



Executive Committee Agenda

Date: Wednesday, December 20, 2023
Time: 9:15 am
Location: Electronic meeting, Public venue
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
2.2 Approval of Agenda	
2.2.1 Agenda Context Notes	
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
4. ADOPTION OF MINUTES	
4.1 Executive Committee DRAFT December 5, 2023, minutes	4 - 9
5. FOLLOW UP ACTION LIST AND UPDATES	
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5.2 Local Trust Committee Chair Updates	
5.3 Islands Trust Conservancy Liaison Update	
6. BYLAWS FOR APPROVAL CONSIDERATION	
7. TRUST COUNCIL MEETING REVIEW	
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7.1.1 September Trust Council Meeting Feedback	18 - 19
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7.1.3 Trust Council Follow-up Action List	20 - 37
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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	
8.2	Executive Committee Initiated	
8.2.1	Executive	
8.2.2	Trust Area Services	
8.2.2.1	Advocacy for provincial assistance re: heritage protection BRF	41 - 42
8.2.2.2	Policy Statement Amendment Project Update BRF	43 - 54
8.2.2.3	TPC request re: Islands Trust Webinar RFD	55 - 56
8.2.2.4	2024 UBCM/AVICC resolutions RFD	57 - 66
8.2.2.5	Islands Trust Communications Strategy BRF	67 - 111
8.2.2.6	Expressions of Interest re: Invitation to Register for the 2024 Salish Sea Strategy Symposium RFD	112 - 116
8.2.2.7	NAPTEP Fee Sponsorship Request (Larmour), Salt Spring Island RFD	117 - 119
8.2.3	Planning Services	
8.2.3.1	Housing Statutes and Regulation Changes to BC Legislation BRF	120 - 123
8.2.4	Administrative Services	
9.	NEW BUSINESS	
9.1	Executive/Trust Council	
9.2	Trust Area Services	
9.2.1	LTC Chairs Report on Local Advocacy Topics	
9.3	Planning Services	
9.3.1	Process to Request EC Sponsorship of a Development Application	124 - 125
9.4	Administrative Services	
10.	CORRESPONDENCE (for information unless raised for action)	
10.1	UBCM Meeting 2023	126 - 128
10.2	Metro Vancouver Response to Bowen - Bylaw 608 and 609	129 - 149
10.3	BC Geographical Name Office Letter	150 - 152
10.4	AVICC Climate Change Health Community Gathering 2024	153 - 156
10.5	Letter from MoH re: New legislation to support local government housing initiatives	157 - 162
11.	WORK PROGRAM	
11.1	Review and amendment of current work program	
12.	NEXT MEETING	

13. CLOSED MEETING

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

14. ADJOURNMENT



Executive Committee Minutes of Regular Meeting

Date: December 5, 2023
Location: Coast Victoria Hotel
Gonzales Room
146 Kingston Street
Victoria BC, V8V 1V4

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)
Julia Mobbs, Director, Administrative Services (DAS)
Stefan Cermak, Director, Planning Services (DPS)
Emily Bryant, Planning Team Assistant/Recorder

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m. Chair Luckham provided a territorial acknowledgement.

2. AGENDA

2.1 Review of Agenda

CAO Hotsenpiller recommended considering adding the following:

- 9.1.1 Metro Vancouver Letter re: Bowen Bylaws 608 and 609

Chair Luckham added the following under correspondence:

- 10.6 M. Sketch

2.2 Approval of Agenda

By general consent, the Committee approved the agenda as amended.

2.2.1 Agenda Context Notes - None

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

None.

4. ADOPTION OF MINUTES

4.1 Draft Executive Committee minutes of November 22, 2023

By general consent, the Committee adopted the minutes of November 22, 2023 as presented.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the Follow-up Action List (FUAL).

CAO Hotsenpiller provided an update on the new housing legislation, and that the Province will be releasing funding to support local governments, which includes the Islands Trust.

5.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs spoke to recently attended and upcoming Local Trust Committee (LTC) meetings.

Vice-Chair Peterson provided an update on Salt Spring Local Trust Committee housing amendments progress, an update on Galiano trustees, and an update on Northern Office staff attending a Penelakut meeting.

Vice-Chair Elliott reported on the last Mayne Local Trust Committee meeting.

Trustee Maude reported on the need to cancel a local trust committee meeting as neither local trustee could attend.

Chair Luckham reported on the CityView software presentation that was provided to interested trustees, and on the Gabriola Island Local Trust Committee meeting.

5.3 Islands Trust Conservancy Liaison Update

None.

6. BYLAWS FOR APPROVAL CONSIDERATION

6.1 Galiano Island Local Trust Committee – Bylaw Nos. 287 and 288

Vice-Chair Peterson introduced the bylaws.

EC-2023-125

It was MOVED and SECONDED,

that Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 287, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 2, 2022” in accordance with Section 27 of the Islands Trust Act.

CARRIED

EC-2023-126

It was MOVED and SECONDED,

that Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 288, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 2, 2022” in accordance with Section 27 of the Islands Trust Act.

CARRIED

7. TRUST COUNCIL MEETING PREPARATION

7.1 Executive – None

7.2 Planning Services - None

7.3 Administrative Services

7.3.1 Q2 Financial Forecast - BRF

By **general consent**, the Committee forwarded the Q2 Financial Forecast to Council as presented.

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 - None

8.2.2 Trust Area Services - None

8.2.3 Planning Services - None

8.2.4 Administrative Services – None

9. NEW BUSINESS

9.1 Executive/Trust Council

9.1.1 Metro Vancouver Letter re: Bowen Bylaws 608 and 609

By general consent, the Committee will bring this item back to the next meeting.

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Vice-Chair Elliott asked that letters of support for non-profit housing applications be provided to EC so EC can provide letters of support as previously discussed.

9.3 **Planning Services** - None

9.4 **Administrative Services** – None

9.5 **Administrative Services**

10. CORRESPONDENCE

10.1 **Peter Frinton - Public Submission for Islands Trust Quarterly Council meeting December 5-7, 2023 - November 16, 2023**

Received for information.

10.2 **Thetis Island LTC to Minister of Forests - Oreste Panacui for Abrupt Shellfish, Inc. (Crown Land file 1414783) application - November 20, 2023**

Received for information.

10.3 **Salt Spring Island LTC to Minister of Housing - Bill 44 Housing Statutes (Residential Development) Amendment Act, 2023 - November 21, 2023**

Vice-Chair Peterson indicated that MA Olsen made a motion to amend the legislation but it did not pass.

Received for information.

10.4 Gambier Island LTC to Ministry of Forests - Letter of Support for "Connected Coast Project", CityWest and SRD Submarine fiber optic cable installation, landings & related telecom Infrastructure - November 23, 2023

Received for information.

10.5 Martin McKay, Transport Canada - Invitation to Register for the 2024 Salish Sea Strategy Symposium - November 27, 2023

Received for information.

EC-2023-127

It was MOVED and SECONDED,
that EC request Staff to forward the invite for the Salish Sea Strategy Symposium to trustees and ask for expressions of interest to attend, and that Chair Luckham attend.

CARRIED

10.6 M. Sketch.

Received for information.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Discussion ensued on climate change on Executive Committee's Future Projects list and the fact it keeps being deferred.

12. NEXT MEETING

The next Executive Committee meeting will be held on Wednesday, December 20, 2023, beginning at 9:15 a.m.

13. CLOSED MEETING (if required)

The Committee did not close the meeting.

14. ADJOURNMENT

DRAFT

By general consent, the meeting adjourned at 10:53 a.m.

Peter Luckham, Chair

Certified Correct:

Emily Bryant, Planning Team Assistant/Recorder

Minutes are not official until adopted at a subsequent meeting.



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

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	Completed
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

Follow Up Action Report

Executive Committee

Director Legislative Services

Activity	Responsibility	Dates	Status
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. On hold pending administrative staffing availability.	David Marlor	Meeting: 29-Jun-2023 Target: 05-Dec-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. On hold pending IT staffing availability.	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

Follow Up Action Report

Executive Committee

Director of Planning Services

Activity	Responsibility	Dates	Status
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: 31-Mar-2024	In Progress
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
6 6.1 THAT the Islands Trust Executive Committee approve Saturna Island Local TrustCommittee Bylaw No. 139, cited as " Saturna Island Local Trust Committee Freedom ofInformation and Protection of Privacy Bylaw No. 139, 2023" in accordance withSection 27 of the Islands Trust Act Advise local trust committee and clerks.	Stefan Cermak	Meeting: 01-Nov-2023 Target: 22-Nov-2023	In Progress
7 That the Executive Committee of the Islands Trust request staff to apply for the UBCM Complete Communities Grant to advance data gathering and mapping work supporting OCP reviews and Housing Projects.	Stefan Cermak	Meeting: 22-Nov-2023 Target: 01-Dec-2023	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Activity	Responsibility	Dates	Status
8 Galiano bylaws 287 and 288 - approved. Advise clerks and Galiano Island Local Trust Committee	Stefan Cermak	Meeting: 05-Dec-2023 Target: 22-Dec-2023	Completed
9 Metro Vancouver response to Bowen Island Municipality regarding bylaws 608 and 609 - defer to December 20, 2023 meeting.	Stefan Cermak	Meeting: 05-Dec-2023 Target: 14-Dec-2023	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Review Islands Trust Policy 6.5.2 as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Julia Mobbs	Meeting: 21-Oct-2020 Target: 31-Mar-2024	In Progress
2 Staff to research the possibility of self-insurance for the organization.	Julia Mobbs	Meeting: 29-Jun-2023 Target: 26-Jun-2024	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-Mar-2024	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: 31-Mar-2024	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: 30-Jun-2024	In Progress
4 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2024	In Progress
5 ITPS amendment - place on the next EC agenda for discussion on LTC and Bowen consultation and risks.	Clare Frater	Meeting: 22-Nov-2023 Target: 20-Dec-2023	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
6 7.4.7 Supporting Material for Discussion on Climate Change Action - ask staff to return to Executive Committee in 2024.	Clare Frater	Meeting: 22-Nov-2023 Target: 31-Jan-2024	In Progress
7 Request staff to organize media and social media training session for TrustCouncil for 2024.	Clare Frater	Meeting: 22-Nov-2023 Target: 31-Mar-2024	In Progress
8 EC request Staff to forward the invite for the Salish Sea Strategy Symposium to trustees and ask for expressions of interest to attend, and that Chair Luckham attend.	Clare Frater	Meeting: 05-Dec-2023 Target: 22-Dec-2023	Completed

Executive Coordinator

Activity	Responsibility	Dates	Status
1 1. THAT Executive Committee approve their 2024 meeting schedule. When Trust Council approves their schedule, add to calendar and website.	Lori Foster	Meeting: 01-Nov-2023 Target: 08-Dec-2023	In Progress

Follow Up Action Report

Executive Committee

Executive Coordinator

Activity	Responsibility	Dates	Status
2 Correspondence to EC 10.3 - Alex Deggan 10.4 - Sharon Small 10.6 - Steve Wright 10.8 - Mark Edmonds 10.9 - Kim DeSante 10.10 - Julie Vik Write a thank you to the writers and advise were received for information.	Lori Foster	Meeting: 01-Nov-2023 Target: 01-Dec-2023	In Progress

From: Peter Luckham <pluckham@islandstrust.bc.ca>
Sent: Monday, November 27, 2023 1:18 PM
To: Judith Gedye <jgedye@islandstrust.bc.ca>; EC <ec@islandstrust.bc.ca>
Cc: Robert Barlow <rbarlow@islandstrust.bc.ca>
Subject: Re: Pender Council meeting feedback

Robert please add to our Dec 20th agenda

Peter Luckham Island Trust, Trustee, Thetis Island Chair Trust Council Islands Trust #200 1627
Fort Street Victoria, B.C. V8R 1H8 Home Phone: (250) 250-210-2553 Office Fax: (250) 405-
5155 www.islandstrust.bc.ca Preserving island communities, culture and environment

From: Judith Gedye
Sent: Monday, November 27, 2023 9:46 AM
To: EC
Subject: Re: Pender Council meeting feedback

Hi Execs,
I have a note that I want to cross off my list, to mention changes in Bowen's meeting procedures which I think might be of interest.

Today we are discussing and voting on a change to our schedule which will have full council meetings every other Monday, and a regular Committee of the Whole (COW) meeting once a month (i.e. the last 3 Mondays of every month will have a meeting). COWs can have observers but no public comment or submissions. And similar to a closed meeting, if there are any next steps, those proposals, (but with the addition of a staff summary of the COW meeting), must go onto a regular council agenda: no decisions and an opportunity for feedback and reconsideration. The last 6 months we have been increasing COWs as they have been a really good way to share and exchange ideas amongst councilors. This council is very good at open and fair discussions. Now they will be a regular feature. If there is no topic to discuss it can be cancelled (fat chance!!)

The other point is our "consent agenda". Before an agenda is published, the mayor & CEO go through what is scheduled for the meeting and put as much as possible into the consent section. The test is if there is unlikely to be any comment or amendment it goes in. When the agenda is published, there is an opportunity, then & right up until the meeting begins, to pull any item from the consent section for comment immediately after the consent agenda is approved. Correspondence can get referred to a committee, or there are corrections to minutes, or clarification, occasionally there is controversy. Eg. at our last meeting we got a report from a consultant on our "active transportation plan" and it got pulled with referrals to several committees (finance, transportation & accessibility) and scheduling a COW w invitations to include members of those cttees.

Our last TC agenda had more consent items but they were scattered throughout the meeting and my recollection is unclear if they all got adopted. It's a little more complicated with the TC agenda and the sections of the Trust that are reporting, and when support staff might be present to speak to their agenda items, but the more we get used to this process the more can come off the table at the meetings.

Another item I want to have a deeper look at is the use of RFDs, but that is a different issue, and one that perhaps should get raised at a Governance Cttee meeting.

Thanks for your time, & hope this is helpful.
Judi

From: Peter Luckham
Sent: October 5, 2023 9:18:45 PM
Subject: Pender Council meeting feedback

Trustees, I hope that your travels home were not unpleasant and all is well at home.

Executive committee meets next week where one of the topics we will be, reviewing is how council went.

Certainly there were challenges with how business was conducted, and a need for improvement. We would like to hear from you in order to learn and improve on how the meetings are chaired, scheduled and hosted. If you can take the time in the next couple of days to email EC@islandstrust.bc.ca I/we would be grateful.

No later than Monday would be ideal as that would give us time to consider your remarks prior to our next meeting this would be appreciated by all of us.

With thanks, Peter

Peter Luckham Island Trust, Trustee, Thetis Island Chair Trust Council Islands Trust #200 1627 Fort Street Victoria, B.C. V8R 1H8 Home Phone: (250) 250-210-2553 Office Fax: (250) 405-5155 www.islandstrust.bc.ca Preserving island communities, culture and environment

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 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

Chief Administrative Officer

Activity	Responsibility	Dates	Status
8 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
9 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
10 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
11 THAT TC request items on FUAL listed as "should be consolidated", be consolidated and that staff be requested to prepare a RFD for further work on the Trust Council follow-up Action List	Russ Hotsenpiller	Meeting: 07-Dec-2023 Target: 09-Feb-2024	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
12 THAT Trust Council hire a qualified independent consultancy firm to work with the elected officials of Trust Council in the drafting of a Chief Administrative Officer Performance Evaluation Policy using current policies and materials provided by Trustee Patrick and Trustee Falck to Trust Council Dec 7, 2023. NOTE: Not sure who on staff will assist with procurement for this, or if TC will work directly with PSA?	Russ Hotsenpiller	Meeting: 07-Dec-2023 Target: 31-Jan-2024	In Progress
13 rise and report: Islands Trust Council authorizes Islands Trust to enter into the Reciprocal Insurance Exchange Agreement with the Municipal Insurance Association of British Columbia(MIABC) for the purposes of providing liability, property and other insurance coverage as needed.	Russ Hotsenpiller	Meeting: 07-Dec-2023 Target: 31-Jan-2024	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. STAFF: FINANCIAL POLICY WORK IS SET TO BEGIN IN 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 11.2.3 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
8 That Trust Council request Staff to prepare a draft amendment to the Trust Council Meeting Procedures Bylaw under Section 11 of the Islands Trust Act so that it also applies to all 13 local trust committees, and add amendments to require release of local trust committees' agenda outlines a minimum of two days before release date of full agenda. THAT Trust Council request staff to prepare a draft Local Trust Committee Development Procedures Bylaw under Section 11 of the Islands Trust Act that will establish standard procedures applicable to all local trust committees. THAT Trust Council request Staff to prepare a Public Notice Policy with a model Local Trust Committee Public Notice Bylaw, and a draft Trust Council Public Notice Bylaw.	David Marlor	Meeting: 07-Dec-2023 Target: 09-Feb-2024	In Progress
9 THAT Trust Council request staff to draft an amendment to the Trust Council meeting procedures bylaw to include the Committee of the Whole as a meeting type, and bring that draft to March Trust Council.	David Marlor	Meeting: 07-Dec-2023 Target: 09-Feb-2024	In Progress

Director of Planning Services

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Council

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
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 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

Trust Council

Director of Planning Services

Activity	Responsibility	Dates	Status
5 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
6 5.2.1 Bylaw enforcement - Ombudsperson's recommendations dated August 2023. Refer to the Regional Planning Committee, and report back to Trust Council with RPC recommendations within six months (by March 2024).	Stefan Cermak	Meeting: 26-Sep-2023 Target: 12-Mar-2024	In Progress
7 THAT Trust Council request the RPC to evaluate the Short Term Rental Accommodation Act to identify opportunities and challenges for implementation of the act on the management of short term rentals in the Trust Area. Place this item on the RPC agenda. This item should be marked as completed once placed on RPC agenda.	Stefan Cermak	Meeting: 07-Dec-2023 Target: 31-Jan-2024	In Progress
8 Montreal Pledge COP15 Biodiversity Framework and potential impacts for the work of the Islands Trust - Briefing TC refer the possible actions outlined in this report back to Trust Programs Committee and RPC for inclusion in Trust Council's strategic planning process Forward to the TPC - this item should be marked complete once it has been placed on the TPC and RPC agendas.	Clare Frater Stefan Cermak	Meeting: 07-Dec-2023 Target: 31-Jan-2024	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Activity	Responsibility	Dates	Status
9 THAT Trust Council request staff to seek written confirmation that the province will fund the initiatives to prepare new housing needs reports or to amend housing needs reports to meet the new legislative requirements for Interim Report on Housing Needs.	Stefan Cermak	Meeting: 07-Dec-2023 Target: 31-Jan-2024	In Progress
10 That Islands Trust Council request staff to apply for funding from Environment and Climate Change Canada's Priority Places funding program for 2024/25 and 2025/26 to fund a temporary biologist position within Planning Services	Stefan Cermak	Meeting: 07-Dec-2023 Target: 16-Feb-2024	In Progress
11 That Trust Council approve the Draft Trust Council Housing Strategic Action Plan including proposed priority actions. Distribute and post to website?	Stefan Cermak	Meeting: 07-Dec-2023 Target: 31-Jan-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. STAFF: FINANCIAL POLICY WORK IS SET TO BEGIN IN 2024	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 06-Dec-2023	In Progress



Follow Up Action Report

Trust Council

Director, Administrative Services

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

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
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

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
4 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area. (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
5 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
6 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
7 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
8 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 Hotsenpillier	Meeting: 21-Sep-2022 Target: 15-Dec-2023	In Progress
9 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 Hotsenpillier	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
10 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
11 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
12 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
13 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
14 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

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
15 That Trust Council appoint Trustee Morrision as Trust Council's representative to the Vancouver Island and Coastal Communities Climate Leadership Steering Committee. That Trust Council allocate \$250 from the Secretariat Services budget to support the Vancouver Island and Coastal Communities Climate Leadership Steering Committee. Advise the VICC Climate Leadership Steering Committee, and request cheque be issued.	Clare Frater	Meeting: 07-Dec-2023 Target: 31-Jan-2024	In Progress
16 Montreal Pledge COP15 Biodiversity Framework and potential impacts for the work of the Islands Trust - Briefing TC refer the possible actions outlined in this report back to Trust Programs Committee and RPC for inclusion in Trust Council's strategic planning process Forward to the TPC - this item should be marked complete once it has been placed on the TPC and RPC agendas.	Clare Frater Stefan Cermak	Meeting: 07-Dec-2023 Target: 31-Jan-2024	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
17 TC adopt as its vision option number 4 (While on a journey of Reconciliation, Islands Trust Council envisions a vibrant tapestry of caring, diverse and rural communities within the Salish Sea that flourish in harmony with nature) and forward to First Nations currently reviewing the policy statement as part of their Trust Policy work.	Clare Frater	Meeting: 07-Dec-2023 Target: 31-Jan-2024	In Progress

Executive Coordinator

Activity	Responsibility	Dates	Status
1 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

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Council

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
1 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

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

Islands Trust Council Highlights December 5 – 7, 2023

The following is a list of agenda highlights of Trust Council's activities and decisions from its December 5-7, 2023, quarterly meeting. These highlights are not the official minutes; Trust Council will adopt those at its March 12-14, 2024, meeting being held in-person in Nanaimo. Visit the December 2023 Trust Council meeting site to view the recordings.

Vision Statement

Trust Council has adopted the following draft vision statement “While on a journey of Reconciliation, Islands Trust Council envisions a vibrant tapestry of caring, diverse and rural communities within the Salish Sea that flourish in harmony with nature”, and has asked staff to include the statement in engagement with First Nations currently reviewing the policy statement as part of their Trust policy work.

Draft Budget for Fiscal Year 2024/25 (April 1, 2024 to March 31, 2025)

Reviewed the draft budget as presented by the Financial Planning Committee, with no changes requested, other than asking that staff review and update some specific business cases to ensure completeness of information. The budget will go back to the Financial Planning Committee in the new-year, and a final recommended budget will be presented to Trust Council for adoption in March 2024.

Municipal Insurance Association of British Columbia

Islands Trust Council approved entering into a Reciprocal Insurance Exchange Agreement with the Municipal Insurance Association of British Columbia for provision of liability, property and other insurance coverage.

San Juan County/Islands Trust Joint Session

Jane Fuller, Chair, San Juan County, and Cindy Wolf, Councillor, San Juan County joined Islands Trust Council (via video link) for a discussion on trans-border issues. Discussion items included oil spill prevention, emergency tow vessel, Bill C-33 Strengthening Port System and Railway, and housing.

Vancouver Island Coastal Communities (VICC) Climate Leadership Steering Committee

Trust Council voted to support the VICC Climate Leadership Steering Committee, and appointed Trustee Morrison to the steering committee.

Environmental and Climate Change Canada Funding

Trust Council has requested staff to apply for funding from Environmental and Climate Change Canada to fund a temporary biologist position within Planning Services for fiscal years 2024/25 and 2025/26 (April 1, 2024 to March 31, 2026).

Housing Strategic Action Plan

Trust Council adopted a Housing [Strategic Action Plan](#). This document contains objectives, and specific actions, along with priorities and key timelines and dates by which time those actions are intended to be completed. This is a living document and will be updated as needed.

Housing Options Toolkit

Trust Council adopted a Housing Options Toolkit; this is a comprehensive list of information and actions that local trust committees and Bowen Island Municipality may consider to address housing in their communities. Refer to this [news release](#) for more information.

Chief Administrative Officer Policy

Noting that the Chief Administrative Officer liaison duties in the Executive Committee terms of reference policy were dated, Trust Council has initiated a review of the policy, and will hire a qualified independent consultancy firm to undertake this review.

Procedural and Notice Bylaws

Staff have been requested to draft a single meeting procedures bylaw that will apply to Trust Council, council committees and all local trust committees. Trust Council also requested that staff include in the amended bylaw wording to allow "Committee of the Whole" as an option to improve operations of Trust Council. Staff were requested to prepare a draft development procedures bylaw that will apply to all local trust committees, and a model public notice bylaw for Trust Council and local trust committee public notices.

Trust Council Meeting Schedule for 2024

Meetings for 2024 are schedule for March 12-14 in Nanaimo, June 18-20 on Salt Spring Island, September 24-26 on an island to be determined, and December 3-5 in Victoria.

DRAFT



Islands Trust

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, 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, see start times, watch live, view meeting recordings and attend electronically by computer or phone-in through Zoom.

Executive Committee

1. January 10 @ 9:15 a.m.
2. January 31 @ 9:15 a.m.
3. February 28 @ 9:15 a.m. (Trust Council preparation)
4. March 12 @ 10:00 a.m. Nanaimo
5. March 27 @ 9:15 a.m.
6. April 24 @ 9:15 a.m.
7. May 15 @ 9:15 a.m.
8. June 5 @ 9:15 am (Trust Council preparation)
9. June 18 @ 10:00 a.m. Salt Spring Island
10. July 3 @ 9:15 a.m.
11. July 23 @ 1 pm (ITC/EC Liaison Meeting)
12. July 24 @ 9:15 a.m.
13. August 21 @ 9:15 a.m.
14. September 11 @ 9:15 a.m. (Trust Council preparation)
15. September 24 @ 10:00 a.m. TBD
16. October 9 @ 9:15 a.m.
17. October 30 @ 9:15 a.m.
18. November 20 @ 9:15 a.m. (Trust Council preparation)
19. December 3 @ 10:00 a.m. Victoria
20. December 18 @ 9:15 a.m.

Trust Council Quarterly Meetings

March 12-14, 2024 (Nanaimo)

June 18-20, 2024 (Salt Spring Island)

September 24-26, 2024 (on an island - TBD)

December 3-5, 2024 (Victoria)

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

ADOPTED-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

ADOPTED-Governance Committee @ 9 am: January 15, February 23, May 13, July 12, September 9, November 18

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

BRIEFING

To: Executive Committee **For the Meeting of:** December 20, 2023
From: Trust Area Services **Date Prepared:** December 14, 2023
SUBJECT: Advocacy for provincial assistance re heritage protection

PURPOSE: To support an Executive Committee discussion about advocacy regarding cultural heritage protection.

BACKGROUND:

At its October 26, 2023 meeting, the Gabriola Island Local Trust Committee passed the following resolution:

that the Gabriola Local Trust Committee draft a letter to formally request the Provincial and Federal governments' support and direction to aid the Gabriola Local Trust Committee in preserving and protecting Indigenous cultural heritage sites that may be at risk due to impacts of development. In the absence of clear legislation and guidelines to support local governments' obligations to international, national and provincial frameworks, interim guidance and direction from the Province would be welcome, to ensure the Islands Trust can fulfill its obligations and duties to the preservation and protection of sacred cultural heritage sites.

The Gabriola Island Local Trust Committee also passed the following resolution:

that the Chair of the Gabriola Island Local Trust Committee work with staff to write to seek support from Snuneymuxw First Nation and to understand if there would be interest in working on a joint call to the Provincial and Federal government to request support and direction to aid the Gabriola Local Trust Committee in preserving and protecting Indigenous cultural heritage sites that may be at risk due to impacts of development.

The Islands Trust [Advocacy Policy](#) (6.10.iii) guides advocacy. Notably its sets out the following:

- B4. Islands Trust bodies will ensure that their advocacy positions consider the roles and needs of all other bodies of the Islands Trust. When practical, Islands Trust bodies will coordinate their advocacy efforts through the Executive Committee so that related issues can be advanced strategically, in the context of Trust Council's Strategic Plan.
- B5. When making decisions about new advocacy positions and actions, Islands Trust bodies will base those decisions on research, such as: a) a review of related past Trust Council and Executive Committee decisions and actions; b) consistency with the Islands Trust Policy Statement; c) consistency with Official Community Plan policies; d) relevant evidence; e) contextual information; f) an assessment of partnership opportunities; g)

implications of proceeding or not proceeding with certain courses of action; and h) potential workload implications for staff and trustees

- C11. Local trust committees may, by resolution, undertake advocacy *on land use issues specific to their local trust area and consistent with the official community plan* after considering whether the position may fetter their discretion on current or future land use planning decisions.
- C3. Executive Committee members encourage a coordinated approach to advocacy and external liaison as part of their appointment to local trust committees and the Islands Trust Conservancy Board.
- C5. The Executive Committee directs individual advocacy actions in accordance with the advocacy direction set by Trust Council through resolutions and the Strategic Plan.

In accordance with the policy, an advocacy letter such as one requested by the Gabriola Island Local Trust Committee that is not about a local land use matter that is requesting legislative change or requesting provincial support should be from Executive Committee or Islands Trust Council.

Advocacy is most successful when there is a specific, researched request that is achievable. In this circumstance the request could be researched and then re-framed such as:

- 1) That Minister of Municipal Affairs request that the next Declaration on Rights of Indigenous Peoples Action Plan include changes to the Local Government Act, Community Charter and/or Islands Trust Act to achieve XXX
- 2) That the Ministry of Municipal Affairs provide a mediator to assist with resolving a dispute concerning XXXX
- 3) That the Ministry of Municipal Affairs provide guidance on involving First Nations in non-discretionary land use decisions such as development permit applications in culturally significant areas.

Topic such as these that affect many local governments and First Nations would benefit from a more fulsome advocacy campaign that includes collaboration with local governments and First Nations, a session at AVICC or UBCM, and/or research into potential options that would refine the request. However, at this time, there are insufficient staff resources available to support all but very simple advocacy letters. The Senior Policy Advisor position is almost exclusively focused on the Policy Statement Amendment Project so, without backfill of the position, there is little time available for the position's regular duties such as advocacy.

ATTACHMENT(S): None.

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

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO/December 14, 2023

BRIEFING

To: Executive Committee **For the Meeting of:** December 20, 2023

From: Trust Area Services **Date Prepared:** December 14, 2023

SUBJECT: Policy Statement Amendment Project Update

PURPOSE: To provide a further update on the Policy Statement timelines with regard to First Nations engagement, as well as, opportunity for discussion of planned for public engagement process.

BACKGROUND: At its November 22, 2023 meeting the Executive Committee requested staff to place the Policy Statement Amendment Project on the next Executive Committee agenda to support discussion about local trust committee and Bowen Island public engagement and risks.

Since the update provided at the November 22 Executive Committee meeting, staff have been further working with First Nations to receive input on the revised draft Policy Statement, and have been advised of further delays to receiving input from Indigenous nations. The new timeframe would further push the timeline in the short-term by one month such that the draft will first go to Trust Programs Committee (i.e., at a special meeting in March) now to ensure all input can be addressed.

Activity	Approved in Nov 2023	New Proposed
Current Fiscal (FY 2023-2024) -EC/TPC and Trust Council receive draft and recommend any revisions	Feb-Apr 2024	Mar-May 2024
Next Steps (FY 2024-25) -As requested by TC, EC and TPC develop recommendations for revisions -TC considers TC/EC recommendations and passes resolutions on actions -Approval in principle by Trust Council -Six month referrals period to LTCs and BIM concludes	May 2024 July 2024 Fall 2024 Apr 2025	June-July 2024 Late Aug 2024 No change No change
Final Adoption (FY 2025-26) -Trust Council receives referral responses, passes resolutions for action -Amendment drafting and amendment/ First Reading by Trust Council -3 month referral to First Nations, ITC Board, regional districts, others -Review of feedback and preparation for Second / Third Reading -Second and Third readings (incorporate revisions during same meeting) -Refer to Minister with FN engagement report; six months for review -Receive approval from Minister (estimated), and Adoption -Final graphic design, distribution, event, implementation planning	June 2025 Sept 2025 Oct-Dec 2025 Jan-Feb 2026 Mar 2026 Apr-Nov Dec 2026 Post Dec 2026	No change

In addition, flexibility in the timeline may be found depending on whether changes may be made to the currently planned for six month referrals period to LTCs and BIM to do their own engagement on Islands 2050 Policy Statement.

ATTACHMENT(S):

- 1) Policy Statement Project Charter V7
- 2) 2023/24 Policy Statement Amendment Project Funding Business Case

FOLLOW-UP: Staff will continue working with First Nations so that the staff-revised Draft 2 Policy Statement can be brought forward to Trust Council as early 2024 as possible with input from First Nations. Staff is developing a detailed work plan for the project next steps.

Prepared By: Mary Storzer, Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director Trust Area Services
Russ Hotsenpiller, CAO/December 14, 2023

Policy Statement Amendment Project - Project Charter V7

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

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

Objectives

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

In Scope

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

Out of Scope

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

Workplan Overview

Major Deliverable/Milestone	Dates
Past Years (FY 2019-20, 2021-22, 2022-23) -First Nations early engagement Phases 1 (2019-2021), 2 (2021-2022), and 3 (2023) -Public engagement Phases 1 (2019-2020), 2 (2021), and 3 (2022) -Policy review and analysis by Trust Council's committees/working groups and staff (2020-22) -Amendment drafting and legal review Phase 1 (Apr-Jun 2021), Phase 2 (Dec 2022-Mar 2023)	2019-2023
Present (FY 2023-24) -Amendment drafting -EC/TPC and Trust Council receive revised draft Policy Statement (EC/TPC recommend changes)	To Dec 2023 Jan-March 2024
Next Steps (FY 2024-25) -As requested by TC, EC and TPC develop recommendations for further revisions -Trust Council considers TC/EC recommendations and passes resolutions on further revisions required -Approval in principle by Trust Council -Six month referrals period to local trust committees and Island Municipalities for local engagement	Apr. 2024 June 2024 <u>Late Summer/Fall 2024</u> Fall 2024-Mar/Apr 2025
Final Adoption (FY 2025-26) -Trust Council receives referral responses and passes resolutions on further revisions required -Amendment drafting and amendment/ First Reading by Trust Council -Three month referral to First Nation governments, ITC Board, regional districts, other agencies as desired -Collation and consideration of feedback and preparation of document for Second / Third Reading -Second and Third readings (incorporate any desired revisions during same meeting) -Refer proposed bylaw to Minister with final FN engagement report; allow six months for review -Receive approval from Minister (estimated—no statutory timeline), and Adoption -Final graphic design and distribution, celebration event, implementation planning	June 2025 <u>Sept 2025</u> Oct– Dec 2025 Jan/Feb 2026 <u>Mar 2026</u> April 2026—Nov 2026 <u>Dec 2026</u> Post Dec 2026

Project Team

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

Budget

Item	FY 23-24	FY 24-25	FY25-26
Communications	\$25,000	\$10,000	\$8,000
Public Engagement	\$0	\$20,000	\$0
Legal Review	\$5,000	\$5,000	\$5,000
Total Activity Costs:	\$30,000	\$35,000	\$13,000

Approved by:

Clare Frater, Director, TAS

Endorsement: TC

Date: September 27, 2023

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



**Budget Funding Request
Short-Form Business Case**

TO BE COMPLETED BY INITIATOR

Requested by (<i>Committee or Operational Unit</i>): Executive Committee	Budget Source (select all that apply):
Department: Trust Area Services	☒ Specific Project Funding (select all that apply) ☒ Third Party Contractors ☒ Staff Travel Expense ☒ Staff Overtime Expense ☐ New Staff Member – Temporary for project ☐ Computer Hardware/Software
Name of Request: Policy Statement Amendment Project (PSAP)	☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☐ Temporary
\$ Value of Request (<i>indicate by fiscal year and total if project is multi-year</i>) FY 24/25 \$35,000 FY 25/26 \$13,000 estimated FY 26/27 \$ depends on implementation plan not yet developed Total: \$48,000 plus FY 26/27 TBD Over \$280,000 has been spent since the project's inception in 2019 on public engagement, First Nations engagement, and other project related expenses, in addition to considerable staff hours.	☒ Other – please describe: _____ Budget Breakdown: -\$10,000: Implementation of Communications Strategy (design, development and distribution of engagement materials and supports, promotional ads, mail-outs, etc.) -\$20,000: Public Engagement Phase 4 (in-person engagement events/special meetings for some LTCs/IMs as desired, staff travel, etc.) -\$5,000: Legal Services
Date of Submission to Finance: October 5, 2023	Funding Required for (date range): April 1, 2024 – March 31, 2025

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

Trust Council's Policy Statement Amendment Policy (1.2.1) states that each term, Trust Council will identify Policy Statement review and/or amendment tasks. Early on in the 2018-2022 term, Trust Council requested Executive Committee, with involvement from Trust Programs Committee as appropriate, to review and develop recommendations for amendments to the Islands Trust Policy Statement, primarily through the priority lenses of reconciliation, climate change, and housing. This multi-year project commenced in 2019 and has involved, to date, three phases of public engagement, two phases of early and meaningful engagement with First Nation governments, substantial review and analysis by Trust Programs Committee and Executive Committee, and periodic Trust Council discussion. The project will reach completion after the draft new Policy Statement bylaw has achieved first, second, and third reading by Trust Council; approval by the Minister of Municipal Affairs; and final adoption by Trust Council.

In September 2022, Trust Council passed the following resolution:

That Trust Council request staff to prepare a Policy Statement Amendment Project Communications Strategy for the consideration of the incoming Executive Committee and Trust Council in early 2023.

Staff have contracted a communications consultant in FY 2023-24 to implement the communications strategy Trust Council received in March 2023 (see page 160 [March 2023 agenda](#)).

The funding requested via this business case will support implementation of a project charter approved by Trust Council in September 2023 (see page 318 of September 2023 agenda). The requested funds would be spent as follows:

- \$10,000: Continued implementation of Communications Strategy (design, development and distribution of engagement materials and supports, promotional ads, mail-outs, etc.) and hiring of contracted communications support.
- \$20,000: Public Engagement Phase 4 (in-person engagement events/special meetings hosted by some LTCs/IMs as desired, staff travel, etc.)
- \$5,000: Legal Services

ISSUE/OPPORTUNITY:

Background: The current Policy Statement is almost 30 years old and does not adequately address reconciliation, climate change and housing. This business case is requesting funding for the next stage of the Policy Statement Amendment Project that has been underway since 2019 and has involved extensive engagement. While First Reading of the first draft of the bylaw had been anticipated in July 2021, Trust Council instead requested enhanced community engagement, followed by direction to staff to implement [32 resolutions](#). In March 2023, Trust Council adopted a project charter which allows for a substantial amount of time for consideration of future drafts of the revised Policy Statement. Due to staff vacancies in 2023, project implementation has been delayed by six months from what was articulated in the March 2023 project charter.

The project will reach completion after the draft new Policy Statement bylaw has achieved first, second, third, and fourth reading by Trust Council and final adoption by the Minister of Municipal Affairs. More detailed project information is available on the [Islands 2050 webpage](#).

Current Project Status:

Staff have developed a revised draft, as per Trust Council's [32 resolutions](#), after engaging with internal and external staff partners and seeking legal counsel in the process. Staff are engaging with First Nations to seek their early input on the draft. Staff are now engaging and working in cooperation with eight First Nations who accepted capacity funding to seek their early input on the draft. Staff anticipate presenting Draft 2 of the revised Policy Statement to Trust Programs Committee and Executive Committee in January or February 2024.

along with a summary of comments from First Nations and recommendations for additional changes. These committees will then prepare recommendations for Trust Council to consider.

Staff have contracted a communications consultant to assist with implementation of a communications strategy for the project from now until March 2024.

PROJECTED RESULTS/DELIVERABLES:

The April 2024-March 2025 work on this project will result in First Reading of Bylaw 183 of the Policy Statement. The funding requested will enable this to happen through support for communications including materials, public engagement by local trust committees/Bowen Island Municipal Council, and revisions to Draft 2 of the Policy Statement, and legal review of the draft.

In the April 2024-March 2025 the following activities are proposed for the project :

- EC and TPC develop recommendations for further revisions, as requested by TC (Feb-April 2024)
- Trust Council considers TC/EC recommendations and passes resolutions on further revisions required. Staff will make those revisions. (June 2024)
- Approval in principle by Trust Council (possibly in Late Summer/Fall 2024)
- A six-month internal referral process to local trust committees and Bowen Island Municipality (prior to First Reading). The intent is that local trust committees and Bowen Island Municipality will, as they deem necessary or desirable, undertake local public engagement using a method selected by the local trust committee/Bowen Island Municipal Council to inform their referral responses. As this is not part of local work programs the public engagement events would be supported/organized by Trust Area Services staff.
- After incorporating feedback from local trust committees and Bowen Island Municipality referral responses, Trust Council would undertake First Reading and then refer the document to other agencies/First Nations for at least three months.

RISK ASSESSMENT:

The proposed recommended option carries the following risks and options for mitigation:

Risk: A lack of timely and responsive communications materials risk developing a lack of public confidence in the project, circulation of misinformation, and poor levels of public engagement or high levels of engagement at the wrong points in the project. The lack of a proactive communications strategy at the outset of the project, lack of political consensus, ongoing vacancies in the TAS Communications Specialist position, and widespread misinformation about the project have slowed progress on the Policy Statement Amendment Project in recent years. To mitigate these risks going forward, Trust Council requested staff in September 2022 to develop a communications strategy to be implemented in FY 2023-24.

- These risks can be mitigated through ongoing implementation of the communications strategy with support from an external contractor to provide resiliency.

Risk: Extended timeframe incurred by having two referral periods increases the staff resources required for the project and increases risks to the project (e.g. staff turnover, emerging issue that competes for project resources). The approach of internal referral/public engagement prior to First Reading, does not represent typical local government bylaw review process.

- This risk could be mitigated by Trust Council foregoing the proposed approval in principle step and moving straight to First Reading, which would be followed by a concurrent referrals process and a coordinated public engagement process which could remove at least six months from the project timeline.

Risk: Adoption of revised Policy Statement in December 2026, after the next local elections.

- This risk could be mitigated by Trust Council foregoing the proposed approval in principle step and moving straight to First Reading, which would be followed by a concurrent referrals process and a coordinated public engagement process.
- This risk could be mitigated by Trust Council holding special meetings promptly when needed rather than considering the document only at regular quarterly meetings.

Risk: Lack of coordinated Trust Area-wide approach to public engagement. The planned approach is to refer the draft document, after receiving approval in principle from Trust Council to local trust committees and Bowen Island Municipality for six months. During this time, local trust committees and Bowen Island Municipality could undertake local public engagement, with some Trust Area Services staff support, at regular or special meetings, to inform their referral responses. This de-centralized approach could result in uneven delivery of public engagement, unavailable resources due to overlapping decentralized engagement activities and, depending on the engagement and data collection methods used, a lack of public confidence in the engagement process. The lack of a central on-line public engagement methods, such as a survey and virtual community workshops, may result in some community members feeling that there were not offered a convenient way to provide their views on the new draft.

- This risk could be mitigated by Trust Council reconsidering the approach to public engagement and undertaking a coordinated Trust-wide approach that includes a survey and possibly virtual community workshops

Risk: Lack of backfill for regular Senior Policy Advisor work leading to lack of progress on other initiatives and/or staff burnout. This business case assumes that the Senior Policy Advisor position is seconded to this project full-time, as has been the case in recent years. This means that the other duties that this position is responsible for do not have dedicated staff resources. In recent years, the Director of Trust Area Services has been undertaking many of these additional duties in addition to her regular work (often outside of regular work hours), and the Grants Manager has taken on legislative monitoring, and drafting of local trust committee advocacy letters and thank you letters to Trust Council delegates, as time permits within regular work hours. This informal backfill by the Director is not sustainable into the future and the ability of the Grants Manager to continue to support additional activities is in question as the demand for grant-related support is on the rise. The risk is that Trust Area Services' work in other areas (e.g. Trust Council/local trust committee advocacy/coordination, policy research/development, legislative monitoring, indicator reporting, agreement monitoring/development, organization of special Trust Council sessions, grants in aid administration, research into science topics for accuracy purposes, delegation thank you letters, etc.) would need to be paused or continue to be paused. An additional risk is staff burnout and/or lowered staff morale due to continuing requests for Trust Area Services support that cannot be accommodated in regular working hours.

- This risk (to other activities supported by Trust Area Services) could be mitigated by Trust Council funding backfill of the Senior Policy Advisor position or halting (not funding) OCP amendment project(s) to free up Planning Services staff time to support.

ALTERNATIVES CONSIDERED:

Option 1: Status quo- Implement project charter as approved in September 2023: \$35,000

Description of activities in 2024/25

- Trust Council considers TC/EC recommendations and passes resolutions on further revisions required and staff to make those revisions
- Legal review, as required
- Proactive and reactive communications about the project
- Approval in principle by Trust Council
- A six-month internal referral process to local trust committees and Bowen Island Municipality. During this time, local trust committees and Bowen Island Municipality can opt to undertake local public engagement as determined by them (could include some Trust Area Services staff support as needed) at regular or special meetings/events) to inform their referral responses.

Benefits – This is in keeping with the direction already provided by Trust Council.

Risks – as noted above

Financial implications – \$35,000 requested would go to:

- Communications - \$10,000 - further communications materials to support project implementation and specifically promotion of engagement during the six-month referral process
- Legal - \$5,000 - to support the legal aspects of the project as needed
- Public engagement - \$20,000 – to support local public engagement selected by local trust committees and Bowen Island Municipality. This is a modest amount and would not enable all entities to host in-person special LTC/IM meetings/engagement events or enable in-person Trust Area Services staff participation at all events.

Resource requirements – Requires the full-time support of Senior Policy Advisor and additional support from Director of Trust Area Services, and Program Coordinator and Communication Specialist. Staff hours required for public engagement depend on the options selected by local trust committees/Bowen Island Municipal Council. Staff hours required for re-drafting will depend on the scope of changes requested by Trust Council.

Other implications- None.

Option 2: Option 1 with Trust-wide Virtual/Print Public Survey: \$55,000 (Option 1 plus \$20,000 for a Trust Area-wide survey to receive input).

Description – This option would include all elements of Option 1 with an additional Trust Area wide public engagement survey. The additional funding would go to contracted survey research and preparation, survey design, survey set-up, survey analysis, and survey results report.

Benefits – As for Option 1 with constituents also receiving a virtual engagement option (survey) and Trust Council also receiving survey results that are collected in a consistent manner across the Trust Area.

Risks – Lack of contractor availability for contractors skilled at survey design on policy topics.

Financial implications – \$55,000 requested would go to:

- All elements of Option 1, i.e.

- Communications - \$10,000 - further communications materials to support project implementation and specifically promotion of engagement during the six-month referral process
- Legal - \$5,000 - to support the legal aspects of the project as needed
- Public engagement - \$20,000 – to support local public engagement selected by local trust committees and Bowen Island Municipality. This is a modest amount and would not enable all entities to host in-person special LTC/IM meetings/engagement events or enable in-person Trust Area Services staff participation at all events.
- Trust-wide Survey - \$20,000 - \$18,000 for survey design and analysis by contractor, with \$2,000 for printing, distribution and return mail costs for print copies of the survey.

Resource requirements –

- All elements of Option 1, and
- Trust-wide Survey – staff time to procure contractor for survey and to monitor the contract

Other implications - None.

Option 3: Option 2 with Virtual Community workshop: \$65,000 (Option 2 plus \$10,000 for virtual community workshop to receive input).

Description – This option would include all elements of Options 2 and a virtual community workshop that includes attendance by Islands Trust subject matter experts (possibly held over multiple days).

Benefits – All benefits of Option 2 plus constituents are offered an event that provides access to subject matter experts; participants in the virtual community workshop can hear the perspectives of people throughout the region, Trust Council receives collated workshop engagement results in a consistent manner.

Risks – All risks of Option 2 plus potential lack of contractor availability for virtual community workshop design, facilitation and note-taking.

Financial implications – \$65,000 requested would go to:

- All elements of Option 1, i.e.
 - Communications - \$10,000 - further communications materials to support project implementation and specifically promotion of engagement during the six-month referral process
 - Legal - \$5,000 - to support the legal aspects of the project as needed
 - Public engagement - \$20,000 – to support local public engagement selected by local trust committees and Bowen Island Municipality. This is a modest amount and would not enable all entities to host in-person special LTC/IM meetings/engagement events or enable in-person Trust Area Services staff participation at all events.
- Trust-wide Survey - \$20,000 - \$18,000 for survey design and analysis by contractor, with \$2,000 for printing, distribution and return mail costs for print copies of the survey.
- Virtual Community Workshop - \$10,000 – designed and delivered by contractor, with Islands Trust staff attending as subject matter experts

Resource requirements –

- All elements of Option 2, and
- Virtual Community Workshop – staff time to procure contractor for workshop, advise on content, and to monitor the contract; also a few hours from internal subject matters experts to participate in virtual community workshop.

Other implications- None.

Option 4: Communication and legal elements of Option 1 with no public engagement: \$15,000

Benefits – Cost and staff time savings; accelerated project delivery leading to some reduced risks to the project (e.g. staff turnover, emerging issue that competes for project resources)

Risks – Trust Council and local trustees would receive unstructured feedback and may receive negative comments about the lack of a fourth phase of public engagement for the project.

Financial implications – \$15,000 requested would go to:

- Communication and legal elements of Option 1 but with no public engagement.
 - Communications - \$10,000 - further communications materials to support project implementation and specifically promotion of engagement during the six-month referral process
 - Legal - \$5,000 - to support the legal aspects of the project as needed

Resource requirements – Staff hours saved by not undertaking public engagement depend on the options that would have been selected by local trust committees/Bowen Island Municipal Council, and the extent of unstructured public feedback received.

Other implications- Would require dedicated communications effort to advise the public of key messages such as the following:

- The draft being developed by Trust Council is informed by the results of previous phases of Trust Area wide public engagement, engagement with First Nations and referral agency comments.
- Trustees always want to hear the views of constituents to inform their decisions and votes
- Members of the public can write and present to Trust bodies/Bowen Island Municipality to share their views

Option 5: Not proceed at this time or postpone until a future fiscal year: \$0

Benefits – Staff and financial resources available for other work.

Risks –The risks of not proceeding include the following:

Risk: continuing to operate under the guidance of a 30-year old document that does not reflect Trust Council's commitments to improve language and guidance relating to reconciliation, climate change and affordable housing may result in decisions that are not consistent with current values or current/predicted environmental conditions.

Risk: the public engagement results may be viewed as dated and no longer relevant.

Risk: staff turnover during a pause in the project could result in a loss of corporate memory leading to inefficiencies and loss of knowledge.

Risk: The Province of BC may amend the Islands Trust Act to require the Islands Trust Council to amend or considering amending the Policy Statement at regular intervals. The Local Government Act requires regional districts to, every five years, seek input on the need for review of the regional growth strategies from its citizens; affected local governments; First Nations; boards of education, greater boards and improvement

district boards; and the Provincial and federal governments and their agencies; and consider whether the regional growth strategy must be reviewed for possible amendment.

Financial implications – Funds available for other initiatives.

Resource requirements – Staff time to communicate cancellation or delay of the project.

Other implications- None.

Optional add-on to Options 1-4: Backfill Senior Policy Advisor position temporary part-time (for FY 24/25 three days/week): \$71,600

Benefits – Resources available for regular Senior Policy Advisor duties; reduced pressure on other staff to take on this positions' work. (e.g. Trust Council/local trust committee advocacy/coordination, policy research/development, legislative monitoring, indicator reporting, agreement monitoring/development, organization of special Trust Council sessions, grants in aid administration, research into science topics for accuracy purposes, delegation thank you letters, etc.)

Risks – Delay in recruitment. This is mitigated by having an up to-date job profile that is already through classification process.

Financial implications – \$71,600 requested (would be in addition to costs of Options 1-6)

Resource requirements – Staff time to hire and supervise.

Other implications- None.

SUMMARY TABLE OF OPTIONS					
Activities	Opt 1	Opt2	Opt3	Opt4	Opt5
Communications (\$10k)	X	X	X	X	
Legal (\$5k)	X	X	X	X	
Local LTC/BIM led public engagement (\$20k)	X	X	X		
Trust-wide virtual/print survey (\$20k)		X	X		
Trust-wide Virtual Community Workshop (\$10k)			X		
TOTAL COST	\$35k	\$55k	\$65k	\$15k	\$0
TOTAL COST with Optional Add-on for staffing backfill (\$71.6k)	\$106.6k	\$126.6k	\$136.6k	\$86.6k	N/A

CRITICAL SUCCESS FACTORS:

- Full staffing levels within Trust Area Services; administrative support available to manage correspondence as needed
- Adequate internal and external communications to build a shared understanding by members of Trust Council, First Nations, referral agencies, and the public, on the revised draft Policy Statement and the project purpose, scope, and timeline.
- Available staff and contractors
- Trust Council leadership.

RECOMMENDED OPTION:

Option 1 is recommended by Executive Committee as consistent with Trust Council's adopted project charter.

COST/BENEFIT ANALYSIS:Quantitative Analysis:

Comparative regional growth strategy/official community plan update processes in BC local governments have notably higher budgets and cover smaller geographic areas.

Qualitative Analysis:

Amending the Islands Trust Policy Statement will enable Trust Council to more effectively carry out its mandate to preserve and protect the unique amenities and environment of the Trust Area. It will also help to fulfill Trust Council's commitments to address reconciliation, climate change, and housing.

PURCHASING PROCEDURE:

All expenditures will be in accordance with Procurement Policy 6.5.3.

PROPOSED IMPLEMENTATION STRATEGY:

As outlined above and as per the Policy Statement Amendment Project Charter and Communications Plan.

STAFF RESOURCING

In FY 2024-25, the project is estimated to require the following staff time:

- 0.25 FTE - TAS Director
- 1.0 FTE - Senior Policy Advisor
- 0.5 FTE - Program Coordinator
- 0.15 FTE - Senior Indigenous Relations Advisor
- 0.15 FTE – Communications Specialist
- 0.1 FTE - Legislative Services Clerk (or other clerks as available)
- Will also require support from staff across the organization.

Without additional staff resources, Trust Area Service's (TAS) regular workload will need to be reduced. During critical periods, a certain amount of overtime is expected to fulfil project needs.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Change management will be undertaken via proposed updated to the approved project charter.

Communications are guided by a communications plan.

This project will be managed by the Executive Committee with involvement by Trust Programs Committee as appropriate. Staff anticipate that Trust Programs Committee will be deeply involved in developing recommendations for amendment.

First Nations are providing comment on the staff draft in Fall 2024 and will receive the document for comment after First Reading. Staff have, through work with First Nations to date, heard an interest for the Policy Statement amendment process, including timelines, to be co-designed with participating First Nations, and that this multi-year project is not currently being delivered in a manner that reflects this. Staff have advised that if there is a desire for fundamental change the model of project delivery there is a need for it to be discussed between Islands Trust and First Nations' leadership.

Requested by: Executive Committee

Prepared by: Clare Frater, Director, Trust Area Services

Reviewed by: Russ Hotsenpiller, CAO

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** December 20, 2023
From: Trust Area Services **Date Prepared:** December 12, 2023
SUBJECT: Webinar on the Role of the Islands Trust

RECOMMENDATION: That Executive Committee request staff to develop a project charter for a webinar in 2024 on the role of Islands Trust.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Census data showed that there have been many new residents to the Trust Area in recent years so there are likely many people that would benefit from an Islands Trust 101 type presentation with an opportunity to submit questions.

- 1 **PURPOSE:** To provide Trust Program Committee's request to Executive Committee to consider a webinar or other communication strategy on the role of the Islands Trust.
- 2 **BACKGROUND:** At its November 6, 2023 meeting, during discussions about the Stewardship Education Survey results, Trust Programs Committee passed the following resolution:

That Trust Programs Committee request Executive Committee consider the topic of the role of Islands Trust (who, what, where and why) as a webinar or other communication strategy to present for the Islands Trust 50th anniversary.

The current Islands Trust 50th Anniversary activities being planned (as outlined in a December 2023 Trust Council briefing) include:

- creation of a commemorative logo
- year-long activities such as incorporating the logo into email signatures, website and social media platforms and other Islands Trust products (documents, reports etc.)
- the annual report to include a bigger feature for each local trust area
- June 5th activities that include media release and social media posts
- June Trust Council to include invitation to Premier and Minister to attend an event, a celebratory lunch, and professional photos taken for social media and annual report

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Generally, a webinar/workshop can require two to four days of Program Coordinator time and one to two days of the Communications Specialist time, but this varies depending on the topic, number of speakers, and whether follow-up is required (e.g. participant evaluation, published Q and A document, additional educational materials developed and posted to website). A 2022 webinar about the draft 2022/23 budget included slides included an overview of the Islands Trust similar to what is being proposed by Trust Programs Committee, so many of the slides already exist. This activity would fit within the workload of the Communications

Specialist for 2024. If there is a desire for political representation at the question and answer session, then time would needed from Executive Committee members to prepare and attend.

FINANCIAL: Trust Area wide promotion of the webinar would cost up to \$2,000 to be taken from the TAS communications budget. There may an honoraria should an Indigenous elder be invited to open the meeting.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff will develop a project charter that includes promotion of the event. The question and answer format portion of the webinar would be moderated with questions submitted in advance to ensure a respectful work environment and to prevent duplicate questions. Consideration could be made to including this webinar as an annual event as part of a communications strategy.

FIRST NATIONS: By helping the public understand the role of the Islands Trust, including how it cooperates with First Nations, the Islands Trust can further its ability to achieve the object of the Trust.

OTHER: N/A

4 **RELEVANT POLICY(S):** [Communications Policy](#) 6.10.2

5 **ATTACHMENT(S):** N/A

RESPONSE OPTIONS

Recommendation: That Executive Committee request staff to develop a project charter for a webinar in 2024 on the role of Islands Trust.

Alternative: No action

Prepared By: Mary Storzer, Acting/Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director Trust Area Services/December 13, 2023

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** December 20, 2023
From: Trust Area Services **Date Prepared:** December 4, 2023
SUBJECT: AVICC/UBCM RESOLUTION SELECTION (Annual Item)

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2024 convention for Executive Committee's consideration in January 2024.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

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

- 1 **PURPOSE:** To seek direction about drafting resolution(s) and backgrounder(s) for the 2024 Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) conventions.
- 2 **BACKGROUND:** On November 27 2023, staff sent out an email to staff and trustees with a call for resolutions for the annual AVICC/UBCM Conference (see Attachment 1).

It is possible for Islands Trust to submit more than one resolution. Staff do not recommend proposing more than two resolutions in any one year due to the resulting workload and the difficulty in advocating for more than two topics at one convention.

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

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

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

Executive Committee members should also consider that UBCM guidelines suggest that issues identified in resolutions should be relevant to other local government across the province. **The following topics were suggested for Islands Trust 2024 resolutions:**

Source	Topic	Rationale	Senior Staff Assessment
Narissa Chadwick, Island Planner	Request the Province allow improvement districts to be eligible for infrastructure funding	In support of housing affordability on the Islands, and to action Action 27 of the Islands Trust Housing Strategic Action Plan	This request is in line with Islands Trust's mandate and supports its Housing Strategic Action Plan. In 2020, the Province responded to a UBCM resolution on this topic indicating no support for funding.
	Request the Province to support alternatives to plumbed sewage disposal systems.	In support of housing affordability on the Islands, and to action Action 25 of the Islands Trust Housing Strategic Action Plan	This request is in line with Islands Trust's mandate and supports its Housing Strategic Action Plan.
	Request the Province to update the building code to support the habitation of "tiny homes"	In support of housing affordability on the Islands, and to action Action 26 of the Islands Trust Housing Strategic Action Plan	This request is in line with Islands Trust's mandate and supports its Housing Strategic Action Plan. UBCM endorsed a resolution on this topic in 2022 and the Province has not yet responded.

3 IMPLICATIONS OF RECOMMENDATION

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

FINANCIAL: Legal fees, if required.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: If the Executive Committee selects a topic, staff will aim to provide a draft resolution(s) and backgrounder(s) on the January 10, 2024 Executive Committee agenda. The resolution(s) must be submitted to AVICC by February 7, 2024.

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

OTHER: None.

4 RELEVANT POLICY(S):

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

5 ATTACHMENT(S):

- 1) Text of e-mail sent to staff and trustees inviting submission of ideas
- 2) AVICC Resolutions Notice - Request for Submissions

RESPONSE OPTIONS

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2024 convention for Executive Committee's consideration in January 2024.

Alternative:

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

Prepared By: Mary Storzer, Acting Senior Policy Advisor, Trust Area Services

Reviewed By/Date: Clare Frater, Director, Trust Area Services, December 14, 2023
Russ Hotsenpiller, Chief Administrative Officer, December 14, 2023

Attachment 1: Text of email Invitation to submit ideas for AVICC/UBCM resolutions sent to all Islands Trust Trustees and Staff on November 27, 2023

Hello trustees and staff,

Each year, local governments and Islands Trust have an opportunity to suggest resolutions to the Association of Vancouver Island and Coastal Communities (AVICC) for consideration at the annual convention which is held in April. If the AVICC membership endorses the resolutions, the Union of British Columbia Municipalities (UBCM) membership debates them at its September convention. UBCM then sends their endorsed resolutions to the relevant provincial ministries for a response.

At their meeting last week, the Executive Committee requested that staff e-mail trustees and staff to request suggestions for topic(s) for the Islands Trust resolution(s) for the 2023 AVICC/UBCM conventions. This process is guided by [Trust Council's UBCM/AVICC Membership and Resolutions Policy](#).

If you have a resolution idea to suggest, please send it to me by **December 11, 2023**. The Executive Committee will consider suggested resolutions ideas on December 20, 2023. Staff will then work with the person who nominated the selected resolution(s) to develop the resolution wording and backgrounder for approval by the Executive Committee in January 2024. If approved, it will then be submitted to AVICC staff.

In past years the Islands Trust has suggested the following resolutions:

- Request that the Province, co-develop with First Nations, new financial mechanisms and legislation for protection of biodiversity, ecosystem health and species at risk (2023)
- Request that the Province fund and support the development and integration of climate risk and vulnerability assessments into Official Community Plan review processes (2022)
- Request that the Province provide funding and support to local governments and Islands Trust to facilitate affordable housing projects in rural areas in British Columbia (2022)
- Request that the Province in partnership with Indigenous leadership, develop and communicate in a timely way the process and timelines through which they will develop new legislation to protect and restore biological diversity and ecosystem health, in a manner consistent with the United Nations Declaration on the Rights of Indigenous Peoples, and with the involvement of local governments, civil society groups, Indigenous Knowledge Holders, scientists, and members of the public. (2022)
- Request that the Province change legislation so that temporary use permit and public hearing notifications can be provided electronically (2021)
- Request that the Province work with First Nations, and federal, provincial, and local government stakeholders, to develop a coordinated strategy to study and address the environmental and social impacts associated with liveaboards on the British Columbia coastline (2020)
- Request that the Province improve the enforceability of development permit area requirements by enabling local government to enforce violations by way of prosecution, ticket or bylaw notice (2019)
- Request that the Province prioritize the approval of key marine cumulative effects values for long-term monitoring and assessment in coastal regions (2019);
- Request that Fisheries and Oceans Canada review potential cumulative impacts of increased geoduck aquaculture (2018)
- Request that the Province prevent rigid foam pollution in the marine environment (2017)
- Request that Transport Canada assess the cumulative risks and impacts associated with projected vessel traffic increases in the Salish Sea and develop an innovative 20-year mitigation plan. (2016)

- Request that the Province provide core, multi-year funding to the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership to assist its members to implement the conservation strategy with the Province, First Nations, local governments, the federal government, stakeholders, and the general public. (2015)
- Request that the Province and federal government increase efforts to work together to create a permanent solution to the issue of abandoned and derelict vessels that includes sustainable funding sources. (2013)
- Request that the Province secure on-going revenue from industry for a sustained increase in provincial spill prevention, preparedness, mitigation and response resources and for a permanent BC spill response fund. (2012)
- Request that the Province and federal government support the establishment of a large, ecologically zoned National Marine Conservation Area Reserve in the southern Strait of Georgia from the proposed southern end of Haro Strait, up to and including, Gabriola Passage, and urge immediate action while respecting First Nations interests in the area. (2010)

Thank you for sharing any ideas you may have,

Mary



2024 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2024 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from April 12-14, 2024.

Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 7, 2024**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and must have been endorsed by the Board or Council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate background** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate background; do not combine backgrounds into a single document. The background may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must have only **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions must be received by AVICC by noon on **Wednesday, April 10th, 2024**.
- b. Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- d. Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- e. The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM (see below) are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to June 15th, 2024. Detailed instructions are available on the UBCM website.

RESOLUTIONS PROCESS

- 1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
- 2. For some resolutions, which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the *whereas* clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action being*** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the *Act* or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>>* :

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

BRIEFING

To:	Executive Committee	For the Meeting of:	December 20, 2023
From:	Trust Area Services	Date Prepared:	December 14, 2023
SUBJECT:	Islands Trust Communications Strategy		

PURPOSE: To seek comment from Executive Committee on a draft Islands Trust Communications Strategy.

BACKGROUND:

For many years, staff have been laying the groundwork towards a strategic approach to communications and are pleased to provide a draft Communications Strategy to Executive Committee for discussion and feedback. The final strategy will be presented for approval at a later date.

The [Executive Committee Terms of Reference](#) set out the following relevant duties:

6.2 To coordinate an effective public relations program through the development of targeted public communication efforts.

6.3 To maximize effective internal communications by facilitating opportunities for trustees, local trust committees, Council Committees, Trust Council and staff consultation and information exchange and provision of services and resources.

The Islands Trust communications program is guided by the [Trust Council Communications Policy](#) (6.10. ii). The implementation of communications work is guided by the following resolution:

EC-2016-59 (April 27, 2016)

That the Executive Committee delegates the planning, management and implementation of the public relations program to the CAO; and that the Executive Committee continues to approve broad communications principles and strategic goals.

The intent of a communications strategy for Islands Trust is to foster engagement with island communities and improve public trust in the organization through awareness and education. This strategy is specific to communications and has been drafted with the expectation that a companion Islands Trust engagement strategy and toolkit will be developed at a later date to support engagement on projects. This document has been created as an overarching strategy, with project-specific communications work plans to be companion documents. Staff will be developing a work plan to implement the strategy as part of a Trust Area Services department work plan.

This strategy is specific to Islands Trust Council, Executive Committee and local trust committees. Islands Trust Conservancy and Bowen Island Municipality have their own communication strategies and plans. Efforts will be coordinated when possible and practical.

ATTACHMENT(S):

1. Draft Islands Trust Communications Strategy
2. Islands Trust Identity Guide

FOLLOW-UP: as directed

Prepared By: Morgana van Niekerk, Communications Specialist

Reviewed By/Date: Clare Frater, Director of Trust Area Services, December 14, 2023
Russ Hotsenpiller, CAO, December 14, 2023

DRAFT Islands Trust Communications Strategy 2023/24

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1. Context

A formal communications strategy has not been adopted by Islands Trust in many years. An updated communications strategy is a priority within the organization and is necessary to foster engagement with island communities and improve public trust in the organization through awareness and education.

Through effective planning and resource allocation, content about the Islands Trust’s mandate and commitment to Reconciliation, its programs, governance, and services can be widely shared at reasonable cost, encouraging public support and individual efforts to preserve and protect the 450 islands and surrounding islands in the Salish Sea.

This strategy is specific to Islands Trust Council, Executive Committee and local trust committees. Islands Trust Conservancy and Bowen Island Municipality have their own communication strategies and plans. Efforts will be coordinated when possible and practical.

This strategy is specific to communications and has been drafted with the expectation that a companion Islands Trust engagement strategy will be developed at a later date to support engagement on projects. This document has been created as an overarching strategy, with project-specific communications work plans to be companion documents.

2. Goals

1. **Recognize community interests** and respond with information that connects citizens, elected officials and staff:
 - 1.1. Create efficiencies for identifying public issues and listening and responding to the public by:
 - Identifying current and emerging resources for collecting citizen feedback, including social media trends, engagement platforms, surveys and website forms
 - Ensuring the timely sharing of updates to elected officials, staff and citizens
 - 1.2. Be prepared by ensuring staff members understand their roles in the issues management process by:

- Updating procedures outlining best practices and desired outcomes
 - Determining the spokesperson on particular issues and topics, and make this information available to elected officials and staff
 - Prepare speaking notes as soon as information becomes available, regardless of if an issue is present at this point in time or not
- 1.3. Follow issues to identify and hear citizen concerns and prepare public information to address questions by:
- Identifying spokespeople
 - Preparing speaking notes
 - Preparing topical question and answers and adding to the Fact Check page
- 1.4. Increase elected officials use of social media by:
- Providing guidelines and best practices for elected officials and staff
 - Providing learning or training opportunities
 - Encouraging the opportunities for trustees to act as Islands Trust ambassadors
- 1.5. Introduce new opportunities for public feedback and questions through surveys and website forms by:
- Ensuring relevant and interesting surveys and/or forms are available for the public to share their opinions. These must be short and easy to complete
2. **Raise awareness** of Islands Trust work and its preserve and protect mandate through the development and publication of high quality digital and printed content. Also, raise awareness of department responsibilities and activities to the public, elected officials, and staff by:
- 2.1. Creating issue focused fact sheets and updates and distribute these to elected officials and staff
 - 2.2. Showcasing individual or team contributions from different departments social media, explaining what the staff are doing and how Islands Trust provides value to the community
 - 2.3. Continuing to communicate important Council and corporate decisions to staff
 - 2.4. Creating annual department communication work plans by working with directors and managers to identify routine annual communication priorities and activities for the coming year, as well as Strategic Plan and corporate projects
 - 2.5. Determining budget and resource requirements for implementing this strategy and department annual department communication work plans
 - 2.6. Ensuring regular communication takes place across the organization to the public, staff, elected officials, and the media
 - 2.7. Updating procedure documents that contain best practices for communication processes
 - 2.8. Maintaining efficient and cooperative relationships with members of the media
 - 2.9. Providing training opportunities for staff that prepare communication documents
 - 2.10. Updating procedures and templates for common communication products, including graphic and layout products
 - 2.11. Developing an Islands Trust 101 presentation that can be customized for local trust areas
 - 2.12. Using all events as a communications tool to showcase the work Islands Trust does, its projects, its current engagement opportunities, or its achievements. Local trust committee meetings help people learn about projects, webinars educate people about IT programs that could be relevant to their lives, stand-alone events are opportunities to communicate to the public on all of the above. Islands Trust printed materials should be available at all in-person events or meetings, and there needs to be an Islands Trust

slideshow/video that showcases Islands Trust projects or achievements, during meeting breaks on Zoom meetings

3. **Improve engagement** with community by:

- 3.1. Creating an organizational engagement strategy and toolkit with checklists and templates to ensure the application of guiding principles, a consistent engagement planning process, and metrics for engagement evaluation
- 3.2. Creating an engagement plan per project, and providing communication support for this plan
- 3.3. Identifying engagement staff for each engagement and activity and create a communications plan to support the engagement activities. This is especially helpful when there is a staff person available that has connections to the local trust area, or is a resident
- 3.4. Partnering with other organizations to improve access to engagement tools (e.g. Comox Valley Regional District <https://engagemoxvalley.ca/>) and promote these tools to the public, elected officials, and staff
- 3.5. Promoting popular information on website to make it easier to find and understand
- 3.6. Improving the live-streaming of local trust committee and committee meetings to include well-designed screens to be used during recesses, closed meetings, technical issues and other times when a placeholder image might be used
- 3.7. Explaining what Islands Trust is doing by describing how individual projects and initiatives support the Strategic Plan and the Object

4. **Build trust** with the public, by:

- 4.1. Simplifying language and take advantage of opportunities for informal dialogue
 - 4.2. Promoting Islands Trusts social media accounts and work to attract more followers, from a diverse group of islands residents
 - 4.3. Promoting trustees as Islands Trust ambassadors, real people from the communities who are reliable sources of information
 - 4.4. Provide staff with corporate clothing to wear in the field or when working with the public
 - 4.5. Continuing to upgrade the website to ensure consistency of search results, simplifying where simplification is possible and providing the information the public use most often on main pages
- Ensuring communications are in line with the *Islands Trust Identity Guide* so colours and fonts are recognizable consistent and language is appropriate.

3. Principles

When creating communications plans or content it is important to keep several principles in mind. This will create a unified tone and style, which will be recognisable as the overall tone of Islands Trust.

Communications needs to be:

- **Accessible** – Communicating in a clear, meaningful, and relevant manner to the intended audiences with simple plain language whenever possible
- Focused on **Reconciliation** – Applying Indigenous style principles from the *Islands Trust Identity Guide*
- **Accurate** – Providing accurate information, limited use of adjectives

- **Creative** – Creating captivating and memorable content, including celebrating positive stories
- **Consistent** – Communicating in a well-written and designed way that is aligned with the *Islands Trust Identity Guide*
- **Measured** – Communication is effective and efficient, and can be based on metrics, goals and best practices
- **Timely** – Ensuring information is relevant and useful

4. Target Audiences

- **Primary:** Community members and organizations in the Trust Area
- **Secondary:** Provincial, municipal and local government bodies; First Nations governments in the Trust Area; media
- **Tertiary:** Islands Trust staff

5. Tools and Tactics

The primary tools to achieve Islands Trust’s communications goals and priority programs and services are:

- Publications (digital and print)
- Website
- E-subscriber messages and e-newsletters
- Flyers and mailing packages
- Sandwich boards
- Printed posters/signs
- Paid advertising in newspapers and online media
- Media releases and earned media
- Direct emails and phone calls with community members, media and other interested and affected parties
- Events - online and in person
- Social media - paid for and organic

All communications will rely on the website as a base. Social media will be used to showcase content available on the website, mailed to new residents, new reports, and new tools. While different projects or themes will use additional communication tactics to suit different audiences and comply with procedures and regulations, social media will, as much as possible, represent a broad spectrum of what is happening at Islands Trust. Implementing this process will take several months to set up but will be ongoing; providing open and easily accessible content based on Islands Trust work. Social media posting will allow more people to understand:

- The value of Islands Trust
- The services it provides and does not provide
- The projects underway

- Initiatives from other organizations that are interesting and relevant
- The information available on the website.

Social media posts will link back to the website, ensuring that Islands Trust's social media is a gateway to the wealth of information available within the organization, building public confidence in Islands Trust.

Specific projects, events, or programs that are not run by Islands Trust but may further the mandate of Islands Trust will also be featured. For example, an event organized by another organization focusing on rainwater harvesting is of interest to the Islands Trust's audiences. It will, therefore, be on Islands Trust social media where timing allows. Content from outside organizations will be posted on the Islands Trust accounts with Islands Trust captions and, if possible, graphics, with limited sharing of outside posts. This approach is used to promote a broader reach.

6. Evaluation

Communications efforts need to be measured and evaluated continuously to gauge effectiveness, engagement and sentiment. Without pre-existing data on which to base this strategy, the strategy will be adjusted as engagement data becomes available.

Relevancy and engagement of communications content can be analysed through:

- **Hootsuite and Meta** platforms are excellent sources of engagement data on social media platforms. Trends and preferences will be simple to identify through analytics as well as through commentary in Facebook groups or post comments
- **Monster Insights** monitors and analyses webpage visitors and link clicks, allowing for focused improvements to the website
- **Trustees and the public** will be able to provide more community-based feedback on how other communications efforts are being received
- **Meeting attendance**
- **Monitoring online feedback** through the website



Islands Trust



Islands Trust
**Identity
Guide**
Consultant Edition

Acknowledgement

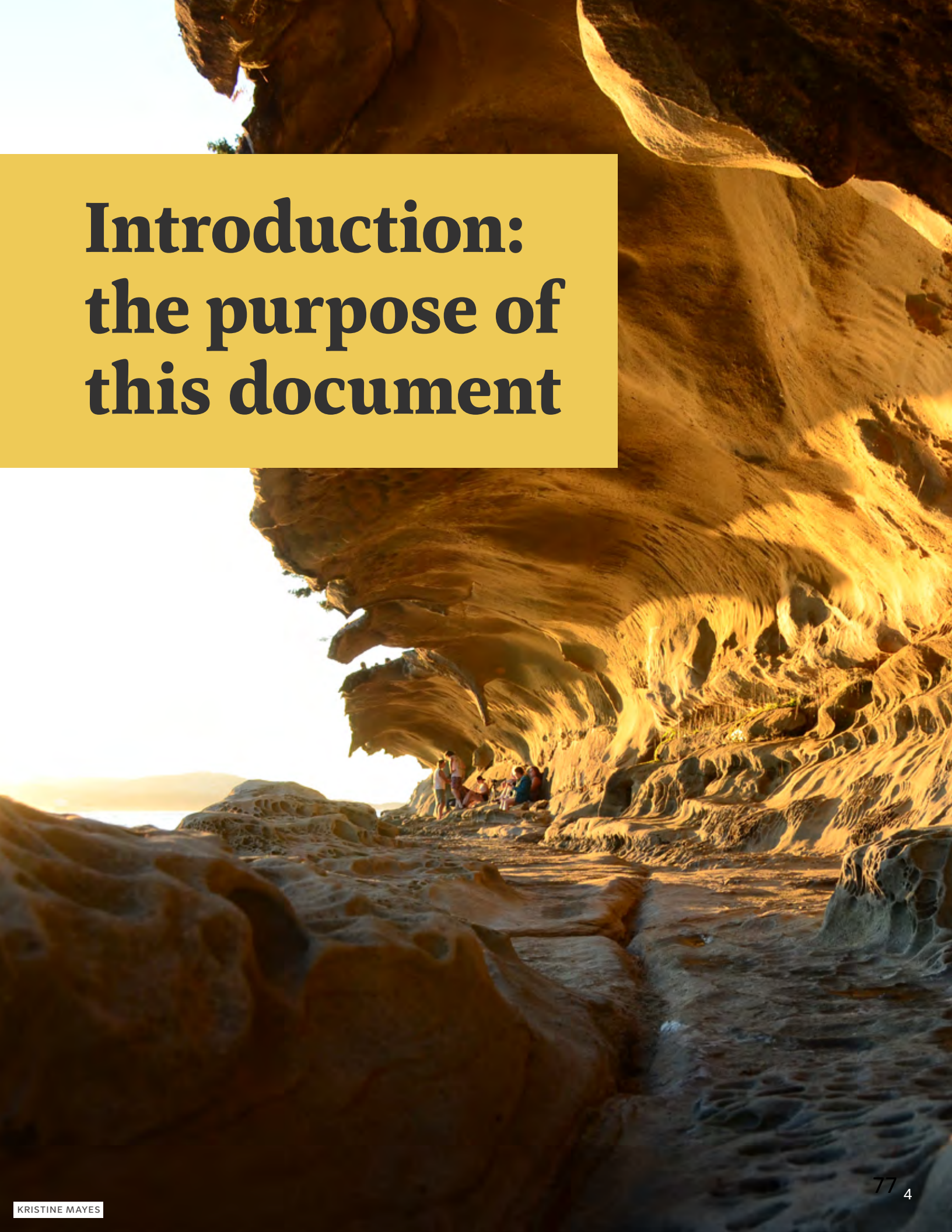
Islands Trust respectfully acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial. We are committed to Reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

The Islands Trust Area is located within the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEŁ, Qualicum, scəwəθən, səlilwətał, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', STÁUTW, Stz'uminus, łaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁEŁP, WSIKEM, Xeláltxw, Xwémalhkwu, Xwsepsum, and xʷməθkʷəy̓əm First Nations.

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Islands Trust gratefully acknowledges and thanks the Comox Valley Regional District for allowing us to model the Islands Trust Identity Guide on the Comox Valley Regional District Corporate Identity publication.

A photograph of a coastal rock formation, likely a sea cave or overhang, with a yellow text box overlaid on the left side. The rock is a warm, golden-brown color, and the scene is lit with warm, golden light, suggesting sunset or sunrise. The rock formation has a layered, eroded appearance. In the background, a group of people is visible sitting on the rocks near the water's edge. The water is dark and calm, reflecting the light from the sky. The overall mood is serene and natural.

Introduction: the purpose of this document

Why is organizational identity important?

Islands Trust is a special-purpose government with many audiences. Islands Trust messaging needs to reach its destination, and enable understanding and engagement when it does.

Communicating value and building trust

Plain, active language is essential, whether it's for audiences inside or outside of Islands Trust. It makes valuable information accessible to non-experts. It is about meeting the needs of our readers — so they can find information, understand it, and use it.

Making thoughtful choices with language can create positive ripple effects. When choosing language that respects colleagues, landholders, and collaborators, it also respects the values of Islands Trust. It is worth the time to research language choices and get this right. Clarity and accessibility support transparency.

What this guide will do for you

This guide aims to describe the most frequently used language and visual cues for the Islands Trust identity.

Islands Trust aims to build government-to-government relationships with First Nations, as informed by the legislation passed by the government of British Columbia in 2019 — [*Declaration on the Rights of Indigenous Peoples Act*](#) adopts and implements the [United Nations Declaration on the Rights of Indigenous Peoples](#). Islands Trust is committed to furthering Reconciliation work, as guided by the [Truth and Reconciliation Commission of Canada's Calls to Action](#) and the [Missing and Murdered Indigenous Women and Girls \(MMIWG\) Calls for Justice](#). These principles outline clear communications and language requirements for all Islands Trust staff and contractors.

The [Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples](#) outlines principles for respectful engagement. External and internal communications may need review to ensure that they align with these principles. Familiarizing yourself with this guide before you begin the drafting process will save you time, as it will increase cohesiveness of first draft materials with Islands Trust's identity and core values.

Islands Trust image: how we look



Islands Trust visual identity basic elements

Logo

The Islands Trust visual identity consists of two elements — icon and wordmark — that are always shown together (except on social media imagery). Contractors will receive instructions on how to access these files on request.



Logo font

ITC Flora Medium

Logo colour

PMS 562 (green) and black

C76 Mo Y47 K30

(The lighter shades are achieved by using tints of the PANTONE or CMYK swatch.)

These elements must never be altered or re-drawn in any way. Be sure to use the logo file that is appropriate for the purpose.

Tagline

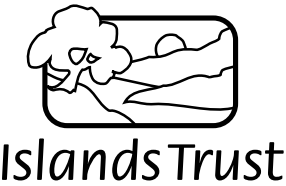
A third element that is often shown in the vicinity of the two elements above (e.g., in the footer of a document, where the elements above are in the header) is the tagline. The tagline explains who Islands Trust is and the valuable work undertaken by Islands Trust.

The tagline is used in templates and email signatures, as well as in presentations, consultations, and collaborations.

Please use this tagline as shown here, without altering any words or grammar, and request formatted image files from the Communications Specialist. The tagline should only be shown as seen below, in Brix Sans bold italic in 'warm black', except in graphic design, as determined by the designer or Communications Specialist.

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

Other logo formats



Greyscale

When the logo appears in its greyscale version, it must appear in the same screened percentages as provided.



Black only

Use this version when greyscale is not available (for example, on tax assessment notices).



Reversed out

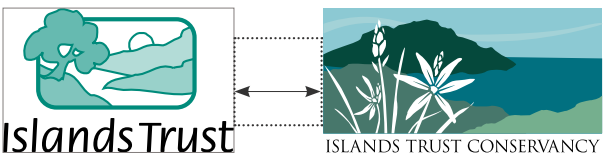
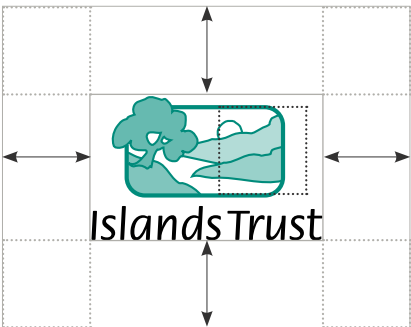
Use this on a black background or on a dark image.



Clear space requirements

An appropriate amount of white space or 'buffer zone' must be kept to separate the logo from the other elements (such as photos, text, or other logos). The logo should be reproduced with a minimum clear space on all sides equivalent to the height of the rectangle in the icon, proportional to its displayed dimensions.

EXAMPLE



Minimum size



The logo should not be used smaller than 0.875 in (2.22 cm) wide.

Incorrect use

- Do not change the relationship between the elements, or the position of the elements
- Do not distort the proportions of the logo
- Do not change the font or colours
- Do not use a low-resolution logo. It will not appear crisp and clear

Logo and tagline files

Logo files we be provided to contractors on request.

- **For printing:** EPS is a vector format that can be enlarged or reduced to any size without loss of quality. Use it as the source file for producing custom sizes of other file types. Contact the Communications Specialist if you need assistance with EPS files
- **Mixed use:** JPG should mainly be used for digital purposes; however, for inclusion in Word files intended for printing, use the 300 dpi (high-resolution) version
- **For digital use only:** PNG is similar to JPG but can be outputted as transparent, making it very flexible for digital use. It can create a smaller file size than JPG without quality loss

Typefaces

A consistent typography set is another crucial element of the Islands Trust’s visual identity. The following typefaces should be used as directed. Regularly using these typefaces across Islands Trust, print communications builds and maintains brand strength. Communication should never be in all caps, and where possible, please limit font colours to the brand colours in our section on [colour](#) (below), with the addition of white.

For print publications

Brix Sans and Carrara will be used, with the exception of fonts used for Indigenous languages, which require the use of [BC Sans typeface](#). Under the terms of the current font license, designers on contract are permitted to install and use these fonts for Islands Trust projects.

Brix Sans

This guide is set in Brix Sans Regular with top level headings in Carrara Black.

Light	Medium	Black
<i>Light Italic</i>	<i>Medium Italic</i>	<i>Black Italic</i>
Regular	Bold	
<i>Regular Italic</i>	<i>Bold Italic</i>	

Carrara

Use Carrara as an optional paragraph font for more formal uses, such as reports. Use the black weight as headings, including with Brix.

Regular	Bold	Black
<i>Italic</i>	<i>Bold Italic</i>	<i>Black Italic</i>

- When Brix is not available, use [PT Sans](#), which has the closest geometric similarity among free fonts. Available via Google Fonts
- When Carrara is not available, substitute [Rasa](#) Bold for headlines and [Lusitana](#) for paragraphs, both free via Google Fonts. Note: Lusitana does not have italic
- If Brix, PT Sans, Rasa, and Lusitana fonts are unavailable, use Calibri
- Minimum paragraph font size for print: 11.5 pt
- Recommended line spacing of about 1.3 – 1.4x the font size for paragraphs and lists. For example:
 - › Carrara: 1.39 (e.g., 11.5 pt font with 16 pt line spacing)

- › Brix: 1.3–1.35 (e.g., 11.5 pt font with 15 pt line spacing)
- › Line spacing that is too tight is difficult to read

For PowerPoint presentations

Brix Sans will be used for all PowerPoint presentations, with the exception of fonts used for Indigenous languages, which require the use of BC Sans typeface.

For staff reports

Calibri Body – to be used for staff reports such as briefings, reports, Request for Decision (RDF), minutes, and agendas, ideally with a font size of 11pt.

Calibri Regular

Calibri Bold

For the web and social media

This Islands Trust Identity Guide includes visual and language cues that can be helpful to all communication channels and formats; however, its focus is formal print communications.

In general, advice about word choice and language in the sections on [internal standards](#) and [writing about Reconciliation](#) should be applied to all communications.

For email

Calibri Body – to be used for body copy in emails, ideally with a font size of 11pt.

Calibri Regular

Calibri Bold

More information about email signatures can be found on [page 22](#).

For the website

More information about the website style guides is available here is available in the website manual, provided to contractors on request.

Colours

A combination of specific colours brings the brand to life. It is important that colour guidelines are followed and that anyone with questions about it reach out to the Communications Specialist or Director of Trust Area Services for support. Do not use tints (faded colour) of 'ocean,' 'lake,' or 'arbutus.'

ANY USE ESP. TEXT		BEST FOR HEADINGS AND GRAPHICS		
				
warm black	ocean	lake	spring	teal
RGB 50 51 50	RGB 27 92 126	RGB 0 130 171	RGB 26 169 97	RGB 45 164 152
CMYK 69 64 62 59	CMYK 92 60 32 12	CMYK 86 39 20 0	CMYK 80 6 84 0	CMYK 76 14 47 0
HEX #333232	HEX #1b5c7e	HEX #0082ab	HEX #1aa961	HEX #2ba497
PANTONE Neutral Black C @ 91% tint	PANTONE 7700 C	PANTONE 7704 C	PANTONE 7481 C	PANTONE 128-5 C
BEST FOR BACKGROUNDS AND GRAPHICS		DIGITAL USE ONLY		
				
sky	summer grass	arbutus	cream	dark green
RGB 150 209 210	RGB 239 202 86	RGB 225 88 38	RGB 247 245 242	RGB 27 120 110
CMYK 40 2 18 0	CMYK 7 18 78 0	CMYK 6 80 99 1	CMYK 2 2 3 0	HEX #1a786e
HEX #96d1d2	HEX #efca56	HEX #e15826	HEX #f7f5f2	Limited digital use only
PANTONE 325 C @ 77% tint	PANTONE 7406 C	PANTONE 166 C	PANTONE Warm Grey 3 C @ 15% tint	

Islands Trust language: how we sound



Islands Trust internal standards

Below are the most commonly “used and confused” spelling, punctuation, grammar, and spacing considerations that apply specifically to Islands Trust administrative and operational activities. This list is likely to grow over time.



Please communicate necessary additions or omissions, along with rationale, to the Islands Trust Communications Specialist or Director of Trust Area Services and your suggestions may be included in future iterations of this guide.

Capitalization

Always use mixed case or title case (meaning, capitalize the first letter of each major word) with the federation name and related terms from the *Islands Trust Act*, such as Islands Trust Area and Islands Trust Conservancy. Likewise, always capitalize Object, as in the Islands Trust Object (mandate).

EXAMPLES

- ✓ Islands Trust Area ecosystems are among the most at risk on our planet.

Islands Trust teams generate a lot of documents that must be reproduced accurately, and that may be searched for or cited by others in the public domain. To distinguish between named, specific items and generic nouns, please write the particular document (e.g., bylaw, official community plan, meeting agenda) in title case and generic mentions in sentence case.

EXAMPLES

- ✓ Ballenas-Winchelsea Islands Land Use Bylaw No. 28 was written to establish regulations and requirements respecting the use of land, including the surface of water, the use, siting, and size of buildings and structures, landscaping, and the subdivision of land within the Ballenas-Winchelsea Islands Local Trust Area.
- ✓ Islands Trust planners use official community plans and bylaws, created together with community, as a tool to carry out the Islands Trust Object (also referred to as the “preserve and protect” mandate).

When referring to a staff member or elected official by name, follow the same pattern as above — capitalizing the initial letter of each word in the title as you do in the name. Otherwise, keep it lowercase, except for Council Chair and Board Chair.

EXAMPLES

- ✓ Islands Trust Council Chair Alex Smith spoke to a gathering including Gambier Island Local Trustee Jane Does, who commented afterward on how informative he found the session.
- ✓ An Islands Trust senior policy advisor, the trustees from Gambier, Saturna, and Hornby Island Local Trust Areas, and the Trust Council Chair were all present at the virtual meeting on Wednesday.

For the following terms, use title case (leading with a capital letter on the major words) when the item refers to a specific, named example. Use all lowercase when it is written as a plural or common noun.

- Bylaw
- Community Information Meeting
- Development Permit Area
- Land Use Bylaw
- Local Trust Committee
- Regional Planning Services
- Official Community Plan
- Public Hearing
- Temporary Use Permit
- Trustee
- Crown
- Islands Trust Conservancy Board

Additional Standards:

- DPAs — **spell out** development permit area, unless you are setting up tabulated data
- Genus species/scientific names — in brackets after the common name and italicized

EXAMPLE

- ✓ The staff members are human (*Homo sapiens*).

- Plant/animal species names — always use lowercase, unless at the start of a sentence or if the plant/animal was named after a person or geographic location

EXAMPLE

- ✓ Douglas-fir tree, oak tree, Red-Legged frog, Townsend's Big-eared Bat, Garry oak (*Quercus garryana*)

Exceptions for cultivated varieties of plants, such as Red Delicious apples. In this example, we are making a departure from Oxford English in choosing to hyphenate Douglas-fir. Oxford English dictionaries are an excellent resource for spelling and usage questions.

- Legislation, provincial or federal – italicize and capitalize both the full-name version and all subsequent versions when the full name is not used

EXAMPLE

- ✓ *Islands Trust Act* or the *Act*

- Omit the direct article – avoid using “the” before Islands Trust, Islands Trust Conservancy, Trust Council, or Council
- Use title case for Resolution-Without-Meeting so it can easily be identified with its common acronym, RWM
- **Do not** capitalize “reading”, as in first reading, second reading, etc.
- **Do not** capitalize “staff”, unless at the beginning of a sentence

Exceptions to this general use guidance include the **readings section block** in a bylaw document (conventionally in all caps); legal instruments (documents) will not necessarily follow all directions outlined in this Identity Guide.

- 💡 “Staff” is a collective noun, which means that it can be followed by either the singular or plural verb. For consistency, it is preferable to use the singular verb form. “Staff is participating in a survey.” Other collective nouns include Council, Committee, and Board.

Spacing

Use a single space after all punctuation and use single-line spacing within documents.

Scientific Names of Plants and Animal Species

This section is a brief guide to some scientific naming conventions.



If you are unsure how to spell or capitalize a species or ecosystem name check the BC Species & Ecosystem Explorer (BCSEE) at: gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/species-and-ecosystems-explorer.

Scientific names are capitalized, the genus is capitalized, and the species is never capitalized, even when it refers to the name of a place or person.

EXAMPLE

✓ Garry oak (*Quercus garryana*)

- In its first use, the genus is always written in full. In subsequent uses, the genus can be abbreviated using the first initial and a period.

EXAMPLE

✓ *Escherichia coli*, and *E.coli* for subsequent uses



The word “data” is plural. “The data were provided” not “the data was provided”

Grammar for Scientific Reports

When producing scientific reports, consider using a scientific style. If you are uncertain, please find a good resource [here](#).

This includes a single space between complete sentences.

Dates

When writing dates, follow the format of month, day, and year. Avoid using suffixes like “rd” or “th” after the day.

EXAMPLE

- ✓ The next Salt Spring Island LTC meeting is on June 21, 2024.

Punctuation

Hyphenation

Hyphenate multi-word adjectives and any other terms that are intended to be read as one inseparable idea in the context of the writing, but make an exception for “land use” as it relates to the services performed by the planning teams and follows the Oxford English unhyphenated “sea level,” as in “sea level rise.”

EXAMPLE

- ✓ Islands Trust is a federation of special-purpose local government bodies representing 30,000 people living within the Islands Trust Area and another 10,000 non-resident property owners.

-  Determine whether to add a hyphen by reading the sentence aloud and see if it would make sense to pause amid the two terms; if not, a hyphen may be required. Even language resources often differ on subtle points like this, so hyphenate when in doubt!

Word breaks and hyphenation

Breaking words across lines with hyphenation should be done minimally to prevent random short lines, which make text harder to read. Do not hyphenate proper nouns and across page and column breaks. URLs should not be hyphenated. Avoid breaking a URL at an existing hyphen — break it after a slash instead.

The Oxford or serial comma

Use the Oxford comma in all professional writing for internal or external audiences. This means placing a comma at every natural pause in the series, including the final break between the last two items. This is an exception to CP Style, discussed at greater length in the final section of this guide.

EXAMPLE

- ✓ Islands Trust bodies seek to support and preserve relationships that will create vibrant communities working together for the protection of the islands and waters for all through policies, processes, and governance models.

Typographic alignment

Ensure that letters, staff reports, and other written communication are left-aligned. Advertising and marketing material will vary in justification and alignment.

Lists

Bullets are an effective way to separate text:

- Omit periods at the end of list items, even if they are complete sentences
- Omit commas or semi-colons at the end of list items. Appropriate exceptions include legal documents, bylaw drafting, and resolutions
- Avoid bulleted points with more than one sentence. If you must have them, punctuate between the sentences but not at the end
- Omit colons at the top of the list if the bullets complete the sentence
- Use "and" and "or" after the penultimate item on your list only if it is essential, such as for legal content
- Ensure that the first letter of the first word is capitalized on each bullet
- Ensure that the list items are formed with a parallel structure (lead with imperative verbs as in this example or all with simple nouns, questions, adjectives, etc.)
- Consider bullets as randomly sequenced; if you need a particular sequence of items, then use a numbered list and follow the same style guidelines as above

First Nations and treaty alliances within the Islands Trust Area

This section is a resource for staff to use as they write the names of First Nation governments. Remember to connect with First Nation governments; each First Nation government has its preferred protocol.

First Nation Governments

BOKÉCEN (Pauquachin)	Spune'luxutth' (Penelakut Tribe)
Cowichan Tribes	SṪÁUTW (Tsawout)
K'ómoks (Comox)	Stz'uminus (Chemainus)
Lyackson	ṭaʔəmen (Tla'amin / Sliammon)
MÁLEXEḲ (Malahat)	Ts'uubaa-asatx (Lake Cowichan)
Qualicum	Wei Wai Kum (Campbell River)
scə́wəθən (Tsawwassen)	We Wai Kai (Cape Mudge)
səlilwətaṭ (Tsleil-Waututh / Burrard Inlet)	WJOḲEḲP (Tsartlip)
SEMYOME (Semiahmoo)	WṢIKEM (Tseycum)
shíshálh (Sechelt)	Xeláltxw (Halalt)
Sḵwḵwú7mesh (Squamish)	Xwémalhkww (Homalco)
Snaw-naw-as (Nanoose)	Xwsepsum (Esquimalt)
Snuneymuxw (Nanaimo)	xʷməθkʷəy̓əm (Musqueam)
Songhees	

Treaty and Tribal Alliances:

Cowichan Nation Alliance	scə́wəθən məsteyəxʷ (Tsawwassen)
Halalt (xeláltxw) First Nation	ṭaʔəmen qaymıxʷ (Tla'amin) Nation
Cowichan Tribes	səlilwətaṭ (Tsleil-waututh) Nation
Spune'luxutth (Penelakut) Tribe	T'Sou-ke (Sooke) Nation
Stz'uminus (Chemainus) First Nation	Xwémalhkww/ʔop qaymıxʷ
Naut'sa mawt Tribal Council	(Homalco) First Nation
Halalt First Nation	WSÁNEĆ Leadership Council Society
Klahoose First Nation	SṪÁUTW (Tsawout)
K'ómoks (Comox) First Nation	WJOḲEḲP (Tsartlip) First Nation
MÁLEXEḲ (Malahat) Nation	WṢIKEM (Tseycum) First Nation
Snaw-naw-as (Nanoose) First Nation	
Stz'uminus (Chemainus) First Nation	

Writing about Reconciliation and Indigenous topics

Language can create a feeling of empowerment, pride and encourage growth and cooperation, but it can also do the opposite and cause harm to individuals and communities. As we learn more, we become more sensitized to errors and outdated information. [The Writing Guide for Indigenous Content](#) is updated frequently and is an excellent resource for best-practice communication.

Each Islands Trust employee needs to review the guiding principles available to them, for example, the Islands Trust First Nations Engagement Principles, (see [resources](#) listed at the back of this guide). Make time to attend training on Reconciliation and to seek assistance from the Trust Area Services team if unsure or unclear about language, tone, context, or phrasing; images related to First Nations, Inuit, or Métis People; or Islands Trust Reconciliation programs and projects.

Below are some guiding principles and language tips to help navigate these rich topics and areas of knowledge so important to the Islands Trust mandate and its collective work. These guidelines will undoubtedly change over time as we become more aware of different ways of knowing.

We must not give the impression that Reconciliation is the sole responsibility of Indigenous Peoples

EXAMPLE

- ✗ Avoid phrasing like, “First Nations Reconciliation programs or activities.”
- ✓ Instead, use the word “Reconciliation” as a standalone noun, or as something that we all play a part in equally. It is fine to use it as a modifier to other nouns that represent shared work products or Islands Trust values (e.g., Reconciliation action plan, project, initiative, principles, or program).

Why

Reconciliation is not the responsibility of First Nations, Inuit, or Métis Peoples, it is the responsibility of all Canadians and all organizations to work toward Reconciliation. Reconciliation is also not contained within a program, checklist, or time-limited activity but may include these things as steps to move toward a larger change.

Avoid possessive terms

Do not use terms that denote ownership or association (such as ‘our’ or ‘neighbours’) with Indigenous topics, and avoid terms that indicate that the lands and waters of the Salish Sea were not occupied *prior to* colonization.

- Avoid terms or phrases that denote discovery, ‘bare’ or ‘unused’ land, wilderness, or *doctrine of discovery* or terra nullius terminology. This goes against the Truth and Reconciliation (TRC) Calls to Action and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
- Avoid terms that deny or minimize genocide, forced removal, or the legacy of residential schools
- Avoid terms that indicate that Indigenous Peoples in the Islands Trust Area were nomadic, seasonal, or arriving in North America via a land bridge, or with reference to the ice age
- Avoid phrasing that questions First Nations’ ‘strength of claim’ to treaty areas, territorial lands, and waters that have been defined through the treaty process. This goes against the Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples

Do not use the following specific terms, which suggest a possessive relationship:

- Our Indigenous People
- Indigenous Canadians
- British Columbia's Indigenous People
- Our neighbours (in reference to First Nation governments or Indigenous People)
- Our Islands Trust
- Our islands
- Our _____ (referencing flora and fauna)

Appropriation

Never speak on behalf of Indigenous Peoples.

Reference First Nations governments with territory in the Salish Sea as you would other government agencies. Be mindful that the primary inter-governmental relationship for First Nations is with the Federal government.

EXAMPLE

- ✓ Islands Trust works with First Nation, provincial, and federal governments to advocate for the preservation of sensitive areas.

Geography and the use of broad terms

Within the Islands Trust Area

Use the terms “Indigenous” or “First Nation” as adjectives, such as in the sentence, “First Nation governments represent the needs of many Indigenous Peoples residing in and around the Islands Trust Area.”

The term “First Nations” may be used as a standalone term without a noun following it.

Appropriate terms include First Nation governments, Indigenous communities, and using the specific community name, such as Tla’amin. In areas of overlap, list each First Nation name that applies. [See page 19](#) for correct spellings of First Nation government names within the Trust Area.

Within Canada

Use the phrase “First Nation, Inuit, and Métis” in a similar format, while noting that “Inuit” is already plural and means “the people.”

EXAMPLES

- ✓ First Nations, Métis Peoples, and Inuit dedicate many of their community resources to helping settler Canadians learn more about their languages and cultures.
- ✓ First Nation leaders, Métis musicians, and Inuit artists were all present at the event in Ottawa.

Language to be embraced and modelled

Here is a start to building new vocabulary that is respectful and specific.

Below is a selection (at the time of writing) of generally accepted and respectful terms that may be useful in conveying various subjects related to Trust Area land use planning, conservation, advocacy, and education. This section has been drafted with Trust Area Services staff and draws from the [Province of BC Writing Guide for Indigenous Content](#). The practices described in this document will evolve as social and language changes impact how we approach communications.

Indigenous Peoples have words in their languages for many of these terms. Using English as a shared means of communication is a legacy of colonization. Islands Trust contractors, consultants, and contributors should strive to use language specific to the people that we are working with, whenever possible, and seek guidance on spelling and punctuation from Trust Area Services staff or from the First Nations government office/ administrative centre or local Friendship Centre specific to the group or individual they are writing about.

The following principles have been excerpted from the [Writing Guide for Indigenous Content](#). This is not a complete transcription. Please make it a practice to check the reference regularly, as it is reviewed and updated frequently by an Indigenous-led team of advisors.

- **Use strengths-based language**
It's more empowering to refer to residential school **survivors** rather than **victims** of residential schools
- **Avoid 'us/them' language**
Instead of 'they' (Indigenous Peoples) have struggled for their treaties to be respected, we could say that we all have responsibilities to uphold these agreements
- **Use present verb tenses**
Avoid using past verb tenses that misrepresent histories. Writing that a First Nation "held" traditional territories is very different from writing that they "hold" those territories

Capitalization

As an exception to some style guides we rely on for the best use of English in an academic or journalism context, these terms should be capitalized in all instances except where noted:

- All titles of First Nation staff or government representatives — e.g., Chief/*Hegus* (used within K'ómoks and Tla'amin territory, near Denman and Hornby islands)/Councillor
- Any reference to a First Nation name *definition* — e.g., People of the Inlet
- Name of a Nation, *unless the Indigenous language specifies a particular format* such as:
 - › hul'q'umi'num, which calls for all lowercase; in that case, write the name of the Nation as preferred by that Nation, e.g., xʷməθkʷəy̓əm (Musqueam) Nation
 - › SENĆOTEN, which calls for all caps — the rare exception to our general grammar rule — is the language of the WSÁNEĆ People
- Aboriginal — use only when referencing legal cases or in reference to Canadian case law
- Indigenous, Métis, and Inuit — always capitalize
- Cultural Knowledge Holder, Traditional Knowledge Holder, Elder — always capitalize

Use of common terms, with brief definitions provided

NOTE: this list is not comprehensive, nor are the individual definitions, but both are meant to point us along the path to building our vocabulary and confidence in communicating

- **Aboriginal** — since 2010, the term Aboriginal has been replaced in most contexts with “Indigenous” (please see content throughout this section on appropriate uses of that term). It is associated with Canadian law, still used in court cases and legal documents and in the Canadian Constitution and Charter of Rights and Freedoms
- **Band** — a term used to define the governance structure of a First Nation or the community connections either defined by the First Nation or through the *Indian Act*. Recommend limited use of this term (based on the preference of the people that identify with it)
- **Band Council Resolution (BCR)** — similar to a Trust Council resolution, a BCR is a motion passed by a Chief and Council that show agreement in the context of a political decision. It is a record of a First Nation government decision

- **Canoe Family** — kinship groups that revitalize canoe journeys and connections with traditions and protocol
- **Citizen** — is not commonly used when referring to First Nations individuals in Canada because it doesn't accurately capture their historical, legal, and cultural relationship. It also does not include all newcomers to Canada
- **Coast Salish** — a group of ethnically and linguistically related Indigenous Peoples of the area known as the Salish Sea, encompassing British Columbia, Washington, and Oregon territory
- **consultative area** — an area defined by the provincial government and First Nations that extends outside their core area or *area of intent* to include seasonal locations, family tie areas, kinship tie areas, and trade routes. The areas are areas that First Nations wish to be consulted on through the duty to consult
- **Council** — a Band Council of an Indian Tribe that is elected through self-government or the *Indian Act*. Both of these terms, "Indian" and "Tribe", are to be treated with extreme caution and are not recommended in the majority of writing that staff will do — there is limited applicability
- **Councillor/Councilor** — elected member of a Council or Band Council for an Indian Tribe
- **Crown land** — land subject to Aboriginal Rights and Title and subject as defined by case law and the Royal Proclamation of 1763. The term "Aboriginal" should be used only in legal contexts
- **cultural safety** — understanding that recognizes and strives to recognize bias, prejudice, and power differentials in tone, language, processes, and procedures that may impact Indigenous Peoples
- **cultural site** — any location within a treaty or territorial area that holds cultural, spiritual, or sacred significance for Indigenous Peoples with or without physical archaeological evidence
- **Doctrine of Discovery** — used as a concept and decree to justify the forced removal, genocide, and European sovereignty over First Peoples. The Truth and Reconciliation Commission Call to Action #45 asks all Canadians to repudiate this concept
- **Elder** — a person defined by an Indigenous community as holding cultural, spiritual, and traditional knowledge of the community
- **First Nation government** — a government structure elected by community members, either through self-government or within the *Indian Act*, to provide programs and services to community members who are part of the collective Band of that First Nation

- **First Nation(s)** – a term used to identify Indigenous peoples of Canada who are neither Métis nor Inuit. This term came into common usage in the 1970s to replace the term “Indian” and “Indian band,” which many find offensive. First Nations people include both status and non-status Indians, so there is a need to be careful with its usage, especially if in reference to programs that are specifically for status Indians.

There is no legal definition for First Nation and it is acceptable as both a noun and a modifier. First Nation can refer to a single person, a band, or the plural First Nations can be used for many bands. First Nation community is a respectful alternative phrase

- **First Peoples** – a term used to denote that Indigenous Peoples and Inuit have been in this place and on this continent since time immemorial
- **Hereditary Chief** – a community member that speaks on behalf of the family or band on important matters. Some Indigenous communities follow a hereditary system of governance and some follow a custom or elected Chieftainship system or both, which is why we may learn about both Hereditary and elected Chiefs
- **Indigenous** – a term to describe First Peoples who are connected to a place or region since time immemorial, with a rich history, laws, and governance structure
- **Indigenous Knowledge** – there is no single definition of Indigenous Knowledge. For our purposes, we understand “Indigenous Knowledge” as a term that refers to a set of complex knowledge systems based on the world views of Indigenous Peoples. Indigenous Knowledge reflects the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples. It is place-based, cumulative and dynamic. Indigenous Knowledge systems involve living well with, and being in relationship with, the natural world. Indigenous Knowledge systems build upon the experiences of earlier generations, inform the practice of current generations, and evolve in the context of contemporary society. Different First Nations, Inuit and Métis communities each have distinct ways of describing their knowledge. Knowledge Holders are the only people who can truly define Indigenous Knowledge for their communities. [Source](#)
- **Indigenous Law** – preferable to using the term ‘Indigenous customs’. The legal traditions and customs of an Indigenous People including their protocol, governance structure, relationship to the lands and waters, and including interaction with other Indigenous People
- **Interested and affected parties** – a way to describe those people who have a concern about a development, project, policy or action and who need to be engaged during the process of decision making. Islands Trust encourages all staff and contractors not to use the term ‘stakeholders’. This term is not in alignment with

the Truth and Reconciliation Calls to Action and can be misinterpreted. We always encourage the use of terms such as “interested and affected parties”, “community partners”, or listing those involved in the decision making process or engagement by name or category. The characterization of First Nations as interested and affected parties or stakeholders should never occur

- **Inuit/Inuk** — people/person connected through community and kinship to Arctic regions of the North. See [explanation and usage examples on page 27](#)
 - **Kwak’wakwa** — traditional inhabitants of the coastal areas of northeastern Vancouver Island and mainland British Columbia. In the 2016 census, 3,670 people self-identified as having Kwakwaka’wakw ancestry. [Source](#)
 - **Land Use Agreements** — agreements developed by First Nations or in partnership with government agencies that set out the use and management of land area
 - **Métis** — Métis means a person who self-identifies as Métis, is distinct from other Indigenous Peoples, is of historic Métis Nation Ancestry and who is accepted by the Métis Nation
 - **Midden** — a location, usually found close to shoreline, that has been a village, gathering, and habitation area for thousands of years. Middens are often registered archaeological sites and are protected by the *Heritage Act* against alteration and destruction
 - **Overlap area** — areas within First Nation traditional territories that overlap with another First Nation. Many First Nations enter into protocol agreements to define how they will work together in the overlap area
 - **Potlatch** — a ceremonial event that often takes place in a longhouse
 - **Powwow** — a community celebration that includes sacred songs and protocols.
- Do not use this term to describe a conversation**
- **Protocol** — practices that define roles and responsibilities at ceremonial events, memorials, and relationships to land and land use. It can be regarded as synonymous with the word “law”
 - **Reconciliation** — a process and commitment made by a group of people or governments to resolve issues of conflict, trauma, and relationship
 - **Reserve** — an area of land with legal title resting with the Crown that is set aside for the use and benefit of an “Indian Band”, under federal jurisdiction (can be abbreviated to IR# XX)
 - **rights and title** — no requirement to capitalize unless referring directly to “Aboriginal Rights and Title” (a legal term)
 - **Salish Sea** — a body of water that connects Coast Salish Peoples through trading,

community, kinship, and linguistic ties. The Salish Sea is the place of connection through naming, harvesting, village sites, cultural areas, and gatherings that has been used by First Peoples since time immemorial. For Islands Trust purposes, it also overlaps directly with much of the Islands Trust Area

- **Self-determination** — some First Nations have a governance structure of self-determination versus the structure offered/imposed by the *Indian Act*
- **Settler** — a person who moves with a group of others to live in a new country or area to use the land and resources for their purposes
- **Speaker** — honourable title used when referring to an Indigenous Speaker at an event or ceremony
- **Terra nullius** — land that is deemed to be unoccupied or uninhabited. It means “nobody’s land” in Latin and is used to describe territory that may be acquired by a state’s occupation of it
- **Territorial Acknowledgement** — as part of the Reconciliation process, people will acknowledge the location they are speaking or working from and name the First Nation or Indigenous Peoples who have title to that place since time immemorial
- **Territory** — an area of land under the jurisdiction of a state or government, such as a First Nation government
- **Traditional Knowledge and/or Indigenous Knowledge Holder and/or Elder (Coast Salish Area)** — a person who is Indigenous, who has teachings of knowledge that encompass the protocols, language, place, community, cultural, and spiritual teachings passed down through oral history and Indigenous Law
- **Treaty Right** — a right held by a First Nation, and collectively by members of that First Nation, to the treaty and territorial areas they have defined through oral history and Indigenous Law. Rights include gathering, hunting, and fishing on those lands and waters
- **Tribe** — a term used to denote the community and/or kinship of a group of people
- **Unceded** — territory that has Aboriginal Title that has never been surrendered (a legal term)
- **Village site** — location of an Indigenous village that may have some or no remaining physical evidence due to forced removal, alienation, genocide, or destruction
- **Welcome** — protocol of welcoming visitors to a territory

Outdated terms to avoid

- Aboriginal, Aboriginal groups, Aboriginal interest
- Band – unless referring to a local Nation that uses this term
- Indian – unless referring to a Nation that uses this term, or in reference to legislation (i.e. *Indian Act*)
- Native – unless part of a name (i.e. Native Friendship Centre)
- Traditional – when referring to ceremonies, please check with the local First Nation on whether to include 'traditional'
- Tribe – unless referring to a local Nation that uses this term (i.e. Cowichan Tribes)
- UNDRIP - when shortening the name of the United Nations Declaration on the Rights of Indigenous Peoples, it's the preference to use the term UN Declaration

-  *Stakeholder* is a common term but has been revealed to come from the time of contact when settlers were given 'stakes' to stake their land claims. More appropriate descriptor terms are 'partners' or 'interested and affected parties'
-  *Execute* or *executing* could be replaced with the more neutral 'implement'
-  *Artifacts* and *curating* when used to describe documents can be easily misconstrued to reference a time when cultural belongings and ceremonial regalia were stolen and displayed in private and public settings
-  "Leverage" instead of "take advantage"
-  "Practice" instead of "use"
-  "Should" may be replaced with "could" as a more positive and inclusive shift in tone
-  "But" may be replaced with "and"
-  "Best" as in best practice may be replaced with "wise practice"
-  "Gaps" may be replaced with "needs"

Source: [Writing Guide for Indigenous Content](#)

-  Be as specific as possible. For example, name the First Nation that you are writing about rather than generalizing about Indigenous Peoples or First Nations

References for this section included the book *Elements of Indigenous Style: A Guide for Writing By and About Indigenous Peoples*, copyright 2018 by Gregory Younging, Brush Education Inc.,

Wikipedia (accessed March 29, 2021), and Islands Trust staff.

Writing reference tools: Highlights from the Canadian Press Stylebook

The Canadian Press (CP) Stylebook is a reference book that was published in 1940 and has been in continuous reprint ever since. It provides standards for writing (language, grammar, and punctuation) and addresses many sticky questions that even professional writers find challenging. There is also a very helpful web writing style resource created by the Province of B.C., listed in our [appendix](#).



The Oxford English Dictionary is available online by subscription and can be accessed free of charge with a valid local library card number — just type in the digits visible below the barcode on the back of your library card on the website oed.com

Inclusive language

Ensure all communication is gender-neutral and inclusive. Inclusive language is free of sexist, racist, or other discriminatory language. When unsure of the preferred pronoun for an individual, staff should use “they/them”.

Numbers

Write numbers zero through nine in full. Numbers 10 and greater should be written using digits. The exception to this rule is headings and titles, which most often take the abbreviated form (% vs. per cent). There is also an exception to this rule specific to web writing (please see the [B.C. Government writing for the web guides](#)).

EXAMPLE (FOR PRINT)



Douglas-fir tree, oak tree, Red-Legged frog, Townsend's Big-eared Bat, Garry oak (*Quercus garryana*)

Capitalization

Proper nouns and official names are capitalized; common nouns are not. Capitalize West Coast, the West, the Interior, the Island, Lower Mainland, the North, and the Northeast when referring to regions. Capitalize north, south, east, and west when they designate a region or part of a proper name but not when they reference a general direction.

EXAMPLES

- ✓ North Vancouver
- ✓ We went north on Douglas Street and turned east on Fort Street.

Capitalize the word province only when it refers to the government of the province.

EXAMPLES

- ✓ The Province of British Columbia
- ✓ Victoria is the capital of the province

Punctuation

-  Use commas to set off the year from the month plus day. Do not use commas when the day is not included:

The *Islands Trust Act* was proclaimed on June 5, 1974.

The Islands Trust Reconciliation Declaration was adopted in March 2019.

When writing out a date and time, write the date first, followed by a comma to separate the time. Print standards require a.m. and p.m. to be punctuated (note there is an exception for web writing style), with a space between the final digit and the letter “a” or “p.” Shorten even hours to drop the trailing zeros — as at 5 p.m. — and write “noon” or “midnight” (without digits) to be understood.

EXAMPLE

- ✓ Monday, July 1, 2015, 3:30 p.m.

Use semicolons to join two related independent clauses in place of a comma. Make sure that the connection between the two clauses is clear.

EXAMPLES

- ✓ Land use planning contributes to preserving and protecting the environment, cultural heritage, and communities through the maintenance of 20 unique official community plans; hosting community information meetings to help islanders understand matters related to land use planning; and application processing.
- ✓ Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place.

Spacing around the forward slash, when it means either/or, should be nil.

EXAMPLE

- ✓ A “legal non-conforming use” is a use of land/structure which was legally established according to the applicable zoning and building regulations of the time, but which does not meet current zoning and building regulations.

Periods within geographical names:

EXAMPLE

- ✓ B.C. has many species at risk and the number continues to rise.

One exception to this is brand names, such as BC Ferries; another is in web writing.

Spelling

When writing place names within the Trust Area or the names of First Nations, make every effort to confirm First Nation names on First Nation government webpages or through Friendship Centres, and understand the preferred spelling of that First Nation.

The Oxford English Dictionary is an excellent resource for routine spelling questions (see the tip in the section above for how to access the Oxford website for free using your library card!). Another resource is the Canadian Press Caps & Spelling guide.

Abbreviations and acronyms

When using abbreviations and acronyms, start by writing the full name first with the abbreviation or acronym in parentheses following the full name. When in doubt – spell it out!

EXAMPLE

- ✓ United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration)

This guideline can be set aside when working with tabulated data. Certain common nouns, such as days of the week, months of the year, and familiar internal terms (e.g., DPA to signify Development Permit Area), can be abbreviated in a table column or row heading.

Appendix: Policies, procedures, and manuals of interest



On general branding, language, and graphics topics covered in this guide

- [First Nations Engagement Principles](#), Trust Council Policy 6.1.1
- [Communications](#), Trust Council Policy 6.10.2
- [Islands Trust Minutes Guidelines](#), Trust Council Policy 6.13
- [Use of Local Trustee Letterhead](#), Trust Council Policy 7.1.3
- [Use of Islands Trust Letterhead](#), Trust Council Policy 7.1.4
- [Corporate Logo](#), Trust Council Policy 7.1.6

On writing for the web (a distinctive platform that requires specific choices)

- [B.C. Government writing for the web guides](#)
 - › [B.C. Government Plain English Checklist](#)
 - › [B.C. Government Plain English Course](#)
 - › [Writing Guide for Indigenous Content](#)



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** December 20, 2023

From: Clare Frater, Director
Trust Area Services **Date Prepared:** December 11, 2023

SUBJECT: Salish Sea Strategy Symposium, January Ecosystem Conference at the Vancouver Convention Centre January 23-24, 2024

RECOMMENDATION:

That Executive Committee:

- direct staff to apply for capacity funding from Transport Canada for trustee participation in the Salish Sea Strategy Symposium, and
- sponsor Trustees XX to attend to the Salish Sea Strategy Symposium January 23-24, 2024 subject to receipt of Transport Canada funding.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: This is an excellent opportunity for trustees to learn from the speakers and to meet others who could be partners in preserving and protecting the Islands Trust Area.

1 PURPOSE: To seek Executive Committee direction to apply for capacity funding from Transport Canada for trustee in-person attendance at the event and to seek Executive Committee direction regarding trustee in-person attendance.

2 BACKGROUND:

On December 5, 2023, following a request from Executive Committee, staff sent out an email to trustees inviting expressions of interest to attend the [Salish Sea Strategy Symposium](#).

On December 5, 2023, Executive Committee decided to support the in-person attendance of Chair Peter Luckham at the Salish Sea Strategy Symposium.

Both the in-person and virtual attendance options are free. There is limited space for in-person attendance, so they do encourage early registration. Registration is open until January 24, 2024.

The Salish Sea Strategy Symposium is an event held by Transport Canada under their Oceans Protection Plan's Salish Sea Strategy, which aims to establish a shared level of understanding of existing work across the Salish Sea. The theme of this event is "Building on our past, advancing our future". Topics of the Symposium include:

- What are our shared priorities to protect the Salish Sea?
- How can we collaborate to advance these priorities?
- What great work is happening in the region that is worth highlighting and learning from?
- What are the opportunities to capitalize on and the challenges we need to overcome?

- What stories need to be told to communicate the importance of the Salish Sea and the vision for the future?

Our two days together will include presentations, panel discussions, fireside chats, workshops, information booths and opportunities for networking.

The following trustees expressed interest in attending the Salish Sea Strategy Symposium:

Trustee	Request
Mikaila Lironi, Lasqueti Island Local Trustee	I would like to attend this Symposium in person. I attended the OPP in February 2023 and found it extremely informative. My time spent living and working on the Salish Sea gives me a unique perspective on problems and solutions regarding environmental protection. I have also worked with the Ocean Legacy Foundation doing beach clean up for the past 3 years. As the Islands Trust environmental representative for SF, I am knowledgeable about the shellfish industry's role in the protection of the Salish Sea. I would enjoy networking, and representing the islands Trust at the SSSS and bringing my personal experience with the Salish Sea to the Symposium. I also believe I will be staying in Vancouver at that time, so the costs of my attendance would be minimal.
Tim Peterson, Lasqueti Island Local Trustee	I would like to attend in-person, if we can access the funding.

3 IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Attendance at this conference is an opportunity for trustees to learn from the speakers and to meet others who could be partners in preserving and protecting the Islands Trust Area.

FINANCIAL: The in-person and online participation in the conference is free. There is on-line participation available. Up to \$5,000 is available to support Symposium participation is also available through [Transport Canada's Community Participation Funding Program \(CPFP\)](#). It must be applied for at least 15 business days before the date of the engagement activity (i.e., deadline is January 2, 2024). Eligible costs include: salaries and benefits; professional fees for consultation services (legal, environmental, etc.); room rentals and other facility; public outreach, communications materials and associated activities; travel; and administration. The Executive Committee's and Trust Council's training and conference budgets are overspent for 2023/24.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will advise the selected trustees and will apply for funding.

FIRST NATIONS: Participation in the conference supports networking, relationship building, opportunities for learning and understanding core concerns of First Nations within the Salish Sea area related to Islands Trust advocacy, Policy Statement, and processes.

OTHER: None.

4 RELEVANT POLICY(S): 6.12.i Trustee Training/Conference Attendance

5 ATTACHMENT(S): Invitation to Register for the 2024 Salish Sea Strategy Symposium

RESPONSE OPTIONS

RECOMMENDATION:

That Executive Committee:

- **direct staff to apply for capacity funding from Transport Canada for trustee participation in the Salish Sea Strategy Symposium, and**
- **sponsor Trustees XX to attend to the Salish Sea Strategy Symposium January 23-24, 2024 subject to receipt of Transport Canada funding.**

Alternative:

1. That the Executive Committee not send trustees to the conference.
2. That the Executive Committee select different trustees to attend the conference.

Prepared By: Mary Storzer, A/Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services, December 12, 2023
Russ Hotsenpiller, Chief Administrative Officer, December 12, 2023

From: TC PAC Salish Sea Strategy / stratégie de la mer des Salish <PACSalishSeaStrategy-strategieDeLaMerDesSalish@tc.gc.ca>

Sent: Monday, November 27, 2023 12:01 PM

Subject: Invitation to Register for the 2024 Salish Sea Strategy Symposium

Hello,

On behalf of Transport Canada, we invite you to join us at the **2024 Salish Sea Strategy Symposium**. The Symposium will be held at the Vancouver Convention Centre on **January 23 – 24, 2023**, with in person and livestreamed sessions.

About

The Symposium is an event held under the OPP's [Salish Sea Strategy](#), which aims to establish a shared level of understanding of existing work across the Salish Sea. The theme of this event is "Building on our past, advancing our future".

Some of the topics we will explore together during the event are:

- What are our shared priorities to protect the Salish Sea?
- How can we collaborate to advance these priorities?
- What great work is happening in the region that is worth highlighting and learning from?
- What are the opportunities to capitalize on and the challenges we need to overcome?
- What stories need to be told to communicate the importance of the Salish Sea and the vision for the future.

Our two days together will include presentations, panel discussions, fireside chats, workshops, information booths and opportunities for networking.

How to Participate in the Symposium

To register for the Symposium, please click [here](#). There is limited space for in-person attendance, so we encourage early registration.

Looking for Capacity Funding?

Participation from Indigenous Peoples, coastal communities and stakeholders is essential to the Salish Sea Strategy. Funding to support Symposium participation is available through Transport Canada's [Community Participation Funding Program \(CPFP\)](#). Participants who receive funding through Transport Canada's Indigenous and Local Communities Engagement and Partnership Program (ILCEPP) are asked to email tc.cfpf-pfpc.tc@tc.gc.ca before applying. Approval is required before expenditures are incurred. For eligibility requirements, application deadlines and to submit an application, please visit: <https://www.tc.gc.ca/en/services/marine/apply-cfpf-funding.html>.

For any questions about the Forum please contact PACSalishSeaStrategy-strategieDeLaMerDesSalish@tc.gc.ca.

We look forward to seeing you at the Symposium!

Sincerely,

Martin McKay, P. Eng.

Interim Assistant Deputy Minister, Pacific Region | Sous-ministre adjoint par interim, Région du Pacifique

Transport Canada | Transports Canada

Martin.McKay@tc.gc.ca | 613-240-9247 | (he/him/il)



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** December 20, 2023
From: Islands Trust Conservancy Staff **Date Prepared:** November 27, 2023
SUBJECT: NAPTEP Fee Sponsorship Request (Larmour), Salt Spring Island

RECOMMENDATION:

That the Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application SS-NAP-2021.1 (Larmour), Salt Spring Island.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The attached application for Executive Committee sponsorship of NAPTEP application fees complies with Islands Trust Policy 2.1.16, Guidelines for EC sponsored or ITC Initiated NAPTEP Applications. The request meets the sponsorship criteria and conditions 2.3 and 2.5 of the guidelines. Staff have not yet developed an application form for requests for Executive Committee sponsorship of NAPTEP application fees so the applicant has made the request by e-mail.

1 PURPOSE:

To request the Executive Committee to consider the NAPTEP application fee sponsorship request from Skye Larmour.

2 BACKGROUND:

Islands Trust Conservancy (ITC) received a Natural Area Protection Tax Exemption Program (NAPTEP) application from Skye Larmour, to protect approximately 2.5 ha of wetlands, mature and young forest, large wildlife trees, and connectivity to other at-risk ecosystems and protected areas on Salt Spring Island.

On January 22, 2022, the ITC Board agreed to hold a covenant on this property.

On September 27, 2023, Trust Council approved a Natural Area Tax Exemption Certificate for the covenanted portion of the property, subject to registration of a conservation covenant consistent with the standards developed for NAPTEP.

This application is the second one received since Trust Council amended its [Natural Area Protection Tax Exemption Certificate Fees Bylaw\(No. 115\)](#) to enable an applicant to apply to the Executive Committee for application fee sponsorship (section 5.0). Trust Council has also adopted [Policy 2.1.16: Guidelines for EC sponsored or ITC Initiated NAPTEP Applications](#).

The Phase I NAPTEP fee is \$275 and the Phase II fee is \$175.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This recommendation is not expected to impact existing work programs.

FINANCIAL: Trust Council has allocated a 2023/24 budget of \$1,000 for NAPTEP application sponsorship; \$550 remains unspent this year. No further applications for fee sponsorship are expected this year.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will inform the applicant of the outcome of their request of the Executive Committee, and take steps to reimburse the fees.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):

- Natural Area Protection Tax Exemption Certificate Fees Bylaw (No. 115)
- Policy 2.1.16: Guidelines for EC sponsored or ITC Initiated NAPTEP Applications

5 ATTACHMENT(S):

1. NAPTEP Application Fee Sponsorship request from applicant.

RESPONSE OPTIONS

Recommendation:

That the Executive Committee approve financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application SS-NAP-2021.1 (Larmour), Salt Spring Island.

Alternative:

Approve at a lesser amount.

Do not approve.

Prepared By: Kathryn Martell, Ecosystem Protection Specialist, Islands Trust Conservancy

Reviewed By/Date: Clare Frater, Director, Trust Area Services/December 1, 2023

From: Skye Larmour [REDACTED]
Sent: Sunday, November 26, 2023 11:10 AM
To: Kathryn Martell
Cc: Rodney Polden
Subject: Request for NAPTEC covenant fees waiver

Skye Larmour
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

November 26, 2023

Dear Islands Trust Council Executive Committee,

My name is Skye Larmour and I am in the process of establishing a NAPTEP Conservation Covenant on my property at [REDACTED]. Once completed, this covenant will protect approximately 2.5 hectares of mature Douglas Fir forest and wetlands. It borders on three sides areas protected by Islands Trust Conservancy, thus connecting to several other properties under NAPTEP covenants.

I write you today to request sponsorship to cover the NAPTEP application fees of \$450 for Phases 1 and 2 of the application process.

As someone with a new farm business earning modest income, your support in covering the Phase 1 and 2 application fees will make a significant difference in my ability to successfully complete the covenant process and realize my family's dream of protecting this land. It would be especially helpful considering the other upcoming costs required to finalize the covenant.

I appreciate you taking the time to consider my request. Thank you. Please feel free to contact me with any questions you may have.

Best regards,

Skye Larmour
[REDACTED]

Skye Larmour
she/her

BRIEFING

To: Executive Committee **For the Meeting of:** December 20, 2023

From: Stefan Cermak, Director,
Planning Services **Date Prepared:** December 14, 2023

SUBJECT: Housing Statute and Regulation Changes to British Columbia Legislation

PURPOSE:

To provide the Executive Committee with an update on recent and upcoming legislative and regulatory changes regarding provision of housing in British Columbia, and how the changes may affect the Islands Trust area and local trust committees.

Key Takeaways:

- A draft resolution is provided for local trust committees to opt-in to the principal residence requirement for Short Term Rental. Such a resolution needs to be made by March 31, 2024 to take effect by November 1, 2024.
- Local Trust Committees with MTI Bylaws (Gabriola, North Pender, Salt Spring, and Thetis) may amend the penalty fees to \$3,000 per infraction per day. Other LTCs would require MTI bylaws if seeking the extra short term rental disincentive.
- Housing Need Reports Regulations have not been adopted at time of drafting this briefing.

BACKGROUND:

On December 7, 2023, the Islands Trust Council was briefed on five recent and upcoming provincial legislative changes designed to increase housing supply throughout BC. On the same day, the province adopted Orders-In-Council (Regulations) for Bills 35 and 44 (Short Term Rental Accommodation and Housing Statutes (Residential Development) respectively) and released policy documents to assist local governments implement the changes.

1. **The Short Term Rental Accommodation Act (Bill 35)**
 - Received Royal Assent on October 26, 2023
 - NEW regulations (Order in Council) adopted December 7, 2023
2. **The Housing Statutes (Residential Development) Amendment Act (Bill 44)**
 - Received Royal Assent on November 30, 2023
 - NEW regulations (Order in Council) adopted December 7, 2023
3. **Housing Statutes (Development Financing) Amendment Act (Bill 46)**
 - Received Royal Assent on November 30, 2023
 - Does not apply to Local Trust Committees; applies to Bowen Island Municipality
4. **Housing Statutes (Transit Oriented Areas) Amendment Act (Bill 47)**
 - Received Royal Assent on November 30, 2023

- Does not apply to Local Trust Committees; applies to Bowen Island Municipality
5. **Speculation and Vacancy Tax Act**
- Came into force in on November 27, 2018
 - The *Speculation and Vacancy Tax Regulation* was last amended November 16, 2023
 - Does not apply to properties in the Islands Trust area

The Short-Term Rental Accommodation Act and Regulations.

Materials pertaining to [Bill 35](#) - *Short-Term Rental Accommodation Act* include:

- Order in Council [679](#) – bringing into force specific provisions of the *Short-Term Rental Accommodation Act*, and making a regulation that addresses various details including interpretation, changes to exempt land, and general and specific exemptions.
- A policy guidance [document](#) for local governments detailing the new short-term rental framework including key considerations relating to principal residence requirements, time period regulations, legal non-conforming use, business licensing updates and enforcement responsibilities.
- Properties in the Islands Trust Area are exempt from the principal residence requirement. A local trust committee or Bowen Island Municipality needs a resolution requesting to be removed from the list of exempt land in order to “opt-into” the principal residence requirement. Opting-in would mean the provincial restriction on short-term rental accommodations will over-ride any schemes that the local trust committee has enacted (where there is a collision between them).
- A sample LTC resolution to opt-in may read:
 - That the [XX Local Trust Committee] request that the Minister of Housing, on behalf of the Lieutenant Governor in Council, apply the principal residence requirement to the [XX Local Trust Area] and that the [XX Local Trust Area] be removed from the exempt land as per S. 15 of the *Short-Term Rental Accommodation Act*.
 - Requests should include appropriate background information that describes the area and jurisdiction. The request must be submitted to the Minister of Housing by March 31, 2024, and the prescribed period of time starts on November 1, 2024.
 - If the Province grants a change to exempt land status, that change remains in effect indefinitely unless a subsequent request to reverse the exemption is made by March 31 of a future year.
- Order in Council [680](#) - increases possible maximum bylaw ticketing fine from \$1,000 to \$3,000 (amends BC Reg 425/2003).
 - The maximum fine that a local trust committee may set for a bylaw ticket has been increased to \$3,000 per infraction per day in accordance with the Community Charter Bylaw Enforcement Ticket Regulation. Note that this has been implemented via “Municipal Ticket Information System Bylaws” (MTI Bylaw) within the Islands Trust Area. The following local trust committees have MTI Bylaws: Gabriola, North Pender, Salt Spring, and Thetis (Table 1).
 - MTI Bylaws have been generally replaced in favour of Bylaw Enforcement Notification (BEN) Bylaws. The maximum Local Trust Committee bylaw notices penalty of \$500 under the Local Government Bylaw Notice Enforcement Act (Bylaw Enforcement Notification (BEN) Bylaws) is overseen by the Ministry of Attorney General and remains unchanged (Table 1).

Table 1 LTCs Enforcement Bylaws and Associated Maximum Permitted Penalty

Local Trust Committee	MTI Bylaw (max: \$3,000 penalty)	BEN Bylaw (max: \$500 penalty)
Ballenas-Winchelsea	N/A	✓
Denman	N/A	✓
Gabriola	✓	✓
Galiano	N/A	✓
Gambier	N/A	✓
Hornby	N/A	✓
Lasqueti	N/A	N/A
Mayne	N/A	✓
North Pender	✓	✓
Salt Spring	✓	✓
Saturna	N/A	N/A
South Pender	N/A	✓
Thetis	✓	✓

- Effective May 1, 2024, the *Short-Term Rental Accommodation Act* removes legal non-conforming protection for short-term rental accommodation uses.

Bill 35, Order in Council 679, and the policy guidance document for local governments will be forwarded to the Regional Planning Committee as per the December 7, 2023 [draft] Islands Trust Council resolution:

“THAT Trust Council request the Regional Planning Committee to evaluate the Short Term Rental Accommodation Act to identify opportunities and challenges for implementation of the act on the management of short term rentals in the Trust Area.”

The Housing Statutes (Residential Development) Amendment Act

Materials pertaining to [Bill 44](#) – *Housing Statutes (Residential Development) Amendment Act* include:

- A Policy [Manual](#) & Site Standards document to guide updates to zoning bylaws, other regulatory bylaws, and policies undertaken to comply with Small Scale Multi-Unit Housing (SSMUH) legislation. In preparing, amending, or adopting a zoning bylaw to permit the use and density required by the SSMUH legislation, a local government must consider any applicable guidelines for SSMUH, including this Policy Manual.
- Order in Council [673](#) – bringing into force specific provisions of the *Housing Statutes (Residential Development) Amendment Act* and making a Local Government Zoning Bylaw Regulation that among other things, prescribes: minimum densities, distances and parcel sizes. The regulation also provides additional details on what constitutes a bus stop, and details exemptions from small-scale multi-family housing requirements. Does not apply to local trust committees.

ATTACHMENT(S):

- Hyperlinks provided to Orders In Council and Policy Manuals

FOLLOW-UP:

Staff will update as more information on regulations becomes available (ex: Housing Needs Reports).
Staff may forward to Local Trust Committees for consideration of opting to the principal residence regulations.

Prepared By: Stefan Cermak, Director, Planning Services

Reviewed By/Date:

BRIEFING

To: Executive Committee **For the Meeting of:** December 20, 2023

From: David Marlor, Director,
Legislative Services **Date Prepared:** November 29, 2023

SUBJECT: Process to Request Executive Committee Sponsorship of a Development Application

PURPOSE: To provide the Executive Committee with a summary of the process for applying for Executive Committee sponsorship of a land use development application.

BACKGROUND:

On April 14, 2021 the Executive Committee asked staff to Review the Executive Committee sponsorship policy and report back recommendations on local trust committee approvals, communications, and funding mechanisms. This work was not prioritised and therefore not completed.

On October 11, 2023, the Executive Committee by General Consent revised the request to produce a short summary of the process to request Executive Committee sponsorship.

The “Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications” Policy (“the Policy”) was originally adopted on June 10, 2004, and updated March 9, 2011 and December 6, 2017. The intent of the policy is to establish guidelines for situations under which the Executive Committee may sponsor a land use application; the policy also provides guidelines for when local trust committee may initiate a development application for a specific property without a fee or application by the landowner.

Notice to Public:

The Policy is included on the “Land Use Application Guides and Forms” page on the Islands Trust website, with a link to the application form. The Policy is also referenced in the local trust committees’ fee bylaws with the wording:

Pursuant to Islands Trust Policy 4.1.13, Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications, an applicant may apply to the Executive Committee of Islands Trust for development application fee sponsorship.

Process:

Typically, the process followed by an applicant is as follows:

1. Submit an application for a development to the local planning office and pay the fee.
2. Download and read the Development Application Fee Sponsorship Application Form. This form indicates specifically who is eligible to apply and who is not eligible to apply.
3. If eligible, complete the form with all of the required information and submit that to the planning office.

4. The planning office will review the form to ensure it is complete, and then forward to the Executive Committee with a cover briefing.

Once the Executive Committee has made a decision, staff advise the applicant, and a request is sent to finance to issue a refund.

Eligibility:

The Policy specifies that applications may include official community plan and zoning bylaw amendments, development permits, development variance permits and temporary use permits. Generally, this is interpreted to mean that referrals or other types of applications are not eligible.

The Policy specifies the following as eligible:

1. *When 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).*
2. *When the applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility.*
3. *When the applicant seeks to implement specific objectives of an OCP with broad community benefits.*

The Policy also makes it clear that registered for-profit corporations, non-profit organizations when the development is not for the benefit of the community, and applicants that claim they cannot afford the cost of an application are all not eligible for sponsorship.

Local Trust Committee Initiated Development Applications:

The Policy includes conditions that are appropriate for local trust committees to initiate a development application on a specific property. A local trust committee may initiate a development application where it has made an error in assigning appropriate designation or land use regulations to a specific property, or where it wishes to modify land use regulations on a specific property or properties to avoid having to deal with a host of similar applications. The policy does not apply to general changes (such as reviews and updates) initiated by local trust committees to the official community plan or land use bylaws that apply to multiple properties.

ATTACHMENT(S):

<https://islandstrust.bc.ca/document/policy-4-1-13-ltc-initiated-development-applications-2023/>

FOLLOW-UP:

As requested by the Executive Committee.

Prepared By: David Marlor, Director, Legislative Services

Reviewed By/Date: Russ Hotsenpiller, CAO / December 14, 2023



November 29, 2023

Peter Luckham, Chair
Islands Trust
200 - 1627 Fort Street
Victoria BC V8R 1H8

Reference: 320719

Dear Chair Luckham:

Re: UBCM Meeting 2023

Thank you for taking the time to meet with me in Vancouver during the 2023 Union of British Columbia Municipalities (UBCM) Convention.

I appreciated the opportunity to discuss your support for the development of an integrated transportation strategy for the Island Trust area.

Every year at UBCM I am reminded how fortunate British Columbia is to have local leaders who are dedicated, informed and passionate about the future of their communities. Our governments are most effective when we bring together our insights and resources, and my team and I were honoured to be part of this year's gathering to hear more about the ideas and priorities B.C.'s communities care about most.

The Province has developed an integrated planning approach to better align transportation and land-use planning in B.C., which will enhance current planning processes to help focus government policy and better coordinate with local governments and First Nations on economic development and land-use planning initiatives.

Ministry staff are committed to continuing to work closely with Islands Trust to address your priorities with respect to Gulf Islands maintenance activities, active transportation interests and concerns about ferry services. I have asked ministry staff to follow up with you to discuss arranging regular meetings with your office to discuss these matters. Please do not hesitate to contact District Manager Michael Pearson if you have any questions in the meantime. He can be reached at 250 713-2815 or Michael.Pearson@gov.bc.ca and would be pleased to assist you.

.../2

The ministry's B.C. Active Transportation Infrastructure Grants Program helps Indigenous and local governments develop and improve safe active transportation networks: www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/active-transportation-infrastructure-grants. The program shares the cost of infrastructure projects, such as bicycle and pedestrian overpasses and separated multi-use paths, with local governments. In 2022, the budget for this program was increased by 67 per cent to \$60 million over the next three years.

The active transportation grants are a regular, annual funding program. Although the intake for this year closed on October 27, 2023, I would encourage Islands Trust to visit the ministry's website for more information, such as program eligibility and deadlines for future intake. If you have questions about the application process, please do not hesitate to contact Kate Berniaz, Director, Clean Transportation and Programs. She can be reached at 250 419-8544 and would be happy to assist you. You can also sign up to receive updates about the grants program on the ministry's website at survey.th.gov.bc.ca/activetransportation.

Budget 2023 also includes an additional \$100 million in funding for infrastructure investments to expand active transportation options for British Columbians along ministry property: bcbudget.gov.bc.ca/2023/default.htm.

With the help of leaders like you, my ministry is building a resilient transportation network that will continue to keep people safe and connected in a changing world. Our goal is a sustainable multimodal network that advances our climate and housing goals and that delivers the efficient supply chains and economic opportunities needed to keep life affordable for B.C. families.

Thank you again for taking the time to meet with me.

Sincerely,



Rob Fleming
Minister

.../3

Copy to: Kathryn Krishna, Deputy Minister

Reg Bawa, Assistant Deputy Minister
Policy, Programs and Partnerships Division

Trish Rorison, Executive Director
Clean Transportation and Programs Branch

Kathryn Weicker, Executive Director
Integrated Transportation Planning Branch

Kate Berniaz, Director
Clean Transportation and Programs

Michael Pearson, District Manager
Vancouver Island District

December 1, 2023

File: PA-02-01-22-PC00061

Daniel Martin, Manager of Planning and Development
Bowen Island Municipality
Bowen Island Municipal Hall
981 Artisan Lane
Bowen Island, BC V0N 1G2
VIA EMAIL: dmartin@bimbc.ca

Dear Daniel Martin:

Response to BIM and Islands Trust Executive Committee

I am writing regarding the proposed regional park at Cape Roger Curtis in Bowen Island Municipality.

This letter is in response to the October 17, 2023 Bowen Island Municipality (**BIM**) letter requesting amendments to Metro Vancouver's rezoning and Official Community Plan (**OCP**) amendment application (**Application**) to comply with the Islands Trust Policy Statement Directive Policies prior to consideration of second reading. It also responds to the conditional requirements for approval of the Application, as adopted by BIM Council on July 10, 2023.

It is Metro Vancouver's position that the current park proposal as reflected in the Application aligns with the Islands Trust Policy Statement (**ITPS**). Prior to consideration of this matter by the Islands Trust on August 25, 2023, this was stated to be the position of BIM and Islands Trust staff as well.¹

The process and rationale for the Islands Trust determining the Application to be non-compliant, and the subsequent BIM request to Metro Vancouver for an amended Application, are insufficiently clear for Metro Vancouver to respond effectively. We are accordingly seeking more information on the specific areas of concern and the materials on which those concerns are based, in accordance with, among other things, the Bowen Island Municipality – Islands Trust Protocol Agreement and Islands Trust policies, and as required to provide Metro Vancouver a reasonable opportunity to understand and address concerns raised.

¹ See briefing note prepared by the Islands Trust Director of Planning Services and included in the Islands Trust Executive Committee Agenda Package.
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In addition, regarding BIM conditional requirements for approval of the Application, we note that the proposed park concept plan includes extensive investment in the park and community to ensure a sustainable, well-managed park is established incrementally over time. A number of the BIM conditional requirements for application approval are already included in the park concept. Others are outside Metro Vancouver's mandate to provide in exchange for approval of a modest, seasonal, low impact tent campground within a regional park.

This letter and attachments clarify background information, provide detailed responses to the Islands Trust Executive Committee comments and BIM conditional requirements, and ultimately request that BIM provide clarity on the next steps in the Application process.

Background

The proposed regional park at Cape Roger Curtis presents a generational opportunity to protect an ecologically and culturally rich landscape in perpetuity, with significant ecological, climate resilience, social, and health benefits to local and regional visitors, the community and wider region.

The Application contemplates the development of 100 seasonal, low impact, tent campsites within the proposed park. Of those, over half (52) would be dedicated to walk/bike-in/shuttle access camping, a third (33) could be accessed by a single-vehicle for accessibility, 3-5 group tent camps would be available to youth and community groups, and 10 tent cabins would provide an opportunity for people without camping equipment to visit. No trailers or motorhomes will be permitted in the proposed park.

The proposed park will be delivered in three distinct phases over seven years, with approximately one-third of overall camping provision in each phase to allow for careful monitoring and adaptive management. Metro Vancouver is willing to enter into a Section 219 covenant in relation to the proposed phasing plan.

A park welcome centre in Crippen Regional Park (Snug Cove) and an electric shuttle bus service to the proposed regional park at Cape Roger Curtis will be established in advance of the park opening. A park reservation system and capacity management tools will ensure visitation is sustainable and low impact. Significant wildfire risk management and response measures will be established.

The site's ecological values will be protected and enhanced, and previously disturbed areas will be restored to a natural condition. All park amenities will be located in areas previously cleared for residential development.

Sustainable access to the park will be prioritized. A quiet, pedestrian-focused experience will be created by limiting vehicles, converting sections of existing road to public space, and establishing trail connectivity throughout the site. Environmental programming, education, stewardship and restoration will ensure ecological resiliency and community participation.

Metro Vancouver is working with local indigenous groups to explore opportunities to work collaboratively over the long term, and to incorporate traditional and current knowledge into park planning and management.

The proposed park protects 97-hectares of sensitive ecosystems – more than six-times the area currently protected under existing zoning and covenants. Under the current municipal zoning, the density limits for Rural Residential 1 (RR1) allows for one dwelling with accessory units, and permits short term rental use of both dwellings, and also permits B&B accommodation as part of home occupation. Future subdivision or intensification of land use is also possible.

Metro Vancouver has provided the following studies and supporting information in relation to the rezoning and OCP application including the following:

1. Environmental Overview; Diamondhead Consulting (August 2022)
2. Maps and Drawings; Metro Vancouver (January 2023)
3. Project Overview for OCP Amendment and Rezoning; Metro Vancouver (January 2023)
4. Draft Land Use Plan; Metro Vancouver (February 2023)
5. Ecological Background; Metro Vancouver (March 2023)
6. Draft Concept and Program; Metro Vancouver (June 2023)
7. Approaches to Implementation, Visitation, Operations and Access; Metro Vancouver (March 2023)
8. Trip Generation Review; Bunt and Associates (March 2023)
9. Visitor Use Management Plan; Metro Vancouver (May 2023)
10. Emergency Management Overview; Metro Vancouver (June 2023)
11. Phasing Summary; Metro Vancouver (June 2023)
12. Transportation Impact Assessment; Bunt and Associates (June 2023)
13. Water Study Analysis Results; Water Street Engineering (June 2023)

Metro Vancouver has received staff comments and feedback on the Transportation Impact Assessment, however no formal staff or advisory committee comments have been received on the remaining technical studies or park concept. Additionally, confirmation on the next steps in the rezoning process is required.

Rezoning and OCP Amendment Application – Islands Trust Referral

By letter dated October 17, 2023, Metro Vancouver was advised of BIM Council's resolution on October 16, 2023 requesting an amended OCP and rezoning application to comply with the Islands Trust Policy Statement Directive Policies prior to consideration of second reading.

Although the letter included reference to specific policies considered to be at odds with the Application, the basis for the Islands Trust's determinations is not clear. A detailed discussion of Metro Vancouver's response to identified ITPS items of concern is included in Attachment 1. Key points are summarized below.

- In reviewing the Islands Trust Executive Committee's agenda, meeting minutes and comments, it seems the Executive Committee did not receive copies of all reports prepared concerning the submission; additionally, some documents were linked and not included in the agenda package. Several of the Executive Committee comments included inaccurate statements related to projected visitation, water availability, park access, phasing and

ecological protection in determining non-compliance with the ITPS, suggesting the Committee may not have had access to or reviewed all available information in making its determination.

- Islands Trust Policy 1.3.1 (Policy Statement Implementation) 4. states that "*as interpreted by the courts, "contrary to or at variance with," means that there is an absolute and direct collision between the local trust committee or island municipality bylaw and the Policy Statement.*" Further, Sections 3.6 and 3.7 of the BIM – Islands Trust Protocol Agreement require the Islands Trust to provide clear reasons for the return or refusal of an OCP amendment or rezoning bylaw and "*directions as to changes to the bylaw that would be required for approval*". The information provided to Metro Vancouver to date does not identify absolute or direct collisions with the ITPS or directions on associated, necessary application changes.
- On the referral checklist for the Islands Trust, a number of items were marked as "N/A", presumably since no direct conflict between the Application and the ITPS had previously been identified. In many cases, however, there are Metro Vancouver reports or other information available to demonstrate compliance with ITPS policies if in fact those policies are determined to apply. It is unclear how this issue should be addressed.

In light of the foregoing, Metro Vancouver requests the following:

1. Confirmation as to whether BIM and Islands Trust staff engaged in early communications and attempts to resolve concerns about proposed Bylaws No. 608 and 609, per Section 3.12 of the Protocol Agreement and, if so, additional information on ITPS policies identified in those discussions as potentially inconsistent with or at variance to the Application and how such concerns were addressed in the submission to the Islands Trust.
2. Confirmation of specific reports and other information provided to the Islands Trust Executive Committee for their assessment of the Application on August 25, 2023.
3. For each ITPS policy identified in the Islands Trust decision letter, a clear explanation of the specific elements of the proposed Application/Bylaws that are in "absolute and direct collision" with the ITPS, per Islands Trust Policy 1.3.1, and confirmation of which staff reports, correspondence or other materials were considered by the Islands Trust in arriving at that conclusion.
4. Clear direction on those changes to the Application/draft Bylaws that are required for Islands Trust approval, per Sections 3.6 and 3.7 of the BIM – Islands Trust Protocol Agreement, including relevant information from the meeting held between BIM and the Islands Trust pursuant to Section 14.3(c) of the BIM Letters Patent.
5. Staff's assessment of which concerns identified in the Islands Trust decision letter and marked "N/A" on the initial Islands Trust Policy Statement Directives Check List could be addressed with available reports and materials, and information on the process and timing for revisiting those items with the Islands Trust.
6. Formal comments from BIM on technical studies, the concept and other information provided to date, and confirmation if any additional technical reports are required. Metro Vancouver acknowledges its receipt of BIM staff comments and feedback on the Transportation Impact

Assessment, however no formal staff or advisory committee comments have been received on the remaining technical studies or park concept.

7. Confirmation and a copy of BIM's notification to the Minister of Municipal Affairs pursuant to Section 15.1 of the BIM Letters Patent and the Islands Trust's letter dated August 25, 2023, including any advice or direction received from the Minister.
8. Confirmation of BIM's next steps and timeline in advancing the Application.

BIM Conditional Requirements for Rezoning and OCP Amendment Approval

At the BIM Committee of the Whole meeting on June 14, 2023, BIM Council identified conditional requirements for approval of the rezoning and OCP amendment application. Attachment 2 outlines Metro Vancouver's response to these conditions. This response was presented to the MVRD Regional Parks Committee at its meeting on October 5, 2023.

While some of the conditional requirements are included in the proposed park concept, and represent significant investment and a commitment to ongoing partnership, others fall outside of Metro Vancouver's mandate and ability to provide in exchange for municipal rezoning and OCP amendment approval of seasonal, low impact tent camping in a regional park.

Next Steps

Metro Vancouver has provided a fulsome rezoning and OCP amendment application in support of a proposal for low impact, carefully phased and managed, seasonal tent campsites as part of an initiative to conserve an ecological significant landscape in perpetuity.

It is Metro Vancouver's position that the current park proposal as reflected in the Application aligns with the Islands Trust Policy Statement. The process and rationale for the Islands Trust Executive Committee determination of non-compliance, and subsequent BIM request for an amended application, are insufficiently clear for Metro Vancouver to respond effectively.

Metro Vancouver is accordingly requesting that BIM provide clarity on the Islands Trust determination process and next steps to advance the Application, with reference to the applicable policies, requirements, guidance and procedures outlined in the Islands Trust Policy Statement and the BIM – Islands Trust Protocol Agreement. Further, Metro Vancouver is requesting feedback on the park concept and technical reports provided in July 2023, and clarity on the next steps in the municipal rezoning and OCP amendment process.

Sincerely,



Jeffrey Fitzpatrick
Division Manager, Parks Design & Development

JF/MR/jf

cc: Stefan Cermak, Director, Planning Services, Islands Trust
Liam Edwards, Bowen Island Municipality CAO
Ravi Chhina, Deputy CAO Operations, Metro Vancouver
Mike Redpath, Director, Regional Parks, Metro Vancouver
Lydia Mynott, Landscape Architect, Regional Parks, Metro Vancouver

Attachments:

1. Islands Trust Executive Committee Comments - MV Response
2. Bowen Island Municipality Conditional Requirements for OCP/Rezoning Approval – MV Response

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Islands Trust Executive Committee Comments – Summary of Executive Committee Considerations:			
ITPS #	ITPS Text	Executive Committee Comments	Metro Vancouver Response
4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.	Marked as not applicable in staff assessment - trustees felt that water is an issue in that area based on public feedback and reports indicating issues with water in that area.	As noted below and under response to 5.2.5 the proposed park represents a reduction in the density of land use as compared to uses permitted under the existing zoning and OCP. Accordingly, ITPS policy 4.4.2 does not seem to apply, as noted in the checklist. Nonetheless, a technical memorandum Water Study Analysis Results (Water Street Engineering – June 2023) has been submitted and summarizes: • Drinking water requirements of the proposed park are equivalent to what would be required for development permitted under existing zoning and OCP. • Water requirements of the proposed park are equivalent to what would be required for development permitted under existing zoning and OCP. • Drinking water availability is sufficient. Furthermore, as a non-domestic user, Metro Vancouver will be required to license groundwater. This is not required under the existing Rural Residential (RR1) zoning and domestic land use. This effectively places additional requirements on Metro Vancouver to manage water use during droughts. The proposed park includes extensive ecological restoration and protection to support groundwater recharge and health aquatic ecosystems. Approximately 50% of the Huszar Creek Watershed will be part of the protected parkland. It is unclear whether the above report and information (and any other relevant materials) were received by the Islands Trust Executive Committee and what other materials were relied upon by the Islands Trust in making their determination in respect of this policy item. Please advise on next steps to clarify the application of ITPS policy 4.4.2 and, if it does apply, the direct conflict with the Application and required action to address that conflict.

5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.	Aesthetic and social impacts - not properly addressed. Social impact - very specific concerns from long term residents about many aspects not sufficiently addressed. Fails test of social impacts for a project of this size.	The creation of the regional park through proposed BIM Bylaws No. 608 and 609 will protect 97-hectares of sensitive ecosystems in perpetuity. The ecologically sensitive landscape is currently zoned as Rural Residential 1 (RR1). The existing zoning permits one dwelling with accessory dwelling units, and allows for short-term rental use of both dwellings. It also permits B&B accommodation as part of home occupation. The proposed park includes seasonal low impact tent camping, and is proposed to be phased in over approximately seven years with ongoing adaptive management. Phasing, capacity management, ecological restoration, visitation transportation and access strategies have been prepared which seek to address the issues raised by long term residents. Volunteer conservation opportunities will be made available to people interested in contributing to park stewardship. The proposed park will provide Bowen Island residents with access to trails, open space and healthy ecosystems which will support quality of life. In respect of this item, please confirm with more specificity those social and aesthetic aspects of the Application found to directly and absolutely collide with the ITPS, the materials relied upon by the Islands Trust in reaching their conclusion, and the information provided to the Islands Trust to inform their decision.
5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.	Marked as not applicable in staff assessment - concern about compatibility with environment and community character.	The proposed park represents a reduction in the density of land use compared to uses permitted under the existing zoning and OCP, and contemplates the preservation of 97-hectares in perpetuity, as further described below. Accordingly, it seems clear that the growth-related issues cited in ITPS policy 5.2.4 do not apply to the Application, as noted in the checklist. The existing Bowen Island community natural character includes natural areas such as steep slopes and hillsides, rural and marine areas and forests. These character areas have many different land uses such as municipal, regional and provincial parkland, resource extraction areas, in addition to residential, commercial, short-term rental accommodation and event facilities, including camps and retreats. The existing zoning permits one dwelling with accessory dwelling units, and allows for short-term rental use of both dwellings. It also permits B&B accommodation as part of home occupation. Under the existing RR1 zoning, 81.59 ha (84%) of the site area is unprotected and at risk of being subject to clearing, disturbance and development. Of this area, 59 ha is merchantable timber.

			The proposed BIM Bylaws No. 608 and 609 will protect 97 ha of sensitive ecosystems in perpetuity ensuring preservation and protection of the environment, natural amenities, resources and community character. Proposed low impact seasonal tent camping will be located within areas previously cleared for residential development and operated seasonally. Other areas that have been cleared will be restored. Ecological connections will be enhanced and natural resources will be managed, monitored, maintained and enhanced by trained park staff. Volunteer conservation opportunities will be made available to people interested in contributing to park stewardship. The proposed park will provide Bowen Island residents with access to trails, open space and healthy ecosystems which will support quality of life. The proposed park will be slowly phased in over approximately seven years to moderate change and allow for adaptive management. If ITPS policy 5.2.4 does apply, the above measures in our view address the aim of the policy item and any concern about compatibility with environment and community character. Please advise whether the above (or other) information was received by the Islands Trust Executive Committee to demonstrate consistency between Metro Vancouver's Application and ITPS policy 5.2.4. If not, what is the process for addressing this item? What comprises the direct collision in this case and on what materials did the Islands Trust rely in making their determination?
5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.	Marked as not applicable in staff assessment - campground capacity of 450 individuals exceeds density limits.	The proposed BIM Bylaws No. 608 and 609 represent a <u>reduction</u> in built form density limits from those currently permitted under the RR1 zoning. Accordingly, in our view ITPS policy 5.2.5, related to efficient use of the land base without over-densifying the development, is not applicable to the Application. The building and development density of the proposed park will include minimal built facilities (washrooms, park operations building with emergency equipment storage). Proposed buildings will adhere to municipal regulations concerning building siting and height. The Islands Trust Executive Committee has reviewed proposed BIM Bylaws No. 608 and 609 based on 450 – 465 people attending the campground daily. It is not clear where this figure derives from. Metro Vancouver estimates peak campground visitation in August to

			be approximately 260 individuals, in seven years, after the final phase of park development (See <i>“Approaches to Implementation, Visitation, Operations and Access”</i> Metro Vancouver, March 2023). The peak visitation estimate is based on an average campsite occupancy of 95%-100%, but considers average camping party sizes. The facility would only be open May – October. Existing zoning (RR1) allows for one dwelling with accessory units and permits short-term rental use of both dwellings. It also permits B&B accommodation as part of home occupation. Future subdivision or intensification of land is possible. Please confirm whether the above (or other) information was received by the Islands Trust Executive Committee to demonstrate consistency between Metro Vancouver’s Application and ITPS policy 5.2.5. If not, and if policy 5.2.5 does apply, what is the process for addressing this item? Please advise what materials were relied upon by Islands Trust in making their determination in respect of this policy item and clarify the direct collision identified.
5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.	Marked as not applicable in staff assessment – reports provided by the regional district about environmental sensitive areas means this is relevant.	The existing municipal zoning is RR1 which allows for one dwelling with accessory units, and permits short-term rental use of both dwellings. It also permits B&B accommodation as part of home occupation. At present, 15.41 ha (16%) of the proposed park is protected through existing covenants established for the most environmentally sensitive areas. Under the existing zoning areas outside the covenants, 81.59 ha (84%) of the site area is subject to clearing, disturbance and development. Of this area, 59 ha is merchantable timber. The creation of the regional park through BIM’s proposed Bylaws No. 608 and 609 would protect 97 ha of sensitive ecosystems in perpetuity. Metro Vancouver would dedicate the area as regional parkland. Metro Vancouver’s Natural Resource Management Framework provides strategic direction for managing natural resources within regional parks and park planning. It is guided by the principles of ecosystem-based management, adaptive management, the precautionary principle and collaboration. Development of all park (recreational) facilities will be within areas previously cleared for residential or resource development. Environmentally sensitive areas will be protected and other previously cleared areas will be restored to natural condition. The proposed BIM Bylaws No. 608 and 609 do not contain plans for marinas, boat launches, docks or anchorages. Metro Vancouver will restrict access to sensitive lands including covenant areas by enforcing park bylaws with uniformed staff, and educating park visitors through

			stewardship, interpretation and outreach. Please confirm whether the above (or other) information was received by the Islands Trust Executive Committee to demonstrate consistency between Metro Vancouver's Application and ITPS policy 5.5.4. If not, what is the process for addressing this omission? Please advise what materials were relied upon by the Islands Trust in making their determination in respect of this policy item and the identified direct collision(s) between ITPS policy 5.5.4 and the Application.
5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.	Disagree with interpretation that 100 campsites are low impact. 460 people getting off ferries on a Friday to go camping is a huge impact. Narrow road, no bike lanes, and at other end of the island to the ferry terminal.	The creation of the regional park through BIM's proposed Bylaws No. 608 and 609 will protect 97 ha of regionally significant sensitive ecosystems in perpetuity and provide low-intensity passive outdoor recreation opportunities. The proposed park and campground will be owned and operated seasonally by the regional district and non-commercial (similar to Descanso Bay Regional Park Campground on Gabriola Island). No high impact recreational activities are proposed for the site. The proposed park includes tent camping facilities in areas previously cleared for residential development. Of those, over half (52) would be dedicated to walk/bike-in/shuttle access camping, a third (33) could be accessed by a single-vehicle for accessibility, 3-5 group tent camps would be available to youth and community groups, and 10 tent cabins would provide an opportunity for people without camping equipment to visit. No trailers or motorhomes will be permitted in the proposed park. The Islands Trust Executive Committee has reviewed proposed BIM Bylaws No. 608 and 609 based on 450 – 465 people attending the campground daily. It is not clear where this figure derives from. Metro Vancouver estimates peak campground visitation in August to be approximately 260 individuals, in seven years, after the final phase of park development (See <i>"Approaches to Implementation, Visitation, Operations and Access"</i> Metro Vancouver, March 2023). The peak visitation estimate is based on an average campsite occupancy of 95%-100%, but considers average camping party sizes. The facility would only be open May – October. The assessment that 460 people will disembark the ferry on a single day is inaccurate. The Traffic Impact Assessment (TIA) assesses and summarizes net vehicle trip generation against what can be expected under existing land use zoning (conservative estimate based on 24 single-family homes, not the maximum permitted land use). The TIA assesses the net impact as a reduction of 163 vehicle trips during peak day and an increase of 15 vehicle trips in the pm peak, an overall reduction in trip rate. While impacts of proposed BIM Bylaws No. 608 and 609 in creating a proposed park

			are assessed to be less than the existing permitted land use, Metro Vancouver has committed to the following mitigations: • Utilizing existing park facilities at Crippen Regional Park in Snug Cove to create a park information centre and shuttle pickup location. • Providing an electric shuttle bus, operated by Metro Vancouver, will provide sustainable transportation directly to the park from the ferry. The shuttle bus will be in place when the park opens. • Working collaboratively with Bowen Island Municipality to secure grant funds to advance the construction of the Cross Island Greenway (part of the Regional Greenway Network). • Implementing visitor management systems including – parking restrictions, visitor reservations, and full-time uniformed staff enforcing park bylaws. Campground reservation system will direct vehicle access visitors to off peak ferry travel days/times. • Phasing delivery, all park amenities, including camping facilities, will be phased in over approximately seven years to allow for adaptive management. To what extent were the reports listed on page 3 of Metro Vancouver’s letter dated December 1, 2023 (and other relevant materials) received by the Islands Trust Executive Committee? Please confirm/provide copies of the specific materials relied upon by the Islands Trust in making their determination in respect of this policy item. We note the Islands Trust briefing note from staff cited examples of other campsites in the Islands Trust area and confirmed that one campsite per hectare is not high impact (camping and hiking were said to be low impact, while sports activities are typically considered higher impact). Please also clarify the absolute and direct collision between ITPS and the Application and provide guidance on addressing that collision.
5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.	Address planning for bikes, pedestrian and trail systems - rezoning suggests traffic to campground via those means, but nothing in the plans say that when campground opens there will be any new paths or bike lanes. Not realistic to think people will walk 12	The directive policy refers to OCPs and regulatory bylaws. Metro Vancouver is proposing a comprehensive plan for pedestrian, cycling and equestrian trail systems within the park. Metro Vancouver has also committed to the following transportation and access programs: • Metro Vancouver will renovate an existing park building (Seaside Cottage II) in Crippen Regional Park (Snug Cove) to create a park information centre and shuttle pickup location. • An electric shuttle bus, provided by Metro Vancouver, will establish sustainable transportation directly to the park, from the ferry. The shuttle bus will be in place when the park opens. • Metro Vancouver will work collaboratively with the municipality to secure grant funds to advance construction of the Bowen Island Municipality Cross Island

		km from the ferry to the campground. Concern about safety of cyclist or hikers walking or cycling to the campground on the narrow roads.	Greenway (part of the Regional Greenway Network). All park amenities will be phased and subject to a Section 219 covenant to allow for adaptive management. Metro Vancouver manages Crippen Regional on Bowen Island (220 ha). The park provides significant value and benefits to local residents including trails, open space, access to nature, conservation and stewardship, heritage buildings and landscapes, a riding ring, memorial garden, and public toilet facilities. It is inaccurate to assume the park is the primary destination for all off Island visitors who pass through the park during their time on Bowen Island. Rather, Crippen is a cherished park that is closely intertwined with Snug Cove, and the broader trail network that visitors and local residents use to move around and enjoy the community as a part of daily life. The above features of the Metro Vancouver Application are directly aligned with ITPS policy 5.5.7. To what extent was the above information (and other relevant materials) received by the Islands Trust Executive Committee? Please confirm/provide copies of the specific materials relied upon by the Islands Trust in making their determination in respect of this policy item. Please also clarify the absolute and direct collision identified between ITPS and the Application and provide guidance on addressing that collision.
5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.	No evidence of support from Skwxwú7mesh (Squamish) First Nation.	Metro Vancouver has engaged local Indigenous groups throughout the planning process for this project. In particular, Metro Vancouver is working carefully with Skwxwú7mesh (Squamish) First Nation to explore opportunities to work closely on the park, over the long term. Opportunities include, but are not limited to, cooperative planning, land management, cultural resource management, art, programing and interpretation, youth programming, and more. Please clarify the direct collision between the Application and ITPS policy 5.6.2 and advise on any specific requirements for demonstrating support. To what extent was the above information (and other relevant materials) received by the Islands Trust Executive Committee?
5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of	No evidence of support from Skwxwú7mesh (Squamish) First Nation.	Opportunities include, but are not limited to, cooperative planning, land management, cultural resource management, art, programing and interpretation, youth programming, and more. More broadly, the proposed park will protect, in perpetuity, an ecologically and culturally sensitive landscape which is currently zoned for the development of large single family residential developments. Under existing zoning, the land can be developed with very limited environmental

	historic coastal settlement patterns and remains.		conservation or cultural resource management. Metro Vancouver has extensive experience managing cultural resources and working closely with First Nations on land management throughout the region. Please clarify the direct collision between the Application and ITPS policy 5.6.3, and advise on any specific requirements for demonstrating support. To what extent was the above information (and other relevant materials) received by the Islands Trust Executive Committee?
5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.	A campground that allows 460 campers changes the character of the community.	ITPS policy 5.7.2 relates to addressing economic opportunities that are compatible with conservation of resources and protection of community character. The proposed park and campground will be owned and operated seasonally by the regional district and non-commercial (similar to Descanso Bay Regional Park Campground on Gabriola Island). The primary focus of the project is the conservation of sensitive ecosystems and the provision of opportunities for the public to engage with nature in a low impact way. The existing Bowen Island community character includes natural areas such as steep slopes and hillsides, rural and marine areas and forests. These character areas have many different land uses such as municipal, regional and provincial parkland, resource extraction areas, and residential, commercial, short-term rental accommodation and event facilities, including camps and retreats. The proposed campsite is entirely consistent with the community character. The creation of the regional park through BIM's proposed Bylaws No. 608 and 609 will protect 97 ha of regionally significant sensitive ecosystems in perpetuity and provide low-intensity passive outdoor recreation opportunities. The proposed park will significantly expand protected areas on the island, protecting natural resources and enhancing community character. The Islands Trust Executive Committee has reviewed proposed BIM Bylaws No. 608 and 609 based on 450 – 465 people attending the campground daily. It is not clear where this figure derives from. Metro Vancouver estimates peak campground visitation in August to be approximately 260 individuals, in seven years, after the final phase of park development (See <i>"Approaches to Implementation, Visitation, Operations and Access"</i> Metro Vancouver, March 2023). The peak visitation estimate is based on an average campsite occupancy of 95%-100%, but considers average camping party sizes. The facility would only be open May – October. Metro Vancouver can confirm that: • The majority of camp sites will have no vehicle access. Camping is restricted to tents only – no RVs will be permitted. Camping is seasonal from May to October.

			• A Section 219 covenant will be developed to phase delivery, mitigate abrupt change, and allow for adaptive management. • An electric shuttle bus service to the park, and park information centre in Snug Cove will be provided in year one. The above features of the Metro Vancouver Application are directly aligned with ITPS policy 5.7.2. To what extent was the above information (and other relevant materials) received by the Islands Trust Executive Committee? Please confirm/provide copies of the specific materials relied upon by the Islands Trust in making their determination in respect of this policy item. Please also provide additional clarity on the absolute and direct collision between ITPS and the Application as well as guidance on addressing that collision.
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Bowen Island Municipality Conditional Requirements for OCP/Rezoning Approval (Bowen Island Municipality Council - July 10, 2023)			
#	Item	Description from Bowen Island Municipality	Metro Vancouver Response
1	Multi Use Path	Complete Multi-use path (MUP) from current location (Artisan Lane) to the proposed Park Boundary. Total request of funding from MV is \$5.65M A. 50/50 cost share section from Artisan Lane to Charlies Lane: ~600m estimated total (100%) at \$1.4 million B. 50/50 cost share section from Charlies Lane to Forester Lane (Water Treatment Plant Road): ~900m estimated total (100%) at \$1.5 million C. 50/50 cost share section from Harding Rd to Bowen Bay Rd: ~2.9 km estimated total (100%) at \$3 million D. Section from Bowen Bay Rd to Cape Drive: ~2.1km (100% Metro) estimated total (100%) at \$2.1 million E. Section from Cape Drive to Park Boundary: ~550m (100% Metro) estimated total (100%) at \$0.6 million F. 130 meter strip north of Trunk Rd already constructed (between Library and Miller Road): Metro and BIM entered into an agreement enabling BIM to construct the MUP along this strip with the condition that BIM will compensate Metro with the equivalent market value in either cash or land.	Section A, B and C form the previously planned municipal Cross Island Greenway. Metro Vancouver will not fund construction of these sections, but will work collaboratively with BIM to secure grant funding to advance implementation. Metro Vancouver will work with Bowen Island Municipality to identity a preferred route to connect the park to the proposed municipal Cross Island Greenway and secure grant funding to construct this section of the greenway. Any additional cost-sharing support is subject to MVRD Board approval. Section F is not related to this project and will be considered in a separate process. Metro Vancouver will construct and maintain all trail infrastructure within the boundaries of the proposed regional park.

2	Dedicated Shuttle Bus	A dedicated shuttle bus to run from Snug Cove to the Park and back again at a minimum of 6 times per day during peak operational periods.	A dedicated seasonal park shuttle is proposed in the draft concept plan.
3	Feasibility study for passenger only ferry	Feasibility study for passenger only ferry including berthing facility, power requirements, parking and pedestrian marshalling areas.	BC Ferries provides a publically funded and subsidized ferry service to Bowen Island. The transportation impact assessment confirmed there is ample capacity for pedestrian passenger travel to the proposed park. Ultimately, pedestrian ferry service is above and beyond the scope of this project, and Metro Vancouver's mandate to provide. Metro Vancouver will work closely with private or public service providers pursuing ferry service to Bowen Island to explore opportunities for strong connections to the proposed park.
4	Cape Drive Divestiture from BIM to Metro	Municipal roads within the proposed Park may be divested to Metro. This would require legal review and drafting of transfer documents. If the Metro owned lands are operated as a park, staff recommend this divestiture occurs regardless of the rezoning for camping.	Subject to legal review and due diligence, Metro Vancouver is supportive of this proposal as it aligns with the proposed Concept Plan.
5	Cape Area Trails - not within Proposed Park	Existing trails in the Cape Area are managed by BIM, however only the road ends are owned by BIM. The trails themselves are right-of-ways dedicated to BIM by the private land owners and as such it is difficult to transfer to Metro. An alternative approach, if desired, is to enter into a long-term management agreement where Metro takes over management of the trails.	Metro Vancouver will work with Bowen Island Municipality to assess this proposal as it has the potential to ensure a consistent level of service on trails that provide access to the park. A review of trail conditions, SRWs, liability and maintenance requirements is required to ensure this is a viable option.
6	Divestiture of BIM trails within Proposed Park	If the Park proceeds, BIM staff recommend divesting existing trails within the proposed Park to Metro Vancouver.	Metro Vancouver is supportive of this proposal as it and would ensure consistent level of service, accessibility, land management and bylaw enforcement

7	Adoption of Visitor Use Management Framework	Adoption of an empirically-validated, data driven visitor use management framework such as that of the <i>Intra-agency Visitor Use Management Council of the United States</i> (IVUMC) in use by Parks Canada and outlined in the Manzer (2020) report to Metro Vancouver titled <i>Measuring and Managing Park Carrying Capacity</i> . To be written into the Section 219 covenant, zoning, OCP, and/or licensing/permitting. Regular monitoring and reporting by BIM/MV.	This is complete. The Visitor Use Management Plan Framework submitted to BIM on May 26, 2023 is based on the IVUMC and is line with best practice in large park planning and management.
8	Adoption of Adaptive Management Framework	Adoption of an empirically-validated, data-driven adaptive management framework which is to guide phasing and implementation of park use, as well as to define Park carrying capacity. To include, but not limited to • monitoring of: transportation • ecological impact assessments • fire/emergency assessments • resource use • waste generation • visitation scope and patterns	This is complete. Existing Metro Vancouver policy including the Resource Management Framework, and Regional Parks Plan provide clear direction on adaptive management as a guiding principle of land management in the regional park system. The Park Concept, Guiding Principles, Ecological Overview, Phasing Strategy and Visitor Use Management Plan developed through the park concept planning process, and provided to Bowen Island Municipality in support of the rezoning and OCP amendment application, confirm Metro Vancouver's commitment to adaptive management. The technical work completed to date meets and exceeds best practice and represents a comprehensive, and well considered approach to park planning.

9	Alternate Access to Park Road	Net vehicle use of Park not to exceed that of existing 24 residential lots. Additional vehicle use requires construction of secondary access into the cape. -- not through whitesails.	Whitesails Drive provides legal road access to the proposed park. A key focus of the park proposal is to limit car access. The transportation impact assessment confirms there is ample capacity to accommodate traffic associated with the proposed regional park, and that volume is expected to be lower than what could be expected under existing zoning. A viable alternative road access with suitable tenure and public support has not been identified. Given the volume of traffic associated with the park, compared to what could be permitted within existing zoning, Metro Vancouver will not commit to the construction of a secondary access to the park.
10	Subsidized Water Taxi / Passenger Ferry	Possibly coordinated with Translink and part of transit/active transportation network, used for park reservations as well as Bowen Island residents.	BC Ferries provides a publically funded and subsidized ferry service to Bowen Island. The transportation impact assessment confirmed there is ample capacity for pedestrian passenger travel to Bowen Island. Ultimately, pedestrian ferry service is above and beyond the scope of this project, and Metro Vancouver's mandate to provide. Metro Vancouver will work closely with private or public service providers pursuing ferry service to Bowen Island to explore opportunities for strong connections to the proposed park.
11	Protection of Coastal Bluffs	Establishment of conservation covenants to prohibit construction or structures or trails along sensitive coastal bluff ecologies. Visitor use on the bluffs to be strictly controlled and monitored by applicant.	This is already reflected in the draft concept plan. Conservation covenants are already in place and registered. The proposed park offers far greater protection of the coastal bluffs and surrounding environment than the existing residential zoning provides. Park natural resources will be protected in perpetuity.

12	Buffer Zone around Conservancy	Lot 23 to be managed as conservancy/eco-reserve; lots across the road to Conservancy to be managed so as to impede visitor traffic to Conservancy.	This is included in the draft concept plan.
13	Shuttle from Urban MV to HSB	To promote socio-economic accessibility of Park, shuttle from inner MV (e.g., Seabus in CNV or Waterfront) to HSB.	Weekend/peak season shuttle service from a regional park or transit hub is being contemplated as part of the proposed park shuttle program. Additional assessment is required to determine feasibility and demand. #257 Express (Burrard to HSB) is in service. Coordination with Translink is required.
14	Public transit extension to park.	Translink extension of service must be active to the Park prior to full build out.	Metro Vancouver will explore options, with Translink, to expand service to the park. The existing #280 bus route, on Bowen, is challenging to extend to the park as its route aligns with the ferry schedule. A dedicated park shuttle will provide dedicated service.
15	Visitor Dispersal and Infrastructure Impact in the Cove	Contribution of staging area at ferry egress and transfer of MVRD land for wastewater treatment plan, BIRD, multiuse pathway, washrooms, etc; that will impact Snug Cove.	Seaside Cottage, in Crippen Regional Park in Snug Cove, will be renovated and repurposed as a park orientation center with shuttle pickup, park information and washrooms. Seaside Cottage is proximate to the existing transit pick up drop off area at the Cardena Drive Passenger Exchange Land transfers unrelated to the proposed regional park will not be considered as part of this process.
16	Reduction in Vehicle Access Sites	Vehicle access sites be reduced to under 10% of non-group and non-tent cabin sites, used exclusively for those with accessibility challenges; restricted to specific disability need	The majority of campsites included in the current proposal are cycle/hike/shuttle access. The current level of vehicle access sites is required to ensure accessibility and options for those wishing to access the site.

17	2050 Plans be Referenced in Concept Plan		The proposed park vision, guiding principles and concept are in alignment with Metro2050, Regional Parks Plan and Regional Greenway 2050 Plan.
18	Animal control elements	Animal control elements must be included	Metro Vancouver has extensive experience managing dogs in parks with engineering, education and enforcement. REGIONAL PARKS REGULATION BYLAW NO. 1177, 201 establishes the bylaw for animal control.
19	Fire Plan and Control	On-site equipment provided	Metro Vancouver has already procured site specific fire response equipment for the proposed park. A wildfire plan for interim operations has been completed and filed with BIM Fire Chief. Metro Vancouver staff are highly trained in fire risk management, initial attack, bylaw enforcement and communication. Highly trained, watershed fire suppression crews are available 24/7. Metro Vancouver maintains site specific fire response plans for all park sites, and actively manages risk throughout the summer season with considerable resources and expertise.
20	Implementation of a reservation system	For all campgrounds, and the potential to expand to all users to the Park	All overnight use will be by reservation. A day use reservation system will also be considered as a visitor management tool. The Visitor Management Plan provides an overview of these, and related strategies.
21	Mt Gardner Rd, Collins Rd and Green Rd Dedication from Metro to BIM	Mt Gardner Rd transects Crippen Regional Park past Killarney Lake and is not recognized as a dedicated municipal road/highway. BIM staff have formally requested Metro to divest these road sections to BIM as BIM maintains and operates the roads because they service numerous properties and lands beyond.	Land transfers unrelated to the proposed regional park will not be considered as part of this process.



200 – 1627 Fort Street, Victoria BC V8R 1H8
Telephone **(250) 405-5151** Fax (250) 405-5155
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

November 7, 2023

File: 10280-60 (92B/14)

via e-mail: Trent.thomas@gov.bc.ca

Trent Thomas
BC Geographical Names Office
PO Box 9818 Stn Prov Govt
Victoria BC V8W 9W3

Dear Trent Thomas,

Re: Rescind name on Tumbo Island

On behalf of the Islands Trust Council, I thank you for inviting our comment on the request your office received to change the name of the location (Savage Point, Tumbo Island) detailed in Appendix A on page 2 of this letter, and on the attached map, that is within our Trust Area.

At this time, we have no concerns with the request to rescind the name. We understand that this means if the name is to be rescinded that it would no longer be labelled on provincial maps and charts or distributed as an official place name in B.C. until a supported naming proposal is brought forward and officially adopted by your organization.

We look forward to hearing the outcome of this request so we can update our records accordingly.

Kind regards,

Peter Luckham
Chair, Islands Trust Council
pluckham@islandstrust.bc.ca

Enclosure

cc: Saturna Island Local Trust Committee
Executive Committee

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

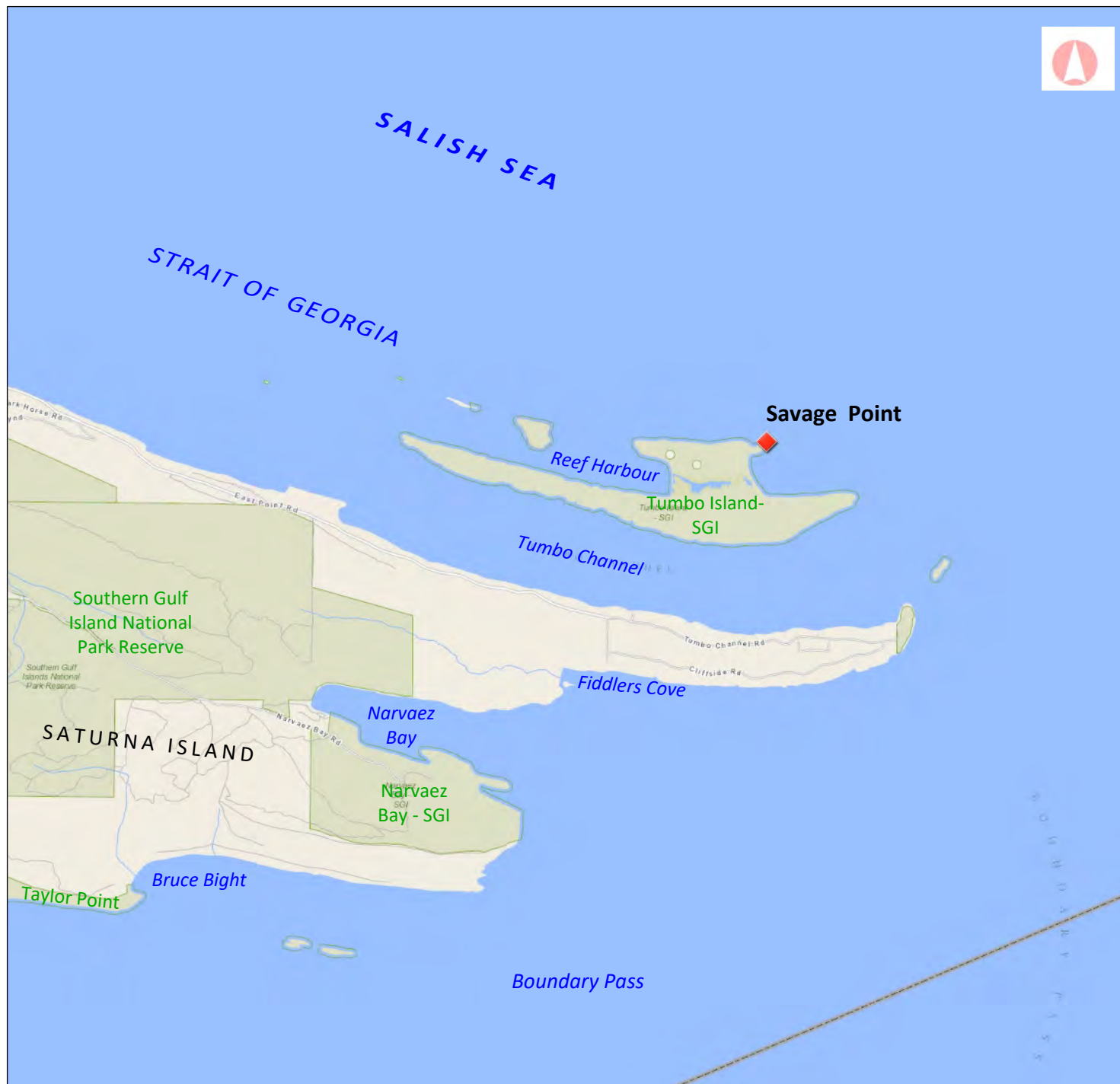
Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

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.



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



From: Theresa Dennison <tdennison@avicc.ca>
Sent: Thursday, November 30, 2023 1:39 PM
To: AVICC Info <info@avicc.ca>
Cc: Climate & Health Community Gathering <climatehealthgathering@gmail.com>
Subject: CORRECTION: Registration Open - Climate Change & Health Community Gathering

Please forward to elected officials, the CAO and Corporate Officer:

****Note that there was an error in the communication below - the event is taking place in Nanaimo at the Vancouver Island Conference Centre.****

From: Theresa Dennison <tdennison@avicc.ca>
Date: Thursday, November 30, 2023 at 12:14 PM
To: Theresa Dennison <info@avicc.ca>
Cc: Climate & Health Community Gathering <climatehealthgathering@gmail.com>, "Paivi.Abernethy@islandhealth.ca" <Paivi.Abernethy@islandhealth.ca>
Subject: Registration Open - Climate Change & Health Community Gathering

Please see the communication below from Island Health, in partnership with Snuneymuxw First Nation, inviting AVICC members to attend the **Climate Change and Health Community Gathering**, taking place in **Nanaimo, at the Vancouver Island Conference Centre**, Wednesday, January 24th & Thursday, January 25th, 2024. For further information, please email the Climate & Health Community Gathering Planning Team at climatehealthgathering@gmail.com.

Association of Vancouver Island and Coastal Communities
236.237.1202
info@avicc.ca
www.avicc.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.

Dear AVICC Members,

We respectfully invite you to join us on a collaborative journey to address the pressing need for developing new partnerships, strengthening old partnerships, healing the land and learning together amidst the climate crisis. In partnership with *Snuneymuxw First Nation*, *Island Health* invites you to a **Climate Change and Health Community Gathering** deeply rooted in the connections between climate change and its impacts on the health of people and the environment, including water, soil, air and all communities of the natural world.

Island Health is in the process of developing new programs in Population and Public Health, addressing climate change impacts on health and fostering healthy environments. It has joined forces with Snuneymuxw First Nation to learn more about existing climate action, community needs and partnership opportunities in the Island Health service area and Snuneymuxw territory, respectively. Because of the recent challenges within the region caused by droughts and flooding, water was chosen as the central theme for this Gathering. The idea is to learn from one another about climate change impacts on health, as well as about past and ongoing projects that help strengthen community climate resilience. We will also explore how we can develop practical solutions together to be better prepared. Topics include but are not limited to water scarcity, seafood safety, food security, ecosystem co-governance and flood prevention, etc.

Where: In-person at Vancouver Island Conference Centre (101 Gordon Street, Nanaimo)

When: Wednesday, January 24th & Thursday, January 25th, 2024

Who: Our target audience includes local governments, First Nations, and Métis communities for Vancouver Island and Coastal Communities served by Island Health. While leaders are welcome, our primary aim is to engage and empower dedicated staff actively working on climate change, health &/or water.

Cost: FREE (travel bursaries available if needed)

How to Register: Register on [Eventbrite](#) to save your seat and stay updated. Limited space is available, so please register early. We look forward to seeing you there!

Gathering description:

To create a safe shared space for communities in the Island Health Region to exchange their climate action-related stories, projects, and programs and learn from one another's experiences. To strengthen regional partnerships and collectively enhance health and wellbeing in an inclusive, respectful environment.

This marks an inaugural step in shaping the future of Island Health's Healthy Environments Program, aligning it with local communities' unique needs and priorities.

The Community Gathering serves three primary purposes:

1. Island Health learning from the vibrant communities we serve.
2. Communities coming together to share knowledge and form new partnerships.
3. Communities gaining insights from Island Health regarding the impact of climate on health across Vancouver Island and surrounding Coastal Communities.

We look forward to co-creating a healthier and more sustainable future with you. Save the date as we embark on this important journey.

--

On behalf of the:

Climate Change & Health Community Gathering
Planning Team

Island Health & Snuneymuxw
First Nation invite you to a
**Climate Change & Health
Community Gathering**
for Vancouver Island &
Coastal Communities
served by Island Health

SAVE THE DATE

JAN 24–25, 2024



REGISTER HERE TO FIND OUT MORE:

bit.ly/cchcg-2024





VIA EMAIL

Ref. 63442

December 14, 2023

Chair Peter Luckham
Islands Trust
Email: pluckham@islandstrust.bc.ca

RE: New legislation to support local government housing initiatives

Dear Chair Peter Luckham:

As you are aware, last week, the Province passed three bills that change the way local governments plan for new housing in their communities: Bills 44, 46, and 47, along with Bill 35, which regulates short-term rentals. While the legislation establishes the framework for the new rules, many of the details that describe how these changes will work on the ground are set out in regulation, and site standards and expectations around development are laid out in provincial policy manuals.

We have prioritized releasing the regulations and policy manuals to help local governments meet the June 30, 2024 requirements for small-scale multi-unit housing and transit-oriented development areas (TOD areas). Last week, the regulations and policy manuals for those requirements were released and are posted online here: [Local government housing initiatives - Province of British Columbia](#).

The regulation for small-scale multi-unit housing sets out the minimum number of dwelling units by parcel size and proximity to frequent transit, prescribes the frequency of transit bus stops, and establishes the minimum population threshold for legislation to apply to certain communities. It also includes an exemption to the legislation for hazardous conditions.

.../2

**Office of the
Minister of Housing**

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

The policy manual supports local governments to implement the zoning bylaw amendments required under the legislation. It establishes provincial expectations for implementation of the requirements, which must be considered when preparing, amending, or adopting a zoning bylaw to permit the use and density required by the small-scale multi-unit housing legislation. Further information will be provided in January about the criteria and process for extensions.

The regulations for TOD Areas designate the 52 TOD Areas that are now in effect by regulation (see attachment 1) and the full list of TOD Areas that must be designated by June 30, 2024 (see attachment 2). They also bring the provisions of Bill 47 into effect and set out the details for those provisions, such as the minimum allowable density (see attachment 3) and the applicable distance from transit stations. Bill 47 allows the Province to designate TOD Areas by order if a local government does not or designates incorrectly.

The TOD manual establishes provincial expectations for municipalities to implement the requirements, such as when designating TOD Areas by bylaw, making zoning decisions, and updating parking bylaws.

The regulations for the *Short-Term Rental Accommodation Act* (STRAA) set out where the principal residence requirement applies, exemptions, and how local governments and entities can opt-in or out of the requirement. The policy guidance provides information about how the STRAA, and related amendments to the *Local Government Act*, *Community Charter*, and *Vancouver Charter* apply to local governments, including local government bylaws related to short-term rentals. Last week, the regulations and policy guidance were released and are posted online here: [Policy guidance for local governments](#).

Early in the new year, we will be releasing regulations and a policy manual for updating Housing Needs Reports and policy guidance for implementing the new development finance tools [expanded Development Cost Charges (Levies) and Amenity Contribution Costs Charges.]

In my previous letter, I mentioned that we are exploring policy options and additional tools for facilitating the delivery of affordable housing, including the potential for inclusionary zoning and other tools to support a range of outcomes. I look forward to being able to share more in 2024 on these initiatives.

.../3

I appreciate how much work is in front of your local government to meet the requirements. The Ministry is committed to supporting your team in this work. We will be notifying you later this month of the amount your local government will receive from the \$51 million funding to support planning and capacity to meet these new requirements. Ministry staff will also be in touch with your administration about a webinar series for local government staff leading the work to implement the changes.

Sincerely,



Ravi Kahlon
Minister of Housing

Attachments

pc: The Honourable Rob Fleming, Minister of Transportation and Infrastructure
The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Russ Hotsenpiller, Chief Administrative Officer, Islands Trust
(rhotsenpiller@islandstrust.bc.ca)

Links:

- Local Government Housing Initiatives webpage with links to Bill 44 and 47 Housing Statute Regulations and the Provincial policy manuals for small-scale multi-unit housing and Transit-Oriented Development Areas:
<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives>
- Bill 35 Policy Guidance for Local Governments: [Policy guidance for local governments.](#)

Attachment 1: Transit-Oriented Development Areas Designated by Regulation (in effect)

Burnaby

- Brentwood Town Centre Station
- Burquitlam Station*
- Joyce – Collingwood Station*
- Lougheed Town Centre Station
- Metrotown Station
- Patterson Station
- Rupert Station*
- Sperling – Burnaby Lake Station

Chilliwack

- Downtown Chilliwack Exchange

Coquitlam

- Burquitlam Station
- Coquitlam Central Station
- Inlet Centre Station*
- Lafarge Lake – Douglas Station
- Lincoln Station
- Lougheed Town Centre Station*
- Moody Centre Station*

Kamloops

- Lansdowne Exchange
- North Shore Exchange

Kelowna

- Okanagan College Exchange
- Rutland Exchange

Maple Ridge

- Port Haney Station

Mission

- Mission City Station

New Westminster

- Columbia Station
- New Westminster Station

North Vancouver (District)

- Phibbs Exchange

Port Coquitlam

- Coquitlam Central Station*
- Lincoln Station*

Port Moody

- Inlet Centre Station
- Moody Centre Station

Richmond

- Aberdeen Station
- Bridgeport Station
- Capstan Station
- Lansdowne Station
- Marine Drive Station*
- Richmond – Brighthouse Station

Saanich

- Uptown Exchange

Surrey

- 152nd Street Station
- 160th Street Station
- 166th Street Station
- 184th Street Station
- 190th Street Station
- Columbia Station*

Vancouver

- 29th Avenue Station
- Arbutus Station
- Bridgeport Station*
- Broadway – City Hall Station
- Great Northern Way – Emily Carr Station
- Joyce – Collingwood Station
- King Edward Station
- Langara – 49th Avenue Station
- Marine Drive Station
- Mount Pleasant Station
- Nanaimo Station
- Oak – VGH Station
- Oakridge – 41st Avenue Station
- Olympic Village Station
- Renfrew Station
- Rupert Station
- South Granville Station
- Stadium – Chinatown Station
- VCC – Clark Station
- Waterfront Station

Victoria

- Legislature Exchange

*Overlap TOD Area from adjacent municipality

Attachment 2: TOD Areas that must be designated by June 30, 2024

140th Street Station	Haney Place Exchange	Patterson Station
152nd Street Station	Holdom Station	Peachtree Square Exchange
160th Street Station	Hospital Exchange	Penticton Plaza Exchange
166th Street Station	Inlet Centre Station	Phibbs Exchange
184th Street Station	Joyce – Collingwood Station	Pitt Meadows Station
190th Street Station	King Edward Station	Port Coquitlam Station
196th Street Station	King George Station	Port Haney Station
203rd Street Station	Kootenay Loop Exchange	Production Way – University Station
22nd Street Station	Lafarge Lake – Douglas Station	Renfrew Station
29th Avenue Station	Lake City Way Station	Richmond – Brighthouse Station
Aberdeen Station	Langara – 49th Avenue Station	Royal Oak Exchange
Arbutus Station	Langford Exchange	Royal Oak Station
Bourquin Exchange	Langley Centre Exchange	Rupert Station
Braid Station	Lansdowne Exchange	Rutland Exchange
Brentwood Town Centre Station	Lansdowne Station	Sapperton Station
Bridgeport Station	Legislature Exchange	Scott Road Station
Broadway – City Hall Station	Lincoln Station	Scottsdale Exchange
Burquitlam Station	Lonsdale Quay Exchange	South Granville Station
Burrard Station	Lougheed Town Centre Station	Sperling – Burnaby Lake Station
Capilano University Exchange	Main Street – Science World Station	Stadium – Chinatown Station
Capstan Station	Maple Meadows Station	Surrey Central Station
Columbia Station	Marine Drive Station	TRU Exchange
Colwood Exchange	Metrotown Station	UNBC Exchange
Commercial – Broadway Station	Mission City Station	Uptown Exchange
Coquitlam Central Station	Moody Centre Station	UVic Exchange
Country Club Exchange	Mount Pleasant Station	Vancouver City Centre Station
Downtown Chilliwack Exchange	Nanaimo Station	VCC – Clark Station
Downtown Exchange	New Westminster Station	VGH Exchange
Dunbar Loop Exchange	Newton Exchange	Village Green Centre Exchange
Edmonds Station	North Shore Exchange	VIU Exchange
Gateway Station	Oak – VGH Station	Waterfront Station
Gilmore Station	Oakridge – 41st Avenue Station	Woodgrove Exchange
Gondola Exchange	Okanagan College Exchange	Yaletown – Roundhouse Station
Granville Station	Olympic Village Station	
Great Northern Way – Emily Carr Station	Orchard Park Exchange	
Guildford Mall Exchange		

Attachment 3: Distances, Transit Stations and Densities by Category

Municipality	Transit Hub Type	Prescribed Distance	Minimum Allowable Density (FAR)	Minimum Allowable Height (Storeys)
Burnaby	Sky Train/ Canada Line (Rapid Transit Stop)	200m or less	Up to 5.0	Up to 20
Delta		200m – 400m	Up to 4.0	Up to 12
Coquitlam				
Langley (City + Township)				
Maple Ridge		400m – 800m	Up to 3.0	Up to 8
North Vancouver (City + District)				
New Westminster				
Pitt Meadows	Prescribed Bus Exchange or West Coast Express Station	200m or less	Up to 4.0	Up to 12
Port Coquitlam		200m – 400m	Up to 3.0	Up to 8
Port Moody				
Richmond				
Surrey				
Vancouver				
Abbotsford	Prescribed Bus Exchange	200m or less	Up to 3.5	Up to 10
Chilliwack		200m – 400m	Up to 2.5	Up to 6
Colwood				
Kamloops				
Kelowna				
Langford				
Mission				
Nanaimo				
Prince George				
Saanich District				
Vernon				
Victoria				
View Royal				