ferries Advisory Committees - None

16. PRIORITIES CHART

Received for information.

17. STRATEGIC PLAN AMENDMENTS - None

18. PROPOSED JUNE TRUST COUNCIL PROGRAM

The meeting was approved to be held in-person.

19. NEXT MEETING

The next Trust Council meeting is scheduled to be held in person June 27-29, 2023, at the Haven on Gabriola Island.

20. ADJOURNMENT

By general consent, at 2:55 p.m. the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder

From: David Maude <dmaude@islandstrust.bc.ca>
Sent: Thursday, April 27, 2023 4:32 PM
To: EC <ec@islandstrust.bc.ca>
Subject: Fwd: Mooring Buoy Regulations - Mayne Island

This is coming up in many locations

I would like to discuss having a TC session with the federal and provincial government representatives to outline who has jurisdiction where so all trustees have a clear understanding how these situations are dealt with

Thank you

D

Mayne Island Trustee
Islands Trust Council Vice Chair
Wi'la'mola - We are all travelling together

BRIEFING

To: Executive Committee **For the Meeting of:** May 3, 2023
From: Trust Programs Committee **Date Prepared:** April 26, 2023
SUBJECT: Advocacy for provincial funding

PURPOSE: To convey a request from Trust Programs Committee to Executive Committee regarding advocacy for provincial funding.

BACKGROUND: On February 6, 2023, following a review of 2023/24 funding requests, Trust Programs Committee passed the following resolution.

TPC-2023-011

It was MOVED and SECONDED,

that Trust Programs Committee encourage Executive Committee to support all efforts to pursue additional funding from the Province.

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/April 27, 2023

BRIEFING

To:	Executive Committee	For the Meeting of:	April 13, 2023
From:	Director, Administrative Services	Date Prepared:	May 3, 2023
SUBJECT:	Budget Impact of Approved 2023/24 BCGEU Wage Increases		

PURPOSE:

To inform Executive Committee (EC) of potential for overspending in individual general ledger (GL) accounts for the fiscal 2023/24 year, in accordance with Islands Trust Council [Policy 6.5.2 Budget Control and Adjustment Authority](#).

BACKGROUND:

In early March 2023 Trust Council approved its 2023/24 budget which included an estimate of BCGEU staff wage increases at 6.125%. The province has since announced the actual wage increase for BCGEU staff at 6.75%, which is 0.63% higher than what the Islands Trust salaries budget contemplated.

The difference in these rates equates to an approximate increase in the salaries budget of \$30,000 for Islands Trust GEU staff. This is not significant against the Islands Trust total approved salaries budget of \$6.3M, and is expected to be offset by underspending in salaries due to delayed hiring of newly approved staff positions.

Trust Council Policy 6.5.2 *Budget Control and Adjustment Authority* Section D. 3 reads:

“When an actual or anticipated overexpenditure (whichever comes first) exceeds \$20,000 for a project or general ledger budget line within an Operational Unit, management must inform the Executive Committee at the next scheduled Executive Committee meeting, and continue to provide reports on the status of the project or budget line to the Executive Committee on a monthly basis, or as frequently as requested by the Executive Committee. Upon being informed of an overexpenditure, the Executive Committee will decide what initial corrective action will be taken, if any. Copies of all Executive Committee notifications and reports on overexpenditures will be copied to members of the Financial Planning Committee.”

The increase of \$30,000 will be allocated amongst the various business units at Islands Trust and as such, individual general ledger (GL) line items for staff salaries by department will not meet the policy minimum overspend of a \$20,000 per GL line for reporting to EC/FPC. However, staff felt it prudent to communicate the newly approved GEU rates and budget impact to trustees, to support trustee’s understanding of how these approved wage increases might impact the organization.

Approved increases for management staff occur later in the fiscal year and will be assessed at that time, with reporting to EC/FPC as required.

ATTACHMENT(S):

1. None.

FOLLOW-UP:

A copy of this Executive Committee notification report has been provided to members of the Financial Planning Committee in accordance with Policy 6.5.2 s3. Further direction may be received from Executive Committee.

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

REQUEST FOR DECISION

To: Executive Committee
From: Chloë Straw, Planning Team Assistant
SUBJECT: Request for Executive Committee Sponsorship of Development Application Fee re: HO-DP-2023.1

For the Meeting of: May 3, 2023
Date Prepared: April 6, 2023

RECOMMENDATION: THAT the Executive Committee approve financial sponsorship of \$1,250.00 for development permit application HO-DP-2023.1 which would allow the Hornby Island Arts Council to continue with development of the land for a new Arts Centre for Hornby Island.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

1 PURPOSE:

The purpose of the Request for Decision (RFD) is to request the Executive Committee to consider the development permit application fee sponsorship application from the Hornby Island Arts Council for development permit application HO-DP-2023.1.

2 BACKGROUND:

Staff have reviewed the development permit application and confirmed that a development permit is required, the fee for which is \$1,250. See receipt of application and fee in Attachment 1: Development Application Fee Sponsorship Application Form. The Hornby Island Arts Council has applied for a development permit to build a new Arts Centre for Hornby Island and request sponsorship of the development permit application fee by the Executive Committee. As a non-profit organization seeking to establish a facility for the benefit of the Hornby Island community at large, the Arts Council is eligible for sponsorship. Their plans are to develop over the coming months using funding that they currently have in place. In addition, a siting and use permit has also been applied for.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

None.

FINANCIAL:

Approval of application would reduce the sponsorship budget where the funds would otherwise be received from the applicant. Trust Council budgeted \$15,000 for fiscal year 2023/24 to cover costs for applications that are approved by Executive Committee sponsorship. This application constitutes the first request that Executive Committee has received for this fiscal year; therefore, there are sufficient funds in the budget to cover this sponsorship.

POLICY:

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

IMPLEMENTATION/COMMUNICATIONS:

Staff will inform the applicant of the outcome of their request of the Executive Committee and proceed with processing the development permit application.

FIRST NATIONS:

None.

OTHER:

None.

4 RELEVANT POLICY(S):

Islands Trust Policy 4.1.xiii

5 ATTACHMENT(S):

1. Development Application Fee Sponsorship Application Form
2. Application Fee Package

RESPONSE OPTIONS**Recommendation:**

THAT the Executive Committee approve financial sponsorship of \$1,250 for development permit application HO-DP-2023.1 which would allow the Hornby Island Arts Council to continue with development of the land for a new Arts Centre for Hornby Island.

Alternative:

THAT the Executive Committee decline financial sponsorship of \$1,250 for the development permit application fee from the Hornby Island Arts Council for the development permit application HO-DP-2023.1 to allow for the build of a new Arts Centre for Hornby Island.

Prepared By: Chloë Straw, Planning Team Assistant

Reviewed By/Date: Renée Jamurat, RPP MCIP, Regional Planning Manager – North Office/April 6, 2023



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Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca
**a Salt Spring
Northern Office**

700 North Road
Gabriola Island BC V0R 1X3
Telephone: (250) 247-2063
Fax: (250) 247-7514
northinfo@islandstrust.bc.ca
**Gambier, Lasqueti, Hornby,
Denman, Gabriola, Thetis,
Ballenas-Winchelsea**

Development Application Fee Sponsorship Application Form

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

To be eligible for Executive Committee Sponsorship:

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

The following are NOT eligible for Executive Committee Sponsorship:

☒ The applicant is a registered for-profit corporation under the Corporations Act.

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

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

ALR and Subdivision referral application fees are not eligible.

SECTION 1: APPLICANT INFORMATION

(Please print or type all sections)

Organization Name: Hornby Island Arts Council

Primary Contact: Louise McMurray, President

Address: 2115A Sollans Road, Hornby Island, BC V0R 1Z0

Telephone: E-mail: 250 335 2070

Charitable Status Number (If applicable): 868287624 BE0001

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

www.hornbyarts.com

Board Members (Name, Position):

Louise McMurray, President

Ted Goodden, Vice President

Judith Fletcher Elkins, Treasurer

Sheila Morissette, Director

John Struthers, Director

EC Sponsorship Application Mar 2014 Page 1

SECTION 2: DEVELOPMENT APPLICATION INFORMATION

Check development application where fee refund is requested:

☐ Official Community Plan ☐ Zoning Bylaw Amendment ☐ Temporary Use Permit

xx ☒ Development Permit

☐ Other: _____

☐ Development Variance Permit

Development Application Submitted? ☒ Yes ☐ No Application #: H10 - DP - 2023.1

Development Application Fees Paid (Amount): Receipt #: e-transfer

SECTION 3

Objective of Development Application:

Build a new Arts Centre for Hornby Island

Describe how the Development Application furthers official community plan goals: ~~The~~ new Arts Centre will be a community use building serving artists on Hornby Island and throughout the Comox Valley. It will also be a resource for the island and a tourist destination.

SECTION 4

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

Printed Name: Louise McMurray, President, HIAC

X

Signature: Date:

Louise McMurray

March 4, 2023

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

louise.mcmurray01@gmail.com

INFORMATION TO BE COMPLETED BY ISLANDS TRUST

Date of Executive Committee Consideration: Decision:

Financial Details:

Fee Refunded:

Organization Charitable Status Number: 868287624 BC0001

LTC Notified (Date):

Applicant Notified (Date):

HORNBY ISLAND ARTS COUNCIL
BOARD OF DIRECTORS & STAFF 2023

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STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society - Societies Act

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

T.K. Sparks
T.K. SPARKS

NAME OF SOCIETY: HORNBY ISLAND ARTS COUNCIL

Incorporation Number:	S0039230
Business Number:	86828 7624 BC0001
Filed Date and Time:	March 1, 2023 09:55 AM Pacific Time

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

2115-A SOLLANS RD
HORNBY ISLAND BC V0R 1Z0

Mailing Address:

2115-A SOLLANS RD
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DIRECTOR INFORMATION

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HORNBY ISLAND BC V0R 1Z0



STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

Last Name, First Name Middle Name:

STRUTHERS, JOHN

Delivery Address:

4150 CHANNEL ROAD
HORNBY ISLAND BC V0R 1Z0



Incoming Payments

Generated on: Tue Mar 14 13:29:22 EDT 2023

Reference Number:441812456-230314132919		Customer ID:	
Sender	Email	Amount	Deposit Account
HIAC New Art Center Building Account		\$1250.00	
Deposit Date		Status	
2023-03-14 13:29:19.0		CONFIRMED	
Message From Sender			

To:	Executive Committee	For the Meeting of:	May 5, 2023
From:	Narissa Chadwick, Island Planner	Date Prepared:	April 27, 2023
SUBJECT:	CMHC's Housing Accelerator Fund		

PURPOSE: The purpose of this memo is to provide details on the opportunities and constraints of Local Trust Committee's applying for the Canadian Mortgage Housing Corporation's (CMHC) Housing Accelerator Fund.

BACKGROUND:

The Opportunity

The 2022 Federal Budget announced \$4 billion in funding to launch the Housing Accelerator Fund. The Fund is an application-based program with 1 application window in 2023. The closing date for applications is August 2023. Approved applicants will get 4 advances with 1 advance planned for each year of the program until its conclusion in 2026-27. The funding opportunity is significant, unique, rare, and applicable to planning services.

The program is intended to drive transformational change within the sphere of control of local governments regarding land use planning and development approvals. The Fund's objective is to accelerate the supply of housing across Canada, resulting in at least 100,000 more housing units permitted than would have occurred without the program.

There are two streams for funding:

1. Large Urban (populations greater than 10,000) (Salt Spring Local Trust Area),
2. Small Rural (population less than 10,000)(all other Local Trust Areas).

A Pre-application reference is attached (Attachment 1). Online information on the HAF can be found [here](#).

To be eligible for funding, a Local Trust Committee must present an application that outlines supply growth targets and specific initiatives to grow housing supply and speed up housing approvals. Applications must include an "Action Plan." An Action Plan will have a minimum of 5 "initiative streams" in small rural areas and 7 initiatives in urban areas. Examples of Initiatives include: encouraging accessory dwelling units, enabling mixed development, promoting infill development, implementing rental only zoning, incorporating climate adaptability into OCPs, partnering with non-profit housing providers to preserve and increase the stock of affordable housing, updating infrastructure planning to align with official community plans, growth targets, and housing needs assessment etc.

Funding may also be used for updating Housing Needs Assessments, affordable housing – construction, repair, land or building acquisition, housing related Infrastructure – drinking water, waste management, public transit, community energy systems, connectivity, site preparation, and community-related infrastructure – road, bridges, sidewalks, bike lanes, fire halls, landscaping and greenspace.

The Challenge

Local Trust Committees wishing to pursue this opportunity will need to amend their respective work programs and project charters to divert resources in order to apply for the funding opportunity. These changes would result in changes to timelines and scope of other LTC projects.

Numerous elected officials are aware of the funding opportunity. However, due to the time and resource constraints it is staff's assessment that the funding opportunity is feasible for Local Trust Committees that currently have significantly developed or are currently developing Action Plans or their equivalent. These include the Salt Spring Island Local Trust committee (Housing Action Program) and Mayne Island Local Trust Committee (Housing Options Project).

Given LTC jurisdiction and inability to provide grants, opportunities to effectively utilize the funding by LTCs are also a barrier unless funds can “flow through” to bodies like Regional Districts.

Applications will immediately take significant staff resources by focusing work of one or two Island Planners on the Regional Planning Team (out of ~2.5 FTE), while also requiring assistance from a Planner 2 and/or some administrative staff time. The grants administrator would be heavily involved as would management and staff from finance and communications.

The long term resources required for the program would be dependent on which initiatives are pursued within the relevant action plans. Staff will be meeting with CHMC staff to answer numerous questions including “flow through” opportunities whereby the Islands Trust receives funding and flows it to Regional Districts that provide affordable housing and community related infrastructure. Such a model could put money in the hands of groups who can physically develop housing and related infrastructure while freeing up planning staff time to deliver other approved projects.

ATTACHMENT(S):

- 1. CHMC HAF Pre-Application Reference Guide**

FOLLOW-UP:

Prepared By: Narissa Chadwick, Island Planner

Reviewed By/Date: Stefan Cermak, Director, Planning Services / April 28, 2023

Pre-application Reference Material



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1. PURPOSE OF THIS GUIDE

This reference document will help applicants to get ready to apply to the Housing Accelerator Fund (the HAF) administered by the Canada Mortgage and Housing Corporation (CMHC). It informs applicants about program requirements and information that they will need to submit as part of their application. Potential applicants are local authorities as described in section four (4).

Through the provision of incentive funding, the HAF is intended to drive transformational change within the sphere of control of the local government regarding land use planning and development approvals with the overall objective to “accelerate supply” of housing.

As part of the application process, applicants must outline the actions that they will take to increase housing supply and reflect these initiatives in an action plan. Given the time that it may take to prepare the application, including the mandatory action plan and to obtain the necessary local approvals, CMHC is providing this document well in advance of the application intake portal opening.

For greater certainty, the formal application form for the HAF will be made available later in 2023 in support of the launch of the initiative when CMHC is ready to accept applications. It is possible that certain information will be requested within the application form that is not referenced in or that differs from this document.

2. PROGRAM BUDGET

With the launch of the HAF, \$4 billion in funds may be available to local authorities (see definition in section four (4)) to incentivize the implementation of local actions that remove barriers to housing supply, accelerate the growth of supply, and support the development of communities that are aligned with several priorities as described in section three (3).

3. OBJECTIVES

The primary objectives of the program are to create more supply of housing at an accelerated pace and enhance

certainty in the approvals and building process, while also supporting the following priorities:

- Supporting the development of complete communities that are walkable, consisting of appropriate residential density and a diverse mix of land uses, providing access to a wide variety of amenities and services through public and active transportation.
- Supporting the development of affordable, inclusive, equitable and diverse communities that encourage clear pathways to achieving greater socio-economic inclusion largely achieved through the equitable provision of housing across the entire housing spectrum.
- Supporting the development of low-carbon and climate-resilient communities.

As a result of investments towards these objectives and priorities, the HAF is expected to result in permits being issued for 100,000 more housing units than would have occurred without the HAF.

4. ELIGIBLE APPLICANTS

Local governments within Canada, including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals are eligible to apply to the HAF.

In the absence of a municipal-level authority, a regional district or province or territory that has authority for land use planning and development approvals may also apply to the HAF.

5. APPLICATION STREAMS

There are two application streams, as follows:

- **Large/Urban:** A jurisdiction located anywhere in Canada with a population* equal to or greater than 10,000, excluding those within a territory or an Indigenous community.
- **Small/Rural/North/Indigenous:** A jurisdiction located anywhere in Canada with a population* less than 10,000 or within one of the territories or an Indigenous community.

*Population based on 2021 census data.

6. MINIMUM REQUIREMENTS

To be eligible for incentive funding, the applicant must:

- Develop an action plan as part of their HAF application, including satisfying the prescribed minimum number of initiatives as outlined in section seven (7). The purpose of the action plan is to outline a housing supply growth target and the specific initiatives that the applicant will undertake to grow housing supply and speed up housing approvals.
- Commit to a housing supply growth target within their action plan that increases their average annual rate of growth by at least 10%. The growth rate must also exceed 1.1%*.
- Complete or update a housing needs assessment report** and include a reoccurring scheduled review date within the report to ensure that the needs assessment is kept current.
 - The requirement to complete or update a housing needs assessment report may be waived if the applicant recently completed or updated their housing needs assessment. Applicants that have completed or updated their housing needs assessment within two years of the 2022 federal budget announcement (April 7, 2022) can request that this requirement be waived. If there is no reoccurring scheduled review date on this existing housing needs assessment report, there remains a requirement to add a reoccurring scheduled review date.
- Submit periodic reports to CMHC in the form and timelines prescribed. See section 12 for additional details. This includes:
 - Progress reporting on the initiatives and commitments within the action plan.
 - Micro-level permit data for residential buildings for all permitted units.
 - Details that support that HAF funding was used for a permitted purpose.

*CMHC may consider growth targets that fall outside these program guidelines on a case-by-case basis considering actual applications received. Applicants are encouraged to put forward the strongest application possible. Refer to section nine (9) for details on the evaluation criteria.

**For those that need to complete or update their housing needs assessment, resources are available on [CMHC's website](#). The report is not required to be completed at the time of application submission, but it must be completed within the prescribed timeframe (i.e., the third reporting period). See section 13 for details on the reporting schedule.

7. ACTION PLANS

Applicants must provide an action plan as part of their application, which will assist CMHC in selecting applicants. If selected by CMHC, the action plan will form part of the contribution agreement. Refer to Appendix A for details on the type of information required as part of the application, including the action plan.

Each applicant must assess its own housing needs, challenges, and opportunities in considering whether to apply under the HAF. Applicants are encouraged to consider regional matters in developing their action plans. Applicants may wish to consult the information available on the Statistics Canada website as part of its assessment. [Table 98-10-0002-02](#) provides information on population and dwelling counts for provinces, territories, and census subdivisions.

Housing supply growth target

Within the action plan submitted as part of the application for HAF, the applicant will be required to provide two projections to CMHC as outlined below. The applicant must calculate their own projections based on reasonable assumptions and data sources, including Statistics Canada and/or its own administrative data. There is no prescribed formula; however, projections should be based on a three-year period ending September 1, 2026.

- The total number of permitted housing units projected **without** HAF.
- The total number of permitted housing units projected **with** HAF. This second projection is what is referred to as the "housing supply growth target."

For the purpose of determining if the committed growth rate satisfies the minimum 10% increase and exceeds 1.1%, the following formulas will be used by CMHC:

- The annual projected growth rate without HAF: the total number of permitted housing units projected without HAF/3 years/current total number of dwellings *100%.
- The annual projected growth rate with HAF: the total number of permitted housing units projected with HAF/3 years/current total number of dwellings *100%.

The current total number of dwellings should be consistent with the applicant's 2021 census data adjusted for additional dwellings built since that reporting period.

Additional targets

Applicants will also be able to set targets based on the type of housing supply that is projected to be permitted with the support afforded by the HAF program. These additional targets will increase the amount of funding available to the proponent if selected to participate in the program. The targets can be set for housing types that align with the priorities of the HAF program, which include:

- Multi-unit housing (in close proximity to rapid transit)
- Multi-unit housing (missing middle)
- Multi-unit housing (other)
- Affordable housing units.

Refer to section 10 for an overview of the funding methodology and definitions for each type of housing.

Action plan initiatives

The action plan must include initiatives that will help the applicant achieve their committed housing supply growth target and any additional targets. The action plan items must support enhancements achievable within the program's timeframe, but the intent is for changes to outlive the HAF.

The minimum number of initiatives depends on the application stream, as follows:

- **Large/Urban:** A minimum of seven initiatives.
- **Small/Rural/North/Indigenous:** A minimum of five initiatives.

All initiatives included within the action plan should be new initiatives that have not yet started. In exceptional circumstances, CMHC may be willing to consider initiatives that started after the 2022 federal budget (April 7, 2022), which announced the Housing Accelerator Fund, in cases where an applicant may be challenged to meet the prescribed minimum number of initiatives.

The applicant must indicate how each initiative will increase the supply of housing and associated timelines, as well as any other expected results.

The applicant must identify and explain how each proposed initiative supports at least one of the objectives of the program (see section three (3)).

The following list of initiatives are aligned with the objectives of the HAF program and reflect common practices in urban planning, contributing to more housing supply. Applicants are encouraged to select from this list where it makes sense to do so given the local context. There is flexibility for CMHC to consider alternative initiatives proposed by applicants. Actions that do not support the objectives of the program will not be considered.

- Promoting high-density development without the need for rezoning (as-of-right zoning), e.g., for housing developments up to 10 stories that are in proximity (within 1.5km) of rapid transit stations and reducing car dependency
- Allowing increased housing density (increased number of units and number of storeys) on a single lot including promoting "missing middle" housing forms typically buildings less than 4 stories
- Encouraging Accessory Dwelling Units—a second smaller unit on the same property as a primary unit
- Enable mixed-use redevelopment of city-owned properties, while where appropriate maintaining the current government use, e.g., building housing on top of a library or office space
- Promoting infill developments (adding new units to existing communities) with increased housing density and a variety of unit types (e.g., duplexes or secondary suites)
- Implementing rental only zoning
- Implementing land use changes mandating a minimum number of family units (units with more than two bedrooms) or allowing for office conversions to residential with minimum family unit requirements
- Implementing revised parking requirements such as reduced or eliminated parking spaces for new developments
- Implementing disincentives, costing or fee structures to discourage such things as unit vacancy, underdeveloped/ idle land, and low-density forms of housing
- Ensuring that development and amenity charges – fees that cover necessary infrastructure to support new housing and amenities such as libraries and recreation centres in and adjacent to the communities where development is occurring – are clear, transparent and pre-determined (not subject to negotiation)

- Aligning development charges with the costs of infrastructure and servicing
- Implementing incentives, costing or fee structures, for example density bonusing, to encourage such things as affordable housing and conversions from non-residential to residential
- Waiving public hearings on all affordable housing projects that conform to the official community plan
- Implementing measures to address or prevent flood plain or climate change risk for example making flood plains park land and/or creating relocation programs to move housing units out of at-risk areas
- Incorporating a climate adaptability plan into Official Community Plan
- Promoting and allowing more housing types that serve vulnerable populations
- Promoting regulated multi-tenanted housing forms (e.g., boarding houses or single room occupancy)
- Implementing inclusionary zoning (the requirement that a developer builds a certain percentage of their units at affordable (below market) prices or rents) in ways that foster development
- Encouraging alternative forms of housing construction such as modular housing, manufactured housing, and prefabricated housing
- Create a process for the disposal of city-owned land assets for the development of affordable housing as-of-right (not requiring rezoning)
- Implementing new/enhanced processes or systems such as case management, e-permitting, land and building modelling
- Implementing changes to decision making such as delegating development approval authority to municipal staff based on established thresholds or parameters
- Partnering with non-profit housing providers to preserve and increase the stock of affordable housing
- Updating infrastructure planning to align with official community plans, growth targets, and housing needs assessment

- Reducing and streamlining urban design and character guidelines, i.e., elimination of height restrictions, visual character requirements, view cones, setbacks, etc.

It is the responsibility of the applicant to determine and confirm that it has the requisite authority, expertise, capacity, and resources to implement any and all chosen initiatives. The contribution agreement shall include a representation and warranty by the applicant confirming the above and CMHC will be relying on the representation and warranty without any independent investigation. All action plans must be approved by elected Council (or equivalent, including delegated authority) and include an attestation of the applicant's Chief Financial Officer (or equivalent) on the viability of the plan using the prescribed form. The attestation must be obtained by the applicant before applying to the HAF. The approval may be obtained by the applicant before applying to the HAF and is required before the contribution agreement is signed.

Note: CMHC may provide successful applicants with an opportunity to propose additional initiatives and increase their housing supply growth target in the event there is unused funding in the later years of the program.

8. INCENTIVE FUNDING AND PERMITTED USES

The HAF is about driving transformational change and creating the conditions for more housing supply over the short and longer term. The HAF is intended to incent applicants to commit to change, show progress and be provided with funding in return.

For clarity, HAF is not directly underwriting specific housing projects or reimbursing proponents for specific costs incurred. Rather, HAF funding can be used in support of housing under any of the following four categories. For further details on how HAF funding would be advanced refer to section 13.

Permitted uses of HAF funding:

- Investments in Housing Accelerator Fund Action Plans
 - any initiative included in the proponent's action plan and approved by CMHC.
- Investments in Affordable Housing
 - construction of affordable housing
 - repair or modernization of affordable housing
 - land or building acquisition for affordable housing.
- Investments in Housing-related Infrastructure
 - drinking water infrastructure that supports housing
 - wastewater infrastructure that supports housing
 - solid waste management that supports housing
 - public transit that supports housing
 - community energy systems that support housing
 - disaster mitigation that supports housing
 - brownfield redevelopment that supports housing
 - broadband and connectivity that supports housing
 - capacity building that supports housing
 - site preparation for housing developments.
- Investments in Community-related Infrastructure that supports housing
 - local roads and bridges
 - sidewalks, lighting, bicycle lanes
 - firehalls
 - landscaping and green space.

Proponents will be asked to estimate how much of their funding will be allocated to each category as part of their application (% of total estimated funding). If approved to participate in the program, proponents must report on how HAF funding was used in the form and timelines prescribed. Additional information on reporting requirements can be found in section 12.

Subject to the permitted uses outlined above, HAF funding can be used in conjunction with other CMHC or federal government programs, unless expressly prohibited under the terms of such initiatives. Please note that funding from the HAF will not be considered as local or PT (Provinces & Territories) cost-matching under the existing CMHC-PT NHS bilateral agreements, which exclude contributions from Government of Canada sources or from CMHC.

9. EVALUATION CRITERIA

CMHC will review all applications to determine if they meet program requirements of the HAF. The evaluation of the application will be based on the criteria listed in Table 1. All applications will be assessed and scored.

All initiatives outlined in the action plan will be individually assessed and scored; however, for prioritization purposes only the top five initiatives under the Small/Rural/North/Indigenous stream or top seven initiatives under the Large/Urban stream will be considered. While only the top five or seven initiatives will be used for prioritization purposes, additional initiatives should still be put forward within the action plan as required to support the committed housing supply growth target and alignment with HAF priorities.

The evaluation criteria are used to assess the application and to determine which applicants are selected to participate in the HAF. It will **not** dictate funding amounts. There is a separate funding framework for those that are selected to participate in the program. Refer to section 10 for the funding methodology.

Table 1: Evaluation criteria

Criteria	Assessment and Prioritization
The commitment to increase housing supply Total available points: 10	Strong proposals will demonstrate a commitment to increase the supply of housing above the minimum requirements of the program. - Annual growth rate: – over 2.5% - 5 points – 1.5% to 2.5% - 3 points – 1.1% to 1.4% - 1 point. - Annual growth rate percentage change: – over 20% - 5 points – 15% to 20% - 3 points – 10% to 14% - 1 point.
The relevance of the initiative outcome(s) to one or more of the objectives of the HAF Total available points: NA (pass/fail)	Proposed initiatives within the action plan will be assessed to confirm if they support one or more of the following objectives, including priority areas: - Creating more supply of housing at an accelerated pace and/or enhancing certainty in the approvals and building process. - Supporting the development of complete communities that are walkable consisting of appropriate residential density and a diverse mix of land uses providing access to a wide variety of amenities and services through public and active transportation. - Supporting the development of affordable, inclusive, equitable and diverse communities that encourage clear pathways to achieving greater socio-economic inclusion largely achieved through the equitable provision of housing across the entire housing spectrum. - Supporting the development of low-carbon and climate-resilient communities.
The effectiveness of the initiative on increasing the supply of housing Total available points: 20	Proposed initiatives within the action plan will be assessed based on: Implementation: The time it will take to complete the initiative. – within 1 year - 5 points – within 2 years - 3 points – over 2 years - 1 point. Supply Impact: The extent to which the initiative will improve housing and community outcomes. – high degree of improvement - 5 points – medium degree of improvement - 3 points – low degree of improvement - 1 point. Timeliness: The time it will take to start to achieve additional permitted units as a result of the initiative. – within 1 year - 5 points – within 2 years - 3 points – over 2 years - 1 point. System Impact: The extent to which the initiative increases stability and predictability in the housing system. – high degree of stability and predictability - 5 points – medium degree of stability and predictability - 3 points – low degree of stability and predictability - 1 point.
The need for increased housing supply Total available points: 5	While not a mandatory requirement at the time of application submission, strong proposals will demonstrate housing needs as evidenced by a current housing needs assessment report. - Yes, a current report is available - 5 points - No, a current report is not available - 0 points.

There is only one planned intake window. CMHC will consider take-up across jurisdictions and may adjust application rankings to support a national distribution. CMHC will make formal recommendations to the Minister of Housing and Diversity and Inclusion. Once approvals and final funding decisions are made, CMHC will advise applicants of the outcome.

10. FUNDING METHODOLOGY

For those applicants that are selected for participation in the HAF program (see section nine (9)), a funding framework will be used to determine the amount of funding per successful applicant.

There are three components of the funding framework: (1) base funding, (2) top-up funding and (3) an affordable housing bonus. For the base funding, the per unit amount will be higher for applications pertaining to the territories or Indigenous communities.

While the funding envelope is determined on the basis of per unit amounts, the HAF incentive funding is designed to support the costs associated with the initiatives within the action plan, as well as any other permitted use of funds in order to accelerate the supply of housing in Canada (see section eight (8) for permitted uses of funds). The proponent will have flexibility in how HAF funding is used provided it is for a permitted use.

Components of the funding framework:

1. **Base funding** is designed to incent all types of supply across the housing spectrum. Base funding is estimated at \$20K* per HAF incented unit (\$40K* per HAF incented unit for applications pertaining to the territories or an Indigenous community). The per unit amount will be multiplied by the number of HAF incented units. HAF incented units refers to the difference between two

projections: (1) the number of permitted units that are anticipated **without** the support afforded by the HAF program and (2) the number of permitted units that are anticipated **with** the support afforded by the HAF program. The latter would establish the housing supply growth target, which would be included in the action plan and reflected in the contribution agreement.

2. **Top up funding** is designed to incent certain types of housing supply. Top up funding will depend on the type of housing and the associated projected increase in the number of permitted units. There is no top up funding available for single detached homes. The value ascribed to each category will be multiplied by the associated projected increase in the number of permitted units. The targets established for each unit type would be included in the action plan and reflected in the contribution agreement.

3. **Affordable housing** bonus is designed to reward an applicant that can increase its share of affordable housing units relative to the total projected permitted units with the support afforded by the HAF. The percentage growth will be multiplied by the ascribed value and then by the total projected permitted units with the support afforded by the HAF. The target would be included in the action plan and reflected in the contribution agreement.

*All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.

The following tables provide an illustrative example of the funding framework.

Table 2: Base Funding

	Total projected permitted units without HAF	Total projected permitted units with HAF	HAF incented units	Per unit amount	Base funding amount
Base funding	5,500	6,000	500	\$20,000*	\$10,000,000

A total of 500 HAF incented units * \$20K per unit = \$10M.

*All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.

Table 3: Top-up Funding

	Total projected permitted units without HAF by type of housing	Total projected permitted units with HAF by type of housing	Increase in housing type (#)	Per unit amount	Top-up funding amount
Single detached homes	2,000	2,100	100	\$0	\$0
Multi-unit housing (in close proximity to rapid transit)	400	450	50	\$15,000*	\$750,000
Multi-unit housing (missing middle)	1,000	1,250	250	\$12,000*	\$3,000,000
Multi-unit housing (other)	2,100	2,200	100	\$7,000*	\$700,000
Total units	5,500	6,000	500		
Top up funding					\$4,450,000

For example, an increase of 250 missing middle housing units * \$12K per unit = \$3M.

*All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.

Table 4: Affordable Housing Bonus

	Total projected affordable units permitted without HAF (%)	Total projected affordable units permitted with HAF (%)	Increase in the share of affordable housing units (%)	Per unit amount	Affordable housing bonus amount
Affordable housing bonus	2.00%	3.50%	1.50%	\$19,000*	\$1,710,000

An increase in the share of affordable housing units of 1.50% * 6,000 total projected permitted units with HAF * \$19K per unit = \$1.71M.

*All per unit amounts for the base funding, top up funding and affordable housing bonus are estimated amounts that may assist potential applicants for budgeting purposes. CMHC may adjust these amounts and this flexibility is to help ensure that CMHC can support higher than anticipated housing supply growth targets and outcomes across Canada within the overall program funding.

Total Incentive Funding: \$16,160,000

Base funding (\$10M) + top up funding (\$4.45M) + affordable housing bonus (\$1.71M) = \$16.16M

The average amount for each HAF incented unit is: \$32,320

Total incentive funding of \$16.16M / the number of HAF incented units of 500 = \$32,320

Definitions

- Single-detached homes refers to a building containing 1 dwelling unit, which is completely separated on all sides from any other dwelling or structure. This includes link homes, where 2 units may share a common basement wall but are separated above grade. It also includes cluster-single developments.
- Multi-unit housing in close proximity to rapid transit refers to any form of multi-unit housing in close proximity (1500m) to rapid transit, which operates frequent service with high capacity and priority over other modes of transportation typically achieved through an exclusive right-of-way.
- Multi-unit housing characterized as missing middle refers to ground-oriented housing types that exist between single-detached and mid-rise apartments. This includes garden suites, secondary suites, duplexes, triplexes, fourplexes, row houses, courtyard housing, low-rise apartments (less than 4 stories).
- Other multi-unit housing refers to all multi-unit housing excluding missing middle and multi-unit housing in close proximity to rapid transit.
- Affordable housing refers to housing units that are intended for households whose needs are not met by the marketplace. The local definition will be used for the purposes of HAF or in the absence thereof the provincial/territorial definition.

11. MINIMUM DOCUMENTATION REQUIREMENTS

To support their application, applicants will be asked to submit the following minimum documentation:

- Completed application form, including action plan
- Signed integrity declaration
- Most recent audited financial statements (if not available publicly)
- Current housing needs assessment report (if available at time of application)

- Attestation letter signed by the applicant's Chief Financial Officer (or equivalent) using the prescribed form on viability of the action plan.

The action plan template will provide applicants with an opportunity to outline stated goals, objectives, and expected results. The applicant should be able to provide analysis or statistics to support the initiatives put forward in the action plan. This supporting information could be referenced directly in the application or be submitted as supporting documentation, for example, the applicant may wish to refer to a recent housing needs assessment, or other report outlining needs or opportunities for increased housing supply growth.

12. REPORTING REQUIREMENTS

There are three main reporting obligations under the HAF. The proponent will be required to adhere to specific reporting requirements, which include:

- Progress on the initiatives and commitments outlined in the action plan.
 - Actual start and completion date of each initiative
 - Percentage complete for each initiative
 - Overall status for each approved initiative (i.e., Completed, On Track, Delayed, Not Started)
 - Start and completion date of the milestone(s) for each initiative
 - Overall status for the milestone(s) for each initiative (i.e., Completed, On Track, Delayed, Not Started)
 - Rationale for the status of each initiative and/or milestone. Where there are delays and/or milestones have not been met, the applicant must provide a detailed rationale, including a proposed plan to get the initiative back on track
 - Number of net new units permitted for residential buildings during the reporting period*.

*Permitted unit refers to units for which building permits for new housing construction were issued during the reporting period for residential buildings. The reference to "net" is to consider any demolitions or conversions that may have also taken place during that period.

- Permit data for all housing units permitted during the reporting period. CMHC plans to leverage the data points consistent with Statistics Canada Building Permits Survey for consistency purposes.
 - Permit number
 - Submission date of permit request
 - Issue date of permit
 - Construction/demolition location (site address)
 - Type of building code
 - Type of work code
 - Dwelling units created (if applicable)
 - Dwelling units lost (if applicable)
 - Units demolished (if applicable)
 - Secondary suite
 - Number of stories.
- Details on how HAF funding was used during the reporting period.
 - Category and sub-category of incentive funding (see section eight (8) of this document)
 - Annual dollar amount per category and sub-category
 - Cumulative dollar amount per category and sub-category.
 - Details on capital projects facilitated with HAF funding.

There may be additional data points required as part of the reporting requirements listed above. Explanations for the data points will be made available for each reporting requirement in support of the HAF application intake opening later in 2023.

Proponents will be required to make progress reports and how funds were used public through normal governance mechanisms or other means deemed appropriate by the proponent.

13. ADVANCING AND REPORTING SCHEDULES

There will be a total of four advances to successful applicants (referred to herein as proponents), with one advance planned for each year of the program. Each advance will be subject to conditions including those noted below.

The reporting obligations for proponents will be outlined in the contribution agreement. Reporting will be required at the following intervals: (i) a report on a prescribed form due no later than 6 months following the date the agreement is signed; and (ii) for each subsequent advance, reports on a prescribed form due within 60 days of the anniversary of the agreement. A final report on the use of the HAF funds will be due within 90 days of the fourth anniversary of the agreement.

The reports provided below must be accompanied by an attestation of the applicant's Chief Financial Officer or equivalent (on a prescribed form), which confirms that the proponent remains in compliance with the terms and conditions of the contribution agreement and that the proponent's representations and warranties remain true. Requests for annual payments are dependent on meeting applicable reporting obligations.

Advance	Conditions
Year 1 First advance: 25% of total approved funding*	An upfront advance will be provided to the proponent. The upfront advance is intended to enable the proponent to start the initiatives outlined in their action plan and to pursue other investments in housing provided the funds are used for a permitted use(s). First reporting period (first 6 months of agreement): No later than 6 months following the agreement date the proponent must submit to CMHC a letter (in a prescribed form) attesting that it is on track to undertake items outlined in its action plan and otherwise fulfil its reporting obligations under HAF. No supporting details are required to be submitted unless expressly requested by CMHC at that time.
Year 2 Second advance: 25% of total approved funding	Second reporting period (first year of agreement): Within 60 days of the first anniversary of the agreement the proponent must submit to CMHC the following: • A progress report on the action plan initiatives and commitments. This report will be on a prescribed form. • A report that includes micro-level permit data for residential buildings for all permitted units issued during the annual reporting period. This report will be on a prescribed form. • A report that outlines how HAF funds were spent by the proponent during the annual reporting period. This report will be on a prescribed form. • A letter attesting that the proponent is on track to completing the items outlined in their action plan and has fulfilled its annual reporting obligations. This letter will be on a prescribed form.
Year 3 Third advance: 25% of total approved funding	Third reporting period (second year of agreement): Within 60 days of the second anniversary of the agreement the proponent must submit to CMHC the following: • A progress report on the action plan initiatives and commitments. This report will be on a prescribed form. All initiatives are required to be completed in support of the request for the third annual advance, including the housing needs assessment, as applicable. • A report that includes micro-level permit data for residential buildings for all permitted units issued during the annual reporting period. This report will be on a prescribed form. • A report that outlines how HAF funds were spent by the proponent during the annual reporting period. This report will be on a prescribed form. • A letter attesting that the proponent has completed the initiatives outlined in their action plan, is on track to achieving growth targets and has fulfilled its annual reporting obligations. This letter will be on a prescribed form.

*CMHC may on a case-by-case basis consider a higher first advance.

(Continued)

Advance	Conditions
Year 4 Fourth advance: 25% of total approved funding	Fourth reporting period (third year of agreement): Within 60 days of the third anniversary of the agreement the proponent must submit to CMHC the following: • A report confirming achievement of the housing supply growth target and any other targets established in the action plan. This report will be on a prescribed form. • A report that includes micro-level permit data for residential buildings for all permitted units issued during the annual reporting period. This report will be on a prescribed form. • A report that outlines how HAF funds were spent by the proponent during the annual reporting period. This report will be on a prescribed form. • A letter attesting that the proponent has achieved the housing supply growth target and any other targets outlined in the action plan and has fulfilled its annual reporting obligations. This letter will be on a prescribed form.
NA	Fifth reporting period (fourth year of agreement): Within 90 days of the fourth anniversary of the agreement the proponent must submit to CMHC the following: • A report that outlines how HAF funds were spent by the proponent during the annual reporting period. It is expected that all funds be spent before this final report is submitted and fully accounted for in the report. This report will be on a prescribed form.

CMHC will consider all relevant circumstances when determining whether to approve a request for advance during the prescribed timelines. CMHC will work with the proponent to address situations where achievement is delayed or not progressing as planned. If satisfactory arrangements to rectify the situation are not implemented, then CMHC may reduce or withhold payment of advances. CMHC will communicate funding decisions in writing.

14. CONTRIBUTION AGREEMENT

To participate in the program, approved applicants will be required to enter into a contribution agreement with CMHC in which it agrees to the commitments and to undertake the initiatives set out in the action plan. The form of contribution agreement will be made available closer to when the portal will be opening later in 2023.

15. APPLICATION PROCESS

The following provides a high-level overview of the application process:

- CMHC publishes program parameters and pre-application reference material, including an action plan template on its [website](#)
- Applicants assess their own local context, including housing challenges and opportunities
- Applicants develop an action plan unique to their needs in support of HAF, aligned with the prescribed action plan template
- Applicants obtain appropriate approvals
- CMHC invites applicants to apply/portal opens for application submissions
- Applicants submit their application to CMHC, including their action plan
- CMHC will evaluate and prioritize applications
- CMHC will advise the applicant on the status of their application
- For approved applications, CMHC will confirm the total amount of funding available to incent new housing supply, expectations on progress reports, and the planned schedule of payments
- If approved, the proponent signs the contribution agreement. If not already obtained, Council approval (or equivalent) of the action plan is required before the proponent enters into the contribution agreement
- The action plan will form part of the contribution agreement between CMHC and the proponent.

16. IMPORTANT DATES

The following provides an overview of planned activities. Some modifications may be required as CMHC prepares for implementation. CMHC will provide further details as they become available.

- Detailed program parameters published by CMHC March 2023
- Potential applicants consider the program and develop their action plans if interested in applying
- Launch and opening of the application intake portal Summer 2023
- All HAF participants selected Summer/Fall 2023
- First advances processed Summer/Fall 2023
- First reporting period is 6 months following the date the agreement is signed
- Second reporting period is the first anniversary of the agreement, reports due within 60 days
- Second advances processed Summer/Fall 2024
- Third reporting period is the second anniversary of the agreement, reports due within 60 days
- Third advances processed Summer/Fall 2025
- Fourth reporting period is the third anniversary of the agreement, reports due within 60 days
- Fourth advances processed Summer/Fall 2026
- Fifth reporting period is the fourth anniversary of the agreement, final use of funds report due within 90 days.

APPENDIX A: APPLICATION DETAILS

CMHC anticipates that the following information will be required in the HAF application form, but applicants should be aware that additional information may be requested in CMHC's sole discretion.

1. GENERAL

Section A: Applicant Information

1.1. Organization Name (English)					
1.2. Organization Name (French)					
1.3. Organization Legal Name					
1.4. Organization Office Address	Street Number	Street Name	Street Type	Street Direction	Unit
	City	Province/Territory		Postal Code	
1.5. Applicant Contact Name (First and Last Name)					
1.6. Contact Email					
1.7. Contact Business Phone					
1.8. Contact Office Address	Street Number	Street Name	Street Type	Street Direction	Unit
	City	Province/Territory		Postal Code	
1.9. Primary Contact Preferred Language	☐ English ☐ French				
1.10. Applicant Stream	☐ Large/Urban ☐ Small/Rural/North/Indigenous				
1.11. Applicant Type	☐ Local government ☐ Indigenous government ☐ Regional district ☐ Provincial or territory				
1.12. Council Approval	Indicate if Council approval (or equivalent) of the application has been obtained at the time of application submission. ☐ Yes ☐ No				

2. ACTION PLAN

Section B: Targets and Other Estimates

Projections should be based on a three-year period ending no later than September 1, 2026.

1. Total number of housing units projected to be permitted without any support afforded by HAF. If this projection does not align with historical trends, use the comment box below to explain and provide supporting details or analysis.	[insert number]
Provide a breakdown by type of housing:	
1.1 Single detached homes	[insert number]
1.2 Multi-unit housing (in close proximity to rapid transit)	[insert number]
1.3 Multi-unit housing (missing middle)	[insert number]
1.4 Multi-unit housing (other)	[insert number]
Total:	[calculated field: row 1.1 + row 1.2 + row 1.3 + row 1.4 must equal row 1]
2. Total number of housing units projected to be permitted with the support afforded by the HAF. This is referred to as the "HAF housing supply growth target."	[insert number]
Provide a breakdown by type of housing:	
2.1 Single detached homes	[insert number]
2.2 Multi-unit housing (in close proximity to rapid transit)	[insert number]
2.3 Multi-unit housing (missing middle)	[insert number]
2.4 Multi-unit housing (other)	[insert number]
Total:	[calculated field: row 2.1 + row 2.2 + row 2.3 + row 2.4 must equal row 2]
Provide a breakdown by year of the HAF program:	
2.5 For the year ending September 1, 2024	[insert number]
2.6 For the year ending September 1, 2025	[insert number]
2.7 For the year ending September 1, 2026	[insert number]
Total:	[calculated field: row 2.5 + row 2.6 + row 2.7 must equal row 2]
3. Total number of "HAF incented units" (units projected with HAF minus units projected without HAF).	[calculated field: row 2 minus row 1]
4. Percentage of affordable units projected to be permitted without any support afforded by HAF.	[insert percentage] %
5. Percentage of affordable units projected to be permitted with the support afforded by HAF.	[insert percentage] %
6. Total number of dwellings (i.e., current housing stock)	[insert number]
7. Projected average annual housing supply growth rate without HAF	[calculated field: row 1 / 3 years / row 6 * 100] %
8. Projected average annual housing supply growth rate with HAF	[calculated field: row 2 / 3 years / row 6 * 100] %
9. Projected increase in the housing supply growth rate	[calculated field: (row 8 minus row 7) / row 7]
Comments	

Section C: Initiatives	
Initiative 1	[name the initiative]
Initiative Type	[select initiative from drop down – select the best one that applies]
Description	[provide a brief description of the initiative, including its goals and objectives]
Start Date	[start date or estimated start date yyyy/mm/dd]
Completion Date	[estimated completion date yyyy/mm/dd]
Estimated Costs	[estimated costs for implementing the initiative \$0.00]
Expected Results	[estimated number of permitted units the initiative will incent] [estimated number of permitted units the initiative will incent within the 3-year projection period] [other expected results]
Evaluation Criteria	The following evaluation criteria will be used to assess the application. – The committed housing supply growth rate will be used as part of the assessment criteria. This initiative supports the following objectives (select all that apply): ☐ Creating more supply of housing at an accelerated pace and enhancing certainty in the approvals and building process. [explain how the initiative supports the area selected] ☐ Supporting the development of complete communities that are walkable consisting of appropriate residential density and a diverse mix of land uses providing access to a wide variety of amenities and services through public and active transportation. [explain how the initiative supports the area selected] ☐ Supporting the development of affordable, inclusive, equitable and diverse communities that encourage clear pathways to achieving greater socio-economic inclusion largely achieved through the equitable provision of housing across the entire housing spectrum. [explain how the initiative supports the area selected] ☐ Supporting the development of low-carbon and climate-resilient communities. [explain how the initiative supports the area selected] Answer the following questions in relation to the proposed initiative: – Duration: How long will it take to complete/implement the initiative? [options include: within 1 year, within 2 years, over 2 years] [explain] – Timeliness: How long will it take to start to achieve additional permitted units as a result of the initiative? [options include: within 1 year, within 2 years, over 2 years] [explain] – Supply Impact: The extent to which the initiative will improve housing and community outcomes. [options include: high degree of improvement, medium degree of improvement, low degree of improvement] [explain] – System Impact: The extent to which the initiative increases stability and predictability in the housing system. [options include: high degree of stability and predictability, medium degree of stability and predictability, low degree of stability and predictability] [explain] – While not a mandatory requirement at the time of application submission, the presence of a current housing needs assessment will be considered as part of the assessment criteria.
Milestone 1	[name of milestone]
Description	[provide a brief description of the milestone]
Start Date	[estimated start date yyyy/mm/dd]
Completion Date	[estimated completion date yyyy/mm/dd]
+ADD Milestone	
+ADD Initiative	

Section D: Housing Needs Assessment

The applicant is expected to complete or update a housing needs assessment report to support its efforts to accelerate the supply of housing. This report is required in support of the request for the third annual advance. Applicants that have recently, within two years of the 2022 federal budget announcement (April 7, 2022), completed or updated their housing needs assessment can request that this requirement be waived. If there is no reoccurring scheduled review date on this existing housing needs assessment report, there remains a requirement to add a reoccurring scheduled review date in support of the request for the third annual advance.

Select the appropriate option below:

- ☐ The applicant has recently, within two years of the 2022 federal budget announcement (April 7, 2022), completed a housing needs assessment report and there is a reoccurring scheduled review date already included in the report. The applicant is requesting that the housing needs assessment requirement be waived. If this option is selected, please submit the most recent housing needs assessment report with the application.
- ☐ The applicant has recently, within two years of the 2022 federal budget announcement (April 7, 2022), completed a housing needs assessment report, but it will need to be updated to include a reoccurring scheduled review date. The applicant will add a reoccurring scheduled review date in support of the request for the third annual advance.
- ☐ The applicant does not have a housing needs assessment report. The applicant will complete one and include a reoccurring scheduled review date in the report. This will be completed in support of the request for the third annual advance.

3. OTHER INFORMATION

Section E: Historical Building Permit Issuances

Summarize the number of net new units permitted for residential buildings over the prescribed reporting period and associated number of permits issued (i.e., the new construction permit/first permit issued only).

	Number of Units Permitted	Associated Number of Permits Issued
For the year ending December 31, 2022		
For the year ending December 31, 2021		
For the year ending December 31, 2020		
For the year ending December 31, 2019		
For the year ending December 31, 2018		

Section F: Permitted Use of Funds

For information purposes only. Using the illustrative examples provided by CMHC in its published program material, the applicant estimates that they may be eligible for a total of \$_____ under HAF. Based on this assumption, it is estimated that HAF funding will be used for the following purposes:

Permitted Uses	Applicant's Estimate %	Applicant's Estimate \$
Investments in HAF action plan items (include estimates by year of program)	YR1 _____%	YR1 \$ _____
	YR2 _____%	YR2 \$ _____
	YR3 _____%	YR3 \$ _____
	Total _____%	Total \$ _____
Investments in affordable housing	_____%	\$ _____
Investments in housing-related infrastructure	_____%	\$ _____
Investments in community-related infrastructure that supports housing	_____%	\$ _____

Supplementary information if available. Describe all known capital projects that HAF funding could help facilitate.

Comments

Section G: Infrastructure Needs

For information purposes only. To ensure better alignment and integrated planning of housing and infrastructure investments, CMHC is collecting the following information. The applicant consents to CMHC sharing this information and other information pertaining to its application under the Housing Accelerator Fund with Infrastructure Canada, other federal departments and agencies and provincial and territorial governments to support coordination.

Describe how the local authority will ensure that new housing supply adequately aligns with local or regional infrastructure plans, if applicable.

Describe how the local authority will ensure that new housing supply will be timely supported by infrastructure, such as public transit, drinking water and wastewater connections, as well as parks and green spaces and other vital community amenities.

Comments

4. APPLICATION TERMS AND CONDITIONS

By creating, or attempting to create an application to Canada Mortgage and Housing Corporation ("CMHC") for funding, transfer of real property or any other Initiative or a Program under the *National Housing Strategy* (the "NHS") or the *National Housing Act* (Canada) (the "NHA"), (each individually, an "Initiative" or a "Program", and collectively, the "Initiatives" or the "Programs"), the Applicant hereby acknowledges and agrees to the following terms and conditions:

1. **Collection of Corporate Information and Personal Information (collectively, the "Information").** CMHC (and parties working on its behalf or collaborating with CMHC to administer the Initiatives and the Programs, where applicable) may collect information about the Applicant, including information about the organization/corporation ("Corporate Information") and Personal Information (meaning any information about an identifiable individual that is recorded in any form), from or through: (i) discussions with the Applicant; (ii) the online application form and its attachments (whether upon the saving of inputted Information into the form prior to submission of the application, or upon submission of the application) and supplementary Information provided by or on behalf of the Applicant; or (iii) other sources such as references, credit reporting agencies, provinces, territories, municipalities or Indigenous groups as will be specified in the Initiative. In addition, CMHC may collect Corporate Information that is presently in CMHC's possession arising out of, or in connection with, the Applicant's prior or existing relationship(s) with CMHC, such as from CMHC Initiatives, Programs or products. Completion of the application for funding, transfer of real property or any other purposes of an Initiative or a Program under the Initiatives or the Programs and the delivery to CMHC of signed consents referred to in Section 9 is voluntary; however, failure of the Applicant to provide such signed consents and any required Information in connection with its application (including within stated deadlines that may be specified in writing by or on behalf of CMHC) may result in the elimination of the application from consideration. If any of the collected Information changes or becomes inaccurate, the Applicant must promptly notify CMHC in writing of the change.
2. **Use and Disclosure of Information.**
 - a) The Applicant agrees that the Information collected in connection with an application may be used or disclosed for the following purposes:
 - (i) to assess the Applicant's eligibility under the applicable Initiative(s) and/or Program(s);
 - (ii) to assess the application, including for prioritization of applications received;
 - (iii) to communicate to the Applicant possible opportunities under other Initiative(s) and /or Program(s);
 - (iv) to communicate to the Applicant possible collaboration opportunities with external parties;
 - (v) for Information verification and due diligence purposes, including to detect and protect CMHC from errors and fraud;
 - (vi) for any purpose related to the provision of mortgage loan insurance generally, where applicable;
 - (vii) for analytics, policy analysis, data analysis, auditing and research by CMHC;
 - (viii) for evaluation and efficient administration of the Initiatives and/or Programs; and
 - (ix) for use by CMHC and the Government of Canada for any purpose related to the *National Housing Act* (Canada) and/or the *National Housing Strategy*.

- b) Prior to submission of the application, any Information collected through the online application process may only be used by CMHC for internal administration and planning purposes in respect of initiatives and/or programs under the National Housing Strategy and/or the *National Housing Act* (Canada), unless the Applicant's prior written consent to the disclosure of such Information to parties external to CMHC, for the purposes outlined in subsection 2(a) above, has been obtained.
 - c) Upon submission of the application, CMHC and parties working on its behalf or collaborating with CMHC to administer the Initiatives and/or Programs, where applicable, are authorized to process and store the Information and disclose it, on a need to know basis, for the purposes outlined in subsection 2(a) above, to:
 - (i) the office of the Minister responsible for CMHC;
 - (ii) Employment and Social Development Canada ("ESDC"), the office of the Minister responsible for ESDC, Public Services and Procurement Canada ("PSPC"), the office of the Minister responsible for PSPC, Canada Lands Company CLC Limited ("CLC"), the office of the Minister responsible for CLC and the municipality in which the project is located, Indigenous Services Canada ("ISC"), the office of the Minister responsible for ISC, Crown-Indigenous Relations and Northern Affairs Canada ("CIRNAC"), the office of the Minister responsible for CIRNAC, the municipality or reserve in which the project is located, Infrastructure Canada ("IC"), the office of the Minister responsible for IC, and to any other successor organization of the organizations listed herein.
 - (iii) the Government of Canada; and
 - (iv) provinces, territories, municipalities or Indigenous groups that may invest in or provide support for the Applicant's project or otherwise collaborate with CMHC as will be specified in the Initiative.
3. **Agreements.** If the Applicant is selected by CMHC to receive funding and/or a transfer of real property, then the Applicant will enter into (and will cause related parties including guarantors, if any, to enter into) agreements that set out the terms and conditions of such funding and/or transfer of real property. Where CMHC is providing funding, the agreements may specify, among other things, the amount to be advanced to the Applicant as well as any terms and conditions of repayment, where applicable. The granting of loan or contribution funding or any part thereof or approval for mortgage loan insurance by CMHC is not to be construed or relied on by the Applicant or any other party as representing a confirmation of the value or condition of the underlying property, whether or not appraisals or inspections are carried out by or for CMHC; nor is it to be construed or relied on by the Applicant or any other party as representing a confirmation of the ability of the borrower(s) and any guarantor(s) to repay the loan, where applicable.
4. **Intellectual Property Rights.** The Applicant owns and holds all rights, title and interests in, or has a valid right to use, all intellectual property in and to all information and materials produced in connection with the Applicant's project and the application (including, without limitation, all patents, industrial designs, trademarks, trade names, service marks, copyrights, trade secrets, inventions, know-how, domestic or foreign, and any registrations and applications for registration for any of the foregoing) to the extent it is neither published nor otherwise in the public domain. Subject to the terms and conditions of this application, the Applicant hereby grants to CMHC a non-exclusive, perpetual, irrevocable, assignable, royalty-free sub-licensable license to use, make, have made, sell, offer for sale, and import the intellectual property worldwide, with the right to make such modifications as may be desirable for any purpose related to the current or future operation of CMHC. Where an Applicant's intellectual property, in connection with its project under the Affordable Housing Innovation Fund, is modified by or on behalf of CMHC, CMHC shall own and hold all right, title and interests in and to the intellectual property as modified by or on behalf of CMHC. This provision, including the license so granted, shall survive the application.
5. **Proprietary and/or Confidential Information.** All Information regarding the terms and conditions and financial and/or technical aspects of the Applicant's proposal that are proprietary or confidential in nature have been and will be marked "PROPRIETARY" or "CONFIDENTIAL" when submitted to CMHC. Proprietary and confidential markings shall be included beside each item or at the top of each page containing Information that the Applicant wishes to protect from disclosure. CMHC will make all reasonable efforts to protect the Applicant's documents and Information so marked from disclosure. Notwithstanding the foregoing, (i) CMHC shall have no liability of any kind to the Applicant, or any other party, based on inadvertent or unintentional disclosure of proprietary or confidential Information; and (ii) CMHC is authorized to disclose proprietary or confidential Information, on a need to know basis, to the parties listed in subsection 2(c). The Applicant has been advised that as a Crown corporation, CMHC is subject to federal legislation including the *Access to Information Act* and the *Privacy Act*. In certain specific circumstances, Information submitted to CMHC by the Applicant may be required to be disclosed pursuant to federal legislation. In such cases, to the extent reasonably possible and permitted under the law, CMHC will make efforts to advise the Applicant of the required disclosure prior to releasing the Information.
6. **Publicity.** If the Applicant is selected by CMHC to receive funding and/or a transfer of real property, CMHC, the Government of Canada and any other province, territory, municipality or Indigenous group that invests in or provides support for the Applicant's project shall have the right to publicize details of the project, the funding assistance and the name of the successful Applicant. By submitting its application, the Applicant confirms its consent to the disclosure of this information. The Applicant is not permitted to make any announcement regarding any of the Initiatives and/or Programs, including without limitation, any funding or transfer of real property without the express written consent of CMHC.

7. **Contact.** CMHC and parties working on its behalf are each authorized to contact any person listed in this application (including any agent of the Applicant) to consider the Applicant's eligibility for the funding or transfer of real property requested or in connection with the administration of the Initiatives and /or Programs and may send such person(s) program information by email or other means of communication.
8. **Verification and Credit Inquiries.** Where applicable to determine creditworthiness for funding in the form of a loan, the Applicant authorizes CMHC and parties working on its behalf to: (i) obtain business credit reports or individual credit reports or both, where applicable (for example, on sole proprietors, surety/guarantors, for-profit corporate entities, not-for-profit organizations) to perform a credit check and verify information provided by or on behalf of an Applicant and to assess the Applicant's application; and (ii) make any other inquiries required, including without limitation, obtaining corporate and business information, to assess the Applicant's application.
9. **Integrity Checks.** The Applicant authorizes CMHC (and parties working on its behalf or collaborating with CMHC to administer the Initiatives and/or Programs, where applicable) to conduct general integrity and criminal record checks and other similar screening ("Integrity Screening") of the Applicant to assess the Applicant's eligibility for receipt of funding or transfer of real property under an Initiative and/or Program. CMHC may additionally require Integrity Screening to be performed on any parties affiliated with the Applicant, including without limitation, its directors, shareholders and beneficial owners, and the Applicant shall cause to be delivered to CMHC, consents to such Integrity Screening being performed duly signed by such affiliated parties.
10. **Acknowledgement.** The Applicant acknowledges that: (i) any acknowledgement of receipt of the submitted application shall not constitute an approval of the application or a guarantee that the Applicant will receive any funding and/or transfer of real property; (ii) the application and any other submitted materials will not be returned to the Applicant; and (iii) the Applicant is not entitled to any compensation for any work related to, or materials supplied in connection with, the application.
11. **Release and Indemnity.** By creating or attempting to create an application to CMHC under any of the Initiatives and/or Programs, and upon submission of an application, each Applicant and purported Applicant agrees to indemnify, release and forever hold harmless CMHC, its officers, directors, employees, agents and any other parties working for or engaged by or collaborating with CMHC or otherwise involved in connection with the administration of the Initiatives and /or Programs (including without limitation, provinces, territories, municipalities, and Indigenous groups) from any and all claims, actions, demands, causes of action, suits, debts, damages (including without limitation, direct, indirect, special, incidental, punitive, third party or consequential damages) or any other losses, expenses or liabilities of whatever nature or kind sustained by the Applicant or any other person arising out of, or in connection with, the Applicant's application or attempted application made to any of the Initiatives and/or Programs, including the assessment, evaluation and any selection process and any use of this website. CMHC is not responsible for applications that are lost, late, misdirected or delayed for any reason, including for any failure of the website or technical malfunctions related thereto.
12. **Access to Information and Privacy Statement.**
 CMHC is committed to protecting the privacy, confidentiality and security of the personal information that it holds by adhering to the requirements of the *Privacy Act* with respect to the management of personal information. By providing CMHC with your personal information for the purposes of one of the Programs, you are consenting to CMHC's collection, use and disclosure of your personal information in strict accordance with the *Privacy Act*. Personal Information collected by CMHC for the purposes of one of the Programs, can be found in their [Info Source Publication on their website](#) under the following Personal Information Bank:
 - CMHC PPU 220, National Housing Strategy Program and
 - CMHC PPU 180, Shared Equity Mortgage Providers Fund
 The *Privacy Act* provides individuals with a right to access their personal information that is under the control of CMHC, to request corrections of their personal information and to file a complaint to the Privacy Commissioner of Canada regarding CMHC's handling of personal information. Any questions, comments, concerns, requests for personal information or complaints may be directed to CMHC's Access to Information and Privacy Office at ATIP-AIPRP@cmhc-schl.gc.ca or you may also visit their [website](#).
13. **Headings for Convenience Only.** The headings used in these terms and conditions are intended for convenience or reference only and do not affect the interpretation of the provisions of these terms and conditions.
14. **Paramountcy.** To the extent of any conflict, ambiguity or inconsistency between the provisions of these terms and conditions and any other documents provided to the Applicant, the provisions of these terms and conditions shall prevail and replace any existing terms and conditions in place with the Applicant, with regard to the subject-matters set forth herein.

If you have any questions or concerns regarding these Terms and Conditions, please [email CMHC](#).

5. ACKNOWLEDGMENT AND SIGNATURE

By signing below, I certify that I am authorized to agree to the Terms and Conditions described above and to complete and submit this application for and on behalf of the Applicant. I certify that the information provided is, to the best of my knowledge and ability, complete, accurate and correct and that if any of the information changes or becomes inaccurate, I shall promptly notify CMHC. I have read and understood the Terms and Conditions described above and acknowledge that they shall continue to apply upon my submission of this application. I confirm the Applicant has voluntarily consented to the collection, use and disclosure of information as set forth in these terms and conditions.

This application may be executed by electronic signature and such electronic signature shall be deemed to be an original signature for the purpose of this application with the same legal effect as a manual signature.

Full legal name of Applicant

Date Signed

Signature of Applicant authorized signatory

Name of Applicant Authorized signatory

Title of Applicant Authorized Signatory

On Apr 27, 2023, at 1:42 PM, The Dead Boats Disposal Society
<thedeadboatsociety@gmail.com> wrote:

Dear Trustees and Board Members:

We will be applying for the [Federal Government Abandon Boat Program due June 15th](#), we are in need of volunteers to assist us in locating, Dead boats and large marine debris.

If trustees and members could spread the word throughout their communities we will do our best to assess and remove, we have a number left over from the last funding, Lasqueti / Quadra Island / Baynes Sound which is first on our list, but we know there is more.

If we don't know, we can't deal with them, it is a long, tedious process.

Many thanks to Chair Luckham and the Trust, we have removed over 250 vessels + hundreds of tons of debris. Most come from the Islands Trust Area.

The links below will take you to our Facebook and Website, attached is our information sheet for quick assessment and reporting.

Regards
John R Roe

John R Roe

- Office 250 383 2086
- Cell 1 250 538 2120
- <https://deadboatsdisposalsociety.ca/>
- [The Dead Boat Disposal Society](#)
- www.salishsea.ca
- [Veins of Life Watershed Society](#)
- Over 25 years of cleanup and restoration in the fresh water and marine ecosystems, the only value I have learned is to stop the pollution/debris before it enters the environment. source control, source control, source control, before restoration or reclamation. Amen
- [Wikipedia: The Dead Boats Disposal Society](#)

From: Conditions (IAAC/AEIC) <conditions@iaac-aeic.gc.ca>

Sent: Friday, April 28, 2023 9:17 AM

Subject: Re: Decision made on the Roberts Bank Terminal 2 Project // Décision prise sur le Projet du Terminal 2 à Roberts Bank

Dear participants,

On April 20, 2023, the Government of Canada announced its decision on the [Roberts Bank Terminal 2 Project](#) (the Project) following an environmental assessment conducted by an independent Review Panel.

For more information about the federal decision statement, please visit: <https://iaac-aeic.gc.ca/050/documents/p80054/147356E.pdf>.

Associated Links

- [Federal Environmental Assessment Decision Statement](#)
- [Crown Consultation and Accommodations Report – Executive Summary](#)
- [Government Response to the Review Panel’s Recommendations](#)
- [Order in Council](#)

You are receiving this message as a member of the distribution list for the environmental assessment of the Project. Please note that since a decision on the Project has now been made, no further communications will be sent to this distribution list. Thank you for your participation in the environmental assessment of the Roberts Bank Terminal 2 Project.

Environmental Assessment for the Roberts Bank Terminal 2 Project
Impact Assessment Agency of Canada / Government of Canada
conditions@iaac-aeic.gc.ca

From: Economic Development Cowichan <EDC@cvrd.bc.ca>

Sent: Wednesday, April 26, 2023 3:44 PM

Subject: You're Invited: Cowichan Housing Authority Workshop - May 15 - In-person

Good afternoon,

You have been identified as a key stakeholder for the Cowichan Workforce Housing Strategy, and we are inviting you to attend a workshop to address these critical housing needs.

The Cowichan Valley Regional District (CVRD) is developing a **Workforce Housing Strategy**, which will identify actions that government, non-profits, and the private sector can take to collaboratively address the region's housing problems as they relate to employment. This project is being led by staff from Economic Development Cowichan, with support from Cowichan Housing Association and CitySpaces Consulting. We aim to facilitate the provision of housing that supports the retention and attraction of staff within various industries, and foster sustainable economic development in the Cowichan region. More details on the project can be found at planyourcowichan.ca/workforce-housing.

As part of the project, we are hosting an **in-person workshop to discuss the potential creation of a housing authority for the Cowichan region**. In other jurisdictions, housing authorities have taken on various roles to build capacity around the provision of housing. During this workshop, we will discuss the role, structure/model, funding, partnerships and impact of a future housing authority for Cowichan. We will be joined by Marla Zucht, General Manager of the Whistler Housing Authority, who will present on the journey that her community has undertaken.

We invite you to participate in the workshop, and ask that you save the date:

Cowichan Housing Authority Workshop

Monday, May 15 from 12-4pm

In-person, location to be announced – [Register Here](#)

This is an invitation only event. If you would like to invite others to attend, please send us their email addresses and we will add them to the list, space permitting. Thank you!

We look forward to discussing this important topic with you. If you have any questions or comments, please don't hesitate to reach out to us.

Economic Development Cowichan
Strategic Services Department
Cowichan Valley Regional District
135 Third Street, Duncan, BC V9L 1R9
email: edc@cvrd.bc.ca
Tel: 250.746.7880 / Toll Free: 1.866.746.2508 / Fax: 250.746.7801
www.cvrld.ca | www.ecdevcowichan.com



We acknowledge that for thousands of years the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, Lyackson, Pauquachin, Ditidaht & Pacheedaht Peoples have walked gently on the unceded territories where we now work.



May 3, 2023
Executive Committee
Strategy Session

Background: Executive Committee wishes to undertake a strategy session to review their current work plan and to i) consider any necessary amendments and ii) to consider any new initiatives.

Purpose: Executive Committee maintains a work plan consisting of 1. Active projects, and 2. Future Projects. Via Trust Council [Policy 2.3.1](#), Council Committee System and Terms of Reference, and [Policy 6.2.1](#), Priority Setting Review Guidelines, Executive Committee maintains a work program that includes:

- a. items referred to it by Trust Council,
- b. projects and initiatives identified by the Committee itself,
- c. the top three priorities that it is working on, as approved by Trust Council.

At the start of the term, Executive Committee (EC) should review the work plan and consider whether to proceed with projects, remove projects, or add projects that reflect current priorities of the Committee.

- Process:**
1. Prior to the session EC will be provided a briefing that includes the following:
 - A list of Active and Future projects with the relevant status of each project
 - The current Executive Committee Follow-up Action List (FUAL)
 - Trust Council's Follow up Action List (FUAL)
 2. The session will start with an external and internal scan of relevant issues, opportunities or threats, to be developed by EC, but with initial suggestions from staff.
 3. EC will consider the status of each of the current projects, with information provided by staff and choose one of the following:
 - A. That the project continue in its current form and priority.**
 - B. That the project be concluded, with any required communications.**
 - C. That the project be continued but with some change in scope and deliverables.**
 - D. Whether any given project needs to be returned to Trust Council (TC) for further direction.**
 4. EC will then consider any new initiatives, including those on the EC or TC FUALS that are to be considered as priority or Future Projects.
 5. EC will then select its main priorities and futures list and consider any required communications to Trust Council or trustees.

Resources: Russ Hotsenpiller, CAO
Lori Foster, Executive Coordinator

TIME	TOPIC	WHO
As directed by the Chair	1. External and Internal Scan	CAO/Chair
	2. Review of current projects	
	3. Consideration of FUAL items or new ideas	
	4. Selection and recommendation for new Executive Committee work plan, 2022-2026	

Attachments

- 11.1.1. Strategic Review of Executive Committee Work Plan - Briefing
- 11.1.2. Executive committee Active Projects Report and Future Projects Report
- 11.1.3. Executive Committee (EC) Follow-up Action List (FUAL)
- 11.1.4. Trust Council's (TC) FUAL

To:	Executive Committee	For the Meeting of:	May 3, 2023
From:	CAO	Date Prepared:	April 27, 2023
SUBJECT:	Strategic Review of Executive Committee Work Plan		

PURPOSE: To review Executive Committee's (EC) current work plan and to engage in a strategic discussion on any new initiatives.

BACKGROUND: At their April 12 meeting EC made the following motion:

That Executive Committee undertake a dedicated strategic priorities session to be held in-person for the May 3rd business meeting.

Executive Committee maintains a work plan consisting of:

1. **Active projects;**
2. **Future Projects;**
3. **Follow-up Action List (FUAL) items that rise to the level of project (most often referred from Trust Council)**

Via Trust Council Policy 2.3.1, Council Committee System, and Policy 6.2.1 Priority Setting Guidelines, Executive Committee maintains a work program which includes:

- a. items referred to it by Trust Council,
- b. projects and initiatives identified by the Committee itself,
- c. the top three priorities that it is working on, as approved by Trust Council.

At the start of the term, EC should review the work plan and consider whether to proceed with projects, remove projects, or add projects that reflect current priorities. Priorities of the current Trust Council and emerging issues within the region may require that the Committee reconsider work plan and resource allocation. As the body responsible for ongoing Trust operations, Executive Committee often needs to oversee projects or initiatives that do not have a sponsoring committee.

This report provides a brief review of projects in the Active and Future categories and includes the EC FUAL and Trust Council FUAL as they may contain new priorities for EC. Key considerations for EC as it discusses its work plan include:

- Available staffing and financial resources
- Specific business plan development for any initiatives
- Defined outcomes for any initiatives
- How any given project relates to other entities, (committees, working groups) of the Islands Trust.

Following is a chart providing an initial external/internal scan for review by EC prior to engaging in work plan discussions. EC will add to the scan chart as they see appropriate.

External scan	Internal Scan
Concerns from community with regard to bylaw enforcement processes	Governance Review considerations and relationship with Governance Committee
The regional and local housing crisis	Role of Islands Trust with regards to the housing crisis
Interests and actions of First Nations governments and local Indigenous peoples throughout the region	Development of strategic plan and/or corporate plan by Governance Committee and Trust Council
High inflation, increased service costs, high cost of housing, barriers to home ownership	Fiscal restraint
Environmental trends locally and regionally: increased rainfall in fall, winter, spring, drier summer; less frequent winter snowfall, warmer temperatures, climate variability	Staffing turnover and business continuity
Changing demographics of the region	Other as directed by Committee
Other as directed by Committee	Local trust committee (LTC) functions including Chair training

CURRENT ACTIVE PROJECTS

These are priority projects for the Executive Committee and generally are linked towards the [Strategic Plan](#).

1. Update Islands Trust Policy Statement

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process. The initial Project Charter approved February 26, 2020. (Strategic Plan 3.1, 4.4, 5.6, and 5.7).

This project is ongoing and funded and is likely in the last third of its project timeline. It is recommended that this remain a priority project. Attached is the Project Charter adopted by Trust Council at its March 2023 meeting. (See next page)

Policy Statement Amendment Project

Project Charter v6

Purpose To support Trust Council's update of the Islands Trust Policy Statement bylaw, incorporating feedback from First Nations, the public, and referral agencies, and approval by the Minister of Municipal Affairs.

Background Trust Council has assigned Executive Committee, with involvement from Trust Programs Committee as appropriate, the task of updating the Islands Trust Policy Statement through the lenses of reconciliation, climate change, and affordable housing, and to undertake early engagement with First Nations and the public in the process.

Objectives

- To adopt an updated Policy Statement bylaw that supports Trust Council's commitments to reconciliation, climate change, and affordable housing, and reflects feedback from the public, First Nations, and partner agencies.

In Scope

- Amendment drafting of V1 as directed by TC resolutions, communications, legal review, and implementation planning
- First Nations engagement, public engagement, and agency referrals
- Four readings/Ministerial approval

Out of Scope

- Treaty or territorial negotiations or accommodation
- Consequential amendments to official community plans and land use bylaws

Workplan Overview

Major Deliverable/Milestone	Dates
Past Years (FY 2019-20, 2021-22, 2022-23) -First Nations early engagement Phases 1 (2019-2021), 2 (2021-2022), and 3 (2023) -Public engagement Phases 1 (2019-2020), 2 (2021), and 3 (2022) -Policy review and analysis by Trust Council's committees/working groups and staff (2020-22) -Amendment drafting and legal review Phase 1 (Apr-Jun 2021), Phase 2 (Dec 2022-Mar 2023)	2019-2023
Present (FY 2023-24) -Amendment drafting; EC/TPC and Trust Council receive revised draft Policy Statement -As requested by TC, EC and TPC develop recommendations for further revisions -Trust Council considers TC/EC recommendations and passes resolutions on further revisions required -Approval in principle by Trust Council -6 month referrals period (LTCs/IMS, ITC Board, First Nations, Regional Districts)	August– Sept 2023 Oct – Nov 2023 Dec 2023 Mar 2024 March – Sept 2024
Next Steps (FY 2024-25) -Amendment drafting and First Reading by Trust Council -3 month referral to First Nation governments, ITC Board, regional districts, other agencies as desired -Collation and consideration of feedback and preparation of document for Second / Third Reading -Second and Third readings (incorporate any desired revisions during same meeting)	Oct – Mar 2025 Apr – Jun 2025 July 2025 – Nov 2025 Dec 2025
Final Adoption (FY 2025-26) -Refer proposed bylaw to Minister with final FN engagement report; allow six months for review -Receive approval from Minister -Adoption -Final graphic design and distribution, celebration event, implementation planning	Jan 2026 + 6 months Jun 2026–Sept 2026 Sept 2026 Oct 2026–March 2027

Project Team

Executive Committee	Project Champion
Trust Programs Committee	Policy Content Advisors
Director, TAS	Project Director
Sr. Policy Advisor	Project Manager & Policy Writer
Program Coordinator	Public Engagement Coordinator
Communications Specialist	Communications Coordinator

Approved by:

Clare Frater, Director, TAS

Endorsement:

Date:

Budget

Item	FY 23-24	FY 24-25	FY25-26
Communications	\$25,000	\$0	\$8,000
Public Engagement	\$0	\$20,000	\$0
Legal Review	\$5,000	\$2,500	\$0
Total Activity Costs:	\$30,000	\$22,500	\$8,000

*Timeline assumes Trust Council does not schedule special meetings between regular quarterly meetings.

2. Climate Change Emergency

Matters pertaining to Islands Trust mitigation and adaptation to climate change impacts. (Strategic Plan item 3.1).

Notwithstanding that this priority exists in the Strategic Plan, at present this initiative and the specific role of the Executive Committee is undefined. This priority should be reviewed and specific deliverables developed in light of Trust Council support for its Climate Change declaration. It is recommended that this item be referred to a strategic planning session for EC.

3. First Nations Reconciliation

Implementation of the Reconciliation Action Plan. (Strategic Plan Items 4.5 & 4.6)

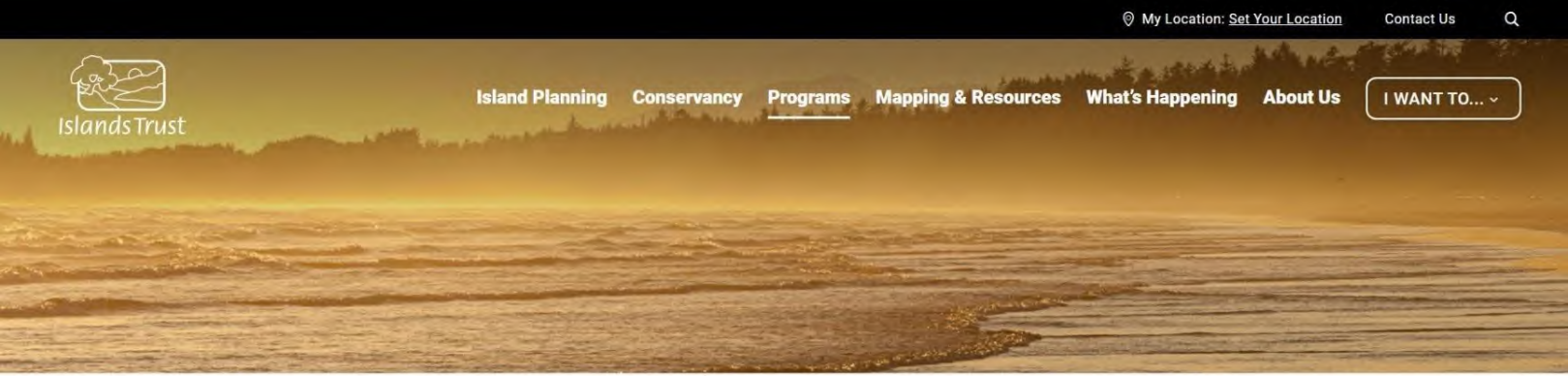
This work is ongoing and funded and is recommended to remain a priority for EC. Specific actions in the near term:

- Hiring and on boarding of new Senior Indigenous Relations Advisor
- Development of the Islands Trust Reconciliation Learning Group
- Completion and implementation of the contacts database
- Targeted allocation of senior government reconciliation funding
- Updating of the Reconciliation Action Plan
- Receipt and application of First Nations responses to the Policy Statement amendments
- Development of protocol agreements
- Education and training for trustees and staff on Calls to Action and Calls to Justice

4. Preserve and Protect Marine Ecosystems

Continue advocacy re: Freighter Anchorages, Trust Council added freighter anchorages to the list of Executive Committee list of top priorities. (Strategic Plan Item 2.1)

This project does not have current action items at this time. While it reflects a long-standing position of Trust Council, it is recommended that the criteria/deliverables be reconsidered or refreshed.



Programs

- Advocacy ✓
- Application Sponsorship
- Climate Change
- Ecosystem Inventories
- Forest Protection
- Freshwater Sustainability
- Heritage Preservation
- History and Heritage Conservation Grants in Aid
- Housing Affordability
- Islands 2050
- Marine Shorelines
- Natural Area Protection Tax Exemption Program (NAPTEP)
- Stewardship Awards
- Stewardship Education
- Support for Coordination Groups
- Trend Monitoring

Home / Programs / Marine Shorelines

Marine Shorelines

Island shorelines are valuable for ecological and cultural reasons.

Much of the Salish Sea’s marine life, including salmon, whales, and birds, relies on nearshore habitat for spawning, early life, or food.

From clam gardens to fish weirs to middens, the shorelines of the Trust Area reflect First Nations people in this region since time immemorial.

Islands Trust is here to work with you to ensure the preservation and protection of shorelines. Find out more about what we’re doing, local priorities, and get access to resources below.



1. Climate change in our region is resulting in more frequent and more severe winter storms, plus slowly rising sea levels. This can lead to increased erosion of beaches and shorelines. Scientists predict the trend will continue in the future.



2. Some homeowners have built hard structures to hold back the sea from homes and properties when trying to protect shorelines in low-lying areas. Scientific studies show these measures increase erosion and negatively impact shore, beach and sea life.



3. Many landowners successfully protect their shoreline properties using natural materials, slopes, and plantings. For more see the publication [Your Marine Waterfront: A Guide to Protecting your Property while Promoting Healthy Shorelines \(11931KB\)](#)



What We Are Doing

- Offering stewardship education programs
- Helping you protect shorelines with the Natural Area Protection Tax Exemption Program (NAPTEP)
- Collaborating with First Nations and conservation groups to monitor nature reserves and conservation covenants
- Conducting mapping and [inventories](#) of shoreline ecosystems and fragile cultural heritage sites
- Enforcing shoreline bylaws and development permit area regulations where they are in place
- Ensuring applications conform to the legal requirements necessary to preserve and protect shoreline archaeological sites

Local Priorities

- All local trust committees and Bowen Island Municipality have official community plan policies addressing shoreline protection and may also have shoreline protection projects underway. Learn more [on their web pages](#)
- Some islands have shoreline development permit areas and shoreline zoning regulations. You'll find mapping details and restrictions on their webpages as well

Resources

Find useful resources in the Islands Trust [Document Library](#) and through Islands Trust [Mapping](#). Other useful links include:

- [Community and Shared Docks Case Studies from the B.C. Coast, Islands Trust, 2013 \(1493KB\)](#)
- [Your Marine Waterfront: A guide to protecting your property while promoting healthy shorelines, Canadian Edition, Washington State, 2016 \(11931KB\)](#)
- [Shorelines Matter \(2173KB\)](#)
- [Sharing our Shorelines Booklet, North Pender Local Trust Committee \(7493KB\)](#)
- [Stewardship Centre of BC Green Shores for Homes website](#)
- [Develop with Care, Forage Fish Fact Sheet, Province of BC, 2014](#)
- [Forage Fish-the Health of the Oceans brochure, Lasqueti Island Forage Fish Team, undated](#)

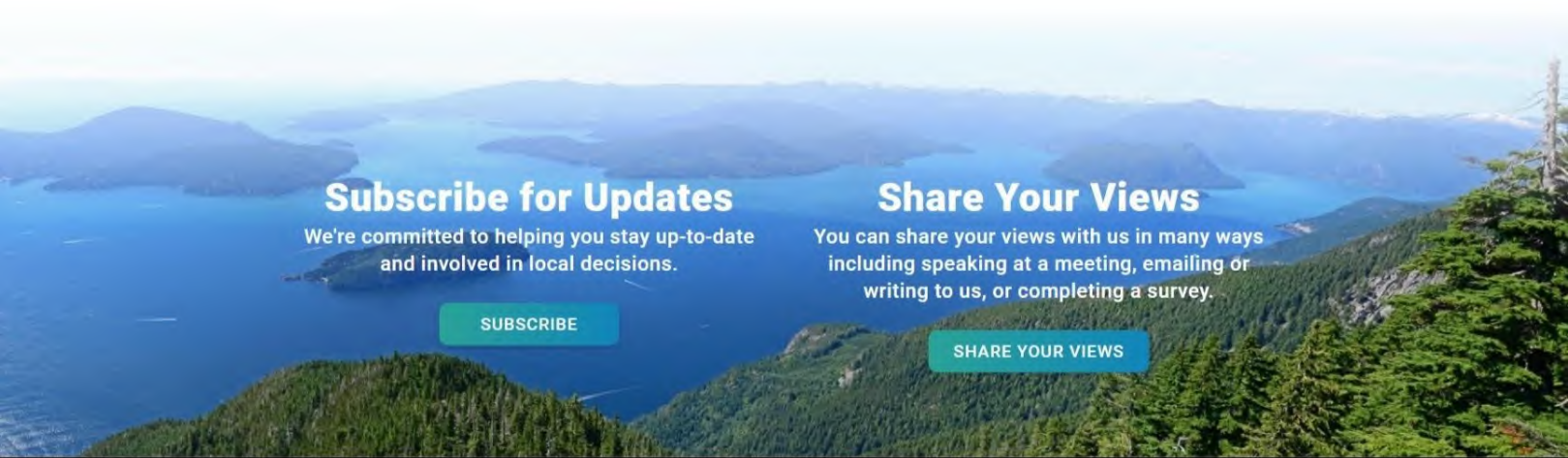
Shoreline Maps

Distribution of shoreline type, energy and sediment movement, shoreline values and vulnerabilities:

- [Bowen Island \(2019\)](#)
- [Denman Island](#)
- [Gabriola Island](#)
- [Galiano Island](#)
- [Gambier Island](#)
- [Keats Island](#)
- [Hornby Island](#)
- [Lasqueti Island](#)
- [Mayne Island](#)
- [North Pender Island](#)
- [Salt Spring Island](#)
- [Saturna Island](#)
- [South Pender Island](#)
- [Thetis Island](#)
- [Shoreline Mapping Project Methodology, 2011](#)

Other pages you may be interested in:

- [Ecosystem Inventories](#)
- [Heritage Protection](#)
- [Stewardship Education](#)
- [Conservation Planning](#)



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You can share your views with us in many ways including speaking at a meeting, emailing or writing to us, or completing a survey.

SHARE YOUR VIEWS

About Islands Trust

The Islands Trust is a special purpose government serving islands in the Salish Sea. We are responsible for preserving and protecting the islands' unique amenities and environment. **Contact Us**

Share with Us

-  Facebook
<https://islandstrust.bc.ca/wp-content/uploads/2023/04/instagram-logo-2.jpg>
Instagram
-  Twitter
-  LinkedIn
-  YouTube

CURRENT FUTURE PROJECTS

These are Future Projects that are undertaken when resourcing and timing are available.

1. **Development of an Islands Trust Communications Strategy** including development of a new website. (Strategic Plan Item 4.2)

This is ongoing, funded work and is a recommendation out of the Governance Report. Staff is nearing completion of a draft strategy for consideration of EC. We have recently filled the communications specialist position. Communications remains by policy the responsibility of EC. It is recommended that this become a priority item and that consideration be given to how communications and engagement are related and delivered at the Islands Trust.

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

This project is intended to reflect action items or specific tasks associated with long standing positions of Trust Council with regard to the above. There is currently no active work on this item and it should be reconsidered and reprioritized. This item is also strongly related to Active Project 4 above.

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

The majority of this work is complete. It is recommended that this item be removed from a projects list and referred to ongoing administrative projects.

4. **Improve Communications about the Islands Trust Related to Strategic Plan Items 4.1 & 4.2**

This project is related to Future Projects #1 and 3 above and it is recommended that all communications projects be folded into a single project.

5. **NAPTEP regulation change to increase the percentage of tax exemption Strategic Plan Item 1.3**

At the pleasure of Executive Committee.

6. **Advocate to reduce negative impacts of shellfish aquaculture practises** Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy.

Creation/support/development of the Baynes Sound Secretariat function has assisted with this priority. Currently there are no action items for EC with regard this item and it is recommended that it be reconsidered or removed from the list.

7. **Strengthen relations with First Nations Develop** a policy regarding referral responses where there is a known archaeological site. (Strategic Plan Item 4.7) This item should be referred to Active Project #3 and removed as a single project.

8. **MMIWG Calls for Justice Resolutions (Strategic Plan Item 4.6)**

All staff required to take training related to cultural safety in keeping with the Missing and Murdered Indigenous Women and Girls Calls for Justice.

That staff plan education on the Missing and Murdered Indigenous Women and Girls Calls for Justice for trustees and senior staff.

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.

Draft amendments to the Communications Policy and the Advocacy Policy to address the Missing and Murdered Indigenous Women and Girls Calls for Justice.

Priority items 7 and 8 should be referred to an updated Reconciliation Action Plan and the Learning Group for action. These items should be removed from the future projects list and added to the current work plan under First Nations Reconciliation, Active Project #3.

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

This relates to the letter Trust Council has sent to the Province requesting a review of the Islands Trust. Executive Committee has current direction from Trust Council on the FUAL with regard follow up and it is recommended that this be removed as a future project.

- 10. MOTI Memorandum of Understanding.** 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. See attachments following:

- 1. Letter of Agreement between MOTH (aka MOTI) and the Islands Trust dated October 20, 1992**
- 2. Amending Agreement to the LOA between MOTI and Islands Trust dated July 18, 1996**

NEW PROJECTS:

1. Any projects at the direction of Trust Council, including the following current FUAL items:

i. Executive Committee, March 2023

That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust.

ii. Trust Council, September 17, 2019

That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.

iii. Trust Council, March 2021

Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.

2. Development of the Strategic Plan
3. Bylaw enforcement review
4. Housing initiatives
5. At the direction of Executive Committee

ATTACHMENT(S):

- A. Letter of Agreement between MOTH (aka MOTI) and the Islands Trust dated October 20, 1992
- B. Amending Agreement to the LOA between MOTI and Islands Trust dated July 18, 1996

FOLLOW-UP: As directed.

Prepared By: CAO

Reviewed By/Date: April 6, 2023

LETTER OF AGREEMENT

between

THE MINISTRY OF TRANSPORTATION & HIGHWAYS (MOTH)

and

THE ISLANDS TRUST (IT)

SUBJECT:

**ROAD STANDARDS, CLASSIFICATION
AND MOTH/IT CONSULTATIVE
PROCESS IN THE ISLANDS TRUST AREA**

October 20, 1992

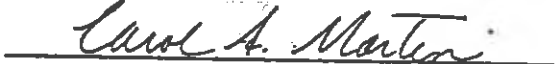
WHEREAS, pursuant to Section 8(2)(a) of the *Islands Trust Act*, for the purpose of carrying out the object of the trust, the Islands Trust Council may, subject to the approval by the Minister of Municipal Affairs, Recreation and Housing, enter into agreements with the Province and agents of the Province respecting the coordination of administrative activities within the trust area;

WHEREAS, roads in the Trust Area form part of the unique amenities of the Trust Area and require extraordinary measures to protect their unique character and to encourage safe use, both the Islands Trust Council and the Minister of Transportation and Highways are desirous of entering into an agreement for ongoing consultation respecting road standards, road classification, and posted speed limits;

THEREFORE, both parties commit to respect the attached Letter of Agreement, dated October 20th, 1992.

1. ASSENTED TO THIS 12th DAY OF November, 1992 BY:


The Honourable Art Charbonneau
Minister of Transportation
and Highways


Carol Martin, Chairperson
Islands Trust Council

2. APPROVED, PURSUANT TO SECTION 8(2)(a) OF THE *ISLANDS TRUST ACT*,
THIS 24th DAY OF DECEMBER, 1992 BY:

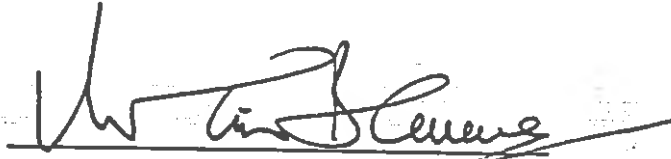

The Honourable Robin Blencoe
Minister of Municipal Affairs,
Recreation and Housing

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A. PURPOSE

The purpose of this agreement is:

1. To establish an ongoing consultative process between the agencies.
2. To establish an agreement on road standards and road classification in the Trust Area and;
3. To establish a procedure for the designation of scenic/heritage roads and bicycle route plans in the Trust Area.

B. OBJECTIVES

1. To establish a functional classification of rural roadways which:
 - a) classifies rural Island roads recognizing the relative importance of their role in servicing traffic between ferry linkages and major destinations on an island, and relates the classification to the road's importance and role in serving through traffic or providing access to land;
 - b) ensures all rural settlement areas, resource areas, recreational areas, commercial areas and other activity areas are provided with safe rural road service based on the level of traffic generating activity and rural traffic volumes;
 - c) classifies routes to maintain a safe and efficient relationship between the needs of road users and the users of adjacent land;
 - d) ensures that appropriate planning and design standards are used as agreed upon.
2. To establish the road standards for new roads, including new subdivision roads, and for existing roads when upgrading is required.
3. To establish scenic/heritage road designations for unique and valued roadways which recognize the objectives of the Islands Trust, and the process to be followed when improvements are to be undertaken.
4. To establish cycle route plans and roadway standards to accommodate safe cycling.
5. To establish a regular consultative process between the agencies on issues of common interest such as rehabilitation and maintenance programs and new road site-specific consultation.

6. To develop and agree upon cycle route plans and scenic/heritage designations to be in place by September 1993 to supplement this agreement.

C. CONSULTATIVE PROCESS

The Ministry of Transportation and Highways and the Islands Trust agree to the establishment of a consultative process to foster common understanding and hereby agree to facilitate the process by arranging meetings between respective staff and Local Trust Committees as required.

To facilitate ongoing dialogue the consultative process will be fostered through:

- An annual meeting of Ministry of Transportation and Highways staff and Islands Trust planning staff held in the fall at the call of the Manager of Local Planning of the Islands Trust to review with Ministry of Transportation and Highway staff any current issues such as proposed upgrading and maintenance programs and classification of proposed new subdivision roads.
- Routine exchange of information regarding specific concerns between the Islands Trust as represented by its local planning staff and Ministry of Transportation and Highways local staff as represented by the District's Highways Manager and/or their Area Managers.
- The establishment by the Trust of Local/Island Advisory Transportation Committees appointed by each Local Trust Committee to make recommendations to the Trust Committee and MoTH as specific issues arise and to assist in the development of bicycle route and Heritage/Scenic route plans. Special meetings may be called by either the Islands Trust or the Ministry of Transportation and Highways, as specific issues arise.
- Jointly reviewing the road classification networks and road standards every five years (effective in 1997.)
- Discussion in 1992 and 1993 of bicycle routes and Scenic/Heritage route designations.
- Ministry of Transportation and Highways routinely consulting with the Islands Trust prior to upgrading of designated scenic/historic routes.

D. ROAD CLASSIFICATIONS AND BICYCLE AND SCENIC/HERITAGE ROUTE DESIGNATION

1. Road Classifications of Island Roads

A hierarchy of road classes for the designated islands is set out in the Island-specific maps attached to the document (Appendix A). The Islands Trust will facilitate a timely process for each local trust committee to review, negotiate, revise or approve the maps attached in Appendix A. Until such time as the local trust committee approves the road classification map for their island, the Appendix A map will be used within the context of the consultative process.

The designated islands for purposes of road classification and standards are:

- Saltspring
- Gabriola
- North and South Pender
- Saturna
- Galiano
- Denman
- Hornby
- Mayne
- Lasqueti
- Thetis
- Keats
- Bowen
- Gambier
- Thormanby

The nomenclature used for road classes in this document is terminology suggested by the Islands Trust. The equivalent terminology normally used by the Ministry for functional classification is:

Islands Trust Nomenclature

Major Rural
Main Rural
Minor Rural
Residential Rural/Local

Ministry of Transportation and Highways Nomenclature

Secondary Highway
Major road
Minor Road
Local Road

The road standard for the applicable classifications as set out in Section E will be applied for new roads, including subdivisions, and to existing roads when being upgraded.

2. Cycle Route Plans

The Islands Trust will prepare proposals for cycle route plans on the islands. Consultation on these proposals will occur with the Ministry of Transportation and Highways.

A negotiated agreement on the cycle route plan for the Islands Trust area is to be achieved between the Islands Trust and Ministry of Transportation and Highways by September 1993 and will subsequently form a component of this letter of understanding (Proposed Appendix B).

The agreed-to cycle route plan, when adopted by resolution or bylaw by the Local Trust Committee, may be forwarded to the Ministry of Highways and Transportation for registration.

The approved plan, for the designated cycle routes, will trigger adjustment of the shoulder standards for new roads and for existing roads when they are to be upgraded as indicated in section E. The requirements for safely accommodating cyclists will be recognized when prioritizing roads for upgrading.

3. Scenic Heritage Designation

The Islands Trust will prepare proposals for scenic/heritage designation to recognize roadways having unique and significant scenic and/or heritage value. Only a limited portion of roadways on an island will qualify for such designation.

3. Scenic Heritage Designation Continued

Consultation will occur between the Ministry of Transportation and Highways and the Islands Trust on the criteria for evaluation of scenic and heritage values and the proposals for scenic/heritage road designations. The agreed upon criteria shall be incorporated as part of this agreement.

A negotiated agreement on scenic/heritage designation of roads in the Island Trust area is to be achieved between the Islands Trust and Ministry of Transportation and Highways by September 1993 and will subsequently form a component of this letter of understanding (Proposed Appendix C).

The Ministry of Transportation and Highways will be consulted, and its agreement obtained, on a proposed scenic/heritage road designation plan for an island prior to adoption of the plan, by resolution or bylaw, by the Local Trust Committee.

Planned work on roads designated as Scenic/Heritage will trigger a consultative process between the Islands Trust and the Ministry of Transportation and Highways prior to the initiation of upgrading.

E. ROAD STANDARDS FOR ISLAND ROADS

It is recognized that road standards in the Islands Trust Areas have been lowered in response to the Trust objective to maintain the Rural character of the islands and in recognition of the size of Islands and their unique character and the need for a gentler approach in harmony with the land. With the exceptions of Denman, North Pender and Saltspring in the Trust Area, island roads do not carry travellers to any points beyond.

However, the standards must recognize a requirement for safe transportation facilities.

The standards to be utilized for construction on each of the road classifications are outlined in the following paragraphs and table.

NOTE: Where the Islands Trust and the Ministry of Transportation and Highways identify a need for cycling facilities, as established by the agreed to cycle route plan, the standards for shoulders shall be adjusted as noted in the footnotes in the road standards table which follows. (See Figure 1, page 8).

1a) Major Rural

This classification of road applies only to a limited section of road on Salt Spring Island.

The road in this class typically carries substantially higher volumes of traffic at higher speeds than a Main Rural road.

This classification will have a paved travel-way width of 6.7 m except on crest and horizontal curves where a 7.3 m width will apply.

A 1.2 m paved width on each side of the travel way will provide for cycling, pedestrian and emergency parking use.

The bicycle route plan will incorporate all sections classified as Major Rural road as an element in the cycle plan.

Posted speed shall not exceed 80 km/hr.

1b) Main Rural

This classification of road applies to all designated islands within the Islands Trust except for South Pender, Gambier, Lasqueti, Keats, Thormanby and the undesignated Islands.

This classification of road will have a paved travel-way width of 6.7 m except on crest and horizontal curves where a 7.3 m top paved width will apply.

A 0.6m paved shoulder on each side will be provided.

The bicycle route plan will designate road sections requiring adjustment of the shoulder width to safely accommodate cycling demands. The constructed top width for each bicycle shoulder lane can range from 0.6 to 1.2 metres on both

sides in recognition of safety and travel demand requirements, as designated in Island specific cycle route plans.

The posted speed shall not exceed 60 km/hr.

1c) Minor Rural

This classification of road applies to all designated islands within the Islands Trust, but does not include the undesignated islands.

This classification of road will have a paved top width of 6.1m.

Paved shoulders are not required unless identified in the cycle route plan. The bicycle route plan will designate road sections requiring adjustment of the shoulder width to safely accommodate cycling demands. Constructed top width for each bicycle shoulder lane can range from 0 to 1.2 metres on both sides in recognition of safety and travel demand requirements, as designated in Island specific cycle route plans.

The posted speed shall not exceed 50 km/hr.

1d) Residential Rural/Local

This classification applies to all designated Islands and the undesignated Islands within the Islands Trust.

This classification applies to most new roads in small subdivisions.

This classification of road will have a paved top width of 5.5 m.

The posted speed may be in the range of 30 to 50 km/hr

2a) Illustrative Cross-Sections by Road Standard

The Island Road standards and illustrative cross-sections are shown on the following pages.

2b) Heights and Clearance Zone

Height of vegetation within the brushing and utility zone shall be controlled to maintain sight distance on curves and intersection sight triangles for traffic safety reasons.

Figure 1

ISLAND ROAD STANDARDS

Islands Trust Nomenclature	R/W Width	Design Speed	Cleared Width	Driving Lanes	Constructed (Top) Width	Surfaced Shoulder Standard	Gravel Shoulder	Cycle Lanes
Residential Rural/Local	20m(66')	50km/hr	13.9m(45.6')	5.5m(18.0')	6.7m(22')	not required	0.6m	No lanes
Minor Rural	20m(66')	50km/hr	14.5m(47.6')	6.1m(20')	7.3m(24')	not required	0.6m	2 lanes *
Main Rural	20m(66')	60 km/hr	15.6m(51.1')	6.7m(22') 7.3m(24') crest/curve	9.1m(29.8') or 9.7m crest/curve	0.6m/lane	0.6m	2 lanes **
Major Rural	25m/80'	80km/hr	18.1m(59.4')	6.7m(22') 7.3m(24') crest/curve	10.3m(34.8') or 10.9m crest/curve	1.2m/lane (3.9')	0.6m	2 lanes

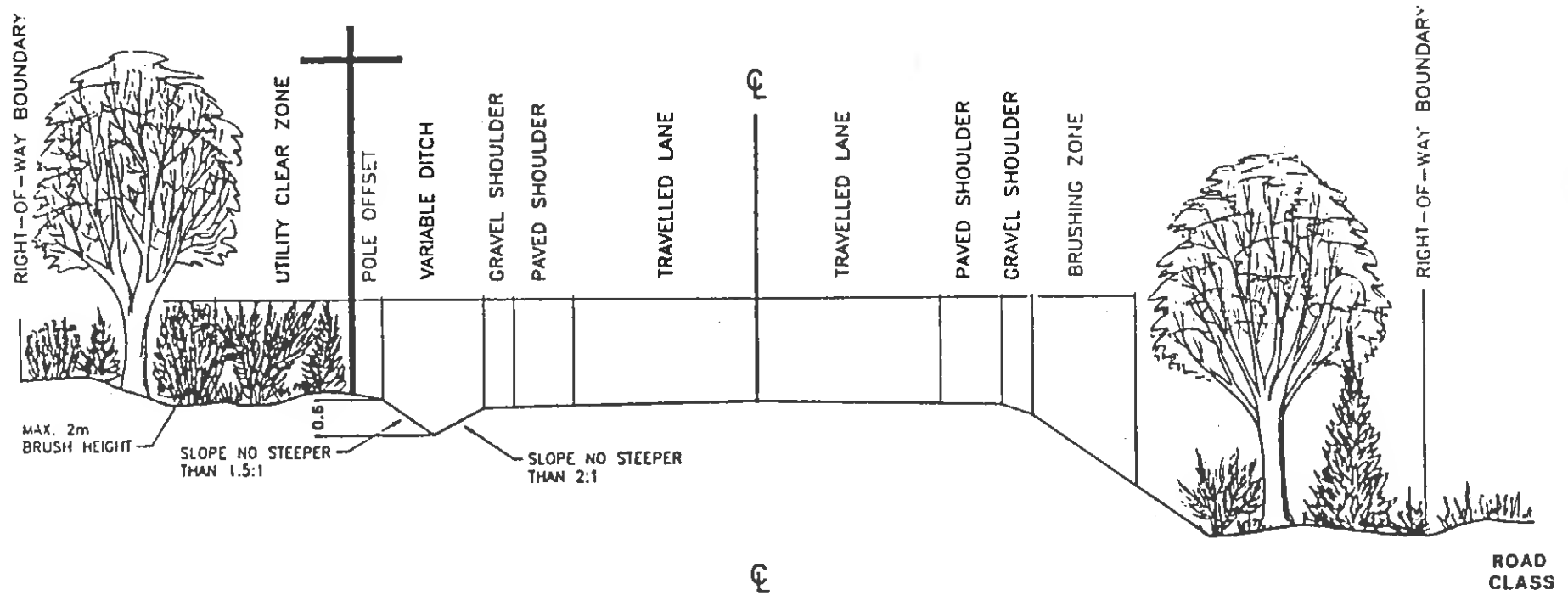
* Constructed top width for each bicycle shoulder lane can range from 0 to 1.2 meters on both sides for each section as designated in an Island Specific Cycle route plan.

** Constructed top width for each bicycle shoulder lane can range from 0.6 to 1.2 meters on both sides for each section as designated in an Island Specific Cycle route plan.

Figure 2

Typical Cross Section (Metric)

TYPICAL CROSS SECTION (METRIC)



											ROAD CLASS
2.75	0.6	MIN. WIDTH 2.1	0.6	0	2.75	2.75	0	0.6	2.0		RESIDENTIAL
2.75	0.6	MIN. WIDTH 2.1	0.6	0*	3.05	3.05	0*	0.6	2.0		MINOR RURAL
2.75	0.6	MIN. WIDTH 2.1	0.6	0.6*	3.35 CURVES 3.65	3.35 CURVES 3.65	0.6*	0.6	2.0		MAIN RURAL
2.75	0.6	MIN. WIDTH 2.1	0.6	1.2	3.35 CURVES 3.65	3.35 CURVES 3.65	1.2	0.6	2.0		MAJOR RURAL

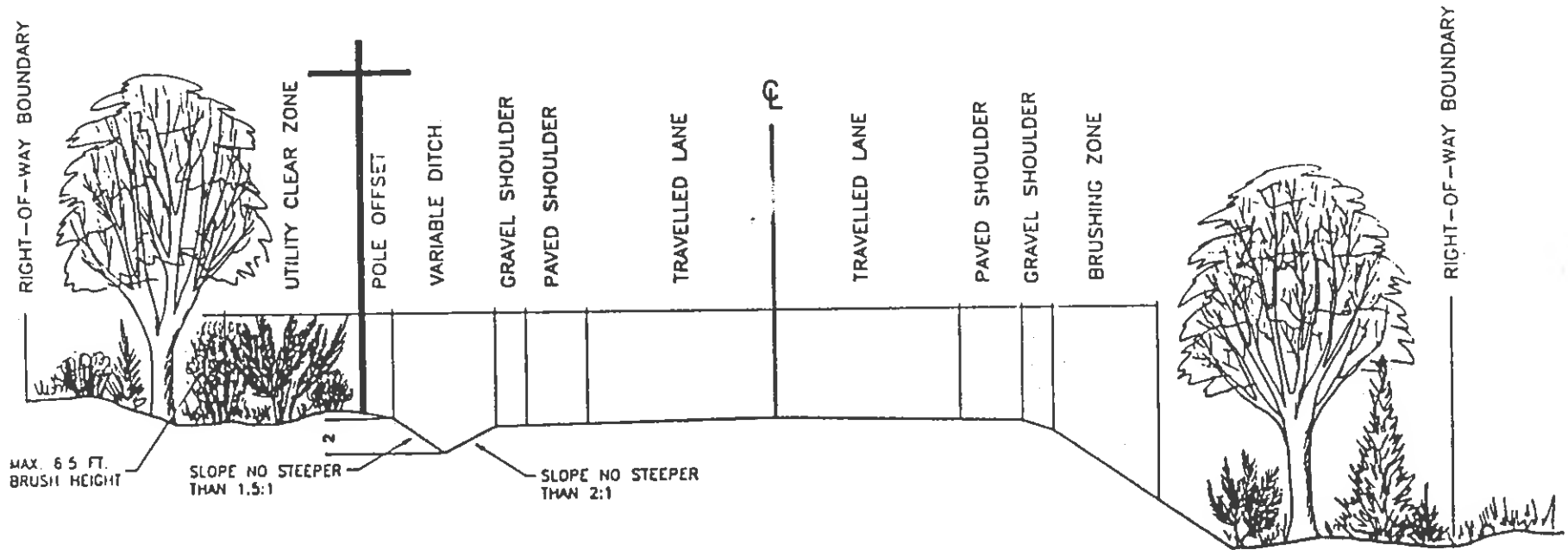
NOTE:

- DIMENSIONS IN METRES
- REQUIRED DITCH WIDTH VARIES DEPENDING UPON THE DEPTH OF DITCH REQUIRED FOR DRAINAGE.
- * DESIGNATION AS CYCLE ROUTE INCREASES SHOULDER WIDTH TO 1.2m
- R.O.W. WIDTH 20m FOR ALL CLASSES EXCEPT MAJOR RURAL WITH A WIDTH OF 25m.

Figure 2b

Typical Cross Section (Imperial)

TYPICAL CROSS SECTION (IMPERIAL)



℄

ROAD CLASS

9	2	MIN. WIDTH 6.9	2	0	9	9	0	2	6.5	RESIDENTIAL
9	2	MIN. WIDTH 6.9	2	0*	10	10	0*	2	6.5	MINOR RURAL
9	2	MIN. WIDTH 6.9	2	2*	11 CURVES 12	11 CURVES 12	2*	2	6.5	MAIN RURAL
9	2	MIN. WIDTH 6.9	2	4	11 CURVES 12	11 CURVES 12	4	2	6.5	MAJOR RURAL

NOTE:

- DIMENSIONS IN FEET.
- REQUIRED DITCH WIDTH VARIES DEPENDING UPON THE DEPTH OF DITCH REQUIRED FOR DRAINAGE.
- * DESIGNATION AS CYCLE ROUTE INCREASES SHOULDER WIDTH TO 4FT.
- R.O.W. WIDTH 65.6FT. FOR ALL CLASSES EXCEPT MAJOR RURAL WITH A WIDTH OF 82FT.

Roadside vegetation will be retained where possible unless it becomes a hazard to public safety or interferes with utility or drainage requirements. Trees will be permitted to encroach within the road right of way if they do not interfere with Hydro and Telephone services, or where utility poles will not be within a right of way. The brushing zone will be a minimum of 2.0 m from the shoulder. The height clearance area for utilities will be 2.75 m beyond the utility pole to meet Worker's Compensation Board requirements. Low brush up to 2 m in height is allowed in the utility clearance area except at intersection sight triangles (including driveways).

The clearing width for construction will be only to the width required to contain the roadworks and utilities. Trees and brush can be retained beyond this width.

Maintenance programs for brush cutting will be discussed as part of the yearly consultative process.

2c) Ditches

The ditch, one or both sides as required, would typically be designed for a depth of 0.6m with a back slope of 2:1 and side slope of 3:1. This would require 2.1m of width to accommodate such a ditch configuration.

The side slopes of ditches may be steeper in order to minimize the clearance width up to a maximum back slope of 1.5:1 and maximum side slope of 2:1 where safety and geotechnical engineering concerns do not prevail.

Proposed and existing ditch systems entering fresh water lakes used for potable water supply are of special concern. The Ministry of Transportation and Highways will advise the Islands Trust of proposed drainage works in proximity to fresh water lakes or of plans for drainage of wetlands which may have groundwater recharge value.

F. UTILITY PERMITS

Ministry of Transportation and Highways will put a condition in a new utility permit requiring that the applicant must notify Islands Trust of his/her intentions (for information only).

APPENDICES

APPENDIX A: ROAD CLASSIFICATION BY ISLAND

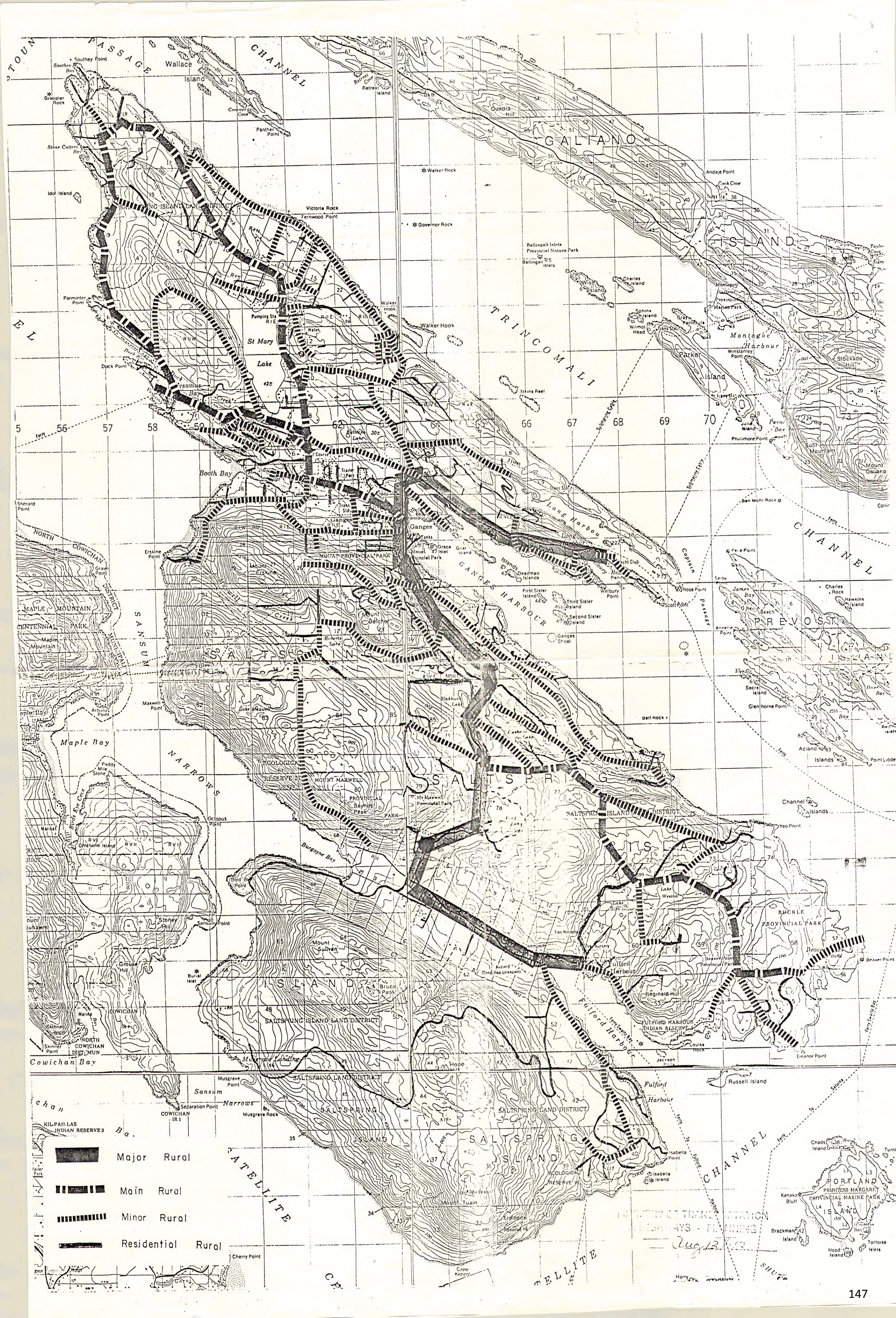
Salt Spring
Gabriola
North and South Pender
Saturna
Galiano
Denman
Hornby
Mayne
Lasqueti
Thetis
Keats
Bowen
Gambier
Thormanby

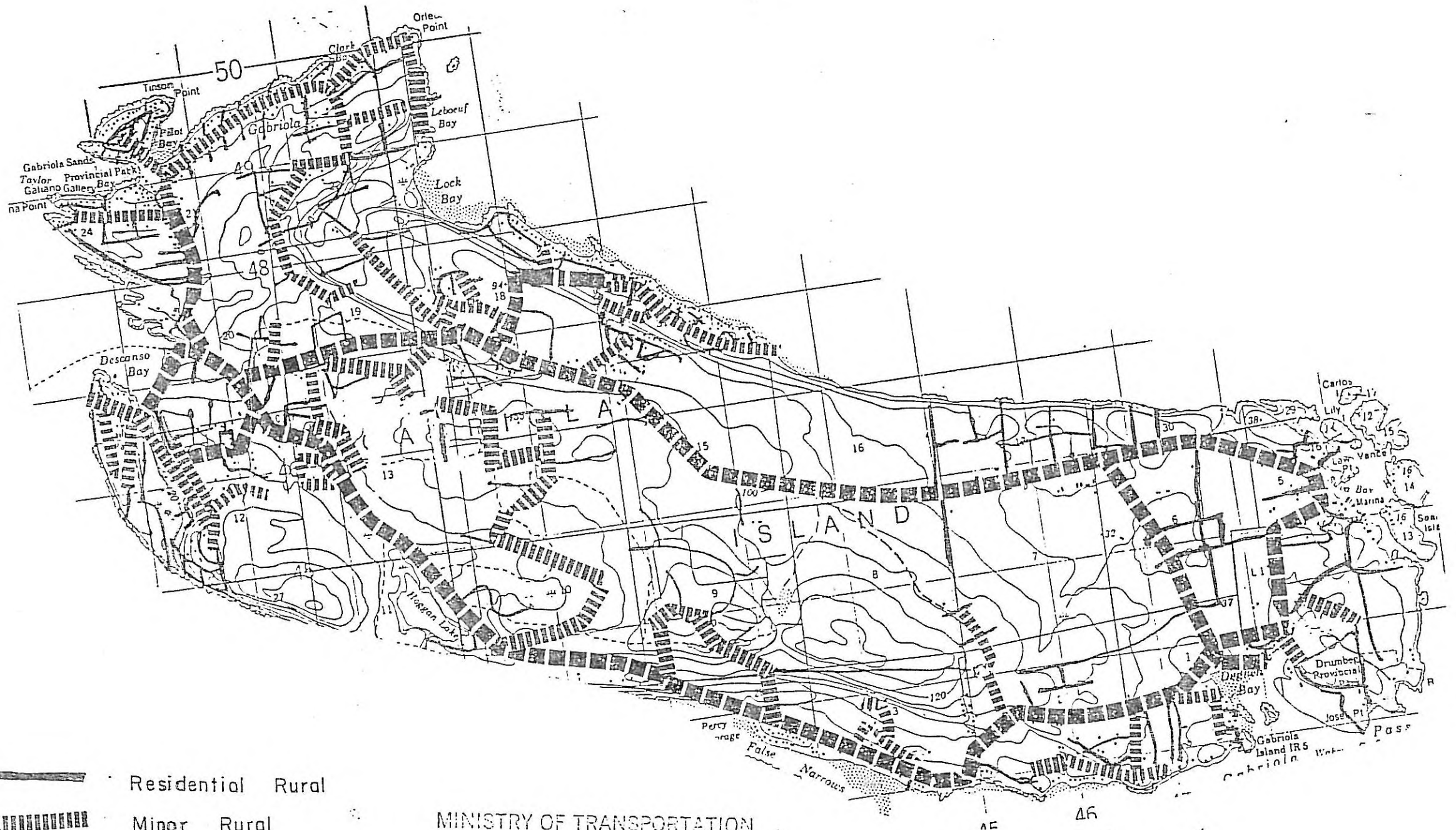
APPENDIX B: CYCLE ROUTE PLAN (to be developed in 1992/93)

APPENDIX C: SCENIC/HERITAGE ROUTE PLAN (to be developed in 1992/93)

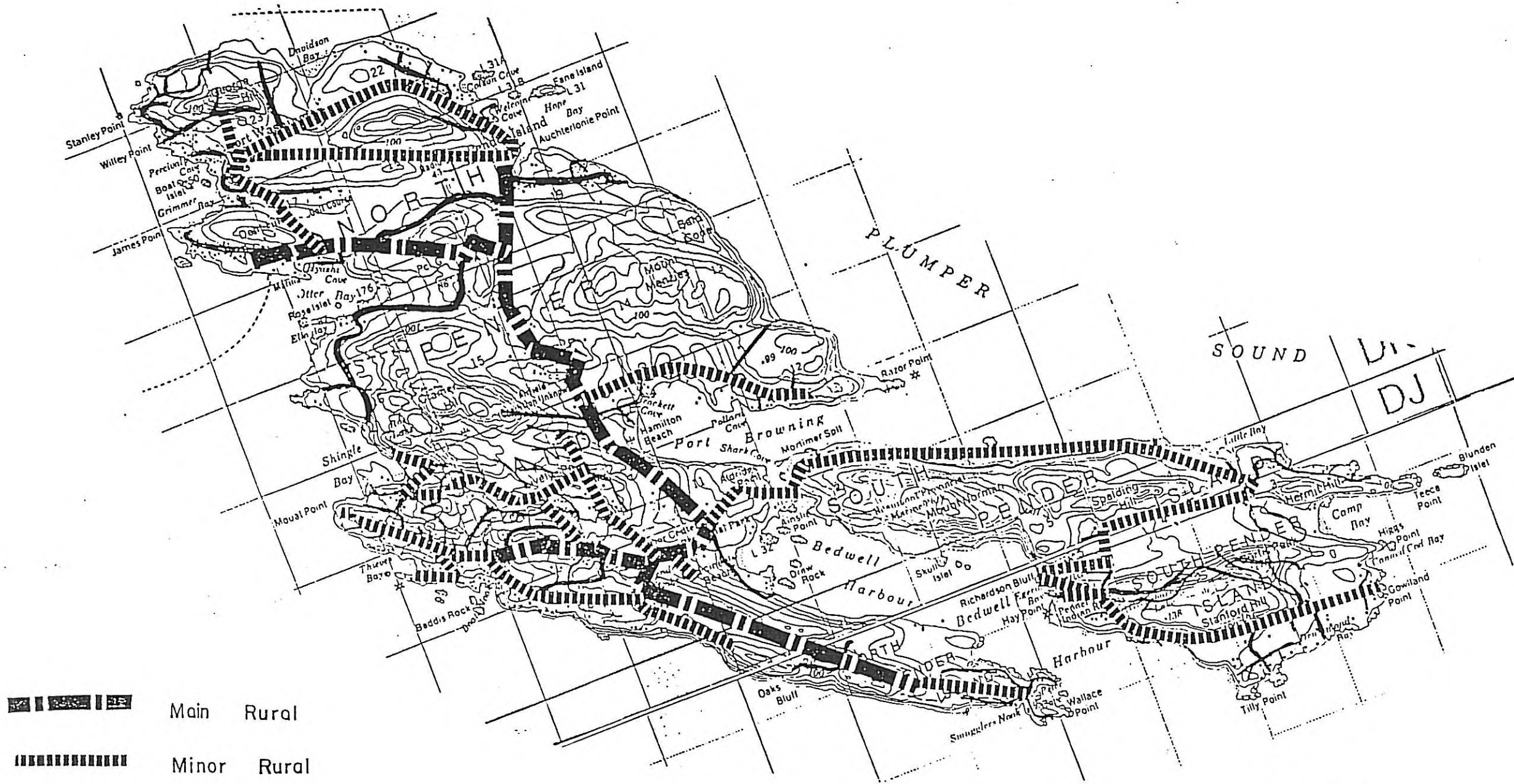
APPENDIX A

ROAD CLASSIFICATION





MINISTRY OF TRANSPORTATION
& HIGHWAYS - PLANNING
: Aug 13/92



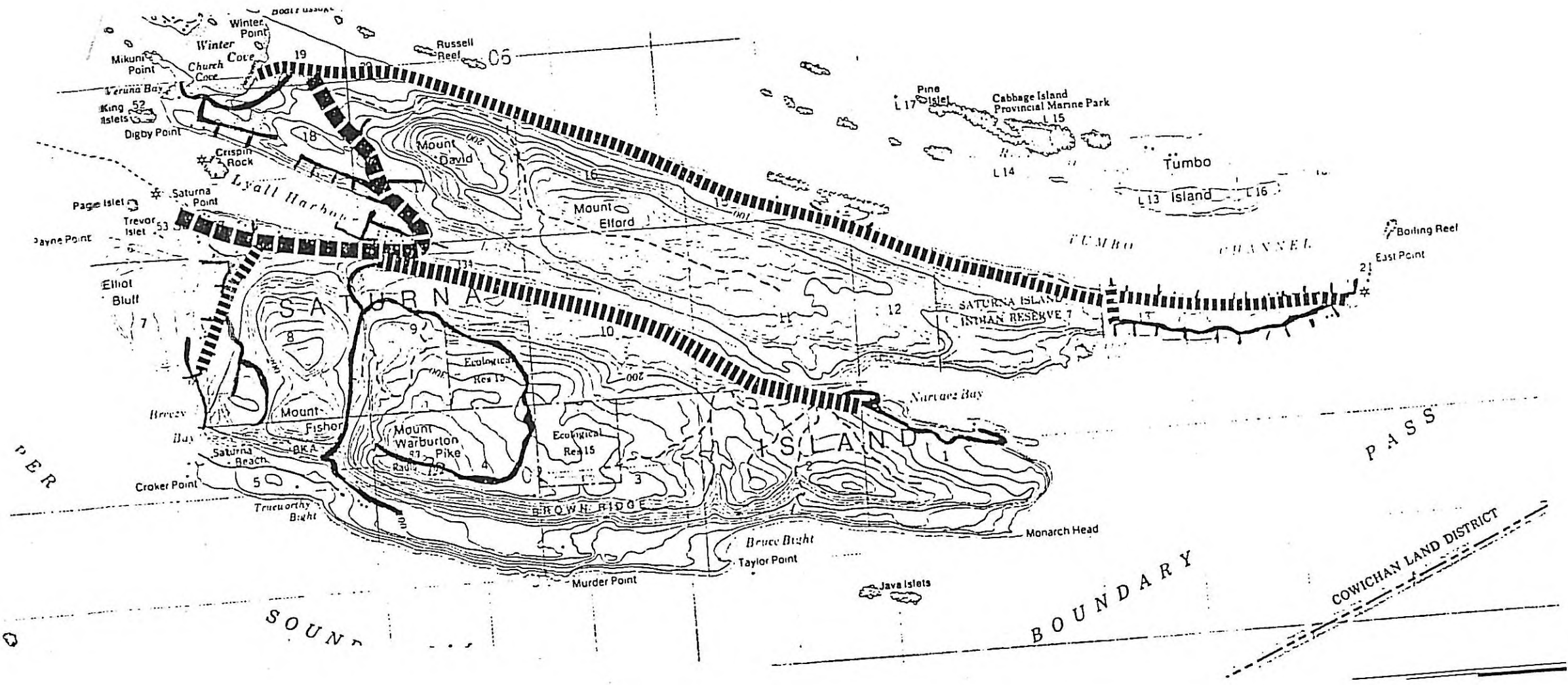
Main Rural



Minor Rural

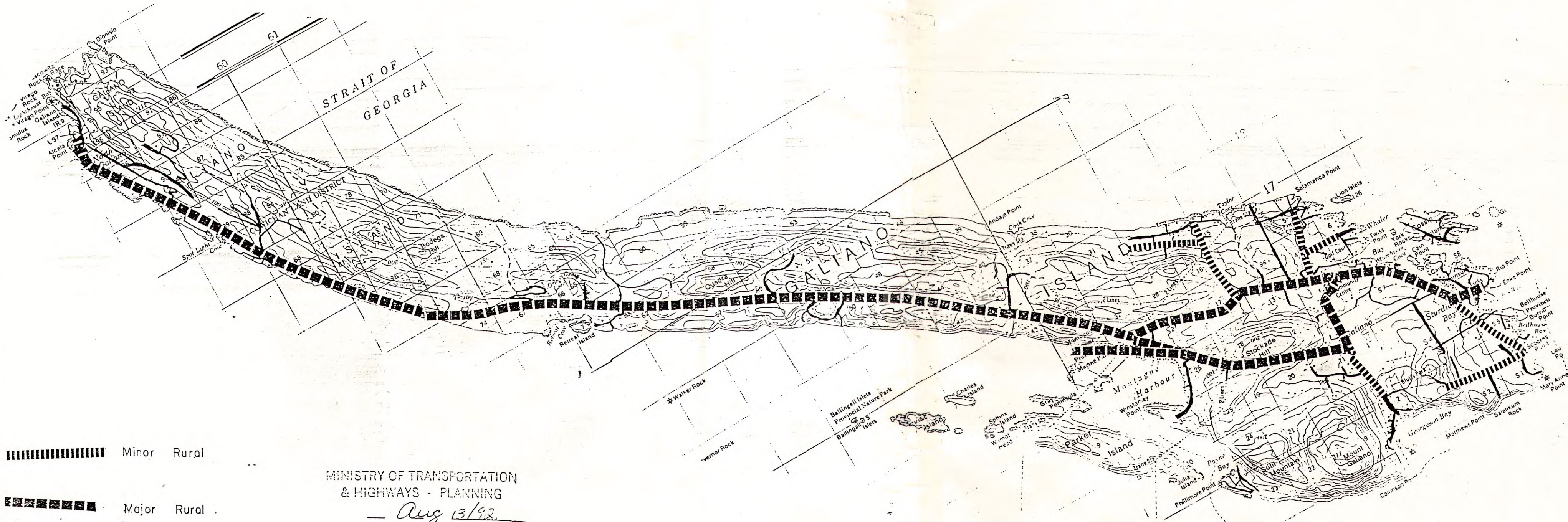


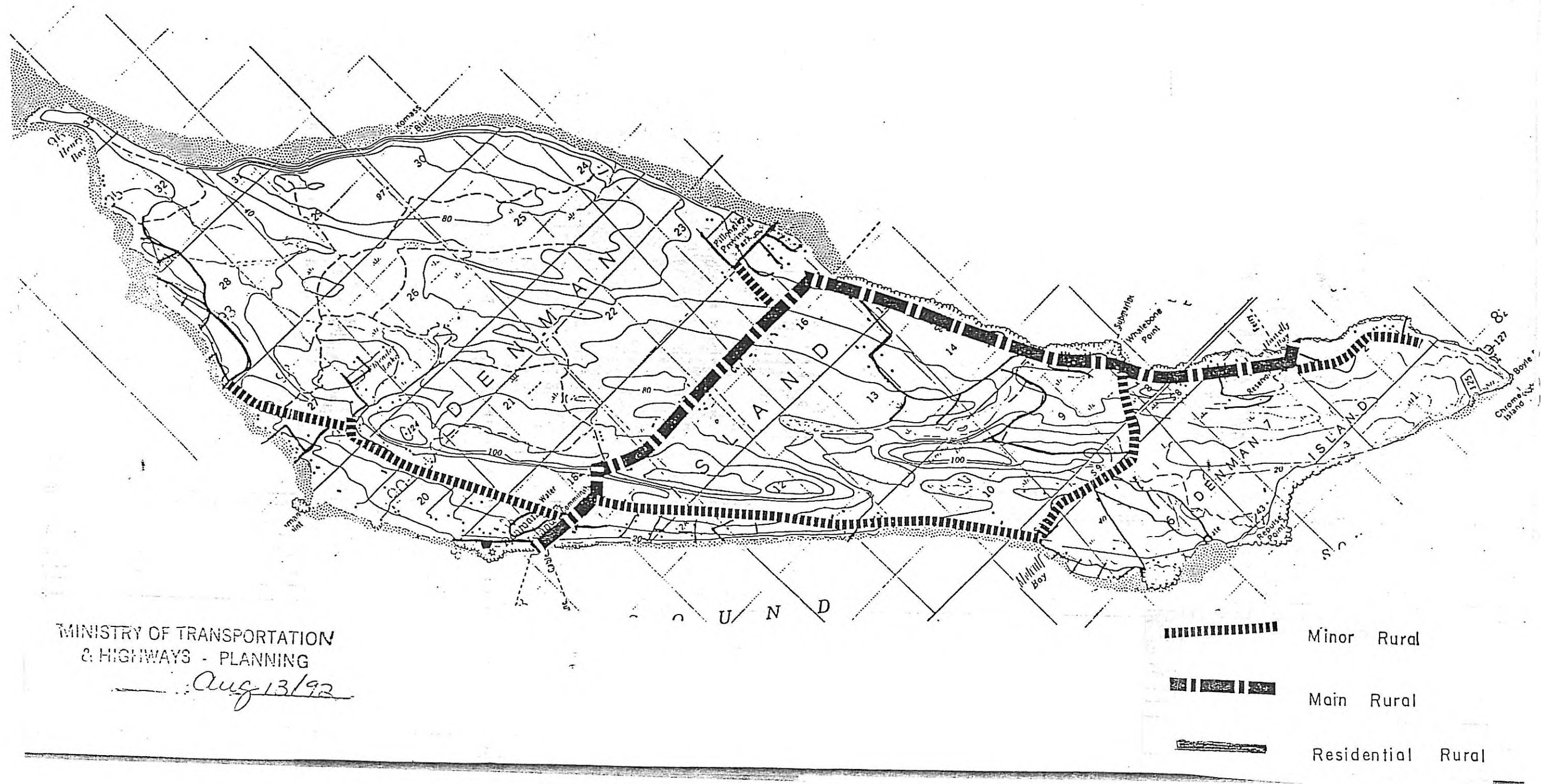
Residential Rural

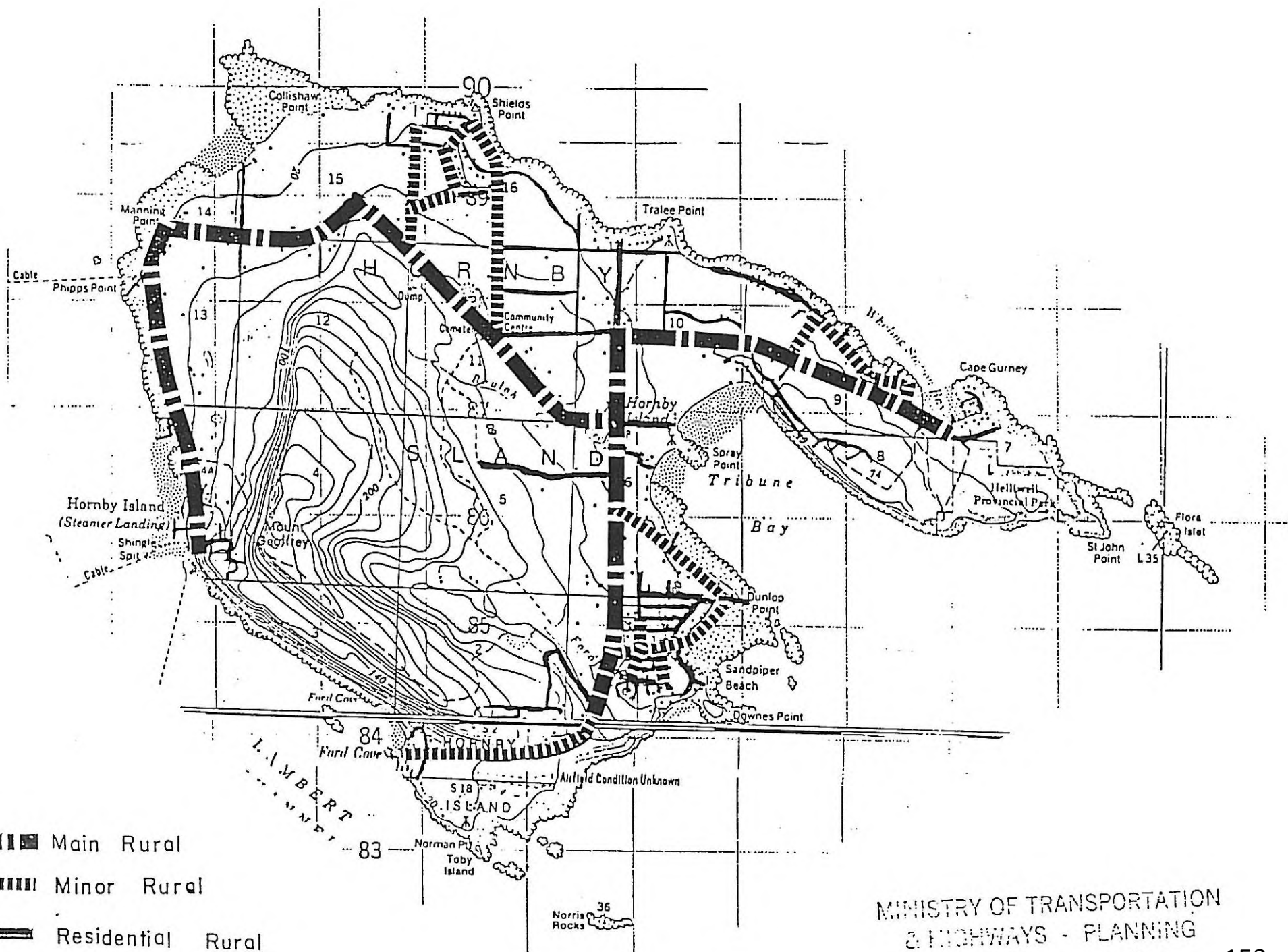


-  Main Rural
-  Minor Rural
-  Residential Rural

MINISTRY OF TRANSPORTATION
& HIGHWAYS - PLANNING
:- Aug 13/92

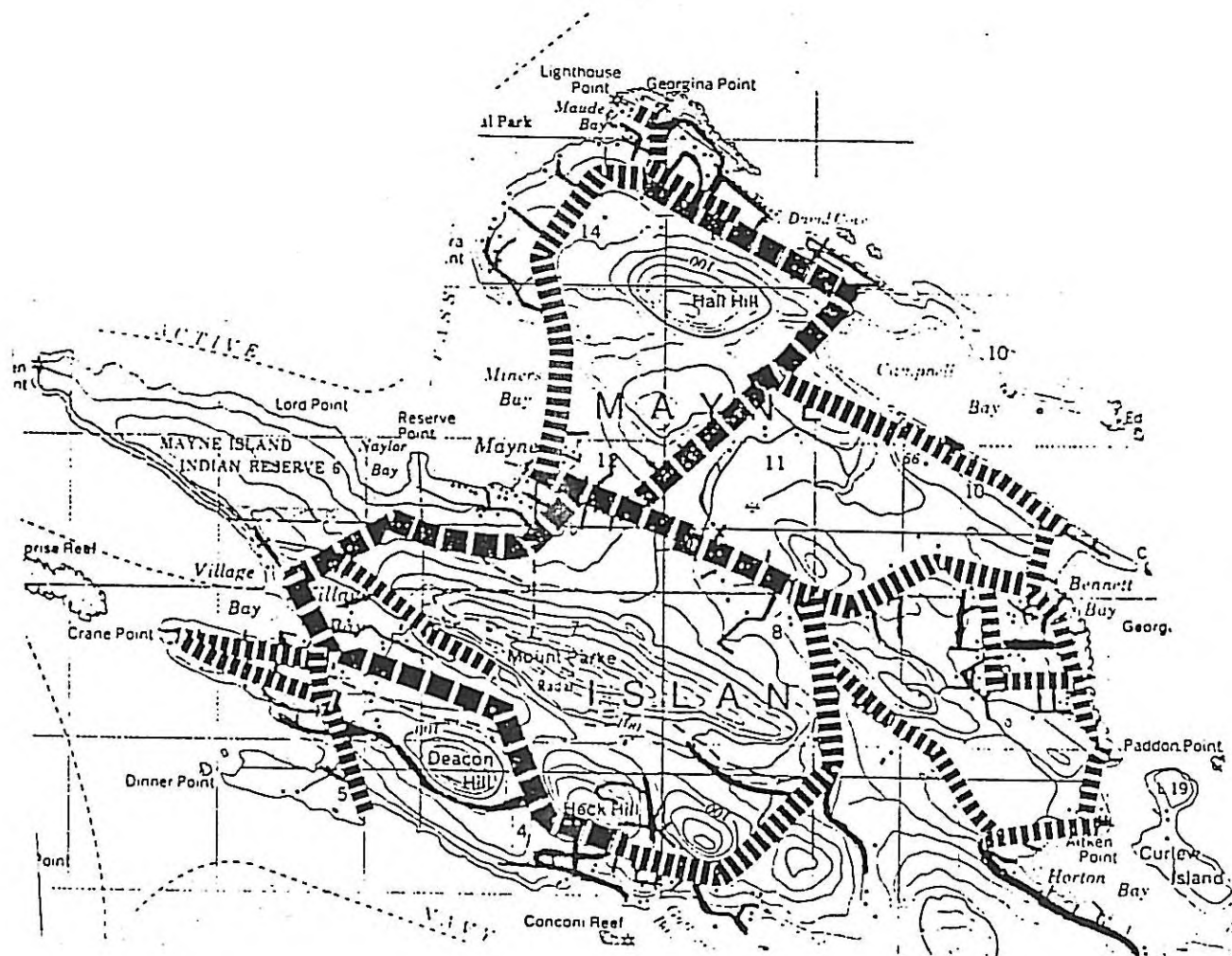






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& HIGHWAYS - PLANNING

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Main Rural



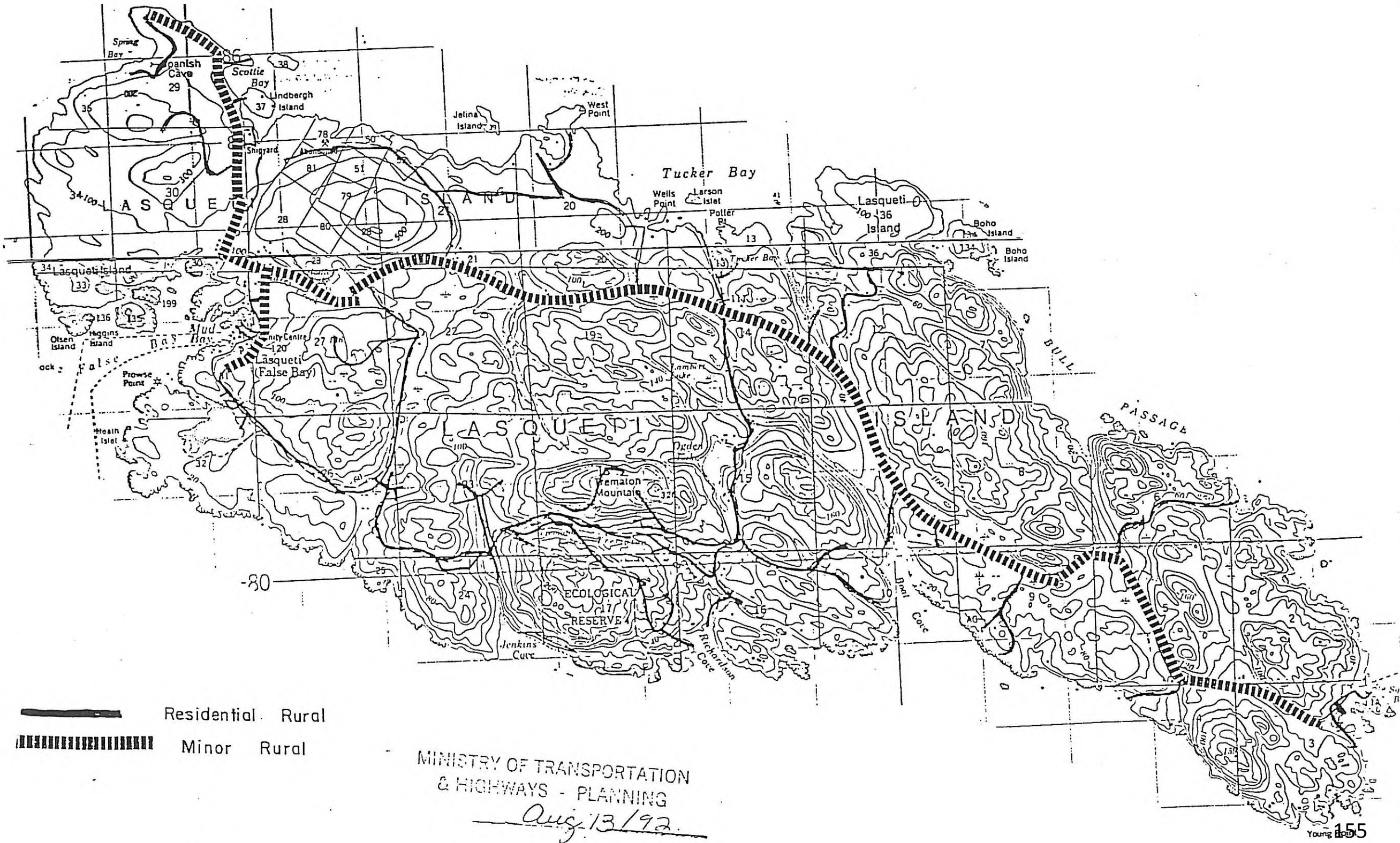
Minor Rural

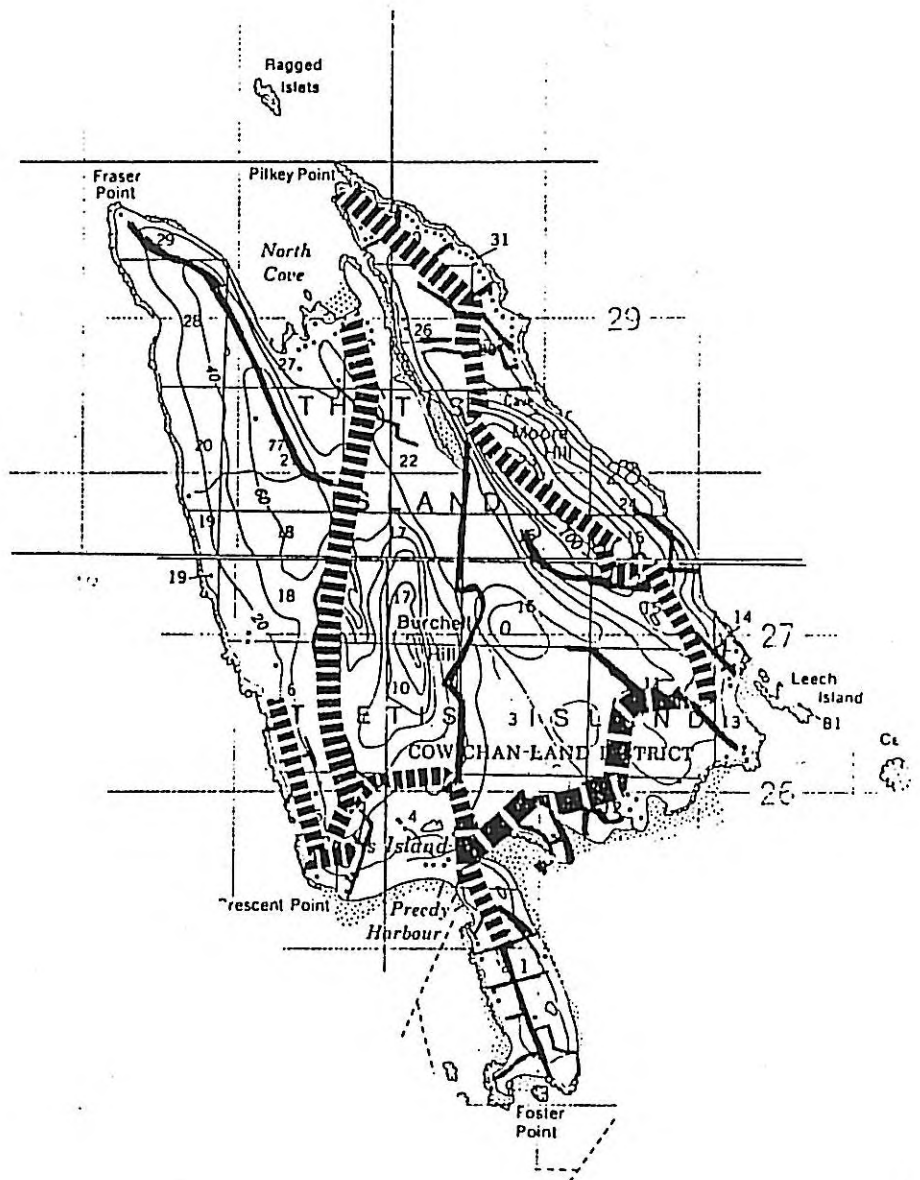


Residential Rural

MINISTRY OF TRANSPORTATION
& HIGHWAYS - PLANNING

Aug 13/92





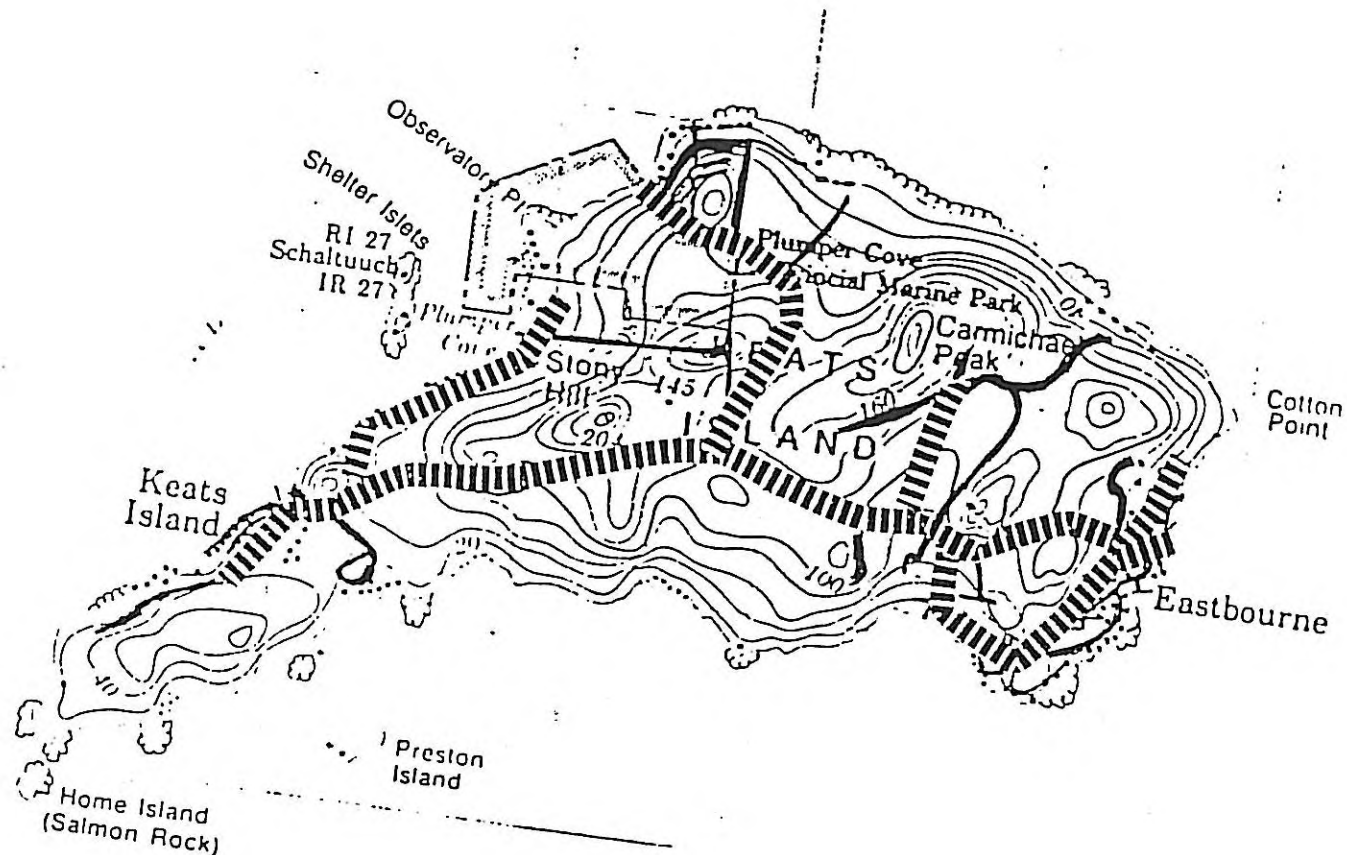
Minor Rural

Main Rural

Residential Rural

STUDY OF TRANSPORTATION
HIGHWAYS - PLANNING

Aug 13/92



Minor Rural 
 Rural Residential 

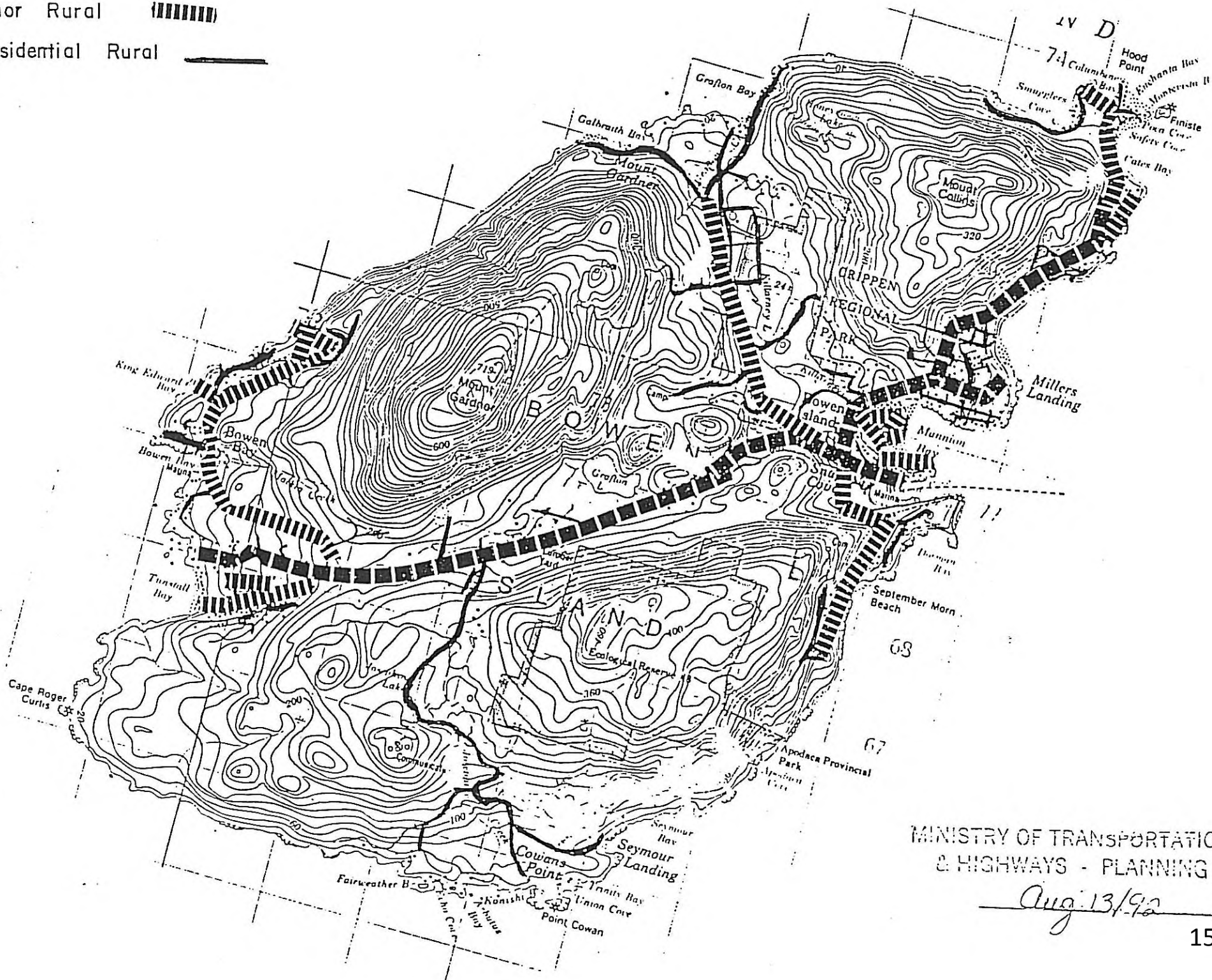
MINISTRY OF TRANSPORTATION
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Main Rural [Symbol]

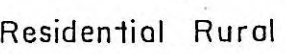
Minor Rural [Symbol]

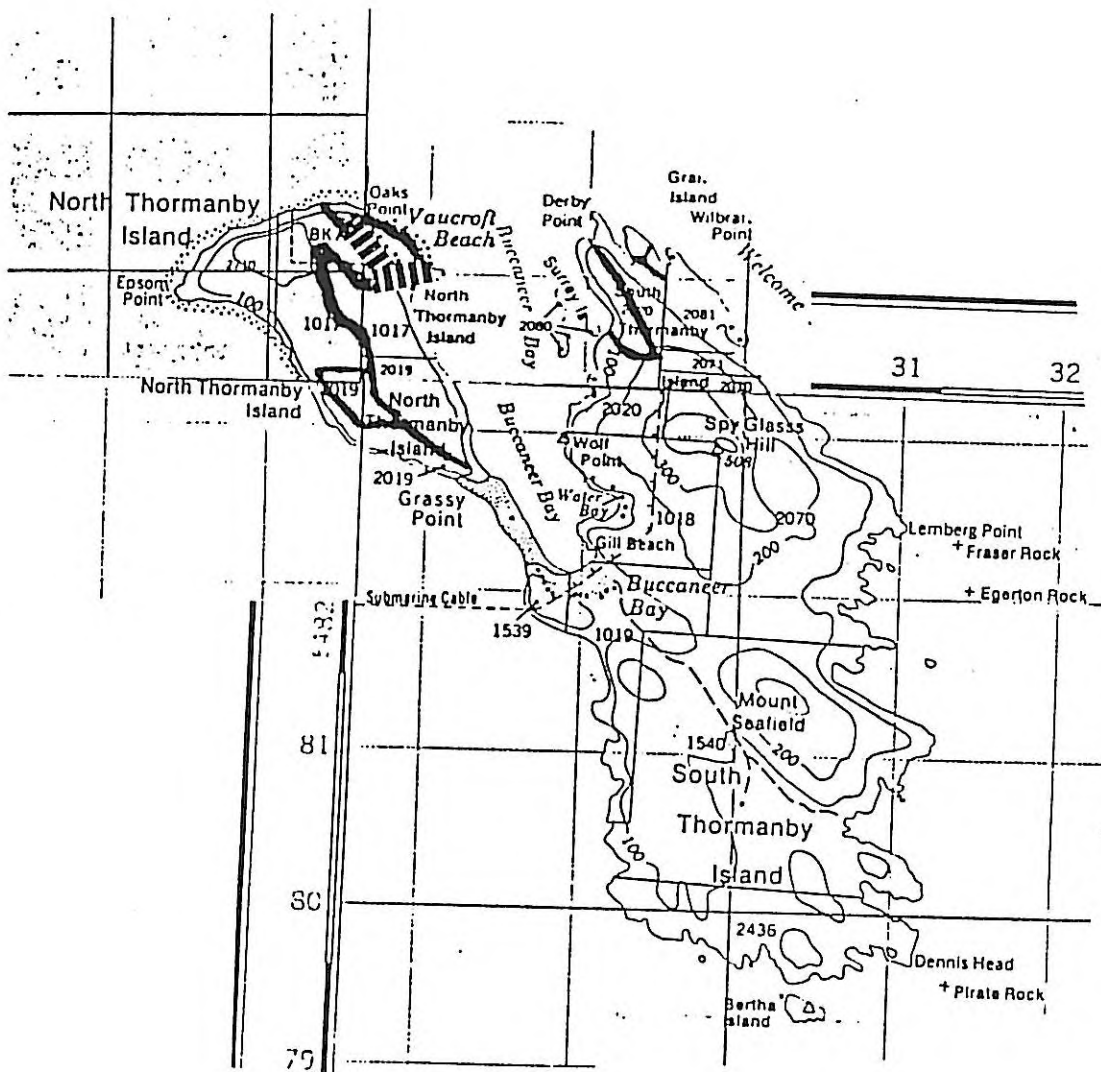
Residential Rural [Symbol]



MINISTRY OF TRANSPORTATION
& HIGHWAYS - PLANNING

Aug. 13/92





Minor Rural



Residential Rural



MINISTRY OF TRANSPORTATION
& HIGHWAYS - PLANNING

Aug. 13 / 93



Province of
British Columbia

Ministry of
Transportation
and Highways
Vancouver Island Region
Planning

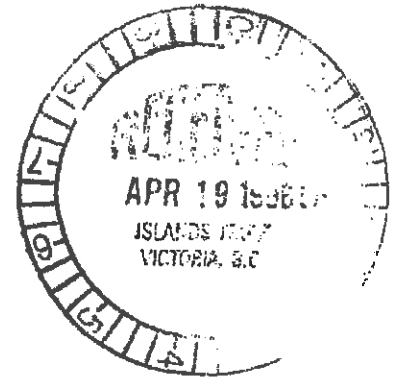
6475 Metral Drive
Nanaimo
British Columbia
V9T 2L9
Telephone: (604) 390-6170
Fax: (604) 390-6191

Islands Trust
2nd Floor
1627 Fort Street
Victoria, BC V8R 1H8

April 16, 1996
R6-361

Attention Mr. Gordon MacIntosh, Executive Director

Dear Sir:



Re: Cycle Routes

Further to your Nov. 28/95 memo we have reviewed the proposed additions for cycle route designation and are in general concurrence with your proposals. Based on your proposals for Mayne and Hornby Islands as well as those previously discussed in T. Quinn's Nov. 13/94 memo, to which we previously responded, we would propose the following list of cycle routes, table 1 attached, for consideration for immediate designation pursuant to the Memorandum of Understanding. I suggest this be an item for confirmation at our forthcoming May 16th meeting.

It should be noted that this table represents our views for a designated long term network to accommodate cyclists, but does not imply any intent to immediately reconstruct such roads.

The design standards for the paved shoulders on these cycle routes will be 1.2 metres width. The only exception will be a 1.8 metre shoulder width on Fulford/Upper Ganges/Lower Ganges route from Fulford Harbour to Long Harbour on Saltspring Island.

While we would support a future addition, we have not included cycle path access to Dionisio Provincial Park on Galiano at this time, until the matter of public road access is clarified.

- 2 -

For the islands of Bowen, North Pender, and Denman, cycle route proposals could be developed in conjunction with forthcoming official community plan development.

For smaller islands with less than 750 population, we do not see a requirement for cycle route plans. However, if some of these islands wish to put forward cycling issues, we are willing to discuss pursuant to the consultative mechanism.



N. Hope, P. Eng.
Regional Director
Vancouver Island Region

TP/r/p

Attachments

cc: T. Pollock, Vancouver Island Region
Maria Szalay, Howe Sound District
P. Wightman, Central Island District
M. Perkins, Vancouver Island Region
W. Bedford, South Island District
M. Proudfoot, North Island District

Table 1: Gulf Island Cycle Routes

No.	Island Location	Functional Class
<u>Hornby Island - North Island District</u>		
1	Central, Shingle Spit to Strachon Valley, Elementary School	Main Rural
2	Shingle Spit Rd.	Main Rural
3	St. Johns, Central to Ostby	Main Rural
<u>Gabriola - Central Island District</u>		
1	North Rd., Elementary School	Main Rural
2	South Rd.	Main Rural
3	Taylor Bay, North to Berry Point Rd.	Main Rural
4	Berry Pt. Rd., to Orlebar Pt.	Minor Rural
5	Barrett, North to Bluewater	Main Rural
6	Bluewater, Barrett to Bond	Minor Rural
7	Bond, Bluewater to Strand	Minor Rural
8	Strand, Bond to Sandwell Park	Rural Residential
9	Coast Rd., South Rd. to Stalker	Main Rural
10	Stalker Rd., Coast to Drumbeg Park	Minor Rural
11	Ricardo, Berry Point to Twin Beaches	Minor Rural
12	Stephens Rd., South to Pat Burns	Main Rural
13	Barrett Rd. Bluewater to Watercliff	Main Rural
<u>Galliano - South Island District</u>		
1	Sturdies Bay Rd., Elementary School	Main Rural
2	Georgeson Bay Rd., Sturdies Bay to Montague Harbour Rd.	Main Rural
3	Montague Harbour Rd.	Main Rural
4	Montague Park Rd.	Main Rural
5	Porlier Pass Rd.	Main Rural

Note: All cycle routes will have as a design standard a paved shoulder width of 1.2 m. The only exception will be the 1.8 m paved shoulder width on the Fulford/ Ganges/Long Harbour Route

Table 1: Gulf Island Cycle Routes

No.	Island Location	Functional Class
<u>Saltspring Island - South Island District</u>		
1	Fulford - Ganges Rd., including Ganges Bypass	Major Rural
2	Upper Ganges, Lower Ganges to Robinson - Long Harbour	Major Rural
3	Lower Ganges & Vesuvius Bay Rds.	Main Rural
4	Sunset Drive	Main Rural
5	North End Rd.	Main Rural
6	North Beach Rd.	Minor Rural
7	Fernwood Rd., Fernwood School	Minor Rural
8	Robinson	Minor Rural
9	Upper Ganges, Robinson to North End	Minor Rural
10	Canal Rd., Lower Ganges to Rainbow	Minor Rural
11	Rainbow, Canal to Fulford-Ganges & Saltspring School, etc.	Minor Rural
12	Beddis, Ganges-Fulford to Stewart	Minor Rural
13	Stewart, Beddis to Horel	Minor Rural
14	Stewart, Horel to Beaver Pt. Rd.	Main Rural
15	Beaver Pt. Rd., Ganges-Fulford to Stewart	Rural Residential
16	Beaver Pt. Rd., Stewart to Ruckle Park	Main Rural
17	Cranberry Rd., Fulford Ganges to Nobb Hill	Minor Rural
18	Nobb Hill, Cranberry to Maxwell Rd.	Minor Rural
19	Maxwell	Minor Rural
20	Walker's Hook Rd.	Minor Rural
21	Southridge, Fulford School	Rural Residential
22	Blackburn, Saltspring Centre School	Rural Residential

Note: All cycle routes will have as a design standard a paved shoulder width of 1.2 m. The only exception will be the 1.8 m paved shoulder width on the Fulford/ Ganges/Long Harbour Route

Table 1: Gulf Island Cycle Routes

No.	Island Location	Functional Class
	<u>Mayne Island - South Island District</u> 1 Deacon, Ferry Terminal to Dalton Drive 2 Dalton, Deacon to Village Bay Rd. 3 Village Bay Rd., Dalton to Fernhill 4 Fernhill, Village Bay Rd. to Georgina Point Rd. 5 Georgina Point Rd., Fernhill Rd. to Lighthouse 6 Waugh Rd, Georgina Pt Rd. to Campbell Bay Rd. 7 Campbell Bay Rd., Waugh Rd. to Fernhill Rd. 8 Fernhill, Campbell Bay Rd. to Bennett Bay, Elementary School 9 Horton Bay Rd, Fernhill to Steward Drive 10 Gallagher, Horton Bay Rd. to Marine Drive 11 Marine Drive, Gallagher to Mariner's Way 12 Mariner's Way, Marine Drive to Dalton Drive 13 Dalton Drive, Mariner's Way to Deacon	Main Rural Main Rural Main Rural Main Rural Minor Rural Main Rural Main Rural Main Rural/Minor Rural Minor Rural Minor Rural Minor Rural Main Rural Main Rural

Note: All cycle routes will have as a design standard a paved shoulder width of 1.2 m. The only exception will be the 1.8 m paved shoulder width on the Fulford/ Ganges/Long Harbour Route

Table 2: Proposed Cycle Routes Requiring Further Review

N/A = Not Available yet or Not applicable

MoTH = Ministry of Transportation and Highways

IT = Islands Trust

Island Location	Origin	Functional Class	Proposed Heritage Approval Rating	Proposed Heritage Road	Bikeway Recommended	Design Speed (km/hr)	Area Manager
Hornby Island - North Island District							
St John's, Ostby to Hellwell Park	MoTH	Minor Rural	Yes	Yes	Suggested	50	Robin Storkey
Central, Stracon Valley to Ford Cove	MoTH	Minor Rural	Yes	Yes	Suggested	50	Robin Storkey
Galiano - South Island District							
Cycle access to Dionisio Park	IT	Main Rural?	N/A	No	Yes	60	Mark Stevens



Province of
British Columbia

Ministry of
Transportation
and Highways
Vancouver Island Region
Planning

6475 Metral Drive
Nanaimo
British Columbia
V9T 2L9
Telephone: (604) 390-6170
Fax: (604) 390-6181

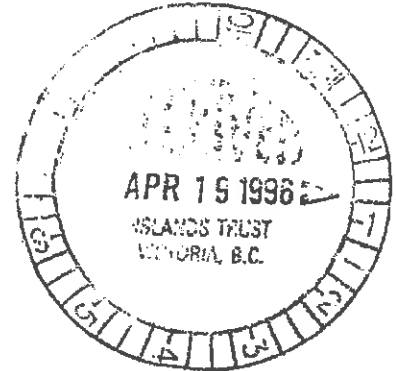
Islands Trust
2nd Floor
1627 Fort Street
Victoria, BC V8R 1H8

April 16, 1996
R6-361

Attention Mr. Gordon MacIntosh, Executive Director

Dear Sir:

Re: Scenic/Heritage Roads



Your submission of Nov. 28, 1995 which suggested further additions to the scenic/heritage road designations has been reviewed.

We can accept a substantive portion of the proposals. These have been consolidated with the previously accepted listing into the consolidated table 1 attached which is proposed for immediate designation pursuant to the Memorandum of Understanding. These include the islands of Denman, Hornby, Gabriola, Lasqueti, Saltspring, Galiano, N. Pender, S. Pender, Saturn and Gambier. I suggest this be an item for confirmation at our forthcoming May 16th meeting.

Some of your proposals, particularly those involving our South Coast Region, require further review and have not been processed at this point, namely Bowen Island and Keats. These have been listed in Table 2 attached.

We continue to have concerns about the extensiveness of scenic/heritage road designation on some islands. We have placed some roads from these islands into table 3 for further discussion for elimination of some roads or adjustment of the road terminus to cover only the most significant length. This applies to the following islands: Saltspring, Gabriola, South Pender and Saturna. On Saturna, we would suggest either Cliffside or Tumbo Channel be dropped.

The heritage maple in Georgeson Bay Road on Galiano by itself and the heritage Arbutus on Polier Pass Drive does not warrant scenic heritage road designation of the adjoining roadway sections. To address the Trust's concern

about this issue, we would accept that the consultative process will be invoked prior to our Ministry taking any action on these trees.

On Gambier, several unopened road allowances seem to have been proposed for scenic/heritage road designation. Where there is no existing road, designation is inappropriate.

On Lasqueti, Main Road does not appear to have enough special features to warrant designation and therefore has not been included in the table 1 listing.



N. Hope, P. Eng.
Regional Director
Vancouver Island Region

TP/rlp

Attachments

cc: T. Pollock, Vancouver Island Region
Maria Szalay, Howe Sound District
P. Wightman, Central Island District
M. Perkins, Vancouver Island Region
W. Bedford, South Island District
M. Proudfoot, North Island District

Table 1: Scenic/Heritage Roads - Islands Trust

Road	Location	Functional Class
<u>Denman</u>	<u>Vancouver Island Region - North Island District</u>	
East	from N. boundary Lindsay-Dickson Park to Owl Crescent (and Mallard Way)	main rural
Central	all, from North West Rd. to Pickles	minor rural
Pickles	all, from Denman Rd. to Central Rd.	minor rural
Beadnell	all, along Fillongley Provincial Park to end	residential rural
<u>Hornby Island</u>	<u>Vancouver Island Region - North Island District</u>	
St. Johns Pt.	intersection with Ostby to 300 m east of High Salal Strata Title Access Rd.	main rural
Central	from Strachon Valley Rd. to End at Ford Cove	minor rural
St. Johns Pt.	from Central Rd. to Ostby Rd.	main rural
<u>Gabriola</u>	<u>Vancouver Island Region - Central Island District</u>	
Wharf Rd.	all	residential rural
Berry Pt. Rd.	east from Norwich Rd. to end at Leboeuf Bay past Clarendon	minor rural
Easthom Rd.	from ferry parking lot to Harrison Way	main rural
Coates Drive	from South Rd. to end at Weldwood Land	residential rural
Gray Rd.	all	minor rural
<u>Lasqueti</u>	<u>Vancouver Island Region - Central Island District</u>	
Venables	all of road in Section #15, approx. from Hazelwood to Richardson Bay Rd.	minor rural

Table 1: Scenic/Heritage Roads - Islands Trust

Road	Location	Functional Class
Galiano	Vancouver Island Region - South Island District	
Southwind	all	residential rural
Active Pass Drive	from Georgeson Bay beach access and beyond to end	residential rural
Bluff	from Georgeson Bay Rd. through Bluff Park to Warbler	minor rural
Retreat Cove	all, from Porlier Pass Rd. to end	residential rural
Morgan Rd.	all	residential rural
Gardner Rd.	all	residential rural
N. Pender	Vancouver Island Region - South Island District	
Hoosen	all - Bedwell Harbour to end	residential rural
Razor Pt.	all - Bedwell Harbour to end	minor rural
Amies	all - Otter Bay Rd. to Corbett	residential rural
S. Pender	Vancouver Island Region - South Island District	
Gowlland Pt.	all - Egeria Bay to end	minor rural
Higgs	all	residential rural
Kloshe	all	residential rural
Jennens	all	residential rural
Saturna	Vancouver Island Region - South Island District	
East Pt. Rd.	950 m east from intersection with Winter Cove Rd. to 2,654 m east, from Winter Cove Rd. (about west intersection of Dark Horse Logging Rd. to east intersection Dark Horse and Howghquia Wind)	minor rural
Staples Rd.	Harris Rd. to top of Mt. Warbuton at radio communication tower about 4.015 km	residential rural
Boot Cove Rd.	all	minor rural
Cliffside	all	rural residential

Table 1: Scenic/Heritage Roads - Islands Trust

Road	Location	Functional Class
<u>Saltspring</u>	<u>Vancouver Island Region - South Island District</u>	
Southey Pt. Rd.	all	residential rural
Arbutus Dr.	all	residential rural
North Beach	all - North End to Fernwood	minor rural
Walker's Hook	all - Fernwood to Robinson	minor rural
Churchill Rd.	all - Upper Ganges Rd. to end	minor rural
Old Scott	all - Long Harbour to Welbury	mnr rrl/res.rrl.
Welbury	Terminus to Old Scott Rd.	mnr rrl/res.rrl.
Scott Point Dr.	all - Long Harbour to end	mnr rrl/res.rrl.
Cusheon Lk. Rd.	Fulford-Ganges Rd. to Stewart	minor rural
Beaver Pt. Rd.	Stewart to Ruckle Park	main rural
Isabella Pt. Rd.	all - Fulford-Ganges Rd. to end	minor rural
Roland	all - Isabella Pt. Rd. to end	residential rural
Maxham	all - Isabella Pt. Rd. to end	residential rural
Baker Rd.	Upper Ganges to end	residential rural
Morningside	Ferry dock to IR (including Strata Title portion)	minor rural

Table 1: Scenic/Heritage Roads - Islands Trust

Road	Location	Functional Class
Gambier Bowen View Rd.	South Coast Region - Howe Sound District HWM to High Hawk	rural residential

Table 2: Proposed Scenic/Heritage Roads - Islands Trust - Region 1 Under Review

No.	Road	Location	Proposed Approval Rating	Functional Class	Area Manager	Development Approvals
	<u>Keats</u>	<u>South Coast Region - Howe Sound District</u>				
1	Keats Rd.	Ferry terminal to km 0.6. Area Manager reports in dispute	Doubts	minor rural	Dorian Gregory	Ray DeGraff
	<u>Bowen</u>	<u>South Coast Region - Howe Sound District</u>				
1	Miller Rd.	Bowen Trunk to Scarborough	????	main rural	Yvonne Lyager	Mesrine Martins
2	Barton Rd.	all	????	residential rural	Yvonne Lyager	Mesrine Martins
3	Woods Rd.	all	????	residential rural	Yvonne Lyager	Mesrine Martins
4	Mt. Gardner	all - Woods to end	????	residential rural	Yvonne Lyager	Mesrine Martins
5	Mt. Gardner	all - Bowen Trunk to Woods	????	minor rural	Yvonne Lyager	Mesrine Martins
6	Finisterre	Poca to Smugglers Cove	????	minor rural	Yvonne Lyager	Mesrine Martins
7	Smugglers Cove	Finisterre to Campbell Rd.	????	minor rural	Yvonne Lyager	Mesrine Martins
8	Eagles Cliff	Cove Rd. to Finisterre	????	minor rural	Yvonne Lyager	Mesrine Martins
9	Dorman Rd.	Bowen Trunk to Taylor Rd.	????	minor rural	Yvonne Lyager	Mesrine Martins
10	Grafton	all	????	main rural	Yvonne Lyager	Mesrine Martins
11	Cowan Rd.	Grafton to Willies Way	????	residential rural	Yvonne Lyager	Mesrine Martins

Table 3: Proposed Scenic/Heritage Roads - Islands Trust - Requiring Further Rationalization

Road	Location	Proposed Approval Rating	Proposed Cycle Route	Functional Class	Area Manager	Development Approvals
Vancouver Island Region - Central Island District						
North Rd.	West of Seawind intersection for 3,740 m approximately	Doubts	Yes	main rural	Ed Hemmingsen	Marcel Cyr
North Rd.	northwest of Fairbairn intersection for 900 m approximately	Doubts	Yes	main rural	Ed Hemmingsen	Marcel Cyr
South Rd.	900 m southwest of Fairbairn intersection approximately	Doubts	Yes	main rural	Ed Hemmingsen	Marcel Cyr
South Rd.	300 m west of intersection with Wharf and South Rd. to Coast Rd. and South Rd.	Doubts	Yes	main rural	Ed Hemmingsen	Marcel Cyr
Vancouver Island Region - Central Island District						
Lasqueti Main Rd.	all of road in Section #3	Doubts	N/A	residential rural	Richard Crossley	Nick Vandermolen
Vancouver Island Region - South Island District						
Robinson	all - Walker's Hook to Upper Ganges	Doubts	Yes	minor rural	Mark Stevens	Bill Hickman
Sunset	Southey Pt. Rd. to Vesuvius Bay Rd.	Doubts	Yes	main rural	Mark Stevens	Bill Hickman
Vesuvius Bay	Sunset to end	Doubts	Yes	main rural	Mark Stevens	Bill Hickman
Upper Ganges	North End to Robinson Rd.	Doubts	Yes	minor rural	Mark Stevens	Bill Hickman
Vancouver Island Region - South Island District						
Heritage Maple	500 m either side of tree in middle of Georgeson Bay Rd., Near Morgan Rd. intersection	Doubts	Yes	N/A	Mark Stevens	Bruce Hacking
Heritage Arbutus	all	Doubts	Yes	main rural	Mark Stevens	Bruce Hacking
Vancouver Island Region - South Island District						
S. Pender	Canal to Gowlland Pt.	Doubts	N/A	minor rural	Jerry Higgins	Leonor Jolly
Vancouver Island Region - South Island District						
Turnbo Channel	Loop at end	Doubts	N/A	residential rural/m	Jerry Higgins	Bruce Hacking
Quarry Rd.	from Saturna Beach to Taylor Beach.	Doubts	N/A	residential rural	Jerry Higgins	Bruce Hacking
South Coast Region - Howe Sound District						
High Hawk Beach	Bowen View to Beach	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff
High Hawk Beach	High Hawk to end	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff
Twin Point	Avalon Bay Area, Maintenance Class 8, Druid Bay to Avalon Bay Rd.?	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff
Druid Bay Rd.	Avalon Bay Area, Maintenance Class 8, Twin Point to end ?	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff
McBride	Avalon Bay Area, Maintenance Class 8, Twin Point to end ?	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff

**Amending Agreement
to the
Letter of Agreement**

between

The Ministry of Transportation and Highways

and

The Islands Trust

Subject:

**Road Standards, Classification and
The Consultative Process in the Islands Trust Area**

Dated July 18, 1996

WHEREAS, the Ministry of Transportation and Highways and the Islands Trust Council (the Parties) signed a Letter of Understanding on November 12, 1992, respecting road standards in the Islands Trust Area; and

WHEREAS, the Parties wish to amend this agreement in the following areas only:

- Principles;
- Gravel Road Classification;
- Access-By-Water Only Classification;
- Variance Referral Process within the Subdivision Approval Process; and
- Road System Planning

NOW THEREFORE, the parties agree as follows:

PRINCIPLES *(addition to Section A - Purpose)*

The authorities of MOTHS and the Islands Trust involve the planning and development of road systems in the Trust Area as provided for through:

- the object of the Islands Trust is "to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of the Province generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of the Province". (*Islands Trust Act, Section 3*);
- the mandate of the Ministry of Transportation and Highways is: "To facilitate the safe and efficient movement of people and goods, and the realization of government objectives by planning, delivering and operating British Columbia's highways infrastructure, and, by licensing and regulating its users."
- the Islands Trust is comprised of the following corporate entities:
 - **Trust Council** is responsible for managing the resources of the Islands Trust and providing general policies to guide land use planning throughout the Trust Area [Islands Trust Act Section 5];
 - **Local Trust Committees** are responsible for regulating the development and use of land within each local trust area [Islands Trust Act Section 22]; and

- **Islands Trust Fund Board** is responsible for acquiring, holding and managing lands and assets to preserve and protect significant sites and features of the environment within the Trust Area [Islands Trust Act Section 37]; and

- the parties agree that the following principles shall form the basis for cooperation and consultation among the Parties.

- **SAFETY**

Safety for road system users and the public safety shall be given significant importance in the evaluation of road location, design and construction proposals and activities.

- **ENVIRONMENTAL PROTECTION**

The parties are committed to respond to environmental matters arising from road system design and construction activities within their exclusive areas of jurisdiction, while respecting the jurisdiction of the other, to protect, and conserve the environment for use by present and future generations.

- **AFFORDABILITY**

Either party proposing a significant change in road location, design or construction practices that affects the other party, the developer and the community will ensure that overall road costs, including capital, rehabilitation and maintenance will be taken into consideration.

- **PUBLIC/APPLICANT INPUT**

To ensure that a broad range of views regarding the community's future is heard, MOTU and the Islands Trust will provide the applicant and the public with appropriate opportunities to provide input to decisions which have significant road system impact.

- **SUSTAINABILITY**

Both parties are committed to integrating the environmental, economic and social values of an island community in evaluating road system proposals.

- **COMMUNITY ASSET**

Effective evaluation of road design and construction proposals will consistently consider:

- the rural character of an Island;
- impact on the environment;
- maintaining roads as a safe and affordable asset; and
- provision of equitable levels of mobility and accessibility for Island residents and visitors.

- **COOPERATION**

Effective cooperation between MOTH and the Islands Trust will lead to certainty in road system planning and development, coordinated responses from the parties, and the harmonization of relevant legislation, bylaws, policies and programs.

ROAD CLASSIFICATIONS

(Addition to Section E - Road Standards for Island Roads)

E.3 GRAVEL ROADS

1. The intent of allowing gravel road standards is to balance road safety and development/maintenance costs with preservation of the rural atmosphere of Trust Area islands.
2. To deal equitably with minor developments where the cost of utilizing the usual pavement standard would be disproportionate, the Ministry of Transportation and Highways allows the developer the option of using a crushed gravel surface for construction of local (residential) road class, rather than the usual provision of pavement when the number of lots to be created is fewer than four and when all lot sizes are more than two hectares and there is no potential for the future connection to a further subdivision. This will be applicable for the local road class on all islands in the Trust Area.
3. As well, on islands not served by car ferries, the lower level of car usage and the presence of gravel roads makes the use of gravel roads possible. For clarity these include islands such as Lasqueti, Gambier, Keats, Coal, DeCourcy, Moresby, Mudge, Piers, Valdes, Portland, Reid, Ruxton, Sidney, Thormanby, Wallace, and other lesser islands.

4. The Ministry of Transportation and Highways will consult with the appropriate local trust committee prior to the change of any gravel road to a pavement surface, preferably through the annual consultation process.

E.4 ACCESS-BY-WATER ONLY

The required minimum standard for a water access only road with ditches is a road having a 3.6 metre top width, and gravel or crushed granular surfacing acceptable to the District Highways Manager.

This standard for access-by-water only will be applicable only where a limited number of lots are to be served, and there is no potential for the future connection to an existing public road in the foreseeable future. The normal road standards established by the Memorandum of Understanding will be applicable otherwise.

VARIANCE REFERRAL PROCESS

(New Section G)

G. VARIANCE REFERRAL PROCESS

The variance referral process within the subdivision approval process provides for Islands Trust input on road system proposals, road designs and road construction within MOTH's approval and monitoring process to enable both agencies to achieve the stated principles for road standards in the Trust Area.

1.0 REFERRAL PROCESS

- 1.1 Within the MOTH's Road System Proposal Review process, variances will be noted and referred to the Islands Trust prior to: 1) Preliminary Layout Conditions being established; 2) Road Design Approval; and 3) during the monitoring of construction (See Display G.1).
- 1.2 The Islands Trust and MOTH will prepare and distribute applicant guidelines for road construction in the Trust Area.
- 1.3 MOTH will encourage applicants to consult with the Islands Trust to deal with variances prior to submitting their application.

2.0 VARIANCES

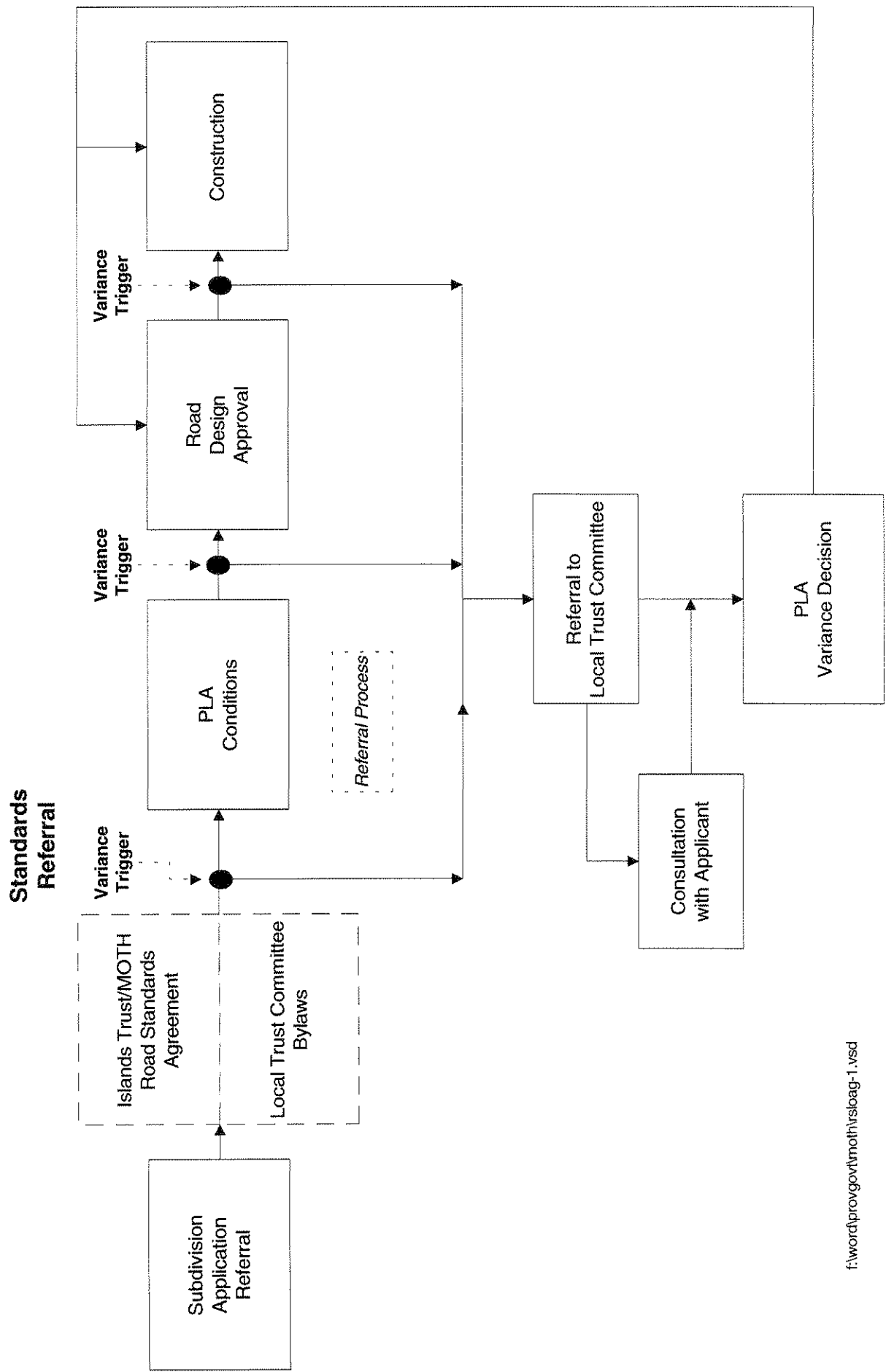
- 2.1 Road standards within the agreement are to be considered as providing the maximum right of way width for the following road classifications:
- 20 meters for Residential Rural/Local, Minor Rural and Main Rural Classifications; and
 - 25 meters for the Major Rural Classification.
- 2.2 Right of way widths which exceed those in the road standards for a distance greater than 20% of the total proposed road length; and/or a continuous road length greater than 75 meters will be considered as a variance, unless otherwise mutually agreed to by way of an agreed addendum to this agreement.

3.0 PLA CONDITIONS

- 3.1 MOTH will note any anticipated variances to the Islands Trust in its referral of the Subdivision Application.
- 3.2 MOTH will request the applicant to meet with the Islands Trust to discuss the anticipated variances.
- 3.3 The Islands Trust and/or the applicant may put forth options to MOTH to deal with variances such as:
- accept the variance and ensure the public is aware of the proposal and reasons for the variance;
 - utilize landscaping techniques to repair the impact of road clearing activities;
 - employ different construction techniques which do not compromise safety;
 - relocate the proposed road which may require modification of subdivision layout requirements; and
 - request MOTH to modify the road standards.
- 3.4 MOTH, unless otherwise mutually agreed to by the applicant and Islands Trust, will provide 30 working days for the applicant/Islands Trust to meet and prepare a joint submission to deal with variances.

ISLANDS TRUST AND MINISTRY OF TRANSPORTATION AND HIGHWAYS ROAD STANDARDS VARIANCE REFERRAL PROCESS

Display G.1



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- 3.5 Within 5 working days following the above deadline, the applicant and/or Islands Trust may submit their own proposals in writing and request a meeting with MOTB to present their views.
- 3.6 Both parties acknowledge that MOTB retains the authority to make all final road construction decisions and that the Ministry's role in any applicant/Islands Trust consultations will be to provide access to information.

4.0 ROAD DESIGN APPROVAL

- 4.1 MOTB will require the applicant to notify MOTB of any variances to the standards or variances stated in the Preliminary Layout Approval (PLA) which arise during the road design approval stage.
- 4.2 MOTB will refer any variances to the Islands Trust which arise during the road design approval stage.
- 4.3 The parameters outlined in Section 2.0 will apply to applicant/Islands Trust consultations within 10 working days for a joint applicant/Islands Trust submission or 15 working days for individual submissions by the applicant and/or the Islands Trust.

5.0 ROAD CONSTRUCTION MONITORING

- 5.1 MOTB will require the applicant to notify MOTB of any variances which arise during the construction stage to standards and/or variances stated in the Road Design Approval.
- 5.2 MOTB will refer any variances to the Islands Trust which arise during the road construction stage.
- 5.3 MOTB may request the applicant to halt construction and it may conduct a meeting of the applicant/Islands Trust to deal with unresolved variances.

H. ROAD SYSTEM PLANNING

(New Section H)

1. MOTH will assist, subject to the availability of resources, local trust committees in developing Road System Plans as a component of the Official Community Plan.
2. The Road System work program will be established at the annual interagency meeting.

C. INTERAGENCY LIAISON

(addition to section C - Consultative Process)

The parties agree to maintain an Interagency Task Force for the purposes of:

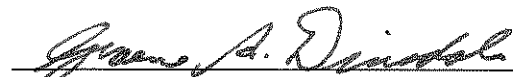
- dealing with arising issues;
- establishing an annual work program to: ensure staff liaison; develop further the road standards agreement; and review agency initiatives - legislation, bylaws, and programs of mutual interest; and
- meet at least twice annually for the above purposes.

THEREFORE, both parties commit to respect the above terms of the Amending Agreement,
dated 18 day of July, 1996.

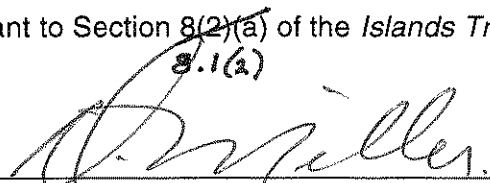
1. Approved by the Islands Trust Council on this 7 day of June, 1996.
-

2. Assented to this 4 day of October, 1996.


Honourable Lois Boone
Minister of Transportation and Highways


Graeme Dinsdale
Chairperson, Islands Trust Council

-
3. Approved, pursuant to Section 8(2)(a) of the *Islands Trust Act*, this 9 ^{Dec.} day of 1996.


Honourable Dan Miller
Minister of Municipal Affairs and Housing

Active Projects Report

Executive Committee

1. *Update Islands Trust Policy Statement*

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process. Project charter approved February 26, 2020. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater

Dates

Rec'd: 26-Feb-2020
Target: 26-Sep-2023

2. *Climate Change Emergency*

Matters pertaining to Islands Trust mitigation and adaptation to climate change impacts. (Strategic Plan 3.1)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 05-Jun-2019

3. *First Nations Reconciliation*

Implementation of the Reconciliation Action Plan. (Strategic Plan Items 4.5 & 4.6)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 02-Sep-2020

4. *Preserve and protect marine ecosystems*

Continue advocacy re: Freighter Anchorages, Trust Council added freighter anchorages to the list of Executive Committee list of top priorities. (Strategic Plan Item 2.1)

Responsible

Clare Frater

Dates

Rec'd: 11-Mar-2021

Future Projects Report

Executive Committee

1. *Development of an Islands Trust Communications Strategy*

Responsible

Date Received

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

Clare Frater

30-Aug-2017

2. *Marine Advocacy*

Responsible

Date Received

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

Clare Frater

02-Sep-2020

3. *Broadcast Public Meetings*

Responsible

Date Received

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

Clare Frater

02-Sep-2020

Julia Mobbs

Russ Hotsenpiller

4. *Improve Communications about the Islands Trust*

Responsible

Date Received

Related to Strategic Plan Items 4.1 & 4.2

Clare Frater

30-Aug-2017

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

Responsible

Date Received

Strategic Plan Item 1.3

Clare Frater

02-Sep-2020

Kate Emmings

Future Projects Report

Executive Committee

6. *Advocate to reduce negative impacts of shellfish aquaculture practices*

Responsible

Date Received

Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy.

16-Aug-2017

7. *Strengthen relations with First Nations*

Responsible

Date Received

MMIWG Calls for Justice Resolutions (Strategic Plan Item 4.6)

21-Oct-2020

1. All staff required to take training related to cultural safety in keeping with the Missing and Murdered Indigenous Women and Girls Calls for Justice.

2. That staff plan education on the Missing and Murdered Indigenous Women and Girls Calls for Justice for trustees and senior staff.

4. Staff to include information about the Missing and Murdered Indigenous Women and Girls Calls for Justice and cultural safety in staff and trustee orientation materials.

5. Draft amendments to the Communications Policy and the Advocacy Policy to address the Missing and Murdered Indigenous Women and Girls Calls for Justice.

8. *Strengthen relations with First Nations*

Responsible

Date Received

Develop a policy regarding referral responses where there is a known archeological site. (Strategic Plan Item 4.7)

26-May-2021

Future Projects Report

Executive Committee

9. <i>Governance</i>	Responsible	Date Received
Related to Section 5 of the Strategic Plan The possibility of utilizing Section 8(2)(e) of the Islands Trust Act. Responsibilities of trust council: 8(2)For the purpose of carrying out the object of the trust, the trust council may (e) make recommendations to the Lieutenant Governor in Council respecting the determination, implementation and carrying out of policies for the preservation and protection of the trust area and its unique amenities and environment -		21-Jul-2021
10. <i>MOTI MOU's</i>	Responsible	Date Received
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.		07-Sep-2022

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust.	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
2 Staff to provide a report on online viewership of Council Meetings.	Russ Hotsenpiller	Meeting: 22-Mar-2023 Target: 03-May-2023	In Progress
3 Staff to poll trustees regarding orientation sessions and its continuous learning.	Russ Hotsenpiller	Meeting: 22-Mar-2023 Target: 03-May-2023	In Progress
4 Tracking of items from Trust Council FUAL to Executive Committee FUAL.	Russ Hotsenpiller	Meeting: 12-Apr-2023 Target: 24-May-2023	In Progress
5 Executive Committee undertake a dedicated strategic priorities session to be held in-person for the May 3rd business meeting.	Russ Hotsenpiller	Meeting: 12-Apr-2023 Target: 03-May-2023	In Progress
6 Deliver chair and vice-chair training via in-person session with Lisa Zwarn May 19th.	Russ Hotsenpiller	Meeting: 22-Mar-2023 Target: 24-May-2023	In Progress
7 THAT a reconciliation learning group be initiated comprised of trustees who indicate interest; and that a learning plan be developed and implemented through monthly, virtual meetings.	Clare Frater Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 28-Jun-2023	In Progress

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
8 Trust Council respond to Minister Kang to the effect that Trust Council will revisit the request for a review of Islands Trust mandate, governance and structure, at September Trust Council and provide the minister with an update.	Russ Hotsenpiller	Meeting: 08-Mar-2023 Target: 27-Sep-2023	In Progress
9 The Executive Committee is requested by the Governance Committee (April 17th meeting) to follow the SWOT (strengths, weaknesses, opportunities and threats) analysis process in developing the draft strategic plan that is to be submitted to Trust Council this year.	Russ Hotsenpiller	Meeting: 17-Apr-2023 Target: 27-Jun-2023	In Progress
10 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
11 That Trust Council coordinate a round table on housing, to include BCHousing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress

Director Legislative Services

Activity	Responsibility	Dates	Status
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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 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 Target: 13-Sep-2023	In Progress
3 Staff to report back on recording of meetings by members of the public re clarity on recording and report on recording of electronic meetings.	David Marlor	Meeting: 22-Mar-2023 Target: 03-May-2023	In Progress
4 Staff to provide a briefing with respect to options for better understanding of the policy regarding Code of Conduct for vice-chairs, trustees and the public.	David Marlor	Meeting: 12-Apr-2023 Target: 03-May-2023	In Progress
5 Executive Committee appoint Director of Legislative Services, David Marlor to the office of Secretary, and appoint Legislative Clerk, Nadine Mourao as Deputy Secretary.	David Marlor	Meeting: 12-Apr-2023 Target: 03-May-2023	In Progress
6 Trust Council request Staff to seek a legal opinion regarding the Islands Trust's obligations to uphold collective and individual rights to housing.	David Marlor	Meeting: 08-Mar-2023 Target: 29-Jun-2023	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Activity	Responsibility	Dates	Status
1 Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
2 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
3 That Trust Council coordinate a round table on housing, to include BCHousing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
4 Director of Planning Services request the Office of the Ombudsperson to undertake a comprehensive review of the enforcement-related policies and practices of the Islands Trust, and recommend such improvements and changes to them as may be required to bring the policies and practices into conformity with best practices for local government bylaw enforcement.	Stefan Cermak	Meeting: 08-Mar-2023 Target: 27-Sep-2023	In Progress
5 Inform SSI LTC that EC approved FOI Bylaw 535. Inform North Pender LTC that EC approved Bylaw No.232 (Sidney Island).	Stefan Cermak	Meeting: 12-Apr-2023 Target: 03-May-2023	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Executive Committee

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Julia Mobbs	Meeting: 21-Oct-2020 Target: 20-Sep-2023	In Progress
2 That funds from the Reconciliation Action Plan budget be allocated for two trustees from Lasqueti Island Local Trust Committee to attend the teaching opportunity by "Culturally Committed".	Julia Mobbs	Meeting: 12-Apr-2023 Target: 24-May-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 Target: 06-Dec-2023	In Progress
2 Legislative Monitoring Chart (bi-annually to Trust Council) Staff to produce the Legislative Monitoring briefing every 6 months with the next one being September 2023.	Clare Frater	Meeting: 23-Feb-2022 Target: 13-Sep-2023	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
3 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.	Clare Frater	Meeting: 26-Feb-2020 Target: 28-Jun-2023	In Progress
4 That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to consultation with First Nations.	Clare Frater	Meeting: 17-Jun-2020 Target: 03-May-2023	In Progress
5 Ask staff to investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater	Meeting: 07-Oct-2021 Target: 06-Sep-2023	In Progress
6 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act.	Clare Frater	Meeting: 12-Apr-2022 Target: 20-Sep-2023	In Progress
7 Initiate rekindling of the San Juan County/Islands Trust relationship, work with Chair for June.	Clare Frater	Meeting: 11-Jan-2023 Target: 27-Jun-2023	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
8 Staff advance the question of responding to delegates with thank you letters, for June Trust Council, and that staff prepare a briefing on practices in other local governments.	Clare Frater	Meeting: 11-Jan-2023 Target: 27-Jun-2023	In Progress
9 Briefing item 8.2.2.2 "Trust Council Decisions Related to Conservation from Islands Trust Conservancy be forwarded to the ITC/EC liaison meeting on July 18th.	Clare Frater	Meeting: 22-Mar-2023 Target: 18-Jul-2023	In Progress
10 Send out press release re: provincial grant funding received.	Clare Frater	Meeting: 12-Apr-2023 Target: 03-May-2023	Completed
11 Executive Committee supports the Chair signing a letter of support with regards to the Galiano Conservancy Nature Reserve work.	Clare Frater	Meeting: 12-Apr-2023 Target: 03-May-2023	Completed
12 THAT a reconciliation learning group be initiated comprised of trustees who indicate interest; and that a learning plan be developed and implemented through monthly, virtual meetings.	Clare Frater Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 28-Jun-2023	In Progress
13 Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Kate Emmings Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 06-Dec-2023	In Progress
2 That Trust Council prioritize public engagement tools and approaches as a priority topic for future learning opportunities.	Russ Hotsenpiller	Meeting: 21-Sep-2021 Target: 06-Dec-2022	In Progress
3 Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater Russ Hotsenpiller	Meeting: 21-Sep-2022 Target: 27-Jun-2023	In Progress
4 In cooperation with Executive Committee, provide a list of needed resources in priority order to advance the Trust's reconciliation activity with First Nations in British Columbia that Council may debate and endorse for advocacy to British Columbia.	Clare Frater Russ Hotsenpiller	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
5 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
6 That Trust Council coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 23-Mar-2023	In Progress
7 Trust Council ask the Governance Committee to review the current method of appointment and the make-up of membership for Trust Council standing committees. (added to GC FUAL)	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
8 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust.	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
9 Trust Council respond to Minister Kang to the effect that Trust Council will revisit the request for a review of Islands Trust mandate, governance and structure, at September Trust Council and provide the minister with an update.	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 26-Sep-2023	In Progress
10 THAT a reconciliation learning group be initiated comprised of trustees who indicate interest; and that a learning plan be developed and implemented through monthly, virtual meetings.	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 26-Mar-2024	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
11 That the 2023/24 Trust Council meetings be held in-person at the following locations: ·June: Gabriola ·September: 1. The Penders 2.Keats/Barnabas ·December: Victoria ·March: Salt Spring	Russ Hotsenpiller	Meeting: 08-Mar-2023 Target: 27-Jun-2023	In Progress

Director Legislative Services

Activity	Responsibility	Dates	Status
1 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 06-Dec-2023	In Progress
2 Staff to work with the Regional Planning Committee to review policies and fees related to the Agricultural Land Commission Exclusion Regulation which comes into effect October 1, 2020.	David Marlor Stefan Cermak	Meeting: 15-Sep-2020 Target: 06-Dec-2022	In Progress
3 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 28-Jun-2023	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
4 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 27-Jun-2023	In Progress
5 That Trust Council adopt the revised Trust Council Policy 2.3.1 [Council Committee System and Terms of References] dated March 7, 2023 that adds Governance Committee membership to the Financial Planning Committee, includes the terms of reference for all council committees and removes reference to the Executive Committee; and further That Trust Council rescind policies 2.3.2 [Regional Planning Committee Terms of Reference], 2.3.3 [Financial Planning Committee Terms of Reference], 2.3.4 [Trust Programs Committee Terms of Reference], and 2.3.5 Governance Committee Terms of Reference].	David Marlor	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
6 That Trust Council request interested trustees to work with Director of Legislative Services Marlor to provide input and revision to the draft Accessibility Committee terms of reference and bring it back to the June Trust Council.	David Marlor	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
7 Trust Council request Staff to seek a legal opinion regarding the Islands Trust's obligations to uphold collective and individual rights to housing.	David Marlor	Meeting: 08-Mar-2023 Target: 27-Jun-2023	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
8 Trust Council direct staff to specify that the Legislative Services, Meeting Administrator position be named as temporary for one year.	David Marlor Julia Mobbs	Meeting: 07-Mar-2023 Target: 01-Apr-2024	In Progress
9 Staff to report back with options and implications of changing the selection process established in Trust Council Policy 2.3.1 Council Committee Systems for the Financial Planning Committee so that membership is determined by Trust Council election and; THAT Trust Council change the process for appointing the FinancialPlanning Committee established in Policy 2.3.1 Council CommitteeSystems, by limiting the appointment under current policy to 6 monthspending adoption of a new selection policy, at which time a new FinancialPlanning Committee could be decided by the new policy failing which, theexisting Financial Planning Committee will remain in office.	David Marlor	Meeting: 18-Nov-2022 Target: 27-Jun-2023	In Progress

Director of Planning Services

Activity	Responsibility	Dates	Status
1 Staff to work with the Regional Planning Committee to review policies and fees related to the Agricultural Land Commission Exclusion Regulation which comes into effect October 1, 2020.	David Marlor Stefan Cermak	Meeting: 15-Sep-2020 Target: 06-Dec-2022	In Progress
2 Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Activity	Responsibility	Dates	Status
3 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress
4 That Trust Council coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 23-Mar-2023	In Progress
5 Director of Planning Services request the Office of the Ombudsperson to undertake a comprehensive review of the enforcement related policies and practices of the Islands Trust, and recommend such improvements and changes to them as may be required to bring the policies and practices into conformity with best practices for local government bylaw enforcement.	Stefan Cermak	Meeting: 08-Mar-2023 Target: 26-Sep-2023	In Progress
6 Forward March 9, 2023, Trust Council agenda correspondence item 12.1 re: Harlene Holm response to Freshwater Sustainability Report letter received February 14, 2023, to the Regional Planning Committee.	Stefan Cermak	Meeting: 09-Mar-2023 Target: 27-Apr-2023	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Council

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 28-Jun-2023	In Progress
2 Trust Council direct staff to specify that the Legislative Services, Meeting Administrator position be named as temporary for one year.	David Marlor Julia Mobbs	Meeting: 07-Mar-2023 Target: 01-Apr-2024	In Progress

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Kate Emmings Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 06-Dec-2023	In Progress
2 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 06-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
3 That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to Bowen Island's Municipality First Nations consultation.	Clare Frater	Meeting: 17-Jun-2020 Target: 06-Dec-2022	In Progress
4 Cooperate and work with Dr. Tara Martin's delegation re data sharing of Coastal Douglas-fir.	Clare Frater	Meeting: 17-Jun-2020 Target: 06-Dec-2022	In Progress
5 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 03-Dec-2020 Target: 06-Dec-2023	In Progress
6 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 27-Jun-2023	In Progress
7 That Trust Council request staff to provide a report outlining potential options for how the Trust and local trust committees can engage and assist with the Coast Guard Oil Spill response planning process.	Clare Frater	Meeting: 22-Sep-2021 Target: 06-Dec-2022	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
8 Proclaim June 8, 2022, to June 7, 2023 "Year of the Salish Sea", to raise public awareness about a healthy Salish Sea and learn from Indigenous Nations on how to improve its health and management for the benefit of future generations.	Clare Frater	Meeting: 08-Mar-2022 Target: 07-Jun-2023	In Progress
9 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 02-Dec-2021 Target: 28-Feb-2023	In Progress
10 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions.	Clare Frater	Meeting: 21-Sep-2022 Target: 07-Sep-2026	In Progress
11 Continue to build staff-to-staff relationships with First Nations who provided input to the Policy Statement Amendment Project in Phases 1 and 2 of early and meaningful engagement, and provide additional capacity funding to support continued First Nations engagement on this project.	Clare Frater	Meeting: 21-Sep-2022 Target: 14-Mar-2023	In Progress
12 Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater Russ Hotsenpiller	Meeting: 21-Sep-2022 Target: 27-Jun-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
13 In cooperation with Executive Committee, provide a list of needed resources in priority order to advance the Trust's reconciliation activity with First Nations in British Columbia that Council may debate and endorse for advocacy to British Columbia.	Clare Frater Russ Hotsenpiller	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
14 Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress
15 Extend the timeline for issuing the Natural Area Exemption Certificate for Natural Area Protection Tax Exemption Program application SS-NAP-2020.3 (Salt Spring Island) until December 2024.	Clare Frater Kate Emmings	Meeting: 06-Dec-2022 Target: 31-Dec-2024	In Progress
16 Staff to write a letter of support under the Chair's signature stating that the Islands Trust Council supports the Sunshine Coast Regional District applying for, receiving, and managing the 2022 Community Emergency Preparedness - Disaster Risk Reduction-Climate Adaption Grant.	Clare Frater	Meeting: 07-Mar-2023 Target: 22-Mar-2023	Completed
17 Trust Council request staff to review language on the website and other publications regarding the Coastal Douglas-fir zone and associated ecosystems and amend as appropriate, with advice from qualified provincial forest ecologists, including Will Mackenzie provincial custodian of the BEC system.	Clare Frater	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
18 Trust Council refer the educational opportunity around CDF and forest discussion to Trust Programs Committee .	Clare Frater	Meeting: 08-Mar-2023 Target: 26-Sep-2023	In Progress
19 Trust Council reduce the proposed Policy Statement Amendment Project budget from \$50k to \$30k in recognition of the fact that Executive Committee has proposed a project charter that has shifted public engagement to the 2024/25 fiscal year.	Clare Frater	Meeting: 07-Mar-2023 Target: 19-Mar-2024	Completed
20 That Trust Council recommend to Fisheries and Oceans Canada (DFO) that Trustee Lironi be appointed as Trust Council's representative to the DFO Shellfish Aquaculture Management Advisory Committee and that Trustee Graham (to be determined by Trust Council) be identified as an alternate attendee.	Clare Frater	Meeting: 08-Mar-2023 Target: 27-Jun-2023	Completed