



Executive Committee Agenda

Date: Wednesday, November 1, 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	9:15 AM - 9:15 AM
2.	APPROVAL OF AGENDA	
2.1	Introduction of New Items	
2.2	Approval of Agenda	
2.2.1	Agenda Context Notes	
3.	RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
	None	
4.	ADOPTION OF MINUTES	
4.1	Draft EC Minutes of October 11, 2023	4 - 11
5.	FOLLOW UP ACTION LIST AND UPDATES	
5.1	Follow Up Action List/Director/CAO Updates	12 - 19
5.2	Local Trust Committee Chair Updates	
5.3	Islands Trust Conservancy Liaison Update	
6.	BYLAWS FOR APPROVAL CONSIDERATION	
6.1	EC_2023-11-01_SA-BL-139_Submission_RFD	20 - 27
	THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 139, cited as " Saturna Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 139, 2023" in accordance with Section 27 of the Islands Trust Act.	
7.	TRUST COUNCIL MEETING PREPARATION	
7.1	Executive	
7.1.1	Trust Council Meeting Options - BRF	28 - 30
7.1.2	Trust Council FUAL Review - BRF	31 - 51
7.1.3	December Trust Council Meeting Planning - Discussion	
7.2	Planning Services	
7.3	Administrative Services	

7.4	Trust Area Services	
8.	EXECUTIVE COMMITTEE PROJECTS	
8.1	Trust Council Initiated	
8.1.1	Executive	
8.1.2	Trust Area Services	
8.1.3	Planning Services	
8.1.4	Administrative Services	
8.1.4.1	Forecasted Areas of Overspending - BRF	52 - 55
8.2	Executive Committee Initiated	
8.2.1	Executive	
8.2.1.1	Draft Executive Committee and Trust Council schedules for 2024 - RFD	56 - 58
	1. THAT Executive Committee approve their 2024 meeting schedule, and	
	2. THAT staff prepare a Request for Decision for Trust Council to approve their 2024 meeting schedule.	
8.2.1.2	Legal Opinion Distribution - Discussion	
	Vice Chair Maude	
8.2.2	Trust Area Services	
8.2.3	Planning Services	
8.2.3.1	Request for Executive Committee Sponsorship of Rezoning Application Fee for NP-RZ-2023.1 - RFD	59 - 63
	THAT the Executive Committee approve financial sponsorship of \$4,400.00 for Rezoning application NP-RZ-2023.1	
8.2.4	Administrative Services	
8.2.4.1	Financial Costs of UBCM attendance - BRF	64 - 65
	Vice Chair Elliott	
8.2.4.2	Financial Costs of Chair Assignments - Discussion	
	Vice Chair Elliott	
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	2024 AVICC AGM & Convention	
	1st Call for Resolutions and Convention Information	
10.2	Trustee Lironi - Shellfish Aquaculture Management Advisory Committee - 2023-10-26	66 - 66
10.3	Alix Deggan - Amenities - 2023-10-26	67 - 68
10.4	Sharon Small - Appeal for Islands Trust to opt into Provincial Legislation on Short-Term Rentals - 2023-10-25	69 - 74
10.5	Salish Sea Symposium - Call for Session Proposals - 2023-10-24	
10.6	Steve Wright - Amenities - 2023-10-20	75 - 76
10.7	BC Geographical Names office - rescind name on Tumbo Island - 2023-10-17	77 - 79
10.8	Mark Edmonds - Comment on Policy Checklist for Metro Vancouver campground proposal on Bowen Island - 2023-10-13	80 - 80
10.9	Kim DeSante - Bowen Island and Metro Vancouver Parks - 2023-10-13	81 - 81
10.10	Julie Vik - Bowen Island Petition re: Camping at Cape Roger Curtis - 2023-10-10	82 - 82
11.	WORK PROGRAM	
11.1	Review and amendment of current work program	83 - 85
12.	NEXT MEETING	
	Wednesday, November 22, 2023 at 9:15 a.m.	
13.	CLOSED MEETING (if applicable)	
	That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90, (quote the pertinent section here, for example, (1)(a) personal information about) and that the recorder and staff attend the meeting.	
14.	ADJOURNMENT	2:00 PM - 2:00 PM

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Executive Committee Minutes of Regular Meeting

Date: October 11, 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
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)
Robert Barlow, Legislative Services Clerk/Recorder

1. CALL TO ORDER

The meeting was called to order at 9:15 a.m. Chair Luckham expressed recognition and appreciation of the long history of the Coast Salish People who have lived and who continue to live in the Trust Area, and stated gratitude to live and work on Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following addition to the agenda was presented for consideration:

- 9.5 Rainwater catchment for multi-family dwellings

2.2 Approval of Agenda

By general consent the Committee approved the agenda as amended.

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

None.

4. ADOPTION OF MINUTES

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4.1 Executive Committee draft September 26, 2023, Regular Meeting minutes

By general consent the Committee approved the minutes as presented.

4.2 Executive Committee draft October 4, 2023, Special Meeting minutes

By general consent the Committee approved the minutes as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

It was noted that the list is extensive and would benefit from a detailed review which followed. CAO Hotsenpiller spoke to the status of items on the FUAL that he is responsible for and recommended removing or combining some items.

EC-2023-101

It was MOVED and SECONDED,

That Executive Committee request staff to update the FUAL by removal of the completed items and that #2, #7 and #8 be consolidated and put on the Executive Committee Work Plan.

CARRIED

CAO Hotsenpiller continued by providing an update on other work being conducted including the budget process, corporate planning and the visioning process.

DLS Marlor spoke to the items on the FUAL that he is responsible for and recommended removing an item and noted that the Executive Committee Sponsorship policy requires clarity around the process, including eligibility. There was discussion about providing more clarity in the FUAL regarding some items.

EC-2023-102

It was MOVED and SECONDED,

that item #2 of the FUAL, in the Director, Legislative Services section, be amended to produce a short summary of the process to request Executive Committee sponsorship.

CARRIED

EC-2023-103

It was MOVED and SECONDED,

that Executive Committee request staff to amend item #4 of the FUAL, in the Director, Legislative Services section, to read: "review Code of Conduct for vice chairs, trustees and the public in relation to provincial guidelines and report back".

CARRIED

DRAFT

DPS Cermak spoke to the items on the FUAL that he is responsible for and recommended removing a completed action.

EC-2023-104

It was MOVED and SECONDED,

that Executive Committee request staff to amend item #1 and #2 of the FUAL, in the Director, Planning Services section, to be referred to Regional Planning Committee for recommendations.

CARRIED

The Committee recessed at 10:50 a.m. and returned at 11:01 a.m.

DAS Mobbs was not available to speak to her items on the FUAL. CAO Hotsenpiller addressed item #2, stating that Islands Trust has received a response from the Municipal Insurance Association of British Columbia indicating that Islands Trust is a potential candidate for their organization and have requested further information that staff is providing to them.

DTAS Frater spoke to the items on the FUAL that she is responsible for, noting that staff vacancies and full work programs are hampering progress on some items. She recommended removal of some items. Discussion ensued with a general consensus to remove items #1 and #4.

Vice Chairs Elliott and Peterson agreed to assess the interest in Gabriola and Salt Spring communities for a potential screenings of Dust n' Bones and committed to being involved in outreach and organizing of screenings.

Chair Luckham agreed to communicate to Trustees Fast and Gedye that the Executive Committee had removed the action relating to advocacy opposing recreational motorized vehicles on Mount Gardner.

DTAS Frater continued by providing an update on staff changes and leaves in Trust Area Services and on hiring processes. She highlighted that priority work in the unit includes working with various First Nations to seek their input to the Policy Statement Amendment project, distribution of the Annual Report, and development of a communications strategy.

Discussion ensued about a lack of budget for backfilling positions when staff are away for a temporary period of time, the fact that the Policy Statement Amendment project was not expected to require as much time and resources as it has, and that staff will arrange an invitation for Chair Luckham to be present at the Provincial tabling of the Annual Report.

DPS Cermak then provided an update on other work being conducted including the hiring process for the Meeting Administrator, and local trust committee and Regional Planning Committee input to the budget process. He highlighted that the CityView

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implementation and the Salt Spring Island office relocation projects are requiring substantial amount of staff time.

5.2 Local Trust Committee Chair Updates

Vice Chair Maude reported that Denman Island LTC is dealing with the issue of vehicle traffic across the island, particularly vehicles travelling to and from Hornby Island.

Vice Chair Peterson reported that Galiano Island LTC has resolved to add 'First Nations Report' as a new standing item on their agendas.

Vice Chair Elliott reported that Mayne Island LTC received a delegation on the Capital Regional District's archaeological policy and practices; that they have made an application to the federal Housing Accelerator Fund; and that they continue to work on land use bylaw amendments.

5.3 Islands Trust Conservancy Liaison Update

Vice Chair Elliott reported that the Islands Trust Conservancy Board expressed a desire to have quarterly liaison meetings with the Executive Committee with a targeted agenda:

- Reconciliation and engagement with First Nations to discuss the framework and direction for working with First Nations referral process overlaps;
- mapping and technical issues;
- professional Biologist needs for ITC, local trust committees and Trust Council;
- Provincial funding request for ITC work; and,
- climate change, including but not limited to FireSmart and fire risk management.

EC-2023-105

It was MOVED and SECONDED,

that Executive Committee request staff to organize four quarterly meetings with the Islands Trust Conservancy Board and the Executive Committee.

CARRIED

6. BYLAWS FOR APPROVAL CONSIDERATION

None.

7. TRUST COUNCIL MEETING REVIEW

7.1 Executive

7.1.1 Roundtable Review of September Trust Council

Committee discussion included:

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- small island locations for the meeting are problematic as the lack of large venues with accommodations means a logistical challenge to find suitable accommodation
- the change of microphone arrangements was confusing (use of red and green lights in a way that didn't reflect the normal understanding of red and green lights) and didn't support the need to manage the order of speakers
- training may be required in regards to meeting procedures, particularly points of order
- using a different set of rules of order for discussion topics such as the vision statement
- need to hear diversity of voices at the table
- concern about new items being bumped off the agenda
- trustee roundtable could be scheduled earlier in the agenda
- agenda was ambitious and perhaps too much so
- Vice Chairs might be able to support facilitation of the meeting
- Executive Committee could discuss if any topic should be discussed more fully at a special meeting devoted to that topic rather than the regular meeting agenda
- Executive Committee needs to discuss and understand what is needed to run a successful meeting, particularly the appropriate use of technology
- management of motions could be improved
- the food was good; accommodation was varied in quality
- rules of the meeting need to be described and agreed to at start of meeting
- other trustees talking while a trustee is speaking to the Council is an issue
- motions made "on the fly" are problematic
- the Chairs of all committees should report on their activities rather than staff
- this was the first time that the new Chair of the Islands Trust Conservancy Board was present which was seen as positive
- consent items could be presented at the end of the meeting
- more staff resources are needed to support Trust Council meetings
- a conundrum is that Council wishes to allow trustees to speak when and as much as they want to but there is a limit to the amount of time available to do so
- New Business could be on Wednesday rather than Thursday

7.1.1.1 Trustee Lironi re: engage a facilitator to chair future Trust Council meetings

Committee discussed the financial implications of using a facilitator for Trust Council meetings.

EC-2023-106

It was MOVED and SECONDED,

that Executive Committee request staff to provide time on the next Executive Committee agenda to plan the next Trust Council meeting.

Executive Committee recessed at 12:45 p.m. and returned at 1:16 p.m.

7.1.2 Trust Council Follow-up Action List

The Committee expressed a desire to bring this agenda item forward to the next scheduled Executive Committee meeting to discuss priorities and currency of the items on the list and how Trust Council might engage with the list including discussion of available resources to accomplish the tasks.

7.1.3 DRAFT- September Trust Council Business Decision Highlights

The Committee discussed the draft, noting that the word “why” should be “while”. Vice Chair Elliott provided an edited version of the text and the Chair suggested that the Highlights be circulated as amended by that edited version.

7.2 Planning Services - None

7.3 Administrative Services - None

7.4 Trust Area Services - None

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

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 Executive Committee meeting with Bowen Island Municipal Council regarding proposed Bylaws No. 608 and No. 609 – Briefing

DLS Marlcor presented the briefing, indicating that the purpose of the meeting would be to gain understanding of the perspectives and reasoning of the two bodies and it is not to obtain agreement or consensus or any commitment. Chair Luckham requested Vice Chair Maude to speak to the ten points discussed by Executive Committee and presented in Table 1 in the briefing. The Committee requested staff to set up a teleconference call on October 16 for Executive Committee prior to the meeting with Bowen Island Municipal Council.

8.2.2 Trust Area Services - None

8.2.3 Planning Services - None

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8.2.4 Administrative Services - None

9. NEW BUSINESS

9.1 Executive/Trust Council - None

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Chair Luckham indicated that Telus will be doing a public community presentation to Thetis Island LTC next week in regards to their plans for the island.

Vice Chair Peterson indicated that Salt Spring Island LTC has requested advocacy to the Agricultural Land Commission and that he will be asking staff for support in navigating the process.

9.3 Planning Services - None

9.4 Administrative Services - None

9.5 Rainwater catchment for multi-family dwellings

Vice Chair Peterson indicated that he had been informed that the Province had created new guidelines on water catchment for multi-family dwellings.

EC-2023-107

It was MOVED and SECONDED,

that Executive Committee request staff to investigate new Provincial guidelines on rainwater catchment for multi-family dwellings, and report back at a future meeting.

CARRIED

10. CORRESPONDENCE

10.1 Invitation to Register for the Fall 2023 Oceans Protection Plan (OPP) Dialogue Forum email dated October 5, 2023

EC-2023-108

It was MOVED and SECONDED,

that Executive Committee request staff to circulate the invitation to the Fall 2023 Oceans Protection Plan Dialogue Forum to all trustees.

CARRIED

11. WORK PROGRAM

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11.1 Review and amendment of current work program

As discussed at agenda item 5.1, three items on the FUAL will be added to the Work Program.

There was discussion about developing a report about the September 2023 Union of BC Municipalities conference. Chair Luckham suggested that Executive Committee members forward their notes to him and that he would compile them in a report.

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

The Committee did not close the meeting.

14. ADJOURNMENT

The Committee adjourned at 1:57 p.m.

Peter Luckham, Chair

Certified Correct

Robert Barlow/Legislative Services Clerk

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Explore future education/workshop sessions on decision-making to benefit trustees.	Russ Hotsenpiller	Meeting: 24-May-2023 Target: 26-Sep-2023	In Progress
2 FUAL - CAO items 2, 7, and 8 (as presented in the meeting agenda) to be added to the EC work plan and deleted from the FUAL.	Russ Hotsenpiller	Meeting: 11-Oct-2023 Target: 25-Oct-2023	Completed
3 Staff to add time to the November 1 EC agenda for discussion of 'planning for next Trust Council'	Russ Hotsenpiller	Meeting: 11-Oct-2023 Target: 25-Oct-2023	Completed
4 September Council Decision Highlights: On the rise and report Section 3 of the ITA summary statement, change the word 'why' to 'while' to correct a typo. Vice Chair Elliott provided an edited version of the text and the Chair suggested that the Highlights be circulated as amended by that edited version.	Russ Hotsenpiller	Meeting: 11-Oct-2023 Target: 25-Oct-2023	In Progress
5 Bowen Meeting on October 16, 2023 at 2:00 pm - arrange a Zoom pre-meeting at 1:30 pm between EC and relevant staff.	Russ Hotsenpiller	Meeting: 11-Oct-2023 Target: 16-Oct-2023	Completed

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 Review the Executive Committee sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms. 2023-10-11 - Resolution: amended to produce a short summary of the process to request EC sponsorship.	David Marlor	Meeting: 14-Apr-2021 Target: 12-Dec-2023	In Progress
2 Staff to report back on recording of meetings by members of the public re clarity on recording and report on recording of electronic meetings. 2023-10-11 EC meeting update: Create a one liner statement in the chair opening notes, for the Chair to read out regarding recording of the meeting by members of the public.	David Marlor	Meeting: 22-Mar-2023 Target: 22-Nov-2023	In Progress
3 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. 2023-10-11 EC update: review against Provincial guidelines and provide recommendation for any amendments.	David Marlor	Meeting: 12-Apr-2023 Target: 29-Nov-2023	In Progress
4 Develop model bylaws with regards to public notice guidance, as a priority.	David Marlor	Meeting: 14-Jun-2023 Target: 01-Nov-2023	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: 05-Dec-2023	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services

Activity	Responsibility	Dates	Status
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

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. OCT 11: Referred to Regional Planning Committee	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 OCT 11: Referred to Regional Planning Committee	Stefan Cermak	Meeting: 22-Sep-2022 Target: 06-Dec-2023	In Progress
3 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

Follow Up Action Report

Executive Committee

Director of Planning Services

Activity	Responsibility	Dates	Status
4 Items 1 and 2 of the DPS FUAL (as presented in the agenda package) be referred to the RPC for recommendations and to report back on them to the EC.	Stefan Cermak	Meeting: 11-Oct-2023 Target: 25-Oct-2023	In Progress
5 Rainwater Catchment - staff to investigate new provincial guidelines for rainwater catchment for multi-family dwellings and report back to the EC.	Stefan Cermak	Meeting: 11-Oct-2023 Target: 22-Nov-2023	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item. UPDATE OCT2024: Financial policy work is set to begin 2024.	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

Director, Trust Area Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 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. As SSI LTC and Gabriola LTC initially expressed an interest in hosting a screening, Vice Chairs Peterson and Elliott will assess if the interest remains and will be involved in outreach and organizing those screenings.	Clare Frater	Meeting: 26-Feb-2020 Target: 31-Dec-2023	In Progress
2 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

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
3 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater	Meeting: 12-Apr-2022 Target: 20-Sep-2023	In Progress
4 Initiate rekindling of the San Juan County/Islands Trust relationship; work with Chair to arrange San Juan County representatives to attend the December 2023 TC meeting.	Clare Frater	Meeting: 11-Jan-2023 Target: 27-Sep-2023	In Progress
5 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: 22-Nov-2023	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
6 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
7 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
8 Director Trust Area Services FUAL amendments (item numbers as presented in the agenda package): remove items 1, 4 and 9 from the list; item 2 provide monitoring every quarter to Trust Council; item 6 add a descriptor for sections .9(2)(1)(h.1)(iii,iv) of the ITA referenced in the FUAL item; item 10 refer to RPC. Keep the rest.	Clare Frater	Meeting: 11-Oct-2023 Target: 25-Oct-2023	Completed
9 Annual Report - request staff at Minister's office for Chair of TC to be present when Annual Report is introduced in the House.	Clare Frater	Meeting: 11-Oct-2023 Target: 25-Oct-2023	In Progress
10 Ocean Protection Plan: circulate to all trustees.	Clare Frater	Meeting: 11-Oct-2023 Target: 25-Oct-2023	Completed

Follow Up Action Report

Executive Committee

Executive Coordinator

Activity	Responsibility	Dates	Status
1 September 26 EC minutes have been adopted and posted to the website. Have them signed and filed.	Lori Foster	Meeting: 11-Oct-2023 Target: 08-Dec-2023	In Progress
2 October 4 special meeting - minutes have been adopted and posted - have them signed and filed.	Lori Foster	Meeting: 11-Oct-2023 Target: 08-Dec-2023	In Progress



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: SA-BL-139

3900-03: FOI Bylaw

DATE OF MEETING: November 1, 2023
TO: Islands Trust Executive Committee
FROM: Jas Chonk, Legislative Clerk
SUBJECT: Saturna Island Local Trust Committee - Proposed Bylaw No. 139 – Freedom of Information and Protection of Privacy Bylaw

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 139, cited as "Saturna Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 139, 2023" in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Saturna Island Local Trust Committee referred Bylaw No. 139 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 Saturna Island Local Trust Committee in writing that the Executive Committee considers that Saturna Island Local Trust Committee Bylaw No. 139, cited as "Saturna Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 139, 2023" is inconsistent or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Saturna Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Jas Chonk Legislative Clerk	October 24, 2023
Concurrence:	Stefan Cermak, Director Planning Services	October 24, 2023

ATTACHMENTS

1. EC Submission Cover
2. EC General Checklist
3. Proposed Saturna LTC Bylaw No. 139



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Saturna Island Local Trust Committee

Bylaw No.: SA-139

Bylaw Type: Freedom of Information and Protection of Privacy I

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

Reading: 19-Oct-2023

Third Reading

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW NO. 139

A Bylaw to designate the head of the Saturna 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 Saturna Island Local Trust Committee the authority to designate a person as the head of the Saturna Island Local Trust Committee for the purposes of the Act, and
- B. Section 77(c) of the Act gives the Saturna Island Local Trust Committee the authority to set any fees the Saturna Island Local Trust Committee requires to be paid under section 75 of the Act,

THE SATURNA ISLAND LOCAL TRUST COMMITTEE ENACTS AS FOLLOWS:

Citation

- 1. This bylaw may be cited as "Saturna Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 139, 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 Saturna Island Local 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 Saturna 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. "Saturna Island Local Trust Committee Freedom of Information and Protection of Privacy Bylaw No. 46, 1994", is hereby repealed and replaced by this bylaw.

READ A FIRST TIME THIS 25TH DAY OF MAY 2023.

READ A SECOND TIME THIS 19TH DAY OF OCTOBER 2023.

READ A THIRD TIME THIS 19TH DAY OF OCTOBER 2023.

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

ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

Saturna Island Local Trust Committee
Freedom of Information and Protection of Privacy
Bylaw No. 139 - 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	



BRIEFING

To:	Executive Committee	For the Meeting of:	November 1, 2023
From:	CAO	Date Prepared:	October 18, 2023
SUBJECT:	Review of Trust Council meeting procedures and processes		

PURPOSE: Executive Committee wishes to consider any options or changes for provision of Trust Council meetings in the future.

BACKGROUND: Following the North Pender Trust Council meeting, a number of challenges were experienced by trustees, staff and perhaps the public with regard to how the meetings were organized and conducted. A review of these concerns and identification of some potential changes may lead to a new and improved Trust Council experience in December 2023.

Vice Chairs and staff at the October 11 EC were asked to contribute to a list of issues, which are summarized as follows:

Chair and Vice Chairs comments for consideration

1. No more electronic microphone queue, lets go back to traditional speakers list.
2. Roundtable input could be managed by an electronic queue where there would not be any back and forth.
3. Chair meeting facilitation –
 - a. Vice chair to track and manage agenda items advising the chair of next item etc.
 - b. Vice chair to manage a speakers list advising the chair of the next speakers and manage chairs mike
 - c. Chair to manage meeting conduct.
4. Chair to have a separate microphone that is not connected to the camera for online participants.
5. Motions from floor and amendments to recommended motions.
6. A 3rd person be dedicated to agenda display and motion preparation, edits and display.
7. All RFD's be started as a motion.
8. All motions be submitted in writing electronic or otherwise to 3rd person "motion recorder"
9. Minutes recording be a dedicated job.
10. Speakers to motions be restricted to a time limit. 2 minutes.
11. More management of repetitive speakers and repeating of issues by speaker and others.
12. Committee Chair reports bundled together early in the agenda

13. ITC rep at future meetings
14. Consent agenda items at end, and approved as recommended by EC if time not available to discuss
15. New Business Wednesday afternoon
16. Chair holds the floor and must direct and guide debate, ensuring there is equity in the discussion and creating a safe space for healthy debate.
 - Use breaks if there are arguments or we are going in circles.
 - Cut people off if they are off topic. "That isn't what is being debated right now. Please stick to the topic at hand."
 - Enforce time limits for speakers: 1-2 minutes each, and each may speak no more than twice on an issue.
 - Encourage infrequent speakers to share their ideas. Discourage people who speak every time, on every topic. There are 26 Trustees.
17. Choose appropriate decision making structures for different types of decisions
 - wide ranging discussions (such as for the visioning process) that don't have a simple yes/no vote outcome could have a less structured discussion.
 - how can we take the tone of the room before moving to a vote? Who is ready? Who needs more info?
18. Use Vice chairs for specific tasks. Chair should stay focussed on agenda and keeping the conversation moving in the room.
 - 1 VC on speakers list, inclusive of online participants.
 - 1 VC monitor the laptop with online participants and check room for participation
 - 1 VC could be positioned closer to staff, and work with CAO and admin to funnel the resolutions coming in.
19. Move through decisions more efficiently, and we won't always be a time crunch.
 - suggest we wait to move and second motions until there has been some debate, so Council is clear on the recommended resolution and we are sure it is the one we want to vote on, otherwise we spend endless time in amendments to a motion that's been moved.
 - rushing Council so we can finish "on time" creates pressure which then becomes a worse environment for decision making.
 - structure more breaks in the agenda. No one does well after 2 hours of heated debate.

Staff comments

1. There is not enough administrative support to the Executive Coordinator to achieve a reasonable delivery of on island live meetings.
2. New business is cut off or quickly addressed, and could be scheduled to a better time, perhaps Wednesday afternoon.
3. Depending upon any given island, costs can be prohibitive to host Trust Council meetings.
4. Technology needs testing before implementation.
5. Challenges to having a single screen with the agenda and offsite trustees on screen.
6. Trustee roundtable breaks the ice for the meeting to follow.
7. Organize big decisions early, information later in meeting.

8. Less focus on time issues, greater focus upon meeting content and rules of discussion.
9. Some consideration of a Committee of the Whole approach for less formal discussion.

FOLLOW-UP: as directed by Committee

Prepared By: R Hotsenpiller

Reviewed By/Date: Oct 19, 2023.

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. (STAFF: RECOMENDED TO BE ADDED TO CONTINUOUS LEARNING AND REMOVED FROM FUAL)	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. (STAFF: SIMILIAR TO ANOTHER FUAL ITEM AND SHOULD BE CONSOLIDATED)	Clare Frater Russ Hotsenpiller	Meeting: 21-Sep-2022 Target: 15-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
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. (STAFF: FROM LAST TERM, UNSURE HOW TO ACHIEVE THIS PRIORIZATION WITHOUT TRUST COUNCIL ENGAGEMENT)	Clare Frater Russ Hotsenpiller	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
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. (STAFF: THERE ARE THREE DIRECTIONS FROM TRUST COUNCIL ON THIS TOPIC, SHOULD BE CONSOLIDATED, MOVED TO A WORKPLAN)	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	Completed

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
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	Completed
9 Staff to research the possibility of self-insurance. (STAFF: CONNECTED WITH ACTUARY ABOUT TAKING ON THIS PROJECT. STAFF RESEARCHING JOINING MIABC.)	Julia Mobbs Russ Hotsenpiller	Meeting: 27-Jun-2023 Target: 06-Dec-2023	In Progress
10 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

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
11 Vision Statement: That Trust Council postpone the vision statement to December and request staff advice on process of vision and mission statement in light of responsibilities of reconciliation. Develop staff advice regarding responsibilities of reconciliation and the vision statement. Add to December agenda.	Russ Hotsenpiller	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
12 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
1 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management. (STAFF: UNCLEAR AS TO DIRECT OUTCOMES DESIRED FOR THIS REQUEST AND ANY REQUIRED STRATEGIC DIRECTION)	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 06-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
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. UPDATE OCT2023: Financial policy work is set to begin 2024.	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. (STAFF: THIS ITEM IS VERY GENERAL, THE FOCUS MAY BE DEVELOPMENT OF AN ENGAGEMENT STRATEGY TO INCREASE COMMUNITY AND FIRST NATION ENGAGEMENT, A LARGE PROJECT)	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 16-Oct-2026	In Progress
4 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
5 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
6 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

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
7 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
8 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
9 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. (STAFF: REFERRED TO RPC - MAY WISH TO RECOMMEND UPDATES TO TRUST COUNCIL TO REFLECT CURRENT ACTIONS AND LEGISLATIVE CHANGES - THE NOVEMBER 15, 2022 CHAIR LETTER REQUESTED THAT THE PROVINCE CREATE HOUSING SOLUTIONS SPECIFIC TO RURAL ISLANDS IN THE TRUST AREA, INCLUDING WAYS TO PROVIDE STABLE, SECURE AND ONGOING FUNDING.)	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. (STAFF: REFERRED TO RPC FOR RECOMMENDATIONS)	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 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. (STAFF: REFERRED TO RPC FOR RECOMMENDATIONS)	Stefan Cermak	Meeting: 22-Sep-2022 Target: 23-Mar-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: 26-Sep-2023	Completed
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

Follow Up Action Report

Trust Council

Director of Planning Services

Activity	Responsibility	Dates	Status
7 5.2.1 Bylaw enforcement - Ombuspersion'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

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. UPDATE OCT2023: Financial policy work is set to begin 2024.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 06-Dec-2023	In Progress
2 Trust Council direct staff to specify that the LTC Meeting Administrator position be named as temporary for one year.	Julia Mobbs	Meeting: 07-Mar-2023 Target: 01-Apr-2024	Completed
3 Staff to research the possibility of self-insurance. (STAFF: CONNECTED WITH ACTUARY ABOUT TAKING ON THIS PROJECT. STAFF RESEARCHING JOINING MIABC.)	Julia Mobbs Russ Hotsenpiller	Meeting: 27-Jun-2023 Target: 06-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Director, Administrative Services

Activity	Responsibility	Dates	Status
4 10.2.1 Audited Financial Statements: 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	Completed
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	Completed

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. (STAFF: UNCLEAR AS TO DIRECT OUTCOMES DESIRED FOR THIS REQUEST AND ANY REQUIRED STRATEGIC DIRECTION)	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
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. (STAFF: LEGACY ITEM THAT CAN BE REVISITED IF NEEDED, NO ONGOING WORK AT PRESENT, COULD BE REMOVED AS ACTIVE ITEM ON FUAL)	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. (STAFF: STAFF HAVE REACHED OUT TO TARA MARTIN FOR AN UPDATE.)	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. (STAFF: THIS ITEM IS VERY GENERAL, THE FOCUS MAY BE DEVELOPMENT OF AN ENGAGEMENT STRATEGY TO INCREASE COMMUNITY AND FIRST NATION ENGAGEMENT, A LARGE PROJECT)	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. (STAFF: WITHOUT BACKFILL OF THE SENIOR POLICY ADVISOR ROLE STAFF WILL NOT HAVE THE RESOURCES TO COMPLETE THIS REQUEST UNTIL THE POLICY STATEMENT AMENDMENT PROJECT HAS REACHED THE REFERRAL STAGE)	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

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
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. (STAFF: SIMILIAR TO ANOTHER FUAL ITEM AND SHOULD BE CONSOLIDATED)	Clare Frater Russ Hotsenpiller	Meeting: 21-Sep-2022 Target: 15-Dec-2023	In Progress
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. (STAFF: FROM LAST TERM, UNSURE HOW TO ACHIEVE THIS PRIORIZATION WITHOUT TRUST COUNCIL ENGAGEMENT)	Clare Frater Russ Hotsenpiller	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. (STAFF: REFERRED TO RPC - MAY WISH TO RECOMMEND UPDATES TO TRUST COUNCIL TO REFLECT CURRENT ACTIONS AND LEGISLATIVE CHANGES - THE NOVEMBER 15, 2022 CHAIR LETTER REQUESTED THAT THE PROVINCE CREATE HOUSING SOLUTIONS SPECIFIC TO RURAL ISLANDS IN THE TRUST AREA, INCLUDING WAYS TO PROVIDE STABLE, SECURE AND ONGOING FUNDING.)	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
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	Completed
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	Completed
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. (STAFF: THIS REPORT IS TYPICALLY PRODUCED BY SENIOR POLICY ADVISOR WHO IS NOW FULL-TIME ON POLICY STATEMENT PROJECT SO IS BEING PRODUCED BY GRANTS MANAGER AS TIME PERMITS)	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
18 Once the Minister has approved the Snaw-naw-as -Islands Trust Council Protocol agreement issue an RWM requesting that 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. Then, if it passes, 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 Lori Foster	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
19 11.2.5 Islands 2050 That Trust Council approve Policy Statement Amendment Project Charter v7.	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

Follow Up Action Report

Trust Council

Ecosystem Protection Specialist

Activity	Responsibility	Dates	Status
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
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

Follow Up Action Report

Trust Council

Executive Coordinator

Activity	Responsibility	Dates	Status
3 Once the Minister has approved the Snaw-naw-as -Islands Trust Council Protocol agreement issue an RWM requesting that 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. Then, if it passes, 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 Lori Foster	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
4 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
5 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
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Follow Up Action Report

Trust Council

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
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	Completed

Follow Up Action Report

Trust Council

Legislative Services Clerk

Activity	Responsibility	Dates	Status
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

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

Follow Up Action Report

Trust Council

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
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
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

Follow Up Action Report

Trust Council

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
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
1 11.2.5 Islands 2050 That Trust Council approve Policy Statement Amendment Project Charter v7.	Clare Frater Mary Storzer	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

BRIEFING

To: Executive Committee **For the Meeting of:** November 1, 2023

From: Director, Administrative Services **Date Prepared:** October 26, 2023

SUBJECT: Forecasted Over Expenditure by General Ledger Budget Line

PURPOSE:

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

BACKGROUND:

Trust Council Policy 6.5.2 *Budget Control and Adjustment Authority* provides the authority by which periodic adjustments can be made to the approved annual operating budget and the timing when Trust Council and the minister have to be notified of either changes to the budget or anticipated operating deficits. 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.”

Third quarter financial forecasts prepared based on September 31, 2023 actual information adjusted for anticipated spending for the remainder of the fiscal period have identified several general ledger budget lines which are forecasted to be overspent in excess of \$20,000. Staff provide information to inform Executive Committee of these areas, per policy direction, as follows:

General Ledger Budget Line	Approved Annual Budget (\$)	Q2 Actual Spending to Date (\$)	Q2 Forecasted Annual Spending (\$)	Q2 Forecasted Over-spending (\$)	Rationale	Mitigation suggestion, if required
Contracted Temporary Staffing	\$2,500	\$22,000 Overspent by \$19,500	\$22,000	\$19,500	50% of this spending resulting from temp staffing covering vacant positions.	This line is offset by underspending in salaries and benefits, as

					50% of this overspend resulting from a contractor hired to review clerical administration structure within the organisation.	permitted by policy. No mitigation required.
Legal - General	\$70,000	\$72,000 Overspent by \$2,000	\$99,000	\$29,000	Unanticipated legal costs resulting from: TC legal opinions on corporate website, and housing rights; Galiano LTC legal opinions on development permit exceptions; Salt Spring LTC legal opinions on accessory dwellings and Channel Ridge tower; ITC legal costs to acquire a new property; and ITC legal opinions on risk management of Nature Reserves.	As directed by EC.
Legal – Bylaw Enforcement Litigation	\$80,000	\$81,000 Overspent by \$1,000	\$125,000	\$45,000	Unanticipated legal costs for ongoing cases on Galiano, North Pender, Salt Spring Island, and Thetis Islands.	As directed by EC.
Legal - Litigation Defence	\$72,000	\$61,000 Not yet overspent	\$47,000	(\$25,000)	The forecast anticipates overspending of \$5,000, with awarded legal cost recoveries of \$30,000 to offset, resulting in a net forecasted underspending of \$25,000.	With cost recoveries awarded to Islands Trust offsetting spending, this budget area is forecasted to be underspent, thus no mitigation required. This forecasted underspending will partially offset the forecasted overspending in Legal General and Legal Bylaw.

LTC "Executive Expense on LTC's"	\$12,000	\$15,000 Overspent by \$2,000	\$30,000	\$18,000	Accommodation expenses are high for Chairs travelling to in-person LTC meetings, primarily due to where Vice Chairs live (ie: Lasqueti, ferry schedule restrictions) and also due to high accommodation costs incurred by trustees staying overnight.	As directed by EC.
LTC Meeting Expenses	\$13,000	\$20,000 Overspent by \$7,000	\$34,000	\$21,000	Approved budget assumed hiring of the new LTC Meeting Administrator early in the year, with this staff responsible for LTC meeting minutes. With the delay in this hiring, contractors continue to be used for LTC meeting minutes, increasing this cost line. This is more than offset by underspending in salaries expense. Salt Spring, North Pender and Gabriola LTCs are also holding more meetings than planned for in the approved 2023/24 budget.	This line is offset by underspending in salaries and benefits, as permitted by policy. No mitigation required.
Travel for Training	\$18,000	\$22,000 Overspent by \$4,000	\$40,000	\$22,000	Overspending is primarily due to the high costs of travel for the Trust-wide Chair training session, and high travel costs for UBCM conference attendance.	As directed by EC.
Travel	\$63,000	\$55,000 Not yet overspent.	\$88,000	\$25,000	Increased fees for water taxis are driving higher costs for ITC and Bylaw Enforcement staff. Volume of travel	As directed by EC.

					for Bylaw Enforcement staff also increased.	
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There are several general ledger items which are forecasted to be underspent within the Islands Trust overall budget. As Policy 6.5.2 does not provide directive to report on the specifics of these line items, no discussion is advanced on significant areas of underspending in this report unless they have been intentionally used to offset significant areas of overspending, as noted in the above table. However, many of these areas of underspending that are not mentioned will offset the above areas of overspending. Details of all forecasted overspending and underspending by line item will be provided to Financial Planning Committee and Trust Council in quarters two and three of the fiscal year.

On an overall basis, the approved budget provided for spending of approximately \$9.9M. Trust-wide forecasted spending is anticipated at approximately \$9.7M for the fiscal year, generating a net underspending of approximately \$200,000. Adjustments to remove capital spending at year-end will further increase the noted level of underspending. As such, it does not appear that the areas of individual overspending noted above will put the overall Islands Trust budget in jeopardy.

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: Clare Frater, Acting Chief Administrative Officer/October 26, 2023



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** November 1, 2023
From: CAO **Date Prepared:** October 26, 2023
SUBJECT: Draft Executive Committee and Trust Council schedules for 2024

RECOMMENDATION:

1. **THAT Executive Committee approve their 2024 meeting schedule, and**
2. **THAT staff prepare a Request for Decision for Trust Council to approve their 2024 meeting schedule.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS: These determinations are regular business in terms of policy and the practicality of organizing the legislative calendar for the Islands Trust. Currently staff are developing a Local Trust Committee meeting schedule for the organization based upon the Trust Council and Executive Committee dates recommended in this report. December of the previous year is the usual time when the coming calendar is approved.

Executive Committee should consider the proposed dates and indicate changes, if any, that they wish to implement.

- 1 **PURPOSE:** To approve the Executive Committee 2024 meeting schedule and review and forward to Trust Council, the 2024 Trust Council meeting schedule.
- 2 **BACKGROUND:** The Trust Council 2024 schedule follows the [Meeting Procedures Bylaw No. 101](#) which states “the Council shall establish the schedule of the date, time and place of regular Council meetings, one of which shall be in each of the months of March, June, September and December,” at its December meeting. See Attachment 1 for the proposed 2024 schedule.

The proposed 2024 meeting dates have been selected taking into consideration statutory holidays, associated known conference dates, National Indigenous Peoples day and other local government scheduling throughout the year.

The following Trust Council meeting dates are recommended for 2024:

- i. **March 12-14**
- ii. **June 18-20**
- iii. **September 24-26, and**
- iv. **December 3-5**

Once Trust Council has confirmed its dates, Executive Committee, Council Committees and Local Trust Committees are available to fully schedule their respective meetings. However, over the last month a full timetable for these meetings has been prepared by staff.

This is also an opportunity for EC to consider not only the time of meetings, but also the location and type of meeting for Trust Council and to make a subsequent recommendation to trustees for December.

As this is an emerging issue (i. in terms of staff overload, ii. In terms of financial costs, ii. In terms of wanting to continue face to face meetings) for the organization, at the November 1, 2023 EC meeting, following the discussion regarding changes to meeting procedure, EC could consider what it wishes to recommend regarding location/type of meeting to Trust Council.

As for Council Committees, FPC, RPC and TPC dates are included in the attachment. Dates for the Governance Committee are pending and will be synchronized with the draft dates presented.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: If Trust Council makes significant amendments to the schedule in December 2023, there will be a significant reordering of LTC and Council Committee meeting dates as a result.

FINANCIAL: The largest financial impact to the meeting schedule for Trust Council will be whether the type of meetings continue to be face to face, either on an Local Trust Area island or on Vancouver Island or electronic.

POLICY: This recommendation is within the policy framework of the Islands Trust.

IMPLEMENTATION/COMMUNICATIONS: Dates and locations of meetings will be posted immediately following the December Trust Council.

FIRST NATIONS:

OTHER:

3 RELEVANT POLICY(S):

4 ATTACHMENT: 2024 Islands Trust Council and Committees Meeting Schedule

RESPONSE OPTIONS

Recommendation: as provided

Alternative: Amendments will be made to the schedule at the direction of Committee.

Prepared By: R Hotsenpiller

Reviewed By/Date:



DRAFT

Updated October 25, 2023

2024 Islands Trust Council and Committees Meeting Schedule

Meetings will be conducted electronically unless otherwise noted. The place where the public can see and hear the meetings is the boardroom, Islands Trust office at #200- 1627 Fort Street, Victoria, BC unless otherwise noted.

Visit the meeting calendar at <https://islandstrust.bc.ca/whats-happening/meetings-and-events/> then choose the meeting date to view the agenda, watch live, view meeting recordings and attend electronically by computer or phone-in through Zoom.

Executive Committee

1. January 10, 2024 @ 9 am
2. January 31, 2024 @ 9 am
3. February 28, 2024 (pre-Trust Council March 12-14)
4. March 27, 2024 @ 9 am
5. April 24, 2024 @ 9 am
6. May 15, 2024 @ 9 am
7. June 5, 2024 (pre-Trust Council June 18-20)
8. July 3, 2024 @ 9 am
9. July 23, 2024 @ 1 pm (ITC/EC Liaison Meeting)
10. July 24, 2024 @ 9 am
11. August 21, 2024 @ 9:00 am
12. September 11, 2024 @ 9 am (pre-Trust Council September 24 – 26)
13. October 9, 2024 @ 9:00 am
14. October 30, 2024 @ 9:00 am
15. November 20, 2024 @ 9:00 am (pre-Trust Council December 3-5)
16. December 18, 2024 @ 9 am

Trust Council Quarterly Meetings

March 12-14, 2024 (Nanaimo?)

June 18 - 20, 2024 (?)

September 24 - 26, 2024 (?)

December 3 – 5, 2024 (Victoria?)

[see meeting calendar for start times](#)

AVICC – April 12-14; **LGMA** – June 11-13; **UBCM** – Sept 16-20

Standing Committees and Islands Trust Conservancy

ADOPTED-Financial Planning Committee @ 10 am: January 24, February 21, May 29, August 28, October 16, November 13

PROPOSED-Regional Planning Committee @ 10 am: February 16, May 24, September 4, November 8

PROPOSED-Trust Programs Committee @ 10 am: February 12, April 15, May 27, August 26 and November 4

Governance Committee @ 9 am: no draft available yet

Islands Trust Conservancy @ 10 am: January 23, March 19, May 28, July 23 (liaison meeting @ 1 pm with Executive Committee), October 1, November 19

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** November 1, 2023

From: Brad Smith, Island Planner **Date Prepared:** October 24, 2023

SUBJECT: Request for Executive Committee Sponsorship of Rezoning Application Fee for NP-RZ-2023.1.

RECOMMENDATION: THAT the Executive Committee approve financial sponsorship of \$4,400.00 for Rezoning application NP-RZ-2023.1

DIRECTOR PLANNING SERVICES COMMENTS: The attached application for Executive Committee sponsorship of development application fees complies with Islands Trust Policy 4.1.xiii.

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 Pender Islands Housing Society (PIHS).

2 BACKGROUND:

The purpose of the Pender Islands Housing Society (PIHS) is to:

- a) To relieve poverty by providing affordable residential accommodations for low-income residents of the Pender Islands in British Columbia.
- b) To undertake activities ancillary and incidental to the above mentioned charitable purposes.

The recently submitted zoning application by PIHS is to replace the term “two family” dwellings with the term “multiple family” dwellings in the community housing zoning section of North Pender Island Land Use Bylaw No. 224. This would allow PIHS to consider the construction of a more cost-effective multi-family building rather than being limited to duplexes only. There will be no other land use or density change as part of the proposed rezoning.

The applicant paid a fee of \$4,400.00 on October 12, 2023. Please see the attached receipt for the application fee.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

None.

FINANCIAL:

Approval of the application for sponsorship would reduce the funds that would otherwise be received from the application fee. Trust Council has allocated funds to cover costs for applications that are approved for sponsorship.

The expenditures against the applications sponsored by EC budget are as below, with a remaining budget of \$12,750:

YTD		
Annual Budget	Expenditures to Sept 30, 2023	Unspent Budget
15,000	2,250	12,750

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 rezoning 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. Receipt for payment of the Development Permit fee

RESPONSE OPTIONS

Recommendation:

THAT the Executive Committee approve financial sponsorship of \$4,400.00 for Development Permit application NP-RZ-2023.1

Alternative:

THAT the Executive Committee not approve financial sponsorship of \$4,400.00 for Development Permit application NP-RZ-2023.1

Prepared By: Emily Bryant, Planning Team Assistant

Reviewed By/Date: Brad Smith, Island Planner, October 25, 2023
Robert Kojima, Regional Planning Manager, October 25, 2023

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: Pender Islands Housing Society

Primary Contact: Shannon Brayford

Address: [REDACTED]

Telephone: [REDACTED]

E-mail: [REDACTED]

Charitable Status Number (If applicable): 119250629 RR0001

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

www.pender-housing.ca

Constitution Attached.

Bylaws are Society Act generic bylaws

Board Members (Name, Position): Rodney Kirkwood (President) Karl Hamson, (Vice -

President) Ann Stephenson (Secretary) George Leroux (Treasurer)

Patricia Callender (Director) Esther Cummer (Director)

SECTION 2: DEVELOPMENT APPLICATION INFORMATION

Check development application where fee refund is requested:

- ☐ Official Community Plan
☒ Zoning Bylaw Amendment
☐ Development Permit

- ☐ Development Variance Permit
☐ Temporary Use Permit
☐ Other: _____

Development Application Submitted? ☒ Yes ☐ No

Application #: NP-RZ-2023.1

Development Application Fees Paid (Amount): \$4400.00

Receipt #: Attached

SECTION 3

Objective of Development Application:

To replace "Two-Family" dwellings with the term "Multiple-Family" dwellings in the relevant Community Housing bylaw section, to comply with the Definitions in Bylaw 224. No Land use or density change.

Describe how the Development Application furthers official community plan goals:

Our Application is consistent with the existing S.2.3 of the OCP- Community Service Land Uses.

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:

Ann Stephenson, Secretary

Signature:

[Redacted Signature]

Date:

Oct 24, 2023

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

[Redacted Contact Information]

INFORMATION TO BE COMPLETED BY ISLANDS TRUST

Date of Executive Committee Consideration: _____

Decision: _____

Financial Details: _____

Fee Refunded: _____

Organization Charitable Status Number: _____

LTC Notified (Date): _____

Applicant Notified (Date): _____



Incoming Payments

Generated on: Thu Oct 12 16:33:29 EDT 2023

Reference Number: [REDACTED]		Customer ID:	
Sender	Email	Amount	Deposit Account
Pender Islands Housing Society		\$4400.00	
Deposit Date		Status	
2023-10-12 16:33:26.0		CONFIRMED	
Message From Sender			

BRIEFING

To: Executive Committee **For the Meeting of:** November 1, 2023
From: Administrative Services **Date Prepared:** October 26, 2023
SUBJECT: Costs of Attendance at the UBCM Annual Conference

PURPOSE:

To provide Executive Committee (EC) information on the costs of the 2023 Union of BC Municipalities annual conference, as requested.

BACKGROUND:

The following information may be useful for EC in their discussion:

- Trust Council's [Policy 6.12.1 UBCM/AVICC Membership and Resolutions](#) provides the following guidance in relation to UBCM attendance:
 - 2.1 Members of the Executive Committee and senior staff will represent the Islands Trust Council at the annual AVICC and UBCM conventions, subject to Trust Council approval of the expenditure during the annual budget process.*
 - 2.2 A LTC may decide to have one or more of its members attend the annual AVICC and/or UBCM conventions by passing a resolution to make the related expenditures from its LTC trustee Expenses account.*
- Trust Council's [Policy 6.12.1 Trustee Training/Conference Attendance](#) provides guidance on training authorization, expectations of expense approving authorities, expectations of trustees attending training, and funding guidelines, among other useful information relevant to all training and conferences, including UBCM. Section 1.5 specifically outlines the following:
 - "The Executive Committee shall be responsible, by way of resolution, to budget, approve and control Executive Committee member training and conference attendance related to Executive Committee interests within its annually budgeted Executive Committee - Training/Conference account."*

The approved budget for EC training and conference attendance in 2023/24 is \$5,000 with \$1,000 budgeted for associated travel.

Section 2 of the policy discusses the expectation of trustees who attend training, and includes the following:

"2.1 It is expected that trustees, for Trust-supported training and conference attendance, will provide a written/verbal report to the approving authority body and to Trust Council at the next quarterly meeting."

2.2 It is expected that trustees, for Trust-supported training and conference attendance, will provide useful materials to the administrative secretary to copy for the Trust's reference library. "

This requirement helps show the value of expending funds on various training activities, and ensures knowledge is shared across the organization to support the development of all trustees and staff.

- In 2023, all EC members, one Salt Spring Island (SSI) local trustee, and one staff person attended UBCM, resulting in the attendance of 6 Islands Trust representatives. The SSI Local Trust Committee paid for the registration cost of the Salt Spring Island trustee, with travel and accommodation costs paid for by EC.
- Total costs for the 2023 UBCM attendance is approximately \$22,000. This calculation includes estimates for two attendees whose expense claims have yet to be received. This calculation will be updated once all parties have submitted expense claims. The cost breakdown for UBCM attendance is as follows:

**ISLANDS TRUST
UBCM 2023 COST SUMMARY**

		# nights->							
		4	3	4	5	3	3		
		EC				Trustee	Staff		
ITEM	Ref	Luckham*	Maude	Elliot	Peterson	Patrick	Hotsenpiller*	TOTAL	
Travel (km and ferry)		221	233	89	363	204	221	1,332	
Accommodation		1,754	916	1,210	3,263	1,064	1,486	9,692	
Parking		-	69	-	40	-	40	149	
Meals		215	215	113	209	115	115	982	
Registration		1,286	575	1,166	1,110	650	1,069	5,855	
Total Costs		3,476	2,008	2,578	4,985	2,033	2,932	\$ 18,010	
IT Hosted Breakfast								3,641	
TOTAL UBCM 2023 Costs								\$ 21,651	
Cost per night/person		\$ 870	\$ 670	\$ 640	\$ 1,000	\$ 680	\$ 980		
Average cost per night/person		\$ 810							

*No expense claims received to date, thus amounts in blue are estimates

ATTACHMENT(S): None.

FOLLOW-UP: When final expense claims have been received, staff will update this information and recirculate to EC.

Prepared By: Director, Administrative Services
Reviewed By/Date: Clare Frater, Acting CAO/October 26, 2023

From: Mikaila Lironi
Sent: Thursday, October 26, 2023 7:29 PM
To: EC
Subject: Shellfish Aquaculture Management Advisory Committee (SF AMAC)

Hi Executive Committee,

Our seat on SF AMAC is very new, in fact ex-Trustee Critchley did not attend the first meeting where the Trust held a seat in October 2022. As the only trustee who has been on this committee, I believe it is important that we use this opportunity to improve our knowledge of shellfish farming in the trust area.

As a participant at these meetings, I have made connections with several ministries, DFO, BC government, industry members, first nations, environmental groups and local government. Due to this diverse membership, I have heard a variety of perspectives, and I am gaining a solid understanding of the workings of different types of shellfish aquaculture as well as the governments in charge of each piece of the puzzle. As the Islands Trust representative of the SF AMAC, I would like to be included in correspondence and meetings involving shellfish farming questions, ideas and issues in the trust area.

Thank you for considering this suggestion,

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

Executive Committee,
Islands Trust.

We are concerned by the Trust Council's decision to include social needs, such as housing, transportation, infrastructure, roads, tourism, and the economy, under the mantle of "amenities".

The word "amenities" as it appears in Sec 3 of the Trust Act, does not stand by itself. It is tied to the word "unique", the two being inseparable. Therefore, we would like to know how trustees can justify housing, roads, and other infrastructure as being unique when they occur everywhere throughout the province. The definition of "unique" according to the dictionary is "being the only one of its kind; unlike anything else." We fail to see how roads, housing, infrastructure, as described above, is unlike any other area in the Province.

If the decision by special legislation was made to preserve and protect the natural environment of the Trust area then "unique amenities" must surely pertain to the protection of natural resources and the ecosystems.

Moreover, we have some concerns about the process and the repercussions of this decision being made in a closed meeting. Why was a discussion conducted in such a manner when *due process* involving the public would have been the most transparent and democratic choice? Surely constituents have the right to know how their elected officials voted on this matter. "Procedural fairness" requires elected officials to provide a clear rationalization for the decisions they make and that those decisions are transparent, open, and made in public.

Council for years has wanted to define the Trust as a "local government" or a "special purpose government". It is not. Simply put, the Trust is continued in statute as a "trust".

The decision to define "unique amenities" as, to put it bluntly, "development", is a resolution that positions itself at odds with the results of every public survey undertaken by the Trust. In these surveys, the overwhelming majority of respondents (beneficiaries) expect the Trust to maintain its focus on preserving and protecting the environment.

While it might be argued that beneficiaries' voices within the Trust Area are entrusted to their elected members of Council, the Act specifies that the residents of the Province are also beneficiaries; yet, they had no voice at Council or in the decision making process.

We have to ask if the First Nations' Councils have been respectfully notified of Trust's intention and given an opportunity to comment on a decision that may impact their unceded territories? Have the Ministers of authority over housing, transportation, infrastructure, and environment given their support for the position Council has taken? Without those agreements, Council, contrary to Sec 3, may be seen not to have acted "in cooperation with First Nations, municipalities, regional districts and other British Columbia government ministries.

In our opinion the Islands Trust has not succeeded in achieving its mandate after 50 years of its existence. They have failed to preserve and protect the island ecosystems and their natural resources. The recent decision to include community and social issues under the umbrella of the Trust does not address the important issues of climate crisis, carrying capacity, declining ecosystems, contamination of groundwater and marine life by septic pollution and water shortages.

When decisions of such gravity are being made in camera we have to ask, along with many other Gulf Island residents, why the Trust is even relevant?

We would appreciate your answers and perspective on the above.

Respectfully yours,

Alix Hodson Deggan
Andrew Deggan

From: Sharon Small <sharonesmall@gmail.com>
Sent: Wednesday, October 25, 2023 11:45 AM
To: Executive Admin
Cc: Sam Borthwick
Subject: Appeal for The Islands Trust to Opt in to Provincial Legislation on Short-Term Rentals
Attachments: Letter to HI LTC re STVRs.pdf

Dear Trustees:

I hope this appeal to opt in to recent provincial legislation on short-term rentals will be discussed at the next meeting. As a Denman Island resident supportive of the dire need for affordable housing and strongly impacted by Hornby Island's non-regulated tourist industry, the provincial legislation provides solutions to these two crises.

Although Denman's Land Use bylaw on short-term rentals is strongly regulated, the bylaw restricts owners from providing residents with affordable long-term rentals. Residents have been campaigning for a change to the bylaw for years to no avail. For example, as a senior living alone, I cannot legally rent the lower level of my house to residents who could help me age in place. I could, however, enter into the short-term rental business.

Attached is a letter to Hornby's LTC that I sent in support of the APC's recommendations to control and regulate short-term rentals in order to free up long term rentals. Their recommendations are addressed in the new legislation, but strongly opposed by those on Hornby wanting continued self-regulation and more short-term rentals all year.

Denman is directly impacted by HILTC decisions, as we compete for limited ferry space with tens of thousands of tourist related vehicles and provide the roads to convey, according to one HISTVR member, 3000 tourists a week to Hornby in the high season. The infrastructure for Hornby's tourist economy—an inadequate cable ferry and Denman roads—is severely overburdened.

The attached letter provides statistics correlating the growing number of tourist vehicles crossing Denman with a proliferation of non regulated Hornby short-term rentals operating illegally throughout the year and without oversight.

Given that the new provincial regulations on short-term rentals were created to provide more affordable housing and short-term rental oversight, I urge the Trust Council to opt in.

Respectfully,

Sharon Small

| Denman Resident

Date: September 28, 2023
To: Trustees: Hornby LTC; Denman LTC; Islands Trust Council
From: Sharon Small, Denman Resident/Retired Business College Professor

Subject: Support of APC Recommendations for Short-Term Vacation to Minimize Infrastructure Stress for Denman Islanders

The Hornby Economic Enhancement group's (HICEEC) resolve to keep the short-term rental bylaw unchanged and expand into the remaining months of the year would significantly impact an already overburdened infrastructure— Denman terminal-to-terminal roads and the *Baynes Sound Connector*. Thus, most Denman residents would support the Advisory Planning Commission's recommendations to reduce the months of operation from the current five to the original three and to require Temporary Use Permits. These changes would control and balance the number of economically valued short-term rentals with our shared preserve and protect mandate and Denman's OCP transportation bylaw on minimizing negative traffic impacts.

The following rebuttal to the HICEEC Vice Chair's claims illuminates the profound influence the present volume of Hornby tourist traffic has on the infrastructure.

The HICEEC Vice-Chair recommends keeping the OCP Bylaw on short-term rentals unchanged because self-regulation works.

Fact: The number of short-term rentals since the 2014 bylaw was approved has increased from 14 to estimates of between 80 and 120, with many others operating illegally throughout the year and without oversight. In response to a concern that more short-term rentals would affect affordable housing numbers, the Vice-Chair (and Consultant Patricia Mulroney) claim there's no data linking short-term rentals with the affordable housing crisis. In fact, published university and B.C government research strongly contradict this view.

FACT: In 2019 Dr. David Wachsmuth, Canada Research Chair of Urban Governance at McGill University, contributed to the first comprehensive study correlating the rapid growth of short-term rentals to the decline in affordable housing. His research, which focused on Tofino and a number of other B.C. communities, concluded that **too many short-term rentals are not licensed (one half, according to an Airbnb study); that they drive up rent; and that they are responsible for removing 19.1% housing rentals from the market (Sept. 21. 2023 Bloomberg).** In addition to documenting the trend towards commercial operations, his data concluded that short-term rentals are increasing 17.8% each year and are responsible for renters paying 20% more for rent. In June of this year, he found that of 28,510 active listings, 16,810 were taken off the long-term rental market ([CTVnews.ca](https://www.ctvnews.ca/2023/09/21/short-term-rentals-impact-affordable-housing-bc/) September 21, 2023).

The Joint Union of B.C. Municipalities and the Province of B.C. Advisory Group on Short-Term Rentals Report concludes that **short-term rentals have a “staggering” impact on affordable housing**. This report confirms that short-term rentals removed more than 16,000 B.C. homes from the residential rental pool ([UBCM.ca](https://www.ubcm.ca) June 30, 2021). Cortes Island, with a population similar to Hornby’s, conducted a study that also directly links the decline in affordable housing and increases in rental instability to the growth of short-term rentals (CBC News, August 14, 2023). Anecdotal and circumstantial evidence on Hornby support these conclusions.

FACT: Given the dramatic effect short-term rentals have on the current housing crisis, the B.C. Minister of Housing is scheduled to introduce strong legislation this Fall implementing the Joint Advisory Group’s recommendations. **Changes could include eliminating commercially run short-term rentals; requiring rental platforms like Airbnb to confirm business licences; and requiring communities to collect short-term rental data to be shared in a Provincial data base (June 30, 2021 Final Report of Priorities for Action [UBCM.ca](https://www.ubcm.ca)).**

FACT: The above statistics strongly argue that the steady increase in Hornby tourist vehicles travelling across Denman since 2017 is connected to increases in legal and illegal short-term rentals. The BCF Annual Report to March 2023 states that of the short routes, only Routes 21 and 22 showed a significant revenue increase. Traffic statistics from 2017 to the present show steady increases of up to 9.91%. In May 2023, 13,100 vehicles represented a 17.88% increase from 2022 and in June, 15,114 vehicles represented a 9.34% increase. Once the traffic statistics for the last three months are posted, they should support what ferry staff and Denman residents experienced —that the number of tourist related vehicles keeps increasing.

FACT: The tens of thousands of vehicles and numerous service trucks supporting the Hornby tourist economy generally race back and forth across Denman. Unless you live on the Denman speedway between the ferry terminals, you cannot imagine the assault such high numbers of vehicles— in July 2022 18,147 and in August 19,625—have on our formerly tranquil community. Also, too many drivers engage in reckless driving to get ahead of the ferry line even when the two ferries at Denman West were running. Service vehicles that cannot manage the Denman Road hill and many racing Hornby drivers render the alternative multi-use Lacon/McFarland route treacherous for local drivers, walkers, and cyclists.

FACT: The problem Hornby traffic is creating for Denman is recorded on the BCF Denman Community Page. The major concern of the 170 residents who attended the May 26 BCF facilitated roundtable event is **safety and quality of life**. A full summary and online survey of the experiences islanders shared about encounters with terminal-to-terminal recklessness, soon to be posted, will verify

the frustration, anger, and despair Denman residents feel about an escalating problem that violates our preserve and protect mandate and OCP bylaw on transportation.

THE HICEEC Vice-Chair questions whether short-term rentals have an effect on ferry space.

FACT: This question could be easily answered with a credible up-to-date survey of how many illegal and legal short-term rentals are currently operating and what percentage of the total tourist traffic volume short-term rentals represent. What is known, however, is that too many tourist vehicles towing trailers and RVs and tourist industry service vehicles take up from two to even four ferry spaces and that the wait times are excessive. Residents moved to Denman because of a desire to live in a tranquil, rural environment with easy ferry access to off island jobs, schools, services, and hospitals. However, residents who live on the speedway to Hornby no longer enjoy a tranquil environment and Islanders no longer have assured ferry boarding at Buckley Bay or at Denman West without long wait times.

FACT: The backed up traffic forces many residents to avoid ferry travel when Hornby tourist traffic is expected to be high. Particularly frustrated, are off island workers and families with children going to school or participating in off island activities. One summer Sunday when covering a three hour shift at the Art Centre, I observed the major intersection into Denman Village frequently clogged with Hornby vehicles that often reached to Lacon Road. The single remaining lane cannot accommodate coming and going local and offloaded ferry traffic. When traffic was moving, drivers continued to race through the Northwest intersection, violating the 30 mph speed limit. Most importantly, this backed up traffic and speeding creates peril for our ambulance and fire truck drivers, local drivers, and cyclists who are forced to use one single lane.

FACT: Businesses and artisans complain that excessive wait times at either Buckley Bay or Denman West have a strong negative effect on revenue. They are paying directly for increases in delivery and service costs and indirectly for wait times that cut into work time when making trips off island to pick up or deliver supplies. Excessive ferry wait time is also reducing day visitor revenue. Not so many years ago, large groups of senior cyclists regularly visited Denman in the high season to circumnavigate the island, visit craft studios, shop and eat. Most now avoid Denman as do many day visitors from the Comox Valley and Parksville area.

FACT: Since the round table meeting, BCF has made changes to mitigate the impact of Hornby tourist traffic on the infrastructure. They hired extra flaggers at the Denman West Terminal and often, but not consistently, monitor the flow of traffic so that it does not back up at both Denman terminals to gridlock major

intersections. Although the two ferry system improved service during the week, it did not alter the traffic volume problems.

The Friends of Denman Forests, the group that galvanized community support around the traffic volume issue last winter, emphasize that changes to the Gravelly Bay Terminal cannot be made until the infrastructure issue is managed. They support, along with those who attended the May round table event, the need for a direct ferry to Hornby as the only long-term option for Denman (see the BCF Denman Community Page). In the meantime, both islands are saddled with a dysfunctional and inadequate cable ferry until the next budget cycle in four years.

Pulitzer Prize winner Wallace Stegner writes, “All sins are sins of excess.” Denman is suffering from an excess of Hornby tourist traffic. Approval of the Advisory Planning Commission’s recommendations, therefore, should result in fewer short-term rentals and a significant reduction of traffic volume. Also, by enforcing licensing, Hornby would be in compliance with other Trust islands, communities and cities across Canada, and the forthcoming B.C. Ministry of Housing legislation on short-term rentals.

Until there is strong oversight and regulation of Hornby short-term rentals, Denman’s preserve and protect mandate and OCP remain compromised and the infrastructure dramatically overburdened.

Respectfully,

Sharon Small,
Denman Resident and Retired University Professor



October 20, 2023

Executive Committee,
Islands Trust.

I understand Trust Council has decided to include social needs, such as housing, transportation, infrastructure, roads, tourism, and the economy, under the mantle of “amenities”. This decision was made during a closed meeting after reviewing several legal opinions provided by the Trust’s legal counsel.

I have some concerns about the process and the repercussions of this decision. The first is that once the legal opinions were considered, why was the discussion and resulting decision held in a closed meeting? I’m sure the public would like to have heard the rationalization for this decision and what trustees had to say. Surely constituents have the right to know how their elected officials voted on the matter. Procedural fairness requires elected officials to provide a clear rationalization for the decisions they make and that those decisions are transparent, open, and made in public.

The word “amenities” as it appears in Sec 3 of the Trust Act, does not stand by itself. It is tied to the word ‘unique’, the two being inseparable. Therefore I would like to know how trustees justified their decision by explaining how “unique” housing, roads, and other infrastructure, is within the Trust Area as compared to other areas of the province. Or is the assumption every area within the province is equally “unique”? If that is the case then a further explanation of why the legislature singled out the Trust Area as something that required special legislation for its protection would be appreciated.

Council has for years defined the Trust as a “local government” or a “special purpose government”. This decision to broaden Council’s interests beyond its capability to fulfill, seems to indicate Council’s belief that the organization is a local government in spite of the fact that Trust is continued in statute as a “trust”. This decision is also at odds with the results of every public survey undertaken by the Trust which shows the unequivocal majority of respondents (beneficiaries) expect the Trust to maintain its focus on preserving and protecting the environment. While it might be argued that beneficiaries’ voices within the Trust Area are entrusted to their elected members of Council, the Act specifies that the residents of the Province are also beneficiaries and they had no voice at Council.

On a more practical level, we have heard time and again that Trust staff does not have the capacity to keep up with Council’s commitments to First Nations, to the climate emergency, and the numerous other planning projects. To expand expectations at this time strikes me as irresponsible.

Has the Minister of Municipal Affairs or the other Ministers who have authority over housing, transportation, and infrastructure, given their support for the position Council has taken? Were the several First Nations notified of Council's intention and given an opportunity to comment on this decision which may impact their unceded territories? Without those agreements Council, contrary to Sec 3, may be seen not to have acted "in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia."

I could argue that the Islands Trust has not succeeded in achieving its mandate after 50 years of its existence and point out a number of critical issues that continue to have detrimental impacts upon the ecology, resources, and rural character of these islands. The inclusion of community and social issues under the umbrella of the Trust is, in my opinion, only going to ensure those matters continue to be left unattended. If that is the case, please explain why the Trust is relevant.

I would appreciate your answers and perspective on the above.

Yours,



Steve Wright

[REDACTED]
Pender Island, BC V0N 2M3



October 17, 2023

File: 10280-60 (92B/14)

Islands Trust Council
200 - 1627 Fort Street, Victoria, BC, V8R 1H8
Sent by email to: information@islandstrust.bc.ca

Dear Islands Trust Council:

The BC Geographical Names Office (BCGNO) has received a request to address several geographical names in B.C with problematic language. At this time, we are inviting your comments on one proposed name change, detailed in Appendix A and on the attached map. The request is to rescind the name and does not include officially replacing it.

Consideration to rescind this official name is based on the offensive nature of the language in the name. The BCGNO is aware of the potential harms arising from derogatory language in geographical names and would like to determine if rescinding this name is supported by local communities and organizations or if there are any reasons it might be unfavourable.

If rescinded, the online name records would be maintained with the history of this name having once been official, but the name would no longer be labelled on provincial maps and charts or distributed as an official place name in B.C. Until a broadly supported naming proposal is brought forward and officially adopted in accordance with the BC Geographical Naming Policy and Procedures, this place would not have an official name, and references to this feature would be by GPS coordinates or in relation to nearby named features.

Please don't hesitate to contact me directly if you have any questions. Thank you in advance for your comments; your response before December 31, 2023 would be appreciated.

Kind regards,

(original signed)

Trent Thomas
BC Geographical Names Office
Trent.thomas@gov.bc.ca

Enclosure

cc: Distribution List

Appendix A: Name Proposal

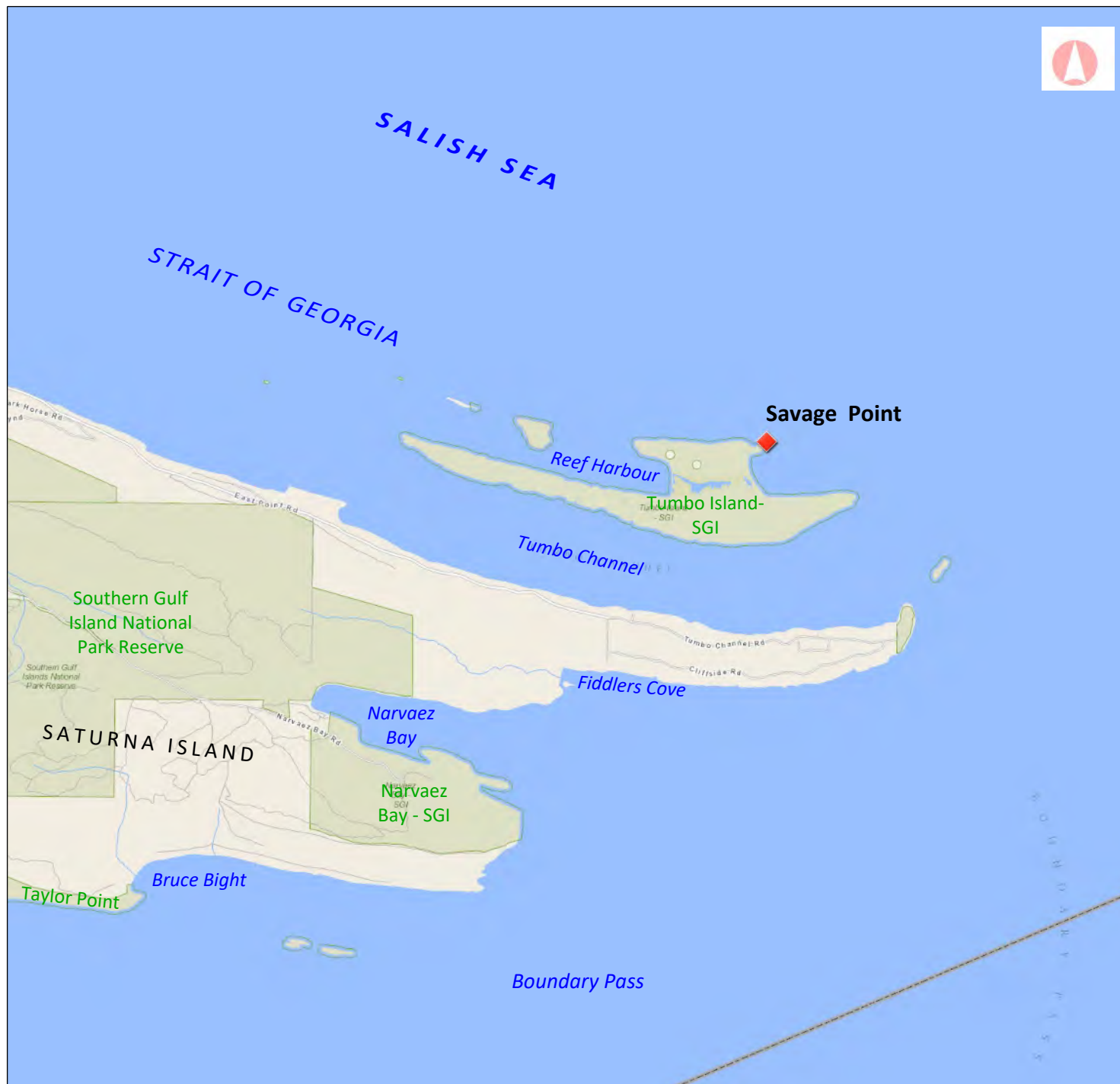
Rescind **Savage Point** for the NE point of Tumbo Island, off the NE coast Saturna Island, Capital Regional District.

- Adopted December 29, 1945.
- The name was established on a British Admiralty Charts, 1851.
- Significance or origin of the name was not recorded.
- This island is located at: 48.7978, -123.0611.
- Name record: <https://apps.gov.bc.ca/pub/bcgnws/names/17177.html>.

The request did not include a replacement name for this feature.

Distribution List:

British Columbia Assembly of First Nations	Saturna Heritage Centre
Canadian Coast Guard	Semiahmoo First Nation
Capital Regional District	Snuneymuxw First Nation
Halalt First Nation	Stz'uminus First Nation
Islands Trust	Ts'uubaa-asatx First Nation
Lyackson First Nation	Tsawwassen First Nation
Pauquachin First Nation	Tsartlip First Nation
Penelakut Tribe	Tsawout First Nation
Royal Canadian Marine Search and Rescue	Tseycum First Nation
Salt Spring Search and Rescue	Union of British Columbia Indian Chiefs



BC Geographical Names Office

Name Information

Savage Point

Adopted: January 14, 1946
Location: 48.7977, -123.0611
Relative Location: NE point of
Tumbo Island, off E end
Saturna Island, Capital
Regional District

NTS Map: 92B/14

0 1.47 2.94 km

1: 72,224

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Datum: NAD83

Projection: WGS_1984_Web_Mercator_Auxiliary
_Sphere

Key Map of British Columbia



To: Islands Trust Executive Committee
Re: Policy Checklist for the Bowen Island campground proposal from Metro Vancouver
Date: Oct 13/23

Thank you for holding to the policies of the Islands Trust regarding the proposal from Metro Vancouver (MV) to create a campground at Cape Roger Curtis (CRC) on Bowen Island. I agree with the Executive Committee's general conclusion that the most impactful aspect of the proposal is simply the scale and the lack of consideration of the proposal on Bowen Island's natural environment and island character.

Many of the inconsistencies you have identified in the checklist speak to this lack of consideration, but I would like to focus on groundwater, both the quality and quantity, that was listed as 'not applicable' by the Bowen Island Municipality- section 4.4.2 of the checklist. This impact of the proposal is not given appropriate consideration in terms of the rare and threatened ecology at CRC, especially the shoreline ecology.

The south shore of Bowen Island has some of the largest and most intact examples of the 'Wallace's selaginella/ Reinder Lichens' plant community on the east side of the Salish Sea- a plant community that is provincially listed as of "Special concern, vulnerable to extirpation or extinction" ... you may find a link to this information [HERE](#).

The vast majority of the south shore of Bowen Island is reliant on the groundwater quality and quantity to support this threatened plant community. Any increases in groundwater draw or changes to the land above the shoreline will affect this resource critical to the health and survival of the 'Wallace's selaginella/ Reinder Lichens' plant community- not only within MV's lands but to the surrounding lands as well.

Impacts to groundwater quality and quantity from uses such as drinking water, showering, septic, washing equipment, and water needed to combat forest fires must be taken in the context of the climate crisis which we know will cause extended drought in the summers and increased erosion in the winters- both of which will have negative impacts on the ecology of Bowen Island's south shore. Fulsome data, impact studies, and precautionary principles must be used to protect the natural environment of CRC, and Bowen Island as a whole, which is the basis for the island's unique character.

Sincerely,
Mark Edmonds (30 year resident)

[REDACTED]

VON 1G0

From: Kim DeSante [REDACTED]
Sent: Friday, October 13, 2023 3:17 PM
To: Tobi Elliott; David Maude; Peter Luckham; Lori Foster; Timothy Peterson; Stefan Cermak; Clare Frater; execadmin@islandstrust.ca
Subject: Bowen Island and Metro Vancouver Parks

Follow Up Flag: Follow up
Flag Status: Completed

Hello All:

I would just like to affirm to the Islands Trust Executive Committee that Bowen Island is first and foremost a community. It is not a camping destination for the population of metro Vancouver. To allow this development application to proceed will not preserve or protect the Bowen community.

Please inform our Mayor and Council again, that this application by Metro Vancouver is contrary to the Islands Trust Policy Statement and there should be no further efforts made in trying to advance this risky application.

Thank you for realizing that this is an issue which cannot be approved or not approved just through ticks marks on paper boxes. This is a far reaching application which goes far beyond simple analysis of just facts on paper.

Thank you again.

Kim DeSante

From: Julie [REDACTED]
Sent: Tuesday, October 10, 2023 5:16 PM
To: Executive Admin
Subject: Bowen Island Petition opposing overnight camping at Cape Roger Curtis

Follow Up Flag: Follow up
Flag Status: Completed

October 10, 2023

Dear Islands Trust Executive Committee and Staff,

Yesterday we reached a milestone with our petition opposing overnight camping at Cape Roger Cutis on Bowen Island with 1723 signees. We have carefully checked to the best of our ability that the names represent eligible voters.

We have surpassed the 50% number of all registered voters in 2022. This equates to 88.6% of the number of people who actually voted in 2022.

It seems fate is smiling as the Bowen Island Conservancy's offer to purchase the land from Metro and take on stewardship is conditional on no camping. This decision also coincides with the recent early September Bates-Frymel report from Metro Vancouver's senior planner, who notes that Metro's 2050 mandate to save eco-sensitive areas like the dry coastal bluff at Cape Roger is falling behind. A Conservancy greenspace would protect both the Islands Trust's Fairy Fen and the Wild Coast Nature Refuge situated adjacent NE and SW to Metro's property with an anticipated 800+ visitors a day during the height of the driest summer months.

I look forward to watching the Zoom meeting on October 16.

Once again, thank you for your careful consideration of Metro Vancouver's Regional Park proposal for Cape Roger Curtis on Bowen Island.

Julie Vik – petition organizer
Bowen Island Resident of 32 years

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 request additional funding from the Province, including revisiting the provincial grant funding formula to the Islands Trust.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 07-Mar-2023

3. Request for Provincial Review

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

Responsible

Russ Hotsenpiller

Dates

Rec'd: 08-Mar-2023
Target: 06-Dec-2023

Active Projects Report

Executive Committee

4. *Strategic Planning*

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

Responsible

Russ Hotsenpiller

Dates

Rec'd: 03-May-2023

5. *Communications*

Development of an Islands Trust Communications Strategy.

Responsible

Clare Frater
Russ Hotsenpiller

Dates

Rec'd: 03-May-2023

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

4. *Request to Minister for Review of Islands Trust*

Responsible

Date Received

To follow up on the request by Trust Council for a review of the Islands Trust by the Minister of Municipal Affairs.

01-Nov-2023

5. *Summary of requests by Trust Council to approach the Province to provide ongoing funding to the Islands Trust*

Responsible

Date Received

This work item is the combination of a number of requests by Trust Council (March 2023), (July 2023) and previous terms to develop a strategy to request further funding from the Province.