



Executive Committee Revised Agenda

Date: Tuesday, September 24, 2024
Time: 10:00 a.m.
Location: Vancouver Island Conference Centre - Douglas Rispin Room
101 Gordon Street, Nanaimo BC

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

2.2 Approval of Agenda

3. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Luckham to rise and report from the Executive Committee September 11 closed meeting the following:

Executive Committee adopted it's July 24 in-camera meeting minutes and advanced the September 26 Trust Council closed meeting agenda.

4. ADOPTION OF MINUTES

Executive Committee's draft minutes from the September 11, 2024 meeting are pending.

5. FOLLOW UP ACTION LIST AND UPDATES

5.1 Follow Up Action List/Director/CAO Updates

5.2 Local Trust Committee Chair Updates

5.3 Islands Trust Conservancy Liaison Update

6. BYLAWS FOR CONSIDERATION

4 - 9

6.1	Bowen Island Municipality Bylaws No. 658 (License) and No. 660 (LUB amendment) - RFD	10 - 37
1.	THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 658, cited as "Bowen Island Municipality Business Licensing Bylaw No. 465, 2019, Amendment Bylaw No. 658, 2024" is not contrary to or at variance with the Islands Trust Policy Statement.	
2.	THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 660, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 660, 2024" is not contrary to or at variance with the Islands Trust Policy Statement.	
7.	TRUST COUNCIL MEETING PREPARATION	
7.1	Executive	
7.1.1	Trust Council 3-day schedule - Discussion	38 - 38
	For final review and consideration.	
7.2	Planning Services	
7.3	Administrative Services	
7.4	Trust Area Services	
8.	EXECUTIVE COMMITTEE PROJECTS	
8.1	Trust Council Initiated	
8.1.1	Executive	
8.1.2	Trust Area Services	
8.1.3	Planning Services	
8.1.4	Administrative Services	
8.2	Executive Committee Initiated	
8.2.1	Executive	
8.2.2	Trust Area Services	
8.2.3	Planning Services	
8.2.4	Administrative Services	
9.	NEW BUSINESS	
9.1	Executive/Trust Council	
9.1.1	UBCM Roundtable Review - Discussion	
9.2	Trust Area Services	

9.2.1 LTC Chairs Report on Local Advocacy Topics

9.3 Planning Services

9.4 Administrative Services

10. CORRESPONDENCE (for information unless raised for action)

10.1 2024-09-09 Ocean's Protection Plan Newsletter 39 - 42

10.2 2024-09-05 City of Victoria request for input on Climate Leadership Plan and Climate Change Adaptation Plan 43 - 44

Request for submissions deadline is October 11.

10.3 2024-09-20 R Wright - Trust Council Quarterly Meeting Sept.25-26 URGENT 45 - 47

11. WORK PROGRAM

11.1 Review and amendment of current work program 48 - 53

12. NEXT MEETING

The next Executive Committee meeting will take place electronically on October 9, 2024, beginning at 9:15 AM.

13. CLOSED MEETING

14. ADJOURNMENT

Adjournment time is approximate

Follow Up Action Report

Executive Committee

Director Legislative Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to provide to Executive Committee and Islands Trust Conservancy options for sharing GIS resources.	David Marlor Stefan Cermak	Meeting: 31-Jan-2024 Target: 30-Oct-2024	In Progress
51%	3 Re: Delegations: Staff to work with Vice-Chair Peterson and Chair Luckham to prepare a request for decision for September Trust Council with options and a recommendation on policy for Disposition of Trust Council Delegations.	David Marlor	Meeting: 15-May-2024 Target: 14-Aug-2024	In Progress
0%	4 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	David Marlor	Meeting: 15-May-2024 Target: 01-Sep-2024	In Progress
0%	5 Staff to create the following primers for trustees: 1. Electronic Meeting Attendee Primer 2. Chair Role Primer	David Marlor	Meeting: 11-Sep-2024 Target: 08-Nov-2024	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 to Executive Committee and Islands Trust Conservancy options for sharing GIS resources.	David Marlor Stefan Cermak	Meeting: 31-Jan-2024 Target: 30-Oct-2024	In Progress

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: 18-Dec-2024	In Progress
10%	2 Explore future education/workshop sessions on decision-making to benefit trustees.	Julia Mobbs	Meeting: 24-May-2023 Target: 11-Dec-2024	In Progress
0%	3 Staff to assess the viability of, and estimated costs, of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.	Clare Frater Julia Mobbs	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater	Meeting: 12-Apr-2022 Target: 31-Mar-2025	In Progress
49%	3 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2025	In Progress
20%	4 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater	Meeting: 20-Dec-2023 Target: 21-Aug-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
10%	5 Staff to work with Trustee Elliott (and/or others) to explore interest and options and funding potential for First Nations leaders to potentially hosting a gathering to hear Coast Salish perspectives on vision and governance in the Islands in the Trust Area, in a separate session before or around September Trust Council 2024.	Clare Frater	Meeting: 15-May-2024 Target: 21-Aug-2024	In Progress
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
10%	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
0%	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 Staff to assist Chair in writing to Snuneymuxw First Nation Chief and Council as to their interest in hosting a dialogue about Vision and Governance in their territory in association with the September 2024 Trust Council meeting, or alternatively the December 2024 or March 2025 meeting, and to indicate interest in jointly applying for a Union of BC Municipality Community to Community Grant Fund to support a budget of \$20,000.	Clare Frater	Meeting: 24-Jul-2024 Target: 24-Feb-2025	In Progress
0%	10 Staff to assess the viability of, and estimated costs, of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.	Clare Frater Julia Mobbs	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	11 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.	Clare Frater Mike Richards	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress
0%	12 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
0%	13 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
100%	14 Staff to forward to Trust Council a new draft version of Policy Statement Bylaw No. 183, with amendments that address matters of jurisdiction, clarity and accuracy, and to incorporate policy on small islands/islets, all as shown in Appendix 1.	Clare Frater	Meeting: 11-Sep-2024 Target: 13-Sep-2024	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
100%	15 Staff to prepare a Request for Decision to Trust Council, for the Chair's approval, recommending approval of the proposed revisions to the draft Policy Statement in Appendix 1.	Clare Frater	Meeting: 11-Sep-2024 Target: 13-Sep-2024	Completed

Grants Manager, A/ Program Coordinator

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

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

08-3020-20-01

DATE OF MEETING: September 24, 2024
TO: Islands Trust Executive Committee
FROM: Trust Area Services
SUBJECT: Bowen Island Municipality – Business Licensing Amendment Bylaw No. 658 and Land Use Bylaw Amendment Bylaw No. 660

RECOMMENDATION

1. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 658, cited as “Bowen Island Municipality Business Licensing Bylaw No. 465, 2019, Amendment Bylaw No. 658, 2024” is not contrary to or at variance with the Islands Trust Policy Statement.**
2. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 660, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 660, 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 regarding Executive Committee’s decision by October 11, 2024.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 658 (Attached to Appendix 1) is an amendment to Bowen Island Municipality Business Licensing Bylaw No. 465, 2019 that introduces terminology and restrictions that align with the the Province’s Bill 35 – [Short-Term Rental Accommodation Act](#) regulations on short-term rental accommodation. Bowen Island Municipality has resolved to “opt in” to the bill’s “principal residence requirement.” Bylaw No. 658 also introduces a business license requirement for traditional bed-and-breakfast operations, which were previously exempt.

Bowen Island Municipality Bylaw No. 660 (Attached to Appendix 1) is an amendment to Bowen Island Municipality Land Use Bylaw (LUB) No. 57, 2002 that brings the Bowen Island Land Use Bylaw into alignment with Bill 35.

BACKGROUND

In the Fall, 2023, the Province of British Columbia brought into force Bill 35, the *Short-Term Rental Accommodation Act*, which, among a number of provisions, introduces a restriction on the provision of short-term rental accommodation on residential property in the province's larger communities, except "in one or both of the following:

- (a) In the property host's principal residence;
- (b) In not more than one secondary suite or other accessory dwelling unit that is in a prescribed location in relation to the host's principal residence." (Bill 35 Section 14)

Essentially, Bill 35 introduces an owner-occupancy requirement for short-term vacation rentals. And while Bill 35 only applies to municipalities with a population over 10,000 people, smaller municipalities, and Local Trust Committees (LTCs), have the opportunity to opt in. At its meeting of March 25, 2024, Bowen Island Municipality resolved to opt in to the bill's "principal residence requirement" and to amend its land use bylaw, business license bylaw, and bylaw notice enforcement bylaw accordingly. Note that LTCs may not issue business licenses.

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

- Staff Report July 22 meeting: <https://bowenisland.civicweb.net/document/314921/>
- Staff Report March 25 meeting: https://bowenisland.civicweb.net/document/308336/240325_Short-Term%20Rental%20Report_FINAL.pdf?handle=DF86EC8969304BB39F1C28BD4252FA1D
- Staff Report January 8, 2024 Meeting: <https://bowenisland.civicweb.net/document/301129/>

Bowen Island Municipality Bylaw No. 658

Bylaw No. 658 would amend the BIM Business Licence Bylaw by:

- Including definitions taken from Bill 35 for "Principal Residence," "Property Host," "Short-Term Rental Accommodation," "Short-term Rental Offer," and "Supplier Host";
- Whereas previous license requirements were placed just on Residential Guest Accommodation businesses, this bylaw would also place them on B&B businesses. These include:
 - a. Having a designated individual
 - b. having a licence number displayed in advertisements
 - c. showing proof of insurance coverage
 - d. providing a safety plan
- Including the following restrictions: Unless exempted through Provincial Legislation, Residential Guest Accommodation may only be made in one or both of the following:

- a. in the property host's principal residence;
- b. in not more than one secondary suite or other accessory dwelling unit on the same lot as the property host's principal residence.

Unless exempted through Provincial Legislation, Bed and Breakfast Accommodation may only be made in one or both of the following:

- a. in the property host's principal residence;
- b. in one or more accessory building on the same lot as the property host's principal residence.

- Amends and introduces new fees for business licenses.

Bowen Island Municipality Bylaw No. 660

Proposed Bowen Island Municipality (BIM) Bylaw No. 660 brings BIM's zoning into compliance with Bill 35 primarily by:

- Including definitions for "Property Host" and "Principal Residence" to match the definitions in Bill 35;
- Amend the "Residential Guest Accommodation" definition to include reference to "principal residence";
- Amend the Bed and Breakfast regulations to specify that the resident operating the bed and breakfast must be using the property as their principal residence; and
- Requiring that a Residential Guest Accommodation may only be operated in the property host's principal residence and/or in an accessory residential unit on the same property.

Issues Relating To First Nation Interest

The BIM staff report does not indicate that any First Nations engagement occurred. 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.

Bowen Island Municipality undertook a public engagement process ahead of bylaw development. The results of that engagement process are available in this [BIM staff report](#).

Staff Comments

The purpose of this RFD is to advise if the proposed bylaws are or are not 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 three relevant Islands Trust Council policies, BIM staff and Islands Trust staff comment follow:

5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies to related to the aesthetic, environmental and social impacts of development.
<u>BIM staff comments:</u> Bylaw 658 and 660 restrict the offering of short-term rentals to people who reside on Bowen Island as their principal residence.	
<u>Islands Trust staff comments:</u> Staff concur with BIM staff's assessment that introducing an owner-occupancy requirement for short-term vacation rentals will help ensure that island neighbourhoods maintain their residential character and that residential properties are not purchased exclusively as revenue-generating vehicles through short-term rentals. Bylaws 658 and 660 do not introduce any increased residential or commercial development opportunities beyond those already allowed in the land use bylaw.	
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.
<u>BIM staff comments:</u> Bylaws 658 and 660 promote economic opportunities associated with short-term rental accommodations to those who reside on Bowen Island, in keeping with the long-term community character of Bowen Island.	
<u>Islands Trust staff comments:</u> Introducing an owner-occupancy requirement for short-term vacation rentals will help ensure that island neighbourhoods maintain their residential character and that residential properties are not purchased exclusively as revenue-generating vehicles through short-term rentals.	
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.
<u>BIM staff comments:</u> Bylaws 658 and 660 restrict the short-term rental of properties on Bowen to ones where there is a principal resident on the property, limiting the impacts of short-term rentals on Bowen's housing supply.	

Islands Trust staff comments:

An analysis prepared by BIM in December 2023 suggested that of 78 Residential Guest Accommodation business licenses issued in 2023¹, 44 were issued to properties where the owner used the property as their primary residence, while 32 were issued to properties where it was not the owner's primary residence. This suggests that upon opting in to Bill 35, up to 32 dwelling units could be returned to full-time residential use by either owners or renters, although this outcome is not certain as they may simply remain unoccupied until used for vacation purposes by the owner.

However, the decision to continue to allow short-term rental accommodations in secondary suites or accessory dwelling units could be viewed as contrary to the objectives of recent bylaw amendments on the island to allow more accessory dwelling units in accordance with the Province's Bill 44 provisions.

Based on a review of the proposed Bylaw Nos. 658 and 660, the Bowen Island staff reports, and the ITPS Checklist, Islands Trust staff concludes that proposed Bylaw Nos. 658 and 660 are not contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of Land Use Bylaw Nos. 658 and 660 under s.15 of the Letters Patent
- Written response to Bowen Island Municipality required by October 11, 2024 (45 days after date of receipt of the referral on August 27, 2024)
- Comments from Executive Committee limited to whether or not Bylaw Nos 658 and 660 are contrary to or at variance with the Islands Trust Policy Statement
- Staff does not consider that Bylaw Nos. 658 and 660 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 July 22, 2024 (with proposed Bylaws 658, 660 and Islands Trust Policy Statement Checklist attached to the report)

RESPONSE OPTIONS

¹ This does not include bed-and-breakfast operations, which do not require business licenses, but will if Bylaw 658 is ultimately adopted.

RECOMMENDATIONS

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 658 cited as “Bowen Island Municipality Business Licensing Bylaw No. 465, 2019 Amendment Bylaw No. 658, 2024” is not contrary to or at variance with the Islands Trust Policy Statement*
2. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 660 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 660, 2024” is not contrary to or at variance with the Islands Trust Policy Statement.*

ALTERNATIVES

Determine that one or both of the bylaws are contrary to the Islands Trust Policy Statement:

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 658 cited as “Bowen Island Municipality Business Licensing Bylaw No. 465, 2019 Amendment Bylaw No. 658, 2024” is contrary to or at variance with the Islands Trust Policy Statement for the following reasons: [list reasons]*
3. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 660 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 660, 2024” is not contrary to or at variance with the Islands Trust Policy Statement.*

Submitted By:	Senior Policy Advisor, Trust Area Services	September 13, 2024
Reviewed By:	Director, Planning Services	September 18, 2024
Reviewed By:	Director, Trust Area Services	September 18, 2024



To: Mayor Leonard and Council

From: Daniel Martin, Manager of Planning and Development

Date: July 15, 2024

Meeting Date: July 22, 2024

Subject: Bylaw Amendments for Short Term Rental

RECOMMENDATION

1. That Bylaw No. 658, 2024 cited as "Bowen Island Municipality Business Licensing Bylaw No. 465, 2019 Amendment Bylaw No.658, 2024" be read a first time;
2. That Bylaw No. 659, 2024 cited as "Bowen Island Municipality Bylaw Notice Enforcement Bylaw No. 196, 2008, Amendment Bylaw No. 659, 2024" be read a first time;
3. That Bylaw No. 660, 2024 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No.660, 2024" be read a first time; and
4. That Bylaw No. 658, 2024, Bylaw No. 660, 2024, and the attached Islands Trust Policy Statement Checklist be referred to the Islands Trust and the Advisory Planning Commission.

PURPOSE

To present amendment bylaws regarding short-term rental regulations to Council for consideration of First Reading.

BACKGROUND

In 2023 the Province introduced and adopted Bill 35 – 2023 Short-Term Rental Accommodation Act which contains many provisions regarding short-term rental accommodations throughout the Province. The Bill made a number of changes, including the need for listing websites to provide space to list business licence numbers, increasing the maximum ticket local governments can levy for noncompliance, permitting regional districts to licence and enforce short-term rental provisions, and many other changes. In particular, the Bill included a requirement that a short-term rental accommodation must not be provided except in the property host's principal residence or in a single secondary dwelling on the same property. This requirement goes into effect on May 1st for approximately 66 BC local governments comprising approximately 84% of BC's total population, based on size of the local government or larger metro area. The remaining local governments, including Bowen Island could choose to opt in to the requirement.

At the March 25, 2024 meeting, after a period of public consultation, Council adopted the following resolution:

It was Moved and Seconded

That Council write to the Ministry of Housing, requesting to opt in to the “principal residence requirement” in Bill 35; and

That Council direct staff to amend the Land Use Bylaw, Business Licence Bylaw, and Bylaw Notice Enforcement Bylaw to include a principal residence requirement for the Residential Guest Accommodation Use.

CARRIED

(Councillors Morse and Saunders opposed)

This report brings those three amendment bylaws for consideration of First Reading. Changes to the Land Use Bylaw and Business Licence Bylaw would come into effect November 1, 2024, to coincide with the Provincial requirements.

At a Committee of the Whole held July 15, 2024, the following resolution was adopted:

That the Committee of the Whole recommends to Council:

1. *That Bylaw No. 658, 2024 cited as “Bowen Island Municipality Business Licensing Bylaw No. 465, 2019 Amendment Bylaw No.658, 2024” be read a first time;*
2. *That Bylaw No. 659, 2024 cited as “Bowen Island Municipality Bylaw Notice Enforcement Bylaw No. 196, 2008, Amendment Bylaw No. 659, 2024” be read a first time;*
3. *That Bylaw No. 660, 2024 cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No.660, 2024” be read a first time; and*
4. *That Bylaw No. 658, 2024, Bylaw No. 660, 2024, and the attached Islands Trust Policy Statement Checklist be referred to the Islands Trust and the Advisory Planning Commission.*

AMENDMENTS

1. Business Licence Bylaw No. 658

Bylaw No. 658 would amend the Business Licence Bylaw by:

1. Include definitions taken from Bill 35 for “Principal Residence,” “Property Host,” “Short-Term Rental Accommodation,” “Short-term Rental Offer,” and “Supplier Host”
2. Where previous requirements were placed just on Residential Guest Accommodation businesses, this bylaw would also place them on B&B businesses. These include:
 - a. Having a designated individual.
 - b. having a licence number displayed in advertisements.
 - c. showing proof of insurance coverage.
 - d. providing a safety plan.
3. Including the following restrictions:

Unless exempted through Provincial Legislation, Residential Guest Accommodation may only be made in one or both of the following:

- a. in the property host's principal residence;
- b. in not more than one secondary suite or other accessory dwelling unit on the same lot as the property host's principal residence.

Unless exempted through Provincial Legislation, Bed and Breakfast Accommodation may only be made in one or both of the following:

- a. in the property host's principal residence;
- b. in one or more accessory building on the same lot as the property host's principal residence.

4. Including application fees for Business Licences. Business Licence Fees have not increased since business licences were introduced in 2019. Staff experience is that the renewal of licences is not a very time-consuming process, so current fees remain appropriate. However, the majority of work is in processing applications for new businesses. In particular, licences associated with short-term rental accommodations typically involve more application documents and significantly lengthier review. As such, staff propose that current business licence fees do not increase, but that application fees for new applications are introduced. The updated fee schedule would be as follows:

Category	Licence Fee	Application Fee
Bed and Breakfast	\$150	\$200
Commercial	\$125	\$75
Commercial Guest Accommodation	\$150	\$200
Contractor	\$100	\$50
Guest House	\$150	\$75
Home-Based Business– Public Access	\$100	\$50
Home-Based Business – Non-Public Access	\$25	\$50
Non-Profit Organization	\$0	\$0
Non-Resident Business	\$100	\$50
Residential Guest Accommodation	\$300	\$200

2. Bylaw Notice Enforcement Bylaw No. 659

Staff propose relatively minor amendments to Bylaw No. 196. Largely the amendments are to (1) ensure that the first offence for conducting a business without a business licence carries a first offence penalty equal to the business licence fee and (2) increase further offences so that any further offence would receive the maximum penalty (\$500). Under the terms of the business licence bylaw every day can constitute a new offence.

3. Land Use Bylaw No. 660

Bylaw 660 would amend the Land Use Bylaw by:

1. Including definitions for “Property Host” and “Principal Residence,” to match definitions in Bill 35.
2. Amend the “*Residential Guest Accommodation*” definition to include reference to “principal residence.”
3. Amend the Bed and Breakfast regulations to specify that the resident operating the bed and breakfast must be using the property as their principal residence; and
4. Requiring that a Residential Guest Accommodation may only be operated in the property host’s principal residence and/or in an accessory residential unit on the same property.

FINANCIAL/ RESOURCE/MAINTENANCE CONSIDERATIONS

Including an application fee in the business license bylaw will help to cover the costs of processing business licence applications.

COMMUNICATION TO THE PUBLIC

The March 25, 2024 staff report contains a record of the communication done prior to that decision. Staff have additionally advertised changes to the bylaws in advance of this meeting.

ECOLOGICAL/ENVIRONMENTAL/CLIMATE CONSIDERATIONS

This report is not anticipated to have ecological implications.

OTHER CONSIDERATIONS

1. Islands Trust Policy Statement

Staff have reviewed the Islands Trust Policy Statement Checklist to determine if the amendments bylaws (a) require referral to the Islands Trust and (b) are consistent with the Islands Trust Policy Statement.

Staff have identified three policies that are relevant to the amendment bylaws, and are of the opinion that the bylaws are in compliance with the policy. Staff have listed those policies, and accompanying staff comment, below:

	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		Bylaw 658 and 660 restrict the offering of short-term rentals to people who reside on Bowen Island as their principal residence.

	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		Bylaws 658 and 660 promote economic opportunities associated with short-term rental accommodations to those who reside on Bowen Island, in keeping with the long-term community character of Bowen Island.

	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.
Staff Comment		Bylaws 658 and 660 restrict the short-term rental of properties on Bowen to ones where there is a principal resident on the property, limiting the impact of short-term rentals on Bowen's housing supply.

CONCLUSION

Staff have prepared amendments to three municipal bylaws to bring those bylaws into alignment with the Provincial Bill 35, and specifically the principal residence requirement for short-term rental accommodation. Bylaws would come into effect November 1, 2024 to coincide with the Provincial requirement.

ALTERNATIVES

1. That Council refer these bylaws back to staff for further amendments
2. That Council direct staff to not pursue these bylaws.

If Council select this alternative then the Provincial requirements would still come into effect November 1, but Municipal bylaws would not mirror those requirements.

ATTACHMENTS AND REFERENCES:

1. [Staff Report, January 8, 2024 Council Meeting](#)
2. [Staff Report, March 25, 2024 Council Meeting](#)
3. Bylaw No. 658, 2024
4. Bylaw No. 659, 2024
5. Bylaw No. 660, 2024
6. Islands Trust Policy Checklist

Submitted by: Daniel Martin, Manager of Planning and Development

REVIEWED BY:

CAO	☐
Bylaw Services	☐
Communications	☐
Corporate Officer	☐
Finance	☐
Fire & Emergency	☐
Environment & Parks	☐
Planning	☐

- Public Library ☐
- Public Works ☐
- Recreation & Community Services ☐



**Bowen Island Municipality
Bylaw No.658 2024**

A Bylaw to amend Business Licensing Bylaw No. 465, 2018

WHEREAS, “Bowen Island Municipality Business Licensing Bylaw No. 465, 2018” regulates business licences on Bowen Island; and

AND WHEREAS, Council wishes to amend “Bowen Island Municipality Business Licensing Bylaw No. 465, 2018” to include provisions for the regulation of residential guest accommodations

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

1. Citation

- 1.1 This bylaw may be cited for all purposes as “*Bowen Island Municipality Business Licensing Bylaw No. 465, 2019 Amendment Bylaw No.658, 2024*”.

2. Amendments

- 2.1 Bowen Island Municipality Bylaw No.465 is amended at Section 2 by inserting the following definitions:
- a. **“Designated Individual”** means a person designated as the primary contact for a short-term rental accommodation. The designated individual may be the property host or someone that is authorized to make decisions in relation to the premises and the operation of the short-term rental accommodation.
 - b. **“Principal Residence”** means the residence in which an individual resides for a longer period of time in a calendar year than any other place.
 - c. **“Property Host”** means a person
 - (a) Who is legally entitled to possession of a property where the short-term rental accommodation takes place, and
 - (b) Who has responsibility for arranging for the short-term rental accommodation booking arrangement.
 - d. **“Short-Term Rental Accommodation”** means the service of accommodation in the property of a property host, in exchange for a fee, that is provided to members of the public for a period of time of less than 90 consecutive days and includes a bed and breakfast and a residential guest accommodation.
 - e. **“Short-Term Rental Offer”** means, in respect of a property host, an offer by a supplier host to provide short-term rental accommodation services at the property.
 - f. **“Supplier Host”** means, in respect of a short-term rental offer:
 - i. The property host, and
 - ii. A person who, acting on behalf of, under the direction of or as an agent of the

property host, has responsibility for arranging for the short-term rental offer, which may include managing the short-term rental accommodation services;

2.2 Bowen Island Municipality Bylaw No. 465 is amended by amending Section 7 to read:

7. Every person who obtains a Licence shall pay, in advance,
 - a. the applicable licence fee prescribed in Schedule “A” to this Bylaw
 - b. For businesses that have not previously received a business licence, the application fee prescribed in Schedule "A" to this Bylaw.

2.3 Bowen Island Municipality Bylaw No. 465 is amended by amending Section 16 to read:

16. For any advertising of short-term rental accommodation services the Licence number must be displaced in the advertisement.

2.4 Bowen Island Municipality Bylaw No. 465 is amended by changing the section heading of Section 25 from “Residential Guest Accommodation” to “Short-Term Rental Accommodation”

2.5 Bowen Island Municipality Bylaw No. 465 is amended by amending Section 25 to read:

25. Unless exempted through Provincial Legislation, Residential Guest Accommodation may only be made in one or both of the following:
 - (a) in the property host's principal residence;
 - (b) in not more than one secondary suite or other accessory dwelling unit on the same lot as the property host's principal residence.

2.6 Bowen Island Municipality Bylaw No. 465 is amended by inserting Section 26, and renumbering subsequent section to follow. Section 26 is to read:

26. Unless exempted through Provincial Legislation, Bed and Breakfast Accommodation may only be made in one or both of the following:
 - a. in the property host's principal residence;
 - b. in one or more accessory buildings on the same lot as the property host’s principal residence.

2.7 Bowen Island Municipality Bylaw No. 465 is amended by amending Section 26 to read:

26. Prior to the issuance of a licence, the property host of a short-term rental accommodation must provide the following to the Licence Inspector:
 1. proof of insurance coverage, in a form acceptable to the Licence Inspector, for the use of the property as a short-term rental accommodation;

2. name and 24-hour contact information of the designated individual;
3. number of bedrooms to be offered within the property for short-term rental accommodation;
4. maximum number of guests that will be accommodated on the property;
5. number of on-site parking spaces;
6. other information requested by the Licence Inspector that the Licence Inspector considers to be relevant to ensuring compliance with applicable enactments and the safe and reasonable operation of short-term rental accommodation.

2.8 Bowen Island Municipality Bylaw No. 465 is amended by amending Section 27 to read:

27. The property host of a short-term rental accommodation must:

1. only allow short-term rental accommodation on premises that have been approved and identified on the licence application;
2. notify neighbouring property owners on all adjacent sides of the licenced premises that a short-term rental accommodation is being operated thereupon and provide contact information for the designated individual to such neighbours;
3. provide guests with contact information for the designated individual;
4. ensure the designated individual is available for contact 24 hours a day during periods when the premises are rented as a short-term rental accommodation, and responds to any nuisance complaint within 2 hours of notification;
5. notify the Licence Inspector within 24 hours of a change in contact information for a designated individual; and
6. comply with all applicable requirements in the Municipality's Land Use Bylaw and Building Bylaw, and in the BC Building Code, BC Fire Code and related enactments.

2.9 Bowen Island Municipality Bylaw No. 465 is amended by amending Schedule "A" to read:

Schedule "A" Business Categories and Fees

<u>Category</u>	<u>Licence Fee</u>	<u>Application Fee</u>
Bed and Breakfast	\$150	\$200
Commercial	\$125	\$75
Commercial Guest Accommodation	\$150	\$200
Contractor	\$100	\$50
Guest House	\$150	\$75
Home-Based Business– Public Access	\$100	\$50
Home-Based Business – Non-Public Access	\$25	\$50

Non-Profit Organization	\$0	\$0
Non-Resident Business	\$100	\$50
Residential Guest Accommodation	\$300	\$200

3. Effective Date

3.1 This Bylaw comes into force and effect on November 1, 2024

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
Mayor

Sophie Idsigna
Corporate Officer



**Bowen Island Municipality
Bylaw No.659 2024**

A Bylaw to amend Bowen Island Municipality Bylaw Notice Enforcement Bylaw No. 196, 2008

WHEREAS, “Bowen Island Municipality Bylaw Notice Enforcement Bylaw No. 196, 2008” regulates the enforcement of bylaw notices

AND WHEREAS, “Bowen Island Municipality Bylaw Notice Enforcement Bylaw No. 196, 2008” regulates the enforcement of bylaw notices

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

1. Citation

- 1.1 This bylaw may be cited for all purposes as “Bowen Island Municipality Bylaw Notice Enforcement Bylaw No. 196, 2008, Amendment Bylaw No. 659, 2024”.

2. Amendments

- 2.1 Bowen Island Municipality No.196 is amended by amending Section AJ to read as follows:

BOWEN ISLAND MUNICIPALITY

BYLAW NOTICE ENFORCEMENT BYLAW NO. 196, 2008

SCHEDULE AJ

Bowen Island Municipality Business Licence Bylaw No. 465, 2018

DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

Bylaw Section No.	Description	A1 Penalty \$	A2 Early Payment Penalty \$	A3 Late Payment Penalty \$	A4 Compliance Agreement Available Maximum 50% reduction in penalty amount where Compliance Agreement Available is shown as “Yes”
3.	Operating a Bed and Breakfast without a licence – first offence	\$150.00	\$125.00	\$175.00	NO
3	Operating a Bed and Breakfast without a licence – further offences	\$450.00	\$400.00	\$500.00	NO
3.	Operating a Commercial business without a licence – first offence	\$125.00	\$150.00	\$100.00	NO
3	Operating a Commercial business without a licence – further offences	\$450	\$400	\$500	NO
3.	Operating a Commercial Guest Accommodation without a licence – first offence	\$150.00	\$125.00	\$175.00	NO
3	Operating a Commercial Guest Accommodation without a licence – further offences	\$450.00	\$400.00	\$500.00	NO
3.	Operating a Contractor business without a licence – first offence	\$100.00	\$75.00	\$125.00	NO
3	Operating a Contractor business without a licence – further offences	\$450.00	\$400.00	\$500.00	NO
3.	Operating a Guest House without a licence – first offence	\$150.00	\$125.00	\$175.00	NO
3	Operating a Guest House without a licence – further offences	\$450.00	\$400.00	\$500.00	NO

3.	Operating a Home Based Business – public access without a licence – first offence	\$100.00	\$75.00	\$125.00	NO
3	Operating a Home Based Business – public access without a licence – further offences	\$450.00	\$400.00	\$500.00	NO
3.	Operating a Home Based Business – non-public access without a licence – first offence	\$25.00	\$25.00	\$50.00	NO
3	Operating a Home Based Business – non-public access without a licence – further offences	\$450.00	\$400.00	\$500.00	NO
3.	Operating a non-profit organization without a licence – first offence	\$25.00	\$25.00	\$50.00	NO
3	Operating a non-profit organization without a licence – further offences	\$450.00	\$400.00	\$500.00	NO
3.	Operating a non-resident business without a licence – first offence	\$100.00	\$75.00	\$125.00	NO
3	Operating a non-resident business without a licence – further offences	\$450.00	\$400.00	\$500.00	NO
3.	Operating a Residential Guest accommodation without a licence – first offence	\$300.00	\$275.00	\$350.00	NO
3	Operating a Residential Guest accommodation without a licence – further offences	\$475	\$450	\$500	NO
13.	Licence carried out by a non-licence holder and/or at a location not permitted by licence – first offence	\$25.00	\$15.00	\$35.00	YES
13.	Licence carried out by a non-licence holder and/or at a location not permitted by licence – further offences	\$150.00	\$125.00	\$175.00	NO
15.	No display of licence – first offence	\$150.00	\$135.00	\$175.00	YES

15.	No display of licence – further offence	\$450.00	\$400.00	\$500.00	NO
18 - 20.	Non-compliance with terms of licence – first offence	\$25.00	\$15.00	\$35.00	YES
18 - 20.	Non-compliance with terms of licence – further offences	\$150.00	\$125.00	\$175.00	NO

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
Mayor

Hope Dallas
Corporate Officer



**Bowen Island Municipality
Bylaw No.660 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,

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.660, 2024*”.

2. Amendments

- 2.1 Bowen Island Municipality No.57 is amended at Section 1.1 Definitions to include the following definitions:
- a. **“PRINCIPAL RESIDENCE”** means the residence in which an individual resides for a longer period of time in a calendar year than any other place.
 - b. **“PROPERTY HOST”** means a person
 - (a) Who is legally entitled to possession of a property where the short-term rental accommodation services are provided, and
 - (b) Who has responsibility for arranging for the short-term rental offer.
- 2.2 Bowen Island Municipality No.57 is amended at Section 1.1 Definitions by amending the following definitions to read as follows:
- a. **“RESIDENTIAL GUEST ACCOMMODATION”** means an *accessory use* of a *dwelling unit*, a portion of one, or other accessory residential unit on a property that is ordinarily occupied as a principal residence, as temporary accommodation for a paying guest for a period of less than 90 consecutive days, and for clarity does not include a *bed and breakfast, commercial guest accommodation, guest house, inn, or retreat centre*.
- 2.3 Bowen Island Municipality No.57 is amended at Section 3.35 HOME OCCUPATIONS by inserting section 3.35.7 to read as follows, and renumbering subsequent sections:
- 3.35.7 *Bed and Breakfast use* shall be operated by a resident of a *dwelling* on the *lot* which contains their *principal residence*.

- 2.4 Bowen Island Municipality No.57 is amended at Section 3.59 RESIDENTIAL GUEST ACCOMMODATION by inserting Section 3.59.4 to read as follows:

3.59.4 except in one or both of the following:

3.59.4.1 in the *property host's principal residence*

3.59.4.2 in not more than one *accessory residential unit on the property host's principal residence*.

3. Effective Date

- 3.1 This Bylaw comes into force and effect on November 1, 2024

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
Mayor

Sophie Idsigna
Corporate Officer



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw Nos. 658 & 660, 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 affects 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.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		protection of productive soils.
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PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
Staff Comment		Bylaw 658 and 660 restrict the offering of short-term rentals to people who reside on Bowen Island as their principal residence.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
Staff Comment		Bylaws 658 and 660 promote economic opportunities associated with short-term rental accommodations to those who reside on Bowen Island, in keeping with the long-term community character of Bowen Island.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.
Staff Comment		Bylaws 658 and 660 restrict the short-term rental of properties on Bowen to ones where there is a principal resident on the property, limiting the impact of short-term rentals on Bowen's housing supply.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
N/A	

	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:
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**Vancouver Island Conference Centre
Dodd Narrows Rooms
80 Commercial Street, Nanaimo, BC**

**Islands Trust Council Quarterly Meeting Schedule
September 24 - 26, 2024**

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

Tuesday, September 24		Wednesday, September 25		Thursday, September 26	
10:00	Executive Committee Meeting Douglas Rispin Room	8:30	Executive Office (Continued) Consent Agenda Item(s) Decision/Discussion Items Section 3: Islands Trust Object Discussion	8:30	Closed Meeting Public are welcome to attend all sessions excluding the Closed Meeting Rise and Report
11:30	Lunch				
12:30	Land Acknowledgement / Territorial Welcome Call to Order and Approval of Agenda	10:00	Break	9:30	Break
12:45	General Business Arising Consent Agenda Item(s) 3.1 - 3.1.5.6 Islands Trust Active Priorities Chart Committee Work Programs (EC, GC, FPC, RPC, TPC, ITCB) Committee Chair Verbal Reports	10:15	Executive Office (Continued) Decision/Discussion Items Strategic Plan Approval	9:45	Administrative Services Consent Agenda Item(s) 13.1 - 13.1.3 Decision/Discussion Items 13.2.1 - 13.2.2
1:30	Trustee Roundtable Emerging issues and island updates	11:30	Trust Area Services Consent Agenda Item(s) 7.1 - 7.1.2 Decision/Discussion Items 7.2.1	10:45	New Business Trustee-Initiated Requests for Decision Trustee Morrison - Dark Skies - RFD Trustee Boland, Campbell and Elliott - Update on work to date on Action 26 of the Islands Trust Housing Strategic Plan
3:00	Correspondence			12:00	Lunch (short lunch break)
3:15	Break	12:00	Lunch	12:30	Disposition of Delegations/Public Comment & Correspondence
3:30	Delegations / Public Comment Elsie Born - Salt Spring Island Poultry Club	1:00	Committee of the Whole Meeting Policy Statement Amendment Project	12:45	Meeting Wrap-up Trustee Updates - Community Committee Participation Next Meeting Proposed December Trust Council 3-day Program
5:00	Executive Office Consent Agenda Item(s) 6.1 - 6.1.2 Decision/Discussion Items 6.2.1 - 6.2.4 Provincial Request for Review of Islands Trust CAO Performance Evaluation Policy	3:30	Break	1:00	Adjournment (approx.)
		3:45	Planning Services Consent Agenda Item(s) 9.1.1 - 9.1.2 Decision/Discussion Items 9.2.1 - 9.2.3		
		5:00	Legislative & Information Services Consent Agenda Item(s) 10.1.1 Decision/Discussion Items 10.2.1 - 10.2.4		
5:30	Adjourn for the Day (approx.)	5:30	Adjourn for the Day (approx.)		
6:30-7:30	Dinner	6:30-7:30	Dinner		
*times are provided for information and may vary		 Islands Trust			



Tidings: Stories from Canada's Oceans Protection Plan

Summer 2024

Welcome to the Summer 2024 edition of Tidings, the official newsletter of the Ocean Protections Plan (OPP)! As we reflect on our achievements, we are reminded of the pivotal role our mission plays, especially in the wake of the recent [World Water Week](#).

This global event, held annually in late August, amplifies the urgent call to safeguard our precious water resources.

This year, we [made a big move to protect our oceans by increasing the penalties under the *Canada Shipping Act*](#). The maximum fine has gone up from \$25,000 to \$250,000 per violation. This change is meant to improve compliance and protect both public and environmental safety, targeting violations which include non-compliance when carrying dangerous goods and the discharging of cargo residues in polar waters.

Dive in and join us as we navigate through these exciting stories and more. And if you have any questions about this issue, or want to see your OPP story covered in a future edition, please feel free to always email Tidings editor [Joanna Tymkiw](#).

OPP latest announcements:

- [Protecting wild Atlantic salmon in Newfoundland and Labrador through restoration](#)
- [Protecting coastal aquatic ecosystems in British Columbia through important restoration work](#)
- [Government of Canada and Heiltsuk Nation reaffirm commitment to local marine emergency response capacity](#)
- [Arctic Marine Response Station in Rankin Inlet open for the season](#)



Meet Debbie Power

If you are considering a career at sea, and attend BCIT, there is a good chance you will see Debbie every step of the way.

[Continue reading about Debbie Power...](#)



How the Abandoned Boats Program is cleaning up BC's Coastline

In 2019, Indigenous-owned Salish Sea Industrial Services became one of the first funding recipients from the Abandoned Boats Program to start addressing the major issue of abandoned boats on BC's coast.

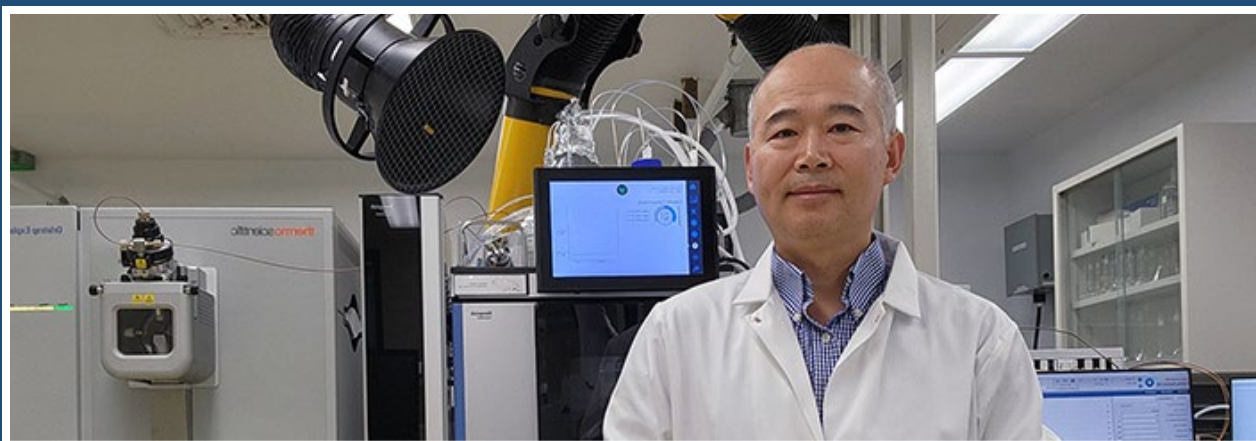
[Continue reading about the Abandoned Boats Program...](#)



Collaborative strategies for sustainable marine shipping in the Arctic

In this edition of Tidings, we are proud to feature a special contribution from the Cumulative Effects of Marine Shipping (CEMS) team, which was recently published in an open-access academic journal.

[Continue reading about collaborative strategies...](#)



Oil Fingerprinting: Finding answers through environmental forensics

Dr. Chun Yang has been with Environment and Climate Change Canada (ECCC) since 2002. As the lead for chemicals research out of the Oil Analysis Lab, he helps advance our knowledge of toxic industrial chemicals and their impact on the environment, while supporting environmental emergency response through his work on oil fingerprinting and environmental forensic science.

[Profile of Chun Yang: Finding answers through environmental forensics](#)

The Future of Mapping is Here



Empowering coastal communities

The Community Hydrography program, part of Canada's Oceans Protection Plan, helps remote coastal communities gather and use important data about water depths and features for their own needs.

[Continue reading about the Community Hydrography program...](#)



We need your feedback!

We are seeking feedback on marine safety issues, including making personal flotation devices or lifejackets mandatory for recreational boaters.

[Continue reading to share your opinions...](#)

From: Sustainability@victoria.ca <Sustainability@victoria.ca>

Sent: Thursday, September 5, 2024 9:44 AM

To: Sustainability@victoria.ca

Subject: Request for Input on the City of Victoria's Climate Leadership Plan and Climate Change Adaptation Plan

Dear Community Leader,

As part of the City of Victoria's ongoing commitment to address the climate emergency, we are updating our Climate Leadership Plan and creating a Climate Change Adaptation Plan. Through these plans, the City will build long-term resilience, reduce carbon emissions and enhance our capacity to adapt to the changing climate.

To ensure these plans are inclusive, robust and reflective of the diverse needs and perspectives within our community, the City is seeking written input from key partners across various sectors in addition to broad public engagement. Your organization's expertise and insights are invaluable, and we would appreciate your feedback on the following focus areas:

1. **Adaptation:** Strategies to prepare for and enhance community resilience to climate impacts, such as extreme weather events, sea level rise and biodiversity loss. We are particularly interested in local vulnerabilities, innovative adaptation measures and perspectives from your organization.
2. **Transportation:** Efforts to reduce emissions and promote sustainable mobility. Insights on public transportation improvements, active transportation initiatives (walking and cycling), electric vehicle infrastructure and other measures.
3. **Buildings:** Approaches to electrify, reduce emissions and improve energy efficiency in residential, commercial and public buildings. This includes upgrading heating equipment to all-electric heat pumps for year-round comfort.
4. **Waste:** Strategies to reduce waste by promoting reuse and ensuring all other materials are recycled and composted, including ideas for innovative waste reduction programs, house moving and deconstruction, community education efforts and effective waste management practices that support the growth of a circular economy.
5. **Climate equity:** Ensuring climate strategies are equitable and address the concerns of equity-owed and historically marginalized groups.

We kindly request that you provide us with relevant information and recommendations by **Friday, October 11, 2024**. Your feedback will help us shape ambitious, actionable and community-centred plans.

We have also launched public engagement about Victoria Climate Action, including a survey, online discussion forum and dates for in-person events. You are welcome to re-share information, including posts on City of Victoria social media accounts, with your network. For details about the engagement, visit: engage.victoria.ca/climateaction.

Thank you for your time and consideration. We look forward to your valuable contributions that will enhance our collective efforts in building a sustainable and resilient future for Victoria and beyond.

Please submit your written responses to the Climate Action Program at sustainability@victoria.ca or contact us if you have any questions or require further information.

Sincerely,



City of Victoria Climate Action Program

The City of Victoria is located on the homelands of the Songhees Nation and the Xwsepsum Nation.

From: R Wright <[REDACTED]>
Sent: Friday, September 20, 2024 5:07 PM
To: Sue Ellen Fast; Judith Gedy; Peter Luckham; Ken Hunter; Tobi Elliott; Susan Yates; Sam Borthwick; David Graham; Alex Allen; Grant Scott; Joe Bernardo; Kate-Louise Stamford; Mikaila Lironi; Timothy Peterson; Aaron Campbell; Deb Morrison; Dag Falck; Kristina Evans; Jamie Harris; Laura Patrick; Mairead Boland; Lee Middleton; Ben Mabberley; Lisa Gauvreau; Jeanine Dodds; David Maude
Cc: Executive Admin
Subject: Trust Council Quarterly Meeting Sept.25-26 URGENT

Sept.20, 2024

Dear Chair Luckham and Members of Trust Council,

Thank you for your letter of August 8th this year about concerns raised by Keep Salt Spring Sustainable (KSSS) in our delegation at the June Quarterly Meeting of Trust Council.

I write now to raise further KSSS concerns arising from the recently published agenda for the September Quarterly Meeting next week (<https://islandstrust.bc.ca/document/trust-council-quarterly-meeting-agenda-7/>). I ask that this letter be added to the public record.

Our concerns include, but are not limited to, the following items:

A) Pages 90-96: Draft letter from Chair Luckham to Municipal Affairs Minister asking that "British Columbia...conduct a review of the Islands Trust's mandate, governance and structure."

As drafted, this letter repeats the false assertion that the term "unique amenities" is "undefined." In fact, this term was comprehensively defined, after wide public outreach, in the 1986 *Islands Trust Position Paper No 1*, which is referenced on agenda page 118 and included with correspondence. We ask that your draft letter be corrected before being sent to the Minister. Further to this, please see B, below:

B) Page 116-18 "Interpretation of Islands Trust Act Section 3: Islands Trust Object."

In our view, it is the business of Trust Council to observe and apply the *Islands Trust Act* as worded. "Unique" means unique: i.e. amenities not found elsewhere, and which require -- now more than ever -- the special protections of the Act in order to be preserved in perpetuity against commercial development pressures and over-population.

As for the meaning of "environment" in the Act, abundant legal precedents make it clear that the natural environment of the Trust Area is prime and paramount. This is explicit in the all-party Select Standing Committee report of 1973, ministerial statements in Hansard debates,

the *Island Trust Act* itself, and the 1986 *Position Paper No.1*. Trust Council need not, and should not, waste public time and money on quibbling with long-standing precedent.

The only revisions the TPS may truly need are to align with Indigenous Reconciliation law, and to find much more effective ways of limiting runaway growth. Since 1974, the human population of the Trust islands has grown fourfold — twice the growth rate of Canada as a whole. This is a serious threat to the Act's mandate, and is by far the greatest failure of Trust policy, in practice, over the last 50 years.

Please note: the February 2022 *Governance Review Report* (page 4) states: "There is no comprehensive analysis of the Trust Area's capacity to sustain current population and activity, or its ability to accommodate more growth and development, especially in light of climate change and other considerations. The absence of an overarching vision for the Trust Area as a whole, setting out limits to growth, measures for protection of the environment, and sustainable strategies for development must be addressed."

C) Pages 172-230 **The draft Trust Policy Statement (TPS).**

While there are some improvements from earlier drafts, manifold concerns remain. KSSS, other resident groups, scientific experts, and the public as a whole will need ample time to examine and respond to this draft and others that may follow. Chair Luckham has promised that the process (assuming Council opts to continue with this project) will not be rushed. We applaud this intent and ask that Trust Council work in accordance with the precautionary principle and the greatest openness. No more policy must be discussed and drawn up behind closed doors.

D) Pages 231-32 We note this warning by the CAO with great alarm:

"Should Trust Council wish to shorten the project timelines, the following options may be viable solutions:

- ! Reduce the length of planned public engagement by at least two months (from 6 months to 4 months);
- ! Run public engagement and all referral processes concurrently, after First reading, rather than in succession as currently outlined, potentially reducing timelines by 4 months; and/or
- ! Schedule more frequent Committee of the Whole meetings prior to First reading, to more quickly advance the draft through its early amendment stages."

Any such haste would be a travesty of good government and good faith. KSSS asks that none of these shortcuts, nor any others, be taken.

E) Page 354-374 Draft "**Code of Conduct**" (currently "Standards of Conduct").

This new version bears scant resemblance to the existing Standards, and seems to be drawn from boilerplate municipal language with little or no recognition of the Trust's unique mandate and governance.

We ask, above all, that in any revisions/replacement of the existing Standards, this first Policy clause be retained in its current form and leading position:

"Certain ethical principles shall govern the conduct of any elected official of the Islands Trust organization, who shall:

1. Performance of Duties

- 1. 1.1 Recognize that the chief functions of a trustee are to serve the public, advocate the Trust mandate, and adhere to the Trust Policy."**

With kind regards,

Ronald Wright

Keep Salt Spring Sustainable

Follow Up Action Report

Executive Committee

Director Legislative Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to provide to Executive Committee and Islands Trust Conservancy options for sharing GIS resources.	David Marlor Stefan Cermak	Meeting: 31-Jan-2024 Target: 30-Oct-2024	In Progress
51%	3 Re: Delegations: Staff to work with Vice-Chair Peterson and Chair Luckham to prepare a request for decision for September Trust Council with options and a recommendation on policy for Disposition of Trust Council Delegations.	David Marlor	Meeting: 15-May-2024 Target: 14-Aug-2024	In Progress
0%	4 Staff to prepare materials for a future Trust Council session on agreements with other agencies, governments and First Nations.	David Marlor	Meeting: 15-May-2024 Target: 01-Sep-2024	In Progress
0%	5 Staff to create the following primers for trustees: 1. Electronic Meeting Attendee Primer 2. Chair Role Primer	David Marlor	Meeting: 11-Sep-2024 Target: 08-Nov-2024	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 to Executive Committee and Islands Trust Conservancy options for sharing GIS resources.	David Marlor Stefan Cermak	Meeting: 31-Jan-2024 Target: 30-Oct-2024	In Progress

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: 18-Dec-2024	In Progress
10%	2 Explore future education/workshop sessions on decision-making to benefit trustees.	Julia Mobbs	Meeting: 24-May-2023 Target: 11-Dec-2024	In Progress
0%	3 Staff to assess the viability of, and estimated costs, of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.	Clare Frater Julia Mobbs	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 31-Mar-2025	In Progress
0%	2 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	Clare Frater	Meeting: 12-Apr-2022 Target: 31-Mar-2025	In Progress
49%	3 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2025	In Progress
20%	4 Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater	Meeting: 20-Dec-2023 Target: 21-Aug-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
10%	5 Staff to work with Trustee Elliott (and/or others) to explore interest and options and funding potential for First Nations leaders to potentially hosting a gathering to hear Coast Salish perspectives on vision and governance in the Islands in the Trust Area, in a separate session before or around September Trust Council 2024.	Clare Frater	Meeting: 15-May-2024 Target: 21-Aug-2024	In Progress
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
10%	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
0%	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 Staff to assist Chair in writing to Snuneymuxw First Nation Chief and Council as to their interest in hosting a dialogue about Vision and Governance in their territory in association with the September 2024 Trust Council meeting, or alternatively the December 2024 or March 2025 meeting, and to indicate interest in jointly applying for a Union of BC Municipality Community to Community Grant Fund to support a budget of \$20,000.	Clare Frater	Meeting: 24-Jul-2024 Target: 24-Feb-2025	In Progress
0%	10 Staff to assess the viability of, and estimated costs, of trustees attending a forum in association with an upcoming Trust Council meeting and report back to the Executive Committee with potential additional travel and accommodation costs.	Clare Frater Julia Mobbs	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	11 Executive Committee express interest to the Grants Manager in co-applying for a Union of BC Municipality Community to Community fund grant in December 2024 in support of a forum with a First Nation, and request that Staff to work with a First Nation to prepare a grant application in support for a forum to be held in association with a future Trust Council meeting.	Clare Frater Mike Richards	Meeting: 24-Jul-2024 Target: 18-Dec-2024	In Progress
0%	12 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
0%	13 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
100%	14 Staff to forward to Trust Council a new draft version of Policy Statement Bylaw No. 183, with amendments that address matters of jurisdiction, clarity and accuracy, and to incorporate policy on small islands/islets, all as shown in Appendix 1.	Clare Frater	Meeting: 11-Sep-2024 Target: 13-Sep-2024	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
100%	15 Staff to prepare a Request for Decision to Trust Council, for the Chair's approval, recommending approval of the proposed revisions to the draft Policy Statement in Appendix 1.	Clare Frater	Meeting: 11-Sep-2024 Target: 13-Sep-2024	Completed
5%	16 Staff to organize an information session for trustees and interested staff about the Xwe' et tay /Lasqueti Archeology Project.	Clare Frater	Meeting: 11-Sep-2024 Target: 05-Dec-2024	In Progress

Grants Manager, A/ Program Coordinator

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