



Executive Committee Agenda

Date: Wednesday, April 15, 2020
Time: 9:00 am
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

	Pages
1. CALL TO ORDER	
1.1 Acknowledge Standing Resolution	3 - 3
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
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3. ADOPTION OF MINUTES	
3.1 April 8th draft minutes	5 - 8
4. FOLLOW UP ACTION LIST AND UPDATES	
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4.2 Local Trust Committee Chair Updates	
4.3 Islands Trust Conservancy Liaison Update	
5. BYLAWS FOR APPROVAL CONSIDERATION	
6. TRUST COUNCIL MEETING PREPARATION	
6.1 Executive	
6.1.1 Cancellation of the in-person regular June Trust Council meeting on Hornby Island	15 - 17
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6.2 Local Planning Services	
6.3 Administrative Services	
6.3.1 FPC Recommendations on Tax Requisition - Briefing	
This briefing will be provided as a late item following FPC meeting outcomes on April 14th.	
See also Agenda Context Notes 2.2.1 re: tabled motion from EC April 8th meeting.	
6.4 Trust Area Services	

7.	EXECUTIVE COMMITTEE PROJECTS		
7.1	Trust Council Initiated		
	7.1.1	Executive	
	7.1.2	Trust Area Services	
	7.1.3	Local Planning Services	
	7.1.4	Administrative Services	
7.2	Executive Committee Initiated		
	7.2.1	Executive	
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	7.2.3	Local Planning Services	
	7.2.3.1	Applications Statistics from March 1 to April 9, 2020 - Briefing	20 - 21
	7.2.4	Administrative Services	
8.	NEW BUSINESS		
8.1	Executive/Trust Council		
8.2	Trust Area Services		
	8.2.1	LTC Chairs Report on Local Advocacy Topics	
8.3	Local Planning Services		
	8.3.1	Gabriola Housing Project Budget Request - RFD	22 - 39
		THAT the Executive Committee approve allocating up to \$4,000 for fiscal year 2020-2021 from the Local trust Committees Project budget for the <i>Gabriola Housing Options and Impacts Review Project</i> for public consultation and legislative review to advance bylaws amending the Gabriola Official Community Plan and Land Use Bylaw related to Housing.	
	8.4	Administrative Services	
9.	CLOSED MEETING (if applicable)		
10.	RISE AND REPORT DECISIONS FROM CLOSED MEETING (if applicable)		
11.	CORRESPONDENCE (for information unless raised for action)		
	11.1	Howe Sound Community Forum re: meeting updates - email dated April 2, 2020	40 - 40
	11.2	Salish Sea Ecosystem Conference to hold virtual sessions April 21-22	41 - 42
12.	WORK PROGRAM		
	12.1	Review and amendment of current work program	43 - 44
13.	NEXT MEETING		
14.	ADJOURNMENT		

Standing Resolutions Log

Executive Committee

Resolution Number	Action	Date
2020-001	In Favour	25-Mar-2020
That Executive Committee waive the restrictions in section 11.11 (c) and (d) of Trust Council Meeting Procedure Bylaw No. 101, c) at a regular Executive Committee meeting, no more than two members, excluding the person presiding, may participate by means of electronic communication facilities, and (d) an individual member of the Executive Committee may not participate by means of electronic communication facilities in: i.) two consecutive regular meetings of the Executive Committee, or ii.) more than half the regular meetings of the Executive Committee in any one calendar year provided that (e) waiver of these restrictions does not conflict with provincial legislation and regulation that enables electronic meetings and that this motion become a standing resolution for following meetings.		

Agenda No.	From	Context Notes
6.3.1	CAO	At its April 8th meeting, EC passed a resolution to postpone the vote on EC-2020-047 and refer the matter of item 5. Financial Analysis re: Tax Requisition to the Financial Planning Committee. EC-2020-048 It was Moved and Seconded, That Executive Committee postpone resolution EC-2020-047 to the April 15th Executive Committee meeting and refer this matter to the Financial Planning Committee. <u>CARRIED</u> EC-2020-047 It was Moved and Seconded, That the Executive Committee request staff prepare a resolution without meeting (RWM) for Trust Council to reduce the proposed tax increase to 0% and provide a backgrounder for trustees related to the RWM in response to COVID-19.
11		In accordance with the Executive Committee (EC) policy (2.4.vi), correspondence items are for information only, unless raised for action by a member of the EC. In some instances, correspondence to others is included, if it relates to the Executive Committee's business.
12.1		The Executive Committee work program is amended before each meeting with suggested priorities proposed by staff. By resolution, the Executive Committee can provide direction regarding new items or the order of priorities.



Executive Committee Minutes of Special Electronic Meeting

Date: April 8, 2020
Location: Victoria Boardroom & Electronic
#200 1627 Fort Street, Victoria BC

Staff Attending at Location: Robert Kojima, Regional Planning Manager

Members Present: Peter Luckham, Chair, Thetis
Dan Rogers, Vice Chair, Gambier/Keats
Laura Patrick, Vice Chair, Salt Spring
Sue Ellen Fast, Vice Chair, Bowen Municipality

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director of Local Planning Services
Julia Mobbs, Director of Administrative Services
Clare Frater, Director of Trust Area Services
Lori Foster, Executive Coordinator/Recorder

Others Present: There were no call-in participants to phone number
toll-free 885-703-8985 code 723569162#

1. CALL TO ORDER

Chair Luckham called the electronic meeting to order at 9:02 AM stating gratitude for the ability to meet far and wide across the Salish Sea and Coast Salish territory.

1.1. Acknowledge Standing Resolution

Provided for information.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following items were presented for consideration to add to the agenda:

- 6.1 Electronic meetings and LTC schedules - Briefing
- 6.2 Considerations for June Trust Council meeting - discussion
- 6.3 Bylaw Enforcement - Discussion
- 6.4 Executive Committee response to Trustee Wright correspondence dated March 31, 2020
- 6.5 Anchorages Editorial re: Plumper Sound collision

2.2 Approval of Agenda

By general consent, the agenda was adopted as amended.

3. ADOPTION OF MINUTES

3.1 April 1, 2020 EC draft minutes

By general consent, the minutes were adopted as presented.

4. ROUND TABLE

Local Trust Committee Chairs reported out on recently attended electronic meetings and actions taken to address the response to COVID-19.

Comments were heard on the following:

- A Gabriola Island group, including local trustees, has convened in response to COVID-19 called the Gabriola Emergency Response and Recovery Committee (GERRC),
- The resolution without meeting (RWM) process continues for local trust committee business some are experiencing confusion due to volume,
- Traffic to the islands over the long weekend, discouraging non-essential travel to secondary residences.

Chair Luckham reported on continued meetings and messaging coming from the Vancouver Island Health Authority and the province.

Chief Administrative Officer (CAO) Hotsenpiller spoke to the following:

- While practicing physical distancing, CAO and Information Services Manager (ISM) van Bakel ran an electronic All Staff Meeting from the Victoria boardroom with 55 attendees noting it was a good technical experience,
- Ongoing meetings with local government administrators regarding COVID responses,
- Ministry meetings addressing Islands Trust ability to have electronic meetings with or without a public component and physical location,
- Tabling most hiring's with the exception of a bylaw administrator,
- Trustee expense claims without resolution,
- Maintaining staffing levels and delivery of service.

Concerning COVID-19, messaging on discouraging travel during this long weekend was discussed.

It was heard that:

- A news release from Salt Spring Island economic commission discouraging travel is set,
- BC Ferries will implement reduction of service to the islands,
- As of this day, all BC Parks are closed until further notice.

5. FINANCIAL ANALYSIS RE: TAX REQUISITION

Director of Administrative Services Mobbs spoke to the report as presented noting that she is in ongoing conversations with our ministry and the Surveyor of Taxes.

She noted options for measures of relief, a narrowing window of opportunity, mechanics of amending the Financial Plan Bylaw and the legislative meeting requirements to do so.

The meeting recessed for a break at 10:23 AM and reconvened at 10:29 AM.

EC-2020-047

It was Moved and Seconded,

That the Executive Committee request staff prepare a resolution without meeting (RWM) for Trust Council to reduce the proposed tax increase to 0% and provide a backgrounder for trustees related to the RWM in response to COVID-19.

Discussion followed on referring this item to the Financial Planning Committee which would need to convene a Special Electronic Meeting.

EC-2020-048

It was Moved and Seconded,

That Executive Committee postpone resolution **EC-2020-047** to the April 15th Executive Committee meeting and refer this matter to the Financial Planning Committee.

CARRIED

6. NEW BUSINESS

6.1 Electronic meetings and LTC schedules

Director of Local Planning Services (DLPS) Marlor spoke to the three options and recommendations in the report addressing the unique needs of each local trust committee (LTC).

Discussion was heard on:

- Various local trust committees (LTC's) are seeking options or interim options to conduct business after the April 15th meetings moratorium,
- No relaxation in the state of emergency hence public gathering restrictions; safety for humans is paramount,
- On-going discussions with our ministry seeking an order or relief as other local governments have been granted; what is essential business,
- Associated technical challenges for each unique and autonomous LTC,

EC-2020-049

It was Moved and Seconded,

That Executive Committee endorse the staff report "Local Trust Committee Meeting – Options for Beyond April 15, 2020" regarding electronic local trust committee meetings, for the interim, and recommend that local trust committees continue to avoid physical meetings except as outlined in the report.

CARRIED

6.2 Considerations for June Trust Council meeting - discussion

EC-2020-050

It was Moved and Seconded,

That Executive Committee request staff prepare a report for the April 15th business meeting on the cancellation of the in-person June Trust Council meeting on Hornby Island.

CARRIED

6.3 Bylaw Enforcement

Discussion was heard on the ministerial order regarding local government bylaw enforcement officer assignments.

Bylaw Compliance and Enforcement Manager (BCEM), Dingman and senior staff have discussed with the health units BCEM Dingman's role.

6.4 Executive Committee response to Trustee Wright correspondence dated March 31, 2020

Chair Luckham spoke to the email he circulated for vice chair feedback in response to the correspondence received.

It was suggested to add hyperlinks to the associated Islands Trust policies 2.4.1 and 6.10.2.

6.5 Anchorages Editorial re: Plumper Sound collision.

Chair Luckham noted that in response to the March 30th collision in Plumper Sound, he will call for an investigation questioning any negligence that may have been involved. He has contacted all Members of the Legislative Assembly (MLA's) in the trust area regarding this action. He noted media uptake from the Times Colonist and the Globe and Mail including a CTV news interview.

By general consent, Executive Committee request staff to pursue in writing, that the Transport Safety Board conduct an investigation into the recent March 30, 2020 freighter collision in Plumper Sound and to write to Minister Garneau.

7. ADJOURNMENT

By general consent, at 12:02 PM, the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 Discuss with the province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.	Russ Hotsenpiller	Meeting: 12-Sep-2017 Target: 05-Dec-2017	In Progress
2 That the Executive Committee ask staff to come back with a report on council committee options to bring to Trust Council.	Russ Hotsenpiller	Meeting: 30-Jan-2019 Target: 27-Feb-2019	In Progress
3 Trust Council request the Executive Committee schedule a Special Meeting for the purpose of testing our current capacity for holding a Trust Council meeting electronically, and assessing the practicality of holding a Trust Council meeting electronically	Julia Mobbs Russ Hotsenpiller	Meeting: 04-Dec-2019 Target: 21-Feb-2020	In Progress
4 Staff prepare a plan on how Islands Trust will adapt to the unfolding corona virus pandemic through development of a business continuity plan.	Russ Hotsenpiller	Meeting: 11-Mar-2020 Target: 15-Apr-2020	In Progress
5 That a report on the cancellation of the June Trust Council meeting be prepared for the April 15 EC meeting.	Russ Hotsenpiller	Meeting: 08-Apr-2020 Target: 15-Apr-2020	Completed



Follow Up Action Report

Executive Committee

Chief Administrative Officer

Activity	Responsibility	Dates	Status
6 Postpone EC-2020-047, that staff prepare a resolution without meeting (RWM) for Trust Council to reduce the proposed tax increase to 0% and provide a backgrounder for trustees related to the RWM in response to COVID-19, to April 15th meeting.	Russ Hotsenpiller	Meeting: 08-Apr-2020 Target: 15-Apr-2020	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Trust Council request the Executive Committee schedule a Special Meeting for the purpose of testing our current capacity for holding a Trust Council meeting electronically, and assessing the practicality of holding a Trust Council meeting electronically	Julia Mobbs Russ Hotsenpiller	Meeting: 04-Dec-2019 Target: 21-Feb-2020	In Progress
2 At March TC - Staff were requested to prepare a report for Executive Committee and Financial Planning Committee outlining the Trust Policies relating to processing planning applications and whether or not those are being followed.	David Marlor Julia Mobbs	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
3 That Executive Committee directs staff, regarding the Islands Trust draft Tax Notice Insert For 2020/21 as presented, be deferred until the next fiscal year.	Julia Mobbs	Meeting: 25-Mar-2020 Target: 15-Apr-2020	Completed
4 Staff to prepare a report on the deadlines and mechanics on amending our tax requisition with the Surveyor of Taxes. (COVID)	Julia Mobbs	Meeting: 01-Apr-2020 Target: 08-Apr-2020	Completed



Follow Up Action Report

Executive Committee

Director, Local Planning Services

Activity	Responsibility	Dates	Status
1 Executive Committee direct staff to prepare a report on the issues around the Crown Land referrals process and how we would approach that as a body.	David Marlor	Meeting: 26-Feb-2020 Target: 15-Apr-2020	In Progress
2 At March TC - Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
3 At March TC - Staff were requested to prepare a report for Executive Committee and Financial Planning Committee outlining the Trust Policies relating to processing planning applications and whether or not those are being followed.	David Marlor Julia Mobbs	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
4 At March TC - staff were requested to prepare a report on bylaw enforcement capacity and the number of active cases.	David Marlor	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
5 That Executive Committee endorse the staff report "Local Trust Committee Meeting - Options for Beyond April 15, 2020" regarding electronic local trust committee meetings, for the interim, and recommend that local trust committees continue to avoid physical meetings except as outlined in the report.	David Marlor	Meeting: 08-Apr-2020 Target: 08-Apr-2020	Completed

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 With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Introduction, Part I, Part II and Schedule 1.	Clare Frater	Meeting: 21-Jun-2017 Target: 31-Mar-2019	In Progress
2 Prepare a Chair opinion editorial about anchorage issues for local and regional newspapers. (Currently addressing March 30, 2020 collision in Plumper sound with successful media uptake and television interview.)	Clare Frater	Meeting: 15-Aug-2018 Target: 30-Nov-2018	In Progress
3 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater Lisa Wilcox	Meeting: 30-Jan-2019 Target: 17-Apr-2019	In Progress
4 Authorize a grant of \$4,500 (from History and Heritage Grants) to Drama Camp Productions in support of the application to host screenings of the movie Dust n Bones and reconciliation discussions on Hornby, Denman and Gabriola Islands, subject to support of local trustees and affected local trust committees. Screening on HOLD due to COVID.	Clare Frater	Meeting: 26-Feb-2020 Target: 25-Mar-2020	In Progress
5 Staff contact the Coast Guard and other federal entities and offer our data sets for their local consideration plans and bring this issue back to April 15th meeting	Clare Frater	Meeting: 25-Mar-2020 Target: 15-Apr-2020	In Progress



Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
6 That staff redirect funding approved by resolution EC-2020-032 from its February 26th business meeting for Hornby Island under the History and Heritage grant application, be allocated to a Dust n Bones screening event on Salt Spring Island. On HOLD due to COVID.	Clare Frater	Meeting: 10-Mar-2020 Target: 15-Apr-2020	In Progress
7 At March TC - Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 15-Apr-2020	In Progress
8 At March TC - request the Chair to send a letter of support to the Premier of British Columbia for redress of historical wrongs against Japanese Canadians.	Clare Frater	Meeting: 10-Mar-2020 Target: 15-Apr-2020	In Progress
9 That the Islands Trust Council amend Policy 2.1.11 Administration of the Community Stewardship Awards Program dated March 7, 2003 with the revised Policy 2.1.11 Administration of the Community Stewardship Awards Program dated December 5, 2019.	Clare Frater	Meeting: 11-Mar-2020 Target: 15-Apr-2020	In Progress
10 That the Executive Committee approves the format and outline of contents for the 2019/20 Annual Report and requests staff to include information on the financial value of Islands Trust Conservancy properties.	Clare Frater	Meeting: 25-Mar-2020 Target: 24-Jun-2020	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Activity	Responsibility	Dates	Status
11 Staff to pursue in writing, that the Transport Safety Board conduct an investigation into the recent March 30, 2020 freighter collision in Plumper Sound and to write to Minister Garneau.	Clare Frater	Meeting: 08-Apr-2020 Target: 29-Apr-2020	In Progress

Senior Intergovernmental Policy Advisor

Activity	Responsibility	Dates	Status
1 Investigate options for local trust committees with respect to being notified of aquaculture and mariculture license changes including changes in species in its negotiation of protocol agreements with the province.	Clare Frater Lisa Wilcox	Meeting: 30-Jan-2019 Target: 17-Apr-2019	In Progress
2 that staff be requested to draft a letter to BIM Council encouraging them to engage with First Nations consistent with the Islands Trust reconciliation declaration.	Lisa Wilcox	Meeting: 02-Oct-2019 Target: 30-Oct-2019	In Progress



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** April 15, 2020
From: CAO **Date Prepared:** April 8, 2020
SUBJECT: Cancellation of the in person regular June Trust Council meeting on Hornby Island

RECOMMENDATION: That Executive Committee direct staff to conduct a vote by resolution without meeting (RWM) for the purposes of Trust Council cancelling the June 2020 in person Trust Council meeting on Hornby Island and THAT staff provide a report on the viability of holding a regular electronic meeting of Trust Council for the proposed dates, or similar, in June.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: It is recommended that the June regular live meeting of Trust Council be cancelled and that all efforts be made to replace it with an electronic meeting. This would also assist in another resolution of Trust Council, that being, to test the ability of the Islands Trust to undertake an electronic meeting. It is preferred that this decision is made sooner, rather than later, in order to cancel any bookings and let other contractors know of the decision.

1 **PURPOSE:** Given the challenges with convening open meetings and the limitations with hosting large meetings associated with the provincial COVID-19 pandemic, it is recommended to cancel the upcoming regular June Trust Council meeting on Hornby Island and consider replacement with an electronic Trust Council meeting.

2 **BACKGROUND:**
At its December 2019 meeting, Trust Council adopted its 2020 quarterly meeting schedule which delegated Hornby Island to host the June dates 16, 17, and 18. Meeting logistics have been executed with \$775.00 being issued for deposits.

At time of this writing, it is unlikely that there will be the ability to conduct an in person meeting in June on Hornby for the following reasons:

- The date for the meeting is two months away and the province is currently in the midst of an emergency pandemic response which limits public gatherings,
- BC Ferries has limited ferry travel to essential travel only, with an operational period till the end of June,
- On island services are currently shut or closed and there is no means of ensuring catering, lodging, access or other requirements of hosting approximately 50 people to the meeting,
- The Islands Trust should cancel bookings in a timely manner and would be required to do so before the provincial state of emergency is concluded.

By June there will however be a number of items for consideration of Trust Council so it is recommended that the meeting be conducted by electronic means. Staff are in the process of

developing reporting on the viability of hosting an electronic meeting for Trust Council and will provide a recommendation to Executive Committee as soon as possible. We are not yet certain of any remedy the Ministry may provide with regard to the provision of open meetings via electronic meetings, so it is recommended that Trust Council cancel the meeting initially and subsequently undertake a further RWM to host an electronic meeting, possibly within 2 weeks.

We have two options to host an electronic meeting, either as a special or as a regular meeting.

[Trust Council Meeting Procedures Bylaw No. 101](#) (4.4 a) a special meeting of Council to deal with urgent new business may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Council have agreed by resolution that the meeting may be conducted in this way. However, if other business is to be conducted, which is the recommendation, then the meeting would be a regular meeting, in which case a unanimous exception would need to be granted via RWM from the Meeting Procedures Bylaw which limits electronic participation to only 4 trustees.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff would work towards developing a process to host an electronic meeting including having staff in the main offices, arranging information technology, support or any other requirements.

FINANCIAL: there will be a net financial gain from cancelling the live meeting and having an electronic meeting in the order of at least \$15,000.

POLICY: As noted, the current meeting procedures bylaw would need to be temporarily held in abeyance via RWM to allow for an all-electronic meeting.

IMPLEMENTATION/COMMUNICATIONS: There will need to be sufficient public information provided to alert the community about the change in venue and process and to allow for electronic attendance. This would be done through the website and subscriber notices.

FIRST NATIONS: There are no specific First Nations implications to this action. Regular reporting on the Reconciliation Action Plan and any other updates would be provided to Trust Council.

OTHER: By June we will know whether the Ministry has provided some alternatives to the Islands Trust with regard electronic meetings and the need to provide a public gathering place. That will inform how the electronic meeting is carried out and what staff component will be required to conduct the meeting.

4 RELEVANT POLICY(S):

[Trust Council Meeting Procedures Bylaw No. 101](#)

5 ATTACHMENT(S):

N/A

RESPONSE OPTIONS

Recommendation: That Executive Committee direct staff to conduct a vote by resolution without meeting (RWM) for the purposes of Trust Council cancelling the June 2020 in person Trust Council meeting on Hornby island and THAT staff provide a report on the viability of holding a regular electronic meeting of Trust Council for the proposed dates, or similar, in June.

Alternative: Trust Council could decide to continue with hosting a meeting on Hornby hoping that the COVID pandemic measures in place currently subside by June.

Prepared By: Russ Hotsenpiller, Chief Administrative Officer
Lori Foster, Executive Coordinator

Reviewed By/Date: April 9, 2020

BRIEFING

To:	Executive Committee	For the Meeting of:	April 15, 2020
From:	Carmen Thiel Legislative Services Manager	Date Prepared:	April 9, 2020
SUBJECT:	Proposed Procedure for Amending Trust Council Financial Plan (Budget) Bylaw for Fiscal Years 2020/21 through 2025/26		

PURPOSE: To provide the Executive Committee with recommended steps for Trust Council to follow if a decision is made to amend Trust Council's Financial Plan Bylaw for FY 2020/21 through 2025/26, to reduce the proposed tax increase to 0%, given the provincial emergency due to the COVID-19 pandemic.

BACKGROUND:

During the Provincial emergency, protective measures have been put in place by Provincial emergency orders. These include making gatherings of 50 people or more illegal, requiring physical distancing of 2 metres, and limiting travel on ferries and travel generally.

Given these limitations, staff recommends the following process for Trust Council to hold a special electronic meeting to consider amendments to its Financial Plan bylaw, which currently sits with the Ministry of Municipal Affairs and Housing for ministerial approval.

1. Trust Council's meeting procedures bylaw provides for the following:
 - a. A special meeting of Council to deal with urgent new business may be conducted entirely by means of electronic communication;
 - b. Calling a Special *Electronic* Meeting: The Executive Committee may direct that a vote be conducted by Resolution Without Meeting (RWM) for Trust Council to call a special electronic meeting;
 - c. If the RWM is passed by a majority of trustees, the secretary gives notice of the special electronic meeting to trustees and the public – at least 48 hours before the time of the meeting.
2. The Islands Trust Act stipulates that RWM's cannot be used for giving 2nd and 3rd readings to Trust Council bylaws.
3. Under normal circumstances, a special electronic meeting notice must specify a physical location where the public can hear, or watch and hear, the meeting participants. However, on April 8, 2020, staff of the Ministry of Municipal Affairs and Housing (MAH) advised the Director of Administrative Services:

“that they are adopting a policy that considers Islands Trust as a Regional District for the purposes of the Emergency Ministers Order, which grants the ability to conduct business without the requirement for public meetings”.

4. In light of this announcement by MAH staff, if Trust Council wished to consider reducing the proposed tax increase, and approved a special electronic meeting for this purpose, without the requirement to conduct the meeting in public, Trust Council could amend the current Financial Plan Bylaw at the meeting by:
- rescinding 3rd reading of Bylaw 178;
 - amending Schedule A of Bylaw 178;
 - giving 3rd reading to the bylaw, as amended; and
 - resubmitting it for the Minister's approval.

The requisition deadline is **April 25, 2020** so time is of the essence if the bylaw is to be amended.

ATTACHMENT(S): none

FOLLOW-UP:

Recommendations of the Executive Committee would be communicated to Trust Council for consideration.

Prepared By: Carmen Thiel, Legislative Services Manager

Reviewed By/Date: Russ Hotsenpiller, CAO

BRIEFING

To: Executive Committee **For the Meeting of:** April 15, 2020

From: David Marlor, MCIP, RPP **Date Prepared:** April 9, 2020
Director, Local Planning
Services

SUBJECT: Development Application Volumes – March 1 to April 9, 2020

PURPOSE: To update the Executive Committee on the volume of development applications over the past six weeks.

BACKGROUND:

Development applications are entered into the Trust Area Property Information System (TAPIS) on receipt. This systems allows Staff to track applications, and allows us to run reports for any point in time.

Attached is a report of development application volumes by type of application and local trust committee area.

Since March 1, 2020 we have received 66 applications. Of these 48 are referral such as building permits, Crown land, liquor and cannabis referrals, or siting and use permit applications. We have received seven development variance permit applications, five development permit applications, and three each of subdivision application and temporary use permit application.

As of the date of printing the attached report, there were a total of 192 open applications (files that staff are working on) including the 66 new applications.

The attached report shows the breakdown by local trust area and type of application for the period March 1, 2020 to April 9, 2020.

By comparison, for the same period in 2019 (March 1, 2019 to April 9, 2019) we had received 51 applications, 36 were referral such as building permits, Crown land, liquor and cannabis referrals, or siting and use permit applications. In the same period in 2019 we also received two development variance permit applications, three development permit applications, two agricultural land reserve applications, one heritage alteration permit application, three rezoning applications and four temporary use permit application.

ATTACHMENT(S):

1. Application Statistic – March 1, 2020 to April 9, 2020

FOLLOW-UP:

None.

Prepared By: David Marlor, DLPS

Reviewed By/Date: Russ Hotsenpiller, CAO



Islands Trust

Application Statistics

Applications Received: March 1, 2020 to April 9, 2020

	NORTHERN TEAM									SALT SPRING		SOUTHERN TEAM							TOTAL	
Application	EX	DE	GB	GM	HO	LA	TH	SUM	/FTE	SS	/FTE	GL	MA	NP	SA	SP	SUM	/FTE	SUM	/FTE
ALR	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
BOV	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
CL/BP/SUP/LCB	0	3	8	2	9	0	1	23	4.60	12	3.00	5	3	2	1	2	13	3.25	48	3.69
DP	0	1	0	0	0	0	0	1	0.20	4	1.00	0	0	0	0	0	0	0.00	5	0.38
DVP/FPE	0	0	0	1	0	0	0	1	0.20	6	1.50	0	0	0	0	0	0	0.00	7	0.54
HAP	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
OTH	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
RZ	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
SC	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
SDP	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
SRP	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
SUB	0	0	0	0	1	0	0	1	0.20	0	0.00	0	0	1	1	0	2	0.50	3	0.23
TUP	0	0	0	0	1	0	0	1	0.20	1	0.25	1	0	0	0	0	1	0.25	3	0.23
TOTAL	0	4	8	3	11	0	1	27	5.40	23	5.75	6	3	3	2	2	16	4.00	66	5.08

FTE = # of planner positions (North = 5, SS = 4, South = 4)

Application	EX	DE	GB	GM	HO	LA	TH	SUM	FTE	SS	FTE	GL	MA	NP	SA	SP	SUM	FTE	SUM	FTE
CL,BP,SUP,LCB	0	3	8	2	9	0	1	23	4.60	12	3.00	5	3	2	1	2	13	3.25	48	3.69
Permits/Referrals	0	1	0	1	2	0	0	4	0.80	11	2.75	1	0	1	1	0	3	0.75	18	1.38
RZ	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0	0	0	0	0	0.00	0	0.00
TOTAL	0	4	8	3	11	0	1	27	5.40	23	5.75	6	3	3	2	2	16	4.00	66	5.08

Application	EX	DE	GB	GM	HO	LA	TH	SUM	FTE	SS	FTE	GL	MA	NP	SA	SP	SUM	FTE	SUM	FTE
OPEN	0	25	19	12	25	1	6	88	18	59	15	12	9	18	6	0	45	11	192	15



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** April 15, 2020

From: Heather Kauer, Regional
Planning Manager, Northern
Region **Date Prepared:** April 2, 2020

SUBJECT: Request for Decision Gabriola Housing Options and Impacts Project Budget

RECOMMENDATION:

THAT the Executive Committee approve allocating up to \$4,000 for fiscal year 2020-2021 from the Local trust Committees Project budget for the *Gabriola Housing Options and Impacts Review Project* for public consultation and legislative review to advance bylaws amending the Gabriola Official Community Plan and Land Use Bylaw related to Housing.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

This request from the Gabriola Island Local Trust Committee predated Trust Council's decision to add \$50,000 in funding for the northern groundwater strategy.

1 PURPOSE:

The purpose of this Request for Decision to the Executive Committee is advance a request from the Gabriola Island local Trust Committee for \$24,000 for FY2020/21 for Gabriola Housing Options and Impacts Review, which include a groundwater mapping component. Given that subsequent to this request, Trust Council approved funding of \$50,000 for the Local Planning Committee to undertaken groundwater mapping strategy for the northern islands.

The purpose of the project is to increase housing options on Gabriola Island through amendments to the Official Community Plan (OCP) and Land Use Bylaw (LUB) regulations and to develop a regional or island-wide water conservation plan with water conservation development permit areas.

2 BACKGROUND:

In 2018 Trust Council amended the way funds were allocated for local trust committee projects. Rather than each local trust committee identifying work they would like to undertake in the following fiscal year, a pool of funds was made available in the budget to support local trust committee work program items. To control the allocation of funding, for amounts under \$20,000 the Director of Local Planning Services signs off the approval based on approved Project Charters and budget estimates from the local trust committees. For amounts over \$20,000 the Executive Committee is required to approve the funding.

The LTC endorsed Project Charter for this project estimates a budget of \$24,000 during fiscal year 2020-2021 and \$12,000 for fiscal year 2021-2022. This would be additional funding beyond the \$5,000 already spent on phase two of this project in 2019-2020.

Approval of the current scope of this project would result in a potential over-expenditure of the Local Trust Committee projects budget assuming that local trust committees continue to spend the budget for their planning projects as expected during the budgeting process. More details on this is provided under Financial Implications Section below.

Local Trust Committee Request:

On February 27, 2020, the following resolutions was passed by the Gabriola local trust committee endorsing the most current version of the project charter as follows:

that the Gabriola Island Local Trust Committee endorse the amended 'Housing Options and Impacts Review Project Charter - Version 4' dated February 2020.

About the Project

This project is considered phase two of a two-part project related to housing on Gabriola that began in 2016. The project charter for phase two of the Gabriola Housing Options and Impacts Review Project was initially endorsed by the Gabriola Local Trust Committee in July, 2018 and the most current version was endorsed in a 2-to-1 vote by the LTC in February, 2020 and is attached to this report as attachment 1.

The scope of the project in 2018 not only anticipated amendments to the Gabriola Official Community Plan and Land Use Bylaw related to housing but also anticipated work related to developing a regional water conservation plan and related development permit areas. The anticipated budget for the project at that time was \$12,000 to be spent over four years.

In July, 2019 the LTC added to the scope of the project the following items:

Water Sustainability Strategy:

- Develop an island wide water sustainability strategy that builds on the RDN water budget data, rainwater catchment and requirements of the *Water Sustainability Act*.

Build Out Map:

- Review and update the Gabriola Island Build Out Map.

Due to the expanded scope of the project, the estimated budget was also increased to an overall cost of \$23,000 to be spent over a three-year period.

The first year (2019) of phase two included the formation of a Housing Advisory Planning Commission (HAPC) which was tasked with developing a public engagement strategy for the overall project. A consultant was hired to help the HAPC develop their engagement strategy which is attached to this report as attachment 2.

The proposed engagement strategy includes public engagement activities that would all occur prior to the drafting of bylaws. Public engagement is only required by statute and Islands Trust protocol agreements to occur after bylaws are drafted, so preliminary public engagement and the resources dedicated to it are discretionary.

The February, 2020 Project Charter for this project was endorsed by the LTC prior to Trust Council adopting their budget for 2020-2021. In that budget, Trust Council approved funding for a permanent Freshwater Specialist position, \$4,000 for a Regional Freshwater Strategy, and \$50,000 to map and develop a water budget. Staff believes that the water conservation work and budget anticipated by the Gabriola Housing Options project could be absorbed by these

new budget line items.

Project Budget

As anticipated by the Gabriola HAPC in their draft engagement strategy, full implementation of the proposed engagement strategy would cost approximately \$9,500 for fiscal year 2020-2021. After development of the proposed engagement strategy, the project charter and budget associated with the project were revised again in February, 2020. The budget endorsed by the Gabriola LTC at their February 27, 2020 meeting is as follows:

Fiscal Item		Cost	Breakdown of Cost
2019-2020	Engagement Strategy development; HAPC facilitation/engagement activity	\$5,000 (COMPLETED)	HAPC / Consultant Development of Proposed Engagement Strategy
2020-2021	Topic Consultation/Professional Facilitation/Legal Review of draft; groundwater sustainability plan phases 1-3	\$24,000 (pending budget approval)	Engagement: \$9,500 Legal Review: \$2,000 GW Plan: \$12,500
2021-2022	Legislative Process (community information meetings; public hearing; advertising); final phase of groundwater plan	\$12,000 (pending budget approval)	Legislative: \$3,000 GW Plan: \$9,000
	Total	\$41,000	

The overall anticipated budget for all LTC projects within Islands Trust for fiscal year 2020-2021 is \$71,500 as depicted in attachment 3. This is a document that was included in a staff report to Trust Council for their March 10, 2020 meeting regarding a discussion of the Islands Trust budget. As the document shows, the overall LTC project budget is based on an assumption that each LTC will spend up to \$4,000 per year on all of their priority projects.

Assuming that the anticipated groundwater work and budget are to be absorbed by other dedicated funds, staff could recommend eliminating this work and budget from the scope of the project. This would reduce the overall budget for this project by \$21,500. By reducing the scope of the preliminary public engagement strategy, the budget could also be reduced to reflect a scope of work more manageable under anticipated staffing levels as well as being more in line with Trust Council approved LTC project budgets. With this in mind, staff is recommending a two-year budget going forward of \$7,500 (\$4,000 in FY2020/21 and \$3,500 in FY2021/22).

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Work would be undertaken as a single project representing the priorities of the Gabriola local trust committee. As such, this project would use planner time within the existing and planned allocation of planners for the local trust committees. Staff anticipate that all the engagement strategies proposed by the HAPC would require planner time to facilitate. If this project were the only job duty assigned to a planner, they would likely be able to facilitate the project within a 35 hour work week over the course of the year slated for the engagement. However, as Islands Trust planners are typically tasked with other duties, it is unlikely a single planner could facilitate the proposed engagement activities of this project within a year and also accommodate other duties.

Also to consider is that the scope and budget of the proposed public engagement for this project would be a deviation from past practice within Islands Trust for projects anticipated to result in OCP and LUB amendments. While preliminary public engagement does occur within Islands Trust, the scope and budget associated with that engagement is typically much smaller than this project proposes.

FINANCIAL:

The estimated cost of the project scope as endorsed is \$41,000 over fiscal years 2020-2021 and 2021-2022. While this project was considered during budgeting for the 2020/2021 Fiscal Year, staff assumed a maximum of \$5,000 for the project in the coming year. If funded as requested, it could potentially put LTC projects over budget by \$19,000.

POLICY:

As the amount of requested expenditure is more than \$20,000, notification to the Executive Committee is required.

Other policies to consider are Trust Council's Priority Setting/ Review Guidelines and Operational Policy 6.7.1 Work Program, Follow-Up Action List and Priorities Matrix Section B.2.7:

“Implementation of activities for top priorities is subject to available staff resources and assigned fiscal resources through the annual budget.”

IMPLEMENTATION/COMMUNICATIONS:

Implementation and communication will be as per the Project Charter.

FIRST NATIONS:

First Nations would be engaged according to current Islands Trust policies and standard practice.

OTHER:

No other implications.

4 RELEVANT POLICY(S):

1. Trust Council's Budget Control and Adjustment Authority Policy
2. Trust Council's Priority Setting/Review Guidelines
3. Operational Policy 6.7.1 Work Program, Follow-Up Action List and Priorities Matrix

5 ATTACHMENT(S):

1. Gabriola Housing Options and Impacts Review Project Charter
2. Gabriola Housing Options and Impacts Review Draft Engagement Strategy and Budget
3. Appendix B: List of LTC Projects Funded by the LTC-Project Specific Reserve Fund

RESPONSE OPTIONS

Recommendation:

THAT the Executive Committee approve allocating up to \$4,000 for fiscal year 2020-2021 from the Local trust Committees Project budget for the *Gabriola Housing Options and Impacts Review Project* for public consultation and legislative review to advance bylaws amending the Gabriola Official Community Plan and Land Use Bylaw related to Housing.

Alternatives:

1. THAT the Executive Committee approve allocating up to \$24,000 for fiscal year 2020-2021 from the Local trust Committees Project budget for the *Gabriola Housing Options and Impacts Review Project* for public consultation, legislative review, and groundwater studies to advance bylaws amending the Gabriola Official Community Plan and Land Use Bylaw related to Housing and a groundwater plan;

and

THAT pursuant to Trust Council Policy 6.5.11 Budget Control and Authority Policy, that the Executive Committee accept this report of notification that the Local Trust Committee Projects Budget could exceed budgeted amount of \$71,500 by an additional \$19,000.

or

2. THAT the Executive Committee approve allocating up to \$11,500 for fiscal year 2020-2021 from the Local trust Committees Project budget for the *Gabriola Housing Options and Impacts Review Project* for public consultation consistent with the Gabriola Housing Advisory Planning Commission's proposed draft Engagement Strategy and legislative review to advance bylaws amending the Gabriola Official Community Plan and Land Use Bylaw related to Housing.

Prepared By: Heather Kauer, Regional Planning Manager/ March 30, 2020

Reviewed By/Date: David Marlor, Director, Local Planning Services/April 9, 2020

Housing Options and Impacts Review Project - Charter v 4

Gabriola Island Local Trust Committee

Date: February 2020

Purpose To increase housing options on Gabriola Island through Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations, in a manner which supports the Object of the Islands Trust, strengthens relations with Snuneymuxw First Nation and builds on the findings of the 2018 Northern Region Housing Needs Assessment.

Background This project builds on the Housing Options Review Project PHASE 1 completed in June 2018, which focused on secondary suites on lots 2 hectares or larger. The second phase of the project will consider a broader range of housing issues, and the potential for increased density on the island to accommodate increased housing options. Support for the Islands Trust’s “preserve and protect” mandate, including a focus on indigenous housing needs and protecting the island’s groundwater supply/water conservation, is an overarching consideration.

- Objectives**
- Develop an Engagement Strategy to prioritize consultation methodology and topics.
 - Strengthen relations with Snuneymuxw First Nation and incorporate First Nation perspectives into policy/regulatory options.
 - Explore opportunities to foster affordable, rental, special needs and seniors housing and associated services on Gabriola Island in collaboration with Snuneymuxw First Nation, the RDN, health and housing service providers and community groups.
 - Develop a strategy to address all housing continuum gaps identified in the 2018 Northern Region Housing Needs Assessment Report.
 - Ensure proposed policy/regulatory changes are consistent with the Object of the Islands Trust and Islands Trust Policy Statement; Coastal Douglas fir and associated ecosystems protection toolkit and with focus on water protection/conservation and ecological footprint analysis.
 - Develop a water sustainability strategy for the island.

- In Scope**
- First Nations Relations and Perspectives**
- Establish opportunities to incorporate First Nations perspectives on indigenous housing needs and inter-governmental collaboration for effective decision making.
- Regional Conservation Plan and Development Permit Areas:**
- Consider new Development Permit areas for water conservation; form and character; and protection of biodiversity.
 - Consider and incorporate RCP goals as part of the housing project.
- Water Sustainability Plan:**
- Develop an island wide water sustainability plan that builds on the RDN water budget data, rainwater catchment and requirements of the *Water Sustainability Act*.
- Affordable/Attainable/Seniors/Special Needs Housing:**
- Review definitions of “affordable” and “attainable” housing.
 - Review OCP policies respecting affordable, rental, seniors, special needs housing, social needs, social well-being and social development; develop a new ‘housing first’ policy.
 - Review amenity zoning and housing agreements; density bank policies; opportunities for rental zoning.
- Secondary Suites:**
- Consider secondary suites on lots smaller than 2 hectares.
- Multi-dwelling and Mixed Use:**
- Consider OCP designations, density provisions, LUB regulations, and Development Permit guidelines for multi-dwelling housing and mixed use buildings.
- Build Out Map:**
- Review and update the Gabriola Island Build Out Map.

- Out of Scope**
- Review of minimum lot sizes for subdivisions.
 - Secondary suite provisions for lots 2 hectares or larger (*completed during Phase 1 Project*).
 - Review of home occupation regulations.
 - Review of marina/live-aboard regulations.
 - Review of DP Areas 1 (Tunnel), 2 (Lock Bay Area), 3 (Riparian Areas), 5 (Gabriola Pass Area), 6 (Escarpment Areas), 9 (Light Industrial Use).

Workplan Overview

Deliverable/Milestone	Date
LTC endorses project charter and Terms of Reference for a Housing APC.	Spring 2019 (COMPLETED)
HAPC and Planning staff finalize engagement strategy and HAPC workplan for LTC endorsement.	Winter 2019-20 (COMPLETED)
Initiate broad community consultation and engagement on review topics. Develop TOR for groundwater plan.	2020
Present initial draft of groundwater plan. Draft bylaw(s) developed; early referrals and consultation.	2021
Legislative process for proposed bylaw(s); adoption, endorsement of water plan and communication materials.	2021-2022

Project Team		Budget:		
Island Planner	Project Manager/Planner	Gabriola Housing Options and Impacts Review Project		
Regional Planning Manager	Project Sponsor	Fiscal	Item	Cost
Freshwater Specialist	Groundwater Specialist	2019-2020	Engagement Strategy development; HAPC facilitation/engagement activity	\$5,000 (COMPLETED)
Legislative Clerk	Legislative Process/Bylaw Review	2020-2021	Topic Consultation/Professional Facilitation/Legal Review of draft; groundwater sustainability plan phases 1-3	\$24,000 (pending budget approval)
Communications /Planner 2	Communications / Planning Support	2021-2022	Legislative Process (community information meetings; public hearing; advertising); final phase of groundwater plan	\$12,000 (pending budget approval)
Housing APC	Community/First Nations Reps		Total	\$41,000
RPM Approval:				27
Date: July 12, 2018; Nov 22, 2018; Jan 31, 2019; Jul 11,2019; Feb 27, 2020		LTC Endorsement:		
		Resolution # GB-2018-115; GB-2019-013; GB-2019-74; GB-2020-0xx		



Engagement Strategy – DRAFT February 2020

The purpose of this engagement strategy is to answer the question “What do we need to do to make this project successful?”. This document is intended to assist the Gabriola Island Local Trust Committee (LTC), planning staff at the Islands Trust and the Gabriola Housing Advisory Planning Commission (HAPC) with identifying engagement approaches, topics for discussion and measures to evaluate the success of the Housing Options and Impacts Review Project.

INTRODUCTION

Project Description

In early 2019 the Gabriola Island Local Trust Committee (LTC) committed to a multi-year land use planning review project on Gabriola Island called the ‘Housing Options and Impacts Review Project’. The goal of this project is to develop new policies and regulations that will promote an increase in housing options on Gabriola Island, coupled with a high level of protection of the island’s groundwater supply, remaining biodiversity and sensitive ecosystems. Ideally, affordable, appropriate, and adequate housing should be available for Gabriola residents of all abilities, incomes, lifestyles and household sizes. The parameters for this housing initiative include the Islands Trust commitment to preserve and protect the unique and fragile environment of the island communities; address the [climate emergency](#) (passed March 2019); address First Nations core concerns and accordance with the [Reconciliation Declaration](#) (passed March 2019) and the [Reconciliation Action Plan 2019-2022](#) (passed June 2019).

This project builds on work by community groups and local governments over the last two decades, attempting to promote a greater diversity of housing options to meet the needs of residents, while protecting the island’s natural environment and cultural heritage. An extensive compendium of housing related documents and knowledge will continue to be reviewed as part of this project, including the Gabriola Wellness Collaborative Family Action Plan, Gabriola Island Chamber of Commerce Strategic Plan and Village Vision Project Final Summary Report.

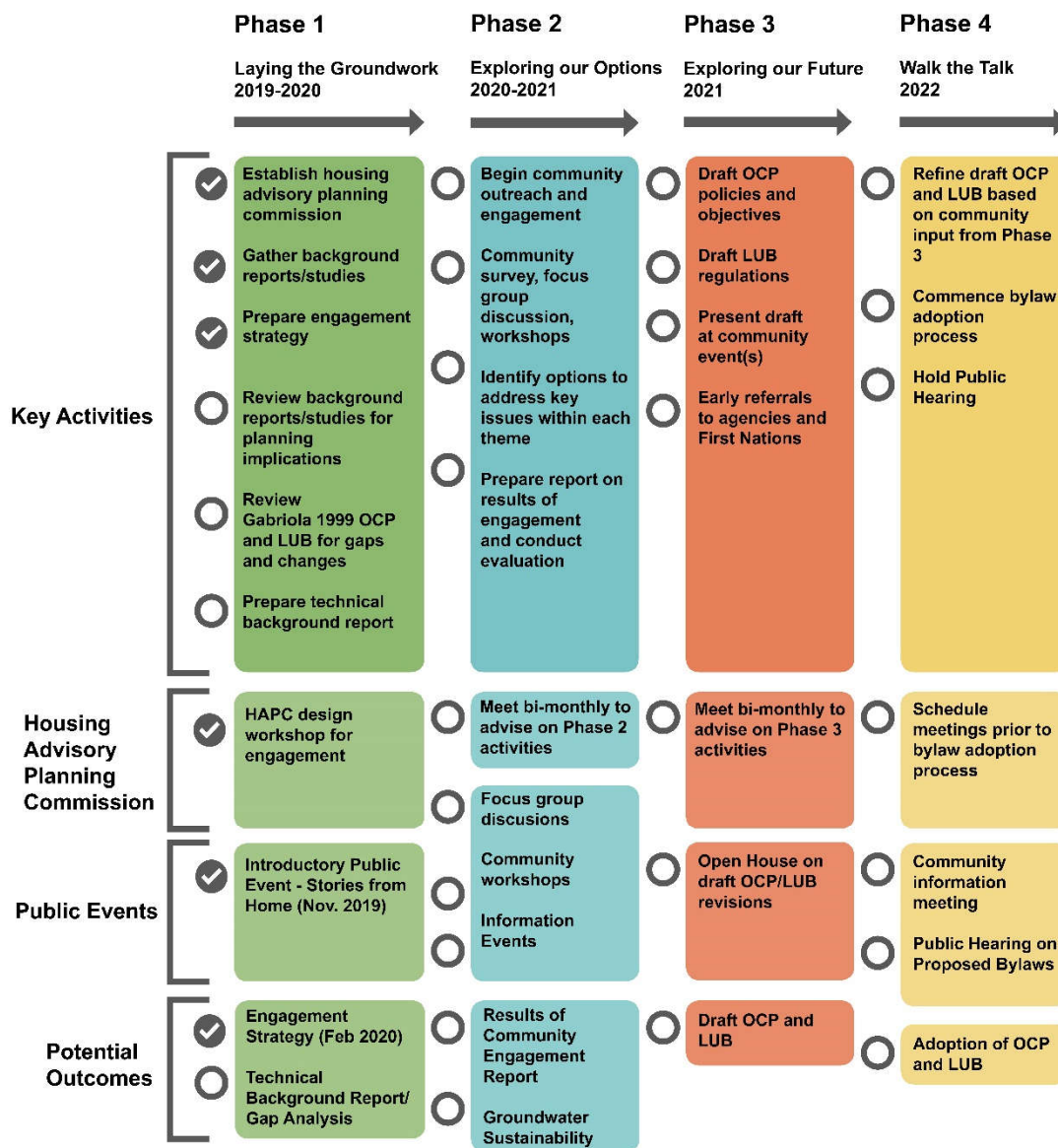
ROLE OF THE HAPC

The Housing Advisory Planning Commission (HAPC) is a commission of 8 community volunteers, appointed by the LTC to assist with this project. The HAPC will have a hands-on role in creating and implementing engagement activities in the community under the direction of the LTC and coordinated by Islands Trust staff. This will include facilitating discussions and hosting community events. The HAPC will review summary documents from the engagement sessions prepared by Islands Trust staff, and provide the LTC with recommendations on options and potential next steps. The HAPC may request that the LTC consider access to Advisory Planning Commission (APC) membership for focus groups and test engagement sessions.



Snapshot

**Gabriola Housing Options and Impacts Review
Project Timeline: 2019-2022**





Key Activities

The project would be implemented in four key phases over the next four years. The first phase, “**Laying the Groundwork**”, will establish a foundation of critical technical information on four main themes and ensure ample community dialogue and discussion. The second phase, “**Exploring our Options**” is intended to support a series of comprehensive community and stakeholder engagement opportunities over the course of a year, evaluating specific options to address housing affordability, protection of the natural environment, cultural heritage, and an increase in housing diversity. The third phase, “**Exploring our Future**”, will translate the identified options from Phase two, into concrete policy or regulatory tools that could be included in the Gabriola Island [Official Community Plan](#) and [Land Use Bylaw](#). The final phase, “**Walk the Talk**” includes the formal bylaw amendment and review process, which would result in the adoption of new policies and regulations in support of the four project themes.

The tangible deliverables of this project will be:

- updated or new Official Community Plan policies addressing diversity of housing options, off-reserve indigenous housing needs, protection of the natural environmental and groundwater resources;
- updated or new Land Use Bylaw regulations that regulate land use, subdivision, density, siting, setbacks, landscaping and height on Gabriola Island;
- Background reports that supply technical information and analysis, in response to issues and concerns brought forward from the community during the public engagement activities;
- Increased awareness and clarity on how the private, not-for-profit or government sectors can develop housing options and/or deliver housing support services or on the Island;
- A groundwater sustainability strategy that helps identify recharge areas that should be protected from development, aquifer vulnerability, relevant climate change scenarios and low risk development areas on the island.

VALUES AND PRINCIPLES FOR ENGAGEMENT

Values and principles are fundamental norms or rules that guide the perspective of an organized group of people, as well as their actions. The Engagement Strategy is built upon the following Guiding Principles of the Islands Trust:

- The primary responsibility of the Islands Trust Council is to provide leadership for the preservation, protection and stewardship of the amenities, environment and resources of the Trust Area.
- When making decisions and exercising judgment, Trust Council will place priority on preserving and protecting the integrity of the environment and amenities in the Trust Area.
- Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local and traditional knowledge in this regard.
- Trust Council believes that to achieve the Islands Trust object, the rate and scale of growth and development in the Trust Area must be carefully managed and may require limitation.
- Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.



Gabriola Housing Options and Impacts Review Project

The Engagement Strategy places a high value on:

Inclusion

The strategy seeks to ensure that every voice can be heard in an authentic way, and to create opportunities for people to contribute when, where and how they feel most heard. As a key element of this, the strategy acknowledges the priority interest of First Nations in this and all processes. The [First Nations Engagement Principles](#) of the Islands Trust shall apply.

Respect

The strategy seeks to ensure that every voice is treated equitably, and the feelings, rights and traditions of others are honoured through the engagement process. Input from the engagement will be wholly and broadly considered.

Community Voice

The Strategy will result in an engagement process that shares relevant and accurate information in order to increase the self determination of the community so they can better express their diverse interests, needs and perspectives in the housing project.

Innovation

The options and mechanisms for engagement will provide a range of ways for citizens and stakeholders to effectively participate in this project. Likewise, the strategy encourages innovation from participants as it seeks input around the identified issues, and encourages new approaches in how housing issues may be considered on Gabriola.

Wholly and Equitably Informed

The strategy seeks to ensure that anyone and everyone has access to relevant information on the issues related to this project and around the engagement process itself. Importantly, the strategy will ensure relevant information is available in a variety of ways and through multiple sources.

Engagement as an Ongoing Process

This strategy, developed to meet the specific needs of the Housing Options and Impact Review process, will also provide a foundation for ongoing and future engagement on Gabriola on issues that the Local Trust Committee considers.

PRIORITY ENGAGEMENT THEMES

The priority of the Housing Options and Impacts Review Project is to address the housing crisis on Gabriola Island through the development of policies and regulations that will promote an increase in housing options. These policies and regulations must also be developed within the context of the Trust's 'preserve and protect' mandate, the need for careful stewardship of water resources, and the climate emergency as outlined in the following Priority Engagement Themes:



1. Housing Diversity and Affordability

The population of Gabriola has increased and diversified over time, in almost every demographic indicator – age, gender identity, community of origin, and economic stability. At the same time, various factors have combined to limit or reduce the inventory of housing options that are suitable to meet current needs. Future forecasts suggest that the current condition will only be exacerbated unless changes are made to increase the diversity of options and, in some cases, amount of housing available. Increasing the diversity of housing options, especially secure and affordable rental housing, is a central theme to this project.

2. People at Risk

The most vulnerable people in our community are often the most impacted by the lack of appropriate housing options. We know that the number of under-housed and homeless is significant, and that those people are most at risk because of lack of appropriate housing. Many are already dealing with physical and mental health and substance use issues that may preclude them from securing safe and appropriate housing. These are the people in our community who may benefit most from secure housing, but are least able to find and retain it. The number of people in our community at risk is growing, and the impact to Gabriola is borne by all residents. Ensuring the entire spectrum of housing (from emergency housing to market ownership) is represented on Gabriola Island is a central theme to this project.

3. Environment and Cultural Heritage

The project will evaluate potential impacts of increased housing options to Gabriola's natural environment as well as cultural sites and archaeological resources. Land use decisions will be informed by First Nations core concerns and knowledge and be reflective of preserving and protecting Indigenous cultural heritage and sacred sites.

A. Climate Emergency

The Islands Trust Council has joined thousands of governments around the world declaring a climate emergency with a goal to “pursue an absolute reduction in greenhouse gas emissions in this very special area”. Accordingly, every Islands Trust project must be carried out with a view to minimizing the project's impacts on the climate. In the context of housing, this may require that any new construction demonstrate the highest standards of energy efficiency and water conservation.

B. Protecting Aquifers

For all the islands in the Salish Sea, including Gabriola Island, the impacts of a changing climate mean serious threats to our already limited aquifers. Recent groundwater studies for Gabriola Island suggest that some areas of the island have already exceeded the capacity of the aquifers and critical recharge areas are being developed instead of being left in a natural state.

Rainwater harvesting and grey water re-use should be used to the full extent possible under regulations existing at the time of construction.

C. Protecting Biodiversity

The United Nations Convention of Biological Diversity (AICHI) set targets of 17% of terrestrial areas to be protected by 2020. This figure has not been achieved by the Gabriola Island Local Trust Area, as less than 13% of terrestrial areas have been protected to date. Protection of



Gabriola Housing Options and Impacts Review Project

biodiversity in the Gabriola Trust Area will require much higher levels of land conservation and more robust land use planning tools to minimize loss of species and to be able to allow for resilience of ecosystems to threats like climate change.

PURPOSE OF ENGAGEMENT

The primary reason for public engagement is to **inform** the LTC's decisions to amend the Gabriola Official Community Plan and/or Land Use Bylaw. In order to make an informed decision, the LTC is committed to **consulting** with the community to build relationships in the community and **involving** the stakeholders in order to building the capacity of our community to understand the decision(s).

THE ENGAGEMENT QUESTION

The engagement question is important for motivating widespread participation in the engagement process. The following question includes specific language of at-risk communities and aligns it with the priority engagement themes:

“How might we amend Gabriola’s OCP policies and/or LUB regulations to fulfil our obligations to our community and the unique natural ecology in which we all live, by allowing a range of affordable, accessible housing options in accordance with water and climate change imperatives set by Islands Trust?”

THE ENGAGEMENT PROCESS

See Attachment 1. Table which outlines:

1. Which phases of the project will rely on INFORM, CONSULT or INVOLVE engagement styles;
2. What activities and methods will be used to engage the community; and
3. What information and resources are required to support understanding and authentic participation in the engagement.

EVALUATION OF THE ENGAGEMENT

The strategy proposes an evaluation framework (DRAFT TO BE DEVELOPED) that considers the breadth and depth of engagement from both objective and subjective perspectives. At a high level, the evaluation process should include:



Gabriola Housing Options and Impacts Review Project

1. Evaluation sessions to examine, diagnose, discuss, and dialogue the cause-and-effect links and assumptions regarding the engagement process, outcomes, and intended and unintended consequences and impacts;
2. A plan to organize and allocate resources for total evidence-based evaluation of the engagement process (who was engaged, how many, number of responses, depth and quality of responses);
3. Incorporation of lessons learned to be included in future engagements;
4. Development of an ongoing engagement strategy to support current and future LTC processes and projects.

Ensuring the validity of the engagement process will be critical in supporting the decision making process. Likewise, understanding how effective the engagement strategy has been, including the approach and tools used, will provide vital information to support ongoing engagement on Gabriola around housing and other issues.

HOUSING OPTIONS AND IMPACTS REVIEW PROJECT – ENGAGEMENT PLAN 2020-2021

Project Phase	Purpose of Engagement	Technique	Description	Resources Required	Estimated Budget
1 Laying the Groundwork 2020	INFORM <i>Here's what is happening...</i>	Project Website	General updates, photos, videos, resources and relevant project contacts	-planner staff time to manage -communications specialist content edits	ON HOLD- LAUNCH JUNE 2020 No cost to LTC
		Social Media	Time sensitive updates, event promotion, polls	-planner staff time to manage -communications specialist review	ON HOLD – may require consultant time
		Newspaper Articles/Inserts	Advertising, press releases, submissions	-planner staff time -communications specialist review	\$1000
		Open Houses/pop-up booth	Organize a booth or table in a busy public location. Provide simple and fun ways for people to learn about the project and solicit input about their concerns. Share how they can follow up, participate or provide feedback.	-planner staff time -HAPC participation	\$500
2 Exploring our Options 2020	INVOLVE <i>Here's a problem, what ideas do you have?</i>	Small Group Circle Dialogue	Meet participants where they are at and generate ideas to strengthen the OCP and LUB in the three theme areas. Conduct 4-8 sessions with a diverse range of participants.	-professional facilitation -planner staff time -HAPC participation -stakeholder participation	\$500 EACH x 4? = \$2,000
		Kitchen Table Talks/Plan in a Box	Small (5-8 people) informal meeting in someone's home or café. Participants work through a series of prepared questions to generate ideas. Voucher for ~\$50 towards food to incentivize groups' participation and submission of ideas.	-planner staff time -HAPC participation -8-10 community volunteers to host -APC participation	\$2,500
2 Exploring our Options 2020-21	CONSULT <i>Here are some options, what do you think?</i>	Online Polling	Online polling allows visitors to vote on choices and track responses.	-planner staff time -HAPC participation	\$500
		Surveys	Structured form or questionnaire distributed to residents/property owners. Gain feedback and opinions on options. Web based, paper or in-person interviews.	-professional survey development -planner staff time -communication specialist review -HAPC participation	\$1000
2 Exploring our Options 2020-21		Focus Groups	Facilitated small group (6-10 people) discussions on options and concerns.	-professional facilitation -planner staff time -HAPC/APC participation	\$500 each x 4 = \$2,000



ADDENDUM

CORNERSTONE COMMUNICATION

The purpose of this addendum is to summarize critical information that is pertinent to the examination of housing options and impacts on Gabriola Island.

Why a Housing Review? Why Now?

The discussion around current and future housing issues on Gabriola has been ongoing for decades on the Island, and the Local Trust Committee has worked hard to balance the values of the Islands Trust and the changing interests and needs of island residents, all within the framework of the Official Community Plan and Land Use Bylaws. Previous consultations have resulted in recommendations and subsequent bylaw changes to address specific issues around housing, but the broader issue hasn't been addressed in a cohesive way.

The population of the island has continually changed, as has its economic profile. Reasonable forecasts suggest that greater change and potential growth is forthcoming, and our current state is being described as critical from more than one perspective. The environmental impact of humans in the world around us as well as here on Gabriola is becoming more clearly understood. The need to understand and address First Nations' interests and priorities has become part of planning processes to ensure that reconciliation is being addressed. There are seniors who are no longer able to stay in the houses they retired to who don't want to leave the island and community. There are families who can't find or afford a place to safely live and raise their children. Businesses who see the opportunity to grow and prosper, to create a sustainable Gabriola-based economy, are hindered or even halted by the inability to find employees because there is no affordable housing. Finally, our most vulnerable are at increased risk because the housing they find is unsafe and inadequate, if they can find housing at all.

These concerns lead to a clearly understood need for change, and a commitment from the Local Trust Committee to make changes that begin to address those issues – but only once they hear and understand how the community thinks and feels about them. The Local Trust Committee and the HAPC are working to provide you with many opportunities, and asking you for your time and thought to support them as they make the decisions that will shape how we live on Gabriola, now and in the foreseeable future.



Gabriola Housing Options and Impacts Review Project

History of Housing Work Done to Date

A Brief History of Affordable Housing on Gabriola				
				
1980s	1990s	2000s	2010s	2018-19
Seniors Village First rezoning application to the LTC for a 'seniors and special needs' housing project. Proposal was elaborate with shared amenities and green space. New zoning set a density limit of 28 units. What was constructed was very different than what was proposed with 14 duplex buildings, some strata owned, remaining rentals. No requirements for affordability or preservation of rental units.	Gabriola Gardens First rezoning application to the LTC for a seniors affordable housing development. Proposal for 36 rent controlled units. What was permitted was 24 units and as a result of a housing downturn the proposal was converted to market strata. Housing agreement requiring affordable housing was never registered on title so no requirement for units to be affordable or maintained as rentals.	Planning • June 2007 Gabriola Housing Solutions Forum was held • May 2009 Sustainable Gabriola group formed and identified housing as critical issue • Nov 2009 LTC commissioned 'Gabriola Affordable Housing Needs Assessment'	Research • 2010 Islands Trust "Community Housing Toolkit" published • 2011 OCP amended to include a new density bank and increases in density only for affordable housing for seniors or special needs • 2012 PHC report "Affordable Housing Strategy for Gabriola Island" • 2016 Islands Trust "Baseline Report on Affordable Housing in the Islands Trust" • 2016 secondary suite regulations updated.	Next Steps • 2018 Islands Trust "Housing Needs Assessment for the Northern Region" published • 2018 Gabriola Housing Society hosts an Affordable Housing Forum, in 2019 is registered as a charitable organization. • 2019 LTC launches a multi year 'Housing Options and Impacts Review Project' to update the OCP and LUB.

Critical Issues to Consider

How humans are housed, on Gabriola as elsewhere, has tremendous impact on the local environment, the community and, often, the world beyond. To better understand this, the current state is being considered from the perspective of the following key themes.

- Housing Diversity and Affordability
- People at Risk
- Environment and Cultural Heritage (Climate Emergency, Protecting Aquifers and Protecting Biodiversity)

Why Should You Engage in this Project?

The Housing Impact and Options Review Process will culminate in a set of recommendations for the Local Trust Committee to consider. These recommendations may include proposed policy and regulatory changes that impact the way current properties can be utilized and developed in the future. They may include changes to construction standards, and land use regulations on the Island. The intended impact



Gabriola Housing Options and Impacts Review Project

will be defined in part by the engagement process, as will the recommendations. As a resident, property and or/business owner on Gabriola, you will likely feel the impact of these proposed changes.

The issues around housing on Gabriola are deep and complex. The LTC is committed to making changes to policy and regulations that strive to address those issues, in alignment with its broad principles and values and with the understanding, input and support of the community. Everyone who has a stake in this conversation has the right and opportunity to be involved. If you participate, your voice will be recognized and taken into account.

ISLANDS TRUST**2020/21 Budget Draft 2, Version 2****Appendix B: List of LTC Projects Funded by the LTC-Project Specific Reserve Fund**

Project carry overs currently anticipated:		Amount
Galiano - STVR Review continued	\$	5,000
Mayne Housing Project continued	\$	2,000
Salt Spring Affordable Housing continued	\$	500
Lasqueti OCP/LUB Review continued	\$	3,000
Hornby OCP/LUB Review continued	\$	5,000
Total ongoing projects	\$	15,500
Allowance for upcoming LTC projects <i>(based on \$4,000 per LTC excluding BW)</i>	\$	48,000
First Nations Capacity Funding allowance	\$	8,000
Total LTC Project Budget for FY2020/21	\$	71,500

From: Howe Sound Community Forum <howesoundcommunityforum@gmail.com>

Sent: Thursday, April 2, 2020 10:22 AM

Subject: April 24th change and new Save the Date

Hello Forum members,

I hope you are staying well.

Considering the most recent news and advice from health authorities and the Province, the April 24th Forum being hosted by the Resort Municipality of Whistler is postponed until October 23rd, please mark your calendars.

As an alternative on April 24th, a web-based forum will be held from 10:00-12:00. Here is a suggested format, but please send other suggestions.

- 10- 11 - Around the Region update on key impacts the pandemic is having on your plans and economic activity in your community. Q&A.
- 10 minute break
- 11:10- 11:30- Update from MLAs and MP Weiler
- 11:30- noon - key speaker/other updates

If you would like to hear from an expert or source on a specific topic during this call, please let me know and I will try to arrange. Other ideas/suggestions welcome.

Please indicate your interest in participating in this call and I will confirm with login details for the Zoom meeting prior to the 24th.

Thank you for your leadership during these very difficult times.

Ruth Simons, Lead, Howe Sound Biosphere Region Initiative 604 921-6564 778 834-4292

Assisting:

Howe Sound Community Forum *Established in 2002*

To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations.

Squamish Nation - District of West Vancouver - Village of Lions Bay - Town of Gibsons - Resort Municipality of Whistler - Village of Pemberton - Bowen Island Municipality - Gambier Island Local Trust - District of Squamish - Metro Vancouver - Sunshine Coast Regional District -Squamish Lillooet Regional District

From: 2020 Salish Sea Ecosystem Conference <ssec@wwu.edu>
Sent: Tuesday, April 7, 2020 2:34 PM
Subject: 2020 Salish Sea Ecosystem Virtual Conference Announcement



Greetings, SSEC Community!

We send our best wishes to you and your loved ones for your safety and peace during this incredibly challenging time.

While we are sorely disappointed at having to cancel our in-person conference, we're pleased to announce that we are able to preserve some of the incredible work that went into the 2020 Salish Sea Ecosystem Conference (SSEC) by providing a platform to share this important information and research.

The updated SSEC program will consist of two components:

Virtual Conference April 21-22 (Live)

These virtual sessions will be a combination of plenary and concurrent sessions highlighting various components of this year's content.

Digital Program: Opening April 20

Uploads of scheduled presentations from the planning program:

- Poster Session Gallery
- Pre-recorded Presentations
- Sponsor and Exhibitor Hall

All virtual sessions and digital presentations will be available free of charge. The official schedule and additional information will be provided soon.

Presenter FAQ:

Additional instructions to be sent this week

What if I am not able to participate due to circumstances?

All presenters are welcome to submit their content to the digital component of the conference, should time and capacity allow. However, we do not want to assume anyone's capacity at this time, given the current pandemic.

We understand that people are working in isolated situations, that some people need to attend to families and loved ones, and that others have time on their hands. We greatly appreciate your understanding and flexibility during this time as we try to navigate a way forward that is respectful to all involved.

I was a scheduled presenter; how do I know what to do next?

All presenters will receive an email this week with detailed instructions on how to utilize the Confex "Speaker's Corner" to upload a digital presentation. Both PDFs and recorded video presentations can be uploaded. For those that are interested in participating in this digital conference opportunity, all materials should be uploaded by Sunday, April 19th.

How will I know if my session is part of the virtual conference?

The conference planning committee was alerted that a few session chairs and presenters were planning to proceed virtually on April 21 and 22 with sessions that would have been part of the SSEC program. Organizers worked with them to integrate sessions into an SSEC virtual program. We recognize that more presenters may be interested in being part of a virtual program and apologize that limited administrative capacity and timing did not allow for us to contact everyone. We hope to offer another opportunity for a virtual SSEC day in May or June.

Sincerely,

The SSEC Team at Western Washington University

Please visit the [Salish Sea Ecosystem Conference website](#) for more information.

Western Washington University, 516 High Street, MS 9102, Bellingham, WA 98225

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Sent by ssec@wwu.edu

Top Priorities Report

Executive Committee

1. *Islands Trust Act Amendments*

Investigate possibility of amendments to the Islands Trust Act to broaden the Islands Trusts ability to serve its communities and to strengthen its mandate to preserve and protect.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 26-Oct-2016

2. *Update Islands Trust Policy Statement*

Undertake a First Nations and public engagement process to prepare for Policy Statement amendments.

Responsible

Clare Frater

Dates

Target: 31-Mar-2019

3. *Climate Change Emergency*

Matters pertaining to Islands Trust declaring a climate change emergency.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 05-Jun-2019

**Projects Report****Executive Committee**

1. <i>Advocate to reduce negative impacts of shellfish aquaculture practices</i>	Responsible	Date Received
Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy	Clare Frater	16-Aug-2017
2. <i>Improve communications about the Islands Trust object and history</i>	Responsible	Date Received
Develop communications strategy	Clare Frater	30-Aug-2017
3. <i>Revisions to Crown Land protocol agreements and letters of understanding</i>	Responsible	Date Received
Negotiate with BIM and FLNRORD	Clare Frater	19-Jun-2014
4. <i>Oil Spill and Shipping Safety</i>	Responsible	Date Received
Various advocacy activities including Chair letters and participation in forums	Clare Frater	01-Apr-2014
5. <i>Bowen Island Signage</i>	Responsible	Date Received
That Executive Committee request that Bowen Island signage be added to the Executive Committee projects list and that staff clarify the details of the request contained in the February 26th correspondence from Bowen Island Municipality.		25-Mar-2020