Executive Committee
Agenda

Date: Wednesday, January 15, 2025

Time: 9:15 a.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**		
2.	**TERRITORIAL ACKNOWLEDGEMENT**		
3.	**APPROVAL OF AGENDA**		
	3.1	**Introduction of New Items**	
	3.2	**Approval of Agenda**	
		3.2.1 Agenda Context Notes	5 - 5
4.	**RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING**		
	Chair to rise and report from the December 18, 2024 Executive Committee closed meeting that minutes from a previous meeting were adopted.		
5.	**ADOPTION OF MINUTES**		
	5.1	**Draft Executive Committee Special Meeting Minutes of December 9, 2024**	6 - 9
	5.2	**Draft Executive Committee Meeting Minutes of December 18, 2024**	10 - 16
6.	**FOLLOW UP ACTION LIST AND UPDATES**		
	6.1	**Follow Up Action List/Director/CAO Updates**	17 - 26
	6.2	**Local Trust Committee Chair Updates**	
	6.3	**Islands Trust Conservancy Liaison Update**	
7.	**BYLAWS FOR APPROVAL CONSIDERATION**		

7.1 **Bowen Island Municipality - Land Use Bylaw Amendment Bylaw No. 674 - Request for Decision** 27 - 75

THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 674, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 674, 2024" is not contrary to or at variance with the Islands Trust Policy Statement.

8. **TRUST COUNCIL MEETING PREPARATION - None**

8.1 **Executive**

8.2 **Trust Area Services**

8.3 **Planning Services**

8.4 **Administrative Services**

8.5 **Legislative and Information Services**

9. **COMMITTEE OF THE WHOLE MEETING PREPARATION**

9.1 **Executive**

9.2 **Trust Area Services**

9.2.1 **Draft January 30, 2025 Committee of the Whole Meeting Agenda**

See Appendix 1

9.3 **Planning Services**

9.4 **Administrative Services**

9.5 **Legislative and Information Services**

10. **EXECUTIVE COMMITTEE PROJECTS**

10.1 **Trust Council Initiated**

10.1.1 **Executive**

10.1.1.1 **December Post-Trust Council Survey Results - Briefing** 76 - 87

10.1.1.2 **Trust Council Continuous Learning Plan Survey - Request for Decision** 88 - 91

THAT Executive Committee direct staff to administer the Continuous Learning Plan survey to Trustees before the end of January, and that the results inform an updated Continuous Learning Plan for approval at the March 2025 Trust Council meeting.

10.1.1.3 **Budget Requests Reconsideration - Briefing** 92 - 114

10.1.2 **Trust Area Services**

10.1.2.1 **2025 Association of Vancouver Island Coastal Communities/Union of BC Municipalities Proposed Resolutions (Annual Item) - Request for Decision** 115 - 119

THAT the Executive Committee direct staff to forward a resolution with backgrounder for consideration at the 2025 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province implement initiatives that offer mental health supports tailored to the needs of local elected leaders in British Columbia.

10.1.3 Planning Services

10.1.4 Administrative Services

10.1.5 Legislative and Information Services

10.2 Executive Committee Initiated

10.2.1 Executive

10.2.2 Trust Area Services

10.2.3 Planning Services

10.2.4 Administrative Services

10.2.4.1 **Appointment of Financial Statement Auditors - Request for Decision** 120 - 122

THAT KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2024/25 financial statement audit.

10.2.5 Legislative and Information Services

10.2.5.1 **Development of Primers - Discussion** 123 - 123

Vice-Chair Elliott

10.2.5.2 **Chair Primer** 124 - 125

For review and feedback.

11. NEW BUSINESS

11.1 Executive/Trust Council

11.2 Trust Area Services

11.2.1 LTC Chairs Report on Local Advocacy Topics

11.3 Planning Services

11.4 Administrative Services

11.5 Legislative and Information Services

12. CORRESPONDENCE (for information unless raised for action)

12.1 2024-10-31 Bowen Island Municipality - Policy Statement Amendment Project 126 - 127

See agenda item 3.2.1 Agenda Context Notes

12.2 2024-12-05 J Ronsley - Draft Trust Policy Statement 128 - 131

12.3 2025-01-08 Raincoast Conservation Foundation - Letter of support for climate resiliency grant funding 132 - 134

12.4 2025-01-08 Western Canada Marine Response Corporation - Invitation to tour the Incident Command Post 135 - 136

12.5 2025-01-09 B Lee - Illegal RV Campground, Salt Spring Island 137 - 137

13. WORK PROGRAM

13.1 Review and amendment of current work program 138 - 140

14. NEXT MEETING

The next scheduled Executive Committee meeting will take place electronically on February 5, 2025 at 9:15 a.m.

15. CLOSED MEETING

That the meeting be closed to the public subject to Sections 90(1)(a) and (c) of the Community Charter in order to consider matters related to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and labour relations or other employee relations; and that staff attend the meeting.

16. ADJOURNMENT

Agenda No.	From	Context Notes
12.1	Executive Office	Trust Council has requested staff work with Executive Committee to reply to Mayor Leonard and Bowen Island Municipal Council's letter regarding the Policy Statement Amendment Project dated October 31, 2024. Staff are seeking direction from Executive Committee on content for the letter.

Executive Committee
Minutes of a Special Electronic Meeting

Date:	December 9, 2024
Time:	2:00 pm
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
Members Present:	Peter Luckham, Chair, Thetis Trustee Tobi Elliott, Vice-chair, Gabriola Trustee David Maude, Vice-chair, Mayne Trustee Timothy Peterson, Vice-chair, Lasqueti Trustee
Staff Present:	Rueben Bronee, Chief Administrative Officer Julia Mobbs, Director, Administrative Services Stefan Cermak, Director, Planning Services Clare Frater, Director, Trust Area Services David Marlor, Director, Legislative and Information Services Joe Elliott, Senior Indigenous Relations Advisor Robert Kojima, Regional Planning Manager Kim Stockdill, Island Planner Brad Smith, Island Planner Lori Foster, Executive Administrative Assistant/Recorder
Members of the public present:	There were approximately 4-5 members of the public present electronically

1. CALL TO ORDER

At 2:00 PM Chair Luckham called the meeting to order and acknowledged the meeting was being held on Coast Salish territory.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items - None

2.2 Approval of Agenda

By general consent the agenda was approved as presented.

2.2.1 Agenda Context Notes – None

3. BYLAWS FOR APPROVAL CONSIDERATION

3.1 Galiano Island Local Trust Committee Bylaw No. 283 - Supplemental Briefing

Regional Planning Manager (RPM) Kojima summarized the briefing included in the agenda package.

By general consent item 5. Closed Meeting, was addressed next followed by item 6. Rise and Report.

5. CLOSED MEETING

EC-2024-153
It was MOVED and SECONDED,
That the meeting be closed to the public subject to Section 90(1)(i) of the Community Charter in order to consider matters related to receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff be invited to remain in the meeting.

CARRIED

At 2:10 PM the meeting was closed to the public and was reopened to the public at 2:41 PM.

6. RISE AND REPORT DECISIONS FROM CLOSED MEETING

Chair Luckham noted there was nothing to report.

3.2 Galiano Island Local Trust Committee - Bylaw Nos. 283 and 284 - Request for Decision

Discussion ensued, particularly on proposed Bylaw No. 283 Development Permit Area exemption "q".

EC-2024-154
It was MOVED and SECONDED,
THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 283, cited as "Galiano Island Official Community Plan Bylaw 108, 1995, Amendment No. 1, 2022" in accordance with Section 27 of the Islands Trust Act.

CARRIED

EC-2024-155
It was MOVED and SECONDED,
THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 284, cited as "Galiano Island Land Use Bylaw 127, 1999, Amendment No. 1, 2022" in accordance with Section 27 of the Islands Trust Act.

CARRIED

4. NEW BUSINESS - None

4.1 Executive/Trust Council
4.2 Trust Area Services
4.3 Planning Services
4.4 Administrative Services
4.5 Legislative and Information Services

7. CORRESPONDENCE (for information unless raised for action)

7.1 2024-11-18 S Pottle - Galiano Island Proposed Bylaw 283
7.2 2024-11-18 J Margison - Letter for Nov.20 EC Mtg re- Galiano Bylaw 283
7.3 2024-11-18 A Forget - Galiano By Law 283
7.4 2024-11-18 J Bartley - Protest Bylaw 283 Executive Committee for Approval
7.5 2024-11-18 M Czuma - re-bylaw 283
7.6 2024-11-18 S Webster - Letter of concern.Galiano Island bylaw 283
7.7 2024-11-19 A Moses - Galiano LTC proposed bylaw 283
7.8 2024-11-19 B Hotte - Protesting Bylaw 283 Galiano Local Trust Committee
7.9 2024-11-19 D Arber - NB Islands Trust Executive Committee
7.10 2024-11-19 D Holmes - Proposed Galiano Local Trust Committee Bylaws# 283 284
7.11 2024-11-19 G Gaylor - Galiano Bylaws 283 and 284
7.12 2024-11-19 J Buttery - Bylaw 283 Bylaw 284
7.13 2024-11-19 J Webster - Letter of concern. Galiano Island bylaw 283
7.14 2024-11-25 B Campbell - Bylaw 283
7.15 2024-11-25 D Holmes - Letter to Executive Committee Re: Draft Galiano LTC Bylaws 283 and 284
7.16 2024-11-25 K Ramsay - Galiano Bylaw 283
7.17 2024-11-25 P Ramsay - Bylaw 283 Exemption P
7.18 2024-11-25 S Anderson - Expression of concern re- Galiano Island LTC - Bylaws 283 and 284
7.19 2024-11-25 T Rockafella - Bylaw 283, exemption (p)
7.20 2024-11-26 R Beairsto - Bylaw 282 exemption
7.21 2024-11-27 K Kyle - Bylaw 238
7.22 2024-11-27 J Bowers - Implications of exemption P as proposed in Bylaw 283
7.23 2024-11-27 L Whynot - Galiano LTC by-law 283
7.24 2024-11-28 M Howell - Bylaw 283
7.25 2024-11-28 S Rybak - GLTC Bylaw. 283 - exemption "p"
7.26 2024-11-28 J Bartley - Letter To EC re: Galiano Bylaw #283
7.27 2024-12-01 H Schofield - Galiano Island proposed bylaw 283, Item P
7.28 2024-12-01 L Seay - Galiano LTC Bylaw 283
7.29 2024-12-02 T Flynn - Galiano Bylaw 283

DRAFT

8. ADJOURNMENT

By general consent the meeting was adjourned at 3:30 PM.

_____
Peter Luckham, Chair

Certified Correct

_____
Lori Foster, Executive Administrative Assistant/Recorder

DRAFT

Executive Committee

Minutes of a Regular Meeting

Date: **Wednesday, December 18, 2024**
Location: **Electronic Meeting**

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

Staff Present:
Rueben Bronee, Chief Administrative Officer
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative Services
Julia Mobbs, Director, Administrative Services
Jason Youmans, Senior Policy Advisor
Alexandra Trifonidis, Executive Coordinator

Members of the public present: No members of the public were present.

1. CALL TO ORDER

The meeting was called to order at 9:16 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

The Chair requested a separate section on the agenda for Committee of the Whole meeting preparation, matching the format of the Trust Council Meeting Preparation section.

3.1 Introduction of New Items

The following addition to the agenda were presented for consideration:

- 10.6 Electronic Meeting Participation for Trustees in Local Trust Committees

3.2 Approval of Agenda

By general consent the agenda was approved, as amended.

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Nothing to report.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of December 3, 2024

By general consent the Executive Committee meeting minutes of December 3, 2024 were adopted as presented.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

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

By general consent Executive Committee requested consolidation of items 5, 10, 11, and 12 of the Director, Trust Area Services Follow Up Action List.

6.2 Local Trust Committee Chair Updates

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings.

6.3 Islands Trust Conservancy Liaison Update

Nothing to report.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Bowen Island Municipality – Official Community Plan Amendment Bylaw No. 671 and Land Use Bylaw Amendment 672 - Request for Decision

The Senior Policy Advisor presented the request for decision.

Discussion ensued on administration of conservation covenants and costs associated with management of conservation covenants. Clarification was provided that the Islands Trust Conservancy Board has not yet seen these Bylaws.

EC-2024-156
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 671, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 671, 2024" is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.

CARRIED

EC-2024-157
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 672, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 672, 2024" is not contrary to or at variance with the Islands Trust

Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.

CARRIED

7.2 Gambier Island Local Trust Committee - Bylaw Nos. 153 and 154 - Request for Decision

The Chair presented the request for decision noting it has been a seven-year conversation with significant participation from the Keats Island community.

EC-2024-158
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 153, cited as "Keats Island Official Community Plan, 2002, Amendment No. 1, 2021" in accordance with Section 27 of the *Islands Trust Act*.

The Committee discussed the waterfront zone setback area being 7.5 meters.

The Committee pointed out on page 69 in paragraph 3, the words "First Nations" be included after "municipalities".

CARRIED

EC-2024-159
It was MOVED and SECONDED,
that Executive Committee request staff advise Gambier Local Trust Committee that the Object of the Islands Trust should be updated in the Justification section of the bylaw No. 153 to reflect the current wording.

CARRIED

EC-2024-160
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 154, cited as "Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The Committee recessed for break at 10:30 a.m. and reconvened at 10:40 a.m.

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of December 3 - 5 Trust Council Meeting – Discussion

The Committee and staff conducted a roundtable review of the December Trust Council meeting.

8.2 Executive

8.2.1 December Trust Council Business Decision Highlights

The Committee reviewed the decisions highlights document requesting the following amendments:

1. Add the words "concerning marine safety" in the San Juan County Joint Session paragraph.
2. Add the words "opportunities for" in the Tiny Homes section.
3. Add a "t" on to the end of Vice-Chair Elliott's name in the last paragraph.

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

8.2.2 Trust Council Follow Up Action List

The Committee reviewed the Trust Council Follow Up Action List.

By general consent the Trust Council Follow Up Action List was received for information, as presented.

8.3 Planning Services - None
8.4 Administrative Services - None
8.5 Trust Area Services - None
8.6 Legislative and Information Services - None

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated

9.1.1 Executive

9.1.1.1 Continuous Learning Plan – Briefing

Director, Administrative Services spoke to the item and walked the Committee through the Potential Future Learning Topics lists.

The Committee discussed how to move forward and next steps, with one idea being to poll trustees.

It was noted that the first priorities are on the Follow Up Action List.

Two new ideas were presented for consideration:

1. Cityview training
2. Learning resources and materials available for trustees

EC-2024-161
It was MOVED and SECONDED,
that Executive Committee request staff to review the Continuous Learning Plan and bring back recommendations for prioritizing, and a trustee survey.

CARRIED

9.1.2 Trust Area Services

9.1.2.1 Association of Vancouver Island and Coastal Communities/Union of BC Municipalities Resolution Selection (Annual Item) - Request for Decision

Director, Trust Area Services presented the item noting timing and capacity are a challenge with the holidays approaching and meeting scheduling.

Staff shared that no items to two items could be moved forward from a local government.

Vice-Chair Peterson spoke to the two resolution topic suggestions he brought forward, requesting the mental health topic to move forward if one is to be chosen.

The Committee reviewed and discussed the three resolution topic suggestions.

Discussion ensued around work and deliverables.

EC-2024-162
It was MOVED and SECONDED,
that the Executive Committee direct staff to draft a resolution and backgrounder on mental health supports for locally elected leaders for submission to the Association of Vancouver Island and Coastal Communities 2025 convention for Executive Committee's consideration in January 2025.

CARRIED

The Committee recessed for break from 12:01 p.m. and reconvened at 12:39 p.m.

9.1.2.2 Draft Committee of the Whole January 8, 2025 Meeting Agenda

Staff noted the agenda content is a continuation of the December 12, 2024 Committee of the Whole meeting agenda, as the quick turnaround between meetings did not leave enough time to produce a new agenda and because the Committee did not have enough time to address all of the items on the previous agenda.

The Committee reviewed the draft Committee of the Whole agenda of January 8, 2025 and discussed meeting logistics.

A suggestion was made to add a motion template for wording policy amendment changes to guide the Committee when making motions.

By general consent Executive Committee advanced the agenda to Committee of the Whole, as presented.

9.1.3 Planning Services - None
9.1.4 Administrative Services - None
9.1.5 Legislative and Information Services - None

9.2 Executive Committee Initiated - None

10. NEW BUSINESS

10.1 Executive/Trust Council

10.2 Trust Area Services

10.2.1 LTC Chairs Report on Local Advocacy Topics

Local trust committee chairs reported on the following local advocacy topics:

- The Lasqueti Local Trust Committee passed a motion requesting the Chair to send a letter to Fisheries and Oceans Canada regarding an ageing dock that needs to be upgraded on Lasqueti Island.

10.3 Planning Services - None
10.4 Administrative Services - None
10.5 Legislative and Information Services - None

10.6 Electronic Meeting Participation for Trustees in Local Trust Committees – Discussion

Concern was raised around an emerging issue at local trust committee meetings regarding trustees' electronic participation.

The Committee discussed how to address this situation.

Staff shared information on legalities, referencing the Islands Trust Meeting Procedure Bylaw No. 101.

Discussion ensued on the following:

- the burden put on the in-person trustee at the meeting;
- concerns on a Trust wide area policy;
- keeping up with the times, and the change in how meetings are conducted now;
- focus on serving the public;
- how presence at in-person public meetings is important; and
- a process clearly laid out for trustees.

11. CORRESPONDENCE (for information unless raised for action)

11.1 2024-12-11 J Fuller - San Juan County Follow-up from Joint Meeting

Staff and Committee members have responded to the writer.

By general consent Executive Committee directs staff to work with the Chair to write a thank you letter to San Juan County Council.

12. WORK PROGRAM

12.1 Review and amendment of current work program

By general consent the Work Program was received for information.

13. NEXT MEETING

The next Executive Committee meeting is scheduled to take place electronically on January 15, 2025 at 9:15 a.m.

14. CLOSED MEETING

EC-2024-163
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the Islands Trust; and the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 1:19 p.m. and reopened at 1:48 p.m.

15. ADJOURNMENT

By general consent the meeting adjourned at 1:49 p.m.

_____

Peter Luckham, Chair

CERTIFIED CORRECT:

_____

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

Islands Trust

Print Date: January 10, 2025

Follow Up Action Report

Executive Committee

Progress		Activity	Responsibility	Dates	Status
15%	1	**Trust Council Direction:** Staff to work with Executive Committee to reply to Mayor Leonard's correspondence and Bowen Island Municipal Council.		Meeting: 05-Dec-2024 Target: 31-Dec-2024	In Progress
0%	2	**Trust Council Direction:** Staff to work with Executive Committee to review their budget requests and provide any reductions for incorporation into the March budget.		Meeting: 05-Dec-2024 Target: 31-Jan-2025	In Progress

Chief Administrative Officer

Progress		Activity	Responsibility	Dates	Status
24%	1	Explore future education/workshop sessions on decision-making to benefit trustees.	Rueben Bronee	Meeting: 24-May-2023 Target: 31-Jan-2025	In Progress
50%	2	Staff to provide options for more frequent Executive Committee meetings and the associated workload and budget impacts for 2025/26.	Rueben Bronee	Meeting: 30-Oct-2024 Target: 28-Jan-2025	In Progress
100%	3	Staff to bring back the Continuous Learning Plan to a future meeting including remarks from Vice-Chair Elliott and the list of topics from the previous Council.	Rueben Bronee	Meeting: 30-Oct-2024 Target: 18-Dec-2024	Completed
0%	4	Staff to continue to investigate a facilitated Code of Conduct session for a Trust Council meeting, as soon as practicable.	David Marlor Rueben Bronee	Meeting: 30-Oct-2024 Target: 12-Mar-2025	In Progress
75%	5	Staff to review the Continuous Learning Plan and bring back recommendations for prioritizing, and a trustee survey.	Rueben Bronee	Meeting: 18-Dec-2024 Target: 31-Jan-2025	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information 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 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: 10-Jun-2025	In Progress
50%	3	Staff to create the following primers for trustees: 1. Electronic Meeting Attendee Primer (Completed) 2. Chair Role Primer	David Marlor	Meeting: 11-Sep-2024 Target: 11-Mar-2025	In Progress
0%	4	Staff to continue to investigate a facilitated Code of Conduct session for a Trust Council meeting, as soon as practicable.	David Marlor Rueben Bronee	Meeting: 30-Oct-2024 Target: 12-Mar-2025	In Progress
0%	5	Staff to add a discussion on minute taking standards for Committee of the Whole minutes to a future Trust Council agenda.	David Marlor	Meeting: 30-Oct-2024 Target: 17-Jun-2025	In Progress
0%	6	**Trust Council Direction:** Staff to schedule a facilitated session focusing on Trustee conduct and tools at Council and chair responsibilities during Council sessions and Standing Committees.	David Marlor	Meeting: 05-Dec-2024 Target: 31-Jan-2025	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress		Activity	Responsibility	Dates	Status
0%	7	**Trust Council Direction:** Staff to return to Trust Council with a draft bylaw to amend Trust Council's Meeting Procedure Bylaw 101 that: I. Requires delegations to specify the action they are asking of Trust Council; II. Establishes that any Trust Council direction in relation to disposition of delegations will allow time for staff to provide advice; III. If time is of the essence, Trust Council's direction in relation to disposition of delegations will delegate a response to the Executive Committee or the Trust Council Chair; IV. Establishes approval authority for receipt of delegation and establishes a different deadline for receipt of delegations for matters on the agenda, and such a deadline would need to be after the release of the agenda outline to the public and before the start of the Trust Council meeting; V. Establishes a maximum number of delegations per meeting and/or time limit for all delegations to maintain the integrity of the published agenda; and VI. Provides clear criteria for rejection of delegations, with a clear appeal process to Trust Council and 2/3 majority vote required of Trust Council to approve a rejected delegation.	David Marlor	Meeting: 05-Dec-2024 Target: 11-Mar-2025	In Progress

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
0%	2	Staff to provide information on crown land lease referral process and provide options for potential amendments.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 31-Mar-2025	In Progress
0%	3	Staff to inform Regional Planning Committee that the Executive Committee confirm that Islands Trust Council committees have the authority to pass a resolution to proceed with committee-initiated grant applications before seeking staff support for grant applications, taking into consideration the factors listed in Trust Council's Grants and Donations Administration Policy 6.5.4.	Stefan Cermak	Meeting: 20-Nov-2024 Target: 07-Feb-2025	In Progress
100%	4	Staff to advise Gambier planners and associated staff that the Islands Trust Executive Committee approved Gambier Island Local Trust Committee Bylaw No. 153, cited as "Keats Island Official Community Plan, 2002, Amendment No. 1, 2021" in accordance with Section 27 of the Islands Trust Act. And, that the Object of the Islands Trust should be updated in the Justification section of the bylaw No. 153 to reflect the current wording.	Stefan Cermak	Meeting: 18-Dec-2024 Target: 18-Dec-2024	Completed

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress		Activity	Responsibility	Dates	Status
100%	5	Staff to advise Gambier planners and associated staff that Executive Committee approved Gambier Island Local Trust Committee Bylaw No. 154, cited as "Keats Island Land Use Bylaw, 2002, Amendment No. 1, 2021" in accordance with Section 27 of the Islands Trust Act.	Stefan Cermak	Meeting: 18-Dec-2024 Target: 18-Dec-2024	Completed

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
0%	2	Staff, with advice from Trustee Elliott, to draft a letter to Snuneymuxw First Nation to gauge their interest in a joint meeting and mention that there is an opportunity to jointly apply for up to a $20,000 Union of BC Municipality Community to Community Grant. In preparation for a potential grant application with Snuneymuxw First Nation staff to estimate associated costs, and report back to Executive Committee.	Clare Frater Julia Mobbs	Meeting: 18-Dec-2024 Target: 27-May-2025	In Progress

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
75%	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: 15-Jan-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
0%	5	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: 10-Jun-2025	In Progress
15%	6	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
25%	7	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
10%	8	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%	9	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
50%	10	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

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
0%	11	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: 21-Feb-2024	In Progress
89%	12	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: 15-Oct-2025	Completed
0%	13	**Trust Council Direction:** Staff to invite BC Ferries representative to the March, 2025 Trust Council meeting to discuss the dissolution of the Ferry Advisory Committees and the future of community representation for BC.	Clare Frater	Meeting: 05-Dec-2024 Target: 15-Jan-2025	In Progress
100%	14	Staff to consolidate items 5, 10, 11, and 12 of the Director, Trust Area Services Follow Up Action List Report.	Clare Frater	Meeting: 18-Dec-2024 Target: 10-Jan-2025	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
100%	15	Staff to advise Bowen Island Municipality staff that Bylaw No. 671, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 671, 2024" is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized. And, that Bylaw No. 672, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 672, 2024" is not contrary to or at variance with the Islands Trust Policy Statement provided the conservation covenants and trail access proposed as amenity contributions are realized.	Clare Frater	Meeting: 18-Dec-2024 Target: 18-Dec-2024	Completed
100%	16	Staff to amend the December Trust Council Decision Highlights as requested and then circulate and post to the Islands Trust website.	Clare Frater	Meeting: 18-Dec-2024 Target: 20-Dec-2024	Completed
100%	17	Staff to draft a resolution and backgrounder on mental health supports for locally elected leaders for submission to the Association of Vancouver Island and Coastal Communities 2025 convention for Executive Committee's consideration in January 2025.	Clare Frater	Meeting: 18-Dec-2024 Target: 07-Jan-2025	Completed
0%	18	Staff to work with the Chair to write a thank you letter to San Juan County in regards to correspondence received on the Dec 18th Executive Committee agenda titled: J Fuller - San Juan County Follow-up from Joint Meeting.	Clare Frater	Meeting: 18-Dec-2024 Target: 28-Feb-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	**19** Staff, with advice from Trustee Elliott, to draft a letter to Snuneymuxw First Nation to gauge their interest in a joint meeting and mention that there is an opportunity to jointly apply for up to a $20,000 Union of BC Municipality Community to Community Grant. In preparation for a potential grant application with Snuneymuxw First Nation staff to estimate associated costs, and report back to Executive Committee.	Clare Frater Julia Mobbs	Meeting: 18-Dec-2024 Target: 27-May-2025	In Progress

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

08-3020-20-01 BIM_BL_674

DATE OF MEETING:	January 15, 2025
TO:	Islands Trust Executive Committee
FROM:	Trust Area Services
SUBJECT:	Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 674

RECOMMENDATION

1. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 674, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 674, 2024" is not contrary to or at variance with the Islands Trust Policy Statement.**

IMPLICATIONS OF RECOMMENDATION

Organizational: None

Financial: None

Policy: None

Implementation/Communications: Communication to Bowen Island Municipality (BIM) regarding Executive Committee's decision by January 25, 2024.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 674 (Attached to Appendix 1) will amend Bowen Island Municipality Land Use Bylaw (LUB) No. 57, 2002. The proposed bylaw will update BIM's Snug Cove Design Guidelines, which are used to implement the municipality's village revitalization development permit area (DPA).

This bylaw has been forwarded to Executive Committee for comment under Section 15 of the Bowen Island Letters Patent.

BACKGROUND

Bowen's Official Community Plan designates a Village Revitalization Development Permit Area (DPA) in Snug Cove "for the purpose of the establishment of objectives and the provision of guidelines for the form and character of commercial, industrial and multifamily residential development." Guidelines for this DPA are found

in Schedule E of the Land Use Bylaw. The primary purpose of the development permit area, and the design guidelines that form part of this proposed bylaw amendment, are to ensure that new development in the village is consistent with the "Arts and Crafts" architectural style that defines Snug Cove's character.

BIM staff began a process to review and update the Snug Cove Design Guidelines in 2019. Open houses were held in 2019 and 2020 to gain public feedback. This resulted in a draft document discussed by BIM's Advisory Design Panel (ADP) through 2021 and 2022. The review was removed from Council's strategic priorities in 2022 to focus on other work. In 2024 the project was returned to Council's Strategic Plan. Staff held a workshop with the ADP in Spring 2024 to review the draft updated guidelines, and then incorporated changes and re-circulated the draft document for ADP recommended approval.

The current draft updated Snug Cove Design Guidelines, finalized this June, was endorsed by the Advisory Design Panel, which recommended that that BIM council consider adoption of the guidelines.

Bowen Island staff reports related to this matter are available as follows:

First Reading Staff Report December 9 2024 meeting
https://bowenisland.civicweb.net/document/320469/

Project Introduction Staff Report July 8 2024 meeting
https://bowenisland.civicweb.net/document/314135/

Issues Relating to First Nations Interest

The BIM staff report does not indicate that any First Nations engagement has been undertaken. The Islands Trust Policy Statement does not contain directive policies about engagement with First Nations.

Public Comments

As of the date of this Request for Decision (RFD), Islands Trust Staff have not received any public comments. BIM has held community engagement on the updated design guidelines as outlined in the December 9 meeting staff report linked above.

Staff Comments

The purpose of this RFD is to advise if the proposed bylaws may be contrary to or at variance with the Islands Trust Policy Statement (ITPS). Bowen Island Municipality has considered the Islands Trust Policy Statement Directives Policies Checklist (Attached to Appendix 1).

BIM staff have identified nine relevant Islands Trust Council policies, BIM staff and Islands Trust staff comment follow:

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.
BIM staff comments:	

The Village Revitalization Development Permit Area includes two marinas, and the design and style in the design guidelines reflect the unique character of an island community.	
Islands Trust staff comments: Policy 4.5.9 primarily concerns the marine impacts of new marinas and to ensure their scale is appropriate to the subject island. Nonetheless, application of the Snug Cove design guidelines will ensure that the form and character of new marina buildings and corresponding landscape architecture is complementary to the general character of the village.	
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.
BIM staff comments: The intent of the update to the Snug Cove Design Guidelines is to re-affirm the Arts & Crafts style and approach to development while also encouraging creative design, complementary aesthetics, and retention of the distinct Bowen character.	
Islands Trust staff comments: Staff consider that the intent of 5.1.3 is primarily to protect natural features that contribute to the overall visual quality and scenic value of the Trust Area. However, with its Arts and Crafts appearance, the village of Snug Cove has visual qualities that merit protection through the application of design guidelines.	
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.
BIM staff comments: The intent of the Bylaw amendment is to ensure that the form and character of developments in Snug Cove contribute to the overall aesthetic and character of Snug Cove.	
Islands Trust staff comments: Staff concur that the purpose of the proposed Snug Cove guidelines is to ensure positive aesthetic and experiential impacts from new development in the village.	
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.
BIM staff comments: The intent of the Bylaw amendment is to ensure that the form and character of developments in Snug Cove contribute to the overall aesthetic and character of Snug Cove.	
Islands Trust staff comments: The Snug Cove design guidelines are intended to protect the community character of the village.	

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

BIM staff comments:

Both Objective 4 Pedestrian Experience and Objective 7 Parking Flexibility focus on ensuring the village core is accessible via alternative modes by supporting pedestrian paths, accessibility and alternative modes of transportation

Islands Trust staff comments:

The Snug Cove design guidelines do not change the greater land use pattern on Bowen Island in a way that will influence the establishment of bicycle paths or other local and inter-community transportation systems.

However, the Snug Cove design guidelines do require a continuous pedestrian sidewalk of 1.5 metres to encourage a more walkable village experience and the connection of pre-existing pathways.

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

BIM staff comments:

Both Objective 4 Pedestrian Experience and Objective 7 Parking Flexibility focus on ensuring the village core is accessible via alternative modes by supporting pedestrian paths, accessibility and alternative modes of transportation.

Islands Trust staff comments:

Bowen Island has an Active Transportation Plan that addresses the broader planning for bicycle, pedestrian and equestrian trails on the island.

However, the Snug Cove design guidelines require a continuous pedestrian sidewalk of 1.5 metres to encourage a more walkable village experience and the connection of pre-existing pathways.

Staff note that the BIM land use bylaw does not have mandatory bicycle parking requirements for commercial developments.

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.

BIM staff comments:

Objective 5 Heritage Highlights states that heritage and traditional elements will be honoured. This objective focuses on preservation and retention of heritage details and community character.

Islands Trust staff comments: The Snug Cove design guidelines require that development permit applications for any buildings within the Village Revitalization DPA that are on the island's Community Heritage Register will be referred to the Island's heritage commission. The guidelines contain several other voluntary guidelines to preserve and celebrate community and Indigenous heritage in the village.	
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.
BIM staff comments: Objective 5 Heritage Highlights includes elements of preservation and protection as well as the promotion of Indigenous history and cultural elements. Education around history and heritage is also incorporated.	
Islands Trust staff comments: The Snug Cove design guidelines require that development permit applications for any buildings within the Snug Cove Development Permit Area that are on the island's Community Heritage Register be referred to the Island's heritage commission. The guidelines contain several other voluntary guidelines to preserve and celebrate community and Indigenous heritage in the village.	
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
BIM staff comments: The overall intent of the Snug Cove Design Guidelines is to ensure that the unique character and sense of place present in Snug Cove is maintained.	
Islands Trust staff comments: Staff concur that the intent of the Snug Cove Design Guidelines is to ensure that the unique character and sense of place present in Snug Cove is maintained. The guidelines contain a maximum floor area of 200 m2 for commercial units to discourage large footprint stores that would be out of character with the traditional pattern of development.	

Based on a review of the proposed Bylaw No. 674, the Bowen Island staff reports, and the ITPS Checklist, Islands Trust staff concludes that proposed Bylaw No. 674 is not contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of Land Use Bylaw No. 674 under s.15 of the Letters Patent
- Written response to Bowen Island Municipality required by January 24, 2024 (within 45 days of receipt of the referral on December 10, 2024)
- Comments from Executive Committee limited to whether or not Bylaw No. 674 is contrary to or at variance with the Islands Trust Policy Statement
- Staff does not consider Bylaw No. 674 to be contrary to or at variance with the Islands Trust Policy Statement

RELEVANT POLICY

- Islands Trust Policy 1.3.1 [Policy Statement Implementation]
- Bowen Island Municipality Letters Patent
- Islands Trust Council/Bowen Island Municipality Protocol Agreement, 2014

ATTACHMENTS

1. BIM Staff Report dated November 25, 2024 (with proposed Bylaw No. 674 and Islands Trust Policy Statement Checklist attached to the report)

RESPONSE OPTIONS

RECOMMENDATIONS

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 674, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 674, 2024" is not contrary to or at variance with the Islands Trust Policy Statement***.**

ALTERNATIVES

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 674, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 674, 2024" may be contrary to, or at variance with, the Islands Trust Policy Statement for the following reasons . . . [list reasons].*

Submitted By:	Senior Policy Advisor, Trust Area Services	December 16, 2024
Reviewed By:	Director, Planning Services	December 19, 2024

To: Mayor Leonard and Council

From: Sophia Reder, Planner 1

Date: November 25, 2024 Meeting Date: December 9, 2024

Subject: Snug Cove Design Guidelines Update

RECOMMENDATION

That Council receive the results of the Snug Cove Design Guidelines community engagement activities and committee referral;

That Bylaw No. 674, 2024, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 674, 2024" be read a first time;

That Bylaw No. 674, 2024 and the attached Islands Trust Policy Checklist be referred to the Islands Trust.

PURPOSE

To present Council with the results of the Snug Cove Design Guidelines community engagement activities and Heritage Commission referral, the updated Draft Snug Cove Design Guidelines and the amendment bylaw to update the requirements and process for a Development Permit.

BACKGROUND

In 2024, Council assigned the update to the Snug Cove Design Guidelines to the Strategic Plan. Accordingly, at the July 8, 2024 meeting, Council was presented with a staff report. This report re-introduced the updated Snug Cove Design Guidelines project to Council and sought direction to proceed. This resulted in a referral to the Heritage Commission as well as Council directing staff to proceed with community engagement and to develop an amendment bylaw to implement the updated draft guidelines.

COMMUNITY ENGAGEMENT ACTIVITIES

To reach a broad community audience, the following activities were conducted:

- Dedicated project webpage hosted on the BIM website
- Hosted two open houses to gather public input
- Letter mailed to all properties located within the Village Revitalization and Village Periphery Development Permit Areas inviting them to the open houses
- Advertised the project and the open houses in the weekly BIM communications newsletter

The goals of this round of community engagement were to advertise that the project had been restarted, to gather feedback on the development permit process and requirements as well as to engage with the community around the use of the guidelines as a tool for applicants.

COMMUNITY ENGAGEMENT RESULTS

Staff adopted a hybrid approach for the open houses, hosting one in person at the Bowen Island Library Annex and one online via zoom. They occurred in the afternoon/ evenings of October 7th and 9th, 2024 and 16 members of the public attended the open houses and provided verbal feedback. Three complete feedback forms were received by staff, while the rest of the feedback was provided verbally by open house attendees directly to Staff.

The questions asked of the public at the open houses and on the feedback form covered the following:

a) Using the document to determine what would or would not require a development permit
b) How clear it was to follow what is and is not a mandatory objective, and
c) How the process of applying for and being issued a development permit would occur.

The feedback received was that the process is clearly explained, easy to identify mandatory and optional elements within the document and that what would trigger a development permit or not is clear.

Two additional themes emerged through the community engagement activities. The first theme being that more consideration could be given to accessibility through design. Particularly when considering an aging population and mobility concerns. This feedback resulted in the inclusion of an additional optional element under Objective 4 Pedestrian Experience, element 4D Accessibility.

The second theme was fire protection and particularly focused on design elements that could promote fire protection. Objective 1 Artistic and Rural Character includes optional element 1C Materials which promotes wood or wood-look materials. As this is an optional element, it has remained in the guidelines. However, to ensure Fire Smart information is accessible to applicants, additional information will be included on the BIM website's development permit page under the new section titled "Additional Resources".

Discussions about affirming the Arts and Crafts design style and other discussions about subjective design opinions took place at the open houses. However, because of prior public engagement and the Advisory Design Panel's work, which emphasized the community's desire to preserve and affirm the Arts and Crafts style, this feedback was not incorporated into the revised draft.

HERITAGE COMMISSION REFERRAL

Following Council direction, Staff presented the Draft Snug Cove Design Guidelines to the Heritage Commission at their July 16, 2024 meeting. This resulted in two recommendations from the commission, and they are included as follows.

It was Moved and Seconded

That the Heritage Commission provide the following recommendations regarding Objective 5 of the draft Snug Cove Design Guidelines Update:

- *In section 5A, replace "presented" to the Heritage Commission with "referred" and add "and ensure that new elements are sympathetic to existing heritage aesthetics in massing, design and finishes";*
- *Create a new section, 5B, that encourages retention of existing heritage elements of properties whether or not they are listed on the Community Heritage Register;*
- *In section 5C, include: "The massing, design and finishes of a proposal for a site adjacent to a Heritage Register site should be sympathetic to the character defining elements of the Community Heritage Register site';*
- *In the "How to Use these Guidelines" section, include additional heritage information for applicants; and,*

That the Heritage Commission recommend that Council direct Staff to continue to consult the Commission regarding updates to the Snug Cove Design Guidelines.

CARRIED UNANIMOUSLY

The first three recommendations have been implemented in the Draft Snug Cove Design Guidelines in Objective 5 Heritage Highlights. The final recommendation will be implemented on the website's development permit page under a section titled "Additional Resources".

As stated in the previous staff report, future amendments could be made to the Village Revitalization DPA to expand the area to include additional properties that are included in the Community Heritage Register. This has been recommended by the Heritage Commission at their July meeting.

It was Moved and Seconded

That the Heritage Commission recommend that Council include consideration of expanding the boundary of the Snug Cove Development Permit Area, as part of the Official Community Plan review process, to include:

- *The Old General Store (the library) and the Boulevard Cottage, and,*
- *The village areas of Crippen Park, such as:*
    - *The Davies Orchard Cottages;*
    - *The Seaside Cottage; and,*
    - *The Causeway.*

CARRIED UNANIMOUSLY

Staff recommend that this be referred to the OCP Steering Committee for consideration during the OCP review process.

CHANGES TO THE LAND USE BYLAW

To implement the Draft Snug Cove Design Guidelines, Section 7.3 Village Revitalization Development Permit Area, the Land Use Bylaw must be amended. This includes the replacement of

the current Schedule “E”, Design Guidelines with the updated document. These changes are proposed in Bylaw 674, 2024, which is attached to this report.

Prior to this proposed amendment, Section 7.3 had components of the 1980’s design guidelines embedded in the land use bylaw but did not include any information on when the guidelines applied nor any information on what exempt activities were. The language was unclear, using terms such as “should”, “could” or “may”, leaving applicants, staff and the advisory design panel (ADP) without direct guidance and allowing for a variety of interpretations.

The existing format of Section 7.3 is also not consistent with the formatting of other development permit area guidelines, which include both a Guidelines and Exemptions section.

The proposed amendments replace the current Guidelines section with only Schedule “E” and then a list of what activities require a development permit be issued. An Exemptions section has also been added. This will make Section 7.3 more consistent with other development permit area guidelines, as well as clearer for staff, the ADP and applicants to utilize.

FINANCIAL/ RESOURCE/MAINTENANCE CONSIDERATIONS
There are no financial, resource or maintenance considerations as a direct result of this report.

COMMUNICATION STRATEGY
The proposed bylaw amendment is consistent with Bowen’s Official Community Plan. As such, Bowen is not required to hold a Public Hearing for this amendment bylaw, and instead is required to provide notice of consideration of First Reading of this bylaw.

Staff have given the required notice for this consideration of First Reading. Staff would again provide notice prior to consideration of Second and Third Reading, to allow additional opportunities for public comments on this bylaw.

ECOLOGICAL/ENVIRONMENTAL/CLIMATE CONSIDERATIONS
There are no ecological, environmental or climate considerations as a direct result of this report.

OTHER CONSIDERATIONS

1. **Islands Trust Policy Statement Required Referral**

Staff have reviewed the Islands Trust Policy Statement Checklist to determine if the amendment bylaw is consistent with the Islands Trust Policy Statement. Staff have identified nine policies that are relevant to the amendment bylaw and are of the opinion that the bylaw is in compliance with the policy.

Staff have listed those policies, and accompanying staff comments, below:

	4.5	**Coastal Areas and Marine Shoreland**
✓	**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.

Staff Comment	The Village Revitalization Development Permit Area includes two marinas, and the design and style in the design guidelines reflect the unique character of an island community.

	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.
Staff Comment		The intent of the update to the Snug Cove Design Guidelines is to re-affirm the Arts & Crafts style and approach to development while also encouraging creative design, complementary aesthetics, and retention of the distinct Bowen character.

	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.
Staff Comment		The intent of the Bylaw amendment is to ensure that the form and character of developments in Snug Cove contribute to the overall aesthetic and character of Snug Cove.
✓	**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.
Staff Comment		The intent of the Bylaw amendment is to ensure that the form and character of developments in Snug Cove contribute to the overall aesthetic and character of Snug Cove.

	5.3	**Transportation and Utilities**
✓	**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.
Staff Comment		Both Objective 4 Pedestrian Experience and Objective 7 Parking Flexibility focus on ensuring the village core is accessible via alternative modes by supporting pedestrian paths, accessibility and alternative modes of transportation.

	5.5	**Recreation**
✓	**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.

Staff Comment	Both Objective 4 Pedestrian Experience and Objective 7 Parking Flexibility focus on ensuring the village core is accessible via alternative modes by supporting pedestrian paths, accessibility and alternative modes of transportation.

	5.6	**Cultural and Natural Heritage**
✓	**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.
Staff Comment		Objective 5 Heritage Highlights states that heritage and traditional elements will be honoured. This objective focuses on preservation and retention of heritage details and community character.
✓	**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.
Staff Comment		Objective 5 Heritage Highlights includes elements of preservation and protection as well as the promotion of Indigenous history and cultural elements. Education around history and heritage is also incorporated.

	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.
Staff Comment		The overall intent of the Snug Cove Design Guidelines is to ensure that the unique character and sense of place present in Snug Cove is maintained.

CONCLUSION

The update to the Snug Cove Design Guidelines is consistent with Council's Strategic Plan, Staff have prepared the Land Use Bylaw amendment, Bylaw No. 674, 2024 to update the Snug Cove Design Guidelines and the Village Revitalization Development Permit Area requirements. Staff recommend a first reading of the bylaw and a referral to the Islands Trust.

ALTERNATIVES

1. That Council refer this report to staff for additional information
2. That Council direct staff not to pursue this action further
3. Other options as identified by Council

ATTACHMENTS AND REFERENCES:

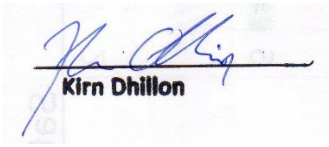
1. Draft Snug Cove Design Guidelines
2. Snug Cove Design Guidelines Cover Page
3. Application Checklist
4. Land Use Bylaw Amendment Bylaw No. 674, 2024
5. Islands Trust Policy Checklist

Submitted by: Sophia Reder, Planner 1

REVIEWED BY:

CAO	☒
Bylaw Services	☐
Communications	☐
Corporate Officer	☒
Finance	☐
Fire & Emergency	☒
Environment & Parks	☒
Planning	☒
Public Library	☐
Public Works	☐
Recreation & Community Services	☐

APPROVED BY:



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Kirn Dhillon, Chief Administrative Officer

Snug Cove Design Guidelines

2025













BOWEN ISLAND Municipality

Acknowledgement

Nexwlélexwm (Bowen Island) is part of the unceded traditional territory of the Skwxwú7mesh (Squamish) Nation. It is our great honour to be guests on this land which these people and their ancestors have stewarded since time immemorial. Therefore, traditional Indigenous approaches and solutions that are submitted as part of a development proposal shall be considered part of our respected heritage and shall be accommodated in Snug Cove, wherever possible, and foremost before the requirements described herein.









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APPENDIX A: THE COLOURS OF THE COVE





1. INTRODUCTION

Bowen Island is distinct in its rustic feel and relaxed "getaway" vibe. It has long served as a tranquil home, strong community, and spirited playground for its residents and visitors. Being close to nature and full of inspiration, it has developed a unique character and sense of place. Snug Cove is the gateway to Bowen Island, characterized by a "village in the park" feel and its Arts & Crafts character. Snug Cove hosts the ferry access point and commercial core as well as civic functions and residential areas.

The Snug Cove Design Guidelines intend to affirm an Arts & Crafts approach to development while also encouraging creative design, complementary aesthetics, and retention of the distinct Bowen character. The Arts & Crafts design movement values simplicity, utility and beauty, achieved through the integration of craftsmanship and materiality that is inspired by nature. The adaptation of Arts & Crafts along the West Coast is characterized by informal site planning, integration of the landscape and the building, and connection to outdoor spaces.

These Guidelines seek to create a harmonious and delightful experience in Snug Cove that is true to Bowen, linking our heritage, sustainability and the practical needs of today without a contrived outcome or overly restrictive process. They can be used to celebrate, protect and enhance Snug Cove into the future. Every development in the Cove is expected to contribute to this vision.

> *"Every act of building, large or small, takes on responsibility for gradually shaping its small corner of the world." - Christopher Alexander et al., A Pattern Language (1977), p. 3*

Applicants are encouraged to submit unique, creative and original proposals that build upon the Snug Cove Design Guidelines that will contribute to the overall distinct feel of Snug Cove. Applicants are encouraged to review the guidelines and meet with planning staff at the start of their design and planning process in order to discuss the objectives of the project and any potential issues or concerns. Each proposal is to be reviewed in the context of the surrounding area and for how the specific objectives of each property and proposed development support Snug Cove's distinct character.

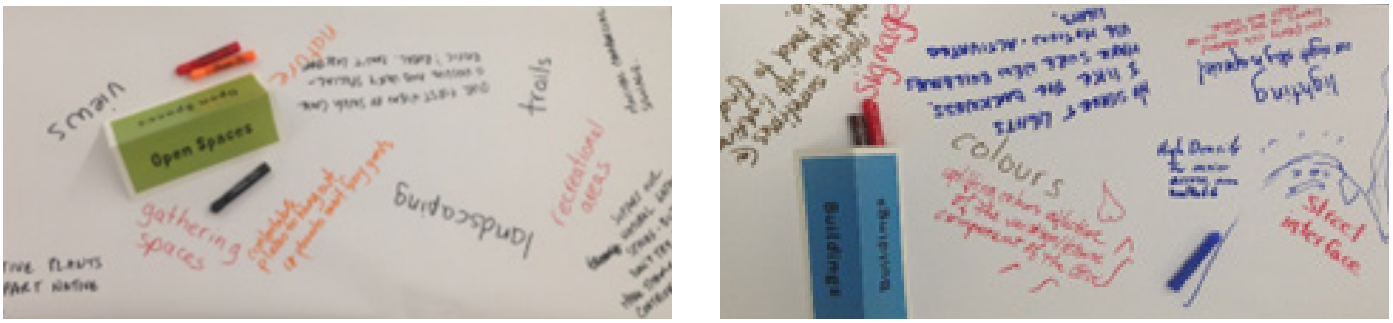

Figure 1: Engagement Boards

2. BACKGROUND

The previous Design Guidelines for Snug Cove were prepared by the Bowen Island Advisory Design Panel and released as Schedule "E" of Bowen Island Land Use Bylaw No. 57, 2002. These guidelines, like this update, focused on the theme of Arts & Crafts Design and Architecture.



Figure 2: 1985 Snug Cove Design Guidelines

The Advisory Design Panel identified the following best practices for the development of the Design Guidelines, which guided the development of the update. They are:

1. The guidelines should serve as a resource for designers, not a device to control them.
2. Include rationale behind guides to aid designers in negotiating with clients and to allow for alternative solutions.
3. Be short, simple, straightforward text, graphics and images.
4. Do not embed zoning/development standards.
5. Provide clarity, distinguishing between means and ends, and what is essential versus negotiable.
6. Be meaningful for decision-makers and the public.

As a guide to the Arts and Crafts approach, the ADP reviewed the elements described in A Pattern Language by Christopher Alexander (1977). Many of these elements – called "patterns" in the book - were included in some manner in the guidelines.

The 2019 Island Plan called for an update to these guidelines and therefore, following preparatory work, a public engagement session to provide input on these guidelines was held on January 20, 2020. Attendees to the session wrote their comments down on tabletops by topic. Topics were "Your vision for Snug Cove," "Amenities for User Groups," "Transportation & Access," "Buildings," "Open Spaces," and "Functions." The project was placed on hold with the onset of the COVID-19 pandemic, before being brought back in 2024.







3. How to Use these Guidelines

The **Application of the Guidelines** section describes how the guidelines work and when they are or are not applied. The **Guidelines** themselves are organized according to **7 Objectives** in Section 6. Each objective has mandatory and optional elements. Each development is expected to conform to all the mandatory elements and to choose the appropriate optional elements.

Applicants are expected to complete the **Application Checklist** and submit this along with appropriate plans and drawings for review by staff and the Advisory Design Panel (ADP).

4. Application of the Guidelines

HOW THESE GUIDELINES WORK

To meet these guidelines, applicants must demonstrate how their proposal achieves the mandatory elements of each objective, and which optional elements are to be incorporated. In a scenario where a mandatory element is not applicable, this situation must be explained in the application. The Advisory Design Panel will consider how individual elements meet the objectives, and the overall impact of the proposed development.

WHEN THESE GUIDELINES DO APPLY

The following require a Development Permit and review by the ADP:

- Construction of new buildings or structures,
- Additions, renovations or alterations to existing buildings and structures.
- Changes to exterior components that are visible from a public area.

WHEN THESE GUIDELINES DO NOT APPLY

The following do not require a Development Permit nor review by the ADP:

- Alterations that do not affect the exterior appearance of an existing building or structure.
- Replacement of siding; replacement of windows or doors, and repainting or re-staining of the exterior with a matching colour, design or material to what is currently in place.
- Outdoor maintenance and repair of buildings or structures, which does not change the footprint of nor materially change the exterior appearance of the building or structure.
- Replacement of sign faces with no change to the size, location or type of sign.
- Landscaping or gardening work where the work is restoring native plantings, conducting habitat creation or maintenance in similar design to existing.

WHERE DO THESE GUIDELINES APPLY

These guidelines apply to properties within the Village Revitalization Development Permit (DP) Area as indicated in the OCP. A digital map of the DP Area is available online.



Figure 3: Snug Cove Development Permit Area

5. Enforcement

Security deposits of up to the cost of compliance and withholding of building occupancy may be used to enforce compliance with the terms of the Development Permit.
A letter of Irrevocable Credit may serve to meet the required security should elements require follow-up after project completion.



01 OBJECTIVE 1 ARTISTIC AND RURAL CHARACTER

Intent: A unique and welcoming rural character, that emphasizes hand-crafted details made for and by everyday local people.

1A SIGNAGE — MANDATORY

Each sign for a single business or entity shall not exceed 2 m^2 in area (measured as rectangular area from outside edge to edge). No waterfall awnings, backlit boxes or awnings, exposed fluorescent lights, or off-premises advertising. Hand-made wooden or hand-painted signage is encouraged.

1B TRIM — OPTIONAL

Designs should provide a minimum visible trim of 7.5 cm (approx.3") for all windows, doors, and roofs.

1C MATERIALS — OPTIONAL

Maximize wood or wood-look materials on exterior walls and roof surfaces. Plans should avoid unpainted metal surfaces, aluminum, or vinyl trim, especially on the ground floor.

1D HAND-CRAFTED — OPTIONAL

Designs should include hand-crafted details such as stained glass, signage, murals, sculpture, roof caps, gates, bike racks, benches, or other artistic touches, which shall be visible from public areas. It is encouraged to commission Bowen-based or local Indigenous artists to complete this work. Provide interest via details unique to the project such as trim, signage, mailboxes, etc.

1E COLOUR — OPTIONAL

Proposals should contribute to the distinct Bowen character of Snug Cove by choosing a colour palette that aligns with the Cove's history, village character and eclectic Arts & Crafts aesthetic. The example colours provided in Appendix A are representative of that distinct Snug Cove feel and character and the surrounding landscape. The colour palette included could be used to guide applicants when choosing colours for signage, street furniture or in the built form.

1F LIGHTING — OPTIONAL

Other than neon or colored lighting (such as Christmas lights), publicly visible lighting is "warm" in temperature (maximum of 3500 Kelvin). All light sources above 6 lumens shall be fully shielded above the horizontal plane running through the lowest point on the light source. Any digital and backlit surfaces, mounted so as to be easily viewed from public locations, are discouraged.



Figure 5: Hand-crafted signage



Figure 4: Small wooden signage



Figure 6: Stained glass window



Figure 7: Wooden trim windows and roof line

02 OBJECTIVE 2 COMMUNITY-ORIENTED

Intent: Support community building and provide community amenities.

2A OPENNESS — MANDATORY

Proposals shall provide a visual connection (either a window, patio, terrace, or balcony) on each non-accessory building elevation (i.e. all four sides) that allows an occupant to view the ground level near the building, when possible given building code restrictions.

Non-residential uses shall be visually open to public areas through windows at eye height along at least 25% of ground-level external walls that are adjacent to public areas or sidewalks. To ensure this, exterior barriers such as fences, windowless walls, or hedges with an opacity exceeding 70% shall not exceed 1.2 m in height if they are within 1 m of public areas or sidewalks.

Vegetation that would create such a barrier within 3 years without maintenance is not permitted except where there is residential use on the ground floor.

2B SCREENING — MANDATORY-

Back-of-house and rooftop features over 1 m^3 such as garbage storage, mechanical units, or tanks shall be beautified or concealed.

2C FURNISHING & SERVICES — OPTIONAL

In non-residential areas, provide public amenities such as tables, arbours, benches and other seating, water fountains, lawn games, and play areas. In non-residential areas, consider not-for-profit community support services, such as a take-a-book-leave-a-book library.

2D LIVE/ WORK — OPTIONAL

Encourage live/work units to support small, locally owned businesses or long-term rental units exclusively for Bowen Island workers and their families.



Figure 8: Open space in front of a business



Figure 10: Garbage area screening



Figure 9: Visual connection through patio into a business



Figure 11: Lawn games



Figure 12: Take a book/ leave a book library



03 OBJECTIVE 3 HUMAN-SCALE DESIGN

Intent: Buildings will be arranged and details scaled to create small village charm.

3A ROOFS — MANDATORY

Roofs shall be pitched whenever possible.

Flat roof areas larger than 2 m^2 and more than 10% of roof area, excluding mechanical rooftop areas, shall provide at least one of the following uses: a rooftop eating area, a residential terrace, a vegetated roof, or energy/solar heat production.

3B UNIT SIZE — MANDATORY

In order to encourage and support the smaller and moderate sized local, Bowen businesses, a variety of commercial unit sizes are encouraged and spaces that would accommodate large, big-box type stores is strongly discouraged. For that reason, non-residential units shall average no more than 200 m^2 per lot. Dwelling units shall average no more than 100 m^2 per lot.

3C SURFACE VARIETY — OPTIONAL

Building adjacencies or designs should not result in a plain wall that faces a road or public space that is larger than 10m^2 without any visual interest such as windows, corners, material changes, or a texture of light/shadow (i.e. shingles, narrow beveled siding, board and batten).

3D ENTRANCES — OPTIONAL

Entrance doors should be side hinge-type, not roll-up or revolving. Entrance door panels shall not exceed standard accessible door size (approximately 3 feet by 8 feet) and, unless serving a residential or back-of-house use, should not be fully opaque. Over all entrances, provide an overhang projecting at least 1m over the entrance, unless there is a larger projection from the story immediately above (such as a deck). The bottom edge of the overhang is not to exceed 0.6 m (2 feet) in height above the top of the door.

3E GLASS — OPTIONAL

Visually interrupt any glass panes larger than 2.5m^2 using, for example, grilles, dividers, mullions, or railings.



Figure 14: Pitched roof with glass pane dividers in the window

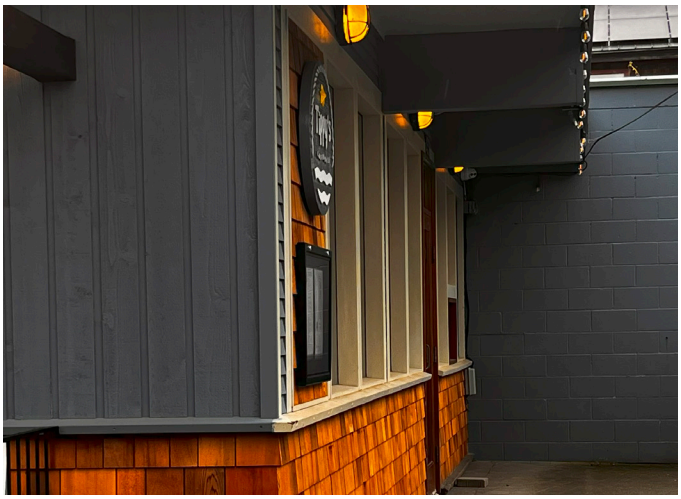

Figure 13: Covered entrance



Figure 15: Facade with surface variety and glass panes



Figure 16: Small-scale units

04 OBJECTIVE 4 PEDESTRIAN EXPERIENCE

Intent: Pedestrians will be prioritized so they can explore comfortably and safely.

4A SIDEWALKS — MANDATORY

In non-residential zones, construct new or repair existing sidewalks to ensure a continuous minimum clear width of 1.5m. Asphalt and other solid slab materials are not permitted for a pedestrian path. Connect pre-existing pathways and harmonize material and colour choices to the extent possible.

4B CROSSINGS — OPTIONAL

Maintain visual dominance for pedestrian ways over vehicular ways (such as through continuous materials and finishes). Driveways, curb cuts, and other vehicular/pedestrian crossings, should maintain or elevate the sidewalk surface in relation to vehicular ways.

4C SEPARATION — OPTIONAL

Physically separate pedestrian pathways that run alongside vehicular pathways and roads using furnishings or vegetation, such as planters or trees.

4D ACCESSIBILITY — OPTIONAL

Consideration should be given to accessibility standards that exceed the minimum legislative requirements to create inclusive spaces for all community members. This could include a focus on the ease of approaching, entering and exiting buildings, encroachment and barrier-free pedestrian routes as well as the inclusion of principles from age friendly development.

4E RAINCOVER — OPTIONAL

Provide a minimum of 1m depth of rain cover for at least 40% of the length of the pedestrian pathways or length of the building that faces the sidewalk.



Figure 17: Pedestrian only walkway elevated and separated from vehicles

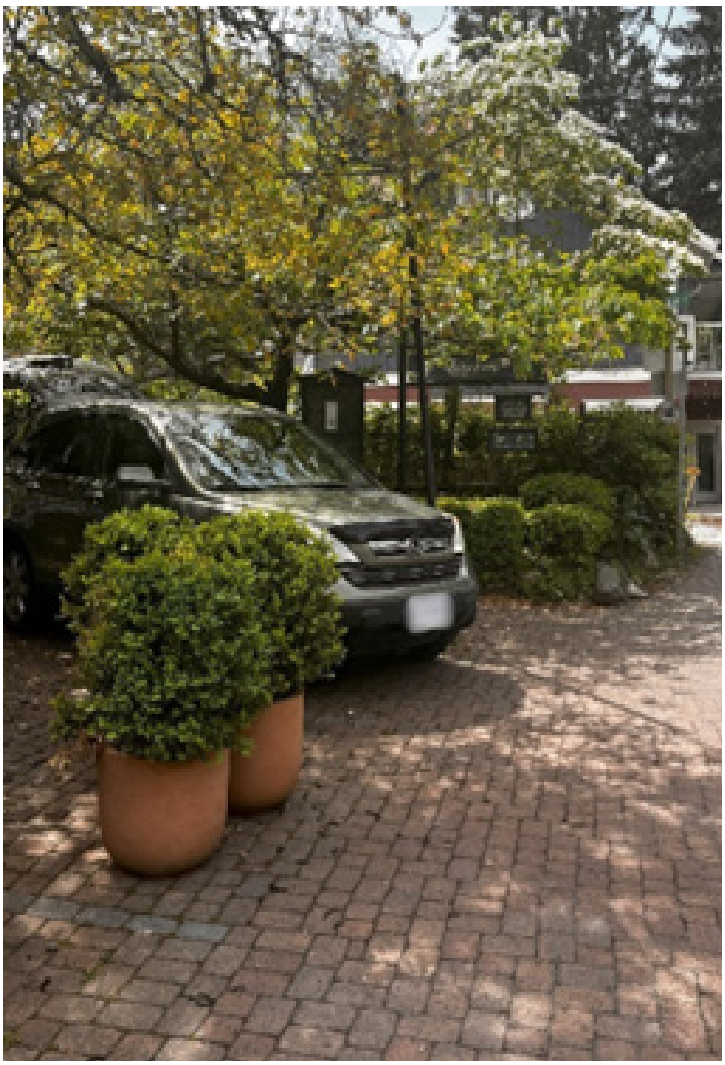

Figure 19: Parking area that blends with pedestrian walkway



Figure 18: Covered pedestrian sidewalk separated from vehicles by vegetation barrier



Figure 20: Covered pedestrian walkway



Figure 21: Sidewalk details

05 OBJECTIVE 5 HERITAGE HIGHLIGHTS

Intent: Heritage and traditional elements will be honoured.

5A PRESERVATION — MANDATORY

If the site hosts any place(s) listed on the Bowen Island Community Heritage Register, the proposed treatment of such place(s) shall be referred to the Heritage Commission. The proposal shall work to retain aspects of any remaining historical elements and ensure that new elements are sympathetic to existing heritage aesthetics in massing, design and finishes.

5B INDIGENEITY — OPTIONAL

Retain an Indigenous advisor on the project to implement elements that reflect Indigenous culture.

5C RETENTION OF HERITAGE DETAILS — OPTIONAL

Regardless of the sites' inclusion on the Heritage Register, if a site includes known heritage elements, the retention of those elements is strongly encouraged. The massing, design and finishes of a site that is adjacent to a heritage register site should also be sympathetic to the character defining elements of the adjacent heritage register site.

5D COMMUNITY CHARACTER — OPTIONAL

Integrate visible heritage building details reminiscent of local heritage buildings such as the trim or porch details of the Davies Cottages, the structural elements of the library (Old General Store), or a fruit orchard reminiscent of heritage landscapes such as Davies Orchard.

5E EDUCATION — OPTIONAL

Provide public educational signage about heritage on or near the lot. Include textual and visual information, displayed in a publicly accessible area, and in durable materials. Where applicable, display historic artifacts from the area in a publicly viewable manner and protected from ongoing damage.



Figure 22: Bowen pavilion Indigenous artwork





Figure 23: Historic educational signage


Figure 24: Heritage Cottage

Figure 25: Heritage cottage



Figure 26: Old Union Steamship General Store - Current Bowen Library

06 OBJECTIVE 6 NATURAL PARK AMBIANCE

Intent: Buildings will be nestled among and support local ecosystems.

6A LANDSCAPE DESIGN — MANDATORY

Proposals will include layers of primarily native vegetation so as to provide a diverse and vegetated design for in-ground landscaping. A resource for designing eco-friendly, non-invasive lawns and gardens is available at the Grow Green Guide from Metro Vancouver. No invasive species are permitted to be planted in-ground. Any invasive plants currently present shall be removed. Invasives include all those listed by the Invasive Species Council of BC. If ground level vegetation is not possible or proposed, provide vegetation in the form of green walls or roofs, hanging baskets, planters, window boxes, and/ or similar.

6B TREE RETENTION — OPTIONAL

Proposals should attempt to retain existing trees where possible, particularly trees over 8” diameter. There is a desire to maintain mature trees in Snug Cove.

6C RAIN INFILTRATION — OPTIONAL

Use permeable surfaces, such as gravel, cobble, paver stones, or bricks, for vehicular parking (except for handicapped parking stalls). On disturbed and unpaved slopes over 5%, provide terraces along the gradient. Direct uncontaminated rainwater into planted areas or rain gardens or otherwise retain it on-site for infiltration or use rather than channeling it directly offsite.

6D WILD SOFTSCAPE — OPTIONAL

Minimize manicured and mowed lawns, such as by selecting primarily native groundcovers other than grass (alternatives include mosses or clovers). Wherever possible, implement an irregular “wild” softscape with locally sourced rocks and other landscape accents such as logs or branches.



Figure 27: Diverse vegetation

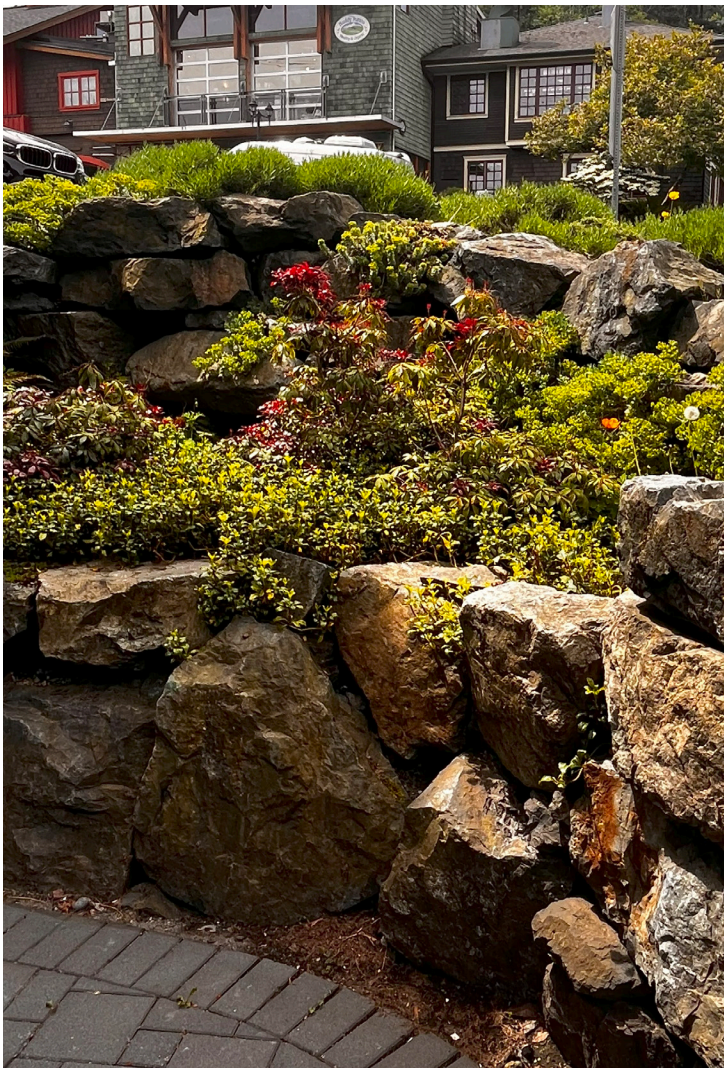

Figure 29: Wild softscape with rocks supporting the slope



Figure 28: Tree retained within a patio



Figure 30: Hanging basket



Figure 31: Permeable surface surrounded by vegetation

07 OBJECTIVE 7 PARKING FLEXIBILITY

Intent: Parking for all types of users will be provided in a subtle manner.

7A SHARING — MANDATORY

Generate a parking plan that identifies any collaboration opportunities with neighbours and considers impacts on street parking availability. Share driveway access and minimize curb cuts wherever possible.

7B BICYCLE PARKING — OPTIONAL

For non-residential lots, provide bicycle parking at a 1:3 ratio to car parking, with a minimum of 2 per lot. Covered parking is preferred. Consider bicycle parking for larger cargo bicycles that do not fit on a standard bicycle rack. See the BC Active Transportation Design Guide for recommended dimensions.

7C ELECTRIC CHARGING — OPTIONAL

Provide at least one electrical vehicle charging space per 5 spots, rounded up. Provide publicly visible signage for the charging facilities if available to non-residential users.

7D SMALL VEHICLES — OPTIONAL

For non-residential lots, provide motorcycles or other small vehicle parking at a 1:5 ratio to car parking, replacing up to one parking spot per lot (up to 5 motorcycles can park in one vehicular stall). Consider how parking for things like mobility scooters could also be accommodated.



Figure 32: Shared parking and driveway access



Figure 34: Village square shared parking



Figure 33: Covered bicycle parking



Figure 35: Bike parking signage



Figure 36: Small vehicle/ scooter parking

APPENDIX A: THE COLOURS OF THE COVE

This colour palette was developed to display some of the colours that are present in Snug Cove. The colours include a range from colourful and bright accents to neutrals, either found in nature or found in building details, street furniture or in outdoor spaces.





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Photography courtesy of: Bowen Island Museum & Archives & Bowen Island Municipality Staff

Adopted:

BOWEN ISLAND Municipality

BOWEN ISLAND

Schedule E

Snug Cove Design Guidelines 2025

DECEMBER 2024

VILLAGE REVITALIZATION DEVELOPMENT PERMIT APPLICATION CHECKLIST

Complete this checklist and submit it as part of your Development Permit application.

Applicants must indicate how the mandatory elements have been achieved and which optional elements have been achieved, if applicable. A description of compliance must also be included. If additional space is needed, please attach additional pages and reference this in the compliance description section.

GUIDELINE	*MANDATORY*	*COMPLIANCE*		
		YES	*NO*	*N/A*
OBJECTIVE 1: ARTISTIC AND RURAL CHARACTER				
1A Signage	**M**			
1B Trim				
1C Materials				
1D Hand-Crafted				
1E Colour				
1F Lighting				
Compliance Description				
OBJECTIVE 2: COMMUNITY-ORIENTED				
2A Openness	**M**			
2B Screening	**M**			
2C Furnishing & Services				
2D Live/ Work				
Compliance Description				

GUIDELINE	*MANDATORY*	*COMPLIANCE*		
		YES	*NO*	*N/A*
OBJECTIVE 3: HUMAN-SCALE DESIGN				
3A Roofs	**M**			
3B Unit Size	**M**			
3C Surface Variety				
3D Entrances				
3E Glass				
Compliance Description				

OBJECTIVE 4: PEDESTRIAN EXPERIENCE				
4A Sidewalks	**M**			
4B Crossings				
4C Separations				
4D Accessibility				
4E Raincover				
Compliance Description				

OBJECTIVE 5: HERITAGE HIGHLIGHTS				
5A Preservation	**M**			
5B Indigeneity				
5C Retention of Heritage Details				
5D Community Character				
5E Education				

GUIDELINE	*MANDATORY*	*COMPLIANCE*		
		YES	*NO*	*N/A*
Compliance Description				

OBJECTIVE 6: NATURAL PARK AMBIENCE				
6A Landscape Design	**M**			
6B Tree Retention				
6C Rain Infiltration				
6D Wild Softscape				
Compliance Description				

OBJECTIVE 7: PARKING FLEXIBILITY				
7A Sharing	**M**			
7B Bicycle Parking				
7C Electric Charging				
7D Small Vehicles				
Compliance Description				

Bowen Island Municipality
Bylaw No. 674, 2024

A Bylaw to amend Land Use Bylaw No. 57, 2002

WHEREAS, "Bowen Island Land Use Bylaw No. 57, 2002" establishes zoning classifications and regulations for land within the municipality,

AND WHEREAS, Council wishes to amend "Bowen Island Land Use Bylaw No. 57, 2002" to update the Village Revitalization Development Permit Area with updated Snug Cove Design Guidelines,

THEREFORE, the Council of Bowen Island Municipality, in open meeting assembled, enacts as follows:

1. Citation

1.2 This bylaw may be cited for all purposes as *"Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 674, 2024".*

2. Amendments

2.1 Bowen Island Municipality Bylaw No.57 is amended at Section 7.3 Village Revitalization Development Permit Area Guidelines to replace the guidelines section with the following:

1. The Schedule "E" Snug Cove Design Guidelines shall apply.
    a) A development permit shall be required in the Village Revitalization Development Permit Area for the following land use activities and conditions.
        i. Construction of new buildings and/or structures.
        ii. Additions, renovations or alterations to existing buildings and/or structures.
        iii. Changes to the exterior appearance of a property that is visible from a public area.

2.2 Bowen Island Municipality No.57 is amended at Section 7.3 Village Revitalization Development Permit Area by inserting exemptions to read as follows:

1. A development permit shall not be required in the Village Revitalization Development Permit Area for the following land use activities and conditions.
    a) Alterations that do not affect the exterior appearance of an existing building or structure.
    b) Replacement of siding; replacement of windows or doors, and repainting or re-staining of the exterior with a matching colour, design or material to what is currently in place.
    c) Outdoor maintenance and repair of buildings or structures, which does not change the footprint of nor materially change the exterior appearance of the building or structure.
    d) Replacement of sign faces with no change to the size, location or type of sign.
    e) Landscaping or gardening work where the work is restoring native plantings, conducting habitat creation or maintenance in similar design to existing.

2.3 Bowen Island Municipality Bylaw No.57 is amended at Schedule “E” Design Guidelines, Snug Cove to replace the existing Schedule “E” with the attached Schedule “E” Snug Cove Design Guidelines 2025.

READ A FIRST TIME this ____ day of _____ , _____;

READ A SECOND TIME this ____ day of _____ , _____;

READ A THIRD TIME this ____ day of _____ , _____;

RECONSIDERED AND FINALLY ADOPTED this ____ day of _____ , _____;

_____	_____
Andrew Leonard	Sophie Idsinga
Mayor	Corporate Officer

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 674, 2024

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws and 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 CHECK LIST

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 a 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 effects on agricultural land.
CONSISTENT	**NO.**	**DIRECTIVE POLICY**
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	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.
	4.3	**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**
N/A	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.
✓	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.
Staff Comment		The Village Revitalization Development Permit Area includes two marinas, and the design and style in the design guidelines reflect the unique character of an island community.

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.
Staff Comment		The intent of the update to the Snug Cove Design Guidelines is to re-affirm the Arts & Crafts style and approach to development while also encouraging creative design, complementary aesthetics, and retention of the distinct Bowen character.
	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.
Staff Comment		The intent of the Bylaw amendment is to ensure that the form and character of developments in Snug Cove contribute to the overall aesthetic and character of Snug Cove.
✓	**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.
Staff Comment		The intent of the Bylaw amendment is to ensure that the form and character of developments in Snug Cove contribute to the overall aesthetic and character of Snug Cove.
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.
✓	**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.
Staff Comment		Both Objective 4 Pedestrian Experience and Objective 7 Parking Flexibility focus on ensuring the village core is accessible via alternative modes by supporting pedestrian paths, accessibility and alternative modes of transportation.
	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.
✓	**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.
Staff Comment		Both Objective 4 Pedestrian Experience and Objective 7 Parking Flexibility focus on ensuring the village core is accessible via alternative modes by supporting pedestrian paths, accessibility and alternative modes of transportation.
	5.6	**Cultural and Natural Heritage**

✓	**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.
Staff Comment		Objective 5 Heritage Highlights states that heritage and traditional elements will be honoured. This objective focuses on preservation and retention of heritage details and community character.
✓	**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.
Staff Comment		Objective 5 Heritage Highlights includes elements of preservation and protection as well as the promotion of Indigenous history and cultural elements. Education around history and heritage is also incorporated.
	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.
Staff Comment		The overall intent of the Snug Cove Design Guidelines is to ensure that the unique character and sense of place present in Snug Cove is maintained.
	5.8	**Health and Well-being**
N/A	**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	
✓	**COMPLIANCE WITH TRUST POLICY**
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

BRIEFING

To:	Executive Committee	**For the Meeting of:**	January 15, 2025
From:	Executive Office	**Date Prepared:**	January 2, 2025

SUBJECT: **December Post-Trust Council Survey Results**

PURPOSE:

To provide an overview of the results of the trustee survey conducted following the December 3-5, 2024 Trust Council meeting.

BACKGROUND:

At the conclusion of the December 2024 Trust Council quarterly meeting, Executive Committee invited all trustees to complete an online survey providing feedback to improve planning and delivery of future Trust Council meetings.

The survey included questions about:

- The quality of meeting materials and the agenda
- Meeting management, chairing and executive team support
- Meeting order and conduct
- Venue and accommodations
- Open-ended questions for general comments on what respondents would like to see improved for future meetings.

Among the 18 survey respondents, overall there was a general level of satisfaction with meeting materials and the venue, accommodations and catering. There was a lower level of satisfaction with meeting management and chairing, and a notable minority (29 per cent) felt the meeting did not provide a safe environment for all participants. Attachment 1 includes the data in response to questions that allowed for a ratings scale or yes/no responses.

The majority of the comments in response to the open-ended questions related to:

- A perceived need for more disciplined meeting management by the chair. This includes ensuring stronger adherence to meeting procedures and consistent treatment and expectations of all participants.
- A desire to have fewer agenda items and/or to prioritize business items over reports and other consent items. Several respondents expressed concern that discussion of some business items was rushed at the end of the agenda, while others have been repeatedly deferred.
- Errors in the meeting material package.

ATTACHMENT(S):

1. **December 2024 Trust Council Meeting Review/Survey**

FOLLOW-UP: Subject to feedback from Executive Committee, staff will apply the survey results where possible in preparing of the agenda and planning for the next Trust Council meeting in March 2025. A

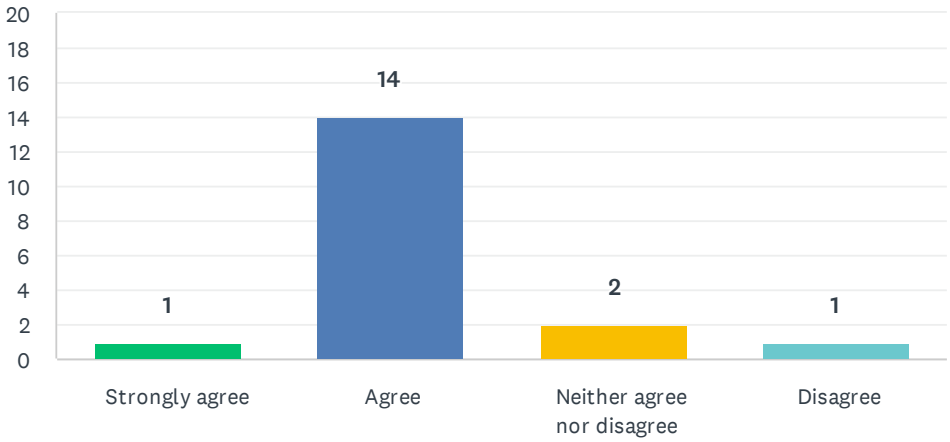
similar survey will be administered after that meeting to assess any improvement relative to the December meeting.

Prepared By: Executive Office

Reviewed By/Date: Chief Administrative Officer/Jan 2, 2025

Q1 Was the agenda complete and understandable?

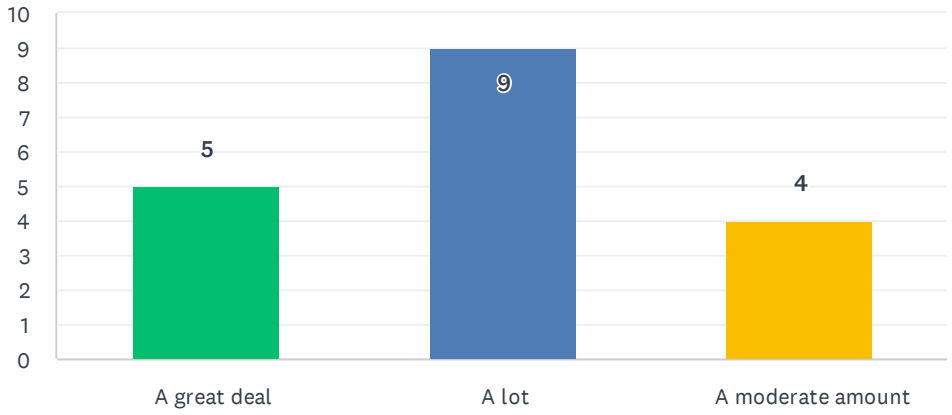
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	6%	1
Agree	78%	14
Neither agree nor disagree	11%	2
Disagree	6%	1
TOTAL		18

Q2 Did the reports provide sufficient quality of information?

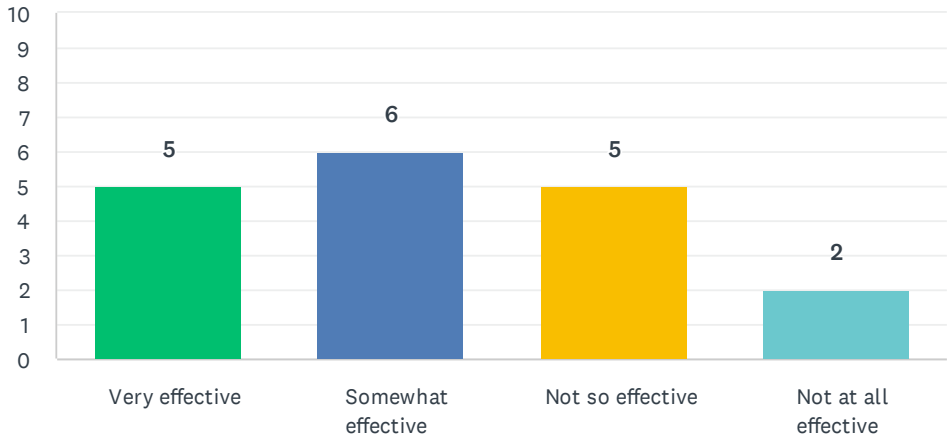
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
A great deal	28%	5
A lot	50%	9
A moderate amount	22%	4
TOTAL		18

Q3 How was the chairing?

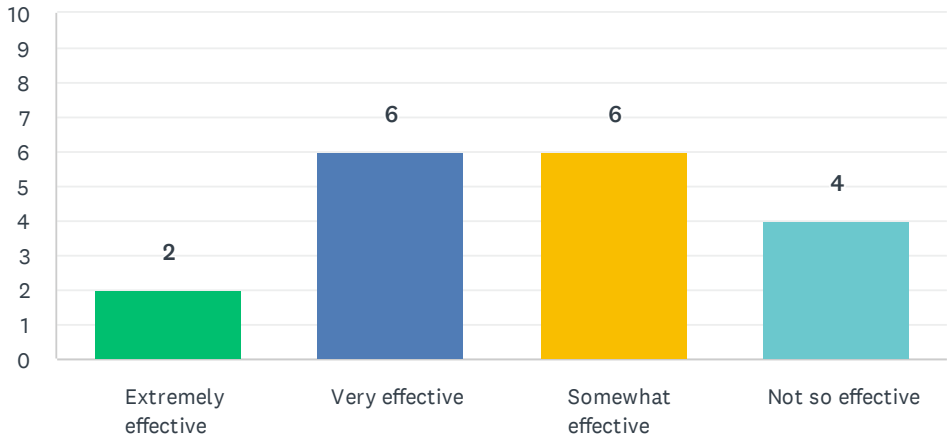
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very effective	28%	5
Somewhat effective	33%	6
Not so effective	28%	5
Not at all effective	11%	2
TOTAL		18

Q4 How was the EC Team support

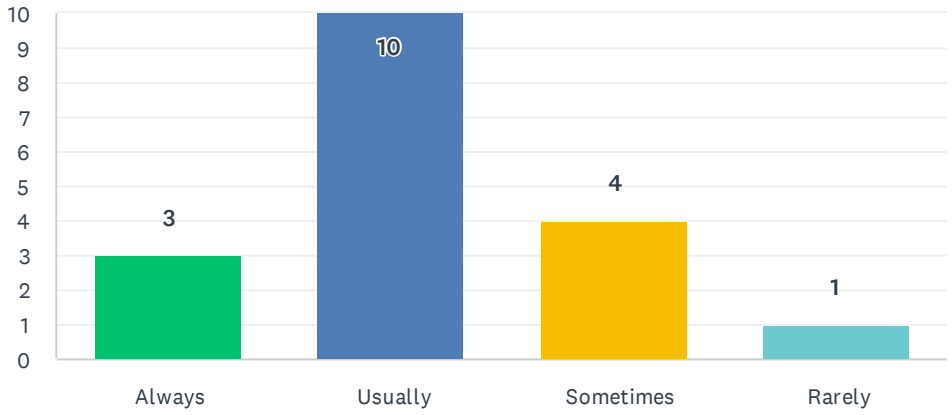
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Extremely effective	11%	2
Very effective	33%	6
Somewhat effective	33%	6
Not so effective	22%	4
TOTAL		18

Q5 Was the meeting Civil and Orderly

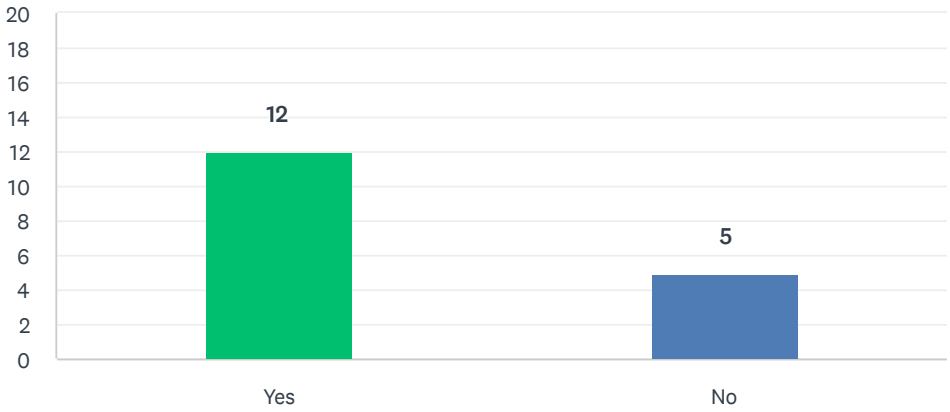
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Always	17%	3
Usually	56%	10
Sometimes	22%	4
Rarely	6%	1
TOTAL		18

Q6 Did you feel the meeting was safe for all participants?

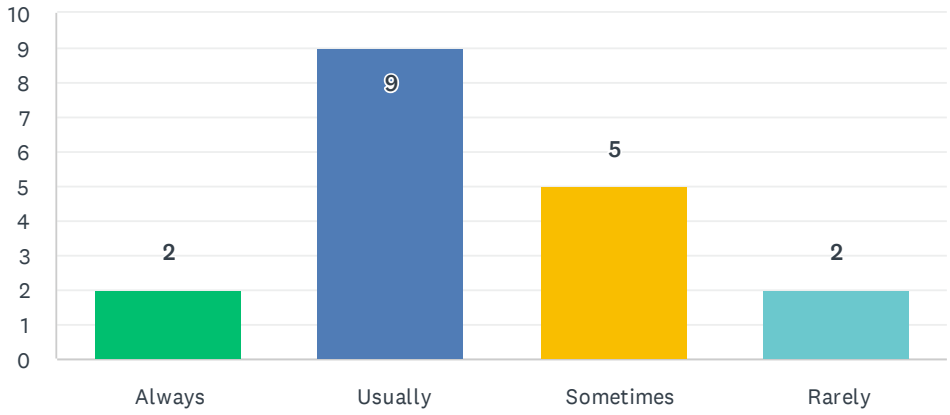
Answered: 17 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	71%	12
No	29%	5
TOTAL		17

Q7 Was there adequate time to speak to motions?

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Always	11%	2
Usually	50%	9
Sometimes	28%	5
Rarely	11%	2
TOTAL		18

Q8 How was the accommodation?

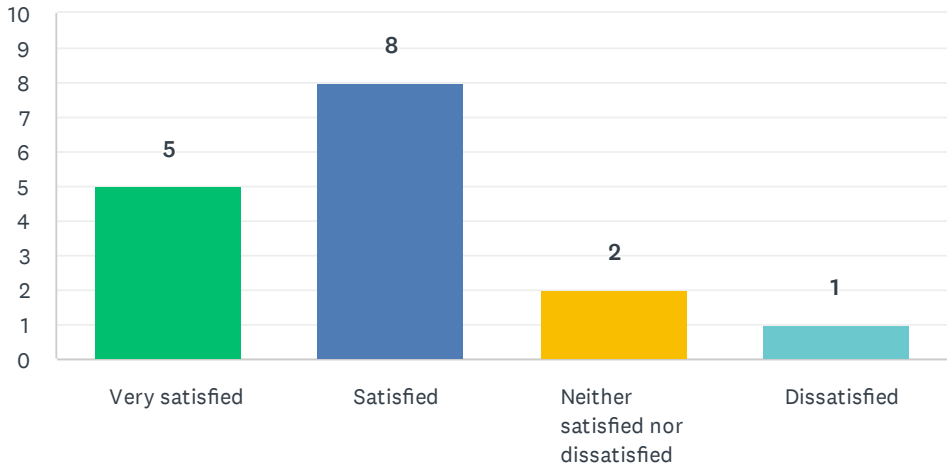
Answered: 16 Skipped: 2



ANSWER CHOICES	RESPONSES	
Very satisfied	56%	9
Satisfied	44%	7
TOTAL		16

Q9 How was the meeting space?

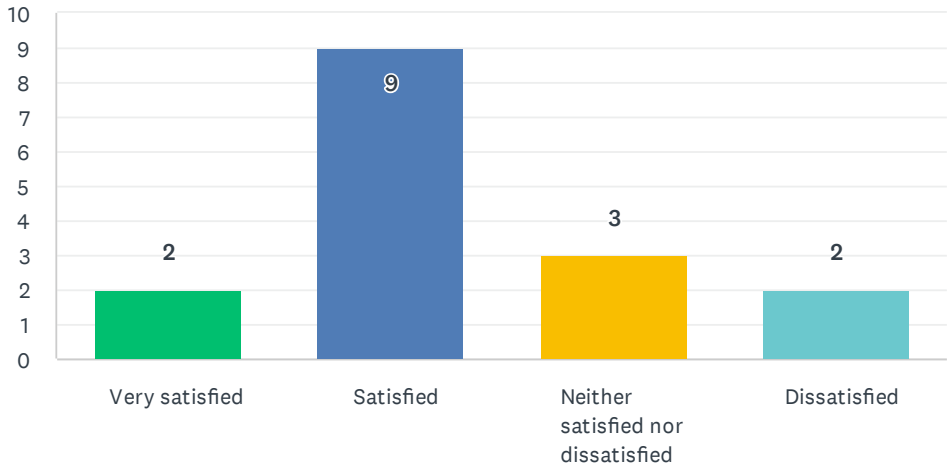
Answered: 16 Skipped: 2



ANSWER CHOICES	RESPONSES	
Very satisfied	31%	5
Satisfied	50%	8
Neither satisfied nor dissatisfied	13%	2
Dissatisfied	6%	1
TOTAL		16

Q10 How were the meals?

Answered: 16 Skipped: 2



ANSWER CHOICES	RESPONSES	
Very satisfied	13%	2
Satisfied	56%	9
Neither satisfied nor dissatisfied	19%	3
Dissatisfied	13%	2
TOTAL		16

REQUEST FOR DECISION

To:	Executive Committee	**For the Meeting of:**	January 15, 2025
From:	Executive Office	**Date Prepared:**	January 2, 2025
SUBJECT:	**Trust Council Continuous Learning Plan Survey**		

RECOMMENDATION:

That Executive Committee direct staff to administer the Continuous Learning Plan survey to Trustees before the end of January, and that the results inform an updated Continuous Learning Plan for approval at the March 2025 Trust Council meeting.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Trust Council has already prioritized Trustee learning for three substantive topics: structured decision making, trustee conduct, and meeting management. With these priorities targeted for delivery in the first half of 2025, there will be limited opportunity for additional learning in the balance of this Council term. Depending on the nature of the preferred topics and learning formats identified in the survey, it is likely one additional learning session can be delivered each quarter.

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1 PURPOSE:

To seek Executive Committee's endorsement of the draft Trustee survey, with the goal of delivering an updated Trust Council Continuous Learning Plan to the March 2025 Trust Council meeting.

2 BACKGROUND:

In December 2024, Executive Committee asked staff to *"review the Continuous Learning Plan and bring back recommendations for prioritizing, and a trustee survey."*

Trust Council has already directed staff to coordinate Trust Council learning for:
- Structured decision making
- Trustee conduct
- Chairing and meeting management

Work is underway to arrange dedicated learning opportunities for these topics in the first half of 2025. Where possible, these would best be delivered outside scheduled public meetings, either virtually or in-person.

The proposed Trustee survey (Attachment 1) will help prioritize topics of most relevance and interest to Trustees to inform the development of a learning plan for the balance of this Council term. The proposed topics in the survey are drawn from topics previously discussed or proposed by Executive Committee members at meetings in October and December 2024, and by staff input.

The survey will also assess Trustees preferred learning formats and interest in the concept of an online Trustee learning library.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Scheduling additional learning events may be challenging dependent on the availability of learning providers and Islands Trust meeting schedules. Where possible and appropriate, learning opportunities will be incorporated into Committee of the Whole or delivered in pre-recorded webinar format to allow Trustees to access the learning at their convenience.

FINANCIAL: Training opportunities will be selected, in part, based on cost and available funding within the Trustee training budget allocation. Funding priority will be given to the three main topics already identified by Trust Council.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: None.

FIRST NATIONS: If the survey identifies First Nations related topics as a priority, appropriate engagement will be undertaken to support delivery of those topics.

OTHER: None.

4 RELEVANT POLICY(S): Trust Council Policy 6.12.1 Trustee Training/Conference Attendance

5 ATTACHMENT(S):

1. Trust Council Continuous Learning Plan Survey - DRAFT

RESPONSE OPTIONS

Recommendation:

That Executive Committee direct staff to administer the Continuous Learning Plan survey to trustees before the end of January, and that the results inform an updated Continuous Learning Plan for decision at the March 2025 Trust Council meeting.

Alternative:

1. That Executive Committee decides the topics to be prioritized in an updated Continuous Learning Plan and not proceed with the survey.
2. That Executive Committees decide not to proceed with the survey or an updated Continuous Learning Plan at this time.

Prepared By: CAO, January 2, 2025

Trust Council Continuous Learning Plan
2025 Survey

DRAFT

In December 2024, Executive Committee asked staff to undertake a survey to identify trustee priorities for continue learning opportunities for Trust Council.

Trust Council has already directed staff to coordinate Trust Council learning for:

- Structured decision making
- Trustee conduct
- Chairing and meeting management

Work is underway to arrange dedicated learning opportunities for these topics in the first half of 2025. Where possible, these would best be delivered outside scheduled public meetings, either virtually or in-person.

This survey will help prioritize topics of most relevance and interest to Trustees to inform the development a learning plan for the balance of this Council term.

Topics listed are drawn from those suggested previously by the current and previous Trust Council, suggestions from Executive Committee members, and suggestions from senior staff.

Q1: Please select the topics you would most like to see included in a continuous learning plan for Trust Council for the balance of the current term (choose up to 4):

- Community/public engagement best practices
- Introduction to provincial government policy and legislation processes
- Understanding public trust in government agencies
- Provincial government update on the DRIPPA implementation progress
- First Nations relationship building
- Agricultural Land Commission update
- Department of Fisheries and Oceans fish stocks update
- Bylaw enforcement and heritage protection
- K'omoks First Nation Heritage Policy (see: https://komoks.ca/komoks-first-nation-cultural-heritage-investigation-permits-chip/)
- Tara Martin Conservation Decisions Lab see: https://www.taramartin.org/)
- Housing agreements and how they work
- Shoreline protection
- Using technology tools more effectively (please specify any particular tools: _____)

- Other (please specify: _____)

Q2: Please identify your preferred learning format:

- Live webinar
- Pre-recorded webinar
- Session as part of a Trust Council meeting
- Session as part of a Committee of the Whole meeting
- Dedicated in-person session
- Dedicated hybrid session (in-person with virtual option)

Q3: Staff are exploring the creation of virtual learning library for Trust Council containing online resources in a variety of formats and covering relevant topics. Please indicate how likely you would be to use this library:

1 – Not likely at all

2 – Not very likely

3 – Maybe

4 – Likely

5 – Very likely

DRAFT

BRIEFING

To:	**Executive Committee**	**For the Meeting of:**	January 15, 2025
From:	**Executive Office**	**Date Prepared:**	January 8, 2025
SUBJECT:	**Executive Committee 2025/26 Budget Submission**		

PURPOSE:

To advise Executive Committee of a request of Trust Council to review its 2025/26 budget requests.

BACKGROUND:

At its December 2024 meeting, the Islands Trust Council passed the following resolution:

that Trust Council request staff to ask each Standing Committee to review their budget requests and provide any reductions to staff for incorporation into the March budget.

Staff have interpreted this request of Trust Council as also including Executive Committee and Islands Trust Conservancy Board, based on the conversation that occurred at Trust Council.

At its September and October 2024 meetings, the Executive Committee considered its budget needs for the 2025/26 fiscal year and passed the following resolutions:

EC-2024-113 (September 2024)
That Executive Committee forward its 2025/26 budget requests to Financial Planning Committee for inclusion in the draft 2025/26 budget:

1. *$135,000 for Trust Council Meetings*
2. *$6,000 for Trust Council Training and Conferences*
3. *$4,000 for Trust Council Travel for Training*
4. *$6,200 for Executive Committee Meeting Expense*
5. *$2,500 for Executive Committee Training and Conferences*
6. *$2,000 for Executive Committee Travel for Training*
7. *$27,800 for UBCM/AVICC Conventions*
8. *$6,000 for History and Heritage Conservation Grants in Aid*
9. *$25,000 for Planning Application Sponsorship*
10. *$1,000 for NAPTEP Application Sponsorship*
11. *$50,000 for Public Communications*
12. *$50,000 for Reconciliation Action Plan Implementation*

EC-2024-134 (October 2024)
That Executive Committee forward its 2025/26 budget requests to Financial Planning Committee for inclusion in the draft 2025/26 budget:

1) *$36,000 for Executive Committee on local trust committee costs*
2) *$128,050 for an Auxiliary (temporary) Senior Policy Advisor staff position in Trust Area Services*

3) *$20,000 for the Policy Statement Amendment Project (Increased to $53,500 at the direction of Trust Council in December 2024)*
4) *$2,000 for Purchase and Installation of Coast Salish Art in the Victoria, Salt Spring and Gabriola offices*

Details of the budget requests for all of the above are contained in Attachment 1.

On review of the budget requests and Executive Committee's identified priorities, staff do not see substantive opportunity for reductions to Executive Committee's budget needs for fiscal 2025/26. This is with the caveat that Trust Council's decision on the Strategic Plan anticipated at the Trust Council meeting in March could impact the timelines and resourcing needs for some priority initiatives in fiscal 2025/26.

However, should Executive Committee wish to reconsider and reduce its requests, staff consider the following as the most viable areas for potential reductions:

- Trust Council Training and Conferences – This is discretionary; however, any reduction may impact the ability to meet existing requests for training and additional needs identified in the Trust Council Continuous Learning Plan currently in development.
- Executive Committee Training and Conferences and Travel for Training – This is discretionary and staff are not aware of any currently planned training exclusive to Executive Committee.
- UBCM/AVICC Conventions – This could be reduced if not all members of Executive Committee attend these events. Further reduction may be achieved should Executive Committee determine now that it will not host a breakfast session, as was the case in 2024. A breakdown of the cost estimate for these conventions in 2025 has been provided for review (Attachment 2). This breakdown, once finalized to reflect any changes made by Executive Committee, will travel to the Financial Planning Committee to satisfy their request to see a detailed breakdown of this budget line.
- History and Heritage Conservation Grants in Aid – This is discretionary and has not been funded in the last two years. However, staff note it has value as a relatively low-cost opportunity to support the goals of the Reconciliation Action Plan.
- Planning Application Sponsorship – This is discretionary and represents an increase of $10,000 for 2025/26. One option is to maintain the fiscal 2024/25 amount of $15,000 plus an estimated 3% for inflation.
- NAPTEP Application Sponsorship – This is discretionary, although the potential savings of $1,000 is nominal.
- Installation of Coast Salish Art in Islands Trust offices. This is discretionary and concerns have been raised by some Trustees about whether or not the requested amount is sufficient for the purpose in any case.

ATTACHMENT(S):

1. Attachment 1: Executive Committee Budget Request Summary
2. Attachment 2: 2025/26 Budget Estimates for UBCM/AVICC Conventions
3. Attachment 3: Policy Statement Amendment Project Revised Business Case

FOLLOW-UP: Unless otherwise directed, staff will advise the Financial Planning Committee that that Executive Committee has reviewed its budget requests and has no changes. Should Executive Committee resolve to reduce any of its budget requests, staff will advice the Financial Planning Committee of those changes accordingly to ensure they are reflected in the 2025/26 budget.

Prepared By: Chief Administrative Office, January 8, 2025

Attachment 1: Executive Committee Budget Request Summary

EC-2024-113 (September 2024)

OPERATIONS & STAFFING			
Potential funding request	**Approved 2024/25 Budget**	**Proposed 2025/26 Budget**	**Notes**
1. Trust Council Meetings	$126,000	$135,000	Assumes 4 in-person Trust Council meetings; two on a gulf island and two on Vancouver Island, adjusted for inflation to account for the rising costs of hosting Trust Council meetings.
2. Trust Council Training and Conferences	$5,000	$6,000	The proposed 2025/26 budget is based on an average of past 3 years, increased for inflation. This program is guided by Trust Council Policy 6.12.1 Trustee Training/Conference Attendance. See also, Trust Council Policy 7.2.3 Trustee Travel. Prior year actual spending: FY2023: $3,000 FY2024: $10,757 FY2025 budget: $5,000
3. Trust Council Travel for Training	$2,000	$4,000	The proposed 2025/26 budget is based on an average of past 2 years, increased for inflation. This program is guided by Trust Council Policy 7.2.3 Trustee Travel. Prior year actual spending: FY2024: $6,021 FY2025 budget: $5,000
4. Executive Committee Meeting Expense	$5,400	$6,200	Assumes 4 in person meetings. Based on recent in-person meetings costs plus 3% increase to account for inflation.
5. Executive Committee Training and Conferences	$7,500	$2,500	This item is guided by Trust Council Policy 6.12.1 Trustee Training/Conference Attendance. See also Trust Council Policy 7.2.3 Trustee Travel The proposed 2025/26 budget is reduced from previous years as a dedicated budget line for AVICC/UBCM Conventions has been created and as such amounts for these activities are reflected in the new line.

6. Executive Committee Travel for Training	$7,500	$2,000	Reduced to reflect AVICC/UBCM in dedicated line (see below)
7. UBCM/AVICC Conventions	NA **new line for FY2025/26*	$27,800	Attendance at UBCM and AVICC is guided by Trust Council Policy 6.12.2 UBCM/AVICC Membership and Resolutions
TRUST COUNCIL PROGRAMS			
Potential funding request	**Approved 2024/25 Budget**	**Proposed 2025/26 Budget**	**Notes**
8. History and Heritage Conservation Grants-in-Aid	$ Not Funded	$6,000	This program is guided by Trust Council Policy 2.1.14 (History And Heritage Conservation Grants-In-Aid) Prior year actual spending: FY2023: $6,000 FY2024: not funded FY2025 budget: not funded Program background available at: https://islandstrust.bc.ca/programs/history-and-heritage-grants-in-aid/
9. Planning Application Sponsorship	$15,000	$25,000	Sponsorship of Land Use applications is guided by Trust Council Policy 4.1.13 (Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications Application fees increased in FY2023 when LTCs adopted new fees bylaws. LTC fees bylaws stipulate an automatic increase in fees of 2% annually. Prior year actual spending: FY2021: $13,485 FY2022: $7,150 FY2023: $5,950 FY2024: $16,136 FY2025 budget: $15,000

10. NAPTEP Application Sponsorship	$1,000	$1,000	In 2022 Trust Council approved Policy 2.1.16 Guidelines For Executive Committee Sponsored Or Islands Trust Conservancy Initiated NAPTEP Applications regarding sponsorship of NAPTEP applications. This budget supports implementation of that policy. Prior year actual spending: FY2024: $275 FY2025 budget: $1,000
11. Public Communications (informed by Trust Council's Communications Strategy)	$55,000	$50,000	This budget request supports implementation of the Islands Trust Communications Strategy, approved by Executive Committee in February 2024. In addition to costs (est. $22,000) associated with routine corporate communication functions (contracted graphic design, social media advertising/boosting, signage, annual report and publication re-printing etc.) this budget request supports: • $5,000 - Process improvement and procedure creation via contracted specialist support • $5,000 - Trust Area-wide promotion of budget consultation • $3,400 - Annual report design, printing and mailing • $4,000 - Graphic design for National Day for Truth and Reconciliation • $1,500 - contractor support for Development of elements of Public Engagement Strategy • $4,000 Continued website improvements • $5,000 as contingency communication funds available to be responsive to emerging issues. Prior year actual spending: FY2021: $9,313 FY2022: $15,104 FY2023: $29,931 FY2024: $50,000 FY2025 budget: $55,000

TRUST COUNCIL PROJECTS			
Potential funding request	**Approved 2024/25 Budget**	**Proposed 2025/26 Budget**	**Notes**
12. Reconciliation Action Plan Implementation	$25,000	$50,000	Staff recommend increasing the reconciliation budget to respond to an anticipated increase in program activities due to having a permanent full-time Senior Indigenous Policy Advisor on staff and to reflect that a new Reconciliation Action Plan is anticipated to be in place by April 2025. The recommended funds and proposed breakdown below are intended to be placeholder amounts until a new Reconciliation Action Plan is adopted by Trust Council (anticipated by staff to be March 2025) The budgeted funds will be used towards contract advisors; trustee and staff travel, food, legal costs, venues and speaker honoraria/contract trainers for the Reconciliation Learning Group; and costs associated with working groups initiated under protocol agreements. The budget includes: • $27,500 for training of staff and trustees • $8,200 for operations (honoraria, gifts and contracted external advisors) • $12,000 for relationship-building activities (legal review of protocol agreements and costs of associated signing ceremonies, working group costs) This figure includes $5,000 to support a potential feast hosted by Tsawout First Nation. This number is a guess and will be refined as information is received.) • There is also $2,500 in contingency funds budgeted to support a response to emerging issues. Prior year actual spending: FY2023: $ 7,219 FY2024: $17,925 FY2025 budget: $25,000 Note: Historical spending is not a helpful guide for budgeting as the Senior Indigenous Relations role has experienced a vacancy and the focus of the program is shifting from internal capacity building to more engagement.

Support for EC's October 2024 budget requests are as follows:

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	$36,000	Prior year actual spending: FY2022: $12,000 FY2023: $12,0000 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	**$128,050**	See business case for rationale.
TRUST COUNCIL PROJECTS			
3. Policy Statement Amendment Project	$81,000	$53,500 (includes increase by Trust Council in December 2024)	Prior year actual spending: FY2022: $129,819 FY2023: $67,430 FY2024: $12,213 FY2025 approved budget: $81,000 FY2026 draft budget: $96,000
4. Purchase and Installation of Coast Salish Art in the Victoria, Salt Spring and Gabriola offices	$0	$2,000	N/A

2025/26 Budget Estimates for UBCM/AVICC Conventions

Assumes attendance for all EC members, plus 2 staff (generally CAO + DTAS)

Estimates based on historical actual spending levels

UBCM	# of attendees	# of hotel nights	Cost per unit	Total estimate	
Accomodation - trustees only	4	5	$ 350	7,000	
Registration - trustees	4		$ 800	3,200	*early bird rate + $200pp for extras*
Registration - staff	2		$ 400	800	*early bird rate, no extras*
Hosted Breakfast (room, AV, food)			$ 4,000	4,000	
Estimated travel costs				1,100	
Total Estimated UBCM 2025 Costs				**16,100**	

AVICC	# of attendees	# of hotel nights	Cost per unit	Total estimate
Accomodation - trustees & staff	6	3	225	4,100
Registration - trustees & staff	6		500	3,000
Estimated travel costs				1,100
Total Estimated AVICC 2025 Costs				**8,200**
Total FY26 UBCM/AVICC Estimated Costs				**24,300**

Total differs slightly from previous estimates due to updated amounts for UBCM registration & travel costs for staff, and UBCM accomodation costs for trustees.

Budget Funding Request
Short-Form Business Case

TO BE COMPLETED BY INITIATOR

Requested by *:*
Executive Committee

Department:
Trust Area Services

Name of Request:

Policy Statement Amendment Project (PSAP)

$ Value of Request

FY25/26 $53,500[1] (Option 1)

FY 26/27 $15,000 estimated

FY 27/28 $ depends on implementation plan not yet developed

Total: $68,500 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.

Budget Source :

■ **Specific Project Funding**
- ■ Third Party Contractors
- ☐ Staff Travel Expense
- ■ Staff Overtime Expense
- ☐ Computer Hardware/Software

☐ **Furniture & Equipment**

☐ **Computer Hardware/Software/Supplies**

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

■ **Other – please describe:** Communications (graphic design, messaging, advertising, printing)

Budget Breakdown:
This budget breakdown reflects decisions arising from decisions arising from the December 2024 Trust Council regular meeting:

$26,000: Implementation of revised Communications Strategy, including Trust Area-wide mail-out
$17,500: Staff developed/delivered (with consultant advice) Trust Area-wide survey and virtual community workshop; on-Island engagement as requested by select LTCs
$10,000: Legal services

Date of Submission to Finance:
January 15, 2025

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

[1] Assumes that $42,000 in unspent project funds from fiscal 2024/25 will be available from General Revenue Surplus Fund.

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 Indigenous Governing Bodies;
- 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 strategy 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 develop recommendations for amendments to Trust Council.

Staff have contracted a communications consultant to assist with the design and 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, an online survey and workshop developed by staff with consultant support, legal advice, and other activities directed via a revised project charter.

RISK ASSESSMENT:

The proposed recommended option of a $53,500 budget for the Policy Statement Amendment Project in fiscal 2025/26 carries the following risks and options for mitigation:

Risk: A lack of public confidence in the project due to staff, rather than consultant-led, engagement.

- This risks will be partly mitigated by using some project funds to hire a consultant to *advise* on, rather than deliver, community engagement strategy.

Risk: A lack of public confidence in the project due to staff, rather than consultant-led, survey.

- This risk will be partly mitigated by using some project funds to hire a consultant to *advise* on survey design, rather than delivering it themselves.

Risk: Timeline delays due to staff, rather than consultant-led, administering the survey and the time and complexity of collating survey results.

- This risk and potential mitigation approaches depends on the volume of survey responses received and number of open-ended survey questions.

ALTERNATIVES CONSIDERED:

Option 1: $53,500

Description – This option reflects decisions made by Trust Council at its December 2024 regular meeting where it increased the proposed project budget from $31,000 to $53,500 by allocating an additional $12,500 to fund on-Island engagement activities as requested by selected LTCs and an additional $10,000 to fund a Trust-wide mail-out. This option includes:

- A staff-developed/delivered (with consultant advice) public survey; and
- A staff-developed/delivered (with consultant advice) public workshop with Q/A
- On-island engagement in the manner requested by LTCs
- A Trust-wide mail-out, in addition to modest communication activities and legal review.

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

- Proactive and reactive communications about the project
- Virtual engagement with the public
- Approval in principle and/or First Reading

Option 1 communications activities include:

- Public Education:
    - Trust-wide mail-out*
    - On-Island engagement as requested by LTCs
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications
- Survey promotion:
    - Posters
    - Printed surveys with pre-paid postage envelopes
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications**
- Workshop promotion:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - One printed advertisement in the Driftwood

*will include survey and workshop promotion
**includes combined advertising for survey and the workshop

Benefits – Enhanced public education through Trust-wide mail-out and on-Island engagement opportunities where such have been requested.

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 $11,500 in additional funding for fiscal 2025/26.

Resource requirements – Requires significant support of Senior Policy Advisor and additional support from Director of Trust Area Services, Communication Specialist and Program Coordinator. Staff hours required for revising the draft Policy Statement will depend on the scope of changes requested by Trust Council. Staff resources for survey result analysis dependent on extent of open-ended questions.

Other implications – None

<u>Option 2:</u> $20,000

Description – This option was created to reflect a now-superseded October 30, 2024 Executive Committee resolution to revise the 2025/26 PSAP budget to $20,000.

With this budget amount public engagement activities would be limited to:

- a staff-developed/delivered (with consultant advice) public survey; and
- a staff-developed/delivered (with consultant advice) public workshop with Q/A session in addition to modest communication activities and legal review.

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

- Proactive and reactive communications about the project
- Virtual engagement with the public
- Approval in principle and/or First Reading

Option 1 communications activities include:

- Public Education:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
- Survey promotion:
    - Posters
    - Printed surveys with pre-paid postage envelopes
    - Social media (free)
    - Social media advertising (paid for)
- Workshop promotion:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)

Benefits – Reduced cost and reduced need to backfill senior Policy Advisor position due to less project activity. Potentially reduced timeline.

Risks – Generally as in Risk Assessment section above, but with higher risk of lack of public confidence in the project due to no print advertising, no Trust Area-wide mail-out and no on-island engagement opportunities.

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 –Requires significant support of Senior Policy Advisor and additional support from Director of Trust Area Services, and Communication Specialist. Staff hours required for revising the draft Policy Statement will depend on the scope of changes requested by Trust Council. Staff resources for survey result analysis dependent on extent of open-ended questions.

Other implications – None

Option 3: $31,000

Description – This option includes the same elements as Option 2, but with Trust Area-wide printed advertising in local publications. This option includes public engagement activities limited to:

- a staff-developed/delivered (with consultant advice) public survey; and
- a staff-developed/delivered (with consultant advice) public workshop with Q/A session in addition to modest communication activities and legal review.

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

- Proactive and reactive communications about the project
- Virtual engagement with the public
- Approval in principle and/or First Reading

Option 3 communications activities include:

- Public Education:
  - Posters
  - Social media (free)
  - Social media advertising (paid for)
  - Trust Area-wide printed advertising in local publications
- Survey promotion:
  - Posters
  - Printed surveys with pre-paid postage envelopes
  - Social media (free)
  - Social media advertising (paid for)
  - Trust Area-wide printed advertising in local publications*
- Workshop promotion:
  - Posters
  - Social media (free)
  - Social media advertising (paid for)
  - One printed advertisement in the Driftwood

*includes combined advertising for survey and the workshop

Benefits – Reduced cost and reduced need to backfill senior Policy Advisor position due to less project activity. Potentially reduced timeline.

Risks – Generally as in Risk Assessment section above, but with higher risk of lack of public confidence in the project due to no Trust-wide mail-out and no on-Island engagement opportunities.

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 – Requires significant support of Senior Policy Advisor and additional support from Director of Trust Area Services, and Communication Specialist. Staff hours required for revising the draft Policy Statement will depend on the scope of changes requested by Trust Council. Staff resources for survey result analysis dependent on extent of open-ended questions.

Other implications – None

<u>Option 4:</u> $66,000

Description – This option includes the same elements as Option 3, but with public engagement developed and carried out by contractors with staff support, and with more resources allocated to communications. This option includes the following costed items:

- Communications: $16,000 for further communications materials to support project implementation and specifically promotion of public engagement opportunities
- Legal: $10,000 to support the legal aspects of the project as needed
- Virtual Community Workshop: $10,000 for designed and delivery by contractor, with Islands Trust staff attending as subject matter experts
- Trust Area-wide survey: $30,000, with $28,000 for survey design and analysis by contractor and $2,000 for printing, distribution and return mail costs for print copies of the survey.

Option 4 communications activities include:

- Public Education:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications
- Survey Promotion:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - Printed surveys with pre-paid postage envelopes
    - Trust Area-wide printed advertising in local publications*
- Workshop Promotion:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - One printed advertisement in the Driftwood

**includes combined advertising for survey and the workshop*

Benefits – 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). Potentially reduced timeline.

Risks – Lack of on-Island engagement may lead some community members to feel that they have been insufficiently engaged in the process. This risk can be mitigated by communications that emphasize that Trust Council is open to hearing from the public and providing clear direction on how to share views and feedback.

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 skilled contractors will mitigate this risk.

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 $24,000 in additional funding for fiscal 2025/26.

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 revising the draft Policy Statement will depend on the scope of changes requested by Trust Council.

Other implications- None

Option 5: $96,000

Description – This option reflects the communications and engagement approach previously approved by Trust Council for fiscal 2024/25, but that due to staff vacancies was planned to be implemented in fiscal 2025/26.

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 for Implementation of Communications Strategy (design, development and distribution of engagement materials and supports, promotional ads, mail-out to each household, etc.)
- Legal: $10,000 to support legal review and advice to Trust Council, as needed
- On-Island Public Engagement: $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, with $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 for design and delivery by contractor, with Islands Trust staff attending as subject matter experts

Option 5 communications activities include:

- Public Education:
    - Mail out to homeowners (Trust Area-wide)
    - Posters
    - Social Media (free)
- Survey Promotion:
    - Posters
    - Printed surveys with pre-paid postage envelopes
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications*

- Workshop Promotion:
    - Posters
    - Public engagement events promotion
    - Social media (free)
    - Social media advertising (paid for)
- Public Engagement Events Promotions
    - Posters
    - Public events communications materials and printing
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications

**includes combined advertising for survey and the workshop*

Benefits – This is consistent with a 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 –: 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 - 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 skilled contractors will mitigate this risk.

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 for fiscal 2025/26.

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 revising the draft Policy Statement 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

Option 6: $56,000

Description of activities in 2025/26 – Option 4, minus Trust Area-wide virtual workshop.

This option includes the following costed items:

- Communications: $16,000 for communications materials to support project implementation, particularly promotion of public engagement opportunities
- Legal: $10,000 to support legal review as needed
- Trust Area-wide survey: $30,000 with $28,000 for survey design and analysis by contractor and $2,000 for printing, distribution and return mail costs for print copies of the survey

Option 6 communications activities include:

- Public Education:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications
- Survey Promotion:
    - Posters
    - Printed surveys with pre-paid postage envelopes
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications**
- Workshop Promotion: N/A
- Public Engagement Events Promotion:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - Public events communications materials and printing

***includes combined advertising for survey and the public engagement events*

Benefits – Reduced cost to Trust Council. Potentially reduced timeline.

Risks – Lack of on-Island engagement may lead some community members to feel that they have been insufficiently engaged in the process. This risk can be mitigated by communications that emphasize that Trust Council is open to hearing from the public and providing clear direction on how to share views and feedback. Additionally, without the virtual workshop, Trust Council would lose a region-wide educational/engagement opportunity.

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 for fiscal 2025/26.

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 revising the draft Policy Statement will depend on the scope of changes requested by Trust Council.

Other implications- None

<u>Option 7:</u> $86,000

Description – This option would include all elements of Option 5 minus a Trust Area-wide virtual workshop. This option includes the following costed items:

- Communications: $26,000 for 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
- On-Island Public Engagement: $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 with $28,000 for survey design and analysis by contractor and $2,000 for printing, distribution and return mail costs for print copies of the survey.

Option 7 communications activities include:

- Public Education:
    - Mail out (Trust Area-wide)
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications
- Survey Promotion:
    - Posters
    - Printed surveys with pre-paid postage envelopes
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications**
- Workshop Promotion: N/A
- Public Engagement Events Promotion:
    - Consultant support (limited)
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - Public events communications materials and printing

***includes combined advertising for survey and the public engagement events*

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 – See Risk Assessment section for Option 5 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 $44,000 in additional funding for fiscal 2025/26.

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 revising the draft Policy Statement will depend on the scope of changes requested by Trust Council.

Other implications - None

Option 8: $66,000

Description – This option would include all elements of Options 5 minus a Trust Area-wide survey. This option includes the following costed items:

- Communications: $26,000 for 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
- On-Island Public Engagement: $20,000 to support local public engagement selected by local trust committees and Bowen Island Municipality. This is a modest amount and would not enable all entities to host in-person special LTC/IM meetings/engagement events or enable in-person Trust Area Services staff participation at all events.
- Virtual Community Workshop: $10,000 for design and delivery by contractor, with Islands Trust staff attending as subject matter experts

Option 8 communications activities include:

- Public Education:
    - Crisis communications support (as needed)
    - Mail out (Trust Area-wide)
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications
- Survey Promotion: NA
- Webinar Promotion:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
- Public Engagement Events Promotion:
    - Posters
    - Social media (free)
    - Social media advertising (paid for)
    - Trust Area-wide printed advertising in local publications
    - Public events communications materials and printing

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 Option 5 risk assessment, with added risk that some constituents may feel deprived of the structured feedback mechanism a survey provides.

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 $24,000 in additional funding for fiscal 2025/26..

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 revising the draft Policy Statement will depend on the scope of changes requested by Trust Council.

Other implications- None

Option 9: $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 option)***	***Opt 2***	***Opt 3***	***Opt 4***	***Opt 5***	***Opt 6***	***Opt 7***	***Opt 8***	***Opt***
Communications ($)	26k	5k	$16k	16k	26k	16k	26k	26k	
Legal ($)	10k	10k	10k	10k	10k	10k	10k	10k	
Local LTC/BIM led public engagement ($)	12.5k				20k		20k	20k	
Trust Area-wide virtual/print survey ($)	2.5k	2.5k	2.5k	30k	30k	30k	30k		
Trust Area-wide Virtual Community Workshop ($)	2.5k	2.5k	2.5k	10k	10k			10k	
SUBTOTAL	**$53.5k**	**$20k**	**$31k**	**$66k**	**$96K**	**$56k**	**$86k**	**$66k**	**$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:

Option 1 results from Trust Council's resolutions in December 2024.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:
Comparable public engagement activities for regional growth strategy/official community plan update processes in BC local governments have larger budgets than recommended and cover smaller geographic areas. However, the overall PSAP budget for the lifetime of the project is proportionate to similar projects in local governments.

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:

Project will be carried out in accordance with Policy Statement Amendment Project Charter v10 endorsed at Trust Council December 2024 regular meeting, the project workplan and the project communications plan.

STAFF RESOURCING

To be determined per revised Policy Statement Amendment Project Charter, workplan and communications plan. Preliminary estimates: in FY 2025-26, the project is estimated to require the following staff time:

- 0.1 FTE - TAS Director
- 0.5 FTE - Senior Policy Advisor
- 0.05 FTE - Program Coordinator

- 0.05 FTE - Senior Indigenous Relations Advisor
- 0.1 FTE – Communications Specialist
- 0.1 FTE - Legislative Services Clerk (or other clerks as available)

NOTE: These rough staff time estimates will be refined as project scope changes.

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 strategy. 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/January 8, 2024

REQUEST FOR DECISION

To:	Executive Committee	**For the Meeting of:**	January 15, 2025
From:	Trust Area Services	**Date Prepared:**	January 8, 2025

SUBJECT: **2025 AVICC/UBCM PROPOSED RESOLUTIONS (Annual Item)**

RECOMMENDATIONS:

That the Executive Committee direct staff to forward a resolution with backgrounder for consideration at the 2025 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province implement initiatives that offer mental health supports tailored to the needs of local elected leaders in British Columbia.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Islands Trust has a practice of submitting resolutions to AVICC/UBCM for consideration at their annual meetings. Resolutions that are endorsed by the UBCM membership can trigger advocacy support from UBCM staff and usually result in a well-considered response from the relevant Ministry or Department.

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1 **PURPOSE:** To seek direction about submitting a resolution and backgrounder for consideration at the 2025 Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) conventions.

2 **BACKGROUND:** On November 1, 2024, following a request from the Executive Committee, staff sent out an email to staff and trustees with a call for resolution proposals for the 2025 AVICC/UBCM conventions. On December 18, 2024, the Executive Committee reviewed the proposals and subsequently directed staff to draft a resolution and backgrounder on supporting mental health supports for local leaders for consideration at its January 15, 2025 EC meeting. The requested draft resolution and backgrounder are attached for EC's review. Staff have spoken with UBCM staff about this resolution. Staff considered whether the resolution should be directed at UBCM itself to seek improvements to mental health supports via the UBCM group benefit plan available to local governments and Islands Trust. Staff learned that local governments and Islands Trust can request enhanced coverage through UBCM so the resolution is directed toward the Province. Provincial initiatives might include sessions at area association conventions or the Local Government Leader Academy annual leadership forum, written resources, provincially-convened working group, or other initiatives.

An informal working group of BC local elected officials, of which Vice-Chair Peterson is a member, will review the draft resolution and backgrounder on January 10, 2025. Vice-Chair Peterson will verbally convey any feedback of that group to the Executive Committee on January 15, 2025.

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

discuss the proposed topic.

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

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

Executive Committee members should also consider that UBCM guidelines suggest that issues identified in resolutions should be relevant to local governments across the province.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Finalizing the resolution and backgrounder will take up to one hour of Trust Area Services time. The documents will need to be submitted to AVICC by their deadline of February 6, 2025.

FINANCIAL: None anticipated.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: Upon approval by Executive Committee, staff will submit the resolutions and backgrounders to AVICC by the February 6, 2025 deadline and will include the resolution and backgrounder in the information package provided to trustees attending the 2025 AVICC/UBCM conventions. Alternatively, AVICC will accept "late resolutions" received by April 9, 2025 but these will not be included in the resolutions package sent out to members before the Convention, and must be of an emerging or urgent nature. Resolutions can also be sent directly to UBCM by June 15, 2025 to be considered at the UBCM Convention in September 2025.

FIRST NATIONS: Islands Trust has not undertaken engagement with First Nations on this topic.

OTHER: None.

4 RELEVANT POLICY(S):

- Policy 6.12.ii - UBCM/AVICC Membership and Resolutions

5 ATTACHMENT(S):

- Draft Resolution & Backgrounder for 2025 AVICC and UBCM conventions

RESPONSE OPTIONS

Recommendations:

1. **That the Executive Committee direct staff to forward a resolution with backgrounder for consideration at the 2025 Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) conventions, requesting that the Province implement initiatives that offer mental health supports tailored to the needs of local elected leaders in British Columbia.**

Alternatives:

1. That the Executive Committee forward the resolution with backgrounder, as amended, to AVICC/UBCM.
2. That the Executive Committee request amendments to the resolution and/or backgrounder for review at the February 5, 2025 Executive Committee meeting.
3. That the Executive Committee not propose the resolution to AVICC/UBCM.
4. That the Executive Committee submit the resolution directly to UBCM by the June 15, 2025 deadline.

Prepared By: Director, Trust Area Services, January 6, 2025

Reviewed By/Date: Chief Administrative Officer, January 8, 2025

2025 RESOLUTION SUBMISSION TO UBCM

MENTAL HEALTH SUPPORT FOR LOCAL ELECTED OFFICIALS

RESOLUTION:

WHEREAS the stresses faced by local elected officials are increasing due to a degradation in the tone of civil discourse;

AND WHEREAS additional mental health supports for local elected officials would be beneficial beyond what is provided by Medical Services Plan and extended health plans;

THEREFORE BE IT RESOLVED that UBCM call upon the Province of British Columbia to implement initiatives that offer mental health supports tailored to the needs of local elected leaders in British Columbia.

Backgrounder:

Elected officials face considerable stress due to the nature of their roles, which involve making difficult decisions, managing diverse interests, and being under constant public scrutiny. The rise in vitriol and personal attacks in public dialogue exacerbates the mental health strain on elected officials and can lead to significant mental health issues, including anxiety, depression, and burnout.

The mental well-being of elected officials is directly tied to their capacity for effective leadership. Leaders who are mentally healthy are more likely to make sound decisions, communicate clearly, and engage constructively with their constituents. Proactively addressing mental health challenges helps prevent burnout, enabling officials to serve their communities effectively throughout their term.

Local governments, especially in smaller communities, frequently lack the resources to provide adequate mental health support for their officials. Provincial initiatives could fill this gap by offering specialized resources and support tailored to the unique challenges local elected officials encounter.

In addition to addressing resource gaps, provincial initiatives could play a crucial role in reducing the stigma surrounding mental health. By promoting open discussions about mental well-being, it would encourage elected officials to seek help without fear of judgment. This cultural shift within local government could set a powerful example for the broader community, emphasizing the importance of mental health and normalizing the pursuit of support.

Offering a province-wide mental health initiatives for local elected officials could significantly encourage a more diverse range of individuals to run for public office. Many potential candidates from underrepresented groups may be deterred by the perceived mental health challenges associated with public service, such as stress, public scrutiny, and the increasingly hostile tone of civil discourse. The existence of initiatives that offer mental health supports tailored to the needs of local elected leaders in

British Columbia could help mitigate these concerns, making public office a more viable and appealing option for people from diverse backgrounds.

DRAFT

REQUEST FOR DECISION

To:	Executive Committee	**For the Meeting of:**	January 15, 2025
From:	Administrative Services	**Date Prepared:**	January 6, 2025

SUBJECT: APPOINTMENT OF FINANCIAL STATEMENT AUDITORS

RECOMMENDATION:
That KPMG be appointed auditor for the Islands Trust and the Islands Trust Conservancy 2024/25 financial statement audit.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
Through Bylaw 3, the Executive Committee has been delegated the responsibility to appoint financial auditors for Islands Trust and the Islands Trust Conservancy.

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1 PURPOSE:

The *Islands Trust Act* ("the Act") Section 18 (1) says that:

"The trust council must appoint an auditor to audit the accounts and transactions of the trust council and the local trust committees."

2 BACKGROUND:

As per Section 10 of the Act *["The trust council may, by bylaw adopted by at least 2/3 of its members present at the meeting at which the vote on adoption takes place, delegate its powers under sections 8 (1) (d) and (f) and (2) (a) to (f) and 9 (1), subject to any restrictions or conditions specified in the bylaw"].*

In 1990, Trust Council delegated this power to the Executive Committee through Bylaw 3 (attached).

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: KPMG was the successful proponent on a Request for Proposals for Audit Services for a five-year period to 2022. Appointment of KPMG for 2024/25 audit services represents an extension to the term, supported by staff in compliance with the Islands Trust procurement policy. The proposal still requires an annual appointment of the auditors by Executive Committee.

FINANCIAL: The approved annual budget includes the cost of the annual audit.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: If approved, the Director, Administrative Services will engage KPMG as the auditors for the 2024/25 financial audit and advise the Financial Planning Committee accordingly.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S): Trust Council Bylaw No.3

5 ATTACHMENT(S): Islands Trust Bylaw No. 3.

RESPONSE OPTIONS

Recommendation: That KPMG be appointed financial statement auditor for the Islands Trust and the Islands Trust Conservancy 2024/25 financial statements.

Alternative: No other alternatives identified.

Prepared By: Director, Administrative Services
Reviewed By: Rueben Bronee, Chief Administrative Officer

ISLANDS TRUST COUNCIL

BYLAW NO. 3

****

A Bylaw Relating to Administrative Matters of the Islands Trust.

****

The Islands Trust Council, having jursidiction in respect of the Province of British Columbia pursuant to the *Islands Trust Act*, R.S.B.C., 1989, enacts as follows:

1. This bylaw may be cited for all purposes as the "Islands Trust Council Administration Bylaw, 1990".

   (1) This Trust Council's Executive Committee is delegated authority for:

   (a) the appointment of persons to the offices of secretary, treasurer and other officer positions, and the appointments of other employees to carry out the operations of the Trust Council, the executive committee, the local trust committees & the trust fund board.

   (b) the appointment of auditors to audit the accounts & transactions of the Trust Council the local trust committees and the Trust Fund Board.

2. The Islands Trust Bylaw Investigations Officer position is designated as an officer of the Islands Trust.

3. Payment of premiums for Accident Insurance for Council members, Advisory Planning Commission members & Board of Variance members is authorized by Trust Council.

READ A FIRST TIME THIS 1st day of April , 1990

READ A SECOND TIME THIS 1st day of April , 1990

READ A THIRD TIME THIS 1st day of April , 1990

RECONSIDERED, AND FINALLY PASSED AND ADOPTED THIS 11th day of April , 1990

SECRETARY

CHAIRPERSON

-----Original Message-----
From: Tobi Elliott <telliott@islandstrust.bc.ca>
Sent: Wednesday, November 20, 2024 12:22 PM
To: David Marlor <dmarlor@islandstrust.bc.ca>; Julia Mobbs <jmobbs@islandstrust.bc.ca>
Cc: Alexandra Trifonidis <atrifonidis@islandstrust.bc.ca>
Subject: FUAL #3 Primers + Orientation for new Trustees

Hello David,

Could we add to a future EC committee discussion, the development of Primers? This can perhaps supplement materials for the Orientation for New Trustees.

Discussion for EC could centre on: What kind of information would be helpful to Executive and Trustees? Set up a schedule to produce a range of primers that could be folded into an orientation manual. One way to work through it could be to plain language certain key policies.

Some that I think could be helpful are:
- Open Meeting Rules + Legislation
- Standards of conduct
- Council committee system + Committee Work programs
- Relationship between EC-Council-Committees, especially with the Delegation of Work
- Strategic Planning
- Corporate Plan
- FOIPP Act and responsibilities
- Content Information security for In camera and restricted in camera sessions

EC anything else we could add?

Tobi

Chair Primer

GENERAL PRINCIPLES	• Maintain order • Make or second motions • Control the flow • Guide the group • Model courtesy • Encourage positive motions • Give speakers attention and encourage those not speaking to speak • Rule on motions
CHAIR RESPONSIBILITIES	The three main tasks the Chair is responsible for managing are: • Issues • People • Time Additionally, balancing the rights of the majority and the minority, and abiding by the rules of the organization.
PREPARING FOR A MEETING	Come prepared: • Know the order of business by reading the agenda package in its entirety • Know who will be in attendance • Know background information on specific agenda items • Know names of delegates and other presenters • Know any necessary special legislative requirements for specific items • Connect with staff prior to the meeting start
MEETING MANAGEMENT	The Chair: • Assigns roles and responsibilities, if needed • Opens the meeting on time • Ensures there is a quorum at all times and knows the number of members in attendance for voting purposes • Introduces and welcomes all • Adheres to the agenda

DRAFT

	• Runs the meeting in an orderly and timely fashion fostering efficiency • Allows one speaker at a time and asks speakers to keep their contributions brief • Ends the meeting on time or earlier
MOTIONS	<u>Once a motion has been MOVED and SECONDED</u> Step 1: Chair states the motion <u>Once a motion is on the floor</u> Step 1: Ask the committee if they are ready for the question Step 2: State the motion to be voted upon Step 3: State the effect of the motion if adopted Step 4: Indicate if more than a majority vote is needed (2/3 majority vote) Step 5: Call for votes in favour Step 6: Call for votes against Step 7: Announce the outcome of the vote Step 8: State the effect of the vote
DECISION MAKING	• Give more time for "new" issues such as issues that involve new policy, potentially contentious issues, and issues that the group has a lack of familiarity with. • Give less time for "old" issues such as issues that deal with administration, issues with an established policy in place, issues that are unlikely to be contentious and issues the group is familiar with • Facilitate decision making process
DELEGATIONS	It is best practice for the Chair to introduce the delegations and thank them following. Any action or decision arising from a delegate should be made post meeting when the committee has had a chance to deliberate on the material presented and any request(s) from the delegate.
DOs	✓ Speak clearly and concisely ✓ Follow the agenda order ✓ Focus on the issues, not the person ✓ Make sure all view points get heard
DONTs	× Allow disrespectful or demeaning behaviour to occur × Railroad motions × Move too quickly through items or decisions × Skip over items on the agenda

DRAFT

BOWEN ISLAND Municipality

Islands Trust Council
200 – 1627 Fort St
Victoria BC V8R 1H8

October 31, 2024

VIA E-MAIL: execadmin@islandstrust.bc.ca

Dear Chair Luckham and Trustees,

Re: Policy Statement Amendment Project

Thank you for the opportunity to comment on Phase 4 community engagement about the new draft Islands Trust Policy Statement.

I'm writing to inform you that Bowen Island Municipal Council adopted the following resolution at its meeting on October 28, 2024.

RES#24-479 Whereas Trust Council's letter dated October 16, 2024 advised the Province of the conclusion that "without systemic change the Islands Trust cannot meet the challenges of [its] time";

Whereas Trust Council has requested the Province review the governance model of the Trust; the object and mandate of the Trust; decision making structures with respect to DRIPA; the geographic scope and marine authority of the Trust; and the funding of the Trust;

Whereas the Islands Trust Council has formulated no public strategic plan for the 2022-2026 term;

And whereas the Islands Trust has not meaningfully engaged with Bowen Island Municipality, in the spirit of its protocol agreement, on the Islands Trust Policy Statement or its request for comprehensive governance review to the Province;

BE IT RESOLVED that Bowen Island Municipality does not support any direction of resources to engagement on the Islands Trust Policy Statement until these issues are resolved; and

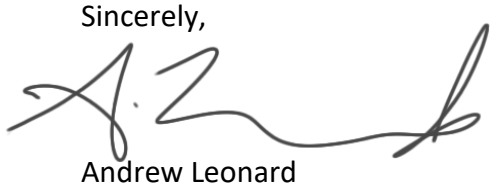
That a letter be sent to the Islands Trust Council notifying them of this resolution, and that a copy be sent to each Islands Trust Trustee.

CARRIED UNANIMOUSLY

981 Artisan Lane, Bowen Island, BC V0N 1G2 bowenislandmunicipality.ca
Tel: 604-947-4255 Fax: 604-947-0193 bim@bimbc.ca

I look forward to more meaningful engagement with the Islands Trust that will support our mutual interests in preserving and protecting Bowen Island.

Sincerely,



Andrew Leonard
Mayor

cc. Peter Luckham pluckham@islandstrust.bc.ca
Aaron Campbell acampbell@islandstrust.bc.ca
Alex Allen aallen@islandstrust.bc.ca
Ben Mabberley bmabberley@islandstrust.bc.ca
Dag Falck dfalck@islandstrust.bc.ca
David Graham dagraham@islandstrust.bc.ca
David Maude dmaude@islandstrust.bc.ca
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Susan Yates syates@islandstrust.bc.ca
Timothy Peterson tpeterson@islandstrust.bc.ca
Tobi Elliott telliott@islandstrust.bc.ca
Julia Mobbs, Interim Chief Administrative Officer jmobbs@islandstrust.bc.ca

From: John Ronsley [redacted]>
Sent: Thursday, December 5, 2024 9:06 PM
To: Islands2050 <Islands2050@islandstrust.bc.ca>
Cc: John Ronsley <[redacted]
Subject: Draft Trust Policy Statement

Please add the following letter of concern to the islands2050 web page and bring to the attention of members of the Trust Executive Council.

Thank-you.

Sincerely,

J. Ronsley
Galiano
tel: [redacted]

FW: Draft Trust Policy Statement

To Whom It May Concern:

Conservation of the Islands' Natural Ecology is no longer Prioritized by the Islands Trust

As a resident of British Columbia's Southern Gulf Islands (I live on Galiano Island), I came here knowing that this is a special place and that it is different from most if not all other rural communities in the province. This fact is well known and was enshrined by provincial legislation in 1974 when the government created the Islands Trust which is a unique legislative body perhaps in the whole world.

Over the years, the Islands Trust has embraced a Conservation mandate to protect the natural ecosystems under its jurisdiction from the destructive impact of urban development. This protection is no small accomplishment and it remains a continuing challenge. The pressure to develop from the nearby urban centres of Victoria and Vancouver is huge and has been made much worst by astronomical increases to property values in those two cities.

Conservation of the natural and unique ecosystems of the Trust area was front of mind to the framers of the Islands Trust Act (the Act). The Act is the provincial legislation that first created the Trust and gave it its governing structure.

Under the Act, one of the important responsibilities of the Islands Trust Executive Council is to approve a periodically updated Trust Policy Statement (TPS). In the past, review of the TPS has been an opportunity for the Trust Executive Council to clearly articulate the Trust's conservation mandate through its interpretation of the Trust Object. The Trust Object is at the heart of the Act and is as follows:

> "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, other persons and organizations and the government of British Columbia."

The Islands Trust Executive Council started to update the TPS in 2021. The initial draft included an interpretation of the Trust Object that clearly spelled out the Conservation mandate of the Trust by its interpretation of "unique amenities and environment" to be in part the following:

> "Located within the Coastal Douglas-fir and Coastal Western Hemlock biogeoclimatic Zones, the Trust Area is home to an exceptionally high biodiversity of rare and culturally significant species, including over 100 federally-listed and over 300 provincially-listed species at risk. These ecosystems are classified as 'sensitive' because of their rarity and vulnerability to disturbances such as human impacts and climate change. The Trust Area also plays an important role in provincial and national efforts to reduce greenhouse gas emissions by capturing and storing carbon in natural areas such as forests, soils, mycelium networks, wetlands and eelgrass meadows.
>
> Islands are places of last refuge and first (local) extinction. Existing at the interface of land and sea, they provide transition habitats that support high terrestrial and marine biodiversity. At the same time, islands need extra care due to a number of unique vulnerabilities they hold as small, closed systems, surrounded by water. Unlike larger islands or the mainland, islands in the Trust Area have significant water supply constraints, due to small watersheds, shallow soils, a heavy reliance on groundwater and a high vulnerability to the impacts of changing climate, such as drought and salt water intrusion. Species habitat and migration corridors on these islands are also constrained by the natural boundaries of shorelines and are impacted by the proportion and configuration of land converted for human use. In addition, coastal and marine ecosystems, resident communities, and First Nations' archaeological sites and shoreline harvesting are all highly vulnerable to the climate change impacts associated with sea level rise and ocean acidification."

The Islands Trust Executive Council clearly understood the importance and relevance of preserving the natural ecology of the Trust Area to the Trust Object when they started to re-write the TPS. What is far less clear is why they then all but abandoned this important mission to prioritize the natural ecology of the islands.

The current draft of the new TPS offers no interpretation of the Trust Object and with it no clear commitment to Conservation of the natural ecology of the Trust Area. The above statement from the early draft is gone in the most recent draft. The newest version of the TPS is mostly a hodgepodge of loosely connected "objectives and directives" with no prioritization attached to any of them except one: Indigenous Cultural Heritage Protection.

Any critical reading of this latest draft will find that Environmental Protection does not mean the Conservation of natural ecosystems as a priority over any other of the wide ranging objectives of the TPS. Yet it is naïve to assume that it won't come into conflict with those other Objectives at different times when the Trust writes new bylaws and in the course of future initiatives.

Instead of adopting a definition of the Environment that is specific to preserving natural ecosystems, the current draft opts for a definition that comes directly from the Impact Agency of Canada. That definition focuses on anything that could impact indigenous people, health, social and economic conditions. While it is a good definition in its proper context, it is a far cry from making the protection and preservation of natural ecosystems a priority.

Unlike the original framers of the Act, the current Executive Council appears to be ready and willing to downgrade the importance of preserving and protecting the natural ecology of the Southern Gulf Islands under its jurisdiction.

It is a sad day for conservation that comes at a very bad time. Climate change and other human factors make the preserve and protect mandate of these natural ecosystems as important today if not more so than ever before.

What is at stake is what the Southern Gulf Islands will become for future generations and for the province as a whole.

J. Ronsley
Galiano

From: Priya Puri <priya@raincoast.org>
Sent: Wednesday, January 8, 2025 5:18 PM
To: Executive Admin
Cc: Shauna Doll
Subject: Request for letter of support for climate resiliency grant funding to be added to Jan 15th agenda
Attachments: Letter of support template_Islands Trust.docx

Hello there,

My name is Priya Puri and I am the Program Coordinator with Raincoast Conservation Foundation's Forest Program. As you may have already seen in a prior email thread you were cc'd on, my colleague Shauna had been in touch with Clare Frater regarding a request for a letter of support for a municipal climate resiliency grant Raincoast is submitting to an Intact Insurance funding stream.

Please see attached a draft letter of support to bring forward at the committee's next meeting on January 15th.

Please see a project overview and rationale for a letter of support request below that may be referenced at the next Executive Committee meeting - note, the below text is a compiled explanation from the prior email chain for ease of following the thread of discussion and our letter of support ask:

We are working with Ruth Waldick at Transition Salt Spring (TSS) to apply for a grant through Intact Insurance's Municipal Climate Resiliency fund. Support from this fund will go to projects seeking to reduce the risk of flood or fire and increase regional climate resilience. The project are proposing is a continuation of work done by Raincoast and TSS over the past few years seeking to harness restorative action at the landscape scale to increase ecological integrity and reduce fire risk in the Salish Sea Region. We hope this work will benefit multiple communities in the Island Trust Region, and one of the requirements of the application is to provide a letter of support from a local governance authority reflecting this benefit.

The attached letter has been drafted to be explanatory of the project in hopes it provides some context to the Trust on what we aim to accomplish. Also written is a high-level description of the possible role the Islands Trust may play - highlighted in yellow to be adjusted by the Trust as needed. In this section we tried to express that mostly what we are looking for is the Islands Trust's "blessing" of this work (i.e., you are

open to it happening and willing to take a look at project outcomes to consider its applicability to the Trust). Everything written is meant as a guide in an attempt to reduce the time burden of this ask. We are 100% open to feedback and/or adjustment based on the comfort of the Trust in supporting this work.

For this funding stream there is not necessarily a requirement that in-kind contributions or financial matching is provided by municipalities. Rather any applicant that is a registered charity must attach a letter from a partnering municipality/municipalities that provisionally endorses the project and expresses an intention to be involved in the project execution. There is no specification of what the involvement of said municipality must look like.

At this early stage, with no guarantee that we will secure the funding (and with the Trust in a position of building its own capacity via new hires), our hope is that a letter of support from the Trust would provisionally support the principles of the project and express an interest in potentially exploring its outcomes to inform decision-making around managing fire risk in collaboration with other levels of government/decision-makers. Essentially, if the Trust is open to learning about work being done to enhance local ecology while reducing fire risk, we think this will be sufficient. All we hope for here is an openness to learning and dialogue!

Please note that we have also approached the Islands Trust Conservancy and they will be discussing whether they will sign a letter of support on our behalf at their next board meeting on January 21st. We hope that we can work with them a bit on what ecological management in an age of fire risk looks like on protected lands. Having support from both the ITC and IT would be a beautiful complement to the work we hope to do!

Thank you kindly for your time and consideration! We look forward to your response and hope to stay connected in 2025!

Kind regards,
Priya

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Priya Puri (she/her), MSc
Program Coordinator
Forest Conservation Program | Raincoast Conservation Foundation
Phone: 604-374-4550

Add organizational letterhead

Date

Raincoast Conservation Foundation
P.O. Box 2429
Sidney, British Columbia
V8L 3Y3

RE: Letter of support for Raincoast Conservation Foundation's application to Intact Insurance's Climate Resiliency Grant

To whom it may concern,

I am writing on behalf of the Islands Trust in support of the project proposed to Intact Insurance's Climate Resiliency Grant by Raincoast Conservation Foundation (Raincoast). The Islands Trust ("the Trust") is a unique governance federation with a mandate to preserve and protect the 450+ islands in the Salish Sea. Raincoast's proposed project entitled "Climate Resilience and Equity Across The Ecosystems" (CREATE) is in service to this mandate.

The CREATE initiative seeks to improve ecological resilience and reduce climate-related fire risk by building community capacity. This project focuses on communities within the globally unique ecological communities of the Salish Sea region, known as the Coastal Douglas-fir (CDF) zone and surrounding ecosystems of coastal British Columbia where the majority of land is under private ownership. Vulnerabilities, knowledge gaps, lack of resources, and limited opportunities for government to intervene on private land within these regions limit opportunities to proactively address emerging climate realities. This project builds on Raincoast's ongoing efforts (as recorded in a report published in 2023, with a second chapter expected to be published in early 2025) to assemble a community of practice focused on building the awareness, knowledge, and skills required to better respond to climate change, specifically catastrophic wildfire.

These capacity gaps combined with legacies of industrial logging and fire suppression mean that the forests of the Gulf Islands are vulnerable to catastrophic wildfire. This project is expected to help bridge existing gaps, which will be beneficial to the Trust. Our role will be in-kind in nature, with an expectation to work collaboratively with the CREATE project team to explore ecologically-informed approaches to land-use decision-making with the aim of locally adapting to climate change.

Please consider supporting this work to advance adaptive capacity in the Trust area.

Sincerely,

From: Michael Lowry <MichaelL@wcmrc.com>
Sent: Wednesday, January 8, 2025 3:47 PM
To: Peter Luckham <pluckham@islandstrust.bc.ca>; Clare Frater <cfrater@islandstrust.bc.ca>
Subject: Invitation to tour the Incident Command Post at an oil spill response exercise in Victoria

Happy New Year Peter and Clare!

We will be hosting a table-top exercise in Victoria on February 5. I would like to extend the invitation to yourselves (or anyone else from Islands Trust) to attend the tour if you are interested. Full info below.

Cheers,
Michael

On February 5th, Western Canada Marine Response (WCMRC) will conduct an oil spill response exercise in Victoria. We are hosting a tour of the exercise for interested parties at the Incident Command Post at 11 am.

This table-top exercise is part of our Response Organization certification. It will demonstrate to Transport Canada our ability to respond to and manage a spill of up to 10,000 tonnes. WCMRC manages the response to oil spills using the Incident Command System (ICS), an international standard command and control system used to manage emergency incidents and typically includes participation from Indigenous Nations, Canadian Coast Guard, Environment and Climate Change Canada, B.C. Ministry of Environment and Climate Change Strategy, Department of Fisheries and Oceans, B.C. Ministry of Emergency Management and Climate Readiness, and local municipalities.

The spill exercise scenario will be based on a tanker incident at Constance Bank.

We would like to respectfully invite the elected representatives from your municipality for a tour of the ICP during this exercise.

***Date**: February 5, 2024*

***Tour Time**: 11 am – 12 pm*

***Location**: Inn at Laurel Point, 680 Montreal Street, Victoria*

If you or other representatives from your municipality are interested in a tour of the ICP during this spill response exercise, please RSVP to myself at michael@wcmrc.com

Michael Lowry

Senior Manager, Communications

T 604-293-3380 Head Office

C 778-991-0003 206-3500 Gilmore Way

W wcmrc.com Burnaby, B.C. V5G 0B8

From: Barbara Lee [redacted]>
Sent: Thursday, January 9, 2025 1:03 PM
To: Executive Admin
Subject: Illegal RV Campground [redacted], SSI

Dear Chair Luckham,
Subject: Illegal RV Campground at [redacted], Salt Spring Island
I am writing this email to bring to your attention, the illegal RV campground located at [redacted], Salt Spring Island, directly across from my home. The Islands Trust file number is SSBE202439. Despite some steps taken by Islands Trust, the situation remains unresolved. When I followed up with Islands Trust this week, I was informed by Warren Dingman that the officer originally handling this case, Bruno Novais, is out of the office indefinitely and that **no further steps would be taken** in his absence. This lack of follow-through is deeply concerning given the ongoing and escalating nature of the problem.
The property at [redacted], which is part of the adjacent parcel with [redacted], has devolved into a junkyard containing approximately a dozen abandoned and rusted cars and RVs. This unsafe and unsanitary use of land is entirely out of place in a residential area and has significant implications for the health, safety, and wellbeing of the community. More to the point, it is illegal.
There is a growing threat of an environmental impact due to this illegal use of the property. The land includes a culvert that flows directly into a nearby stream at Walkers Hook and into the groundwater. The presence of rusted vehicles raises serious questions about potential oil and gas leaks, as well as improper sewage disposal from the RVs, which could be causing environmental contamination. These risks warrant an immediate environmental impact assessment to evaluate and mitigate potential harm.
I respectfully request your intervention to ensure the following actions are taken without further delay:

1. Immediate enforcement to remove the illegal RV campground and associated junk vehicles from the property.
2. A comprehensive environmental impact assessment to evaluate any contamination resulting from oil, gas, or sewage leakage.
3. A clear timeline and regular updates on the steps being taken to address this issue.

This matter requires urgent attention to uphold the integrity of our community and protect the environment. I trust that you will take this situation seriously and ensure the appropriate resources are allocated to resolve this issue promptly.
Thank you for your attention to this matter. I look forward to your response.
Yours sincerely,
Barbare Lee
[redacted]

Islands Trust

Print Date: January 10, 2025

Follow Up Action List

Active Projects Report

Executive Committee

1. *Request to Minister for Review of Islands Trust*	Responsible	Dates
Activity: To follow up on the request by Trust Council for a review of the Islands Trust by the Minister of Municipal Affairs.	Rueben Bronee	Rec'd: 01-Nov-2023 Target: 31-Mar-2025

2. *Update Islands Trust Policy Statement*	Responsible	Dates
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)	Clare Frater	Rec'd: 26-Feb-2020 Target: 01-Nov-2026

3. *First Nations Reconciliation*	Responsible	Dates
Activity: Develop Islands Trust First Nations Reconciliation and engagement planning (Strategic Plan Items 4.5 & 4.6)	Clare Frater	Rec'd: 02-Sep-2020 Target: 31-Mar-2025

Active Projects Report

Executive Committee

4. *Strategic Planning*	Responsible	Dates
Activity: Guide the development and implementation of the Islands Trust Strategic Plan.	Rueben Bronee	Rec'd: 03-May-2023 Target: 31-Mar-2025

Islands Trust

Print Date: January 10, 2025

Follow Up Action List

Future Projects Report

Executive Committee

1. *Marine Ecosystems*	Responsible	Date Received
Advance the preservation and protection of marine ecosystems.	Clare Frater	03-May-2023

2. *MOTI MOU's*	Responsible	Date Received
To engage with the Ministry of Transportation on a updated Memorandum of Understanding.	Clare Frater	03-May-2023

3. *Climate Change Emergency*	Responsible	Date Received
Programming associated with the Climate Change declaration of the Islands Trust.	Clare Frater	03-May-2023

4. *Provincial Funding Strategy*	Responsible	Date Received
Develop a strategy to request additional funding from the Province, including revisiting the provincial grant funding formula to the Islands Trust.	Rueben Bronee	07-Mar-2023