



Executive Committee Agenda

Date: October 30, 2024
Time: 9:15 am
Location: Electronic Meeting, and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
#200 - 1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
2.2 Approval of Agenda	
2.2.1 Agenda Context Notes - None	
3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Chair Luckham to rise and report from the October 9 th Executive Committee closed meeting that funding was allocated for clean-up at 88 Pilkey Road on Thetis Island and that minutes from the Executive Committee closed meeting of August 14, 2024 and Executive Committee closed meeting of September 11, 2024 were adopted.	
4. ADOPTION OF MINUTES	
4.1 Draft Executive Committee Meeting Minutes of October 9, 2024	5 - 12
For review and adoption.	
5. FOLLOW UP ACTION LIST AND UPDATES	
5.1 Follow Up Action List/Director/CAO Updates	13 - 20
5.2 Local Trust Committee Chair Updates	
5.3 Islands Trust Conservancy Liaison Update	
5.3.1 Islands Trust Conservancy - Highlights of October 1st Board Meeting	21 - 22
Receive for information.	
6. BYLAWS FOR APPROVAL CONSIDERATION	

6.1	Bowen Island Municipality Bylaw No. 666, 2024 - Request for Decision	
	*Late item	
6.2	Bowen Island Municipality Bylaw No. 667, 2024 - Request for Decision	
	*Late item	
6.3	Thetis Island Local Trust Committee – Bylaw No. 115 - Request for Decision	23 - 34
	THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No.115, cited as “Valdes Island Rural Land Use Bylaw, 1998, Amendment No. 1, 2024”, in accordance with Section 27 of the Islands Trust Act.	

7. TRUST COUNCIL MEETING PREPARATION

7.1	Executive	
7.1.1	Draft December Trust Council 3-day Schedule	35 - 35
7.1.2	San Juan Liaison Meeting Session Outline - Discussion & Briefing	36 - 39
7.1.3	Draft 2025/26 Executive Committee and Trust Council Meeting Schedule - Request for Decision	40 - 46
	That Executive Committee adopt the meeting dates and formats as set out in the proposed 2025/26 meeting schedule.	
	AND	
	That staff prepare a Request for Decision for Trust Council to approve their 2025/26 meeting schedule.	
7.1.4	Continuous Learning Plan - Next Steps	47 - 51
7.2	Trust Area Services	
7.2.1	Emergency Communications - Oil Spill - Briefing	52 - 53
7.3	Planning Services	
7.4	Administrative Services	
7.5	Legislative and Information Services	

8. EXECUTIVE COMMITTEE PROJECTS

8.1	Trust Council Initiated
8.1.1	Executive

8.1.1.1	Executive Committee 2025/26 Budget Requests - Request for Decision	54 - 82
	- That Executive Committee forward its 2025/26 budget requests to Financial Planning Committee for inclusion in the draft 2025/26 budget: \$30,600 for costs of Executive Committee members on local trust committees \$128,050 for an Auxiliary (temporary) Senior Policy Advisor staff position in Trust Area Services \$96,000 for Trust Council's Strategic Plan 'Policy Statement Amendment Project' \$2,000 for the Purchase and Installation of Coast Salish Art in the Victoria, Salt Spring Island and Gabriola Island offices - That Executive Committee recommend to Trust Council that it make the temporary Meeting Administrator staff position a regular, permanent position at Islands Trust.	
8.1.2	Trust Area Services	
	8.1.2.1 Draft Committee of the Whole November 6 Meeting Agenda	83 - 117
8.1.3	Planning Services	
8.1.4	Administrative Services	
8.1.5	Legislative and Information Services	
8.2	Executive Committee Initiated	
8.2.1	Executive	
8.2.2	Trust Area Services	
8.2.3	Planning Services	
8.2.4	Administrative Services	
8.2.5	Legislative and Information Services	
	8.2.5.1 Options for Sharing Geographic Information Systems (GIS) between Planning and Conservancy - Briefing	118 - 118

9.	NEW BUSINESS	
9.1	Executive/Trust Council	
9.2	Trust Area Services	
9.2.1	LTC Chairs Report on Local Advocacy Topics	
9.2.2	Islands Trust Newsletter - Request for Decision	119 - 128
	That the Executive Committee approve the creation, distribution and format of a quarterly Islands Trust newsletter.	
9.3	Planning Services	
9.4	Administrative Services	
9.5	Legislative and Information Services	
10.	CORRESPONDENCE (for information unless raised for action)	
10.1	2024-10-09 Transport Canada - Discussion paper on potential regulations to increase access to marine emergency services and to improve response to pollution incidents	129 - 129
10.2	2024-10-21 Association of Vancouver Island and Coastal Communities (AVICC) - 2025 AVICC AGM & Convention - 1st call for Resolutions and Convention Information	130 - 145
10.3	2024-10-24 Trustee Yates - Increased Tanker Traffic in Trust and San Juan Area	146 - 146
10.4	2024-10-25 S Brands - Ambiguous and Inaccurate Executive Wording	147 - 148
11.	WORK PROGRAM	
11.1	Review and amendment of current work program	149 - 151
12.	NEXT MEETING	
	The next regularly scheduled Executive Committee meeting will take place electronically on Wednesday, November 20 at 9:15 a.m.	
13.	CLOSED MEETING	
	That the meeting be closed to the public subject to Sections 90(1)(i) of the Community Charter in order to consider matters related to the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.	
14.	ADJOURNMENT	



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, October 9, 2024

Location: Electronic Zoom Meeting

Members Present: Peter Luckham, Chair, Islands Trust Council
Tobi Elliott, Vice-Chair, Gabriola Trustee
David Maude, Vice-Chair, Mayne Trustee
Timothy Peterson, Vice-Chair, Lasqueti Trustee

Staff Present: Julia Mobbs, Interim Chief Administrative Officer & Director, Administrative Services
Clare Frater, Director, Trust Area Services
Robert Kojima, Acting Director, Local Planning Services & Regional Planning Manager
David Marlor, Director, Legislative & Information Services
Lori Foster, Executive Administrative Assistant/Recorder

Members of the public present: 1 attended electronically

1. CALL TO ORDER

The meeting was called to order at 9:18 a.m. Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

An addendum was emailed to members and posted to the website on October 8, 2024, with the following late item attachments:

- 7.2.1.1 September Trust Council Business Decision Highlights
- 8.1.1.1.1 Communications Plan re Trust Council Request for Provincial Review Islands Trust's Mandate, Governance and Structure – Briefing
- 10.1 2024-10-07 Ocean Protection Plan (OPP) Pacific Dialogue Forum: Virtual Initiative Spotlights - Register for the 2024 OPP Pacific Dialogue Forum Virtual Initiative Spotlights

2.2 Approval of Agenda

By general consent the agenda and addendum were approved as presented.

By general consent the agenda will be reordered according to need.

By general consent item 7. Trust Council Meeting Preparation was addressed next.

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 Meeting Minutes of September 11, 2024

By general consent the Executive Committee minutes of September 11, 2024, were adopted as presented.

4.2 Draft Executive Committee Meeting Minutes of September 24, 2024

By general consent the Executive Committee minutes of September 24, 2024, were adopted as presented.

ICAO left the meeting at 10:45 am

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list, and directors provided their area reports.

5.2 Local Trust Committee Chair Updates

Local trust committee chairs provided updates on recently attended meetings.

5.3 Islands Trust Conservancy Liaison Update

Two NAPTEP covenants will be forwarded to Trust Council for approval.

6. BYLAWS FOR APPROVAL CONSIDERATION - None

At 9:21 a.m., item 7 was addressed.

7. TRUST COUNCIL MEETING PREPARATION

7.1 Roundtable Review of September 24 - 26 Trust Council Meeting

In general, Executive Committee and staff discussed matters arising from September's Trust Council meeting:

- occurrences of inappropriate conduct and language from some trustees that disrespected the chair and staff were flagged as a concern. It was noted these conduct issues have been going on for a long time
- it was acknowledged that the responsibility to maintain civility at Trust Council rests with everyone collectively at the table
- it was acknowledged that trustees have an obligation to conduct themselves in line with their Oath of Office and Policy 2.1.2 Standards of Conduct
- It was flagged that stronger management of meeting procedures and rules regarding debate, speaking to a motion, rebutting and commenting on other members positions may be useful to embrace at future meetings
- consideration to conduct a mid-term check-up at December Trust Council with members regarding conducting business, knowledge and understanding of legislation, meeting etiquette and behavior
- review and update of Policy 2.1.2 to consider changes outlined in “Discussion Paper - Responsible Conduct Framework for Local Government Elected Officials” dated September 2024, a joint initiative of Union of BC Municipalities and Local Government Management Association
- chair to discuss update and review of Meeting Procedures Bylaw 101 with Director of Legislative Services
- promotion of health hygiene encouraged for December’s Trust Council to prevent the spread of communicable disease; a number of trustees and staff reported falling ill post-meeting
- consideration that minute taking standards for Committee of the Whole minutes be amended to provide for more fulsome details of discussions and deliberations

7.2 Executive

7.2.1 September Trust Council Business Decision Highlights

7.2.1.1 Executive Committee reviewed the draft document, circulated as a late item in the addendum package.

By general consent amend the item titled “Islands Trust Housing Action Plan – Tiny Homes on Wheels” as follows:

- replace the word “approved” with “directed that”
- after the phrase “Housing Action Plan” add the phrase “through its 2025-2028 Strategic Plan,”
- after the word “Province” add the phrase “and other agencies

DRAFT

By general consent Executive Committee approved the “September Trust Council Business Highlights” document, as amended, for circulation to subscribers and website posting.

7.2.2 Trust Council Follow Up Action List

Received for information.

- 7.3 **Planning Services** - None
- 7.4 **Administrative Services** - None
- 7.5 **Trust Area Services** - None

8. EXECUTIVE COMMITTEE PROJECTS

8.1 Trust Council Initiated

8.1.1 Executive

8.1.1.1 Communications Plan re Trust Council Request for Provincial Review Islands Trust's Mandate, Governance and Structure - Briefing

8.1.1.1.1 Executive Committee reviewed the briefing, circulated as a late item in the addendum package.

Director Frater spoke to six deliverables presented in the plan:

1. News Release
2. Trustee Speaking Notes
3. Social Media Post
4. What's Happening Post
5. Fact Check
6. Dedicated Webpage

Discussion ensued.

EC-2024-121

It was MOVED and SECONDED,

That Executive Committee direct staff to develop a dedicated Governance Reviews web page and a news release about Trust Council's request for the Provincial review.

DEFEATED

EC-2024-122

It was MOVED and SECONDED,

That Executive Committee direct staff to proceed with the communications plans request from the briefing titled “Draft Communications Plan re: Trust Council request for provincial review Islands Trust’s mandate, governance and structure” dated October 9, 2024, prioritizing items 1 – 5 from the briefing.

CARRIED

- 8.1.2 Trust Area Services - None
- 8.1.3 Planning Services - None
- 8.1.4 Administrative Services - None

8.2 Executive Committee Initiated

8.2.1 Executive

8.2.1.1 Local Government Management Association of BC - Union of BC Municipalities Discussion Paper "Potential for Change: Responsible Conduct Framework for Local Government Elected Officials: Discussion

Vice-Chair Peterson spoke in support of modernizing and updating Trust Council Policy 2.1.2 Standards of Conduct citing the framework and potential models presented in the discussion paper.

Request for comment from individual elected officials or boards and councils and chief administrative officers to the following three questions (page 24 of discussion paper) is requested by November 1, 2024.

- Should the province be requested to develop legislation mandating codes of conduct modelled on established best practices for all local governments in BC?
- Are legislated changes needed to support code of conduct administration and enforcement?
- And, if so, what factors do you think are most important to the success of a new approach to code administration and enforcement?

Interim Chief Administrative Officer Mobbs stated she will provide comments.

EC-2024-123

It was MOVED and SECONDED,

DRAFT

That Executive Committee request that item 8.2.1.1 “Local Government Management Association of BC - Union of BC Municipalities (UBCM) Discussion Paper “Potential for Change: Responsible Conduct Framework for Local Government Elected Officials” September 2024 and recent work from UBCM be circulated to trustees for comment.

CARRIED

8.2.1.2 Executive Committee 2025/26 Business Cases - Discussion

ICAO Mobbs spoke to budget requests advanced to EC for operating and programming items. Business cases for projects and staffing will be advancing to the next meeting of October 30 and to the next FPC agenda.

- 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

9.2 Trust Area Services

9.2.1 LTC Chairs Report on Local Advocacy Topics

Trustee Peterson attended Doug White III discussion on Gabriola and spoke with him regarding Islands Trust Act with DRIPA and has had conversations in a general way regarding this. He has expressed a willingness to discuss these topics and might be useful to Trust Council with their work.

- 9.3 **Planning Services** - None
- 9.4 **Administrative Services** - None

10. CORRESPONDENCE

10.1 **2024-10-07 Ocean Protection Plan (OPP) Pacific Dialogue Forum: Virtual Initiative Spotlights - Register for the 2024 OPP Pacific Dialogue Forum Virtual Initiative Spotlights**

EC-2024-124

It was MOVED and SECONDED,

That Executive Committee request staff to forward correspondence item 10.1 Ocean Protection Plan (OPP) Pacific Dialogue Forum to all trustees and any subsequent opportunities regarding the Ocean Protection Plan be proactively forwarded.

CARRIED

It was noted that future correspondence regarding the Ocean Protection Plan dialogue forum does not need to be added to Executive Committee agendas.

11. WORK PROGRAM

11.1 Review and amendment of current work program

Received for information.

12. NEXT MEETING

The next Executive Committee meeting will be held October 30, 2024, at 9:15 a.m.

By general consent, the meeting will be held in-person with optional electronic attendance.

13. CLOSED MEETING

EC-2024-125

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1) (f) and (i) of the Community Charter in order to consider matters related to law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment, and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 10:35 a.m., and was reopened to the public at 11:08 a.m.

The meeting recessed for lunch at 11:50 a.m., and reconvened at 1:00 joint EC/ITC session

14. ISLANDS TRUST CONSERVANCY BOARD JOINT SESSION

Islands Trust Conservancy Board members present: Chair, Risa Smith; Member Charles Kahn; Member Tanner Timothy; Trustee Susan Yates; Trustee Lisa Gauvreau, Trustee Tobi Elliott

Islands Trust Conservancy Manager Carolyn Stewart

14.1 First Nations Engagement – Discussion

Discussion regarding First Nations engagement and coordination ensued.

Summary notes of the discussion will be created and circulated to the Executive Committee and the Islands Trust Conservancy Board.

15. ADJOURNMENT

By general consent the meeting adjourned at 2:08 PM.

Peter Luckham, Chair

CERTIFIED CORRECT:

Lori Foster, Executive Administrative Assistant and Recorder

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Executive Committee

Director Legislative Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
100%	2 Staff to provide to Executive Committee and Islands Trust Conservancy options for sharing GIS resources.	David Marlor Stefan Cermak	Meeting: 31-Jan-2024 Target: 30-Oct-2024	Completed
100%	3 Re: Delegations: Staff to work with Vice-Chair Peterson and Chair Luckham to prepare a request for decision for September Trust Council with options and a recommendation on policy for Disposition of Trust Council Delegations. Postponed by TC to December 2024.	David Marlor	Meeting: 15-May-2024 Target: 03-Dec-2024	Completed
0%	4 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 20-Nov-2024	In Progress
5%	5 Staff to create the following primers for trustees: 1. Electronic Meeting Attendee Primer 2. Chair Role Primer	David Marlor	Meeting: 11-Sep-2024 Target: 20-Nov-2024	In Progress
100%	6 Forward Provincial paper on review of Code of Conduct to Trustees for comment to Province by November 1.	David Marlor Julia Mobbs	Meeting: 24-Sep-2024 Target: 01-Nov-2024	Completed

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	1 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-2025	In Progress
100%	2 Staff to provide to Executive Committee and Islands Trust Conservancy options for sharing GIS resources.	David Marlor Stefan Cermak	Meeting: 31-Jan-2024 Target: 30-Oct-2024	Completed
100%	3 Staff to turn the Referrals to First Nations - Interim Briefing into a request for decision that recommends Trust Council prioritize Next Actions numbers 1 and 8 and report back to Trust Council in December.	Stefan Cermak	Meeting: 11-Sep-2024 Target: 13-Nov-2024	Completed

Follow Up Action Report

Executive Committee

Director, Administrative Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Review Islands Trust Policy 6.5.2 Budget Control and Adjustment 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: 12-Mar-2025	In Progress
10%	2 Explore future education/workshop sessions on decision-making to benefit trustees.	Julia Mobbs	Meeting: 24-May-2023 Target: 11-Dec-2024	In Progress
0%	3 Staff to assess the viability of Snuneymuxw First Nation, or another First Nation, hosting a forum at an upcoming Trust Council meeting, and estimated costs (options for the C2C funding to be secured for finding), of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.	Clare Frater Julia Mobbs	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress
100%	4 Forward Provincial paper on review of Code of Conduct to Trustees for comment to Province by November 1.	David Marlor Julia Mobbs	Meeting: 24-Sep-2024 Target: 01-Nov-2024	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 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: 31-Mar-2025	In Progress
49%	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-2025	In Progress
20%	4 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater	Meeting: 20-Dec-2023 Target: 21-Aug-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
10%	5 Staff to work with Trustee Elliott (and/or others) to explore interest and options and funding potential for First Nations leaders to potentially hosting a gathering to hear Coast Salish perspectives on vision and governance in the Islands in the Trust Area, in a separate session before or around September Trust Council 2024.	Clare Frater	Meeting: 15-May-2024 Target: 21-Aug-2024	In Progress
0%	6 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	Clare Frater David Marlor	Meeting: 15-May-2024 Target: 20-Nov-2024	In Progress
15%	7 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration.	Clare Frater	Meeting: 05-Jun-2024 Target: 01-Mar-2025	In Progress
10%	8 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Oct-2024	In Progress
0%	9 Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Dec-2024	In Progress
0%	10 Staff to assist Chair in writing to Snuneymuxw First Nation Chief and Council as to their interest in hosting a dialogue about Vision and Governance in their territory in association with the September 2024 Trust Council meeting, or alternatively the December 2024 or March 2025 meeting, and to indicate interest in jointly applying for a Union of BC Municipality Community to Community Grant Fund to support a budget of \$20,000.	Clare Frater	Meeting: 24-Jul-2024 Target: 24-Feb-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	11 Staff to assess the viability of Snuneymuxw First Nation, or another First Nation, hosting a forum at an upcoming Trust Council meeting, and estimated costs (options for the C2C funding to be secured for finding), of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.	Clare Frater Julia Mobbs	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress
0%	12 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.	Clare Frater Mike Richards	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress
0%	13 Trust Area Services staff to work on an advocacy letter regarding cultural heritage protection, and requesting guidance to aid local trust committees, and work with vice-chairs who note specific concerns related to First Nations relations in their Local Trust Area that might be addressed.	Clare Frater	Meeting: 24-Jul-2024 Target: 01-Nov-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	14 Trust Area Services staff to work on a letter of advocacy to the Ministers responsible for crown land, requesting that the Federal Government expand the Wrecked, Abandoned or Hazardous Vessels Act program, and make funds available to deal with these wrecks in all the Islands within the Islands Trust Area; and that the period to launch an investigation into reports of derelict and sinking vessels be shortened from 90 to 30 days, and that letter is copied to MLAs and MPs in the Trust Area.	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Dec-2024	In Progress
10%	15 Staff to organize an information session for trustees and interested staff about the Xwe'et tay /Lasqueti Archeology Project.	Clare Frater	Meeting: 11-Sep-2024 Target: 05-Dec-2024	In Progress
100%	16 Staff to work with Vice-Chair Elliott to summarize notes clearly marked draft from the UBCM meeting with ministry staff discussing Trust Council's request for a provincial review and circulate to trustees regarding item.	Clare Frater	Meeting: 24-Sep-2024 Target: 27-Sep-2024	Completed
100%	17 Staff to work with Executive Committee to develop a communications strategy that informs the public of Trust Council's request for a review of the <i>Islands Trust Act</i> and the reasons for it. (Directed by TC)	Clare Frater	Meeting: 25-Sep-2024 Target: 23-Oct-2024	Completed
0%	18 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: "that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. "	Clare Frater	Meeting: 18-Jun-2024 Target: 13-Nov-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	19 Staff to proceed with the communications plans request from the briefing titled 'Draft Communications Plan re: Trust Council request for provincial review Islands Trust's mandate, governance and structure' dated October 9, 2024, prioritizing items 1 - 5 from the briefing.	Clare Frater	Meeting: 09-Oct-2024 Target: 18-Oct-2024	In Progress
100%	20 Staff to circulate agenda item 8.2.1.1 "Local Government Management Association of BC - Union of BC Municipalities (UBCM) Discussion Paper "Potential for Change: Responsible Conduct Framework for Local Government Elected Officials" September 2024 and recent work from UBCM to trustees for comment.	Clare Frater	Meeting: 09-Oct-2024 Target: 14-Oct-2024	Completed
100%	21 Staff to circulate 2024-10-07 Ocean Protection Plan (OPP) Pacific Dialogue Forum: Virtual Initiative Spotlights - Register for the 2024 OPP Pacific Dialogue Forum Virtual Initiative Spotlights to all trustees.	Clare Frater	Meeting: 09-Oct-2024 Target: 21-Oct-2024	Completed

Grants Manager, A/ Program Coordinator

Progress	Activity	Responsibility	Dates	Status
0%	1 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.	Clare Frater Mike Richards	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY OCTOBER 1ST, 2024 BOARD MEETING

NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>

1. ORGANIZATION UPDATES/TEAM

- The Islands Trust Conservancy (ITC) Board welcomed new Provincially Appointed Board Member, Tanner Timothy.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board adopted Islands Trust Conservancy Bylaw No. 4, cited as “Islands Trust Conservancy Freedom of Information and Protection of Privacy Bylaw No. 4, 2024”.
- The ITC Board directed staff to request meetings with Executive Committee three times per year for focused discussion on topics of mutual interest, with an optional fourth meeting, if needed.
- The ITC Board directed staff to review policies related to the acquisition of lands and covenants, giving consideration to how to best address topics such as potential cutting of firewood within covenanted areas, need for priority of covenants related items over mortgages, minimum size, and landholder supports.
- The ITC Board received the Budget Report for information. The ITC Board directed staff to add \$4,000 to the 2025-26 budget request for bookkeeping services, and to add \$1,160 per covenant to property management funds to reflect new covenants taken on in the 2024-25 fiscal year.
- The ITC Board received the 2024 ITC Annual Work Plan mid-year update. Discussion ensued on funding and First Nations engagement/ITC Five Year Plan project.
- Trustee Elliott provided an update to the ITC Board from Executive Committee. Items reported include support from Trust Council on Trust Area Services staffing item recommendation, Chief Administrative Officer (CAO) Hiring Committee updates, and First Nations engagement.
- Trustee Gauvreau provided an update to the ITC Board from Governance Committee including approval from Trust Council on a comprehensive Provincial review of Islands Trust and the *Islands Trust Act*.

3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board rose and reported that it had authorized staff to spend up to \$6,000 from existing budgets towards the cost of a land survey, an Ecological Gifts Program appraisal, and the costs of covenant registration for a NAPTEP covenant on Salt Spring Island.
- The ITC Board authorized the Chair to sign a covenant with Yarrow Koontz for the protection of a portion of land on Gabriola Island, and directed staff to register the covenant through the Natural Area Protection Tax Exemption Program (NAPTEP).



ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

- The ITC Board authorized the Chair to sign a covenant with Skye Larmour for the protection of a portion of land on Salt Spring Island, and directed staff to register the covenant through the NAPTEP.

4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board directed staff to continue work on the management plan for the Ruby Alton Nature Reserve.
- The ITC Board received the Public Acquisitions Report and Public Covenants Report for information.

5. COMMUNICATIONS AND OUTREACH

- Correspondence was received from Minister Kang to Chair Smith regarding fund investment and land management in the absence of an approved Islands Trust Conservancy Plan. Chair Smith clarified that ITC has funds requiring investment and that the ITC Board had asked Minister Kang if ITC could invest its money. The Minister responded yes.
- Correspondence was received from Stewart Brands, a long-term resident of Galiano Island, regarding protective covenants and the need for Islands Trust to financially support conservation by private landholders. By general consent, the ITC Board agreed that Chair Smith would draft a response to Stewart Brands and provide a draft to the Ecosystem Protection Specialist for review.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: PLRZ20240105
(Connected Coast)

DATE OF MEETING: October 30, 2024
TO: Islands Trust Executive Committee
FROM: Margot Thomaidis, Planner 2
SUBJECT: Thetis Island Local Trust Committee – Bylaw No. 115

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 115, cited as “Valdes Island Rural Land Use Bylaw, 1998, Amendment No. 1, 2024”, in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

The Thetis Island Local Trust Committee has referred Bylaw No. 115 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational – None.

Financial – None.

Policy – The proposed bylaw complies with Islands Trust policies.

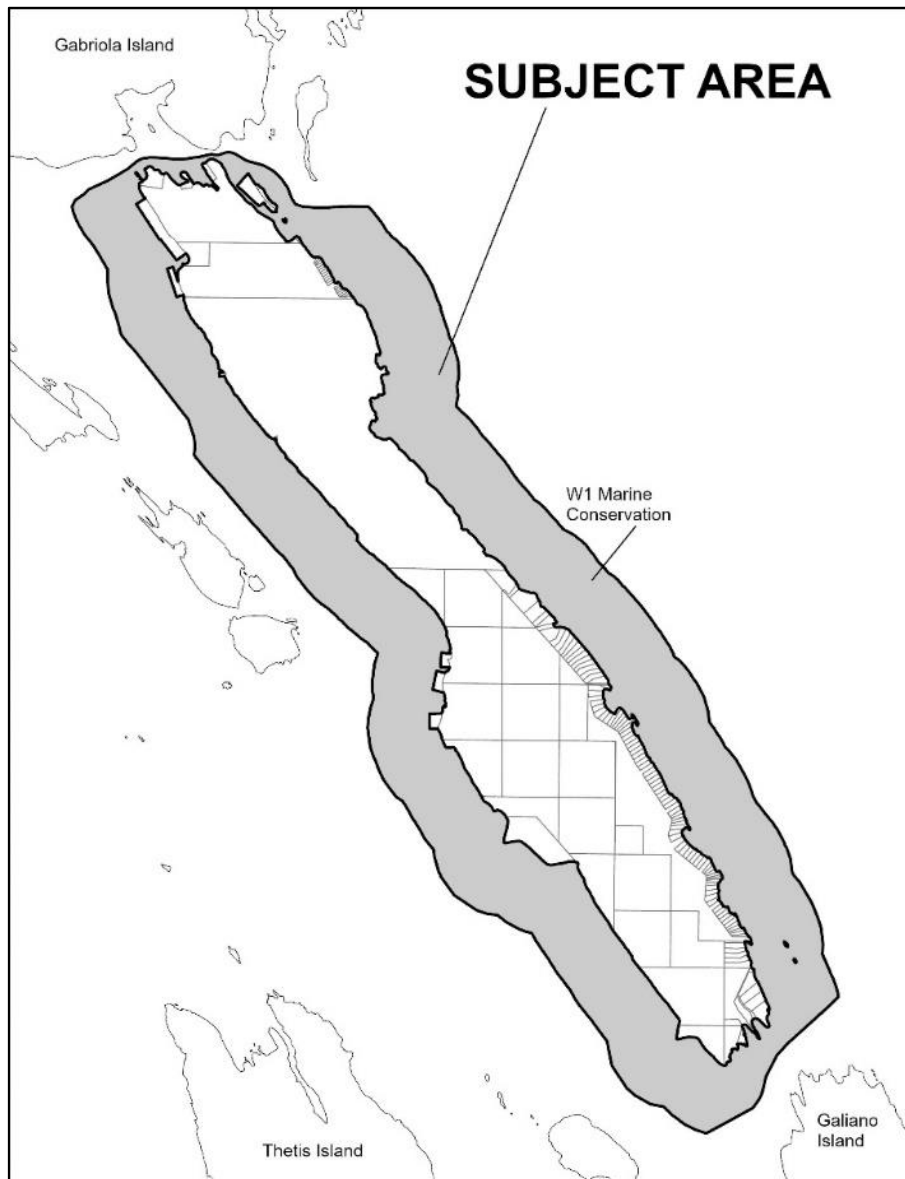
Implementation/Communications

Staff will advise the Thetis Island Local Trust Committee of the decision of the Executive Committee.

PURPOSE

Thetis Island Local Trust Committee Bylaw No. 115, cited as “Valdes Island Rural Land Use Bylaw, 1998, Amendment No. 1, 2024” (Attachment 5) is a Rural Land Use Bylaw amendment which adds a new use to the Marine Conservation (W1) zone surrounding Valdes Island (see Figure 1 below) namely, to permit the use of “fibre-optic cable telecommunication public service utility” across the entire marine zone. The bylaw amendment has been requested by the Strathcona Regional District Connected Coast Corporation to allow the installation of fibre-optic subsea cable in the Marine Conservation (W1) area, as part of the Connected Coast project to provide internet utility to the Lyackson First Nation on Valdes Island.

Figure 1 – Subject Area Map Location



BACKGROUND

Thetis Island Local Trust Committee Bylaw No. 115:

- September 10, 2024: LTC Directs Not to Hold a PH per *Local Government Act* s. 464 (2)
- October 10 and 17, 2024: Notice of First Reading per *Local Government Act* s. 467
- October 22, 2024: First Reading, Second Reading, & Third Reading

The Thetis Island Local Trust Committee has reviewed the Islands Trust Policy Statement and are satisfied that relevant policies have been sufficiently addressed and that the proposed bylaw is not contrary to or at variance with the Islands Trust Policy Statement.

Issues Relating To Provincial Interest and First Nation Interest

The proposal does not involve an OCP amendment, therefore the LTC is not required by the *Local Government Act* to consider opportunities for consultation with persons, organizations and authorities it considers will be affected.

The applicant previously carried out First Nations engagement regarding the proposed Connected Coast landing sites between Gabriola Island and Salt Spring Island, including the landing site on Valdes Island with Lyackson First Nation. The applicant provided to the LTC a summary of responses received from the following First Nations, with no concerns or issues reported:

- Pauquachin First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tseycum First Nation
- Malahat First Nation
- Lyackson First Nation
- Penelakut Tribe
- Stz'uminus First Nation
- Cowichan Tribes
- Halalt First Nation
- Ts'uubaa-asatx First Nation
- Tsawassen First Nation
- Snuneymuxw First Nation

The Connected Coast project proposal was also referred to the following government agencies, as required by the Provincial (aquatic Crown land authorization) application process, and none raised objections:

- Ministry of Forests, Lands, and Natural Resource Operations
- BC Fossil Management Office
- Ministry of Transportation
- Capital Regional District
- Regional District of Nanaimo
- Department of Fisheries & Oceans
- BC Ferries
- BC Oil & Gas Commission
- BC Parks
- Ministry of Indigenous Relations and Reconciliation
- Cowichan Valley Regional District
- South Island Natural Resource District

Issues Relating To Resources and Enforcement

None.

Public Comments

No public comments to the Executive Committee on this bylaw have been received.

Staff Comments

Given that the Thetis Island LTC gave proposed Bylaw No. 115 third reading, staff recommends, as per page 1 of this RFD, that EC approve proposed Bylaw No. 115.

RELEVANT POLICIES

- Section 27 of the *Islands Trust Act*
- Islands Trust Policy Statement Directive Policies
- Islands Trust Policy 1.3.i [Policy Statement Implementation Policy]

ALTERNATIVE

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

THAT the Executive Committee request that staff advise Thetis Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 115, cited as cited as “Valdes Island Rural Land Use Bylaw, 1998, Amendment No. 1, 2024”, is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Thetis Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Margot Thomaidis Planner 2	October 22, 2024
Concurrence:	Director, Local Planning Services	October 24, 2024

ATTACHMENTS

1. EC Submission Cover
2. Bylaw No. 115 Submission Checklist
3. EC Policy Checklist
4. Islands Trust Policy Statement Directives Only Checklist
5. Bylaw No. 115



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Thetis Island Local Trust Committee

Bylaw No.: TH-115

Bylaw Type: Rural Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 22-Oct-2024

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

Recieved by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

Consistent	i	Bylaw is consistent with the object of the Trust
Consistent	ii	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement
Consistent	iii	Bylaw does not expose the Islands Trust to unreasonable expense in the administration or enforcement of the bylaw
Consistent	iv	Bylaw is not enacted without legal authority, including inconsistency with the relevant OCP (based on legal advice)

Checklist Key:

Requires Resources	Staff resources required to assist with administration.
No Resources Required	No staff resources required.

The Bylaw has been Examined Against Best Management Practices for Delivery of Local Planning Services as found in Section 5.9 of the Islands Trust Policy Manual

No Resources Required	B.5	Bylaw is consistent with the object of the Trust
No Resources Required	B10	Bylaw is not contrary to or at variance to the Islands Trust Policy Statement

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 22-Oct-2024

Reading:
22-Oct-2024



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: PLRZ20240105

File Name: Connected Coast Rezoning

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committees address certain matters in their official community plans and regulatory bylaws, Island Municipalities address certain matters in their official community plans, and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is consistent with the policy from the Policy Statement, or
- ✗ if the bylaw is inconsistent (contrary or at variance) with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.2	Forests
	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.2	Forests

	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	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.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	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.
✓	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.
N/A	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.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	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.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	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.
N/A	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.
	5.6	Cultural and Natural Heritage
N/A	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.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	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.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy</i>

PROPOSED

THETIS ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 115

A BYLAW TO AMEND VALDES ISLAND RURAL LAND USE BYLAW, 1998

The Thetis Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Thetis Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Valdes Island Rural Land Use Bylaw, 1998, Amendment No. 1, 2024”.

2. Thetis Island Local Trust Committee Bylaw No. 42, cited as “Valdes Island Rural Land Use Bylaw, 1998,” is amended as follows:

Section 5.2.7 – Marine Conservation (W1) Zone is amended by adding the following new bullet and text after “floats, docks, stairs, ramps, launching cranes associated with residential use of upland parcels”:

- “fibre-optic cable telecommunication public service utility”.

READ A FIRST TIME THIS 22ND DAY OF OCTOBER, 2024

READ A SECOND TIME THIS 22ND DAY OF OCTOBER, 2024

READ A THIRD TIME THIS 22ND DAY OF OCTOBER, 2024

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____, 20__

ADOPTED THIS _____ DAY OF _____, 20__

CHAIR

SECRETARY

DRAFT Islands Trust Council Quarterly Meeting Schedule

December 3 - 5, 2024

[Visit the meeting webpage to view the AGENDA, to join the meeting electronically, and to view the livestream or attend by phone-in.](#)

Tuesday, December 3	Wednesday, December 4	Thursday, December 5
10:00 Executive Committee Meeting	9:00 Closed Meeting Public are welcome to attend all sessions excluding the Closed Meeting Rise and Report	8:30 Closed Meeting Public are welcome to attend all sessions excluding the Closed Meeting Rise and Report
12:00 Lunch	10:30 Break	10:00 Break
1:00 Land Acknowledgement / Territorial Welcome Call to Order and Approval of Agenda	10:45 Planning Services Consent Agenda Item(s) Decision/Discussion Items Bylaw Policy Review Update - BRF Meeting Administrator Permanent - RFD First Nation Referral Process - BRF	10:15 San Juan County / Islands Trust Joint Session Discussion with County Council Member Jane Fuller
1:15 General Business Arising Consent Agenda Item(s) Islands Trust Active Priorities Chart Committees Work Programs (EC, GC, FPC, RPC, TPC, ITCB) Committee Chair Verbal Reports		
2:00 Trustee Roundtable Emerging issues and island updates		
3:15 Correspondence		
3:30 Break	12:00 Lunch	12:00 Lunch
3:45 Delegations / Public Comment John Roe - Veins of Life Watershed Society	1:00 Trust Area Services Consent Agenda Item(s) Decision/Discussion Items First Nation Leader Gathering - RFD Doris McHardy NAPTEP Application (North Pender) - RFD	1:00 New Business Trustee-Initiated Requests for Decision Trustee Morrison - Dark Skies - RFD
4:45 Executive Office Consent Agenda Item(s) Executive Committee Union of BC Municipalities Report Interim Chief Administrative Officer Report Decision/Discussion Items Introduction to new Chief Administrative Officer 2025/26 Trust Council Meeting Schedule - RFD	2:00 Legislative & Information Services Consent Agenda Item(s) Decision/Discussion Items Policy Recission - RFD Delegations Policy - RFD LTC Meeting Procedure Bylaw - RFD Code of Conduct - RFD	2:15 Disposition of Delegations/Public Comment & Correspondence
	3:30 Break	2:45 Meeting Wrap-up Proposed March Trust Council 3-day Program
	3:45 Administrative Services Consent Agenda Item(s) Decision/Discussion Items Draft 2025/26 Budget - BRF Sept 30, 2024 Financial Report - RFD Q2 Financial Forecast - BRF	3:00 Adjournment (approx.)
5:30 Adjourn for the Day (approx.)	5:30 Adjourn for the Day (approx.)	
6:30-7:30 Dinner	6:30-7:30 Dinner	
*times are provided for information and may vary		



Islands Trust



December 2024 Islands Trust Council

Dialogue with San Juan County Council

10:15 a.m. – 12:00 p.m., Thursday, December 5, 2024

- Purpose:** To discuss issues of mutual interest, share information and provide an opportunity for trustees and councilors to learn from each other's experiences in island governance.
- Chair:** Peter Luckham, Chair, Islands Trust Council
- Guests:** San Juan County Council Member Jane Fuller, Dist. 3 Rep (Lopez/Shaw). January 2023 –December 2026
- Resources:** Julia Mobbs, Interim Chief Administrative Officer
Clare Frater, Director, Trust Area Services

10:15 a.m. – 12:00 p.m.	Welcome and Introductions Discussion of issues of mutual interest: 1. Ferries 2. Water 3. Housing	Peter Luckham, Chair Councilor and Trustees
 <u>Jane Fuller, County Council Member</u>		
References: 1. <u>San Juan County/Islands Trust Council Transborder Island Agreement</u> 2. <u>San Juan County/Islands Trust Council Protocol Agreement on Transborder Marine Protection Area</u>		

BRIEFING

To: Trust Council **For the Meeting of:** October 30, 2024
From: Executive Office **Date Prepared:** October 23, 2024
SUBJECT: Background on San Juan County relationship

PURPOSE:

To provide Trust Council with background on the Islands Trust-San Juan County relationship.

BACKGROUND:

[Islands Trust Council](#) and [San Juan County Council](#) have a longstanding friendship and a record of transboundary cooperation. The two governments share common values:

- protecting significant terrestrial and marine environmental features
- preserving the unique quality of life on the islands
- managing the impact of population growth and development in a manner consistent with the values of island communities
- encouraging island communities to achieve and maintain a viable economy

The two governments have a Transborder Island Agreement (signed in 1998, [updated in 2007](#)) focused on:

- identifying current and emerging issues to focus interagency activities
- sharing information
- undertaking research and policy development projects
- promoting communications and public education
- supporting cooperative initiatives with other organizations, government agencies and the private sector

The two governments continue to strive to meet annually to discuss relevant issues.

Common themes discussed during past joint annual meetings (2004-2023):

- Housing
- Tourism benefits and impacts
- Marine stewardship initiatives
- Groundwater issues
- Land use planning issues and solutions
- Bill C-33 strengthening port system and railway system
- Climate change mitigation and adaptation planning
- Oil spill prevention / response
- Ferry issues
- Shoreline protection options
- Emergency tow vessel

Past Cooperative Events:

- **2022:** San Juan County Councillor and staff attended Trust Council and presented on San Juan County's Vessel Drift and Response Analysis for the Strait of Juan de Fuca to the Southern Strait of Georgia and offered updates on their shoreline master plan; adopting a climate change resolution; affordable housing, vacation rental regulations, and tourism

- **June and September 2020:** Chair of San Juan County joined Islands Trust Council virtually twice and spoke to the County's COVID-19 phased response plan, and the longstanding and mutually beneficial partnership with Islands Trust and the benefits of working together for the protection of coastal ecosystems and communities in the Salish Sea
- **December 2018:** Islands Trust Executive Committee joined San Juan County in Friday Harbor for an in-person meeting
- **December 2017:** Councillors Watson, Hughes and Stephens attended an in-person Islands Trust Council meeting in Victoria. Discussion points included: Fish farms legislation; vessel traffic risk assessment; affordable housing initiative in San Juan County; lodging taxes imposed in San Juan County on short term stays (under 30 days) with revenue going towards community. Councillors stayed for presentations on the proposed National Marine Conservation Area Reserve and the Ocean Protection Plan

September 2016: Councillors Stephens, Hughes and Jarman attended an in-person meeting in Sidney BC, and provided an overview of San Juan County's Leave No Trace Guiding Principles and Ethic. Other items presented and discussed were affordable housing crisis and possible solutions; proposed improvements to international travel options such as direct flights; Salish sea vessel traffic risk assessment update; derelict vessel and prevention program; consideration of increased trade in local wine and beer and the promotion of an Appalachian type of wine region in the Salish Sea area; and a request to review the *Transborder Agreement between Islands Trust and San Juan County* dated June 2007

At this same meeting, United States Consul General Lynne Platt addressed Trust Council in-person during the joint session with San Juan County Council and spoke about the importance of transboundary co-operation to protect the health and vitality of the Salish Sea and the world's oceans. The San Juan County Councillors also participated in a visioning session for the Islands Trust Area

- **2015, 2014:** San Juan County Councillors joined the Islands Trust Council on Galiano Island / Saturna Island and presented on their priorities
- **2012, 2013, and 2015:** Islands Trust elected officials and staff attended the San Juan Marine Resource Committee's Marine Manager Workshops
- **2013:** Victoria Compton, Executive Director, San Juan Economic Development Council presented at the Islands Trust's economic sustainability workshop
- **2006:** Islands Trust staff took a trip to San Juan County
- **2006:** Dr. Bob Myhr, San Juan County Vice-Chair, was a panellist at Islands Trust's Tourism Forum

Past Joint Initiatives:

- **2022:** Joint Letter to Minister of Fisheries, Oceans and the Canadian Coast Guard and Canadian Minister of Transport for an Emergency Towing Vessel in Sidney
- **2018:** Joint letter to the Canadian Minister of Transport re joint request for standby rescue tug
- **2018:** Joint letter to Prime Minister requesting reconsideration of the expansion of the Trans Mountain pipeline (with news release)
- **2013:** Joint Chair letter to Canada's Tanker Safety Expert Panel requesting oil spill regime improvement that reflect the special political and geographic circumstances of the Salish Sea
- **2010-2015:** Five-year collaboration on Green Shores for Homes voluntary credits and incentives program
- **2010:** Joint Chair letter requesting a joint United States of America and Canada cooperative review of maritime safety standards
- **2001:** Jointly produced a guide entitled: *Unspoiled Seascapes Forever: How to establish a Marine Stewardship Site in the Salish Sea*
- **1999:** Established a joint program to facilitate the stewardship of transborder marine environment through public awareness and voluntary stewardship by many stakeholders

Other transboundary initiatives (not with San Juan County):

- ***A Place in the Islands*** publication (2007) was a joint venture between Islands Trust, the Islands Trust Conservancy and the *San Juan Preservation Trust*. It included information on water conservation, tips on building, siting and landscaping, preserving rural character and island services

ATTACHMENT(S): None.

FOLLOW-UP: Islands Trust staff look forward to hearing from San Juan County representatives about topics (water, housing, ferries) shared for the potential suggestions for topics for discussion, including any they might bring to the table.

Prepared By: Director, Trust Area Services
Reviewed By/Date: Interim CAO
Executive Committee/October 30, 2024

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** October 30, 2024
From: Executive Office **Date Prepared:** October 18, 2024
SUBJECT: Draft 2025/26 Executive Committee and Trust Council Meeting Schedule

RECOMMENDATION:

1. **THAT Executive Committee adopt the meeting dates and formats as set out in the proposed 2025/26 meeting schedule.**

AND

2. **THAT staff prepare a Request for Decision for Trust Council to approve their 2025/26 meeting schedule.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

1 PURPOSE:

To approve the Executive Committee (EC) regular meeting schedule from January 1, 2025 to March 31, 2026 and review and forward to Trust Council, the 2025/26 Trust Council meeting schedule.

2 BACKGROUND:

Trust Council Meeting Dates:

The Trust Council 2025/26 schedule follows the [Meeting Procedures Bylaw No. 101](#) which states: *“the Council shall establish the schedule of the date, time and place of regular Council meetings, one of which shall be in each of the months of March, June, September and December,”* at its December meeting.

At its July 2024 meeting, Governance Committee made the following resolution:

GC-2024-032

that Governance Committee recommend to Trust Council that [it] reconsider the timing of the September Trust Council meeting.

Staff have prepared proposed meetings dates in accordance with the Meeting Procedures Bylaw 101 and have not investigated alternative timing to the September meeting as recommended to TC by the Governance Committee. However, EC may consider this recommendation and suggest alternate dates to Trust Council for its meeting scheduling consideration.

As the Meeting Procedure Bylaw states trust Council meetings are to be schedule in the months of “March, June, September and December,” if a change is made to hold the September Trust Council meeting in a different month, the Bylaw will need to be amended and all other Trust Council meetings will need to be considered.

At its October 2024 meeting, Financial Planning Committee made the following resolution:

FPC-2024-035

that Financial Planning Committee recommend to Trust Council to explore new venues/locations for future Trust Council meetings for the purposes of achieving potential significant cost savings.

Staff have not conducted this assessment, but will do so as directed. Identification of more economical locations and venues for hosting meetings may result in revised locations of Trust Council meetings against the proposed, but is highly unlikely to influence proposed meeting dates.

Trust Council’s recent amendment to its meeting procedures bylaw directs meeting planning to be conducted on a fiscal year rather than a calendar year. In this year of transition, this means 15 months of meeting planning is required as opposed to the customary 12 months. Future years will move back to a 12 month planning schedule aligning with the fiscal year, for the time period of April 1 – March 31.

The proposed 2025/26 meeting dates (attached) have been selected taking into consideration statutory holidays, known convention and conference dates, National Indigenous Peoples day and other scheduling throughout the year.

The following Trust Council meeting dates are proposed for the end of 2024/25 and for 2025/26:

- March 11 - 13, 2025
- June 17 - 19, 2025
- September 16 - 18, 2025
- December 2 - 4, 2025
- March 10 - 12, 2026

Executive Committee is responsible for planning Trust Council meetings and agendas and as such should consider what dates, locations, and meeting formats it wishes to advance to Trust Council for consideration.

Executive Committee Meeting Dates

Staff have prepared a schedule of proposed EC meetings dates for the remainder of 2024/25 and for 2025/26. When proposing dates for Executive Committee meetings for this period, the following factors were considered, among others:

- Islands Trust fiscal year timeframe
- Preferred meeting day (Wednesday) and times (9:15 a.m. start)
- Trust Council meeting dates
- Standing Committee meeting dates*
- Select Committee meeting dates**
- Islands Trust Conservancy Board meetings
- Local Trust Committee meeting dates
- Chair and Vice-Chair travel logistics
- Bowen Island Municipality historical meeting schedule
- Union of BC Municipalities Convention
- Association of Vancouver Island and Coastal Communities Convention

- In-person meetings to be held when reviewing Trust Council agendas
- Budgetary considerations
- Historical Executive Committee meetings
- Trustee holiday and work schedules

*Trust Council Standing Committees:

Financial Planning Committee, Governance Committee, Regional Planning Committee, Trust Programs Committee, Accessibility Committee. Dates for the Accessibility Committee are pending and will be synchronized with the draft dates presented when the committee is formed.

**Select Committees:

Chief Administrative Officer Hiring Committee and CAO Performance Evaluation Policy Committee.

At their October 1st meeting, the Islands Trust Conservancy Board adopted the following motion:

ITC-2024-051

that the Island Trust Conservancy Board direct staff to request meetings with the Executive Committee three times per year for focused discussion on topics of mutual interest, with the option of maintaining the joint liaison meeting in July, if needed.

With the above direction and requests heard from Executive Committee, staff are currently scheduling three joint sessions with the Islands Trust Conservancy Board outside of regularly scheduled Executive Committee meetings. Tentative dates are provided in Attachment 1.

As per [Islands Trust Council/Bowen Island Municipality Protocol Agreement](#) at least one joint meeting shall be scheduled each year prior to October. Staff are coordinating possible joint meeting dates with Bowen Island Municipal staff for 2025.

Trust Council's adoption of meeting dates influences meeting scheduling for the rest of the organisation. Once Trust Council has confirmed its dates, Executive Committee, Council Committees and Local Trust Committees can finalise the scheduling of their respective meetings.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: If Trust Council makes significant amendments to the schedule at its meeting in December 2024, there will be a significant reordering of LTC and Council Committee meeting dates as a result.

FINANCIAL: The largest financial impact of meeting planning for Trust Council is the selected format of meetings (in person or electronic), as well as meeting location (in a Local Trust Area island or on Vancouver Island). In person meeting cost an estimated \$33,000 depending on location while electronic meetings cost about \$1300.

POLICY: If the September timing of the Trust Council meeting is amended, Bylaw 101 may require amending.

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

FIRST NATIONS RELATIONS: N/A

OTHER: N/A

4 RELEVANT POLICY(S):

1. [Islands Trust Meeting Procedures Bylaw 101](#)
2. [Islands Trust Protocol Agreement with Bowen Island Municipality](#)
3. [Islands Trust Conservancy Board Meeting Procedures Bylaw](#)

5 ATTACHMENT(S):

1. Draft 2025/26 Executive Committee and Trust Council Meeting Schedule
2. Draft 2025/26 Islands Trust Council Committees Meeting Calendar

RESPONSE OPTIONS

Recommendation:

1. **THAT Executive Committee adopt the meeting dates and formats as set out in the proposed 2025/26 meeting schedule.**

AND

2. **THAT staff prepare a Request for Decision for Trust Council to approve their 2025/26 meeting schedule.**

Alternative: Executive may propose alternative meeting dates.

Prepared By: Executive Coordinator

Reviewed By/Date: Interim CAO



Islands Trust

2025/26 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

BIM/EC Joint Meeting - TBD

2024/25

1. January 15 @ 9:15 a.m.
2. February 5 @ 9:15 a.m.
3. February 26 @ 9:15 a.m. (In-person, Trust Council preparation)
4. March 11 @ 10:00 a.m. (In-person, Trust Council)
5. March 26 @ 9:15 a.m.

2025/26

1. April 23 @ 9:15 a.m.
2. May 14 @ 9:15 a.m.
3. June 4 @ 9:15 a.m. (In-person, Trust Council preparation)
4. June 17 @ 10:00 a.m. (In-person, Trust Council)
5. July 2 @ 9:15 a.m.
6. August 6 @ 9:15 a.m.
7. September 3 @ 9:15 a.m. (In-person, Trust Council preparation)
8. September 16 @ 10:00 a.m. (In-person, Trust Council)
9. October 1 @ 9:15 a.m.
10. October 29 @ 9:15 a.m.
11. November 19 @ @ 9:15 a.m. (In-person, Trust Council preparation)
12. December 2 @ 10:00 a.m. (In-person, Trust Council)
13. December 17 @ 9:15 a.m.
14. January 14 @ 9:15 a.m.
15. February 4 @ 9:15 a.m.
16. February 25 @ 9:15 a.m. (In-person, Trust Council preparation)
17. March 10 @ 10:00 a.m. (In-person, Trust Council)
18. March 25 @ 9:15 a.m.

Trust Council Quarterly Meetings

March 11-13, 2025 (Nanaimo)

~

June 17-19, 2025 (Salt Spring)

September 16-18, 2025 (Gabriola)

December 2-4, 2025 (Victoria)

March 10-12, 2026 (Duncan)

Islands Trust Conservancy Board

/ Executive Committee

Joint Sessions - TBD

April 2, 2025 (Tentative)

July 3, 2025 (Tentative)

July 22, 2025 (Tentative)

October 20, 2025 (Tentative)

AVICC – April 11-13; LGMA – June 10-12; UBCM – Sept 22-26

Standing Committees and Islands Trust Conservancy Board

Accessibility Committee: To be determined upon formation of the Accessibility Committee.

Financial Planning Committee @ 10 am: January 22, February 19, May 28, August 20, October 22, November 12, January 21, 2026 and February 18. Adopted dates.

Governance Committee @ 10:30 am: January 29, April 9, August 13, November 3, January 28, 2026. Tentative dates.

Regional Planning Committee @ 10 am: February 7, May 9, July 18, October 31, February 6, 2026. Tentative dates.

Trust Programs Committee @ 10 am: February 12, April 16, May 7, July 30, November 5, February 11, 2026. Tentative dates.

Islands Trust Conservancy @ 10 am: January 21, March 18, May 27, July 22, October 7, November 18, January 20, 2026, March 17, 2026.

2025/26 Draft Islands Trust Standing Committee Meetings Calendar

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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APRIL (AVICC)

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JULY

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SEPTEMBER (UBCM)

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OCTOBER

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DECEMBER

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JANUARY/26

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FEBRUARY/26

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MARCH/26

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AC, CAO Select, GC, RPC, TPC → FPC → EC → TC

*Audit Committee meets at 10 a.m. pre FPC.

Islands Trust Council Plan for Continuous Learning 2022-2026 Term

	Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2022	October 25	New Term Orientation: Meeting the Trustees: Trust Council, Executive Committee and Council Committees overview			
	November 8	New Term Orientation: Trustee Roundtable - Getting to know each other and staff			
	TRUST COUNCIL MEETING November 17	New Term Orientation: Computer/HR Orientation, Trustee Tool kit and badges, Victoria staff greetings	New Term Orientation: Oath of Office / Swearing In		
	TRUST COUNCIL MEETING November 18-19	New Term Orientation: Overview of Islands Trust; Islands Trust Conservancy; Governance; Planning Services; Finance and Budgeting	New Term Orientation: Election of Chair, Executive Committee and Conservancy members		
	November 22	New Term Orientation: Trustee administration: remuneration, expenses, computer training			
	TRUST COUNCIL MEETING December 6-8	New Term Orientation: Islands 2050 Policy Statement Amendment Project Overview	New Term Orientation: Introduction to Standards of Conduct/Conflict of Interest/FOI Robert's Rules & Responsible Governance Presenter: Eli Mina, Registered Parliamentarian	New Term Orientation: Local Trust Committees Orientation	New Term Orientation: Reconciliation and First Nations Engagement Presenter: Reece Harding, Barrister & Solicitor, Young Anderson

Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2023	January 12	A Closer Look: Open meetings, Conflict of Interest, Freedom of Information		
	January 19		Local Trust Committees, Land Use Planning, Bylaw Enforcement	
	January 26	Website and Mapping		
	February 2	Species at Risk (SAR) and Critical Habitat Protection on non-federal lands***		
	February 9	Growing Native Plant Species for People and Places***		
	March 30	GINPR - Monitoring and Restoration of Rare Ecosystems***		
	April 5	BC Conservation Data Centre - BC CDC 101: Providing Information about Biodiversity in BC Presentation***		
	May 4	P'hwulhp (Garry Oak) Meadows: Understanding a Living Cultural Landscape***		
	May 19	Chair Training: Facilitated day-long session. Part 1 and Part 2 Presenter: Lisa Zwarn, Registered Parliamentarian & Public Administration Instructor		

Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2023	June 19	Forest classification and forest health of the Coastal Douglas-fir zone Presenters: Andy MacKinnon, RPBio (ret.), RPF (ret.) Forest Ecologist and Del Meidinger, M.Sc., RPBio, Research Ecologist		
	TRUST COUNCIL MEETING June 27 - 29 Recording	Local Governments in Reconciliation Presenters: Brent Mueller, Director, Governance Relations (MUNI) and Lisa Bhopalsingh, Manager of Community & Cultural Planning, City of Nanaimo #1PowerPoint #2PowerPoint		Gabriola Island field trips to Museum, Recycling Centre, Elder Cedar Forest
	TRUST COUNCIL MEETING September 26 – 28 Recording			Guided Visit to KELA_EKE Kingfisher Forest or Tour of Magic Lake Estates
	November 29		Cityview Bylaw Enforcement Extension	
	TRUST COUNCIL MEETING December 5 – 7 Recording			San Juan County Council Session



Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date	Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2024	TRUST COUNCIL MEETING March 12-14	Media and Social Media Training - Jan Enns, Communications Consultant		
	TRUST COUNCIL MEETING June 18 – 20 Recording			
	TRUST COUNCIL MEETING September 24 – 26 Recording			
	Dates TBD in November for an evening session			Xwe’et tay/Lasqueti Archeology Project
	TRUST COUNCIL MEETING December 3 – 4			San Juan County Council Session
2025	January	TBD Webinar: Public Engagement Best Practices		
	TRUST COUNCIL MEETING March			
	TRUST COUNCIL MEETING June			
	TRUST COUNCIL MEETING September			
	TRUST COUNCIL MEETING December			



Islands Trust Council Plan for Continuous Learning 2022-2026 Term

Date		Trust-Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2026	TRUST COUNCIL MEETING March				
	TRUST COUNCIL MEETING June				
	TRUST COUNCIL MEETING September				
	**NEW TERM TRUST COUNCIL MEETING November	New Term Orientation:	New Term Orientation:	New Term Orientation:	New Term Orientation:
	TRUST COUNCIL MEETING December	New Term Orientation:	New Term Orientation:	New Term Orientation:	New Term Orientation:

*Dates and locations for 2025 and 2026 to be determined.

** General Local Election October 17, 2026. Trust Council Bylaw No. 101 (2.1). *The first regular meeting of the Council shall be held on the first Wednesday of November following a general local election.*

*** Webinars offered for both public and trustee benefit.

++ Outstanding Continuous Learning Item from 2018-2022 Trust Council term on FUAL report – TC-2022-103 *“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.”*

BRIEFING

To:	Trust Council	For the Meeting of:	October 30, 2024
From:	Trust Area Services	Date Prepared:	October 24, 2024
SUBJECT:	Emergency Communications – Oil Spill		

PURPOSE: To provide the Trust Council with an updated summary of the Islands Trust’s role and status of support in the event of an oil spill in the Salish Sea.

BACKGROUND: At its September 22, 2021 meeting, Trust Council passed the following motion:

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.

Since the passing of this resolution Coast Guard has undertaken significant oil spill response planning work. Islands Trust has provided mapping layers, and staff have been invited to participate in planning activities. Due to the lack of resources in Trust Area Services, staff have not been able to participate but have monitored activity via e-mail. The response planning process is staff to staff; no elected officials are included from any jurisdiction.

In the event of oil spills, two Islands Trust staff members are on the communications distribution list for the Marine Environmental Hazard Response, Western Region. As part of this, staff now receive real-time notifications regarding oil spill incidents, including details such as the size, type, and location of the spill. As necessary, staff share information with local trustees so they can answer questions from constituents.

In the event of a significant spill, the Islands Trust staff members participate in virtual briefings and await potential communications support requests from the Marine Environmental Hazard Response team. These briefings provide an important forum for information exchange and are an opportunity for coordination across agencies. Additionally, the Coast Guard offers training sessions as part of its ongoing preparedness efforts, which staff can attend to remain updated on response protocols.

Contact between Islands Trust staff and the Marine Environmental Hazard Response team is regular. The Coast Guard has clarified that the Islands Trust’s role in communications during an oil spill is largely ad-hoc and dependent on the specifics of each incident. This situational flexibility means that the extent of Islands Trust’s involvement hinges on the Coast Guard’s response plan and support needs for the affected area.

If a response plan for an oil spill is activated, the Islands Trust staff included on the applicable distribution list are invited to join coordination calls via Microsoft Teams. These calls serve as a critical coordination mechanism, allowing those in the spill-affected area to offer local knowledge and insights that can help shape and support the response efforts.

In addition to liaising with the Coast Guard, Islands Trust continues to meet with local regional districts to understand how it can support emergency communications for each organization in each region and bolster their communication efforts related to oil spills, and all other emergency communications including wildfire,

drought, floods, earthquakes, water advisories, and infrastructure failure. Creating a thorough emergency communications plan for Islands Trust, which outlines communications supports for all regional districts on all potential emergencies, is in progress.

Staff have been advised that it is not anticipated that local trust committees or individual trustees would have a role in oil spill response, other than sharing official messaging from the Incident Command centre. This would be relayed to trustees from Islands Trust staff.

FOLLOW-UP: Staff will continue to work on emergency communications plans and relationship development with external agency contacts as part of routine communications work.

Prepared By: Communications Specialist, Trust Area Services

Reviewed By/Date: Director, Trust Area Services, October 24, 2024
Executive Committee, October 30, 2024

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** October 30, 2024
From: Executive Office **Date Prepared:** October 24, 2024
SUBJECT: Executive Committee 2025/26 Budget Requests

RECOMMENDATION:

1. That Executive Committee forward its 2025/26 budget requests to Financial Planning Committee for inclusion in the draft 2025/26 budget:
 - 1) \$30,600 for costs of Executive Committee members on local trust committees
 - 2) \$128,050 for an Auxiliary (temporary) Senior Policy Advisor staff position in Trust Area Services
 - 3) \$96,000 for Trust Council's Strategic Plan 'Policy Statement Amendment Project'
 - 4) \$2,000 for the Purchase and Installation of Coast Salish Art in the Victoria, Salt Spring Island and Gabriola Island offices
2. That Executive Committee recommend to Trust Council that it make the temporary Meeting Administrator staff position a regular, permanent position at Islands Trust.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The recommendation supports continuation and proper resourcing of Trust Council's Policy Statement Amendment Project, continued resourcing for LTC Chair travel to in-person LTC meetings, provides direction on a staff position created last fiscal for trial, and gives direction re installation of Coast Salish art in offices to signal a culturally-safe workplace and the Trust's commitment to Reconciliation.

- 1 **PURPOSE:** To seek Executive Committee (EC) decision on its 2025/26 budget requests.
- 2 **BACKGROUND:**
Executive Committee is responsible for advancing budget requests for its areas of oversight, as part of the annual budget cycle.

OPERATING ITEMS			
Potential funding request	Approved 2024/25 Budget	Proposed 2025/26 Budget	Notes
1. EC on LTC (Travel Cost for LTC Chairs to attend in person meetings)	\$36,900	\$30,600	Prior year actual spending: FY2022: \$12,000 FY2023: \$12,000 FY2024: \$12,000 FY2025 approved budget: \$36,900 FY2026 draft budget: \$30,600 Draft 2025/26 budget is estimated based on current year (2024/25) amounts incurred in the first quarter, which is the best representation of current activity and cost levels associated with LTC Chair travel to LTC meetings.
2. Auxiliary (temporary) Senior Policy Advisor Staff Position	NA	\$128,048	See business case for rationale.
3. Permanent Meeting Administrator staff position	\$64,700	\$67,000	See business case for rationale.
TRUST COUNCIL PROJECTS			
4. Policy Statement Amendment Project	\$81,000	\$96,000	Prior year actual spending: FY2022: \$129,819 FY2023: \$67,430 FY2024: \$12,213 FY2025 approved budget: \$81,000 FY2026 draft budget: \$96,000 See business case for rationale.
5. Purchase and Installation of Coast Salish Art in the Victoria, Salt Spring and Gabriola offices	\$0	\$2,000	See business case for rationale.

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Approval of these budget requests will support work associated with the named programs.

FINANCIAL: If approved as part of the 2025/26 budget and financial plan, these funds will be secured for the coming fiscal year.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will forward EC's budget request to Financial Planning Committee for inclusion in the draft 2025/26 budget.

FIRST NATIONS RELATIONS: None.

OTHER: None.

4. RELEVANT POLICY: Trust Council [Policy 6.3.1 Budget Process](#)

5. ATTACHMENT(S):

1. Permanent Meeting Administrator staff position 2025/26 Business Case
2. Auxiliary Senior Policy Advisor 2025/26 Business Case
3. Policy Statement Amendment Project 2025/26 Business Case
4. Purchase and Installation of Coast Salish Art in the Victoria, Salt Spring and Gabriola Offices Business Case

RESPONSE OPTIONS

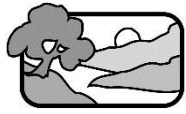
Recommendation:

1. That Executive Committee forward its 2025/26 budget requests to Financial Planning Committee for inclusion in the draft 2025/26 budget:
 - 1) \$30,600 for costs of Executive Committee members on local trust committees
 - 2) \$128,050 for an Auxiliary (temporary) Senior Policy Advisor staff position in Trust Area Services
 - 3) \$96,000 for Trust Council's Strategic Plan 'Policy Statement Amendment Project'
 - 4) \$2,000 for the Purchase and Installation of Coast Salish Art in the Victoria, Salt Spring Island and Gabriola Island offices
2. That Executive Committee recommend to Trust Council that it make the temporary Meeting Administrator staff position a regular, permanent position at Islands Trust.

Alternative: Executive Committee may pass alternate resolutions for budget requests.

Prepared By: Interim Chief Administrative Officer
Director, Trust Area Services

Reviewed By/Date:



Islands Trust

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

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by (Committee or Operational Unit):
Executive Committee

Department:
Planning Services

Name of Request:

Permanent Meeting Administrator (full-time)

\$ Value of Request:

2025/26: \$77,000 (with benefits and expenses)
Permanent

Date of Submission to Finance:
September 11, 2024 (amended Oct. 23, 2024)

Budget Source (select all that apply):

- ☐ **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

☐ **Furniture & Equipment**

☐ **Computer Hardware/Software/Supplies**

- ☒ **New Staff Resources** (see Staff Costing Tool)
- ☒ **Permanent**
 - ☐ **Temporary**

Temp Duration:

☒ **Other – please describe: To make a temporary position permanent**

Funding Required for (date range):

- **2025/26 - onwards**

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

2024/25 Budget Assumptions, Principles, and Guidelines (Adopted by Trust Council September 2024)

- That Trust Council establish a 2025/26 budget guideline that resource requests for additional operating budgets (including one time projects) and new tax-funded personnel will only be considered where critical capacity issues can be clearly demonstrated or where upfront investment will result in longer term savings as outlined in a business case

Critical capacity issues are noted throughout the business case and include:

- Staff workload: both Information Services (IS) and Planning Services (PS) staff workload are heavily impacted from managing electronic meetings scattered throughout the 13 local trust areas as well as Trust Council meetings and it's committees. Increased challenge in contracting minute takers.

- Missed deadlines: various IS deadlines to implement new software and other projects were delayed while allotting time to troubleshooting electronic meeting issues; various PS deadlines were missed such as timely development applications processing; and management of LTC related communications
- Inefficiencies: without a Meeting Administrator there are multiple minute takers, multiple PS staff administering meetings, and multiple administrative staff developing and managing the complex meeting schedule of the Islands Trust (at least 70 LTC regular business meetings and 52 Trust Council/committee meetings)
- Inconsistencies: various administrators led to inconsistent meeting administration and inconsistent delivery of meeting minutes
- Expectations: since Covid-19, expectations are that meeting participation is capable as being electronic as possible.

The impact of the issues include:

- reduced productivity of regular IS and PS duties, increased stress on staff from high workloads which increases risk of burnout or turnover, decreased morale, upset development applicants/property owners, frustrated LTC chairs, confused Trustees, and not meeting public expectations

The industry standard:

- Provide consistent, efficient, and effective meeting administration that permits elected officials to make effective decisions
- Reduce engagement disparity

The **Strategic Plan** prioritizes elements of the strategic projects that support land use decision making. A Meeting Administrator ensures effective, efficient delivery of planning services to LTCs to support land use decision making.

The **Reconciliation Action Plan**, **Freshwater Sustainability Plan**, and **Housing Strategic Action Plan** are all Trust Council approved plans that involve effective committee action which require effective meeting administration.

There are numerous LTC projects amending OCPs or being guided by OCPs which require effective meeting administration.

ISSUE/OPPORTUNITY:

In March 2023, Trust Council approved a temporary Meeting Administrator. The position assumed the following responsibilities:

- Provides technical assistance to staff and trustees to ensure optimal functioning of electronic meeting hardware and software
- Coordinates and hosts hybrid, in-person, and electronic committee meetings including coordinating meeting management of panelists, attendees, delegates and staff
- Coordinates and supports alternate hosts when required
- Coordinates and supports annual scheduling of regular local trust committee business meetings
- Maintains logistical partner contact details (eg. meeting locations) and ensures all lists are current
- Coordinates minute takers for local trust committee business meetings
- Attends and records minutes for hybrid, in-person, and electronic committee meetings
- Publishes videos, calendar details, and minutes to the Islands Trust website ensuring that content adheres to established website policies, procedures and design consistency; identifies and updates or removes outdated content
- Saves videos and documents to the electronic filing system

- Liaises and builds relationships with trustees, staff, and other partners providing day-to-day advice and guidance to ensure the effective running of Islands Trust meetings and operations
- Liaises with all Islands Trust units and shares relevant information to facilitate increased collaboration and alignment
- Provides *backup* meeting administration for Islands Trust Conservancy and Islands Trust Council committee
- Provides support to the Director of Planning Services
- Other duties as assigned

The position's temporary term completes at the end of the current fiscal period, March 31, 2025. The current Meeting Administrator has exceeded expectations in the volume of meetings able to attend, the quality of service provided, the effectiveness of centralizing meeting administrator services, cost savings from minute takers, and the amount of "hours given back" to other administrative and information services staff.

The Meeting Administrator has enabled the consistent delivery of high quality electronic meetings and continues to become even more efficient allowing for consideration of assisting with Islands Trust Conservancy and taking on a greater role in meeting hardware management.

Trust Council must approve the position to become permanent or the duties will have to be either reassigned, contracted out, or expectations for electronic meetings reduced.

PROJECTED RESULTS/DELIVERABLES:

Approval of a permanent full-time Meeting Administrator will permit the continuing delivery of high quality electronic LTC (and other) meetings. Consistency between all meetings will be observable for public and especially Chairpersons. Predictable and dependable services enhances service quality. Trustees (especially Chairpersons) are able to focus on decision making at meetings rather than managing electronic meetings (the process in place before the Meeting Administrator). Creating a permanent position will allow the Meeting Administrator to enhance the service through deeper and longer experiences and will work with management to document and improve practices.

RISK ASSESSMENT:

Risks	Impact	Mitigation
Single person to administer all meetings	medium	• develop schedule with backup administrators and/or minute takers
Effective meeting preparation and follow through	medium	• ensure onboarding, orientation, and training materials. Revisit regularly • build efficiency and effectiveness through repetition and monitor for quality
Not able to handle work load	medium	• develop meeting schedules with minimal overlap; hire / train staff to have effective time management and minute taking skills

ALTERNATIVES CONSIDERED:

Option 1: Do nothing – let temporary Meeting Administrator position expire.

- Benefits – no permanent budget item for Meeting Administrator
- Risks – conflict with existing planning administrative staff duties, inconsistent meeting standards, lack of coordination between various meetings, difficulty allocating resources for meeting administrator duties – especially managing the electronic component of meetings; reduced quality of LTC meetings;

not meeting elected official and/or public expectations for easy electronic attendance at meetings; reduced turnaround time for Trust Council and Committee of the Whole meeting minutes

- Financial implications – Additional permanent budget cost of \$44,000. No permanent wage costs for Meeting Administrator (\$77,000), increase cost to contracting minute takers (\$26,000), increased cost of overtime to other administrative staff (est. \$7,000) uncertain costs to increased demand on other administrative staff to administer meetings,
- Resource requirements – existing supplies (computer, phone) would be returned to Information Services, planning administrative staff would have to displace existing work to assume a greater role in meeting administration – this would impact agenda preparation, application processing and timing, and communications processing, amongst other duties
- Other implications – The current temporary Meeting Administrator would cease to have a position effective March 30, 2025. The temporary position was approved by Trust Council – the business case indicated that there was overall agreement that the previous approach to managing electronic meetings was not sustainable. Loss of support staff for Trust Council, Committee of the Whole, and all LTCs (and potential future Islands Trust Conservancy meetings)

Option 2: Meeting Administrator – permanent full time

- Benefits – consistent, effective, coordination and administration of meetings; builds on successes of current position; continues to assist in managing planning service administration workloads, protects Island Planner or RPMS from administering meetings due to nature of being only other staff present; continue to provide front line staff support to trouble shoot the various hardware and software issues regarding electronic meetings; further reduction in minute taker contracts; ensures all LTC meetings will support electronic meetings; provides support to Trust Council and the Executive Coordinator recording minute minutes.); future support for Islands Trust Conservancy where schedules permit; centralized coordination of ALL LTC meetings including planned backup coverages; permits exploration for “hybrid” meetings allowing regular remote electronic participation at LTC meetings
- Risks – Less redundancies which ensures backup to Meeting Administrator duties or absences
- Financial implications – permanent position - \$77,000 / year (with benefits and expenses) plus ongoing wage increases
- Resource requirements – Computer and phone already allocated to position
- Other implications – The existing Meeting Administrator has exceeded expectations in the volume of meetings they are able to attend and improved the turnaround time historically seen for meeting minutes. There has been a significant drop in requesting Information Services assistance during electronic meetings, which demonstrates meeting behavioural competencies. LTC chairs will maintain consistent and dependable support for all LTC meetings. Current Meeting Administrator is a resident with the Islands Trust area.

CRITICAL SUCCESS FACTORS:

- Timely hiring process to avoid meeting administration disruptions.
- Appropriate experience and skills to adapt to unique meeting structure of LTCs (no designated meeting place, travelling hardware, remote island locations, relaxed meeting structures and observation of Roberts Rules - especially when compared to other local government meetings)

RECOMMENDED OPTION:

Option 2 - Meeting Administrator – permanent full time.

The current Meeting Administrator has effectively met and exceeded the goals as per the Trust Council approved business case last fiscal. The Meeting Administrator has taken over administering the electronic aspect of most LTC meetings while also taking minutes. The Meeting Administrator has exceeded the number of expected meetings able to administer – despite having a broken leg and being immobile for several months.

The Meeting Administrator has continually expanded their role in administering meetings by supporting the Executive Coordinator and may have capacity to support Islands Trust Conservancy in the future. Minute takers were retained throughout the current fiscal year as backup but may be further curtailed to only on island notice posting and delivery of notices. Both planning administrative staff, Information Services staff, and the Executive Coordinator report “hours given back” to support their regular duties which ensures a more effective delivery of services to LTCs and Trust Council. Centralizing meeting administration to a single person has increased efficiency in the scheduling of annual LTC meetings, delivery of minutes and created welcome consistency across all LTCs. The current Meeting Administrator has become the one consistent staff person to attend all meetings and be of immediate assistance to LTC chairs. The Meeting Administrator is eager to attend more in person meetings and will be able to play a greater role in hardware setup.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative:

- Cost: \$77,000 (includes benefits) plus ongoing annual wages increases
- Savings from not contracting Minute Takers (~\$22,000 - \$26,000)
- Savings from accrued overtime (estimated cost ~\$6,750)
- Recovery of hundreds of hours in other roles (ex: Planning Team Assistants no longer attending LTC meetings electronically)
- Meeting Administer for approximately 70 LTC regular business meetings in a calendar year and support for 12 days of Trust Council meetings, and an increasing number of proposed special business meetings.

Qualitative:

- Consistent and effective meeting administration including minute taking
- Centralization and specialization has led to increase efficiency and resiliency
- Regular administrative staff are able to focus on regular duties
- Information Services staff are able to work with less disruption
- LTC chairs do not have to administer meetings

PURCHASING PROCEDURE:

Follow Public Service Agency (PSA) job posting requirements. Internal job posting competition.

PROPOSED IMPLEMENTATION STRATEGY:

- Communications with existing Meeting Administrator and back up minute takers (between December and March Trust Councils)
- Posting of opportunity as per PSA requirements

STAFF RESOURCING:

- Communications: 2-4 hours.
- Posting, screening, and implementation of opportunity: 8-10 hours (Director of Planning Services and Employees Services Coordinator)

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Minute taker contracts will be further reduced to posting and delivering notices only
Regularizing hybrid meetings may be feasible
Communications relating the above will be required.

Requested by: Director, Planning Services, via the Executive Committee

Prepared by: Stefan Cermak, Director, Planning Services / August 26, 2024

Reviewed by:



Islands Trust

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

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

DRAFT For EC review on October 30, 2024

TO BE COMPLETED BY INITIATOR

Requested by (Committee or Operational Unit): Trust Area Services	Budget Source (select all that apply): ☐ 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 ☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☐ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☒ Temporary Temp Duration: <u>1 year</u> ☐ Other – please describe: _____
Department: Trust Area Services	
Name of Request: Auxiliary (temporary) Senior Policy Advisor position (1.0 FTE)	
\$ Value of Request (indicate by fiscal year and total if project is multi-year): Value of Request, 2025/26: \$128,048* – base salaries & benefits, 12 months plus training and equipment * assumes hiring Senior Policy Advisor (Grid 27) at mid-point in salary range. \$125,748 for salary and benefits Salary range \$ 83,072 - \$94,752	
Date of Submission to Finance: TBA	Funding Required for (date range): April 1, 2025-March 31, 2026

TIE TO ISLANDS TRUST GUIDING DOCUMENTS: (Indicate how the proposed project/activity/work ties to Trust Council's strategic plan, Policy Statement directives, Council Bylaws, work programs, the Trust's object, etc. Provide a copy/paste of the relevant reference, along with hyperlinks to external documents where available.)

Adding an auxiliary Senior Policy Advisor position in 2025-26 will support implementation of Trust Council's [Strategic Plan](#) and routine work such as legislative monitoring and implementation of agreements.

The Trust Council 2025-26 Budget Guideline Assessment includes this guideline: Resource requests for new tax-funded personnel will only be considered where critical capacity issues can be clearly demonstrated or where upfront investment will result in longer term savings as outlined in a business case.

ISSUE/OPPORTUNITY: *(What issue are you trying to resolve with this initiative, or what opportunity has been identified that would benefit Islands Trust by undertaking this initiative? What are the future needs? What organizational objectives are being addressed? Include background information that decision makers will need to properly assess this request.)*

The permanent Senior Policy Advisor position is dedicated to the Policy Statement Amendment Project nearly full-time, as has been the case in recent years, and also has responsibility for preparing staff reports to Executive Committee for Bowen Island Municipal bylaws. This means that there is a critical lack of staff capacity to undertake the other regular duties that this position is responsible for, and this lack of capacity is expected to continue through 2026/26 if the Policy Statement Amendment Project is delivered as currently approved. The regular duties of the Senior Policy Advisor that are not resourced include implementing Trust Council/local trust committee advocacy communication and associated coordination activities, policy research/development, ongoing legislative monitoring and development of a quarterly report to Trust Council and Bowen Island Municipal Council, indicator reporting, agreement monitoring and development, organization of special Trust Council sessions, grants-in-aid program administration, drafting annual report content, and other activities assigned through the Strategic Plan or by resolution of Trust Council, Executive Committee or Trust Programs Committee.

In recent years, the Director of Trust Area Services (DTAS) has undertaken many of these duties in addition to her regular responsibilities (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 DTAS is not a reasonable or sustainable method of resourcing the work that has been displaced by the Policy Statement Amendment Project. In addition to supporting Trust Council, Executive Committee, and Council Committees, Directors are primarily responsible for leading and overseeing staff in their respective functional areas of work; for the DTAS, this includes 6 direct staff members in 6 functional areas. The DTAS has only two 'working' days a week available to perform all required duties of the role (after removing hours for annual leave entitlement, time spent in meetings with staff (weekly check-ins with direct reports and the CAO, meetings with the management team, all staff meetings, time spent in public meetings (TC, EC, TPC, FPC, Conservancy Board) and a modest assumption of one training day per quarter. Trust Area Services not have a dedicated administrative assistant.

The DTAS leads strategic and operational work related to:

- communications
- annual report development
- education program delivery
- grants administration
- Reconciliation initiatives and agreement development
- indicator monitoring, including reporting on Census data
- Policy Statement amendment project, including Trust Area-wide engagement
- advocacy and inter-governmental relations
- oversight of Islands Trust Conservancy operations, including the project in 2025/26 to develop a new Five-Year Plan involving engagement with Indigenous Governing Bodies, and
- other duties.

With the Grants Manager's anticipated resignation in February 2025, the new Grants Manager (2 days/week) will not be able to take on this work as the demand for grant-related support is on the rise and there will be a learning curve for the new staff person. With all Trust Area Services staff, except the Director of Trust Area Services, now having less than 1.5 years of experience, and with the experienced Conservancy Manager away

on temporary assignment until September 2025, the current approach of trying to sustain the regular duties of the Senior Policy Advisor without sufficient resources risks staff burnout, lowered staff morale, and frustration by Trust bodies due to continuing requests for Trust Area Services support that cannot be accommodated.

In recognition of existing capacity issues in Trust Area Services, in September 2024 Trust Council approved \$40,000 in funding for the remainder of 2024/25 which staff will put towards an auxiliary Senior Policy Advisor until March 31, 2025.

PROJECTED RESULTS/DELIVERABLES: *(How does this address the issue/opportunity described above? Indicate how results of this work will impact decision-making by trustees or staff. Will this work result in better decisions, more efficient decision-making, more efficient completion of work, better public perception, etc. Consider all possible results from undertaking this work.)*

The creation of a one-year auxiliary Senior Policy Advisor position will create additional staff capacity for Trust Area Services to respond to current requests and to support projects expected to emerge from the Strategic Plan.

Other projected results are as follows:

- Time for the Director of Trust Area Services to work on core Director duties, such as supporting the Policy Statement Amendment Project, developing departmental work plans associated with corporate planning, and developing relationships with Indigenous Governing Bodies
- Reduced timelines addressing questions from staff and trustees across the organisation
- Reduced timelines for initiatives assigned to Trust Area Services
- Reduced risk of staff burnout: This will greatly benefit the personal health of individual staff members, supporting increased engagement of staff with their work

RISK ASSESSMENT: *(List and discuss potential risk factors associated with this work, if identified. List and discuss the options that exist to mitigate identified risks.)*

Hiring a new staff resource to support the Trust Area Services team comes with very little, if any, risk to the organisation. Identified risks with hiring a new FTE would be those associated with the hiring of any position, such as the inability to find or retain suitable candidates. The risk of not supporting this new position is greater than the risks of supporting it, as described in the Issue/Opportunity section of this report.

ALTERNATIVES CONSIDERED: *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - i.e. do nothing - and the anticipated results of that action.)*

Option 1: Hire a Temporary 1.0 FTE

Benefits: As stated above in projected results/deliverables section

Risks: As stated above in risk assessment section

Financial implications: \$128,048

Resource requirements: Staff time to run hiring competition and train successful applicant in the role, and ongoing supervision

Option 2: Hire a temporary 0.5 FTE

Benefits: As above with reduced impact

Risks: Hiring a new staff resource to support the Trust Area Services team comes with very little, if any, risk to the organisation. Identified risks with hiring a new FTE would be those associated with the hiring of any

position, such as the inability to find or retain suitable candidates. It may be more difficult to recruit a qualified candidate to a part-time position and the Director would have one more staff position to supervise without the benefit of full-time productivity from the position. With only a part-time position to support Senior Policy Advisor work, and a Director of Trust Area Services who cannot absorb additional projects, Trust Council will have to make decisions regarding prioritization of regular duties and may have difficult decisions associated with how to implement elements of its new Strategic Plan.

Financial implications: \$65,174

Resource requirements: Staff time to run hiring competition and train successful applicant in the role, and ongoing supervision. Director and CAO time to support Trust Council, Executive Committee and Trust Programs Committee decisions about how to scale current and future work requests to Trust Area Services to the resources available.

Option 3: Status Quo - No new staff resources

Benefits: No increase in costs

Risks: The organisation will not be properly supported to undertake many of the regular duties of Trust Area Services. There is risk of burnout if the Director of Trust Area Services continues to try to sustain her workload and the regular duties of the Senior Policy Advisor, as well as provide support to new staff. The unavailability of the Director to support staff throughout the organization will continue to impact morale and organizational cohesion. If existing staff require extended leave, the cost to fill a position is nearly doubled, as staff on leave are paid 75% - 100% of their base salary and any temporary hire to backfill would be paid 100% of that same salary as well. With no Senior Policy Advisor for regular duties and Strategic Plan initiatives, and a Director of Trust Area Services who cannot absorb additional work, Trust Council will need to make decisions about the feasibility of implementing elements of its new Strategic Plan and about the continuation of functions such as legislative monitoring, advocacy, intergovernmental coordination and other Trust Area Services functions.

Financial implications: None

Resource requirements: None, except Director and CAO time to support Trust Council, Executive Committee and Trust Programs Committee decisions about how to scale current and future work requests to Trust Area Services to the resources available.

Option 4: Engage independent contractors for project-related work instead of hiring a staff position

Benefits: Potential for highly-skilled labour for ad-hoc projects

Risks: Risk that no suitable contractor can be found or is not available, risk of incompleteness of contracts with contractors

Financial implications: \$50,000 - \$125,000. Contractor hourly rates are significantly higher than staff hourly rates.

Resource requirements: Director of Trust Area Services time to run procurement processes, identify and engage with suitable contractors, manage the projects, ensure effective collaboration and knowledge transfer, and manage associated financial approvals

Option 5: Adjust the Policy Statement Engagement Scope

Reconsider if on-island engagement events are necessary to support local trust committee/Bowen Island Municipality referral responses to the draft new Policy Statement.

Benefits: If Trust Council limits engagement to the online/paper survey and the online workshop, there would be significant staff time savings, which would free up the permanent Policy Advisor for additional duties, potentially the equivalent of 0.5 FTE over the course of 2025/26. This would have reduced impact when compared to hiring 1.0 new FTE.

Risks: With only 0.5 FTE to support regular Senior Policy Advisor work, and a Director of Trust Area Services who cannot absorb additional projects, Trust Council will have to make decisions regarding prioritization of regular duties and may have difficult decisions associated with how to implement elements of its new Strategic Plan.

Financial implications: No increase to staff salary costs and \$20,000 reduction to Policy Statement Amendment Project 2025/26 proposed budget

Resource requirements: Director and CAO time to support Trust Council, Executive Committee and Trust Programs Committee decisions about how to scale current and future work requests to Trust Area Services to the resources available.

CRITICAL SUCCESS FACTORS: *(What related factors have been identified that are important to the success of completing this work/initiative? Which of these factors are considered critical to the success of this initiative? Discuss outcomes if critical success factors are not met.)*

- A thorough and well-conducted hiring process needs to be undertaken to ensure quality staff are secured in the new role
- Thorough orientation for any new hire to properly perform their duties to achieve the greatest benefit to the organisation
- Support from Islands Trust elected officials and management to fund this new key position and dedicate resources to it

RECOMMENDED OPTION: *(State your recommendation, referencing the options discussed earlier, and summarise why you chose it over others.)*

Option 1: Hire a temporary one-year 1.0 FTE to the position of Senior Policy Advisor. This option addresses critical capacity issues in Trust Area Services and supports continuation of regular duties with additional staff time remaining to support some Strategic Plan project implementation.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative Discussion: Temporary one-year cost of \$128,048 for salaries, benefits, equipment and training. Savings may be realised by helping prevent potential future staff leaves and the need for paid leave and paid backfill. Savings may also be realised via reduced staff turnover due to reduced critical capacity issues in Trust Area Services, which affect the team as a whole.

Qualitative Discussion: Staff with appropriate work-life balance are more engaged, more productive, more invested in the workplace, and work better with others, which contributes to organisational success. Reduced turnover results in lower costs to the organisation by limiting costs associated with lost working hours, recruitment and training.

PURCHASING PROCEDURE: *(Describe any purchasing processes that will be needed to support this initiative (ie. Direct Award, RFP, ITQ to qualified vendor) if goods or services need to be procured for the work. If this is for new staff hiring, indicate likely hiring method (ie: external competition, government-restricted internal competition, etc.)*

Hiring staff does not fall under the procurement of goods or services, so a procurement process is not applicable. Instead, a hiring process will be conducted following standard Public Service Agency (PSA) practices. This process includes drafting a job description, working with PSA to classify the position, posting the job externally, collecting and reviewing resumes, conducting skill testing, interviews, reference and criminal record checks, issuing offer letters, and providing comprehensive on-boarding and training for the new staff member. These steps ensure a thorough and compliant hiring process in accordance with established procedures.

PROPOSED IMPLEMENTATION STRATEGY: *(What are the specific features of the “roll-out” of the recommended solution? What is the timeline and anticipated date of completion for this initiative?)*

Assuming an Auxiliary Senior Policy Advisor is already hired and performance is satisfactory, the staff person can be extended through 2025/26. If the job does need to be posted, the Director would screen candidates and run interviews. Comprehensive training for the new staff member will be conducted over a period of 2-3 months, ensuring they are fully equipped to fulfil their role.

STAFF RESOURCING: *(What staff resources will be needed to achieve success on this initiative? Estimate how many hours of staff time will be required, by staff level/role. Comment on the reasonability of expected staff hours when assessed in conjunction with other work underway or planned.)*

If a hiring process is required (i.e. auxiliary hire in 2024/25 chooses not to stay):

Pre-hiring activities:

- Director of Trust Area Services: Hiring process duties: identifying suitable candidates, screening resumes, preparing and scoring screening tests, conducting interviews, conducting reference checks, and making job offer. Estimated time: 50 hours.
- Employee Services Coordinator: Administer job posting, collect resumes, administer written assessments, schedule interviews, prepare offer letters, and file for criminal record checks. Total time: 5 hours.
- Interview Panellists (Director of Trust Area Services+ two others): Conduct interviews and participate in post-interview discussions. Estimated time: 2 hours per interviewee per panellist.

Post-hiring activities:

- Director of Trust Area Services: Oversee and conduct training and orientation with new staff for a period of 2-3 months.
- Employee Services Coordinator: Process new hire paperwork, schedule and deliver basic new hire orientation and on-boarding sessions. Total time: 15 hours.
- Others across the organization: Provide orientation to other departments and relevant processes over the course of 1 week.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Discuss proposed change management requirements, communications needed, involvement with others. Are there any concerns related to these? If so, how will these be addressed? Have other stakeholders been identified?)*

In the event this position is approved and a hiring process is needed, appropriate internal communications will be conducted to inform staff about hiring process. The competition would be advertised both internally within the organization and externally on platforms such as the BC Public Service Agency job site and other relevant job portals, following standard hiring procedures. This approach ensures transparency and provides equal opportunities for potential candidates.

Requested by: Trust Area Services

Prepared by: Director, Trust Area Services/October 22, 2024

Reviewed by:

TO BE COMPLETED BY INITIATOR

Requested by : Executive Committee	Budget Source :
Department: Trust Area Services	☒ Specific Project Funding ☒ 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 FY25/26 \$96,000 ¹ FY 26/27 \$15,000 estimated FY 27/28 \$ depends on implementation plan not yet developed Total: \$106,000 plus FY27/28 TBD Over \$300,000 has been spent since the project's inception in 2019 on public engagement, Indigenous Governing Bodies engagement, and other project related expenses, in addition to considerable staff hours.	☒ Other – please describe: _____ Budget Breakdown: -\$26,000: Implementation of Communications Strategy (design, development and distribution of engagement materials and supports, promotional ads, mail-outs, etc.) -\$60,000: Public Engagement Phase 4 (in-person engagement events/special meetings for some LTCs/IMs as desired (\$20K) ,Trust-Wide survey (\$30K); and Virtual Community Workshop (\$10K) -\$10,000: Legal Services
Date of Submission to Finance: October 15, 2024	Funding Required for (date range): April 1, 2025 – March 31, 2026

¹ Assumes that \$42,000 in unspent funds from fiscal 2024/25 will go to General Revenue Surplus Fund and assumes that Trust Council will endorse a budget increase from the approved project charter amounts –increase of legal budget from \$5K to \$10K, and survey costs from \$20K to \$30K to reflect more informed estimates.

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

Section 15 of the Islands Trust Act states:

Trust policy statement

15 (1) The trust council must, by bylaw, adopt a trust policy statement that applies to the trust area.

(2) The trust policy statement

- (a) must be a general statement of the policies of the trust council to carry out the object of the trust,
- (b) may establish different policies for different parts of the trust area, and
- (c) has no effect for the purposes of subsection (4) unless it is approved by the minister.

(3) Between first and second readings of a bylaw under subsection (1), the trust council must refer the proposed trust policy statement to the board of each regional district, all or part of which is in the trust area, for review and comment by the board.

(4) A bylaw

- (a) submitted to the executive committee under section 27 (1) or 38 (1), or
- (b) referred to the trust council under section 27 (3) or 38 (3)

must not be approved by the executive committee or the trust council, as the case may be, if it is contrary to or at variance with the trust policy statement.

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 in the 2018-2022 term, Trust Council requested that Executive Committee, with involvement from Trust Programs Committee as appropriate, review and develop recommendations for amendments to the Islands Trust Policy Statement, primarily through the priority lenses of reconciliation, climate change, and housing.

Islands Trust Council's Strategic Plan for 2022-2026 states that completing the Policy Statement Amendment Project is a strategic priority for the organization.

The Trust Council 2025-26 Budget Guideline Assessment includes this guideline: Considers any resourcing needs for strategic initiatives from the 2024-2028 Strategic Plan.

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 requests funding for the next stage of the Policy Statement Amendment Project (PSAP). In July 2021, Trust Council requested enhanced community engagement on the draft and directed staff to implement [32 resolutions](#). In September 2024, Trust Council adopted a project charter that projects First Reading by 2025 after community engagement. Due to staff vacancies in 2023 and 2024, and a longer than anticipated engagement period with Indigenous Governing Bodies, the project faced delays. Detailed project information is available on the [Islands 2050 webpage](#).

This multi-year project commenced in 2019 and has involved, to date:

- three phases of public engagement;
- three phases of early and meaningful engagement with First Nation governments;
- substantial review and analysis by Trust Programs Committee, Executive Committee and Committee of the Whole; and
- periodic Trust Council discussion.

The project will be complete when the new Policy Statement is given three readings by Trust Council; approved by the Minister of Municipal Affairs; and adopted by Trust Council.

Trust Council [received](#) a communication plan for the project in March 2023.

Current Project Status:

Staff developed a revised draft Policy Statement, as per Trust Council's [32 resolutions](#), after engaging with internal and external staff partners and seeking legal counsel. After inviting all Indigenous Governing Bodies in the Trust Area, staff engaged with nine Indigenous Governing Bodies to seek their early input on the draft. Staff presented a revised draft of the Policy Statement to Committee of the Whole in May 2024 along with a summary of comments from Indigenous Governing Bodies and recommendations for additional changes. Trust Council adopted a suite of changes to the draft Policy Statement in September 2024 and the Committee of the Whole continues to review and development recommendations for amendments to Trust Council.

Staff have contracted a communications consultant to assist with implementation of a communications strategy.

PROJECTED RESULTS/DELIVERABLES:

The April 2025-March 2026 work on this project will result in first, second and third reading of Policy Statement Bylaw No. 183. The funding requested will advance this through support for communications including information materials, public engagement by some local trust committees/Bowen Island Municipal Council to inform their referral responses, a Trust Area-Wide survey and Virtual Community Workshop, as well as further revisions to the draft Policy Statement.

In the April 2025-March 2026 the following activities are proposed for the project (timelines are tentative):

- Approval in principle by Trust Council (January 2025)
- 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. (concludes by November 2025)
- A Trust Area -wide Survey and Virtual Community Workshop (concludes by November 2025)
- After considering feedback from local trust committees and Bowen Island Municipality in their referral responses, and the Trust Area-wide engagement results, Trust Council would undertake First Reading and then refer the document to other agencies/Indigenous Governing Bodies/Conservancy Board for at least three months. (referral period December –March 2026).

RISK ASSESSMENT:

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

Risk: A lack of public confidence in the project, and poor levels of public engagement or high levels of engagement at the wrong points in the project, due to the public circulating incorrect information or a lack of understanding.

- These risks can be mitigated through implementation of the project communications strategy with support from an external consultant 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 a 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, with a concurrent referrals process and a coordinated public engagement process -could reduce the project's timeline by approximately five- six months.

Risk: Adoption of revised Policy Statement in the winter of 2026 after the next local elections risks the project not being completed due to new priorities of the incoming Trust Council.

- 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 public engagement process.
- This risk could be mitigated by foregoing or holding in-person public engagement over less than six months.
- This risk is being addressed by Trust Council holding special meetings promptly when needed rather than considering the document only at regular quarterly meetings.

Risk: Lack of skilled contractors available for survey design (on policy topics) and virtual community workshop design, facilitation and note-taking.

- Building in time in the project schedule (as is proposed in the recommended option) to find ensure a skilled contractor will mitigate this risk.

ALTERNATIVES CONSIDERED:

Option 1: RECOMMENDED - \$96,000²

Description – This option reflects the communications and engagement approach previously requested by Trust Council.

This option anticipates the following general milestones in fiscal 2025/26:

- 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

This option includes the following costed elements:

- Communications: \$26,000 - Implementation of Communications Strategy (design, development and distribution of engagement materials and supports, promotional ads, mail-outs, etc.)
- Legal: \$10,000 - to support legal review and advice to Trust Council, as needed
- Public engagement on islands: \$20,000 – to support local public engagement selected by local trust committees and Bowen Island Municipality. This is a modest amount for Trust Area-wide engagement 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 Area-wide survey: \$30,000 - \$28,000 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

Benefits – This is consistent with previous direction of Trust Council. The public will receive a virtual engagement option (survey) and Trust Council will receive survey results collected in a consistent manner across the Trust Area; and engagement results of a virtual community workshop that includes attendance by Islands Trust subject matter experts (possibly held over multiple days), in addition to referral responses from LTCs/BIM.

Risks – See Risk Assessment section above.

Financial implications – Staff are forecasting that approximately \$42,000 will not be spent this fiscal year and will be allocated to the General Revenue Surplus Fund, thus requiring \$54,000 in additional funding.

Resource requirements – Requires the almost full-time support of Senior Policy Advisor and additional support from Director of Trust Area Services, 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. See workplan in the September Trust Council agenda package for estimates of resourcing needs.

Other implications - None

² Assumes re-request of \$42,000 in unspent funds from fiscal 2024/25 that will go to the General Revenue Surplus Fund

Option 2: \$56,000³

Description of activities in 2025/26 – Option 1, minus Trust Area-wide survey and Trust Area-wide virtual workshop.

This option includes the following costed items:

- Communications: \$26,000 - further communications materials to support project implementation and to promote engagement opportunities during the six-month referral process
- Legal: \$10,000 - to support legal review as needed
- Public engagement on islands: \$20,000 – to support local public engagement selected by local trust committees and Bowen Island Municipality. This is a modest amount for Trust Area-wide engagement 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

Benefits – Reduced cost to Trust Council.

Risks – See Risk Assessment section above. Additionally, without the virtual workshop, Trust Council would lose a region-wide educational/engagement opportunity and the absence of a survey would deprive Trust Council of a direct source of information about constituent sentiment.

Financial implications – Staff are forecasting that approximately \$42,000 will not be spent this fiscal year and will be allocated to the General Revenue Surplus Fund, thus requiring \$14,000 in additional funding.

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 3: \$86,000⁴

Description – This option would include all elements of Option 1 minus a Trust-wide virtual workshop. This option includes the following costed items:

- Communications: \$26,000 - further communications materials to support project implementation and to promote engagement opportunities during the six-month referral process
- Legal: \$10,000 - to support legal review as needed
- Public engagement on islands: \$20,000 – to support local public engagement selected by local trust committees and Bowen Island Municipality. This is a modest amount for Trust Area-wide engagement 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 - \$30,000 - \$28,000 for survey design and analysis by contractor, with \$2,000 for printing, distribution and return mail costs for print copies of the survey.

³ Assumes re-request of \$42,000 in unspent funds from fiscal 2024/25

⁴ Assumes re-request of \$42,000 in unspent funds from fiscal 2024/25

Benefits – Reduced cost to Trust Council. Constituents receive a virtual engagement option (survey) and Trust Council receives survey results that are collected in a consistent manner across the Trust Area.

Risks – As identified above in Risk Assessment section above. Additionally, absence of a Trust Area-wide workshop will deprive Trust Area residents of an opportunity to learn about the Policy Statement prior to participating in engagement activities.

Financial implications – Staff are forecasting that approximately \$42,000 will not be spent this fiscal year and will be allocated to the General Revenue Surplus Fund, thus requiring \$14,000 in additional funding.

Resource requirements – Requires the full-time support of Senior Policy Advisor and additional support from Director of Trust Area Services, and Program Coordinator, Communication Specialist and administrative staff. 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 4: \$66,000

Description – This option would include all elements of Options 1 minus a Trust-wide survey. This option includes the following costed items:

- Communications - \$26,000 - further communications materials to support project implementation and specifically promotion of engagement during the six-month referral process
- Legal - \$10,000 - to support the legal aspects of the project as needed
- Public engagement on islands - \$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.
- Virtual Community Workshop - \$10,000 – designed and delivered by contractor, with Islands Trust staff attending as subject matter experts

Benefits – Reduced cost to Trust Council. 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 of the risks noted above in Risk Assessment section.

Financial implications – \$42,000 would be carried over from fiscal 2024/25 to support this work, thus requiring \$24,000 in new funding.

Resource requirements – Requires the full-time support of Senior Policy Advisor and additional support from Director of Trust Area Services, and Program Coordinator, Communication Specialist and administrative staff. 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 5: \$20,000

Description – This option would include only the following costed items:

- Communications - \$10,000 – preparation of basic communications materials but no implementation of communication strategy, no special meetings of LTCs , and no in-person staff support for engagement during the six-month referral process
- Legal - \$20,000 - to support the legal aspects of the project as needed

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 – With \$42,000 projected to be left unspent at the end of fiscal 2024/25, no new funding would be required, and unspent funds would be in the General Revenue Surplus Fund for use for other initiatives.

Resource requirements – Staff hours saved by not undertaking public engagement would 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 Indigenous Governing Bodies 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 6: \$0

Description – This option would involve no work on the project in the 2025/26 fiscal year

Benefits – Staff and financial resources available for other work.

Risks –The risks of not proceeding include the following:

- 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.
- Relationships with Indigenous Governing Bodies may be impacted as Trust Council would not be advancing change in response to feedback and suggestions received.
- Public engagement results may later be viewed as dated and no longer relevant.

- Staff turnover during a pause in the project could result in a loss of corporate memory leading to inefficiencies and loss of knowledge.
- 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; Indigenous Governing Bodies; 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 – Unspent funds from fiscal 2024/25 will be added to General Revenue Surplus Fund.

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

Other implications- None

SUMMARY TABLE OF ALTERNATIVE OPTIONS						
Activities	Opt 1 (recommended)	Opt 2	Opt3	Opt4	Opt 5	Opt 6
Communications (\$10 -\$26K)	X	X	X	X	X	
Legal (\$5k)	X	X	X	X	X	
Local LTC/BIM led public engagement (\$20k)	X	X	X	X		
Trust-wide virtual/print survey (\$30k)	X		X			
Trust-wide Virtual Community Workshop (\$10k)	X			X		
SUBTOTAL	\$96k	\$56K	\$86k	\$66k	\$20k	\$0

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, Indigenous Governing Bodies, 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:

To be determined by Executive Committee.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:

Comparative regional growth strategy/official community plan update processes in BC local governments have comparable 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, workplan and communications plan.

STAFF RESOURCING

In FY 2025-26, 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
- 0.05 FTE - Senior Indigenous Relations Advisor
- 0.25 FTE – Communications Specialist
- 0.1 FTE - Legislative Services Clerk (or other clerks as available)
- Will also require support from staff across the organization.

NOTE: These rough staff time estimates will be refined as the workplan is refined.

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 updates to the approved project charter and workplan.

Communications are guided by a communications plan.

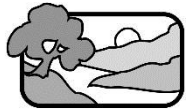
This project will be managed by the Executive Committee

Indigenous Governing Bodies provided comment on the staff draft in Winter 2024 and will also receive the document for comment after First Reading. Staff have, through work with Indigenous Governing Bodies to date, heard an interest for the Policy Statement amendment process, including timelines, to be co-designed with participating Indigenous Governing Bodies, 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 to the model of project delivery, this would need to be discussed between Islands Trust Council and Indigenous Governing Bodies' leadership.

Requested by: Executive Committee

Prepared by: Director, Trust Area Services/October 24, 2024

Reviewed by:



Islands Trust

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

DRAFT For EC review on October 30, 2024

TO BE COMPLETED BY INITIATOR

Requested by (*Committee or Operational Unit*):

Executive Committee

Department:

Trust Area Services

Name of Request:

Purchase and Installation of Coast Salish art in the Victoria, Salt Spring and Gabriola offices

\$ Value of Request (*indicate by fiscal year and total if project is multi-year*):

\$2,000

Budget Source (select all that apply):

- ☐ **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

Furniture & Equipment

- ☐ **Computer Hardware/Software/Supplies**
- ☐ **New Staff Resources** (see Staff Costing Tool)
- ☐ **Permanent**
 - ☐ **Temporary**
- Temp Duration: _____

X Other – please describe: artwork for office lobbies

Date of Submission to Finance: TBA

Funding Required for (date range): April 1, 2025-March 31, 2026

TIE TO ISLANDS TRUST GUIDING DOCUMENTS: (*Indicate how the proposed project/activity/work ties to Trust Council's strategic plan, Policy Statement directives, Council Bylaws, work programs, the Trust's object, etc. Provide a copy/paste of the relevant reference, along with hyperlinks to external documents where available.*)

Having Coast Salish artwork prominently displayed in Islands Trust office lobbies and boardrooms would be a visual commitment for staff and visitors of Trust Council's and Islands Trust Conservancy Board's [Reconciliation Declarations](#).

The Trust Council 2025-26 Budget Guideline Assessment includes this guideline: Considers resourcing needs to update and implement the Reconciliation Action Plan.

The placement of Coast Salish art in Islands Trust office lobbies will be included as a proposed activity in the draft of the next Reconciliation Action Plan.

ISSUE/OPPORTUNITY: *(What issue are you trying to resolve with this initiative, or what opportunity has been identified that would benefit Islands Trust by undertaking this initiative? What are the future needs? What organizational objectives are being addressed? Include background information that decision makers will need to properly assess this request.)*

The placement of Coast Salish artwork in Island Trust office lobbies would signal a commitment to a culturally-safe and welcoming workplace. Creating office environments that demonstrate an appreciation and awareness of Coast Salish culture and history can be an important method for promoting cultural changes within an organization and supporting attitudes that promote reconciliation. Additionally, the presence of Coast Salish art would assist First Nations and Aboriginal peoples to feel welcome when visiting Islands Trust offices.

PROJECTED RESULTS/DELIVERABLES: *(How does this address the issue/opportunity described above? Indicate how results of this work will impact decision-making by trustees or staff. Will this work result in better decisions, more efficient decision-making, more efficient completion of work, better public perception, etc. Consider all possible results from undertaking this work.)*

The project deliverables will include purchase and installation of Coast Salish art for high-profile walls in the Victoria, Gabriola and Salt Spring office lobbies.

RISK ASSESSMENT: *(List and discuss potential risk factors associated with this work, if identified. List and discuss the options that exist to mitigate identified risks.)*

Cultural Appropriation: There is a risk of cultural appropriation if the art is not procured from known Coast Salish artists. This risk would be mitigated by purchasing art from a reputable Indigenous-run gallery.

Preference given to one artist: If all artwork is created by one artist there may be a perception of inequity. This risk would be mitigated by buying works from three different artists. Art will be selected from artists from First Nations in whose territory the office in question resides.

Theft: There is risk of theft from lobbies. This risk would be mitigated through the existing practice of having staff at front desks during all times that the office is open to the public, and securing pieces as possible/practical.

Installation Challenges: There may be logistical challenges related to the installation of the artwork. This risk would be mitigated by selecting pieces that are straightforward to hang/install.

ALTERNATIVES CONSIDERED: *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - i.e. do nothing - and the anticipated results of that action.)*

Option 1: Purchase and Installation of Coast Salish art in the Victoria, Salt Spring and Gabriola offices (up to \$2,000)

Benefits – As noted above.

Risks – As noted above.

Financial implications – \$2,000.

Resource requirements – Senior Indigenous Relations Specialist and/or Director of Trust Area Services time to select and purchase art. This could be done during travel for another purchase resulting in only one-three hours of time. An additional few hours needed the Executive Coordinator to arrange for staff/contractors to hang/install the art.

Other implications- None.

Option 2: up to \$2,000 in art purchases and installation funded from existing \$5,000 furniture and equipment budget.

Benefits – No increase to the 2025/26 draft budget.

Risks – This approach could result in insufficient furniture and equipment funds for operational needs

Financial implications – None.

Resource requirements –Senior Indigenous Relations Specialist and/or Director of Trust Area Services time to select and purchase art. This could be done during travel for another purchase resulting in only one-three hours of time. An additional few hours needed the Executive Coordinator/Office Administrative Assistants to arrange for staff/contractors to hang/install the art.

Other implications- None.

Option 3: Purchase and Installation of Coast Salish art in the Victoria, Salt Spring and Gabriola offices (up to \$5,000)

Benefits – As noted above.

Risks – As noted above.

Financial implications – \$5,000.

Resource requirements – Senior Indigenous Relations Specialist and/or Director of Trust Area Services time to select and purchase art. This could be done during travel for another purchase resulting in only one-three hours of time. An additional few hours needed the Executive Coordinator to arrange for staff/contractors to hang/install the art.

Other implications- With a larger budget staff be will able to secure larger pieces of art and/or multiple pieces of art for use on different walls,

Option 4: Partner with an Indigenous arts organization to procure art pieces to be installed in Islands Trust offices.

Benefits – Would raise Islands Trust profile with Coast Salish artists, and would enable Islands Trust to request art with certain themes.

Risks – None.

Financial implications – Unknown at this time but staff expect that an Indigenous art organization would require a fee or commission and art purchases costs for three pieces are likely to be significantly higher than \$3,000.

Resource requirements –This would likely take 35+ hours of Senior Indigenous Relations Advisory time.

Other implications- None.

Option 5: Do not budget for purchase and Installation of Coast Salish art in the Victoria, Salt Spring and Gabriola offices

Benefits – No increase to the 2025/26 draft budget.

Risks – None, but Islands Trust will continue to lack a visual commitment to a culturally-safe and welcoming workplace in office lobbies.

Financial implications – None.

Resource requirements –None.

Other implications- None.

CRITICAL SUCCESS FACTORS: *(What related factors have been identified that are important to the success of completing this work/initiative? Which of these factors are considered critical to the success of this initiative? Discuss outcomes if critical success factors are not met.)*

Critical success factors include:

Sufficient staff time to purchase art and arrange installation.

RECOMMENDED OPTION: *(State your recommendation, referencing the options discussed earlier, and summarise why you chose it over others.)*

Option 1: Purchase and Installation of Coast Salish art in the Victoria, Salt Spring and Gabriola offices

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative: \$3,000. This amount could be higher or lower depending of the size of art pieces desired.
Qualitative: Visible support for reconciliation and a culturally-safe organization.

PURCHASING PROCEDURE: *(Describe any purchasing processes that will be needed to support this initiative (ie. Direct Award, RFP, ITQ to qualified vendor) if goods or services need to be procured for the work. If this is for new staff hiring, indicate likely hiring method (ie: external competition, government-restricted internal competition, etc.)*

Purchase of the art and associated installation services would be done in accordance with the Procurement Policy.

PROPOSED IMPLEMENTATION STRATEGY: *(What are the specific features of the “roll-out” of the recommended solution? What is the timeline and anticipated date of completion for this initiative?)*

Senior Indigenous Relations Specialist and/or Director of Trust Area Services would select and purchase art from a reputable Indigenous-owned gallery. This could be done during travel for another purchase resulting in only one-three hours of time. Administrative staff would arrange for staff/contractors to hang/install the art.

STAFF RESOURCING: *(What staff resources will be needed to achieve success on this initiative? Estimate how many hours of staff time will be required, by staff level/role. Comment on the reasonability of expected staff hours when assessed in conjunction with other work underway or planned.)*

The purchase of art would require one-three hours of Senior Indigenous Relations Specialist and/or Director of Trust Area Services time if done during a trip already undertaken

It would take up to two hours of administrative time to arrange for installation in each office lobby.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Discuss proposed change management requirements, communications needed, involvement with others. Are there any concerns related to these? If so, how will these be addressed? Have other stakeholders been identified?)*

No change management/collaboration considerations.

Requested by (Committee or Business unit): Trust Area Services

Prepared by (title)/date: Senior Indigenous Relations Specialist/October 22, 2024

Reviewed by (name, title)/date: Director, Trust Area Services/October 22, 2024



Islands Trust Council Committee of the Whole Meeting Agenda

Date: Wednesday, November 6, 2024

Time: 6:00 p.m. - 9:00 p.m.

Location: Electronic Meeting, and a physical location to view the livestream of the meeting:
Islands Trust Victoria Office
#200 - 1627 Fort Street
Victoria, BC V8R 1H8

	Pages
1. CALL TO ORDER / LAND ACKNOWLEDGEMENT	
2. APPROVAL OF AGENDA	
3. ADOPTION OF MINUTES	
3.1 <u>Draft Committee of the Whole Meeting Minutes of September 25, 2024</u>	3 - 6
For review and adoption.	
3.2 <u>Draft Committee of the Whole Meeting Minutes of October 3, 2024</u>	
*Late item	
4. FOLLOW UP ACTION LIST AND UPDATES	
4.1 <u>Committee of the Whole Follow Up Action List</u>	7 - 8
5. TRUST AREA SERVICES	
5.1 <u>Policy Statement Amendment Project - Directive Polices - Briefing</u>	9 - 12
For discussion.	
5.2 <u>Draft Trust Policy Statement</u>	13 - 35
For discussion and recommendations for amendments.	
6. CLOSED MEETING (If needed)	
7. RISE AND REPORT	
8. NEW BUSINESS	
9. NEXT MEETING	

The next Committee of the Whole meeting is scheduled to be held electronically on Thursday, December 12, 2024 at 6:00 p.m.

10. ADJOURNMENT

DRAFT



Trust Council Committee of the Whole

Minutes of Regular Meeting

- Date:** September 25, 2024
- Location:** Vancouver Island Conference Centre – Dodd Narrows Rooms A/B
101 Gordon Street, Nanaimo BC
- Executive Members Present:**
1. Peter Luckham, Trust Council Chair, Thetis Trustee
 2. Tobi Elliott, Vice-Chair, Gabriola Trustee
 3. David Maude, Vice-Chair, Mayne Trustee
 4. Timothy Peterson, Vice-Chair, Lasqueti Trustee
- Members Present:**
5. Sue Ellen Fast, Bowen Municipal Trustee (electronic attendance)
 6. Judith Gedye, Bowen Municipal Trustee
 7. Sam Borthwick, Denman Trustee (electronic attendance)
 8. David Graham, Denman Trustee
 9. Susan Yates, Gabriola Trustee
 10. Lisa Gauvreau, Galiano Trustee
 11. Ben Mabblerley, Galiano Trustee
 12. Joe Bernardo, Gambier Trustee
 13. Alex Allen, Hornby Trustee
 14. Grant Scott, Hornby Trustee
 15. Mikaila Lironi, Lasqueti Trustee (electronic attendance)
 16. Jeanine Dodds, Mayne Trustee (electronic attendance)
 17. Aaron Campbell, North Pender Trustee (electronic attendance)
 18. Jamie Harris, Salt Spring Trustee (electronic attendance)
 19. Laura Patrick, Salt Spring Trustee
 20. Mairead Boland, Saturna Trustee
 21. Lee Middleton, Saturna Trustee
 22. Kristina Evans, South Pender Trustee
 23. Dag Falck, South Pender Trustee (electronic attendance)
 24. Ken Hunter, Thetis Trustee
- Members Regrets:**
25. Kate-Louise Stamford, Gambier Trustee
 26. Deb Morrison, North Pender Trustee
- Staff Present:**
- Julia Mobbs, Interim Chief Administrative Officer
David Marlor, Director, Legislative and Information Services
Clare Frater, Director, Trust Area Services
Stefan Cermak, Director, Planning Services
Jason Youmans, Senior Policy Advisor
Jeffery Lloyd, Senior Technical Analyst
Daphne Shaed, Computer Application Support Technician
Lori Foster, Executive Administrative Assistant
Lisa Millard, Meeting Administrator/Recorder
- Members of the public present:** There were two members of the public in attendance

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

Vice-Chair Elliott will act as Chair of the Committee of the Whole meeting. Acting Chair Elliott called the meeting to order at 11:37 p.m. She acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

8.1 Future Committee of the Whole Meeting Chairpersons

By general consent the agenda was approved as amended.

3. TRUST AREA SERVICES

3.1 Updated Draft Policy Statement Potential Additional Revisions - Discussion

Acting Chair Elliott indicated that discussion would focus on Objective 3.

The meeting recessed for a break at 12:00 p.m. and reconvened at 1:00 p.m.

Discussion ensued with focus on objectives listed within the document and the following comments were noted:

- Guiding Principles are statements of values and beliefs and guide decision making but are not directive policies;
- Objectives should be accomplished together in parallel and not necessarily prioritized;
- Object is an order from the Province to protect and advance three principles;
- Trust Council has previously determined that every decision must include a reasoned recognition of all the elements specified in the mandate, and while one element may gain priority, reasons for that decision must be clear and have considered the other elements; and
- Document is intended to be read as a whole and individual items are to be measured in context equally with others.

TC-COW-2024-011

It was MOVED by Trustee Patrick, and SECONDED by Trustee Evans, that the Committee of the Whole recommend that the first sentence in each objective description box be removed (for example “This objective advances principle 2.1.2”) because it is not necessary to link each objective to only one “Guiding Principles and Priorities”

CARRIED

Trustee Campbell left the meeting at 2:14 p.m.

Trustee Borthwick left the meeting at 2:16 p.m.

TC-COW-2024-012

It was MOVED by Trustee EVANS, and SECONDED by Trustee Boland,
that the Committee of the Whole recommend that Part 3 title be changed to
read Objectives, Directive and Advisory Policies

CARRIED

Trustee Campbell returned to the meeting at 2:25 p.m.

Trustee Borthwick returned to the meeting at 2:29 p.m.

TC-COW-2024-013

It was MOVED by Trustee Evans, and SECONDED by Trustee Hunter,
that the Committee of the Whole recommend that the word “prioritize” be
replaced with the words “and advance” from sections 3.3.2 to 3.3.7 in Objective
3.

DEFEATED

Discussion continued on Section 3.3.1 and Director of Legislative and Information
Services Marlor clarified that there is relevant criteria when staff screen proposed
bylaws against the Policy Statement, if the Policy Statement is engaged, and how it
can be addressed through implementation policy.

It was noted that in Section 3.3.3 Western redcedar is not included on the species
list and discussion was undertaken regarding the broadness of term “associated
ecosystems”.

TC-COW-2014-014

It was MOVED by Trustee Gedye, and seconded by Trustee Luckham,
that the Committee of the Whole recommend that staff be directed to seek a
qualified biologist to review draft policy 3.3.3 to assess if the phrase “and
associated ecosystems” is required.

CARRIED

TC-COW-2014-015

It was MOVED by Trustee Elliott, and SECONDED by Trustee Allen,
that the Committee of the Whole recommend that staff add Western redcedar
after Coastal Douglas-fir in Draft Policy Statement Section 3.3.3.

CARRIED

TC-COW-2014-016

It was MOVED by Trustee Evans, and SECONDED by Trustee Boland,
that the Committee of the Whole recommend that staff replace the word
“maintain” the with word “sustain” in Draft Policy Statement Section 3.3.1.

CARRIED

Trustee Mabblerley left the meeting at 2:50 p.m. and returned at 2:56 p.m.

4. ADOPTION OF MINUTES

4.1 Draft Trust Council Committee of the Whole Special Meeting Minutes of August 22, 2024 – for adoption.

By general consent the Trust Council Committee of the Whole meeting minutes of August 22, 2024 were adopted.

5. FOLLOW UP ACTION LIST AND UPDATES

Received for information.

6. CLOSED MEETING - None

7. RISE AND REPORT - None

8. NEW BUSINESS

8.1 Future Committee of the Whole Meeting Chairpersons

Acting Chair Elliott indicated that if Executive Committee did not receive new expressions of interest to chair future Committee of the Whole meetings by October 3, 2024 then the previously determined rotation will remain in effect with Trustee Peterson chairing the October 3, 2024 meeting. She further indicated that if Executive Committee received expressions of interest then a new rotation would be determined with an effective date of November 6, 2024.

9. NEXT MEETINGS

Scheduled to be held electronically:

- Thursday, October 3 (2:00 p.m. – 5:00 p.m.)
- Wednesday, November 6 (6:00 p.m. – 9:00 p.m.)
- Thursday, December 12 (6:00 p.m. – 9:00 p.m.)

10. ADJOURNMENT

By general consent the meeting was adjourned at 3:37 p.m.

Tobi Elliott, Acting Chair

Certified Correct

Lisa Millard Meeting Administrator/Recorder

Follow Up Action Report

Committee Of The Whole

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to forward COTW's recommendation to Trust Council that the first sentence in each objective description box be removed (for example "This objective advances principle 2.1.2") because it is not necessary to link each objective to only one "Guiding Principles and Priorities".	Clare Frater Jason Youmans	Meeting: 25-Sep-2024 Target: 25-Oct-2024	In Progress
0%	2 Staff to forward COTW's recommendation to Trust Council that Part 3 title be changed to read Objectives, Directive and Advisory Policies.	Clare Frater Jason Youmans	Meeting: 25-Sep-2024 Target: 25-Oct-2024	In Progress
0%	3 Staff to forward COTW's recommendation to Trust Council that staff be directed to seek a qualified biologist to review draft policy 3.3.3 to assess if the phrase "and associated ecosystems" is required.	Clare Frater Jason Youmans	Meeting: 25-Sep-2024 Target: 15-Nov-2024	In Progress
0%	4 Staff to forward COTW's recommendation to Trust Council that staff add Western redcedar after Coastal Douglas-fir in Draft Policy Statement Section 3.3.3.	Clare Frater Jason Youmans	Meeting: 25-Sep-2024 Target: 25-Oct-2024	In Progress
0%	5 Staff to forward COTW's recommendation to Trust Council that staff replace the word "maintain" the with word "sustain" in Draft Policy Statement Section 3.3.1.	Clare Frater Jason Youmans	Meeting: 25-Sep-2024 Target: 25-Oct-2024	In Progress
0%	6 Staff to forward COTW's recommendation to Executive Committee to request staff create a definition of the word "prioritize" as used in the draft Policy Statement.	Clare Frater Jason Youmans	Meeting: 03-Oct-2024 Target: 25-Oct-2024	In Progress

Follow Up Action Report

Committee Of The Whole

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	7 Staff to forward COTW's recommendation to Executive Committee that Policy 3.4.1 be amended to read: "Consider site capabilities, environmental and protected areas, and existing development patterns when determining the land use designation and appropriate locations and intensities of various uses of the land".	Clare Frater Jason Youmans	Meeting: 03-Oct-2024 Target: 25-Oct-2024	In Progress
0%	8 Staff to forward COTW's recommendation to Executive Committee that Policy 3.4.2 Density Limits - Establish appropriate density limits for efficient and sustainable use of the land base that help to safeguard protected area networks, and is compatible with preservation and protection of the Trust Area and its unique amenities and environment be amended to read: "Manage community growth and its associated impacts by directing residential and mixed use development into appropriate locations, to prevent sprawl and relieve growth pressure in the surrounding rural areas, and to help safeguard protected area networks."	Clare Frater Jason Youmans	Meeting: 03-Oct-2024 Target: 25-Oct-2024	In Progress



BRIEFING

To:	Committee of the Whole	For the Meeting of:	November 6, 2024
From:	Trust Area Services	Date Prepared:	October 23, 2024
SUBJECT:	Policy Statement Amendment Project – Directive Policies		

PURPOSE:

To provide Islands Trust Committee of the Whole (CotW) with information to inform a discussion about the degree to which the Policy Statement must/should be directive to local trust committees (LTCs) and Bowen Island Municipality.

BACKGROUND:

The Acting CotW chair has expressed interest in allocating a portion of the October 2024 CotW meeting to engage trustees in a discussion about the extent to which the Policy Statement should contain directive policies for LTCs and island municipalities. The Acting Chair has indicated that he expects an hour on the topic might be sufficient to address the underlying tension that staff identified verbally at the September 2024 CotW meeting regarding different views of trustees about how directive the policies should be.

This approach would be a departure from the general agreement reached by Committee of the Whole in August 2024 to move through the document sequentially, but may result in more productive conversations into the future.

Ultimately, decisions about whether the Policy Statement should be directive or suggestive rest with Trust Council and the extent to which that Trust Council wants the planning priorities of individual local trust areas to be guided by the greater federation.

Should Trust Council wish to engage in direct discussion about how directive the overall Policy Statement should be, Staff provide the following information as context for that discussion:

Islands Trust Act

The [Islands Trust Act](#) does not specify whether, or to what extent, the Policy Statement should be directive. It states only that the Islands Trust must adopt a policy statement as follows:

Trust policy statement

15 (1) The trust council must, by bylaw, adopt a trust policy statement that applies to the trust area.

(2) The trust policy statement

- (a) must be a general statement of the policies of the trust council to carry out the object of the trust,
- (b) may establish different policies for different parts of the trust area, and
- (c) has no effect for the purposes of subsection (4) unless it is approved by the minister.

(3) Between first and second readings of a bylaw under subsection (1), the trust council must refer the proposed trust policy statement to the board of each regional district, all or part of which is in the trust area, for review and comment by the board.

(4) A bylaw

- (a) submitted to the executive committee under section 27 (1) or 38 (1), or
- (b) referred to the trust council under section 27 (3) or 38 (3)

must not be approved by the executive committee or the trust council, as the case may be, if it is contrary to or at variance with the trust policy statement.

Legal Opinion (2000)

In the year 2000, Islands Trust commissioned an assessment from legal counsel on a number of issues related to the Islands Trust Policy Statement, including directive policies. A portion of this opinion was released by Executive Committee in 2010 and is attached for COTW's consideration.

In part, this legal opinion says, "The Islands Trust Act certainly supports a requirement that local trust committees not only address certain subjects in their plans and bylaws, but that they address those matters in a specific way or to a specific effect. Inherent in the choice of wording for policies of this nature, is a choice as to how much leeway the Trust Council wishes to leave to local trust committees in implementing the Islands Trust Policy Statement and, indirectly, the object of the Islands Trust."

In other words, Trust Council may include directive policies in its Policy Statement that local trust committees must meet.

Policy Statement Assessment Task Force Report (2011)

In 2010, Islands Trust Council established a six-member Policy Statement Assessment Task Force to conduct an assessment of the Policy Statement and make recommendations regarding further actions. Among the topics covered in this assessment were directive policies. The Task Force recommended that Trust Council consider inclusion of a rationale for any directive policies, either in the body of the Policy Statement or as an appendix, and remove the use of the word "address" from the Policy Statement in cases where Trust Council wants the policy to be more directive.

Local Government Act (Part 14)

It is not unusual for a higher level of government to impose requirements on a lower, such as the Provincial government requiring that local government OCPs includes greenhouse gas reductions targets as follows:

(3) An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.

A further example of this would be the province's recent Bill 44 which requires many local governments to amend their land use bylaws to authorize small-scale multi-unit housing in most residential zones.

Actions of this sort are a way to ensure that the policy priorities of the senior government are implemented at the local level.

Summary

Generally speaking, the more directive a policy is, the easier it will be for staff and Executive Committee to assess whether or not it has been satisfied in a proposed bylaw. It is also the mechanism by which Trust Council can ensure that matters of significance are addressed in local bylaws in the manner that Trust Council wants them to be.

On the flipside, less directive and more suggestive policies allow LTCs/island municipalities greater flexibility in development of their bylaws and provide Executive Committee/Trust Council with greater latitude in determination of whether a proposed bylaw is consistent with the Policy Statement.

It is also important to remember that the decision about whether an LTC bylaw is consistent with the Policy Statement is ultimately a political decision of Executive Committee, or indeed Trust Council, if it goes to appeal.

ATTACHMENT(S):

- 1) Legal Opinion (excerpt), 2000, Policy Statement directive policies

FOLLOW-UP: None

Prepared By: Senior Policy Advisor

Reviewed By/Date: Director, Trust Area Services/October 24, 2024
ICAO/October 25, 2024
Executive Committee/October 30, 2024

**Excerpt from November 23, 2000 legal opinion for the Islands Trust
Re: Policy Statement Directive Policies
from Bill Buholzer (formerly Lidstone, Young, Anderson)**

(3 paragraphs released to public by Executive Committee (Oct 19, 2010))

Directive Policies

The thrust of the changes that are proposed to the "directive policies" is to change requirements that local trust committees and island municipalities "address" certain matters in their plans and regulatory bylaws, to a requirement that they include those matters in their regulatory bylaws. Presumably the intent here is to provide more definite policy direction to the local trust committees.

In principle, we see no reason that the more mandatory language cannot be adopted in the Islands Trust Policy Statement. Indeed, it could be argued that the proposed language of the directive policies is more consistent with the Islands Trust Act than the current, more neutral language. The scheme of the Islands Trust Act is that the Islands Trust Policy Statement forms a substantive policy context for local bylaws. The Islands Trust Act certainly supports a requirement that local trust committees not only address certain subjects in their plans and bylaws, but that they address those matters in a specific way or to a specific effect. Inherent in the choice of wording for policies of this nature, is a choice as to how much leeway the Trust Council wishes to leave to local trust committees in implementing the Islands Trust Policy Statement and, indirectly, the object of the Islands Trust. That is a matter on which we think that a court would defer to the judgment of the Trust Council, should any party, including any local trust committee, challenge the authority of the Trust Council to constrain the bylaw making powers of local trust committees in this manner.

As for the authority of the Trust Council to enforce the adherence of local trust committees to directive policies, the Islands Trust Act provides a very simple bylaw approval procedure permitting the executive council or the Trust Council, as the case may be, to determine whether a particular bylaw is contrary to or at variance with the trust policy statement. There is no question that the Trust Council and the executive committee have the authority to refuse to approve a bylaw if, in its reasonable opinion, the bylaw does not comply with a "directive policy" in the trust policy statement.



Islands Trust

DRAFT for COMMITTEE OF THE WHOLE/TRUST COUNCIL

Islands Trust Policy Statement

Draft Bylaw No. 183

September 25, 2024

Acknowledgement

Islands Trust Council respectfully acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial and that their relationship to these lands and waters continues to this day. Islands Trust Council acknowledges that residential schools, forced removal, and colonial laws and restrictions of Indigenous governance and cultural practices have displaced and dispossessed Coast Salish peoples and disrupted their relationships with the islands and waters of the Salish Sea. Islands Trust Council is 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 Coast Salish Territory, in the treaty lands and territories of:

- **BOŖEĆEN** (Pauquachin) First Nation
- **K'ómoks** (Comox) First Nation
- **MÁLEXEL** (Malahat) First Nation
- **Qualicum** First Nation
- Quw'utsun Nation (comprised of **Cowichan Tribes**, **Xeláltxw** (Halalt) First Nation, **Lyackson** First Nation, **Spune'luxutth'** (Penelakut Tribe) and **Stz'uminus** (Chemainus) First Nation
- **scə́waθən** (Tsawwassen) First Nation
- **səlilwətał** (Tsleil-Waututh) First Nation
- **SEMYOME** (Semiahmoo) First Nation
- **shíshálh** (Sechelt) Nation
- **Sk̓w̓wú7mesh** (Squamish) First Nation
- **Snaw-naw-as** (Nanoose) First Nation
- **Snuneymuxw** (Nanaimo) First Nation
- **Songhees** First Nation
- **S̓ÁUTW** (Tsawout) First Nation
- **ṭaʔəmen** (Tla'amin) First Nation
- **Ts'uubaa-asatx** (Lake Cowichan) First Nation
- **Wei Wai Kum** (Campbell River) First Nation
- **We Wai Kai** (Cape Mudge) First Nation
- **W̓ JOŁŁP** (Tsartlip) First Nation
- **W̓ SIŖEM** (Tseycum) First Nation
- **Xwémalhk̓wu** (Homalco) First Nation
- **Xwseps̓um** (Esquimalt) First Nation
- **x̓m̓əθk̓əy̓əm** (Musqueam) First Nation

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Part 1: The Islands Trust Act

In 1974, the Government of British Columbia established the *Islands Trust Act* to preserve and protect the Trust Area and its unique amenities and environment against unrestrained growth and development. The Act establishes Islands Trust as a special-purpose provincial government agency equipped with a suite of land use planning powers and a conservation-oriented mandate to preserve and protect the region in cooperation with others. This unique governmental mandate was defined in Section 3 of the *Islands Trust Act* and is commonly referred to as the “Islands Trust Object”:

1.1 – The Islands Trust Object

“**The object of the trust** is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.” (Section 3, *Islands Trust Act*)

1.2 – Map of the Islands Trust Area



NOTE: This map is a placeholder only. A new map of the Islands Trust Area will be created, identifying the boundaries of each local trust area and island municipality, and will include a legend, scale and recognition of the Indigenous Nations within whose territory Islands Trust operates

1.3 – Indigenous Inherent Rights Acknowledgment

Islands Trust Council respectfully acknowledges Indigenous inherent rights as protected under section 35 of the Constitution Act, 1982. Islands Trust Council respectfully acknowledges Indigenous rights to self-governance and the expressed interest of Indigenous Governing Bodies in working toward co-governance of the Islands Trust Area.

Given the *Declaration on the Rights of Indigenous Peoples Act* and the evolving legislative landscape in British Columbia, this bylaw serves as a starting point for improved cooperation with Indigenous Governing Bodies. Islands Trust Council commits to an ongoing effort to co-develop planning and land use management processes with Indigenous Governing Bodies within the Islands Trust Area and acknowledges that this document does not serve as an endpoint. Islands Trust Council will be informed by the United Nations Declaration on the Rights of Indigenous Peoples as a framework for its approach to reconciliation.

1.4 – Purpose and Structure of the Policy Statement

Communications, Engagement, and Referrals:

Section 15 of the *Islands Trust Act* states that Trust Council must adopt, by bylaw, an Islands Trust Policy Statement that applies to the Islands Trust Area as a whole. The Act specifies that the Policy Statement must be a general statement of the policies of Trust Council to carry out the Islands Trust Object, that it may establish different policies for different parts of the Islands Trust Area, and that it must be approved by the provincial Minister responsible for Islands Trust prior to adoption.

The Islands Trust Council is responsible for establishing and amending the Policy Statement, which in turn guides the development of more specific official community plans and regulatory bylaws by local trust committees and island municipalities across the region. The Act stipulates that official community plans and bylaws submitted to Executive Committee or Trust Council must not be approved if they are contrary to or at variance with the Policy Statement. This ensures that the Islands Trust Object is at the core of all planning and land use management decision-making in the Islands Trust Area.

The Policy Statement represents Trust Council's vision for the preservation and protection of the Islands Trust Area and its unique amenities and environment. It aspires to reflect the values and interests of island communities, Indigenous government bodies and Indigenous Peoples, partner agencies, and all British Columbians, as well as the silent voices of island ecosystems, species at risk, and future generations.

Three Types of Policies in the Policy Statement:

1. **Guiding Principles** (as listed in Part 2 of the Policy Statement) are intended to establish general commitments of Trust Council that centre the Islands Trust Object in all daily decision-making across the Islands Trust Area by Islands Trust bodies that are bound by the Policy Statement.
2. **Directive Policies** (as listed in Part 3 of the Policy Statement) are policies that:
 - local trust committees must address in the development of official community plans and/or regulatory bylaws, and amendments to those documents where relevant; and
 - island municipalities must address in the development of an official community plan, and amendments to that document where relevant.

These are policies integral to carrying out the Islands Trust object.

3. **Advisory Policies** (as listed in Part 3 of the Policy Statement) are policies expressing select goals of Trust Council, that local trust committees and island municipalities are advised to address in the development of official community plans, bylaws, and in discretionary land use decisions. Advisory policies are not intended to constitute a basis for Executive Committee or Trust Council review of local trust committee or island municipality bylaws, or for potential rejection of such bylaws.

All of the policies contained within the Policy Statement are interconnected and interrelate to each other in multiple ways. Therefore, the document should always be considered in its entirety to interpret its intended meaning and vision.

The policies in Part 3 have been included as they are considered by Trust Council to be important for preservation and protection of the Trust Area and its unique amenities and environment.

Part 2: Guiding Principles

In its decision making, Trust Council shall be guided by the following guiding principles:

2.1– General Guiding Principles

In its efforts to carry out the Islands Trust Object, Trust Council commits to the following set of shared principles and priorities to guide daily planning and decision making by all bodies across the Islands Trust Area:

Trust Council commits to be guided by the following principles in its efforts to advance the Islands Trust Object:

Guiding Principles and Priorities:	
2.1.1	Acknowledge and Respect Indigenous Rights To grow understanding of the history and legacy of colonialism in the Islands Trust Area, to acknowledge and respect the rights of Indigenous Peoples, and to work together with Indigenous Governing Bodies and Indigenous Knowledge Holders to preserve and protect culturally significant areas, sites, and species.
2.1.2	Prioritize Environmental and Indigenous Cultural Heritage Protection To place priority on preserving, protecting and restoring the environment, and preserving, protecting and supporting restoration of Indigenous cultural heritage in all decision making.
2.1.3	Limit the Rate and Scale of Development To define and maintain appropriate limits for the rate and scale of development in order to preserve and protect the Trust Area and its unique amenities and environment.
2.1.4	Foster Sustainable, Inclusive, and Resilient Communities To support planning and land use management decisions that foster sustainable, inclusive, and resilient communities, acknowledging the interdependencies between healthy communities and healthy ecosystems.
2.1.5	Take Guidance From the Precautionary Principle To be guided by the precautionary principle in all decision making to safeguard the environment and cultural heritage where there may be uncertainty over the threats of serious or irreversible damage from development.
2.1.6	Account for Cumulative Effects To strive to account for the cumulative effects of existing and proposed development to avoid detrimental effects on watersheds, groundwater supplies, culturally sensitive areas and cultural heritage sites, and Islands Trust Area species and their habitats.
2.1.7	Foster Informed and Balanced Decision Making To be informed by a broad range of sources in its decision making processes, including the best available science, Indigenous Knowledge, and local community knowledge.

2.2 – Cooperation Principles

While Trust Council must provide the necessary leadership to carry out the Islands Trust Object, its mandate requires cooperation with partners who each have unique roles to play in preserving and protecting the region.

Trust Council commits to be guided by the following principles in its cooperation efforts to advance the Islands Trust Object:

Trust Council's Cooperation Principles:

2.2.1	Collaborate with the Islands Trust Conservancy Board To collaborate closely with, and be informed by, the Islands Trust Conservancy Board, particularly in the areas of science-based conservation planning, ecosystem mapping, identification of core conservation areas and protected area networks, and protection of species and ecosystems at risk.
2.2.2	Work Towards Collaborative Governance with Indigenous Governing Bodies To work towards building strong relationships and foundations for collaborative governance with Indigenous Governing Bodies, including through the development of shared decision-making agreements under the <i>Declaration on the Rights of Indigenous Peoples Act</i> .
2.2.3	Work Towards Strategic Inter-Agency Coordination To work towards establishing effective inter-agency coordination mechanisms with different levels of government, academic institutions and organizations who have important roles to play in supporting the Islands Trust Object.
2.2.4	Work Towards Accessible and Inclusive Public Communications and Engagement To work towards accessible and inclusive public communications and engagement strategies that engage a wide range of Islands Trust Area residents, communities, local organizations, and British Columbians.
2.2.5	Provide Public Education Opportunities To provide education opportunities to Islands Trust Area residents, communities, local organizations, and visitors, highlighting tangible ways they can contribute to preserving and protecting the Trust Area and its unique amenities and environment, while respecting the confidentiality interests of Indigenous Peoples and Indigenous Governing Bodies.

2.3 – Reconciliation Principles

Trust Council has declared its commitment to reconciliation with Indigenous Peoples of the Islands Trust Area, with the understanding that this commitment is a long-term relationship building and healing process.

Trust Council's Reconciliation Principles:

Trust Council will, to the extent that they engage its mandate to preserve and protect the Trust Area. . .

2.3.1	Guidance from <u>Truth and Reconciliation Commission</u> Be informed by the 10 principles established by the Truth and Reconciliation Commission of Canada (TRC) .
2.3.2	Guidance from <u>United Nations Declaration on the Rights of Indigenous Peoples</u> Be informed by the articles established in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
2.3.3	Guidance from <u>Missing and Murdered Indigenous Women and Girls Calls for Justice</u> Be informed by the principles for change used by the National Inquiry into Missing and Murdered Indigenous Women and Girls .

Part 3: Objectives and Directive Policies

Objective 1:

Advancing Reconciliation

This objective advances Guiding Principle 2.1.1 [Acknowledge and Respect Indigenous Rights]. Trust Council is committed to reconciliation and to long-term healing and relationship building with Indigenous Governing Bodies and Indigenous Peoples across the region. The policies in this section aim to acknowledge the history and legacy of Indigenous Peoples in the area since time immemorial, to recognize and respect the interests of Indigenous Governing Bodies regarding planning and land use management decisions that impact their territories, and to build foundations for collaborative governance and shared decision making.

Directive Policies - Reconciliation

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.1.1 Cooperate with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies and provide a record of the engagement at time of bylaw submission.

Advisory Policies - Reconciliation

Local trust committees and island municipalities should . . .

3.1.2 Cooperate with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies on discretionary planning and land use management decisions that may have potential significant impacts on Indigenous Governing Bodies' territories or the ecological health of the Islands Trust Area.

Objective 2:

Preserving and Protecting Indigenous Cultural Heritage and Culturally Significant Areas, Sites, and Species

This objective advances Guiding Principle 2.1.2 [Prioritize Environmental and Indigenous Cultural Heritage Protection]. Trust Council recognizes Indigenous cultural heritage as a unique amenity in the Islands Trust Area that must be preserved, protected, and where possible, restored. The Islands Trust Area is home to many culturally significant areas, sites, and species of importance to present and future generations of Indigenous Peoples. This section lays out general types of Indigenous cultural heritage and culturally significant areas, sites, and species that should be identified and protected in each local planning area; this should be guided by Indigenous Peoples, Indigenous governing bodies and Indigenous Knowledge Holders and undertaken in a culturally sensitive manner that respects confidentiality protocols around the sharing of Indigenous Knowledge.

Directive Policies - Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.2.1	Indigenous Cultural Heritage Sites Address potential impacts to Indigenous cultural heritage sites including, but not limited to, known village sites, burial sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, and pictographs, and known (registered), unregistered, or newly discovered archaeological sites.
3.2.2	Indigenous Harvesting Areas Address potential impacts to known Indigenous harvesting areas on land and marine foreshores including, but not limited to, fish weirs and clam gardens.

Advisory Policies - Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities should . . .

3.2.3	Indigenous Cultural Heritage Sites Through engagement with Indigenous Governing Bodies, identify and protect Indigenous cultural heritage sites including, but not limited to, village sites, burial sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, and pictographs, and known (registered), unregistered, or newly discovered archaeological sites.
3.2.4	Indigenous Harvesting Areas Through engagement with Indigenous Governing Bodies, identify and protect Indigenous harvesting areas on land and marine foreshores including, but not limited to, fish weirs, clam gardens, camas meadows, and other areas used for Indigenous hunting, fishing, trapping, and gathering of plants and medicines.
3.2.5	Other Culturally Significant Areas for Indigenous Peoples Through engagement with Indigenous Governing Bodies, identify and protect areas of importance for Indigenous cultural, spiritual, medicinal and ceremonial practices and gathering areas
3.2.6	Culturally Significant Species and Medicinal Plants Through engagement with Indigenous Governing Bodies, identify and protect and support restoration of culturally significant species and medicinal plants.

Objective 3:

Preserving and Protecting Healthy and Biodiverse Ecosystems

This objective advances Principle 2.1.2 [Prioritize Environmental Protection]. Trust Council acknowledges that preserving and protecting the ecological integrity of the Islands Trust Area is essential to the Islands Trust Object and to supporting community well-being across the region. The policies in this section aim to identify and protect key ecosystem types and characteristics that safeguard biodiversity (excluding invasive species) and promote resilience to climate change.

Directive Policies - Ecosystem Integrity

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.3.1	Protected Area Networks Identify, establish, and maintain a network of protected areas of sufficient size and distribution to preserve the environmental integrity of ecosystems in their planning area.
3.3.2	Sensitive Ecosystems Identify and prioritize the preservation, protection, and restoration of sensitive ecosystems in the Islands Trust Area, classified as the following ecosystem types: cliff; freshwater; herbaceous; old and mature forest; riparian; wetland; and woodland.
3.3.3	Forest Ecosystems Identify forest ecosystems and prioritize the preservation, protection, and restoration of unfragmented forest ecosystems, with particular focus on remaining stands of relatively undisturbed Coastal Douglas-fir, Arbutus, Garry oak, and Coastal Western Hemlock and their associated ecosystems.
3.3.4	Watershed Ecosystems Identify and prioritize the preservation, protection, and restoration of watershed ecosystems, freshwater sources, and groundwater recharge areas.
3.3.5	Marine Shorelines and Nearshore Areas Identify and prioritize the preservation, protection, and restoration of eelgrass meadows, kelp forests, forage fish spawning areas, clam beds, estuaries, tidal salt marshes, mud flats, and coastal wetlands.
3.3.6	Critical Habitat for Species at Risk Identify and prioritize the preservation, protection, and restoration of critical habitat for species at risk.
3.3.7	Islets and Small Islands Identify and prioritize the preservation, protection, and restoration of relatively undisturbed islets and small islands.

Objective 4:

Fostering Sustainable, Inclusive, and Resilient Communities

This objective advances Principle 2.1.2 [Limit the Rate and Scale of Growth and Development], and Principle 2.1.4 [Foster Sustainable, Inclusive, and Resilient Communities]. Trust Council recognizes that the Islands Trust Object is for the benefit of residents of the Islands Trust Area and all British Columbians, who in turn have a role in preserving and protecting this region. The policies in this section support the preservation and protection of unique island character and aim to foster sustainable, inclusive, and resilient island communities.

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Directive Policies - Managing Growth and Development

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.4.1	Sustainable Development Ensure development is compact, energy-efficient, and appropriately situated on the island and on the site in order to: • reduce dependency on private automobile use, and support increased use of trail systems, public transportation, and active transportation • be compatible with preservation and protection of the Trust Area and its unique amenities and environment, and • limit impacts on Indigenous cultural heritage, harvesting and hunting areas.
3.4.2	Density Limits Establish appropriate density limits for efficient and sustainable use of the land base that help to safeguard protected area networks, and is compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.4.3	Impacts of Development Consider the aesthetic, environmental, and social impacts of development.
3.4.4	Community Facilities and Services Ensure that each community's current and projected long-term needs for educational, institutional, community, health, cultural, and recreational facilities and services are considered and planned for.
3.4.5	Climate Change Mitigation and Adaptation Identify planning and land use management strategies, and consider nature-based solutions, to minimize greenhouse gas emissions, and adapt to climate change-related vulnerabilities.
3.4.6	Hazardous Areas Identify, with consideration of climate change, areas hazardous to development activities, including, but not limited to, areas subject to flooding, erosion, wildfire, or slope instability, and direct development away from such hazards.
3.4.7	Economic Activities Support economic activities that are compatible with preservation and protection of the Trust Area and its unique amenities, environment, and community character.
3.4.8	Community Heritage Sites Identify, preserve, protect, and support the restoration of community heritage sites.

Directive Policies - Housing

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.4.9	Appropriate Locations for Densification Identify appropriate locations where density increases could support the development of safe, secure, diverse and affordable housing while reducing dependency on private automobile use, and increasing use of trail systems, public transportation, and active transportation, and without adversely impacting the Trust Area and its unique amenities and environment.
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3.4.10	Short-Term Rentals Identify and assess the impacts of short-term rentals of dwellings on the availability of safe, secure, and affordable housing and, where necessary, regulate and limit the number of short-term rentals accordingly.
3.4.11	Floor Area and Lot Coverage Limits Determine appropriate floor area and lot coverage limits for residential development to minimize greenhouse gas emissions and cumulative impacts to the Trust Area and its unique amenities and environment, including impacts on agricultural land.
3.4.12	Housing Diversity Support housing agreements for affordable housing, and special needs housing.

Advisory Policies - Housing

Local trust committees and island municipalities should...

3.4.13	Housing Options Support a range of housing types and tenures, including rentals, co-operatives and other alternatives to fee-simple ownership.
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Directive Policies - Transportation

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.4.14	Public and Active Transportation Networks Identify and establish appropriately situated, safe, comfortable, and equitable transportation networks, both on the islands and to the islands that reduce dependency on private automobile use, encourage electric vehicles, and support increased use of trail systems, public transportation, and active transportation.
3.4.15	Rural Roadways Identify and protect rural roadways, including scenic and/or heritage roads.

Advisory Policies - Transportation

Local trust committees and island municipalities should...

3.4.16	Road Systems Ensure that road location, design, construction, and road systems are compatible with preservation and protection of the Trust Area and its unique amenities and environment.
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Directive Policies - Waste

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.4.17	Disposal of Waste Identify appropriate locations for waste transfer stations for the removal of waste from the Islands Trust Area on islands with vehicle ferry service that are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.
3.4.18	Septic Systems Establish requirements for the location and siting of new septic systems to mitigate adverse impacts on the Trust Area and its unique amenities and environment, including Indigenous Peoples' cultural heritage sites and marine harvesting areas.

Directive Policies - Recreation

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.4.19	Preservation of Natural Heritage Identify, preserve, protect, and support the restoration of natural heritage sites.
3.4.20	Location and Types of Recreational Facilities Identify appropriate locations and types of facilities for low-impact and active recreational activities, and discourage high-impact recreational facilities that may adversely impact the preservation and protection of the Trust Area and its unique amenities and environment.
3.4.21	Access to Recreational Facilities Identify appropriate locations, types, and safe public access to recreational facilities
3.4.22	Access to Community Marinas, Boat Launches, and Docks. Identify safe public access to community marinas, boat launches, and docks.
3.4.23	Access to Anchorages Identify appropriate and safe small-craft anchorage public-access locations.
3.4.24	Trail Systems Identify appropriate locations, types, and safe public access to public pedestrian, equestrian and bicycle trail systems to support active recreation that is compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.4.25	Public Shoreline Access Identify and protect areas providing safe public access to marine shorelines and along marine shorelines that are appropriate for low-impact, public recreational use and do not adversely impact the Trust Area and its unique amenities and environment.
3.4.26	Destination Gaming Facilities Prohibit destination gaming facilities such as casinos and commercial bingo halls.

Objective 5:

Fostering Sustainable Stewardship of Lands and Waters

This objective advances Principle 2.1.3 [Limit the Rate and Scale of Growth and Development] and Principle 2.1.2 [Prioritize Environmental and Indigenous Cultural Heritage Protection]. Trust Council recognizes that sustainable use of lands and waters in the Islands Trust Area is important to the long-term well-being and resilience of ecosystems in the Islands Trust Area and the communities that depend on them. This section lays out policies for sustainable land and water use that support the long-term health of ecosystems and sustainability of freshwater.

Directive Policies - Freshwater

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.5.1	Freshwater Sustainability Ensure that neither the density, nor intensity of land use is increased in watersheds where the quality or quantity of the supply of freshwater is likely to be inadequate or unsustainable.
3.5.2	Freshwater Demand and Supply Projections Ensure that existing, anticipated, and seasonal water demand and water availability are considered.
3.5.3	Freshwater Self-Sufficiency Ensure that islands are self-sufficient in their supply of freshwater.

Advisory Policies - Freshwater

Local trust committees and island municipalities should ...

3.5.4	Freshwater Quality Ensure that freshwater quality is maintained or remediated.
3.5.5	Freshwater Uses Strive to ensure that freshwater use is not to the detriment of other uses of the waterway such as fish and fish habitat uses, Indigenous cultural and spiritual uses, aesthetic and recreational uses, and the maintenance of water quality in lakes, streams, and wetlands.

Directive Policies - Forest Lands

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.5.6	Forest Lands for Sustainable Management Maintain large land holdings and parcel sizes to support sustainable forest management practices that are compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.5.7	Forest Lands and Road Systems Consider siting of roads and utility corridors to minimize the fragmentation of forest lands.
3.5.8	Forest Lands and Wildfire Risk Management Identify planning and land use management strategies that mitigate wildfire risk and that are appropriate to the unique biogeoclimatic zones and settlement patterns of each local planning area.

Directive Policies - Agricultural Lands

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.5.9	Protection of Agricultural Lands Identify and protect agricultural lands for current and future use consistent with the Agricultural Land Commission Act and its regulations for agricultural land within the Agricultural Land Reserve while considering downstream impacts, wildlife habitat, and adjacent properties.
3.5.10	Agriculture and Adjacent Properties Minimize any adverse impacts of land uses from adjacent properties on agricultural lands.
3.5.11	Agriculture and Road Systems Consider siting of roads and utility corridors to minimize fragmentation of agricultural lands.
3.5.12	Economic Viability of Farms Consider land uses and activities that support the economic viability of farms without compromising the agricultural capability of agricultural land or adversely impacting the Trust Area and its unique amenities and environment.

Advisory Policies - Agricultural Lands

Local trust committees and island municipalities should ...

3.5.13	Sustainable Agriculture Preserve, protect, and encourage sustainable farming and the sustainability of farming.
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Directive Policies - Soil and Fill

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.5.14	Soil Removal and Deposit Foster the preservation, protection, and restoration of soils in the Islands Trust Area.
3.5.15	Soil and Fill from Middens and Foreshore Areas of Cultural Significance Prohibit alteration, removal or excavation of soil or fill from middens or foreshore areas identified as culturally significant areas.

Directive Policies - Marine Shorelands

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.5.16	Aquaculture Tenures Direct commercial aquaculture tenures to appropriate locations that will not adversely impact areas of cultural, spiritual, archaeological, medicinal or recreational significance, or established or designated upland land uses, anchorages or moorages.
3.5.17	Setbacks from the Sea Consider the current and anticipated impacts of sea level rise and storm surge, and determine appropriate shoreline buffers and setbacks from the sea, taking into account best practices recommended by the federal and provincial governments.

3.5.18	Soft Shoreline Protections Consider and foster soft shoreline approaches first, such as those identified by the “Green Shores” program, to set requirements for shoreline preservation, and to mitigate erosion of shoreline and foreshore cultural heritage sites.
3.5.19	Marinas Identify requirements for the location, size, and nature of marinas that are compatible with preservation and protection of the Trust Area and its unique amenities and environment.
3.5.20	Sharing of Coastal Facilities Identify opportunities for the sharing of coastal facilities such as docks, wharves, floats, jetties, boat houses, board walks, and causeways.
3.5.21	Private Docks Limit or prohibit new private docks in areas identified as culturally significant by Indigenous Governing Bodies and Indigenous Knowledge Holders, in areas that provide critical habitat for species at risk, and in areas of recreational significance; and consider the cumulative effects of docks.

Directive Policies - Emissions

Local trust committees and island municipalities shall, in the preparation of official community plans and amendments; and

Local trust committees shall, in the preparation of regulatory bylaws and amendments . . .

3.5.22	Emissions to Air, Land, and Water Regulate land use and development to reduce detrimental emissions, including greenhouse gas emissions, to air, land, and water.
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Part 4: Implementation

4.1 – Policy Statement Implementation

Statutory Bylaw Approval Process:

The main implementation mechanism to ensure that the Policy Statement is implemented in local planning and land use management decision making is the statutory bylaw referral process, as stipulated in the *Islands Trust Act*.

Local Trust Committees: Under Section 27 (1) of the *Islands Trust Act*, a local trust committee must submit its bylaws to Executive Committee for approval before adoption. If Executive Committee returns a bylaw with requested changes or refuses to approve a bylaw, the local trust committee may refer the bylaw to Trust Council for approval. A bylaw has no effect until it is approved by Executive Committee or Trust Council. A bylaw adopting or amending an official community plan has no effect until it is approved by the Minister responsible for Islands Trust.

Island Municipalities: Under Section 38 (1) of the *Islands Trust Act*, the council of a municipality, all or part of which is in the Islands Trust Area, must submit official community plan bylaws to Executive Committee for approval before adoption. If Executive Committee returns a bylaw with requested changes or refuses to approve the bylaw, the municipality may refer it to Trust Council for approval. If Trust Council returns or refuses to approve a bylaw, the municipality may submit it to the Minister for approval. Bylaws have no effect until they are approved by Executive Committee, Trust Council, or the Minister responsible for Islands Trust.

Executive Committee Approval: Under Section 15(4) of the *Islands Trust Act*, bylaws submitted to the Executive Committee must not be approved by the Executive Committee, or Trust Council, if they are contrary to or at variance with the Islands Trust Policy Statement.

Organizational Policy Alignment:

All Islands Trust bodies are expected to take general policy direction from the Policy Statement to ensure that all decisions and activities of the organization are centered on carrying out the Islands Trust Object. The Guiding Principles of the Policy Statement should form the basis of Trust Council's strategic planning process. To ensure consistency between the Policy Statement and the activities of Islands Trust bodies, staff should reference the Policy Statement and its relevant sections in meetings, staff reports, work programs, inter-governmental agreements (including protocols, letters of understanding and memoranda of understanding) and responses to referrals from other agencies. All inter-governmental coordination agreements, external communications, and advocacy should be consistent with the principles and policies set out in the Policy Statement.

Monitoring and Evaluation:

Trust Council will report on its progress in implementing the objectives contained in the Policy Statement each year through the Islands Trust Annual Report.

4.2 – Policy Statement Amendments

Policy Statement Amendment Projects:

At the beginning of each term, in conjunction with its strategic planning process, Trust Council can identify any Policy Statement amendment tasks to be undertaken that term. Newly elected Trust Councils will likely wish to engage with Indigenous Governing Bodies, and may wish to engage with other key partners and interested and affected parties across the Islands Trust Area to define priorities for Policy Statement amendments that term. Any topics that are not able to be addressed in a particular term could be noted on a "Policy Statement Amendment Topic Review Inventory" for consideration by Trust Council at a later date. Once an amendment project is initiated, Trust Council could assign the Executive Committee or a council committee the task of leading and coordinating the Policy Statement review and amendment project, with the support of other committees as appropriate. As part of its annual budget cycle, Trust Council should consider allocating resources required for a Policy Statement amendment project, including for any related communications and engagement.

Communications, Engagement, and Referrals:

As soon as practicable after the initiation, of a Policy Statement amendment process, the assigned committee should adopt a communications and engagement plan appropriate to the scope and scale of the amendment project. Proposed Policy Statement amendments must be referred to regional district boards in the Islands Trust Area and should be referred to Indigenous Governing Bodies. While there are no statutory requirements for public engagement or public hearings related to the Policy Statement, in cases where major amendments are being considered, Trust Council should inform and consult members of the public and relevant partner agencies. Engagement and referral partners could include, but would not be limited to: local trust committees and island municipalities; the Islands Trust Conservancy Board; residents and non-resident property owners in the Islands Trust Area; other residents of British Columbia; municipal councils, improvement district boards operating within the Islands Trust Area; relevant provincial government agencies; and other persons and organizations who would be interested and affected by the proposed Policy Statement amendments.

Legislative Process:

Adoption of a Policy Statement amendment bylaw occurs only after Trust Council has undertaken four readings of the proposed Policy Statement bylaw and received approval by the Minister responsible for Islands Trust.

Implementation of Policy Statement Amendments:

Policy Statement amendment bylaws become effective upon date of adoption and are not retroactive. Following the adoption of Policy Statement amendments, Trust Council should in consultation with each local trust committee and island municipality develop a “Policy Statement Implementation Plan”. The Policy Statement Implementation Plan will set a timeline for official community plans and regulatory bylaw amendments to bring them into compliance with the amended Policy Statement. As part of its budget processes, Trust Council may allocate resources to support local trust committees and island municipalities to undertake this work.

Glossary of Terms

NOTE: The source references listed in this draft glossary would be removed prior to first reading and are included here solely for informational purposes during the amendment review process. Citations are not typically included in glossaries.

Aboriginal (see Indigenous Peoples)	This is a collective name for all of the original peoples of Canada and their descendants. The Constitution Act of 1982 specifies that the Aboriginal Peoples in Canada consist of three groups – First Nations, Inuit and Métis – with unique heritages, languages, cultural practices and spiritual beliefs. The term Aboriginal peoples should not be used to describe only one or two of the groups. Because Aboriginal peoples is the term used in Canada’s constitution, it has specific importance within a Canadian legal context. Other terms include Indigenous Peoples, Native Peoples, Original Peoples, or First Peoples. For our purposes, the term “Indigenous Peoples” is currently the preferred and most respectful term to use. (Source: Assembly of First Nations)
Archaeological Sites	Archaeological sites consist of the physical remains of past human activity. All archaeological sites in British Columbia are protected under the <i>Heritage Conservation Act</i> . This applies whether sites are located on public or private land, and whether the site is known or unknown. Protected archaeological sites may not be altered or changed in any manner without a permit. There are over 60,000 archaeological sites recorded in BC’s Provincial Heritage Register including the remains of village and other habitation sites, as well as resource procurement activities such as fishing weirs and culturally modified trees. These sites may date anywhere from recent times to 14,000+ years ago, and studies continue to uncover new information. (Source: BC Archaeology Branch)
Biodiversity	Biodiversity (biological diversity) is the variety of living things, including diversity within species (genetic diversity), diversity between species, and diversity of ecosystems. When biodiversity characteristics are assessed for any location or region, three attributes are considered: 1) composition (describes the parts of each biodiversity component in that area – e.g. habitat types, species present, genetic diversity within species); 2) structure (refers to the physical characteristics supporting that composition – e.g. size of habitats, forest canopy structure, etc.); 3) function (means the ecological and evolutionary processes affective life within that structure – e.g. pollination, natural disturbances, predator-prey relationships). (Source: Biodiversity BC)
Colonialism	Colonizers are groups of people or countries that come to a new place or country and steal the land and resources from Indigenous peoples, and develop a set of laws and public processes that are designed to violate the human rights of the Indigenous peoples, violently suppress the governance, legal, social, and cultural structures of Indigenous peoples, and force Indigenous peoples to conform with the structures of the colonial state. Historical and ongoing colonialism, including the dispossession of lands, has a deep and devastating impact on Indigenous people and communities. (Source: BC Addressing Racism Working Glossary; BC Office of the Human Rights Commissioner)
Community Heritage Site	A community heritage site is real property that is considered to be heritage property. (Source: Local Government Act)
Conservation	Actions, legislation, or institutional arrangements that lead to the protection or preservation of a given species, group of species, habitat, natural area, or property or areas of human heritage value or character.
Critical Habitat	Under the federal <i>Species at Risk Act</i> , critical habitat is the habitat that is necessary for the survival or recovery of listed extirpated, endangered, or threatened species, and that is identified as critical habitat in a recovery strategy or action plan. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. (Source: <i>Species at Risk Act</i>)

Land Use Density and Intensity	Density is regulated through zoning. Density may be defined by the number of units per given area of land. Density may also be measured by dividing the built area including all floor area, by the total area of the lot, e.g., floor area ratio (FAR) is an example Intensity of use refers to the impacts of different types of land uses, e.g., certain types of commercial or industrial uses could be more intense with more impacts than residential or vice versa. Of note, density and intensity of use can combine to increase cumulative impacts of the land use.
Ecosystem	An ecosystem is a collection of communities of both living and non-living things that are connected. The biotic elements in an ecosystem include living things such as plants and animals. The abiotic elements found in an ecosystem include non-living things like land forms or climate. Healthy ecosystems provide important “services,” like clean air and water, healthy forests and farms, and habitat for plants and animals. (Source: Government of BC)
Ecosystem Integrity	Ecosystems have integrity when their native components, such as native species, biological communities, natural landscapes and ecological functions, are intact and are likely to persist. (Source: Government of Canada)
Environment	The components of the Earth, including: 1. land, water and air, including all layers of the atmosphere, 2. all organic and inorganic matter and living organisms, and 3. the interacting natural systems that include components referred to in paragraphs (a) and (b). (Source: Impact Assessment Agency of Canada)
Equity / Equitable	Equity refers to achieving parity in policy, process and outcomes for historically and/or currently underrepresented and/or marginalized people and groups while accounting for diversity. It considers power, access, opportunities, treatment, impacts and outcomes. (Source: Equity & Inclusion Glossary, UBC)
First Nations	First Nations is not a legal term but came into common use in the 1970s to replace Indian, which some people found offensive. Many communities have also replaced “band” with “First Nation” in their names. Symbolically, the term elevates First Nations to the status of “first among equals” alongside the English and French founding nations of Canada. It also reflects the sovereign nature of many communities, and the ongoing quest for self-determination and self-government. First Nations people may live on or off reserve, they may or may not have legal status under the <i>Indian Act</i>, and they may or may not be registered members of a community or nation. “First Nations” should be used exclusively as a general term as community members are more likely to define themselves as members of specific nations or communities within those nations. (Source: Assembly of First Nations)
Groundwater Recharge Areas	Groundwater recharge areas are terrain that inherently provide geographical and ecological conditions for the infiltration of water from the land surface to the subsurface through soils, sediments, and fractured bedrock to replenish groundwater sources. Groundwater recharge areas can be <i>diffuse</i> where widespread precipitation on the landscape infiltrates into groundwater sources or <i>localized</i> where discrete surface water sources such as streams, lakes, septic fields, and/or irrigation fields infiltrate into groundwater sources. Groundwater recharge areas that have a significant groundwater recharging effect for drinking water sources or groundwater dependent ecosystems in the Islands Trust Area are defined as <i>Critical Aquifer Recharge Areas</i>.
Heritage Site	Heritage site means, whether designated or not, land, including land covered by water, that has heritage value to British Columbia, a community or an aboriginal people. (Source: BC Heritage Conservation Act)
Inclusive / Inclusion	Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all. (Source: Equity & Inclusion Glossary, UBC)

Indigenous Cultural Heritage	Indigenous Peoples understand and describe cultural heritage according to their distinct perspectives, traditions, and languages. For Indigenous Peoples, cultural heritage refers to ideas, experiences, objects, artistic expressions, practices, knowledge, and places that are valued because they are culturally meaningful, connected to shared memory, or linked to collective identity. Indigenous cultural heritage cannot be separated from either Indigenous identity or Indigenous life. Indigenous cultural heritage can be inherited from ancestors or it can be created by people today as a legacy for future generations. Indigenous Peoples have a right to identify their own cultural heritage, interpret its meaning, and safeguard its value. (Source: Indigenous Heritage Circle)
Indigenous Governing Body	Indigenous Governing Body means an entity that is authorized to act on behalf of Indigenous peoples that hold rights recognized and affirmed by section 35 of the Constitution Act, 1982 .
Indigenous Knowledge / Knowledge Holders	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 worldviews 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. It is important to note that some Indigenous communities are struggling to maintain their Indigenous Knowledge due to ongoing impacts of colonialism. (Source: Impact Assessment Agency of Canada)
Indigenous Peoples (see Aboriginal Peoples)	Indigenous Peoples has the same meaning as aboriginal peoples in section 35 of the Constitution Act, 1982 . The Assembly of First Nations also states: There is no official definition of Indigenous Peoples. In part, Indigenous communities, peoples and nations can be described as those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of the societies now prevailing on those territories. Other terms include Aboriginal Peoples, Native Peoples, Original Peoples, or First Peoples. (Source: Assembly of First Nations)
Indigenous Rights	The term 'Indigenous Rights' is to be interpreted in accordance with the Province of British Columbia's Distinctions-Based Approach Primer, December 2023.
Middens	Midden, or 'shell midden' archaeological sites are indicative of past First Nations settlement activity. Formed by the accumulation of stratified cultural deposits over thousands of years, shell midden sites represent some of the most complex archaeological sites in the world. Source: McLay et al (2008) <i>A'lhut tu tet Sul'hweentst Respecting the Ancestors</i> <i>Note:</i> A midden may be an archaeological indicator of village and burial sites, and may contain ancestral remains
Nature-based solutions	Nature-based solutions are actions to protect, sustainably manage, and restore natural and modified ecosystems that address societal challenges effectively and adaptively, simultaneously benefiting people and nature. Nature-based Solutions address societal challenges through the protection, sustainable management and restoration of both natural and modified ecosystems, benefiting both biodiversity and human well-being. Nature-based Solutions are underpinned by benefits that flow from healthy ecosystems. They target major challenges like climate change, disaster risk reduction, food and water security, biodiversity loss and human health, and are critical to sustainable economic development. (Source: International Union for Conservation of Nature (IUCN))

Precautionary Principle	Principle 15 of the Rio Declaration, known as the precautionary principle, states: “In order to protect the environment, the precautionary approach shall be widely applied by States according to their capabilities. Where there are threats of serious or irreversible damage, lack of full scientific certainty shall not be used as a reason for postponing cost-effective measures to prevent environmental degradation.” Four central components of the precautionary principle include: taking preventive action in the face of uncertainty; shifting
	the burden of proof to the proponents of an activity; exploring a wide range of alternatives to possibly harmful actions; and increasing public participation in decision making. (Source: <i>The Precautionary Principle in Environmental Science</i> , Kriebel et al., 2001)
Preservation	To maintain in a given condition. Preservation often requires maintaining the processes that generate the desired condition.
Protection	To maintain over the long term by managing, or if necessary limiting, the type and intensity of development or activity to ensure that valued attributes are not compromised or destroyed.
Reconciliation	Reconciliation is about establishing and maintaining a mutually respectful relationship between Aboriginal and non-Aboriginal peoples in this country. In order for that to happen, there has to be awareness of the past, an acknowledgement of the harm that has been inflicted, atonement for the causes, and action to change behavior. (Source: Truth & Reconciliation Commission)
Restoration	Restoration is the process of assisting the recovery of an ecosystem that has been degraded, damaged, or destroyed. Ecological restoration seeks to initiate or accelerate ecosystem recovery following damage, degradation, or destruction. (Source: Society for Ecological Restoration)
Sensitive Ecosystems	Sensitive ecosystems are classified as ‘sensitive’ because of their rarity and vulnerability to disturbances such as human impacts and climate change. The BC Sensitive Ecosystems Inventory identifies sensitive ecosystem types, which have been adapted by the Islands Trust Conservancy to identify sensitive ecosystems commonly found in the Islands Trust Area, including: <u>Cliff</u>: Steep slopes, often with exposed bedrock. Very little soil accumulation, and only exceptionally hardy trees and plants. Cliffs are important vegetation refugia because they are often inaccessible to deer browsing or livestock grazing and can be important nesting habitat for birds. <u>Freshwater</u>: all freshwater networks including but not limited to streams, lakes, wetlands, groundwater sources, springs, and precipitation⁵. <u>Herbaceous</u>: Shallow soils characteristic of herbaceous ecosystems support low-growing vegetation, such as grasses, forbs (low, broad-leaved plants), wildflowers, mosses and lichens. Few trees and shrubs survive on these sites due to the fast-drying and often shallow nature of the exposed soils. <u>Old and Mature Forest</u>: Dry to moist forests dominated by conifer or deciduous tree species with a canopy cover of over 30%. Old forests have a stand age of over 250 yrs.; Mature forests have a stand age of 80–250 yrs. <u>Riparian</u>: Located adjacent to lakes, streams and rivers and characterized by plant communities and soils dependent on increased moisture. Influenced by erosion, sedimentation, flooding and seepage. <u>Wetland</u>: Feature moisture-dependent plants that thrive in an environment where water remains at or above the surface of the soil during most of the year. Can be bog, fen, marsh, swamp, shallow water, wet meadow or a mixture of these types. <u>Woodland</u>: Dry and open forests dominated by a mix of broadleaf and coniferous tree species with canopy coverage of 10–30%. Generally restricted to south-facing slopes and ridges with shallow soils and bedrock outcroppings. (Source: BC Sensitive Ecosystems Inventory, as adapted in Islands Trust Conservancy Regional Conservation Plan 2018-2027)
Species At Risk	An extirpated, endangered, threatened species, or a species of special concern. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. Species of special concern means a wildlife species that may become a threatened or an endangered species because of a combination of biological characteristics and identified threats. (Source: Federal <i>Species at Risk Act</i>)
Stewardship	Voluntary, cooperative actions that nurture and take responsibility for the long-term integrity of the environment and amenities in the Islands Trust Area
Sustainable	Capable of being maintained indefinitely; capable of meeting the environmental, economic, and social needs of current generations without compromising the ability of future generations to meet their needs.

Treaties / Treaty Nations	Treaties are constitutionally protected, government-to-government agreements that identify, define and implement a range of rights and obligations, creating long-term, mutually binding commitments. Treaties negotiated through the BC treaty negotiations process are tripartite agreements between the governments of Canada, British Columbia, and a First Nation. The goal of treaties is reconciliation. Treaties signed with First Nations in Canada between 1701 and 1923 are commonly referred to as historic treaties. In BC, there are Douglas treaties, signed with First Nations on Vancouver Island, and Treaty 8 covering a portion of northeastern BC. Treaties signed today are called modern treaties, and cover where there are no historic treaties, and can also deal with matters not addressed in historic treaties. (Source: BC Treaty Commission)
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BRIEFING

To: Executive Committee **For the Meeting of:** October 30, 2024

From: David Marlor, Director,
Legislative and Information
Services **Date Prepared:** October 18, 2024

SUBJECT: Options for Sharing GIS between Planning and Conservancy

PURPOSE: to update the Executive Committee on steps taken to ensure Geographic Information System (GIS) resources are shared between planning and the conservancy.

BACKGROUND:

At its joint meeting on January 31, 2024 with the Islands Trust Conservancy Board, the Executive Committee passed the following resolution:

that Executive Committee request staff to provide the Executive Committee and Islands Trust Conservancy with options for sharing Geographic Information Systems (GIS) resources.

On October 9th 2024 staff from Islands Trust Conservancy and Geographic Information Systems (GIS) met to discuss the current state of support for Islands Trust Conservancy. Staff identified the needs and worked towards solutions to ensure that resources are provided to both planning and conservancy.

The Senior Technical analyst is working with the GIS team to streamline operations, and provide service based on needs and priority. The intention is that this will be monitored, and frequent check-in with staff to ensure needs are being met.

All GIS information is kept in a central database and is accessible to both ITC and planning staff (with the exception of information that is subject to strict agreements on who may access it). This ensures that data from either planning or ITC is available to both units to use in their work.

ATTACHMENT(S):

None

FOLLOW-UP:

None

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Jeffrey Lloyd, Senior Technical Analyst/Oct 18, 2024



REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: October 30, 2024

From: Trust Area Services

Date Prepared: October 21, 2024

SUBJECT: Islands Trust Newsletter

RECOMMENDATION:

That the Executive Committee approve the creation, distribution and format of a quarterly Islands Trust newsletter.

1. PURPOSE:

To seek Executive Committee approval for the launch of an online quarterly newsletter aimed at improving communication between the Islands Trust and the public.

2. BACKGROUND:

In March 2024, the Islands Trust Council adopted the Islands Trust Communications Strategy, which prioritizes transparent and effective communication with the public about the projects and initiatives of the Trust, while also sharing relevant news from the Islands Trust Area.

Staff have identified a quarterly newsletter as a key tactic to meet these goals, particularly the Strategy's primary objective:

Goal 1: Recognize and respond to community interests by providing information that connects citizens, elected officials, and staff.

The newsletter is designed for the public, residents of the Islands Trust Area, elected officials, and staff. It will serve as a platform to share updates on Islands Trust activities, programs, and partnerships. Trustees and staff will be able to propose topics for inclusion, subject to editorial discretion based on the relevance, timing, and alignment with the Islands Trust Communications Policy.

It is important to note that the newsletter will not promote any particular political ideology or endorse specific businesses. Its primary purpose is to advance the mandate of the Islands Trust, ensuring unbiased and inclusive communication.

The newsletter will also support several key objectives of the Communications Strategy, including:

3.4: Communicating to the public, elected officials, and staff about partnerships with other organizations, particularly those that offer engagement opportunities to communities within the Islands Trust Area.

3.7: Demonstrating how specific projects and initiatives align with and contribute to the Strategic Plan and the overall mission of the Islands Trust.

Additionally, the Communications Strategy recommends the use of e-newsletters as a primary tool for public communication, further reinforcing the need for this initiative.

The newsletter will not replace stand alone subscriber notices about important topics that may need to be communicated in a more timely manner.

3. IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This newsletter supports the Islands Trust Communications Strategy. This newsletter will be undertaken as part of routine communications activities, and will be incorporated into communications about projects and initiatives.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: This newsletter is intended to go out four times per year, with the first edition in November/December 2024. The Director of Trust Area Services and/or the CAO will approve the newsletter content.

FIRST NATIONS: None.

OTHER: None.

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

5. ATTACHMENT(S):

- a. Islands Trust Newsletter – Fall 2024 Edition (draft);
- b. Islands Trust Communications Strategy, 2024

RESPONSE OPTIONS

Recommended:

That the Executive Committee approve the creation, distribution and format of a quarterly Islands Trust newsletter.

Alternative:

- 1) That the Executive Committee request that staff provide additional information.
- 2) That the Executive Committee not approve a newsletter.
- 3) Request no further action.

Prepared By: Communications Specialist, October 21, 2024
Reviewed By/Date: Director, Trust Area Services, October 21, 2024

Morgana van Niekerk

From: Islands Trust <info@islandstrust.bc.ca>
Sent: Tuesday, October 22, 2024 3:24 PM
To: Morgana van Niekerk
Subject: *** TEST TEMPLATE *** Islands Trust Newsletter



Islands Trust News

Islands Trust Council Announces New Chief Administrative Officer

Rueben Bronee has been named as the the new Chief Administrative Officer (CAO) of Islands Trust and will start in the role in late November, 2024. Bronee brings more than 15 years of public sector leadership experience. Read more in the news release [here](#).



Islands Trust Policy Statement Amendment Project

Islands Trust Council and its Committee of the Whole continue to meet regularly to consider changes to the draft new Policy Statement. Read more about the latest developments in the project [here](#).



Islands Trust Projects

Gabriola Island Official Community Plan Review

An Official Community Plan (OCP) review provides a long-term strategy for land use management, outlining objectives and policies to guide future growth and development of the community. The Gabriola Island community is invited to participate in the OCP Review. [Learn more.](#)



Navigating Development for Housing in the Trust Area

When owners are considering developing on their lot, they should consider typical and alternative housing options in their the local trust area and what each agency regulates. [Learn more.](#)



Community Engagement Framework for Land Use Planning Projects

Community engagement refers to the active involvement of the general public or a specific community in planning or policy decision-making processes related to a particular project or initiative. Learn more about the Islands Trust framework [here](#).



Salt Spring Island Complete Communities Assessment

The Salt Spring Islands Local Trust Committee has launched the Complete Community Assessment. Read more about the Complete Community Assessment and access the mapbook [here](#).



Island Stories

Invasive Species Alert

Help eradicate invasive Shiny Geranium before it can spread further. Shiny geranium threatens local ecosystems by outcompeting native plants and disrupting habitats. Read more about Shiny Geranium and how you can help in this great guide from the Capital Regional District [here](#).



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Islands Trust Communications Strategy 2024

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1. Context

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 questions and concerns, including social media trends, 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
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 communication for engagement** with community by:

- 3.1. Supporting 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 a communication work plan per engagement 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 staff person tasked with 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. Communicate to the public, elected officials, and staff about partnerships with other organizations that have existing engagement tools or platforms that communities in the Trust Area can participate in (e.g. Comox Valley Regional District <https://engagecomoxvalley.ca/>)
 - 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.

Islands Trust communications need 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

All communications will rely on the website as a base. 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

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.

Specific projects, events, or programs that are not run by Islands Trust but may further the mandate of Islands Trust can be featured. For example, an event organized by another government focused on rainwater harvesting is of interest to the Islands Trust's audiences. It will, therefore, be on Islands Trust What's New section and/or social media when appropriate and where timing allows, with a focus on Islands Trust captions and, if possible, graphics. Staff will develop a companion procedure to clarify which items may be shared and when.

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:

- **Social Media** 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
- **Website analytics monitoring software** 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

From: TC PAC Regional Hub / Hub Regional PAC (TC/TC) <TC.PACRegionalHub-hubregionalPAC.TC@tc.gc.ca>

Sent: Wednesday, October 9, 2024 3:07 PM

Subject: Discussion paper on potential regulations to increase access to marine emergency services and to improve response to pollution incidents – document de discussion sur les règlements potentiels visant à améliorer l'accès aux services d'urgence en mer et à a

UNCLASSIFIED / NON CLASSIFIÉ

Transport Canada is starting new regulatory development to help increase access to marine emergency services and improve response to pollution incidents. As an initial step, we have published an [online discussion paper](#) to seek input to help determine the scope and key features of these potential regulations.

This work is the next step following [amendments to the Canada Shipping Act, 2001 completed in 2023](#). Potential regulations would:

- identify the types of vessels that should have emergency services arrangements and what should be included in the arrangements
- identify the types of vessels and handling facilities that should have plans to respond to hazardous and noxious substance incidents and what should be included in the response plans
- introduce a response coordinator role to help implement vessel pollution response plans on behalf of the vessel owner

You can share your feedback by emailing OPP.EMEM.HNS-PPO.AGUM.SNPD@tc.gc.ca before **January 31, 2025**. Your comments will help us refine the proposed regulatory approach and develop more details which we will share for further discussion as we continue through the regulatory development process.

Through the Community Participation Funding Program (CPFP), eligible Indigenous organizations, communities, and not-for-profit organizations can apply for funding to support their participation in discussions related to OPP initiatives and marine transportation. Short-term, eligible activities may include preparing for, travelling to, and participating in meetings as well as reviewing documents such as this discussion paper and providing written comments. For more information, please visit [Apply for CPFP funding – Marine Transportation Component \(canada.ca\)](#)

If you have any questions or would like to further discuss the topic, please contact OPP.EMEM.HNS-PPO.AGUM.SNPD@tc.gc.ca.

Thank you,
Transport Canada OPP Engagement

From: AVICC Info <info@avicc.ca>

Sent: Monday, October 21, 2024 4:59 PM

To: Theresa Dennison <tdennison@avicc.ca>

Subject: 2025 AVICC AGM & Convention - 1st call for Resolutions and Convention Information

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

The Association of Vancouver Island & Coastal Communities (AVICC) is currently planning the [2025 AVICC AGM & Convention](#) taking place April 11-13, 2025 at the Vancouver Island Conference Centre in downtown Nanaimo. The [City of Nanaimo](#) and the [Regional District of Nanaimo](#) will be our hosts, and we thank them for supporting the association. AVICC is honoured to gather on the traditional territories of the [Snuneymuxw First Nation](#), the [Qualicum First Nation](#), and the [Snaw-naw-as \(Nanoose\) First Nation](#) for the upcoming convention, and we look forward to their involvement throughout.

[2025 Accommodation information](#) has been posted on our website. When planning your stay in Nanaimo, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 11th, usually starting at 8:30am. The official convention opening is at 2:00pm on Friday, April 11th, and the conference finishes at noon on Sunday, April 13th. The AVICC banquet will be held on Saturday night.

Please find attached four documents relating to the 2025 AVICC AGM & Convention for your consideration and action:

1. RESOLUTIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Executive is putting out a first call for resolutions to be considered at the 2025 AVICC AGM & Convention (attached). AVICC members may now submit board or council endorsed resolutions following the requirements outlined in the attached Call for Resolutions. The deadline for resolutions is **4:30pm on Thursday February 6th, 2025**. Submitting resolutions well ahead of the deadline is strongly encouraged to allow time to review submissions with the sponsoring local government.

2. NOMINATIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Nominating Committee is now accepting nominations for elected official members to serve on the 2024/25 AVICC Executive Committee. The deadline for nominations is **4:30pm on Thursday February 6, 2025**. A Nomination Form and information about the positions on the AVICC Executive Committee is attached.

3. SESSION PROPOSALS- DEADLINE DECEMBER 2, 2024

Is there a topic that you would like to hear about? Do you have a speaker you would like to suggest? Send in your suggestions by completing the attached form and submitting it

to info@avicc.ca by **Monday, December 2, 2024**. The AVICC Executive will review all session proposals at our December meeting and confirm the sessions at our January meeting.

4. STUDENT PARTICIPATION PROGRAM- DEADLINE JANUARY 9, 2025

It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant. The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. To sponsor a student in your community, please work with them to complete and submit the attached 2025 AVICC AGM & Convention Student Participation Application by **Thursday, January 9, 2025**.

To make the content of the annual AVICC Convention more widely available, the AVICC Executive has decided that, for the 2025 Convention, we will once again record some of the sessions to make them available for a limited time after the convention. In addition, elections for the 2025/26 AVICC Executive Committee will be open to all members, not just those in attendance at the in-person convention. Registration will be available in February, and further detailed information about the convention will be communicated to members and posted on our [website](#) as it becomes available.

If you require assistance, or if you have any questions, please feel free to reach out to Theresa Dennison at tdennison@avicc.ca. We look forward to seeing you in Nanaimo!

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

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2025 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2025 Nominating Committee is Past President Penny Cote.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations, including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by 4:30 PM, Thursday, February 6, 2025**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

Past President Penny Cote, Chair, 2025 Nominating Committee
c/o AVICC
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
email: info@avicc.ca

NOMINATIONS FOR THE 2025-26 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to info@avicc.ca by **4:30 PM, Thursday February 6, 2025**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD/FN: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Penny Cote, Chair, Nominating Committee,
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8
or via email to info@avicc.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

AVICC EXECUTIVE ELECTED POSITIONS

The [AVICC Bylaws](#)¹ include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

PRESIDENT

- Acts as Meeting Chair;
- Participates in discussion, provides and votes on motions;
- Approves communications, meeting agendas, and financial transactions;
- Represents AVICC at external meetings and reports back to the AVICC Executive;
- Provides staff oversight;
- Handles all media relations;
- Hosts the AVICC luncheon at the UBCM Convention;
- Oversees the planning of the AVICC AGM & Convention; and
- Other functions as assigned by the AVICC Executive Committee.

FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT

- Acts as Meeting Chair if the President is absent from the meeting;
- Acts in the role of President in their absence;
- Participates in discussion, provides and votes on motions; and
- Other functions as assigned by the AVICC Executive Committee.

DIRECTORS AT LARGE (THREE POSITIONS) AND ELECTORAL AREA DIRECTOR

- Participates in discussion, provides and votes on motions.

IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)

The immediate Past-President remains part of the AVICC Executive and acts in an advisory role to the President. The Past-President participates in discussion, provides and votes on motions, and acts as the Chair of the Nominating Committee.

EMPLOYEE

The Association has one full-time permanent staff person, who provides the key administrative and operational functions for the organization, and who reports to the AVICC President on behalf of the AVICC Executive. AVICC's employee also acts as Secretary-Treasurer of the Association.

¹ <https://avicc.ca/wp-content/uploads/2018/10/2018-Bylaws-final-1.pdf>

EXECUTIVE MEETINGS

The full Executive meets in person seven times a year (5 virtual and 2 in-person), following this general pattern:

- June- virtual
- August- virtual
- October- in-person
- December- virtual
- January- virtual
- March- virtual
- Thursday preceding the Annual Convention (afternoon)- in-person

If required, there may be a brief administrative meeting onsite after convention.

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday. The October in-person meeting is typically held in Nanaimo. Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings (with reimbursement for only the added expenses that would not normally be incurred for attending the annual Convention).



2025 AVICC AGM & Convention

Student Participation Program

Deadline January 9, 2025

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2025 AVICC AGM & Convention in Nanaimo at the Vancouver Island Conference Centre from April 11-13, 2025. The Convention brings together elected officials and staff from 54 local governments on Vancouver Island and in BC coastal communities, provincial representatives, and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members are responsible to ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2025 Convention is currently underway. It will follow the same format as the [2024 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 11, 2025: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 12, 2025: 7:30am-4:30pm (banquet not included)
- Sunday, April 13, 2025: 7:30am-12:00pm

Coffee break refreshments, light reception food at the Welcome Reception on Friday night, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government.

Please complete and submit the attached application form **via email to info@avicc.ca by 4:30pm on Thursday, January 9, 2025.**

The AVICC Executive will be evaluating and approving applications for participation in the 2025 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application.

If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Coordinator, at 236-237-1202 or tdennison@avicc.ca.



2025 AVICC AGM & Convention

Student Participation Application

Deadline January 9, 2025

Member Organization- Sponsor

Organization _____
Contact Name _____
Contact Email _____
Contact Phone _____

Student Applicant Information

Student Name _____
Student Email _____
Student Phone _____
Institution/School _____
Area of Study/Grade _____

Why would you like to attend the 2025 AVICC AGM & Convention?

Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

Sponsoring AVICC Member

Name: _____
Position: _____
Signature: _____
Date: _____

Student Applicant

Name: _____
Signature: _____
Date: _____

Please submit applications by January 9, 2025 via email to info@avicc.ca



2025 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2025 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 11-13, 2025.

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 6, 2025**

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 backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder 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". 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.
- b. Late Resolutions must be received by AVICC by **noon on Wednesday, April 9th, 2025**.
- c. 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.
- 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 9:00 am 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 if endorsed, it 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, 2025**. 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. AVICC will forward any response to the regional resolution sponsor.
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.**

There should be 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. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

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 local governments. 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 (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate background** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single background relating to multiple resolutions. The background 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 and/or UBCM** << *specify here the **action(s)** that AVICC and/or 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. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>.

<<*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 **AVICC and/or UBCM** << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



AVICC 2025 Convention
April 11-13, 2025
Vancouver Island Conference Centre
CALL FOR SESSION SUBMISSIONS

Thank you for your interest in participating in the 2025 AVICC Convention. It will be held Friday through Sunday, April 11-13, 2025, at the Vancouver Island Conference Centre in downtown Nanaimo.

To submit a proposal, fill in the information requested below and email this document back as a **word document** to info@avicc.ca.

The deadline for submissions is Monday, **December 2, 2024**.

There are limited spots on the program including:

- three 60-minute plenary presentations;
- six 60-to-90-minute concurrent workshops on Saturday afternoon; and
- one 2-to-3-hour pre-convention workshop to take place on Friday morning.

Session Proposal Considerations:

- Delegates encourage sessions that involve multi-party perspectives (panels) and that are **interactive**, rather than “talking head” presentations.
- Preference will be given to sessions with an interactive or facilitated component to their proposal.
- Topics should be relevant to our local government members – focusing on the important issues impacting local government elected officials and their communities.

Please complete the following section with **as much information as possible**. The AVICC Executive will consider all of the proposed sessions at their December 13, 2024 meeting, with final decisions made at the January 17, 2025 meeting. Panelist information can be updated after the December 2nd deadline as sessions and details are confirmed.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

Session Description (for review of AVICC Executive Committee. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	

Name - Presenter #4:	
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by January 31st, 2025 for inclusion in the brochure and program.

Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters agree to submit all PowerPoint presentations by March 28th, 2025.

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____

From: Susan Yates
Sent: Thursday, October 24, 2024 6:42 PM
To: Executive Admin
Cc: Clare Frater
Subject: Increased tanker traffic in Trust and San Juan area

Hi EC,

This is a very late request but couldn't get it to you sooner; based on a recent news item from the Seattle Times in our IT distribution, about increased tanker traffic since May when the TransMountain pipeline began shipping oil out via coastal terminals. I asked Director Frater if there has already been any discussion on this topic with San Juan Commissioners.

The news report from the Seattle Times specifically mentioned the concern from people in the San Juan area, since it is not their pipeline shipments. Is this something we could discuss and maybe get advocacy from, with the San Juan Commissioners? For the Dec. or the March Council agenda?

Again, sorry for the late request, and I look forward to your reply,

Thank you,
Susan

From: stewart [REDACTED] <[REDACTED]>
Sent: Friday, October 25, 2024 12:38 AM
To: Executive Admin
Cc: itcmail
Subject: Ambiguous and inaccurate Executive wording

Hello,

The wording of the Islands' Trust 's Purpose in the Act had words inserted which dramatically change the context of the purpose of the Islands' Trust.

The Islands' Trust was created to Preserve and Protect the natural habitats that are unique in the World to this archipelago

The intrinsic uniqueness of the natural habitats to each island is world renown and an uncontested and uncontestable scientific fact.

The wording within the Island Trust Act in Part1 Section 3 of the Act named Object does not contain the original purpose and meaning of the Islands' Trust. It was altered and is in violation of the Islands Trust Purpose of being.

The uniqueness of the government form extended from the unique habitat and for the unanimous decision to protect the intrinsic properties of the islands' natural intrinsic habitats.

Nowhere in the Object of the Trust is this initial condition stated nor defined when the uniqueness of the government form issues from it.

It states " The object of the Trust is to preserve and protect its unique amenities and environment for the benefit of the trust area residents..."

This statement exudes ambiguity. Firstly, islands' natural habitats are not "amenities".

They are intrinsic synergistic foundational systems upon which all life within the archipelago depends,including the human species.

"Amenities " means pleasures or pleasantries. Natural habitats are intrinsic. The word "amenities" does not meet the high standard of the words preserve and protect within the Act as do the words "natural habitats".

Mr. Luckham asks on behalf of all of the regions residents for a definition of the word "amenities" when in fact this word should be removed entirely and replaced with "natural habitats.

The initial conditions of the Trust's creation requires this.

The word "environment" is more ambiguous still. This word means "surroundings of " or "influences on" or "natural world" or "all elements that affect a system".

Acts of Law require precision of wording to make Law as clear and succinct as possible. This word "environment" does the opposite by its vagueness of use.

The "object "of the Trust ensues from initial conditions and that is from the decision to preserve and protect the unique world class natural millions of years old natural habitat. The word " environment" does not meet the high standard required to define the Object of the Trust. The words "natural intrinsic habitats" do meet that high standard of clarity. These should be the wording used in an Act.

Mr. Luckham by writing that letter of his on our behalf shows that he does not understand the Object of the Trust that ensues from the initial conditions that caused its creation or that he wishes to replace them with his focus on "amenities" being pleasantries or ambiguities of any person's interpretation of the word "environment".

The Conservancy and the people of the region who know the astounding uniqueness of the intrinsic natural habitat domains of synergy within our region should insist the Act describe the Trust's Objective in no uncertain terms.

The words "amenities" and "environment" do not do that. They could well be replaced by the words "smoke" and "mirrors".

I would move that the letter Mr. Luckham wrote be revised or withdrawn due to the seriousness of some inaccuracies surrounding fundamental use of the words in the Act and his desire to entrench ambiguity into the Act's wording.

An Act and Statute requires a higher standard of word meaning than his plea for help.

Let me and us know what you think,
Stewart Brands

Active Projects Report

Executive Committee

1. Request to Minister for Review of Islands Trust

Activity:

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

Responsible

Julia Mobbs

Dates

Rec'd: 01-Nov-2023
Target: 31-Mar-2025

2. Update Islands Trust Policy Statement

Activity:

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process.
Updated Project charter approved March 2023. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater

Dates

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

3. First Nations Reconciliation

Activity:

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

Responsible

Clare Frater

Dates

Rec'd: 02-Sep-2020
Target: 31-Mar-2025

Active Projects Report

Executive Committee

4. *Strategic Planning*

Responsible

Dates

Activity:

Julia Mobbs

Rec'd: 03-May-2023

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

Target: 31-Dec-2024

Future Projects Report

Executive Committee

1. *Marine Ecosystems*

Advance the preservation and protection of marine ecosystems.

Responsible

Clare Frater

Date Received

03-May-2023

2. *MOTI MOU's*

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

Responsible

Stefan Cermak

Date Received

03-May-2023

3. *Climate Change Emergency*

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

Responsible

Clare Frater

Date Received

03-May-2023

4. *Provincial Funding Strategy*

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

Responsible

Julia Mobbs

Date Received

07-Mar-2023