



Executive Committee Revised Agenda

Date: Wednesday, April 23, 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 - None	
4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Nothing to report.	
5. ADOPTION OF MINUTES / RESOLUTIONS WITHOUT MEETING	
5.1 Draft Executive Committee Meeting Minutes of March 26, 2025	5 - 14
For review and adoption.	
5.2 Resolutions Without Meeting	
Receive for information.	
5.2.1 EC RWM 2025-01 Approve Additional Agenda Documentation	15 - 16
5.2.2 EC RWM 2025-02 Approve Trustee Travel Funding	17 - 17
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	18 - 28
6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics	
6.3 Islands Trust Conservancy Liaison Update	

7.	BYLAWS FOR APPROVAL CONSIDERATION - None	
8.	TRUST COUNCIL MEETING PREPARATION	
8.1	Executive	
8.1.1	March Post-Trust-Council Survey Results- Briefing	29 - 41
8.2	Planning Services	
8.3	Financial and Employee Services	
8.4	Trust Area Services	
8.5	Legislative and Information Services	
9.	COMMITTEE OF THE WHOLE MEETING PREPARATION	
9.1	Draft May 6 Committee of the Whole Regular Meeting Agenda	
	See Appendix A	
9.2	Draft May 13 Committee of the Whole Regular Meeting Agenda	
	See Appendix B	
10.	EXECUTIVE COMMITTEE PROJECTS	
10.1	Trust Council Initiated	
10.1.1	Executive	
10.1.2	Trust Area Services	
10.1.3	Planning Services	
10.1.4	Financial and Employee Services	
10.1.5	Legislative and Information Services	
10.1.5.1	Alternative Public Notice Bylaws - Briefing	42 - 43
10.2	Executive Committee Initiated	
10.2.1	Executive	
10.2.2	Trust Area Services	
10.2.2.1	Islands Trust Insert for Bowen Island Municipality Property Tax Assessment Notice 2025/26 - Briefing	44 - 45
10.2.3	Planning Services	
10.2.3.1	Crown Tenure Application Referrals - Briefing	46 - 48
10.2.4	Financial and Employee Services	

	10.2.4.1	Enhanced Mental Health Supports Coverage - Discussion	49 - 50
		Vice-Chair Peterson	
	10.2.5	Legislative and Information Services	
11.		NEW BUSINESS	
	11.1	Executive/Trust Council	
	11.1.1	2025 Union of British Columbia Municipalities Convention - Discussion	
		THAT Executive Committee approve attendance for Trustees [insert trustee name(s)], Chief Administrative Officer Bronee and [insert Islands Trust staff name(s)] at the 2025 Union of British Columbia Municipalities Convention.	
	11.2	Trust Area Services	
	11.3	Planning Services	
	11.3.1	<i>Potential advocacy re Licence of Occupation No. V931804 and Zoning Compliance - Request For Decision</i>	51 - 75
		THAT the Executive Committee request staff to report back on provincial advocacy options concerning issuance of a 30-year subtidal aquaculture Licence of Occupation in a marine area where zoning does not permit aquaculture use.	
	11.4	Financial and Employee Services	
	11.4.1	Forgo Preparation of the Allocated Financial Statements for 2024/25 & 2025/26 - Request for Decision	76 - 79
		THAT Executive Committee endorse that no allocated financial statements be prepared for the 2024/25 and 2025/26 fiscal years.	
	11.5	Legislative and Information Services	
12.		CORRESPONDENCE (for information unless raised for action)	
	12.1	2025-02-11 Dana Lepofsky - Opening of Exhibit and Unveiling of Welcome Mural on Xwe'etay/Lasqueti, 3 May 2025	80 - 81
	12.2	2025-03-18 A Deggan - Letter to Executive Committee	82 - 83
	12.3	2025-03-30 Transport Canada - Reply	84 - 86
	12.4	2025-04-09 Ministry of Tourism, Arts, Culture and Sport - Geographical Name Request	87 - 89
13.		WORK PROGRAM	
	13.1	Review and amendment of current work program	90 - 92

14. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, May 14, 2025 at 9:15 a.m.

15. ISLANDS TRUST CONSERVANCY BOARD JOINT SESSION

1:00 PM - 2:00 PM

Executive Committee is joined by Islands Trust Conservancy Board members to discuss agenda items in this category.

15.1 February 27 Workshop: Funding our future: conservation on private lands - Discussion

15.2 Articulate areas to pursue invited guest speakers for a future meeting - Discussion

15.3 Promoting the Islands Trust in the island communities - Discussion

16. CLOSED MEETING

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

17. ADJOURNMENT



Executive Committee

Minutes of a Regular Meeting

Date: Wednesday, March 26, 2025
Location: Electronic Meeting

Members Present: Laura Patrick, Chair, Salt Spring Island Trustee
Tobi Elliott, Vice-Chair, Gabriola Trustee
David Maude, Vice-Chair, Mayne Trustee
Timothy Peterson, Vice-Chair, Lasqueti Trustee

Staff Present: Julia Mobbs, Acting Chief Administrative Officer and Director, Financial and Employee Services
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Alexandra Trifonidis, Executive Coordinator

Staff Regrets: Rueben Bronee, Chief Administrative Officer

Member(s) of the Public Present: Two members of the public were in attendance.

1. CALL TO ORDER

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

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick 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

3.1 Introduction of New Items

No new items were presented for consideration.

3.2 Approval of Agenda

By general consent the agenda was approved, as presented.

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 February 26, 2025

The following amendments to the minutes were requested:

- At item 11.2.2 add the word “rezoning” before the word “application”.
- At item 9.4.1 add the sentence “It was agreed upon that the topic will be added to the Strategic Plan item of the Trust Council agenda” to the end of the item.

By general consent the Executive Committee minutes of February 26, 2025 were adopted, as amended.

5.2 Draft Executive Committee Meeting Minutes of March 11, 2025

By general consent the Executive Committee minutes of March 11, 2025 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 (FUAL), and Directors provided their area reports.

A question was raised regarding the status of the model Local Trust Committee Public Notice Bylaw item on the Trust Council FUAL, which had been designated as a high priority two years ago.

Staff provided an update sharing at this time staff are currently seeking legal advice before presenting the draft document to the Executive Committee, with the intention of having the model bylaw travel to Trust Council’s June Quarterly meeting.

EC-2025-032

It was MOVED and SECONDED,

that Executive Committee request staff remove item 4 discussion on minute taking standards from the Director of Legislative and Information Services Follow Up Action List.

CARRIED

EC-2025-033

It was MOVED and SECONDED,

that Executive Committee request staff to bring back options for Enhancing Elected Officials Mental Health Benefits for trustees, for consideration to a future Executive Committee meeting.

CARRIED

6.2 Local Trust Committee Chair Updates

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

Highlights included:

- Salt Spring Island Local Trust Committee reviewed the Official Community Plan/Land Use Bylaw project at their last meeting.
- Hornby Island Local Trust Committee's top priority is building relationships with First Nations. The Committee resolved to send a letter to K'omoks Chief and Council congratulating them on their election, progression of treaty work and a desire for more meetings.
- Denman Island Local Trust Committee recently discussed changes to a Land Use Bylaw regarding housing.
- South Pender Island Local Trust Committee is having a special meeting on March 27th to consider a Land Use Bylaw amendment.
- Gabriola Island Local Trust Committee has held two open houses regarding the Official Community Plan review process.
- Vice-Chair Elliott encouraged the Committee to read a staff report that will be on the upcoming April 1st Thetis Island Local Trust Committee meeting agenda regarding next steps for a shellfish aquaculture license.
- Lasqueti Island Local Trust Committee is organizing a special screening of Dust 'N Bones Saturday, March 29th, where several elders will be in attendance.
- Gambier and Keats Island Local Trust Committee had community members attending a recent meeting for the Official Community Plan and Land Use Bylaw project. It was noted that numerous groups are watching the project and that the \$10,000 budget for the project will be restricting.

A Bylaw Enforcement Notice bylaw was given First, Second and Third readings.

6.3 Islands Trust Conservancy Liaison Update

Vice-Chair Elliott provided the Committee with an update, noting that the Islands Trust Conservancy Board met in person last week at the Victoria Islands Trust office. The newer members of the Islands Trust Conservancy Board toured the office and met with staff.

During the meeting, the topics of joint meetings and agenda items for the Islands Trust Conservancy and Executive Committee were discussed. Topics of consideration included First Nations relationship building and engagement, as well as Geographic Information System resources.

At their joint meeting on October 9th, 2024, First Nations engagement was the primary topic of discussion. The meeting minutes indicated that summary notes were to be created and circulated following the session; however, these notes did not transpire.

7. BYLAWS FOR APPROVAL CONSIDERATION - None

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of March 11-13 Trust Council Meeting - Discussion

Committee members and staff discussed the following in regards to the March Trust Council meeting:

- The post Trust Council meeting survey results were not ready at the time of agenda circulation and are scheduled to be presented at a future meeting.
- The venue, food, and layout were appreciated.
- Internet/Wi-Fi access was reported as poor.
- There were challenges with the technology, including hardware failures.
- Appreciation was expressed for having the meeting, meals, and accommodation all in one location.
- Positive feedback was received regarding the chairing of the meeting.
- The agenda was noted as more manageable.
- The tone of the meeting was described as comfortable.
- The minute timer was seen as a good addition, though it was suggested that it be made larger on the screen.
- There were suggestions for improving the disposition of delegations, with better notice of motions and the use of other tools.
- It was suggested that agenda content and project information could be shared with trustees prior to meetings to aid in their preparation.
- The budget discussion format was identified as an area for improvement in future years.
- Agendas were noted as large, and there was a preference for more succinct reports from staff, with concise reporting favored.

8.2 Executive

8.2.1 March Trust Council Business Decision Highlights

Executive Committee members reviewed the March Trust Council Business Decisions Highlights document. The following amendments and additions to the document were requested:

- Include missing item in the Islands Trust 2025-2028 Strategic Plan Approved section; “Revising bylaw enforcement practices and decisions”
- Add a link to the approved Islands Trust 2025-2028 Strategic Plan in the document.
- The average general tax increase figure for households should be inserted into the budget item.

EC-2025-034

It was MOVED and SECONDED,

DRAFT

that staff be requested to add the approved Islands Trust 2025-2026 Strategic Plan to the Islands Trust website, and that a link to the page be provided in the highlights bulletin.

CARRIED

EC-2025-035

It was MOVED and SECONDED,

that Executive Committee request staff add the bullet “revising bylaw enforcement practices and decisions” into the March Trust Council Business Decision Highlights document under the heading Islands Trust 2025-2028 Strategic Plan Approved.

CARRIED

EC-2025-036

It was MOVED and SECONDED,

that Executive Committee request staff to provide the average dollar increase in property tax to the 2025/26 Budget Approval section of the Islands Trust Council Highlights.

CARRIED

EC-2025-037

It was MOVED and SECONDED,

that Executive Committee request staff to revise the “Islands Trust Council Highlights” by adding a brief description of Trust Council in the opening paragraph.

CARRIED

By general consent the March Trust Council Business Decision Highlights be approved and circulated, as amended.

The Committee recessed for break at 10:48 a.m. and reconvened at 10:53 a.m.

8.2.2 Trust Council Follow Up Action List

The Acting Chief Administrative Officer spoke to the item explaining that the Trust Council Follow Up Action List has been updated with recent tasks arising from the March Trust Council meeting.

A question was raised regarding moving forward on numbers one and two of the Chief Administrative Officer Follow Up Action List. The Committee decided to wait until Chief Administrative Officer Bronee was available to discuss further.

- 8.3 Planning Services - None**
- 8.4 Financial and Employee Services - None**
- 8.5 Trust Area Services - None**
- 8.6 Legislative and Information Services - None**

9. EXECUTIVE COMMITTEE PROJECTS

9.1 Trust Council Initiated - None

9.2 Executive Committee Initiated

9.2.1 Executive

9.2.1.1 2025 Association of Vancouver Island and Coastal Communities Convention – Discussion

Chair Patrick confirmed that herself, Vice-Chair Elliott and Vice-Chair Peterson have registered for the event.

Vice-Chair Elliott shared her upcoming involvement as a presenter and panelist for the Community Housing Solutions session regarding the Tiny Homes in the Trust Area Enablement Project. It was highlighted that the steering committee had received the draft Trust Area Enablement project report with recommendations from the technical panel the previous day and was in the process of reviewing the document and providing feedback. Discussion was had regarding providing public communications on the Islands Trust website.

Vice-Chair Peterson confirmed he will have additional written background information ready in regards to the enhanced mental health supports coverage motion.

Budget discussion regarding upcoming in-person meetings and the approved funds for the fiscal year was had. Discussion ensued on the following:

- There are funds available from the Salt Spring Island Local Trust Committee to assist with Chair Patrick attending the Union of British Columbia Municipality convention.
- Suggested future conversation around preparation and planning of upcoming in-person meetings to facilitate budgetary needs and logistics.
- Trust Council's approved budget allocates funding for Executive Committee members and staff to attend both the Association of Vancouver Island Coastal Communities Convention and the Union of British Columbia Municipality convention. The number of members and staff able to attend depends on costs.
- Staff confirmed funds are tight this year.
- Costs for Bowen Island Municipality and San Juan County meeting come from a different budget line.
- Funding costs for travel to Union of British Columbia Municipality convention for Executive Committee members could come from local trust committees, if they so

requested; however, should be planned ahead of time and included in the draft budget to ensure available funds.

- Registration for the Union of British Columbia Municipality convention opens July 2nd, the same day as a regularly scheduled Executive Committee meeting.

By general consent Executive Committee requests staff be prepared to have a conversation on Union of British Columbia Municipality Convention registration at the July 2, 2025 Executive Committee meeting.

It was noted that desire from local trust committee members to attend the Union of British Columbia Municipality convention has been received by Committee members.

Discussion ensued on the upcoming meeting with Bowen Island Municipality and the following points were raised:

- Executive Committee approved a budget of \$6400 for all in-person Executive Committee meetings this fiscal, which includes meetings with Bowen Island Municipality, San Juan County, and regular in-person Executive Committee meetings.
- Bowen Island Municipality will be a hybrid meeting; Vice-Chair Maude and Peterson volunteered to attend remotely. Vice-Chair Elliott will attend in-person, and offered to cover her travel costs. Chair Patrick, Chief Administrative Officer Bronee and Director Frater will attend in-person.

EC-2025-038

It was MOVED and SECONDED,

that Executive Committee request that the final report for the Tiny Homes on Wheels Enablement in the Trust Area project be added to the Islands Trust Housing Affordability section of the website, with supporting documents and relevant reports, subject to staffs and steering committee's review, in advance of the 2025 Association of Vancouver Island Coastal Communities convention.

CARRIED

9.2.2 Trust Area Services

9.2.2.1 Islands Trust Property Tax Assessment Notice Insert for 2025/26 – Briefing

The Director of Trust Area Services presented the item noting that the deadline to finalize the document is Monday, March 31st.

DRAFT

The Committee reviewed the document and the following changes were requested:

- Update the house graphic section by replacing 2024 values with 2025;
- Remove the word “sales” from the application fees and sales line;
- Eliminate the “s” in “...other(s) governments” and add a comma after “First Nations” under the Programs heading; and
- In the Governance section, second paragraph, remove the wording “, which voted to become an island”. And change the sentence to: “Local land-use planning decisions are made by local trust committees except on Bowen Island, which is an island municipality with a municipal council.”

EC-2025-039

It was **MOVED** and **SECONDED**,

that Executive Committee approve the Islands Trust Property Tax Assessment Notice Insert for 2025/26, as amended.

CARRIED

9.2.3 Planning Services - None

9.2.4 Financial and Employee Services - None

9.2.5 Legislative and Information Services - None

10. NEW BUSINESS

10.1 Executive/Trust Council - None

10.2 Trust Area Services

10.2.1 LTC Chairs Report on Local Advocacy Topics

Vice-Chair Elliott reported that advocacy from South Pender Island community members is ongoing to ensure a request that WSÁNEĆ Elders be involved in an earlier consultation process regarding the review of the Land Use Bylaw project before the formal review. Trustees are working with staff on this topic.

10.2.2 Cross Border Task Force - Discussion

Chair Patrick provided an overview of the well-attended Cross Border Task Force meeting held on March 17th, which included San Juan County elected officials, Congressman Marson, local county counselors, staff and others. The meeting was hosted by the Southern Gulf Islands Forum. The importance of maintaining relationships between the region was emphasized. The ongoing relationship was noted as essential. The Southern Gulf Islands Forum plans to prioritize a cross-border forum in the fall.

- 10.3 Planning Services - None**
- 10.4 Financial and Employee Services - None**
- 10.5 Legislative and Information Services - None**

11. CORRESPONDENCE (for information unless raised for action)

11.1 2025-03-10 Islands Trust Conservancy Board - Letter to Stewart Brands

Received for information.

11.2 2025-03-11 W̱SÁNEĆ Leadership Council - Memorandum of Understanding between Islands Trust Council and the W̱SÁNEĆ Leadership Council

The Director of Trust Area Services spoke to the item.

EC-2025-040

It was MOVED and SECONDED,

that Executive Committee request staff to review and provide options for Memorandum of Understanding request for W̱SÁNEĆ Leadership Council, and report back to a future Executive Committee meeting.

CARRIED

11.3 2025-03-13 M Boland - Legal costs and the proposed Trust Council Secretariat

The Director of Legislative and Information Services spoke to the item noting this is a request of Executive Committee to provide a breakdown of what legal costs would go to external legal counsel versus what could be provided by an in-house legal counsel.

Discussion ensued on staff workload and which body would handle the request.

Staff noted this topic is on the Governance Committee work program.

By general consent item 11.3 was forwarded to Governance Committee, via email.

11.4 2025-03-19 Trans Mountain - Condition 35 Fate and Behavior of Bitumen Research Report

The Director of Trust Area Services advised the Committee that Trust Area Services doesn't have time to work on this at this time unless deemed a priority and another project gets put on hold.

By general consent item 11.4 was forwarded to all trustees for information, via email.

11.5 2025-03-20 - Association of Vancouver Island Coastal Communities - Request for Participation

The Committee reviewed the correspondence, noting that the survey is still open for individuals or a group to complete.

DRAFT

By general consent item 11. 5 was forwarded to all trustees for information, via email, pointing out the deadline.

11.6 2025-03-20 Daajing Giids - Municipalities re Cannabis Retail Stores

Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

Received for information.

13. NEXT MEETING

The next Executive Committee meeting is scheduled to take place electronically on April 23, 2025 at 9:15 a.m.

14. CLOSED MEETING (if applicable)

No closed meeting was held.

15. ADJOURNMENT

EC-2025-041

It was **MOVED** and **SECONDED**,
that the meeting be adjourned at 12:38 p.m.

CARRIED

Laura Patrick, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

The minutes are not official until adopted at a subsequent meeting.

Islands Trust Executive Committee
RESOLUTION WITHOUT MEETING

RWM Number: EC-RWM-2025-01

The following matter is considered urgent and necessary in order to approve late agenda item meeting documentation for inclusion on the January 30th Committee of the Whole agenda to advance it in a timely manner.

It was Moved by Trustee Maude and Seconded by Trustee Elliott,

that Executive Committee advance the Hazard Risk Mitigation and Management Policy Request for Decision late item and accompanying attachment material to the January 30th Committee of the Whole agenda prior to circulating to Trust Council.

The committee was notified of the call for resolution via email: January 22, 2025
The committee was notified of the call for vote via email: January 22, 2025

Please vote on the above motion by completing the ballots below:

☒ IN FAVOUR

☒ IN FAVOUR

☒ IN FAVOUR

☐ OPPOSED

☐ OPPOSED

☐ OPPOSED

David Maude
Email Approval

Tobi Elliott
Email Approval

Tim Peterson
Email Approval

January 22, 2025
Date

January 22, 2025
Date

January 22, 2025
Date

☒ IN FAVOUR

☐ OPPOSED

Peter Luckham
Email Approval

January 22, 2025
Date

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION **CARRIED** IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT*, THIS 22ND DAY OF JANUARY 2025.

Chair's Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS 22ND DAY OF JANUARY 2025.

Secretary or Designate's Signature

Recording Staff's Signature (if applicable)

Islands Trust Executive Committee
RESOLUTION WITHOUT MEETING

RWM Number: EC-RWM-2025-02

The following matter is considered urgent and necessary in order to approve support of travel costs for Trustees Borthwick and Elliott to attend the March 29, 2025 screening of Dust 'n Bones on x^wε?εt'ay/Lasqueti Island:

It was Moved by Trustee Maude and Seconded by Trustee Patrick:

that Executive Committee approve funding of up to \$1000.00 from the Trust Council Travel for Training budget for Trustees Borthwick and Elliott to travel to Lasqueti Island for the March 29, 2025, screening of Dust 'n Bones on x^wε?εt'ay/Lasqueti Island.

The committee was notified of the call for resolution via email: March 17, 2025

The committee was notified of the call for vote via email: March 17, 2025

Please vote on the above motion by completing the ballots below:

☒ IN FAVOUR

☒ IN FAVOUR

☒ IN FAVOUR

☐ OPPOSED

☐ OPPOSED

☐ OPPOSED

David Maude

Tobi Elliott

Tim Peterson

Email Approval

Email Approval

Email Approval

March 17, 2025

March 17, 2025

March 17, 2025

Date

Date

Date

☒ IN FAVOUR

☐ OPPOSED

Laura Patrick

Email Approval

March 17, 2025

Date

THE CHAIR DECLARED THE ABOVE NOTED RESOLUTION **CARRIED** IN ACCORDANCE WITH SECTION 13 OF THE *ISLANDS TRUST ACT*, THIS 17TH DAY OF MARCH 2025.

Chair's Signature

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS 17TH DAY OF MARCH 2025.

Recording Staff's Signature (if applicable)

Secretary or Designate's Signature

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
75%	1 Explore future education/workshop sessions on decision-making to benefit trustees.	Rueben Bronee	Meeting: 24-May-2023 Target: 20-Jun-2025	In Progress
50%	2 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
100%	3 Staff to amend the Feb 26 Executive Committee meeting minutes as follows, and post to the website: - At item 11.2.2 add the word 'rezoning' before the word 'application'. - At item 9.4.1 add the sentence 'It was agreed upon that the topic will be added to the Strategic Plan item of the Trust Council agenda' to the end of the item.	Rueben Bronee	Meeting: 26-Mar-2025 Target: 27-Mar-2025	Completed
100%	4 Staff to add the approved Islands Trust 2025-2026 Strategic Plan to the Islands Trust website.	Rueben Bronee	Meeting: 26-Mar-2025 Target: 04-Apr-2025	Completed
84%	5 Staff to amend the March Trust Council Decision Highlights document as follows: 1. Add the bullet "revising bylaw enforcement practices and decisions" under the heading Islands Trust 2025-2028 Strategic Plan Approved. (DONE) 2. Add a link to the Islands Trust 2025-2026 Strategic Plan on the IT website before circulating. 3. Provide the average dollar increase in property tax to the 2025/26 Budget Approval section. (DONE) 4. Add a brief description of Trust Council in the opening paragraph. (DONE)	Rueben Bronee	Meeting: 26-Mar-2025 Target: 31-Mar-2025	In Progress

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress	Activity		Responsibility	Dates	Status
50%	6	Staff to add a discussion on UBCM registration on the July 2, 2025 Executive Committee meeting agenda and be prepared to converse on the item.	Rueben Bronee	Meeting: 26-Mar-2025 Target: 24-Jun-2025	In Progress
100%	7	Staff to forward correspondence item 2025-03-13 M Boland - Legal costs and the proposed Trust Council Secretariat to the Governance Committee via email.	Rueben Bronee	Meeting: 26-Mar-2025 Target: 27-Mar-2025	Completed
100%	8	Staff to forward the correspondence item 2025-03-19 Trans Mountain - Condition 35 Fate and Behavior of Bitumen Research Report to all trustees via email.	Rueben Bronee	Meeting: 26-Mar-2025 Target: 27-Mar-2025	Completed
100%	9	Staff to forward correspondence item 2025-03-20 - Association of Vancouver Island Coastal Communities - Request for Participation, pointing out the deadline, to all trustees via email.	Rueben Bronee	Meeting: 26-Mar-2025 Target: 27-Mar-2025	Completed

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: 14-May-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: 04-Jun-2025	In Progress
50%	3 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%	4 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%	5 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
0%	6 Staff to prepare a primer on principles of the meeting assembly based on the guidelines from the training session May 19, 2022 along with clarification on points of order.	David Marlor	Meeting: 15-Jan-2025 Target: 18-Feb-2025	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	7 Staff to provide a strategy for providing training to trustees and chairs on respectful meetings, conduct and effective governance communications that includes: - two half-day on-line training sessions for Executive Committee, Islands Trust Conservancy Board chairs and council committee chairs to occur before June Trust Council 2025 - one half day in-person training session for Trust Council or at June Trust Council meeting quarterly - a review and recommendations on updates to the Islands Trust Standards of Conduct, including developing a foundational system for ethically addressing complaints.	David Marlor	Meeting: 05-Feb-2025 Target: 27-May-2025	In Progress
100%	8 Staff to remove item 4 "Discussion on minute taking standards" from the DLS FUAL list.	David Marlor	Meeting: 26-Mar-2025 Target: 27-Mar-2025	Completed

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 30-Sep-2025	In Progress
100%	2 Staff to provide advice on numbers 2, 4 and 8 in the Crown Tenure Application Referrals - Briefing.	Robert Kojima Stefan Cermak	Meeting: 26-Feb-2025 Target: 15-Apr-2025	Completed
100%	3 Staff to add the final report for the Tiny Homes on Wheels Enablement in the Trust Area project to the Islands Trust Housing Affordability section of the website, with supporting documents and relevant reports, subject to staff's and steering committee's review, in advance of the 2025 Association of Vancouver Island Coastal Communities convention.	Stefan Cermak	Meeting: 26-Mar-2025 Target: 16-May-2025	Completed

Follow Up Action Report

Executive Committee

Director, Administrative Services

Progress	Activity		Responsibility	Dates	Status
0%	1	Review Islands Trust Policy 6.5.2 Budget Control and Adjustment as a whole and specifically make recommendations to amend the policy to ensure the policy is clear in regards to the process and decision making authority related to proposed 'overspends' for any particular budget item.	Julia Mobbs	Meeting: 21-Oct-2020 Target: 30-Jul-2025	In Progress
75%	2	Staff to add to a future EC agenda: Honoraria for Indigenous elders providing welcomes or presentations at local trust committee meetings.	Clare Frater Julia Mobbs	Meeting: 20-Dec-2023 Target: 04-Jun-2025	In Progress
0%	3	Staff to bring back options for Enhancing Elected Officials Mental Health Benefits for trustees.	Julia Mobbs	Meeting: 26-Mar-2025 Target: 15-Apr-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: 14-May-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-2026	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: 30-Sep-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 Julia Mobbs	Meeting: 20-Dec-2023 Target: 04-Jun-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: 04-Jun-2025	In Progress
15%	6 Staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation for Trust Council's consideration. ON HOLD at request of Snuneymuxw First Nation.	Clare Frater	Meeting: 05-Jun-2024 Target: 31-Mar-2026	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-Jul-2025	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-Mar-2026	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: 31-Mar-2026	In Progress
0%	10 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: 30-Jun-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
100%	11 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: 31-Mar-2026	Completed
100%	12 Direction to Trust Programs Committee: Staff to bring back options for the draft Policy Statement: - to explain housing diversity; - some policy options that encourage alternative approaches to rural residential density; - some policy options that encourage alternative types and forms of buildings to the traditional wood-frame; - clustering residential development in appropriate locations; - potential for flexibility in housing agreements; and - to provide advisory policy options and analysis that supports consideration of downzoning for development that is not in the best interest of community	Clare Frater	Meeting: 06-Feb-2025 Target: 18-Feb-2025	Completed
49%	13 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. (ON HOLD)	Clare Frater	Meeting: 18-Dec-2024 Target: 31-Mar-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	14 Staff to provide advice to the Hornby Island Local Trust Committee regarding a letter of support for the Hornby Island Community Economic Enhancement Corporation's application for nominal rent tenure on 10ha of Crown land for the purpose of supporting provision of workforce housing.	Clare Frater	Meeting: 26-Feb-2025 Target: 06-May-2025	In Progress
100%	15 Staff to amend the Islands Trust Property Tax Assessment Notice Insert for 2025/26 as follows: ·Replace 2024 values with 2025 in the house graphic section \n ·Take out the word 'sales' in the application fees and sales line ·Remove the 's' from the wording '...other(s) governments' and a comma following 'First Nations' under the Programs heading ·Remove the wording ', which voted to become an island'. Change the sentence to: Local land-use planning decisions are made by local trust committees except on Bowen Island, which is an island municipality with a municipal council.	Clare Frater	Meeting: 26-Mar-2025 Target: 31-Mar-2025	Completed
10%	16 Staff to review and provide options for Memorandum of Understanding request for WSÁNEC Leadership Council.	Clare Frater	Meeting: 26-Mar-2025 Target: 02-Jul-2026	In Progress

Regional Planning Manager

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to provide advice on numbers 2, 4 and 8 in the Crown Tenure Application Referrals - Briefing.	Robert Kojima Stefan Cermak	Meeting: 26-Feb-2025 Target: 15-Apr-2025	Completed

To:	Executive Committee	For the Meeting of:	April 23, 2025
From:	Executive Office	Date Prepared:	April 4, 2025
SUBJECT:	March Post-Trust-Council Survey Results		

PURPOSE:

To provide an overview of the results of the trustee survey conducted following the March 11-13, 2025 Trust Council meeting.

BACKGROUND:

At the conclusion of the March 2025 Trust Council quarterly meeting, all trustees were invited 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

Among the 11 survey respondents, overall there was a generally higher level of satisfaction with aspects surveyed relative to the December 2024 meeting.

Ten of the 11 respondents rated their overall satisfaction with the March meeting as somewhat or very satisfied, with one respondent somewhat dissatisfied.

The majority indicated the agenda and meeting materials met their needs, although some comments from the survey and received verbally from trustees indicated a desire for more concise briefing material where possible. In contrast to the December meeting, respondents generally indicated this meeting was less rushed given the fewer but more substantive items on the agenda.

The majority rated chairing and management of the meeting as above average or excellent, with two respondents rating it average. This is a significant improvement from December when more than a third of respondents felt meeting management was ineffective.

All respondents said conduct in the meeting was usually or always respectful and appropriate. And ratings on venue, catering and accommodation were all strong, with the one major concern being the poor WIFI connectivity. Related, the only online participant to respond felt the experience was below average.

ATTACHMENT(S):

1. March 2025 Trust Council Meeting Survey Results

FOLLOW-UP: Staff will consider the feedback as part of their continuous improvement approach in preparation for the next Trust Council meeting and consult with Executive Committee on any

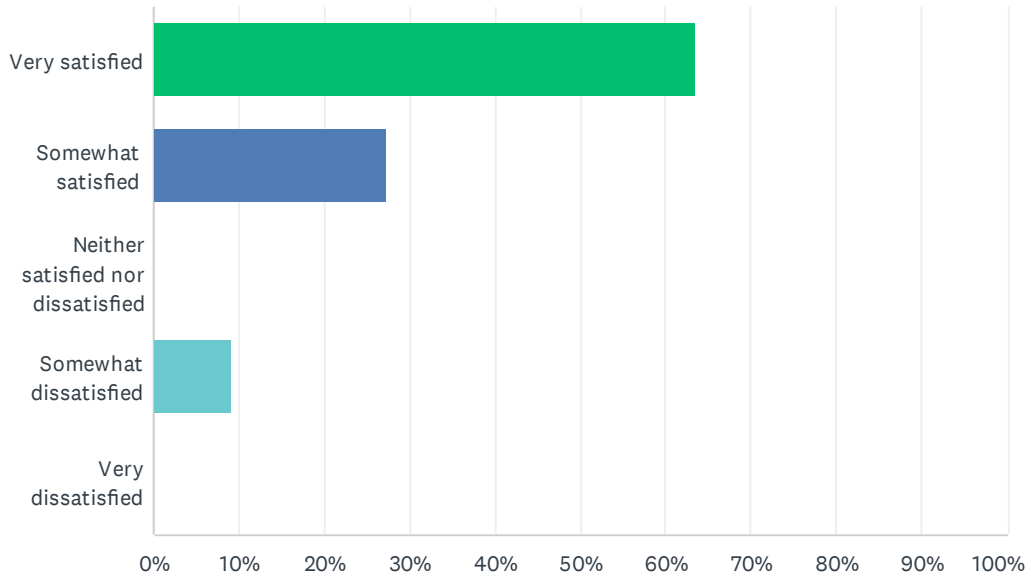
substantive changes in approach to the agenda or materials. A similar survey will be administered as standard practice after each future Trust Council Meeting.

Prepared By: Executive Office

Reviewed By/Date: Chief Administrative Officer/April 4, 2025

Q1 Overall, how satisfied or dissatisfied were you with the March Trust Council meeting?

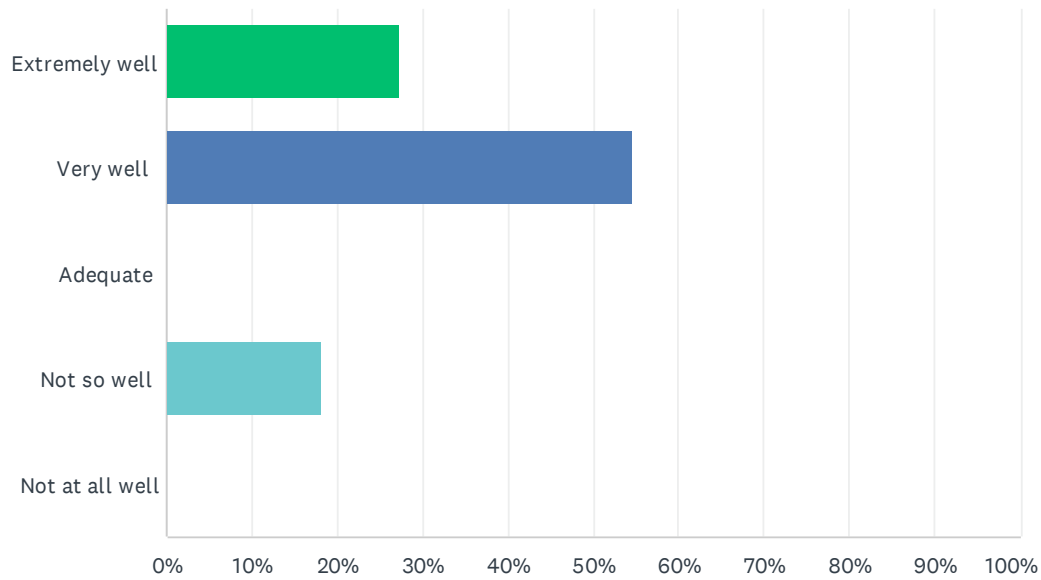
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very satisfied	63.64%	7
Somewhat satisfied	27.27%	3
Neither satisfied nor dissatisfied	0.00%	0
Somewhat dissatisfied	9.09%	1
Very dissatisfied	0.00%	0
TOTAL		11

Q2 How well did the agenda meet your needs?

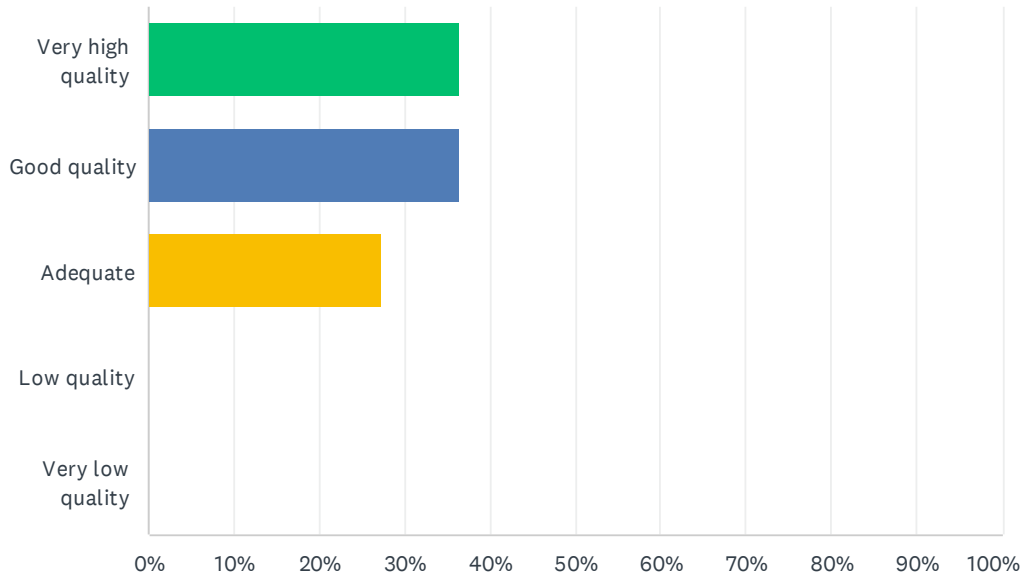
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Extremely well	27.27%	3
Very well	54.55%	6
Adequate	0.00%	0
Not so well	18.18%	2
Not at all well	0.00%	0
TOTAL		11

Q3 How would you rate the quality of the meeting reports and other materials?

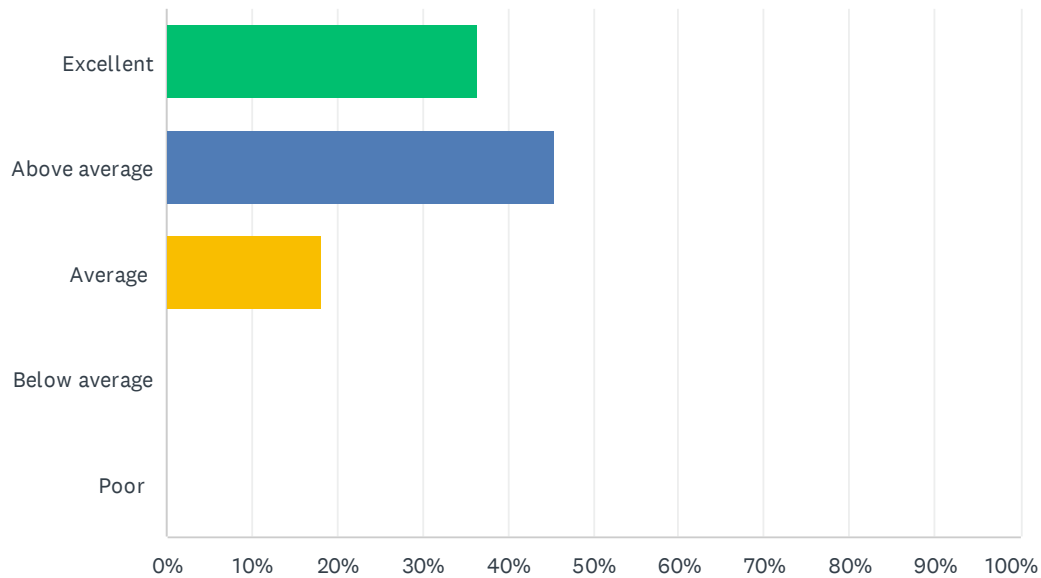
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very high quality	36.36%	4
Good quality	36.36%	4
Adequate	27.27%	3
Low quality	0.00%	0
Very low quality	0.00%	0
TOTAL		11

Q4 How would you rate the chairing and management of the meeting?

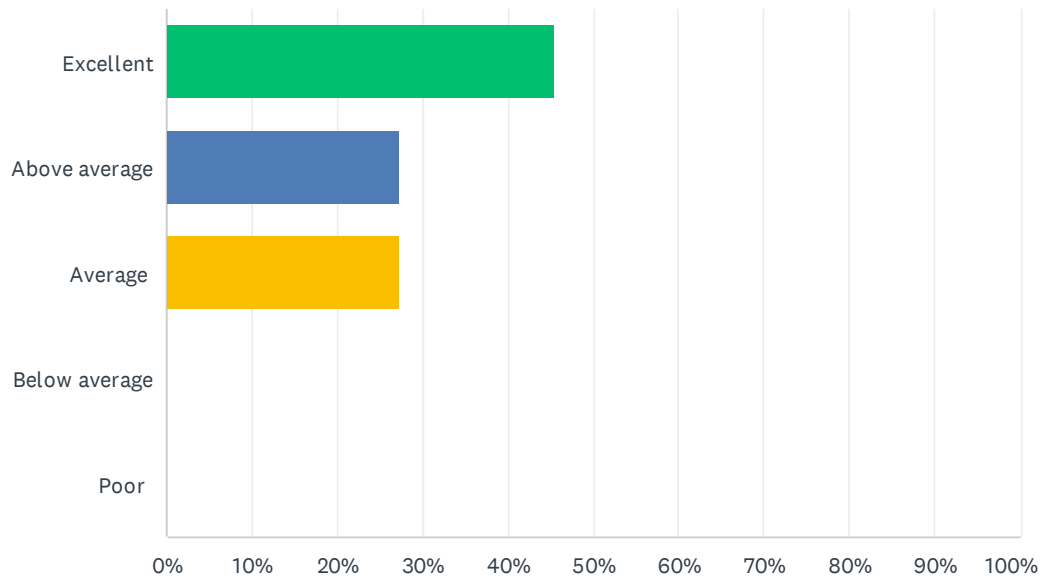
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	36.36%	4
Above average	45.45%	5
Average	18.18%	2
Below average	0.00%	0
Poor	0.00%	0
TOTAL		11

Q5 How would you rate the support provided by the Executive Committee?

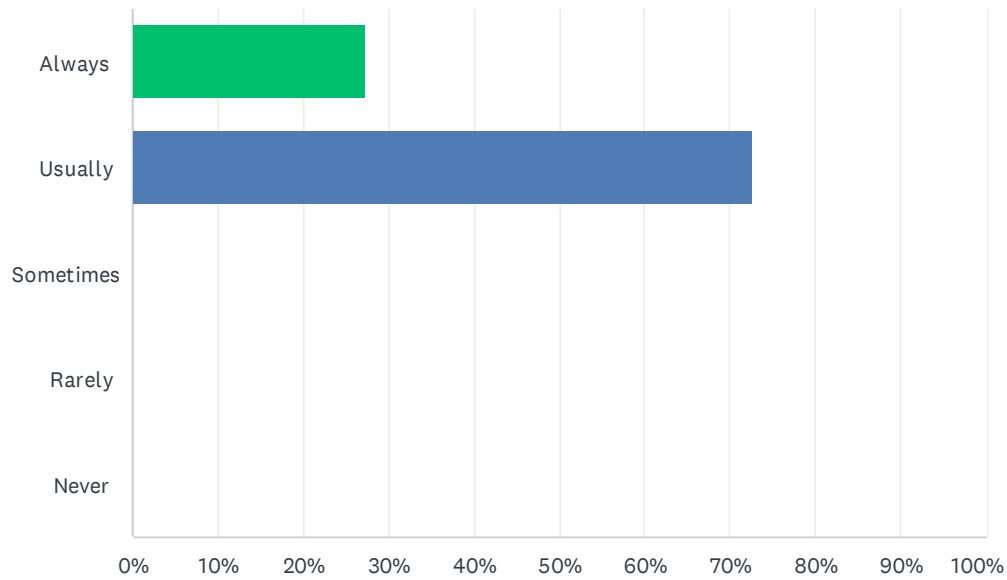
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	45.45%	5
Above average	27.27%	3
Average	27.27%	3
Below average	0.00%	0
Poor	0.00%	0
TOTAL		11

Q6 Was conduct in the meeting respectful and appropriate?

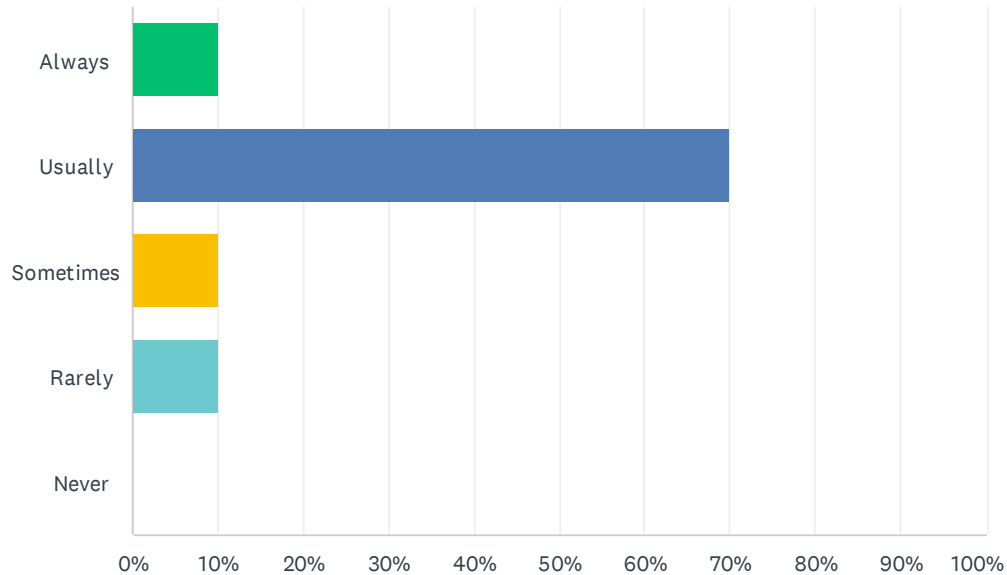
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Always	27.27%	3
Usually	72.73%	8
Sometimes	0.00%	0
Rarely	0.00%	0
Never	0.00%	0
TOTAL		11

Q7 Did all trustees have the opportunity to participate equally and appropriately?

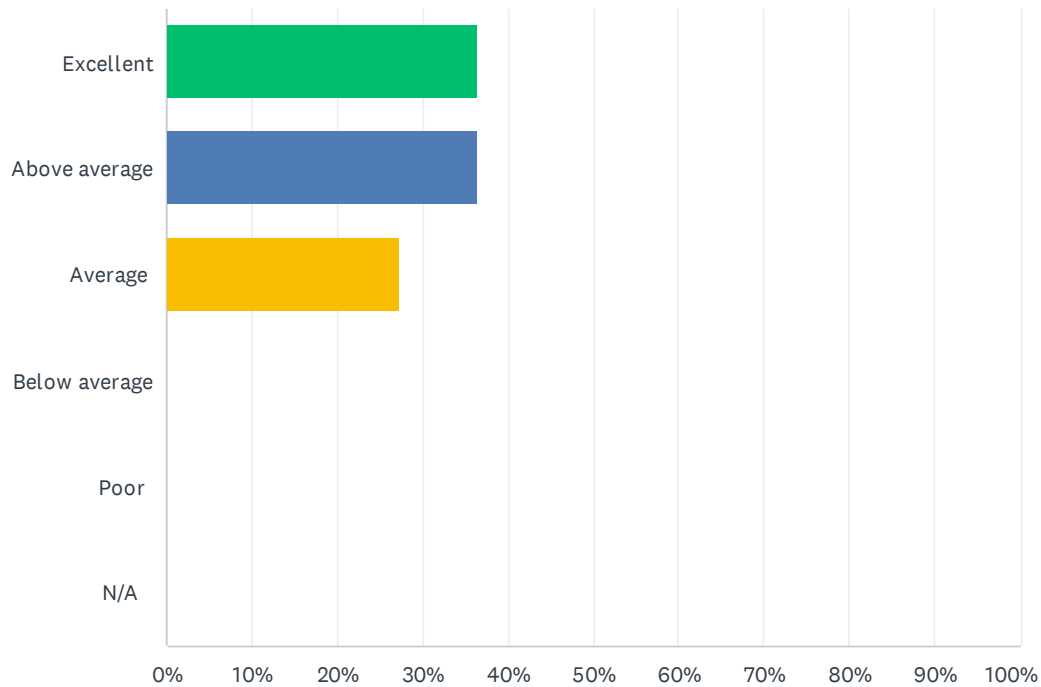
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Always	10.00%	1
Usually	70.00%	7
Sometimes	10.00%	1
Rarely	10.00%	1
Never	0.00%	0
TOTAL		10

Q8 How would you rate the meeting facilities?

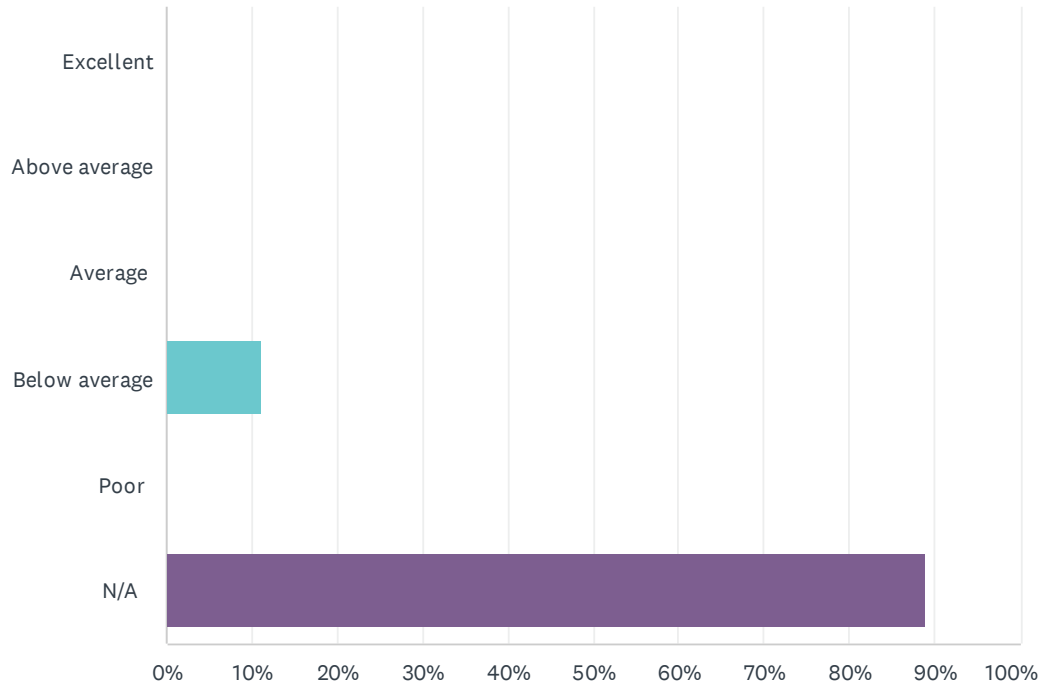
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	36.36%	4
Above average	36.36%	4
Average	27.27%	3
Below average	0.00%	0
Poor	0.00%	0
N/A	0.00%	0
TOTAL		11

Q9 If you participated online, how well did the technology experience meet your needs?

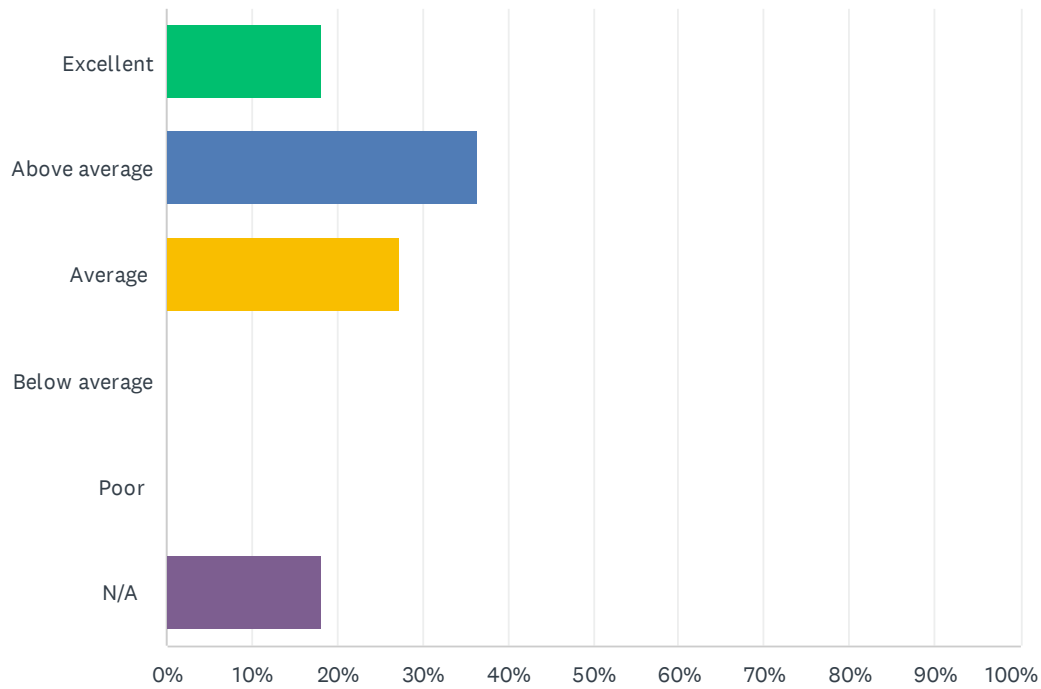
Answered: 9 Skipped: 2



ANSWER CHOICES	RESPONSES	
Excellent	0.00%	0
Above average	0.00%	0
Average	0.00%	0
Below average	11.11%	1
Poor	0.00%	0
N/A	88.89%	8
TOTAL		9

Q10 How would you rate the accommodations?

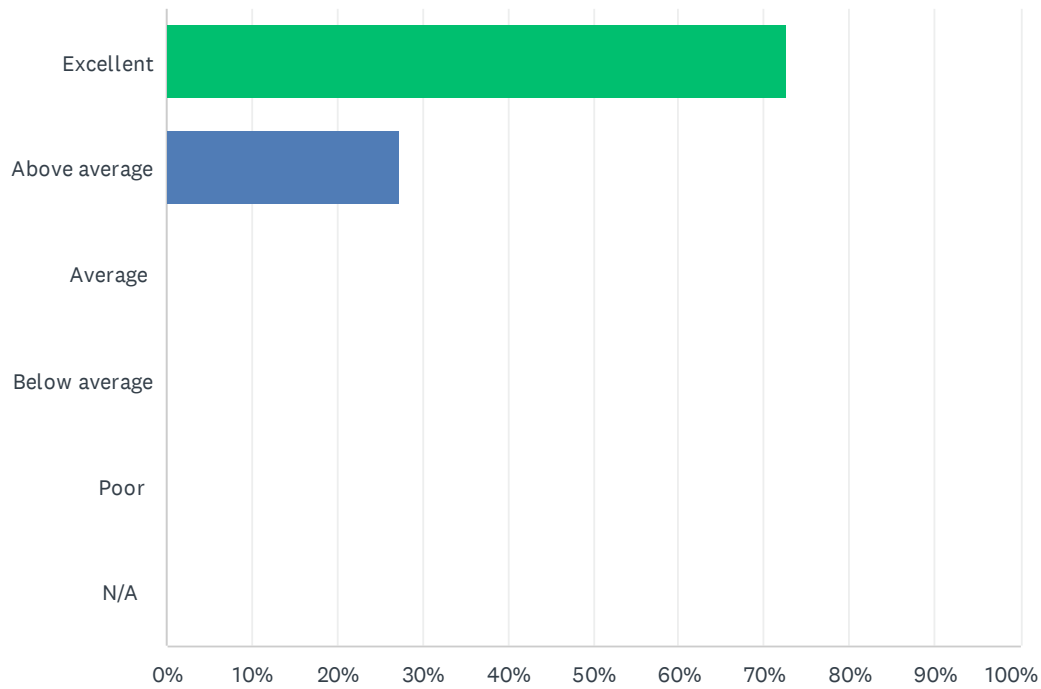
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	18.18%	2
Above average	36.36%	4
Average	27.27%	3
Below average	0.00%	0
Poor	0.00%	0
N/A	18.18%	2
TOTAL		11

Q11 How would you rate the event catering?

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	72.73%	8
Above average	27.27%	3
Average	0.00%	0
Below average	0.00%	0
Poor	0.00%	0
N/A	0.00%	0
TOTAL		11

To: Executive Committee **For the Meeting of:** April 23, 2025

From: David Marlor, Director,
Legislative and Information
Services **Date Prepared:** April 16, 2025

SUBJECT: Alternative Public Notice Bylaws

PURPOSE: To provide an update and timeline on a model alternative public notice bylaw

BACKGROUND:

In 2022, the Community Charter was amended to establish a default means to provide public notice (a notice in two consecutive editions of a newspaper circulating in the community at least weekly), and to allow local governments to adopt an alternative means of providing public notice.

While the Community Charter allows an alternative means, the regulations establish principles that must be met for a means of public notice to be considered appropriate.

Public notice bylaws are not procedural, and therefore, can only be adopted by each local trust committee.

The legislation requires:

1. That the bylaw provides two means of providing the notice to the public (one of which cannot be the on-island notice board as this is a separate requirement).
2. That the means of providing the notice to the public are reliable, suitable and accessible.
3. That the bylaw or meeting minutes must include a clause that the local trust committee has considered that the means are reliable, suitable and accessible.

Note that once a Public Notice Bylaw has been adopted, the prescribed method of notification in that bylaw must be used for all required public notifications by that local trust committee; the local trust committee cannot adopt different methods for different purposes.

The Community Charter Public Notice Regulation (BC Reg 52/2022) states that the principles that must be considered before a public notice bylaw is adopted are:

- *the means of publication should be reliable;*
- *the means of publication should be suitable for providing notices;*
- *the means of publication should be accessible.*

Means of publication are reliable if

- *they provide factual information, and*
- *publication takes place at least once a month or, if the means of publication is a website, the website is updated at least once a month.*

Means of publication are suitable for providing notices if

- *they allow all information in a notice to be displayed legibly,*
- *they allow a notice to be published by the required date, and*
- *they allow a person to consult a notice more than once during the period from the date of publication until the date of the matter for which notice is required.*

Means of publication are accessible if

- *they are directed or made available to a diverse audience or readership, and*
- *they are easily found.*

As a best practice, local trust committees should note how the principles have been considered (e.g., by resolution, reflected in the minutes, or included in the preamble of the public notice bylaw). A record of the decision demonstrates that the local trust committee discussed the principles and that the discussion is on the public record. For example, if a local trust committee is considering whether to use the Islands Trust website and a community newspaper as the two required means of publishing notice in their bylaw, they would need to consider if:

- the community can easily access the website, and that the newspaper is distributed broadly in the community (i.e., accessibility principle);
- the website and the newspaper will provide reliable and accurate ongoing information (i.e., reliability principle); and,
- the website and newspaper together can meet specific timing requirements (e.g., between three and 10 days) and content requirements (i.e., suitability principle).

Staff has drafted a bylaw and request for decision on a model bylaw. The draft model bylaw contains options for means of advertising for local trust committees to consider.

As with most bylaws, we have submitted the draft to Young Anderson for a legal review, and we would then incorporate recommendations from the lawyers into the final draft.

The final draft and request for decision will then be available at the next Executive Committee meeting (May 14, 2025), with the intent to send it to June Trust Council for adoption as a model, and to encourage local trust committees to consider adoption of a Public Notice Bylaw.

Once Trust Council has adopted the draft model bylaw, staff will prepare a report and draft public meeting notice bylaws for consideration by each local trust committee. Local trust committees intending to adopt a Public Notice Bylaw will be asked to consider whether the public notice means proposed in the bylaw are reliable, suitable and accessible in their local trust area. Each local trust committee may pick whichever means they deem meets these requirements. The model bylaw will contain recommended options and local trust committees will be encouraged to adopt those to avoid having too many different means to administer.

ATTACHMENT(S):

None

FOLLOW-UP:

Draft RFD and draft model Public Notice Bylaw will be provided to Executive Committee in advance of June Trust Council, with the intent to take to Trust Council for discussion and adoption of the model bylaw.

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

Reviewed By/Date: CAO, April 16, 2025



BRIEFING

To: Executive Committee **For the Meeting of:** April 23, 2025
From: Trust Area Services **Date Prepared:** April 14, 2025
SUBJECT: Islands Trust Insert for Bowen Island Municipality Property Tax Assessment Notice 2025/26

PURPOSE: To seek Executive Committee's feedback on a property tax assessment notice section about Islands Trust for inclusion in the Bowen Island Municipality's 2025/26 property tax notice insert.

BACKGROUND:

Bowen Island Municipality staff have invited Islands Trust staff to contribute a brief section to the annual Bowen Island Municipality property tax notice insert. This notice is 8.5 x 14, and the space available for Islands Trust is limited to 3.8 x 2.66 inches of that insert. This limited space offers an opportunity to share relevant Islands Trust information and updates, specifically highlighting efforts that support Bowen Island and its residents. Bowen Island trustees have provided feedback and have worked with staff in the creation of the content. Bowen Island Municipality staff will provide feedback before publication.

ATTACHMENT(S):

1. Draft version of the Islands Trust section for the Bowen Island Municipality 2025/26 tax notice.

FOLLOW-UP: The finalized version will be sent to Bowen Island Municipal staff for inclusion in the Bowen Island Municipality property tax notice, which is sent out in May.

Prepared By: Morgana van Niekerk, Communications Specialist, April 10, 2025

Reviewed By/Date: Clare Frater, Director, Trust Area Services, April 14, 2025

Islands Trust and Bowen Island



Bowen Island has been a member of Islands Trust since its inception in 1974, and is the only municipality within the federation. When Bowen Island residents voted to become a municipality in 1999, it was contingent on remaining part of Islands Trust. As a result, Bowen Island continues to benefit from the “preserve and protect” mandate set out in the *Islands Trust Act*. Two municipal trustees represent Bowen Island on the 26-member Islands Trust Council, which meets quarterly to discuss and act on matters affecting the 450+ islands in the Islands Trust Area. Bowen Island remains a valued part of the federation.

Islands Trust ensures that growth and land use changes are done in a manner that respects the preserve and protect mandate. To uphold the mandate, the Islands Trust Executive Committee reviews all Bowen Island Municipality Official Community Plan (OCP) bylaws and amendments, and may provide comments on non-OCP bylaws referencing the Islands Trust Policy Statement. Bowen Island contributes to the costs of shared Islands Trust services and programs but not Islands Trust’s land use planning or bylaw enforcement services.

Islands Trust programs include educational workshops, advocacy on key issues affecting island communities, ecosystem and groundwater mapping, and support for inter-governmental coordination. The Islands Trust Conservancy conserves 115 special island properties, including Bowen Island’s David Otter, Fairy Fen, and Singing Woods Nature Reserves. Learn more about how Islands Trust supports your community at islandstrust.bc.ca.

In 2025, a 17.6% increase (\$68,740) in the property tax levy resulted in \$460,000 being raised from Bowen Island contributions.

BOWEN ISLAND LEVY: COST PER AVERAGE RESIDENTIAL PROPERTY



Average residential property value (2025)

↑ \$23.74
Tax increase on average property (vs. 2024)

FL \$192.06
Islands Trust property tax levy per average property **45**

BRIEFING

To:	Executive Committee	For the Meeting of:	April 23, 2025
From:	Planning Services	Date Prepared:	April 10, 2025
SUBJECT:	Crown Tenure Application Referrals		

PURPOSE: The purpose of this briefing is to provide Executive Committee with additional information on Crown referral process options.

BACKGROUND: At the February 26, 2025 meeting, Executive Committee adopted the following resolution:

EC-2025-026

It was MOVED and SECONDED,

that Executive Committee request staff provide advice on numbers 2, 4 and 8 in the Crown Tenure Application Referrals – Briefing.

CARRIED

The Executive Committee had requested information to review processes and procedures for Crown referrals. Currently, Islands Trust receives referrals from the provincial agency for various types of proposed tenure applications. While the Crown itself is immune from local government land use bylaws under the *Interpretation Act*, tenants of the Crown are subject to local land use regulations. The province has a process to refer applications for tenure to local governments (among others). Given the nature of the Trust Area most referrals involve use of marine areas.

The previous Briefing summarized the various forms of tenure, types of land uses for which tenure may be issued, the process by which referrals are received by Islands Trust, how planners review and respond to referrals, the relevant Trust Council policy, the number of referrals received over the past decade, and the distribution of referral types.

Finally, the Briefing presented a number of options for changes to the current process, without detailing the implications or impacts of the options. As the EC resolution states, staff have been requested to provide further advice on three of the options.

ANALYSIS

EC has identified three options for staff to provide further advice on implications:

1. Copy Referrals to LTCs for information: referrals would be forwarded to local trustees when received, advising the local trustees to contact staff with questions or concerns. The Planning Technician would still respond to referral within the current 30 days. Implications of revising policy to include referral to trustees would include:
 - This process would ensure Trustees are aware of referrals and could request more information or flag potential concerns with staff.

- This option does not include LTCs responding beyond receiving for information and raising issues with staff, so it may not address the concerns of LTCs with the process.
- This would result in some additional planner time to respond to trustee questions or concerns and to explain process or context to trustees.
- No fees are collectable for these referrals, so costs of any additional work would not be recovered.
- Different local trustees may respond to referrals differently, resulting in inconsistency between LTAs.
- Updates should be made to existing Trust Council policy to include changed process and the role of LTCs in the process.

Essentially this revised process would provide information to local trustees on pending Crown tenures, trustees would be better informed to answer public questions, and would be able to advise planners of issues with specific proposed tenures, which may or may not be able to be considered in the referral response. If LTC concerns are essentially a lack of knowledge of referrals, this would address that issue.

2. Staff Discretion: senior staff (Island Planner or RPM) reviews referrals (currently they are assigned directly to the Planning Technician or Senior Freshwater Specialist) and either assign them to staff for routine review and response, or add them to LTC agendas for potential LTC resolution depending on complexity, type, or other relevant criteria. Implications include:
 - Change to application in-take process would be minimal, RPMs review and assign most other applications.
 - Would require senior staff to exercise discretion to assign certain types of referrals to LTC agendas.
 - Relies on knowledge and experience of RPMs and senior planners to triage referrals.
 - Criteria and policy should be developed to reduce potential for inconsistency between offices or LTCs, including drafting revisions to Trust Council policy.
 - Would require staff reports to be prepared for those referrals placed on LTC agendas.
 - Increase planner work for those that are assigned to LTC agenda, including preparation of staff report, follow up actions as directed by LTC.
 - No fee for referrals to offset increased work
 - Could increase process and work load with limited efficacy without an assessment of whether LTC resolutions forwarded to provincial staff would have any influence on decisions to issue or refuse tenure.

This revised process would result in referrals which an LTC could influence being added to agendas, while routine reviews of zoning would be handled by staff. The increased staff time is not recoverable via fees. However, the effectiveness of LTC resolutions in influencing tenure decisions should be considered.

3. Reviewing and updating the Letter of Understanding: this would involve revising the agreement with the Ministry in order to address LTCs' issues.
 - Trust Council has included "Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind" to its list of key initiatives to be initiated in 2026/27
 - As a dated agreement, there would be value in reviewing and updating

- Reviewing would be dependent on the willingness of ministry staff to engage in a review and a reasonable expectation that changes would be incorporated
- The review could specifically focus on seeking agreement of the ministry to not issue tenure unless LTC approvals are in place, or other specific concerns.
- A review and update would be expected to take a significant amount of time, staff would need to prioritize this over another initiative.

This option could address some LTC concerns with the tenure process, provided Ministry staff are prepared to review the agreement and to potentially adjust their current processes.

EC should consider the issues and concerns that LTCs have regarding the current process, and whether any of the options would address those concerns.

FOLLOW-UP: Staff will report back in response to Executive Committee direction.

Prepared By: Robert Kojima, Regional Planning Manager

Reviewed By/Date: Stefan Cermak, Director, Planning Services

BRIEFING

To:	Executive Committee	For the Meeting of:	March 11, 2025
From:	Financial and Employee Services – HR	Date Prepared:	March 26, 2025
SUBJECT:	Enhancing Elected Officials Mental Health Benefits		

PURPOSE:

To provide Executive Committee (EC) with information on options to enhance mental health supports for trustees under the UBCM extended benefit plan for elected officials.

BACKGROUND:

At its meeting on February 26, 2025 EC passed the following resolution:

that Executive Committee request staff to report back on options and costs for additional mental health and benefits for trustees.

Current Scenario:

Islands Trust enrolls trustees in the Enhanced Benefit Plan (administered by Pacific Blue Cross) via UBCM's Group Benefits Plan for Elected Officials, as well as the Employee and Family Assistance Plan (EFAP). Mental health coverages under these plans are as follows:

- Enhanced Benefits Plan - \$300/year for registered psychologists and Online Cognitive Behavioral Therapy. Clinical counsellors are not included in this coverage.
- EFAP – Delivered through Homewood Health, short term counselling services include telephone assessment, consultation, resources, support, advice and coaching on a full range of issues faced by individuals, parents, families, teens, and young adults. Homewood Health determines how many sessions will be covered per issue, on a case-by-case basis.

Historically, there has been no option to enhance or revise coverage levels provided in the standard elected official plan, due to Islands Trust staff not being part of the UBCM benefit plan, as noted in the [Group Insurance for Elected Officials – 2022 Plan Guide](#) which states:

“Extended Health and Dental

For those local governments that have their staff benefits through the UBCM Group Benefits Plan, there is the option to provide your elected officials with the **same** level of benefits/plan design that you provide to your non-union staff for Extended Health and Dental. Under this approach, the existing group rates for the non-union staff plan would apply.

If you do not have staff benefits under the UBCM Group Benefits Plan, or you do not wish to provide the same level of benefits to Elected Officials, then you can choose a standard package.”

Possible Scenario:

Staff has reached out to UBCM to understand if options available to Islands Trust have changed given recent province-wide conversations acknowledging mental health coverage for elected officials is considered insufficient given the current day context they are working in. We have learned that Pacific Blue Cross has given approval for Islands Trust to increase annual coverage under the Enhanced Benefit Plan to match coverage provided to staff, despite the fact that our staff plan is held elsewhere.

Enhancing trustee coverage to the level of staff coverage would provide \$750/year (a \$450/year increase), and will now include coverage for Clinical Counsellors.

Cost Impact: The cost to enhance this coverage is a 3.5% price increase, which is \$193/month or \$2,314/year.

Timing: If desired, this change may be actioned at any time via UBCM/PBC.

ATTACHMENT(S):

None.

FOLLOW-UP:

As directed. Should EC support enhancement of mental health benefits for trustees, they should make a recommendation to Trust Council for its decision.

Prepared By: J. Mobbs, Financial and Employee Services
Reviewed By/Date: CAO/February 27, 2025
Employee Services Coordinator/February 28, 2025

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** April 23, 2025

From: Thetis Island LTC **Date Prepared:** April 14, 2025

SUBJECT: Potential advocacy re Licence of Occupation No. V931804 and Zoning Compliance

RECOMMENDATION:

THAT the Executive Committee request staff to report back on provincial advocacy options concerning issuance of a 30-year subtidal aquaculture Licence of Occupation in a marine area where zoning does not permit aquaculture use.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The resolution responds to a Local Trust Committee (LTC) request call for advocacy to the Ministry of Municipal Affairs concerning the decision of a provincial statutory decision maker about issuance of a licence of occupation. Staff understand that the statutory decision maker who issued the licence did so within their authority. The Letter of Understanding on Crown Land Administration, while dated, sets out specific measures for resolution of disputes, thus advocating to the Ministry of Housing and Municipal Affairs about issues related to the specific licencing decision, as per LTCs request, may not result in meaningful action or advance the reputation of Islands Trust. Therefore, staff recommend that Executive Committee request staff to report back with advocacy options.

- 1 PURPOSE:** To convey an advocacy request of the Thetis Island Local Trust Committee (LTC) to the Executive Committee (EC) to advocate to the Ministry of Housing and Municipal Affairs regarding issues surrounding issuance of a 30-year subtidal aquaculture Licence of Occupation in a marine area where zoning does not permit aquaculture use.
- 2 BACKGROUND:** A Crown Land referral file was initially received by the Thetis Island Local Trust Committee (LTC) in 2018 (TH-CL-2018.2) for a new, 18.8-hectare subtidal aquaculture site to produce geoduck and horse clams (by-catch species), located at the entrance to Preedy Harbour between Thetis, Scott, and Dayman Islands. Staff's referral response confirmed that the marine area does not permit aquaculture operations and a rezoning would be required in order to proceed.

The applicant applied for and was denied rezonings with the Thetis Island LTC in 2020 and 2023. The reasons for proceeding no further with the rezoning in 2023 included:

- Inconsistency with the Thetis Island Official Community Plan No. 88;
- Inconsistency with the Islands Trust Policy Statement;
- Incompatibility with adjacent land and recreational uses; and

- Potential risk to sensitive ecosystem.

On February 21, 2025, the Province issued a 30-year Licence of Occupation (No. V931804) for the proposed aquaculture operations, despite non-compliance with the Thetis Island and Associated Islands Land Use Bylaws (LUBs).

On April 1, 2025, after discussions regarding the issuing of the Licence of Occupation, the Thetis Island LTC passed the following resolution:

That the Thetis Local Trust Committee request the Executive Committee to advocate to the Ministry of Municipal Affairs regarding issues surrounding issuance of License of Occupation V931804.

The LTC is notifying the tenure holder (Abrupt Shellfish Inc.) that the Licence of Occupation does not override local zoning regulations.

The applicant shared information with two local First Nations (Lyackson and Penelakut Tribe) as part of their Crown Land application with the Province and rezoning applications with Islands Trust, but did not receive responses. The province notified the following Nations regarding issuance of the Licence of Occupation No. V931804 on February 21, 2025:

Stz'uminus First Nation
Cowichan Tribes
Lyackson First Nation
Penelakut Tribe
Semiahmoo First Nation
Halalt First Nation
Snuneymuxw First Nation
Tsu'uubaa-asatx Nation
Tsawout First Nation

Upon receiving notice of issuance of the Licence of Occupation, Islands Trust Planning Services staff reached out to Penelakut Tribe and Lyackson First Nation staff by phone, hearing from the elected Chief at Penelakut Tribe that they were not consulted and their Board and Council planned to discuss the issue. Subtidal aquaculture operations have potential impacts on the interests of First Nations with territorial rights and title in the area.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This request is expected to take a day of Trust Area Services time. TAS is currently seeking to fill the vacant policy advisor position which would carry out the requested action. The work would be undertaken by the Director of Trust Area Services.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will undertake research and provide a request for decision or briefing to Executive Committee.

FIRST NATIONS RELATIONS: As part of research, staff will attempt to find out more about the positions of affected First Nations.

OTHER: None.

4 RELEVANT POLICY(S):

- [Trust Council Advocacy Policy 6.10.3.](#)
- [Thetis Island Official Community Plan Bylaw No. 88, 2011](#)
- [Thetis Associated Islands Official Community Plan Bylaw No. 93, 2014](#)
- [Islands Trust Policy Statement](#)
- [Protocol Agreement on Crown Lands in the Trust Area](#)
- [Letter of Understanding on Crown Land Administration Within the Islands Trust Area](#)

5 ATTACHMENT(S):

- Staff Report regarding Crown Land File No. 1414783 Update - Abrupt Shellfish Inc. dated April 1, 2025

RESPONSE OPTIONS

Recommendation:

THAT the Executive Committee request staff to report back on provincial advocacy options regarding issues surrounding issuance of a 30-year subtidal aquaculture Licence of Occupation in a marine area where zoning does not permit aquaculture use.

Alternative:

That the Executive Committee request staff to advise the Thetis Island Local Trust Committee that it received its request of April 1, 2025 but declined to take action.

Prepared By: Director, Planning Services; and
Director, Trust Area Services

Reviewed By/Date: Chief Administrative Officer / April 22, 2025

File No.: TH-CL-2018.2 (Abrupt
Shellfish Inc. - Panacui)

DATE OF MEETING: April 1, 2025

TO: Thetis Island Local Trust Committee

FROM: Margot Thomaidis, Planner 2
Northern Team

COPY: Warren Dingman, Bylaw Enforcement Manager

SUBJECT: **Crown Land File No. 1414783 Update - Abrupt Shellfish Inc.**
Applicant: Oreste Panacui for Abrupt Shellfish, Inc.
Location: Entrance to Preedy Harbour, adjacent to Thetis, Scott, and Dayman
Islands

RECOMMENDATION

1. That the Thetis Island Local Trust Committee request staff to draft a letter to the applicant for TH-CL-2018.2 (Panacui) confirming that while the applicant has received a License of Occupation from the Province (No. V931804) to carry out industrial shellfish aquaculture, the Water 4 (W4) zone in the Thetis Island Land Use Bylaw No. 89 and the Marine General (W1) zone in the Thetis Associated Islands Land Use Bylaw No. 94 do not permit marine aquaculture operations, and a rezoning is required.
2. That the Thetis Island Local Trust Committee direct bylaw enforcement staff to immediately commence an investigation of non-permitted uses in the marine area where License of Occupation No. V931804 was issued.

REPORT SUMMARY

The Province has recently issued a 30-year License of Occupation (No. V931804) for a new, 18.8-hectare subtidal aquaculture site to produce geoduck and horse clams (by-catch species), located at the entrance to Preedy Harbour between Thetis, Scott, and Dayman Islands. Aquaculture is not a permitted use in the area where the License was issued, therefore the proposed operations are not in compliance with the Thetis Island and Associated Islands Land Use Bylaws (LUBs). This report provides the LTC with background information about the Crown License of Occupation file and corresponding LTC rezoning applications from 2020 and 2022. Staff recommend the LTC send a letter to the applicant to clarify their zoning jurisdiction over the marine area, and adopt a resolution to proactively enforce LUBs for the marine area of the License.

BACKGROUND

In 2018 the Local Trust Committee (LTC) received a Crown License of Occupation application referral (File TH-CL-2018.2 – Abrupt Shellfish Inc. - Panacui) for a new, subtidal aquaculture site to produce geoduck and horse clams. The 18.8-hectare site is located at the entrance to Preedy Harbour, Thetis Island. The application was originally submitted to the Province on September 15, 2017. Staff provided a referral response to the Province in August 2018, recommending refusal of the project due to the lack of permissible zoning.

On February 13, 2020, Islands Trust received a rezoning application from the applicant to permit the proposed aquaculture operations (TH-RZ-2020.1). The LTC considered the application and denied it, passing the following resolution on June 2, 2020:

TH-2020-013

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee deny application TH-RZ-2020.1 (Panacui - Abrupt Shellfish Inc.) for the following reasons:

- The large scale nature of the proposed commercial infrastructure of underwater netting and braces, the potential of it becoming marine debris, and the potential negative impacts it may all have on environmental/ecological features, flora and fauna;
- Introduction of mooring buoys and navigational lights to the area and the negative impact to the visual/scenic features of the area;
- Potential hazard the operation might be to navigation;
- Potential conflicts with recreational uses and with adjacent upland or marine uses;
- Potential negative impacts to local marine and adjacent upland tourism and associated commercial activities;
- Conflict with Policy 2.7 Mariculture and;
- There are potential conflicts with Sections 3, 4 and 5 of the Islands Trust Policy.

CARRIED

Two years later, on July 21, 2022, Islands Trust received a rezoning application for the same proposal as before, except this time reducing the proposed number of mooring buoys from sixty to four. The applicant also provided a response to each of the LTC's previous reasons for denial.

In February 2023, Islands Trust staff reached out to Ministry staff to clarify the impact the rezoning process would have on the application review. They were informed that the local government rezoning process is ultimately independent of the *Land Act* application review.

At that time, Islands Trust staff also enquired about the potential for the applicant to amend the proposed tenure area so that it would fall within a zone that allows aquaculture use. Staff were told that this may be possible if the applicant submits a revised management plan to the Province. However, given the approvals already received from Transport Canada and Fisheries and Oceans Canada, a tenure boundary change could affect their approvals. The applicant was not interested in altering their proposed tenure area.

The LTC considered the application and passed the following resolution on February 28, 2023:

TH-2023-003

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee advise the applicant that they should engage in meaningful consultation with Penelakut Tribe and, after that event, hold a public community information session in person on Thetis Island and then return to the Thetis Island Local Trust Committee with this application.

CARRIED

There was a six-month period of inactivity on the file, and at their regular business meeting held September 4, 2023, the LTC passed the following resolution:

TH-2023-023

It was MOVED and SECONDED,

that Thetis Island Local Trust Committee request staff to put the Abrupt Shellfish file into “Abeyance” and bring consideration for “Proceed No Further” in November if there is no further activity.

CARRIED

Staff reached out to the applicant on several occasions requesting a status update. Staff advised the applicant on September 11, 2023 that the file was at risk of being closed due to inactivity for over six months, as there had been no indication as to when the requested public and First Nations engagement would take place. The applicant held an electronic community information meeting on October 23, 2023 and indicated they had attempted to get a response from representatives at Penelakut Tribe with no success. There were 30 attendees at the electronic CIM, including the applicant and Thetis Trustees, and most members of the public were not in favour of the application. The LTC received multiple letters of concern and clear opposition to the rezoning around this time. The LTC considered the application and passed the following resolutions on November 7, 2023:

TH-2023-028

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee proceed no further with application TH-RZ-2022.1 for the following reasons:

- a) Inconsistent with the Thetis Island Official Community Plan No. 88;
- b) Inconsistent with the Islands Trust Policy Statement;
- c) Incompatible with adjacent land and recreational uses; and
- d) Potential risk to sensitive ecosystem.

CARRIED

TH-2023-029

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee request staff and Chair to forward a letter and the supporting material received by the Local Trust Committee today to the Ministry responsible for issuance of the lease.

CARRIED

The file was closed, and the Chair sent a letter to the Minister of Forests on November 20, 2023, notifying them of the LTC’s decision and rationale for proceeding no further with the application (Attachment 1).

The Chair received a response from the Resource Manager, Aquaculture, Amber MacDonald, on March 27, 2024, requesting clarification of the rejection of the rezoning application as it relates to Islands Trust bylaw authority (Attachment 2). The Chair responded to Ms. MacDonald on April 30, 2024, providing further clarity regarding the incompatibility of industrial aquaculture uses with the Thetis Island Local Trust Committee’s LUBs and Official Community Plans (OCPs), as well as reiterating community concerns about the proposal (Attachment 3). In this letter, the Thetis LTC also asked the Ministry of Land, Water and Resource Stewardship to respect the community and the LTC’s rejection of this rezoning application by denying issuance of the tenure for Crown Land File 1414783, which is subject to the use being in conformance with local bylaws. The Chair did not receive a response to this letter.

The LTC was notified on February 26, 2025 that a 30-year License of Occupation was approved by the Resource Manager, Aquaculture on February 21, 2025. The Reasons for Decision outlines that the applicant has met all eligibility requirements for a Licence of Occupation under the *Land Act* and the Crown Land

General Policy for Eligibility and Restrictions, and concludes that the potential negative impact of the application is minor compared to the overall public benefit (Attachment 4).

A map of the tenure area as well as the LTC's applicable zoning is included in Attachment 5.

ANALYSIS

Issues and Opportunities

Local Trust Committee Authority

Section 29 of the *Islands Trust Act* and Section 479 of the *Local Government Act* grant the LTC the authority to zone any part of the Local Trust Area, including the marine area. This includes the power to prohibit any use or uses in a zone, including prohibiting aquaculture use in the marine zone. The applicant is subject to this authority despite receiving a License of Occupation from the Province to allow industrial shellfish operations.

The LTC also has the unfettered discretion to choose not to proceed with any rezoning applications submitted by the applicant, including those considered in 2020 and 2022.

Protocol Agreement and Letter of Understanding

The Islands Trust and the Ministry of Environment have a [Protocol Agreement](#) and a [Letter of Understanding](#) on Crown Land and Administration in the Islands Trust Area.

The Agreement emphasizes the importance of interagency cooperation and consultation to enhance each agency's respective abilities to achieve their mandates with the Trust Area in a manner which is respectful of each agency's jurisdiction and capability. Both the Province and the Islands Trust have committed to working together to establish processes that ensure they consult one another and collaborate without undermining each other's authority or mandates. The Agreement outlines that decisions should be made with respect for the Islands Trust's land use planning and regulatory authority in local trust areas, which includes respecting zoning regulations and the unique environment of the Trust Area.

Based on this, the current decision by the Province to approve the License of Occupation could be seen as potentially breaching the Protocol Agreement. Since the Province has failed to incorporate the Islands Trust's input and the approved License of Occupation is not aligned with the local land use bylaw regulations, it raises concerns about the extent to which the Province is respecting the cooperative and consultative principles outlined in the Agreement.

First Nations Engagement

The LTC did not send early referral of either rezoning application to First Nations or agencies. Each time, the application was denied or the LTC chose to proceed no further before the early referral stage. In mid-March 2025, staff reached out to Penelakut and Lyackson staff to ask if they had received the Province's letter notifying of approval of the License of Occupation. Staff have heard from the elected Chief at Penelakut that their Board and Council plans to discuss this at their next meeting on March 25, 2025.

Rationale for Recommendation

Staff suggest that the LTC follow the recommendations on page 1 of this report for the following reasons:

- Proactively writing a letter to the applicant outlining the LTC’s authority and reiterating the land use bylaw regulations would not permit the applicant to commence the use; and
- A resolution for Bylaw Enforcement staff to act proactively and immediately to investigate any non-permitted uses in the marine area of the License of Occupation, rather than awaiting a complaint, may also deter the applicant from commencing the use.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendations:

1. Request further information

The LTC may request legal advice prior to making a decision. Staff advise that the implications of this alternative are use of the LTC’s legal budget and staff resources. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Thetis Island Local Trust Committee request staff to engage Young Anderson’s services to address the following questions regarding the Crown license of occupation No. V931804

a) [Insert questions].

2. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If the LTC follows staff’s recommendations on page 1 of this report, staff will draft and send a letter to the applicant, alerting them of the LTC’s authority and regulations, and copying the Province. Bylaw Enforcement staff would proceed with an investigation and enforcement upon commencement of any unlawful uses in the marine area of the License of Occupation.

Submitted By:	Margot Thomaidis, Planner 2	March 25, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	March 25, 2025

ATTACHMENTS

1. Letter from Chair Elliott to Ministry of Forests dated November 20, 2023.
2. Letter from A. MacDonald to Chair Elliott dated March 27, 2024.
3. Letter from Chair Elliott to A. MacDonald dated April 30, 2024.
4. File No. 1414783 License of Occupation Letter and Reasons for Decision dated February 21, 2025.
5. Map of License of Occupation Area and LTC Zoning



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ATTACHMENT 1

November 20, 2023

File No: TH-RZ-2022.1; TH-6410-03

Honourable Bruce Ralston
Minister of Forests
FOR.Minister@gov.bc.ca

Dear Minister Ralston,

Please be advised that on November 7, 2023, the Thetis Island Local Trust Committee advised staff to proceed no further with Oreste Panacui for Abrupt Shellfish, Inc. (Crown Land file 1414783) application to rezone 14 hectares of Marine area in Preedy Harbour, adjacent to Crescent Point, Thetis Island.

The following motion was moved and carried unanimously:

That the Thetis Island Local Trust Committee proceed no further with application TH-RZ-2022.1 for the following reasons:

- a. Inconsistent with the Thetis Island Official Community Plan No. 88;
- b. Inconsistent with the Islands Trust Policy Statement;
- c. Incompatible with adjacent land and recreational uses; and
- d. Potential risk to sensitive ecosystems.

The Thetis Island Local Trust Committee asks the Minister to respect the Local Trust Committee's rejection of this application and to deny issuance of the tenure for Crown Land File 1414783.

The Applicant had made a very similar application in April 2020 which was denied for reasons much the same as the recent LTC decision. The reasons to proceed no further for the first application are listed below:

- The large scale nature of the proposed commercial infrastructure of underwater staking netting and anchors.
- The potential of the infrastructure materials becoming marine debris due to storms or marine fouling, and the potential negative impacts it may have on environmental/ecological features, flora and fauna;
- Introduction of mooring buoys and navigational lights to the area and the negative impact to the Natural visual/scenic features of the area;
- Potential hazards that the operation might be to navigation of the significant numbers of recreational boaters that frequent the area year round;
- Potential conflicts with recreational uses and with adjacent upland properties that are zoned recreational or residential or recreation marine uses;
- Potential negative impacts to local marine and adjacent upland tourism, associated commercial activities and the enjoyment of residential properties;
- Conflict with Thetis Island Official Community Plan Policy 2.7 Mariculture and;
- There are potential conflicts with Sections 3, 4 and 5 of the Islands Trust Policy Statement.

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

When the Local Trust Committee (LTC) received the recent application for rezoning, it was reviewed at a public meeting of February 28, 2023. The applicant attended the meeting and answered questions from the LTC, the most significant being:

- What had changed with this application since 2020 that they thought it may be well received by the community and the LTC, since the previous application was turned down; and
- Had the applicant consulted with Penelakut Tribes and other First Nations.

The response to the above questions was generally, that nothing of significance had changed and that they had not consulted with Penelakut Tribes or other First Nations. The applicant was advised at the meeting that they should consult with the Thetis Island community through a Community Information Meeting and consult with Penelakut Tribes.

In the period of time leading up to the meeting (on November 7, 2023), the LTC has received many letters, emails and phone calls in opposition to the rezoning. The applicant did hold a virtual Community Information Meeting at which there were approximately 30 attendees including the applicant and Thetis Island Local Trustees. Most, if not all, members of the public were not in favour of the application. Many of the comments were regarding negative impacts to the area and questioning what benefits there would be to the Thetis Island community. The applicant provided responses during the meeting to comments and questions. Since the Community Information meeting, the Local Trust Committee has received many more letters of concern and clear opposition to the rezoning.

The LTC thinks it is important to note that the current Official Community Plan (OCP) amended in recent years and the previous OCP both had restrictive zoning in place regarding marine aquaculture. The Thetis Island community is very familiar with marine aquaculture as there are a number of oyster leases already in place and that geoduck farming has been being conducted on a converted lease not far from the current rezoning location. There have been environmental issues associated with plastic pipe with this lease operation since 2019.

The recent OCP review confirmed the community's concerns regarding aquaculture and the community has purposefully retained restrictive zoning in this regard. The Thetis Island community have concerns about the existing lease use and potential for species changes with no notice to the public. There is no social or economic benefit to the Thetis Island community and the community has made it clear to the Local Trust Committee that there is strong opposition to this application.

The Thetis Island Local Trust Committee asks the Minister to respect this community and the Local Trust Committee's rejection of this application and to deny issuance of the tenure for Crown Land File 1414783, which is subject to the use being in conformance with local bylaws. The above denial to advance the application does not provide the applicant with conformance of this work in the existing zoning.

Sincerely,



Tobi Elliot
Chair, Thetis Island Local Trust Committee

cc: Thetis Island Local Trust Committee
Jessica Outhwaite, Section Head, Ministry of Forests
Islands Trust Executive Committee
Islands Trust Website



ATTACHMENT 2

Reference: Crown land file 1414783
Your file: TH-RZ2022.1; TH-6410-03

March 27, 2024

VIA EMAIL: northinfo@islandstrust.bc.ca; wcottingham@islandstrust.bc.ca

Tobi Elliot, Chair
Thetis Island Local Trust Committee
700 North Road
Gabriola Island, British Columbia
V0R 1X3

Dear Mr. Elliot,

Thank you for your letter of November 20, 2023 to Minister Ralston, regarding Abrupt Shellfish Inc's rezoning application in the area of Preedy Harbour, Thetis Island. My apologies for the late reply. As you may know, the Ministry of Forests (FOR) and Ministry of Water, Land and Resource Stewardship (WLRS) have undertaken a rebalancing recently, leading to a change in administration of this file. Minister Cullen of WLRS is now the Minister responsible for the *Land Act*.

The Minister recognizes Islands Trust's mandate as expressed through the Official Community Plan and corresponding Zoning Bylaws, and the importance of representing the views of those who live and work within the jurisdiction of the Thetis Island Local Trust Committee.

Upon review of your letter and the reasons provided for not proceeding with Abrupt Shellfish Inc's rezoning application, I note that you have listed concerns regarding marine debris, impacts to the environment and hazards to navigation as considerations in your decision.

The first two concerns would seem to fall under Fisheries and Oceans Canada (DFO)'s mandate for the conservation and protection of fish and fish habitat, as outlined in the *Fisheries Act*. DFO issues aquaculture licences under the authority of the *Pacific Aquaculture Regulations*, which require licence holders to abide by conditions of licence which seek to protect against detriment to fish and fish habitat. DFO approved this application and licensed this facility in January 2020.

The concern around hazards to navigation is best addressed to Transport Canada (TC), who issues approvals under the *Canadian Navigable Waters Act* and associated *Navigable Waters*

Page 1 of 2

Works Regulations in order to protect open waterways for transportation and recreation. Transport Canada approved this application and issued an approval for this facility in August 2019.

In light of the approvals in place from DFO and TC as described above, in order to properly consider the concerns you raised and proceed with a decision on this application, the Province would like to request clarification on your rejection of this rezoning application (TH-RZ-2022.1) as it relates to Islands Trust bylaw authority.

Please provide any further information **by April 15, 2024** as we are intending to proceed to decision on or after that date. Again, thank you for writing and sharing your concerns.

Sincerely,

A handwritten signature in blue ink that reads "Amber MacDonald". The signature is fluid and cursive, with the first name "Amber" and last name "MacDonald" clearly distinguishable.

Amber MacDonald
Resource Manager, Aquaculture
250-739-8153
Amber.1.MacDonald@gov.bc.ca

pc: David Travia, Executive Director, Fisheries, Aquaculture and Wild Salmon
Paula Mackay, Director of Authorizations, West Coast Region



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ATTACHMENT 3

April 30, 2024

File No. TH-RZ-2022.1; TH-6410-03; 0110-20

Via email: Amber.1.MacDonald@gov.bc.ca

Addressee:
Amber MacDonald
Resource Manager, Aquaculture
Ministry of Water, Land and Resource Stewardship
142 – 2080 Labieux Rd
Nanaimo BC V9T 6J9

Dear Ms. MacDonald,

Re: Crown Land file 1414783

Thank you for your letter of March 27, 2024 in response to the Thetis Island Local Trust Committee's letter of November 20, 2023 to Minister Ralston, regarding Abrupt Shellfish Inc's rezoning application in the area of Preedy Harbour, Thetis Island.

Thank you for the extension until May 6, 2024 to provide us with time to prepare a response to your request for clarity in order to consider our concerns with respect of the application.

The Thetis Island Local Trust Committee (LTC) continues to support the motion passed in November 2023:

That the Thetis Island Local Trust Committee proceed no further with application TH-RZ-2022.1 for the following reasons:

- a) Inconsistent with the Thetis Island Official Community Plan No. 88;*
- b) Inconsistent with the Islands Trust Policy Statement;*
- c) Incompatible with adjacent land and recreational uses; and*
- d) Potential risk to sensitive ecosystems.*

The LTC appreciates your remarks regarding marine debris and hazards to navigation and we are certainly aware that those concerns, in an operational context, should be directed to the agencies you have outlined in your letter. However, the potential environmental impact and the fact that the proposed use is not compatible with upland zoning nor current public and community uses of the locally zoned marine area is still a concern.

As you have indicated in your letter *"The Minister recognizes Islands Trust's mandate as expressed through the Official Community Plan and corresponding Zoning Bylaws, and the importance of*

.../2

representing the views of those who live and work within the jurisdiction of the Thetis Island Local Trust Committee.” It is in this context that the LTC finds the Abrupt Shellfish Inc’s rezoning application incompatible with the local community expectations regarding the proposed industrial uses of the marine area. The proposed aquaculture operation is in a very visible, well used and highly appreciated area that is extremely valued for its natural and recreational values by residents and visitors alike. In addition, the proposed industrial uses could displace and disrupt common recreational and boating uses.

As you have pointed out, our *“concerns would seem to fall under Fisheries and Oceans Canada (DFO)’s mandate for the conservation and protection of fish and fish habitat, as outlined in the Fisheries Act”*. The LTC and the community do not find that this change of use is compatible with the *“Fisheries and Oceans Canada (DFO)’s mandate for the conservation and protection of fish and fish habitat”*. The staking, netting and liquefaction of the seafloor, which are methods used in the raising and harvesting of geoducks, in our opinion, do not protect fish habitat.

You also state that *“DFO issues aquaculture licences under the authority of the Pacific Aquaculture Regulations, which require licence holders to abide by conditions of licence which seek to protect against detriment to fish and fish habitat.”* and that *“DFO approved this application and licensed this facility in January 2020.”* The tentative approval was done prior to consideration of the LTC and community regarding the compatibility of these uses in the existing zone in the zoning bylaw. We encourage DFO to be clear with applicants that compliance with zoning bylaws is an integral part of the licence application approval process.

The Thetis Island community has been clear that aquaculture uses are not compatible with local uses particularly with upland zoning, that is residential, institutional and recreational. The existing historic aquaculture uses are tolerated by the community, but the Thetis Island LTC holds that an expansion of operations into a zone that does permit this use is not acceptable.

The current zoning, as outlined in the [Thetis Island Land Use Bylaw No. 89](#), in the area being proposed for aquaculture operation is Water 4 (W-4). The principle permitted uses in the W-4 zone are:

- non-commercial boat or vessel anchorage
- docks, accessory to the residential use of an abutting upland lot
- swimming floats

With regards to your remarks that our concern about hazards to navigation is best addressed to *“Transport Canada (TC), who issued approvals under the Canadian Navigable Waters Act and associated Navigable Waters Works Regulations, in order to protect open waterways for transportation and recreation”* and that *“Transport Canada approved this application and issued approval for this facility in August 2019”* we wish to point out that this approval was done without consultation of the local community, and we suspect Transport Canada considered external information only provided by the applicant. The area concerned is highly utilized by recreational boaters to anchor throughout the year. The placement of netting on the seafloor could certainly be a hazard to navigation.

The Thetis Island LTC would like to add that a recent rezoning of an area adjacent to the proposed lease has been zoned to specifically exclude aquaculture. This further illustrates the community’s lack of support for such uses and any potential future expansion to other adjacent areas.

.../3

As stated in our November 20, 2023 letter the community has no interest in, or benefit from, the proposed commercial activities which would be conducted in close proximity to a populated residential area and potentially impact recreation and environmental values held dear by our community.

I ask you to consider the original remarks regarding our community's concerns and our Official Community Plan (OCP).

For clarity the community concerns are as follows:

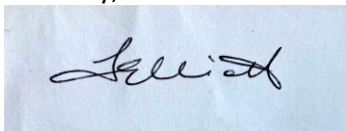
1. The large scale nature of the proposed commercial infrastructure of underwater staking netting and anchors.
2. The potential negative impacts the proposed operation may have on environmental/ecological features, flora and fauna;
3. The potential negative impacts to the natural visual/scenic features of the area from the use of mooring buoys and navigational lights associated with the proposed operation;
4. The potential impacts to recreational boaters that frequent the area year round from the proposed operation;
5. Potential conflicts between the proposed operation with other recreational uses, and potential conflicts between the proposed operation and adjacent upland properties that are zoned recreational or residential or recreation marine uses;
6. Potential negative impacts from the operation to local marine and adjacent upland tourism, and the enjoyment of residential properties;
7. Conflict with Thetis Island Official Community Plan Policy 2.7 Mariculture and Sections 3, 4 and 5 of the Islands Trust Policy Statement.

It is important to note that the LTC is not down zoning the existing uses or asking for existing leases to be revoked in the area; however, the LTC does not accept: the expansion of use or change of species on existing leases or that new leases be provided.

The Thetis Island Local Trust Committee asks the Ministry of Land, Water and Resource Stewardship to respect this community and the Local Trust Committee's rejection of this rezoning application by denying issuance of the tenure for Crown Land File 1414783, which is subject to the use being in conformance with local bylaws.

The LTC would be happy to meet with you to discuss, if further clarification is required.

Sincerely,



Tobi Elliott
Chair, Thetis Island Local Trust Committee

cc: Thetis Island Local Trust Committee
David Travia, Executive Director, Fisheries, Aquaculture and Wild Salmon, Ministry of Water, Land and Resource Stewardship
Paula Mackay, Director of Authorizations, West Coast Region, Minister of Water, Land and Resource Stewardship

Amber MacDonald

April 30, 2024

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Islands Trust Executive Committee
Islands Trust Website



ATTACHMENT 4

February 21, 2025

File No. 1414783

Abrupt Shellfish Inc.
PO Box 279, 2735 Herald Road
Shawnigan Lake, BC
V0R 2W0

Dear Tenure Holder,

Enclosed is a certified true copy of the Licence of Occupation number V931804 covering unsurveyed Crown foreshore or land covered by water being part of the bed of Preedy Harbour, Cowichan District containing 18.8 hectares, more or less.

This Licence is issued in the name of Abrupt Shellfish Inc. commencing the 23rd day of January 2025 for a 30 year term for the purpose of a shellfish aquaculture as set out in the approved management plan.

Should you have any further questions, please contact Brenda Irving, Authorizations Administrator at Brenda.Irving@gov.bc.ca.

Yours truly,

BRENDA IRVING,
Authorizations Administrator

Attachments: Licence Agreement
Management Plan with Cover Page

pc: BC Assessment Authority Vancouver.island@bcassessment.ca
Cowichan Valley Regional District referrals@cvrld.bc.ca
Island Trusts information@islandstrust.bc.ca
Transport Canada npppac-ppnpac@tc.gc.ca
Department of Fisheries and Ocean dfo.aqreferral-aqrenvoi.mpo@dfo-mpo.gc.ca
Stz'uminus First Nation
Cowichan Tribes

Page 1 of 2

CC's continued

Lyackson First Nation
Penelakut Tribe
Semiahmoo First Nation
Halalt First Nation
Snuneymuxw First Nation
Tsu'uubaa-asatx Nation
Tsawout First Nation



REASONS FOR DECISION

FILE NUMBER: 1414783

APPLICANT: Abrupt Shellfish Inc.

BACKGROUND: Abrupt Shellfish Inc. has applied under the *Land Act* for a new, subtidal aquaculture site to produce geoduck and horse clams (by-catch species). The 18.8-hectare site is located at the entrance to Preedy Harbour, Thetis Island. The application was originally submitted September 15, 2017.

DECISION DATE: February 21, 2025

DECISION: PROCESSED – TENURE ISSUED
30-year Licence of Occupation, Shellfish Aquaculture purpose.

REASONS FOR DECISION:

The application has been reviewed in its entirety by technical staff and is considered comprehensive and complete. The application contains the details required to form a Provincial Management Plan. The management plan includes details of the proposed operation, which will involve installation of 2-2.5 ha of predator net and notched PVC tubes for net elevation/tenting on a rotating basis throughout the 7-year growing cycle. No more than 5.0 ha of predator net will be installed on site at any one time. All infrastructure will be on the sea floor, with the exception of limited site markers as required for navigation.

The applicant has met all eligibility requirements for a Licence of Occupation under the *Land Act* and the Crown Land General Policy for Eligibility and Restrictions.

Considerations:

- **Land Act legislation, policy and procedures** - My decision was guided by the following Policies and Procedures:
 - *BC Land Act*
 - *Declaration on the Rights of Indigenous Peoples Act*
 - Crown Land Allocation Principles Strategic Policy
 - Crown Land Eligibility and Restrictions Policy
 - Aquaculture Land Use Operational Policy
- **Land Use Report (LUR)** - I have reviewed the Land Use Report, and I agree with the analysis and recommendation provided. The Land Use Report revealed no unresolved

conflicts in land interest or encumbrances. There are remaining conflicts with local Official Community Plans which are discussed below.

The application area does not overlap with any known archaeological sites. However, due to the proximity of archaeology sites on portions of the surrounding upland parcels and the potential of sites extending into the marine environment, the Archaeology Branch Chance Find Procedure will be provided to the applicant, along with the Indigenous Heritage Features Handbook (2024), so that the applicant can recognize Indigenous heritage and historical features on the landscape and better take steps to protect them from disturbance if any are discovered.

- **First Nation Consultation** - I have reviewed the consultation record and have concluded that the record satisfies the Province's consultation obligations. There are no concerns raised by First Nations that are unresolved or unmitigated, and the duty of the Crown has been discharged.
- **Cumulative Effects** – While there are no formal provincial tools yet available to assess cumulative effects in the marine environment, it is noted that the area of Preedy Harbour is not undisturbed. There are several private moorage docks within the deeper harbour, alongside the BC Ferries berth that services both Thetis and Penelakut Islands with approximately 15 arrivals and departures each day. The area is also moderately popular with pleasure craft operators, however not as crowded and busy as nearby Telegraph Harbour. The upland is moderately developed, with a mixture of smaller and very large rural residential properties, alongside a few agricultural or pasture parcels.

After revisions to address public concerns around visual impacts, navigation, potential debris and other environmental impacts to the area, the application area will add 4 navigational buoys at the surface and no more than 5 hectares of predator netting on the sea floor at any given time in Preedy Harbour. I have determined that while additive to cumulative effects, this activity is only incrementally additive to the overall disturbance and collective use of the Preedy Harbour area. The incremental addition to the cumulative effects of human use and disturbance of the area is offset by the economic and food security benefits provided by the application.

- **Public Engagement** – Public comments were minimal at the time of advertising and staking in 2018. Additional public comments were received via the local government concurrent rezoning application in 2020. As the process for the Province's initial public engagement (advertising and staking) was subsequently reviewed and determined to be insufficient, comments submitted during the local government's rezoning application process were also considered as part of this decision, to make sure the local community was heard. The processes for advertising and staking, along with the Province's public comment website (Applications, Comments and Reasons for Decision), have since been updated to improve effectiveness, fairness and transparency. Those comments relating to the jurisdiction of other government agencies were forwarded for their consideration, as appropriate.

It should be noted that the applicant has employed various mitigation and adaptation strategies to address the community's concerns, both within and outside provincial jurisdiction, including:

- Negotiating an agreement with Transport Canada to lessen the number of navigational buoys required (or remove them entirely at times when no predator netting is present), thereby lessening the visual impact and potential light pollution resulting from the proposed site.
- Committing to use predator netting for predator defense instead of the previously requested and industry standard PVC or vexar tubing, due to its lower propensity to become debris.
- Installing predator netting only in areas with young seed, based on cyclical cultivation, resulting in lower overall amount of infrastructure on site at any one time.
- Remaining flexible to community concerns around noise and hours of work on the site, scheduling work during otherwise busy harbour periods as much as possible to reduce independent noise and disturbance.
- Engaging the public and community via public meetings and educational print information, both to hear community concerns and educate them about the proposal and the aquaculture industry in general.

I have reviewed the record of public comments, and I consider these adaptations and mitigations to adequately address the concerns of the public. Public engagement is therefore complete.

• **Referral Responses** – Referral responses were received as follows:

Fisheries and Oceans Canada (DFO) – no concerns raised; related authorization subsequently issued.

Transport Canada – no concerns raised; related authorization subsequently issued.

BC Ferries – no adverse impact on ferry operations.

BC Ecosystems – no comment in the marine environment (defer to DFO).

Islands Trust, Northern Office, Gabriola (Thetis Island Local Trust Committee) – Local government identified that portions of the application area are currently zoned to exclude the requested activity (on-bottom aquaculture) and would require a rezoning application.

The Province is aware the proponent has applied for rezoning twice, resulting in two denial decisions by the Thetis Island Local Trust Committee (“the LTC”). The LTC has subsequently requested the Province disallow this *Land Act* application based on their denial decisions using criteria that are outside provincial jurisdiction or have otherwise been determined by me to be satisfactorily mitigated.

I recognize that aquaculture operations are regulated by several levels of government - federal, provincial and municipal - and that each have their own distinct jurisdiction and corresponding authorizations or regulatory mechanisms. Attempts are made at an operational level to harmonize some aspects of decision making; however, each agency

has the duty and autonomy to make independent decisions under their own regulatory authority. It is outside the jurisdiction of the LTC to require that I disallow the proponent's application under the *Land Act*. Further, it is not appropriate for one government agency to fetter or attempt to unduly influence the decision of another.

At the time of this decision, zoning for the requested aquaculture activity at this location remains unresolved.

Discussion:

My authority as a statutory decision maker is delegated by the Minister of Water, Land and Resource Stewardship per [section 11 of the BC Land Act](#) which states:

"...the minister may dispose of ...Crown land by any of the following means, as the minister considers advisable in the public interest, to a person entitled under this Act..."

As the decision maker, I must consider the merits of the application as weighed against this public interest.

Aquaculture activities are a provincially supported use of Crown land. The application does not propose any permanent changes to the land such that future use by the public would be limited. Similarly, the recommendation is for a tenure in the form of a Licence of Occupation, which does not convey exclusive use of the land and leaves the water column above the submerged infrastructure available for public use, including the ferry and pleasure boats which currently navigate over the application area.

The [Strategic Policy on Crown Land Allocation Principles](#) is a core guidance document for Statutory Decision Makers and is reviewed in detail in relation to this application:

Principles:

1. Crown land values are managed for the benefit of the public
2. Economic, environmental and social needs and opportunities are identified and supported.
3. The interests of First Nations' communities are recognized.
4. Decisions are timely, well-considered, and transparent.
5. Public accountability is maintained during the allocation of Crown land.

The policy outlines that decisions should consider the social, economic and environmental outcomes that may result from allocation of Crown land, and that government goals help determine the public benefit. The defined public includes not just the local community, but all BC residents, First Nations, businesses, organizations and local government.

The Water, Land and Resource Stewardship Minister's mandate letter (Jan 2025) requires that our "*work and programs grow the economy while protecting our land and waters*". While small in comparison to other aquaculture operations, this application will provide some local economic benefit from the jobs it provides onsite, as well as those downstream as the product makes its way to market. It is also a productive use of submerged Crown land and contributes to food

security through local, sustainable food production. The public could additionally receive rental income from the use of the land, along with associated taxes and revenue from the commercial activity.

The applicant has amended their application to limit the potential for debris, both in construction (type of gear) and application (rotation of covered area), thereby lessening the overall environmental impact. A debris management plan has been submitted and reviewed and I have deemed it acceptable. This application adequately balances economic and societal needs for jobs and food security with those of environmental stewardship.

Consultation with First Nations of the area has been completed and has not raised any unmitigated concerns, which is reflective of the small, low impact nature of the application. The applicant has shared information with at least two local First Nations about the proposal, to the best of his ability and to the capacity of the Nations. It is my determination that the Crown's duty to consult has been met. As consultation does not end with my decision, if concerns are raised during the term of the tenure, the Province will engage with First Nations at their request with a view to collaboratively resolving those concerns.

This application was delayed for many years as the applicant went through the rezoning application process. However, based on correspondence from the LTC dating April 2024 indicating the final outcome of their process, there is no reason to delay my decision any further.

My review and decision process has been very detailed, utilizing the combined experience and knowledge of the larger Authorizations Branch team to support decision making. This Reasons for Decision document is posted publicly, to make the reasoning for the decision clear, transparent and available to all concerned.

The tenure agreement and conditions contained within have been acknowledged and agreed to by the applicant. There are no unresolved compliance concerns with this applicant. There are tools available to the public and other stakeholders to notify the Province of any compliance or performance concerns under the tenure agreement and relevant legislation for all tenures, including this one. I therefore conclude that public accountability has been maintained throughout this review, consideration and decision process.

Summary Statement:

After review of the application and all other relevant information available at this time, I have concluded the potential negative impact of the application is minor compared to the overall public benefit. The application is therefore allowed and a tenure issued.

DECISION MAKER:

Name: Amber MacDonald

Title: Resource Manager, Aquaculture

Delegated authority under *Land Act* s. 11

Email: Amber.1.MacDonald@gov.bc.ca

For more information contact:

Name: Haylie Gardner

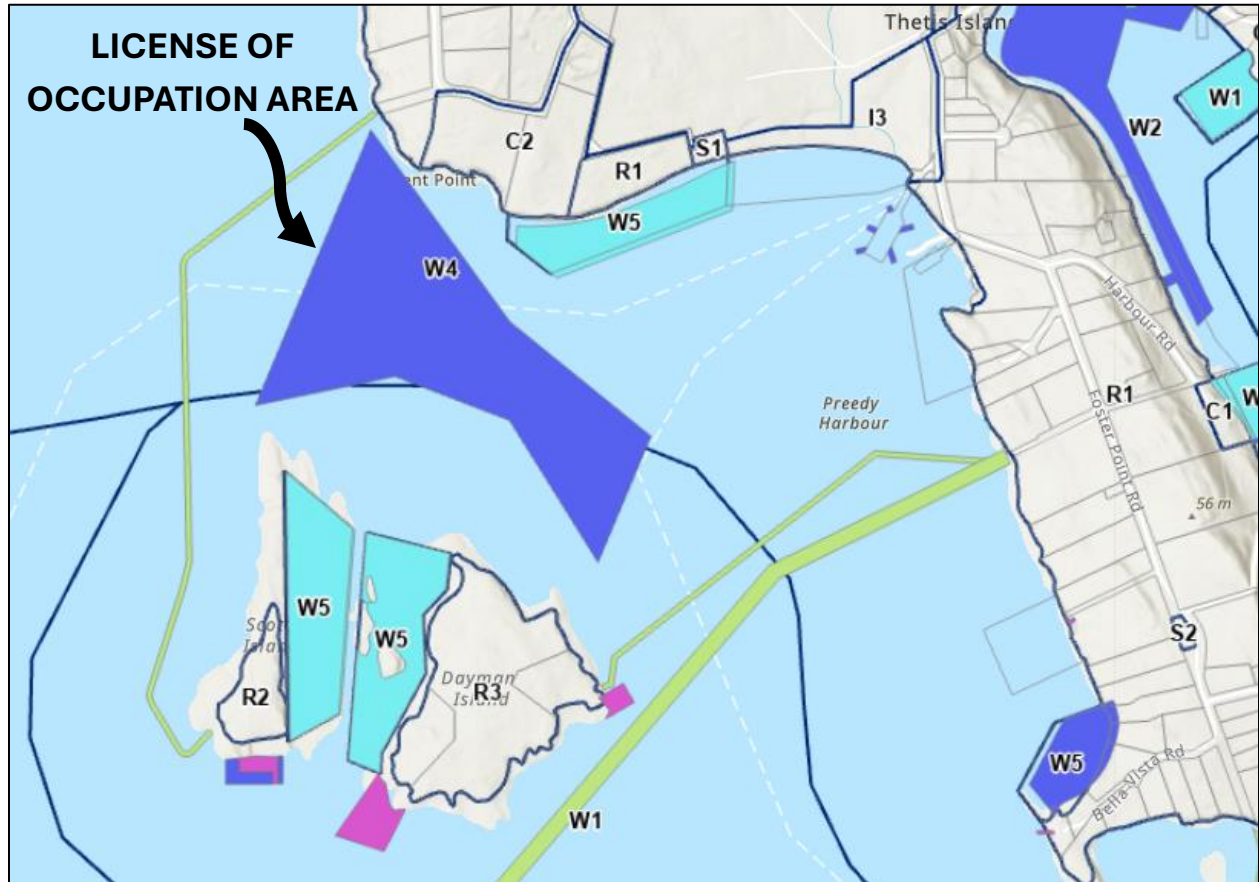
Title: Authorizations Specialist

Phone: 250-739-8270

Email: Haylie.Gardner@gov.bc.ca

Licence of Occupation Number V931804

Area of Application and Thetis Island and Associated Islands Land Use Bylaws Zoning



REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: April 23, 2025

From: Financial & Employee
Services - Finance

Date Prepared: April 9, 2025

SUBJECT: Forgo Preparation of the Allocated Financial Statements for 2024/25 & 2025/26

RECOMMENDATION:

That Executive Committee endorse that no allocated financial statements be prepared for the 2024/25 and 2025/26 fiscal years.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

While some Trustees may find them generally informative, the current lack of complete accurate available data undermines the limited value of the Allocated Financial Statements. The model does not accurately reflect outcomes, and rather contributes to a potentially problematic narrative that level of investment is an effective metric for the value of Islands Trust's impact. Given they are not a legislated or policy requirement and Islands Trust has significant staff capacity pressures, I don't believe the limited value of the statements warrants the effort required to prepare them for their limited use on an annual basis. The staff time is better dedicated to other work that directly supports Islands Trust strategic priorities and accountabilities.

1 PURPOSE:

To seek Executive Committee's endorsement to forgo preparation of the allocated financial statements for the 2024/25 and 2025/26 fiscal years.

2 BACKGROUND:

Relevance of the Allocated Financial Statements:

In 2004, several local trust committees (LTCs) raised questions and concerns about how planner resources were being allocated and the resulting impact on their ability to conduct business and undertake community planning projects. In response, the Allocated Financial Statements (AFS) were introduced as a rough estimate of the financial resources generated and used in each local trust area. While the original purpose of the AFS was to inform discussions around resource allocation, they have not played any meaningful role in determining staff resource distribution in recent years.

Instead, a number of separate reviews and assessments of Planning Services staff allocations and organizational structures have taken place, including:

- Great Northern Management, February 2022: Islands Trust Governance and Management Review – Annex 1 Local Planning Services
- Islands Trust, 2018: Local Planning Services Review
- Islands Trust, November 2007: Local Planning Services Review
- Stantec, March 2007: Local Planning Services Review

This raises questions about the continued relevance and value of the AFS in Islands Trust current context.

The AFS are not required by legislation or policy, nor do they support any defined strategy, specific project, or oversight role. Despite this, they require almost a week of dedicated financial staff time to prepare during peak workload periods. Assessing their relevance is essential to determining whether continued investment of staff resources in this reporting exercise is supportable.

The usefulness of the AFS is further limited by the methodology used to generate them, which relies heavily on timesheet data from staff in Planning Services and Bylaw Enforcement. For several years, concerns have been raised by staff and some trustees about the accuracy and reliability of this time tracking. Significant delays in data entry—often requiring staff to input months' worth of time retroactively—have undermined the integrity of the data. In some cases, time records are incomplete or missing altogether, particularly for staff who have left the organization without updating their timesheets. As a result, the already rough estimates provided by the AFS have become even less reliable and of diminishing value over time.

Beyond concerns with data reliability, there are also conceptual limitations to what the AFS can meaningfully represent. Using financial allocations as a performance measure presents clear limitations. Higher spending does not always reflect the achievement of intended goals, the effectiveness of activities, or their overall impact. Some planning initiatives may be resource-intensive yet yield limited long-term benefit, while others with lower financial costs may significantly advance strategic objectives. For example, two LTCs with similar staff complements and project costs may appear identical in the AFS. However, one may have successfully met all its objectives, while the other may not have—yet this critical distinction would not be captured in the financial data. This misalignment can lead to inaccurate assessments of effectiveness and value across local trust areas.

The current approach to the AFS may also inadvertently create a competitive rather than a collaborative environment among LTCs. A core operational reality of Islands Trust's federated model is that workload demands will shift over time between local trust areas dependent on the evolving work programs of each LTC and the scope and scale of projects undertaken. While the AFS were intended to estimate financial resource allocations, their structure may lead to dissatisfaction among communities that feel they contribute more to the Islands Trust than others. This could shift focus toward individual needs and priorities, rather than fostering the unified, federated mindset central to the Islands Trust model. Consequently, the AFS may unintentionally create division among trustees from different local trust areas, rather than promoting the shared goals and collective vision that underpin the Islands Trust.

AFS for 2024/25 and 2025/26

In 2024/25, the Islands Trust's time collection system failed and was not repaired due to significant challenges identified by Information Services staff. As a result, generating time reports for 2024/25—which are essential to informing the AFS—is not feasible. Any data that could potentially be extracted from the system is expected to be incomplete and unreliable, with substantial gaps resulting from several months of lost time entry. Because staff time data is a primary driver of expense allocations in the AFS, it is not possible to produce an AFS for the 2024/25 fiscal year with the available information.

Trust Council has approved funding for the procurement of an off-the-shelf time collection system in 2025/26. However, the new system is not expected to be implemented for

several months, which means similar issues with time tracking data are anticipated for the current 2025/26 fiscal year. As a result, the availability and reliability of data needed to prepare the AFS will likely remain limited during this period as well.

For these reasons, staff seek Executive Committee's endorsement to forgo preparation of the AFS for the 2024/25 and 2025/26 fiscal years. The longer-term viability of the AFS can be assessed at a later date.

Summary

In general, the following points are true:

- The AFS are not required by legislation or policy, nor do they support any defined strategy, project, work program, or oversight function.
- The AFS are not used in business decisions by Trust Council, local trust committees, or staff because their estimates are too crude to be relied upon for this purpose.
- The AFS are not reliable due to inaccurate reporting of key data inputs, such as staff time.
- The AFS reflect neither outcomes nor the effectiveness of funded activities.
- The AFS do not promote the federated mindset that is central to the Islands Trust model.
- The preparation of the AFS increases staff workloads during already peak times.

For the 2024/25 and 2025/26 fiscal years, the following additional points are true:

- Staff time data is unavailable for 2024/25 due to the failure of the existing time collection system.
- Staff time data will be unavailable for the full 2025/26 year due to the timing of the new software implementation.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Limited staff resources will be redirected to core operational and strategic work, alleviating some workload pressure at peak times of year. Financial Planning Committee and Trust Council will gain valuable meeting time to address their primary responsibilities and core business decisions. Retaining only consolidated financial statements will more clearly underscore the federated nature of Islands Trust.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will provide an update to Financial Planning Committee that they will not see the AFS at their May meeting as has been customary. Further conversation will be had with FPC to determine if they recommend the AFS be continued beyond the 2025/26 fiscal year.

FIRST NATIONS RELATIONS: None.

OTHER: None.

- 4 RELEVANT POLICY(S):** None. The annual preparation of the AFS is not directed in any legislation, policy, strategy, or workplan.

- 5 ATTACHMENT(S):** None.

RESPONSE OPTIONS

Recommendation:

That Executive Committee endorse that no allocated financial statements be prepared for the 2024/25 and 2025/26 fiscal years.

Alternative:

None.

Prepared By: J. Mobbs, Director, Financial and Employee Services

Reviewed By/Date: CAO, April 17, 2025

From: Dana Lepofsky <[REDACTED]>

Sent: February 11, 2025 12:43 PM

To: Dana Lepofsky

Subject: Update: Opening of Exhibit and Unveiling of Welcome Mural on Xwe'etay/Lasqueti, 3 May 2025

Hello friends,

This is an update of a previous invitation for some and a new invitation for others!

We warmly (re) invite you to an inter-community celebration for the Unveiling of a Welcome Mural and the opening of the Xwe'etay/Lasqueti Archaeology Project Exhibit.

The mural was co-created by Qualicum artist Jesse Recalma and Lasqueti artists Sophia Rosenberg and Julia Woldmo. It will be placed on the freight shed on the Lasqueti dock and will be visible to all who approach the island from the water. It will be accompanied by a beautiful plaque that honors the island's origin story, co-created by Jesse Recalma and Ocean Hyland.

The unveiling will be accompanied by the opening of the travelling exhibit on the Xwe'etay/Lasqueti archaeology project (XLAP). The exhibit features photographs of community members from Xwe'etay and XLAP First Nations partners. This travelling exhibit will be available to travel to our community partners and others interested in community-centered archaeology.

Here's a rough outline of how things will unfold:

10 - 11:00 Water taxis arrive to Xwe'etay; view mural from the water.

10:30 Lasqueti ferry arrives to Xwe'etay.

11 - noon: mural unveiling at the dock. View from the land and the water.

noon: travel by car to the Community Hall

12:30: View the travelling exhibit at the Hall. Feast. Speeches and appreciations.

3:00: Travel back to the dock to catch 4pm ferry or water taxis.

So looking forward to celebrating with all of you,

- Dana

From: Alix Hodson Deggan <[REDACTED]>
Subject: Letter to Executive Committee for your reference
Date: March 18, 2025 at 4:11:11 PM PDT
To: Tobi Elliott <telliott@islandstrust.bc.ca>

Executive Committeeb(EC), Islands Trust
Attention: Laura Patrick, Chairperson of the EC

To: EC Council

Gabriola Island is receiving a \$50,000 Water Budget Study(WBS)not counting staff time. Will this study be used, or like so many others commissioned in the past, archived and shelved?

For this study to be authentic the data used must include projections for the future and calculations based on:

(1) climate change consequences *

*As David Rappaport, environmental ecologist who pioneered the field of eco-system health, says: You can't use historic climate data to project likely future scenarios...the impacts of climate change are increasingly unpredictable — phenomena, atmospheric rivers, heat domes and fire infernos generating their own unique weather systems — means we are living in a world of growing uncertainty.(Driftwood, Oct. 2024).

(2) increases in the number of users; due to development authorized in current zoning.

(3) groundwater and aquifer resilience, capacity and resupply.

(4) groundwater risk of contamination by concentrated sewage from septic systems in densely populated areas(i.e. village area on Gabriola Island).

And **these studies** must be current (limited to the last 3 years)* and not just reliant on historical data, as is often the case.

In addition to the OW well records (test wells), that are often situated in the sparsely populated areas, we need data derived from several wells located in the more densely populated “at risk” zones. The data records from the wells in developed areas would be more representative of the actual demands and stress that is being placed on the groundwater supply and the aquifer system.

How will this study be used:

1. Will the information gained be integrated into land-use planning and lead to the drafting of new “Directive” policies in the Trust Policy Statement and OCP to protect the groundwater supply, recharge areas and ecosystems?
2. Will the “WBS” inform and direct Trust Council and the staff’s land-use decisions by limiting density increases in groundwater recharge areas, aquifer and watershed regions and ecosystem stressed areas?

CONCLUSION:

If the various projects in the “WBS” do not address future demands, climate change and utilize current and authentic data in their calculations for water availability, then the information derived from this study will not be reliable or useful and will once again be shelved.

The “WBS” must be the first step in the process of developing new TPS and OCP directives and policies that enforce the protection of groundwater, aquifers and watersheds. In the absence of clear, definitive and precisely worded freshwater protection regulations, any new development or density increases will further exacerbate the water problems of the Trust Islands while continuing to erode the health of the ecosystem.

Please place this letter on Trust records.

Thankyou,
Alix Hodson Deggan,
Gabriola Island, BC.

From: Do Not Reply Environmental Policy / Politique environnementales Ne Pas Répondre
<DoNotReplyEnvPolicy-PolitiqueEnvNePasRepondre@tc.gc.ca>
Sent: Sunday, March 30, 2025 11:09 AM
To: Peter Luckham
Subject: TC Reply - XAQ-2025-538456

UNCLASSIFIED / NON CLASSIFIÉ

Please note that this email address is not monitored / Veuillez noter que cette adresse e-mail n'est pas surveillée

Dear Peter Luckham,

Thank you for your letter dated March 3, 2025, to the Minister of Transport and the Minister of Fisheries, Oceans and the Canadian Coast Guard regarding the application of the *Wrecked, Abandoned or Hazardous Vessels Act* (WAHVA) in the Islands Trust Area.

As it regards reducing the period of action for vessels found in violation of the WAHVA, while officers from the Canadian Coast Guard and Transport Canada are working to monitor these vessels in Canadian waters, the federal government also relies on regional and local partners as well as individuals to report these vessels. Should a vessel pose a pollution or hazard threat, the Canadian Coast Guard is notified to allow them to act accordingly. This means that anyone who finds a wrecked, abandoned or hazardous vessel can report it directly to the Canadian Coast Guard's 24/7 Regional Operation Centers, which allows for action to be taken more quickly. For the Pacific region, this center can be reached by dialing 1-800-889-8852.

The two short-term funding programs are Transport Canada's Abandoned Boats Program and the Department of Fisheries and Oceans Small Craft Harbours Abandoned and Wrecked Vessels Removal Program. These initiatives conduct risk assessments to determine where to allocate resources based on the potential risk that the vessel may pose to the environment, public health and safety, and local economies.

Despite the prohibitions and the timelines for enforcement in WAHVA, the CCG will always respond, 24/7/365 with appropriate pollution prevention or response measures. All reported

vessels are assessed to determine if they present a hazard to, for example, the coastline, shoreline, infrastructure, environment or the cultural sensitivities, economic interests, or the health and safety of citizens in the area. This assessment includes an attempt to determine the ownership of the vessels and ensure responsible ownership practices. If a vessel does present a significant hazard risk, the CCG may take compliance and enforcement action against the owner or remediation action against the vessel.

WAHVA addresses irresponsible vessel management and establishes the responsibility and liability of owners for their vessels. It also provides the CCG with authorities to ensure vessel owners address and are responsible for their vessels when they become hazardous, including the issuance of directions and administrative monetary penalties (AMPs), where necessary. The CCG has adopted a graduated approach to compliance and will work with the owner to ensure the hazard is addressed. However, if the owner cannot be found or fails to comply to solve the problem, the CCG can take direct or immediate action to prevent, mitigate or eliminate the risks posed by a hazardous vessel.

Vessels are assessed and triaged to ensure that the highest risk cases are addressed without delay and are prioritized. Since 2016, over 790 wrecked, abandoned, or hazardous vessels have been removed. Every effort is taken to ensure that problem vessels in Canadian waters are addressed in a timely way and to ensure the protection of communities and the environment.

At present, there remains a significant backlog of abandoned vessels throughout Canadian waters, most of which are legacy vessels, wrecked or abandoned prior to the WAHVA. Concerning Transport Canada and the Canadian Coast Guard increasing the funding available for monitoring and enforcement under the WAHVA, as part of the Oceans Protection Plan, the Government of Canada launched a comprehensive “*National Strategy to address Canada’s wrecked and abandoned vessels*”. Under the Strategy, two short-term funding programs have helped address wrecked and abandoned vessels: Transport Canada’s Abandoned Boats Program and the Department of Fisheries and Oceans Small Craft Harbours Abandoned and Wrecked Vessels Removal Program. These initiatives conduct risk assessments to determine where to allocate resources based on the potential risk that the vessel may pose to the environment, public health and safety, and local economies.

Other measures under the Strategy include the development of a national inventory of problem vessels and Risk Assessment Methodology (RAM), the enhancement of vessel owner identification systems, the support of short-term funding programs, and the long-term

development of an owner financed Vessel Remediation Fund (VRF). Jointly developed by the Transport Canada and the Canadian Coast Guard, the VRF will increase funds available for vessel remediation. The VRF would be a regulatory charge paid by owners of vessels that are registered or licensed in Canada. These funds would then be redirected to prevent, assess and address wrecked, abandoned or hazardous vessels in Canadian waters, and reduce the cost to taxpayers for remediation over the longer term. The creation of the Fund through regulatory amendments to the WAHVA is anticipated for 2026.

Thank you very much for taking the time to share your experience and concerns regarding the wrecked and abandoned vessels in the Islands Trust Area.

Sincerely,

Paula Vieira

Director General, Environmental Policy / Directrice générale, Politiques
environnementales

Transport Canada / Transports Canada

Place de Ville, Tower C / Tour C

330 Sparks Street / 330 rue Sparks

Ottawa, ON K1A 0N5



April 9, 2025

File: 10280-60 (92G/6)

Islands Trust
Southern Office (Victoria)
200 – 1627 Fort Street, Victoria, BC, V8R 1H8
Sent by email to:
information@islandstrust.bc.ca

Dear Islands Trust:

The BC Geographical Names Office has received a request from the Bowen Island Municipality, with support from Squamish Nation, to officially recognize two place names for geographical features within their municipal boundaries. At this time, we are inviting you to comment on two proposed changes as detailed in Appendix A and on the attached map.

Official names are labelled on Provincial and Federal maps and charts and included in the Province's official names datasets. The history of all past and present official names is maintained in the BC Geographical Names Information System and accessible through the BC Geographical Names Web App: <https://apps.gov.bc.ca/pub/bcgnws/web/>.

In accordance with the BC Geographical Naming Policy and Procedures, before any naming decisions are made it is important to ascertain a) if there are known traditional names for these features, and b) that the proposed names reflect the heritage values in the area. Requesting input from governments, communities and relevant organizations potentially impacted by a feature's official name is a vital step in the geographical naming process.

As an identified organization, we are requesting any comments you have on behalf of your agency on these proposed official name changes.

Adoption of these names would not prejudice legitimate claims to the land.

Please redirect this request to the appropriate contact within your organization as needed or let me know if it should be sent elsewhere. Feel free to contact me directly if you have any questions. Thank you in advance for your comments; your response before July 13, 2025, would be appreciated.

Kind regards,

Trent Thomas
Provincial Toponymist
Trent.thomas@gov.bc.ca

Enclosure

cc: Distribution

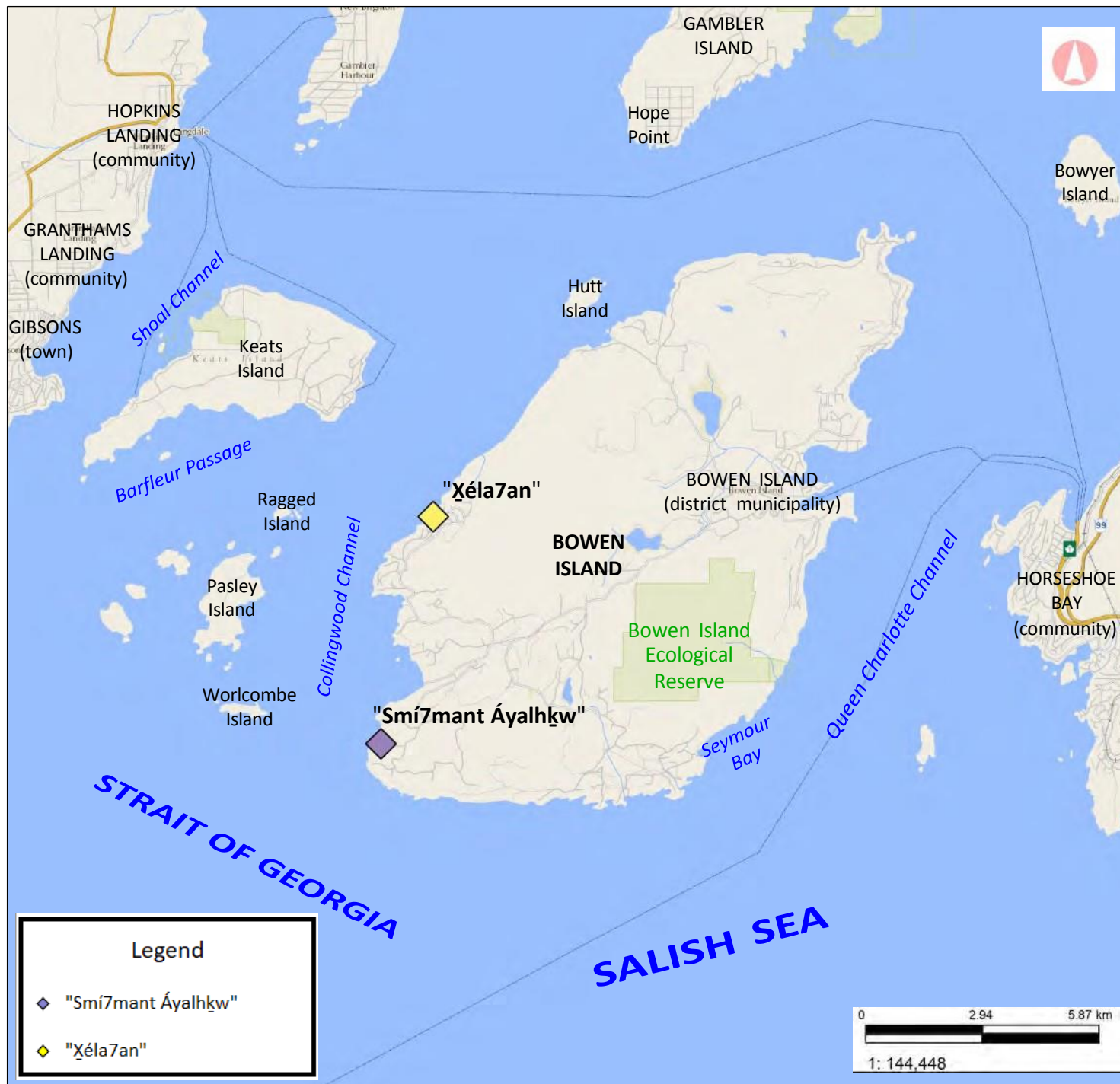
Appendix A: Name Change Requests

1. Make "**Smí7mant Áyalhkw**" the official name of the beach north of Cape Roger Curtis, east of Worlcombe Island, southeast side of Collingwood Channel, on the southwest end of Bowen Island, Regional District
 - Current Official Name: N/A
 - "**Smí7mant Áyalhkw**" is a Siwxwú7mesh name and means "place of pebbles" (information submitted by Bowen Island Municipality, 2025).
 - This beach has been known locally as "Pebble Beach" and "Roger Curtis Beach" (information submitted by Bowen Island Municipality, 2025).
 - This beach is located at: 49.3433, -123.4286.
 - "**Smí7mant Áyalhkw**" name record: <https://apps.gov.bc.ca/pub/bcgnws/names/59349.html>
2. Make "**Xélá 7an**" the official name of the beach north of King Edward Bay, east of Ragged Island, east side of Collingwood Channel, on the west side of Bowen Island, Regional District
 - Current Official Name: N/A
 - "**Xélá 7an**" is a Siwxwú7mesh name and means "marked/coloured on the cheek/side" (information submitted by Bowen Island Municipality, 2025).
 - This beach has been known locally as "Crayola Beach" and "Bluewater Beach" (information submitted by Bowen Island Municipality, 2025).
 - This beach is located at: 49.3767, -123.4169.
 - "**Xélá 7an**" name record: <https://apps.gov.bc.ca/pub/bcgnws/names/59369.html>

For audio of the names being spoken and additional information visit the name records, linked above and accessible through the [BC Geographical Names Web App](#).

Distribution List:

Bowen Island Heritage Preservation Association	Museum and Archives Bowen Island British Columbia
Bowen Island Tourism	Musqueam Indian Band
Canadian Coast Guard	North Shore Emergency Management
Cowichan Tribes	North Shore Rescue
Halalt First Nation	Royal Canadian Marine Search and Rescue
Islands Trust	Stz'uminus First Nation
Lions Bay Search and Rescue	Tsleil-Waututh Nation
Lyackson First Nation	Ts'uubaa-asatx First Nation
Metro Vancouver Regional District	



BC Geographical Names Office

Name Information

"Smí7mant Áyalhkw"

Current Name: N/A

Lat, Long: 49.3433, -123.4286

Relative Location: North of Cape Roger Curtis, east of Worlcombe Island, southeast side of Collingwood Channel, on the SW end of Bowen Island

"Xéla7an"

Current Name: N/A

Lat, Long: 49.3767, -123.4169

Relative Location: North of King Edward Bay, east of Ragged Island, east side of Collingwood Channel, on the west side of Bowen Island

NTS Map: 92G/6

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Datum: NAD83

Projection: WGS_1984_Web_Mercator_Auxiliary
Sphere

Key Map of British Columbia



Active Projects Report

Executive Committee

1. Request to Minister for Review of Islands Trust

Activity:

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

Responsible

Rueben Bronee

Dates

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

2. Update Islands Trust Policy Statement

Activity:

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

Responsible

Clare Frater

Dates

Rec'd: 26-Feb-2020
Target: 01-Nov-2026

3. First Nations Reconciliation

Activity:

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

Responsible

Clare Frater

Dates

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

Active Projects Report

Executive Committee

4. *Strategic Planning*

Responsible

Dates

Activity:

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

Rueben Bronee

Rec'd: 03-May-2023

Target: 31-Mar-2025

Future Projects Report

Executive Committee

1. *Marine Ecosystems*

Advance the preservation and protection of marine ecosystems.

Responsible

Clare Frater

Date Received

03-May-2023

2. *MOTI MOU's*

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

Responsible

Clare Frater

Date Received

03-May-2023

3. *Climate Change Emergency*

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

Responsible

Clare Frater

Date Received

03-May-2023

4. *Provincial Funding Strategy*

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

Responsible

Rueben Bronee

Date Received

07-Mar-2023