



Executive Committee Agenda

Date: Wednesday, October 11, 2023
Time: 9:15 am
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
 - 2.1 Introduction of New Items
 - 2.2 Approval of Agenda
 - 2.2.1 Agenda Context Notes
None
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING
None
4. ADOPTION OF MINUTES
 - 4.1 Executive Committee draft September 26, 2023, minutes 3 - 5
 - 4.2 Executive Committee draft October 4, 2023, Special Meeting minutes 6 - 8
5. FOLLOW UP ACTION LIST AND UPDATES
 - 5.1 Follow Up Action List/Director/CAO Updates 9 - 16
 - 5.2 Local Trust Committee Chair Updates
 - 5.3 Islands Trust Conservancy Liaison Update
6. BYLAWS FOR APPROVAL CONSIDERATION
None
7. TRUST COUNCIL MEETING REVIEW
 - 7.1 Executive
 - 7.1.1 Roundtable Review of September Trust Council
 - 7.1.1.1 Trustee Lironi re: engage a facilitator to chair future Trust Council meetings 17 - 18
 - 7.1.2 Trust Council Follow-up Action List 19 - 36
 - 7.1.3 DRAFT- September Trust Council Business Decision Highlights 37 - 37
 - 7.2 Planning Services

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7.4	Trust Area Services	
8.	EXECUTIVE COMMITTEE PROJECTS	
8.1	Trust Council Initiated	
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8.1.2	Trust Area Services	
8.1.3	Planning Services	
8.1.4	Administrative Services	
8.2	Executive Committee Initiated	
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8.2.1.1	Executive Committee meeting with Bowen Island Municipal Council regarding proposed Bylaws No. 608 and No. 609 - Briefing	38 - 44
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8.2.3	Planning Services	
8.2.4	Administrative Services	
9.	NEW BUSINESS	
9.1	Executive/Trust Council	
9.2	Trust Area Services	
9.2.1	LTC Chairs Report on Local Advocacy Topics	
9.3	Planning Services	
9.4	Administrative Services	
10.	CORRESPONDENCE (for information unless raised for action)	
10.1	Invitation to Register for the Fall 2023 Oceans Protection Plan (OPP) Dialogue Forum email dated October 5, 2023	45 - 46
11.	WORK PROGRAM	
11.1	Review and amendment of current work program	47 - 49
12.	NEXT MEETING	
	The next Executive Committee meeting will be held electronically, on November 1, 2023, beginning at 9:15 a.m.	
13.	CLOSED MEETING	
	None scheduled	
14.	ADJOURNMENT	



Executive Committee Minutes of Regular Meeting

Date: September 26, 2023
Location: Pender Islands Community Hall, Lounge
4418 Bedwell Harbour Road, North Pender Island, BC

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

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

Members of the public present: 3 attended in-person and one electronically

1. CALL TO ORDER

Chair Luckham called the meeting to order at 10:04 a.m. and gave a land acknowledgement that the meeting was being held across Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items - None

2.2 Approval of Agenda

By general consent, the agenda was approved as presented.

3. ADOPTION OF MINUTES

3.1 September 13, 2023 draft minutes

By general consent, the Executive Committee September 13, 2023, draft minutes were adopted as presented.

4. TRUST COUNCIL MEETING PREPARATION

4.1 Executive

4.1.1 Trust Council September 3-Day schedule - for discussion

Chief Administrative Officer (CAO) Hotsenpiller noted the following regarding Wednesday's visioning session logistics:

- Tsawout Hereditary Chief WEC'KINEM (Eric Pelkey) accepted Islands Trust invitation to speak to Trust Council during the session.
- Accommodations will be made for trustees attending electronically to participate in the breakout session.

Chair Luckham noted that Thursday's adjournment would have to be before 12:00 p.m. for northern bound trustees to make the Salt Spring ferry connection and will work toward that timing, if possible.

4.1.2 UBCM Roundtable Review - for discussion

Chair Luckham spoke to Executive Committee's attendance at the Union of BC Municipalities (UBCM) convention held last week, September 18 – 21 in Vancouver.

CAO Hotsenpiller, who also attended UBCM, will give a verbal update to Trust Council regarding minister meeting outcomes and other highlights.

Discussion ensued that Executive Committee (EC) members could submit more comprehensive reports for inclusion in the next EC agenda.

4.2 Planning Services - None

4.3 Administrative Services - None

4.4 Trust Area Services

4.4.1 Executive Committee Sponsorship of NAPTEP Fees (consideration for adoption) – RFD

DLS Marlor spoke to the request for decision (RFD) for forwarding to Trust Council as a late item, that Trust Council (TC) adopt Bylaw No. 190, which was given First, Second, and Third readings at the September 2022 TC meeting, by last terms council, but failed to get adopted following the October 2022 local government election.

Executive Committee discussed possible time management issues by adding this as a late item to the already full Trust Council agenda should discussion arise.

By general consent, Executive Committee forwarded item 4.4.1 Executive Committee Sponsorship of NAPTEP Fees – RFD to Trust Council's agenda for inclusion in Trust Area Services section and that the RFD be emailed to all trustees.

5. NEW BUSINESS - None

5.1 Executive/Trust Council - None

5.2 Trust Area Services - None

5.3 Planning Services - None

5.4 Administrative Services - None

6. NEXT MEETING

At its September 13 regular meeting, Executive Committee scheduled a special electronic meeting for October 4 at 12:30 p.m. to address its budget recommendations and business cases going forward to the Financial Planning Committee.

The next regular Executive Committee meeting is scheduled to be held October 11, 2023, electronically beginning at 9:15 a.m.

7. ADJOURNMENT

By general consent, the meeting was adjourned at 10:30 a.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator



Executive Committee Minutes of a Special Meeting

Date: October 4, 2023
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

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

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

Members of the public present: None

1. CALL TO ORDER

Chair Luckham called the meeting to order at 12:34 p.m. and stated gratitude to live and work on Coast Salish First Nations territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

For consideration to add the following at:

4.1 Bowen Council meeting update – Discussion

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

3. EXECUTIVE COMMITTEE PROJECTS

3.1 Executive Committee FY2024/25 Business Cases – RFD

CAO Hotsenpiller introduced the request for decision (RFD) and gave an overview of the business cases.

Regarding the eleven (11) recommended budget allocations, shown in the table on pages 4-6 of the agenda package, Executive Committee and staff discussed the rationales for the requests.

- The History and Heritage Grants in Aid program was not funded last fiscal (the 2023/24 column should read zero, not \$4,000).
- In general, Executive Committee commented on the future of Islands Trust office locations, that a remote work force offers downsizing options or centralization. The budget request for the Salt Spring office relocation is currently dynamic pending receipt of further details.

EC-2023-100

It was Moved and Seconded,

That Executive Committee recommend to the Financial Planning Committee, for inclusion in the Fiscal Year 2024/25 Budget:

1. \$10,000 for History and Heritage Grants in Aid
2. \$15,000 for Application Sponsorship
3. \$30,000 for Reconciliation Action Plan
4. \$50,000 for Communications
5. \$1,000 for NAPTEP application sponsorship
6. \$10,000 Building footprint GIS data layer
7. \$35,000 for Policy Statement Amendment Project
8. \$90,000 for Bylaw Portal Licensing and Implementation Project
9. \$84,291 GIS Coordinator
10. \$34,000 for Microsoft 360
11. \$210,000 Salt Spring Island Office relocation

CARRIED

By general consent, Executive Committee requested staff include in its budget recommendation to the Financial Planning Committee, Trustee Gauvreau's correspondence (item 5.1) supporting the History Heritage Grants in Aid program.

4. NEW BUSINESS

4.1 Bowen Council meeting update – Discussion

Executive Committee discussed logistics for the October 16th meeting with Bowen Island Municipal (BIM) Council regarding BIM's proposed bylaws No. 608 and 609.

BIM will be hosting the meeting from its council chambers on Bowen and will offer electronic participation.

By general consent, Executive Committee will attend the BIM meeting electronically.

Staff will bring a briefing to EC's October 11 regular business meeting outlining further details regarding this meeting.

5. CORRESPONDENCE (for information unless raised for action)

5.1 Trustee Gauvreau re: History Heritage and Conservation Grant email dated September 7, 2023

Forward to Financial Planning Committee as requested.

6. NEXT MEETING

CAO Hotsenpiller provided an overview of agenda items coming to the October 11, 2023, Executive Committee meeting including a review of Trust Council's September 26-28 meeting held on North Pender Island.

By general consent, Chair Luckham will send an email to all trustees requesting feedback and comments for Executive Committee's consideration regarding Trust Council's September meeting.

7. ADJOURNMENT

By general consent, the meeting adjourned at 2:15 p.m.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Initiate a reconciliation learning group comprised of trustees who indicate interest; and a learning plan be developed and implemented through monthly, virtual meetings.	Clare Frater Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 27-Sep-2023	In Progress
2 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
3 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 and 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: 06-Dec-2023	In Progress
4 Determine a visioning exercise for trustees at September Trust Council. EC, GC, and FPC subgroup to collaborate.	Russ Hotsenpiller	Meeting: 03-May-2023 Target: 26-Sep-2023	Completed
5 Explore future education/workshop sessions on decision-making to benefit trustees.	Russ Hotsenpiller	Meeting: 24-May-2023 Target: 26-Sep-2023	In Progress

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
6 Amend the Strategic Plan to extend the Strategic Plan through 2024/25 as an interim strategic plan with the following changes: 1. Corporate Planning is adopted as a priority for Trust Council 2. Prioritizing elements of the strategic projects that support land use decision making 3. Update the strategic initiatives related to housing to focus on projects that will develop healthy, resilient island communities by employing two lenses: mitigating and adapting to the effects of climate change, and managing growth by cultivating equitable, inclusive and resilient communities and the natural environment	Russ Hotsenpiller	Meeting: 28-Jun-2023 Target: 06-Dec-2023	In Progress
7 Coordinate a strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust.	Russ Hotsenpiller	Meeting: 08-Mar-2023 Target: 06-Dec-2023	In Progress
8 Staff to report on preparing a strategic approach to request additional funding from the Province.	Russ Hotsenpiller	Meeting: 12-Jul-2023 Target: 27-Sep-2023	In Progress
9 Notify VICC and Finance Dept of EC's approval of the \$250.00 VICC funding request via resolution.	Russ Hotsenpiller	Meeting: 02-Aug-2023 Target: 13-Sep-2023	In Progress
10 Forward to FPC, Executive Committee's budget 24/25 recommendations.	Russ Hotsenpiller	Meeting: 04-Oct-2023 Target: 11-Oct-2023	In Progress

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: 27-Sep-2023	In Progress
2 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: 13-Sep-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: 13-Sep-2023	In Progress
5 Develop model bylaws with regards to public notice guidance, as a priority.	David Marlor	Meeting: 14-Jun-2023 Target: 13-Sep-2023	In Progress
6 Staff to discuss, with interested trustees, requirements and options and report back on possibilities and effort required to improve Trustee access to key documents.	David Marlor	Meeting: 29-Jun-2023 Target: 27-Sep-2023	In Progress



Follow Up Action Report

Executive Committee

Director Legislative Services

Activity	Responsibility	Dates	Status
7 Staff consider options and report back on possibilities and effort required to provide Trustee view access to integrated calendar of Trust Meetings.	David Marlor	Meeting: 29-Jun-2023 Target: 28-Sep-2023	In Progress
8 Provide the legal opinion on mooring buoys and report to Executive Committee after its receipt.	David Marlor	Meeting: 12-Jul-2023 Target: 13-Sep-2023	Completed

Director of Planning Services

Activity	Responsibility	Dates	Status
1 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 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 and 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: 06-Dec-2023	In Progress
3 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



Follow Up Action Report

Executive Committee

Director of Planning Services

Activity	Responsibility	Dates	Status
4 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 06-Dec-2023	In Progress
5 Advise Bowen Island Municipality in writing that the Executive Committee considers Bylaws No. 608 and 609 contrary or at variance with the Islands Trust Policy Statement. - DONE Set a meeting before October 24 (within 60 days) with BIM and EC as set out in the letters patent. -	Stefan Cermak	Meeting: 25-Aug-2023 Target: 24-Oct-2023	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Julia Mobbs	Meeting: 21-Oct-2020 Target: 01-Jan-2024	In Progress
2 Staff to research the possibility of self-insurance for the organization.	Julia Mobbs	Meeting: 29-Jun-2023 Target: 06-Dec-2023	In Progress



Follow Up Action Report

Executive Committee

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	Completed
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: 27-Sep-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. (ongoing).	Clare Frater	Meeting: 17-Jun-2020 Target: 06-Dec-2023	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
5 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 September	Clare Frater	Meeting: 11-Jan-2023 Target: 27-Sep-2023	In Progress
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	Completed
9 Initiate a reconciliation learning group comprised of trustees who indicate interest; and a learning plan be developed and implemented through monthly, virtual meetings.	Clare Frater Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 27-Sep-2023	In Progress
10 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
11 Bring a report/briefing/RFD to get direction from TC on further action regarding the Climate Change Emergency include materials from last terms trustee led messaging.	Clare Frater	Meeting: 03-May-2023 Target: 26-Sep-2023	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
12 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 06-Dec-2023	In Progress
13 Coordinate an evening webinar with Carla Funk and interested trustees for late October regarding trustee training on building a culture of philanthropy.	Clare Frater	Meeting: 13-Sep-2023 Target: 31-Oct-2023	In Progress

From: Mikaila Lironi <mlironi@islandstrust.bc.ca>

Sent: Wednesday, October 4, 2023 10:34 AM

To: EC <ec@islandstrust.bc.ca>

Subject: For Today's Agenda

Hi EC,

I'm sorry this is so late. Either include today or bring it up next EC meeting.

Thanks,

Mikaila Lironi, (she, her)

Lasqueti Island Trustee

15 Main Road

Lasqueti Island, BC

VOR 2J0

T 250-812-2560 | islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

As a new trustee, I have only attended 4 trust meetings. In this time, I have come to see that these meetings are complex in nature with a lot going on. The model of the Islands Trust having a chair for Trust Council has worked until this point; but it is evident that it is an insurmountable job for one person. Chair Luckham does an absolutely fantastic job multitasking, but putting all the tasks of a chair plus those of a trustee for one's own island is too much. How can one person:

1. Have expert understanding of Robert's Rules
2. Ensure speakers' order
3. Ensure everyone is staying on topic
4. Advocate for their Island
5. Keep track of who has their hand up online
6. Keep track of whether staff has advice on an issue
7. Keep track of the agenda
8. Keep track of time
9. Stay neutral
10. Answer Questions

This is obviously not an exhaustive list, but my point is that it is unfair. I propose that the Islands Trust engages a neutral/external facilitator to chair Trust Council meetings. This would ensure that Thetis has 2 trustees who are fully present for each meeting. This would also allow the Chair to have time and energy to speak in person to the trustees, and to do the inter-governmental relations work that is needed at the Islands Trust.

Proposed Motion

THAT a facilitator be engaged to chair future Trust Council meetings to ensure they are run smoothly and effectively, and that the Islands Trust Chair maintains all other duties of the Chair of the Islands Trust.

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.	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: 15-Dec-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

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
5 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
6 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
7 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
8 Amend the Strategic Plan to extend the Strategic Plan through 2024/25 as an interim strategic plan with the following changes: 1. Corporate Planning is adopted as a priority for Trust Council 2. Prioritizing elements of the strategic projects that support land use decision making 3. Update the strategic initiatives related to housing to focus on projects that will develop healthy, resilient island communities by employing two lenses: mitigating and adapting to the effects of climate change, and managing growth by cultivating equitable, inclusive and resilient communities and the natural environment	Russ Hotsenpiller	Meeting: 28-Jun-2023 Target: 27-Sep-2023	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
9 6.2 Governance Committee Work Program. That Trust Council approved the attached Draft Corporate Planning Framework, and requested that Governance Committee continue work on Corporate Plan development. Advise the governance committee of Trust Council decision.	Russ Hotsenpiller	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
10 Vision Statement: That Trust Council postpone the vision statement to December and request staff advise on process of vision and mission statement in light of responsibilities of reconciliation. Develop staff advise regarding responsibilities of reconciliation and the vision statement. Add to December agenda.	Russ Hotsenpiller	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
11 that Trust Council request Staff to report back on options to join the class action suit to sue big oil with other municipalities at the rate of \$0.50/resident of the Trust Area Review ability of TC to fund such a lawsuit - legal advise as necessary. Report back to December Trust Council.	Russ Hotsenpiller	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Director Legislative Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Council

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 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: 06-Dec-2023	In Progress
3 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 16-Oct-2026	In Progress
4 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
5 Staff to discuss, with interested trustees, requirements and options and report back on possibilities and effort required to improve Trustee access to key documents.	David Marlor	Meeting: 29-Jun-2023 Target: 27-Sep-2023	In Progress
6 Staff consider options and report back on possibilities and effort required to provide Trustee view access to integrated calendar of Trust Meetings.	David Marlor	Meeting: 29-Jun-2023 Target: 28-Sep-2023	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
7 5.2.2 Review of Trust Council Policies - Undertake review and recommend updates and consolidation of policies. Bring one or more policies back to each Trust Council. Work with relevant director.	David Marlor	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
8 11.2.2 Lamour NAPTEP. That the Islands Trust Council requests the Secretary to issue a NAPTEP Certificate for the covenanted portion of the property described as PID 000-138-452, Lot 1, Section 87, South Salt Spring Island, Cowichan District, Plan VIP 27894, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP. Issue Lamour NAPTEP Certificate.	David Marlor Kate Emmings	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
9 11.2.3 Koontz NAPTEP That the Islands Trust Council requests the Secretary to issue a NAPTEP Certificate for the covenanted portion of the property described as PID 05-788-447, That Part of Lot 3, Section 5, Gabriola Island, Nanaimo District, Plan 6986, Lying to the North West of a Road Dedication by Plan 17829, Except those parts in Plans 21783 and 26145, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP. Issue Koontz NAPTEP certificate.	David Marlor Kate Emmings	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
10 11.2.4 That Trust Council Bylaw No. 190, cited as "Islands Trust Council Natural Area Exemption Certificate Fees Bylaw No. 115, 2006, Amendment Bylaw No. 1, 2022", be adopted. Update bylaw, sign, place copy in fire proof cabinet, update EDM, post to the web, advise ITC board.	David Marlor Kate Emmings Robert Barlow	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

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: 14-Mar-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.	Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress
3 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.	Stefan Cermak	Meeting: 22-Sep-2022 Target: 23-Mar-2023	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Activity	Responsibility	Dates	Status
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: 26-Sep-2023	In Progress
5 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 06-Dec-2023	In Progress
6 5.2.1 Bylaw Enforcement - ombudspersons recommendations dated August 2023, be implemented. Develop an associated work plan and project charter. Report on progress to council in March 2024.	Stefan Cermak	Meeting: 26-Sep-2023 Target: 12-Mar-2024	In Progress
7 5.2.1 Bylaw enforcement - Ombudsperson's recommendations dated August 2023. Refer to the Regional Planning Committee, and report back to Trust Council with RPC recommendations within six months (by March 2024).	Stefan Cermak	Meeting: 26-Sep-2023 Target: 12-Mar-2024	In Progress

Follow Up Action Report

Trust Council

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 06-Dec-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
3 Staff to research the possibility of self-insurance.	Julia Mobbs	Meeting: 27-Jun-2023 Target: 06-Dec-2023	In Progress
4 10.2.1 Audited financial Report - That Trust Council approve the Islands Trust audited financial statements for the year ended March 31, 2023. Forward to the Minister and post to the Islands Trust Website.	Julia Mobbs	Meeting: 26-Sep-2023 Target: 13-Oct-2023	In Progress
5 10.2.3 Statement of Financial Information (SOFI). That Trust Council approve the 2022/23 Statement of Financial Information. Forward SOFI report to the Ministry and post to the website. Deadline for sending to ministry is September 30, 2023.	Julia Mobbs	Meeting: 26-Sep-2023 Target: 30-Sep-2023	In Progress
6 10.2.4 Budget Assumption Principles (BAP) That Trust Council approve the 2024/25 Budget Assumptions, Principles (BAP), and Guidelines. Advise staff of the approved BAP, and forward to FPC for their information.	Julia Mobbs	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area 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 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
3 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
4 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
5 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: 16-Oct-2026	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
6 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: 16-Oct-2026	In Progress
7 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: 15-Dec-2023	In Progress
8 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
9 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: 16-Oct-2026	In Progress
10 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: 15-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
11 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 Hotsenpillier	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
12 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
13 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
14 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	Meeting: 07-Mar-2023 Target: 26-Mar-2024	In Progress
15 Forward approved 2022/23 Annual Report to the Minister of Municipal Affairs by Fall deadline.	Clare Frater	Meeting: 28-Jun-2023 Target: 13-Sep-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
16 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 06-Dec-2023	In Progress
17 11.1.5 Trust Council requests that the legislative monitoring report be provided quarterly. Advise relevant staff and provide report to Trust Council quarterly.	Clare Frater	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
18 11.2.4 Shaw-naw-as That the Islands Trust Council appoint the following trustees to a Snaw-naw-as First Nation/Islands Trust Joint Working Group as established under the Snaw-naw-as First Nation/Islands Trust Protocol Agreement: Peter Luckham, Tobi Elliott, Mikaila Lironi, and Tim Peterson. Advise Shaw-naw-as First Nation of the appointees to the working group, and organize working group meetings for remainder of 2023. Add this working group to meetings to be scheduled as part of the larger Trust Council meeting scheduling for 2024 calendar year.	Clare Frater	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
19 11.2.5 Islands 2050 That Trust Council approve Policy Statement Amendment Project Charter v7. Implement project charter (via TPC). Once on TPC agenda, this FUAL can be deleted.	Clare Frater Mary Storzer	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Ecosystem Protection Specialist

Activity	Responsibility	Dates	Status
1 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 03-Dec-2020 Target: 06-Dec-2023	In Progress
2 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 02-Dec-2021 Target: 15-Dec-2023	In Progress

Executive Coordinator

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Council

Executive Coordinator

Activity	Responsibility	Dates	Status
1 3.1.1 June TC Minutes - adopted as presented. Have minutes signed, filed and posted.	Lori Foster	Meeting: 26-Sep-2023 Target: 13-Oct-2023	In Progress
2 5.2.3 Request for Provincial Review. Forward the following to the Governance Committee "That Trust Council request the Governance Committee to recommend and draft a request of the Province to review the Islands Trust"	Lori Foster	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
3 14.1 Notice of motion - Gabriola request regarding gravel mines - deferred to December. Add to December TC agenda.	Lori Foster	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
4 14.2 Disposition of delegations - Peterson request - deferred to December TC. Add to the December TC agenda.	Lori Foster	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Legislative Services Clerk

Activity	Responsibility	Dates	Status
1 5.2.2 Trust Council policies - Policies 2.1.5, 2.1.8, 2.2.4, 4.1.6, 4.1.10, 4.1.12, 4.3.1, 6.11.1, 8.1.1 were rescinded - remove from website, move to "rescinded" folder in EDM.	Robert Barlow	Meeting: 26-Sep-2023 Target: 12-Dec-2023	Completed

Follow Up Action Report

Trust Council

Legislative Services Clerk

Activity	Responsibility	Dates	Status
2 11.2.4 That Trust Council Bylaw No. 190, cited as "Islands Trust Council Natural Area Exemption Certificate Fees Bylaw No. 115, 2006, Amendment Bylaw No. 1, 2022", be adopted. Update bylaw, sign, place copy in fire proof cabinet, update EDM, post to the web, advise ITC board.	David Marlor Kate Emmings Robert Barlow	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
3 11.2.4 That Trust Council Bylaw No. 190, cited as "Islands Trust Council Natural Area Exemption Certificate Fees Bylaw No. 115, 2006, Amendment Bylaw No. 1, 2022", be adopted. Consolidate bylaw 190 into bylaw 115, and post to the web.	Robert Barlow	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
4 Trust Council request staff to update the COUNCIL COMMITTEE SYSTEM AND TERMS OF REFERENCE Policy 2.3.1, Section 6.2 as follows: The agenda will be distributed to committee members and the CAO at least 7 days before the meeting. Amend Policy 2.3.1 as requested, updated amendment date on policy to September 28, 2023, update EDM and post revised policy to the website. Advise relevant staff of the policy change. Change applies to FPC, TPC, RPC, GC and Accessibility Committee.	Robert Barlow	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress



Follow Up Action Report

Trust Council

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
1 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 03-Dec-2020 Target: 06-Dec-2023	In Progress
2 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 02-Dec-2021 Target: 15-Dec-2023	In Progress
3 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
4 11.2.2 Lamour NAPTEP. That the Islands Trust Council requests the Secretary to issue a NAPTEP Certificate for the covenanted portion of the property described as PID 000-138-452, Lot 1, Section 87, South Salt Spring Island, Cowichan District, Plan VIP 27894, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP. Issue Lamour NAPTEP Certificate.	David Marlor Kate Emmings	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
5 11.2.3 Koontz NAPTEP That the Islands Trust Council requests the Secretary to issue a NAPTEP Certificate for the covenanted portion of the property described as PID 05-788-447, That Part of Lot 3, Section 5, Gabriola Island, Nanaimo District, Plan 6986, Lying to the North West of a Road Dedication by Plan 17829, Except those parts in Plans 21783 and 26145, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP. Issue Koontz NAPTEP certificate.	David Marlor Kate Emmings	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
6 11.2.4 That Trust Council Bylaw No. 190, cited as "Islands Trust Council Natural Area Exemption Certificate Fees Bylaw No. 115, 2006, Amendment Bylaw No. 1, 2022", be adopted. Update bylaw, sign, place copy in fire proof cabinet, update EDM, post to the web, advise ITC board.	David Marlor Kate Emmings Robert Barlow	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Senior Policy Advisor

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Council

Senior Policy Advisor

Activity	Responsibility	Dates	Status
1 11.2.5 Islands 2050 That Trust Council approve Policy Statement Amendment Project Charter v7. Implement project charter (via TPC). Once on TPC agenda, this FUAL can be deleted.	Clare Frater Mary Storzer	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Islands Trust Council Highlights September 26-28, 2023

The following is a list of agenda highlights of Trust Council's activities and decisions from its September 26-28, 2023, quarterly meeting. These highlights are not the official minutes; Trust Council will adopt those at its December 5-7, 2023, meeting being held in-person at the Coast Victoria Hotel, 146 Kingston Road, Victoria BC. Visit the [September 2023 Trust Council meeting site](#) to view the meeting documents and recordings.

Section 3 - Interpretation of the Islands Trust Act

In a closed session, Trust Council considered legal opinions regarding Section 3 of the Islands Trust mandate, as contained in the *Islands Trust Act*, which states:

The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.

Trust Council reached consensus that all decisions need to include a reasoned recognition of all the elements specified in the mandate and why one element may gain priority, the need for land use planning in the Trust Area to always include a focus on preserving and protecting in a manner consistent with Reconciliation, and that unique amenities are broad-ranging and may include issues such as, but not limited to, housing, livelihoods, infrastructure and tourism.

[Click here to read Trust Council's consensus statement](#)

Corporate Planning Framework for the Islands Trust

Trust Council, upon the Governance Committee's recommendation, approved the draft Corporate Planning Framework and requested the Governance Committee continue work on the development of the Corporate Plan and report back to Trust Council.

A Vision Statement for the Islands Trust

Trust Council undertook a visioning session in support of identifying a common future for the Trust Area and requested staff provide advice on the process of the vision and mission statement development in light of its responsibilities to Reconciliation.

Bylaw Compliance and Enforcement – Office of the Ombudsperson's Report

Trust Council endorsed the recommendations from the Office of the Ombudsperson's report and referred the matter to the Regional Planning Committee to develop a project charter and work plan.

BRIEFING

To:	Executive Committee	For the Meeting of:	October 11, 2023
From:	David Marlor, Director, Legislative Services	Date Prepared:	October 5, 2023
SUBJECT:	Executive Committee meeting with Bowen Island Municipal Council regarding proposed Bylaws No. 608 and No. 609		

PURPOSE: To provide information to the Executive Committee (EC) in preparation for the meeting with Bowen Island Municipal (BIM) Council on October 16, 2023, regarding proposed Bylaws No. 608 and No. 609.

BACKGROUND:

Under s.14.3 of the [Bowen Island Municipality Letters Patent](#), Bowen staff referred proposed Bylaws No. 608 and No. 609 to Islands Trust Executive Committee for early comment. This referral happens after First Reading and before the public hearing for official community plans (OCP). For land use bylaw (LUB) amendments (Bylaw 609) under s.15 of the Letters Patent this referral also occurs after First Reading and before public hearing.

Proposed Bylaw No. 608 is an amendment to the Bowen Island Official Community Plan (OCP) to permit a regional park with camping sites; proposed Bylaw No. 609 is the accompanying land use bylaw (LUB) amendment.

At its regular business meeting on August 25, 2023, Islands Trust Executive Committee passed the following resolutions:

EC-2023-093

It was Moved and Seconded,

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 608 cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 608, 2023" is contrary to or at variance with the Islands Trust Policy Statement policies 4.4.2, 5.2.3, 5.2.4, 5.2.5, 5.5.4, 5.5.6, 5.5.7, 5.6.2, 5.6.3 and 5.7.2, triggering a meeting between Bowen Island Municipality and the Islands Trust Executive Committee and, that staff provide a summary of the Executive Committee's consideration.

EC-2023-094

It was Moved and Seconded,

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 609 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 609, 2023" is contrary to or at variance with the Islands Trust Policy Statement for those items identified in the motion EC-2023-093 concerning Policy Statement Directives as listed, 4.4.2, 5.2.3, 5.2.4, 5.2.5, 5.5.4, 5.5.6, 5.5.7, 5.6.2, 5.6.3, 5.7.2, triggering notification of the Minister and that staff provide a summary of the Executive Committee's consideration.

Under the Letters Patent, the purpose of the meeting between Bowen Island Municipal Council and the Executive Committee is to review the proposed bylaws. The intent is to allow sharing of information and views so that both parties have a better understanding of the issues. As this is early consultation, the Executive Committee may comment, but should not make any commitments on future approval of the bylaws.

The October 16, 2023, draft meeting agenda is proposed as follows:

1. Introductions
2. Explanation of process
3. Islands Trust Executive Committee response to request for decision (RFD) – Islands Trust representative to speak to 10 points
4. BIM rationale for checklist – BIM representative to speak to items considered
5. Discussion of next steps
6. Council Resolution (to be formally communicated to applicant, Metro Vancouver)

The meeting with Bowen Island Municipal Council on October 16, 2023, is a Bowen Council meeting and will be chaired by BIM Mayor, Andrew Leonard from BIM's council chambers. Executive Committee/ Islands Trust staff will present item two in the agenda. For item three, Executive Committee may wish to designate a spokesperson to cover the ten points raised by the Executive Committee.

At its October 4, 2023, special meeting, Executive Committee consented to attending the BIM meeting electronically.

ATTACHMENT(S) & HYPERLINK(S):

Attachment 1. Notes from Executive Committee August 25, 2023, business meeting addressing 10 Islands Trust Policy Statement Checklist points

Attachment 2. Executive Committee response letter sent to Bowen Island Municipal Council August 25, 2023.

Hyperlink 1. [Executive Committee August 25, 2023 meeting minutes](#). See item 6.1

FOLLOW-UP:

As requested by the Executive Committee.

Prepared By: David Marlor, Director, Legislative Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer/October 5, 2023

Attachment 1.

Notes from Executive Committee's August 25, 2023, business meeting addressing 10 Islands Trust Policy Statement Checklist points

1. **Policy 4.4.2** - ticked off as not applicable - but water is an issue in that area, Vice-Chair Maude believes this should be addressed.
2. **Policy 5.2.3** - aesthetic and social impacts - ticked as consistent. - Based on feedback EC has seen - this has not been properly addressed. Social impact - very specific concerns from long term residents about many aspects - I don't think these have been sufficiently addressed on engagement today. Fails test of social impacts for a project of this size.
3. **Policy 5.2.4** - ticked as not-applicable - compatible with environment and community character - substantial environmental concerns from Metro Van report.
4. **Policy 5.2.5** - address sufficient land base without exceeding density limit in OCPs. Ticked as NA. Campground capacity of 450 individuals - so why checked off NA and not addressed?
5. **Policy 5.5.4** - Not degrade environmentally sensitive areas - ticked as NA - again given reports about environmental sensitive areas. I do not understand why NA.
6. **Policy 5.5.6** - ticked as in compliance - low impact recreational activities, discourages high impact - interpretation issue, 460 campers and impact on community. Do not understand logic of saying this is low impact, 460 people getting off ferries on a Friday to go camping is a huge impact. Narrow road, no bike lanes, at other end of the island - cannot see how this is low impact. Low impact recreation - most egregious. Significant public opposition. Would like to see more analysis on points raised by Vice-Chairs Maude and Elliot.
7. **Policy 5.5.7** - address planning for bikes, pedestrian and trail systems - suggesting traffic to campground via those means, but nothing in the plans say that when campground opens there will be any new paths or bike lanes. No bike lanes - not realistic to think people will walk 12 km from the ferry to the campground.
8. **Policy 5.6.2** - local heritage protection - not addressed - no consultation with Squamish First Nation.
9. **Policy 5.6.3** - heritage values - no indication First Nation consulted or supports this - so how do we interpret they are going to protect FN culture if no consultation with Nation. Fails test in complying with Policy Statement.
10. **Policy 5.7.2** - economic compatible with character of the community - A campground that allows 460 campers changes the character of the community.

Attachment 2:

Letter to BIM

August 25, 2023

File No. 3020-20

Bowen Island Municipal Council
981 Artisan Lane, Bowen Island, BC V0N 1G2

C/o Sophie Idsinga, Interim Corporate Officer
C/o Daniel Martin, Manager of Planning & Development

Dear Bowen Island Municipal Council:

RE: Proposed BIM Bylaws No. 608 & 609

Summary

On August 25, 2023, Islands Trust Executive Committee resolved that Bowen Island Municipality (BIM) Proposed Bylaws No. 608 & No.609 are contrary to or at variance with the Islands Trust Policy Statement (ITPS). Next steps are outlined in the Bowen Island Municipality Letters Patent and include the following:

- (s.14.3(c)) In regards to Proposed Bylaw No. 608, a meeting must be held between the Executive Committee and the Bowen Island Municipal Council within 60 days of the decision and no public hearing may be held until after that meeting has been held.
- (s.15.1) In regards to Proposed Bylaw No. 609, Bowen Island Municipal Council must notify the Minister of Municipal Affairs who will provide advice or direction.

Please work with Islands Trust Executive Coordinator, Lori Foster, to arrange a meeting that works for both parties.

Background

On August 25, 2023, Islands Trust Executive Committee passed the following resolutions:

Proposed Bylaw No. 608 (official community plan)

It was Moved and Seconded,

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 608 cited as "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 608, 2023" is contrary to or at variance with the Islands Trust Policy Statement policies 4.4.2, 5.2.3, 5.2.4, 5.2.5, 5.5.4, 5.5.6, 5.5.7, 5.6.2, 5.6.3 and 5.7.2, triggering a meeting between Bowen Island Municipality and the Islands Trust Executive Committee and, that staff provide a summary of the Executive Committee's consideration.

CARRIED

.../2

Proposed Bylaw No. 609 (land use bylaw)

It was Moved and Seconded,

THAT the Executive Committee request that staff advise Bowen Island Municipality in writing that the Executive Committee considers that Bylaw No. 609 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 609, 2023” is contrary to or at variance with the Islands Trust Policy Statement for those items identified in the motion # concerning PS Directives as listed, 4.4.2, 5.2.3, 5.2.4, 5.2.5, 5.5.4, 5.5.6, 5.5.7, 5.6.2, 5.6.3, 5.7.2, triggering notification of the Minister and that staff provide a summary of the Executive Committee’s consideration.

CARRIED

A summary of Executive Committee comments are included in the table below. Please note that these are staff notes and that the Executive Committee members may be able to articulate their thoughts best when they meet with BIM Council. A video recording of the meeting and minutes will be posted as soon as feasible to the following website: <https://islandstrust.bc.ca/event/executive-committee-31/>

Table 1: Summary of Executive Committee Considerations:

ITPS #	ITPS Text	Executive Committee Comments
4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.	Marked as not applicable in staff assessment - trustees felt that water is an issue in that area based on public feedback and reports indicating issues with water in that area.
5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.	Aesthetic and social impacts - not properly addressed. Social impact - very specific concerns from long term residents about many aspects not sufficiently addressed. Fails test of social impacts for a project of this size.
5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.	Marked as not applicable in staff assessment - concern about compatibility with environment and community character.
5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.	Marked as not applicable in staff assessment - campground capacity of 450 individuals exceeds density limits.
5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas,	Marked as not applicable in staff assessment - reports provided by the regional district about

ITPS #	ITPS Text	Executive Committee Comments
	and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas	environmental sensitive areas means this is relevant.
5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.	Disagree with interpretation that 100 campsites are low impact. 460 people getting off ferries on a Friday to go camping is a huge impact. Narrow road, no bike lanes, and at other end of the island to the ferry terminal.
5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.	Address planning for bikes, pedestrian and trail systems – rezoning suggests traffic to campground via those means, but nothing in the plans say that when campground opens there will be any new paths or bike lanes. Not realistic to think people will walk 12 km from the ferry to the campground. Concern about safety of cyclist or hikers walking or cycling to the campground on the narrow roads.
5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.	No evidence of support from Skwxwú7mesh (Squamish) First Nation.
5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.	No evidence of support from Skwxwú7mesh (Squamish) First Nation.
5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.	A campground that allows 460 campers changes the character of the community.

Please do not hesitate to call if you have any questions. We look forward to working with the Bowen Island Municipality at the future meeting.

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Stefan Cermak
Director, Planning Services
Islands Trust
T 250-405-5178 | islandstrust.bc.ca

Cc: Islands Trust Executive Committee
Islands Trust Chief Administrative Officer, Russ Hotsenpiller
Islands Trust Executive Coordinator, Lori Foster
Ministry of Municipal Affairs, Manager, Planning and Land Use, Kris Nichols

From: Amandeep Sangha, Oceans Protection Plan, Transport Canada <event-noreply@whova.io>
Sent: Monday, September 25, 2023 12:00 PM
To: Clare Frater <cfrater@islandstrust.bc.ca>
Subject: Invitation to Register for the Fall 2023 Oceans Protection Plan (OPP) Dialogue Forum

Hello! You are invited to Fall 2023 Oceans Protection Plan Pacific Dialogue Forum

Date:

Nov 1 – 3, 2023

[REGISTER](#)

Hello Clare,

On behalf of the Government of Canada's Oceans Protection Plan (OPP), I am pleased to invite you to the **Fall 2023 Oceans Protection Plan Dialogue Forum**, which will be held virtually **November 1-3, 2023**.

Please click on the blue registration icon above to confirm your attendance.

Alternatively, you can click https://whova.com/portal/registration/foppd_202311/ to register. **Spaces are limited so please secure your spot by registering before October 30, 2023.**

The theme of the Fall 2023 Forum is “building our progress together.” The Oceans Protection Plan has successfully shown that when Indigenous Peoples, industry, academics and government work together to protect our environment, we can achieve real positive results for our communities, our economy and our future. The Forum will provide an opportunity for all partners to showcase initiatives and share insights and perspectives on OPP through co-presented sessions and panel discussions.

An exciting line-up of sessions include topics such as:

- New and innovative ways First Nations are sharing their OPP stories;
- Recovery from environmental emergencies involving marine oil spills;
- Building and furthering Indigenous capacity and participation in the management and removals of wrecked, abandoned and hazardous vessels;
- An introduction to the vessel biofouling roadmap;
- ...and much more!

We hope you will join us to share information and engage on these important discussions aimed to protect our coasts through the Oceans Protection Program.

If someone you know did not receive this email but would like to receive the link to register, please have them contact tc.oppbcreg-ppocbenreg.tc@tc.gc.ca.

Sincerely,

Amandeep Sangha
Regional Director, Oceans Protection Plan
Transport Canada
Pacific Region

Event ticketing and online registration by Whova

This invitation was sent by Fall 2023 Oceans Protection Plan Pacific Dialogue Forum the organizer, to stop receiving invitations from this organizer, you can [unsubscribe](#).

■

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. Updated Project charter approved March 2023. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater
Russ Hotsenpiller

Dates

Rec'd: 26-Feb-2020
Target: 26-Sep-2023

2. First Nations Reconciliation

Develop Islands Trust First Nations Reconciliation and engagement planning (Strategic Plan Items 4.5 & 4.6)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 02-Sep-2020

3. Provincial Funding Strategy

Develop a strategy to increase the provincial financial contribution to the Islands Trust.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 07-Mar-2023

4. Strategic Planning

Guide the development and implementation of the Islands Trust Strategic Plan.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 03-May-2023

Active Projects Report

Executive Committee

5. *Communications*

Development of an Islands Trust Communications Strategy.

Responsible

Dates

Clare Frater

Rec'd: 03-May-2023

Russ Hotsenpiller

Future Projects Report

Executive Committee

1. *Marine Ecosystems*

Responsible

Date Received

Advance the preservation and protection of marine ecosystems.

03-May-2023

2. *MOTI MOU's*

Responsible

Date Received

To engage with the Ministry of Transportation on a updated Memorandum of Understanding.

03-May-2023

3. *Climate Change Emergency*

Responsible

Date Received

Programming associated with the Climate Change declaration of the Islands Trust.

03-May-2023