Executive Committee
Revised Agenda

Date: September 3, 2025

Time: 9:15 am

Location: Islands Trust - Victoria

200 - 1627 Fort Street, Victoria, BC

		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**	7 - 7
4.	**RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING**	
	Chair to rise and report from the August 6, 2025 Executive Committee closed meeting that the in-camera meeting minutes of July 2nd and July 17th, 2025 were adopted.	
5.	**ADOPTION OF MINUTES**	
	For review and adoption.	
5.1	**Draft Executive Committee Meeting Minutes of August 6, 2025**	8 - 17
6.	**FOLLOW UP ACTION LIST AND UPDATES**	
6.1	**Follow Up Action List/Director/CAO Updates**	18 - 29
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**	
7.1	**Bowen Island Municipality Land Use Bylaw Amendment No. 673 and Official Community Plan Bylaw Amendment Bylaw No. 675 - Request For Decision**	30 - 68
	THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024” and Bylaw No. 675, cited as “Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025” are not contrary to, or at variance with, the Islands Trust Policy Statement.	

7.2 **Bowen Island Municipality - Official Community Plan Amendment Bylaw No. 693 and Land Use Bylaw Amendment No. 694 - Request For Decision** 69 - 182

1. THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 693, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025" is not contrary to or at variance with the Islands Trust Policy Statement.
2. THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 694, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 694, 2025" is not contrary to or at variance with the Islands Trust Policy Statement.

8. **TRUST COUNCIL MEETING PREPARATION**

All items under this heading are for review and forwarding to Trust Council's September quarterly meeting agenda.

8.1 **Executive**

8.1.1 **Chief Administrative Officer Quarterly Report** 183 - 195

*8.1.2 **Evaluation of Potential Locations for Trust Council Meetings – December 2025 and March 2026 - Briefing*** *196 - 197*

8.2 **Planning Services**

8.2.1 **Director of Planning Quarterly Report** 198 - 203

8.2.2 **Dark Sky Principles - Briefing** 204 - 206

8.2.3 **Local Trust Committee Comments on Developments Adjacent to Local Trust Areas - Briefing** 207 - 208

8.2.4 **Bylaw Compliance & Enforcement Statistical Reports - Briefing** 209 - 216

8.2.5 **Bylaw Compliance & Enforcement Policy Review - Draft Policy 5.5.1 and Manual - Request For Decision** 217 - 252

8.2.6 **Housing Strategi Action Plan - Request For Decision** 253 - 265

8.3 **Financial and Employee Services**

8.3.1 **Director of Financial and Employee Services Quarterly Report** 266 - 270

8.4 **Trust Area Services**

8.4.1 **Director of Trust Area Services Quarterly Report** 271 - 278

8.4.2 **Islands Trust Conservancy Quarterly Report** 279 - 282

8.4.3 **Policy Statement Amendment Project - Project Update - Briefing** 283 - 285

8.4.4 **Public Feedback on 2026/27 Budget Priorities - Briefing** 286 - 350

8.4.5 **Agreements Monitoring - Briefing** 351 - 374

8.4.6	Recommendations Regarding Pre-budget Surveys - Request For Decision	375 - 380
8.4.7	Amendment to the Trust Council Communications Policy 6.10.2 - Request For Decision	381 - 396
8.4.8	Heritage Conservation Act Transformation Project Advocacy - Request For Decision	397 - 408
8.4.9	*Address by Doug S. White - Session Outline*	*409 - 410*
8.5	Legislative and Information Services	
8.5.1	Director of Legislative and Information Services Quarterly Report	411 - 412
8.5.2	Trust Council Ratification of Council Committee Member Appointment - Request For Decision	413 - 414
8.5.3	Conference/Convention Attendee Reporting Template - Request For Decision	415 - 424
8.5.4	2022 Governance Report Recommendations - Request For Decision	425 - 431
8.6	September Trust Council Delegation Applications	
	None were submitted at the time of agenda circulation.	
8.7	Draft September Trust Council Meeting Agenda	
	See Appendix A	
8.8	Draft September Trust Council 3-day Schedule	432 - 432
8.8.1	*Revised Draft September Trust Council 3-day Schedule*	*433 - 433*
9.	EXECUTIVE COMMITTEE PROJECTS	
9.1	Trust Council Initiated	
9.1.1	Executive	

9.1.1.1 Executive Committee 2026/27 Budget Requests - Request For Decision

434 - 442

THAT Executive Committee forward its 2026/27 budget requests to Financial Planning Committee for inclusion in the draft 2026/27 budget:

1. $135,000 for Trust Council Meetings
2. $20,000 for Trust Council Training and Conferences
3. $6,000 for Trust Council Travel for Training
4. $1,000 for Trust Council Chair Travel
5. $6,500 for Executive Committee Meeting Expense
6. $40,000 for Executive Committee on local trust committee costs
7. $1,500 for Executive Committee Training and Conferences
8. $1,000 for Executive Committee Travel for Training
9. $29,200 for UBCM/AVICC Conventions
10. $6,000 for History and Heritage Conservation Grants in Aid
11. $15,000 for Planning Application Sponsorship
12. $1,000 for NAPTEP Application Sponsorship
13. $47,600 for Public Communications
14. $50,000 for Reconciliation Action Plan Implementation
15. $15,000 Policy Statement Amendment Project

9.1.2 Trust Area Services

9.1.3 Planning Services

9.1.4 Financial and Employee Services

9.1.5 Legislative and Information Services

9.2 Executive Committee Initiated

9.2.1 Executive

9.2.2 Trust Area Services

9.2.2.1 **Community to Community (C2C) Grant Application for Agreement with Tsartlip and Tseycum First Nations - Request For Decision** 443 - 444

THAT Executive Committee direct staff to work with Tsartlip and Tseycum First Nations (via the W̱SÁNEĆ Leadership Council Society) to submit a funding application to the Union of British Columbia's Regional Community to Community (C2C) program.

9.2.3 **Planning Services**

9.2.4 **Financial and Employee Services**

9.2.5 **Legislative and Information Services**

10. **NEW BUSINESS**

10.1 **Executive/Trust Council**

10.2 **Trust Area Services**

10.2.1 **Local Trust Committee Spokespeople - Briefing** 445 - 446

10.3 **Planning Services**

10.4 **Financial and Employee Services**

10.5 **Legislative and Information Services**

11. **CORRESPONDENCE (for information unless raised for action)**

11.1 **2025-08-04 M Leichter - Emails Regarding Information Request** 447 - 453

11.2 **2025-08-08 Saanich Inlet Protection Society - Saanich Inlet Roundtable** 454 - 455

11.3 **2025-08-20 Transport Canada - Save the Date: 2025 Ocean's Protection Plan (OPP) Pacific Dialogue Forum** 456 - 457

11.4 **2025-08-21 Environmental Assessment Office - Reply** 458 - 459

11.5 **2025-08-25 K Langereis - 2050 Survey and General Comments** 460 - 461

11.6 **2025-08-29 Friends of the Gulf Islands Society - Correspondence for Trust Council Meeting Package** 462 - 463

For review and forwarding to Trust Council's September meeting agenda.

11.7 ***2025-09-02 Ministry of Forests - Heritage Conservation Act Transformation Project Subscriber Update*** *464 - 464*

12. **WORK PROGRAM**

12.1 **Review and amendment of current work program** 465 - 469

For review and forwarding to Trust Council.

13. NEXT MEETING

The next meeting of the Executive Committee is scheduled to take place in-person at The Haven on Gabriola Island Tuesday, September 16, 2025 starting at 10 a.m.

14. CLOSED MEETING

THAT the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to labour relations or other employee relations; litigation or potential litigation affecting the Islands Trust and the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.

15. ADJOURNMENT

Agenda No.	From	Context Notes
8.7	Executive Coordinator	Following the meeting, all agenda items forward from item 8 to the September Trust Council meeting agenda will be included in this item.
8.8	Executive Coordinator	Following the meeting, the 3-day schedule agenda item numbering will be updated to reflect agenda items forwarded to the Trust Council agenda during the meeting, including any other changes or requests approved by Executive Committee.

Executive Committee

Minutes of a Regular Meeting

Date:	**Wednesday, August 6, 2025**
Location:	**Electronic Meeting**
Members Present:	Laura Patrick, Chair, Salt Spring Island Local Trust Area Tobi Elliott, Vice-Chair, Gabriola Island Local Trust Area David Maude, Vice-Chair, Mayne Island Local Trust Area Timothy Peterson, Vice-Chair, Lasqueti Island Local Trust Area
Staff Present:	Rueben Bronee, Chief Administrative Officer Stefan Cermak, Director, Planning Services David Marlor, Director, Legislative and Information Services Alexandra Trifonidis, Executive Coordinator
Members of the public present:	No members of the public were present.

1. CALL TO ORDER

The meeting was called to order at 9:15 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 introduced.

3.2 Approval of Agenda

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

3.2.1 Agenda Context Notes - None

4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

No report was provided.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of July 2, 2025

By general consent the Executive Committee meeting minutes of July 2, 2025 were adopted as presented.

5.2 Draft Executive Committee Special Meeting Minutes of July 17, 2025

By general consent the Executive Committee special meeting minutes of July 17, 2025 were adopted as presented.

5.3 Draft Executive Committee Special Meeting Minutes of July 23, 2025

By general consent the Executive Committee special meeting minutes of July 23, 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, and Directors provided their area reports.

6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics

Local Trust Committee Chairs provided updates on recently attended and upcoming local trust committee meetings, as well as current local advocacy topics.

6.3 Islands Trust Conservancy Liaison Update

The Islands Trust Conservancy Liaison provided an update.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Denman Island Local Trust Committee Proposed Bylaw No. 258 – Repeal of Meeting Procedures Bylaw - Request For Decision

The Director of Planning summarized the repealing of meeting procedure bylaws in the agenda package.

EC-2025-095
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 258, cited as "Denman Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 258, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.2 Gabriola Island Local Trust Committee Bylaw No. 320 – Request For Decision

The Director of Planning spoke to the three similar bylaws in the agenda package.

EC-2025-096
It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 320, cited as “Gabriola Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 263, 2011, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act.*

CARRIED

7.3 Galiano Island Local Trust Committee Bylaw No. 296 - Request For Decision

Director of Planning presented the bylaw reviewing the Request for Decision.

Discussion ensued.

EC-2025-097
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 296, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.4 Gambier Island Local Trust Committee Bylaw No. 160 - Request For Decision

EC-2025-098
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Gambier Island Local Trust Committee Bylaw No. 160, cited as “Gambier Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 116, 2011, Amendment No. 1, 2025” in accordance with Section 27 of the *Islands Trust Act.*

CARRIED

7.5 Lasqueti Island Local Trust Committee - Proposed Bylaw No. 105 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-099
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Lasqueti Island Local Trust Committee Bylaw No. 105, cited as "Lasqueti Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 105, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.6 Mayne Island Local Trust Committee - Proposed Bylaw No. 198 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-100

It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 198, cited as "Mayne Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 198, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.7 Mayne Island Local Trust Committee - Proposed Bylaw No. 199 – Public Notification Bylaw - Request For Decision

The Director of Planning provided background information on Public Notification Bylaws.

EC-2025-101
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 199, cited as "Mayne Island Local Trust Committee Public Notification Bylaw No. 199, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.8 North Pender Island Local Trust Committee Proposed Bylaw No. 230 - Request For Decision

EC-2025-102
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 230, cited as “North Pender Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 188, 2011, Amendment No. 1, 2022” in accordance with Section 27 of the *Islands Trust Act.*

CARRIED

7.9 North Pender Island Local Trust Committee - Proposed Bylaw No. 238 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-103
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 238, cited as "North Pender Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 238, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.10 North Pender Island Local Trust Committee - Proposed Bylaw No. 239 – Public Notification Bylaw - Request For Decision

EC-2025-104
It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve North Pender Island Local Trust Committee Bylaw No. 239, cited as "North Pender Island Local Trust Committee Public Notification Bylaw No. 239, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.11 Salt Spring Island Local Trust Committee - Proposed Bylaw No. 547 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-105
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 547, cited as "Salt Spring Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 547, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.12 Saturna Island Local Trust Committee - Proposed Bylaw No. 144 – Repeal of Meeting Procedures Bylaw - Request For Decision

EC-2025-106
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 144, cited as "Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.13 Saturna Island Local Trust Committee - Proposed Bylaw No. 145 – Public Notification Bylaw - Request For Decision

EC-2025-107
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 Draft September Trust Council 3-day Schedule

The Committee reviewed the draft September Trust Council 3-day schedule.

Discussion ensued on:

- Where the best place for the Trustee Roundtable section is
- Allowing time for the TRUSTEE UPDATES - Community Committee Participation section

8.2 Planning Services - None
8.3 Financial and Employee Services - None
8.4 Trust Area Services - None
8.5 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 Union of British Columbia Municipalities Staff Meeting Requests - Request For Decision

The Chief Administrative Officer summarized the Request For Decision.

Discussion ensued on meeting topics of consideration:

- Crown lease tenures
- Priority actions within the Declaration on the Rights of Indigenous Peoples Act (DRIPA) Action Plan
- British Columbia Housing:
  - BC Housing's intentions for the Trust Area
  - Communication of Tiny House findings within the Trust Area
  - Housing Needs Assessment regulations
  - Rural Communities housing model
- Heritage protection:
  - Processes for engaging with First Nations on the protection of areas with high archaeological potential
- Composting toilet regulations
- Ministry of Housing and Municipal Affairs:
  - Policy Statement update process
- Transportation:
  - Long-term planning for ferry bottlenecks and aging infrastructure

The Committee recessed for break at 10:44 a.m. and reconvened at 10:55 a.m.

EC-2025-108
It was MOVED and SECONDED,
that Executive Committee request staff to submit meeting requests for staff from the following ministry or agency on the related topics for the 2025 Union of British Columbia Municipalities Convention:

- **British Columbia Housing** on long term housing plans in the Trust Area and consideration of the unique needs of rural communities;
- **Ministry of Housing and Municipal Affairs** on regulation of tiny homes and the Housing Needs Assessment framework;
- **Ministry of Water, Land and Resource Stewardship** on Crown land leases and referrals;
- **Ministry of Indigenous Relations and Reconciliation** on potential co-governance opportunities and the *Declaration Act* action plan; and,
- **British Columbia Assessment** on understanding process on the islands and impacts of ability to insure properties with regards to assessed values.

CARRIED

9.2.2 Trust Area Services - None

9.2.3 Planning Services

9.2.3.1 Short Term Rental Accommodation – Principal Residence Opt-In Update – Briefing

The Director of Planning provided a summary of the Briefing.

The Committee engaged in discussion regarding the most appropriate format and location for delivering the information session.

EC-2025-109
It was MOVED and SECONDED,
that Executive Committee request staff to request Ministry of Housing and Municipal Affairs staff to present a briefing on short term rental accommodation principal residence requirement opt-in option to Trust Council in a suitable format.

CARRIED

9.2.4 Financial and Employee Services - None

9.2.5 Legislative and Information Services - None

10. NEW BUSINESS

10.1 Executive/Trust Council

10.1.1 Potential for Islands Trust's Engagement on the Heritage Conservation Act Improvements - Discussion

Vice-Chair Elliott spoke to the item, highlighting the significance of the Heritage Conservation Act review and recommending that Islands Trust consider participating in stakeholder engagement.

Trustees Elliott and Peterson noted they had registered for an upcoming webinar and expressed support for submitting formal input from Trust Council.

Concerns were raised regarding the potential financial impacts on homeowners, with support expressed for a more collaborative, province-led approach.

Staff confirmed their capacity to coordinate a formal response, subject to direction and further information from the webinar.

The relevance of the *Act* to the work of Islands Trust was emphasized.

EC-2025-110
It was MOVED and SECONDED,
that staff prepare materials for the September Trust Council meeting to support feedback on proposed amendments to the *Heritage Conservation Act.*

CARRIED

10.2 Trust Area Services - None

10.3 Planning Services

10.3.1 Request for Executive Committee Sponsorship of Development Application Fee - Request For Decision

The Director of Planning spoke to the item noting staff's recommendation to fund the full sponsorship amount.

Budget considerations were discussed.

EC-2025-111
It was MOVED and SECONDED,
that the Executive Committee approve financial sponsorship of $4,482 for rezoning application PLR20250220 (154 King's Lane Road) which would vary Salt Spring Island Land Use Bylaw No. 355 to allow development of up to 50-affordable housing units, general offices, a child day care centre, and a reduced minimum lot size for potential subdivision of the subject property.

CARRIED

10.4 Financial and Employee Services - None

10.5 Legislative and Information Services

10.5.1 Status of Council Committee Appointments – Briefing

The Director of Legislative and Information Services addressed the Briefing and noted an error in the Governance Committee section. The name 'Laura Patrick' should be replaced with 'Sam Borthwick,' as Laura Patrick now serves in an ex-officio capacity.

Discussion ensued on:

- Committee membership
- Expanded membership of the Trust Programs Committee due to the draft Trust Policy Statement project
- Financial considerations
- Roles of Executive Committee and the members that sit on standing committees
- Participation and expectations of trustees who sit on committees

11. CORRESPONDENCE (for information unless raised for action)

11.1 2025-06-25 Union of British Columbia Municipalities - The Compass

Received for information.

11.2 2025-08-04 J Margison Executive Committee Meeting

Received for information.

12. WORK PROGRAM

12.1 Review and amendment of current work program

A request was made to update the target dates.

Received for information.

13. NEXT MEETING

The next meeting of the Executive Committee is scheduled to be held at the Islands Trust Victoria Office on Wednesday, September 3, 2025 at 9:15 a.m.

14. CLOSED MEETING

The Chair indicated that a rise and report will be made at the next scheduled meeting, if necessary.

EC-2025-112
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Sections 90(1)(c) of the Community Charter in order to consider matters related to labour relations or other employee relations, and that excluded staff attend the meeting.

CARRIED

The meeting was closed to the public at 12:06 p.m. and reopened at 12:21 p.m.

15. ADJOURNMENT

By general consent the meeting adjourned at 12:21 p.m.

_____

Laura Patrick, Chair

CERTIFIED CORRECT:

_____

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

DRAFT

Islands Trust

Print Date: August 29, 2025

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: 31-Oct-2025	In Progress
100%	2	Staff to submit meeting requests for staff from the following ministry or agency on the related topics for the 2025 Union of British Columbia Municipalities Convention: - British Columbia Housing on long term housing plans in the Trust Area and consideration of the unique needs of rural communities; - Ministry of Housing and Municipal Affairs on regulation of tiny homes and the Housing Needs Assessment framework; - Ministry of Water, Land and Resource Stewardship on Crown land leases and referrals; - Ministry of Indigenous Relations and Reconciliation on potential co-governance opportunities and the Declaration Act action plan; and, - British Columbia Assessment on understanding process on the islands and impacts of ability to insure properties with regards to assessed values.	Clare Frater Rueben Bronee	Meeting: 06-Aug-2025 Target: 20-Aug-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: 01-Oct-2025	In Progress
100%	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: 03-Sep-2025	Completed
50%	3	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: 02-Dec-2025	In Progress
75%	4	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 September Trust Council 2025 (IN PLANNING PHASE) - one half day in-person training session for Trust Council or at June Trust Council meeting quarterly (COMPLETED JUNE 2025) - a review and recommendations on updates to the Islands Trust Standards of Conduct, including developing a foundational system for ethically addressing complaints (PENDING).	David Marlor	Meeting: 05-Feb-2025 Target: 02-Dec-2025	In Progress
0%	5	Staff to draft options for an updated version of Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS. Expect to send to Governance Committee for consideration in policy amendments and staff will draft operational procedures for Executive Committee to consider.	David Marlor	Meeting: 17-Jun-2025 Target: 02-Dec-2025	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress		Activity	Responsibility	Dates	Status
0%	6	Staff will review the Resolution Without Meetings (RWMs) policy further and report back with findings and recommendations.	David Marlor	Meeting: 02-Jul-2025 Target: 26-Aug-2025	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress		Activity	Responsibility	Dates	Status
66%	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: 04-Dec-2025	In Progress
100%	2	Staff to amend the bylaw referral response form for LTC-to-LTC referrals, by adding a suggested Resolution. New memo template drafted and put into practice.	Rob Pingle Stefan Cermak	Meeting: 04-Jun-2025 Target: 01-Jul-2025	Completed
100%	3	Staff to inform the appropriate staff that the following bylaws were adopted by Executive Committee: ·Denman Island Local Trust Committee Proposed Bylaw No. 258 ·Gabriola Island Local Trust Committee Bylaw No. 320 ·Galiano Island Local Trust Committee Bylaw No. 296 ·Gambier Island Local Trust Committee Bylaw No. 160 ·Lasqueti Island Local Trust Committee - Proposed Bylaw No. 105 ·Mayne Island Local Trust Committee - Proposed Bylaw No. 198 ·Mayne Island Local Trust Committee - Proposed Bylaw No. 199 ·North Pender Island Local Trust Committee Proposed Bylaw No. 230 ·North Pender Island Local Trust Committee - Proposed Bylaw No. 238 ·North Pender Island Local Trust Committee - Proposed Bylaw No. 239 ·Salt Spring Island Local Trust Committee - Proposed Bylaw No. 547 ·Saturna Island Local Trust Committee - Proposed Bylaw No. 144 ·Saturna Island Local Trust Committee - Proposed Bylaw No. 145	Stefan Cermak	Meeting: 06-Aug-2025 Target: 07-Aug-2025	Completed

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress		Activity	Responsibility	Dates	Status
91%	4	Staff to request Ministry of Housing and Municipal Affairs staff to present a briefing on short term rental accommodation principal residence requirement opt-in option to Trust Council in a suitable format. Hannah Rabinovitch, Director, Housing Policy Branch at BC Provincial Government; agreed to in person meeting in December Trust Council. Recommended that BIM and GBLTC share their experiences with opting in.	Stefan Cermak	Meeting: 06-Aug-2025 Target: 11-Nov-2025	In Progress
0%	5	Staff to prepare materials for the September Trust Council meeting to support feedback on proposed amendments to the Heritage Conservation Act.	Clare Frater Stefan Cermak	Meeting: 06-Aug-2025 Target: 26-Aug-2025	Completed
100%	6	Staff to inform the finance department and the Salt Spring Island staff that Executive Committee approved financial sponsorship of $4,482 for rezoning application PLR20250220 (154 King's Lane Road) which would vary Salt Spring Island Land Use Bylaw No. 355 to allow development of up to 50-affordable housing units, general offices, a child day care centre, and a reduced minimum lot size for potential subdivision of the subject property.	Stefan Cermak	Meeting: 06-Aug-2025 Target: 07-Aug-2025	Completed

Follow Up Action Report

Executive Committee

Director, Financial and Employee 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. [On FPC's WP: Suggest removing]	Julia Mobbs	Meeting: 21-Oct-2020 Target: 31-Oct-2025	In Progress
51%	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: 31-Oct-2025	In Progress
95%	3	Forward resolution ITC-EC-2025-001 to Trust Council for consideration as part of the budget discussion.	Julia Mobbs	Meeting: 23-Jul-2025 Target: 10-Sep-2025	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
0%	1	Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings.	Clare Frater David Marlor	Meeting: 07-Oct-2021 Target: 01-Oct-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
66%	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: 04-Dec-2025	In Progress
51%	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: 31-Oct-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
100%	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: 03-Sep-2025	Completed
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-Mar-2026	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 Joe Elliott	Meeting: 18-Jun-2024 Target: 19-Nov-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
49%	11	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
0%	12	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: 05-Sep-2025	In Progress
0%	13	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.	Clare Frater	Meeting: 23-Apr-2025 Target: 01-Oct-2025	In Progress
52%	14	Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 28-Nov-2025	In Progress
15%	15	Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
80%	16	Staff to apply for, and, if successful, manage a $20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 01-Oct-2025	In Progress
2%	17	Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress
51%	18	Staff to schedule a webinar on September 10, 2025 for delivery of a public webinar about the draft new Policy Statement.	Clare Frater	Meeting: 17-Jul-2025 Target: 10-Sep-2025	Completed
100%	19	**Committee of the Whole Recommendation:** staff to forward the draft new Policy Statement as amended to Islands Trust Council for consideration of First reading.	Clare Frater	Meeting: 09-Jul-2025 Target: 17-Jul-2025	Completed
100%	20	Staff to submit meeting requests for staff from the following ministry or agency on the related topics for the 2025 Union of British Columbia Municipalities Convention: - British Columbia Housing on long term housing plans in the Trust Area and consideration of the unique needs of rural communities; - Ministry of Housing and Municipal Affairs on regulation of tiny homes and the Housing Needs Assessment framework; - Ministry of Water, Land and Resource Stewardship on Crown land leases and referrals; - Ministry of Indigenous Relations and Reconciliation on potential co-governance opportunities and the Declaration Act action plan; and, - British Columbia Assessment on understanding process on the islands and impacts of ability to insure properties with regards to assessed values.	Clare Frater Rueben Bronee	Meeting: 06-Aug-2025 Target: 20-Aug-2025	Completed

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress		Activity	Responsibility	Dates	Status
0%	21	Staff to prepare materials for the September Trust Council meeting to support feedback on proposed amendments to the Heritage Conservation Act.	Clare Frater Stefan Cermak	Meeting: 06-Aug-2025 Target: 26-Aug-2025	Completed

Legislative Clerk

Progress		Activity	Responsibility	Dates	Status
100%	1	Staff to amend the bylaw referral response form for LTC-to-LTC referrals, by adding a suggested Resolution. New memo template drafted and put into practice.	Rob Pingle Stefan Cermak	Meeting: 04-Jun-2025 Target: 01-Jul-2025	Completed

Follow Up Action Report

Executive Committee

Senior Indigenous Relations Advisor

Progress		Activity	Responsibility	Dates	Status
0%	1	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 Joe Elliott	Meeting: 18-Jun-2024 Target: 19-Nov-2025	In Progress
52%	2	Staff to coordinate the delivery of two professional development workshops focused on addressing Indigenous-specific racism for 20 participants comprised of at least 10 staff and up to 10 trustees (with priority to Chair, Vice-Chairs, Conservancy Chair and trustees in the Reconciliation Learning Group), with any spots not taken by trustees to be used by staff that will be engaging with First Nations.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 28-Nov-2025	In Progress
15%	3	Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress
80%	4	Staff to apply for, and, if successful, manage a $20,000 grant from the UBCM Community to Community grant program to support a relationship building event with Tsawout First Nation.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 01-Oct-2025	In Progress
2%	5	Staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 31-Mar-2026	In Progress

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

DATE OF MEETING:	September 3, 2025
TO:	Islands Trust Executive Committee
FROM:	Trust Area Services
SUBJECT:	Bowen Island Municipality – Land Use Bylaw Amendment No. 673 and Official Community Plan Bylaw Amendment Bylaw No. 675

RECOMMENDATION

1. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" and Bylaw No. 675, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025" are not contrary to, or at variance with, the Islands Trust Policy Statement.**

IMPLICATIONS OF RECOMMENDATION

Organizational: None

Financial: None

Policy: None

Implementation/Communications: Communication to Bowen Island Municipality regarding Executive Committee's decision.

PURPOSE

The purpose of this request for decision (RFD) is to provide Executive Committee (EC) with the response received from the Bowen Island Municipality (BIM) regarding the EC motion passed at the June 4, 2025 meeting which determined that provisions of the bylaws may be contrary to or at variance with the Islands Trust policy statement.

Under Section 14.3.c of the *Bowen Island Letters Patent,* in the event that the Islands Trust identifies that the provisions of the bylaw may be contrary to or at variance with the trust policy statement, (BIM Council must) meet with the Islands Trust to review the proposed bylaw not later than 60 days after the date of the response to the referral, and a public hearing on the proposed bylaw must not be held until after that meeting.

BIM Bylaw No. 675 (Attachment 1) will amend the Official Community Plan (OCP) to allow the Land Use Bylaw Amendment Bylaw No. 673. The OCP amendment would enable the subdivision of the property by creating a

new Rural Residential e1 (RS(e1)) designation and rezone the property to the Settlement Residential 1(c) (SR1(c)) zone in the Land Use Bylaw for the creation of one additional lot.

BACKGROUND

EC reviewed the subject bylaws at its regular meeting of June 4, 2025. At that time, it found that the bylaws were contrary to, or at variance with, the Islands Trust Policy Statement and passed the following resolutions:

> **EC-2025-066**
> **It was MOVED and SECONDED,**
> that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as "Bowen Islands Municipality Lands Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" and Bylaw No. 675, cited as "Bowen Islands Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No 675, 2025" may be contrary to, or at variance with, the following policies of the Islands Trust Policy Statement:
>
> - 5.2.5 – Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
> - 5.2.3 – Local Trust Committee and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
>
> **CARRIED**

> **EC-2025-067**
> **It was MOVED and SECONDED,**
> that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as "Bowen Islands Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" and Bylaw No. 675, cited as "Bowen Islands Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025" may be reassessed for consistency with the Islands Trust Policy Statement by providing the following information:
>
> - Confirmation of an acceptable community amenity contribution.
> - Clarification of how undeveloped Cape Roger Curtis densities are tracked and whether they may still be applied to Cape Roger Curtis or elsewhere.
>
> **CARRIED**

Bowen Island staff reports related to this matter are available here:

- Jul 28, 2025 meeting staff report (includes response to EC motions): https://bowenisland.civicweb.net/document/330723/
- April 28, 2025 meeting (includes Islands Trust Policy Checklist) is available online at: https://bowenisland.civicweb.net/document/327696/
- March 10, 2025 meeting (results from committee referrals): https://bowenisland.civicweb.net/document/325718/
- October 15, 2024 meeting (application introduction) is available online: https://bowenisland.civicweb.net/document/317559/

Islands Trust staff met with BIM staff to review the proposed bylaw and the resolutions following the June 4, 2025 EC meeting. The BIM staff report presented at the July 28, 2025 council meeting outlines the proposed cash-in-lieu of a community amenity contribution to demonstrate compliance with Policy 5.2.3 of the Islands Trust Policy Statement. The proposed amenity contribution of $24,675 is not calculated based on a policy or formula, but is chosen on the basis of being a small fraction of the total value and finding a balance between fairness to the community, the applicant, and a comparable calculation to past rezoning examples.

To demonstrate compliance with Policy 5.2.5 of the Islands Trust Policy Statement, the BIM staff report outlines a calculation of the total number of residential units developed or zoned since the 2011 density calculation to determine the deviation from the proposed density within the 1996 OCP. A total maximum of 1,227 new lots could be created based on the land use designations set out in the 1996 OCP. Based on the subdivisions and OCP amendments that have occurred since the density calculations were made during the 2011 OCP creation, BIM staff determined that there is a surplus of development equal to 46 units. The unused Cape Roger Curtis densities refer to the 176-unit surplus of lots remaining following the 2004 subdivision that created 60 potential units, well below the maximum OCP capacity of 236. This calculation is further outlined in the OCP Density Build Out attachment to the July 28, 2025 meeting staff report (linked above).

Issues Relating to First Nation Interest

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

Public Comments

As of the date of this Request for Decision (RFD), Islands Trust Staff have not received any public comments.

If the proposed bylaws advance, Bowen Island Municipality will host a public hearing to solicit community feedback.

Staff Comments

The purpose of this RFD is to advise whether the proposed bylaws may be contrary to, or at variance with, the Island Trust Policy Statement.

Based on a review of the updated information provided by BIM staff in the July 28, 2025 staff report the proposed bylaw does not appear to be contrary to, or at variance with, the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of Land Use Bylaw Nos. 673 and 675 under s.15 of the Letters Patent.
- Staff consider that no further information/amendments are required before EC should resolve that the proposed bylaws are not contrary to, or at variance with, the Islands Trust Policy Statement

RELEVANT POLICY

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

ATTACHMENTS

1. BIM Staff Report dated April 28, 2025 (with proposed Bylaws 673 and 675 and Islands Trust Policy Statement Checklist attached to the report)
2. BIM Staff Report dated July 28, 2025

RECOMMENDATIONS

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" and Bylaw No. 675, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025" are not contrary to, or at variance with, the Islands Trust Policy Statement.*

ALTERNATIVES

Determine that one or both of the bylaws are not contrary to, or at variance with, the Islands Trust Policy Statement:

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 673 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" is contrary to, or at variance with, the Islands Trust Policy Statement.*

2. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 675, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025" is contrary to, or at variance with, the Islands Trust Policy Statement.*

NEXT STEPS

If Executive Committee approves Bylaw Nos. 673 and 675 are consistent with the Islands Trust Policy Statement, staff will communicate this to Bowen Island Municipality.

Submitted By:	Bruce Belcher, Planner 2, Planning Services	August 19, 2025
Reviewed By:	Stefan Cermak, Director Planning Services	August 20, 2025

Attachment 1

To: Mayor Leonard and Council

From: Drew Bakken, Island Community Planner

Date: April 15, 2025 Meeting Date: April 28, 2025

Subject: **1360 Mount Gardner Road**
Barbara Montgomery
LOT 27 DISTRICT LOT 1334 PLAN 4620
File No. OCP/RZ-2024-0154

RECOMMENDATION
That Bylaw No 673, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" be read a first time;

That Bylaw No 675, cited as "Bowen Island Municipality Official Community Plan Bylaw No 282, 2010, Amendment Bylaw No 675, 2025;" be read a first time;

That Council refer Bylaw No. 673, 2024, Bylaw No. 675, 2025, and the attached Islands Trust Policy Statement checklist to the Islands Trust; and

That Council advises staff to return with the results of those referrals.

PURPOSE
This report is to provide details pertaining to a rezoning and OCP amendment application at 1360 Mount Gardner Road, and to share the results of the application's referral to Committees for discussion.

BACKGROUND
A rezoning and OCP Amendment application was received to rezone 1360 Mount Gardner Road from Rural Residential 3 to Settlement Residential 1 (c), and from an Official Community Plan designation of Rural Residential (RS) (1 ha) to a designation allowing a potential subdivision. The intent is that the property would be split in half to create one additional residential lot.

The application was introduced to Council at their October 15, 2024 regular meeting. Full details of that meeting are outlined in the staff report on that agenda. At that meeting Council made the following motion:

RES#24-454 That Council refer application OCP/RZ-2024-0154 to the Advisory Planning Commission, the Housing Advisory Committee, and the Parks, Trails and Greenways Advisory Committee for recommendations;

That Council directs staff to refer back with the results of the referrals and report back to Council.

Staff returned with the results of those referrals and presented them to Council at the regular meeting of March 10, 2025. Full details are available in the staff report. At that meeting Council made the following motion:

RES#25-107 That Council direct staff to draft amendment bylaws to amend the zoning and Official Community Plan designation of 1360 Mount Gardner Road, and to return to Council for consideration of First Reading.

EXISTING ZONING

The property is zoned Rural Residential 3 (RR3), which permits the following:

Uses		Permitted Buildings & Structures	Max Lot Coverage	Max # of Primary Dwellings	Max # of Accessory Buildings	Min Average Lot Area	Min Lot Area for Individual Lots
Principal	Accessory						
• *Dwelling* • *Agriculture* • Stable • *Kennel*	• Uses accessory to *principal* uses • *Home occupation use* subject to Part 3 • *Portable Saw Mill* on lots 2 ha and larger • Mini-storage on lots 2 ha and larger • *Accessory Residential Use* • *Residential Guest Accommodation* • *Domestic Agriculture*	• Dwelling, detached • *Buildings* and *Structures* accessory to permitted *uses*	100 m^2 + 3.5% of *lot area* to a maximum of 1500 m^2	1	1 for each 0.2 ha of lot area or portion thereof, plus one, subject to Part 3	2 ha without community water system	1 ha without community water system

PROPOSED ZONING AMENDMENT

The applicant has requested to rezone the property from a Rural Residential 3 (RR3) to a Settlement Residential 1(c) (SR1(c)) zoning. The applicant has applied for this amendment in order to allow the subdivision of the property to create an additional lot for single-family residential development.

The proposed zoning designation of SR1(c) would permit the following:

Uses		Permitted Buildings & Structures	Max Lot Coverage	Max # of Primary Dwellings on any lot	Max # of Accessory Buildings	Min and Average Lot Area
Principal	Accessory					
• *Dwelling* • Stable • *Kennel*	• Uses accessory to *principal* uses • Mini-storage on lots 1 ha and larger • *Home occupation use* subject to Part 3 • *Accessory Residential Use* • *Residential Guest Accommodation* • *Domestic Agriculture*	• Dwelling, detached • *Buildings* and *Structures* accessory to permitted *uses*	100 m^2 + 10% of *lot area* to a maximum of 500 m^2	1	1 for each 0.2 ha of lot area or portion thereof, plus one, subject to Part 3	0.4 ha without community water system

While there are a few minor differences between the current and proposed zoning designations regarding allowable uses, lot coverage and setbacks, the main significant different between the two designations is the much smaller lot size for unserviced properties allowable under the SR1(c) designation. This would facilitate a subdivision of the property into two lots and is the main purpose of the rezoning.

EXISTING OCP DESIGNATION

The current OCP designation of Rural Residential (RS) is described as follows:

Objective 63

To provide lots that allow for rural residential use while maintaining the unique amenities and environment of the island.

Policy 136

Areas designated Rural Residential are intended to provide for rural residential housing needs for at least 5 years. Implementation of development rights through adoption of zoning and subdivision regulations in Rural Residential areas will be phased through the duration of this OCP and reviewed on the basis of an assessment of:

• the supply and affordability of existing rural residential housing to ensure that the amount, type and extent of housing demand can be accommodated;

• their impact on existing public services and infrastructure; and

• location of proposed development in order to seek efficiencies in public costs while providing for diversity in housing opportunities.

Policy 137
Land use regulations for the location of lots and lot sizes in Rural Residential Areas are established regarding:
• the size, density and character of neighbouring parcels of land;
• accessibility to proposed parcels and availability of potable water supply for residential purposes;
• sewage disposal capability of the parcels to be created or the existence of public sewer facilities;
• distance from commercial facilities and public facilities;
• the character of community and of neighbourhood;
• preservation of greenspace; and
• preservation and conservation of areas common to a strata development by way of zoning regulation that precludes development of structures or uses incompatible with protection of the natural amenities.

Policy 138
Low building density is encouraged except that cluster housing is favoured, provided that it does not detract from the rural character of the area and that the overall building density of the area is maintained.

Policy 140
Lots not served by a community water system will be subject to an average parcel size of 1 hectare (2.5 acres). Minimum and maximum lot sizes may be established by zoning regulation.

While the following policy does not apply to the subject property due to it not being connected to a public sewer system, it is nonetheless noteworthy that a lesser lot size can be permitted in some cases under the RS designation:

Policy 141
In areas where clustering is encouraged, maximum lot sizes will be in the range of 0.2 to 0.4 hectares (0.5 acre to 1 acre) provided that public sewer facilities or suitable on-site sewage disposal systems are available.

PROPOSED OCP DESIGNATION
While there is not an OCP designation under the current bylaw that would facilitate the desired subdivision, there are two courses of action available based on the current text. One option would be to amend the RS designation to RS(e), which is an existing variation of that designation which allows lot sizes as small as 0.2 ha, however only when connected to a community water system. In order to make this designation applicable to this lot, staff could prepare an amendment of this OCP policy to remove the community water system requirement. However, this change would affect existing lots under the RS(e) designation and may allow subdivision where it wasn't previously possible. In order to avoid affecting lands other than the subject property, staff have chosen a second option: to create another variation of the RS designation, being RS(e1), which allows the same minimum and average lot sizes as the RS(e) designation, but reduces the lot size required for a lot which is not connected to a community water system. The proposed Bylaw No. 673, 2024, will then add the following policy to the OCP:

Policy 143
In areas designated as Rural Residential e1 (exception) the average lot size is 0.4 hectare (0.98 acre) and a minimum lot size of 0.2 hectare (0.49 acre) provided that the lots are served by a community water system. If the lot is not served by a community water system, the average lot size is 0.5 hectare (1.24 acres).

It's noted that while "e1" is not a typical monicker for Zoning or OCP designations, it seems to be the best fit considering that the "e" in the existing RS(e) designation does not signify the fifth variation of this designation, in other words, there is not a designation for RS(a), RS(b), RS(c), nor RS(d). Instead, the "e" means "exception". This is why staff used "e1" instead of "f".

PUBLIC HEARING
As required for an amendment to both the *Land Use Bylaw* and *Official Community Plan*, a public hearing will be held after First Reading of the bylaw. The public will be notified of the public hearing through mailout notices to neighboring properties as well as advertisements online and in the Undercurrent. A public information hearing may also to be held by the applicant at a later time.

ISLANDS TRUST POLICY CHECKLIST

✓	**3.2.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.

Staff Comment:
This rezoning application, as well as the history of rezoning applications for properties South of Bolton Road, involves the provision of amenities (or else money-in-lieu of amenity contributions) typically pertaining to tree protection covenants, trail corridors, and restrictions against further subdivision.

✓	**4.4.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.

Staff Comment:
Future residential development on the proposed new lot will be subject to the approval of suitable well and septic systems by Vancouver Coastal Health. Before submitting their application, the applicants have already had the site assessed for septic viability to support an additional residential lot, with ideal sites identified for both a future septic field and a future dwelling.

✓	**5.2.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

Staff Comment:
Staff's review of this rezoning request includes consideration of the visual impacts to neighbors created by the proposed development. Amenity contributions, while not yet decided upon, may include tree protection covenants that protect designated areas of the property from clearing and development.

✓	**5.2.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.

Staff Comment:
Bowen Official Community Plan defines the following density limit:
Principal 3: Notwithstanding the potential to adjust the distribution and location of dwelling units on the island, the overall number of primary dwelling units anticipated in the 1996 OCP will remain the same[19].
[19]Note: The total number of units may vary to reflect the creation of secondary suites and detached secondary suites, allowed in all residential areas, and the policies of this Plan regarding development of affordable, rental and special needs housing in Snug Cove.

Bylaw 671 would allow for one additional lot beyond that proposed for this parcel in Bowen's Official Community Plan. Overall development on Bowen has continued at levels below that proposed in the 1996 OCP (largely through the development of Cape Roger Curtis as 59 four-hectare parcels, instead of the 224 units included in the 1996 OCP). As such, the increase of 1 additional lot in this location would not exceed any density limit defined in Bowen's Official Community Plan.

✓	**5.7.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.

Staff Comment:
Due to rising costs of living, the property owner had recently begun offering the property for short-term rentals in order to financially support her ability to continue living on the property, however this has proven insufficient and she is now seeking other means of raising the necessary funds to support her continued living on Bowen Island. The rezoning, subdivision, and sale of the newly created lot is the applicant's proposal to create the financial means to remain on the property indefinitely.

✓	**5.8.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational,

		institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

Staff Comment:
Supporting the applicant's intent to rezone and subdivide the property to create an additional residential lot will add to the current housing stock while simultaneously providing an existing long-standing resident of Bowen Island with the economic means to remain on the island.

FINANCIAL CONSIDERATIONS
If supported by Council, this rezoning proposal will lead to the creation of a new residential lot, which will add to the municipality's tax base while also fractionally contributing to municipal costs of upkeep to the area, such as road repair.

STAFF DISCUSSION
At the March 10, 2025 meeting, Council requested additional information regarding the change in allowances around agriculture use that would be brought about by the proposed zoning change. The current RR3 zone allows agriculture as a primary use, while the proposed SR1(c) zone would instead allow domestic agriculture as an accessory use. The definitions of the two uses are listed below.

"**Agriculture**" means the use of land, buildings or structures for the growing, rearing, producing or harvesting of crops, plants, livestock and other animals subject to Provincial Regulation and includes the processing and sale of products harvested, reared or produced on that lot and the storage of machinery, implements and supplies for use by the agricultural operation, but excludes intensive agriculture.

"Domestic Agriculture" means the growing or rearing of any agricultural product for the personal use of the occupant of the lot.

Council also asked for confirmation as to whether the property is located within the Agricultural Land Reserve (ALR). Staff confirm that the land is not within the ALR.

CONSERVATION DEVELOPMENT POLICY
The Conservation Development Policy has an objective that all rezoning applications which increase density outside of the Snug Cove Village incorporate Conservation Development principles and achieve a goal of "Nature Needs Half". This policy would apply to this application. The policy calls to evaluate applications on the basis of:

- An analysis of existing natural features and environmentally sensitive areas present on the proposed development site.
- The incorporation of principles of Conservation Development, with a goal that a minimum of 50 percent of the total land subject to the rezoning application is protected from further development. Priority is to be given to protection of any identified Environmentally Sensitive Areas.
- The means by which the protection is to be provided. This may be through mechanisms such as park land dedication, protective covenants, and/or other means deemed appropriate by Council.

Staff propose that the best compliance with this policy will be to request cash-in-lieu of an amenity contribution, considering that the applicant is not able to provide land or amenities that would be useful or accessible to the public (not to mention that this proposal is to subdivide and sell roughly half of the property for residential development, which puts it fundamentally at odds with a policy to preserve half of the land).

It is worth noting several examples of amenity contributions from past applications in the vicinity of the subject property. Most notably, the rezoning of the lots South of Bolton Road by John Reid in the 2000's offered mainly two aspects of amenities: a financial contribution totaling $50,000, and the dedication of roughly 7 acres of land to the Islands Trust Conservancy. Considering the application involved the rezoning of around 33.5 acres of land, the contributions per acre come out to about $1500/acre of financial contributions plus 22% of land dedication.

A more recent rezoning application, also in the vicinity of the subject lands, was the rezoning of 815 Smith Road to allow a Detached Secondary Suite. In that case, a financial contribution of $50,000 was made to the municipality from the owners of the 2.3-acre property.

Using the Bolton Road rezoning application's amenity contributions and adjusting for scale, when applied to the 1360 Mount Gardner Road property it comes out to a financial contribution of $4575 (based on 3.05 acres * $1500/acre). As for the 22% land contribution, applied to the 1360 Mount Gardner property this comes out to 0.67 acres of land. The applicants are not able to provide this contribution in physical land, so a monetary equivalent must be established.

BIM does not have a policy or formula pertaining to the exact calculation of payment-in-lieu of amenities nor for calculating the per-acre value of land. Paying the equivalent value of the land itself would quickly deem the application unfeasible, so a fractional amount is instead established. Going by a rough figure of $1,000,000/acre land valuation applied to the 0.67 acres, and reducing to 3% of this figure, this comes to a figure of $20,100 for the equivalent to the contribution of land. Combined with the aforementioned $4575, this comes to a **proposed amenity contribution of $24,675**.

This calculation of amenity values, particularly the application of the 3% value, is simply chosen on the basis of being a small fraction of the total value and trying to find a balance of fairness to the community and being comparable to past examples, while keeping the amount within the applicant's financial means to pay. Staff are open to alternative calculations proposed by Council.

One possible alternative, discussed by staff after some Councilors previously asked about tree protection options, would be a conservation covenant over the remaining forested parts of the property. This would maintain existing screening between properties, while also preserving natural conditions and habitats over a portion of the property – even if a conservation of 50% of the property (as per the Conservation Development Policy) can't be met, there is still merit in preserving some of the property as opposed to 0%. As well, the rationale could be made that the amount of land placed under a protective covenant would count towards the amenity contribution of land dedication (referring to the aforementioned 0.67 acres that was determined by comparison

to the amount dedicated in the Bolton Road rezonings). If Council supports a conservation covenant, the applicant would be asked to have an environmental professional provide an assessment of ecologically valuable areas of the property to be preserved under the covenant. Staff discussed with the Manager of Environment and believe that at least a third of the property would have preservation value.

COMMUNICATION TO THE PUBLIC

Following First Reading, staff recommend referral to the Islands Trust. Additionally, the Development Approval and Procedures Bylaw requires that the applicant hold an information meeting following First Reading of an amendment bylaw, unless waived by Council. Staff recommend that the meeting is held in order to hear out potential concerns from the community, such as regarding access.

Notice of Council's decision at this meeting will be provided in the Council minutes and the Council highlights circulated following the meeting.

CONCLUSION

The applicant, Rosie Montgomery, wishes to amend the zoning and OCP designation to facilitate a subdivision creating 1 additional lot at 1360 Mount Gardner Road. Staff have presented an amendment bylaw to enact the proposed changes for Council's consideration, along with a recommended referral to Islands Trust prior to the bylaw returning for consideration of Second Reading. Staff have also prepared the Islands Trust Policy Statement Checklist for Council's review for confirmation that the proposed change aligns with the Islands Trust Policy Statement. Finally, staff have also presented comparisons to amenity contributions from other rezoning applications and have proposed an amount for consideration.

NEXT STEPS

If staff's recommendation is followed, the next step is that staff will refer the proposed bylaws along with the completed Islands Trust policy checklist to the Island's Trust Executive Committee, to be heard at the next meeting of the committee. Once a recommendation has been provided, staff will return to Council to share the result of that referral before presenting the draft amending bylaw for Second Reading.

ALTERNATIVES

Council has the following options available as alternatives to the recommendation:

1. That Council refer the proposal back to staff for further information;
2. That Council direct staff to not pursue the proposal any further; or
3. Other options as determined by Council.

ATTACHMENTS AND REFERENCES:

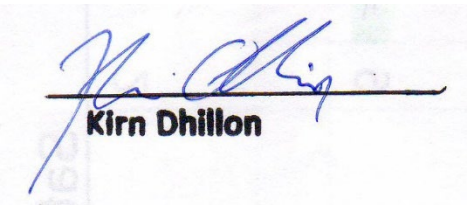
1. Staff Report, October 15, 2024 Council Meeting
2. Staff Report, March 10, 2025 Council Meeting
3. Bylaw No. 673, 2024
4. Bylaw No. 675, 2025
5. Islands Trust Policy Statement

Submitted by: Drew Bakken, Islands Community Planner

REVIEWED BY:

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

APPROVED BY:



_____

Kirn Dhillon, Chief Administrative Officer

Bowen Island Municipality
Bylaw No. 673, 2024

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

WHEREAS, "Bowen Island Land Use Bylaw No. 57, 2002" regulates the use of land, buildings, and structures within the Bowen Island Municipality.

AND WHEREAS, Council wishes to amend "Bowen Island Land Use Bylaw No. 57, 2002" to amend existing regulations on the property legally described as:

LOT 27 DISTRICT LOT 1334 PLAN 4620

THEREFORE be it resolved that the Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1.0 Citation

1.1 This bylaw may be cited for all purposes as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024".

2.0 Amendments

2.1 Schedule "B" to "Bowen Island Municipality Land Use Bylaw No. 57, 2002" is amended by changing the description of the lands labelled "A" on Schedule "A" to this Bylaw from Rural Residential 3 (RR3) to Settlement Residential 1 (c) (SR1(c)).

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

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

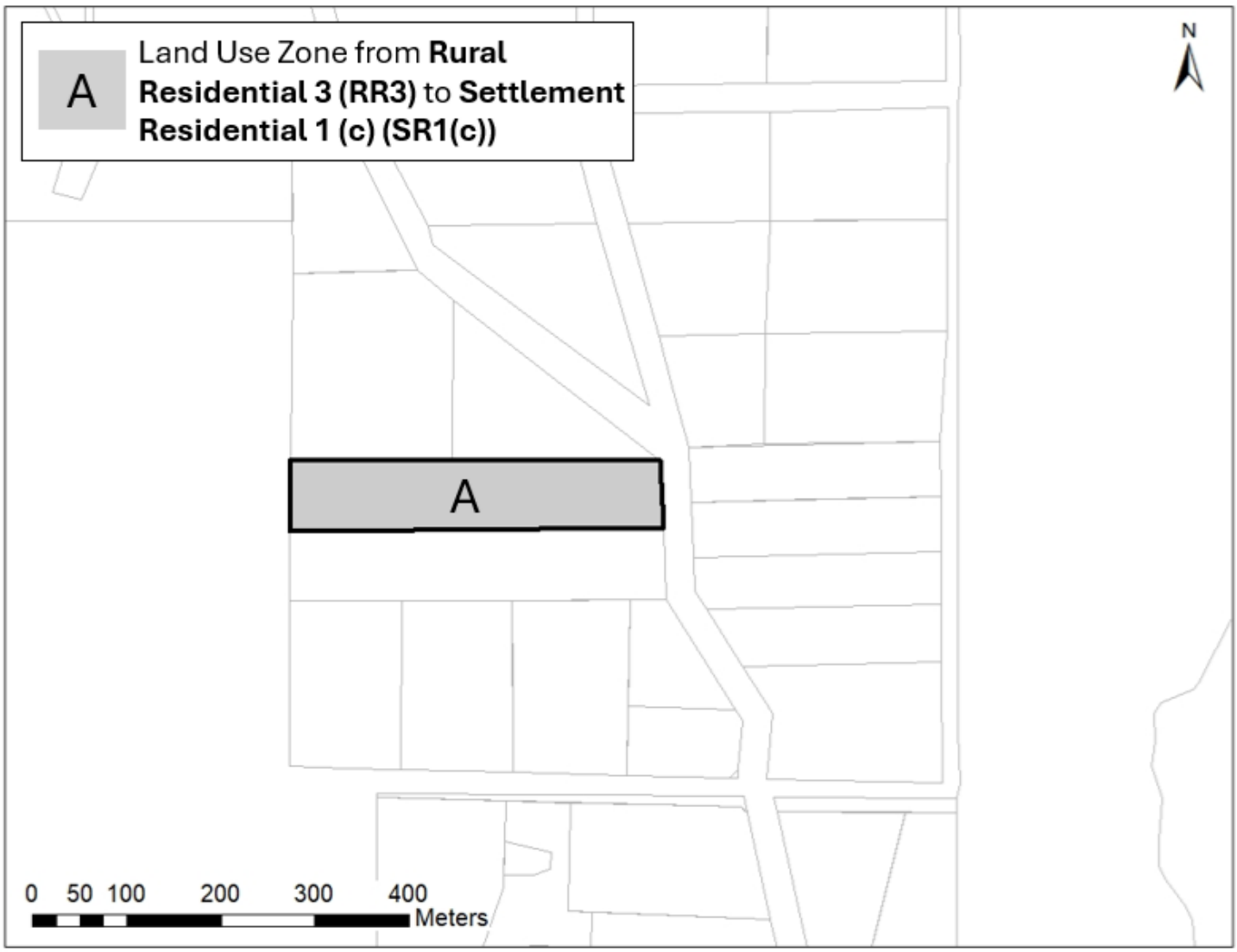
READ A THIRD TIME this ____ day of _____ , _____;

FINALLY ADOPTED this ____ day of _____ , _____;

_____	_____
Andrew Leonard	Sophie Idsinga
Mayor	Corporate Officer

Bowen Island Municipality Land Use Bylaw No 57, 2002

Amendment Bylaw No. 673, 2024 – Schedule A



Bowen Island Municipality
Bylaw No. 675, 2025

A Bylaw to amend Official Community Plan Bylaw No. 282, 2010.

WHEREAS, "Bowen Island Official Community Plan Bylaw No. 282, 2010" establishes Present and Proposed Land Use Designations.

AND WHEREAS, Council wishes to amend "Bowen Island Official Community Plan Bylaw No. 282, 2010" to amend existing regulations on the property legally described as:

LOT 27 DISTRICT LOT 1334 PLAN 4620

THEREFORE be it resolved that the Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1.0 Citation

1.1 This bylaw may be cited for all purposes as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025".

2.0 Amendments

2.1 "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" is amended by amending "Schedule C – Present and Proposed Land Use Designations" to rezone the lands outlined in heavy black outline on "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 498, 2018. – Schedule A" as follows:

a) Area labelled 'A' to **RS(e1) – Rural Residential e1**

2.2 "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" is amended by inserting Policy 143 and subsequent text: "In areas designated as Rural Residential e1 (exception) the average lot size is 0.4 hectare (0.98 acre) and a minimum lot size of 0.2 hectare (0.49 acre) provided that the lots are served by a community water system. If the lot is not served by a community water system, the average lot size is 0.5 hectares (1.24 acres)." All subsequent policies are to be renumbered.

2.3 "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" is amended by amending "Schedule C – Present and Proposed Land Use Designations" to add the designation "RS(e1) – Rural Residential (0.4 ha)" to the legend.

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

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

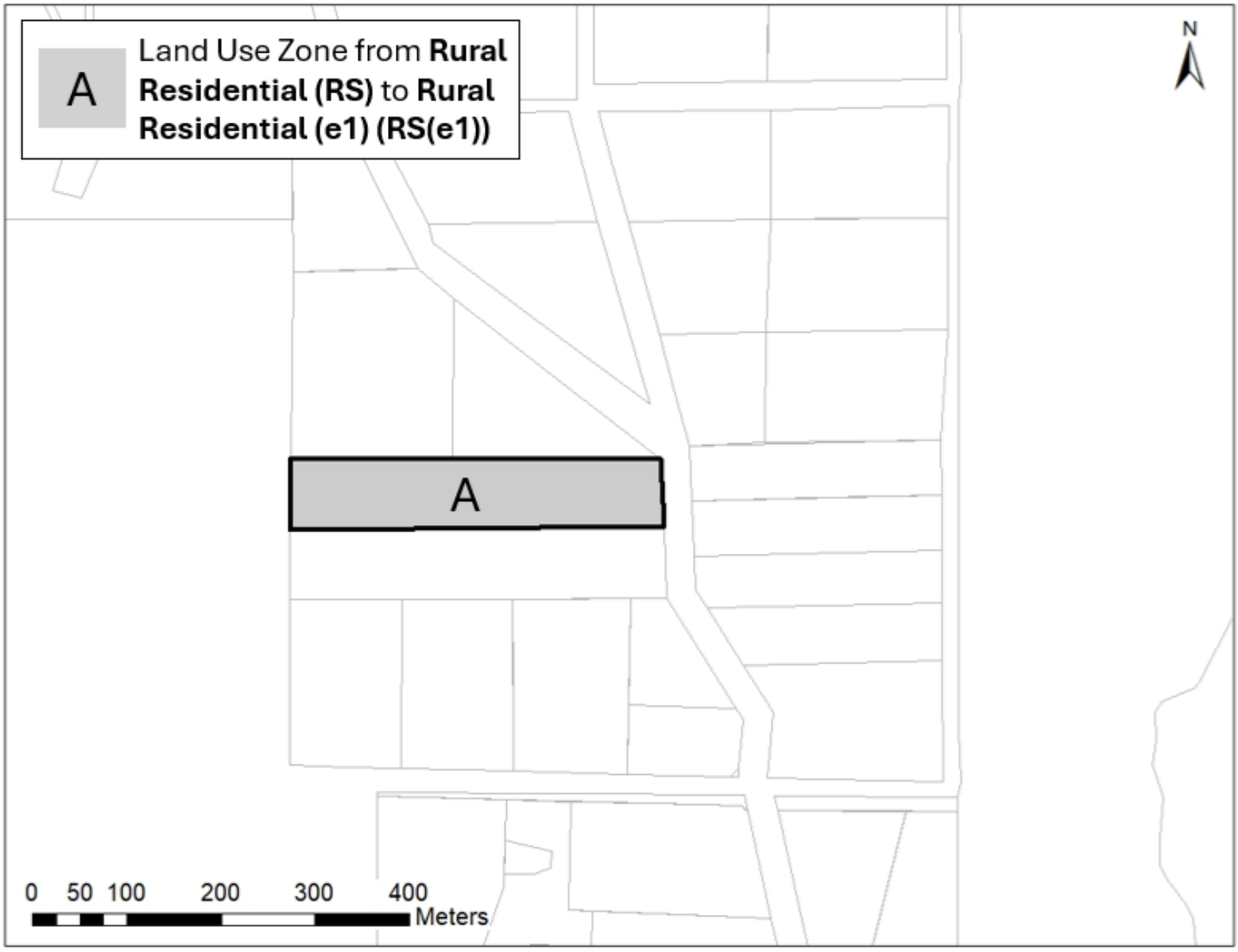
READ A THIRD TIME this ____ day of _____ , _____;

FINALLY ADOPTED this ____ day of _____ , _____;

_____	_____
Andrew Leonard	Sophie Idsinga
Mayor	Corporate Officer

Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010

Amendment Bylaw No. 675, 2025 – Schedule A



POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 673, 2024 and 675, 2025 – File: RZ-2024-0154

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

✓ if the bylaw is **consistent** with the policy from the Policy Statement, or

✘ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or

N/A if the policy is not applicable.

Part III Policies for Ecosystem Preservation and Protection

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

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	**Agricultural Land**
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	**Forests**
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	**Wildlife and Vegetation**
	4.4	**Freshwater Resources**
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	**Coastal Areas and Marine Shorelands**
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	**Soils and Other Resources**
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	**Aesthetic Qualities**
N/A	**5.1 3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	**Growth and Development**
✓	**5.2.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	**5.2.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	**5.2.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	**5.2.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	**Transportation and Utilities**
N/A	**5.3.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	**5.3.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	**5.3.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	**5.3.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	**Disposal of Waste**
N/A	**5.4.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	**Recreation**

N/A	**5.5.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	**5.5.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	**5.5.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	**5.5.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	**5.5.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	**Cultural and Natural Heritage**
N/A	**5.6.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	**5.6.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	**Economic Opportunities**
✓	**5.7.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	**Health and Well-being**
✓	**5.8.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	**COMPLIANCE WITH TRUST POLICY**
N/A	
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

Attachment 2

To: Mayor Leonard and Council

From: Drew Bakken, Island Community Planner

Date: July 14, 2025 Meeting Date: July 28, 2025

Subject: Confirmation of cash-in-lieu of amenity contribution

RECOMMENDATION
That Council refer Bylaw 673, 2024 and 675, 2024 to the Islands Trust Executive Committee, with information on proposed amendments contribution and Density Calculations in the Officinal Community Plan.

PURPOSE
This report is to provide details regarding the referral of Bylaws 673 and 675, 2024 to the Islands Trust Executive Committee. Based on the response from that Committee, staff bring in this report details pertaining to cash-in-lieu of an amenity contribution Along with staff's work tracking CRC densities, Council's acceptance of an agreeable cash-in-lieu of an amenity contribution will address the IT Executive Committee's concerns around the application.

BACKGROUND
Council gave First Reading to Bylaws No. 673 and 675, 2025 in order to rezone the property at 1360 Mount Gardner Road at the April 28, 2025 regular meeting of Council. Council's motion included that the bylaws were to be referred to the Islands Trust along with the Islands Trust Policy Statement, as required after First Reading.

The Islands Trust Executive Committee discussed the referral of Bylaws 673 and 675 at their regular meeting held on June 4, 2025. The Committee adopted the following resolutions:

> **EC-2025-066**
> **It was MOVED and SECONDED,**
> that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as "Bowen Islands Municipality Lands Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" and Bylaw No. 675, cited as "Bowen Islands Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No 675, 2025" may be contrary to, or at variance with, the following policies of the Islands Trust Policy Statement:
> - 5.2.5 – Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.

- 5.2.3 – Local Trust Committee and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

CARRIED

EC-2025-067
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as "Bowen Islands Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" and Bylaw No. 675, cited as "Bowen Islands Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025" may be reassessed for consistency with the Islands Trust Policy Statement by providing the following information:

- Confirmation of an acceptable community amenity contribution.
- Clarification of how undeveloped Cape Roger Curtis densities are tracked and whether they may still be applied to Cape Roger Curtis or elsewhere.

CARRIED

In the subsequent discussions held between BIM and IT staff, BIM staff pointed out that consideration of visual impacts has indeed taken place with regard to the proposed rezoning, subdivision and development of 1360 Mount Gardner Road. BIM staff referred to past staff reports and presentations to Council and committees, as well as the site visits carried out with both Council and the Parks, Trails and Greenways Advisory Committee, which looked at the existing level of foliage on the property as well as the sightlines for neighbors of the proposed development site. At the last Council hearing on the matter, staff shared photos of tree coverage on site and discussed the potential of a conservation covenant to prevent clearing of forested areas of the property, specifically focusing on the presentation of those trees providing visual screening between properties.

After further discussion between BIM and the Islands Trust, the Islands Trust staff agreed that the main issues preventing the Executive Committees support of the application pertained to the lack of a confirmed cash-in-lieu of an amenity contribution, as well as over confirmation and tracking of undeveloped Cape Roger Curtis densities. Once these issues are addressed and documentation of such is provided to the Islands Trust, the IT Executive Committee will discuss the application again at their next regular meeting.

VOLUNTARY AMENITY CONTRIBUTION
Past discussions on this application have acknowledged the fact that the proposed rezoning and subdivision of the property would not meet the goals of the Conservation Development Policy, which has the intent of preserving a minimum of 50% of the total land subject to the rezoning application to be protected from further development. Site visits and further discussion with Council and committees quickly established that there weren't any amenities to be gained for public use on the land, and that efforts to improve amenities in the area would best be addressed through the provision of cash-in-lieu of a voluntary amenity contribution.

It's worth noting several examples of amenity contributions from past applications in the vicinity of the subject property. Most notably, the rezoning of the lots South of Bolton Road by John Reid in the 2000's offered mainly two aspects of amenities: a financial contribution totaling $50,000, and the dedication of roughly 7 acres of land to the Islands Trust Conservancy. Considering the application involved the rezoning of around 33.5 acres of land, the contributions per acre come out to about $1500/acre of financial contributions plus 22% of land dedication.

A more recent rezoning application, also in the vicinity of the subject lands, was the rezoning of 815 Smith Road to allow a Detached Secondary Suite. In that case, a financial contribution of $50,000 was made to the municipality from the owners of the 2.3-acre property.

Using the Bolton Road rezoning application's amenity contributions and adjusting for scale, when applied to the 1360 Mount Gardner Road property it comes out to a financial contribution of $4575 (based on 3.05 acres * $1500/acre). As for the 22% land contribution, applied to the 1360 Mount Gardner property this comes out to 0.67 acres of land. The applicants are not able to provide this contribution in physical land, so a monetary equivalent must be established.

BIM does not have a policy or formula pertaining to the exact calculation of payment-in-lieu of amenities nor for calculating the per-acre value of land, and such set policies have been recently found questionable by the BC Supreme Court[1]. Paying the equivalent value of the land itself would quickly deem the application unfeasible, so a fractional amount is instead established. Going by a rough figure of $1,000,000/acre land valuation applied to the 0.67 acres, and reducing to 3% of this figure, this comes to a figure of $20,100 for the equivalent to the contribution of land. Combined with the aforementioned $4575, this comes to a **proposed amenity contribution of $24,675**.

This calculation of amenity values, particularly the application of the 3% value, is simply chosen on the basis of being a small fraction of the total value and trying to find a balance of fairness to the community and being comparable to past examples, while keeping the amount within the applicant's financial means to pay. Staff are open to alternative calculations proposed by Council, but will otherwise proceed on this basis.

OCP DENSITY COUNT

Based on feedback from the Islands Trust Executive Committee, Bowen staff have prepared an accounting of growth on Bowen, in comparison to the anticipated growth in the 2011 OCP, which is attached to this report.

FINANCIAL CONSIDERATIONS

If supported by Council, this rezoning proposal will lead to the creation of a new residential lot, which will add to the municipality's tax base while also fractionally contributing to municipal costs of upkeep to the area, such as road repair.

COMMUNICATION TO THE PUBLIC

It is more typical in BIM's rezoning process that cash-in-lieu of an amenity contribution would be firmed up before the Public Hearing stage, so that this contribution can be considered by the public

[1] Lorval Developments Ltd. v. Langley (Township), 2025 BCSC 1148

along with the other details of the application. In this case, based on the request from the Islands Trust, the cash-in-lieu of the amenity contribution is to be decided now so that it can be considered by the Islands Trust Executive Committee. Nonetheless, due to the lack of public notification requirements prior to the Public Hearing stage, it is most likely that the public will come to learn of the cash-in-lieu of amenity contribution amount at the Public Hearing stage.

CONCLUSION

The confirmation of an acceptable amount for a cash-in-lieu of an amenity contribution will clarify expectations for the applicant, and more importantly will address the Islands Trust Executive Committee's concerns and gain their endorsement of the amending bylaws.

ALTERNATIVES

Council has the following options available as alternatives to the staff recommendation:

1. That Council requests a different dollar amount be provided as cash-in-lieu of an amenity contribution.
2. Other options as determined by Council.

NEXT STEPS

According to the Islands Trust/BIM referral and approval process laid out in the Protocol Agreement between the two organizations, we are currently at step "3b" with BIM and IT staff discussing the OCP bylaw within 60 days of the IT Executive Committee. As the next step, BIM Council has three options: one option is that BIM advances the unamended OCP bylaw to public hearing, a second option is that BIM amends the OCP bylaw and advances it to a public hearing, or a third option that BIM amends the OCP bylaw and re-refers it to the Islands Trust. It is the third option that BIM staff are currently following in order to address the concerns expressed by the Islands Trust at the June 4 Executive Committee meeting and to hopefully gain their support of the amending bylaws at a subsequent Executive Committee meeting.

ATTACHMENTS AND REFERENCES:

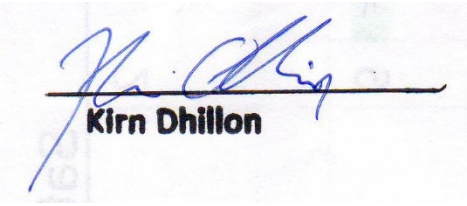
1. Staff Report, April 28, 2025 Council Meeting
2. Islands Trust Executive Committee report, June 4, 2025
3. Islands Trust email confirming Executive Committee decision dated June 4, 2025
4. Rosie Montgomery email confirming cash-in-lieu of amenity contribution
5. OCP Density Count

Submitted by: Drew Bakken, Island Community Planner

REVIEWED BY:

CAO	☒
Communications	☒
Corporate Officer	☒
Fire & Emergency	☒
Planning	☒

APPROVED BY:



_____

Kirn Dhillon, Chief Administrative Officer

From:	Alexandra Trifonidis
To:	Drew Bakken
Cc:	Sophie Idsinga; Daniel Martin; Stefan Cermak; Clare Frater; Jason Youmans
Subject:	BIM Bylaws 666 & 667, and 673 & 675
Date:	June 4, 2025 4:49:15 PM
Attachments:	image001.png image002.png

Afternoon Drew,

At their meeting today, Executive Committee adopted the following resolutions:

EC-2025-065
It was MOVED and SECONDED,
THAT Executive Committee approve Bylaw No. 667, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 667, 2024" pursuant to Section 38 of the Islands Trust Act.

CARRIED

EC-2025-066
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" and Bylaw No. 675, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025" may be contrary to, or at variance with, the following policies of the Islands Trust Policy Statement:

- 5.2.5 - Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
- 5.2.3 - Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.

CARRIED

EC-2025-067
It was MOVED and SECONDED,
that Executive Committee advise Bowen Island Municipality that Bylaw No. 673, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 673, 2024" and Bylaw No. 675, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 675, 2025" may be reassessed for consistency with the Islands Trust Policy Statement by providing the following information:

- Confirmation of an acceptable community amenity contribution.
- Clarification of how undeveloped Cape Roger Curtis densities are tracked and whether they may still be applied to Cape Roger Curtis or elsewhere.

CARRIED

Please let me know if you need anything further.

All the best,

Alexandra Trifonidis
Executive Coordinator
Islands Trust
200-1627 Fort Street | Victoria BC V8R 1H8
T 250-405-5171| islandstrust.bc.ca
You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea
I am humbly thankful to live and work in the treaty lands and territories of the BOḰEĆEN, K'ómoks, Lək'ʷəŋən, Lyackson, MÁLEXEŁ, Qualicum, Quw'utsun Tribes, scəw̓aθən məsteyəxʷ,

From: Rosie Montgomery
To: Drew Bakken
Cc: Noah Pryce-Jones; Hamish; Gabe Pryce-Jones; Rosie Montgomery
Subject: Re: Amenity contribution
Date: July 11, 2025 7:33:55 PM
Attachments: image001.jpg

Hi Drew - Short answer - Yes, we do support the amount of 25,000.00 as a possible amenity contribution -
Thank you for all of your diligent work in putting forward our application to all of the appropriate parties -
We look forward to hearing back from you after your presentation to the Islands Trust -
With kind regards,
Rosie
Sent from my iPhone

On Jul 11, 2025, at 4:04 PM, Drew Bakken <dbakken@bimbc.ca> wrote:

Hi Rosie,

As mentioned earlier this week, I'm putting forward a report to Council to set the contribution amount for cash-in-lieu of amenity contribution (since the Islands Trust Executive Committee wants to see us agree on an amount before they'll support your application). I did present an amount to Council the last time your application was discussed, and didn't get any feedback on the amount itself, but now I'll be asking them for a decision.

So, the amount I had put forward to Council as a possible amenity contribution amount was approx. $25,000, which was based on trying to set a contribution that's comparable to the Bolton Road rezonings. Is this a contribution that you could conceivably support? Please respond in writing as I'll need to show the Islands Trust that we've agreed on this.

Thanks,
Drew Bakken, Island Community Planner
Bowen Island Municipality
580 Bowen Island Trunk Road, Bowen Island, BC V0N1G2
dbakken@bimbc.ca, 604-947-4255

www.bowenislandmunicipality.ca

At Bowen Island Municipality, we acknowledge with gratitude that we live and work on the traditional, unceded territory of the Skwxwú7mesh (Squamish) Nation, whose

people have been stewards of these lands and waters surrounding Nexwlélexwm (Bowen Island).

To: Mayor Leonard and Council

From: Daniel Martin, Manager of Planning and Development

Date: July 10, 2025 Meeting Date: July 28, 2025
Subject: OCP Density Build Out

PURPOSE
To calculate the number of residential units developed or zoned on Bowen Island that deviate from the 1996 overall number of dwelling units activated in the 1996 OCP, to demonstrate compliance of active applications to Policy 5.2.5 of the Islands Trust Policy Statement.

BACKGROUND
The Islands Trust Policy Statement contains a policy that relates to density provisions, as follows:

> *5.2.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.*

Bowen Island's current Official Community Plan, Bylaw No. 282, 2010, adopted in September of 2011, contains two statements on density limits. Policy 129 states:

> *"The provision of multi-dwelling units will be achieved through density re-allocation. There will be no overall increase in the total number of dwelling units than was anticipated in the 1996 OCP."*

Principle 3 states a similar provision, as follows:

> *"Notwithstanding the potential to adjust the distribution and location of dwelling units on the island, the overall number of primary dwelling units anticipated in the 1996 OCP will remain the same."*

The OCP goes on to state that in 2008 Planners estimated the total maximum of 1,227 new lots could be created through the land use designations of the 1996 OCP (Introduction paragraphs to Section 3.2).
To come to this figure, the planning staff, in 2010, prepared three maps (attached):

1. "Build-out Analysis Based on Current OCP Designations" – these were the designations in the 1996 OCP.
2. "Build-out Analysis Based on Current Zoning" – this was the zoning in Land Use Bylaw No. 57, 2002 as amended to 2008.
3. "Residential Build-Out Analysis based on Current Official Community Plan and Land Use Bylaw Designations"*

*To determine the "residential build-out", the maximum density of all residential lots outside of Snug Cove Village was determined using the 1996 OCP land use designations, and the maximum zoning under the LUB was determined. The zoned capacity was subtracted from the designated capacity. The residual number of lots was 1, 227.

Snug Cove Village was not part of this exercise, so the residential density that could be assumed as being embedded in the Village Commercial and Village Residential designations of the OCP was not included in getting to the 1,227 number. The OCP does not have a specific density for the "Village Residential" or the "Village Commercial" designation, however section 3.4.7 – Snug Cove Residential, Policy 163 states:

> *"Up to 12.5 units per net developable 0.4 hectare (1 acre) will be considered appropriate for townhouse residential development. Proposals up to 17.5 units per net developable acre will be considered only if density is transferred from elsewhere on the island or the proposal involves other than traditional market-based housing, such as non-market, rental, special needs, cooperative, co-housing or price controlled, thus providing alternative housing choices for island residents."*

Table 1 - OCP Amendments Since 2011 That Have Added Residential Units Outside Of The Snug Cove Village Plan Area:

FILE	LOCATION	OCP CAPACITY CALCULATION	UNITS ZONED/CREATED	UNITS ADDED
RZ 06-2012/OCP 01-2012 Arbutus Ridge	Windjammer road	26 Lots	50	24
RZ-05-2015/OCP-02-2015	Grafton Lake	35 Lots	165	130
			SUBTOTAL – UNITS ABOVE 1996 OCP	154

TABLE 2 - Zoning Amendments/Subdivisions Since 2011 That Have Resulted In Less Than The Designated Capacity:

FILE	LOCATION	OCP CAPACITY CALCULATION	ACTUAL UNITS ZONED/CREATED	UNITS BELOW 1996 OCP
SUB 15-2004 Cape Roger Curtis	Cape Roger Curtis	236	60	176
Sub 03-2007 Tennant	Woods Road	20	8	12
SUB 04-2013 Fairweather Holdings	Lindy's Road	8	1	7
RZ 04- 2014 SUB 08-2012 Elliott & Weatherall	Huckleberry Lane	7	2	5
			Subtotal – Units below 1996 OCP	200

Table 3 – Total Units compared to OCP

Units above 1996 OCP	154
Units below 1996 OCP	-200
Total	46

CONCLUSION

In summary based on calculations made at the time of creation of the 2011 OCP, and subdivisions and OCP amendments that have occurred since that time, Bowen Island has developed with 46 fewer units than included in the 1996 OCP, creating a surplus of units available for future applications.

There are currently two applications to amend Bowen's OCP that have either received first reading or direction to prepare first reading (OCP/RZ-2024-0154 – 1360 Mt Gardner Road & OCP/RZ-2024-0212 - 1428 & 1430 Eagle Cliff), and one OCP amendment application that has received a public hearing (OCP/RZ-2025-0079 – 561 & 564 Collins Road). Each application would propose a total of one additional unit, for a total of three units. All applications combined would be consistent with the density provisions in Policy 129 and Principle 3 in Bowen's Official Community Plan.

Bowen Island is currently undergoing a multi-year project to update the 2011 OCP. Consideration of this update may include a review of density policies and so Planning Staff do not anticipate any issues with compliance with Policy 5.2.5 at this time.

ATTACHMENTS AND REFERENCES:

1. Build-out Analysis Based on Current OCP Designations
2. Build-out Analysis Based on Current Zoning
3. Residential Build-Out Analysis based on Current Official Community Plan and Land Use Bylaw Designations

Submitted by: Daniel Martin, Manager of Planning and Development

REVIEWED BY:

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

APPROVED BY:

_____

Kirn Dhillon, Chief Administrative Officer

[Kirn will insert his digital signature when the report is approved]

BUILD OUT ANALYSIS BASED ON CURRENT OCP DESIGNATIONS

Legend

- Cowan Point - CD 6 (176 housing units)
- Rural - R (138 new lots)
- Rural 1 - R1 (72 new lots)
- Rural Residential - 1.0 ha - RS
  (92 new lots with water, 540 new lots without water)
- Rural Residential - 0.4 ha - RS(e)
  (177 new lots with water, 32 new lots without water)

2,032 parcel areas were assessed. Lots that have split OCP designations have been assessed based on the different OCP designations

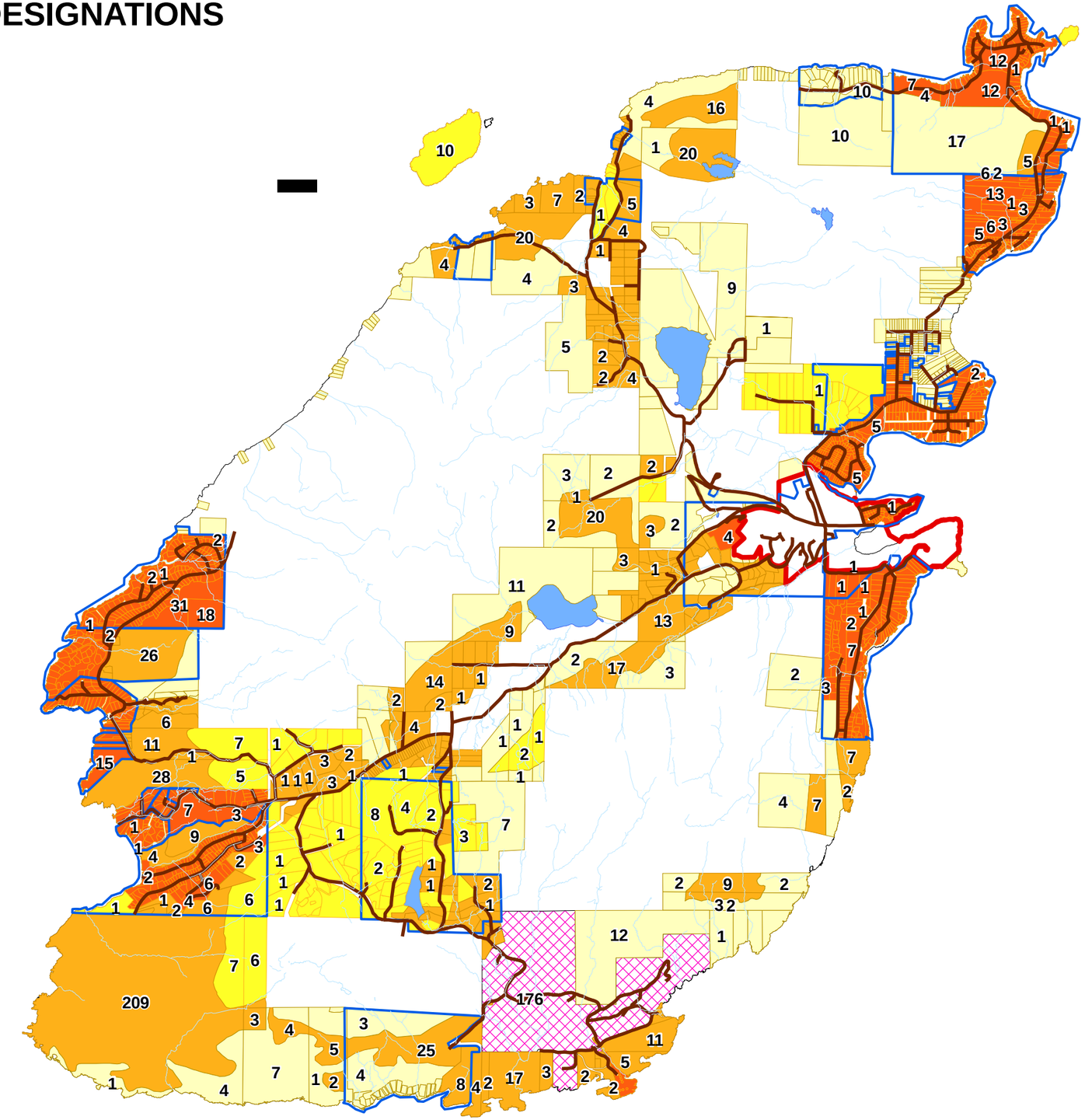
A total of 1,227 new lots can be created in the current OCP designations

- Public Roads
- Snug Cove Village Plan Area
- Community Water Systems
- Creeks
- Lakes

DRAFT

Disclaimer - This analysis provides a general overview of Bowen Island's OCP build out potential.

** Hook lots cannot be identified*
** Common property is not included*
** Road Right of Way areas is not included*
** Parks, ALR, and Environmentally Sensitive areas are not included*
** Analysis assumes that there is adequate water supply for subdivision potential*
** Lots in Snug Cove Village Plan Area are not included*



Compiled by Celene Fung
Date: June 18, 2008

BUILD OUT ANALYSIS OF RESIDENTIAL PROPERTIES BASED ON CURRENT ZONING

Legend

Residential Properties Assessed in Build Out Analysis

Lots Assessed with the Following Zoning Designations:

* *RR1 (and subareas a & d)*
* *RR2*
* *RR3 (and subareas a & b)*
* *SR1 (and subareas a, b & c)*
* *SR2 (and subareas a & d)*
* *and all CD Zones, except CD 11*

Not including lots in the Snug Cove Village Plan Area

Subdivision Potential

386 New Lots can be created in the current zoning (not including parent parcel and CD Zones)

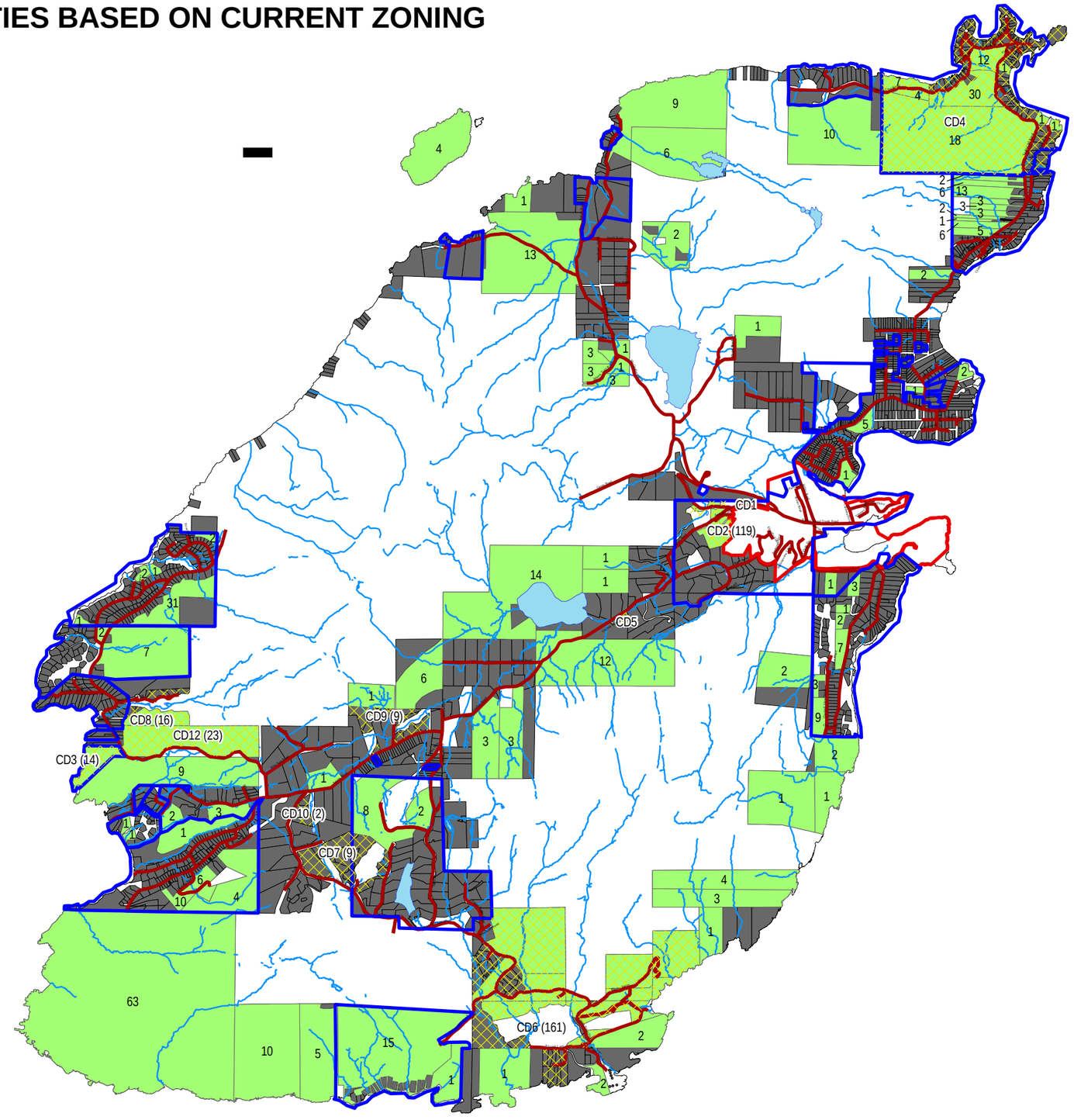
427 Lots can be created in the current CD Zoning (CD 2 is counted in the total)

- Snug Cove Village Plan Area
- Community Water Systems
- Public Roads
- Unmaintained Roads
- Creeks
- Lakes
- CD Zones

DRAFT

Disclaimer - This analysis provides a general overview of Bowen Island's build out potential.

* *Lots that have split zoning have been assessed based on the different zones*
* *Hook lots cannot be identified*
* *Common property is not included*
* *Analysis assumes that there is adequate water supply for subdivision potential*



Compiled by Celene Fung
Date: May 27, 2008

Residential Build Out Analysis Based on Current OCP and LUB Designations

Legend

Lots with Subdivision Potential

OCP Build Out Potential

Number of Lots (Areas) assessed = 1,989
Number of Lots (Areas) with Subdivision Potential = 149
Sum of Potential New Lots = 914

LUB Build Out Potential

Number of Lots (Areas) assessed = 1,961
Number of Lots (Areas) with Subdivision Potential = 85
Sum of Potential New Lots = 412

CD Zones, including CD2

Number of Lots = 427

Snug Cove Village Plan Area

Community Water Systems

Lakes

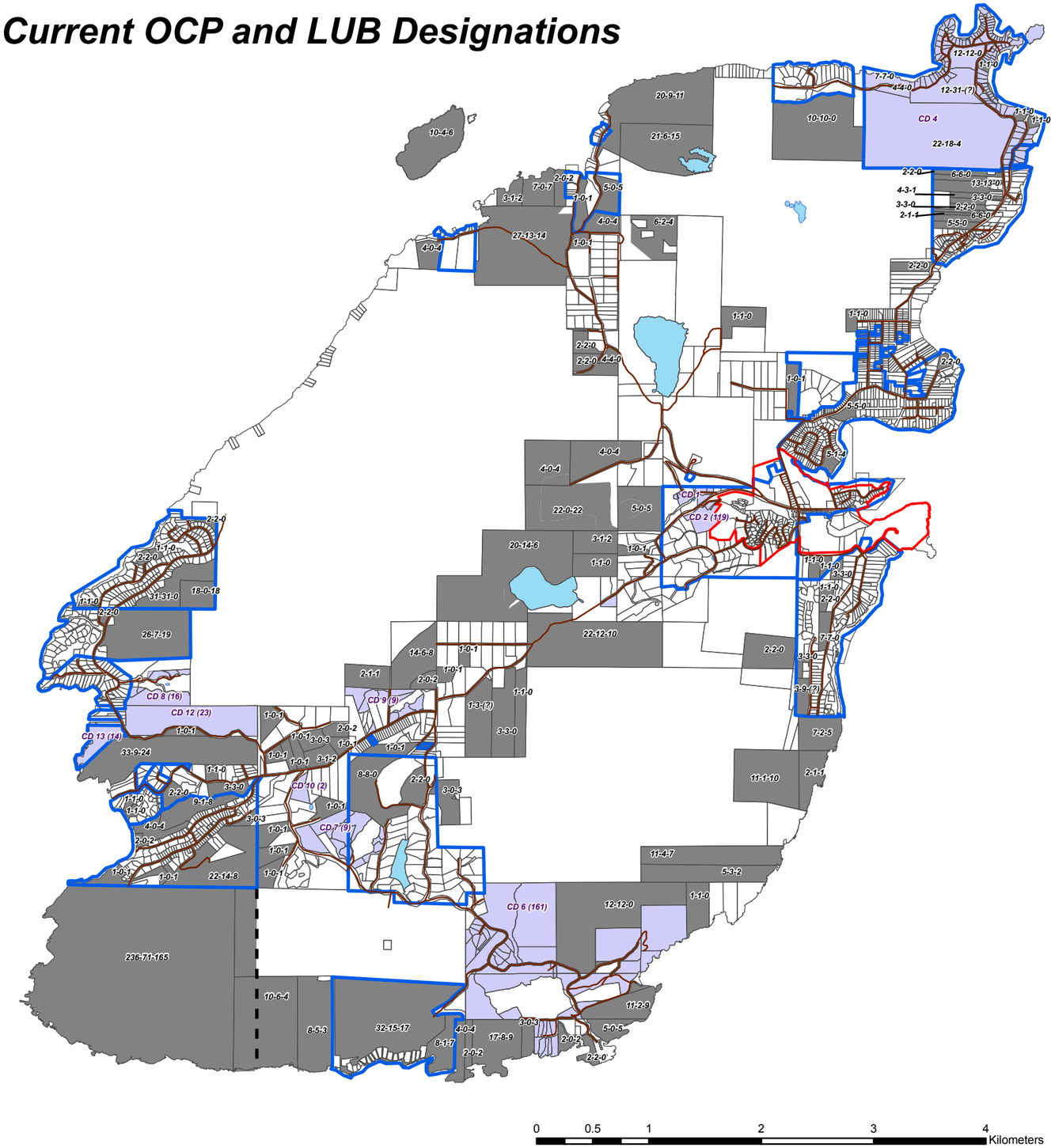
Public Roads

Disclaimer - This analysis provides a general overview of Bowen Island's residential build out potential.

NOTES:

* *Label number X-X-X denotes New Lots OCP - LUB - Difference*
* *Only residential designations have been assessed.*
* *LUB Designations include: RR1 (and subareas a & d), RR2, RR3 (and subareas a & b), SR1 (and subareas a, b & c), and SR2 (and subareas a & d).*
* *OCP designations include: R, R1, RS, and RS(e).*
* *If a lot has several OCP or LUB designations, the lot was split for analysis purposes only.*
* *Hook lots cannot be identified.*
* *Common properties are not included.*
* *Road Right-of-Ways are not included.*
* *Lots in the Snug Cove Village Plan area are not included.*

DRAFT



Compiled by: Celene Fung
Date: June 23, 2008

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

08-3020-20-01

DATE OF MEETING:	September 3, 2025
TO:	Islands Trust Executive Committee
FROM:	Trust Area Services
SUBJECT:	Bowen Island Municipality – Official Community Plan Amendment Bylaw No. 693 and Land Use Bylaw Amendment 694

RECOMMENDATION

1. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 693, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025" is not contrary to or at variance with the Islands Trust Policy Statement.**

2. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 694, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 694, 2025" is not contrary to or at variance with the Islands Trust Policy Statement.**

IMPLICATIONS OF RECOMMENDATION

Organizational: None

Financial: None

Policy: None

Implementation/Communications: Communication to Bowen Island Municipality (BIM) regarding Executive Committee's decision by September 5, 2025.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 693 (see Attachment 1 in Attachment 1 of this RFD) and Bowen Island Municipality Bylaw No. 694 (see Attachment 2 in Attachment 1 of this RFD) would amend the island's official community plan and land use bylaw respectively by changing the land use designation and zoning of two adjacent properties to enable their subdivision into three lots.

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

BACKGROUND

Bowen Island Municipality has received a land use bylaw and OCP amendment application to rezone two parcels at 1428 and 1430 Eagle Cliff Road from Settlement Residential 2 (SR2) to Settlement Residential 2(f) - (SR2(f). This zoning change requires a concurrent amendment to the subject properties' land use designation under the Bowen Island Official Community Plan from Rural Residential (RS) to Rural Residential e1 (exception). The rezoning would permit a smaller minimum average lot area to enable the creation of lots not served by a community water system. The proposed lots would not be permitted under the current zoning and land use designation. These changes would then enable a proposed subdivision of the two parcels into three. Each parcel would be permitted a single-family dwelling and an accessory dwelling unit. The land to the west of the subject properties is Crown Land.

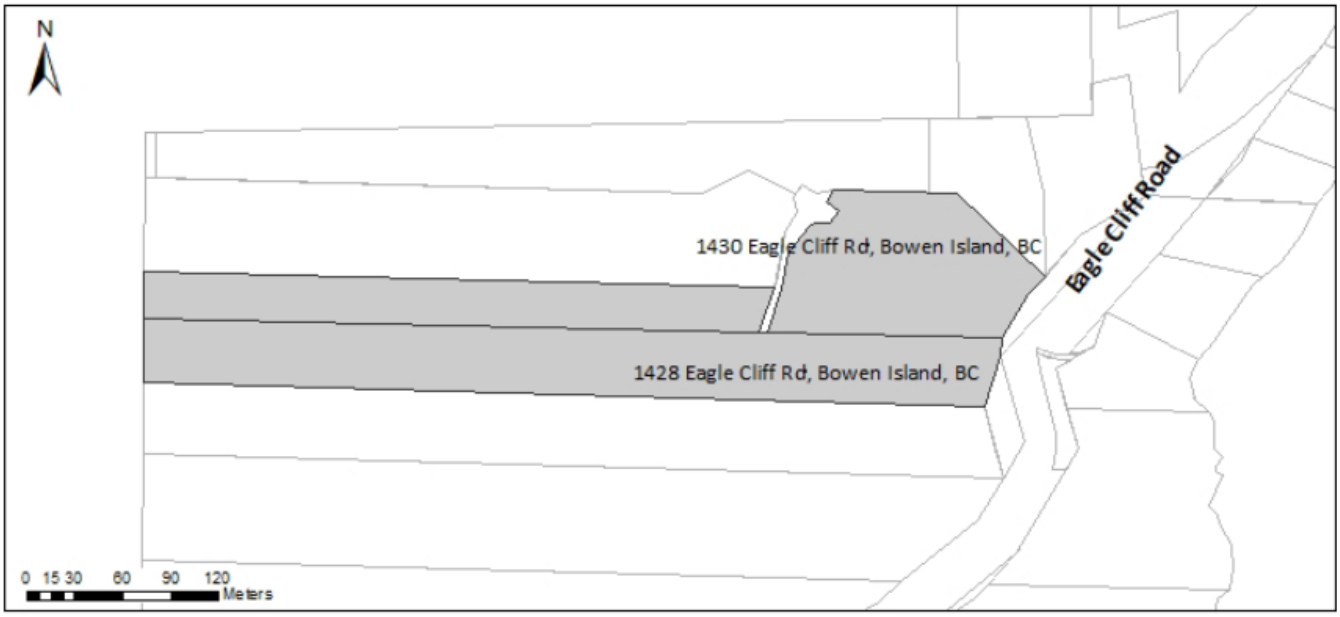


Image 1: Subject properties

Image 2: Subject properties, island location

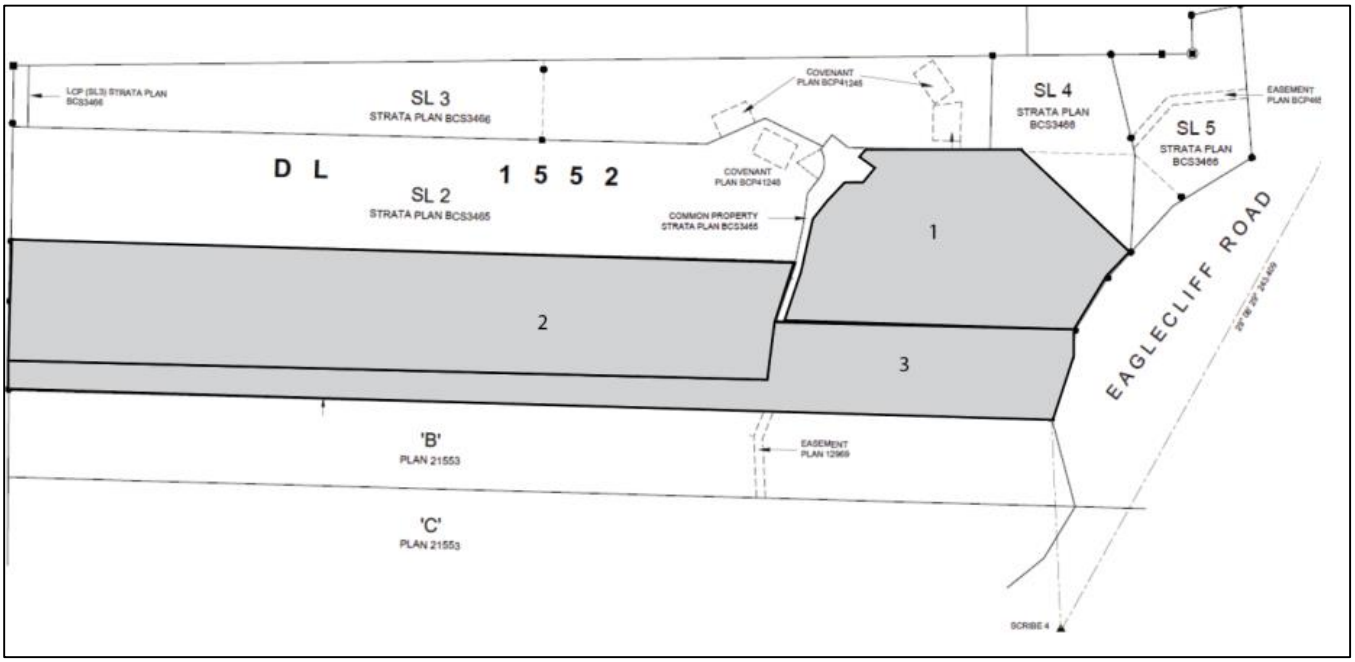


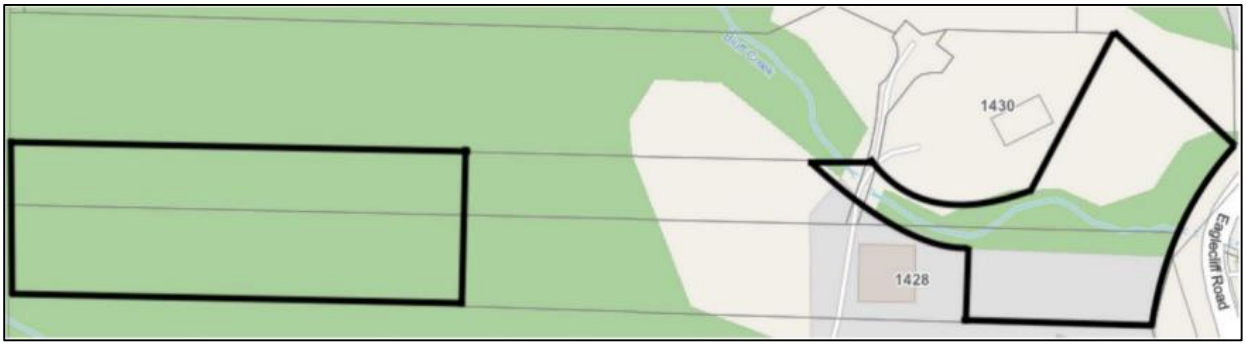
Image 3: Proposed plan of subdivision

1428 Eagle Cliff has been developed with a single-family house, while 1430 Eagle Cliff is currently vacant. Building sites of both properties are accessed by a shared easement, being located significantly higher than the immediately adjacent Eagle Cliff Road. Bluff Creek runs roughly between the two properties.

These properties have had a subdivision application accepted by the Municipality, contingent on either connection to the Eagle Cliff Water System (or combined Cove Bay/Eagle Cliff System), or a change to the Land Use Bylaw permitting the smaller lot area. Given the length of time taken to commission the Cove Bay Water

Treatment Plant and enable additional connections on Eagle Cliff, the applicant has instead chosen to pursue a rezoning application to enable the subdivision.

BIM policy includes a goal that a minimum of 50 percent of the total land subject to the rezoning application is protected from further development. As such, the applicant has proposed that 50 percent of the combined lot area be placed under a restrictive covenant as shown below:



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

First Reading Staff Report July 28th meeting
https://bowenisland.civicweb.net/document/330725/

Application introduction meeting April 14th meeting
https://bowenisland.civicweb.net/document/326421/

Issues Relating To First Nation Interest

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

Public Comments

As of the date of this Request for Decision (RFD), Islands Trust Staff have not received any public comments.

Staff Comments

The purpose of this RFD is to advise if the proposed bylaws may be contrary to or at variance with the Islands Trust Policy Statement (ITPS). Bowen Island Municipality has considered the Islands Trust Policy Statement Directives Policies Checklist (see Attachment 4 to Attachment 1 of this RFD).

Staff generally concur with BIM staff's evaluation of Policy Statement consistency but offer the following additional comments on a few key policies:

3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.

BIM staff comments: As a condition of the rezoning, the applicant would enter into a protective covenant to protect areas around Bluff Creek and at the undisturbed western end of the property that abuts the Crown land from development.	
Islands Trust staff comments: While staff are generally supportive of the environmental protection covenants that can be secured through BIM's Conservation Development Policy, best practice in conservation covenants suggests that an effective covenant requires ongoing monitoring to ensure the conditions of the covenant are being adhered to. It may warrant future conversation with BIM staff to learn more about the covenants secured through the Conservation Development policy and whether there is an associated monitoring plan for them.	
4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for
BIM staff comments: Applicant has received permission from Vancouver Coastal Health to construct a water system to service all three potential lots (including the one additional lot). At time of subdivision applicant would need to comply with existing Bowen Island requirements for water supply, including Section 6.19-6.21 of the Land Use Bylaw	
Islands Trust staff comments: BIM staff have provided Islands Trust with a copy of the water license issued by the Province to the applicants to service the proposed small water system. It permits the extraction of up to 6,800 litres per day from the licensed well. On most islands within the Islands Trust Area, rezoning applicants are required to submit a pumping test that addresses these issues. However, on Bowen Island, where the municipal planning manager is the subdivision approving officer, proof of water is not required until the subdivision process, which follows after the rezoning. Proof of water at time of subdivision on Bowen Island is required in accordance with the following land use bylaw regulations: 6.19 *Where a water source other than a community water system is proposed as a source of potable water for a proposed subdivision, the applicant must provide to the Municipality the written certification under seal of an Engineer with experience in groundwater hydrology that there is in respect of each building, structure, or use of land permitted by this Bylaw on each proposed lot an available supply of potable water in the amounts set out in Table 6-1, and that the extraction from the groundwater table or diversion from a spring of that amount of water in respect of each permitted building, structure or use will not adversely affect the quantity or quality of potable water or water supply for fire protection obtainable from any existing well, spring or surface water, or lead to salt water intrusion into the groundwater table*. 6.20 *The Approving Officer may deny the approval of subdivision if the water supply certification is deemed insufficient on the grounds of the duration or location of testing or is otherwise unacceptable*. In the absence of any information to suggest that freshwater quality or quantity is a challenge in the area of the subject lots, given that the applicants have received a water license for the subject well, and that proof of	

water will be addressed at time of subdivision for the additional residential density proposed, staff are satisfied that Policy 4.4.2 is addressed.	
5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
Bowen Island Staff Comment Application would increase allowable density by one unit, as the properties are not connected to a community water system. If instead the properties were to be served by the neighboring Eagle Cliff Water system (which was the original intent of the proposed subdivision until challenges were encountered with the Cove Bay Water Treatment Plant), this application would not require an OCP amendment. Bowen remains under the density limit defined in our Official Community Plan. That limit reads: Principle 3 Notwithstanding the potential to adjust the distribution and location of dwelling units on the island, the overall number of primary dwelling units anticipated in the 1996 OCP will remain the same. Based on feedback from the Islands Trust Executive Committee, Bowen staff have prepared an accounting of growth on Bowen, in comparison to the anticipated growth in the 2011 OCP, which is attached to this report.	
Islands Trust Staff Comment See Attachment 5 in Attachment 1 of this RFD for BIM's density and build-out calculation.	

Based on a review of proposed Bylaws No. 693 and 694, the Bowen Island staff reports, and the ITPS Checklist, Islands Trust staff concludes that proposed Bylaw No. 693 and 694 are not contrary to or at variance with the Islands Trust Policy Statement. In particular, protection of half of the area through conservation covenant advances the Islands Trust object. At this point in the rezoning application process, development and registration of conservation covenants is not assured. However, per the bylaw approval process laid out in the Islands Trust Bowen Island Protocol Agreement, OCP amendment bylaw No. 693 will be returned to EC for additional consideration after third reading, at which time staff can provide an update on the status of the proposed covenants.

KEY ISSUES/CONCEPTS

- Referral of OCP amendment Bylaw No. 693 and land use bylaw amendment No. 694 under s.15 of the Letters Patent
- Written response to Bowen Island Municipality required by September 5, 2025 (within 45 days of receipt of the referral on July 28, 2025)
- Comments from Executive Committee limited to whether or not Bylaw Nos. 693 and 694 are contrary to or at variance with the Islands Trust Policy Statement
- Staff does not consider Bylaw Nos. 693 and 694 to be contrary to or at variance with the Islands Trust Policy Statement

RELEVANT POLICY

- Islands Trust Policy 1.3.1 [Policy Statement Implementation]

- Bowen Island Municipality Letters Patent
- Islands Trust Council/Bowen Island Municipality Protocol Agreement, 2014

ATTACHMENTS

1. BIM Staff Report dated October 28, 2024 (with proposed Bylaw Nos. 693 and 694 and Islands Trust Policy Statement Checklist attached to the report)

RESPONSE OPTIONS

RECOMMENDATIONS

1. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 693, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025" is not contrary to or at variance with the Islands Trust Policy Statement.**

2. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 694, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 694, 2025" is not contrary to or at variance with the Islands Trust Policy Statement.**

ALTERNATIVES

1. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 693, cited as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010 Amendment Bylaw No. 693, 2025"** may be contrary to, or at variance with, the Islands Trust Policy Statement for the following reasons . . . [list reasons].

2. **THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 694, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002 Amendment Bylaw No. 694, 2025"** may be contrary to, or at variance with, the Islands Trust Policy Statement for the following reasons . . . [list reasons].

Submitted By:	Jason Youmans, Senior Policy Advisor	August 13, 2025
Reviewed By:	Clare Frater, Director, Trust Area Services	August 22, 2025
Reviewed By:	Stefan Cermak, Director, Planning Services	August 20, 2025

Attachment 1

To: Mayor Leonard and Council

From: Daniel Martin, Manager of Planning and Development

Date: July 11, 2025 Meeting Date: July 28, 2025

Subject: **OCP/RZ-2024-0212**
1428 & 1430 Eagle Cliff Road
STRATA LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT STRATA PLAN BCS3465
LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP41244
PID: 027-997-405 & 027-997-448

RECOMMENDATION

That Bylaw No 693, cited as "Bowen Island Municipality Official Community Plan Bylaw No 282, 2010, Amendment Bylaw No 693, 2025;" be read a first time;

That Bylaw No 694, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 694, 2025" be read a first time;

That Council refer Bylaw No. 693, 2025, Bylaw No. 694, 2025, and the attached Islands Trust Policy Statement checklist to the Islands Trust; and

That Council direct staff to return with the results of those referrals.

PURPOSE

To present the results of referrals of OCP/RZ-2024-0212 and present bylaws to amend the Land Use Bylaw and Official Community Plan to permit the application.

BACKGROUND

Bowen Island Municipality received a Rezoning (RZ) application to rezone 1428 and 1430 Eagle Cliff from Settlement Residential 2 to a proposed zone variation that would permit a smaller minimum average lot size. Council considered this application, and associated staff report at their April 14, 2025 meeting, and adopted the following resolution:

25-140 It was Moved and Seconded

That Council refer application OCP/RZ-2024-0212 to the Advisory Planning Commission for a recommendation;
That Council directs staff to refer back with the results of the referrals; and

That Council direct staff to prepare a bylaw to amend the Land Use Bylaw and Official Community Plan to allow for the development proposal presented in application RZ-2024-0212.

CARRIED UNANIMOUSLY

Staff have prepared this report to refer back with the results of that referral and to present amendment bylaws to allow for the development proposal presented in application RZ-2024-0212.

APC Referral

The Advisory Planning Commission considered this application at their meeting of May 20, 2025. At that meeting the Commission adopted the following motion:

That the Advisory Planning Commission supports application OCP/RZ-2024-0212 at 1428 & 1430 Eagle Cliff Road and provides the following comments:

- That the conditions of the rezoning approval take into account the recommendations of the Environmental Assessment.
- That the conditions of the rezoning approval will require the appointment of an Environmental Monitor, as required.

CARRIED UNANIMOUSLY

AMENDMENT BYLAWS

OCP Amendment Bylaw No. 693, 2025

This bylaw takes a similar approach to Bylaw 675, which received First Reading at the April 28, 2025 Council Meeting and would likewise permit a single lot to subdivide to create one additional lots (in the case of Bylaw 675 this lot is as 1360 Mt Gardner).

Identically to Bylaw 675, this bylaw would create a new OCP Policy #143, to read:

"Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" is amended by inserting Policy 143 and subsequent text: "In areas designated as Rural Residential e1 (exception) the average lot size is 0.4 hectare (0.98 acre) and a minimum lot size of 0.2 hectare (0.49 acre) provided that the lots are served by a community water system. If the lot is not served by a community water system, the average lot size is 0.5 hectares (1.24 acres)."

Bylaw 693 would then place 1428 and 1430 Eagle Cliff in OCP Land Use RS (e1).

Should Bylaw 675 be adopted before this bylaw reaches a Public Hearing, Council may wish to amend the bylaw to remove the section adding Policy 143, and simply keep the section placing the subject property in the new Land Use bylaw designation.

LUB Amendment Bylaw No. 694, 2025

This amendment bylaw would place the properties into a newly created zone variation (SR2 (f)), that would include an average lot size of 0.6 ha, to permit the subdivision to create one additional lot, but no further subdivision. This zone variation would read:

Zone Variation – SR 2 (f)
(a) The average *lot area* for individuals lots shall be 0.6 ha.

DETAILS OF APPLICATION
Details of this application were originally laid out in the introductory staff report, and are included here for Council's reference.

Land Use Bylaw
This property is within the Settlement Residential 2 (SR2) Zone. This zone has subdivision standards which provide different minimum and minimum average lot sizes depending on whether a property is served by a "community water system". The Land Use Bylaw then defines a "community water system" as:

> "a water works system that serves more than one lot, and which is owned, operated and maintained by Bowen Island Municipality, Water Users' Community defined under the Water Users' Communities Act or a Water Utility defined under the Water Utility Act."

The SR2 zone contains the following regulations:

Lot Areas for the Creation of New Lots through Subdivision	**SR2**
Minimum average lot area (ha) – served by community water system	0.4
Minimum lot area for individual lots (ha) – served by community water system	0.2
Minimum average lot area (ha) – not served by community water system	1
Minimum lot area for individual lots (ha) – not served by community water system	1

As discussed below, this application proposes a subdivision to create three lots total with a minimum lot size of 0.51 hectares and an average lot area of 0.67 hectares.

In other words, this subdivision would be permitted if the lots were to be served by a community water system. However, this subdivision is not permitted if the lots are not served by a community water system, resulting in the need for this application to amend the Land Use Bylaw to permit the subdivision to proceed.

Proposed Development

The applicant has a subdivision application to take two existing lots and create one additional lot. The proposed lots would have the following areas:

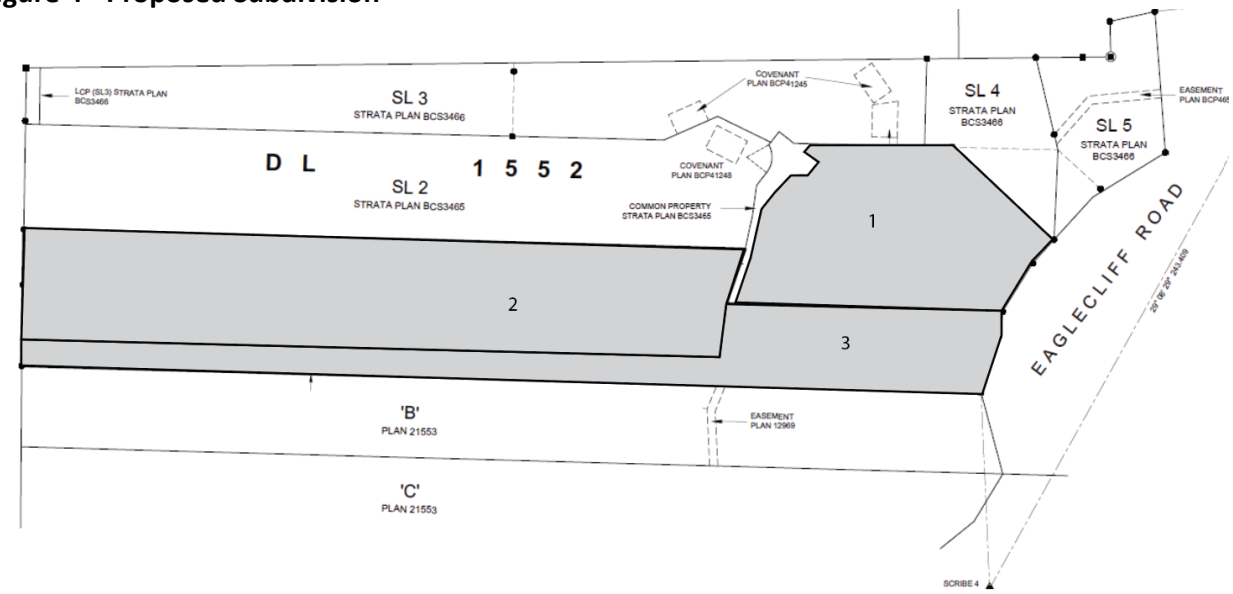
Lot 1:	0.51 ha
Strata Lot 1:	0.51 ha
New Lot:	1ha

This would create an average lot size of 0.67 hectare.

This subdivision application has been accepted by the Municipality, and a Preliminary Layout Review letter was provided to the Applicant in January 2023. This letter lays out the conditions that must be met for the Municipality to accept the subdivision. To meet all conditions (primarily the Land Use Bylaw minimum lot areas) this subdivision would have to become part of a community water system. The subdivision proposed expanding the Eagle Cliff Local Area to accommodate the lots in the subdivision. However, until the Cove Bay Water Treatment Plant is operational, no expansion may be made to this system and so the subdivision has not been able to be completed.

After waiting for the Water Treatment Plant to become operational, the applicant has now submitted an application to amend the zoning to permit a smaller average lot area, which would permit the subdivision without needing to become part of a community water system.

Figure 4- Proposed Subdivision



Official Community Plan
The site has a designation of RS - Rural Residential (1 ha), which includes the following policies.

> *Policy 139*
> *Lots in the areas containing existing subdivisions designated Rural Residential on Schedules C and C – 1 are subject to an average lot size of 0.4 hectare (1 acre) and a minimum lot size of 0.2 hectare (0.5 acre) provided the lots are served by a community water system.*
>
> *Policy 140*
> *Lots not served by a community water system will be subject to an average parcel size of 1 hectare (2.5 acres). Minimum and maximum lot sizes may be established by zoning regulation.*

The proposed zoning appears requires an OCP amendment to permit the reduction in the average parcel size to 0.6 hectares. Policy #140 is currently slated to be amended in an amendment bylaw for an application at 1360 Mount Gardner.

OTHER POLICIES
Conservation Development Policy
The Conservation Development Policy has an objective that all rezoning applications which increase density outside of the Snug Cove Village incorporate Conservation Development principles and achieve a goal of "Nature Needs Half" This policy would apply to this application. The policy calls to evaluate applications on the basis of:

- An analysis of existing natural features and environmentally sensitive areas present on the proposed development site.
- The incorporation of principles of Conservation Development, with a goal that a minimum of 50 percent of the total land subject to the rezoning application is protected from further development. Priority is to be given to protection of any identified Environmentally Sensitive Areas.
- The means by which the protection is to be provided. This may be through mechanisms such as park land dedication, protective covenants, and/or other means deemed appropriate by Council.

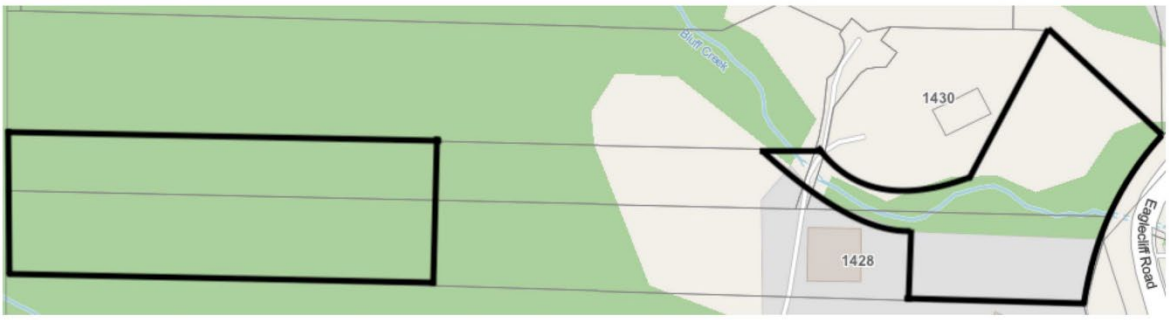
The applicant has provided an environmental assessment of the subject properties prepared by Madison Consultants dated June 10, 2022. This assessment is provided as an attachment to this report.

The Applicant and staff propose that the best compliance with this policy is to place a protective covenant on the properties such that, at time of subdivision, a minimum of 50% of the total land area is protected from development or disturbance. Given the topography of the sites, the appropriate areas for protection include:

- Bluff Creek itself, and a setback on both sides of the creek
- Undisturbed bluffs at the western end of the property.

The applicant has provided a sketch plan showing the extent of the protective covenant, covering 50% of the property. Following a successful third reading of these bylaws, staff will present a restrictive covenant to permanently protect these lands. With this covenant, the applicant will be fully complying with the Conservation Development Policy. Included in the attachments is the applicant's proposal showing areas of proposed covenants.

Figure 5 – Proposed covenant areas



Water Supply
To serve the additional lot the applicant has received a Construction Permit from Vancouver Coastal Health to construct a water treatment system, in accordance with Section 7 of the Drinking Water Protection Act.

ISLANDS TRUST POLICY CHECKLIST
Under terms of Bowen's Letters Patent no bylaw to amend Bowen's Official Community Plan may be contrary to or at variance with the Trust Policy Statement. Bowen must refer any proposed bylaw to the Islands Trust before a public hearing is held and refer the bylaw again following any third reading of the proposed bylaw for the Islands Trust executive committee approval.

Under the Protocol Agreement between BIM and the Islands Trust, staff are to prepare a Islands Trust's Policy Statement Checklist for Council's consideration. The checklist is prepared and attached to this report.

For ease of Council's discussion, staff have included below the policies for which staff have indicated these bylaws are in compliance and/or for which staff have provided comment.

Table 1 – Islands Trust Policy Checklist excerpts

	3.1	Ecosystems
✓	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
Staff Comment		As a condition of the rezoning, the applicant would enter into a protective covenant to protect areas around Bluff Creek and at the undisturbed western end of the property that abuts the Crown land from development.
✓	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of

		protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
Staff Comment		As a condition of the rezoning, a protective covenant would protect areas around Bluff Creek from development or disturbance, helping establish a protected area around the Creek.
	3.2	**Forest Ecosystems**
✓	**3.2.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
Staff Comment		As a condition of the rezoning, a protective covenant would protect undisturbed land on the western edge of the properties that abuts the Crown Land.
	3.3	**Freshwater and Wetland Ecosystems and Riparian Zones**
✓	**3.3.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
Staff Comment		As a condition of the rezoning, a protective covenant would protect areas around Bluff Creek, a riparian stream from development or disturbance, helping establish a protected area around the Creek.
	4.4	**Freshwater Resources**
✓	**4.4.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
Staff Comment		Applicant has received permission from Vancouver Coastal Health to construct a water system to service all three potential lots (including the one additional lot). At time of subdivision applicant would need to comply with existing Bowen Island requirements for water supply, including Section 6.19-6.21 of the Land Use Bylaw
✓	**4.4.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
Staff Comment		Section 6.19 of Bowen's Land Use Bylaw requires that the applicant provide a Engineer's report determining that the extraction of water will not aversely affect "any existing well, spring, or surface water, or lead to salt water intrusion into the groundwater table."
	5.2	**Growth and Development**
✓	**5.2.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
Staff Comment		This application falls below the threshold of Bowen's Affordable Housing Policy, but Bowen's Conservation Development Policy (which seeks protection of 50% of the overall area of the application) is being followed to address the aesthetic, environmental, and social impacts of development. Property abuts Eagle Cliff Road, but house sites are set far back from the road, given the significant grade change. There is no anticipated aesthetic impact of development.
✓	**5.2.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
Staff Comment		Bylaw 671 would allow for one additional lot beyond that proposed for these properties in Bowen's Official Community Plan. Bowen's policies seek the protection of a minimum of 50%

		of the area of a rezoning, to address preservation and protection of the environment, natural amenities, and resources. This application meets that threshold. Based on feedback from the Islands Trust Executive Committee, Bowen staff have prepared an accounting of growth on Bowen, in comparison to the anticipated growth in the 2011 OCP, which is attached to this report.
✓	**5.2.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
Staff Comment		Application would increase allowable density by one unit, as the properties are not connected to a community water system. If instead the properties were to be served by the neighboring Eagle Cliff Water system (which was the original intent of the proposed subdivision until challenges were encountered with the Cove Bay Water Treatment Plant), this application would not require an OCP amendment. Bowen remains under the density limit defined in our Official Community Plan. That limit reads: Principle 3 Notwithstanding the potential to adjust the distribution and location of dwelling units on the island, the overall number of primary dwelling units anticipated in the 1996 OCP will remain the same. Based on feedback from the Islands Trust Executive Committee, Bowen staff have prepared an accounting of growth on Bowen, in comparison to the anticipated growth in the 2011 OCP, which is attached to this report.
✓	**5.2.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
Staff Comment		Lower parts of this property have encountered flooding from Bluff Creek. The applicant has provided a geotechnical report ensuring that the proposed development areas are free from risk of flooding, erosion, or slope instability, and a protective covenant will ensure that development is directed away from the lower parts of this property.
N/A	**5.3.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
Staff Comment		Schedule E of Bowen's Official Community Plan identifies a future trail route through the middle of these properties. However, Bowen's Manager of Parks and the Environment reviewed the site and determined that there is no feasible trail route through the site, such a trail segment would remain unconnected until development of neighboring properties, and there is no feasible connecting point or access into the Crown Land. The focus of municipal staff has instead been improving the road-side shoulder along Eagle Cliff Road to make non-motorized transportation more viable.
N/A	**5.5.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
Staff Comment		Schedule E of Bowen's Official Community Plan identifies a future trail route through the middle of these properties. However, Bowen's Manager of Parks and the Environment reviewed the site and determined that there is no feasible trail route through the site, such a trail segment would remain unconnected until development of neighboring properties, and there is no feasible connecting point or access into the Crown Land. The focus of municipal staff has instead been improving the road-side shoulder along Eagle Cliff Road to make non-motorized transportation more viable.
N/A	**5.8.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

Staff Comment		Bowen's Interim Housing Needs Report identified the 20-year housing need on Bowen as 1,393 additional housing units. Adding this one additional lot will support meeting this housing need.

FINANCIAL/ RESOURCE/MAINTENANCE CONSIDERATIONS
There are no Financial/Resource/Maintenance Considerations as a direct result of this report.

COMMUNICATION TO THE PUBLIC
Notice was sent to neighboring properties prior to consideration of First Reading at this meeting. Due to the larger average lot size in the area, staff expanded the notice area from 100m to 300m, as shown in the map below. This resulted in notice going to owners and tenants of 29 properties.

Following a successful First Reading, staff recommend the owners inform neighbours of their application through an additional letter and invite feedback. Staff recommend that a public information meeting is not required for this rezoning, and would waive that requirement.

As this application requires a public hearing (as it seeks to amends the Official Community Plan), a Public Hearing would be held following Second Reading of amendment bylaws. Notice for the Public Hearing would follow requirements in Bowen's bylaws and the Community Charter.

ECOLOGICAL/ENVIRONMENTAL/CLIMATE CONSIDERATIONS
The applicant provided an Environmental Assessment of the property. This report included recommendations regarding sediment and erosion control around Bluff Creek.

CONCLUSION
This report presents amendment bylaws to permit a development application at 1428/1430 Eagle Cliff Road. Staff are seeking first reading of the bylaws and referral to the Islands Trust.

ALTERNATIVES

1. That Council seek amendments to Bylaw 693 and/or 694 prior to granting First Reading. In this alternative, Council should provide staff with direction on amendments desired, and make the following motion:

   That Council refer Bylaws 693, 2025 and 694, 2025 to staff to prepare the amendments discussed at the July 28, 2025 Regular Council meeting, and return the amendment bylaws for consideration of First Reading at a future Council Meeting.

3. That Council refer the proposal back to staff for further information;
4. That Council direct staff to reject this application.

ATTACHMENTS AND REFERENCES:

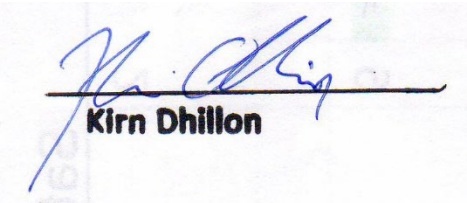
1. Bylaw No. 693, 2025
2. Bylaw No. 694, 2025
3. Environmental Assessment
4. Islands Trust Policy Checklist
5. OCP Density Count
6. Protective Covenant Areas

Submitted by: Daniel Martin, Manager of Planning and Development

REVIEWED BY:

CAO	☒
Communications	☒
Corporate Officer	☒
Fire & Emergency	☒
Environment & Parks	☒
Planning	☒

APPROVED BY:



_____

Kirn Dhillon, Chief Administrative Officer

Bowen Island Municipality
Bylaw No. 693, 2025

A Bylaw to amend Official Community Plan Bylaw No. 282, 2010

WHEREAS, "Bowen Island Official Community Plan Bylaw No. 282, 2010" establishes Present and Proposed Land Use Designations;

AND WHEREAS, Council wishes to amend "Bowen Island Official Community Plan Bylaw No. 282, 2010" to amend existing regulations on the property legally described as:

STRATA LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT STRATA PLAN BCS3465 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

AND

LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP41244

THEREFORE be it resolved that the Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1.0 Citation

1.1 This bylaw may be cited for all purposes as "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, Amendment Bylaw No. 693, 2025".

2.0 Amendments

2.1 "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" is amended by amending "Schedule C – Present and Proposed Land Use Designations" to rezone the lands outlined in heavy black outlined on "Bowen Island Municipality Official Community Plan Amendment Bylaw No. 694, 2025. – Schedule A" as follows:

a) Area labelled 'A' to **RS(e1) – Rural Residential e1**

2.2 "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" is amended by inserting Policy 143 and subsequent text: "In areas designated as Rural Residential e1 (exception) the average lot size is 0.4 hectare (0.98 acre) and a minimum lot size of 0.2 hectare (0.49 acre) provided that the lots are served by a community water system. If the lot is not served by a community water system, the average lot size is 0.5 hectares (1.24 acres)." All subsequent policies are to be renumbered.

2.3 "Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010" is amended by amending "Schedule C – Present and Proposed Land Use Designations" to add the designation "RS(e1) – Rural Residential (0.4 ha)" to the legend.

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

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

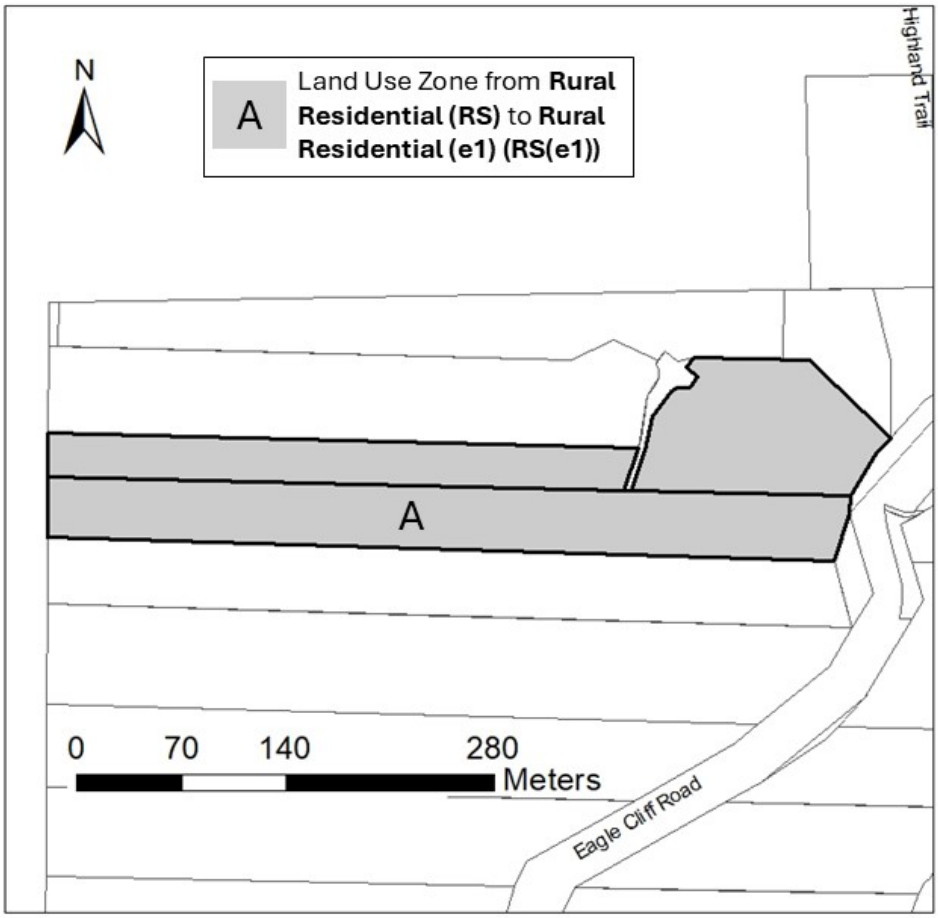
READ A THIRD TIME this ____ day of _____ , _____;

FINALLY ADOPTED this ____ day of _____ , _____;

_____	_____
Andrew Leonard	Sophie Idsinga
Mayor	Corporate Officer

Bowen Island Municipality Official Community Plan Bylaw No. 282,

2010 Amendment Bylaw No. 693, 2025 – Schedule A



Attachment 2 (of Attachment 1)

Bowen Island Municipality
Bylaw No. 694, 2025

A Bylaw to amend Land Use Bylaw No 57. 2002

WHEREAS, "Bowen Island Land Use Bylaw No. 57, 2002" regulates the use of land, buildings, and structures within the Bowen Island Municipality

AND WHEREAS, Council wishes to amend "Bowen Island Land Use Bylaw No. 57, 2002" to amend existing regulations on the properties legally described as:

STRATA LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT STRATA PLAN BCS3465 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

AND

LOT 1 DISTRICT LOT 1552 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP41244

THEREFORE be it resolved that the Council for Bowen Island Municipality in open meeting assembled enacts as follows:

1.0 Citation

1.1 This bylaw may be cited for all purposes as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 694, 2025".

2.0 Amendments

2.1 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Section 4.5.4 – Exceptions in Particular Locations by inserting section 4.5.4 (9) to read as follows:

4.5.4. (9) *Zone* variation SR 2(f)

(f) Despite Section 4.5.3, the average *lot* area for individual *lots* not served by *community water system* shall be 0.6

2.2 Schedule "B" to "Bowen Island Municipality Land Use Bylaw No. 57, 2002" is amended by changing the description of the lands labelled "A" on Schedule "A" to this Bylaw from Settlement Residential 2 (SR2) to Settlement Residential 2 (f) (SR2 (f))

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

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

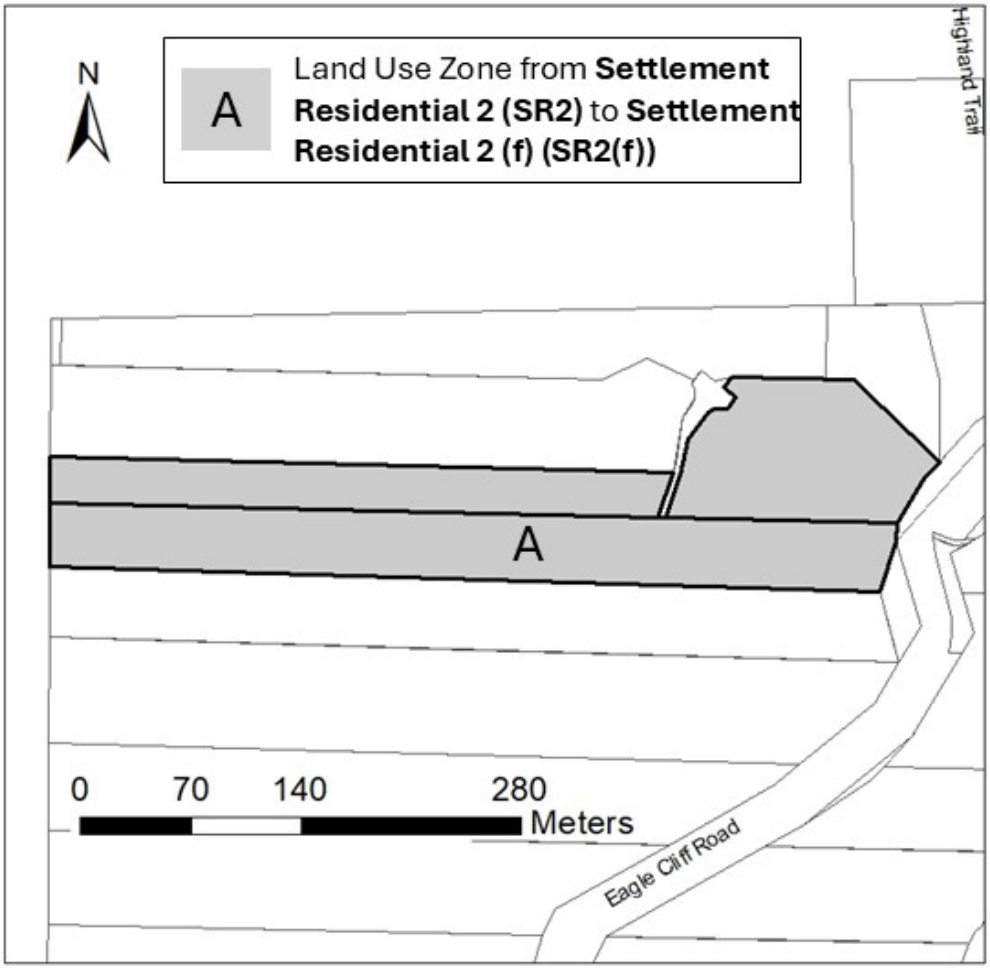
READ A THIRD TIME this ____ day of _____ , _____;

FINALLY ADOPTED this ____ day of _____ , _____;

_____	_____
Andrew Leonard Mayor	Sophie Idsinga Corporate Officer

Bowen Island Municipality Land Use Bylaw No 57, 2002

Amendment Bylaw No. 694, 2025 – Schedule A



Attachment 3 (of Attachment 1)

ENVIRONMENTAL ASSESSMENT

1428 EAGLECLIFF ROAD, NEXWLÉLEXWM (BOWEN ISLAND), BC

Submitted to:

Randy Poulin
1428 Eaglecliff Road
Bowen Island, BC
V0N 1G2

Prepared by:

Maddison Consultants, Ltd.
1265 Adams Road
Nexwlélexwm (Bowen Island), B.C.
V0N 1G2
(604) 838-2321

Maddison Consultants Project No. M252

MADDISON CONSULTANTS LTD
SOUND SCIENCE FOR FUTURE GROWTH

June 10, 2022

TABLE OF CONTENTS

INTRODUCTION **2**
STUDY AREA LOCATION AND DESCRIPTION **5**
REGULATORY REQUIREMENTS **5**
METHODS **5**
EXISTING ENVIRONMENTAL SETTING **6**
ENVIRONMENTAL MANAGEMENT PLAN **8**
RESTORATION PLAN **11**
CONCLUSION **12**
CORPORATE AUTHORIZATION **14**
REFERENCES **15**

FIGURES

Figure 1. Location map 3
Figure 2. Plan drawing of existing conditions 4

APPENDICES

A: EROSION AND SEDIMENT CONTROL PLAN

B: REGULATORY SETTING

C: SENSITIVE SPECIES

D: DATA SHEET

E: SITE PHOTOGRAPHS

F: RESUME

G: PLANT AND ANIMAL SPECIES OBSERVED ON SITE

H: REPORTABLE LEVELS FOR CERTAIN SUBSTANCES

INTRODUCTION

Maddison Consultants, Ltd. (Maddison Consultants) was retained by Randy Poulin (Property Owner of 1428 Eaglecliff Road and Strata Lot 1) to conduct an environmental assessment on the study area, depicted on Figure 1. The study area includes:

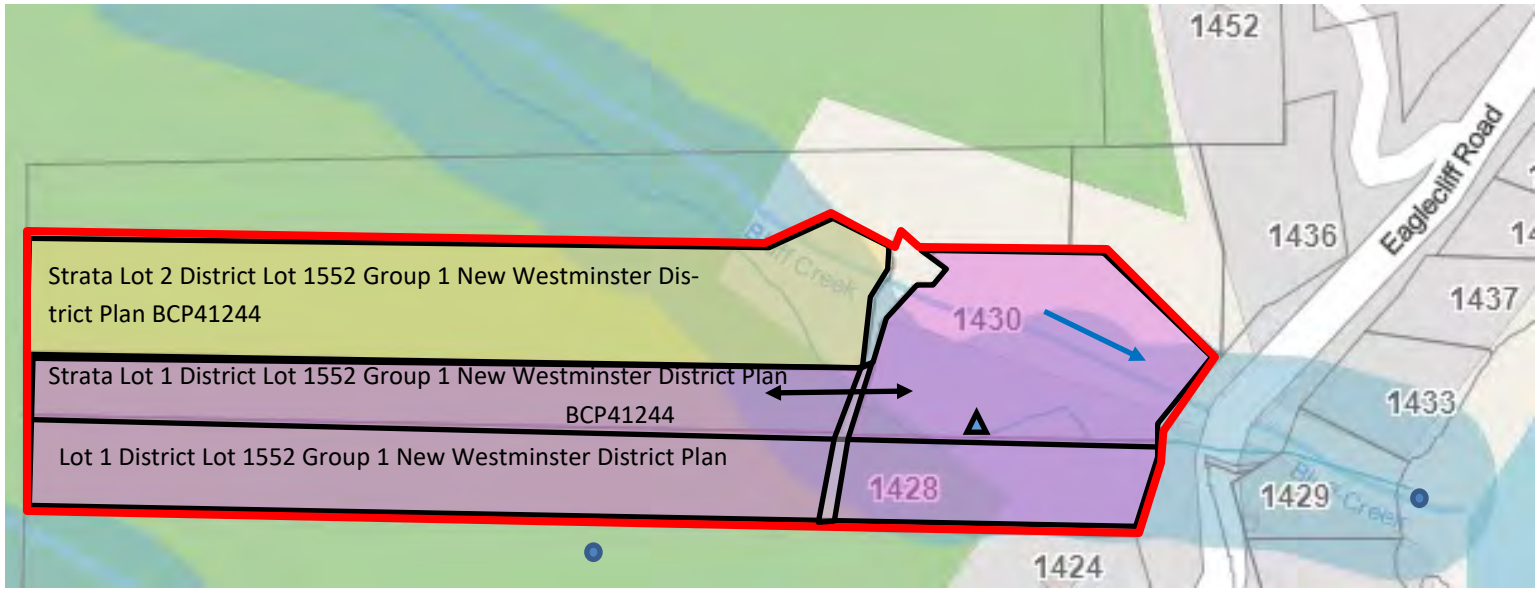
- 1428 Eaglecliff Road, Parcel ID 027 997 405; Lot 1 District Lot 1552 Group 1 New Westminster District Plan BCP 41244; owned by Mr. Randy Poulin
- Parcel ID 027 997 456; Strata Lot 2 District Lot 1552 Group 1 New Westminster District Strata Plan BCS3465 together with an interest in the common property in proportion to the unit entitlement of the strata lot shown on form V; owned by Mr. John Pocekovic.
- 1430 Eaglecliff Road, Parcel ID 027 997 448; Strata Lot 1 District Lot 1552 Group 1 New Westminster District Strata Plan BCS3465 together with an interest in the common property in proportion to the unit entitlement of the strata lot shown on form V; owned by Mr. Randy Poulin.

The study area is located within the Municipal Watershed, Aquifer, and Stream Protection Development Permit Area of the *Bowen Island Municipal Official Community Plan Bylaw No. 282, 2010*. Therefore, the Municipality of Bowen Island requires an environmental assessment as part of the Development Permit application for the proposed subdivision. The proposed subdivision, as depicted on Figure 2, includes:

- the division of Strata Lot 1 into Strata Lots 3 and 4;
- the conversion of Strata Lot 4 into common property owned by the strata;
- the subdivision of the common property from the strata to create a new fee simple lot “A”;
- the rearrangement of the lot lines between lot A and Lot 1 to create Lots “B” and “C”; and,
- the installation of a proposed water system.

The environmental assessment will focus on the potential impacts to the natural environment that may occur as a result of the proposed subdivision development and the construction on the property. In addition, the Bowen Island Municipality has requested a comprehensive sediment and erosion control plan (Attached in Appendix A), as well as a restoration plan to reduce downstream or downslope debris blockages in the Bluff Creek Eaglecliff Road culvert.

This report includes general information regarding the studies performed within the study area, their findings, and any relevant sensitive biological resources that were identified in the study area. Specifically, these assessments identified the potential for species of management concern to occur within and in close proximity to the study area. Also included in this report are the mitigation measures to offset potential impacts to these biological resources.



LEGEND

- Watercourse
- Flow Direction
- Stream Buffer
- Existing Well
- Study area (approx.)
- Water intake
- Property owned by Randy Poulin
- Property owned by John Pocekovic

MADDISON CONSULTANTS LTD
SOUND SCIENCE FOR FUTURE GROWTH

Notes:

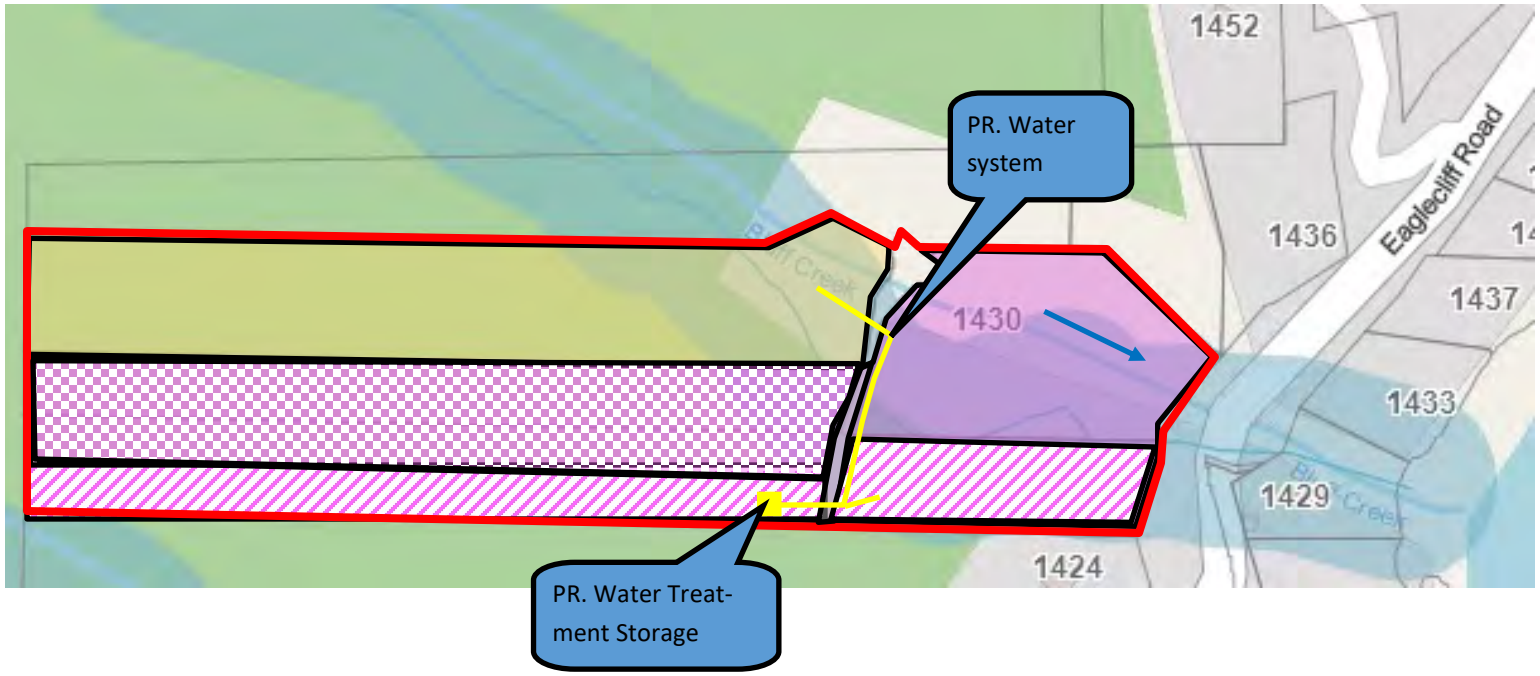
- Background imagery from BowMap, 2021
- Existing wells (based on Provincial database and Schedule B-4 of the Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010))
- Property boundaries are approximate
- Not to scale
- Revision date: 31 MAY 2022

1428 Eaglecliff Road
Nexwlélexwm
(Bowen Island), BC

Location Plan

Project No.
M252

Figure 1
Rev 01



LEGEND

- Watercourse
- Flow Direction
- Property Boundary (approx.)
- Resulting Strata Lot 3
- Strata Lot 2—no change
- Lot B
- Lot C

MADDISON CONSULTANTS LTD
SOUND SCIENCE FOR FUTURE GROWTH

Notes:
- Background imagery from BowMap, 2021
- Property boundaries are approximate
- Not to scale
- Revision date: 09 MAY 2022

N

1428 Eaglecliff Road
Nexwlélexwm
(Bowen Island), BC
Proposed Works

Project No.
M252

Figure 2
Rev 01

STUDY AREA LOCATION AND DESCRIPTION

The study area is on unceded Skwxwú7mesh Úxwumixw territory. It is approximately 2.998 hectares (ha) in size, and is mostly undeveloped. Development includes a dirt access road, a wooden clear span bridge, an existing house on 1428 Eaglecliff and associated infrastructure, septic tanks and fields, silt fences, rock retaining walls, interceptor swales, corrugated metal pipe culvert, two areas cleared and graded for future building pads, and concrete abutments for a previously existing clear span bridge. The study area is located along the northeast portion of Bowen Island, and is bounded by Eaglecliff Road to the east, rural residential to the north and south, and provincial crown land to the west.

The study area has a southeastern aspect, with elevations that range from approximately 45 metres (m) to 210 m, and is located in the Coastal Western Hemlock biogeoclimatic zone (CWH), dry maritime subzone. Habitat in the study area consists of mature mixed forest with landscaped areas surrounding the house, some exposed soils for future building pads, and some bedrock outcrops.

REGULATORY REQUIREMENTS

The proposed subdivision construction and development may be subject to several Federal and Provincial government regulations which include, but are not limited to the: *Fisheries Act*, *Migratory Birds Convention Act*, *Canadian Impact Assessment Act*, *Species at Risk Act*, *BC Environmental Assessment Act*, *Environmental Management Act, Wildlife Act*, and *Weed Control Act*. A summary of the legislation and how they may relate to the proposed project is included in Appendix C.

For the proposed installation of the water system, a pipeline crossing of bluff creek will be required. The pipeline will be an aerial crossing that is attached to the existing clear span bridge. The *Water Sustainability Regulation* of the *Water Sustainability* Act (WSA), specifically Part 3 Section 39(1[c]), authorizes changes in and about a stream for "the construction or maintenance of a pipeline crossing of a stream", if all the conditions are met. The conditions are itemized in Appendix B, under the *Water Sustainability Act.* If the conditions cannot be met, then a Change Approval under the *Water Sustainability Act* will be required.

Bluff Creek bisects the study area, and is identified as a "stream" on Schedule B-4 of the Water Resource Protection Areas. However, as Bluff Creek is not shown on Schedule B-3 of the above-mentioned document, the *Riparian Areas Protection Regulation* does not apply to this stream.

METHODS

Literature Review and Records Search

A literature review was conducted to identify the presence, or potential occurrence, of species at risk (*e.g.,* plant and animal species) in the vicinity of, and/or within the study area. The resources used to compile the list, along with a table depicting the identified sensitive species, are included in Appendix C.

Field Surveys

Micaele Florendo, R.P. Bio., of Maddison Consultants conducted a biological reconnaissance survey of the study area on May 3, 2021. The survey was conducted on foot from approximately 9:14 a.m. until 10:47 a.m. Weather conditions were overcast with an average temperature of 8 degree Celsius (°C) during the survey. The survey characterized the biological resources on and around the study area, and the area of proposed ground disturbance. The purpose of the survey was to determine the potential presence and/or absence of listed wildlife species identified with the Conservation Data Centre (CDC) and/or listed on Schedule 1 of the *Species at Risk Act* (SARA). Furthermore, the survey also determined if any unmapped drainages occurred in the study area. The completed data sheets from the field survey is included in Appendix D.

Photographs taken at various locations throughout the survey area to document existing conditions are attached in Appendix E. A resume for Micaele Florendo is attached in Appendix F.

Rocks, cobble, and woody debris throughout the study area were overturned in an attempt to detect amphibians, reptiles, slugs, and snails. All wildlife and plant species observed directly or otherwise, were noted. Vascular plants were identified in the field according to Pojar and Mackinnon (1994); and, voucher specimens were collected for identification according to eFlora (1998 - 2002). Animal species observed within the study area were identified according to Sibley (2003), and National Geographic (1987). A list of the observed plant and animal species is attached as Appendix G.

EXISTING ENVIRONMENTAL SETTING

The study area is located within the Very Dry Maritime Subzone of the CWH biogeoclimatic zone. This zone occurs at low to middle elevations mostly west of the coastal mountains, along the entire coast of BC (Ministry of Forests, 1991). The zone occurs in elevations from sea level to 900 m on the windward slopes of the south and mid-coast (1050 m on leeward slopes), and to 300 m on the north coast (Ministry of Forests, 1991).

This zone is, on average, the rainiest biogeoclimatic zone in BC with typically cool mesothermal climate: cool summers and mild winters (Ministry of Forests, 1991). Mean annual temperature is about 8°C and ranges from 5°C to 10.5°C among the Coastal Western Hemlock subzones (Ministry of Forests, 1991). The Very Dry Maritime Subzone has a mean annual precipitation of 1505 mm and a mean annual temperature of 9.3°C (Ministry of Forests, 1991).

Western hemlock (*Tsuga heterophylla*) is usually the most common species in the forest cover. It regenerates freely under the canopy of mature stands on zonal sites and elsewhere where sufficient acid raw humus or decaying wood has accumulated on the forest floor (Ministry of Forests, 1991). Red alder (*Alnus rubra)*, a pioneer species, is widespread on logged-over and other disturbed sites (Ministry of Forests, 1991).

Characteristic floristic features of zonal ecosystems in the CWH include (a) the prominence of western hemlock (b) the sparse herb layer (c) the predominance of several moss species; especially step moss (*Hylocomium splendens)* and lanky moss (*Rhytidiadelphus loreus).*

Drier maritime forests typically have a substantial component of Douglas fir (*Pseudotsuga menziesii*) along with western hemlock and western redcedar (*Thuja plicata*). Salal (*Gaultheria shallon*), dull Oregon-grape (*Mahonia nervosa*), and red huckleberry (*Vaccinium parvifolium*) typify the poorly to moderately developed shrub layer (Ministry of Forests, 1991).

Characteristic soil processes include accumulation of acid organic matter on the forest floor (Mor formation), leaching, eluviations, illuviation, and gleying (Ministry of Forests, 1991). Therefore, mors are the prevailing humus forms. Many soils derived from the acidic parent materials, such as granodiorites are low in clay minerals and poor in nutrients (Ministry of Forests, 1991). Native soils overlying bedrock within the study area generally consist of sand with some silt and gravel (Kontur, 2021).

Vegetation

The study area is dominated by mature mixed forest with some non-native species scattered throughout. Dominant species include Douglas fir and salal. There is evidence of fire damage as there are fire scars on some of the logs on site.

Other vegetation species found within the study area include western hemlock, big leaf maple (*Acer macrophyllum*), English holly (*Ilex aquifolium*), spurge laurel (*Daphne laureola*), purple toadflax (*Linaria purpurea*), bracken fern (*Pteridium acquilinum*), Himalayan blackberry (*Rubus armeniacus*), oceanspray (*Holodiscus discolor*), common foxglove (*Digitalis purpurea*), dull Oregon grape (*Mahonia nervosa*), trailing blackberry (*Rubus ursinus*), red huckleberry, and common dandelion (*Taraxacum officinale*).

There is some recent planting in Strata Lot 1, on the north side of the Bluff Creek ravine. The species planted include 7 sword ferns, 1 western hemlock seedlings, 2 pine tree (*Pinus* sp.) seedlings, 4 Douglas fir seedlings, and 3 western redcedar seedlings.

Wildlife

No amphibians or reptile species were detected within the study area during the field survey. Amphibian species that are likely to occur within, and adjacent to the study area include northern red-legged frog (*Rana aurora*), Pacific tree frog (*Pseudacris regilla*) and rough-skinned newt (*Taricha granulosa*). The western terrestrial garter snake (*Thamnophis elegans*), the common garter snake (*Thamnophis surtalis*), and the northwestern garter snake (*Thamnophis ordinoides*) are species of reptiles likely to occur on and/or adjacent to the study area.

Ten bird species were observed during the field survey including dark-eyed junco (*Junco hyemalis*), pacific wren (*Troglodytes pacificus*), American crow (*Corvus brachyrhynchos*), common raven (*Corvus corax*), American robin (*Turdus migratorius*), white-crowned sparrow (*Zonotrichia leucophrys*), orange-crowned warbler (*Leiothlypis celata*), spotted towhee (*Pipilo maculatus*), Canada goose (*Branta canadensis*), and pacific-slope flycatcher (*Empidonax difficilis*). Many more species of birds are expected to occur in and adjacent to the study area throughout the migratory season. No bird nests were observed within the study area.

Black-tailed deer (*Odocoileus hemionus hemionus*) sign was observed throughout the study area. Other mammal species that have the potential to occur on the study area include several species of shrews and mice, striped skunk (*Mephitis mephitis*), Norway rat (*Rattus*

norvegicus), river otter (*Lontra canadensis*), American mink (*Neovison vison*), Douglas' squirrel (*Tamiasciurus douglasii*), and northern flying squirrel (*Glaucomys sabrinus*).

Aquatic Resources

The study area is located in the Bluff Creek watershed. Bluff Creek is an ephemeral, non-fish bearing stream. Bluff Creek flows through the eastern portion of Strata Lot 2 then along the boundary of Strata Lot 1 and Lot 1, over a steep section of channel, through a corrugated metal pipe (cmp) culvert beneath Eaglecliff Road, then downstream into the ocean. The foreshore, at Bluff Creek's confluence with the ocean, provides important fish habitat for pacific sand lance (*Ammodytes personatus*) and surf smelt (*Hypomesus pretiosus*) spawning grounds (David Suzuki Foundation, 2020). In addition, an eelgrass bed is documented to the south of the mouth of Bluff Creek (Bowmap, 2022).

A 5 m wide habitat covenant between the top of Bluff Creek ravine and proposed development has been established in the study area to protect the ecological functions and values of the riparian vegetation, protect drinking water quality, and minimize the risk of flooding to the properties.

A series of interceptor swales have been excavated along the base of cutslopes within Strata Lot 2. These swales, convey water from the construction site, into the riparian setback of Bluff Creek.

Identified Wildlife Species

The field survey conducted for this assessment determined that there is a moderate potential for ten animal species of management concern to occur within the study area. They include Oregon forestsnail (*Allogona townsendiana*), Pacific sideband (*Monadenia fidelis*), common wood nymph (*Cercyonis pegala incana*), northern red-legged frog, great blue heron (*Ardea herodias*), band-tailed pigeon (*Columba fasciata*), western screech owl (*Megascops kennicottii kennicottii*), olive-sided flycatcher (*Contopus cooperi*), little brown myotis (*Myotis lucifugus*), and Townsend's big-eared bat (*Corynorhinus townsendii*).

ENVIRONMENTAL MANAGEMENT PLAN

Wildlife and Aquatic Resources

The field surveys conducted for this environmental assessment determined that there was a moderate potential for ten animal species of management concern to occur within the study area. Although none of these species were detected within the study area at the time of the survey, potential habitat does occur on and/or within close proximity of the study area.

To minimize and avoid potential impacts to these sensitive species, as well as other wildlife, and their associated habitat, the following avoidance and minimization measures shall be implemented prior to, and during vegetation clearing, subdivision development, and construction.

- All vegetation clearing should occur outside of the breeding bird and nesting season for migratory birds (March 15 – August 30).

- Tree removal shall occur outside the maternity and nursery season for bats (April 1 – September 30) (Kellner, 2022; Degenais, 2019; Craig, 2019).

- Ground disturbance should occur outside of the seasonal migration of red-legged frogs (March 1 – August 15). If construction must occur during the seasonal migration, a sweep of the proposed area should occur prior to regrading and/or construction.

- Should amphibians, reptiles, and/or mammals be observed within the immediate vicinity during construction activities, all activities will be stopped until the animal has relocated itself outside the immediate area of construction.

- No ground disturbance is to occur within the bed and banks of the stream.

Equipment Storage and Maintenance

The Contractor will take reasonable and necessary measures to ensure that activities undertaken in the performance of the work are conducted in such a way as to minimize disturbance or damage to the environment. As such,

- All construction equipment and materials used for site preparation, construction, and maintenance are to be situated and operated from outside the stream protection covenant or on the existing access route.

- Restrict construction activities to the designated work zone and limit the storage of materials to yards/sites on the previously graded areas or existing access route.

- Non-hazardous and non-toxic garbage such as paper, paper products, wood, plastic, glass, and discarded food items, will be stored in closed, leak-proof storage bins that are secure against nuisance wildlife (*i.e.,* crows, ravens, raccoons and rats), until it can be removed from the site for disposal. The Contractor is responsible for the proper collection and transportation of garbage and recyclable waste to disposal facilities (*e.g.,* sanitary landfill and appropriate recycling facilities, where available).

- Construction wastes (*i.e.,* concrete, asphalt, lumber, shrink wrapping, welding rods, empty product containers, etc.) will be recycled where possible or disposed of in an environmentally acceptable manner (*i.e.,* permitted landfill). Construction debris and other garbage will not be deposited in waterbodies or storm drains, or discarded to the general environs, but rather contained and then removed for disposal at an appropriate facility.

Concrete Use

If proposed construction will require the use of concrete, construction activities could result in the delivery of concrete waste and/or concrete wash water to the receiving environment (*e.g.,* watercourses and/or the ground). Therefore, the following measures will be implemented to minimize and/or avoid potential impacts:

- Fresh concrete or cement will be isolated from the creeks for up to 48 hours after placement;

- containers or trucks carrying cement or fresh concrete shall be equipped with return wash buckets such that wash water is returned into the drum of the truck, the truck

then returns to its base of operations where such water or excess concrete is treated;

- collection of all of the concrete waste and/or wash water within containment areas will be vacuumed up and removed from site for disposal;
- the treatment of concrete waste and/or waste water to mitigate potential sedimentation and contamination that results in a high pH; and,
- all concrete pouring activities within 10 m of Bluff Creek will be monitored on site by a QEP.

Accidental Hydrocarbon-based Fluid Spills

The use of any machinery during construction has the potential to spill hydrocarbon-based fluids (*i.e.,* fuels and lubricants); therefore, the following measures will be implemented to minimize and/or avoid potential impacts:

- Equipment and machinery must be clean and in good operating condition (*e.g.,* power washed and free of leaks or excess oil and grease). Equipment with leaks will not be permitted onsite until repaired.
- Servicing of equipment is to be done within containment areas (*i.e.,* bermed or otherwise isolated) or at an appropriate works yard operated by the contractor or his supplier.
- Grease and oil required for machinery maintenance will be properly applied. Excess as well as all containers, lids, and contaminated cloths and applicators will be cleaned up and disposed of in an environmentally appropriate manner.
- Small drips will be collected including the surrounding soil, and placed into 5-gallon buckets with lids for disposal at an approved facility.
- Refueling of all machinery will occur a minimum of 30 m away from all waterbodies. Tanks utilized for refueling will be equipped with automatic back-pressure shut-off valves, and nozzles will be kept locked at all times, except during refueling. Spigots should be metal to prevent them being accidentally or intentionally damaged. A crew member will remain in attendance at all times while refueling is being carried out.
- Paints and solvents must be stored, mixed and transferred in spill containment trays on land at least 30 m from any waterbody.
- All waste materials must be stored outside of the riparian area until appropriate disposal.
- A spill response plan and fully stocked spill kit suitable for all substances on-site must be readily accessible on-site in the event that a spill should occur.
- When a spill occurs, or there is the risk of one occurring, it must be reported immediately to Emergency Management British Columbia (EMBC) by calling 1-800-663-3456. EMBC will notify the necessary municipal, provincial and federal agencies.

- All spills, whether on the ground or in the creek(s), that are above the provincial reportable levels included in Appendix I will be reported immediately to the following government agencies. Spill response advice can be obtained from both Environment Canada and EMBC.

- Environment Canada at 1-866-283-2333 (24-hour emergency line).

RESTORATION PLAN

Revegetation of disturbed soils after slope regrading and construction completion will stabilize the soil and reduce the potential of erosion on the property. All areas exposed during construction will be regraded, surfaced with topsoil (approximately 20 cm in depth) and revegetated, either with seed or with native plants upon completion of construction. Vegetation seed should be hand broadcasted in accordance with manufacturer's guidelines on top of the soil. Upon completion of construction, any exposed soils shall be seeded immediately following construction using native seed mix which may be purchased from one of the following locations:

- Twin Sisters roadside grass blend: Canada wild rye (*Calamagrostis canadensis*), slender wheatgrass (*Elymus trachycaulis*), rocky mountain fescue (*Festuca saximontana*), and purple prairie clover (*Dalea purpurea*) (https://www.twinsistersnursery.com/component/eshop/twin-sisters-roadside-grass-blend?Itemid=0&msclkid=).

- https://northwestmeadowscapes.com/collections/native-grasses: include Roemer's fescue (*Festuca idahoensis ssp. romeri*), tufted hairgrass (*Deschampsia cespitosa*), meadow barley (*Hordeum brachyantherum*), and/or blue wild rye (*Elymus glaucus*).

- www.naturesgardenseed.com include: fireweed (*Epilobium angustifolium*), oceanspray (*Holodiscus discolor*), common camas (*Camassia quamash)*, salal (*Gaultheria shallon),* shrubby penstemon (*Penstemon fruticosus),* nodding onion (*Allium cernuum*), saskatoon (*Amelanchier alnifolia*), yarrow (*Achillea millefolium),* and/or shooting star (*Dodecatheon hendersonii*).

- If a different seed mix is proposed than those identified in this report, then the species composition should be reviewed by the QEP.

Native plants may either be salvaged from areas within the study area, outside the riparian covenant, or purchased from a nursery. The preferred time for planting is fall, after the start of the autumn rains. The recommended native plant species include: salal, sword fern, Douglas-fir, broadleaf maple, red alder, oceanspray, bracken fern, dull Oregon grape, and salmonberry.

A restoration plan for the slide area has been included in the erosion and sediment control plan, which is attached in Appendix A.

Restoration activities shall be timed so that they avoid significant rainfall events. A significant rainfall event is considered to be anything greater than 25 mm over a 24-hour period as forecasted by Environment Canada. If a significant rainfall event is forecasted by Environment Canada, exposed soils shall be covered with a tarp.

ENVIRONMENTAL MONITORING

Environmental Monitoring (EM) shall be conducted by the QEP, who will be retained by the Property Owner. Before any work commences, a pre-work meeting will be held with all personnel and the EM to review the on-site operating procedures and regulatory requirements (if any), to ensure everyone has an understanding of the sediment and erosion control measures, as well as the procedures in case of spills.

For the construction, the EM will assess the implementation of the avoidance and minimization measures, and will ensure works are completed in accordance with the conditions outlined in this report.

- Avoidance and mitigation measures will be upgraded and/or replaced as needed, should they not be functioning as intended.
- The EM is empowered by the Property Owner to halt works in the event of non-compliance or until such time as the situation is corrected.
- The EM will communicate directly with crew foreperson and/or the property owner in terms of environmental protection implementation for their respective activities, as well as provide a verbal summary prior to leaving site.
- In the event of a non-compliance, the property owner and crew foreperson will be notified and advised as to the corrective procedures to be implemented and/or additional materials/measures needed.
- Attendance at the site may be required in the event of an accident or malfunction that results in a spill of a potentially deleterious substance into one of the waterbodies, and/or another potential contaminant on land.
- The EM will keep field notes and logs of site visits/inspections, and will document site conditions/compliance for site-specific conditions and activities. The EM will also keep a photographic record of activities and site conditions as work progresses. These records will form the basis of the formal monitoring report as well as provide records for quality management control.
- Upon completion of all environmental monitoring, a monitoring report will be issued to the Owner or their representative.

CONCLUSION

The field survey conducted for this environmental assessment determined that there is a moderate to high potential for ten sensitive animal species to occur on the study area. As such, development activities have the potential to directly or indirectly impact these sensitive animal species if they occur on the subject properties.

The proposed water system will require a pipeline crossing of Bluff Creek which flows through the study area. If construction involves an aerial crossing off the pipeline, then as per *Part 3 Section 39(1[c])* of the *Water Sustainability Regulation*, a Notification must be submitted to FrontCounter BC a minimum of 45 days prior to the commencement of

construction. Work completed under a Notification must comply with the requirements of the *Water Sustainability Regulation,* and the conditions specified by a provincial habitat officer in response to the Notification. However, if construction involves placement of the pipeline beneath the creek, or if the conditions outlined in *Part 3, Section 39 (1[c])* cannot be met for an aerial crossing, then a Change Approval under the *Water Sustainability Act* will be required.

As this project is not directly impacting fish or fish habitat, a request for review by Fisheries and Oceans Canada (DFO) is not required. However, if the avoidance and minimization measures outlined in this report are not implemented, then a review under the *Fisheries Act* may be required, as there is important fish habitat located at the mouth of the creek.

If the recommendations for the construction are implemented as described by the qualified professional, Micaele Florendo of Maddison Consultants Ltd., and the above avoidance and minimization measures are implemented correctly then the proposed development is not expected to result in any significant environmental impacts.

CORPORATE AUTHORIZATION

This report, entitled "Environmental Assessment for 1428 Eaglecliff Road, Bowen Island, British Columbia" has been prepared by Maddison Consultants, Ltd. (Maddison Consultants) for the exclusive use of Randy Poulin (Property Owner), using generally accepted scientific and technical practices, environmental legislation, guidelines, regulations and standards in effect at the time of report's preparation.

The material contained in this report reflects Maddison Consultants' best judgment in light of the information available at the time the environmental consulting services and report preparation (Services) were conducted. This Environmental Assessment is valid for five years after the date of the field survey.

The reported information provides a representation of the general environmental conditions in the areas assessed (Study Area). The data presented were collected at specific locations and findings outlined in this report cannot and should not be extrapolated to other areas outside of the Study Area, or other sites that were not specifically investigated.

The assessment classifications provided in this report are intended for the sole use of the landowners for the Specific Services referenced herein, and for no other purpose whatsoever. Any other reliance on this report by the landowners, or a third party, is not authorized and Maddison Consultants does not accept any responsibility for any such use or reliance.

Services provided by Maddison Consultants have been conducted during this Assessment in a manner consistent with the level of skill exercised by members of the profession currently practicing under similar conditions, and in the jurisdiction in which the services are provided. No other warranty or guarantee, expressed or implied, is made concerning the study results, or any other portion of the report.

Maddison Consultants Ltd.

Micaele Florendo

Micaele Florendo, P.Biol., R.P.Bio.
Principal Biologist

COLLEGE OF APPLIED BIOLOGY
Micaele J.W. Florendo
June 10 2022
R.P. Bio
#1423
CAB

REFERENCES

B.C. Conservation Data Centre. 2020. BC Species and Ecosystems Explorer. B.C. Ministry of Environment, Victoria B.C. Available: http://a100.gov.bc.ca/pub/eswp/ (May 3, 2022)

B.C. Conservation Data Centre: Conservation Data Centre mapping service [web application]. 2020. Victoria, British Columbia, Canada. Available: http://maps.gov.bc.ca/ess/sv/cdc/ (May 3, 2022)

B.C. Ministry of Environment. 2014. Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia. March 2014.

B.C. Ministry of Environment. 2015. Recovery plan for the Northern Red-legged Frog (Rana aurora) in British Columbia. B.C. Ministry of Environment, Victoria, BC. 51pp.

B.C. Ministry of Environment and Climate Strategy. 2019. Facts on the Management of Environmental Resources; Spill Reporting. January 2019.

B.C. Ministry of Transportation and Infrastructure. 2013. Environmental Management – Culvert and Fish Passage. B.C. Government. Victoria, B.C. Available: https://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/engineering-standards-and-guidelines/environment/references/3824_culvertfishpassage_infosheet.pdf (May 3, 2022)

B.C. Ministry of Water, Land and Air Protection. 2004. Standards and Best Practices for Instream Works. Ecosystem Standards and Planning Biodiversity Branch, March 2004. 168pp.

B.C. Ministry of Forests, Lands, and Natural Resources Operations. 2014. Guidelines for amphibian and reptile conservation during urban and rural land development in British Columbia.

Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010. Schedule A - OCP text. Consolidated Version. December 2016.

Bowen Island Municipality. 2017. Subdivision and Development Servicing Bylaw. No. 447, 2017.

Bowen Island Municipality. 2016. Heron Policy, policy number 16-020. Adopted April 25, 2016.

BowMap. 2021. Bowen Island Municipality Mapping Service [web application]. Bowen Island, B.C. Available: https://bowmap.bowenislandmunicipality.ca/ (May 3, 2022).

Campbell, R.W., N.K. Dawe, I. McTaggart-Cowan, J.M. Cooper, G.W. Kaiser, and M.E.C. McNall. 1990. The Birds of BC. Volume I through IV. Published by Royal BC Museum and Environment Canada Canadian Wildlife Service, Victoria, BC.

Canadian Wildlife Service. 2014. Incidental take of migratory birds in Canada. January 3, 2014. 59 pp.

Cannings, S.G., L.R. Ramsey, D.F. Fraser and M.A. Fraker. 1999. Rare amphibians, reptiles, and mammals of British Columbia. Wildl. Branch and Resour. Inv. Branch, BC. Minist. Environ., Lands and Parks, Victoria BC., 198 pp.

Craig, V., 2019. Personal communication, Vanessa Craig, EcoLogic Research, April 2, 2019.

Dagenais, D., 2019. Personal communication, Danielle Dagenais, Regional Coordinator Greater Vancouver Squamish BC Community Bat Program, March 22, 2019.

David Suzuki Foundation, Ocean Wise [web application]. 2020. Howe Sound Marine Conservation Map. Available: https://howesoundconservation.ca/mapapp/ (May 3, 2022).

Douglas, G. W., G. B. Straley, and D. V. Meidinger. 1998. Rare Native Vascular Plants of BC. BC Ministry of Environment. May 1998.

Forsyth, R., 2004. Land snails of British Columbia. Royal BC Museum. 2004. 188 pp.

Government of British Columbia. 2022. A user's guide for changes in and about a stream in British Columbia. Version 2022.01.

Government of British Columbia. 2022. Requirements and Best Management Practices for Making changes in and about a stream in British Columbia. Version 2022. 01.

Government of Canada, [web application]. Date modified February 2, 2021. Species at Risk Public Registry. Advanced search available at: https://species-registry.canada.ca/index-en.html#/species?sortBy=commonNameSort&sortDirection=asc&pageSize=10 (May 3, 2022).

Government of Canada, [web application]. Date modified February 10, 2021. Fisheries and Oceans Canada. Projects Near Water. Available at: https://www.dfo-mpo.gc.ca/pnw-ppe/practice-practique-eng.html (May 3, 2022).

HabitatWizard. 2021. [Web application]. Available at: https://maps.gov.bc.ca/ess/hm/habwiz/ Accessed May 3, 2022.

Kellner, M., 2022. Personal communication, Mandy Kellner, Provincial Coordinator of the BC Community Bat Program. March 8, 2022.

Kellner, M., 2019. Personal communication, Mandy Kellner, Provincial Coordinator of the BC Community Bat Program. March 24, 2019.

Keppe, Daniel M. and Clait E. Brown. 2000. Band-tailed Pigeon (*Columba fasciata*). In the Birds of North America, No. 530 (A. Poole and F. Gill, eds.). Ithaca: Cornell Laboratory of Ornithology; Philadelphia: The Academy of Natural Sciences; Washington, DC: The American Ornithologists' Union.

Klinkenberg, Brian. (Editor) 2020. E-Flora BC: Electronic Atlas of the Flora of British Columbia [eflora.bc.ca]. Lab for Advanced Spatial Analysis, Department of Geography, University of British Columbia, Vancouver. [May 3, 2022]

Kontur Geotechnical Consultants. 2021. Geotechnical assessment, single family residential, 1430 Eaglecliff Road, Bowen Island, BC. Project No. KP-211387-00. May 28, 2021.

MacKenzie, W.H. and J.R. Moran. 2004. Wetlands of British Columbia: a guide to identification. Res. Br., B.C. Min. For., Victoria, B.C. Land Manage. Handb. No. 52.

Maxcy, K. A., 2004. Accounts and measures for managing identified wildlife – accounts v. 2004. red-legged grog (*Rana aurora*).

Ministry of Forests. 1991. Special Report Series 6. Ecosystems of British Columbia. February 1991. 330 pp.

National Geographic. 1987. Field Guide to the Birds of North America. Third Edition. National Geographic Society, Washington, DC.

Pojar, J. and A. Mackinnon. 1994. Plants of the Pacific Northwest Coast. B.C. Ministry of Forests and Lone Pine Publishing. 527 pp.

Sibley, D. 2003. Sibley Field Guide to Birds of Western North America*.* Alfred A. Knopf, New York.

St. John, A. 2002. Reptiles of the northwest British Columbia to California. Lone Pine Publishing. Washington, U.S.A. 272 p.

Stevens, V. 1995. Wildlife diversity in BC: distribution and habitat use of Amphibians, Reptiles, Birds and Mammals in Biogeoclimactic Zones. Research Branch. BC Ministry of. Forests. Wildlife. Branch. BC Min. Environ. Lands and Parks., Victoria BC Work Pap. 04/1995.

Vitt, D., J. Marsh, and R. Bovey. 2007. Mosses, lichens and ferns of northwest North America. Lonepine publishing. 296 pp.

Whitehead Environmental Consultants. 2017. Environmental Assessment of proposed development at 1430 Eaglecliff Road, Bowen Island, BC. Project file. 083-3c. July 14, 2017.

Whitehead Environmental Consultants. 2017. Environmental review of proposed New dwelling location beside Bluff Creek at 1428 Eaglecliff Road, Bowen Island, BC. Project file. 083-3c. July 6, 2017.

APPENDIX A

EROSION AND SEDIMENT CONTROL PLAN

EROSION AND SEDIMENT CONTROL PLAN

1428 EAGLECLIFF ROAD, NEXWLÉLEXWM (BOWEN ISLAND), BC

Submitted to:

Randy Poulin
1428 Eaglecliff Road
Bowen Island, BC
V0N 1G2

Prepared by:

Maddison Consultants, Ltd.
1265 Adams Road
Nexwlélexwm (Bowen Island), B.C.
V0N 1G2
(604) 838-2321

Maddison Consultants Project No. M252

MADDISON CONSULTANTS LTD
SOUND SCIENCE FOR FUTURE GROWTH

June 10, 2022

TABLE OF CONTENTS

INTRODUCTION 2
BEST MANAGEMENT PRACTICES.....3

APPENDICES

A: FIGURES
B: INSTALLATION SCHEMATICS

INTRODUCTION

Erosion and sediment control planning relies on the implementation of site-specific controls and Best Management Practices (BMPs) during pre-construction, construction, and post construction when earthworks cause soil disturbances and increase the risk of soil mobilization. Erosion control addresses the source of soil erosion, whereas sediment control addresses the control and retention of sediment. In order to reduce negative impacts associated with erosion and sedimentation during all phases of construction, it is important to implement appropriate measures.

For the purpose of this assessment, the Project area, as shown on Figure 1 In Appendix A, includes:

- 1428 Eaglecliff Road, Parcel ID 027 997 405; Lot 1 District Lot 1552 Group 1 New Westminster District Plan BCP 41244; owned by Mr. Randy Poulin
- Parcel ID 027 997 456; Strata Lot 2 District Lot 1552 Group 1 New Westminster District Strata Plan BCS3465 together with an interest in the common property in proportion to the unit entitlement of the strata lot shown on form V; owned by Mr. John Pocekovic.
- 1430 Eaglecliff Road, Parcel ID 027 997 448; Strata Lot 1 District Lot 1552 Group 1 New Westminster District Strata Plan BCS3465 together with an interest in the common property in proportion to the unit entitlement of the strata lot shown on form V; owned by Mr. Randy Poulin.

As the grading and clearing, as well as the cut and fill limits have already been completed to the full extent of the proposed development, the current limits of existing vegetation, contours, and drainage patterns will not be altered with the proposed subdivision and subsequent development.

BEST MANAGEMENT PRACTICES

Prior to Resuming Construction

Prior to resuming construction, to avoid impacts to natural drainage patterns, measures to protect from sedimentation will be implemented. The erosion and sediment control (ESC) measures (*e.g.,* silt fence, rock or sandbag check dam, erosion control matting, etc.) will be properly installed to ensure their effectiveness and to protect the undisturbed areas as indicated on Figure 2 (Appendix A). Figures outlining the proper installation methods for these ESC measures are included in Appendix B.

Work limits
All temporary workspace and laydown areas will be clearly marked and located in an area that will minimize disturbances to local vegetation and soil. The boundaries of the construction footprint will be staked to ensure it is clearly marked. No ground or vegetation disturbance beyond the stakes will be allowed. No additional clearing of native vegetation will occur within the Project area.

Erosion control measures
Cut slopes, specifically those associated with the interceptor swales on Strata Lot 2, will be hydroseeded immediately followed by the placement of a biodegradable erosion control mat

which will be rolled out over top of the surface to protect the seed. The biodegradable erosion control mats will be installed in accordance with manufacturer's guidelines.

Sediment control measures
Rock (or sandbag) check dams, straw bales, and/or silt fences will be anchored to intercept runoff within the interceptor swales. Silt fences will be installed as per manufacturer's guidelines at right angles to flow.

Silt control fencing will be re-installed in Strata Lot 1 as per manufacturer's guidelines (security fencing or other framework may be needed to provide additional support for the silt-control fabric). Where the ground is not to be disturbed or landscaped, or is too hard, pea gravel will be used to keep the flap tight to the ground to prevent water flow from eroding the ground beneath the silt fence.

During Construction

Throughout the construction phase of the Project, all erosion and sediment control measures will be monitored weekly as well as following heavy precipitation events. Any damage noted will be reported to the Construction Contractor and repaired or replaced immediately. It is the responsibility of the Contractor to maintain and replace all erosion and sediment control measures.

All Project areas (*i.e.,* disturbance areas, laydown, stockpile, and storage areas) will also be inspected regularly during construction. Any deficiencies will be reported and addressed immediately.

Measures to minimize the potential for deposition of sediments and/or sediment laden waters into the stream will be mitigated through the following:

- Grade away from Bluff Creek, where feasible, to reduce the risk of soil and organic debris from entering the watercourse.
- Phase construction on the properties to limit soil exposure: construction scheduling should allow for installation of erosion measures BMPs prior to the start of construction; soil stabilization after grading; and, BMP maintenance.
- Immediately stabilize exposed soils using temporary seeding and/or mulching.

Inclement weather

- Schedule work to avoid wet, windy and rainy periods (heed weather advisories).
- Construction activities will be timed so that they avoid significant rainfall events. A significant rainfall event is considered to be anything greater than 25 millimetres (mm) over a 24-hour period as forecasted by Environment Canada.
- Prior to significant rainfall, all exposed soil will be covered with either jute netting, burlap, natural fiber erosion control blanket, tarp, straw or mulch.

Stockpiled soils
Top soil, if available in sufficient amounts, should be stockpiled for use on site during re-vegetation and restoration.

Where spoil (waste material from excavation) or stockpiles occur within the subject property, straw bales, coir logs or other devices will be installed between the drainage and the spoil to prevent the migration of soils into the drainage during construction or until the disturbed surfaces are stabilized and/or materials have been removed. In addition, the placement of stripped material, or stockpiles, will comply with the following:

- The Contractor will avoid the placement of stripped materials in areas adjacent to drainages or ditches.
- Erosion and sediment control measures must be implemented prior to, and after the placement of stripped material stockpiles in areas where natural drainage or stormwater could erode the stockpile and transport pollutants to surface waters.
- The Contractor will slope and pack down all stockpiles to stabilize the piles and prevent sloughing.
- The Contractor will cover erodible materials (*e.g.,* topsoil, sand, gravel or road base fill) with polyethylene sheeting, suitable tarp materials, or mulch covering upon placement of all stockpiles. The sheeting or tarp materials covering will be sufficiently anchored or applied to prevent displacement by winds or runoff. These measures will be examined and maintained on a regular basis.
- All soil stockpiles will be monitored for erosion issues. If an issue is identified, or if the stockpiles will be left in place for a long period of time, additional erosion and sediment control measures will be installed (*e.g.,* native seed mix and biodegradable matting).
- Stockpiles will be placed away from Bluff Creek and will not disrupt the natural drainage patterns.

Dust
Should dust become an issue during construction, the Contractor will apply appropriate dust control measures. Due to the presence of wetlands within the Project area, chemical, oil, or any other hydrocarbon-based dust control products will not be used.

Post Construction

Following the completion of construction, all erosion and sediment control measures will remain in place until vegetation re-establishment is stable, and the risk of erosion has been removed. All non-biodegradable erosion and sediment control measures will be carefully removed and disposed of, or stored off site at an approved location once vegetation re-establishment has occurred.

Erosion and sediment control measures will be monitored and repaired as necessary until vegetation re-establishment has occurred. Inspections of the erosion and sediment control measures will continue during this time.

Soil

- Replace soil horizons in the appropriate order (*i.e.,* mineral soil under topsoil).
- Postpone replacing topsoil during wet weather or high winds to prevent damage to soil structure or erosion.

- Decompact compacted subsoils, temporary access roads and soils damaged during wet weather to the depth of compaction prior to topsoil replacement. If soils are wet, postpone decompaction until soils dry to ensure that compaction alleviation measures are effective.

Recontouring
Regrade areas with vehicle ruts, erosion gullies, or where soil subsidence has occurred. Recontour the construction footprint to the extent feasible, and restore the pre-construction grades to maintain hydrology.

Vegetation
Upon completion of construction, any exposed soils will be seeded immediately following construction using one of the following native seed mixes:

- Twin Sisters roadside grass blend: Canada wild rye (*Calamagrostis canadensis*), slender wheatgrass (*Elymus trachycaulis*), rocky mountain fescue (*Festuca saximontana*), and purple prairie clover (*Dalea purpurea*) (https://www.twinsistersnursery.com/component/eshop/twin-sisters-roadside-grass-blend?Itemid=0&msclkid=).

- https://northwestmeadowscapes.com/collections/native-grasses: include Roemer's fescue (*Festuca idahoensis ssp. romeri*), tufted hairgrass (*Deschampsia cespitosa*), meadow barley (*Hordeum brachyantherum*), and/or blue wild rye (*Elymus glaucus*).

- www.naturesgardenseed.com include: fireweed (*Epilobium angustifolium*), oceanspray (*Holodiscus discolor*), common camas (*Camassia quamash)*, salal (*Gaultheria shallon),* shrubby penstemon (*Penstemon fruticosus),* nodding onion (*Allium cernuum*), saskatoon (*Amelanchier alnifolia*), yarrow (*Achillea millefolium),* and/or shooting star (*Dodecatheon hendersonii*).

- If a different seed mix is proposed than those identified in this ESC plan, then the species composition should be reviewed by the qualified environmental professional (QEP).

Restoration of Slide Area
Planting in the area previously impacted by the slide will help to anchor soils in place. The planting stock may either be salvaged from other areas on the property, outside the riparian covenant area, or purchased from a nursery. Due to the loose nature of the substrate and steep slope, planting in this area must be done by hand.

As there are limited soils in the area of the slide, especially at the toe of the slope and at mid-slope, individual rock planting basins may be created by realigning and stacking some of the existing loose rocks. Subsequently, stockpiled soils may be placed within the rock planting areas.

On the toe of the slide, four trees will be planted using a combination of the following tree species: red alder (*Alnus rubra*), bigleaf maple (*Acer macrophyllum*), and chokecherry (*Prunus virginiana*). If a different tree species is proposed than those identified in this ESC plan, then the species should be approved by the QEP.

Twenty shrubs will be planted throughout the slope including behind the rock retaining walls. The recommended shrub species include: saskatoon, oceanspray, sitka mountain-ash

(*Sambucus sitchensis*), salal, common bearberry (*Arctostaphylos uva-ursi*), red-flowering currant (*Ribes sanguineum*), sword fern (*Polystichum munitum*), and/or dull Oregon-grape (*Mahonia nervosa*).

Subsequent to planting, native seed mix, as noted in the vegetation section above, will be hand broadcast over the slide area.

The preferred planting time is fall, after the start of the autumn rains. Ideally, planting occurs over a limited timeframe to limit the pedestrian traffic in the area. Given the loose nature of the substrate and steep slope, ongoing maintenance (*i.e.,* watering, weeding, monitoring, etc.) and replacement of dying plants will be limited at this site. The QEP will inspect the seedlings 1 year after planting to ensure a minimum of 80% survival rate (survival of: 3 of 4 of the trees; and, 16 of the 20 native shrubs). If the plants do not reach the survival rate, the property owner will replace the number of plants that do not survive.

REFERENCES

B.C. Ministry of Environment. 2014. Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia. March 2014.

B.C. Ministry of Forests. 2001. Best management practices handbook : Hillslope restoration in British Columbia. Res. Ten. & Eng. Br., B.C. Min. For., Victoria, B.C. Watershed Restoration Program.

Bowen Island Municipality. 2017. Subdivision and Development Servicing Bylaw. No. 447, 2017.

Dayton and Knight, Ltd. 1999. Best management practices guide for stormwater. Appendix H. Construction site erosion and sediment control guide. Prepared for Greater Vancouver Sewerage and Drainage District. October 1999.

Government of British Columbia. 2022. A user's guide for changes in and about a stream in British Columbia. Version 2022.01.

Government of British Columbia. 2022. Requirements and Best Management Practices for Making changes in and about a stream in British Columbia. Version 2022. 01.

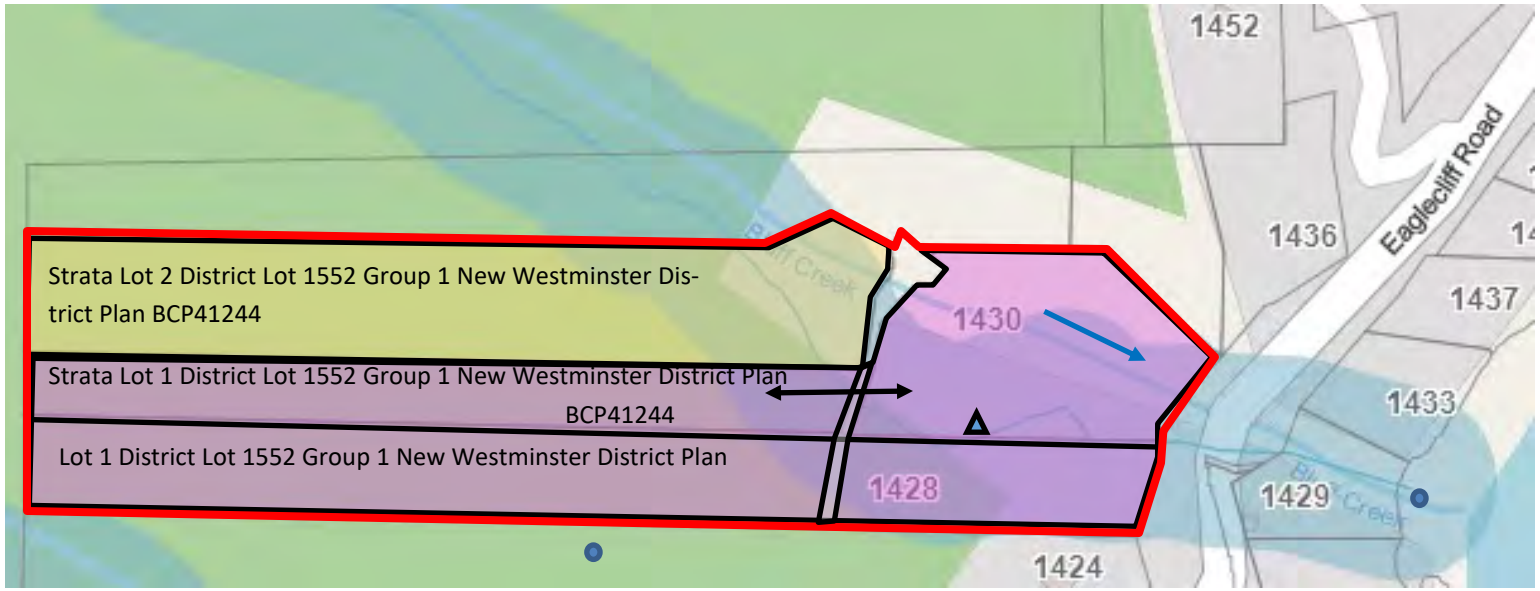
Kontur Geotechnical Consultants. 2021. Geotechnical assessment, single family residential, 1430 Eaglecliff Road, Bowen Island, BC. Project No. KP-211387-00. May 28, 2021.

Whitehead Environmental Consultants. 2017. Environmental Assessment of proposed development at 1430 Eaglecliff Road, Bowen Island, BC. Project file. 083-3c. July 14, 2017.

Whitehead Environmental Consultants. 2017. Environmental review of proposed New dwelling location beside Bluff Creek at 1428 Eaglecliff Road, Bowen Island, BC. Project file. 083-3c. July 6, 2017.

APPENDIX A

FIGURES



LEGEND

- Watercourse
- Flow Direction
- Stream Buffer
- Existing Well
- Study area (approx.)
- Water intake
- Property owned by Randy Poulin
- Property owned by John Pocekovic

MADDISON CONSULTANTS LTD
SOUND SCIENCE FOR FUTURE GROWTH

Notes:

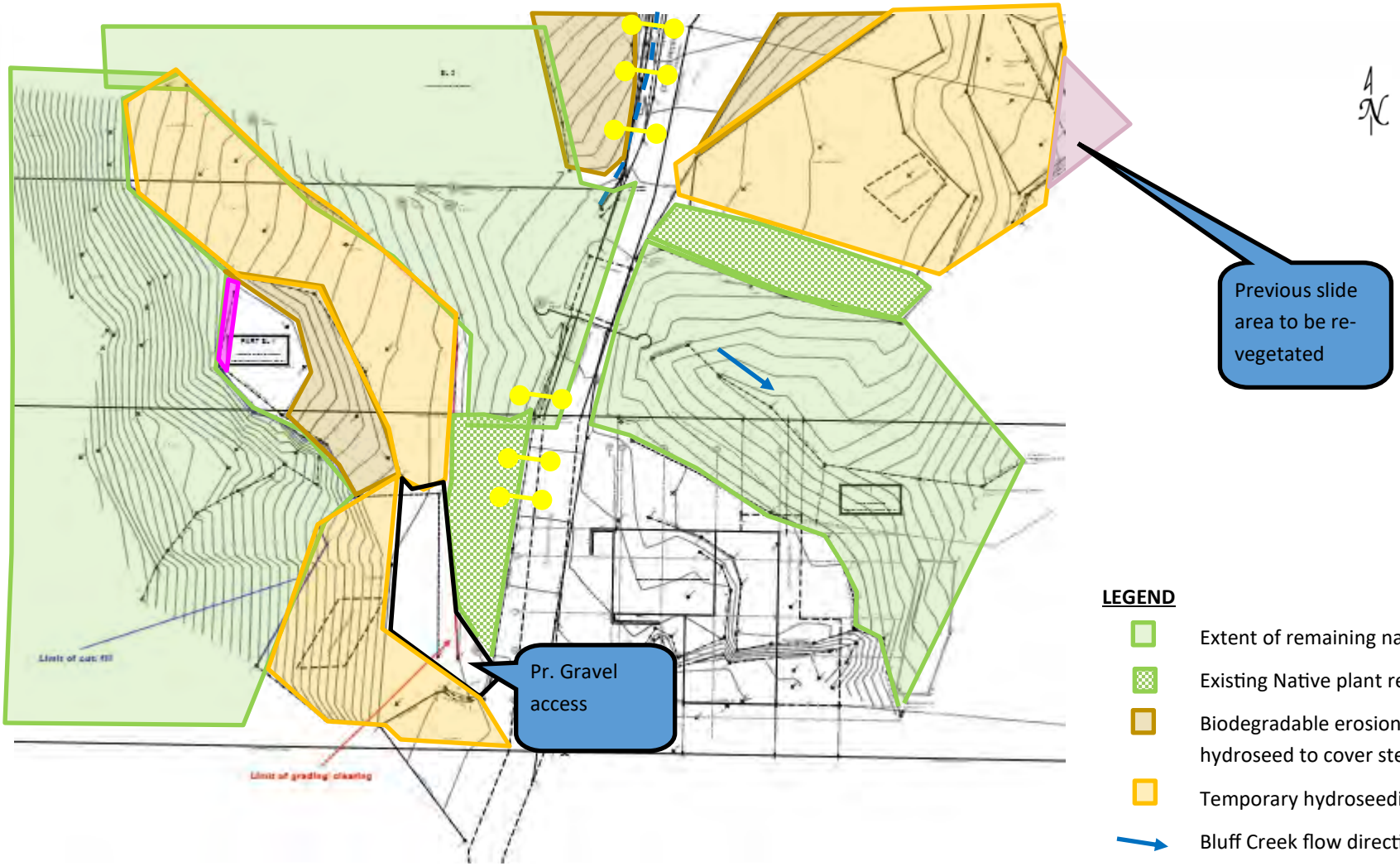
- Background imagery from BowMap, 2021
- Existing wells (based on Provincial database and Schedule B-4 of the Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010))
- Property boundaries are approximate
- Not to scale
- Revision date: 31 MAY 2022

1428 Eaglecliff Road
Nexwlélexwm
(Bowen Island), BC

Location Plan

Project No.
M252

Figure 1
Rev 01



LEGEND

- Extent of remaining native vegetation
- Existing Native plant restoration
- Biodegradable erosion control matting and hydroseed to cover steep exposed soils
- Temporary hydroseeding
- Bluff Creek flow direction
- Straw bales, rock check dam , or silt fence to slow water in interceptor swale
- Sediment pond to be sloped away from Bluff Creek

MADDISON CONSULTANTS LTD
SOUND SCIENCE FOR FUTURE GROWTH

Notes:

- Background imagery from Bennett Land Surveying Ltd. Topographic Survey Plan. January 25, 2021
- Property boundaries are approximate
- Not to scale
- Revision date: 31 MAY 2022

1428 Eaglecliff Road
Nexwlélexwm
(Bowen Island), BC
Erosion and Sediment Control Plan

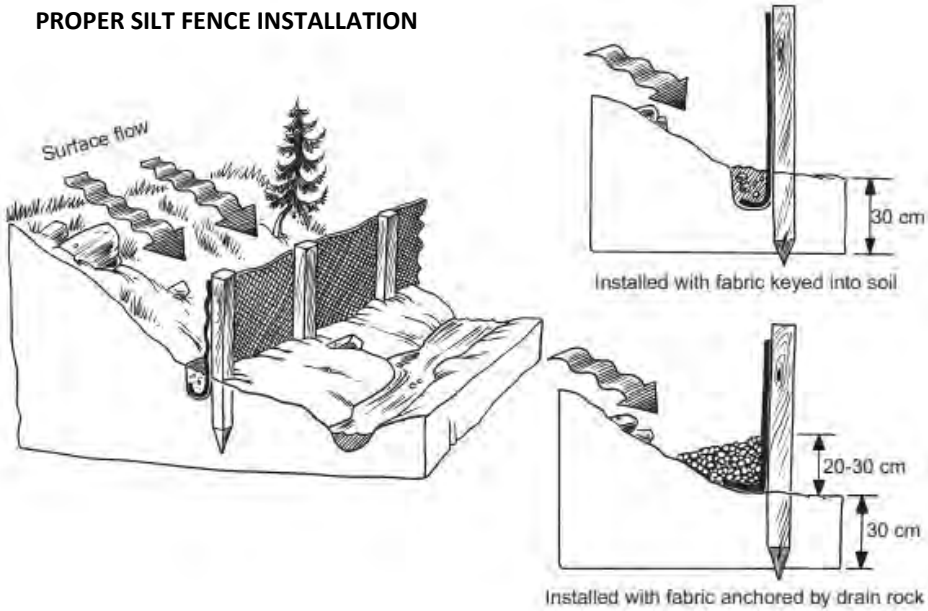
Project No.
M252

Figure 2
Rev 02

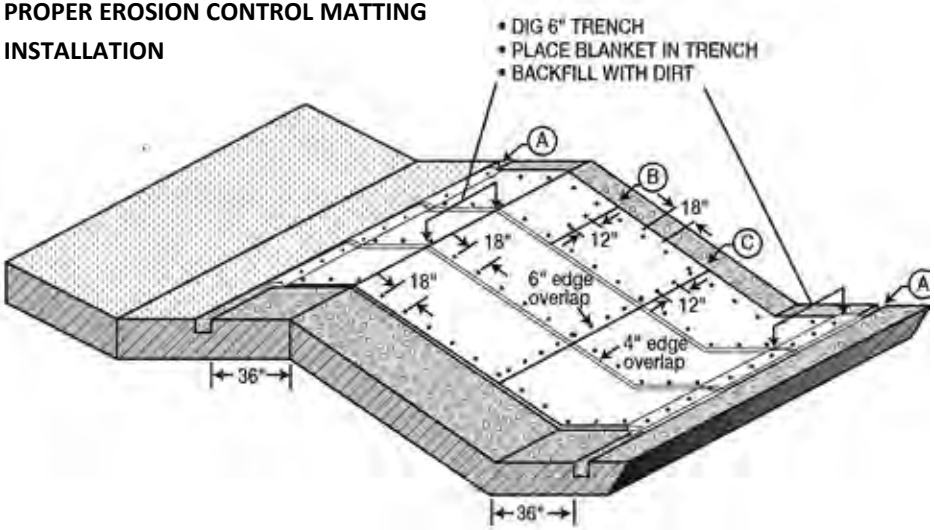
APPENDIX B

INSTALLATION SCHEMATICS

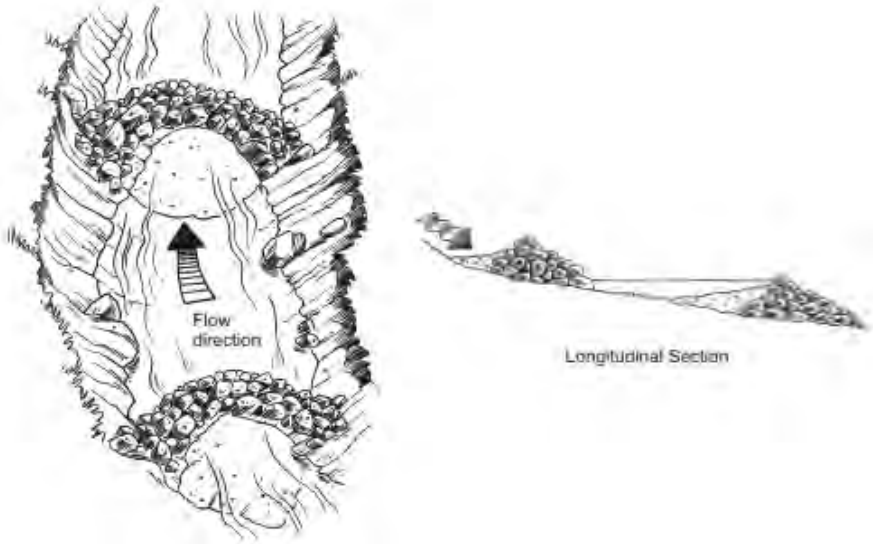
PROPER SILT FENCE INSTALLATION



PROPER EROSION CONTROL MATTING INSTALLATION



PROPER CHECK DAM INSTALLATION



MADDISON CONSULTANTS LTD
SOUND SCIENCE FOR FUTURE GROWTH

Notes:
- Source: BC Ministry of Forests 2001.
- Not to scale
- Revision date: 31 MAY 2022

1428 Eaglecliff Road
Nexwlélexwm
(Bowen Island), BC

Installation Schematics

Project No.
M252

Appendix A
Rev 01

APPENDIX B

REGULATORY FRAMEWORK

Federal regulations

Fisheries Act

The *Fisheries Act* provides for the management of fisheries resources and the protection of fish and fish habitats. Fish are defined by the Act as "fish, shellfish, crustaceans, and marine animals" as well as the "eggs, sperm, spawn, larvae, spat and juvenile stages of fish, shellfish, crustaceans, and marine animals." Further, fish habitats are defined by the Act as "spawning grounds and nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes." Clarification of these definitions was provided in the Habitat Conservation and Protection Guidelines (1998) which state that "fish habitat therefore refers to: freshwater, estuarine and marine environments that directly or indirectly support fish stocks or fish populations that sustain, or have the potential to sustain, subsistence, commercial, or recreational fishing activities". The *Fisheries Act* is administered by Fisheries and Oceans Canada (DFO).

Subsection 35(1) of the Act prohibits any work, undertaking or activity that results in serious harm to fish that are part of a commercial, recreational, or Aboriginal fishery, or to fish that support such a fishery. Subsection 35(2) provides the mechanism for an authorization, which is contingent on compliance with the National Habitat Policy, specifically the Fish Habitat Conservation Goal and its guiding off-setting policy.

Subsection 36 (1) prohibits the deposit or allowing the deposit of a deleterious substance of any type in water frequented by fish or in any place under any conditions where the deleterious substance may enter any such water.

As of August 28, 2019, the new fish and fish habitat protection provisions (FFHPP) of the *Fisheries Act* came into force. Of them, there are two are key prohibitions:

1. Subsection 34.4(1) of the *Fisheries Act* prohibits the carrying on of a work, undertaking or activity, other than fishing, that results in the death of fish, and
2. Subsection 35(1) of the *Fisheries Act* prohibits the carrying on of a work, undertaking or activity that results in the harmful alteration, disruption, or destruction of fish habitat.

However, under paragraphs 34.4(2)(b) and 35(2)(b) of the *Fisheries Act*, the Minister of Fisheries and Oceans (the Minister) may issue an authorization with any terms and conditions in relation to a proposed work, undertaking or activity that may, respectively, result in the death of fish or the harmful alteration, disruption or destruction of fish habitat.

No fish species have been documented in Bluff Creek (Habitat Wizard, 2022). The potential of future fish presence is low due to their ephemeral nature, the steep channel gradients, and the lack of connectivity to a fish bearing watercourse. Bluff Creek flows into the ocean into an area of suitable spawning habitat for the pacific sand lance and surf smelt. Therefore, any instream work conducted upstream within the study area has the potential to impact fish habitat downstream. In order to minimize potential impacts to the stream, the 5 m riparian habitat covenant should be followed. If this is the case, then the implementation of the mitigation measures outlined in this environmental assessment will minimize potential impacts that may result in a harmful alteration, disruption, or destruction (HADD) of fish habitat.

Migratory Birds Convention Act
The *Migratory Birds Convention Act* provides for the protection of migratory birds and migratory bird habitat. A migratory bird is defined as "a migratory bird referred to in the Convention, and includes sperm, eggs, embryos, tissue cultures, and parts of the bird." The Act is administered by the Canadian Wildlife Service (CWS) of Environment and Climate Change Canada.

CWS rarely issues formal approvals of relatively small development projects. However, if the project requires federal involvement, they may refer the application to CWS for comment to ensure that they have fulfilled their obligations under the *Canadian Impact Assessment Act* (CIAA).

The *Migratory Birds Convention Act* provides protection for migratory birds regardless of whether formal approval is required. The inadvertent harm, killing, disturbance or destruction of migratory birds, their nests and/or eggs as a result of activities such as clearing trees and other vegetation, draining, and flooding land, or using fishing gear is known as incidental take. To achieve compliance with the law and to minimize the risk of incidental take, any vegetation clearing or ground disturbance activities should be conducted outside the bird-nesting season (March 15 to August 31) as identified on the Environment Canada website (https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/general-nesting-periods/nesting-periods.html#ZoneA).

Generally, active nest searches are not recommended because 1) searchers may disturb or stress nesting birds, and 2) in most habitats, the likelihood of detecting all nests in a given search area is known to be low; therefore, incidental take is unlikely to be avoided through conducting active nest searches prior to vegetation clearing except when nests are known to be easy to locate as outlined on the Environment Canada website (https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/reduce-risk-migratory-birds.html#toc3).

Canadian Impact Assessment Act
The *Canadian Impact Assessment Act (CIAA)* repealed and replaced the *Environmental Assessment Act* (CEAA) in 2019 and forms the legal framework for federal impact assessments. The purpose of the CIAA is:

- To foster sustainability, ensure respect of Government's commitments with respect to the rights of Indigenous peoples.
- To include environmental, social, health and economic factors within the scope of assessments.
- To establish a fair, predictable and efficient impact assessment process that enhances Canada's competitiveness and promotes innovation.
- To consider positive and adverse effects.
- To include early, inclusive and meaningful public engagement.
- To promote nation-to-nation, Inuit-Crown, and government-to-government partnerships with Indigenous peoples.
- To ensure decisions are based on science, Indigenous knowledge and other sources of evidence.
- To assess cumulative effects within a region.

The Impact Assessment Agency of Canada leads the process for projects Subject to the Act, which include:

- Designated projects are described in the Physical Activities Regulations (Project List).
- Minister may designate any project not described in regulations, based on factors

set in the legislation.
- Non-designated projects on federal lands and outside Canada are assessed by federal authorities before decisions are made.

As the proposed project will not result in any impacts to fish and fish habitat, other sensitive aquatic species, migratory birds, federal lands, cross provincial or international boundaries, indigenous peoples, or changes in the environment that are directly linked to (or necessarily incidental to) any federal decisions about a project; the proposed project is not likely to require federal impact assessment.

Species at Risk Act
The *Species at Risk Act* provides protection to plant and animal species listed under Schedule 1 of SARA. Schedule 1 imposes statutory requirements for the management of listed species, which includes monitoring, assessment, response, recovery, and program evaluation of each species. Species addressed by COSEWIC but not addressed by Schedule 1 of SARA are not legally recognized. Federal Ministers that participated in the implementation of SARA consisted of the:

- Minister of Fisheries and Oceans Canada for aquatic species at risk;
- Minister of Canadian Heritage (through the Parks Canada Agency) for individuals of species at risk found in national parks, national historic sites or other protected heritage areas; and,
- Minister of the Environment Canada for all other species at risk and is also responsible for the administration of the Act.

SARA refers to these three ministers as "competent ministers" and gives them the authority to make decisions in their areas of responsibility and requires them to consult with each other on specific SARA-related matters.
Sections 32 and 33 of SARA make it an offence to:

- Kill, harm, harass, capture, or take an individual of a listed species that is extirpated, endangered, or threatened;
- Possess, collect, buy, sell, or trade an individual of a listed species that is extirpated, endangered, or threatened, or its part or derivative; or,
- Damage or destroy the residence of one or more individuals of a listed endangered or threatened species or of a listed extirpated species if a recovery strategy has recommended its reintroduction.

For other listed species, the provinces and territories are given the first opportunity to protect them through their laws. If the province or territory does not act, SARA has a 'safety net'. The Governor in Council, on the recommendation of the Minister of the Environment, may order that the prohibitions in sections 32 and 33 apply for a given species in a province or territory. The Minister must make a recommendation if, after consultation with the provincial or territorial minister, the Minister finds that the species or its residence is not effectively protected.

Projects that require an environmental assessment under an Act of Parliament will have to consider the project's effects on listed wildlife species and their critical habitats. The assessment must include recommendations for measures to avoid or reduce adverse effects and plans to monitor the impact of the project if it goes ahead. The project plan must respect recovery strategies and action plans and SARA prohibitions still apply.

The applicability of SARA to the proposed project is associated with the CIAA review of the development. The Responsible Agency, as part of the assessment of impacts to environmental resources, may require the project to identify impacts to Schedule 1 species, and determine how these impacts will be mitigated through the design, construction, and operation of the project. However, as the proposed project is not currently subject to review under CIAA, SARA will not apply to the proposed project.

Provincial Regulations

Riparian Areas Protection Regulation

The *Riparian Areas Protection Regulation* (RAPR) replaced the *Riparian Areas Regulation* on November 1, 2019, which was enabled by the *Fish Protection Act* to provide legislated direction needed by local governments to achieve improved fish and fish habitat protection. The regulation, administered by the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development, applies to riparian fish habitat affected by new residential, commercial, and industrial development on land under local government jurisdiction.

Under the regulation, local governments may allow development within 30 m of the high-water mark of a stream or top of a ravine bank, provided the prescribed riparian assessment methods have been followed. The riparian assessment method requires a Qualified Environmental Professional (QEP) to provide an opinion, in an assessment report, that the development will not result in a HADD of riparian fish habitat.

Bluff Creek is non-fish bearing and is not tributary to a fish bearing watercourse as identified on Schedule B-3 of the *Municipal Official Community Plan Bylaw No. 282, 2010*. Therefore, the *Riparian Areas Protection Regulation* does not apply to the study area.

BC Environmental Management Act

The *Environmental Management Act* (EMA) came into effect on October 30, 2017 and governs the management of waste in BC, including permitting or other authorities (permits, regulations and codes of practice) for discharges to the environment, as well as related enforcements. The EMA prohibits the unauthorized introduction of waste into the environment from industries listed in the *Waste Discharge Regulation*, and from any activity in a manner or quantity that causes pollution. Division 2.1 of the EMA sets a foundation for strengthening spill preparedness, response, and recovery in BC with the following regulations:

1. Spill Preparedness, Response and Recovery Regulation.
2. Spill Contingency Planning Regulation.
3. Spill Reporting regulation.

Changes in and about a stream involving hazardous waste must also comply with the siting and operational requirements and performance standards for facilities set out in the *Hazardous Waste Regulation*. In addition, changes in and about a stream involving a substance listed in the *Spill Reporting Regulation* should take into consideration that any spill into a body of water requires a spill report, regardless of the quantity spilled. In the case of a spill, these regulations both require the responsible persons, and the government to take immediate action to prevent (or prevent the continuation of) the hazard or threat caused by the spill, and resolve immediate and long-term impacts. A "responsible person" means a person described in section 45 *[persons responsible for remediation of contaminated sites]*; and includes:

(a) a current owner or operator of the site;
(b) a previous owner or operator of the site;
(c) a person who
    (i) produced a substance, and
    (ii) by contract, agreement or otherwise caused the substance to be disposed of, handled or treated in a manner that, in whole or in part, caused the site to become a contaminated site;
(d) a person who
    (i) transported or arranged for transport of a substance, and
    (ii) by contract, agreement or otherwise caused the substance to be disposed of, handled or treated in a manner that, in whole or in part, caused the site to become a contaminated site;
(e) a person who is in a class designated in the regulations as responsible for remediation.

Wildlife Act
Section 34 of the *Wildlife Act* states that "A person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys (a) a bird or its egg, (b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or (c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg".

Section 75 of the *Wildlife Act* states that a person who kills or wounds wildlife, other than prescribed wildlife, either by accident of for the protection of life or property, commits an offence who fails to report to an officer (a) the killing or wounding, and (b) the location of the wildlife.

Water Sustainability Act
The *Water Sustainability Act* came into effect on February 29, 2016. This Act was implemented to replace the Water Act to regulate water use, management of rights and the protection of the resource.

A stream is defined in the *Water Sustainability Act* as a natural watercourse, including a natural glacier course or natural body of water. Bodies of water described by the term "stream" can include a lake, pond, river, creek, spring, ravine, gulch, wetland features with open standing water, or glacier (whether or not the glacier usually contains water or ice).

Under the *Water Sustainability Act*, changes in and about a stream, means:

- Any modification to the nature of the stream, including any modification of the land, vegetation and natural environment of a stream or the flow of water in a stream, or
- Any activity or construction within a stream channel that has or may have an impact on a stream or stream channel.

For the construction or maintenance of a pipeline crossing of a stream, such as the water line, the following conditions must be met to be Authorized under the Section 39(1):

(i) the pipeline and associated works are installed in a dry stream channel at a depth so that the top of the pipe is at least 1 m below the lowest elevation of the bed of the stream;

(ii) in the case of an aerial crossing, the crossing is constructed in accordance with the conditions of paragraph (b) for clear span bridges; which are:

(i) the equipment used for site preparation, or for construction, maintenance or removal of the bridge is situated in a dry stream channel or operated from the top of the bank;

(ii) the bridge and its approach roads do not produce a back water effect or increase the head of the stream;

(iii) the hydraulic capacity of the bridge is equivalent to the hydraulic capacity of the stream channel, or is capable of passing the 1 in 200 year maximum daily flow;

(iv) the height of the underside of the bridge is adequate to provide free passage of flood debris and ice flows;

(v) the bridge is made of materials that meet the applicable standards of the Canadian Standards Association.

The *Water Sustainability Act* will apply to the proposed water line crossing of Bluff Creek. If the pipeline placement is an aerial crossing, then a Notification of authorization will need to be submitted to FrontCounter BC a minimum of 45 days prior to the commencement of construction. If the pipeline will be placed in or below the bed of the creek, or if the conditions outlined in Part 3, Section 39 (1[c]) cannot be met for an aerial crossing, then a Change Approval will be required prior to the start of construction.

BC Environmental Management Act

The BC *Environmental Management Act* (EMA) came into force on October 30, 2017 and governs management of waste in the province, including permitting or other authority (permits, regulations and codes of practice) for discharges to the environment, as well as related enforcement. The EMA prohibits the unauthorized introduction of waste into the environment from industries listed in the Waste Discharge Regulation, and from any activity in a manner or quantity that causes pollution. Division 2.1 of the EMA sets a foundation for strengthening spill preparedness, response, and recovery in BC with the following regulations:

1. Spill Preparedness, Response and Recovery Regulation.
2. Spill Contingency Planning Regulation.
3. Spill Reporting regulation.

Changes in and about a stream involving hazardous waste must also comply with the siting and operational requirements and performance standards for facilities set out in the Hazardous Waste Regulation. In addition, changes in and about a stream involving a substance listed in the Spill Reporting Regulation should take into consideration that any spill into a body of water requires a spill report, regardless of the quantity spilled. In the case of a spill, these regulations both, require the responsible persons, and allow the government to take immediate action to prevent (or prevent the continuation of) the hazard or threat caused by the spill and resolve immediate and long-term impacts. "Responsible person" means a person described in section 45 *[persons responsible for remediation of contaminated sites]*; and includes:

(a) a current owner or operator of the site;
(b) a previous owner or operator of the site;
(c) a person who
    (i) produced a substance, and
    (ii) by contract, agreement or otherwise caused the substance to be disposed of, handled or treated in a manner that, in whole or in part, caused the site to become a contaminated site;
(d) a person who
    (i) transported or arranged for transport of a substance, and
    (ii) by contract, agreement or otherwise caused the substance to be disposed of, handled or treated in a manner that, in whole or in part, caused the site to become a contaminated site;
(e) a person who is in a class designated in the regulations as responsible for remediation.

BC Environmental Assessment Act
When a major project is proposed in British Columbia, it must undergo an environmental assessment. In B.C. environmental assessments are managed by the Environmental Assessment Office (EAO), a neutral regulatory agency within the provincial government. On December 16th, 2019, the new Environmental Assessment Act (2018), came into force. Any new projects after December 16th, 2019 will undergo an Environmental Assessment under the new Act (2018) process.

A reviewable project under the *BC Environmental Assessment Act* is an activity and/or facility that is described in regulation that has or may have negative effects to the biophysical and human environments, the economy, culture, or health and is required to undergo an environmental assessment. These projects need an EA Certificate or Exemption Order to continue. Projects are typically reviewable if they meet or exceed certain project design or effects thresholds defined in the Reviewable Projects Regulation or if they are required to undergo an assessment by the Minister of Environment and Climate Change Strategy. Typically, large industrial, mining, energy, water management, waste disposal, transportation, and resort developments require an EA in British Columbia.

Reviewable projects are assessed for their potential:
- Effects on Indigenous nations and rights recognized and affirmed by section 35 of the Constitution Act, 1982(collectively referred to Indigenous Interests);
- Positive and negative direct and indirect effects, including environmental, economic, social, cultural, and health effects;
- Adverse cumulative effects; and
- Other assessment matters under section 25 of the Environmental Assessment Act.

However, given the small size of the proposed project, the BC Environmental Assessment Act will not apply to the proposed project.

Weed Control Act
The *Weed Control Act* requires all land occupiers to control the spread of provincial and/or regional noxious weeds on their land and premises, and specifies provisions for transportation, movement, and cleaning of machinery. A list of noxious weeds is available online at Field_Guide_to_Noxious_Weeds_10th_Edition_3.26.19.pdf (bcinvasives.ca).

APPENDIX C

SENSITIVE SPECIES TABLE

For the purpose of this assessment species at risk are identified in the context of both the provincial and national ranking systems. The provincial ranking system applies to species that have been assessed by the British Columbia (BC) Conservation Data Centre (CDC). The national ranking system applies to species that have been assessed by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), and in some instances, Schedule 1 of the *Species at Risk Act* (SARA). Although SARA provides lists of species in Schedules 1, 2 and 3, Schedule 1 is the only Schedule of listed species that are afforded protection under SARA. The Schedules in SARA are based on COSEWIC's assessments of the species.

The Federal and Provincial lists that were reviewed by Maddison Consultants include the following:

- B.C. Conservation Data Centre. 2021. BC Species and Ecosystems Explorer. B.C. Ministry of Environment, Victoria B.C. Available: http://a100.gov.bc.ca/pub/eswp/ (May 3, 2022).

- B.C. Conservation Data Centre: Conservation Data Centre mapping service [web application]. 2021. Victoria, British Columbia, Canada. Available: http://maps.gov.bc.ca/ess/sv/cdc/ (May 3, 2022).

- HabitatWizard. 2021. [Web application]. Available at: https://maps.gov.bc.ca/ess/hm/habwiz/ accessed May 3, 2022.

- Government of Canada, [web application]. Date modified February 2, 2021. Species at Risk Public Registry. Advanced search available at: https://species-registry.canada.ca/index-en.html#/species?sortBy=commonNameSort&sortDirection=asc&pageSize=10 Accessed May 3, 2022.

Inclusion in the analysis for this study area is based on the following criteria: (1) direct observation of the species on the study area during one of the biological surveys conducted for this report; (2) sighting by other qualified or reputable observers; (3) elemental occurrence reported by the CDC; or (4) study area contains appropriate habitat and is within the known range of a given species. Therefore, several plant and animal species that were identified in the initial literature review were subsequently excluded from further consideration because the study area either lacks suitable habitat conditions to support these species or the study area is located well beyond their normal range.

Species	Habitat and Distribution	Activity/Blooming Period	Status Designation	Probability of Occurrence
Vascular Plants				
Dicotyledons				
Angiosperm				
Asteraceae				
Vancouver Island beggarticks *Bidens amplissima*	On silty, alluvial soils in moist to wet ditches, streambanks and pond edges in the lowland zone. Tends to occur in areas where annual and seasonal water level fluctuations are the norm and in tidal zones where it is inundated twice a day, and dries out between tides. Pacific Northwest of North America. In BC, in the lower mainland and on Vancouver Island.	July - September	CDC: blue COSEWIC: SC SARA: SC	**Low.**
Fabaceae				
streambank lupine *Lupinus rivularis*	Wet to moist meadows, as well as gravelly prairies, riverbanks, and open woods below 3500 metres asl. Distinct preference for open, nutrient poor sites in disturbed, but not weedy, situations: including railways, dykes. Lower elevations from BC to northern California on the west side of the Cascades. In BC, six populations confirmed along the banks of the Fraser River (in Delta and Surrey), the Pitt River, the Coquitlam River, and the Sooke River on southern Vancouver Island.	May - September	CDC: red COSEWIC: EN SARA: EN	**Low.**
Onagraceae				
contorted-pod evening-primrose *Camissonia contorta*	Open, sandy areas in the lowland zone, often disturbed. 0–2300 m. Rare on S Vancouver Island; S to CA, NV and ID.	May - June	CDC: red COSEWIC: EN SARA: EN	**Low.**
Molluscs				
threaded vertigo *Nearctula* sp.	Lives in moist leaf litter in rich sites in deciduous and mixed forests. Southwestern BC to Monterey County, California.	Year round	CDC: blue COSEWIC: SC SARA: SC	**Low.**
Oregon forestsnail *Allogona townsendiana*	Moist, lowland deciduous woods with dense undergrowth, often in patches of stinging nettle, sword fern and big leaf maple. Southwestern BC to northwestern Oregon. In BC, occurs along the Chilliwack and Fraser River valleys from hope to Mission and Langley. Few records from southern Vancouver Island.	Year round; most active late spring to early summer	CDC: red COSEWIC: EN SARA: EN	**Moderate.**
broadwhorl tightcoil *Pristiloma johnsoni*	Found in leaf litter of old growth and older second growth deciduous, coniferous and mixed-wood forests to an elevation of over 1300 m in the subalpine. Vancouver Island, south along the coast and the Fraser Valley.	Year round	CDC: blue COSEWIC: - SARA: -	**Low.**
pacific sideband *Monadenia fidelis*	Deciduous, coniferous, or mixed forests; also, in open woods and grassy areas. From Sitka, Alaska, to Cape Mendocino, California; west of the Coast and Cascade Mountains, in British Columbia.	Most common late spring	CDC: yellow COSEWIC: - SARA: -	**Moderate.**

BUTTERFLIES AND MOTHS				
common wood-nymph, *incana* subspecies *Cercyonis pegala incana*	Grassy forest openings, clearcut's, roadsides, meadows and streambanks. Larval food source is grass, can feed on sedges. Adults feed on willow and poplar sap. Southern BC south to central California and Arizona and across the continent to the Atlantic. only occurs from Vancouver Island south to Willamette Valley, Oregon.	July - September	CDC: red COSEWIC: - SARA: -	**Moderate.**
REPTILES				
sharp-tailed snake *Contia tenuis*	Under rocks, decaying wood and debris in oak woodlands, also open pine forests, dense coniferous forests, brushy chaparral, and grassy savannas. Valley floors to mountainous terrain from just above sea level to 4000 ft elevation. Feed on slugs, snail eggs and earthworms. Occurs from northern California to southern Vancouver Island and some Gulf Islands.	late February – June; late September - October	CDC: red COSEWIC: EN SARA: EN	**Low.**
gopher snake, *deserticola* subspecies *Pituophis catenifer deserticola*	Grasslands, woodlands, deserts, coastal sage scrub, agricultural land and riparian areas. Occurs in California, New Mexico, Oregon, Arizona, British Columbia, Washington, Wyoming, Nevada, Colorado and Idaho.	April - October	CDC: blue COSEWIC: TH SARA: TH	**Low.**
northern rubber boa *Charina bottae*	Mixed-wood and deciduous forests, typically dominated by Bigleaf maple (*Acer macrophyllum*) and with dense herbaceous cover, such as stinging nettle (*Urtica dioica*) with coarse woody debris, copious amounts of leaf litter, and both living and senescent vegetation. Western Cascades, Puget Trough, and eastern lowlands of the Olympic Peninsula in the United States north into the southwestern region of British Columbia. In BC, most records are from the Fraser Valley in the Mission/Abbottsford/Chilliwack area and from the lower portion of the Chilliwack Valley, below 360 meters in elevation. Two outlying localities, in Langley and southern Vancouver Island.	Year round; adults best located in late spring	CDC: yellow COSEWIC: SC SARA: SC	**Low.**
AMBHIBIANS				
northern red-legged frog *Rana aurora*	Streams, ponds, and marshes with slow-moving water and adjacent terrestrial environments; moist forest conditions far from open water characterized by mature vegetation, leaf litter, and large woody debris. Restricted to low elevations. Breeding in late winter/early spring in shallow water of permanent ponds or lakes, slow-moving streams, marshes, bogs, and swamps. During the summer, hatchlings typically occur within vegetation along streams, in moist sedge or brush, on shaded pond edges, and/or under logs or debris. Due to predation and competition with introduced bullfrogs (*Rana catesbeiana*), the red-legged frog does not occur where this species is present. Occurs along the west coast of North America from Baja California to Canada and reaches the northern	March – October; hibernates from November until late February	CDC: blue COSEWIC: SC SARA: SC	**Moderate.**

	extent of its range in extreme southwestern BC. In BC, it occurs on Vancouver Island, the Gulf Islands, the mainland adjacent to the Strait of Georgia, and through the Fraser valley to Hope.			
wandering salamander *Aneides vagrans*	An entirely terrestrial salamander inhabiting low-elevation coastal Douglas-fir and Western Hemlock forests of various ages; usually under rotting logs or loose bark and moss. This species depends upon cutaneous respiration and therefore is restricted to moist microhabitats. Wandering Salamander is found only on Vancouver Island, adjacent small islands and one location on the Sunshine Coast.	Year round	CDC: blue COSEWIC: SC SARA: SC	**Low.**
BIRDS				
great blue heron, *herodias* subspecies *Ardea herodias herodias*	Salt, brackish, and freshwater environments including marshes, swamps, shores, and tidal flats. The diet of great blue herons is highly variable and adaptable and includes fish, frogs, salamanders, turtles, snakes, rodents, and birds. This species is very common in southern BC and is frequently observed. The Fraser River delta is the primary wintering area for the great blue heron in BC. Breeding colonies are typically associated with island or mainland sites adjacent to tidal mud flats and eelgrass meadows. Nesting colonies can be located adjacent to high-traffic areas, such as Stanley Park, Vancouver. The nest is in trees approximately 5 to 30 metres above the ground or water. Widely distributed along the coast including Vancouver Island and the Queen Charlotte Island and throughout the interior south of the 52 latitudes.	Year round	CDC: blue COSEWIC: - SARA: -	**High.** Nest site documented on Bowmap at 1325 Eaglecliff.
northern goshawk, *laingi* subspecies *Accipiter gentiles* ssp. *laingi*	Hunt inside the forest or along edge. Occur in coniferous or mixed forests and are restricted to wooded areas, may occur in open woods. Feed on birds and small mammals. In the Fraser basin, occurs near wooded sloughs, hedgerows, and woodlands along river banks with tall shrubs, and over cattail marsh. Nests in trees in major crotch of trunk. Throughout North America; range appears to be expanding. Breeds in the temperate and boreal regions of the northern hemisphere. Some confusion in the literature regarding the range of the subspecies: the American Ornithologists Union restrict this subspecies to the Queen Charlotte Islands and Vancouver Island, while Jewett *et al.* (1953) consider all coastal birds south to Oregon to be the *laingi* subspecies.	Year round	CDC: red COSEWIC: TH SARA: TH	**Low.** Not documented on Bowen Island.
peregrine falcon, *pealei* subspecies *Falco peregrinus pealei*	Habitat requirements can be divided into three components, including the nest site, the nesting territory and the home range. The nest site is a scrape made on cliff ledges on steep cliffs, typically near wetlands. The	Year round	CDC: blue COSEWIC: SC SARA: SC	**Low.**

	nesting territory is the area defended around the nest, which is related to food availability. The home range is the non-defended area in which peregrines forage for food. This area can extend up to 27 kilometers from the nest. Peregrines often prefer open habitats such as wetlands, tundra, savanna, sea coasts, and open mountain meadows, but will hunt over open forest, can also occur near beaches, tidal flats, reefs, island, marshes, estuaries, lagoons, flooded farmland, airports, parks, golf courses, railway yards, and bridges. The main prey item for the peregrine falcon is birds; associated with habitats where there is an abundance of small-to-medium sized birds, including airports, bridges, and parks. Three subspecies of the peregrine falcon (*Falco peregrinus*) have distinct geographic distributions. The *pealei* subspecies, also known as Peale's peregrine, is found mostly along the northwest coast of the US, the western coast of Canada, the Aleutians and the Bering Sea. This subspecies is not known to migrate.			
peregrine falcon, *anatum* subspecies *Falco peregrinus anatum*	Habitat requirements can be divided into three components, including the nest site, the nesting territory and the home range. The nest site is a scrape made on cliff ledges on steep cliffs, typically near wetlands. The nesting territory is the area defended around the nest, which is related to food availability. The home range is the non-defended area in which peregrines forage for food. This area can extend up to 27 kilometers from the nest. Peregrines often prefer open habitats such as wetlands, tundra, savanna, sea coasts, and open mountain meadows, but will hunt over open forest, can also occur near beaches, tidal flats, reefs, island, marshes, estuaries, lagoons, flooded farmland, airports, parks, golf courses, railway yards, and bridges. The main prey item for the peregrine falcon is birds; associated with habitats where there is an abundance of small-to-medium sized birds, including airports, bridges, and parks. Three subspecies of the peregrine falcon (*Falco peregrinus*) have distinct geographic distributions. The a*natum* subspecies, also known as the American peregrine, breeds south of the treeline in Alaska and Canada, throughout most of the United States of America, and from central to south Mexico.	Year round	CDC: red COSEWIC: NAR SARA: SC	**Low.**

band-tailed pigeon *Columba fasciata*	Variety of habitats ranging from open wooded areas including mixed coniferous/deciduous trees with edges, city yards, parks, wooded groves, open bushland, mineral springs, and intertidal flats. Breeds in coniferous trees and deciduous trees. Forage for ripening fruits and grains in wooded areas; frequent rail lines, grain storage areas, and residential properties where grain is transferred and/or stored. Broadly distributed from southern Alaska to Central and South America. In North America, it is distributed along the coastal areas from about southern Alaska into Baja California; interior region from Colorado, where they extend mostly along the continental divide into South America. While present year-round in some northern urban areas where it is attracted to feeders and holly orchards, the species is described as a partial migrant where most from the northern pacific coast breeding range migrate to south of the upper third of California (Sonoma-Nevada Counties) and most from the interior region migrate beyond the U. S. and Mexico border.	Year round	CDC: blue COSEWIC: SC SARA: SC	**Moderate.**
western screech-owl, *kennicottii* subspecies *Megascops kennicotti kennicottiii*	Mixed deciduous/coniferous forests on the edges of clearings, wooded canyons *Otus flammeolus*, riparian thickets, deserts, orchards, at low elevations often associated with riparian areas. May roost in either coniferous or deciduous tree cavities, patches of thick vegetation, nest boxes, buildings, trees, vines, and crevices in cliffs. Nesting habitats of this owl include large, natural cavities (e.g., in trees), abandoned pileated woodpecker (*Dryocopus pileatus)* and northern flicker holes, as well as, cavities in poles, and old magpie (*Pica pica)* nests. May occur in wooded suburban areas and city parks, if they are disturbed minimally by humans and their associated activities. Western screech-owl is nocturnal and becomes active at dusk feeding on small mammals, birds, reptiles, small fish, and insects, with large insects being primary source of food (Alsop, 2001). This species is sedentary in that it often stays in the same home range throughout the year. Western portion of the North American continent from southern Alaska to central Mexico (COSEWIC, 2002). It is generally common and widely distributed throughout its range. In BC, this subspecies is known along the coast, including Vancouver Island, but excluding the Queen Charlotte Islands, relatively common in the lower mainland.	Year round	CDC: blue COSEWIC: TH SARA: TH	**Moderate.**

olive-sided flycatcher *Contopus cooperi*	Abundant in early postfire landscapes that have burned at high severity. Breeds in coniferous woods across Canada, Alaska, and the northeastern and western United States, and other types of wooded areas in California. Migrate to Central America and the Andes region of South America.	Spring and summer	CDC: blue COSEWIC: SC SARA: TH	**Moderate.**
barn swallow *Hirundo rustica*	Open situations, less frequently in partly open habitats, frequently near water. Nests in barns or other buildings, under bridges, in caves or cliff crevices, usually on vertical surface close to ceiling. Commonly reuses old nests. Usually returns to same nesting area in successive years; yearlings often return to within 30 km or closer to natal site. Flies over open land and water and forages on a wide variety of flying insects; rarely eats berries. South-coastal and southeastern Alaska, across much of Canada south through much of U.S. to central Mexico; also eastern Buenos Aires province, Argentina, in early 1980s (Ridgely and Tudor 1989); across Eurasia to Mediterranean region, northern Africa, China, Japan.	Late April through August	CDC: blue COSEWIC: TH SARA: TH	**Low.**
common nighthawk *Chordeiles minor*	In British Columbia, Common Nighthawks can be found roosting and nesting in a variety of habitats including: beaches, farm fields, sagebrush and grassland habitat, open Ponderosa pine forests, rock outcrops, logged and slash-burned forest areas, coastal island meadows and urban areas. Ground substrates at nesting sites included gravel, sand, bare rock, wood chips, needles, leaves, and occasional living vegetation: lichen, dandelion and moss. Common Nighthawks are known from throughout the province, with the exception of west of the Coast Mountains north of Vancouver (where they are very rare) and the Queen Charlotte Islands (where they are accidental). They have been found breeding from sea level to elevations of 1250m.	Mid-march through August	CDC: yellow COSEWIC: SC SARA: TH	**Low.** Common inland and over freshwater on Bowen Island.
MAMMALS				
little brown myotis *Myotis lucifugus*	This most frequently encountered bat, roosts in rock and tree features, under loose tree bark; anywhere near water. Tree roosts generally in old-growth, mature, old-seral trees. Forages in open habitats. Crosses large gaps easily. They mate in late fall or during hibernation; with young born in late June or early July. Females return to the same maternity colony site every year. Upon arrival of cooler weather in late August/September, most the little brown myotis begin their migration south for winter, although some bats will hibernate in caves and old mines in BC. Identification requires capture, DNA, or acoustic detection.	Maternity & Nursery season: April 1 to Sept 30	CDC: yellow COSEWIC: EN SARA: EN	**Moderate.** Detected on island

townsend's big-eared bat *Corynorhinus townsendii*	Roosts in rock, generally shallow cave formations; and, in very large tree cavities. Prefers roosts with large entry points. Selects wide open locations within roosts, easy to locate and identify. Relatively sedentary and move only up to 10-65 km from the winter roost to the summer roost. Current range of this species is from Mexico into BC, along the western United States. In addition, there are a few isolated populations in the central and eastern United States. Easy to identify visually. As a "whispering bat" not easily detected by acoustic detectors.	Maternity & Nursery season: April 1 to Sept 30	CDC: blue COSEWIC: - SARA: -	**Moderate.** Documented in Horseshoe Bay.

Legend

CDC

red	candidates for legal designation as Threatened (TH) or Endangered (EN).
blue	considered to be vulnerable or sensitive to human activities or natural events, and could become candidates for the red-list.
yellow	indigenous and are not at risk in BC and include uncommon, declining, and increasing species.

SARA/COSEWIC

XX	Extinct	a species that no longer exists
ET	Extirpated	a species that no longer exists in the wild in Canada, but occurs elsewhere
EN	Endangered	a species facing imminent extirpation or extinction
TH	Threatened	a species likely to become endangered if limiting factors are not reversed
SC	Special Concern	a species with characteristics that make it particularly sensitive to human activities or natural events
NAR	Not At Risk	have not been given status because populations are not in any peril; and,
DD	Data Deficient	a species for which there is insufficient scientific information to support status designation.
-	Not addressed	Not addressed by the COSEWIC or the SARA

Species	Habitat and Distribution	Activity/Blooming Period	Status Designation	Probability of Occurrence
Vascular Plants				
Dicotyledons				
Angiosperm				
Asteraceae				
Vancouver Island beggarticks *Bidens amplissima*	On silty, alluvial soils in moist to wet ditches, streambanks and pond edges in the lowland zone. Tends to occur in areas where annual and seasonal water level fluctuations are the norm and in tidal zones where it is inundated twice a day, and dries out between tides. Pacific Northwest of North America. In BC, in the lower mainland and on Vancouver Island.	July - September	CDC: blue COSEWIC: SC SARA: SC	**Low.**
Fabaceae				
streambank lupine *Lupinus rivularis*	Wet to moist meadows, as well as gravelly prairies, riverbanks, and open woods below 3500 metres asl. Distinct preference for open, nutrient poor sites in disturbed, but not weedy, situations: including railways, dykes. Lower elevations from BC to northern California on the west side of the Cascades. In BC, six populations confirmed along the banks of the Fraser River (in Delta and Surrey), the Pitt River, the Coquitlam River, and the Sooke River on southern Vancouver Island.	May - September	CDC: red COSEWIC: EN SARA: EN	**Low.**
Onagraceae				
contorted-pod evening-primrose *Camissonia contorta*	Open, sandy areas in the lowland zone, often disturbed. 0–2300 m. Rare on S Vancouver Island; S to CA, NV and ID.	May - June	CDC: red COSEWIC: EN SARA: EN	**Low.**
Molluscs				
threaded vertigo *Nearctula* sp.	Lives in moist leaf litter in rich sites in deciduous and mixed forests. Southwestern BC to Monterey County, California.	Year round	CDC: blue COSEWIC: SC SARA: SC	**Low.**
Oregon forestsnail *Allogona townsendiana*	Moist, lowland deciduous woods with dense undergrowth, often in patches of stinging nettle, sword fern and big leaf maple. Southwestern BC to northwestern Oregon. In BC, occurs along the Chilliwack and Fraser River valleys from hope to Mission and Langley. Few records from southern Vancouver Island.	Year round; most active late spring to early summer	CDC: red COSEWIC: EN SARA: EN	**Moderate.**
broadwhorl tightcoil *Pristiloma johnsoni*	Found in leaf litter of old growth and older second growth deciduous, coniferous and mixed-wood forests to an elevation of over 1300 m in the subalpine. Vancouver Island, south along the coast and the Fraser Valley.	Year round	CDC: blue COSEWIC: - SARA: -	**Low.**
pacific sideband *Monadenia fidelis*	Deciduous, coniferous, or mixed forests; also, in open woods and grassy areas. From Sitka, Alaska, to Cape Mendocino, California; west of the Coast and Cascade Mountains, in British Columbia.	Most common late spring	CDC: yellow COSEWIC: - SARA: -	**Moderate.**

BUTTERFLIES AND MOTHS				
common wood-nymph, *incana* subspecies *Cercyonis pegala incana*	Grassy forest openings, clearcut's, roadsides, meadows and streambanks. Larval food source is grass, can feed on sedges. Adults feed on willow and poplar sap. Southern BC south to central California and Arizona and across the continent to the Atlantic. only occurs from Vancouver Island south to Willamette Valley, Oregon.	July - September	CDC: red COSEWIC: - SARA: -	**Moderate.**
REPTILES				
sharp-tailed snake *Contia tenuis*	Under rocks, decaying wood and debris in oak woodlands, also open pine forests, dense coniferous forests, brushy chaparral, and grassy savannas. Valley floors to mountainous terrain from just above sea level to 4000 ft elevation. Feed on slugs, snail eggs and earthworms. Occurs from northern California to southern Vancouver Island and some Gulf Islands.	late February – June; late September - October	CDC: red COSEWIC: EN SARA: EN	**Low.**
gopher snake, *deserticola* subspecies *Pituophis catenifer deserticola*	Grasslands, woodlands, deserts, coastal sage scrub, agricultural land and riparian areas. Occurs in California, New Mexico, Oregon, Arizona, British Columbia, Washington, Wyoming, Nevada, Colorado and Idaho.	April - October	CDC: blue COSEWIC: TH SARA: TH	**Low.**
northern rubber boa *Charina bottae*	Mixed-wood and deciduous forests, typically dominated by Bigleaf maple (*Acer macrophyllum*) and with dense herbaceous cover, such as stinging nettle (*Urtica dioica*) with coarse woody debris, copious amounts of leaf litter, and both living and senescent vegetation. Western Cascades, Puget Trough, and eastern lowlands of the Olympic Peninsula in the United States north into the southwestern region of British Columbia. In BC, most records are from the Fraser Valley in the Mission/Abbottsford/Chilliwack area and from the lower portion of the Chilliwack Valley, below 360 meters in elevation. Two outlying localities, in Langley and southern Vancouver Island.	Year round; adults best located in late spring	CDC: yellow COSEWIC: SC SARA: SC	**Low.**
AMBHIBIANS				
northern red-legged frog *Rana aurora*	Streams, ponds, and marshes with slow-moving water and adjacent terrestrial environments; moist forest conditions far from open water characterized by mature vegetation, leaf litter, and large woody debris. Restricted to low elevations. Breeding in late winter/early spring in shallow water of permanent ponds or lakes, slow-moving streams, marshes, bogs, and swamps. During the summer, hatchlings typically occur within vegetation along streams, in moist sedge or brush, on shaded pond edges, and/or under logs or debris. Due to predation and competition with introduced bullfrogs (*Rana catesbeiana*), the red-legged frog does not occur where this species is present. Occurs along the west coast of North America from Baja California to Canada and reaches the northern	March – October; hibernates from November until late February	CDC: blue COSEWIC: SC SARA: SC	**Moderate.**

	extent of its range in extreme southwestern BC. In BC, it occurs on Vancouver Island, the Gulf Islands, the mainland adjacent to the Strait of Georgia, and through the Fraser valley to Hope.			
wandering salamander *Aneides vagrans*	An entirely terrestrial salamander inhabiting low-elevation coastal Douglas-fir and Western Hemlock forests of various ages; usually under rotting logs or loose bark and moss. This species depends upon cutaneous respiration and therefore is restricted to moist microhabitats. Wandering Salamander is found only on Vancouver Island, adjacent small islands and one location on the Sunshine Coast.	Year round	CDC: blue COSEWIC: SC SARA: SC	**Low.**
BIRDS				
great blue heron, *herodias* subspecies *Ardea herodias herodias*	Salt, brackish, and freshwater environments including marshes, swamps, shores, and tidal flats. The diet of great blue herons is highly variable and adaptable and includes fish, frogs, salamanders, turtles, snakes, rodents, and birds. This species is very common in southern BC and is frequently observed. The Fraser River delta is the primary wintering area for the great blue heron in BC. Breeding colonies are typically associated with island or mainland sites adjacent to tidal mud flats and eelgrass meadows. Nesting colonies can be located adjacent to high-traffic areas, such as Stanley Park, Vancouver. The nest is in trees approximately 5 to 30 metres above the ground or water. Widely distributed along the coast including Vancouver Island and the Queen Charlotte Island and throughout the interior south of the 52 latitudes.	Year round	CDC: blue COSEWIC: - SARA: -	**High.** Nest site documented on Bowmap at 1325 Eaglecliff.
northern goshawk, *laingi* subspecies *Accipiter gentiles* ssp. *laingi*	Hunt inside the forest or along edge. Occur in coniferous or mixed forests and are restricted to wooded areas, may occur in open woods. Feed on birds and small mammals. In the Fraser basin, occurs near wooded sloughs, hedgerows, and woodlands along river banks with tall shrubs, and over cattail marsh. Nests in trees in major crotch of trunk. Throughout North America; range appears to be expanding. Breeds in the temperate and boreal regions of the northern hemisphere. Some confusion in the literature regarding the range of the subspecies: the American Ornithologists Union restrict this subspecies to the Queen Charlotte Islands and Vancouver Island, while Jewett *et al.* (1953) consider all coastal birds south to Oregon to be the *laingi* subspecies.	Year round	CDC: red COSEWIC: TH SARA: TH	**Low.** Not documented on Bowen Island.
peregrine falcon, *pealei* subspecies *Falco peregrinus pealei*	Habitat requirements can be divided into three components, including the nest site, the nesting territory and the home range. The nest site is a scrape made on cliff ledges on steep cliffs, typically near wetlands. The	Year round	CDC: blue COSEWIC: SC SARA: SC	**Low.**

	nesting territory is the area defended around the nest, which is related to food availability. The home range is the non-defended area in which peregrines forage for food. This area can extend up to 27 kilometers from the nest. Peregrines often prefer open habitats such as wetlands, tundra, savanna, sea coasts, and open mountain meadows, but will hunt over open forest, can also occur near beaches, tidal flats, reefs, island, marshes, estuaries, lagoons, flooded farmland, airports, parks, golf courses, railway yards, and bridges. The main prey item for the peregrine falcon is birds; associated with habitats where there is an abundance of small-to-medium sized birds, including airports, bridges, and parks. Three subspecies of the peregrine falcon (*Falco peregrinus*) have distinct geographic distributions. The *pealei* subspecies, also known as Peale's peregrine, is found mostly along the northwest coast of the US, the western coast of Canada, the Aleutians and the Bering Sea. This subspecies is not known to migrate.			
peregrine falcon, *anatum* subspecies *Falco peregrinus anatum*	Habitat requirements can be divided into three components, including the nest site, the nesting territory and the home range. The nest site is a scrape made on cliff ledges on steep cliffs, typically near wetlands. The nesting territory is the area defended around the nest, which is related to food availability. The home range is the non-defended area in which peregrines forage for food. This area can extend up to 27 kilometers from the nest. Peregrines often prefer open habitats such as wetlands, tundra, savanna, sea coasts, and open mountain meadows, but will hunt over open forest, can also occur near beaches, tidal flats, reefs, island, marshes, estuaries, lagoons, flooded farmland, airports, parks, golf courses, railway yards, and bridges. The main prey item for the peregrine falcon is birds; associated with habitats where there is an abundance of small-to-medium sized birds, including airports, bridges, and parks. Three subspecies of the peregrine falcon (*Falco peregrinus*) have distinct geographic distributions. The a*natum* subspecies, also known as the American peregrine, breeds south of the treeline in Alaska and Canada, throughout most of the United States of America, and from central to south Mexico.	Year round	CDC: red COSEWIC: NAR SARA: SC	**Low.**

band-tailed pigeon *Columba fasciata*	Variety of habitats ranging from open wooded areas including mixed coniferous/deciduous trees with edges, city yards, parks, wooded groves, open bushland, mineral springs, and intertidal flats. Breeds in coniferous trees and deciduous trees. Forage for ripening fruits and grains in wooded areas; frequent rail lines, grain storage areas, and residential properties where grain is transferred and/or stored. Broadly distributed from southern Alaska to Central and South America. In North America, it is distributed along the coastal areas from about southern Alaska into Baja California; interior region from Colorado, where they extend mostly along the continental divide into South America. While present year-round in some northern urban areas where it is attracted to feeders and holly orchards, the species is described as a partial migrant where most from the northern pacific coast breeding range migrate to south of the upper third of California (Sonoma-Nevada Counties) and most from the interior region migrate beyond the U. S. and Mexico border.	Year round	CDC: blue COSEWIC: SC SARA: SC	**Moderate.**
western screech-owl, *kennicottii* subspecies *Megascops kennicotti kennicottiii*	Mixed deciduous/coniferous forests on the edges of clearings, wooded canyons *Otus flammeolus*, riparian thickets, deserts, orchards, at low elevations often associated with riparian areas. May roost in either coniferous or deciduous tree cavities, patches of thick vegetation, nest boxes, buildings, trees, vines, and crevices in cliffs. Nesting habitats of this owl include large, natural cavities (e.g., in trees), abandoned pileated woodpecker (*Dryocopus pileatus)* and northern flicker holes, as well as, cavities in poles, and old magpie (*Pica pica)* nests. May occur in wooded suburban areas and city parks, if they are disturbed minimally by humans and their associated activities. Western screech-owl is nocturnal and becomes active at dusk feeding on small mammals, birds, reptiles, small fish, and insects, with large insects being primary source of food (Alsop, 2001). This species is sedentary in that it often stays in the same home range throughout the year. Western portion of the North American continent from southern Alaska to central Mexico (COSEWIC, 2002). It is generally common and widely distributed throughout its range. In BC, this subspecies is known along the coast, including Vancouver Island, but excluding the Queen Charlotte Islands, relatively common in the lower mainland.	Year round	CDC: blue COSEWIC: TH SARA: TH	**Moderate.**

olive-sided flycatcher *Contopus cooperi*	Abundant in early postfire landscapes that have burned at high severity. Breeds in coniferous woods across Canada, Alaska, and the northeastern and western United States, and other types of wooded areas in California. Migrate to Central America and the Andes region of South America.	Spring and summer	CDC: blue COSEWIC: SC SARA: TH	**Moderate.**
barn swallow *Hirundo rustica*	Open situations, less frequently in partly open habitats, frequently near water. Nests in barns or other buildings, under bridges, in caves or cliff crevices, usually on vertical surface close to ceiling. Commonly reuses old nests. Usually returns to same nesting area in successive years; yearlings often return to within 30 km or closer to natal site. Flies over open land and water and forages on a wide variety of flying insects; rarely eats berries. South-coastal and southeastern Alaska, across much of Canada south through much of U.S. to central Mexico; also eastern Buenos Aires province, Argentina, in early 1980s (Ridgely and Tudor 1989); across Eurasia to Mediterranean region, northern Africa, China, Japan.	Late April through August	CDC: blue COSEWIC: TH SARA: TH	**Low.**
common nighthawk *Chordeiles minor*	In British Columbia, Common Nighthawks can be found roosting and nesting in a variety of habitats including: beaches, farm fields, sagebrush and grassland habitat, open Ponderosa pine forests, rock outcrops, logged and slash-burned forest areas, coastal island meadows and urban areas. Ground substrates at nesting sites included gravel, sand, bare rock, wood chips, needles, leaves, and occasional living vegetation: lichen, dandelion and moss. Common Nighthawks are known from throughout the province, with the exception of west of the Coast Mountains north of Vancouver (where they are very rare) and the Queen Charlotte Islands (where they are accidental). They have been found breeding from sea level to elevations of 1250m.	Mid-march through August	CDC: yellow COSEWIC: SC SARA: TH	**Low.** Common inland and over freshwater on Bowen Island.
MAMMALS				
little brown myotis *Myotis lucifugus*	This most frequently encountered bat, roosts in rock and tree features, under loose tree bark; anywhere near water. Tree roosts generally in old-growth, mature, old-seral trees. Forages in open habitats. Crosses large gaps easily. They mate in late fall or during hibernation; with young born in late June or early July. Females return to the same maternity colony site every year. Upon arrival of cooler weather in late August/September, most the little brown myotis begin their migration south for winter, although some bats will hibernate in caves and old mines in BC. Identification requires capture, DNA, or acoustic detection.	Maternity & Nursery season: April 1 to Sept 30	CDC: yellow COSEWIC: EN SARA: EN	**Moderate.** Detected on island

townsend's big-eared bat *Corynorhinus townsendii*	Roosts in rock, generally shallow cave formations; and, in very large tree cavities. Prefers roosts with large entry points. Selects wide open locations within roosts, easy to locate and identify. Relatively sedentary and move only up to 10-65 km from the winter roost to the summer roost. Current range of this species is from Mexico into BC, along the western United States. In addition, there are a few isolated populations in the central and eastern United States. Easy to identify visually. As a "whispering bat" not easily detected by acoustic detectors.	Maternity & Nursery season: April 1 to Sept 30	CDC: blue COSEWIC: - SARA: -	**Moderate.** Documented in Horseshoe Bay.

Legend

CDC

red	candidates for legal designation as Threatened (TH) or Endangered (EN).
blue	considered to be vulnerable or sensitive to human activities or natural events, and could become candidates for the red-list.
yellow	indigenous and are not at risk in BC and include uncommon, declining, and increasing species.

SARA/COSEWIC

XX	Extinct	a species that no longer exists
ET	Extirpated	a species that no longer exists in the wild in Canada, but occurs elsewhere
EN	Endangered	a species facing imminent extirpation or extinction
TH	Threatened	a species likely to become endangered if limiting factors are not reversed
SC	Special Concern	a species with characteristics that make it particularly sensitive to human activities or natural events
NAR	Not At Risk	have not been given status because populations are not in any peril; and,
DD	Data Deficient	a species for which there is insufficient scientific information to support status designation.
-	Not addressed	Not addressed by the COSEWIC or the SARA

APPENDIX D

DATA SHEETS

BIOLOGICAL EVALUATION DATA SHEET

MADDISON CONSULTANTS LTD

Project Name: _____ Project #: M252

Location/Site ID #: _____ Date: May 3, 2022

Biologist: M. Florendo Start Time: 9:10am End: 10:27am

Survey Type: BioRecon

Weather (cloud cover, est. wind speed/direction, precipitation): overcast,

Ait temp (°C):

General Site Conditions (topography, soils, aspect, slope, vegetation/plant communities):

SE aspect, shallow rocky soils.

P13 - along silt fence @ slope failure w/ exc. up - silt fence failure (P13-16) hemlock

P14 - restoration behind slope failure silt fence - mulch, 1 sw garden, 2 pine, 4 douglas fir, 3 cedars, - bracing

P17 upslope from silt fence.

P18 downslope prev. slope failure to Bluff creek w/ (dam)

Existing Habitat Quality: Poor Fair Moderate Good Pristine

around development elsewhere

Adjacent Land Uses:

North: Rural residential

South: Rural Residential

East: eagle cliff Rd

West: Provincial Crown land

Animal Species Present (observed, detected, activity):

AMRO	OCWA	PAWR		
DEJU	SPTO	Black swift		
WESP	CAGO	PSFL		
AMCR	DEJU			
CORA	banana slug			

Plant Species Present ("D" dominant):

Field buttercup	red alder	Plantago major	Himalayan blackberry	common burdock
salal	bigleaf maple	common dandelion	Plantago lanceolata	salmonberry
(D) Douglas fir	bracken fern	orchard grass	red huckleberry	swordfern
W. redcedar	nootka rose	trailing blackberry	cotoneaster	Linaria purpurea
W. hemlock	white clover	daphne laureola	St. John's wort	common foxglove

schreber's red-stemmed moss, herb robert, oceanspray, bullthistle, wall lettuce, dull oregon grape, english holly, lemon balm, deerfern, broom fork moss, starflower, maidenhair fern, creeping thistle, red raspberry, common bittercress, common boxwood

Existing Structures Present: No Yes (describe)

house, septic, access road/graded gravel (dirt), rock retaining walls, utility poles, water tank, lines, clearspan bridge over Bluff creek, interceptor ditches. old foundations for prev. bridge concrete

Visible Site Disturbances?: No Yes (describe)

some clearing + grading for development, landscaping evidence of fire (P4)

P19/P20 u/s/d/s from access clearspan bridge

P21 - Rock retaining wall - house 1428 eagle cliff

P

BIOLOGICAL EVALUATION DATA SHEET

MADDISON CONSULTANTS LTD

Sensitive Natural Communities Present?: No **Yes** (describe)

Bluff Creek

Federal/Provincial Listed Animal or Plant Species, or Species Proposed for Listing, Present?:
No Yes (list)

Other Special Interest Species Present?: **No** Yes (list)

Designated Critical Habitat Present? **No** Yes (describe habitat, location, source)

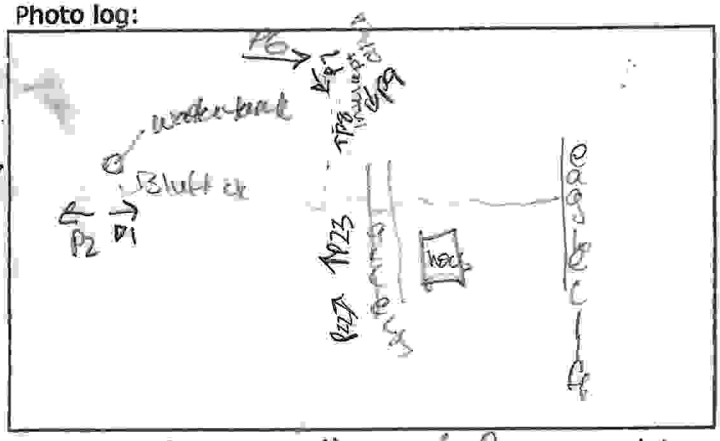
Will Proposed Action Involve Tree Removal? No Yes (describe circumstances)

Will Proposed Action Involve Water Diversion? **No** Yes (describe circumstances)

Will Proposed Action Fragment or Impede Wildlife Movement? **No** Yes (describe)

Bird nests observed in project vicinity? **No** Yes (describe)

Photo log:



1
2
3
4
5
6
7
8
9 2nd interceptor ditch on 2nd from top the same comment (medium) Plastic
10
11 3rd interceptor ditch -
12 upstream of culvert outlet @ 3rd ditch P6

creek channel mix of fines, cobble, V-shapped valley w/mature forest
riparian veg. incl. D. fir; w. red cedar, sword fern, huckleberry, salal
large woody debris (branches + tree trunks) evident - some erosion, cut bank
slumping, rock deposits, slope failure (P3) bankful width = 1m OHWM 3m
step pool morphology

interceptor ditch @ back of lot 1 - convey to Bluff ck
development
other outlet slope behind interceptor ditch
flows to Bluff ck
flow water down interceptor ditch - to reduce erosion

APPENDIX E

SITE PHOTOGRAPHS

Photograph 1. Downstream view of Bluff Creek towards Eaglecliff Road.

Photograph 2. Downstream view of Bluff Creek from access clear span bridge.

Photograph 3. View northeast of Eaglecliff Road Bluff Creek culvert inlet.

Photograph 4. Southeast view of Eaglecliff Road Bluff Creek culvert outlet.

Photograph 5. View southwest of interceptor swale.

Photograph 6. View from interceptor swale to Bluff Creek.

Photograph 7. View upslope of erosion rills and slumping of cutslopes adjacent to interceptor swales.

Photograph 8. View southeast of existing silt fence and restoration planting.

Photograph 9. View to the northeast of failed silt fence.

Photograph 10. View to the southwest of construction in Strata lot 1 and 2.

Photograph 11. View to the southeast of 1428 Eaglecliff and Bluff Creek ravine.

Photograph 12. View to the northwest of Lot 1.

APPENDIX F

RESUME

Mobile (604) 838-2321
micaele@maddison-consultants.com
www.maddison-consultants.com

MICAELE J.W. FLORENDO, B.Sc., P.Biol., R.P.Bio.

Principal Biologist, 27 years experience

Micaele has worked both in Canada and the United States of America (U.S.A.), during the past twenty-seven years on residential, commercial, industrial development projects. She has expertise in biophysical and wetland classification assessments. In addition, her experience covers biological reconnaissance surveys, botanical inventory surveys, ornithological surveys, amphibian call surveys, habitat mapping, environmental assessments, Riparian Areas Protection Regulation detailed assessments, ecological assessments, biological impacts analysis, habitat restoration, construction monitoring, design and implementation of avoidance and minimization measures, design and implementation of mitigation measures, permit applications, and watershed assessment.

Micaele's career began in British Columbia working on a variety of contracts in both fisheries and botany. Subsequently, she moved to Southern California to work as a biologist specializing in botanical resources with some experience in ornithological surveys and wetland assessments for a mid-sized environmental consulting company. In 2005, Micaele partnered with her father, David Maddison, to provide biological resource services for Maddison Consultants Ltd. Micaele has been the sole proprietor since her father's retirement in 2008. In 2009, Micaele moved to Alberta where she conducted biophysical assessments, amphibian surveys, ornithological surveys, botanical surveys and wetland classification assessments, as well as associated permit applications. Micaele is currently located on Bowen Island, British Columbia. She continues to provide services in British Columbia from initial studies through to construction phases.

SELECTED PROJECTS:

Micaele conducted environmental assessments, Riparian Areas Protection Regulation (RAPR) detailed assessments, conditions and impact assessments, nesting bird surveys, and construction monitoring for a variety of residential developments on Bowen Island, British Columbia (BC). (2020 – 2021).

Micaele conducted nocturnal amphibian call surveys, botanical surveys, and an updated wetland delineation for a proposed development in Lloydminster, Alberta (AB). (2020).

Micaele conducted biological constraints analysis for a proposed residential project on Bowen Island, BC. This project included construction monitoring. (2018-2020).

Micaele conducted a botanical inventory for the Highway 91 and Highway 17 interchange project in Delta, BC. (2019).

PROFESSIONAL DEVELOPMENT:

Vancouver Island University. Riparian Areas Protection Regulation Methods. July, 2020.

Water Act Approvals – Alberta Environment and Parks Environmental approvals system OneStop webinar, 2020.

Updates to the Provincial Riparian Areas Regulation webinar, 2019.

Professional Governance Act overview webinar, 2018.

Wetland practice standards webinar, 2016.

Regulatory compliance for biologists in the oil and gas industry webinar, 2016.

Alberta Wetland Policy: As the rubber hits the road webinar, 2014.

De*mist*ifying Wetlands in Alberta, 2012

Botany of Calgary and Environs, 2011

Environmental and Operational Engineering Standards, 2006

Flora of the Eastern Mojave Desert, 2003

Flora of Camp San Luis Obispo,2003

Birding By Ear, 2002 & 2003

Introductory Birding, 2002

Identification of Raptors, 2001

Fairy Shrimp – Tadpole Shrimp Identification, 2001

Flora of San Diego County, 2001

Flora of San Luis Obispo, 2000

Southwestern Willow Flycatcher (*Empidonax trailli extrimus*) workshop, 2000

Fish Habitat Assessment and Rehabilitation Prescriptions, 1996

Introduction to the Forest Practices Code, 1995

PROFESSIONAL AFFILIATIONS:

Alberta Society of Professional Biologists, number 2066

College of Applied Biology/Association of Professional Biologists of BC, number 1423

EDUCATION:

University of Victoria, Bachelors of Science (Biology), 1994

SELECTED PROJECTS CONTINUED:

Micaele conducted vegetation surveys for a Range Plant Community and Range Health Assessment for three proposed solar power projects in southern Alberta. (2018).

Micaele collected baseline data for sensitive plant species, botanical inventory, Ecological Land Classification, and invasive species as well as a wetland inventory for an Environmental Assessment under the federal Canadian Environmental Assessment Act (CEAA) in Bragg Creek, Alberta. (2017).

Micaele completed a Phase II Ecological Network Report for a proposed Industrial Development in Edmonton, AB. Assessments included biological reconnaissance, sensitive botanical species surveys, wetland classification assessment using the Alberta Wetland Classification System (AWCS), as well as completing the Alberta Wetland Rapid Evaluation Tool-Actual (ABWRET-A) form and shapefile for a determination of relative wetland value to initiate coordination of anticipated compensation for proposed impacts to wetlands.

Micaele conducted a biophysical assessment of a proposed seismic program within the Manitou Sandhills Area, Saskatchewan. (*2015*).

Micaele conducted a biophysical assessment within Beaumont, Alberta. The assessments included botanical and ornithological surveys, a wetland classification assessment accompanied with recommendations of avoidance and minimization measures. In addition, Micaele obtained the required wetland approvals and compensation packages to offset project impacts to wetlands. This project was completed efficiently and on budget while meeting the new Water Act Policy deadlines. (*2015*).

Micaele completed a biophysical constraints analysis of a proposed industrial development within Alexander First Nations Reserve Number 134. This assessment included botanical and ornithological surveys, constraints analysis, and recommendation of avoidance and minimization measures. Subsequently, Micaele prepared the Detailed Environmental Review (DER) based on the Aboriginal Affairs and Northern Development Canada (AANDC) terms of reference. (2012-*2013).*

Micaele compiled a sensitive botanical species list and then conducted botanical surveys for sensitive botanical resources within the revised project boundary for the South Fraser Perimeter Road (SFPR) project of the Gateway Program, Lower Mainland, British Columbia. Subsequently, she designed and coordinated the implementation of the mitigation plan for the rare botanical species observed within the project boundaries. *(2008-2010).*

WORK HISTORY PRIOR TO MADDISON CONSULTANTS:

ECL-Envirowest Consultants Ltd. Burnaby, B.C., 2005

LSA Associates, Inc. Irvine, California, 1999 – 2005

BC Conservation Foundation, Surrey, B.C., 1998 – 1999J.O. Thomas and Associates, Vancouver, B.C., 1998

EVS Environment Consultants, North Vancouver, B.C., 1997 – 1998

Andrew A. Bryant Services, Nanaimo, B.C., 1997

Malaspina University-College, Nanaimo, B.C., 1996

Coastal Geoscience Research Corporation, Victoria, B.C., 1994 – 1996

Pacific Forestry Centre, Victoria, B.C., 1992 - 1993

SELECTED PROJECT EXPERIENCE PRIOR TO MADDISON CONSULTANTS LTD.:

Micaele conducted surveys for song birds, raptors, and nesting birds for the development of the Richmond Oval site, Richmond, British Columbia. *(2005).*

Micaele conducted focused surveys for burrowing owl *(Athene cunicularia hypugea)* within the Eastvale area of Riverside County, California. *(2004).*

Micaele completed monthly bird surveys at the Bolsa Chica Mesa, Orange County, California. *(2003-2004).*

Micaele conducted the background literature review, botanical surveys, general ornithological surveys, delineation of jurisdictional waters, oak tree surveys, and impact assessment for a variety of projects throughout southern and central California. In addition, Micaele designed the avoidance and minimization measures to offset impacts associated with proposed development. Furthermore, she obtained the required environmental approvals from the various regulatory agencies *(2003-2005).*

APPENDIX G

PLANT AND ANIMAL SPECIES OBSERVED

PLANT SPECIES OBSERVED

The following plant species were observed in the assessment area by biologist Micaele Florendo during the site survey.

* Introduced, nonnative species

BRYOPHYTES		**MOSSES**
	Kiaeria sp.	fork-moss
	Pleurozium schreberi	red stemmed feathermoss
GYMNOSPERMS		**CONIFERS**
	Pseudotsuga menziesii	Douglas fir
	Thuja plicata	western redcedar
	Tsuga heterophylla	western hemlock
MONILOPHYTES		**FERNS**
	Adiantum aleuticum	northern maiden-hair
	Blechnum spicant	deer fern
	Polystichum munitum	sword fern
	Pteridium acquilinum	bracken fern
ANGIOSPERMAE: DICOTYLEDONAE		**DICOT FLOWERING PLANTS**
	Acer macrophyllum	bigleaf maple
	Alnus rubra	red alder
*	*Arctium minus*	common burdock
*	*Artemisia vulgaris*	common mugwort
	Buxus sempervirens	common boxwood
*	*Cirsium arvense*	creeping thistle
*	*Cirsium vulgare*	bull thistle
*	*Cotoneaster horizontalis*	rockspray cotoneaster
*	*Daphne laureola*	spurge-laurel
*	*Digitalis purpurea*	common foxglove
	Gaultheria shallon	salal
	Geranium robertianum	Robert's geranium
*	*Holodiscus discolor*	oceanspray
*	*Hypericum perforatum*	common St. John's wort
*	*Ilex aquifolium*	English holly
*	*Lapsana communis*	nipplewort
*	*Linaria purpurea*	purple toadflax
	Mahonia nervosa	dull Oregon-grape
*	*Melissa officinalis*	lemon balm
	Mycelis muralis	wall lettuce
*	*Plantago lanceolata*	ribwort plantain
*	*Plantago major*	common plantain
*	*Ranunculus acris*	meadow buttercup
*	*Rubus armeniacus*	Himalayan blackberry
	Rubus idaeus	red raspberry
	Rubus spectabilis	salmonberry

*	*Taraxacum officinale*	common dandelion
	Trientalis borealis	starflower
	Trifolium repens	white clover
	Vaccinium parvifolium	red huckleberry

ANGIOSPERMAE:MONOCOTYLEDONAE MONOCOT FLOWERING PLANTS

	Dactylis glomerata	orchard grass

Taxonomy and nomenclature are based on the following:

Klinkenberg, Brian. (Editor) 2020. E-Flora BC: Electronic Atlas of the Flora of British Columbia [eflora.bc.ca]. Lab for Advanced Spatial Analysis, Department of Geography, University of British Columbia, Vancouver.

Hitchcock, C.Leo and Cronquist, Arthur (authors). Flora of the Pacific Northwest: an illustrated manual. Second Edition 2018. University of Washington Press, Seattle

ANIMAL SPECIES OBSERVED			
This is a list of animals noted in the study area. Presence may be noted if a species is seen, or heard, or identified by the presence of tracks, scat or other signs.			
* Introduced species			

MOLLUSCA		**MOLLUSKS**	
Arionidae			
	Ariolimax columbianus		Pacific bananaslug
*	*Arion rufus*		chocolate slug

AVES		**BIRDS**	
Turdidae		Thrushes	
	Turdus migratorius		American robin
Emberizidae		Emberizids	
	Junco hyemalis		dark-eyed junco
	Pipilo maculatus		spotted towhee
	Zonotrichia leucophrys		white-crowned sparrow
Corvidae		Jays, crows and their allies	
	Corvus brachyrhynchos		American crow
	Corvus corax		common raven
Parulidae		Wood warblers	
	Leiothlypis celata		orange-crowned warbler
Anatidae		Swans and Geese	
	Branta canadensis		Canada goose
Tyrannidae		Tyrant Flycatchers	
	Empidonax difficilis		Pacific-slope flycatcher
Troglodytidae		Wrens	
	Troglodytes pacificus		pacific wren

MAMMALIA		**MAMMALS**	
Cervidae		Deer, Elk and Allies	
	Odocoileus hemionus columbianus		black-tailed deer

Taxonomy and nomenclature are based on the following:

American Ornithologists' Union. 1998. The A.O.U. Checklist of North American Birds, 7th Ed. American Ornithologists' Union, Washington D.C.; 1998.

_____. 2000. Forty-second Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 117: 847-858; 2000.

_____. 2002. Forty-third Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 119: 897-906; 2002.

_____2003. Forty-forth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 120:923-931; 2003.

_____2004. Forty-fifth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 121: 985-995; 2004.

_____2005. Forty-sixth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 122: 1026-1031; 2005.

_____2006. Forty-seventh Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 123: 926-936; 2006.

_____2007. Forty-eighth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 124: 1109-1115; 2007.

_____2008. Forty-ninth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 125: 758-768; 2008.

_____2009. Fiftieth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 126: 705-714; 2009.

_____2010. Fifty-first Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 127: 726 - 744; 2010.

_____2011. Fifty-second Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 128: 600 - 613; 2011.

_____2012. Fifty-third Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 129(3):573 – 588, 2012.

_____2013. Fifty-fourth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 130:558 – 571, 2013.

_____2014. Fifty-fifth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 131:CSi - CSSxv.

_____2015. Fifty-sixth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 132:748 – 764, 2015.

_____2016. Fifty-seventh Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 133: 544 – 560, 2016.

_____2017. Fifty-eighth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 134: 751 - 773, 2017.

_____2018. Fifty-ninth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 135: 798-813, 2018.

_____2019. Sixtieth Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 136: 1-23, 2019.

_____2020. Sixty-first Supplement to the American Ornithologists' Union Checklist of North American Birds. Auk 137. https://doi.org/10.1093/auk/ukaa030 2020.

APPENDIX H

REPORTABLE LEVELS FOR CERTAIN SUBSTANCES

Reportable Levels for Certain Substances

Substance spilled	Specified Amount
Class 1, Explosives as defined in section 2.9 of the Federal Regulations	Any quantity that could pose a danger to public safety or 50 g
Class 2.1, Flammable Gases, other than natural gas, as defined in section 2.14 (a) of the Federal Regulations	10 kg
Class 2.2 Non-Flammable and Non-Toxic Gases as defined in section 2.14 (b) of the Federal Regulations	10 kg
Class 2.3, Toxic Gases as defined in section 2.14 (c) of the Federal Regulations	5 kg
Class 3, Flammable Liquids as defined in section 2.18 of the Federal Regulations	100 L
Class 4, Flammable Solids as defined in section 2.20 of the Federal Regulations	25 kg
Class 5.1, Oxidizing Substances as defined in section 2.24 (a) of the Federal Regulations	50 kg or 50 L
Class 5.2, Organic Peroxides as defined in section 2.24 (b) of the Federal Regulations	1 kg or 1 L
Class 6.1, Toxic Substances as defined in section 2.27 (a) of the Federal Regulations	5 kg or 5 L
Class 6.2, Infectious Substances as defined in section 2.27 (b) of the Federal Regulations	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
Class 7, Radioactive Materials as defined in section 2.37 of the Federal Regulations	Any quantity that could pose a danger to public safety and an emission level greater than the emission level established in section 20 of the "Packaging and Transport of Nuclear Substances Regulations"
Class 8, Corrosives as defined in section 2.40 of the Federal Regulations	5 kg or 5 L
Class 9, Miscellaneous Products, Substances or Organisms as defined in section 2.43 of the Federal Regulations	25 kg or 25 L
waste containing dioxin as defined in section 1 of the Hazardous Waste Regulation	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
leachable toxic waste as defined in section 1 of the Hazardous Waste Regulation	25 kg or 25 L
waste containing polycyclic aromatic hydrocarbons as defined in section 1 of the Hazardous Waste Regulation	5 kg or 5 L
waste asbestos as defined in section 1 of the Hazardous Waste Regulation	50 kg
waste oil as defined in section 1 of the Hazardous Waste Regulation	100 L
waste containing a pest control product as defined in section 1 of the Hazardous Waste Regulation	5 kg or 5 L
PCB Wastes as defined in section 1 of the	25 kg or 25 L

Hazardous Waste Regulation	
waste containing tetrachloroethylene as defined in section 1 of the Hazardous Waste Regulation	50 kg or 50 L
biomedical waste as defined in section 1 of the Hazardous Waste Regulation	1 kg or 1 L, or less if the waste poses a danger to public safety or the environment
A hazardous waste as defined in section 1 of the Hazardous Waste Regulation and not covered under items 1 – 22	25 kg or 25 L
A substance, not covered by items 1 to 23, that can cause pollution	200 kg or 200 L
Natural gas	10 kg, if there is a breakage in a pipeline or fitting operated above 100 psi that results in a sudden and uncontrolled release of natural gas

Note: If in doubt regarding spill size, affected environment, material involved and whether reportable, err on the side of caution and report the spill. All spills to water must be reported.

Source: BC Ministry of Environment and Climate Change Strategy. 2021. Facts on the Management of Environmental Emergencies. March 2021.

Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 693 & 694, 2025 – File: RZ20240212

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	**Ecosystems**
✓	**3.1.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
Staff Comment		As a condition of the rezoning, the applicant would enter into a protective covenant to areas around Bluff Creek and the undisturbed western end of the property that abuts the Crown land from development.
✓	**3.1.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
Staff Comment		As a condition of the rezoning, a protective covenant would protect areas around Bluff Creek from development or disturbance, helping establish a protected area around the Creek.
N/A	**3.1.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	**Forest Ecosystems**
✓	**3.2.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
Staff Comment		As a condition of the rezoning, a protective covenant would protect undisturbed land on the western edge of the properties that abuts the Crown Land.
	3.3	**Freshwater and Wetland Ecosystems and Riparian Zones**
✓	**3.3.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
Staff Comment		As a condition of the rezoning, a protective covenant would protect areas around Bluff Creek, a riparian stre from development or disturbance, helping establish a protected area around the Creek.
	3.4	**Coastal and Marine Ecosystems**
N/A	**3.4.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	**3.4.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	**Agricultural Land**

N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	**NO.**	**DIRECTIVE POLICY**
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	**Forests**
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	**Wildlife and Vegetation**
	4.4	**Freshwater Resources**
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
Staff Comment		Applicant has received permission from Vancouver Coastal Health to construct a water system to service all three potential lots (including the one additional lot). At time of subdivision applicant would need to comply with existing Bowen Island requirements for water supply, including Section 6.19-6.21 of the Land Use Bylaw
✓	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
Staff Comment		Section 6.19 of Bowen's Land Use Bylaw requires that the applicant provide a Engineer's report determining that the extraction of water will not aversely affect "any existing well, spring, or surface water, or lead to salt water intrusion into the

		groundwater table."
	4.5	**Coastal Areas and Marine Shorelands**
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	**Soils and Other Resources**
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	**Aesthetic Qualities**
N/A	**5.1 3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	**Growth and Development**
✓	**5.2.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
Staff Comment		This application falls below the threshold of Bowen's Affordable Housing Policy, but Bowen's Conservation Development Policy (which seeks protection of 50% of the overall area of the application) is being followed to address the aesthetic, environmental, and social impacts of development. Property abuts Eagle Cliff Road, but house sites are set far back from the road, given the significant grade change. There is no anticipated aesthetic impact of development.
✓	**5.2.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
Staff Comment		Bylaw 671 would allow for one additional lot beyond that proposed for these properties in Bowen's Official Community Plan. Bowen's policies seek the protection of a minimum of 50% of the area of a rezoning, to address preservation and protection of the environment, natural amenities, and resources. This application meets that threshold. Based on feedback from the Islands Trust Executive Committee, Bowen staff have prepared an accounting of growth on Bowen, in comparison to the anticipated growth in the 2011 OCP, which is attached to this report.

✓	**5.2.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
Staff Comment		Application would increase allowable density by one unit, as the properties are not connected to a community water system. If instead the properties were to be served by the neighboring Eagle Cliff Water system (which was the original intent of the proposed subdivision until challenges were encountered with the Cove Bay Water Treatment Plant), this application would not require an OCP amendment. Bowen remains under the density limit defined in our Official Community Plan. That limit reads: Principle 3 Notwithstanding the potential to adjust the distribution and location of dwelling units on the island, the overall number of primary dwelling units anticipated in the 1996 OCP will remain the same. Based on feedback from the Islands Trust Executive Committee, Bowen staff have prepared an accounting of growth on Bowen, in comparison to the anticipated growth in the 2011 OCP, which is attached to this report.
✓	**5.2.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
Staff Comment		Lower parts of this property have encountered flooding from Bluff Creek. The applicant has provided a geotechnical report ensuring that the proposed development areas are free from risk of flooding, erosion, or slope instability, and a protective covenant will ensure that development is directed away from the lower parts of this property.
	5.3	**Transportation and Utilities**
N/A	**5.3.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
N/A	**5.3.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	**5.3.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	**5.3.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
Staff Comment		Schedule E of Bowen's Official Community Plan identifies a future trail route through the middle of these properties. However, Bowen's Manager of Parks and the Environment reviewed the site and determined that there is no feasible trail route through the site, such a trail segment would remain unconnected until development of neighboring properties, and there is no feasible connecting point or access into the Crown Land. The focus of municipal staff has instead been improving the road-side shoulder along Eagle Cliff Road to make non-motorized transportation more viable.
	5.4	**Disposal of Waste**
N/A	**5.4.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	**Recreation**
N/A	**5.5.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	**5.5.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	**5.5.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	**5.5.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	**5.5.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
Staff Comment		Schedule E of Bowen's Official Community Plan identifies a future trail route through the middle of these properties. However, Bowen's Manager of Parks and the Environment reviewed the site and determined that there is no feasible trail route through the site, such a trail segment would remain unconnected until development of neighboring properties, and there is no feasible connecting point or access into the Crown Land. The focus of municipal staff has instead been improving the road-side shoulder along Eagle Cliff Road to make non-motorized transportation more viable.
	5.6	**Cultural and Natural Heritage**
N/A	**5.6.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	**5.6.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	**Economic Opportunities**
N/A	**5.7.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	**Health and Well-being**
N/A	**5.8.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.
Staff Comment		Bowen's Interim Housing Needs Report identified the 20-year housing need on Bowen as 1,393 additional housing units. Adding this one additional lot will support meeting this housing need.

POLICY STATEMENT COMPLIANCE	
✓	**COMPLIANCE WITH TRUST POLICY**

N/A	
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

BOWEN ISLAND Municipality

To: Mayor Leonard and Council

From: Daniel Martin, Manager of Planning and Development

Date: July 10, 2025 Meeting Date: July 28, 2025
Subject: OCP Density Build Out

PURPOSE
To calculate the number of residential units developed or zoned on Bowen Island that deviate from the 1996 overall number of dwelling units activated in the 1996 OCP, to demonstrate compliance of active applications to Policy 5.2.5 of the Islands Trust Policy Statement.

BACKGROUND
The Islands Trust Policy Statement contains a policy that relates to density provisions, as follows:

> *5.2.5 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.*

Bowen Island's current Official Community Plan, Bylaw No. 282, 2010, adopted in September of 2011, contains two statements on density limits. Policy 129 states:

> *"The provision of multi-dwelling units will be achieved through density re-allocation. There will be no overall increase in the total number of dwelling units than was anticipated in the 1996 OCP."*

Principle 3 states a similar provision, as follows:

> *"Notwithstanding the potential to adjust the distribution and location of dwelling units on the island, the overall number of primary dwelling units anticipated in the 1996 OCP will remain the same."*

The OCP goes on to state that in 2008 Planners estimated the total maximum of 1,227 new lots could be created through the land use designations of the 1996 OCP (Introduction paragraphs to Section 3.2).
To come to this figure, the planning staff, in 2010, prepared three maps (attached):

1. "Build-out Analysis Based on Current OCP Designations" – these were the designations in the 1996 OCP.
2. "Build-out Analysis Based on Current Zoning" – this was the zoning in Land Use Bylaw No. 57, 2002 as amended to 2008.
3. "Residential Build-Out Analysis based on Current Official Community Plan and Land Use Bylaw Designations"*

*To determine the "residential build-out", the maximum density of all residential lots outside of Snug Cove Village was determined using the 1996 OCP land use designations, and the maximum zoning under the LUB was determined. The zoned capacity was subtracted from the designated capacity. The residual number of lots was 1, 227.

Snug Cove Village was not part of this exercise, so the residential density that could be assumed as being embedded in the Village Commercial and Village Residential designations of the OCP was not included in getting to the 1,227 number. The OCP does not have a specific density for the "Village Residential" or the "Village Commercial" designation, however section 3.4.7 – Snug Cove Residential, Policy 163 states:

> *"Up to 12.5 units per net developable 0.4 hectare (1 acre) will be considered appropriate for townhouse residential development. Proposals up to 17.5 units per net developable acre will be considered only if density is transferred from elsewhere on the island or the proposal involves other than traditional market-based housing, such as non-market, rental, special needs, cooperative, co-housing or price controlled, thus providing alternative housing choices for island residents."*

Table 1 - OCP Amendments Since 2011 That Have Added Residential Units Outside Of The Snug Cove Village Plan Area:

FILE	LOCATION	OCP CAPACITY CALCULATION	UNITS ZONED/CREATED	UNITS ADDED
RZ 06-2012/OCP 01-2012 Arbutus Ridge	Windjammer road	26 Lots	50	24
RZ-05-2015/OCP-02-2015	Grafton Lake	35 Lots	165	130
			SUBTOTAL – UNITS ABOVE 1996 OCP	154

TABLE 2 - Zoning Amendments/Subdivisions Since 2011 That Have Resulted In Less Than The Designated Capacity:

FILE	LOCATION	OCP CAPACITY CALCULATION	ACTUAL UNITS ZONED/CREATED	UNITS BELOW 1996 OCP
SUB 15-2004 Cape Roger Curtis	Cape Roger Curtis	236	60	176
Sub 03-2007 Tennant	Woods Road	20	8	12
SUB 04-2013 Fairweather Holdings	Lindy's Road	8	1	7
RZ 04- 2014 SUB 08-2012 Elliott & Weatherall	Huckleberry Lane	7	2	5
			Subtotal – Units below 1996 OCP	200

Table 3 – Total Units compared to OCP

Units above 1996 OCP	154
Units below 1996 OCP	-200
Total	46

CONCLUSION

In summary based on calculations made at the time of creation of the 2011 OCP, and subdivisions and OCP amendments that have occurred since that time, Bowen Island has developed with 46 fewer units than included in the 1996 OCP, creating a surplus of units available for future applications.

There are currently two applications to amend Bowen's OCP that have either received first reading or direction to prepare first reading (OCP/RZ-2024-0154 – 1360 Mt Gardner Road & OCP/RZ-2024-0212 - 1428 & 1430 Eagle Cliff), and one OCP amendment application that has received a public hearing (OCP/RZ-2025-0079 – 561 & 564 Collins Road). Each application would propose a total of one additional unit, for a total of three units. All applications combined would be consistent with the density provisions in Policy 129 and Principle 3 in Bowen's Official Community Plan.

Bowen Island is currently undergoing a multi-year project to update the 2011 OCP. Consideration of this update may include a review of density policies and so Planning Staff do not anticipate any issues with compliance with Policy 5.2.5 at this time.

ATTACHMENTS AND REFERENCES:

1. Build-out Analysis Based on Current OCP Designations
2. Build-out Analysis Based on Current Zoning
3. Residential Build-Out Analysis based on Current Official Community Plan and Land Use Bylaw Designations

Submitted by: Daniel Martin, Manager of Planning and Development

REVIEWED BY:

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

APPROVED BY:

_____

Kirn Dhillon, Chief Administrative Officer

[Kirn will insert his digital signature when the report is approved]

BUILD OUT ANALYSIS BASED ON CURRENT OCP DESIGNATIONS

Legend

- Cowan Point - CD 6 (176 housing units)
- Rural - R (138 new lots)
- Rural 1 - R1 (72 new lots)
- Rural Residential - 1.0 ha - RS
  (92 new lots with water, 540 new lots without water)
- Rural Residential - 0.4 ha - RS(e)
  (177 new lots with water, 32 new lots without water)

2,032 parcel areas were assessed. Lots that have split OCP designations have been assessed based on the different OCP designations

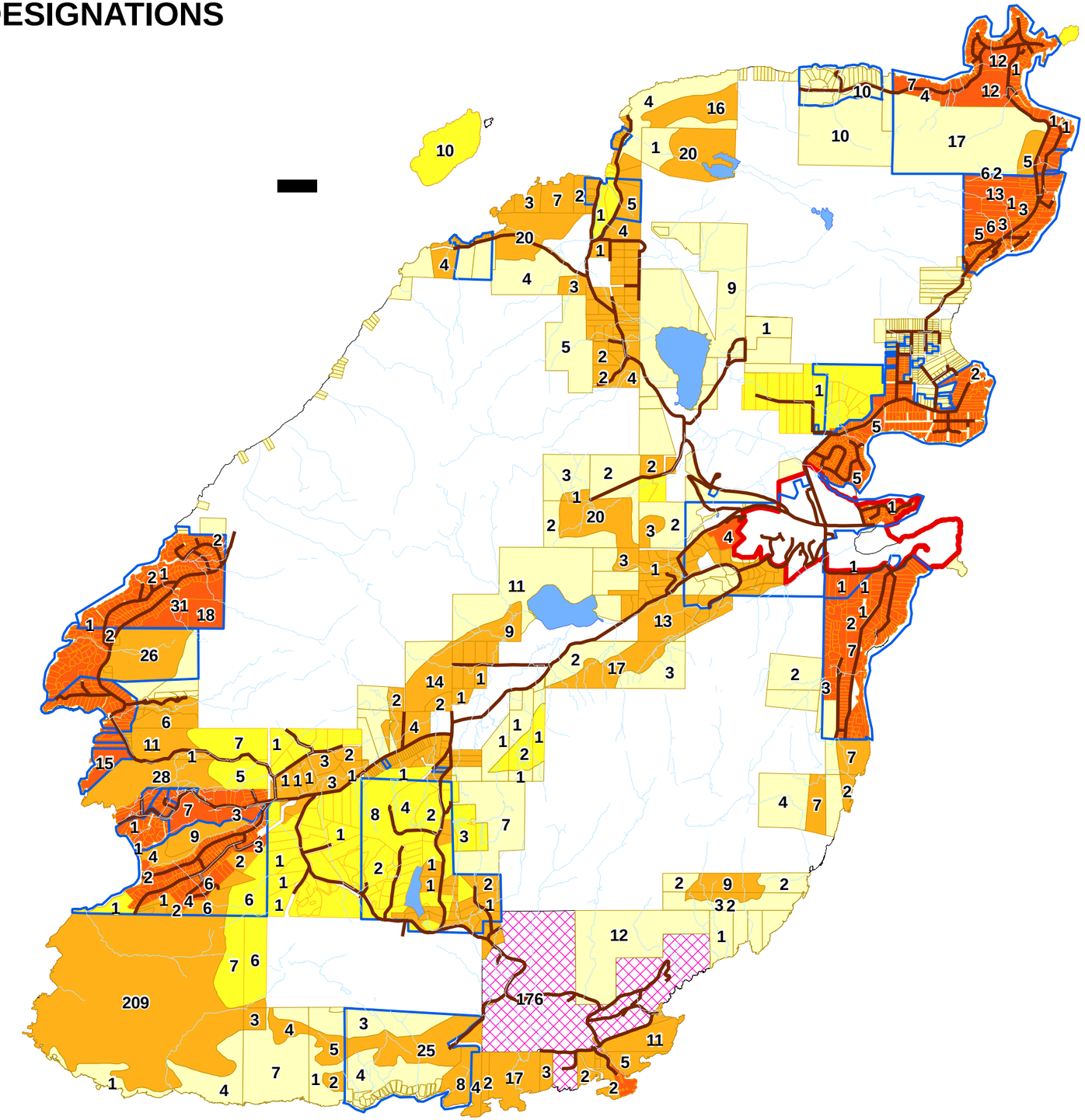
A total of 1,227 new lots can be created in the current OCP designations

- Public Roads
- Snug Cove Village Plan Area
- Community Water Systems
- Creeks
- Lakes

DRAFT

Disclaimer - This analysis provides a general overview of Bowen Island's OCP build out potential.

** Hook lots cannot be identified*
** Common property is not included*
** Road Right of Way areas is not included*
** Parks, ALR, and Environmentally Sensitive areas are not included*
** Analysis assumes that there is adequate water supply for subdivision potential*
** Lots in Snug Cove Village Plan Area are not included*



Compiled by Celene Fung
Date: June 18, 2008

BUILD OUT ANALYSIS OF RESIDENTIAL PROPERTIES BASED ON CURRENT ZONING

Legend

Residential Properties Assessed in Build Out Analysis

Lots Assessed with the Following Zoning Designations:

* *RR1 (and subareas a & d)*
* *RR2*
* *RR3 (and subareas a & b)*
* *SR1 (and subareas a, b & c)*
* *SR2 (and subareas a & d)*
* *and all CD Zones, except CD 11*

Not including lots in the Snug Cove Village Plan Area

Subdivision Potential

386 New Lots can be created in the current zoning (not including parent parcel and CD Zones)

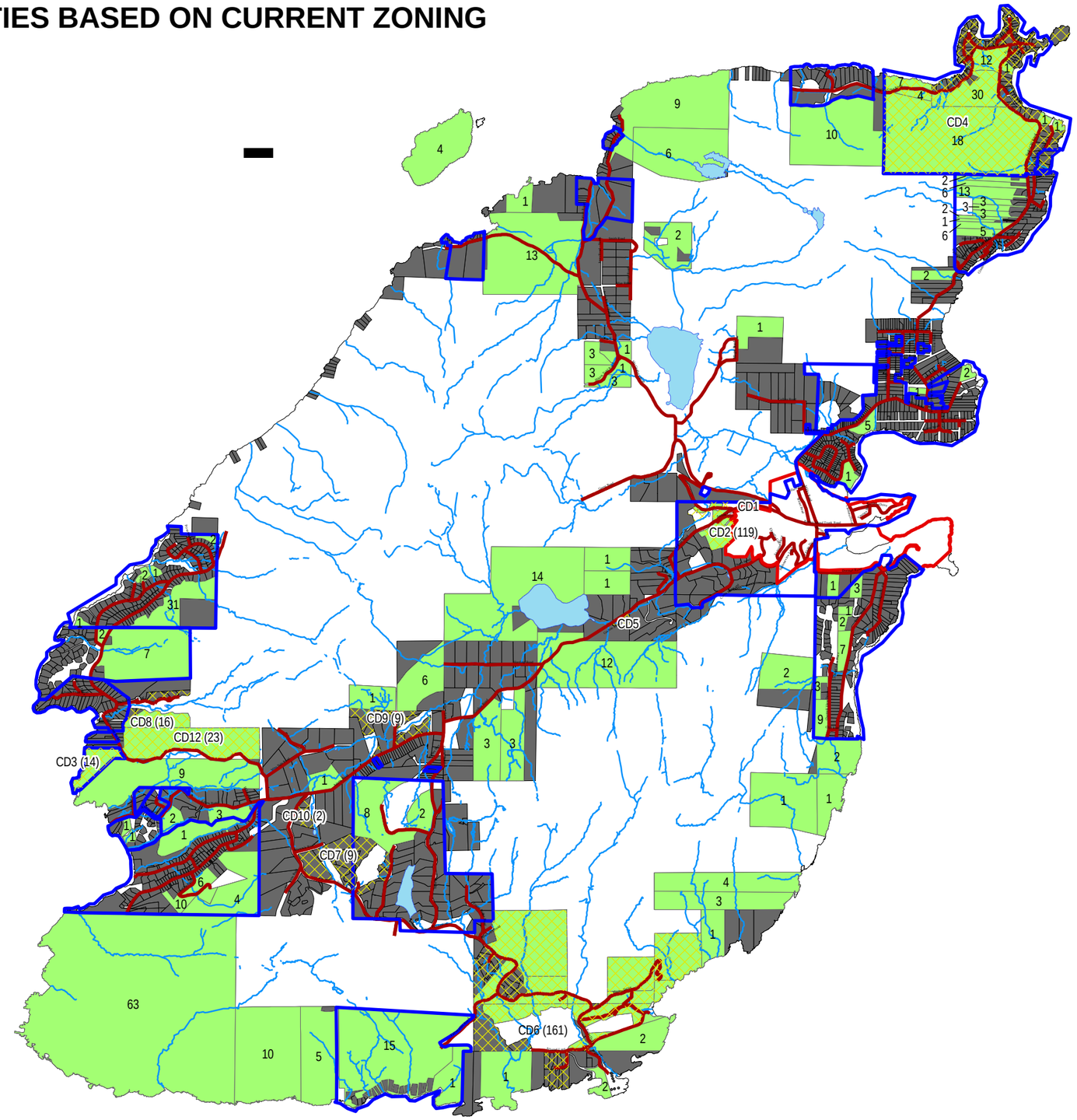
427 Lots can be created in the current CD Zoning (CD 2 is counted in the total)

- Snug Cove Village Plan Area
- Community Water Systems
- Public Roads
- Unmaintained Roads
- Creeks
- Lakes
- CD Zones

DRAFT

Disclaimer - This analysis provides a general overview of Bowen Island's build out potential.

* *Lots that have split zoning have been assessed based on the different zones*
* *Hook lots cannot be identified*
* *Common property is not included*
* *Analysis assumes that there is adequate water supply for subdivision potential*



Compiled by Celene Fung
Date: May 27, 2008

Residential Build Out Analysis Based on Current OCP and LUB Designations

Legend

Lots with Subdivision Potential

OCP Build Out Potential

Number of Lots (Areas) assessed = 1,989
Number of Lots (Areas) with Subdivision Potential = 149
Sum of Potential New Lots = 914

LUB Build Out Potential

Number of Lots (Areas) assessed = 1,961
Number of Lots (Areas) with Subdivision Potential = 85
Sum of Potential New Lots = 412

CD Zones, including CD2

Number of Lots = 427

Snug Cove Village Plan Area

Community Water Systems

Lakes

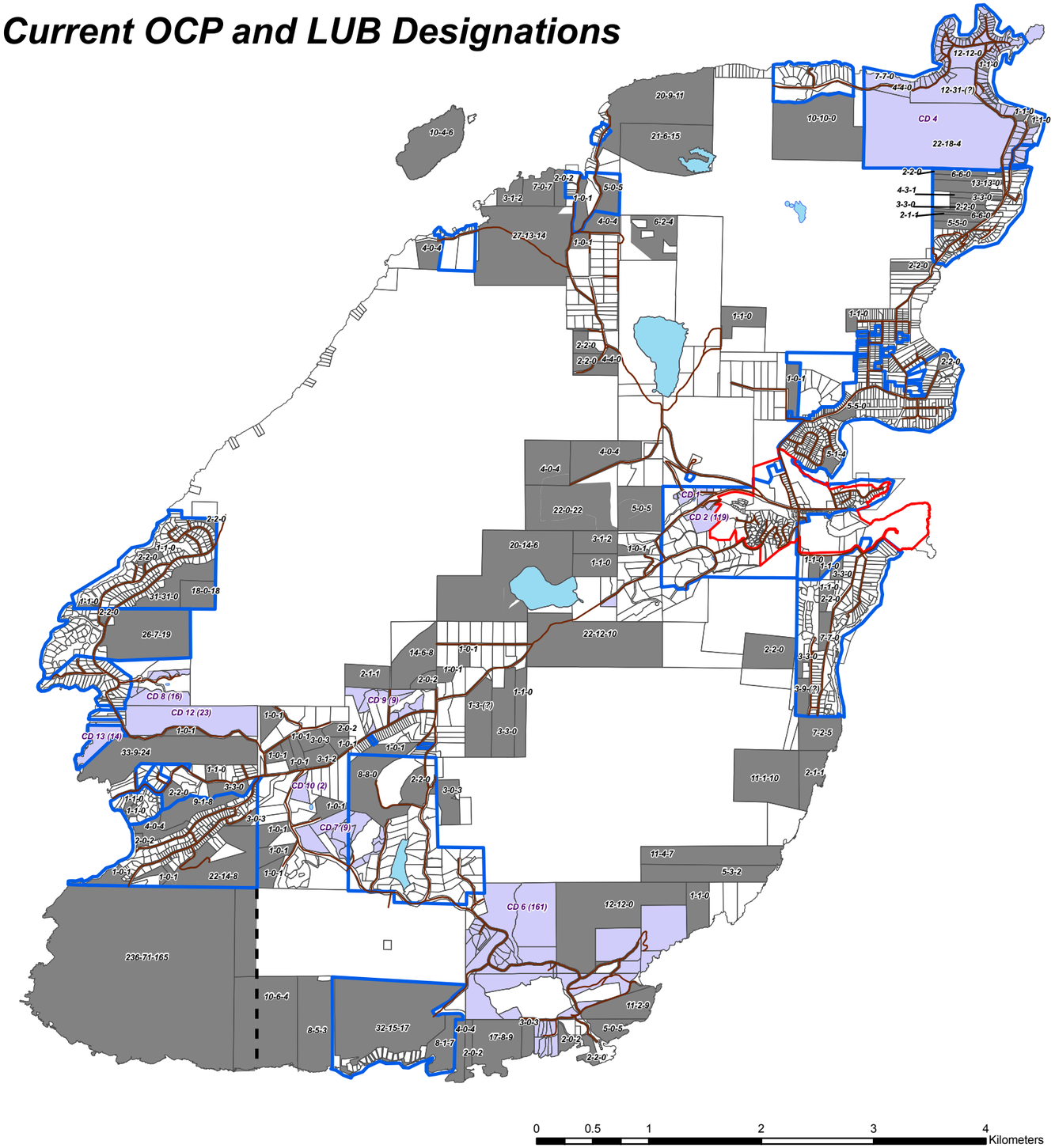
Public Roads

Disclaimer - This analysis provides a general overview of Bowen Island's residential build out potential.

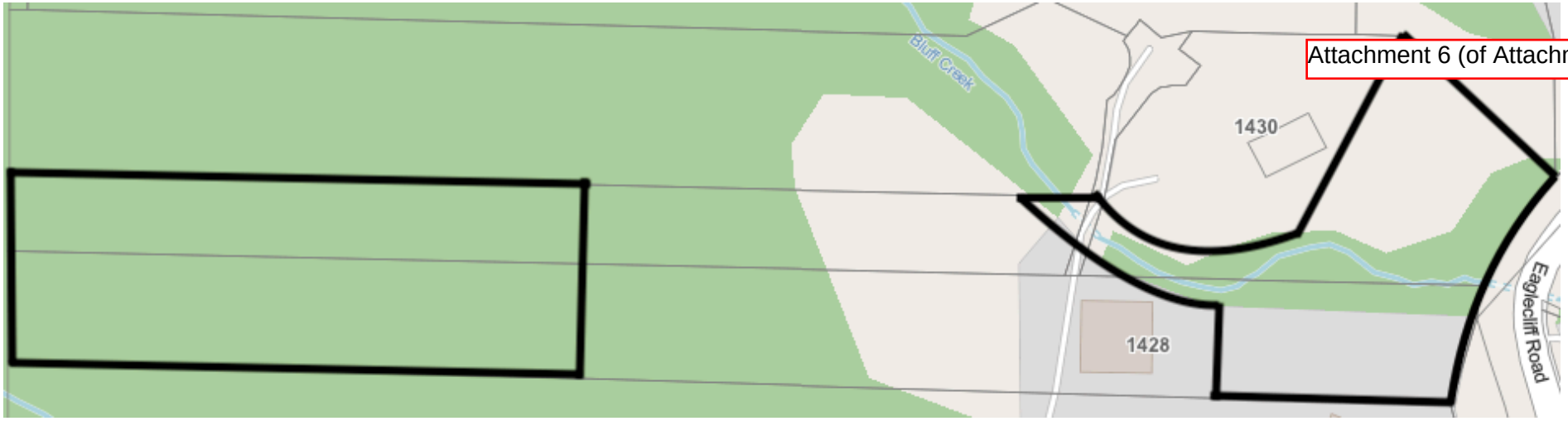
NOTES:

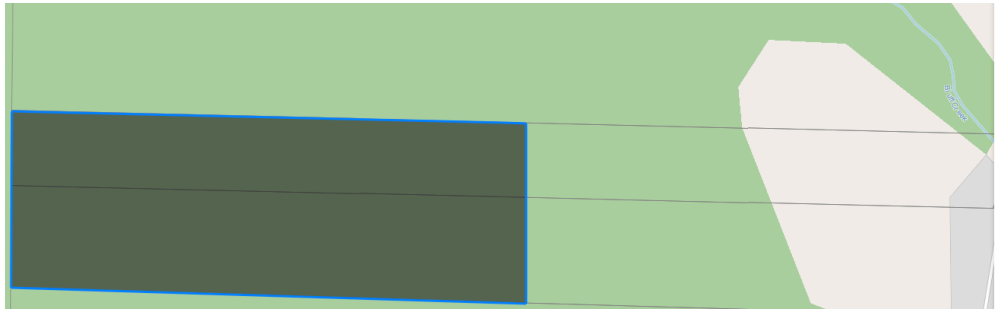
* *Label number X-X-X denotes New Lots OCP - LUB - Difference*
* *Only residential designations have been assessed.*
* *LUB Designations include: RR1 (and subareas a & d), RR2, RR3 (and subareas a & b), SR1 (and subareas a, b & c), and SR2 (and subareas a & d).*
* *OCP designations include: R, R1, RS, and RS(e).*
* *If a lot has several OCP or LUB designations, the lot was split for analysis purposes only.*
* *Hook lots cannot be identified.*
* *Common properties are not included.*
* *Road Right-of-Ways are not included.*
* *Lots in the Snug Cove Village Plan area are not included.*

DRAFT



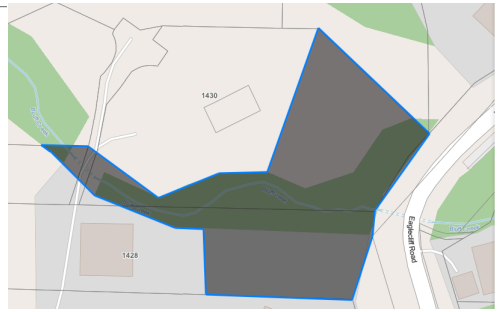
Compiled by: Celene Fung
Date: June 23, 2008





6,005.2 Sq Meters

Clear



4,129.3 Sq Meters

Clear

Parcels	Current Parcel Sizes		Proposed Covenant Areas	
SL1 BCS 3465 (1430 Eagle Cliff)	2.5 acres (10,117 sqm)		6005.2 sqm	
Lot 1 BCP 41244 (1428 Eagle Cliff)	2.5 acres (10,117 sqm)		4129.3 sqm	
Total	**5 acres (20,234 sqm)**		**10,134.5 sqm**	**50% of total area to be protected**

1. TRUST COUNCIL/EXECUTIVE COMMITTEE

This most recent quarter was highlighted by Trust Council's completion of first reading of the draft Policy Statement. My thanks to the Islands Trust staff who have worked professionally and diligently to support and advise Trust Council in advancing this work. We look forward to the next phase of engagement over the months ahead.

In July, Executive Committee and I had prepared to meet with the Minister of Housing and Municipal Affairs to discuss Islands Trust priorities. That meeting unfortunately was cancelled as it was scheduled for the same day on which the Premier announced changes to Cabinet, including the appointment of the Honourable Christine Boyle as the new Minister of Housing and Municipal Affairs. Executive Committee were subsequently invited to meet with Minister Boyle on September 15 to introduce her to the important role and priorities of Islands Trust.

The week after September Trust Council, I will join the Director of Trust Area Services to support members of Executive Committee at the Union of B.C. Municipalities annual convention in Victoria. Attending Executive Committee members will provide a report out to all Trustees on meeting and program highlights following the convention.

Following the June Trust Council meeting, we invited trustees to complete the regular survey sharing their perspectives on the meeting venue, content and materials. Results of that survey are attached for reference and, as always, staff have considered this feedback in preparations for the September meeting.

2. CORPORATE PLANNING

At its August 13 meeting, I provided an update to the Governance Committee on next steps in implementing the draft Corporate Planning Process Framework endorsed by Trust Council in September 2023. With the approval of Trust Council's Strategic Plan in March, the next phase of implementing the planning process is the creation of department work plans that "outline the major actions and activities that each department will undertake to move specific Strategic Plan initiatives forward."

While a draft template for department work plans has been developed, I have asked senior staff to prioritize the operational review I initiated this spring. It is possible that the outcomes of the operational review will substantively impact those department work plans. As a result, departmental work plans will not be completed in time to meaningful inform the budget process for fiscal 2026/27. Instead, we will plan to complete department work plans before the end of the current fiscal year to inform the next year's budget process.

Even without departmental work plans, staff are ensuring that budget planning for fiscal 2026/27 is closely aligned with the Strategic Plan priorities and that budget submissions accurately reflect current operational realities. This shift in timeline will also ensure that when departmental workplans are prepared to inform next year's budget cycle, they also accurately reflect the current year budget decisions.

In the interim, staff will also re-engage the corporate planning working group to explore clarifying and refining aspects of the approved draft planning process in anticipation of more fully implementing that process with the next Trust Council following the fall 2026 election.

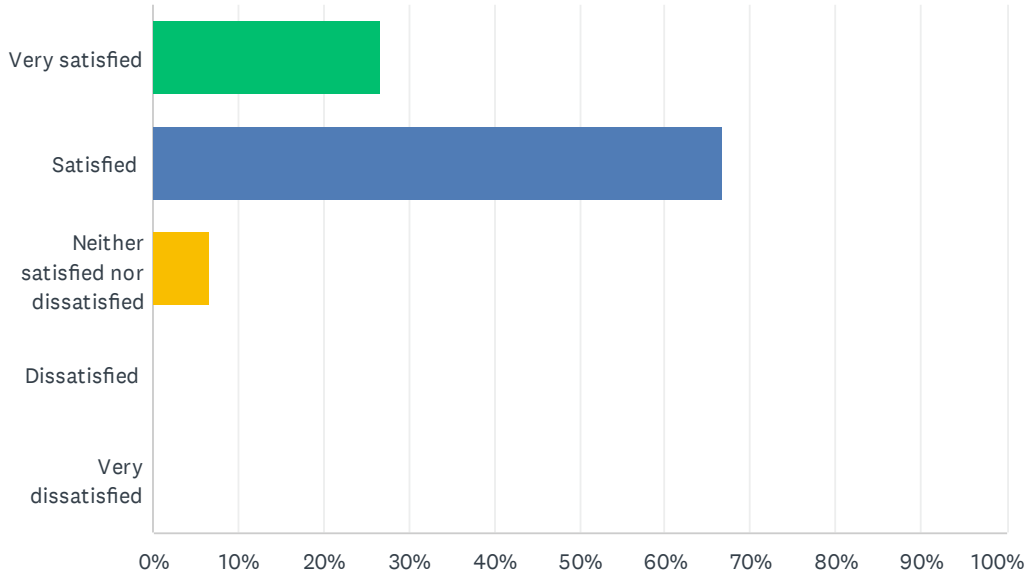
3. OPERATIONS

Work continues on the operational review I initiated in the spring. At the June all-staff meeting, Islands Trust staff participated in an exercise to share their perspectives on opportunities to improve operational process, practices and policies. I thank them for the active engagement in that conversation. Trustees were also invited to provide their input through an online survey, which similarly generated some valuable insights that, along with the staff ideas, are being considered as the review progresses. I expect to share a report with Trust Council in advance of its December meeting so that recommendations can be considered as part of the budget process where appropriate.

Trust Council will recall that in March all staff were invited to complete a survey to share their views on the experience of working with Islands Trust. In addition to serving as one input into the operational review, as a next step in acting on the results of that survey a small group of employees have taken the opportunity to form a working group to bring forward ideas for improvement in response to the results. My thanks to that team for volunteering to undertake this work and their commitment to helping make Islands Trust an even better place to work.

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

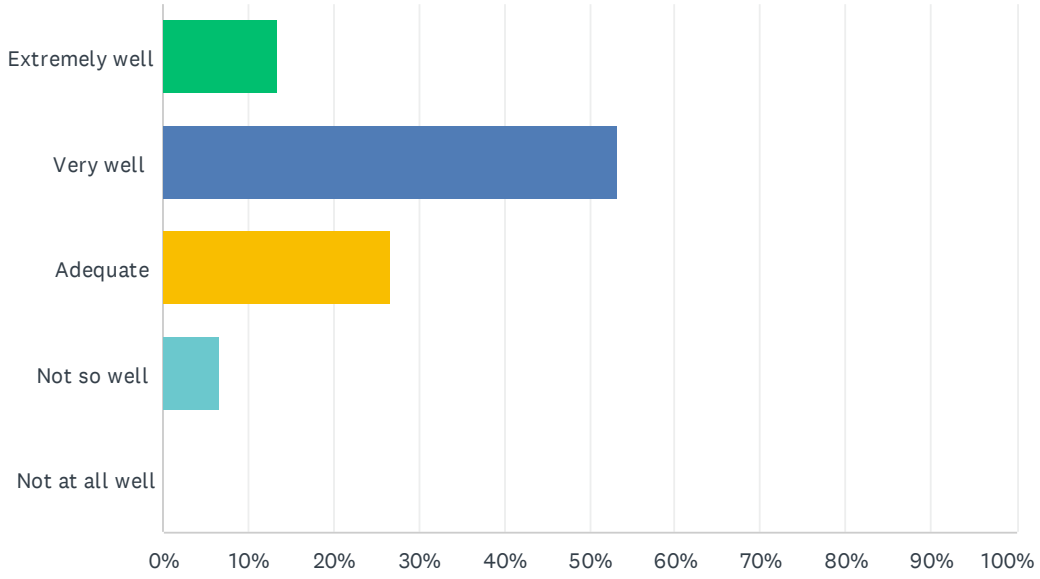
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very satisfied	26.67%	4
Satisfied	66.67%	10
Neither satisfied nor dissatisfied	6.67%	1
Dissatisfied	0.00%	0
Very dissatisfied	0.00%	0
TOTAL		15

Q2 How well did the agenda meet your needs?

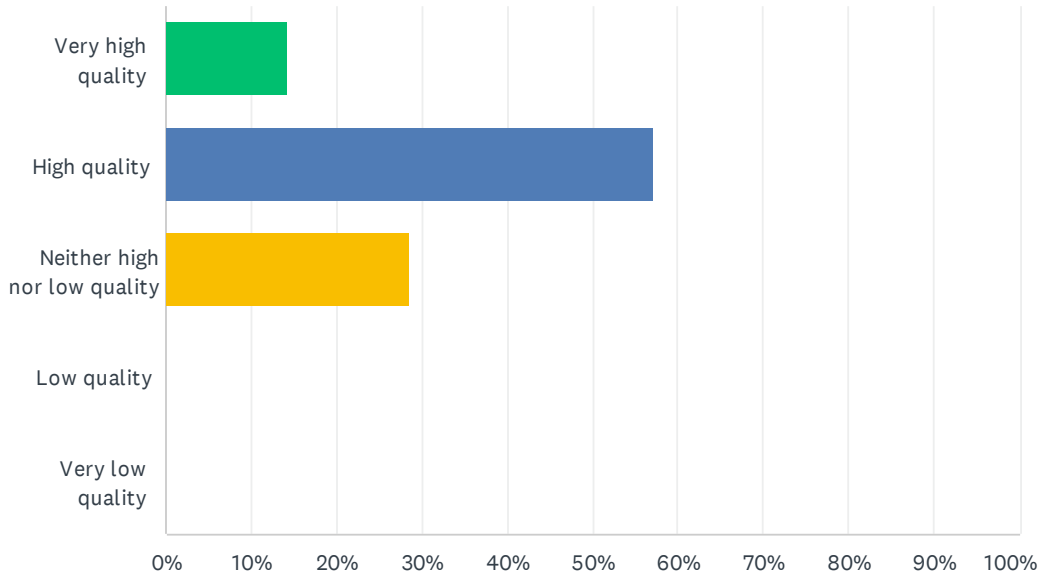
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Extremely well	13.33%	2
Very well	53.33%	8
Adequate	26.67%	4
Not so well	6.67%	1
Not at all well	0.00%	0
TOTAL		15

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

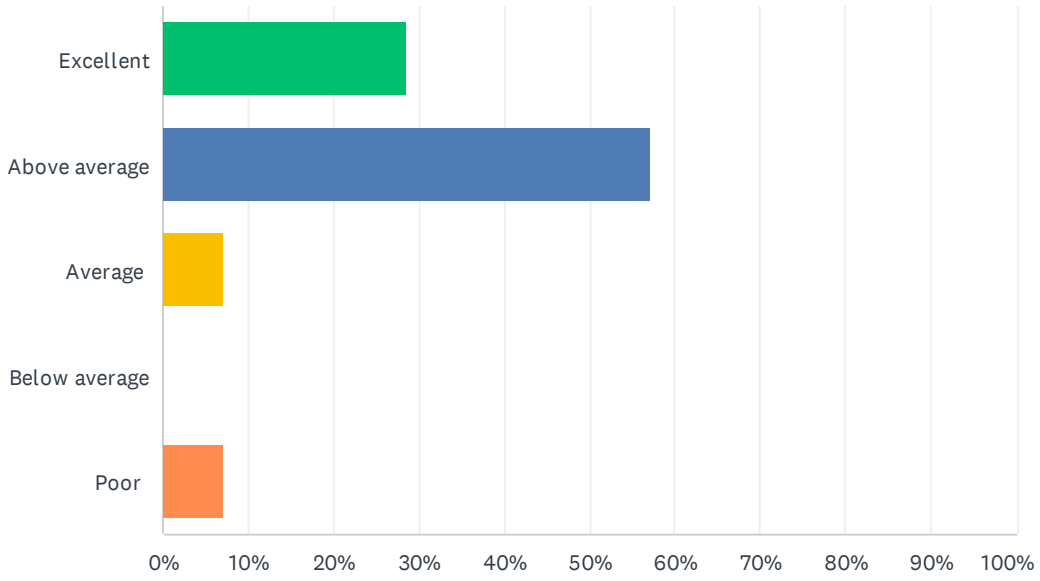
Answered: 14 Skipped: 1



ANSWER CHOICES	RESPONSES	
Very high quality	14.29%	2
High quality	57.14%	8
Neither high nor low quality	28.57%	4
Low quality	0.00%	0
Very low quality	0.00%	0
TOTAL		14

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

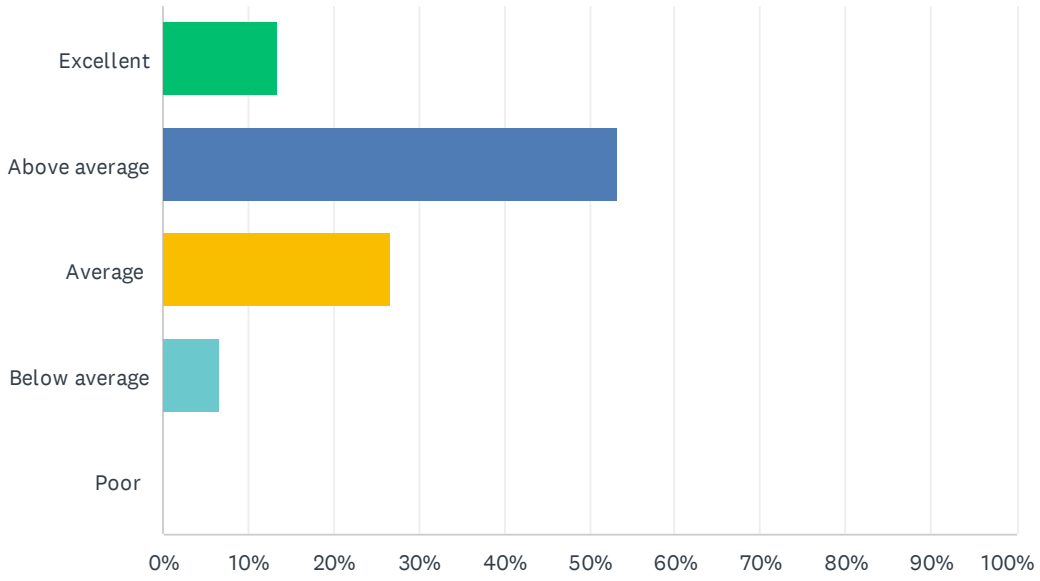
Answered: 14 Skipped: 1



ANSWER CHOICES	RESPONSES	
Excellent	28.57%	4
Above average	57.14%	8
Average	7.14%	1
Below average	0.00%	0
Poor	7.14%	1
TOTAL		14

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

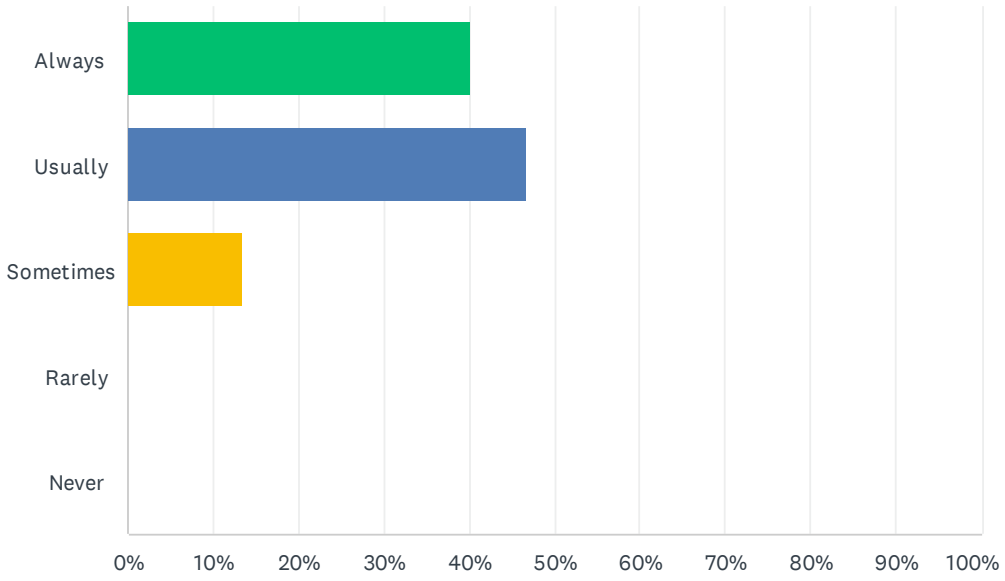
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	13.33%	2
Above average	53.33%	8
Average	26.67%	4
Below average	6.67%	1
Poor	0.00%	0
TOTAL		15

Q6 Was conduct in the meeting respectful and appropriate?

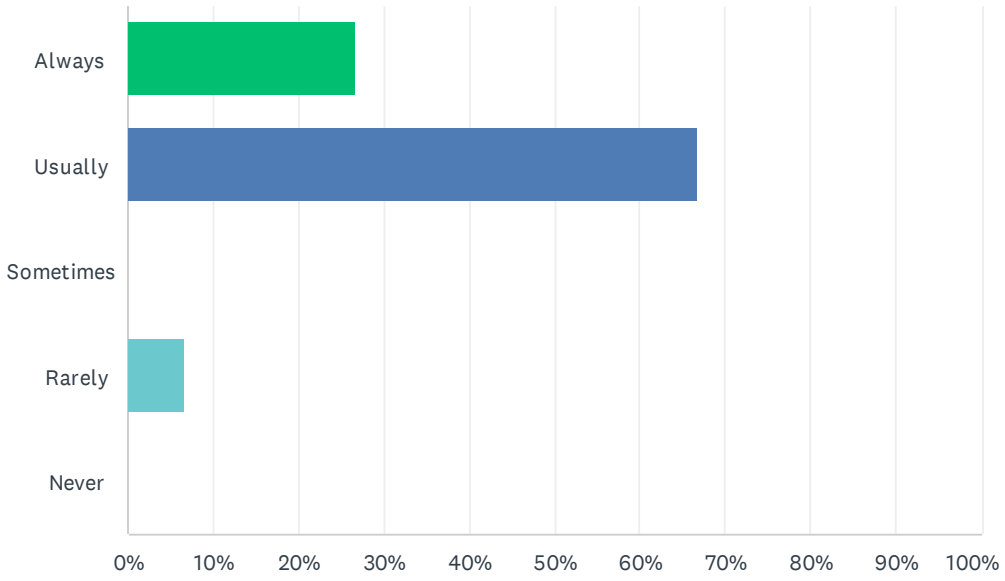
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Always	40.00%	6
Usually	46.67%	7
Sometimes	13.33%	2
Rarely	0.00%	0
Never	0.00%	0
TOTAL		15

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

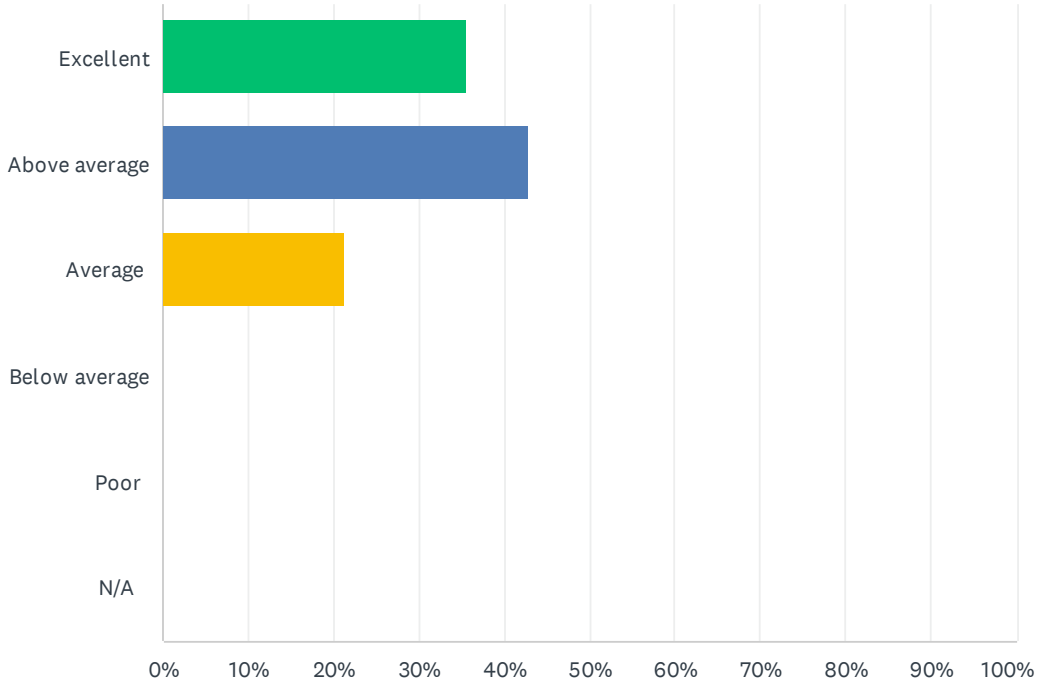
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Always	26.67%	4
Usually	66.67%	10
Sometimes	0.00%	0
Rarely	6.67%	1
Never	0.00%	0
TOTAL		15

Q8 How would you rate the meeting facilities?

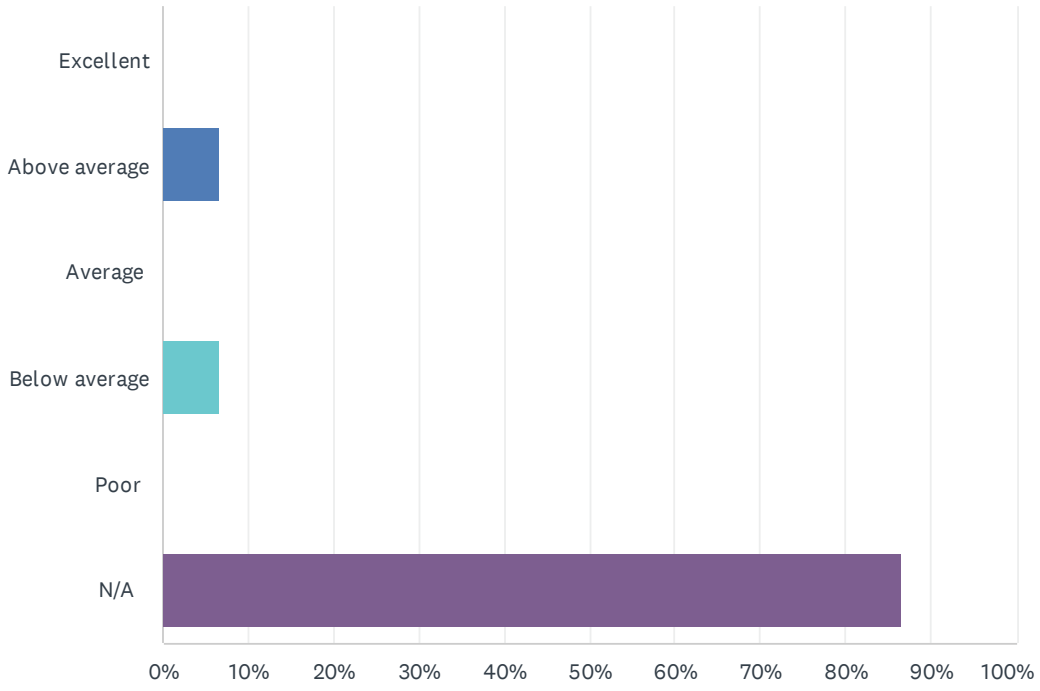
Answered: 14 Skipped: 1



ANSWER CHOICES	RESPONSES	
Excellent	35.71%	5
Above average	42.86%	6
Average	21.43%	3
Below average	0.00%	0
Poor	0.00%	0
N/A	0.00%	0
TOTAL		14

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

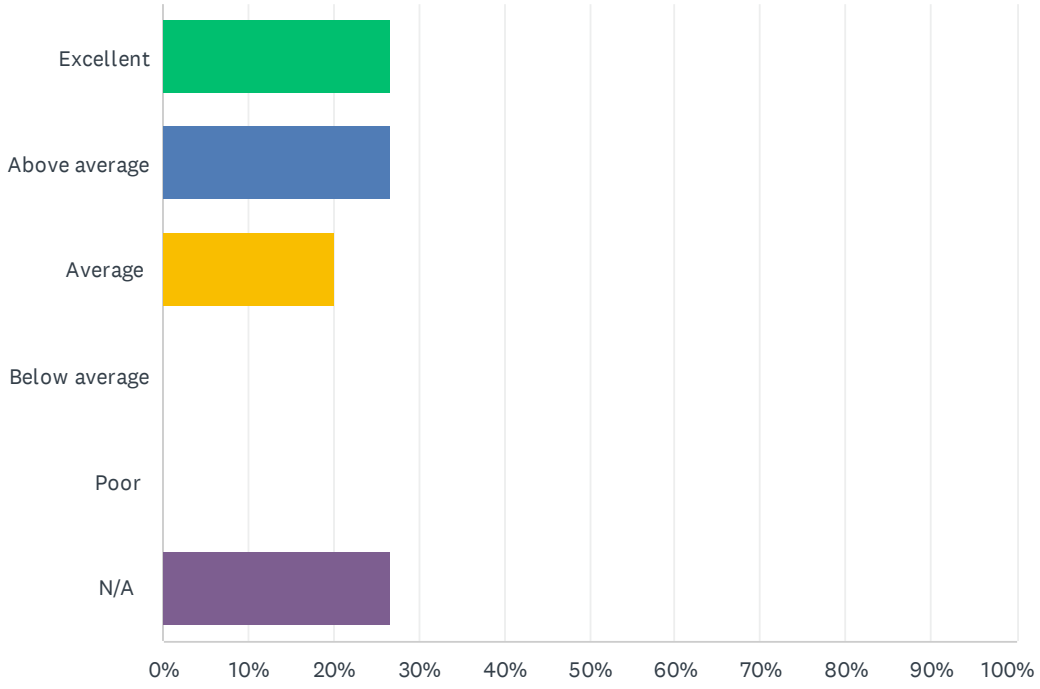
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	0.00%	0
Above average	6.67%	1
Average	0.00%	0
Below average	6.67%	1
Poor	0.00%	0
N/A	86.67%	13
TOTAL		15

Q10 How would you rate the accommodations?

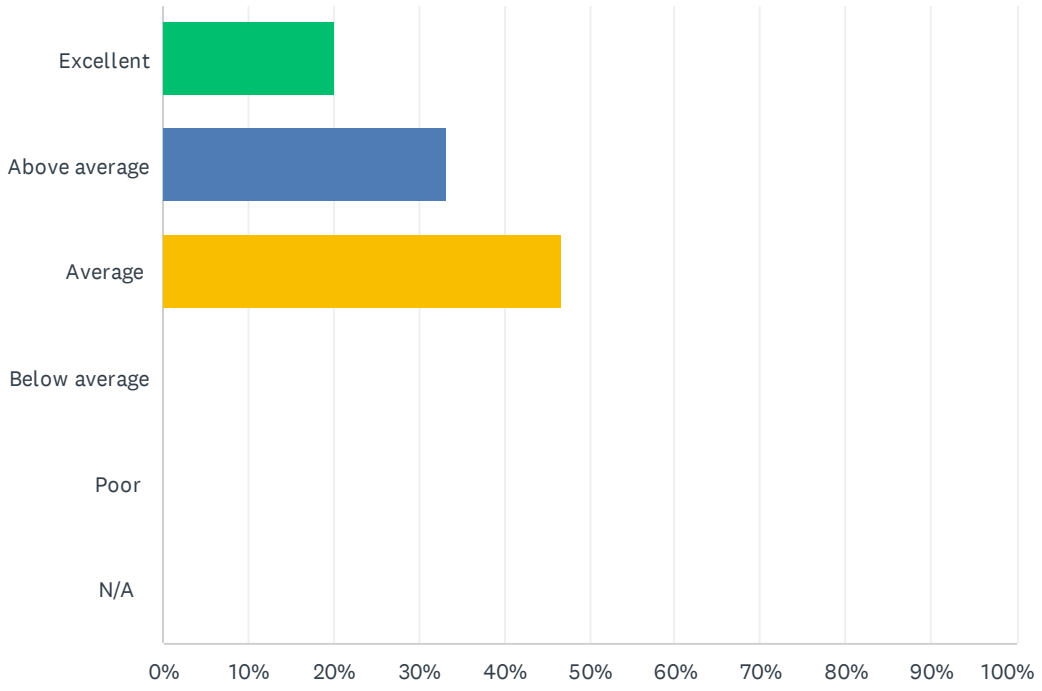
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	26.67%	4
Above average	26.67%	4
Average	20.00%	3
Below average	0.00%	0
Poor	0.00%	0
N/A	26.67%	4
TOTAL		15

Q11 How would you rate the event catering?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	20.00%	3
Above average	33.33%	5
Average	46.67%	7
Below average	0.00%	0
Poor	0.00%	0
N/A	0.00%	0
TOTAL		15

		6/24/2025 11:03 PM

BRIEFING

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	Executive Office	**Date Prepared:**	August 27, 2025
SUBJECT:	**Evaluation of Potential Locations for Trust Council Meetings – December 2025 and March 2026**		

PURPOSE: The purpose of this briefing is to present Trust Council with viable options for holding the December 2025 and March 2026 Trust Council meetings within the Trust Area.

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

> *Staff to explore options for the December 2025 and March 2026 Trust Council meetings to be held in the Trust Area.*

At this time, staff are recommending against changing the location of the December 2025 meeting location to the Trust Area, due to the preliminary arrangements currently in progress and the guidelines outlined in the Islands Trust Policy 2.2.2 Council Meeting Preparation item 4.1:

> *4.1 It is intended that Trust Council will hold three of its quarterly meetings on Trust Area Islands and its December meeting in Victoria.*

Staff have concluded that Bowen Island, Galiano Island and Mayne Island are all viable potential options to hold Trust Council's meeting in March of 2026.

In evaluating suitable locations within the Trust Area to host the Trust Council meetings scheduled for December 2–4, 2025, and March 10–12, 2026, staff considered a comprehensive set of criteria to ensure the feasibility and appropriateness of each venue. These criteria included:

- **Availability:** Facility availability for the specified dates.
- **Location and Accessibility:** Sites must be accessible from all Gulf Islands, with transportation options available on Monday, Tuesday, and Thursday at a minimum.
- **Transportation of Equipment:** The location must support the transport of staff and Information Services hardware and equipment via vehicle.
- **Venue Capacity:** The facility must be able to accommodate approximately 60 individuals, including trustees, staff, guests, and members of the public.
- **Meeting Room Size:** Meeting rooms must be sufficient in size to host all attendees comfortably.
- **Budget Compliance:** All associated costs must fall within the budget approved by Trust Council.
- **Accommodations:** The venue or island must be able to accommodate approximately 35 overnight guests, with accommodations meeting government standards.
- **Internet Connectivity:** High-speed internet must be available to support a Zoom webinar and the connectivity needs of all participants (laptops, tablets, and phones).

- **Catering Services:** The venue or island must offer catering or access to meal services that can meet diverse dietary requirements (gluten-free, vegetarian, and dairy-free) throughout the duration of the meeting.
- **Bylaw Compliance:** Islands Trust Bylaw Compliance and Enforcement staff have verified that none of the venues under consideration have outstanding bylaw enforcement issues or a history of non-compliance with land use regulations.

Additional Considerations:
Seasonal factors were also considered. Historically, Trust Council meetings held on the Gulf Islands have been held in the spring and summer months to ensure safer travel, reduce the risk of ferry cancellations, and support full attendance. During the winter and shoulder seasons, many smaller islands face service reductions due to limited staffing. As a result, some venues that initially met the above criteria were unable to confirm staff availability during the proposed meeting dates.

Exclusions:
Of the 14 major islands within the Trust Area, the following were excluded from final consideration due to not meeting all established criteria:

- Denman Island
- Gambier Island
- Lasqueti Island
- Thetis Island

Additionally, Gabriola Island and Salt Spring Island were not included in this round of evaluation, as Trust Council meetings are already scheduled to take place on these islands in 2025. No islets were considered or included in the research.

Note that no venues or accommodations on Bowen Island, Galiano Island and Mayne Island have been tentatively scheduled or reserved, and therefore there is a risk that they may not be available when, and if, arrangements are finalized in the future.

Additionally, the list of viable island options reflects the known venue options as of the date of this report. Additional options may become available in the future, as the full range of possibilities has not yet been fully explored.

ATTACHMENT(S): N/A

RELEVANT POLICY(S):

- Trust Council Policy 2.2.2 COUNCIL MEETING PREPARATION
- Trust Council Policy 2.1.9 MEETING PROCEDURES GUIDELINES
- Trust Council Meeting Procedures Bylaw No. 101

FOLLOW-UP: Staff will follow-up on any decisions of Trust Council regarding booking future meeting venues for Trust Council meetings in the Trust Area, if required.

Going forward, as workload allows, staff will continue to research viable options and maintain a database for future meeting location options that meet the necessary criteria to provide to Trust Council when approving their annual meeting schedule and locations.

Prepared By: Executive Coordinator

Reviewed By/Date: CAO/September 2, 2025

Planning Services Report
Prepared on: 8/25/2025

---

1. Regional Planning Committee

In support of the Regional Planning Committee (RPC) staff have completed work on the following Trust Council approved top priorities:

~ **Bylaw Compliance and Enforcement Policy Review**:
- Received and incorporated feedback from BC Ombudspersons on draft edits
- Amended Trust Council Policy 5.5.1, including Local Trust Committee bylaw compliance and enforcement policy template, and the Plain Language Best Practices Manual
- Forwarded to Trust Council for endorsement (see RFD elsewhere in Trust Council agenda)
- Website updated
- Implementation Plan to be presented to be reviewed at next RPC regular business meeting

~ **Freshwater Sustainability Strategy:** Multiple actions within the strategy were advanced.
- RPC received a brief demonstration of an online Freshwater Atlas
- RPC received and forwarded a business case, to the Financial Planning Committee, for a third person review, and recommendations for further implementation of, the Freshwater Sustainability Strategy
- Islands Trust Area Freshwater Footprint refined and updated (as part of GB LTC major project)
- Islands Trust Area Watershed Resiliency Mapping refined and updated (used in Suitable Land Analysis and major projects)

~ **Monitor progress of protection of ecosystem health in all land use planning decisions:**
- The Islands Trust successfully received a grant from Environment and Climate Change Canada (ECCC) to support recovery of species at risk recovery across the Islands Trust area by improving incorporation and integration of biological information into Islands Trust decision making process and projects. The funding has allowed the Islands Trust to hire a full-time biologist from February 2025 until March 2026
- The Biologist has steadily advanced the work program to research, asses, and integrate biology into land use decisions. Various tools are being drafted including GIS data integration, checklists, terms of reference templates and template language for policies, regulations, and administrative bylaws.
- Extensive collaboration with provincial agencies, NGOs, ITC, and staff
- Preliminary contact with various First Nations to collaborate incorporating culturally significant species into land use decisions
- Provided professional biologist advice to Planners;
- Review of numerous professional reports submitted for development applications

~ **Housing Strategy Action Plan (HSAP):**
  - Recommendation to Trust Council to amend Trust Council Strategic Plan to ensure ongoing implementation (see RFD elsewhere in Trust Council agenda)
  - Tiny Homes on Wheels Steering Committee continue to meet to discuss next steps
  - Tiny Homes on Wheels presentation at UBCM planned

At time of drafting this report the RPC has scheduled a Special Business Meeting for September 9, 2025 to consider amendments to two draft business cases: 1) Complete Eelgrass Mapping and 2) Develop a Growth Management Planning Framework. The RPC Chair or staff can provide a verbal update at Trust Council as to results of considering both business cases.

2. Planning Projects

The current status of major and extraordinary local trust committee (LTC) projects (projects over $5,000) are listed in Table 1 below. The table includes RPC projects. Planning Services projects are managed by members of the Regional Planning Team.

Table 1 Major and Extraordinary Projects

LTC	Major or Extraordinary Project Name	Project Phase	Current Status
DE	OCP / LUB Review - Targeted Review (Housing)	Bylaw Drafting	On-going
GB	OCP / LUB Review	Consultation	On-going
GM	OCP / LUB Review – Targeted Review (Archaeological and cultural heritage protection, shoreline protection and access to public docks, forest ecosystem protection)	Legal Review and Implementation	On-going
HO	OCP / LUB Review	Consultation and Legislative Review	On-going
LA	OCP / LUB Review		Pending
MA	OCP / LUB Review – Targeted Review (Housing)	Drafting	On-going
NP	OCP / LUB Review - Targeted Review (Housing)	Consultation	On-going
SS	OCP/ LUB Review - Targeted Review (Housing) (Goal: increase housing options and equity in ways integrating First Nations interests, ecosystem integrity and connectivity, and climate change resiliency)	Analysis and Consultation	On-going
SS	Water Sustainability • SSIWPA • Well monitoring	• Analysis and Consultation • Monitoring	Deferred
RPC	Bylaw Compliance and Enforcement – Policy and Best Practices Review	Policy Drafting and Implementation	On-going
RPC	Freshwater Sustainability Strategy (various)	Analysis	On-going
RPC	Integration of Biological Information into Decision Making	Analysis and Consultation	On-going
RPC	Housing Strategic Action Plan (Tiny Homes on Wheels)	Consultation	On-going

Local Trust Committees are permitted one active minor project (Table 2). The exception is that the Salt Spring Island Local Trust Committee is permitted up to three active projects (minor and major combined). The total funding available for all active minor projects is $36,500. Funding has been fully allocated although this may change as completed projects update their expenditures.

Table 2 Minor Projects

LTC	Active Minor Project Name	Project Phase	Current Status
DE	OCP Amendments – Technical and First Nations updates	Initiated	On-going
GL	Small Islands LUB update	Initiated	On-going
GM	Keats Island Shoreline Protection	Legislative*	On-going*
HO	OCP/LUB Review	Analysis	On-going
LA	Pending Major Project initiation		Pending
NP	Raptor nest DPA update	Drafting	On-going
SA	Minor Housing Review	Legislative	On-going
SP	LUB Amendments	Legislative	On-going
SS	Housing Action Program – Implementation (Bylaw 537)	Legislative	On-going
SS	Proof of Water	Legislative	Deferred
TH	LUB – Targeted Amendment	Initiated	On-going

* September 9, 2025 GM LTC, consideration of adoption and completion of minor project.

3. Current Planning

Planning Services opened 111 new applications and referrals in the first quarter (Q1) of the 2024/25 fiscal year (April 1, 2025 – June 30, 2025) (Figure 1). The number of new applications continues a trend of decreasing application volumes since the surge during Covid-19 in 2020. Applications and referrals opened in Q1 are broken down by type and local trust area in Figure 2.

Figure 1 Applications Opened by Quarter

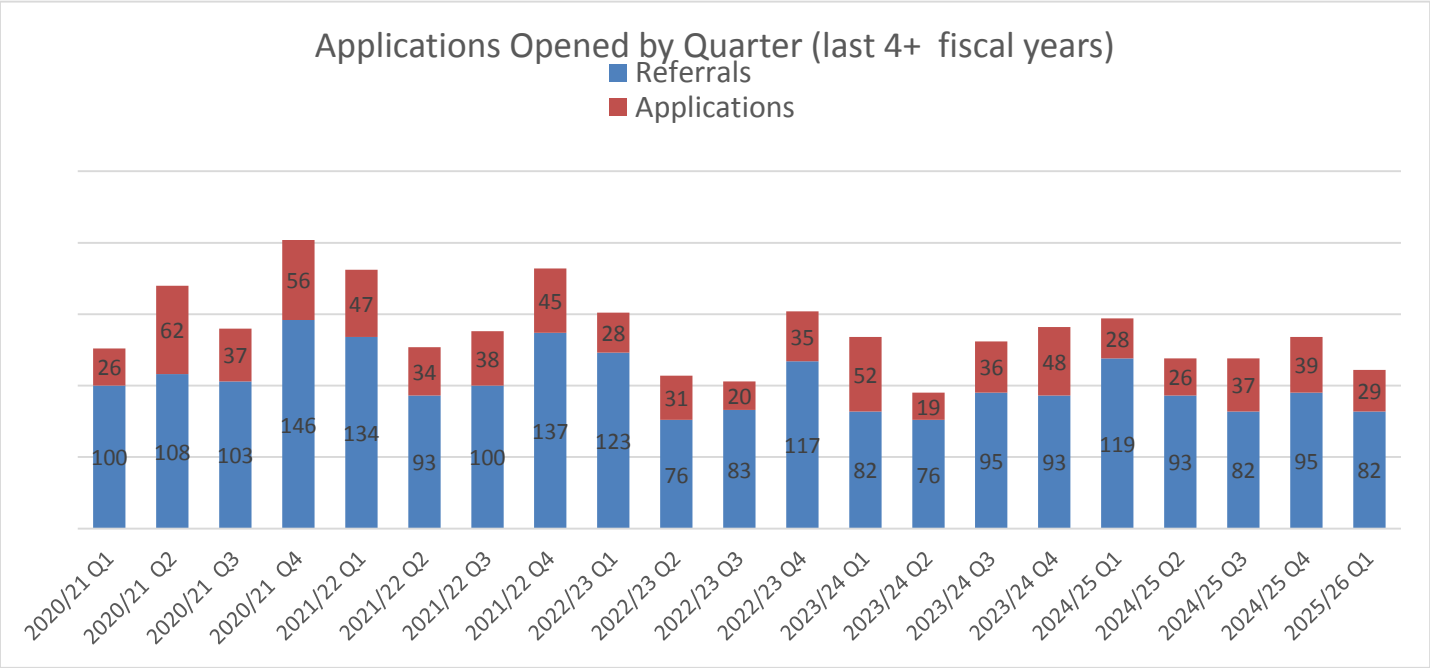
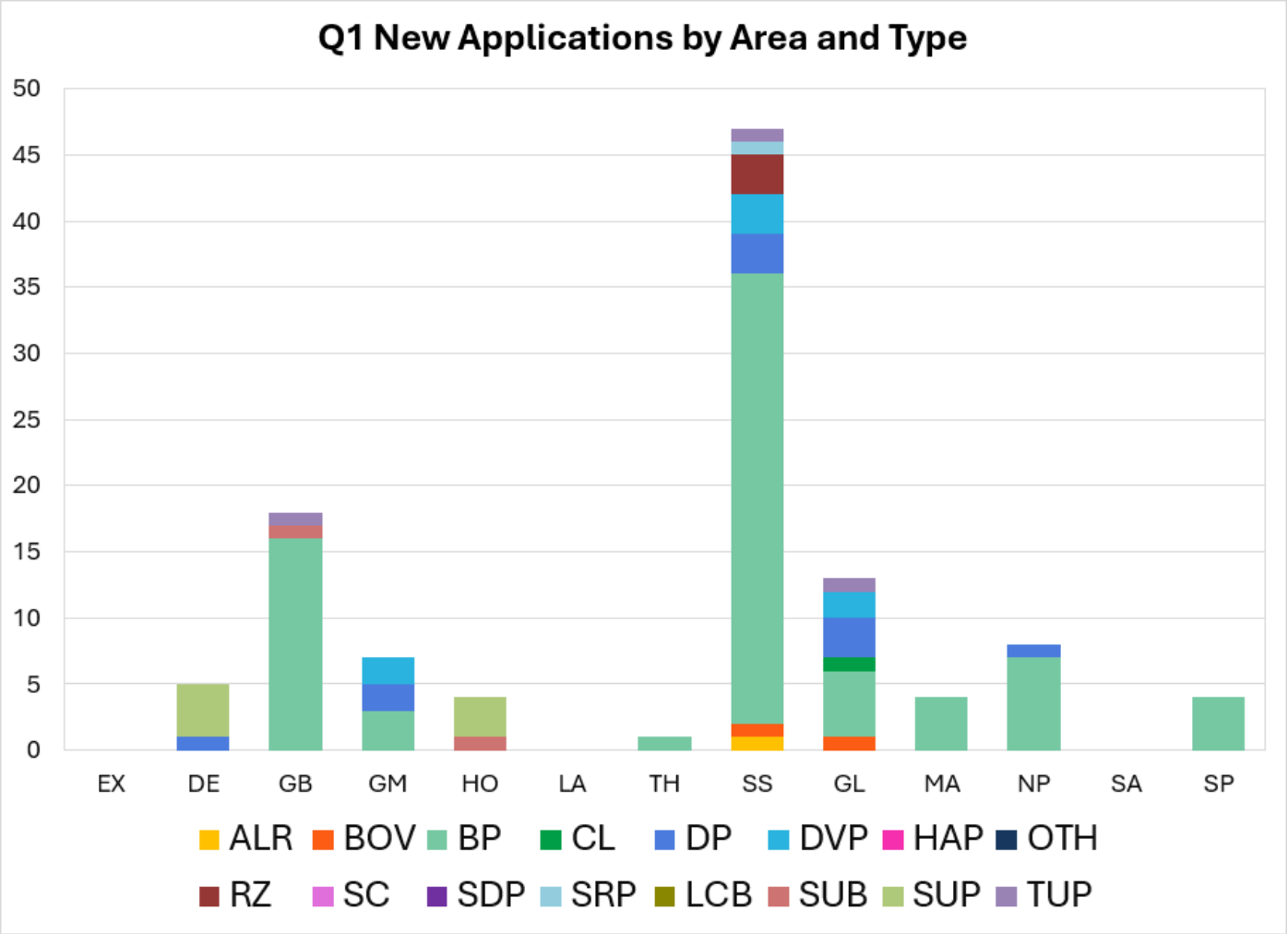


Figure 2 Applications Opened in Q1 by Type and Area



Legend	
ALR	Agricultural Land Reserve
BOV	Board of Variance
CL/BP/SUP/LCB	Crown Lease/Building Permit/Siting Use Permit/Liquor and Cannabis Board
DP	Development Permit
DVP/FPE	Development Variance Permit / Flood Plain Exemption
HAP	Heritage Area Permit
OTH	Other
RZ	Rezoning (includes OCP amendments)
SC	Strata Conversion
SDP	Soil Deposit Permit
SRP	Soil Registration Permit
SUB	Subdivision
TUP	Temporary Use Permit

4. Corporate Initiatives

Planning services staff continue to support two specifically funded 2024/25 corporate initiatives:

Cityview (Bylaw Enforcement):

Lessons learned from implementing the new Cityview software for planning services has been applied to consideration of the bylaw compliance and enforcement component of the software approved by Trust Council. Management of implementing the new software has reverted to Planning Services due to the departure of key Information Services staff. Staff are currently finalizing workflows which will then be validated through the new software. Communications about the project are planned to be timed with communications and implementation of amended Trust Council Bylaw Compliance and Enforcement policies and best practices.

Salt Spring Office Relocation:

The Salt Spring Island office current lease expired October 31, 2024. All staff were out of the office by October 18, 2024. A temporary office space with three desks and basic office needs has been created in part of the new leased building downtown Ganges. Office renovations in the new location at 121 McPhillips Avenue are anticipated to be completed by the end of September 2025. Occupation and public access will follow shortly thereafter. On July 23, 2025, the Executive Committee received a briefing updating them of a budget shortfall caused by not accurately transferring previous fiscal unspent funds to the current fiscal and required improvements to ensure effective temperate control in the computer server room and to meet accessibility requirements. The shortfall was primarily addressed via not filling one of the vacant Island Planner positions until the planner returns from temporary assignment elsewhere in the province in November 2025. The impact of not filling the staff vacancy is continued deferral of Salt Spring Island LTCs water sustainability projects.

5. Other Initiatives

Planning services has projects that straddle strategic and corporate initiatives (the projects listed below resulted from unsolicited resolutions at Trust Council). Some of these projects include:

Application Cost Recovery:

Trust Council approved purchasing of new Time Collection software to replace the non-functioning current software. Staff have been delayed imitating the project due to changes and the loss of key staff in Information Services. Information Services indicated readiness to engage in the project as of the end of July 2025 but Planning Services staff have not had available resources since then primarily due to various leaves and other priorities. Staff anticipate kick off of the project in October 2025 with a planned 14-week timeframe to completion.

First Nations Referral Process:

Trust Council has requested staff to continue to solicit First Nations to get their feedback about the referral processes, concerns and new initiatives, and to develop a work plan that captures planned actions. Staff continued discussions with some First Nations staff about specific details of the referral processes and received feedback indicating the need for better, consistent communications from the Islands Trust explaining the Islands Trust jurisdiction, the various regulated referral processes, and the limits and opportunities within the various processes. Currently 11 First Nations have indicated interest in exploring government-to-government agreements; details of referral processes may form part of the agreement discussions. However, staff recommend developing consistent communications before further soliciting feedback from all First Nations within who's territory the Islands Trust operates.

From May – August 2025, with assistance from a Co-op Planning Student, staff gathered information and feedback related to internal processes that included referral to First Nations in order to inform a work plan. An internal review was conducted across all departments (Planning Services, Trust Area Services, Islands Trust Conservancy, and Legislative and Information Services) and planning application types that are approved by a Local Trust Committee (LTC). Initial document review, staff interviews, and survey, revealed that different offices and department's process and refer applications inconsistently. Staff found that bylaws amending Official Community Plans were consistent while other bylaws and permits were decreasingly so. Staff have found the need to be able to demonstrate and communicate a consistent approach before soliciting changes. Staff are currently assessing what resources are needed to address administrative, communication, and capacity funding needs. These assessments will form a work plan that will be reviewed within context of the Reconciliation Action Plan scheduled for a future Trust Council meeting.

BRIEFING

To:	Trust Council	**For the Meeting of:**	September 18, 2025
From:	Planning Services	**Date Prepared:**	August 20, 2025
SUBJECT:	**Dark Sky Principles**		

PURPOSE: To clarify jurisdiction over regulation of nighttime illumination as requested by Trust Council Resolution.

BACKGROUND:

At the March 2025 meeting, Trust Council received a Request for Decision from Trustee Morrison regarding nighttime illumination issues and concerns. In response, Trust Council adopted the following Resolution:

> TC-2025-005
> Staff to clarify Trust Council's jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.

Although the resolution mentions Trust Council only, this Briefing outlines the jurisdiction and legislative authority of local trust committees and other local governments in relation to the issue.

Municipalities have a broad authority under S. 64 of the Community Charter to regulate nuisances, including illumination. Some municipalities have relied on this broad power to include lighting in nuisance bylaws, or in some instances to adopt stand alone bylaws. As an example, Bowen Island Municipality has adopted a bylaw under Section 64 of the *Community Charter* to regulate or prohibit the making or causing of unnecessary outdoor light within the Municipality (Bylaw No. 272, 2010). However, the application of this bylaw is only to outdoor lighting on municipal and institutional properties. This bylaw does not apply to residential properties.

Regional Districts have a similar, but less broad, authority under s. 325 of the *Local Government Act,* to prevent, abate and prohibit nuisances, although it also does not explicitly mention lighting as a nuisance. Local Trust Committees do not have this authority.

The Comox Valley Regional District has adopted an Electoral Areas Unsightly Premises and Nuisances Bylaw (Bylaw No. 377, 2015), which defines ‘‘nuisance” as “a condition or situation on a parcel of land that interferes with another parcel owner or occupier’s use or enjoyment of real property including but not limited to the following:

(a) excessive or obtrusive light emanating from a parcel that shines, glares, or reflects into a neighbouring parcel;”

Other Regional Districts in the Trust Area either have not adopted nuisance bylaws, or those that have do not seek to regulate lighting.

In 2022, a UBCM resolution was adopted requesting the Province to amend the building code to allow, facilitate and empower local governments to exercise control of lighting fixtures, including intensity and directionality, as part of their permitting and inspection process for all new construction and major renovations.

The Provincial response to the resolution was as follows:

> The BC Building Code requires certain exterior accessible paths of travel to be illuminated for safety reasons but does not regulate the exterior illumination of buildings for site safety, security measures or other purposes. The BC Building Code intentionally allows building owners and designers to choose exterior lighting for site safety and security so that they are not limited by the objectives of the BC Building Code. Some local governments use nuisance bylaws or development permit areas to regulate the exterior lighting of buildings and properties, and the BC Building Code and the Building Act do not restrict these kinds of requirements.

Outdoor lighting that potentially creates a nuisance to neighbours cannot be regulated directly by Trust Council. Instead, Trust Council's authority with respect to lighting lies with the Islands Trust Policy Statement. This is reflected in the actions taken on July 29, 2025; Trust Council approved first reading of Bylaw 183, the Islands Trust Policy Statement Bylaw, which includes directive policy 3.3.9 "Light Pollution – Minimize light pollution through the application of dark sky principles." Future local trust committee (LTC) bylaws cannot be at variance with the directive if Bylaw 183 is adopted. How LTCs may implement the directive is discussed below.

The zoning authority of local trust committees does not extend to broad regulation of lighting except in specific circumstances:

- An LTC may adopt policies in OCPs that support or encourage dark sky principles, these could be applicable when an LTC is considering a relevant discretionary approval, such as a rezoning application, development variance permit, or temporary use permit.
- Development Permit Area designations for form and character can include guidelines for exterior lighting. This could apply to new development needing a DP where designated in commercial, industrial, multi-family DPA, commercial revitalization DPA, or intensive Residential DPA, and where relevant guidelines are included in the DPA.
- Sign regulations: s. 526 of the Local Government Act gives authority to local governments, including LTCs, to regulate the number, size, type, form, appearance and location of any signs. This often includes prohibitions on back-lit or flood-lit signs.
- Parking regulations: an LTC may establish lighting design standards in its parking standards under s. 525 of the Local Government Act, specifically under 525(1)(b):

  > establish design standards for spaces required under paragraph (a), including standards respecting the size, surfacing, <u>lighting</u> and numbering of the spaces;

In summary, Trust Council's jurisdiction is limited to inclusion of policies in the Policy Statement, and potentially advocacy to the Province to change legislation, or to Regional Districts to include lighting as a nuisance within relevant bylaws.

Local Trust Committee bylaws can include DPA guidelines applicable to commercial, industrial, and multi-family form and character, regulation of lighting as part of signs, and regulation of lighting for parking areas.

ATTACHMENT(S): None

FOLLOW-UP: None

Prepared By: **Robert Kojima, Regional Planning Manager**

Reviewed By/Date: **Stefan Cermak, Director, Planning Services / August 25, 2025**

BRIEFING

To:	**Trust Council**	**For the Meeting of:**	September 17, 2025
From:	**Planning Services**	**Date Prepared:**	August 13, 2025
SUBJECT:	**LTC Comments on Developments Adjacent to Local Trust Areas**		

PURPOSE:
The purpose of this briefing is to provide information about the ways Local Trust Committees (LTC)s can provide comment on major zoning amendment applications that are in adjacent jurisdictions to a Local Trust Area.

BACKGROUND:

At the March 2025 Trust Council meeting, the following resolution TC-2025-044 was made:

It was MOVED by Trustee Yates, and SECONDED by Trustee Evans,
that Trust Council request staff to advise Trust Council regarding a Memorandum of Understanding or some means of referral for local trust committees to be able to comment on major rezoning of development applications adjacent to their local trust areas.

CARRIED.

While there was no discussion captured in the minutes of the Trust Council meeting, there was previous discussion by the Gabriola LTC in 2024 about a rezoning (zoning amendment) application for lands in the City of Nanaimo in proximity to the Gabriola Trust Area (see: https://www.nanaimo.ca/whatsbuilding/Folder/RA000503) . A concern was raised by a member of the public on the City application asking the LTC to reply. The LTC asked staff to request a referral from the City. City staff advised that the LTC was not identified as a referral stakeholder and could instead send comments to City Council or through their Public Hearing process. The subject lands are not directly adjacent to the Local Trust Area (LTA) boundary; however, the municipal and LTA boundaries do form a jurisdictional divide.

The matter raised by the LTC raises larger questions about the jurisdictional relationships between LTCs, Regional Districts, and municipalities, and whether it's possible to enter into an MOU (Memorandum of Understanding) or some sort of other appropriate method with a neighbouring local government to discuss land use impacts, where referrals are not legislatively required.

In the context of OCP and rezoning amendment application referrals to an LTC, the referring local government could be a Regional District or a municipality. The ways an LTC may receive a referral may be by through an application referral process, legislative requirements, informally, or through a protocol agreement.

To receive and comment on an adjacent authority's referrals in a consistent and clear manner, a formal approach through an agreement is strongly suggested.

These could include:

1) Explore working within an existing Regional District Protocol Agreement, and include specific municipalities, in order to receive referrals for adjacent municipal lands to an LTA. And, that it outlines areas where OCP and rezoning applications for lands adjacent to an LTA boundary will receive a referral. Further investigation into the RDN and GB LTC Protocol and LOU agreements indicates that there may be appropriate avenues to discuss this further through the Letter of Understanding (between administrations to implement the protocol agreement).
2) A Protocol Agreement between an LTC and a Municipality (Council and Administration) to identify ways the authorities will cooperate and coordinate their activities together. This can include agreement to refer to each other for certain kinds of OCP and/or rezoning applications that are adjacent to each other's boundary. A protocol agreement can be a legally binding agreement outlining procedures to guide conduct and interactions in certain scenarios, and can include obligations and procedures.
3) A Memorandum of Understanding (MOU) ideally between the LTC and City and/or administrations (i.e. CAO's) to work together on mutual goals. An MOU is a broad or high-level non-binding relational framework on areas of mutual goals, cooperation, and outlines broad vision, terms of a relationships rather than specific operational details. It can act as a step before a formal (protocol) agreement is developed.[1]
4) In all of these possibilities above, the specifics of referral distance or directly adjacent to a boundary, warrants mutual agreement between the authorities and their administration for how that would be carried out operationally.

ATTACHMENT(S):

1. Local Trust Areas Map (including municipal foreshore boundaries)

FOLLOW-UP:

- The particular development that triggered the request for information primarily affects the Gabriola LTC thus this briefing will be forwarded to the Gabriola LTC for discussion.
- Within the existing protocol agreement, the Gabriola LTC may wish to discuss this matter on the agenda at the next annual Protocol Agreement meeting with Regional District of Nanaimo
- Following discussions with Regional District of Nanaimo, the Gabriola LTC may wish to ask the Trust Council to give staff direction to add an initiative/project to explore discussions with City of Nanaimo for an MOU or Protocol Agreement.
- Trust Council may identify the Gabriola Island LTC – RDN protocol, or a Gabriola Island LTC – City of Nanaimo protocol, as a priority for amending within its Strategic Plan key initiative 1.2.6.

Prepared By: **Renée Jamurat, Regional Planning Manager**

Reviewed By/Date: **Stefan Cermak, Director, Planning Services / August 26, 2025**

BRIEFING

To:	**Trust Council**	**For the Meeting of:**	September 16, 2025
From:	**Warren Dingman, Manager of Bylaw Compliance and Enforcement**	**Date Prepared:**	August 22, 2025
SUBJECT:	**Bylaw Compliance & Enforcement Statistical Reports**		

PURPOSE:

This report summarizes the number and type of bylaw enforcement files for the reporting period, and a summary of bylaw violation notices issued, adjudication hearing outcomes, and reporting on short-term rental registrations.

BACKGROUND:

There were 648 open files at the end of the reporting period. Files for short-term rentals (STR) remain the most significant number at 165, and then 122 files for non-permitted land use, followed by 92 files for siting contraventions.

For the year to date, 3 percent of the open files received a Bylaw Violation Notice (BVNs). By region, there were 30 BVNs issued for 6 files in the Northern Local Trust Areas (LTA); 8 BVNs for 2 files in the Southern LTAs; and for Salt Spring, 32 BVNs issued for 10 files. A total of $5,187.50 in penalties have been collected and $23,875.00 in small claim court filings were made for BVNs in default.

One adjudication hearing was held in January, involving two Salt Spring files, and there were 2 BVNs upheld for non-permitted STRs, and 2 BVNs for unlawful siting were cancelled. Additional hearings are scheduled for September and November.

Short-Term Rental Data Portal

A reporting table has been recreated for the current registrations in the STR Data Portal, however many registrations are not current as there are delays with updating the registry data. Many listings are not reporting nights stayed for July, or for previous months, and therefore are not reporting as ACTIVE in the registry data. However, many of these platform listings can be found on the relevant website and their calendars indicate the accommodations can be booked.

As Islands Trust does not have the authority to issue business licenses, we are not able to send notices of non-compliance or takedown requests through the Data Portal system. Even though we do not issue business licenses, 36 operators report having such licenses by providing a variety of numbers, including the Data Portal Registry number, PIDs, PST numbers, or other numbers that I have been unable to identify. Some of the operators are listing these numbers as business licenses on their platforms.

ATTACHMENT(S):

1. Bylaw Enforcement Tables and Charts:
    a. Open Files
    b. Closed files
    c. New Files
    d. Violation type
    e. Length of time

2. STR Report

Reviewed By/Date: **Stefan Cermak, Director of Planning Services / August 26, 2025**

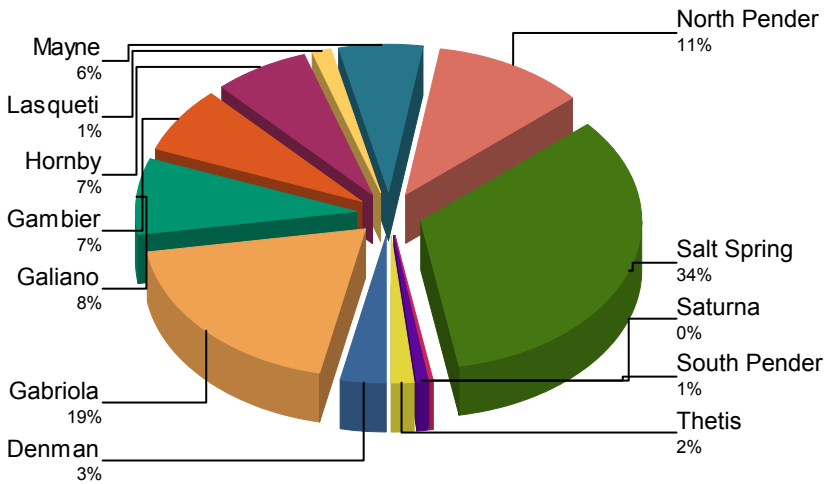
Islands Trust

Bylaw Enforcement - Open Files as of August 20, 2025

Local Trust Area	2022		2023		2024		2025		2024 Q4		2025 Q1		2025 Q2		2025 Q3*	
	Open	%	Open	%	Open	%	Open	%	Open	%	Open	%	Open	%	Open	%
Denman	21	3%	13	2%	15	2%	21	3%	15	2%	14	2%	17	3%	21	3%
Gabriola	79	13%	87	15%	118	20%	124	19%	118	20%	120	20%	125	21%	124	19%
Galiano	51	8%	50	8%	54	9%	54	8%	54	9%	45	8%	46	8%	54	8%
Gambier	42	7%	45	8%	43	7%	47	7%	43	7%	43	7%	46	8%	47	7%
Hornby	41	7%	47	8%	43	7%	45	7%	43	7%	45	8%	45	7%	45	7%
Lasqueti	6	1%	6	1%	7	1%	9	1%	7	1%	7	1%	8	1%	9	1%
Mayne	26	4%	29	5%	40	7%	40	6%	40	7%	37	6%	38	6%	40	6%
North Pender	72	12%	63	11%	66	11%	72	11%	66	11%	67	11%	67	11%	72	11%
Saturna	2	0%	2	0%	2	0%	2	0%	2	0%	3	1%	3	0%	2	0%
South Pender	7	1%	4	1%	4	1%	6	1%	4	1%	6	1%	6	1%	6	1%
Salt Spring	251	41%	238	40%	202	34%	217	34%	202	34%	203	34%	199	33%	217	34%
Thetis	7	1%	7	1%	7	1%	10	2%	7	1%	7	1%	8	1%	10	2%
TOTAL	605	100%	591	100%	601	100%	647	100%	601	100%	597	100%	608	100%	647	100%

*2025 Q3 refers to the time that passed between the beginning of Q3 and August 20, 2025

Open Files in 2025



Print Date: August 20, 2025

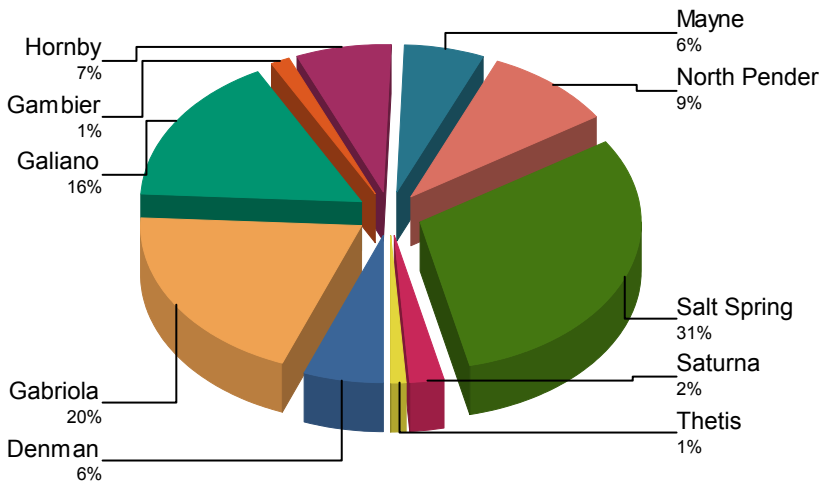
Islands Trust

Bylaw Enforcement - Closed Files as of August 20, 2025

Local Trust Area	2022		2023		2024		2025		2024 Q4		2025 Q1		2025 Q2		2025 Q3*	
	Closed	%	Closed	%	Closed	%	Closed	%	Closed	%	Closed	%	Closed	%	Closed	%
Denman	1	1%	13	6%	15	8%	5	6%	3	7%	2	5%	3	6%	2	13%
Gabriola	32	24%	33	14%	36	19%	17	20%	5	11%	4	9%	11	21%	4	27%
Galiano	9	7%	14	6%	4	2%	14	16%	1	2%	12	28%	2	4%	2	13%
Gambier	1	1%	6	3%	5	3%	1	1%	2	5%	1	2%	1	2%	0	0%
Hornby	3	2%	8	3%	14	7%	6	7%	5	11%	1	2%	5	10%	1	7%
Lasqueti	1	1%	1	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Mayne	7	5%	13	6%	14	7%	5	6%	15	34%	4	9%	1	2%	0	0%
North Pender	24	18%	33	14%	7	4%	8	9%	1	2%	2	5%	7	13%	4	27%
Saturna	2	2%	1	0%	2	1%	2	2%	2	5%	1	2%	2	4%	0	0%
South Pender	0	0%	5	2%	1	1%	0	0%	0	0%	0	0%	0	0%	0	0%
Salt Spring	51	39%	100	44%	87	47%	26	31%	10	23%	16	37%	19	37%	2	13%
Thetis	1	1%	2	1%	2	1%	1	1%	0	0%	0	0%	1	2%	0	0%
TOTAL	132	100%	229	100%	187	100%	85	100%	44	100%	43	100%	52	100%	15	100%

*2025 Q3 refers to the time that passed between the beginning of Q3 and August 20, 2025

Closed Files in 2025



Print Date: August 20, 2025

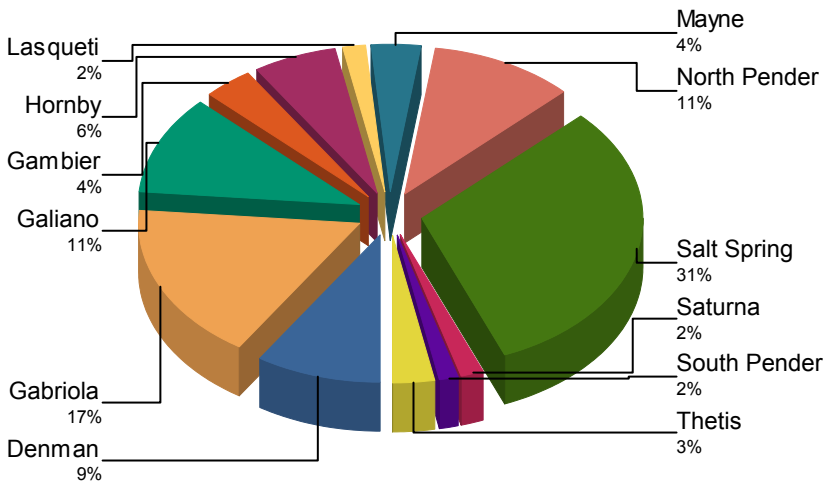
Islands Trust

Bylaw Enforcement - New Files as of August 20, 2025

Local Trust Area	2022		2023		2024		2025		2024 Q4		2025 Q1		2025 Q2		2025 Q3*	
	New	%	New	%	New	%	New	%	New	%	New	%	New	%	New	%
Gabriola	27	14%	41	19%	68	34%	23	17%	5	13%	8	16%	15	17%	2	6%
Galiano	12	6%	13	6%	8	4%	14	11%	2	5%	4	8%	8	9%	10	32%
Gambier	20	10%	9	4%	3	2%	5	4%	0	0%	4	8%	2	2%	1	3%
Hornby	7	4%	15	7%	10	5%	8	6%	4	11%	5	10%	6	7%	2	6%
Lasqueti	0	0%	1	0%	1	1%	2	2%	1	3%	0	0%	2	2%	1	3%
Mayne	13	7%	16	7%	25	13%	5	4%	3	8%	2	4%	4	4%	1	3%
North Pender	26	13%	25	11%	10	5%	14	11%	2	5%	5	10%	9	10%	2	6%
Saturna	1	1%	1	0%	2	1%	2	2%	1	3%	1	2%	1	1%	0	0%
South Pender	1	1%	2	1%	1	1%	2	2%	0	0%	2	4%	0	0%	0	0%
Salt Spring	86	44%	88	40%	51	26%	41	31%	15	39%	14	29%	30	33%	7	23%
Thetis	2	1%	2	1%	2	1%	4	3%	1	3%	1	2%	4	4%	3	10%
Denman	0	0%	5	2%	17	9%	12	9%	4	11%	3	6%	9	10%	2	6%
TOTAL	195	100%	218	100%	198	100%	132	100%	38	100%	49	100%	90	100%	31	100%

*2025 Q3 refers to the time that passed between the beginning of Q3 and August 20, 2025

New Files in 2025



Print Date: August 20, 2025

Islands Trust

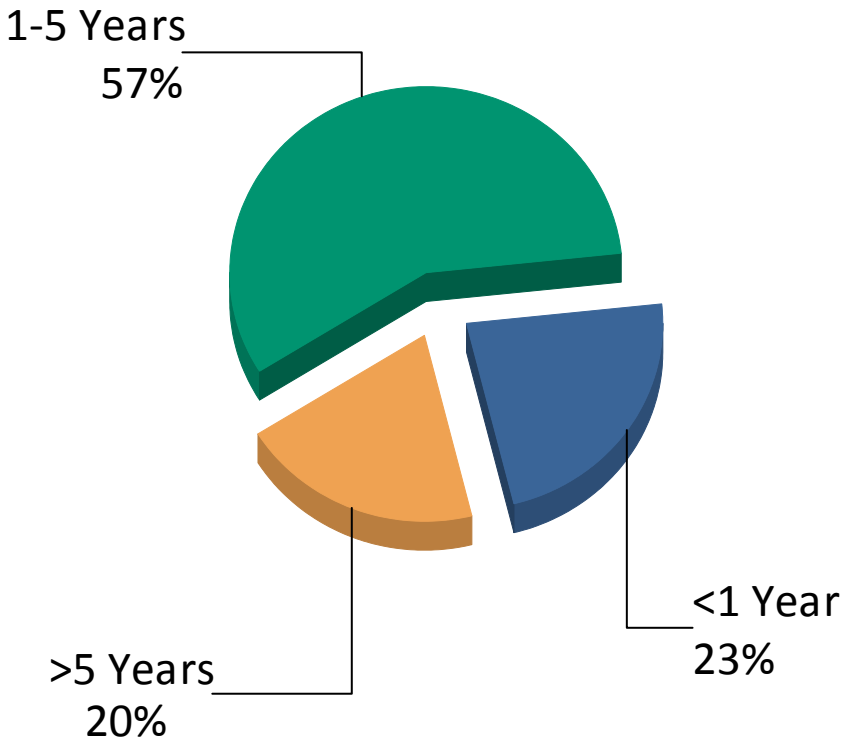
Bylaw Enforcement Open Files by ContraventionType as of August 20, 2025

	Contravention Type											
	LTC	Development Permit	Foreshore	Home Occupation	Siting	Soil Bylaw	STVR	Unenclosed Vehicle	Non-Permitted Dwelling	Density	Other Land Use	TOTALS	Percentage
Denman	3	1	3	5		3	0	1	0	5	21	3%
Ballenas-Winchelsea	1	0	0	0		0	0	0	0	0	1	0%
Gabriola	4	33	1	9		9	13	24	0	31	124	19%
Galiano	6	0	0	10		20	2	10	1	5	54	8%
Gambier	2	4	2	30		1	1	2	0	5	47	7%
Hornby	2	1	1	5		14	0	11	2	9	45	7%
Lasqueti		1	0	0		1		1	2	4	9	1%
Mayne	0	1	2	5		19		2	1	8	40	6%
North Pender	13	1	1	4		12	14	15	0	12	72	11%
Salt Spring	33	4	7	20	9	85	4	16	3	36	217	33%
Saturna	0	0	0	1		0	0	0	0	1	2	0%
South Pender	0	0	0	2		0	1	1	0	2	6	1%
Thetis		2	0	1		1	0	1	1	4	10	2%
TOTAL	64	48	17	92	9	165	37	84	10	122	648	100%
Percentage	10%	7%	3%	14%	1%	25%	6%	13%	2%	19%	100%	

Bylaw Enforcement
Length of Time Files Have Been Open
As Of August 20, 2025

Local Trust Area	<1 Year	1-5 Years	>5 Years	Total
Denman	12	8	1	21
Ballenas-Winchelsea	0	1	0	1
Gabriola	19	93	12	124
Galiano	16	23	15	54
Gambier	4	28	15	47
Hornby	7	20	18	45
Lasqueti	3	1	5	9
Mayne	17	19	4	40
North Pender	13	39	20	72
Salt Spring	49	130	38	217
Saturna	0	2	0	2
South Pender	2	4	0	6
Thetis	5	3	2	10
TOTAL	147	371	130	648
Percentage %	23%	57%	20%	

Age of File



Print Date: August 20, 2025

STR Data Portal Registrations – July 2025

Trust Wide (excludes Bowen Island)

Aggregated Listing Data (listing by host name and property address)

Total: 519 Active: 250 Takedown Reported for Invalid Registration: 20

Individual Listing Data (listing by advertising platform: Airbnb or VRBO)

Total: 667 Active: 290 Takedown Reported for Invalid Registration: 22

Registrations by Local Trust Area (LTA)

LTA	Aggregated Listings	Active		Individual Platform Listings	Active
Denman	24	17		33	23
Gabriola	35	0		55	0
Gambier	0	0		0	0
Galiano	55	45		61	46
Hornby	86	74		98	81
Lasqueti	0	0		0	0
Mayne	42	33		51	40
Pender	86	57		124	75
Salt Spring	172	17		226	18
Saturna	6	3		6	3
Thetis	7	2		7	2

Notes:

1. The registry makes no distinction between North and South Pender and these numbers will need to be extracted manually for future reporting.
2. **ACTIVE** means there have been rentals reported for the month of July.

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	Regional Planning Committee	**Date Prepared:**	August 25, 2025
SUBJECT:	Bylaw Compliance & Enforcement Policy Review – Draft Policy 5.5.1 and Manual		

RECOMMENDATION:

1. **That Trust Council endorse draft Bylaw Compliance and Enforcement Policy 5.5.1.**
2. **That Trust Council endorse draft Bylaw Compliance and Enforcement Best Practices Manual.**

CAO COMMENTS: The Regional Planning Committee (RPC) is recommending that Trust Council review and endorse a draft Trust Council Bylaw Compliance and Enforcement Policy (Policy 5.5.1) and Bylaw Compliance and Enforcement Best Practices Manual. Following Trust Council endorsement, an implementation plan will be drafted for RPC review. Trust Council will consider adoption of the amended policies and best practices manual at the same time of considering an implementation plan.

1. **PURPOSE**

To bring back draft Trust Council Bylaw Compliance and Enforcement Policy (Policy 5.5.1) and the draft Bylaw Compliance and Enforcement Best Practices Manual ('Manual') with comments and revisions recommended by the Regional Planning Committee (RPC).

2. **BACKGROUND**

In September 2023, Trust Council directed that "the recommendations from the Office of Ombudsperson Report titled: 'Voluntary Consultation on Bylaw Enforcement Policies and Practices within the Islands Trust', dated August 2023, be implemented, and that staff develop an associated work plan and project charter and refer to the Regional Planning Committee."

In September 2024, Trust Council received an update regarding the project so that Council may comment on the direction that RPC was taking. Trust Council approved the project charter amendments which added the LTC Bylaw Compliance and Enforcement Template, and endorsed "the continuation of drafting amendments to Trust Council Bylaw Compliance and Enforcement Policy (Policy 5.5.1) and provide Regional Planning Committee direction to create a plain language version of the Bylaw Compliance and Enforcement Best Practices manual."

Trust Council Policy 5.5.1 (Bylaw Compliance and Enforcement) provides direction to staff on bylaw enforcement processes, procedures, and communications. The Bylaw Compliance and

Enforcement Best Practices Manual is intended to be a public facing document that will describe enforcement policies and practices in plain language.

As directed, the Regional Planning Committee has been reviewing and updating both the policy and the Manual. At meetings in January, February, and May, Regional Planning Committee worked through revisions to Policy 5.5.1 and the draft Manual, with both referred to the Office of the Ombudsperson for comment following the May meeting..

At the July 18, 2025 meeting, RPC reviewed constructive feedback from the Office of Ombudsperson. Overall, comments from the Office of the Ombudsperson on Policy 5.5.1 included the following:

- The documents demonstrate a significant commitment by the Islands Trust to having and following processes and procedures in bylaw enforcement that are aligned with the principles of administrative fairness and follow the best practices as set out in our office's Bylaw Enforcement guide.
- Islands Trust has utilized the suggestions and feedback that were provided in 2023 at the conclusion of our team's previous consultation to comprehensively review the Islands Trust's bylaw enforcement related policies and practices.
- [Section 3 Investigation and Progressive Enforcement] is clear, can see the fairness principles of: notice of bylaw contraventions provided, the opportunity to be heard for both Complainants and Respondents, as well as the process undertaken by the Officer to investigate and make a determination to then provide fulsome reasons to the Respondent as well as the opportunity to request a review.
- Section 4 (Investigative Approach and Conduct] is very thorough
- Support for inclusion of Section 9 [Reviewing the Conduct of Bylaw Compliance and Enforcement Officers].
- Involvement of local trust committees: there may be conflicting guidance about the involvement of trustees/local trust committees in bylaw compliance and enforcement:
    - the Policy states that a local trust committee may direct that an investigation be closed (section 6.1.3) and can direct the prioritization of investigations (section 7.1.1). The explanation of the roles and responsibilities of local trust committees and trustees indicate otherwise - that they are not directly involved in bylaw enforcement decisions.
    - Office of the Ombudsperson Bylaw Enforcement guide it states that "[d]efining and maintaining separation between council and front-line enforcement staff is essential to an administratively fair bylaw enforcement system".

RPC considered the comment regarding local trust committee involvement and while understanding the concern, felt that the current drafts of the Policy and the Manual provide a framework for local trustees to provide direction as an LTC on establishing enforcement priorities without direct involvement in investigation of potential bylaw violations.

Based on specific suggestions from the Office of the Ombudsperson, the following revisions to Policy 5.5.1 were made:

- Added a new principle 11 on Cultural Safety
- Throughout: changed 'unlawful activity' to 'bylaw contravention'
- 2.1.1: added a statement that officers can assist in writing complaints
- 2.1.2: added that anonymous complaints could be accepted when consistent with other policies
- 2.1.4: added specifics about how complaints are responded to

- 4.3.2: added a statement that officers should demonstrate cultural humility
- 5.1: added that timing for site inspections could be established in LTC policy, including exceptions
- 9.12: added a specific reference to Trust Council's Administrative Fairness Complaint Policy.

Draft Policy 5.5.1 (attachment 1) was endorsed by RPC at the July meeting and forwarded to Trust Council.

Comments on the Manual:

General comments from staff of the Office of the Ombudsperson were supportive of the Manual. Based on suggestions, the following changes were made to the draft Manual (attachment 2):

- Bylaw Enforcement Pathway visual (page 3): changed "90 days" to "reasonable time"
- Guiding Principles (page 5): added Cultural Safety as a principle
- Added reference to demonstrating cultural humility in box on Page 10
- Confidentiality (page 8): added reference to circumstances in which an anonymous complaint would be considered
- Site Inspections: added wording stating that investigations will only focus on alleged bylaw contraventions (page 11)
- Bias section: added 'take steps to address any bias' (page 13).

RPC made some further amendments to ensure consistency between the policy and manual and to permit evidence to be gathered for site inspections via a range of means to assist with investigations in remote locations. RPC endorsed the policy amendments and the manual and forwarded them to Trust Council.

Many Local Trust Committees (LTC) have also adopted specific policies by means of standing resolutions to provide specifics of how LTC bylaws are to be enforced, prioritized, and reviewed within respective local trust areas. An LTC Compliance and Bylaw Enforcement template has been created and attached as Appendix D to the Policy 5.5.1. The LTC Compliance and Bylaw Enforcement template has been used as the basis for several LTC enforcement policies.

There are numerous changes since Trust Council last reviewed the draft Policy and Best Practices Manual during the September 2024 Trust Council meeting. Staff have only attached a clean copy of the Policy and Manual endorsed by the RPC. The versions received at Trust Council in September 2024 and versions reviewed by RPC may be found on the project webpage at: https://islandstrust.bc.ca/island-planning/general-resources/bylaw-compliance-and-enforcement/bylaw-enforcement-review-project/.

3. NEXT STEPS

- September 2025: Trust Council consider draft policy amendments
- October 2025: RPC considers implementation plan
- December 2025: Trust Council approves policy amendment and implementation plan
- July 2026: RPC reviews monitoring metrics and evaluates impact of policy changes
- September 2026: Trust Council receive report on monitoring and evaluation
- Annual reporting on approved metrics

Note that staff are currently creating a new Bylaw Compliance and Enforcement portal based on the same software (Cityview) as the Applications Portal. The potential roll out of the new portal may overlap with approval of the policy amendments. Staff will ensure that the Implementation Plan takes both projects into consideration.

Please also note that that all Bylaw Compliance and Enforcement staff have completed, Building a Respectful and Inclusive Workplace training program which includes developing self-awareness, promoting trust, developing inclusive language and creating an intentional culture.

4. ATTACHMENT(S):

1) **Draft TC Policy 5.5.1 - Bylaw Compliance and Enforcement Policy – Blacklined Version**
2) **Draft Bylaw Compliance and Enforcement Best Practices Manual**

Prepared By: **Stefan Cermak, Director of Planning Services**

Reviewed By/Date: **CAO / August 26, 2025**

Policy:	5.5.1
Approved By:	Trust Council
Approval Date:	March 11, 1995
Amendment Date(s):	June 6, 1997; June 6, 1998; June 13, 2003; December 5, 2003; December 10, 2004; June 17, 2005; March 10, 2006; March 13, 2019, December 2, 2021: XXXX, 2025
Policy Holder:	Director of Planning Services

BYLAW COMPLIANCE AND ENFORCEMENT

Purpose

The purpose of the bylaw compliance and enforcement program is to support the object of the Islands Trust to preserve and protect the Trust Area and its unique amenities and environment for the benefit of residents of the Trust Area and of the province generally by ensuring compliance with local trust committee bylaws.

Guiding Principles

The following principles are intended to align with the mandate of the Islands Trust, adhere to the best practices outlined by the BC Office of the Ombudsperson, and ensure procedural fairness in all enforcement actions:

1. **Fairness and Impartiality**: Apply bylaws consistently, ensuring decisions are unbiased and equitable for diverse island communities.
2. **Transparency and Communication**: Provide clear, accessible information about enforcement policies, processes, and outcomes with understandable and meaningful reasons for the decision(s) made throughout the bylaw investigation and enforcement process to foster trust and understanding.
3. **Focus on Education and Compliance**: Emphasize public education and voluntary compliance with bylaws.
4. **Procedural Fairness**: Ensure timely notification of alleged infractions, offer opportunities to Respondents to be heard throughout the process, and guarantee unbiased decision-making.
5. **Proportionality and Discretion**: Tailor enforcement actions to the severity and context of the infraction, with a focus on voluntary compliance.
6. **Efficiency**: Prioritize significant violations that impact environmental sustainability or community safety, while streamlining processes for minor cases.
7. **Engagement and Inclusivity**: Collaborate with island communities to ensure enforcement practices reflect local values and consider marginalized populations.
8. **Accountability and Oversight**: Regularly review enforcement activities and maintain oversight to uphold public confidence and encourage local trust committees to update and align bylaws and to identify opportunities to make bylaws clear and coherent.
9. **Respect for Privacy**: Safeguard the confidentiality of Complainants and individuals involved in enforcement actions, in compliance with privacy laws.
10. **Administrative Fairness**: Ensure that standards of conduct complaints are addressed in a fair, equitable, and timely manner in accordance with the principles of administrative fairness.
11. **Cultural Safety**: Demonstrate a commitment to cultural safety for all those involved in bylaw compliance and enforcement.

Roles and Responsibilities

Islands Trust Council provides overall policy direction, approves budgets, and reviews performance through regular reporting.

Executive Committee provides oversight of enforcement across all local trust areas, and approving funding for litigation when requested by local trust committees.

Local trust committees (LTC) adopt and amend bylaws and are authorized to direct enforcement of their bylaws, ensuring that bylaws reflect community values through adoption of specific LTC enforcement policies and direction to staff on significant cases and potential litigation.

Local Trustees represent the interests and concerns of their constituents and may be asked to provide information to Complainants or Respondents, but are not directly involved in bylaw enforcement investigations.

Members of the public and Complainants are encouraged to submit accurate complaints in good faith, engage respectfully with staff, and uphold the confidentiality of enforcement processes.

Bylaw Compliance and Enforcement Officers (Officers) are responsible for investigating complaints, communicating clearly with Respondents, determining if there is a contravention, and applying progressive enforcement actions proportionally, with an emphasis on education and compliance.

The Manager of Bylaw Compliance and Enforcement (Manager) is responsible for the overall administration of the bylaw enforcement program, including supervising bylaw compliance and enforcement officers, ensuring adherence to policies and procedures, and providing expertise on complex or sensitive cases. The Manager coordinates with other departments, ensures alignment with legal and regulatory requirements, and reports on enforcement activities to senior management and elected officials.

Senior Management ensures staff have the resources and training needed for effective enforcement, facilitates communication among interested and affected parties, oversees adherence to policy, and reviews complaints regarding the conduct of Bylaw Compliance and Enforcement Officers.

Planners and **Regional Planning Managers** assist in the interpretation of bylaws and ensuring consistency with planning objectives. They support enforcement officers by providing information on the intent and application of bylaws, and contribute to resolving compliance issues by providing compliance options to Respondents and local trust committees.

Legal Counsel supports local trust committees and staff by providing legal opinions on interpretation, advice on potential litigation, and representation in cases of litigation.

A. Definitions

1. *Bylaw Notice* means a ticket, with penalty, issued under the *Local Government Bylaw Notice Enforcement Act.*
2. *Determination Letter* means written decision provided to respondents on the outcome of an investigation summarizing supporting evidence, actions to achieve voluntary compliance, consequences of non-compliance, and information on the Respondent's rights to respond or dispute the determination.
3. *Discretion in Administrative Decision-making* means the application of the power to choose between two or more possible courses of action using professional judgment and expertise
4. *Frivolous complaint* means a complaint not having any serious purpose or value, often lacking in merit.
5. *Long-form information* means a complaint sworn before a Provincial Court judge by a bylaw

compliance and enforcement officer.

6. *Notice Letter* means a written document sent to a Respondent once an investigation file is opened summarizing the potential violation and providing contact information for the assigned officer.
7. *Respondent* means those responding to allegations of bylaw contraventions.
8. *Vexatious complaint* means a complaint made for retaliatory reasons or in bad faith and intended to cause harassment, or otherwise forms part of a pattern of conduct by the Complainant that amounts to an abuse of the complaint process.

B. Policy

1. OBJECTIVE

1.1 The objective of this policy is to establish clear procedures, expectations and standards for Islands Trust's bylaw compliance and enforcement program. The goal of the bylaw compliance and enforcement program is to achieve bylaw compliance through a combination of education, mediation and enforcement techniques. Bylaw compliance is primarily sought through an attempt to achieve voluntary compliance by a commitment to corrective action as soon as reasonably possible, and the cessation of bylaw contravention.

2. COMMENCING INVESTIGATIONS

2.1 Complaint-based investigations are commenced as follows:

2.1.1 Complaints must be made in writing by email, through an on-line complaint form or portal, by mail, or delivered in-person. Staff can assist individuals who may need assistance with writing a complaint.

2.1.2 Anonymous complaints are not accepted.

2.1.3 Complaints meeting the definition of a frivolous, repeat, or vexatious complaint are not accepted.

2.1.4 All written complaints will be acknowledged in writing by the administrative assistant within 2 to 10 business days and recorded.

2.2 Where a written complaint has not been received, investigations may be commenced in one or more of the following circumstances:

2.2.1 By direction of a local trust committee;

2.2.2 Bylaw contraventions appear to occur in setbacks from water bodies or in development permit areas;

2.2.3 Bylaw contraventions appear to cause health and safety issues;

2.2.4 Bylaw contraventions appear to occur as part of a building permit process or other permitting process administered by a local government or Islands Trust siting and use permit applications;

2.2.5 A referral is received from a permitting agency that identifies alleged bylaw contraventions; or

2.2.6 Advertising of unlawful uses.

3. INVESTIGATION AND PROGRESSIVE ENFORCEMENT

3.1 After receiving a complaint, it will be reviewed to determine whether or not it potentially

DRAFT

falls within the local trust committee's jurisdiction.

3.2 A complaint that does not fall within the jurisdiction of a local trust committee may be referred to another agency with jurisdiction or the Complainant may be directed to the agency with jurisdiction.

3.3 If a complaint involves potential impacts to cultural heritage, all First Nations with rights and title in the consultative areas database will be notified.

3.4 If the Manager determines that there is no potential violation, the Complainant will be informed and given the opportunity to provide more information.

3.5 If the Manager determines that there is a potential violation, a file is opened, and the Respondent will receive a Notice Letter, providing a summary of the issue, contact details of the assigned officer, and encouraging the Respondent to contact the officer. The Complainant will be notified that a file has been opened.

3.6 The Officer will investigate the potential violation, including:

- 3.6.1 Reviewing all relevant bylaws, policies, and procedures.
- 3.6.2 Arranging a site inspection. Site inspections will be conducted in accordance with the policies in Section 4 below.
- 3.6.3 Hearing from the Respondent and potentially from the Complainant.
- 3.6.4 Reviewing evidence, including evidence gathered from a site inspection, the Respondent, relevant bylaws, or other sources.
- 3.6.5 Reviewing all relevant infraction and legal history.
- 3.6.6 Consulting with the Manager, planners, and Regional Planning Manager.
- 3.6.7 Reporting potentially problematic, inconsistent or contentious issues to the LTC.
- 3.6.8 Seeking legal advice where required.

3.7 Based on the outcome of the investigation, the officer will make a determination if there is a contravention.

3.8 Respondents will be notified in writing of the determination of an investigation. A Determination letter will include:

- 3.8.1 The purpose of the letter, referencing any relevant investigations or prior communications.
- 3.8.2 The Respondent's name, address, and the property address involved.
- 3.8.3 Specific bylaw regulation(s) violated and summarize supporting evidence, including facts and documentation.
- 3.8.4 Outline actions to achieve voluntary compliance, along with reasonable deadlines and monitoring processes.
- 3.8.5 Potential consequences of non-compliance and information on the Respondent's rights to respond or dispute the determination.
- 3.8.6 The Officer's contact details and any resources to assist with compliance.
- 3.8.7 Copies of supporting evidence.

3.9 A Respondent may request that a determination of a contravention be reviewed by the Manager.

3.10 Complainants may request a review of a file by the Manager where the investigation has determined that there is no contravention.

3.11 If either a Respondent or Complainant is not satisfied with the review of a determination by the Manager, a written complaint may be submitted to the Director of Planning Services. The Director may make a determination singly or in consultation with the relevant Regional Planning Manager and planner.

3.12 Voluntary compliance may involve a Respondent requesting time to comply; or requesting that enforcement be paused, subject to local trust committee policies, while proceeding with an application that would have a reasonable likelihood of success in legalizing the contravention.

3.13 Where a local trust committee has adopted a Bylaw Enforcement Notification Bylaw, and voluntarily compliance is not forthcoming within a reasonable time, or there is an

DRAFT

immediate threat to health or safety or the natural environment, or an LTC has adopted a relevant enforcement policy, an officer may issue a Bylaw Warning Notice or a Bylaw Violation Notice.

3.14 Where Bylaw Enforcement Notices have proven ineffective in achieving compliance, or where a local trust committee has not adopted a Bylaw Enforcement Notification Bylaw, or where a contravention is considered sufficiently egregious, an officer may recommend that a local trust committee undertake legal action to achieve compliance.

3.15 Complainants can request information about an open bylaw enforcement file at any time. The Complainant will be updated by the Bylaw Compliance and Enforcement Officer if:

- 3.15.1 The file is put on hold, along with the reason for this action.
- 3.15.2 The local trust committee has made a decision regarding the file.
- 3.15.3 The file has moved to litigation at which time the identity of the Complainant may become public information.
- 3.15.4 The file is closed.

4. INVESTIGATIVE APPROACH AND CONDUCT

4.1 Bylaw Compliance and Enforcement Officers, staff, and managers will uphold principles of accountability, impartiality, integrity, protection, respectfulness and service, to complement the required skills, education, and behavioral competencies listed in job profiles and within the Oath of Employment.

4.2 Bylaw Compliance and Enforcement Officers, staff, and managers shall develop, maintain, and apply skills such as control of non-verbal communications, active listening, and building rapport with constituents.

4.3 When determining the appropriate and fair investigative approach and enforcement actions, the Officer should consider each person's unique circumstances. This includes:

- 4.3.1 Conducting investigations with an understanding of the specific context and circumstances of the individual or property owner involved.
- 4.3.2 Respecting cultural differences, demonstrate cultural humility, provide accommodations for individuals with disabilities, and ensure accessibility for those facing language barriers during the investigative process.
- 4.3.3 Ensuring investigations are proportionate to the nature of the complaint and violation, considering factors such as the person's ability to comply, any hardships they may face, and their willingness to cooperate.
- 4.3.4 Exercising discretion when determining the scope and approach to an investigation, providing flexibility such as extended timelines or alternative solutions when warranted by an individual's circumstances.
- 4.3.5 Ensuring investigations will be free from bias or discrimination based on race, gender, age, disability, socio-economic status, or other protected characteristics.

5. SITE INSPECTIONS

5.1 **Entry with Notice:** When entry onto private property is required to investigate a bylaw complaint, officers will provide prior written notice to the property owner or occupier, except in cases described below. Notice will include the purpose of the visit, applicable authority under provincial legislation, bylaws and policies, and proposed timing consistent with legislation, bylaws, and policies adopted by the local trust committee.

Entry will occur only during reasonable hours, with efforts to minimize disruption and ensure respect for the property and its occupants. Investigations will focus exclusively on the specific alleged bylaw contraventions outlined in the complaint unless other observations pose an immediate risk to public health, safety, or the environment.

DRAFT

Officers should answer reasonable questions related to the purpose of the visit and the bylaw complaint investigation process.

5.2 **Entry without Notice:** In exceptional circumstances, where prior notice is not feasible or where immediate entry is required to address urgent concerns about health, safety, or the environment, officers may enter property as authorized under the *Local Government Act*. Officers will document the justification for entry without notice, specifying the urgency and applicable legal authority, and will notify the property owner or occupier as soon as practicable following the visit.

5.3 **Legal Compliance and Fairness:** Property entries will comply with the *Charter of Rights and Freedoms*, applicable provincial legislation, and local trust committee bylaws and policies. To ensure fairness, investigations will be limited to the specific subject matter of the complaint except where the officer observes issues that pose a risk to health, safety or the environment.

5.4 **Documentation:** Bylaw Compliance and Enforcement Officers will maintain records of all property entries, including notice provided (or reasons for its omission), observations made, and actions taken.

5.5 **Reasonableness and Accountability:** Property entry practices will aim to balance enforcement needs with respect for individual privacy and property rights. Officers will act reasonably and proportionately, prioritizing voluntary compliance and education wherever possible.

6. CLOSING INVESTIGATIONS

6.1 Bylaw investigation files will be closed in the following circumstances:

- 6.1.1 It is determined that no contravention exists;
- 6.1.2 Compliance has been achieved;
- 6.1.3 On direction of a local trust committee; or
- 6.1.4 If the Director of Planning Services concurs with the Manager that the contravention is of a minor nature, impacts are minimal, or it is not in the public interest to enforce.
- 6.1.5 Complainants may request that the closing of a file be reviewed by another Bylaw Compliance and Enforcement Officer or the Manager.

6.2 Respondents, Complainants and the local trust committee will be notified in writing when a file has been closed and the reason for closing the file.

6.3 Bylaw investigation files will not be reopened once closed. If a similar complaint is made a new investigation will be commenced.

7. PRIORITY OF INVESTIGATION

7.1 As bylaw enforcement resources are limited, investigations will be prioritized as follows:

- 7.1.1 By specific direction of a local trust committee;
- 7.1.2 Where there are health and safety concerns;
- 7.1.3 Where adverse environmental impact that could result in irreversible damage if not prevented in a timely fashion; and
- 7.1.4 Other contraventions of land use bylaws and other bylaws.

8. VOLUNTARY COMPLIANCE AND MEDIATION

8.1 Efforts to gain compliance should be conducted using the principles and techniques employed in mediation in a process to:

8.1.1 Provide full information and exchange of information;

8.1.2 Confirm facts;

8.1.3 Explore opportunities for compliance;

8.1.4 Negotiate a timeline for compliance;

8.1.5 Reach compliance solutions.

9. REVIEWING THE CONDUCT OF BYLAW COMPLIANCE AND ENFORCEMENT OFFICERS

9.1 A person concerned about the conduct of a Bylaw Compliance and Enforcement Officer, who is unable to resolve the concern with the officer or informally with the Manager, may submit a written complaint to the Manager.

9.2 If the person is not satisfied with the response of the Manager, or the complaint involves the Manager, a review may be requested by submitting a request in writing to the Director of Planning Services.

9.3 Complaints may be submitted by email or mail, setting out the issue or concern, providing any evidence, and any remedies requested. Complaints will be recorded, and confidentiality and privacy protected.

9.4 Written complaints will be acknowledged within 10 business days, and acknowledgements will include information about who will be reviewing the complaint, contact information, a summary of the review process, and an estimated timeline.

9.5 Complaints will receive a preliminary assessment, the reviewing staff person will contact the Complainant to obtain any additional information, and seek early resolution where possible.

9.6 Assessment of complaints will be guided by principles of administrative fairness, as outlined in Policy 7.1.1 (Administrative Fairness Principles) and be conducted in a fair, timely and impartial manner.

9.7 Investigation of complaints should: define the issue or concern, gather evidence, maintain confidentiality, notify all affected persons, hear from all relevant persons, adhere to a timeline, and include an assessment of any risks. All steps in the investigation shall be documented, including all evidence gathered and considered.

9.8 The staff member conducting the investigation shall provide a written summary of the issues raised by the Complainant, how the investigation was conducted, the evidence considered, analysis in the context of standards and policies, the conclusion, reasons for the conclusion, and any actions taken or proposed to be taken.

9.9 The Complainant should be given an opportunity to comment on preliminary conclusions, and be given any information about appeal of the conclusions.

9.10 The written summary and conclusions shall be provided to the Complainant, affected staff member(s), and shall be filed.

DRAFT

9.11 Resolution of complaints may include:

9.11.1 A more detailed explanation of the officer's actions;

9.11.2 Reconsideration of a decision, cancellation of a penalty, or closing of a file;

9.11.3 Recommended changes to policies and procedures;

9.11.4 Acknowledgement of an error and an apology; and

9.11.5 A conclusion that the officer's conduct was proper.

9.12 If the Respondent is not satisfied with the Director's response, a formal administrative fairness complaint may be submitted under the Islands Trust 'Handling of Administrative Fairness Complaints' policy.

9.13 The Director may determine that a person who makes repeated, unfounded and vexatious complaints about the conduct of an officer or Manager be notified that no further submissions will be accepted from them on the subject of a specific investigation, and will be directed to other avenues, including but not limited to, the Office of the Ombudsperson.

10. BYLAW ENFORCEMENT NOTICES AND DISPUTE ADJUDICATION

10.1 Local trust committees wishing to establish a Bylaw Enforcement Notice and Dispute Adjudication system must adopt a Bylaw Enforcement Notification (BEN) Bylaw which:

10.1.1 Designates the bylaw contraventions that may be dealt with by a bylaw notice;

10.1.2 Establishes the amount of the administrative penalty for each contravention;

10.1.3 Sets the period within which a recipient may pay the administrative penalty or dispute a bylaw notice/request a review;

10.1.4 Establishes a bylaw notice dispute adjudication system; and

10.1.5 Establishes and designates screening officers.

11. LEGAL ACTION

11.1 If a bylaw contravention does not cease or if compliance is not achieved, a Bylaw Compliance and Enforcement Officer may make recommendations to the local trust committee, including taking civil action or closing the investigation without compliance.

11.2 Immediate legal action may be recommended to local trust committees if impacts of a bylaw contravention pose serious risk to persons or the environment.

11.3 *Offence Act* prosecutions may be recommended to a local trust committee under the following conditions:

11.3.1 Offence Act prosecutions are to be used only for serious land use permit contraventions;

11.3.2 A long-form information may be sworn only after approval by a local trust committee;

11.3.3 Executive Committee has approved legal funding for the prosecution; and

11.3.4 The long-form information has been reviewed and prepared by legal counsel.

12. LOCAL TRUST COMMITTEE ENFORCEMENT POLICIES

12.1 Local trust committees may adopt discretionary enforcement policies or procedures applying within a Local Trust Area. LTC policies should be consistent with Trust Council Policy and the legislated authority of the LTC. In adopting an enforcement policy, an LTC

DRAFT

should consider the following:

12.1.1 Prioritizing or deferring enforcement based on scarce resources, the impacts of certain types of contraventions, and community priorities;
12.1.2 Establishing procedures and timing for property inspections, with LTCs defining the notice period;
12.1.3 Enforcement of types of contraventions without complaint;
12.1.4 The length of time for Respondents to comply, timing for issuing of Bylaw Warning Notices, and timing for issuance of Bylaw Violation Notices;
12.1.5 Discretion in closing files, including the nature and urgency of the complaint or alleged contravention, the circumstances of the Respondent, and the impact of the contravention on the Complainant and community;
12.1.6 Regular reporting to the LTC on open files; and
12.1.7 Communications between trustees and the Manager.

13. BYLAW NOTICE DEBT

13.1 Debts incurred as the result of default on bylaw notices are payable to Trust Council and they may be cancelled if the Director of Planning Services and the Manager of Bylaw Compliance and Enforcement concur that contraventions on the subject property no longer exist, and/or it is not in the interest of Islands Trust to pursue the debt.

14. CONFIDENTIALITY

14.1 Information in regards to a Complainant is kept confidential. However, confidentiality cannot be guaranteed should litigation proceed or where a request for information is received under the *Freedom of Information and Protection of Privacy Act*.

15. FRIVOLOUS, REPEAT, OR VEXATIOUS COMPLAINTS

15.1 A complaint that is made in bad faith or for vexatious and retaliatory purposes may not be acted upon if the Director of Planning Services and the Manager of Bylaw Compliance and Enforcement concur that it meets the definition of a vexatious complaint.

15.2 Complaints that form a pattern of conduct by a Complainant that amounts to an abuse of the complaint process may not be acted upon.

15.3 The Manager may refuse to open a file for a complaint considered to be frivolous or repeat complaint about the same issue.

15.4 In any of the above instances, the Complainant will be notified that no further submissions will be accepted from them on the subject of the complaint, the reason for it, may be advised of the circumstances under which it may be reconsidered, and that this does not prevent the Complainant from making complaints on different matters.

16. LOCAL TRUST COMMITTEES, TRUST COUNCIL, AND TRUSTEES ROLES

16.1 The local trust committee will be notified when a bylaw investigation file is opened, the notification will include the type of contravention and the street name where it is alleged to be occurring, but the name and address of the Complainant and alleged violator will not be included in the notification.

16.2 Local trust committees will be notified when a bylaw investigation file has been closed.

16.3 Trustees may make a written complaint alleging a bylaw contravention.

16.4 Local trust committees and trustees will not be involved in the investigation of a complaint, the preparation of bylaw enforcement reports, the issuance of Bylaw Notices, or in the adjudication process.

16.5 Local trust committees may request reports about specific investigations or about general enforcement activity in the Local Trust Area.

16.6 Trust Council will be informed of the volume and type of bylaw enforcement files bi-annually.

17. BEST PRACTICES MANUAL

17.1 The Manager of Bylaw Compliance and Enforcement will maintain a public Best Practices Manual that outlines practices, processes and procedures in accordance with the administrative fairness principles outlined in the BC Ombudsperson's report "Bylaw Enforcement: Best Practices Guide for Local Governments", March, 2016 or in subsequent updated versions of the same reference material.

C. Legislated References

1. *Islands Trust Act*
2. *Local Government Act*
3. *Offence Act*

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

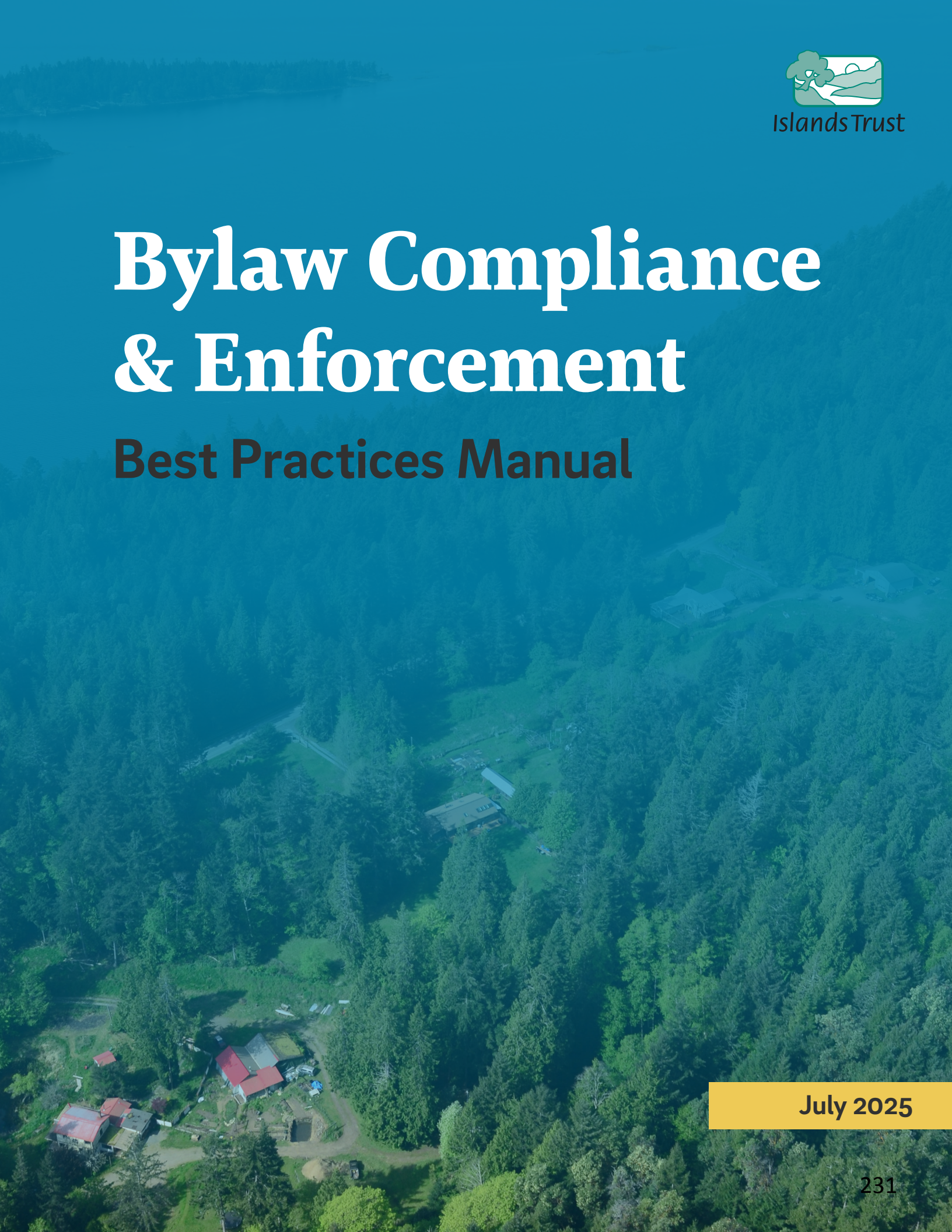
- Local Trust Committee Bylaw Compliance and Enforcement Policy Template (attached)
- BC Ombudsperson's report "Bylaw Enforcement: Best Practices Guide for Local Governments", March, 2016
- Best Practices Manual
- BC Local Government Bylaws>Bylaw Enforcement
- Local Trust Committee Compliance and Enforcement Policy Template

DRAFT

Islands Trust

Bylaw Compliance & Enforcement

Best Practices Manual



July 2025

Contents

Definitions

What is the purpose of the Islands Trust Bylaw Compliance & Enforcement program?

Guiding Principles

Roles and Responsibilities

What initiates a Bylaw Compliance & Enforcement case file?

How can complaints be sent to the Islands Trust?

What is not a complaint?

When are Bylaw Compliance and Enforcement case files closed?

How is compliance achieved?

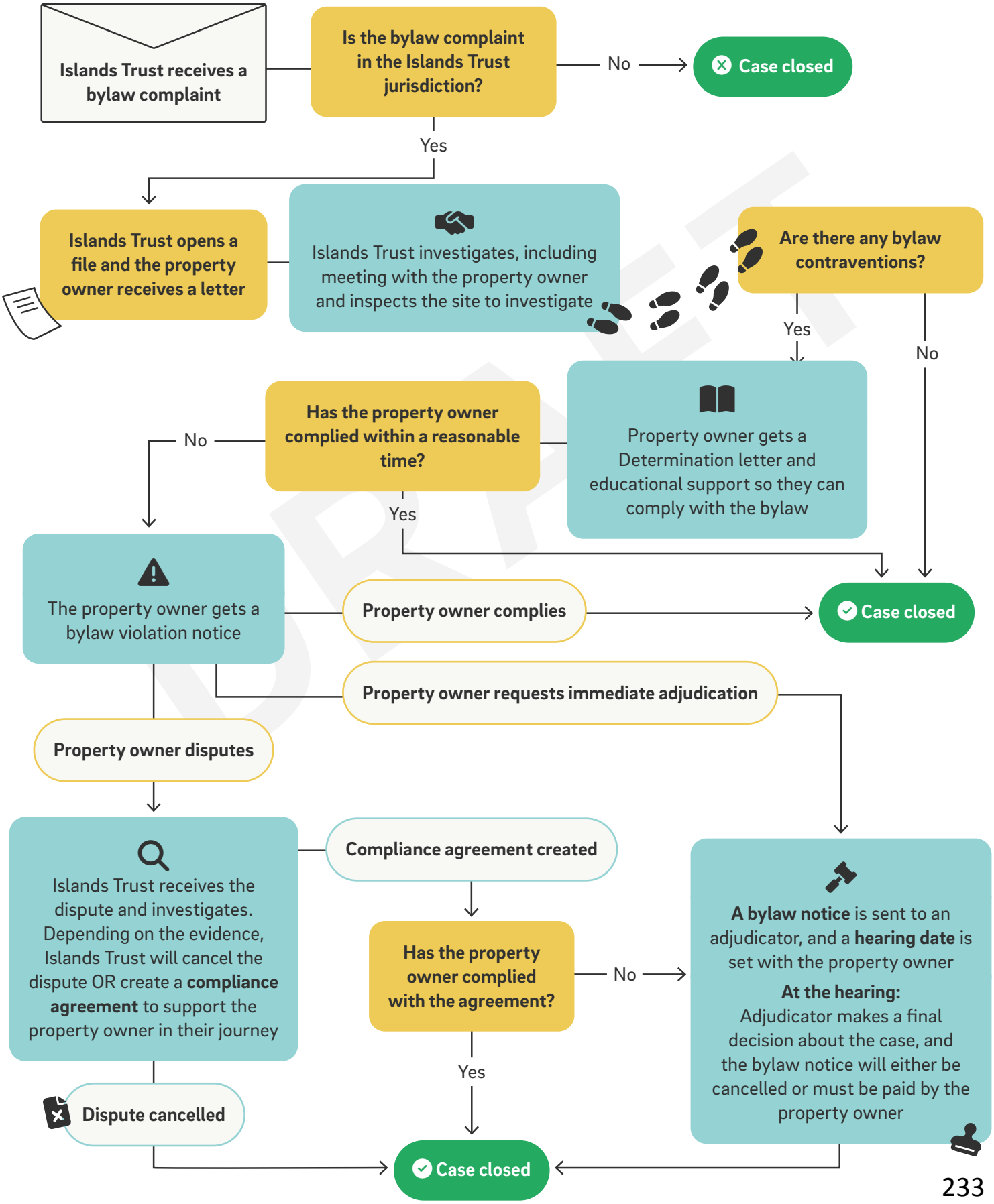
- Bylaw Compliance and Enforcement Process
- When Compliance is not achieved
- Appealing Decisions Made by a Bylaw Compliance and Enforcement Officer
- Reviewing the Conduct of Bylaw Compliance and Enforcement Officers
- Public access to records
- Exercising Discretion
- Bylaw Enforcement Notices and Dispute Adjudication System
- Dispute Adjudication

Referenced Documents

DRAFT

Bylaw Enforcement Pathway:
Steps to Compliance

Islands Trust



DRAFT

Definitions

Adjudicator means an independent party whom the Province of British Columbia appoints to decide if a Bylaw Violation Notice will be upheld or cancelled.

Bylaw Notice means a ticket, with penalty, issued under the *Local Government Bylaw Notice Enforcement Act*.

Complaints a report of an alleged contravention made by any person.

Complainant a person who has made an official complaint.

Disputant means a respondent who has been given a Bylaw Violation Notice, and disputed it.

Local government refers to municipalities and regional districts which provide services to local communities. In this document, the local government referred to is Islands Trust.

Ombudsperson Office is an independent, impartial office of the provincial legislature that investigates complaints about unfair administrative actions by public authorities. It is meant to uphold transparency and accountability within public institutions by offering a free, accessible service for individuals who feel they have been treated unjustly by public agencies. The office does not have the power to enforce decisions but can recommend corrective actions.

Respondent means those responding to allegations of bylaw contraventions.

Screening Officer is an Islands Trust staff member appointed to review a disputed Bylaw Violation Notice.

Vexatious Complaints is a complaint made for retaliatory reasons or in bad faith and intended to cause harassment, or otherwise forms part of a pattern of conduct by the Complainant that amounts to an abuse of the complaint processare

What is the purpose of the Islands Trust Blyaw Compliance & Enforcement program?

The Islands Trust works to preserve and protect the special environment and qualities of the Trust Area for the benefit of its residents and the province. The Bylaw Compliance and Enforcement program exists to support this goal and ensure public safety. This guide helps residents understand how the Islands Trust ensures people follow local bylaws. The goal is to encourage voluntary compliance with bylaws through education, mediation, and enforcement when necessary.

The Bylaw Compliance & Enforcement team looks into potential violations of land use rules set by local trust committees. The regulations are found in local trust committees' Land Use Bylaws; in Development Permit Areas within Official Community Plans; and in the Salt Spring Island Soil

DRAFT

Deposit and Removal Bylaw. Islands Trust has the legal authority to enforce these rules under laws like the *Islands Trust Act* and the *Local Government Act of BC*.

The Islands Trust has a policy, Policy 5.5.1 Bylaw Compliance & Enforcement, that guides how bylaw investigations are handled. It explains how complaints are processed, prioritized, and resolved, aiming to do so fairly and effectively. Local trust committees adopt bylaws authorizing enforcement and may adopt bylaw enforcement policies specific to their communities.

The Manager of Bylaw Compliance and Enforcement follows best practices based on principles of fairness, as outlined in the report: BC Ombudsperson's report "Bylaw Enforcement: Best Practices Guide for Local Governments", March, 2016.

Guiding Principles

- Fairness and Impartiality: Apply bylaws consistently, ensuring decisions are unbiased and equitable for diverse island communities.
- Transparency and Communication: Provide clear, accessible information about enforcement policies, processes, and outcomes with understandable and meaningful reasons for the decision(s) made throughout the bylaw investigation and enforcement process to foster trust and understanding.
- Focus on Education and Compliance: Emphasize public education and voluntary compliance with bylaws.
- Procedural Fairness: Ensure timely notification of alleged infractions, offer opportunities to Respondents to be heard throughout the process, and guarantee unbiased decision-making.
- Proportionality and Discretion: Tailor enforcement actions to the severity and context of the infraction, with a focus on voluntary compliance.
- Efficiency: Prioritize significant violations that impact environmental sustainability or community safety, while streamlining processes for minor cases.
- Engagement and Inclusivity: Collaborate with island communities to ensure enforcement practices reflect local values and consider marginalized populations.
- Accountability and Oversight: Regularly review enforcement activities and maintain oversight to uphold public confidence and encourage local trust committees to update and align bylaws and to identify opportunities to make bylaws clear and coherent.
- Respect for Privacy: Safeguard the confidentiality of Complainants and individuals involved in enforcement actions, in compliance with privacy laws.
- Administrative Fairness: Ensure that standards of conduct complaints are addressed in a fair, equitable, and timely manner in accordance with the principles of administrative fairness.
- Cultural Safety: Demonstrate a commitment to cultural safety for all those involved in bylaw compliance and enforcement.

DRAFT

Roles and Responsibilities

Effective bylaw enforcement within Islands Trust requires ongoing communication and cooperation between trustees and staff. While trustees provide the legislative framework and policy direction, staff members carry out these policies through direct enforcement and support roles.

Trustees

- Policy Development and Approval: Trustees are primarily involved in governance, including setting policies that guide bylaw enforcement. Local trust committees approve bylaws that regulate land use and community planning within the Islands Trust Area and are authorized to enforce those bylaws.
- Strategic Oversight: Trustees oversee the general strategic direction of Islands Trust, ensuring that bylaw enforcement aligns with the broader goals of conservation and sustainable community development.
- Community Representation: Trustees represent the interests and concerns of their constituents in matters related to bylaws and their enforcement, acting as a liaison between the community and enforcement officers.

Staff

- Bylaw Compliance and Enforcement Officers: These are specialized staff responsible for the practical aspects of enforcing the bylaws approved by trustees. Their duties include investigating complaints, gathering evidence, and ensuring compliance through education and regulation.
- • The Manager of Bylaw Compliance and Enforcement: leads the overall administration of the bylaw enforcement program, including supervising bylaw compliance and enforcement officers, ensuring adherence to policies and procedures, and providing expertise on complex or sensitive cases. The Manager coordinates with other departments, ensures alignment with legal and regulatory requirements, and reports on enforcement activities to senior management and elected officials.
- Planning Staff are not directly involved in enforcement, but play a critical role in interpreting the bylaws and providing recommendations to both the public and enforcement officers. They ensure that the enforcement practices align with the planning objectives set by trustees.
- Administrative Support: This includes staff members who assist in the administration of bylaw enforcement, such as processing complaints, maintaining records, and supporting communication between the public, trustees, and enforcement officers.

Are you concerned about something on your property and want to get more information? Your Trustee can be a first point of contact in this conversation, without starting enforcement.

DRAFT

What initiates a Bylaw Compliance & Enforcement case file?

Like all local governments in British Columbia, Islands Trust uses a complaint-based Bylaw Compliance and Enforcement process. This means that almost all case files result from complaints made by individuals in the community. Anyone can submit a complaint — you don't have to live in the area or be a resident.

As listed in Trust Council Policy 5.5.1 Section 5.1, this system gives priority to those bylaw infractions of greatest concern to island communities:

1. When directed by a local trust committee
2. Health and safety issues
3. Environmental impacts that could cause irreversible harm if not addressed quickly
4. Other contraventions of land use bylaws and other bylaws

Once a complaint has been made, Islands Trust cannot decline to open a case file or decline to conduct an investigation because a complainant has changed their mind. Complainants are not victims of the offence and cannot "withdraw" their complaint.

In some cases, a Bylaw Compliance and Enforcement Officer can start an investigation even without a complaint. This happens when:

- Contraventions may cause health or safety risks
- Contraventions occur near water bodies
- Contraventions happen in development permit areas
- Contraventions are found during the building permit process
- Another agency refers a case involving land use issues
- Unlawful uses are advertised
- A local trust committee requests an investigation

How can complaints be sent to Islands Trust?

Anyone who wants to make a complaint can:

- Fill out the Bylaw Compliance & Enforcement Complaint form on the Islands Trust website: https://islandstrust.bc.ca/mapping-resources/report-a-concern/
- Send an email to bylawenforcement@islandstrust.bc.ca

DRAFT

- Mail or drop off a letter to any Islands Trust office
- Complete a complaint form at any Islands Trust office

Complaints must be in writing, but staff can help by writing down the information for anyone who needs assistance.

Confidentiality

Anyone making a complaint must provide their name to the Islands Trust. Anonymous complaints are not accepted.

Islands Trust will try to keep the complainant's information confidential, but confidentiality cannot be guaranteed during legal proceedings or if a Freedom of Information request is made. Islands Trust also receives referrals from other agencies (like regional districts) when they get a complaint that falls under Islands Trust's responsibility.

What is not a complaint?

Sometimes, people reach out to Islands Trust with questions about the Land Use Bylaw or Official Community Plan, not to report illegal activity. They may be planning something on their property and want to know if it is allowed. In these cases, a case file is not opened.

If a complaint is determined to be "vexatious", Islands Trust will send a written notice explaining any limits on communication, why those limits are in place, and when they might be reconsidered. These limits don't stop necessary contact with staff on other unrelated matters.

Questions regarding bylaw infractions can be sent to bylawenforcement@islandstrust.bc.ca

When are Bylaw Compliance and Enforcement case files closed?

Case files are closed if:

- If no contravention exists
- On direction of a local trust committee
- If the Director of Planning Services concurs with the Bylaw Compliance and Enforcement Manager that the contravention is minor and does not suit the public interest to enforce
- If compliance has been achieved

How is compliance achieved?

Ideally, bylaw compliance is voluntary, and primarily sought through a combination of education, mediation, and enforcement techniques. If voluntary compliance does not occur, the Bylaw Compliance and Enforcement Officer may proceed with a bylaw compliance and enforcement process.

Bylaw Compliance and Enforcement Process

The compliance and enforcement process at Islands Trust has several steps. Staff work with people involved (Respondents) and encourage them to follow the rules before deciding if there is a bylaw contravention. The process starts with discussions and education about the bylaws. If necessary, it moves to a verbal warning, then a written warning, and penalties are only applied if the person still does not comply.

First, staff review the complaint to see if it falls under the local trust area's bylaws. If no contravention is found, the complainant will be asked to provide more information, or informed that no contravention exists.

Some complaints are more urgent than others are, so not all will receive the same level of attention.

If a complaint falls outside of Islands Trust's authority, it may be referred to another agency. The goal is to handle referrals quickly, with a "no wrong door" approach, meaning everyone is here to help, no matter which agency is involved.

If there is a possible contravention, a new case file is opened.

A New File Has Been Opened

After a new file is opened, both the Complainant and the person involved (Respondent) will be notified in writing. The Respondent will receive a Notice Letter with the contact details of the Bylaw Compliance and Enforcement Officer (the Officer) and will be asked to get in touch. The Officer will also follow up with the Complainant to confirm details and ask more questions.

The Officer will then investigate the extent of the apparent or potential contravention and what may be required to achieve compliance with the bylaw. These are the steps the Officer takes when investigating:

1. The Officer will review all relevant compliance and enforcement policies that have been adopted by the local trust committees or Trust Council.
2. Typically, the Officer will conduct a site inspection of the property to meet with the Respondent, and gain an awareness and visual understanding of the property and the neighbourhood.
3. The Officer will gather details and relevant evidence about what has been built or what is happening on the property that might have led to a complaint by asking questions and

DRAFT

investigating. Bylaw Officers have the legal right to inspect, and local trust committees set policies on how much notice must be given to the Respondent before an inspection. The Officer is there to gather information only, not to make a decision, and Respondents will receive a written response regarding the case.

4. Based on evidence collected and a review of the relevant bylaws, the Bylaw Compliance and Enforcement Officer will determine if there is, or has been, a contravention. If there is no contravention of the local trust committee bylaws then the Respondent and the Complainant will be notified and the case file will be closed. If a contravention exists, the Respondent will be sent a Determination letter, explaining the contravention and requesting voluntary cessation of the activity, land use, or construction.
5. If a Respondent disagrees with the determination make by the Officer, a review by senior staff can be requested.
6. If a Respondent needs more time to bring the property into compliance, a request can be made for more time to comply. If an administrative application such as a land use permit application has been submitted by the Respondent and there is a reasonable likelihood of success, the Bylaw Compliance and Enforcement Officer will refrain from enforcement during the application process.
7. Where voluntary compliance has not been achieved in a reasonable time, the Officer may issue a Bylaw Violation Warning Notice or a Bylaw Violation Notice in local trust areas where a Bylaw Enforcement Notification bylaw has been adopted by the local trust committee. This Notice clearly explains what the contravention is, and the timeline for compliance. The Officer is available to provide more information to the Respondent so they can achieve compliance without penalties.
8. Voluntary compliance is always the goal. The Officer will attempt to support the Respondent to achieve voluntary compliance with educational resources, and negotiations.

Bylaw Compliance and Enforcement Officers are committed to a professional and respectful approach. Here is what they do:

- Interact with the public in a respectful and non-confrontational way
- Approach investigations with an understanding of the specific circumstances of individuals involved
- Work within their authority; while they cannot issue stop work orders or tell property owners what they can do, they can request a pause on work while they review the regulations and investigate.
- Take time to carefully review all evidence before making a determination. They do not make on-the-spot decisions to ensure fairness and avoid any perception of bias.

Demonstrate cultural humility by reflecting on the cultures of themselves and those they work with in order to create and maintain relationships and trust.

DRAFT

Site Inspections

For most case files, an Officer will conduct a site inspection as part of an investigation. This is both to gain an understanding of the potential contravention and also to meet and hear from the Respondent. Except in rare and exceptional circumstances laid out in policy, Officers will contact the Respondent to give written notice and proposing timing of the site inspection. Inspections will only occur during reasonable hours, and focus exclusively on the alleged bylaw contravention, unless other observations pose an immediate risk to public health, safety, or the environment. During the inspection, Officers are there to gather evidence, and can answer reasonable questions about the process but are not there to make a final determination.

Communications with Complainants

When a Complainant completes an online complaint form, they receive an automatic response, which thanks them for their complaint and advises them that they will be contacted shortly with an update.

Once the complaint has been received and reviewed by the Manager, Complainants are advised if a new bylaw file is opened. If a file already exists for the property and contravention, they will be advised that their information has been added to the file. Contact information for the investigating Bylaw Compliance and Enforcement Officer is shared.

If the Complainant has provided an email address, they will be notified of a new file being opened by email. If they have only provided a mailing address, they will be notified by mail.

Complainants can request information about an open bylaw enforcement file at any time. They will be updated by the Bylaw Compliance and Enforcement Officer if:

a. A file is put on hold, along with the reason for this action

b. A Local Trust Committee makes a decision regarding the file

c. A file has moved to litigation at which time the identity of the complainant may become public information

d. A file is closed

Communications with Respondents

When a file is opened, a **notice letter** will be sent to the Respondent.

Once a Bylaw Compliance and Enforcement Officer has confirmed that a contravention of a bylaw has occurred or is occurring, the Officer will send **a determination letter** to the Respondent. The letter must be clear and easy to read and must include:

- A **reason** the letter is being sent that outline the problem, using a statement of what has been observed

- An **explanation** of how the bylaw has been contravened by quoting the bylaw and the sections that are being violated, and the definitions of words from the bylaw
- Outline of the **solutions** available to comply with the bylaw
- Explanation of the possible **consequences** of not complying
- A reasonable **deadline** that has been negotiated with the Respondent for taking next step or fully complying

Communications with Trustees

A local trust committee or any individual local trustee will not be involved in any aspect of the investigation of a complaint or the preparation of any Bylaw Compliance and Enforcement report. When a file is opened:

- Local trustees are advised of the general nature of the complaint, the name of the street (not the complete address), and the case file number.
- Local trust committees will only be kept informed about the status of an investigation if updates are requested.
- Local trust committees may request Bylaw Compliance and Enforcement staff report on specific issues. The reports will be presented to the local trust committee at a subsequent meeting

While local trustees can't be involved in any investigations, they are able to file a bylaw contravention complaint just as any member of the public.

Communications with Potential Property Buyers and Real Estate Agents

Potential property buyers, Real Estate Agents, or the public can contact the Islands Trust Bylaw Compliance & Enforcement office to ask if there are any Bylaw Compliance & Enforcement issues associated with a specific property. Staff can share limited information regarding whether an open bylaw file exists for the subject property.

Islands Trust does not provide information about previous complaints or investigations. That information would require a Freedom of Information request, which can be made here.

When Compliance is not achieved

If bylaw compliance isn't achieved, the Bylaw Compliance and Enforcement Officer will take the appropriate next steps which could include issuing a Bylaw Violation Notice, sending a Notice of Debt letter, sending a demand letter via lawyers, or recommending legal action to the local trust committee.

DRAFT

If legal action is necessary, the Manager of Bylaw Compliance and Enforcement will present a staff report to the local trust committee and Executive Committee, who then decide whether or not legal proceedings should occur.

Appealing Decisions Made by a Bylaw Compliance and Enforcement Officer

For determination made by a Bylaw Compliance and Enforcement Officer, appeals may be considered by the Director, Planning Services. In considering appeals of interpretation of regulations, the Director may consult with Planners and Regional Planning Managers. Such requests must be made in writing, outlining reasons for the appeal such as error of fact, omissions, or new evidence.

Reviewing the Conduct of Bylaw Compliance and Enforcement Officers

Respondents can request a review of the conduct of a Bylaw Compliance and Enforcement Officer by submitting a request in writing to the Director of Planning Services. If the Respondent is not satisfied with the Director's response, a formal administrative fairness complaint may be submitted.

WHAT IS BIAS?

Bias in decision making is generally understood as a pre-existing leaning or predisposition toward one side or another or a particular result.

Bias can creep into complaint resolution and investigations when decision makers rely on their personal belief systems, prior knowledge of a person, or personal relationship with a party or service user, rather than focusing exclusively on the information and evidence related to the complaint. It is important that staff who are handling complaints be aware of any personal biases that may be affecting how they respond to concerns from service users, and take steps to address any biases that have an impact upon their decision-making so that decisions are made impartially.

From the Ombudsperson Complaints Handling Guide

Public access to records

As Bylaw Compliance & Enforcement files contain confidential information and pertain to law enforcement, a member of the public is required to submit a Freedom of Information and Protection of Privacy request in order to obtain any information from a file.

Freedom of Information requests are an important mechanism of transparency that ensures public access to Islands Trust records. Islands Trust staff will assist members of the public to refine their request and procure relevant documents to their request.

Exercising discretion

One of the guiding principles of bylaw enforcement in the Trust Area is that enforcement actions should be consistent with the severity and context of the infraction. In law, local trust committees are not obliged to enforce all contraventions. This results in the exercise of discretion in enforcement at several levels by choosing between courses of action. Discretion in enforcement may be exercised by staff during investigations by providing flexibility such as extended timelines or alternative solutions when warranted by individual circumstances. Senior staff may prioritize or defer enforcement of certain types of contraventions based on scarce resources, impacts, or community priorities. Discretion may also be used to close certain files, where staff have determined that the contravention is of a minor nature, impacts are minimal, or it is not in the public interest to enforce. Local trust committees can also exercise discretion by resolution to prioritize enforcement of certain types of contraventions or to close specific files.

Bylaw Enforcement Notices and Dispute Adjudication System

Overview of the Local Government Bylaw Notice Enforcement Act

In October 2003, the Province of British Columbia enacted legislation providing an alternative approach for processing and resolving minor bylaw contraventions: the *Local Government Bylaw Notice Enforcement Act*. The *Act* also provides direction, with the Bylaw Notice Enforcement Regulation. Under the *Act,* local governments may establish a Bylaw Enforcement Notice and Dispute Adjudication system, which replaces the provincial court as the venue for resolving disputes of bylaw contraventions.

This legislation aims to create a straightforward, affordable system to enforce bylaw contraventions. It features a simple ticket process for enforcement and a way for an independent adjudicator to handle ticket disputes.

EXAMPLE:
The Galiano Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 228, 2011.

This bylaw lists the administrative penalties that apply to bylaw contraventions in the Galiano Local Trust Area, as well as policies for disputing Bylaw Violation Notices, Screening Officers, and other features of the adjudication process described below in detail.

DRAFT

Implementation

When establishing a Bylaw Enforcement Notification Bylaw, local governments, including Islands Trust, should consider the following:

- Appointment of a Screening Officer: Define their powers, duties, and functions.
- Compliance Agreements: Allow the Screening Officer to enter into agreements and reduce penalties if warranted.
- Adjudication Process: Set a fee for filing adjudication requests and establish grounds for canceling penalty notices.
- Response Periods: Determine timelines for responses to Screening Officer decisions.

Records Management

Islands Trust administers and preserves all records related to the Bylaw Enforcement Notification system in compliance with provincial legislation. These records include:

- Bylaw Violation Notices and Warning Notices.
- Records of paid administrative penalties.
- Adjudicator decisions and documents related to collection efforts for unpaid penalties

Islands Trust Areas that have adopted a Bylaw Enforcement Notification Bylaw:

Ballenas-Winchelsea Island Local Trust Area — Bylaw 34 (adopted 2019)
Denman Island Local Trust Area — Bylaw 232 (adopted 2019)
Gabriola Island Local Trust Area — Bylaw 263 (adopted 2012)
Galiano Island Local Trust Area — Bylaw 228 (adopted 2012)
Gambier Island Local Trust Area — Bylaw 116 (adopted 2013)
Hornby Island Local Trust Area — Bylaw 159 (adopted 2020)
Mayne Island Local Trust Area — Bylaw 156 (adopted 2016)
North Pender Island Local Trust Area — Bylaw 188 (adopted 2011)
Salt Spring Island Local Trust Area — Bylaw 446 (adopted 2012)
South Pender Island Local Trust Area (adopted 2019)
Thetis Island Local Trust Area — Bylaw 90 (adopted 2011)

Islands Trust Areas that have not adopted a Bylaw Enforcement Notification Bylaw:

Lasqueti Island Local Trust Area
Saturna Island Local Trust Area

DRAFT

Bylaw Violation Notices

Bylaw Violation Notices

A violation notice is a formal enforcement tool. This type of notice assigns an administrative penalty, the amount of the penalty is listed in the Bylaw Enforcement Notification bylaw of the Local Trust Area.

In local trust areas where Bylaw Enforcement Notification bylaw have been adopted, a Bylaw Violation Notice may be issued after any of the following:

- A verbal warning
- A demand letter
- A warning notice
- Exceptional circumstances as outlined by the Bylaw Compliance and Enforcement Manager

Notices must include the respondent's name, contravention details, penalty amounts, and dispute options.

The penalty notice may be delivered by personal delivery or by mailing it to the person responsible for the contravention. If mailed, the local government may presume that the person received it on the seventh day after mailing. In the event that the intended recipient claims not to have received the notice, the Bylaw Compliance and Enforcement Officer must verify the address and reissue a copy of the Bylaw Violation Notice.

The penalty notice informs the respondent of the bylaw contravention, the penalty for the contravention; and how to pay the penalty or dispute the notice.

A Bylaw Violation Notice must contain the:

- Name of the Respondent
- Specific bylaw contravention alleged to have occurred and the location
- Amount of the penalty
- Amount of a discount for early payment
- Amount of a surcharge for late payment
- Consequences of failing to respond to the notice
- Payment options
- Dispute options

Bylaw Violation Notices must be written within six months of the occurrence of a contravention.

Although the *Local Government Bylaw Notice Enforcement Act* requires that the above information is included on a penalty notice, local governments may organize or supplement this information as they see fit. The penalty notice may also be electronically generated or hand written on a pre-printed form.

DRAFT

The following is considered when issuing a Bylaw Violation Notice:

- Will the notice encourage the person to follow the bylaw? The goal is to get compliance. If the officer believes issuing the notice will help, it may be the right step.
- The notice cannot be issued more than six months after the violation is said to have happened.
- The officer should be able to explain why the notice was considered an effective way to enforce the rules in each case.

There are four possible scenarios once a Bylaw Violation Notice has been received::

1. No response: if the Respondent doesn't respond within 28 days, a late fee is added. The total penalty, including the late fee, is due immediately and can be collected by Islands Trust
2. Not received: if, within 21 days, the Respondent claims they have not received the Bylaw Violation Notice, a copy of the original notice will be reissued
3. Payment made: if the penalty is paid within 14 days of receiving the notice, a discount may be applied. After 14 days, the full penalty amount is due. A late fee is added after 28 days. Payment can be made by cash, cheque, or money order to Islands Trust, with instructions provided on the Bylaw Violation Notice
4. Dispute: the Respondent disputes the Bylaw Violation Notice

Dispute Process for Bylaw Violation Notices

The person named (Disputant) in the notice has 14 days to request a dispute. After 14 days, they can only dispute it if the Bylaw Compliance and Enforcement Manager grants an exception. The process starts when the Respondent asks to dispute the notice, and the Bylaw Compliance and Enforcement Manager will then arrange for adjudication. If the due date falls on a weekend or public holiday, it will be extended to the next business day.

The Dispute Adjudication system is used to resolve disputes about whether a bylaw violation occurred as stated in the notice or whether the terms of a compliance agreement were followed. A challenge to the validity of the local government bylaw, or a claim that enforcement of the bylaw infringed on the Charter Rights of the disputant, is not within the jurisdiction of the adjudicator. This must be initiated as a separate matter in the Supreme Court of British Columbia.

More information about detailed information regarding the local government dispute adjudication system can be found in the Local Government Toolkit for Bylaw Dispute Adjudication. The Local Government Bylaw Notice Enforcement Act and the Bylaw Notice Enforcement Regulation govern this process.

DRAFT

Parties involved in the process of disputing a notice include:

1. **The Disputant:** the individual disputing the notice.
2. **The Bylaw Compliance & Enforcement Officer:** the Islands Trust employee authorized to issue the notice.
3. **The Adjudicator:** the independent adjudicator with authority to determine if the notice is dismissed or upheld.
4. **The Screening Officer:** is an employee of Islands Trust designated as a Screening Officer under the relevant Local Trust Committee's Bylaw Enforcement Notification bylaw. Screening Officers provide a first opportunity to respond to a Bylaw Violation Notice dispute in an informal setting. A Screening Officer may conduct the review based on discussion or correspondence with the disputant, and can explain the process and potential consequences of formal dispute adjudication. Each Local Trust Committee that has adopted a Bylaw Enforcement Notification bylaw has also developed a Screening Officer policy in order to provide guidelines during the Bylaw Violation Notice screening process. Screening Officers are required to provide recipients with a fair opportunity to be heard.

1 Step One in the Dispute Procedure

A recipient of a Bylaw Violation Notice notifies Islands Trust in writing that they are disputing the Bylaw Violation Notice by:

- Completing and submitting the Adjudication Request Form that is on the bottom of the Bylaw Violation Notice. Forms can be delivered or mailed to any of the Islands Trust offices on Salt Spring Island, Gabriola Island or Victoria.
- Online at disputing a bylaw violation notice.
- A letter or email indicating that they wish to dispute the Bylaw Violation Notice can be sent to bylawenforcement@islandstrust.bc.ca, or mailed to any Islands Trust office:
  - Victoria Office: 200 – 1627 Fort Street, Victoria, BC, V8R 1H8
  - Salt Spring Office: 121 McPhillips Ave, Salt Spring Island, BC V8K 2T6
  - Northern Office: 700 North Road, Gabriola Island, BC, V0R 1X3

2 Step Two in the Dispute Procedure

The Screening Officer will review the Bylaw Violation Notice, including possible discussions with the issuing Bylaw Compliance and Enforcement Officer. The Screening Officer will review the dispute request and may:

- **Cancel** the notice; or
- **Confirm** the notice and either:
  - refer it to an **adjudicator** unless the request for dispute adjudication is withdrawn; or
  - enter into a **compliance agreement** ⤵ with the person.

3 Step Three in the Dispute Procedure

The Bylaw Violation Notice has now been cancelled or confirmed by the Screening Officer. If the Bylaw Violation Notice is confirmed, Screening Officer will discuss their decision with the disputant by phone, in person, or in writing, and may offer a Compliance Agreement with the recipient to subsequently reduce or cancel the penalty when the terms of the agreement are fulfilled.

4 Step Four in the Dispute Procedure

If the Bylaw Violation Notice has been confirmed, and the disputant wants a formal dispute adjudication, the Screening Officer will request an Issuing Officer Report and create a Screening Officer Report. The dispute process will now move to a Formal Dispute Adjudication, where evidence is presented and the adjudicator decides if an offence did or did not occur.

A Compliance Agreement includes:

- Acknowledgment of the bylaw contravention and acceptance of responsibility
- Remedies or future actions to be taken within a certain timeframe
- A way to verify compliance with the agreement
- Possible penalty reduction or waiver if the terms of the agreement are met
- The duration of the compliance agreement

If a recipient of a Bylaw Violation Notice fulfills all terms of a compliance agreement, their penalty is considered fully paid.

If the Screening Officer believes that the terms have not been fulfilled, they can cancel the compliance agreement and must notify the recipient of that fact by regular mail. The recipient then has 14 days of receiving that notice to either pay the penalty or ask an adjudicator to determine compliance. If neither action is taken within that time, the full penalty plus a late fee is immediately due to Islands Trust.

Dispute Adjudication

In accordance with local the *Local Government Act*, Islands Trust runs its own Dispute Adjudication System by working with the Ministry of Attorney General, which provides adjudicators experienced in local government land use bylaws. Once a Disputant confirms they want a formal hearing, the Manager will coordinate with all parties to set a date. Islands Trust will submit a package to support its case, which usually includes the Bylaw Violation Notice, the request to dispute, and reports from the Issuing and Screening Officers. This package, along with any evidence from the disputant, must be sent to both the disputant and the adjudicator at least one week before the hearing.

Adjudicators

The Adjudicator must proceed on the basis that the bylaw is legally valid. The Adjudicator has no discretion to reduce or waive the penalty amount. The Adjudicator also has no jurisdiction to deal

DRAFT

with challenges to the bylaw or claims of infringements of rights under the Charter of Rights and Freedoms.

An Adjudicator may not be an employee or an elected official of a municipality and may not hear a matter if they are reasonably thought to have a bias or an interest in relation to the outcome of that matter.

Adjudication Procedures

Section 18 of the *Local Government Bylaw Notice Enforcement Act* provides direction in regards to Adjudication Procedures.

The Adjudicator must provide the parties to the dispute with an opportunity to be heard:

- In person or by an agent
- In writing (including by fax or email)
- By video conference, audio conference, telephone or other electronic means

Section 19 of the *Local Government Bylaw Notice Enforcement Act* states that "Hearings must be open to the public". Islands Trust provides a space for members of the public to watch adjudication proceedings at the Islands Trust Southern Office, 200–1627 Fort St, Victoria. Members of the public can request this information by contacting Islands Trust: information@islandstrust.bc.ca.

Evidence

The technical and legal rules of evidence do not apply and an Adjudicator may accept any evidence they consider credible, trustworthy and relevant to the dispute, including the evidence of any person. The Adjudicator may accept evidence in any manner, such as orally, in writing or electronically.

Determination

The Adjudicator will determine if:

1. The contravention identified in the Bylaw Violation Notice occurred as alleged, the notice is confirmed, and the penalty set out in the notice is immediately due and payable.
2. The contravention identified in the Bylaw Violation Notice did not occur as alleged, the notice is cancelled.

If the Disputant fails to appear, the Adjudicator must order that the Bylaw Violation Notice be upheld. The penalty is immediately due and payable to the local trust committee. The full amount of the penalty is due, not the reduced amount that would be available to those paying within 14 days of the original bylaw violation notice.

Notice of Adjudication Outcomes

An Adjudicator resolving a dispute about a Bylaw Violation Notice or a compliance agreement must send their written decision to Islands Trust:

- Within one business day for in-person or telephone hearings.
- Within five business days after receiving the dispute materials for written hearings.

The adjudicator's decision must be in writing and should include:

- The name of the Disputant
- The facts relating to the penalty notice
- A summary of the Screening Officer's decision
- The issues raised by the parties
- A summary of the evidence provided by each party in support of each issue
- The Adjudicator's assessment of each issue
- The Adjudicator's final decision

The decision is sent from the Adjudicator to Islands Trust. The disputant will receive the decision of the Adjudicator when Islands Trust receives it.

Cost

Islands Trust is responsible for the administrative work and costs of the dispute adjudication system. Islands Trust charges an administrative fee of $25, payable by a disputant who is unsuccessful in a dispute adjudication. The fee is added to the debt only when and if the disputant is unsuccessful. If the disputant is successful, no fee is charged.

Judicial Review

The determination of an adjudicator is final and conclusive and is not open to review in a court except on a question of law or lack of jurisdiction. If a failed disputant or the Islands Trust believes that the adjudicator exceeded their authority, or made an error at law, disputant person or Islands Trust may seek relief in the Supreme Court of British Columbia under the *Judicial Review Procedure Act*. An application for judicial review must be made within 30 days of the adjudication decision.

DRAFT

Referenced Documents & Resources

- BC Ombudsperson's report "Bylaw Enforcement: Best Practices Guide for Local Governments", March, 2016
  https://bcombudsperson.ca/guide/bylaw-enforcement-best-practices-guide-for-local-governments/
- Bylaw Compliance & Enforcement Complaint form
  https://islandstrust.bc.ca/mapping-resources/report-a-concern/
- Dispute a bylaw violation notice
  https://islandstrust.bc.ca/island-planning/general-resources/bylaw-compliance-and-enforcement/dispute-adjudication-form/
- Policy 5.5.1 Bylaw Compliance & Enforcement
  https://islandstrust.bc.ca/document/policy-5-5-1-bylaw-compliance-and-enforcement/
- Freedom of Information request
  https://islandstrust.bc.ca/about-us/accountability/freedom-of-information-requests/
- Trust Council Policy 5.5.1 Section 5.1
  https://islandstrust.bc.ca/document/policy-5-5-1-bylaw-compliance-and-enforcement/
- Bylaw Violation Notice can be sent to bylawenforcement@islandstrust.bc.ca, or mailed to any Islands Trust office:
  - Victoria Office: 200 – 1627 Fort Street, Victoria, BC, V8R 1H8
  - Salt Spring Office: 121 McPhillips Ave, Salt Spring Island, BC V8K 2T6
  - Northern Office: 700 North Road, Gabriola Island, BC, V0R 1X3

DRAFT

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	**Director, Planning Services**	**Date Prepared:**	August 14, 2025
SUBJECT:	**Housing Strategic Action Plan**		

RECOMMENDATIONS:

1. **That Trust Council endorse the Housing Strategic Action Plan as included in the RFD of September 16, 2025.**
2. **That Trust Council amend Trust Council's Strategic Plan by:**
    a. **replacing Key Initiative 2.3.2 "Design a plan to advocate to enhance community access to funding for housing in the Trust Area" with: "Implement the Housing Strategic Action Plan."**

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Adding the revised Housing Strategic Action Plan to Trust Council's Strategic Plan corrects an oversight as per previous Trust Council and Regional Planning Committee resolutions. Staff continue to implement actions within the Housing Strategic Action Plan as resources permit. More staff resources may be able to be applied next fiscal once other top priorities are completed.

1 PURPOSE:

The Housing Strategic Action Plan is absent from Trust Council's Strategic Plan which is contrary to Trust Council resolution 2024-089 and RPC resolution 2024-020. The recommendation is to ensure the Housing Strategic Plan, as recently revised by the Regional Planning Committee, is included. The most effective and efficient way to do so is to replace Trust Council's Strategic Plan key initiative 2.3.2.

2 BACKGROUND:

On July 18, 2025, the Regional Planning Committee (RPC) carried the following resolutions:

1. That the Regional Planning Committee request staff to revise the Housing Strategic Action Plan as recommended in the RFD of July 18, 2025 and to forward the revised Plan to Trust Council for endorsement.

2. That the Regional Planning Committee request the following amendment to the Trust Council Strategic Plan:
    a. Replace Key Initiative 2.3.2 with: Implement the Housing Strategic Action Plan

Revised Housing Strategic Action Plan
The Housing Strategic Action Plan (attached) has been revised as follows:

Completed actions:

- Housing needs reports
- Communications material for property owners
- Creation of housing related definitions for model LUB
- Engagement Framework

Statuses to the Action List for 'on-going' actions were amended as follows:

Actions Targeted for Completion in 2025/26
Operational actions to be completed in this fiscal year, as resources permit:

#10 Suitable Land Analysis
Staff intend to complete the tool with the support of Information Systems and to draft the methodology for the Toolkit

#18 – Terms of Reference and Water Management Plan Templates
There are a number of examples and staff intend to convert to templates this year

Actions Anticipated for Completion in the next Fiscal Year
These are actions for which there are currently no staff resources, but could be undertaken next fiscal year:

#1 Update Housing Affordability Profiles
Using Housing Needs Report and other data, dependant on dedicated staff resources

#5 – ITPS affordable housing vision
Anticipated to initiate implementation upon completion of Policy Statement Review, dependant on dedicated staff resources, and as directed by Trust Council.

On-going Actions
These are actions which are intended to repeated have no completion in the short to medium term and part of most housing related actions:

#22 – Work with First Nations to address interests
Revise in table to state that this is on-going and integral to all processes, as there are currently no funding or resources for this as a specific housing initiative.

#24 – work with Regional Districts on affordable housing strategies
Revise in table to specify on-going with no specific timeline. These initiatives are dependant upon Regional Districts.

Advocacy Actions
The following advocacy actions were referred to Trust Programs Committee for consideration as part of the advocacy program:

#25 - Advocate for unplumbed sewage disposal

#26 - Advocate to Province for changes at the Provincial and regional level to support tiny homes on wheels

#28 -#30 – Provincial Advocacy actions

Deferred: the following are actions for which no staff resources are currently available, nor funding, or which are otherwise not feasible in the short-term:

#11 - Incorporate new data on social and economic implications of housing location into suitable land analysis. This data is not currently available and the suitable land analysis is based on existing datasets. Developing a new growth management framework and updating the State of the Islands Report are identified in the new strategic plan as key initiatives, so datasets could become available that are appropriate for incorporation into the Suitable Land Analysis.

#12- Undertake work with First Nations to identify and incorporate indigenous interests into suitable land analysis. Similarly, Indigenous datasets are not currently available, nor is there funding to assist Nations to create or share datasets. There is potential to incorporate datasets through future work with Nations on initiatives such designation of Heritage Conservation Areas that could prove appropriate for incorporation into the Suitable Land Analysis.

#15, #19 – Part 2 of Housing Toolkit
There are currently no staff resources (or funding) to undertake Part 2 of the Toolkit.

#16 – Request Technical services fund for pre-development professional reports
There is no current fund, nor direction to develop a business case for one.

#20 – Co-ordinate with Regional Districts to administer housing agreements
There are no current initiatives on the part of RDs to do so in a comprehensive way, staff would work with RD staff on a case-by-case basis if an opportunity arose.

#21 – Request Trust Council to hold land
Currently no direction to develop a request to Trust Council, and is not identified in the Strategic Plan.

#23 Roundtables
Currently no funding, lack of staff resources to support further initiative. The Tiny Homes on Wheels initiative was completed last fiscal and involved establishment of steering and technical committees. The steering committee continues to meet with only administrative support from the Islands Trust staff and cursory support in presentation materials related to UBCM.

The Regional Planning Committee recommends that the Trust Council endorse the revised Housing Strategic Action Plan.

Housing Strategic Action Plan not within Islands Trust Council Strategic Plan
During RPC meetings on May 9, 2025 and July 18, 2025, the RPC considered amending its work plan to align with Islands Trust Council Strategic Plan which was adopted March 2025. The new Strategic Plan has identified the following key initiatives for RPC in the current and next fiscal period:

- Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence
- Update and Implement the Freshwater Sustainability Strategy (2022-2032)
- Monitor progress of protection of ecosystem health in all land use planning decisions

- Review all Trust Council policies, and where appropriate, amend, combine or rescind.

Absent is implementation of the Housing Strategic Action Plan. Staff noted that the absence of the Housing Strategic Action Plan from Trust Council's Strategic Plan may have been overlooked as it is contrary to Trust Council resolution 2024-089 and RPC resolution 2024-020 both of which request the Housing Strategic Action Plan to be included.

RPC recommends that the Housing Strategic Action Plan be included in Islands Trust Councils Strategic Plan as per earlier RPC and Trust Council resolutions. RPC further recommend that the Housing Strategic Plan replace key initiative 2.3.2 "Design a plan to advocate to enhance community access to funding for housing in the Trust Area" since the Housing Strategic Action Plan contains similar and more robust activities.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

- Updating Islands Trust Council Strategic Plan to include the Housing Strategic Action Plan will correct what appears to have been an error of omission and permit prioritizing the work.
- The Bylaw Compliance and Enforcement Policy and Procedures updates are likely to be completed by the end of this fiscal year, thus Implementing the Housing Strategic Action Plan may be recommended to be one of the RPC's top three priorities after that point. In the meantime, staff have presented actions feasible within the current fiscal term.

FINANCIAL:

- The Housing Strategic Action Plan actions are primarily dependent on staff resources.

POLICY:

- Work programs must align with Trust Council policies.

IMPLEMENTATION/COMMUNICATIONS:

FIRST NATIONS:

- Many of the actions may be of interest to Indigenous Governing Bodies.

4 RELEVANT POLICY(S):

- Policy 2.3.1 Council Committee System
- Policy 6.2.1 Priority Setting/Review Guidelines
- Policy 6.7.1 Work Program, Follow-up Action List and Priorities Matrix

ATTACHMENT(S):

- Housing Strategic Action Plan (showing revisions)

<u>RESPONSE OPTIONS</u>

Recommendation:

- That Trust Council endorse the recently revised Housing Strategic Action Plan
- That Trust Council replace Trust Council's Strategic Plan Key Initiative 2.3.2 with: "Implement the Housing Strategic Action Plan."

Alternatives:

1. **Revise the Housing Strategic Action Plan:**
   - That Trust Council direct the Regional Planning Committee to consider amending the Housing Strategic Action Plan [list amendments] and to return the Housing Strategic Action Plan to Trust Council for endorsement.
   - The impact of this alternative is to possibly delay further actions implementing the Housing Strategic Action Plan and to reassign staff resources to researching and reporting as requested.

2. **Amend Trust Council's Strategic Plan differently than recommended:**
   - That Trust Council amend Trust Council's Strategic Plan by:
     - [list how [ex: replace, include, remove…key initiative #)]
   - The impact of this alternative would require further assessment depending on proposed amendments.

Prepared By: Director, Planning Services
Reviewed By: CAO / August 25, 2025

Islands Trust Housing Strategic Action Plan

Context

The Islands Trust Area is located within Coast Salish Territory, in the treaty lands and territories of 27 First Nations. The Islands Trust is committed to working towards building strong relationships and foundations for collaborative governance with Indigenous governing bodies.

The Islands Trust has a mandate to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia. The Islands Trust preserves and protects the islands in the context of many complex challenges including: climate change, lack of affordable housing, freshwater limitations, many species at risk, development and tourism pressures.

The Islands Trust Policy Statement[1] identifies goals and policies that guide the work of the Islands Trust. Specifically, it guides the development of official community plans (OCPs) and regulatory bylaws by local trust committees (LTCs) and island municipalities and provides specific directives to all LTCs and island municipalities in support of affordable housing policy goals.

Availability of affordable, appropriate, and adequate housing for all individuals and families is an important part of healthy communities in the Trust Area. Many communities in the Trust Area are experiencing a shortage of safe, secure, and affordable housing. More and more often, island workers are needing to commute from off-island locations, seniors are finding it challenging to age in place, and many people do not have secure housing. The Islands Trust Council has declared that a housing equity and workforce shortage crisis exists on many of the islands within the Islands Trust Area. Strengthening housing affordability is an Islands Trust Council priority.

While Islands Trust and local trust committees cannot tackle these issues alone, local trust committees can regulate use and density, ensuring new housing is located in appropriate locations, can regulate short-term rentals, and can coordinate with other levels of government to foster safe, secure, and affordable housing. Meeting the diverse housing needs of Trust Area communities requires an integrated and collaborative approach with communities, First Nations, federal, provincial, and regional governments, and non-governmental organizations.

In the spring of 2019, the Province introduced legislation requiring local governments, including LTCs, to prepare housing needs reports to better understand current and future housing needs in their communities. Local governments and LTCs must consider their most recent housing needs report when developing or amending an OCP. More recently, the Province has begun introducing new housing legislation to address short-term rentals and deliver more small-scale, multi-unit housing for people,

[1] Note the Policy Statement Amendment project is underway to adapt the Policy Statement to current and future challenges and opportunities, and to reflect its commitments related to reconciliation, climate change, and affordable housing.

including townhomes, triplexes and laneway homes, and fix outdated zoning rules to help build more homes faster. Housing needs reports will now be required to consider 5 and 20 year housing needs.

This action plan supports the Trust Council Strategic Plan. The Trust Council Strategic Plan represents the priorities of Trust Council and the Islands Trust and provides a framework to guide decision-making and allocate resources.

Objectives of the Housing Strategic Action Plan

Through a review of information and consultation the following have been identified as key objectives for the Housing Strategic Action Plan. These objectives are intended to guide Housing Strategic Action Plan actions by providing a focus for how the Islands Trust will achieve its housing goals as described in the Policy Statement[2]:

> Goal: *To Sustain Island Character and Healthy Communities: "...The health of a community is influenced by numerous factors such as economic security, education, social support systems, the cleanliness and safety of the environment, and the availability of such necessities as educational and social services, transportation, affordable food and housing".*
>
> Directive Policy: *"5.8.6 Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services."*

These objectives include both objectives that the Islands Trust can implement as well as objectives that require partnership and advocacy. The discussion under each objective provides more information about the objective and why it is needed, in addition to identifying some of the actions to be undertaken. The Islands Trust Housing Action List table provides a full list of actions for the Housing Strategic Actions Plan.

Objectives Internal to the Islands Trust

A) Identify and Communicate Housing Need and Activities

Identifying housing need is the starting point for implementing policies and actions related to housing in every LTC. Housing needs assessments are a legislated requirement (every 5 years) and a critical component of understanding housing needs. The Islands Trust 2020 LTC Housing Profiles provide a snapshot of housing need. Communication identifying the unique nature of the housing crisis in island communities is critical to facilitating more focussed and specific attention to these needs by regional districts, the Province and the federal government as well as those who own property and live in the Islands Trust Area. Communications should consider each audience in the

[2] https://islandstrust.bc.ca/document/islands-trust-policy-statement-bylaw-no-17/.

Islands Trust Area and include information about housing needs, activities being done to address need and actions individuals can take.

B) Develop Trust-wide consistency in housing policy and project processes

Consistency is important in order to ensure the goals of the organization area being implemented throughout the Trust Area. In addition, it can provide efficiencies for resourcing and predictability for all people involved in housing policy and projects. Articulating a vision for housing affordability in the updated Islands Trust Policy Statement is a key element that will support consistency.

C) Identify Suitable Land for Additional Housing and Density Using Best Available Environmental And Social Impact Data

Housing options related to increasing affordability may involve increasing density or redirecting growth to preferred areas. Suitable land for density increase is land that has a reliable source of potable water, is less ecologically sensitive than others and is close to community services and amenities. Data is needed to support mechanisms to identify suitable land.

D) Support Local Trust Committee Land-Use Policy Reviews and Updates

Regulating land use is the primary tool the Islands Trust has to help meet housing need. OCP policies should be flexible enough to support a diversity of housing in a diversity of locations. Creative solutions may be necessary, including the development of housing for workers and volunteers in areas that are not currently zoned for such housing. Land use regulations implement OCP policies, e.g., pre-zoning land to support a specific type of housing (e.g., rental) or to increase density. Both OCP policy and subsequent land use bylaw (LUB) zoning changes must be in accordance with the Islands Trust Policy Statement. These policies can all work together to create housing solutions especially when reviewed on a regular basis.

E) Streamline and Support Processes for Non Profit-Led Rezoning Applications

Because of the limited scale of development, providing multi-family affordable housing is generally the purview of not-for-profit community organizations with government support, rather than the private sector. These organizations have identified challenges with moving through the pre-development phase. A number of recent housing studies have identified steps the Islands Trust can take to support an increase in multi-family affordable housing zoning, including a need to streamline and support the processes for non-profit-led rezoning applications.

F) Support Housing Affordability Through Housing Agreements

Housing agreements are the tool used to protect the affordability of different types of housing. The Islands Trust has several housing agreements for various multi-family developments.

Actions Requiring Partnership and Advocacy

G) Collaborate with Indigenous Nations

As discussed above, the Islands Trust Area is located within Coast Salish Territory, in the treaty lands and territories of 27 First Nations. The Islands Trust is committed to working towards building strong relationships and foundations for collaborative governance with Indigenous governing bodies including in the area of housing.

H) Develop Partnerships to Improve Existing Housing and to Deliver New Housing

The unique and multi-agency governance structure of the Islands Trust requires focussed co-ordination, particularly with regional districts to support programs that are beyond regulating land use but serve the Islands Trust mandate (e.g., education, providing infrastructure, providing subsidies for housing related supports). Such coordination has been limited to date.

I) Advocate for Policy and Process Changes That Will Address Housing Challenges on the Islands

Housing challenges on the islands are unique and require unique solutions. There are a number of external policy and process changes that would support housing needs in the Islands Trust Area that require policy change by a number of agencies.

J) Advocate for Funding to Support Housing Needs on the Islands

Addressing housing need in the Islands Trust Area requires staff resources and funding. Because of the uniqueness of the Islands Trust, it can be difficult to access some of the existing funding mechanisms available to other local governments.

Islands Trust Housing Strategic Action Plan - Action List

The Islands Trust Housing Action List table provides the full list of Housing Strategy actions under each of these objectives.

Colour Legend: Internal to Islands Trust Advocacy and Partnerships

ACTION		TIMING[3,4]	COMMENTS
Objective A) Identify and Communicate Housing Need and Activities			
1	Updates to Housing Profiles for all LTCs when new data available from: -Census (release Feb 2026, 2030, etc.) -Housing Needs Reports (every 5 yrs, 2024, 2029, etc.)	Q3 of 24/25 Ongoing	Housing Profiles for each LTC created as part of Housing Options Toolkit Part 1 and provide snapshot of housing need. Housing Needs Reports Completed
2	Updates to Housing Needs Reports every 5 years (2024, 2029 etc)	Q1 of 24/25 ~~Ongoing~~ Completed	~~Required, business case supported by RPC and advanced to Financial Planning Committee. Next update needs to include data about housing impacts on businesses and community services. Needs assessments were undertaken for the Northern and Southern Islands in 2018, and for Salt Spring and Bowen Island in 2020. All of these have used 2016 census data.~~ Reports completed April 2025
3	Improve the Housing Affordability webpage to facilitate easy access to the housing toolkit tools and LTC project work and support awareness of housing affordability advocacy	Q3 of 23/24 Completed	~~Funding has been identified for 2023/2024~~ Webpage updated
4	Communicate to property owners what housing actions (e.g., secondary suites etc.) can be taken under existing bylaws and constraints that are beyond an LTC's authority to address, e.g. Building Code	Q4 of 23/24 Completed	~~Funding has been identified for 2023/2024~~ Communications material completed
Objective B) Develop Trust-Wide Consistency in Housing Policy and Project Processes			
5	Islands Trust Policy Statement amendments to provide affordable housing vision	Q3 of 26/27	As part of the Policy Statement amendment project, which is underway, anticipated to be completed in late 2026.

[3] If "ongoing" is indicated then this is action that is intended to be repeated at the appropriate time interval. If a date is identified that is the planned for end date of the first action.
[4] Note: Q1 =Apr-Jun; Q2=July-Sept; Q3=Oct-Dec; Q4=Mar-May

ACTION		TIMING[3,4]	COMMENTS
6	Trust Council to prioritize funding business cases resulting in meeting Housing Strategic Action Plan goals especially those that result in effective and/or innovative bylaws increasing housing options (OCP and LUBs) and updates to older zoning provisions	Q4 of 24/25 ~~On-going~~ Completed	~~Funding needs to be prioritized by Trust Council and RPC and LTCs have to initiate business cases or minor projects. It may be helpful to set goals for % of funding requests approved.~~Funding for LTC projects have been provided by Trust Council.
7	Draft consistent definitions of affordable housing and other housing-related terms.	Q4 of 23/24 ~~On-going~~ Completed	~~Once drafted, LTCs need to prioritize updating definitions~~. Standard definitions completed, being incorporated in new and updated LUBs
8	Create Housing Toolkit for Planners and LTCs to include recommended process for LTC housing projects and list of land use planning options to address housing need	Completed	Part 1 of Housing Options Toolkit work completed, additional new actions to create "Part 2" Tools 11-16 included as part of this table
9	Create a model engagement framework for LTCs that will educate and effectively engage communities in affordable housing discussions	Q3 of 24/25 Completed	~~On-going. RPC priority.~~Framework document completed
Objective C) Identify Suitable Land for Additional Housing and Density Using Best Available Environmental And Social Impact Data			
10	Undertake suitable land (for development) analysis using existing evidence-based mapping data	Q4 24/25 On-going	~~Suitable land analysis initiative on-going. Will be prioritized for LTCs with approved projects. Current data available: saltwater intrusion; aquifer contamination potential; groundwater aquifer vulnerability; groundwater availability assessments (southern islands only); sensitive ecosystems~~ Draft completed and presented to LTCs with on-going major projects. Revisions and updated on-going
11	Incorporate new data on social and economic implications of housing location into suitable land analysis	Q4 23/24 Q4 24/25	Apply for and secure funding Pilot approach
12	Undertake work with First Nations to identify and incorporate indigenous interests into suitable land analysis	Q4 23/24 Q4 24/25	Apply for and secure funding Pilot approach
Objective D) Support Local Trust Committee Land-Use Policy Review and Update			
13	Encourage (through communications from staff) LTCs to update OCPs to facilitate the development of housing to address housing needs, could include development of policies that will encourage and facilitate land donation to regional districts or non-profits	Q2 24/25 ~~On-going~~ Completed	Part 1 of Housing Options Toolkit work completed to support this work. Several LTCs are undertaking Housing Projects, however up to LTCs to prioritize

ACTION		TIMING[3,4]	COMMENTS
14	Encourage LTCs (through communications from staff) to create opportunities through zoning for housing forms that address housing needs	Q2 24/25 ~~On-going~~ Completed	Part 1 of Housing Options Toolkit work completed to support this work. Several LTCs are undertaking Housing Projects, however up to LTCs to prioritize
Objective E) Streamline and Support Processes for Non Profit-Led Rezoning Applications			
15	Develop communications materials on pre-development steps and costs for community organizations and affordable housing application process (Tools 11, 12)	Q4 24/25	Part 2 of Housing Options Toolkit action. Identified by several Island Housing groups as a priority.
16	Resource a technical services fund (available to LTCs) to commission professional reports for site-specific affordable housing projects or a granting function to support pre-development costs for affordable housing where a non-profit has made an application	Q4 25/26	A potential future business case, however applications are inconsistent in terms of timing.
17	Convene pre-development meetings to assess feasibility for all proposed multi-family re-zoning applications	Completed	This guidance has been incorporated into the Housing Options Toolkit Part 1. This should be a practice for any significant application
18	Terms of Reference and Water Management Plan Template including proof of water guidance (Tools 14-16)	Q4 24/25	Part 2 of Toolkit action. Identified by several Island Housing groups as a priority.
Objective F) Housing Affordability Through Housing Agreements and Land Acquisition			
19	Adopt revised Housing Agreement template for multi-family developments	Q4 25/26	Part 2 of Toolkit action (Tool 13). Identified by several Island Housing groups as a second-tier priority.
20	Co-ordinate with Regional Districts (RDs) to develop a simple program to administer housing agreements	Q4 25/26	RDs would need to have a funded service.
21	Trust Council to identify if there are specific circumstances where they want to hold land for housing in a manner consistent with its mandate	Q1 24/25	Trust Council and RDs can hold land. Legislative amendment may be required.
Objective G) Collaborate with Indigenous Nations			
22	Work with Indigenous Nations to address their interests	Q4 23/24 Ongoing	Begin conversations in Q4 of 23/24
Objective H) Develop Partnerships to Improve Existing and Deliver New Housing			
23	Establish regional interagency cooperation such as round tables to coordinate servicing and zoning requirements, and remove funding and legislative barriers, in support of the development of affordable housing	Q3 24/25 Q2 25/26	First roundtable proposed to be staff focused with IT staff, RD staff and NGOs, and some housing leaders Second roundtable proposed to build off work of first roundtable and be for elected officials-.

ACTION		TIMING[3,4]	COMMENTS
24	Work with Regional Districts to facilitate the development and implementation of affordable housing strategies for the islands	Q4 23/24 Ongoing	First step would be to reach out to regional districts to understand their planning workplan and timelines. CRD has a Southern Gulf Island strategy
Objective I) Advocate for Policy Changes That Will Address Housing Challenges On the Islands			
25	Advocate to Island Health to develop support and guidance for unplumbed sewage disposal such as composting toilets and alternative water solutions such as graywater recycling and rainwater catchment	Q3 24/25	In accordance with Islands Trust advocacy policies. May extend beyond Island Health if provincial regulations are the obstacle.
26	Advocate to Province for changes at the Provincial and regional level to support tiny homes on wheels	Q1 24/25	~~In accordance with Islands Trust advocacy policies. Advocacy for changes to BCBC is on-going from many jurisdictions.~~ THoWs report presented at AVICC, resolution endorsed
27	Advocate to Province to enable improvement districts to access infrastructure grants	Q3 23/24 Completed	~~In accordance with Islands Trust advocacy policies. Advocacy initiative with RDs. Staff level also.~~ Report RPC, placed in abeyance
Objective J) Advocate for Funding to Support Housing Needs on the Islands			
28	Advocate for the provincial government to fund growth-limits assessment like groundwater availability studies to support “preserve and protect” mandate.	Q4 24/25	In accordance with Islands Trust advocacy policies, potential actions include letter writing, UBCM resolutions.
29	Advocate for BC Housing and CMHC to incorporate a low density, rural framework within capital funding programs	Q2 24/25	In accordance with Islands Trust advocacy policies, potential actions include letter writing, UBCM resolutions.
30	Advocate for ongoing provincial funding to help address housing need in the Islands Trust (e.g. staff capacity, funding to build housing and supports like septic and water catchment systems, housing authority (explore use of Municipal and Regional District Tax from vacation rentals)	Q4 24/25	In accordance with Islands Trust advocacy policies, potential actions include letter writing, UBCM resolutions.
General			
31	Monitor regulatory changes on a regular basis and make updates to this plan as necessary	Q4 23/24 ~~Ongoing~~ Completed	Review of provincial regulations as released in spring 2024. Memo distributed to LTCs.

Financial and Employee Services Report
Prepared on: August 30, 2025

1. FINANCIAL PLANNING COMMITTEE

In support of the Financial Planning Committee (FPC) we have completed work on the following standard annual areas of work:

- **2024/25 Statement of Financial Information**: The SOFI is complete and has been reviewed by FPC and forwarded to Trust Council for their approval. This is a legislated report that will be submitted to the Minister in accordance with the Financial Information Act. The report provides supplementary information to the audited financial statements related primarily to annual expenses.
- **2025/26 First Quarter Financial Report:** We have completed the June 30, 2023 first quarter financial report which tracks actual financial performance against budget for the first three months of the fiscal year. This report showed that overall Islands Trust is spending largely as expected, at 23% of budget spent in the first quarter.
- **2026/27 Draft Budget Assumptions, Principles, Guidelines:** FPC has proposed 2025/26 budget assumptions, principles, and guidelines for Trust Council's review and approval.
- **2026/27 Budget Consultation:** In keeping with the last few years, Financial Planning Committee has chosen not to undertake a public consultation survey on the draft 2025/26 budget. Questions from the public will continue to be addressed via email as asked, with a new process to post frequently asked questions to the website.

Additional work undertaken to support FPC is as follows:

- **2026/27 Pre-Budget Consultation:** FPC reviewed the feedback received from its pre-budget consultation that took place from May – June, and forwarded it to Trust Council so they may consider the feedback in shaping the 2026/27 budget.
- **Proposed Project:** FPC considered the merits of conducting an updated analysis to estimate the cost of processing planning applications and recommended to Trust Council that it undertake this work.

2. FINANCIAL SERVICES

In addition to day-to-day operations associated with financial functions at Islands Trust such as accounts payable, accounts receivable, and financial bookkeeping and record-keeping, the team continues to dedicate time to financial reporting, cash flow and investment management, assisting staff with procurement processes, and orienting new staff to expense claim submissions, travel policies, and procurement practices.

Over the last three months, finance staff have focused on several key activities: entering the approved budget into the accounting system, preparing first quarter financial statements, compiling the Statement of Financial Information (SOFI), and developing departmental budget templates to support the 2026/27 budget development process.

Staff continue to play primary support roles in three Trust Council approved projects:

1. Cityview Planning Module Reporting Improvements:
   The Financial Services team is awaiting discussion with Cityview to determine options to reflect application fee refunds and security deposits received in the system. Currently, the system does not contain fields for this information.

2. Expense Claim System Upgrade:
   The Financial Services team will complete another round of testing on the new system now that bug fixes from the first round of testing have been completed by our web support contractor. Once fully complete, user manuals will need to be prepared and training sessions delivered prior to a formal roll out of the new system.

3. Cityview Bylaw Module:
   The Financial Services team is helping the Bylaw Enforcement team establish a system that ensures Bylaw Violation Notices are accurately entered and tracked. This includes proper recording of fee amounts, dates fees are incurred, any waivers or forgiven amounts, amounts registered with the courts, and payments received.

3. PROCUREMENT & CONTRACT ADMINISTRATION

As part of regular operations, the Financial Services team has processed the following to date in the current fiscal year:

- 40 service contract requests
- 13 contract extensions to confirm with vendors that they may proceed with work in Fiscal 2027, based on agreements established in the previous fiscal year
- 38 purchase orders

Over the last three months, Financial Services staff have conducted the following procurement processes:

- Invitation to Quote – Communications Operations Audit and Framework (Trust Area Services): A service contract is currently being finalized with the successful proponent.
- Invitation to Quote – Storage Area Network (SAN) Replacement: A new SAN device was procured to replace the existing system, which no longer meets operational and capacity requirements. A purchase order has been issued to the successful vendor, as approved in the budget.

4. EMPLOYEE SERVICES

We have completed several hiring actions and internal position updates over the last quarter, resulting in the following changes to the Islands Trust team:

- Brie Dinsdale, Planning Services Co-op Student on the northern team completed her 16-week term with us on August 15, 2025. We wish Brie all the best as she works towards her Master of Community Planning degree.

- Carlie Aston, Conservation Technician Co-op Student for the Islands Trust Conservancy has been extended until December 19, 2025.

~ Britt Holowaty, Legislative Clerk for the Salt Spring Island Planning Services team will start in the position on September 8, 2025. Previously working as an Advocacy Officer with the Bureau of Pensions Advocates – Veteran Affairs, Britt has extensive experience providing high-level administrative and legal support across government and public service sectors. She holds a Bachelor of Music from the University of Toronto and is working towards her Bachelor of Communications from MacEwan University. We look forward to welcoming Britt to the team!

~ Jemma Green, Covenant Management and Outreach Specialist accepted a one-year temporary assignment to the position of Team Lead, Protected Area Management for the Islands Trust Conservancy beginning August 5, 2025. Jemma holds of Master of Science in Environmental Studies from the University of Victoria (Restoration Ecology stream) as well as a Bachelor of Science in Natural Resources Conservation from the University of British Columbia. Jemma's education and experience make her a great fit for this newly created position.

~ Jill Allan stepped into the auxiliary role of Acting Administrative Assistant for the Islands Trust Conservancy for the term July 22, 2025 – October 3, 2025. Jill's work experience as a Grant Assessor with the Edmonton Arts Council brings a great skillset. Jill is also a talented artist producing her own glass work. We appreciate Jill stepping in while Corlynn Strachan is on temporary assignment as Acting Executive Administrative Assistant. Welcome Jill!

~ Joshua Bard started as the new Information Systems Specialist on July 22, 2025. Joshua holds a Bachelor of Science in Computing and Information Systems from Athabasca University. Joshua has previous experience working as an independent contractor providing services related to IT support, database systems, computer networks, leading projects and working with both technical and non-technical co-workers. We are happy to have Joshua as part of the team.

~ Chris Buchan, Acting Island Planner for the Salt Spring Island Planning Services team has transitioned out of the Islands Trust after accepting the position of Planning Manager for the City of Trail. Chris has grown from Planner 1, to Planner 2 and most recently as Acting Island Planner for the Salt Spring Island office. Chris' last day with Islands Trust was August 22, 2025. We wish Chris all the best as he starts his next adventure. Filling Chris' base position of Planner 2 is Oluwashogo Garuba. Oluwashogo has been Acting Planner 2 for the Salt Spring Island team effective February 10, 2025. Congratulations Oluwashogo for your well-deserved permanent Planner 2 appointment.

~ Shalini Nakai, Planning Team Assistant for the northern team started in the role July 7, 2025. Shalini's experience as a Regional Operations Administrator with the Ministry of Emergency Management and Climate Readiness brings strong communication skills, positive relationship approaches and knowledge in administrative processes. Shalini holds a Bachelor of Urban and Regional Planning from Guru Nanuak Dev University in India as well as a Master of Community Planning degree from Vancouver Island University. Welcome Shalini!

~ Tara Todesco returned to Islands Trust as Grants Manager on June 5, 2025. Tara previously worked for Islands Trust in 2021 and 2022 as a temporary Community Communications Specialist. Among other roles, Tara has held the roles of Strategic Initiatives Manager at the University of Victoria and Outreach Manager with the BC Climate Action Secretariat. Tara brings a love of the natural world and island communities to her work. We are happy to welcome Tara back to the Trust!

~ Michelle Backé, Office Administrative Assistant for the northern team resigned her position effective June 20, 2025. Michelle's pleasant presence greeting folks at the front counter and her willingness to help and support our teams and trustees will be greatly missed. We wish Michelle all the best as she moves back to her hometown of Manitoba.

We are currently in the process of hiring for several vacant, upcoming, and new positions across the organization:

- Senior Policy Advisor (Temporary): We are reviewing applications for this temporary opportunity and are in the final stages of the competition. An announcement is expected soon.

- IS Manager: The initial recruitment did not result in a successful hire. We plan to repost the position shortly.
- Office Administrative Assistant (Gabriola Island): Resume screening is currently underway for this location-based role.
- Executive Administrative Assistant (Permanent): Interviews are being scheduled for shortlisted candidates.
- ITC Communications Specialist: We are in the resume screening phase for this role.
- Planner 1 (Salt Spring Island): This vacancy has been posted, with the competition closing on September 3, 2025.
- Island Planner (Temporary, Salt Spring Island): We are preparing to post this temporary opportunity, which can be based at any of our three office locations. The position is expected to end on April 3, 2026.
- Manager, Finance and Accounting: The preferred candidate for this role is no longer available to take on the role. Conversations with alternate candidates are underway.

Our June **All Staff Meeting** took place in person on June 25, 2025, featuring a guided walking tour of the WMÍYEŦEN Nature Sanctuary in the Highlands District**.** During the tour, staff explored the historical and ecological significance of the land, learned about ongoing reconciliation efforts led by the organization, and gained insight into the Indigenous values that shape the sanctuary's kinship-based programming. The experience aimed to deepen staff understanding of Indigenous relationships to the land and to learn from how other organizations are integrating Indigenous voices into land conservation practices. The meeting continued at the Langford Business Centre, where staff received updates on recent Trust Council activities. New staff arrivals and departures were announced, and quarterly recognition awards were presented. Chief Administrative Officer Bronee facilitated an Operational Review exercise, inviting staff to share ideas for improving organizational effectiveness from the perspective of their roles within the broader corporate structure.

The **Occupational Health and Safety (OHS) Committee** continues its dedicated work to promote a safe and healthy environment across all Islands Trust workplaces. This quarter, the Committee focused on the following key initiatives:

- Emergency Response Plan Update: The Committee revised the Emergency Response Plan template to better reflect the operational context of Islands Trust. Updates included refreshed charts to capture current emergency response team members and contact information. The need to recruit additional Emergency and First Aid Attendants for the Salt Spring Island office was also identified.
- Accessible BC Act Review: The Committee reviewed the draft outline of the Accessible BC Act and provided feedback to David Marlor, Director of Legislative and Information Services.
- Quarterly Safety Inspections: A streamlined version of the quarterly safety inspection checklist was reviewed in preparation for further discussion at the August OHS meeting.
- Boardroom Occupancy Limits: To ensure compliance with the BC Fire Code, the Committee confirmed that the maximum occupancy for all staffed office boardrooms is 60 people.
- First Aid Attendant Updates: Patricia Woodruff has taken on the role of First Aid Attendant for the Victoria office. The Committee also discussed the importance of conducting annual practice sessions for all First Aid Attendants to maintain readiness and confidence in emergency response situations.

The Employee Services team launched the annual **Performance Management and Development** process in early June. This initiative recognizes staff contributions, supports continuous skill development, and helps employees succeed in their current roles while preparing for future opportunities. Regular feedback plays a key role in reinforcing how individual efforts align with the broader goals of Islands Trust, contributing to greater engagement and a stronger sense of purpose in the workplace.

Bike to Work Week took place from May 31 to June 6, 2025. The Employee Services team encouraged staff participation by sharing educational resources about the initiative and organizing a Bike-to-Work Challenge to promote active transportation and wellness.

Throughout the quarter, the Public Service Agency shared a range of **educational materials** on topics of interest to public service employees. Highlights included observances such as Pride Month and the International Day for the Remembrance of the Slave Trade and its Abolition. Staff also had the opportunity to learn about various cultural festivals, holidays, and heritage months recognized across the public service. These included Filipino, Italian, and Portuguese Heritage Month, Carnaval del Sol (celebrating Latin American culture), Swiss National Day, and the Independence Days of Jamaica, Singapore, Pakistan, India, Indonesia, Afghanistan, Ukraine, and Malaysia.

Trust Area Services Report
Prepared on: August 25, 2025

1. TRUST PROGRAMS COMMITTEE (TPC)

~ **Stewardship Education Program:** In July, the Committee endorsed project charters for five webinars for delivery in 2025/26.
~ **Indicator selection, analysis and reporting**: The Committee held a robust discussion about advancing indicators and trend monitoring and reporting through advancement of Trust Council's Strategic Plan's key initiatives 2.1.1, 2.1.2, 2.1.3, 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 4.1.1 and 4.1.2, in cooperation with First Nations and in a manner that considers the Islands Trust Conservancy's plans for ecosystem mapping and analysis.
~ **Policy Statement Amendment Policy**: No progress made this quarter. Staff will provide suggested amendments to the Policy Statement Amendment Policy per TPC's direction for subsequent recommendation to Trust Council.

2. EXECUTIVE COMMITTEE (bylaws)

~ **Bowen Island Municipality bylaws:**
At its meeting of June 4, 2025, Executive Committee approved Bowen Island OCP amendment bylaw No. 667 which amends the BIM OCP to permit a school use on a rural-residential zoned property. The bylaw introduces a policy that allows BIM Council to consider institutional uses in the Cape Roger Curtis area if transportation issues are taken into account.

At time of writing, staff are preparing staff reports for Executive Committee review concerning the following proposed Bowen Island Municipality (BIM) Bylaws:

- Proposed Bylaw Nos. 673 and 675: These bylaws would amend the BIM official community plan and land use bylaw to reduce the minimum lot area of a rural residential property to enable its subdivision.
- Proposed Bylaw No. 693 and 694: These bylaws would amend the BIM official community plan and land use bylaw for the subject properties to reduce the minimum average lot area for lots with on-site water servicing to enable their subdivision.

3. ISLANDS 2050 (POLICY STATEMENT AMENDMENT PROJECT)

At a special meeting on July 29, 2025, Trust Council gave first reading to Policy Statement Bylaw No. 183. The bylaw included all changes recommended by Trust Programs Committee and Committee of the Whole since September 2024. First reading of the Policy Statement bylaw followed a special meeting of Committee of the Whole July 9, 2025 where trustees considered advice emerging from legal counsel review of the draft bylaw and requested additional revisions to the document. In addition to preparing RFDs and briefings for these meetings, staff liaised with individual trustees during the quarter to answer procedural questions, provide policy ideas, and support them in developing ideas for resolutions.

After first reading, Policy Statement Bylaw No. 183 was referred to more than 50 agencies in the second week of August. Referral of the bylaw to 30 Indigenous Governing Bodies will take place in the third week of August.

During this quarter, staff have worked to complete development of engagement and communications materials to support Phase 4 of community engagement on the draft Policy Statement. This included an online survey (endorsed by Executive Committee in July 2025, now live) and a Trust Area-wide mailer (endorsed by Executive Committee in July 2025, mailed to all Trust Area households in late August). The Islands 2050 webpage has been updated to reflect current and upcoming engagement opportunities and staff hosted an online media technical briefing for local media outlets ahead of first reading. Other communications and engagement preparation this quarter included press releases around first reading of the Policy Statement bylaw, ads for local news outlets, speaking notes for trustees, and preparation for a public webinar planned for September 10, 2025.

During the quarter, Trust staff did not hold any meetings with Indigenous Governing Bodies (IGB) regarding the Policy Statement, but did finalize concordance tables that detail how the draft Policy Statement responds, or does not respond, to comments and questions received in previous rounds of engagement with Indigenous Government Bodies. Islands Trust staff coordinated with staff from the Ministry of Housing and Municipal Affairs to ensure that Islands Trust list of referral agencies, organizations and Indigenous Governing Bodies were up-to-date.

Staff continue to monitor the Islands2050@islandstrust.bc.ca inbox and respond to enquiries, and will update the Islands 2050 webpage at key intervals in the project.

4. COMMUNICATIONS

Communications staff continue to provide routine communication services and to offer support to staff and trustees as part of ongoing operations.

Routine communications over the last quarter include the following:

- **Annual Report:** the draft annual report design work has begun, and the report will be distributed in September, 2025.
- **News Releases:** Five news releases were distributed since the last report:
  - August 11, 2025: Thetis Island Property Cleanup Successfully Completed
  - August 8, 2025: Principal Residence Requirement Comes into effect in the Salt Spring Island Local Trust Area in November, 2025
  - August 6, 2025: Islands Trust launches public engagement on draft Policy Statement
  - July 30, 2025: Islands Trust Council gives first reading to the draft Policy Statement
  - May 16, 2025: June 17-19, 2025, Islands Trust Council Meeting Announced
- **Media relations:** Staff continued media relations, including contacting journalists with corrections or clarifications, and continue to build the media contacts list.
- **Issues management:** Staff continued to support trustees with speaking notes on emergent issues, and provide media relations support.
- **Social media:** Staff have continued posting to social media. A consistent posting schedule has been underway since March 2023, with a planned schedule of two posts per week, or more as necessary and

as topics arise. The number of Facebook followers is at 974, up from 970, while X (previously known as Twitter) has decreased by from 1095 followers to 1088. Islands Trust no longer actively posts on X, but has maintained the account and the profile is still live. As discussed at March, 2025 Trust Council meeting, staff have been focusing on the most engaged platforms, and growing the subscriber base. As of March 2023, Islands Trust is active on LinkedIn and Instagram. These platforms are still in the early stages with small follower numbers. To date, Instagram has 255 followers, up from 235 followers, and LinkedIn has 359 followers, up from 338.

- **Media clippings service:** Staff continue to monitor media sources and provide a summary of Trust-relevant news stories to trustees and Bowen Island Municipal Council. While staff aim to provide updates two to three times a week, this service is provided on a time-available basis. Including more clippings from more local publications is a priority and staff are working to include more local content.
- **Policy Statement Amendment Project:** Staff prepared communications materials and messaging for public engagement on the Policy Statement Amendment Project.
- **Website maintenance and improvement, and staff training:** Staff continued to update webpages on a consistent basis to update data, improve readability and conciseness. Updates to the Islands Trust website to address speed issues with the database-driven meeting and events calendar and document library are ongoing.
- **Living in the Trust Area Mail Out:** Staff are working on a mail out to individuals who purchased new property in the Trust Area this quarter.

Specific work completed over the last quarter to advance the **Communications Strategy** included:

- **Work plan development:** A detailed work plan to achieve the goals set out in the strategy and includes:
  - The third Trust Area-wide electronic newsletter in August 2025. Encouraging new subscribers to the newsletter is an ongoing campaign
  - Supporting staff on website updates
  - Drafting of a branded clothing procedure document in advance of ordering branded clothing for some IT and ITC staff who work in the field.

The communications team has supported the work of other business units on the following initiatives:

- **Support for Planning Services:** Communications staff provided:
  - Communications and engagement support for the Gabriola Island Official Community Plan review project
  - Communications and engagement support for the Salt Spring Island Official Community Plan review project
  - Communications and engagement support for the Denman Island Housing review project
  - Communications and engagement support for the North Pender housing project
  - Continued review of communications about the Sunshine Coast Regional District Coastal Floodplain project
  - Communication and design support for the bylaw compliance and enforcement best practices manual
  - Communications and engagement support for the Gambier Island Official Community Plan review project

Staff continue to assist with social media for local trust committees that request such support.

- **Support for Bylaw Compliance and Enforcement Services:** Staff continue to support bylaw compliance and enforcement through creating speaking notes and news releases for trustees that need support with regards to enforcement efforts in local trust areas.

- **Freshwater Footprint project:** Provided communication support and web updates.

5. RECONCILIATION PROGRAM

- **Support to staff and trustees:**
- Through a Trust Area-wide Consultative Areas Database search earlier this year the provincial staff identified four additional First Nations with whom we must now engage for Trust Area-wide activities: Da'naxda'xw First Nation, Lummi Nation (in the U.S.), Mamalilikulla First Nation, and Tlowitsis Nation. Staff have subsequently confirmed that the Islands Trust does not need to engage with Da'naxda'xw First Nation. Staff are updating all affected documents and materials—including the Territorial Acknowledgement Guide, acknowledgment slides, email signature procedure, website content, and any other references—to reflect this change. Staff will also contact all the new Nations to determine their interest in the Islands Trust Area. There are now 30 First Nations for Islands Trust to engage with, though "many" may be more appropriate to cite in some contexts.
- Staff continued to provide support and advice to staff and trustees who had meetings or correspondence with First Nations.
- Staff continue to liaise with provincial staff and other local government staff to support the development of the Reconciliation program.
- Staff provided orientation to new staff to provide an introduction to First Nation history and Indigenous relationship building.
- Trustees and staff attended the Tsawout Reconciliation Feast on June 15, 2025, to help strengthen the relationship between the Nation and Islands Trust. In preparation, staff developed a Respectful Engagement Guide for trustees and staff to support the process, and feast and to provide the participants with an understanding of cultural protocol, feast sharing, gift giving, and welcome from Tsawout leadership. This feast marked an important step toward building a more respectful and cooperative relationship.
- Coordinated Chief Pelkey's attendance at the June 17, 2025 Trust Council Meeting to provide an open and welcome to start the meeting.
- Arranged to have an Indigenous Speaker presenting at the June Trust Council meeting. Jared Williams shard his knowledge on Traditional Foods related to policy planning.
- Developed an agreement for Tsawout's hosting of the Reconciliation Feast and development of a protocol agreement between the Tsawout First Nation and Islands Trust.
- Arranged a presentation by Cowichan Tribes staff about their learnings on a co-governance relationships for the ITC Board and Executive Committee. The presentation needed to be postponed so staff will arrange a future meeting.
- Supporting Bowen Island Municipal staff with developing an Indigenous Governing Body referral process.

- **Protocol agreement negotiation/implementation:**
  - **Quw'utsun Nation:** Currently developing an engagement plan to meet the member individual Nations of the Quw'utsun Nation. Meetings with the individual Nations will commence in September 2025. A letter was previously sent to Chief and Council of Cowichan Tribes, Lyackson First Nation, Penelakut Tribe, Halalt First Nation, and Stz'uminus First Nation expressing interest in a protocol agreement with Quw'utsun Nation or with each of the five First Nations (in the case of Lyackson First Nation, this would be to update the existing agreement). Meeting with the individual Nations is a priority before setting another meeting with the Quw'utsun Nation.
  - **Snaw-naw-as First Nation:** Staff continue to work towards organizing a protocol agreement signing ceremony or the next steps as requested by Snaw-naw-as First Nation. The agreement calls for up to four working group meetings each calendar year and, to date, there has been no commitment to meet this quarter. Trust Council appointed Peter Luckham, Tobi Elliott, Mikaila Lironi, and Tim Peterson to the working group in 2023. Staff had several telephone calls, email correspondence, and texting responses from the Chief, and staff are still waiting on the First Nation's decision about how they would like to complete the signing of the protocol agreement. Should there be continued interest in holding working group meetings, staff will seek direction from Trust Council about Chair Laura Patrick being appointed to the seat held by former Chair Peter Luckham.
  - **Snuneymuxw First Nation:** In October 2024, at the request of Snuneymuxw First Nation, staff sent the Trust's protocol agreement template for consideration as a basis for an updated agreement and have followed up. Snuneymuxw has requested postponement of protocol agreement negotiation for a period and will contact Islands Trust once their staff has capacity to continue.
  - **W̱SÁNEĆ Leadership Council Society (WLC):** In March, Islands Trust received a letter from W̱SÁNEĆ Leadership Council Society (WLC) requesting development of an MOU between IT and WLC on behalf of Tsartlip and Tseycum First Nations. The Executive Committee directed staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W̱SÁNEĆ Leadership Council Society, to develop a protocol agreement for Trust Council consideration, and directed staff to forward the March letter from Chief Don Tom (Tsartlip First Nation) and Chief Tanya Jimmy (Tseycum First Nation) to the Islands Trust Conservancy Board and the Islands Trust Council. Staff met with WLC staff in late June and August 2025 to begin developing the agreement.
  - **Tsawout First Nation**: The Executive Committee directed staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration. Staff will reach out to Tsawout First Nation soon regarding development of a protocol agreement.
  - **Tla'amin Nation**: In review of older files related to the Policy Statement, staff discovered a 2020 letter from Tla'amin First Nation in which the Nation expressed an interest in a protocol agreement between IT and the Nation to guide future relationship between the parties. Belatedly, staff will be following up on this letter to see if there is still interest.
- **Liaison meetings:**
  - None held by Trust Area Services.
- **Correspondence:**
  - Drafted a letter for the Chair to Tsawout First Nation Chief and Council acknowledging 2025 SȾÁUTW̱ Chief & Council Election and a desire to work together
  - Continue to support staff in reviewing letters to ensure culturally safety.
  - Reviewed a Conservancy letter to the Minister of Housing and Municipal Affairs.
- **Site visits:**
  - None this quarter.
- **Events:**
  - None this quarter

- **Records management:**
  - Staff did not progress work this quarter toward the completion of a project related to records and correspondence management related to First Nations relations and referrals. This project will re-initiate soon.
- **Policies and procedures:**
  - No progress this quarter on an honoraria procedure.
- **IGB Capacity Funding**:
  - Staff continue to assess the needs for policy and budget for capacity funding to Indigenous Governing Bodies.
- **Reconciliation Learning Group:**
  - Developed and signed a contract for cultural safety training for staff and trustees. Process to select and sign up participants will begin in September 2025.
- **Reconciliation Action Plan:** Work continued on developing reconciliation action plan.

6. ADVOCACY/COORDINATION

- **Trust Council:** Supported the Chair is writing to:
  - Minister of Housing and Municipal Affairs re request to revise housing needs assessment methodology for rural areas
  - Bowen Island Municipal Council re insufficient staff capacity to undertake organizing a meeting of elected officials from ferry-affected communities.
  - Provincial Toponymist re place names for geographical features on Bowen Island
  - Minister of Housing and Municipal Affairs re request that the Province empower local trust committees or NSSWD with the regulatory tools necessary to ensure new water connections are allocated to where they are needed most in our community, and if possible, for BC Housing to immediately prioritize any potential new projects/partnerships within the Ganges area.
- **Local Trust Committees:** No work on local trust committee requested advocacy progressed this quarter.
- **Executive Committee:** Supported the Chair in writing to:
  - Minister of Housing and Municipal Affairs re support for proposed amendments to Community Charter that would expand circumstances in which local government board and council meetings can be closed to the public, including some circumstances specifically relevant to local government-First Nations relations.
  - BC Environmental Assessment Officer re request for an extension to the deadline for public and agency comment on the proposed amendment by Woodfibre LNG General Partner Inc. to add a second floating worker accommodation (Floatel #2) at the Woodfibre LNG site
- **Southern Gulf Islands Forum:** Staff have participated in regular meetings of the SGI Forum and will support the coordination of an upcoming intergovernmental forum on October 17th which will include elected officials and Indigenous leaders from both the Gulf Islands and San Juan Islands. Two central themes have been proposed for the forum: economic cooperation and environmental priorities for the bioregion.

7. LEGISLATIVE MONITORING

- **Monitoring:**
  - Staff monitored multiple sources for updates and new items since the May 2025 report.
- **Reporting:** Due to a lack of staff capacity due to vacancies and the Policy Statement Amendment Project, staff did not complete a legislative monitoring report this quarter. The Director of Legislative Services has included a *draft Legislation affecting the Islands Trust section* in his quarterly report to Trust Council.

8. GRANTS MANAGEMENT

- **Grant applications/negotiations with funders:**
  - Staff successfully applied for a 20,000.00 grant to the Community to Community program at Union of BC Municipalities (UBCM) for a joint gathering and protocol agreement with Tsawout First Nation.
  - Staff are developing grant applications for:
    - Up to $10,000 Community to Community program through the Union of BC Municipalities (UBCM). The proposed project will support work with Tseycum (W̱SIK̲EM) and Tsartlip (W̱JOŁEŁP) First Nations to develop a new protocol agreement. (to be submitted Sep 5, 2025)
    - Up to $20,000 SPARC Local Community Accessibility Grant Program, to fund the accessibility-related Salt Spring Island Office renovations.

- **Grant monitoring:** Staff continued to monitor other grant-funded projects. These include grants to Islands Trust and to associated groups/agencies that are underway. Currently these include:
  - Environment and Climate Change Canada Priority Places Contribution Agreement for Biologist position: $200,430
  - Ministry of Housing and Municipal Affairs Grant for First Nations engagement, $150,000
  - Disability Alliance BC Grant to support the Accessibility Committee development, $7,000
  - Local Government Management Association for Responsible Conduct Resource Assistance, $25,000
  - UBCM Community to Community Grant to support joint gathering and protocol agreement with Tsawout First Nation $20,000
- **Grant reporting:** Staff administered final reports for:
  - UBCM Complete Communities for Salt Spring Island complete communities project $150,000
  - Ministry of Housing and Municipal Affairs: Local Government Housing Initiatives - housing needs assessments $127,336
  - Local Government Climate Action Program (LGCAP) CY2025 Report for multi-year funds that were allocated in year one $111,583

9. PROGRAMS

~ **Stewardship Education Program**:

- Trust Programs Committee endorsed five webinars for delivery in 2025/26 on the following topics: Xwe'etay/Lasqueti Archaeology Project; Protecting the Shoreline: A Shared Responsibility; Climate Adaptation: Rain Gardens and Other Nature-Based Solutions You Can Use; Working towards a Fallow Deer Strategy for the Southern Gulf Islands, and Species at Risk on Your Property & How to Become a Habitat Steward. The first webinar in the series, focused on Protecting and Honouring Indigenous Heritage through Archaeology, Policy, and Planning will take place on September 25, 2025 from 7-8:30pm.
- In March 2025 Trust Council requested a report on the number of attendees at each of the stewardship educational webinar since mid-February, 2025. They were as follows:
  - The Groundwater Conservation and Saltwater Intrusion in the Islands Trust Area was held on March 5, 2025. 54 people attended the webinar, and the recording has received 45 views on YouTube.
  - The Living with Fire Islands Trust webinar was held on February 26, 2025. 79 people attended the webinar, and the recording has received 28 views on YouTube.

  For interest, the 'Invasive Species Removal and Native Plant Gardening' webinar that took place on January 23, 2025 had almost 120 attendees and 51 views on YouTube.

~ **History and Heritage Conservation Grants-in-Aid Program**:

- Ten eligible applications for funding were received for a total of almost $37,000 in grant requests, whereas the Grants-in-Aid budget for 2025-26 was $6,000. Executive Committee reviewed the applications and allocated the budget amongst four recipients. Staff followed up with the all applicants and arranged for grant funds to be disbursed. Funded projects included:
  - $1,550 to the Lasqueti Community Association to support their Xwe'etay/Lasqueti Layered Histories Digital Archive project;
  - $2,000 to the Gabriola Arts Council's Breaking Bannock Program to support a celebration of Snuneymuxw History and Culture – Places, Plants and Petroglyphs on Gabriola Island;
  - $2,000 to the Southern Gulf Islands Community Resources Centre to support the T̓ET̓ÁĆES Restoration Initiative, which will engage with W̱SÁNEĆ youth to increase accessibility and reconnection to their traditional homelands and learn the names of key cultural locations, and
  - $450 to the Eddie Reid Memorial Library to support coil binding of four years of the Saturna Scribbler publication (2022-2025) and purchasing magazine boxes for display and storage as part of its 10th year celebration on Saturna Island.

10. DELEGATION AND OTHER LETTERS

~ Drafted two Chair letters to the delegates at the June Trust Council meeting.

ISLANDS TRUST CONSERVANCY

ISLANDS TRUST CONSERVANCY
REPORT TO TRUST COUNCIL
2nd Quarter 2025-2026

COMPLETED SINCE LAST REPORT (June – August 2025)	PLANNED FOR THIRD QUARTER 2025-26 (September – November 2025)
1. STRATEGIC PLANNING/ADMINISTRATION	
Personnel/Staffing: Hired and onboarded • Team Lead – Protected Area Management • Administrative Assistant backfill Recruitment initiated for • Covenant Management and Outreach Specialist (CMOS) backfill • Communications Specialist (CS) Extended Conservation Technician (Co-op Student) position Completed ITC organizational review for CAO ***ITC Five Year Plan development:*** Worked with TAS Director and Senior Indigenous Relations Advisor to plan pathway to engagement ***First Nations:*** Staff attended Tsawout Feast ***ITC Board:*** Supported July 22, 2025 ITC Board meeting including an ITC/EC joint meeting, and special August 27, 2025 meeting Onboarded new appointed Board member ***ITC Policy:*** Prioritized policies in need of review Determined needs to align with the rights and interests of Indigenous Peoples and Nations Continued drafting policy updates ***SAR Program:***	***Personnel/Staffing:*** Continue recruitment for • Covenant Management and Outreach Specialist • Communications Specialist Field staff to complete Wilderness First Aid Training ***ITC Five-Year Plan development:*** Prepared letters to Indigenous Governing Bodies Continue implementing project: attend engagement meetings with First Nations and provide capacity funding upon request ***ITC Board:*** Host October 3 and November 18 ,2025 ITC Board meetings ***ITC Policy:*** Continue drafting policy updates ***SAR Program:*** Launch external Species at Risk Program evaluation Collaborate with Planning Biologist to provide input to suitable land analysis ***Data Management System/GIS:*** Continue work towards meeting needs of the Protected Areas Management Program ***CityView:*** Ongoing revisions, staff training, and procedure development for CityView applications software ***TAPIS 3***:

Began process for end of Species at Risk Program external evaluation ***Data Management System/GIS:*** Analysis of options to meet needs of the Protected Areas Management Program ***CityView:*** Ongoing revisions, staff training, and procedure development for CityView applications software ***TAPIS 3***: Assess FieldMaps functionality and provide feedback to GIS Team for improvements as determined ***Other:*** Provide data, input, and support for Planning Services suitable lands analysis model development	Assess FieldMaps functionality and provide feedback to GIS Team for improvements as determined ***Other:*** Continue collaboration with Planning Biologist to develop products, training, and support materials about species and ecosystems at risk Update Securement Strategy Develop project plan for Regional Conservation Plan evaluation
2. COVENANT AND PROPERTY SECUREMENT PROJECTS	
Continued securement negotiations on ~27 ha of land for ITC nature reserve (1 Galiano, 1 Salt Spring) Continued negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring Responded to enquiries about NAPTEP and covenants (2 North Pender, 1 Gabriola, 2 Salt Spring, 1 Hornby, 1 Saturna) and about donation or conservation sale for nature reserve (Denman, Thetis, Lasqueti)	Continued securement negotiations on ~27 ha of land for ITC nature reserve (1 Galiano, 1 Salt Spring) Continue negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring)
3. COVENANT AND PROPERTY MANAGEMENT	
Protected Area Monitoring: Completed 2025 monitoring program site visits for all nature reserves and covenants Completed monitoring documentation and reporting ***Protected Area Management Projects:*** Contracted work for species at risk monitoring and invasive species management on protected lands Planned for additional species at risk surveys and research projects to take place in the fall and spring	***Protected Area Monitoring:*** Present nature reserve and covenant monitoring results and recommendations to the ITC Board Issue notice of compliance/non-compliance with stewardship recommendations to covenant landholders ***Protected Area Management Projects:*** Implement restoration projects in covenants on Saturna and North Pender islands Develop contract for water quality monitoring in two covenants on Salt Spring Island

Resumed planning for fall restoration projects in covenants on Saturna and North Pender islands Resumed planning for water quality monitoring in two covenants on Salt Spring Island ***Technology Improvements:*** Trialled an application to replace paper monitoring forms Resumed review of property management database option ***Other:*** Completed three minor covenant amendments (Gabriola, North Pender) Worked on First Nations referral plan and tracking system/communications log for nature reserve management plans	***Technology Improvements:*** Explore remote monitoring solutions and related policy development Identify and implement improvement of field-based data collection tool ***Other:*** Continue work on First Nations referral plan and system for tracking referrals and conversations with First Nations for management plans as part of the engagement for the ITC Five-Year Plan
4. COMMUNICATIONS AND OUTREACH	
Social Media: Continued "Reflections from the field" summer series Continued 35th anniversary promotion and survey response collection for the ITC Journal ***Press Release:*** Issued press release for million-dollar anonymous donation to Opportunity Fund ***Publications:*** Wrote and distributed speaking notes to staff and board for anonymous donation Published four articles on the new Islands Trust Conservancy Journal Published Summer Heron Newsletter Published Summer ITC eNews Began work on *Caring for Your Conservation Covenant* newsletter for covenant landholders ***Celebrations:*** Hosted celebration for new NAPTEP covenant	**NOTE:** Activities pending new Communications Specialist is onboarded ***Social Media:*** Ongoing 35th anniversary promotion and survey response collection for the ITC Journal ***Publications:*** Send ITC Holiday Cards (December) Publish Fall Heron Newsletter Publish Fall ITC eNews Issue *Caring for Your Conservation Covenant* newsletter to covenant landholders ***Celebrations:*** Host celebration for one new nature reserve and one new NAPTEP covenant on Salt Spring Island Attended the Salt Spring Island to promote ITC's 35th anniversary ***Reports:***

(Gabriola) Celebrated ITC's 35th anniversary at the June Trust Council meeting Attended the Mayne Island Fall Fair to promote ITC's 35th anniversary ***Reports:*** Graphic design of 2024/25 ITC Annual Report	Publish 2024/25 ITC Annual Report
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Donors: Stewardship of donors and advisors (ongoing) Continue implementation of 35th anniversary fund development activities Met with several donors and potential donors ***Strategic Giving:*** Continued WillPower Campaign seeking bequests of conservation lands or conservation funds ***Fund Management:*** Continued update of Opportunity Fund Guidelines ***Donations:*** Received significant anonymous donation for from the ShorePeakGEN fund via Vancouver Foundation. One million dollars for the Opportunity Fund and $157,304.30 for the Property Management Fund Received and processed other donations ***Other:*** Extended external grant opportunity research	***Donors:*** Stewardship of donors and advisors (ongoing) Continue implementing 35th anniversary fund development activities (ongoing in 2026) ***Strategic Giving:*** Continue WillPower Campaign seeking bequests of conservation lands or conservation funds ***Fund Management:*** Finalize update of Opportunity Fund Guidelines ***Other:*** Draft Strategic plan for anonymous donation Develop form for Opportunity Fund applications Research external grant opportunities (ongoing)

BRIEFING

To:	**Trust Council**	**For the Meeting of:**	September 16, 2025
From:	**Trust Area Services**	**Date Prepared:**	August 22, 2025
SUBJECT:	**Policy Statement Amendment Project – Project Update**		

PURPOSE: The purpose of this briefing is to provide Trust Council with an update on the Policy Statement Amendment Project following first reading of Policy Statement Bylaw No. 183 at a special Trust Council meeting on July 29, 2025.

BACKGROUND:

At a special meeting of July 29, 2025, Trust Council gave first reading to Policy Statement Bylaw No. 183.

Recent Activities

Islands Trust sent out two press releases to local and regional media and subscribers about the Policy Statement following first reading. Those press releases are available here and here.

The Islands 2050 project webpage was updated to reflect recent developments and to provide a link to the first reading version of the Policy Statement and a link to the online draft Policy Statement survey. The Islands 2050 project webpage is featured on the Islands Trust website homepage in two places – the rotating banner at the top of the page and in featured page graphics below the meeting calendar. It is also featured in a News blog on each local trust area landing page.

As of the morning of August 22, 2025, the online survey had garnered 60 responses.

As of the date of this report, a mail-out to all Trust Area households had been printed and was being distributed by BC Mail, arriving in mailboxes by the end of August.

Posters encouraging people to learn more about the draft Policy Statement, attend engagement events, and provide their feedback, were printed and will be posted on islands by the end of August. Paper versions of the survey with prepaid envelopes will be available at libraries on islands in early September.

Advertisements have been placed in the September issues of Trust Area newspapers/newsletters encouraging residents to fill out the online survey, attend the virtual Town Hall, and attend local engagement events (where offered).

A subscriber notice was sent out to all subscribers to encourage participation in the virtual Town Hall. As of August 22, 2025, 49 people were registered to attend the webinar. Additional promotion of this event will be undertaken in early September.

During the week of August 4, 2025, Policy Statement Bylaw No. 183 was referred to 75 agencies and improvement districts for comment. Online technical briefings for referral agencies were held on September 5th and 8th.

Referrals of Policy Statement Bylaw No. 183 were sent to Indigenous Governing Bodies the week of August 25.

Upcoming Activities

Local Policy Statement engagement events are scheduled as follows:

- September 29: Mayne Island (regular LTC meeting Town Hall)
- Date TBD: Salt Spring Island (in-person Community Information Meeting I)
- October 3: North Pender Island (regular LTC meeting Town Hall)
- October 6: Lasqueti Island (regular LTC meeting Town Hall)
- October 9: Gabriola Island (regular LTC meeting Town Hall)
- October 14: Galiano Island (in-person Community Information Meeting)
- October 18: Salt Spring Island (in person Community Information Meeting II)
- October 23: Saturna Island (LTC-led Community Information Meeting)
- November 4: Thetis Island (regular LTC meeting Town Hall)
- November 7: South Pender Island (regular LTC meeting Town Hall)
- November 14: Hornby Island (regular LTC meeting Town Hall)
- November 25: Gambier Island (online Community Information Meeting)

Staff hope to schedule meetings with interested Indigenous Governing Bodies over the months following bylaw referral.

Online survey responses and agency and Indigenous Governing Body referral responses will be provided to Trust Council in Spring 2026.

Staff will continue to monitor the Islands2050@islandstrust.bc.ca inbox, respond to enquiries, and post correspondence to the Islands 2050 webpage.

ATTACHMENT(S): PSAP Project Charter V11

FOLLOW-UP: Continued implementation of Policy Statement Amendment Project Charter V11. Next project update to Trust Council in December.

Prepared By: Jason Youmans, Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services/ August 25, 2025
Rueben Bronee, CAO/ August 25, 2025
Executive Committee/September 3, 2025

Policy Statement Amendment Project - Project Charter V11

Attachment 1

Purpose To support Trust Council's update of the Islands Trust Policy Statement bylaw, incorporating feedback from Indigenous Governing Bodies, the public, and referral agencies, and approval by the Minister of Municipal Affairs.

Background Trust Council has assigned Executive Committee, with involvement from Trust Programs Committee as appropriate, the task of updating the Islands Trust Policy Statement through the lenses of reconciliation, climate change, and affordable housing, and to undertake early engagement with Indigenous Governing Bodies (IGBs) and the public in the process.

Objectives

- To adopt an updated Policy Statement bylaw that supports Trust Council's commitments to reconciliation, climate change, and affordable housing, and reflects feedback from the public, IGBs, and partner agencies.

In Scope

- Policy Statement amendment drafting directed by TC resolutions, communications, legal review, and implementation planning
- IGB engagement, public engagement, and agency referrals
- Four readings/Ministerial approval

Out of Scope

- Treaty or territorial negotiations or accommodation
- Consequential amendments to official community plans and land use bylaws

Workplan Overview

Major Deliverable/Milestone	Dates
Past Years (FY 2019-20, 2021-22, 2022-23, 2023-24) -IGB early engagement Phases 1 (2019-2021), 2 (2021-2022), and 3 (2023) -Public engagement Phases 1 (2019-2020), 2 (2021), and 3 (2022) -Policy review and analysis by Trust Council's committees/working groups and staff (2020-22) -Amendment drafting and legal review Phase 1 (Apr-Jun 2021), Phase 2 (Dec 2022-Mar 2023) - IGB Early engagement Phase 3	2019-2024
Present (FY 2024-25) - Review and revision of draft Policy Statement by Committee of the Whole and Trust Programs Committee	May 2024 - May 2025
Proposed Next Steps (FY 2025-26) -**First Reading** -Bylaw referral to IGBs, regional districts, Conservancy Board and others -Six-month public engagement (referrals to local trust committees and island municipalities with TAS support online and in-person where requested; Staff-led Trust Area-wide survey and workshop	July 2025 Aug 2025 - March 2026 Sept 2025 - March 2026
Final Adoption (FY 2025-26/2026-27) - Trust Council receives referral responses and passes resolutions on further revisions required -Amendment drafting and amendment/**Second** and **Third** Reading by Trust Council -Refer proposed bylaw to Minister with final FN/agency engagement report; allow six months for review - **Ministerial Approval (**estimated—no statutory timeline), and **Adoption** -Final graphic design and distribution, celebration event, implementation planning	April 2026 May - June 2026 June 2026 Oct 2026 Oct 2026— Nov 2026

Project Team

Executive Committee COtW/TPC Director, TAS	Project Champion Policy Content Advisors Project Director
Sr. Policy Advisor	Project Manager & Policy Writer
Program Coordinator	Public Engagement Coordinator
Communications Specialist	Communications Coordinator
Sr. Intergovtl Policy Advisor	First Nations Engagement Coordinator

Budget

Item	FY 24-25	FY25-26	FY26-27
Communications	$10,000	$26,000	$10,000
Public Engagement	$0	$17,500	$0
Legal Review	$25,000	$10,000	$5,000
Capacity Funding	$4,000	$0	$0
Total Activity Costs:	**$39,000**	**$53,500**	**$15,000**

Approved by:

Clare Frater, Director, TAS

Endorsement: TC

Res#: 2025-052
Date: June 17, 2025

***Timeline assumes Trust Council schedules special meetings between regular quarterly meetings.**

BRIEFING

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	Trust Area Services	**Date Prepared:**	August 24, 2025

SUBJECT: PUBLIC FEEDBACK ON 2026/27 BUDGET PRIORITIES

PURPOSE:
This briefing provides Trust Council with a summary of the results of the pre-budget public consultation process for Trust Council's 2026/27 budget, which took place between May 1 and June 28, 2025.

BACKGROUND:
Under its Terms of Reference, Financial Planning Committee (FPC) has responsibility for representing the interests of Trust Council, Executive Committee, and Council Committees throughout the budget process, which includes designing the process for public input.

Following FPC discussions on the timing of previous public engagements on draft budgets (late January), volume of survey responses from the public, and whether public engagement on previous budgets had resulted in meaningful changes to the budget, Financial Planning Committee did not engage on the draft budget in 2023/24 or 2024/25. In August 2024, FPC directed staff to develop a pre-budget survey to gain early insight into the public's priorities and values to inform Trust Council's budgeting process for 2026/27.

Promotion
The survey was promoted via subscriber notice, social media posts, the Islands Trust website, and printed ads in local newspapers. A public webinar on the Islands Trust's budgeting process was hosted by the Chair of the Islands Trust Council on May 8, 2025 with support from the Chief Administrative Officer and Director of Financial and Employee Services.

Survey Highlights
There was a total of 343 responses to the survey, which equates to a sample size of approximately 1% of the Trust Area population.[1] While the response received are valid and worth consideration, the small sample size means the results cannot be considered representative of the population of the Trust Area overall.

At its August 20, 2025 meeting, Financial Planning Committee passed the following resolution:

> **Whereas the results of the 2026/27 pre-budget survey did not reach statistical significance in terms of response rate, Financial Planning Committee recommend Trust Council limit the influence of the public feedback received in determining the 2026/27 budget, assumptions, principles, and guidelines.**

[1] 343 responses were received to the survey, as compared to a total population of approximately 30,000 for the Islands Trust Area.

Trust Council should note that survey respondents were self-selected and were not from a random sample so the results cannot be considered statistically valid.

Some key observations from the survey results include:

- The local trust/island municipality areas with the highest number of respondents were Salt Spring (70 participants, 20%), North Pender (43 participants, 12.5%), and Gabriola (42 participants, 12%).
- 77% of respondents were full-time residents in their local trust area or island municipality and 17% were part-time residents;
  - 18% expressed support for increasing funding for long-range planning services, while 30% supported keeping the funding the same, and 30% want to see a decrease in funding.
  - Similarly, 17% expressed support for increasing funding for current planning services, while 31% supported keeping the funding the same, and 31% want to see a decrease.
  - 35% of respondents think applicants should bear the full cost associated with processing their applications
  - 28% of respondents want to see the Islands Trust continue to sponsor fees for development applications from non-profits and government agencies that have community benefit.
  - For Trust-Area Wide Programs, 16% of respondents expressed support for increasing funding, while 30% supported keeping the funding the same, and 37% want to see a decrease in funding.
  - 31% of respondents expressed support for increasing funding for the Islands Trust Conservancy, while 28% supported keeping the funding the same, and 28% want to see a decrease in funding.

ATTACHMENT:

1. 2026/27 Pre-Budget Survey Results Report

FOLLOW-UP:

Trust Council will consider a draft 2026/27 budget in December 2025. Financial Planning Committee has adopted a project charter to seek public input on the draft 2026/27 budget by way of e-mails rather than an additional survey.

Financial Planning Committee has also recommended that Trust Council ask staff to draft a revised Budget Process Policy that includes consideration of an annual pre-budget survey similar to 2025 in timing (see related RFD in September 2025 Trust Council agenda package)

Prepared By: Clare Frater, Director, Trust Area Services (based on an FPC briefing by Chloë Straw, Program Coordinator)

Reviewed By/Date: Rueben Bronee, CAO, August 25, 2025
Executive Committee, September 3, 2025

Islands Trust 2026-27 Pre-Budget Survey Report

Table of Contents

Executive Summary	p. 2
Demographics of Respondents	p. 2
Trust-Wide Budget Areas	p. 5
Funding for Land Use Planning	p. 5
Funding for Bylaw Enforcement Services	p. 8
Funding for Trust Area-Wide Programs	p. 9
Funding for Islands Trust Conservancy	p. 11
Islands Trust Council Meetings	p. 12
Organizational Areas of Strength	p. 13
Organizational Areas for Improvement	p. 13

Appendix

A.	Comments received re: Funding for Long-Range Land Use Planning Services	p.15
B.	Comments received re: Funding for Current Planning Services	p.20
C.	Comments received re: Funding for Bylaw Enforcement Services	p.24
D.	Comments received re: Funding for Trust Area-Wide Programs	p.30
E.	Comments received re: Funding for the Islands Trust Conservancy	p.35
F.	Comments received re: Frequency of In-Person Trust Council Meetings	p.40
G.	Comments received re: What does the Islands Trust Do Well?	p.44
H.	Comments received re: What could the Islands Trust improve on?	p.49
I.	Comments received re: Did we forget to ask something that's meaningful to you?	p.58

Executive Summary

Between May 1 and June 28, 2025, the public was invited to complete a pre-budget survey designed to gauge the priorities and values of Islands Trust Area residents to support the development of Islands Trust's annual budget.

The anonymous survey was completed by 343 members of the public and took, on average, 14 minutes to complete with a 64% estimated completion rate. It asked respondents to comment on funding levels for: long-range and current land use planning services; bylaw enforcement services; Trust-area wide programs; the Islands Trust Conservancy, and quarterly Trust Council meetings.

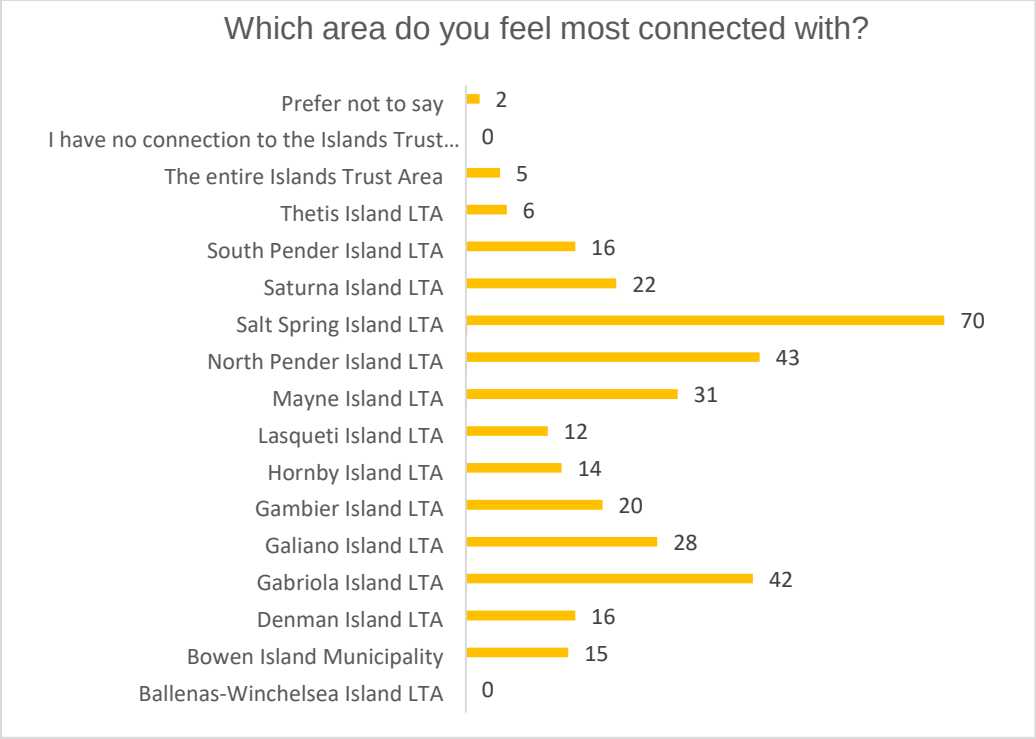
The survey was promoted via subscriber notice, social media posts, the Islands Trust website, and printed ads in local newspapers. A public webinar on the Islands Trust's budgeting process was hosted by the Chair of the Islands Trust Council on May 8th, with support from the Chief Administrative Officer and Director of Financial and Employee Services.

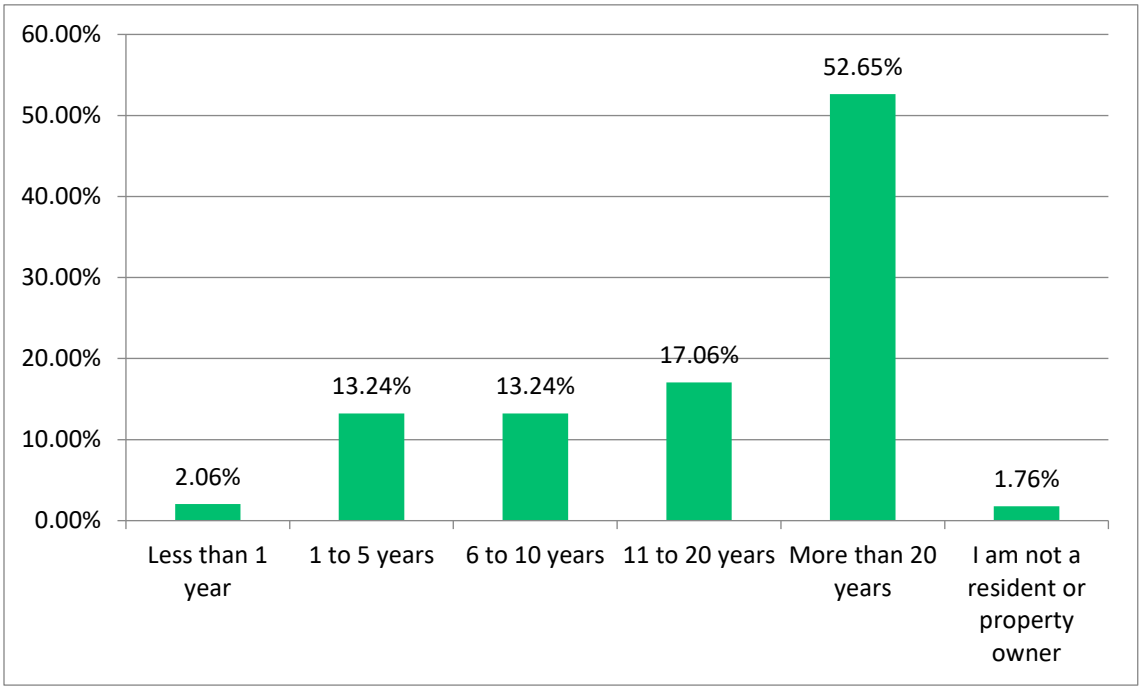
This report includes provides a summary of public feedback received through the survey, including key themes and trends in priority spending areas at the Trust. The appendix includes raw survey data for the key funding areas listed above, as well a copy of the full survey. Breakdowns of responses by Local Trust Area can also be made available.

Demographics of Respondents

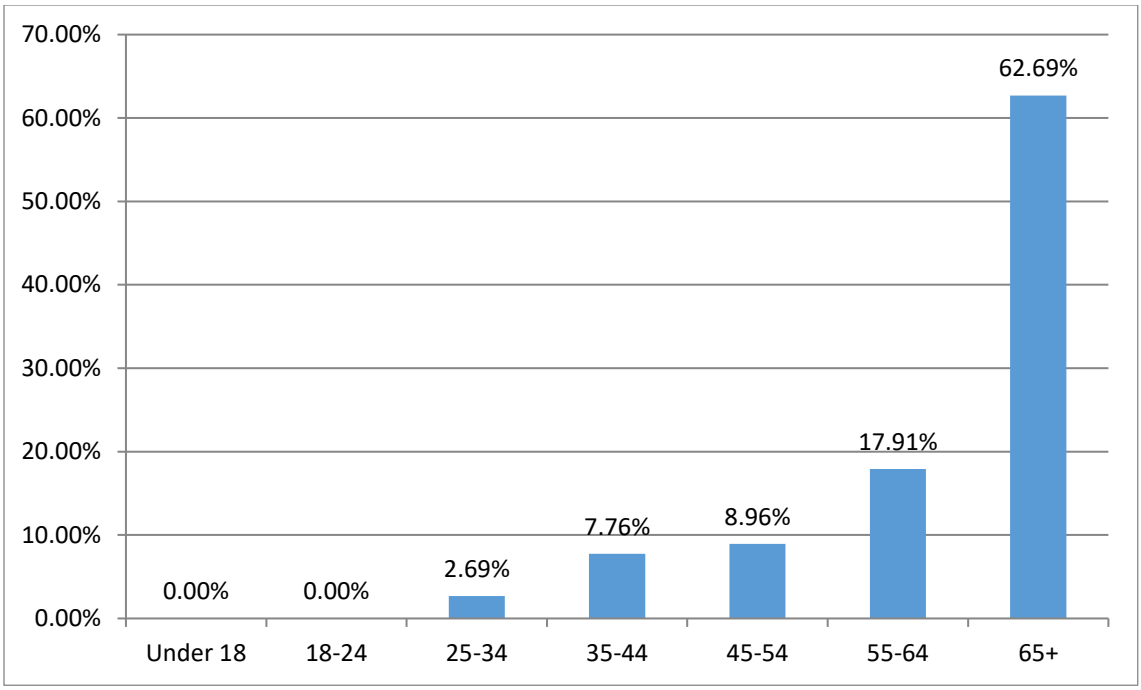
A total of 343 responses to the survey were received. Of these respondents, 77% identified as full-time residents, 17% as part-time residents, 6% said they were non-resident property owners.

Over half of those who responded to the question (52%) reported that they have lived or owned in the Trust Area for more than twenty years. Respondents were also asked which of the 13 local Trust Areas they feel most connected with. The table below displays the geographic breakdown of respondents.

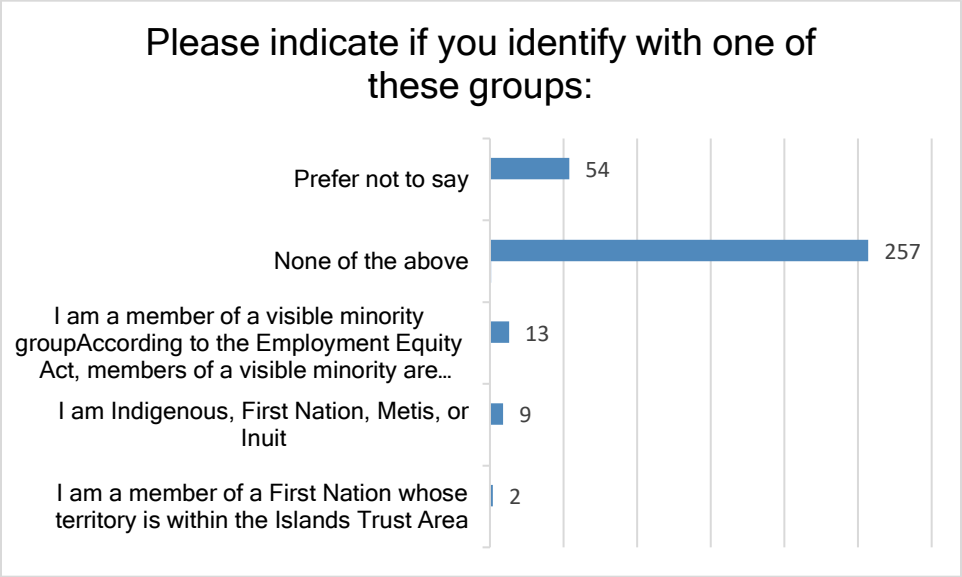




The majority of respondents were aged 65 or older, with no respondents identifying as under the age of 25. Nine people skipped the question about respondent age.



The survey also asked people to identify whether they are: a member of a visible minority group; Indigenous, First Nation, Métis, or Inuit, and/or a member of a First Nation whose territory is within the Islands Trust Area. As outlined in the table below, there were 334 responses to the question, 13 respondents (3.88%) identified as members of a visible minority, 9 (2.69%) identified as Indigenous, First Nation, Métis, or Inuit, and 1 (0.59%) is a member of a First Nation with territory within the Islands Trust Area. Sixteen percent of respondents selected “prefer not to say” and 77% selected “none of the above.”



Trust-Wide Budget Areas

In developing the proposed budget for 2026/27, Islands Trust Council assumes that Islands Trust will maintain existing service levels. Islands Trust taxes make up a portion of residents' total property tax bill. Last year, the increase to the rural property tax levy and the Bowen Island Municipal tax levy[1] for the Islands Trust budget had the following implications:

The local trust committees (LTCs) of Islands Trust are responsible for land use planning and decision-making within their respective local trust areas (LTAs). Each LTC consists of two locally elected trustees and one appointed chair from the Islands Trust Council. Their primary role is to develop, maintain, and implement Official Community Plans (OCPs), zoning bylaws, and land use regulations that guide sustainable development while protecting the environment, cultural heritage, and community character of the islands. LTCs review development applications, hold public hearings, and engage with residents to ensure that land use decisions reflect local priorities. Their work directly shapes how each Local Trust Area grows and evolves, balancing the need for housing, economic activity, and environmental preservation to maintain the long-term sustainability and unique character of island communities.

Funding for Land Use Planning

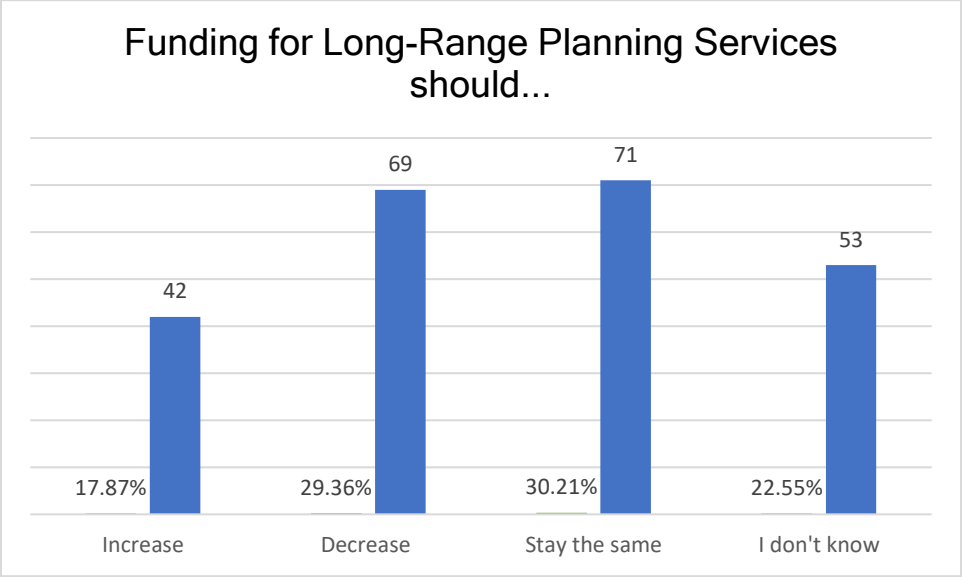
The Planning Services department of Islands Trust plays a vital role in preserving and protecting the environment, cultural heritage, and unique island communities through land use planning and regulation. The department maintains and updates 20 official community plans and land use bylaws, and provides planning services to local trust committees. It supports sustainable development, environmental protection, and community planning by managing zoning applications, enforcing bylaws, hosting community information meetings, answering public inquiries, and conducting development review processes.

Long-Range Planning Services

The survey asked respondents whether funding for long-range local land use planning services should increase, decrease or stay the same. "I don't know" was also an answer choice. As illustrated in the table below, there were 235 respondents to this question; 30% of whom support keeping the funding the same, an additional 30% want to see a decrease in funding, and 18% expressed support for

[1] **Bowen Island has a special status in the Islands Trust Area as the only island municipality. Property owners on Bowen Island pay property taxes to Bowen Island Municipality, which then pays a levy to Islands Trust. Bowen Island residents benefit from all Islands Trust Area-wide programs and services in the same way as local trust area residents. The percentage increase/decrease for Bowen Island Municipality often differs from local trust areas as the Municipality contributes to a different set of expenses (i.e. does not contribute to land use planning expenses).*

increasing funding for long-range planning services. The remaining 22% of respondents indicated they don't know.



Input offered through the comments field revealed concern about the Islands Trust's effectiveness, efficiency, and spending. Some view the organization as overly bureaucratic, with administrative costs growing disproportionately to its impact. Some see planning processes as overly complex, duplicative of other regional services, and disconnected from local community needs. Some respondents expressed frustration with constant revisions to community plans (OCPs) that often lack clear implementation or enforcement, while some question the Trust's relevance altogether.

Those respondents who want to see funding levels for long-term planning sustained or increased want to see a clear focus on environmental protection and climate adaptation. Others would like to see budget cuts, citing poor results, staff bloat, and overreach into areas outside the Trust's core mandate. There's a call for streamlined, transparent, and action-oriented planning that prioritizes local input, affordable housing, water management, and enforcement of existing rules. Overall, the feedback reflects a desire to refocus the Trust's work on core, tangible outcomes while reducing inefficiency and restoring public trust.

"In the interest of sustainability, i.e., what taxpayers can afford, land use planning should be limited to maintaining or improving ground water and erosion control." -Survey respondent

"The Trust spends too much money endorsing or actively advocating for programs they have no jurisdiction over." -Survey respondent

"Do not allow tangent projects to be funded. Focus on environmental protection." -Survey respondent

"Since the IT provides few services but a lot of discussion, the budget should be reduced to eliminate much of the discussion and change the focus to action-oriented goals with benchmarks and annual evaluation."

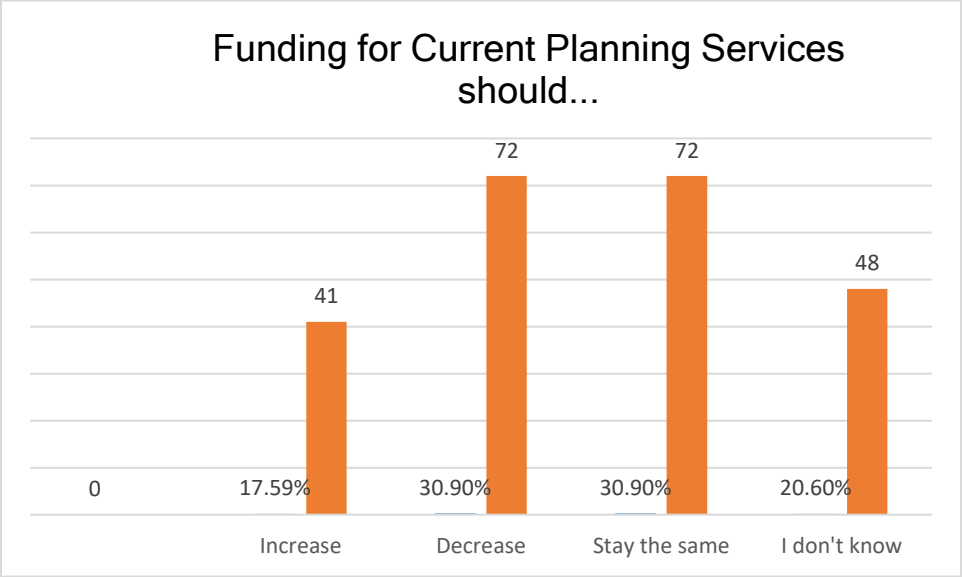
-Survey respondent

Current Planning Services

Similar to the overall feedback on long-range planning services, the majority of respondents do not support an increase in funding for current planning services. As illustrated in the table below, of the 233 responses to the question, approximately 31% of respondents support keeping the funding the same, an additional 31% want to see a decrease in funding, and 17% expressed support for increasing funding for current planning services. The remaining 21% of respondents indicated they don't know.

"The planning costs for the Islands Trust seem to be much higher on a per capita basis than other local jurisdictions just outside of the Islands Trust area. We would prefer that the planning be done more cost-effectively, and more similarly to local non-IT governments (like the CRD, or the Comox Valley RD)."

-Survey respondent



Respondents' comments highlighted concerns about high costs, bureaucratic inefficiencies, and slow processing times. Many believe applicants—especially developers—should cover most or all costs associated with their applications, with higher fees for large or luxury projects and reduced fees for affordable housing projects and other forms of development with clear community-benefit.

The permitting process is seen as overly complex, inconsistent, and duplicative—particularly where responsibilities overlap with the regional district. There is a call for streamlining, clearer policies, and better enforcement. Opinions on development itself are divided: some see it as essential for community vitality and housing needs, while others view it as a threat to environmental sustainability and rural character. Overall, while some support additional funding to improve service delivery, others emphasize the need for greater efficiency and accountability rather than increased spending or taxes.

"Too many build without permits and get away with it because no one complains or is afraid to do so."

-Survey respondent

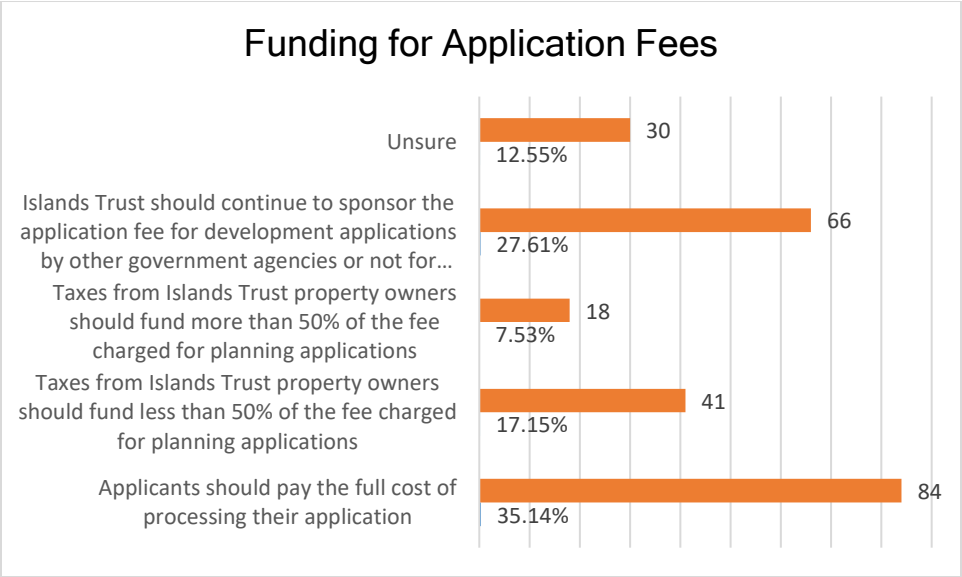
"Until proper studies on land use and water resources can be completed. Freeze on subdivisions and multi-unit developments with wells. Require rainwater collection to get permits."

-Survey respondent

Planning Application Fees

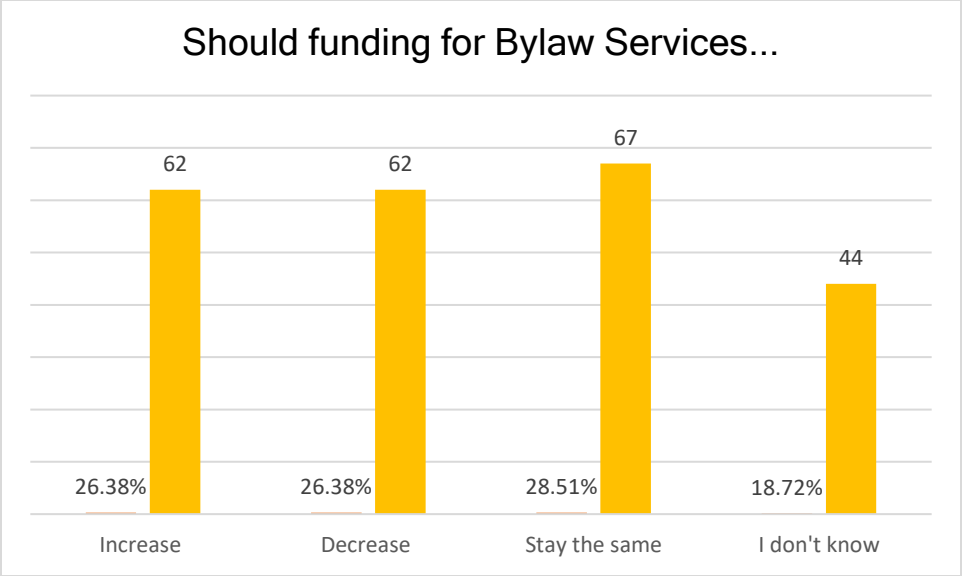
Currently, Islands Trust spends more than $1.5 million annually on Planning Services staff time and dedicated software systems to process development applications. Application fees received are typically about $274,000 annually. This gap occurs because Islands Trust charges applicants less than the cost of processing applications, based on local trust committee approved fees. The rest is subsidized by general property taxation and other revenue sources (excluding the Bowen Island Municipal levy).

Last year, the Executive Committee sponsored $8,115 in fees for applications by other government agencies or not-for-profit organizations for initiatives that have community benefit, including affordable housing. The survey asked whether respondents would like to see the Islands Trust consider changes to application fees. There were 239 respondents to this question, 35% of whom supported applicants bearing the full cost associated with processing their applications. Nearly 28% of respondents want to see the Islands Trust continue to sponsor fees for development applications from non-profits and government agencies that have community benefit.17% of those who answered the question think taxes from Islands Trust property owners should fund less than half of the actual fee of planning applications, and 7.5% believe property owners should fund more than half of the actual application fee. An additional 12.5% of people indicated they were unsure.



Funding for Bylaw Enforcement Services

The survey gathered input on the desired funding levels for the Islands Trust's bylaw enforcement services. Responses were almost evenly split between those who want to see the funding level increase, decrease, and remain the same. Nearly 20% of the 235 respondents to this question indicated they didn't know.



Feedback on Islands Trust's bylaw enforcement services reflects a divide. Many respondents feel that bylaws are inconsistently or ineffectively enforced, often citing a complaints-driven, slow, or even biased process that fosters conflict between neighbours.

Some view enforcement as overly bureaucratic, duplicative with other agencies like the Capital Regional District (CRD), and wasteful of limited resources, while others see it as critical for protecting the environment, water quality, housing stock, and community character. Concerns include under-resourcing, long response times, unclear jurisdiction, and lack of transparency.

Comments provided suggested better training, more local accountability, and clear priorities—especially for issues like short-term rentals, environmental degradation, and illegal development. Others argued for less enforcement, advocating for local self-governance, reduced government spending, and more trust in community-based solutions. Overall, there's a clear sentiment that enforcement, if maintained, must be fair, transparent, efficiently resourced, and aligned with clear environmental and land-use goals. The following comments represent the types of feedback shared:

"Our groundwater aquifers are being contaminated by pollution and naturally by saltwater intrusion and over use. Institute a requirement for rainwater collection on all new builds and enforce it!"

"All is complaint driven, so, often one homeowner must make changes while a neighbour with more egregious "offences" is left untouched."

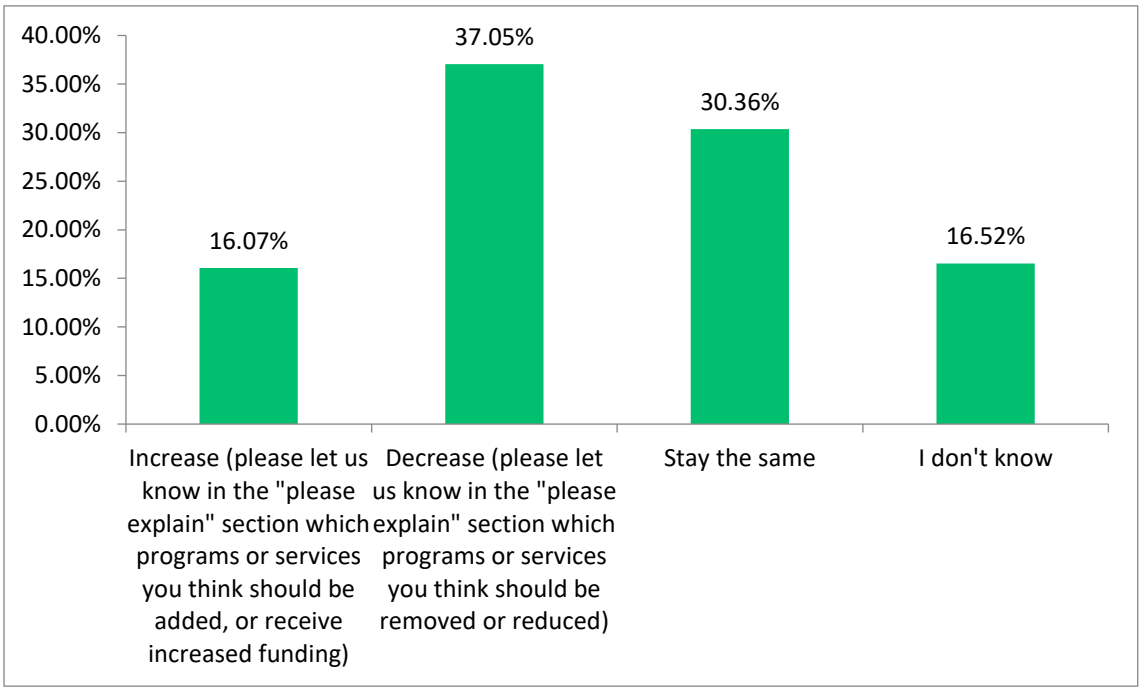
"No point in bylaws if they cannot be enforced."

"It is under-resourced. If you are going to have bylaws, you should have resources to enforce them."

Funding for Trust Area-Wide Programs

The Islands Trust Council supports the preserve and protect mandate through region-wide programs such as communications; public education sessions; stewardship education resources; advocacy about decisions and initiatives that affect the islands; ecosystem mapping; and cooperating with other governments, including First Nations, to benefit the Islands Trust Area.

The survey asked whether funding for Trust Area-wide programs should increase, decrease, or stay the same. Respondents were also asked to suggest which programs or services they think should be added, augmented, reduced or removed.



The 224 responses to this question reflect a wide range of opinions on Islands Trust programs, but several consistent themes emerged. Many respondents feel Islands Trust should return to its core mandate of land use planning and environmental protection, with less focus on advocacy, First Nations engagement, public education, and external partnerships, which some see as duplicating provincial or federal roles. Others strongly support First Nations engagement, conservation, and education, especially where they directly support the "preserve and protect" mandate.

Among those supporting a decrease in funding for Trust Area Services, there is concern over cost, bureaucracy, and inefficiency, with calls for greater fiscal restraint, streamlined operations, and more measurable outcomes. Some see current programs as ineffective or redundant, especially when local conservancies or regional governments already do similar work. However, others praise specific initiatives like ecosystem mapping and stewardship webinars, advocating for their continued or increased funding.

Additionally, there is a noticeable divide: some want increased investment in stewardship and environmental protection, while others feel these programs are misaligned with the Trust’s role or are contributing to unaffordability. Lastly, there’s frustration over duplication of services, lack of clarity in mandate, overreach, and perceived politicization of the Trust's functions.

"The Trustees need to be clearer on their mandate and stick with it. The public needs to be better informed - the resources are available for this, it just takes time to read through and attend meetings. The frustrating thing is the same questions and complaints circulating every year without the public's informed understanding of the purpose and history of the Islands Trust." - Survey respondent

"More programs that tie the Trust Area together." - Survey respondent

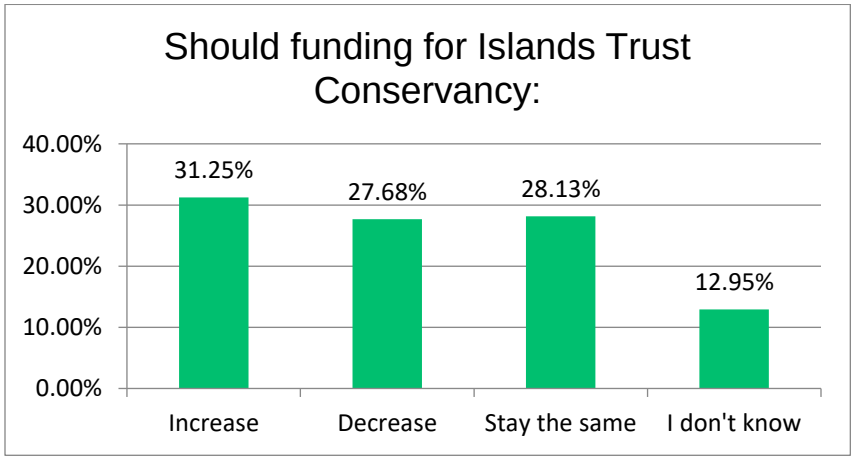
"Programs need to be created like permits for tree removal, poisonous Daphne removal, broom pullout and deer population control." - Survey respondent

"*Each island has its own stewardship, nature conservancies etc. I believe there is duplication of effort and each Trust Area should assess the overlaps and enable cost reductions. Locals do better more meaningful work that really matters to residents, vs a IT could ever accomplish."* - Survey respondent

Funding for Islands Trust Conservancy

The Islands Trust Conservancy (ITC) is the land conservation branch of Islands Trust, dedicated to protecting the unique ecosystems, natural landscapes, and biodiversity of the Islands Trust Area. ITC works with landowners, community groups, and conservation partners to preserve ecologically significant lands in perpetuity. The Conservancy uses funds to manage protected areas, restore habitats, and support conservation initiatives that safeguard rare species and sensitive ecosystems. Funds from taxation are not used for acquiring protected areas – new protected areas are donated. The Islands Trust Conservancy has been entrusted with the protection of 115 private properties, totaling over 1,375 hectares through conservation covenants (81) and through donation as nature reserves (34).

The survey asked whether funding for the Conservancy should increase, decrease or stay the same, with an option to select "I don't know." The results are summarized in the table below.



Respondents' comments reflected a mix of support and skepticism toward the Islands Trust Conservancy (ITC). While some appreciate its role in fulfilling the "preserve and protect" mandate through land conservation and ecosystem protection, others question its effectiveness, citing concerns over high costs, redundancy with local conservancies, and lack of measurable outcomes.

Some respondents would like to see for more financial transparency, operational efficiency, and better collaboration with island-specific groups.

Among those who would like to see funding for the Conservancy decrease, there is a sentiment that conservation should be funded through donations or higher government levels rather than local taxes. Some respondents support conservation efforts conditionally—only if they are cost-effective, locally beneficial, and aligned with the Trust's core mandate—while others view the ITC as overreaching or irrelevant, urging a return to basic land-use planning responsibilities.

"The public needs to know more about this Trust function."
-Survey respondent

"The ITC should be entirely self-supporting -maybe through grants- or eliminated. No tax money should go to this."
-Survey respondent

"We need to protect ecosystems, landscapes and maintenance is expensive."
-Survey respondent

"The ITC is in a stand-still mode right now because of understaffing. It is essential that any increase in funding be used to remedy this situation."
-Survey respondent

"Most of the land in the Trust Area is private. A critical way to protect habitat is conservation covenants but these cost the landowners money even if they get a NAPTEP funding. There are people who want to establish covenants who don't because of cost. This could be covered by the Trust Conservancy."
-Survey respondent

Funding for Islands Trust Council Meetings

Islands Trust Council meets virtually and in-person four times per year, and the meetings are generally livestreamed. The budget for an in-person Trust Council meeting ranges between $30,000 – $35,000. Given this, respondents were asked how frequently Trust Council should meet in-person. Their answers are summarized in the table below.

In addition to the selecting from the multiple choice response options, respondents also provided 125 comments. Key themes emerging from the comments included: frustration about the high cost of in-person meetings when these tax dollars could be redirected to more urgent issues such as housing, water projects or protected parks and a preference for more virtual or hybrid meetings to make it easier for the public to attend and ensure equitable access across the islands.

It was suggested that Trust Council could meet in-person once or twice a year to maintain some in-person contact and that alternative governance models be explored to meet a desire for greater transparency, strategic leadership, and accountability. The full list of comments received is available in Appendix F.

Answer Choices	Responses	
Two times a year, with other meetings conducted virtually	26.87%	61
Once a year, with other meetings conducted virtually	23.35%	53
Four times a year	18.50%	42
Unsure	12.78%	29
Islands Trust Council should always meet online	11.45%	26
Three times a year, with other meetings conducted virtually	7.05%	16
	Answered	**227**

Organizational Areas of Strength

The survey asked respondents what they think the Islands Trust does well. 150 people answered the question. The full list of comments is available in Appendix G.

Respondents expressed a wide range of opinions about the Islands Trust, with many valuing its "preserve and protect" mandate and crediting it with preventing overdevelopment and maintaining the character of the islands. Appreciation was also expressed for the professionalism and helpfulness of individual staff and trustees.

However, the feedback also reflects a deep division and a theme of dissatisfaction with the Trust's current operations, which are described by some as overly bureaucratic, inefficient, and disconnected from the needs of residents. Concerns include wasteful spending, lack of tangible results, excessive focus on internal processes, and poor communication with the public.

While some praised individual staff or specific initiatives like ecosystem mapping and housing toolkits, many feel the Trust has lost its way, with several calling for major reforms, downsizing, or even elimination in favor of regional or municipal governance.

Organizational Areas for Improvement

Respondents were asked what Islands Trust could improve on. 181 people responded to this question. The full list of comments can be viewed in Appendix H.

Key themes from the responses reveal tensions between residents and the Islands Trust, centering on governance, costs, communication, and adherence to core values. Many respondents express strong support for the Trust's "preserve and protect" mandate, especially regarding ecological conservation. Some feel that the organization has become unnecessarily bureaucratic, inefficient, and overly politicized. Included with this is a call for streamlined operations, more local representation, and reduced overlap with other levels of government.

Concern for fiscal responsibility and transparency were expressed, with many advocating for budget cuts, reduced staff, and prioritizing essential services. Enforcement of bylaws—especially those related to development, environmental protection, and land use—is seen as inconsistent and complaint-driven. Others seek stronger environmental protections, including against overdevelopment, water stress, invasive species, and ecological degradation. Some respondents also demand better public engagement, clearer communication, and faster, more responsive decision-making. Overall, there's a strong desire to refocus the Trust on its core purpose while becoming leaner, more accountable, and genuinely responsive to the unique needs of island communities.

Other Feedback

The final survey question asked: “Did we forget to ask something that is meaningful to you? Please provide additional thoughts.” There were 98 responses to this question.

The feedback revealed several key themes about the Islands Trust’s role, effectiveness, and priorities. Many respondents emphasized that private developers and homeowners should bear the full costs of permits and that the Trust should focus strictly on its core mandate—protecting the unique environment and ecosystems of the islands—rather than expanding into areas like affordable housing, Indigenous relations, or broader social issues.

There is significant concern about bureaucratic bloat, inefficiency, and overreach, with calls for budget cuts, streamlining, and greater accountability. Property rights and local voices are repeatedly cited as being undervalued, with frustration about complex permitting processes and enforcement inconsistencies. Many urge stronger protection of shorelines, foreshore areas, and forests, while balancing the needs of local residents and businesses.

Some express skepticism about the Trust’s effectiveness and call for internal reform or even disbandment, while others still value its environmental mission. Issues like off-island investment driving housing pressures, ferry traffic, and infrastructure challenges were mentioned repeatedly, alongside calls for better communication and transparency. Overall, the input reflects a deep tension between preserving the islands’ natural character and addressing evolving community and economic needs, with a broad desire for clearer focus, fiscal responsibility, and respect for local property owners. The full list of comments can be viewed in Appendix I.

APPENDIX A:

Comments received re: Funding for Long–Range Land Use Planning Services

- Since the IT provides few services but a lot of discussion, the budget should be reduced to eliminate much of the discussion and change the focus to action-oriented goals with benchmarks and annual evaluation.
- Decrease the Island's Trust Bureaucracy
- The planning costs for the Islands Trust seem to be much higher on a per capita basis than other local jurisdictions just outside of the Islands Trust area. We would prefer that the planning be done more cost-effectively, and more similarly to local non-IT governments (like the CRD, or the Comox Valley RD).
- Preserve and protect doesn't call for a lot of planning. Consult with biologists and monitor wildlife, plants, erosion etc.
- Population growth; need for better mapping; including more local knowledge, especially re natural amenities; taking appropriate time
- the current OCP reflects an anti-affordable housing bias that I believe needs to be altered
- Scientific research studies must be done to support long term planning decisions.
- to keep up with increasing demand to alter OCPs
- I expect Islands Trust to come to the best conclusion on this
- We need all OCPs and LUBs to be current in the Islands Trust. Not funding that now will cost us more in the long run. This should be a priority for the Trust and should involve provincial funding to accomplish it.
- In the interest of sustainability, i.e. what taxpayers can afford, land use planning should be limited to maintaining or improving ground water and erosion control.
- Gabriola is under the RDN. They are supposed to enforce. Zoning and planning needs to be the RDN only because IT impact increases costs and slows down the process.
- The Trust spends too much money endorsing or actively advocating for programs they have no jurisdiction over
- There is no more money
- Funding should be increased for forest development to resupply the groundwater. Planning funds need to be redirected to groundwater protection.
- do not allow tangent projects to be funded. Focus on environmental protection
- Because this is the most important framework for my community
- If that is what is needed (financially) to ensure deep advocating for the natural environment then the financing to do needs to be available.
- It is adequate at present
- Come up with a reasonable plan and stick with it. If it was good it need not be reinvented all the time.
- Decrease planning budgets and increase funds for free Protective covenants for property owners
- There is a disconnect between Galiano development and the regional development - should be integrated with Sidney and CRD
- Planning without by-law enforcement is useless
- duplication of services with CRD
- Developers should pay at least 50% or possibly more of Planner time devoted to their projects. The proportion of the budget that goes to Planners is much too high relative to the essential work of conservation that is grossly underfunded.
- The OCP represents local a land use, and reviews reflect the ever changing nature of island life - whether demographics, climate change or new understandings of rural life.

- Planning should be simplified.
- These are the road maps for policy implementation. The deeper into the future you look, the more the present gets put into context.
- The wheel doesn't need to be reinvented. Yes, things change over time, but I feel I'm just a piggy bank for the LTC to spend on whatever whim they have.
- The planning seems to be based on political agenda rather than actual resident needs.
- Huge reports that are boilerplate simply wastes time and energy
- The Trust does not have staff who go out to view properties when there are concerns/disputes yet they are issuing permits but cannot effectively enforce by-laws. Recently a delegation from Thormanby Island explained to the LTC how an application from a property owner was going to adversely affect views, privacy, and enjoyment of neighbouring houses. If there were lot plans and photos this was not available to anyone other than the Trustees and Trust staff. In looking online at Thormanby there are some remote and isolated lots and some dense clusters of properties that are small lots. Ultimately, without visiting the site to understand the situation, the Trustee approved the permit! Once done, it cannot be undone and perhaps several nearby property owners will be negatively impacted by this rash decision.
- I have not been too involved in these past years
- I think the communities are growing, so more planning services would be better
- Why would costs need to increase?
- Keats Island has had impact by recent set back changes and I do not know what further long term planning can do save for dock access for the island so funding should reduce.
- I don’t think the trustees have enough information or understanding of local issues to make good long range decisions.
- Land use is rapidly changing with a large turnover of new owners on Keats. I think we need to establish the norms for what we all want for Keats, for local traffic and for water traffic e.g. banning Seadoos within 0.5km of the shore due to noise concerns.
- We need more parks all around the Howe sound—it needs to be a kayaking heaven
- Probably increase cause everything just keeps costing more to do. Ours on Hornby has been a long arduous process and seems to be dragging on forever.
- I believe that we need more well grounded accurate studies on current land use for residents to review before we can be informed in our support or disagreement with proposals coming from Islands Trust.
- Most island residents are committed to preserving the character of their island.
- We need to get away from constant growth
- The majority of OCP components (i.e., priorities) shouldn't change frequently
- The Trust has become top heavy with administrative costs.
- less government is best.
- bloated bureaucracy
- We don't want your urban planners' vision of "preserving and protecting" us. It has already proven to do the opposite.
- We thought our new plan was finished in 2020, but it is just sitting, becoming out of date. When will it be finalized?
- overspending already for limited results
- They don't have the credentials to be making any land use planning decisions
- This is an important role and needs to be maintained as costs increase
- More plans needed? Parking? Noise, traffic of large trucks?
- Curate priorities to fit within a constrained budget.

- Zoning should be taken over by CRD as they already handling building
- that’s where people get to express their desire for the island
- important to plan for the next level of population growth and fire preparedness as summers get hotter
- Most land on Mayne is privately owned and zoning is clear. Very little need for more planning unless there is a request for change. We are restricted by drinking water storage issues.
- I feel that the islands are fractured into so many different groups working on different priorities that it is hard to imagine what value official community plans have. We need funding to implement the actions proposed by the plan.
- More thought is needed for the repercussions of the decisions !
- It appears that on Mayne long term planning becomes ineffective when by laws are flagrantly ignored and nothing is done.
- From the outside it looks like there is too much money spent on overlapping issues with CRD and it's rules. Islands Trust officers do not live on island (too much time spent on travel)
- Needs updating to include consequences of climate change and water availability studies
- The budget of the Trust has ballooned over the past several years. Just look at the huge mess trying to re-write the Policy Statement has caused. That effort alone has cost taxpayers hundreds of thousands of dollars and now the Provincial Government is rejecting the changes and wondering why the Trust ever started down this long road in the first place. Many of us are wondering this as well. There was no mandate turn a well written two page policy statement into a short novel that will only make life more challenging for most of us and will not ultimately do any better for the lands and waters within the jurisdiction of the Trust.
- I think the trust committee's work is optimized for the ideal, thanks to the high Level of competence of its leaders.
- Inasmuch as this feels like the best use of current funds.
- The expense is far too high.
- Island trust already way too involved
- Too much bureaucracy. Slash the excessive permitting process. Relax restrictions for owners to build on and expand their residencies.
- Island Trust is costing too much money without significant results. Ends up getting involved where they shouldn't. Keep focused on overall landuse planning/zoning stay out of the details.
- It is SO confusing trying to navigate what the official community plans even ARE. I am in support of an organization that preserves the integrity of the islands. But are you actually doing that? And if not, then no, we shouldn't be spending money on it.
- Too expensive. More costly than our vital services.
- Not evenly implemented now. Worst offenders continue to flaunt regulations with no apparent repercussions
- Increased funding does not necessarily mean increased output. Too much staff bloat.
- The planning department seems to favour rapid development, rather than consulting with the local community about the Community Plan.
- Most of what Island's Trust claims to do can be done by CRD.
- We already have a large budget for the Islands trust and it seems to increase by approximately half $1 million each year. Maybe our overhead is too expensive
- Yes. Islands Trust and all government bodies need to greatly constrain their imposed costs and stop the cycle of endless increase and endless expansion of services.
- This is the proactive part of the job, anticipating challenges and designing mitigation. Climate change is an example
- Very little has changed on Pender Island in the 35 years I have been here yet the staffing levels increase as does the budget. Why?

- I don't trust the Trust with my tax money.
- To keep the integrity of SSI
- Property permits for large mansions should be held until we can get funding to support the middle class that work in the stores and small businesses.
- It seems that with current staff the SSI OCP is not happening, despite the rehtoric. Possibly more money could help?
- I'd like to say "Increase" but that's just too big an egg to hatch
- Outreach to the public will take additional time.
- Should decrease unless prepared to give appropriate attention and support to local plans like the one for Piers Island
- Update community plans, but unsure why that would require more funding. Rate of expenses at Trust is already growing faster than inflation.
- As I said, too much focus on this versus environmental matters.
- Costs need to decrease
- I have the impression that development proponents are actively undermining the "preserve and protect" responsibility of the Trust.
- OCPs are satisfactory as-is.
- I want to see the office used better, but I have no idea what an appropriate level of funding could or should be.
- Because we're not doing enough to revitalize our community…it's dying.
- We have a good OCP, it needs to be honoured.
- There is no long term planning as there only appears to be reaction planning and planning to support housing development.
- Restructure land use planning to focus on increasing efficiency and reducing costs
- Salt Spring's OCP desperately needs updating with a lot of community input
- More discussion about balancing development with environmental / resource management
- We have WAAAAAY too few planning resources. We are half the population at least and have 1.5 FTEs. This is not right.
- I don't know that more/less money would make a difference.
- The process needs to be simplified and made transparent. If there is a relevant plan in place, and the should be after all the time and money put int developing one, it shouldn't need a complete overhaul for any perceived potential eventuality.
- Something needs to be cut. This is a possibility
- Sustainability is achieved through long term planning
- We have increased developmental pressures
- Play areas for the young, activities for teens
- Seems to be an expensive intellectual exercise with no deliverables or impact
- We need more low cost housing and better water management.
- Overplanning is chronic, building is difficult, rules are selectively enforced, backing off is hard.
- All municipalities have planners. I do not see how the Islands Trust protects the environment. Fire breaks and deadfall removal for wildfire? No. Culling of invasive animals- deer and goats? No. Removal of invasive plant species- broom? No.
- Any to over protecting lands and cutting people off from these areas so remove funding so as to remove this over protection
- I think the OCP are adequate
- The taxes we pay to live here should go towards the services to live here. If there are rules to protect the land like Bylaws - they should be enforced. If you aren't going to enforce them,

then it’s not worth the money to protect, it’s just lip service. Provide tangible services and enforce bylaws.

- Local LU Planning should be strictly local & not done from expensive Victoria office. Taxes are too high.
- I am not in favour of increasing restrictions, and increasing funding would likely mean increased staff hours, which would likely mean increased restrictions. We have more than enough zoning restrictions.
- The Trust in general terms has overstepped their mandate. They have added cost and complexity to every step in the planning and development process
- The IT's spend is out of control - they need to scale back activities.
- Ways must be found to reduce the administrative costs of every aspect of the Trust’s work. The Trust’s mandate is straightforward yet the amount of bureaucracy that has to be navigated to accomplish any meaningful work is beyond excessive and highly inefficient.
- I think the local jurisdictions could handle more of this.
- Better efficiency could reduce costs.
- Need to make a plan and stick with it rather than tweaking it all the time
- These are not followed nor actually used. Skip them
- I think it's vital but I don't know enough to say whether it should increase or stay the same. I understand there is controversy but I support funding at least at current levels.
- The South Pender Island OCP is decades past the specified review timeline
- Long range planning at the Trust is an oxymoron
- Nothing ever changes here
- Private property owners should have more say & less rules on their own property. For example, Small businesses
- Review and rewrites of OCPs is an administration task, not an action. Short term actions such a restricting vehicle access to beaches (Sunrise Point, TI).

APPENDIX B:

Comments received re: Funding for Current Planning Services

- So that more of the cost would be shouldered by the applicant
- Decrease bureaucracy
- Should be done as cost-effectively as possible.
- Shift focus away from development
- processing has been too slow
- until proper studies on land use and water resources can be completed. Freeze on subdivisions and multi-unit developments with wells. Require rainwater collection to get permits.
- slow the folks down!
- As above. Too many build without permits and get away with it because no one complains or is afraid to do so.
- What is the current cost percent to land owners?
- Approve development permits quicker
- There should be fewer requirements for applications and permits, limited to ground water, erosion and disaster prevention.
- Applications/permits should be fully paid for by applicants
- Developers would hopefully pay their own costs
- Keep the funding, but spend some time next year reviewing how you can lower the application burden financially and administratively for property owners, and for the islands trust.
- RDN's job.
- Bill the applicant
- Not from the tax base. Individual applicants should be responsible for the cost.
- We need to limit density increases on many islands that are at the tipping point of environmental health or whose groundwater is stressed or in decline
- increase cost to applicants rather than budget tax income
- If it is for anything more than 1500 sq ft it should increase
- Applicants should bear full cost of the process
- Have a building code light so people have the choice. Applications are part of the current unaffordable housing crisis.
- Increased enough to perhaps ensure such applications that they will not be considered at will.
- The application applicants should pay higher fees.
- I think that applicants should pay more of the costs associated with applications, with the exception of applications that have a community benefit
- Quicker turnaround
- These costs are already excessive.
- Less funding equates to longer development rates which translates to more thought care for the pace of development as defined as a harm to natural habitats. All human development harms the natural habitat synergies in some way.
- It should not take 4 years to go through any process. But increasing funding won't necessarily fix it, often it make it worse.
- Planning permits and building permits, development, etc. should be the responsibility of CRD

- The cost for developing should be covered by the property owner. On the other hand the process has to be streamlined and be efficient.
- Duplication of services with CRD building permits
- 2,000+ just to *apply* for a variance is astronomically high
- Over twenty year old buildings should be grandfathered as existing non conforming.
- It seems that permitting has way more to consider now and it would seem to require more expertise, eyes and decision makers. Because regulation of permitting is in the communities interest my taxes should fund a significant portion of the cost.
- I see this as a type of user fee. We built a home a few years ago and these fees were fairly low.
- These costs are already excessive.
- I don't think it is working in our area of water access only properties.
- It's difficult to say, but if increased funding would facilitate shorter review/approval timelines than this may be a good suggestion. However, streamlining the application and approval processes should be considered.
- Way too much interference without knowing the facts or situation.
- We need less restrictions and more park docks
- Prices for everything has increased so islanders can afford it.
- use the existing resources better.
- We need to get away from constant growth
- We are being overtaxed, government is overpaid and the average person can not afford excess spending
- depends on the project
- Reduce spending
- We have an OCP and LUB that reduces these applications and planning staff are continually trying to change this. Less staff hours means less staff interference and less influence.
- Absurdly slow.
- Should be discontinued. These folks, although likely very nice folks, are not skilled in this area
- This is also an important role but cost increases should be passed onto the applicants.
- To make it more economical to make applications
- Mayne has reached its designated population. Housing Development should be stopped. Wells are running dry. Water is being trucked in in areas ..further housing makes no sense.
- CRD should take over development applications/building permits
- customer should pay for changes, user pay
- Mayne Island already has too much development for the area available. The new massive houses do not seem appropriate for this rural area.
- As above, there is very little opportunity to develop Mayne unless it's spot zoning. All of this could be handled by the CRD.
- I have not had personal experience with one but I have heard their are delays so if more staffing or resources are needed to make sure it is keeping up with demand then they will need funding.
- There are not enough meetings for anything to be addressed in a timely fashion. Seems to me too much money spent on travel related time and movement costs
- Applicants should bear the costs of development applications

- As long as reasonable application wait times are maintained.
- Applications should more or less cover their cost. The costs must first be dramatically reduced by initially cutting red tape (and I could write at length about this topic). The cost of an application should not be subsidized by all other taxpayers. Force the Trust to be held accountable for the outrageous amounts of money spent on dealing with what out to be simple applications.
- It shouldn't take 71 planners to look over applications or permits
- Need to speed up timeline so owners can build and go on with their lives.
- Greatly simplify the bureaucracy, requirements and restrictions.
- Time for permitting is an obstacle to development
- Paying taxes for decades, shouldn’t have to pay high fees for applications
- Find ways to create effiencies in permit approvals and processing. Find ways reduce administrative burden and reduce costs.
- Again, no idea. What gets approved or allowed seems totally arbitrary. What gets blocked seems arbitrary. It's exhausting.
- We pay taxes and should not be charged extra for application
- less bureaucracy more decisions
- why are there so many planners for the IT area?
- Need clear and consistently applied policies. Too many variances by well to do making it through
- Same as above. Much can be done by CRD. I would rather see funding go there. There also seems to be overlap, with IT taking much too long.
- Costs and regulations are contributing to increased housing challenges for everyone and seem to be related to raising funds more than the cost of the actual service provided.
- Applicants for DPAs, Variances etc should pay
- Permit costs are ridiculous and not well suited to project type. My permit for rebuilding a deck cost the same as building a house.
- it seems pointless to have applications when everything seems to be allowed anyway.
- While the cost to governmental and non-profit organizations are reasonable, private developmental applications should pay the full cost of processing.
- Depends on what the permit is for, for the whole or making a few people richer.
- Permit processing time is adequate, the red tape is not.
- I'd like to see DPAs be thoroughly examined, not rubber stamped for efficiency. So that takes time and money.
- There seems to be an emphasis on efficiency of processing applications. i.e. The Professional Reliance Model. This puts local neighborhood groups at a disadvantage in advocating for the sustainability of their area.
- I think more public input on DPA3 applications would require additional staff/planner time.
- This issue is irrelevant in the Piers Island context.
- Larger developments should pay increased fees to develop land and the burden of associated cost to analyze. Small applications should remain at lower prices.
- Costs need to go down
- Funding should be commensurate with current and projected needs. If it is, no more funding. If not, increase funding but manage the budget efficiently and effectively.
- Accelerated decisions

- I'm hearing that it still takes a very long time for permits to be approved. If more funding would help, then that's great.
- delays should decrease
- Developers and others should receive speedier replies to their requests--one way or the other.
- The planning office seems to have a high turnover. Having planners here over years makes them better at their jobs; maybe if they were paid more they would stay longer.
- More opportunities for new requests.
- recover the costs for applications
- Again stream line process to save costs and time.
- If funding needs to be increased to make the process faster, then I would be in favour
- We need more community spaces
- Funding for applications for true affordable housing should come from other building permits. There needs to be a priority put on affordable housing over new build single family or large estate style homes built in forested areas.
- Be more efficient with the funds as is.
- Revenues need to cover costs, presuming costs are “monitored”
- These costs are exorbitant and the service is terrible. This is part of the slicing by delay bureaucracy that has been used to stifle development.
- This may have to be reduced.
- There is a housing shortage and infrastructure upgrades needed.
- Development is essential for a healthy community.
- It's OK
- Takes too long to get any developments approved. We need more housing
- Applicants should bare the cost of all related expenses to process their applications.
- Get them through, don't inspect like it's the city.
- Basically the IT has planners. We pay more per capita in taxes to the IT than comparable sized municipalities.
- Allowing the removal of restrictive measure to allow development so the island can keep its residents and allow newcomers to come build and grow their families with sustainable living and work.
- The process seems to work ok
- Funding for applications should come from application fees, not property tax revenues.
- The permitting process is arduous and overly expensive
- My IT tax contribution is already unaffordable so it needs to decrease
- meaningful work is beyond excessive and highly inefficient.
- Depends on what the cost is and what it is meant to cover
- Stop over regulating. Everything has become so onerous for everyone
- The Trust permit cost is a very small portion of an application and should not be increased and add further burden to the applicant
- Applicants should cover costs.
- We already pay the CVRD. Double taxes for what services? too much bureaucracy
- There is no employment on most islands, therefore affordable housing is a fantasy, not required. Focus should be returned to original purpose of setting criteria and enforcing compliance in concert with muni and CVRD.

APPENDIX C:

Comments received re: Funding for Bylaw Enforcement Services

- More bylaw enforcement should first be handled by the Trustees, locals and neighbours, before going to Bylaw Enforcement. The costs for Bylaw Enforcement in the I.T. seem a lot higher per capita than other nearby jurisdictions (like the CRD or the Comox Valley RD). It would be better if the work could be done like the other local governments and more cost-effectively.
- The bylaws should be enforced. My understanding is that the lack of enforcement is not based on a lack of funding, but rather an indefensible exercise of discretion by the Trust to pick and choose amongst the bylaws to decide what rules will be enforced and what rules will be ignored. If the rules are wrong they should be changed - not ignored at the whim of the Trustees of the day.
- complaints-based is best
- Our groundwater aquifers are being contaminated by pollution and naturally by saltwater intrusion and over use. Institute requirement for rainwater collection on all new builds and enforce it!
- currently only complaint-driven
- I assume it’s not enough because so many people think it doesn’t matter if they defy bylaws
- All is complaint driven, so, often one homeowner must make changes while a neighbour with more egregious "offences" is left untouched.
- The direction to by-law is to focus on short term rentals - I wish they would remove the trailers being parked in sensitive areas and reduce mini-villages without permits
- All over BC there is a tendency for people to think rules do not apply to them
- No point in bylaws if they cannot be enforced
- Bylaw enforcement should be managed by the RDN. Having multiple government entities enforcing bylaws is redundant and wasteful.
- Too many awful trailers parked everywhere and where does their sewage go?
- Short term rental accommodation rules need to be enforced so that properties on the Islands become more affordable and lessen the economic discrepancy between property owners and renters.
- so obvious we need more bylaw enforcement
- Not being enforced now so why would you add more costs? Septic tanks are draining through our creeks and full contamination as they enter the ocean. Residents renting out RV pads without enough septic space and water. You guys tell us why?
- There appears to be little enforcement after application is approved and especially there needs to be more protection of wells for diminishment in quality and quantity.
- prioritize environmental protection activities. focus on use of homes for tourism is less important for this government - that is a BC gov responsibility
- Long waiting list for enforcement action; some problems are not attended to
- People should be able to talk to each other instead of tattling on each other. We have to learn to live together without big brother coming to sort things out.
- It is under-resourced. If you are going to have bylaws, you should have resources to enforce them.

- I've been told the IT has no funds to escalate multiple bylaw infractions to the courts. Once the public understands this, every bylaw infraction notice will be ignored.
- People ignore the bylaws because they are not enforced
- I resent being in a police state or subject to vindictive bylaw enforcement.
- Bylaw enforcement should not promote the neighbors turning on each other. And should not be apply unequally to the popular vs unpopular
- It does not make sense to have both Islands Trust bylaw enforcement and CRD bylaw enforcement - wasteful duplication of services
- They have to be more effective. Inspector was on Phyllimore point and Parker Island Beginning of May, 2025, he could have visited Wise Island at the same time. Instead I was asked to provide transportation to Wise that has nothing to do with my property. What a bizarre set up.
- Focus on those who break the rules and destroy the environment.
- Duplication of services with CRD bylaw enforcement
- I don’t believe there is any bylaw enforcement, besides the one building inspector when he is visiting here anyway.
- If planners followed the OCP and required proposed projects comply with OCP requirements there would likely be less need for bylaw enforcement. It's an open secret that developers should build first and ask questions later, if necessary. Ex: Crystal Mountain Retreat
- Focus on by enforcement for non compliance.
- Because it appears that not enough enforcement is done, which is probably because of the budget.
- Bylaw enforcement is non existent. On my little island several buildings are being built without permits. Crd does nothing about it.
- Depends on the bylaw infraction identification process. It is best that identification be done by enforcement officers and then the system needs more money.
- Hostile and vindictive bylaw officers, needs a third party approach as it just gets worse
- Recently a couple of residents on Gambier who were angry at bylaw infractions (at least 1 of which had been ongoing for at least 3 years) and complaints had not been responded to. They went online with their complaints and I recently learned an SCRD bylaws officer was sent over to Gambier but had no way to view the areas under dispute. A local resident with a vehicle was commandeered to drive the SCRD officer around. The effect was pitting residents against each other that other residents are unhappy about. The follow up should have happened much quicker and the process, as I heard about it from a couple of local people, was rather unsavoury and poorly dealt with. We have a Trustee on the island and perhaps some early conversations between the Trustee and the property owners might have avoided the scenes that unfolded a couple of weeks ago. While this isn’t 1st hand observation on my part, it was unsettling and unpleasant for a number of residents and could/should have been handled better.
- I'm not certain on the demand required for bylaw compliance management, so I can't say.
- We don’t get enforcement services as it is, why pay more?
- Keats is largely self policing due to its location and access.

- We had never been bothered by Islands Trust until recently. It was a very negative experience. We had a bylaw officer who doesn't know the bylaws. He had an agenda that was all about himself rather than trying to understand the historic development of the area. These bylaw people are not legal experts and need way more training in that area. People on my Island are pretty honest and this bylaw officer basically tried to trick them and then use their statements against them but the bylaw officer couldn't even get their statements correct making false accusations. Furthermore you don't need bylaw officers making up their own interpretations of the bylaws. The bylaws have clear and obvious intentions and bending them to suit your own personal agenda is not acceptable.
- If parking regulations are instituted on Keats as suggested above then by law enforcement will be needed on Mondays after a weekend when many cars are left parked, or perhaps on Thursdays so owners receive the nice on arrival on the weekend.
- We need less governmental and First Nations direction
- I've never seen a bylaw officer on Hornby but some people complain about tourist noise in STVR and never take action if this is even a real problem?
- Hornby currently has a loud subset of its population who think that enforcement is unwelcome or will be used in a personal, vindictive way. I'd like to see more neutral, outside enforcement presence actually checking on violations.
- It is unclear who is responsible for enforcing the rules on the island
- enforcement for water usage and STR violations esp. septic systems & noise
- We do well watching over ourselves
- We need to get away from constant growth
- People taken a wink-wink view to bylaws, rendering them somewhat irrelevant
- Too much money for the services delivered
- less government is best.
- by-laws don't seem to be enforced at present
- get rid of UNN involvement
- All spending should be reduced
- We are more than capable of taking care of ourselves. Your bylaw enforcement provides an opportunity for cowards to make anonymous complaints instead of keeping it on island and creating a community dialogue.
- I am not very sure of the effectiveness of bylaw enforcement
- By law enforcement is non existent except when a complaint is made. In most cases the complaints are vindictive, and from a self serving special interest individual
- This is an important role and needs to be maintained as costs increase
- don't know how much is spent on enforcement- if there are issues they should be dealt with immediately
- Because people put up signs on their property which they have no right to e.g. no parking signs on public roads
- Our complaints are not getting solved satisfactorily. Often here that CRD won't come over …CRD not interested…can't do anything because of CRD.
- The bylaw enforcement creates division in the community
- fairly good

- We have had huge issues with a neighbour using property inappropriately. Many neighbours complained, but the LTC seemed unable to assist.
- not sure what the funding is but we need enforcement to improve and need female officers in our force for the obvious reasons that only male officers are available for females in distress
- Important issues of health and safety are handled by CRD anyway
- I am concerned that bylaws often are weaponized against lower earning members of the community and do not serve to achieve any purpose outside of raising property values.
- More lenient decisions are needed with more insightful thought
- Too many bylaw infractions appear to be ignored on Mayne Island
- As long as the by laws are enforced which on Mayne can go ignored in certain instances. We fight back and nothing is done.
- North Pender Island started taking a stance to actively look for violations and not use the deal with by complaint as was stated in Islands Trust document. This started a bunch of unfounded complaints from people not even close to issues they were not affected by thus increasing the budget.
- Egregious infractions of DPs and other environmental issues go un-investigated
- Community plans are only as good as the people who choose to live in accordance with them. For a plan to be successful it needs to be buy-in and consequences for those who choose not to do so.
- Increased occurrences of unleashed pets, chasing deer/killing chasing livestock
- Trust in the people of Pender and they'll trust in you.
- Eliminate the anonymous complaint machine. It serves no one and divides everyone.
- Properties with junk cars, boats and rusty toys are blots on the beauty of the island
- Tends to be vindictive and personally based
- Not an issue on the island and most complaints seem to be unsubstantiated wasting time and money.
- What bylaws are there??? It's so confusing trying to figure them out! If there are bylaws about ENVIRONMENTAL preservation (not just how many feet your outhouse can be) then yes, please enforce them.
- Again too expensive. Time to cut back.
- if bylaws are not enforced then get rid of the bylaw
- why do both CRD and IT have bylaw enforcement? consolidate
- There doesn't seem to be much bylaw enforcement and not sure that is a priority, therefore I think it is an area that can be explored for decreasing. Stats and a quick summary on number of bylaw actions taken and results would be useful to determine if my comments are in line.
- The job of bylaw officer should be offered to island residents.
- I have heard from residents that Bylaws are rarely enforced or it can take literally years for there to be a conclusion.
- Byelaw enforcement has changed if there’s a complaint we now have to register our name phone number contact information so that the Individual placing the complaint will be fully exposed. When you called the Crd, they switched you to the Islands trust

when you talk to the Islands trust they send you back to the Crd. Does anyone know what we are paying for if no one knows who to direct us to

- I don’t know the current funding or how it is used.
- Costs for everyone is meaning having less. All citizens need their governing agencies to first, constrain the budget significantly and control future increases based on actual costs and not raising funds.
- Community members often are not able to find channels to report concerning activity.
- At present bylaws are not enforced. I don't think it is the Trust's job to enforce the bylaws. They should document infringements and a provincial body with teeth should enforce.
- Bylaw enforcement should not be complaint driven. There are far too many eyesore properties and travel trailers/motor homes used as permanent or temporary housing.
- All you have to do is grease a few palms to have bylaws waived.
- maybe if bylaws were enforced we wouldn't have two homes crowded on to a tiny lot, helicopters in the front yard, 10,000 sq ft homes being contemplated and amendments to bylaws allowed.
- To ensure those living/visiting SSI maintain the natural surroundings
- Not to waste money on chickens in court that’s for sure.
- When there is no functional bylaws on this Island, enforcement becomes harassment.
- More time for by-law officers means more people can be consulted on contested issues.
- Trust needs to demonstrate that it is giving appropriate support to enforcement for Piers Island.
- More enforcement. Particularly, enforcing the number of dwellings allowable on a given piece of land. e.g. my neighbor has three dwellings; one dwelling is house, the second dwelling is a barn workshop but the stove & shower were installed after final inspection, 3rd dwelling is a tiny home with extensive build out building attached to the tiny home. I would like to see more enforcement without filing a complaint on my neighbor.
- Prevent the current private clear cutting
- There is a lack of timely enforcement for important matters, i.e., housing that is damaging the environment or unsafe; vessels that are unsafe, have no containment equipment, are in environmentally sensitive areas; need to purchase a vessel to enforce bylaw regulations in our harbours; need more enforcement officers on SSI.
- Inaccessible bylaw enforcement for serious off-leash dog issue.
- Need to regulate Air B and B's and the like.
- the office needs more support
- It seems that things take too long. e.g. the salty dog place is still operating even though they are not within the rules
- Fix your bylaw policies first
- We have many many rules/bylaws with seemingly haphazard enforcement. Why have rules if you don't enforce. This needs to be done efficiently.
- So many people pay no attention to the rules as they know they won't be enforced
- Eliminate laws that restrict alternative housing like tiny homes or include them in building codes and guidelines for inspections.

- ONCE we get a revised OCP and LUB. Not now.
- I don't know that more/less money would make a difference.
- Bylaws need to be enforced (using “discretion”)
- More people should be sued to make sure they comply.
- As we are expanded for the tourist season we need more enforcement of dogs and abusive people. Also traffic speed.
- It’s ok as is
- Every OCP Salt Spring has developed has prohibited STVR's and because enforcement has historically been very lax, each year we see more and more opening. Cleaning companies openly advertise the cleaning of B n B's. On and off island investors have purchased one, two and three houses for the sole purpose of year round commercial rentals. These are not hard to find and definitely remove rental housing from the residential rental market. One of the quickest and cheapest ways to address our housing crisis is to enforce the existing bylaw.
- Only for rentals to become legal, and rat less.
- In its current form it is a poor use of resources. They spend a lot of staff time and target infractions with little impact
- Why bother to increase when you don't bother to enforce anything.
- I have never seen a bylaw enforced on Saturna in over 20 years
- To many protectionist bylaws.
- I don’t see a need for further bylaw enforcement on Saturna.
- If bylaws aren’t being enforced presently due to lack of funds then increase the funding. To me, it seems to be lack of interest of our local trustees to enforce the bylaws they write.
- There doesn’t seem to be much bylaw enforcement on Saturna
- Most islands don't need bylaw police coming into their communities from the city.
- We have enough enforcement thanks
- My IT tax contribution is already unaffordable so it needs to decrease.
- Meaningful work is beyond excessive and highly inefficient.
- Let neighbors talk to neighbors with out blowing the whistle on them.
- There may be ways to improve efficiency.
- Haven’t had any dealings with bylaw enforcement and hope to never have to!
- I think it's vital but I don't know enough to say whether it should increase or stay the same. I understand there is controversy but I support funding at least at current levels.
- By-law infractions are investigated/report basis. Clear metrics should be provided on an Island by Island basis
- Non-enforcement encourages more infractions. Without enforcement there is little relevance to bylaws
- No bylaw enforcement here
- Private property owners should have the right to more freedoms. There have only been a couple of extreme situations in the past 30+ years where IT has had to get involved.
- To prevent construction of illegal and undermined docks.

APPENDIX D:

Comments received re: Funding for Trust Area-Wide Programs

- The region wide programs that I have connected with have been excellent as is. The ecosystem mapping that I saw on your website was top notch, as were, the one or two education sessions that I attended.
- If Trust employees were paying the costs I think there would be far more restraint and efficiency.
- Housing, housing, housing for ordinary residents, not for Architectural Digest.
- The program to be supported should be closely related to the preserve and protect the natural environment and natural amenities.
- I think more resources are needed for First Nations engagement and support.
- The people of the trust area should not be burdened with the expense of preserve and protect it should be funded by provincial and federal government since it was put upon the islands by them. Where else in the country does this happen. For a small amount from governments the Islands Trust could purchase hundreds of acres over time on all islands and actually conserve and protect land for future generations instead of spend millions of dollars trying to manipulate people and regulatory bodies those of which over 35 years of watching has been alot of money spent on discussion groups, surveys, travel with little results.
- Islands Trust should not be providing ANY funding to special interest groups, and NGO's. That is not the original intended role of the trust. Look it up.
- In its primary function as an island-wide "trust" these activities should get more funding while activities related to reviewing and approving development should decrease.
- In line with inflation, quality and value of the programs should be better vetted.
- Islanders don’t need management from two governments. Duplication is waste of human time energy & money.
- I don't see public education helping when the agency itself is broken.
- Develop More Modern Initiatives.
- Stick to zoning and stay away from political activism.
- If I'm correct the SFU 5-principles of public engagement will take more time and renting venues for consultation.
- Stewardship Awards, History and Heritage Conservation Grants in Aid.
- The Gambier Conservancy seems to be well engaged with the public in terms of education and participation in preservation programmes. The Trust also has, according the website, a conservancy programme but isn’t this redundant? And if the Trust has a Conservancy programme is it really necessary when we have a Conservancy on Gambier, many other islands probably have their own Conservancy, and we also have the BC Conservancy. Too many groups doing the same or similar. The public education and engagement for the OCP has been a dismal failure for Gambier’s OCP process so I cannot support continuing or adding to the programmes the Trust wants to do.
- The IT seems out of touch with island life. Just stick to planning and supporting our community plans. You are not educators or advocates.
- Dump all of the above and get rid of the conservancy!
- Too many of the programs are non-productive. Programs should be action oriented only.

- Unfortunately, there was no place to comment after the previous question. I am in favor of property taxes increasing to cover some of the additional application costs IF the voices of those who are paying the taxes are represented accordingly in the conversation. Ownership allows for input; those with skin-in-the-game often care deeply about future outcomes.
- This is the art of managing a budget and should focus on environment. Example derelict boat removal.
- Trust programs waste money and do not help residents or the environment - instead pay inexperienced students to drive around polluting our environment.
- None of these initiatives provide any benefit for Piers Island owners.
- Funding and cost to each area should reflect the true cost of services delivered. Programs should be analyzed for mandate and efficiency.
- Public education and ecosystem mapping costs must be more expensive and they are worth paying for.
- Spending in this area is extremely ineffective and should be examined based on value-for-money principles.
- The webinars are great, maybe they need more $?
- I think Island Trust action does not aline with preserve and protect mandate. Therefore the funds are poorly spent. First Nation consultation are also a great financial burden. The organisation has to be run more efficiently.
- Can’t do todays work with past funds!??
- Focus on your core mandate. Get out of politics.
- Costs need to decrease.
- Fund a contest for removal of invasive species per neighbourhoods and between Islands like rag weed, foxgloves, broom etc.
- Each island has its own stewardship, nature conservancies etc. I believe there is duplication of effort and each Trust Area should assess the overlaps and enable cost reductions. Locals do better more meaningful work that really matters to residents, vs a IT could ever accomplish.
- Need more public education on groundwater protection and invasive species removal.
- I don't know because I do not follow
- IT is suffering from severe over reach into areas the Province & Regional Districts already has & which are overlapped.
- This does not seem to happen on Hornby at all, perhaps due to lack of funding?
- Decrease the bureaucratic costs by being more efficient.
- Only communication is articles by Laura Patrick in The Driftwood. This is sufficient.
- Less government oversite. When the Trust was developed there was a need to preserve the islands. Now, with zoning and bylaws that need is past.
- Eliminate the Island Trust entirely.
- Island trust should focus on approval of projects.
- Except for ecosystem mapping for the sole purpose of protecting the environment, I doubt whether any of the other programs are useful, particular as the Trust has listed in its "major" accomplishment section of the annual report the sending out of welcome packages to new residents - - an example of waste.
- Simplify the responsibilities and role to reduce cost. Banning use of popular areas is out of control.

- I'm uneasy with "advocacy". The LTC is excessively politicized and excessively ideologically driven.
- Island Trust should be doing all of these things! Not arguing about whether someone can put a window in a barn.
- Overall costs for the Island Trust need to come down, either find efficiencies or make some reductions in optional programs.
- Not needed as a land use body.
- Funding should be pushed into local media (Driftwood, Undercurrent, Sounder) and not tech companies like X and Facebook to communicate to residents. Utilizing local media demonstrates the Trust understands the links between local business and preserving communities.
- Stay in your lane; protect from overdevelopments like Magic Lake not everything else.
- For better public transportation.
- I can only speak for Mayne. I have seen little of the above from Islands Trust and all of the above from Mayne Island Conservancy.
- This is not the appropriate role but should fall to the ministry of education.
- Need it to be higher level not so micromanaged.
- The Trustees need to be clearer on their mandate and stick with it. The public needs to be better informed - the resources are available for this, it just takes time to read through and attend meetings. The frustrating thing is the same questions and complaints circulating every year without the public's informed understanding of the purpose and history of the Islands Trust.
- There is an affordability crisis. All programs should be done as cost-effectively as possible.
- I would advocate for a much smaller ITC footprint overall.
- Depends if Trust policies are going to be consistently applied.
- More outreach and education is needed.
- Water related services and support should be improved.
- I think the Island Trust should focus on its core responsibilities, being land use planning and the OCPs, and leave advocacy to the many established groups already doing so.
- Currently wasting money and time putting out useless press releases.
- Families in the islands that are struggling should not be paying for overpriced "planners" that do not benefit the community.
- The Islands Trust Council should not engage in any activity that falls outside of community land use planning, and communicating to citizens about community land use planning decisions. We have entire provincial and federal ministries dedicated to stewardship and environmental issues.
- All the programs listed should be given more attention.
- Lowering costs is necessary from so many standpoints. Less staff, fewer programs, more attention to the essential issues.
- This like the last question the supplied answers are limiting. Funding from taxes should be voted on by the residents of the island. The cost of applications should be applied equally to all applicants. If the costs ore too high perhaps a simpler method should be adopted.
- More programs that tie the Trust Area together.

- Conservation of endangered ecosystems, i.e. old growth forests, wetlands, streams, lakes and aquifers
- Pretty much everything above should be moved out from under Island Trust's purview. They are not accomplishing enough to warrant the budget they demand. There should be a complete review of all things under the 'control' of Island's Trust.
- Remove stewardship, advocacy, "cooperating" with FNs. Just focus on the statutory mandate.
- I would support an increase if programs were delivered on time and useful to the greater population
- Most of the list above has no impact on my life on the island. Please spend money on things with a measurable benefit.
- Stronger stewardship programming
- Reduce funding for First Nations advocacy that already receives such funding
- We need to get away from constant growth
- conservancy serves this function quite well
- Less Islands Trust everything
- With inflation, Islands trust has become too expensive to maintain at its current levels.
- Waste of money!
- Focus on doing the actual work. Not just talking about it. Stop with all the land and reconciliation signalling. Get to work and preserve and protect.
- Stop duplicating provincial and federal responsibilities. Use funds to demonstrate how the province is neglecting to fund a program that is meant for all BC residents. The island are not just the residents responsible based on how they are regulated
- programs need to be created like Permits for tree removal, poisonous Daphne removal, broom pullout and deer population control
- Suitable Land Analysis should be abandoned. The tool being used is poorly thought out, hard to change and does not work.
- I see advocacy as the most productive role of the ITC.
- In general I support increased funding for the good of the community.
- Garbage removal is an issue, building entire houses without permit should stop.
- For First Nations joint governance programs
- Funding for Keats Island should be curated to its needs which are unique from other broader IT projects
- I think it's vital but I don't know enough to say whether it should increase or stay the same. I understand there is controversy but I support funding at least at current levels.
- The services of the Islands Trust should be rolled into the regional district, duplication of fees for services, building permits for instance is unnecessary and reduced IT staff required in this area could free up staff time and costs.
- Look at reducing a percentage of spending in all areas.
- There are too many programs that provide no real value. Cut the bureaucracy and the waste
- Costs have become a source of social and individual distress.
- The Trust is a layer of government and bureaucracy that is not needed and basically duplicates other levels of government.
- Islands Trust has too much power and not enough accountability. Too many one issue trustees that have no idea of the diversity of various regions.
- The board needs a better balance between preservation and development

- Ecosystem mapping
- Most programs and educational sessions have not had any significant success. The public is mostly ignorant about the Trust and the difference between the Trust and a local government, either a regional district or municipal council.
- Increase support for proactive work on implementing the preserve and protect mandate. Decrease expenditure on managing requests for variance, DPAs etc.
- Advocacy projects are money pits
- Too much money is spent on this to no productive use.
- Government needs to be downsized
- I have accessed the extensive resources and found them very informative.
- The Trust needs to demonstrate the effectiveness and efficiency of each program. I feel that taxpayers are getting a lot of "hot air" from the Local and broader Trust rather than real projects that accomplish something. Talk is not conservation or protection.
- Too many trust committees....
- Education FN programs and Environmental Protection are key.
- Eel grass helps increase fish habitat as a good example.
- I don't know how funds are allocated
- Preserve is not always the best option
- This is necessary to attend robustly to its agenda for environmental wellbeing.
- The IT perpetuates mission creep duplicating projects that are already done better by senior government. It should pare back to activities within its remit and ditch the constant stream of eco projects that duplicate work that is the responsibility of the Province. It more resembles an activist eco-NGO than my local government.
- Preserve and protect seems to be ignored at this time. This islands population has reached capacity from what I understand yet islands Trust is pushing to increase the population in spite of water issues in particular.
- Advocacy is a waste of money.
- Little to no use
- That is the main task of the Trust -- funding for other initiatives can be reduced.
- Increase funding for communications, cooperating with other governments
- Waste of time
- Purchase of bare lots to increase green space or to implement fund raising to this effect
- The Trust should focus on its core mandate of land use planning and enforcement.

APPENDIX E:

Comments received re: Funding for the Islands Trust Conservancy

- doing a great job at the moment
- Other actors have proved more nimble, but the local item connects islands to the ecosystem.
- private ownership is just fine

- Just here on North Pender Islands in the past 50 years literally hundreds more hectares could have been purchased on less of a budget
- The Islands Trust should not be providing funding to the Conservancy. It is not their role.
- Most of the land in the Trust Area is private. A critical way to protect habitat is conservation covenants but these cost the landowners money even if they get a NAPTEP funding. There are people who want to establish covenants who don't because of cost. This could be covered by the Trust Conservancy.
- In line with inflation.
- Do not take on projects that cost money like this. Provincial govt covers parks. Our taxes are too high & climbing. Income is decreasing & cost of living is rising.
- Need more conservation projects
- Buying and then conserving the land decreases the tax base increasing the tax burden of the remaining shrinking number of property taxpayers.
- The public needs to know more about this Trust function.
- Just answered this above. The Islands Trust Conservancy makes for 3 levels on Conservancies for some islands. If I were choosing to work with a Conservancy to donate some or all of our land, I would choose the Gambier Conservancy. If there is a need for an Islands Trust Conversancy it might be for islands within the Trust that do not have their own Conservancy due to small population. If the islanders choose to start up their own Conservancy, the funds and lands held by the Islands Trust funds should be given to the newly formed Trust specific to that island.
- The islanders protect the island.
- How would we know when we don't know how much you pay?
- It should be completely eliminated!
- The ITC should be entirely self-supporting - maybe through grants - or eliminated. No tax money should go to this.
- See my comment above re. skin-in-the-game values.
- Depends on priorities
- Islands Trust Conservancy land could be better used for the community and not for the private gain of grossly overpaid Island Trust Conservancy staff
- Pendulum has swing too far, time for serious cutbacks
- Again, is irrelevant in the context of Piers Island.
- too expensive
- Because we need to protect ecosystems, landscapes and maintenance is expensive.
- It should be run as a non-profit society and operate in the same manner as all other land conservancy organizations. Most respondents will once again not have the facts and information to properly evaluate and answer this question. If you re-worded the question to say: Are you in favour of 20% of your Islands Trust taxes being donated to a local land conservancy organization (that is equally or more effective as the LTC has been), what you do the answer would be? Obviously, the percentage of 'No' answers would be far higher than even the number of "Decrease" answers resulting from this survey. Again, this question shows the inherent bias of a growing bureaucracy. And just so you know, I donate significant sums to land conservancy organizations and very much support their efforts.
- They do great work across the islands

- Conservancy is preserve and protect. All tanker anchorage should be disallowed by making all waters a park.
- Vital work, maintenance.
- invest and apply for grants for LAND BACK-As UNCEDED LAND should include a plan to fund the buying back of parcels of significantly important lands for Indigenous Communities=increase indigenous managed lands
- No increase above inflation please.
- The ITC should reach out to volunteers to do work & become exceedingly more efficient.
- We need more conserved area to protect natural ecosystems.
- These are vital areas and must be supported
- Let private donors take care of this.
- I have seen nothing done by the Conservancy for protecting our valuable and unique harbours and adjacent shorelines.
- This program has tangible, positive results
- The rate of property acquisition is satisfactory or excessive as-is.
- I have not seen the case made for any of the above options
- There are increasing risks (fire, invasive plants, deer) in reserves and high public use. These have to be managed.
- YES! And the initiatives should expand to all properties on the Gulf Islands.
- Provincial responsibility
- The Islands Trust has too much say in our private properties. WE have the CRD and OCP. Enough
- Decisions need to be transparent and include reasonable access by the public to findings related to archeological finds, and critical habitat.
- this should not be IT's role, there are other groups doing this work
- people should raise funds separately if they want to conserve lands
- they don't seem to do much
- The ITC is in a stand-still mode right now because of understaffing. It is essential that any increase in funding be used to remedy this situation.
- Over the years Property maintenance and taxes will keep increasing.
- I'm not comfortable with the Islands Trust becoming a major property owner or custodian in the community.
- Funding for the conservancy should be by donation only.
- Need to have a better definition of what preserve and protect means and how conservancy plays into that
- Enough.
- We looked into this program in the past, and support it in principle, however I think its up to the current owner and nominal checks to ensure the intent of the covenant is being respected, not using tax dollars to police it.
- There is an affordability crisis. All programs should be done as cost-effectively as possible.
- But only if people are not excluded from conserved lands
- More land protection is needed
- Staff drive to and from conservancy increasing climate change - it is in reality an anti-environmental organization; land should be repatriated to First Nations

- At least cover their costs
- Your "conservancy" is intentionally removing rare, viable, off-grid homesteads on our island. We don't want your conservation. We want to live peacefully off all of the grids. Nature is dominant here and will always be if you respect our wishes rather than ramming utilities down our throat!
- The lands should be returned to the First Nations. This is stolen land.
- The Conservancy is the only piece of the Trust that actually preserves and protects anything. The local committees are hampered by their desire to be popular, so they approve every application that comes their way.
- These properties should be handed over to the province of BC, which manages protected areas under several robust legal frameworks, including the Park Act, Protected Areas of British Columbia Act, and Wildlife Act. This is not the role of local government.
- Increase management of properties and include local volunteers to help
- The private donation and volunteer stewardship of these properties seen as separate to the overall agenda of the preserve and protect of the Islands Trust Council
- This is a core purpose of why we should have an Islands Trust, of course it should be prioritized.
- The more protected the merrier
- there is waste and over reach (meaning creating more and more programming which do little) that could cut from the budget
- Conservation of donated land is one consideration, but shouldn't our general Provincial and Federal governments cover such conservation of land through its systems?
- Most important work of Islands Trust
- Check out Duck's Unlimited for an idea of how Conservancy can be done much more efficiently.
- This is a laudable goal but I don't know how the funds are spent.
- There are so many other things to spend money on - i.e. cleaning up the harbour
- Fund the species at risk program permanently,
- We need to get away from constant growth
- need more land preserved
- Less Islands Trust overreach
- We should have enough money in the IT budget to maintain these properties without having to increase the budget. $12-$13 million per year on such a small area with less than 30,000 in population is quite expensive again overhead might need to be decreased.
- Stop spending so much!
- Focus on conserving
- Not funded by provincial or federal funds. Only use provincial and federal funds to protect areas that are their jurisdiction and don’t make residents pay for it.
- these islands are a National treasure and need protection
- Area under protection by ITC has increased and more is expected
- We have a lot of protected areas, particularly on Saturna. We do not need IT funding to protect any more.
- It's even more urgent now, with climate change, to fund projects under the umbrella of ITC.

- support land protections now to benefit our collective future
- That's preserving nature
- Probably need to increase to cover inflation. What is missing from the conservation aspirations?
- I think it's vital but I don't know enough to say whether it should increase or stay the same. I understand there is controversy but I support funding at least at current levels.
- If protected areas are donated why is there a cost to the IT to support? There are many conservancy organizations that could benefit the Islands without this added cost center
- My experience has shown that species on my land were not managed by ITC and therefore did not need any funding.
- Let the people who want to save the spaces Fund the programs.
- Funds for these should come from conservancy societies not the public purse.
- Our Conservancy on Mayne does a good job at the current level of funding.
- Let the individual owners manage their properties!
- We are overly protected. There is little land available for affordable housing
- Ensure preservation and protection of increasing scarce and threatened natural environment
- Need to extend Conservancy to local waters, Federal and Provincial governments have too much control with little or no local knowledge
- The Conservancy is the only success story in the Trust.
- Most of the islands are private property. There are few ways to actually preserve and protect the unique ecosystems that stimulated the formation of the Trust. Developing covenants and nature reserves are an important mechanism.
- Invasive species need to be removed, eroded beaches repaired and protected areas selectively purchased when they become available
- The tax base cannot afford increases
- To purchase large land holdings at higher elevations to protect forests and groundwater recharge areas.
- Environmental ideology has hindered the good use of the Howe sound—we need more parks with docks
- An increase might be required if more land has been accumulated.
- Again the Trust Conservancy has not demonstrated that it is accomplishing any real on the ground advancements.
- Environmental Protection is paramount
- Increased properties require more protection and/ or development.
- This is where the Trust Conservancy should be centered 100%
- Necessary to get the robust advocacy job done.
- The ITC should be abolished and its covenanted properties passed to a non-profit which could run them more efficiently at no cost to tax-payers. The ITC is extremely dysfunctional and cannot manage the properties it controls. The ITC budget is wildly out of control.
- There are very serious issues here such as water which are not being addressed. Bringing more people will exacerbate the problem. Developing land, at this time, is nonsensical. Preserving it is required.
- The costs of on-going management of Conservancy areas will increase.

- Why are there two conservancies on Salt Spring? Is the Trust conservancy redundant?
- Why is this a separate entity?
- I think this is pointless. Example, a friend has such a property 'protected'" as sharp tailed snakes have been found there. But the neighbour has two cats that roam. So - all that is happening is that this property is providing more hunting for the cats.
- I fully support the Conservancy's work but sources of funding other than property taxes should be used, as with any other land conservancy.

APPENDIX F:

Comments received re: Frequency of In-Person Trust Council Meetings

- It's a luxury to be able to meet face to face now with the good technology we have.
- Online works, could happen more often.
- Why burden we the tax payers with paying more for their trips when everyone, including us taxpayers, could meet online with our concerns.
- more communication is essential
- these are costly meetings both in time and money
- If we believe that vehicles are bad for the environment and that is a big part of Islands Trust mandate why would anyone support all that travel.
- They should NEVER meet, because the Islands Trust should be dissolved/eradicated/poof/gone
- Virtual meetings are very efficient and cost effective.
- With today's technologies and communications the need to meet is no longer a necessity.
- Too expensive, increased footprint on the earth with travel, not necessary.
- The extra money could go to housing.
- Need some in person meetings, but not all
- In-person mixed with on-line give people more opportunities
- It's good to meet once in a while in person, say spring and fall, but now online meetings made a lot more sense and help keep budgets down
- Why in the world would it cost $30,000 - 35,000 for a trustee to attend a meeting? That's more than I have ever earned when I worked full time.
- I think the Trustees know how much they benefit from in-person meetings.
- Need to reduce costs for meetings, but it is recognized that meeting in person is important.
- I really don't know.
- Virtual meetings work. Meet once a year in person.
- Cost. Was torn between once and always online.
- The costs for in person meetings are artificially inflated by the trust.
- In person meetings are too expensive.
- 2x a year balances budget constraints with relationship connectedness.
- I don't think there should be an Islands Trust - just CRD
- Very wasteful of my tax dollar. Teams meeting work well.
- How does a single meeting cost $35,000?
- While there is a cost to meeting in person, I think it's important to do so at least 2x
- Middle of the road choice. Travel expenses and modes of travel from island to island are expensive, but in-person meetings are valuable.
- Just spend the money wisely. Do you recall a report on the effectiveness of the Trust from a few years ago? It said the Trust was doing a poor job in most areas, including providing good value for the money spent. Read that report, make drastic changes and stop wasting your time and ours with these largely useless surveys.
- They should allow residents to attend and be on one of the islands
- If it is convenient, no hotels or long travels they can meet in person.

- Technology better used for costs
- This would be every fourth meeting, right? That seems like the proper balance.
- At this day in age there is absolutely no reason a meeting should cost over $30,000
- Try half of current meetings and see how it goes.
- face to face is important and all the Islands need to be visited for the other trustees to understand the unique challenges of each Gulf island
- If you have the tech, it cost money to acquire and prepare, therefore use it.
- Don’t use tax dollars to meet in person and pay for travel, it’s a waste of my money.
- Decreased costs
- I don't know enough about the issue to provide an effective comment
- The ITC should always meet in the communities they serve, taking turns on various islands.
- Save costs on this, remote meetings are adequate if interspersed with in person meetings
- cheaper
- Local Trust is important. Meetings of the entire group are far less important.
- Save costs and by meeting virtually others can participate/view.
- A typical corporate board of directors meets quarterly except in urgent situations that require its attention. Since the Trust is legally a corporation, it should act and conduct itself accordingly.
- No strong opinion
- Climate change ought to be factored into decisions to travel to meetings.
- Most biz can be done virtually. But meeting in person every so often can greatly enhance the effectiveness of online meetings.
- Too expensive and too many trustees. One trustee per island.
- Proper governance dictates that the members meet regularly in order to communicate in a professional way. Online is insufficient.
- meet once, twice or three times per year
- fiscal responsibility plus opportunity for team building
- It is important for trustees to talk directly to one another. Socializing is important in getting things accomplished as well, and this cannot be done as efficiently in a virtual meeting.
- Status quo appears to be fine.
- In person meetings should be at the expense of trustees.
- Allows more people to attend every meeting and less time and $$ spent on transportation etc.
- That seems like a good balance
- Given the cost, once per year is sufficient
- There is an affordability crisis. All meetings should be done as cost-effectively as possible, and meeting as a whole more than once is expensive.
- The cost of live meetings is prohibitive.
- Face to face is the only way to build meaningful relationships
- reduce costs
- save money which could be used on water related projects

- I think it’s important for some in person meetings, but given the cost difference between in person and virtual, I think the majority should be virtual.
- I don't think there should be an Island Trust
- They have met here (Gabriola) before, it would be nice to see them here (Gabriola)
- Not just online, we need to attend sometimes
- Only 2 meetings per year, in person. No other meetings. You aren't that important. Your meetings are luxury vacations; you can make the meeting days longer and even reduce them if you had well facilitated meetings and Trustees that came prepared (imagine!).
- Stop wasting public funds
- Why on earth does it cost $35,000 per person per meeting??
- Reduce spending on Islands Trust overall to reduce tax burden / costs and overall over governance.
- It is worth connecting in person once a year to provide opportunities for more communication.
- That is a shocking number. Similar meetings in the not-for-profit sector cost less than half of that.
- Not sure what the benefits are of in person meetings or what is lost from only online.
- Ec dev opportunity for Islands which you meet on, opportunity to get island orientations all together.
- As we all learned during Covid a lot can be achieved through virtual meetings
- Finding means to control cost should be paramount, which could include finding less expensive means of meeting in person.
- Is there a cost component involved?
- 4 times is minimum for Council to get work done and it must be in person
- Explain to me why it should cost that much for 26 people to meet in person?
- these days most things can be done in an online meeting and twice a year should be enough
- Money can be used more wisely elsewhere.
- Meeting in person is very expensive
- Again expensive to meet with little measurable benefit
- I think it's essential that IT trustees get to know each other
- There are not a lot of opportunities to build relationships and trust among trustees with very different views. In person meetings provide valuable opportunities to bridge the gaps and find common ground.
- We need to get away from constant growth
- need more outreach between islands
- I think the online meetings are pretty efficient.
- We do not need two trustees per island. We are in North Pender and we are next to South Pender each island has two trustees too expensive. Let’s bring it down to one for each island.
- News to me! What a waste of tax payer’s money.
- Stop wasting my money
- It is important to get together but can be done virtually as well as connecting in person.

- That's a lot of money per meeting. I see the value of meeting in person sometimes, of course. But most issues can be dealt with quite well by email, phone calls and virtual meetings. I'm not sure what the best number per year is, though.
- Not sure whether online or in-person increases the participation of Trust Council members.
- the benefits of in-person meetings, the relationship building and communication benefits are critical to a more cohesive Council
- Both in person and online simultaneous
- In face is best practice at least once a year.
- I just don't see online meetings supplanting in-person meeting for that number of people.
- Need to “keep on top of things”.
- In person meetings are ultimately more efficient.
- In-person is good, but other than setting priorities and budgets, then doing a mid-year assessment, virtual is fine for people these days.
- Assuming that presentations by the public could still be accommodated
- The quality of the trustees, in experience and knowledge, makes Council worthwhile. Currently, it is too dysfunctional and lacks any coherent leadership
- I find these meetings repetitive and unfruitful
- First of all, the cost for meeting in person need to be itemized before the decision could be made however, given that we have the ability to meet online, the trust should do everything they can to save the tax space money
- This is one place to save some money.
- We need to meet to build more parks
- If trustees find the meetings valuable then they should continue. Should be open to fully remote if that is requested. Maybe more in person for smaller regional groups.
- Until the Trust demonstrates that it is strategic, effective, and efficient, the Trustees, executive and staff need to do many things to substantially reduce costs. Costs for face-to-face meetings are expensive because of the number of Trustees, the size of the Executive and the number of staff who attend. Accommodations, meals, other expenses and travel costs and time are not cheap.
- Online works
- As a dynamic changing community we need better quicker decisions.
- Meetings should prevent any gaps & eliminate Interference !
- Government works best when people in government can see and speak in person not on Zoom
- That's a decision for the ITC dependent upon need.
- Much better use of funding. Also the highly dispersed organisation makes in person difficult.
- A lot of communication is better in live groups than online.
- The organization is moving too slowly, so Council should meet every two months, with two meetings each year in person and other meetings online. Also the attendance rules should be updated. No more seat-warmers!
- It’s important to be available in person
- This strikes a balance between fiscal responsibility and effective collaboration. All meetings should be shorter in duration.

APPENDIX G:

Comments received re: What does the Islands Trust Do Well?

- I have been quite impressed with the staff that I have had contact with through the Hornby Island OCP development.
- At the inception of the Trust, the vision was strong and very supported by communities. It seems to have become too big and more removed from the citizens/ taxpayers it was intended to serve.
- Cope with chaos.
- Providing satellite trust offices.
- very little now, except increasing salaries and the budget
- Not enough information to comment
- Listening to the individual trustees and hearing what they bring to the table on behalf of their community members.
- Talk, study, survey
- Talk, talk, talk, and meet.
- Some excellent studies. For example the Housing Toolkit and the Tiny Homes study
- Most things.
- Not sure what they do for our island.
- Not sure
- Monitors Development
- Maps
- collect money
- They have a hard job in the constant face of more low cost housing and developers desire to subdivide. Sticking to their mandate of Preserve and Protect is so important with constant pressure from so many different groups.
- Our islands would look like Parksville if we didn't have the trust. I say Thank-you for the trust and its mandate to preserve and protect the gulf islands landscape.
- Public discourse
- Come up with ridiculous requirements disguised as preserving and protecting other people's private land. Ignoring private property rights. Provide a home for activists.
- Stop us from being a Municipality. Has the "preserve and protect" mandate - I think this is ESSENTIAL.
- Nothing comes to mind
- Prevents more excessive commercial developments such as blocks of condos.
- Promotes itself.
- Preserve and protect
- Not much!
- In its day it restricted un-checked development on the islands. Now there’s less need and less demand for this and the TC wastes a lot of public money discussing this.
- Looks at the present with eyes on the future.
- focuses on local by-laws
- Creates a lot of high paying jobs in Victoria
- The Island trust had its place and its time has come to cut it back way back and overhauls it’s over protective mandate.

- Preserve and protect, but unclear how trust is dealing with systemic increase in house prices pushing long time islanders out of other homes. There must be some forward looking provisions to increase density in limited areas to allow for non-wealthy to live. Not have the islands become solely retired folks, with hard to locate services due to lack of staff.
- Advocating for itself, talking.
- stays relevant
- The Trust has kept so-called "development" to a mostly reasonable level. However, it has done so at great cost, so it's hard to say this has been done well.
- Well we don't look like Surrey so they must be doing something right.
- Please let me know. It is a difficult task to preserve and protect because the pressure to develop is so great.
- Unsure
- Preserve and protect
- Continues to enforce their mandate.
- Protect environment.
- I think island trust is doing a very good job, delivering work that can be described as competent and very responsible. The island trust is doing everything well.
- following the colonial system
- Protection
- Stone walling
- Spend money.
- I am not familiar enough with what they do on Hornby and so far, the word of mouth information I have received from others is not very positive.
- conservation
- Zoning issues
- I think The islands trust is multiple layers of bureaucracy and maybe is no longer necessary
- Spends taxpayers' money.
- Spend money.
- Raising awareness of the unique and precious land where we live.
- Nothing. Just experts at talk.
- Honestly, nothing. It has become a self serving bureaucracy, with excessive requirements, permits, and restrictions.
- Discharge its fundamental mandate.
- When it upholds its mandate - to preserve and protect - it is the ideal form of local land use governance. When it considers changes to the policy statement by defining "amenities" in human-centred rather than ecosystem-focused ways, then it is going down the wrong path.
- Honestly, I don't actually know. Right now it just seems like a confusing bureaucracy that is sticking their oar into stuff that isn't really their business, while neglecting things that should be. The "complaints" driven system means that bylaw infractions are investigated inconsistently while things that really matter (conservation of the land, the trees, water sources, wildlife, density of buildings etc.) get ignored.

- Not much currently, seems to be extremely inefficient. I am appreciative of the passion, time and effort of the trustees but feel that a focus needs to be made on core services and keeping within their mandate.
- Communications
- Preserves our environment
- staff running the show
- Slowing down development in a pristine and delicate environment. The strength of the Trust, ironically, is its inefficiency.
- Attempts to bridge the gap between its ambitions and the general desire of residents to be left alone. 'That government which governs least governs best'. Usually.
- Very little that I'm aware of.
- Talk, discuss, commission reports. Creating the optic of doing something without doing anything.
- Not much
- Protecting the natural environment
- Sorry, nothing comes to mind.
- Nothing.
- Some land use planning initiatives
- I think the islands trust has clear land use planning, bylaws, and OCPs.
- Wastes taxpayers' money on an unnecessary fourth level of government. Should only be local government (CRD), province (BC) and federal (Canada).
- News reports
- Meetings are usually interesting
- Nothing. At. All. Unless frivolously spending taxpayer's hard earned money qualifies.
- Waste money.
- Not sure!
- Right now, I am not impressed with the Islands Trust because my island is being developed by urbanites faster than the condos going up in Vancouver. However, the Trust does a lot with very little.
- Build its own empire.
- Prevent massive development.
- Some attempt to control development increase.
- It keeps us informed of the procedures involved in protecting the land use.
- education webinars
- Bureaucracy - attention to the minutiae of meetings, procedures, protocols, the 'visuals' of being a Trust with not enough substance.
- promoting preserve and protect
- They try to mediate and help go forward on things that are to preserve and protect
- I am very discouraged by the Islands Trust and I think they have drifted too far from their mandate. Unfortunately, it is hard for me to think of anything that they do well.
- Hold meetings
- Nothing.
- Preserve and protect, at least historically. Thank goodness the Islands Trust Act was put in place in 1974.
- Bureaucracy!

- everyday business
- - nothing to note at this time
- Nothing
- I have no clue. In my time of 8 years, all I have personally experienced is IT costing me money and personally when I was adding a secondary building with an RDN application/approval; IT ended my plans with idiotic demands. One was I needed to have my existing home measured for height! Then an additional new setback from the foreshore! I decided to cancel as the investment wasn't worth the cost.
- Not much. Spends most of its time, talking about reconciliation and housing while not preserving and protecting the islands. Focus on your core mandate, which is land use. Stop wasting time and meetings with land acknowledgments, and reconciliation of which you cannot do anything about. That is a federal responsibility.
- Nothing
- serve and protect and steward these islands for future generations,
- Conservation
- The IT has done an effective job of slowing development in the SGI. There are benefits to this, along with harms.
- Reviews and enforces land use by laws.
- communications
- Didn't you ask this at the start of the survey? I don't know what you do well. Do you have clearly articulated goals, metrics and timelines by which you measure your success and do you share these?
- Wasting money, inefficient business conduct.
- Staying calm and carrying on.
- Those who volunteer their time should be acknowledged for the time commitment and general contribution to our ecosystem.
- It supports the trust charter well.
- Honestly I don't know. I used my property for over 60 years and my first experience with the islands trust was completely negative and continues to be negative. Until this recent experience I had no idea what the islands trust was all about. It was a good idea that has gone completely off the rails.
- Establishes plans and bylaws to protect ecosystems.
- Gives a coherence to the SGI that otherwise would be each island going it alone
- Waste money. The Trust has missed so many opportunities to achieve its mandate that I question its credibility and relevance.
- Spreads the meetings well geographically.
- To be honest, I am not sure the islands trust is preserving the mandate.
- They basically support developers.
- The conservancy does a good job of protecting land.
- Mapping, data gathering
- I do not think the Trust does much well. There is much discussion and debate, but over 35 years I have not seen evidence that the Trust is accomplishing much to fulfill its Objective as per the Act. Talk and debate does not advance conservation and protection. The Trust's focus on manipulating the Policy, as has been advanced for 3+ years, to eliminate the human benefit Addict of the Objective is misleading and dishonest

- Organizing water testing
- Env protection. Overdevelopment
- Land protection
- Land use management
- They try to Prevent Planning problems
- Consult
- Stops some large and/or inappropriate developments such as subdivisions, casinos, etc.
- Involving community in decision making although I don't often agree.
- It is nearly 'alone' in its mandate to ensure natural environment (ecosystem) wellbeing. An uphill struggle but ITC is doing its best.
- communication
- Nothing - it has no real function other than to expensively mirror being an eco-NGO at tax-payers' expense. It isn't a local government - CRD does that for us. Environmental activities are done for us by the Province. A much more efficient and effective service could be provided by eliminating the IT and devolving land use planning to CRD in Saturna's case and local municipalities in the case of other islands. I'd reckon CRD could replace the IT reducing cost by 2/3.
- I'm not sure right now. It used to be more focused.
- Honestly I don't know. The organization is not trusted by the public and it does a very poor job of communicating with the public. The staff have an imperious attitude and the Trustees mostly seem inexperienced and under-skilled to govern across complex issues.
- Play politics and waste money on things outside the trust mandate, zoning
- spend money needlessly
- Spending money
- Sorry - nothing.
- Create highly paid employment for people living outside the Islands Trust area. Create complex and bloated bureaucracy. Increase own budget year over year at a rate that exceeds inflation. Slow down land use planning and development. Increase the cost of living in the Trust area.

APPENDIX H:

Comments received re: What could the Islands Trust improve on?

- getting scientific data on resources to make planning decisions that are sustainable
- More fiscal restraint!!!!
- Chaos. Too much CITY planning for country needs. Too many rules that cannot be enforced. Too much one size fits all. Everyone understands the Trust in is crisis. But really the steps out of this are still just baby steps.
- Stand up for truth, expose the lies being perpetrated against we the People, the lies of climate alarmism. The overall effect and ultimate reach of the policies being implemented are to force people off their rural land. Stand up for our rights to own property, to subsist on our properties, and be as independent of government as possible.
- Educating people unfamiliar with the Islands Trust on its mandate and purpose. And standing up more firmly for that mandate and purpose.
- less bureaucracy
- it doesn't matter what you are doing there is always room for improvement/ forward action
- Real transparent communication with Islands residents. Enforcement of bylaws. To have less close door meetings. Staff should not act as if they are representing the applicants, instead they should represent the mandate of the Trust. Trustees should be Trustees of the Islands Trust and not act as local government employees. There should be less specific programs to reduce costs, and less committees. The Islands Trust should have an environmental specialist as part of their staff, and the planners should be trained in environmental issues that affect the Trust area.
- Not enough information to comment
- Not enough is being done to hold development in line and protect the environment.
- Take the time to hear what comments are made as per a specific situations and evaluate those comments to see where they can be applied in the bigger picture of the trust work. Your best asset is the community of the Trust area.
- connected walking trails, work with Parks Canada and Ministry of Transport to get a bike and walking trail to the ferry terminal from the most populated area, Magic Lake
- Nothing, it should be disbanded.
- Development Applications
- Ensuring that the main P and P mandate is its primary activity and the primary activity of the local trust councils
- Yes, there is always room for improvement no matter the group.
- Public involvement and inclusion.
- Stop the geoduck licence in front of Thetis. Ask hydro to take responsibility for invasive broom that is taking over. We need road improvement desperately.
- Serving the people who live permanently on the island.
- Novel thinking in areas such as the properties on the NE shore of Galiano
- Make the changes necessary internally so that the Trust can truly function and be successful in its mandate to preserve and protect.
- do something to increase healthy island businesses
- Don't get pressured into adding more low cost housing when the one proposal is still struggling. Let it get finished and then see how the results are before planning

anything else. Water and sewage are both critical concerns with these projects. Also, where you may consider some secondary dwellings, make sure they have the water and septic installations needed to accommodate the secondary dwelling BEFORE APPROVAL.

- I wish it was stronger
- Institute a Stakeholders category (with funding) re: development applications. so that opposing views have the same opportunities to be professionally supported and documented as proponent applications
- Learn how to make cost effective decisions.
- Finding better ways to manage and counter anti-Trust sentiment. It's boring and unhelpful.
- Implement recommendations from the Governance review. Simplify the meetings and make them focused on outcomes not the process.
- Work with owners to prevent ocean erosion instead of prohibiting the owners from safeguarding their property. Excuses such as "you cannot put rocks along your waterfront property to prevent erosion as some boaters may find them unsightly".
- At least in Gambier Island's case: engagement, education, transparency, inclusion in just about everything. There is little recognition the needs of water access only properties. All we get for our taxes is an annual barge for the Islands Clean Up and had I not intervened with the SCRD we probably still wouldn't have dock side pick up - the ONLY way many water access only residents can benefit from this annual event. I know our taxes support hospitals and schools as is required but for many of us who are based in the lower mainland, we use hospitals in North Vancouver and Vancouver.
- Cut the administration in half. Move the planners to the islands they plan and support.
- Not wasting the money of residents on regulation that costs more than it adds.
- Everything, but that would be unaffordable to the constituents!
- The corporate plan if implemented would be a huge improvement.
- Recognizing that sometimes (often?) saying a smaller no to one or more minority interests allows for a larger yes for the majority to benefit. In the face of opposition, being confident that short-term pain often prevents long term injury ... in our physical health, personal relationships, and land use, too. But this is easier to type than believe in the midst of heated community meetings!
- Prioritizing the environment rather than the needs of Humans. We should be reducing the ability of people to move to the islands, not maximizing (optimizing) the use of the land for humans.
- Eliminating the high paying jobs in Victoria
- The above
- Budgets keep increasing over rate of inflation. Reduce budget to rate of inflation. Fiscal discipline.
- Being efficient with taxpayers' money. Focusing on typical tasks of a local government not advocacy for special interest groups. Improving turn around times for applications through streamlining not spending more money on planners that do very little.
- Lobby government to reduce the number of tankers dropping anchor and parking amongst the Gulf Islands.
- Finding ways to preserve more of the trees and sensitive ecosystems from over development (especially when it's for profit rather than personal homes). And limit the number of private wharfs and docks.

- Please refer to the report commissioned by the Trust from a few years ago. Very little if anything has changed since that report. The number of Trustees should be weighted much more heavily on population, and very little on geography. It's ridiculous that Thetis Island, Saturna, South Pender, should have the same voting weight on Trust Council as Salt Spring, Gabriola and North Pender. The vast number and depth of improvements are far too numerous to mention. Again, read the report from Great Northern Management Consultants from 2022. I am amazed (sort-of, but not really) at how short the memories are of taxpayers and more importantly, of Trustees and whichever staff were involved in the writing of this unnecessary and unhelpful survey.
- Sticking to the mandate of preserving and protecting what's left of the natural environment
- Streamline processes- be more efficient. Have a willfully built new building demolished and set a precedence.
- Community engagement and collaboration versus perceived policing.
- Get out of politics and focus on preserving and protecting.
- we all have room to grow
- Land use planning needs more flexibility or fewer restrictions
- evolving to be in touch with Indigenous stake holders for all major decisions/ work with Islands to help produce better parks signage/ dog poop bags & garbage
- They could provide meaningful support of full time residents and ensure that the bylaws they write are enforced.
  Trailers/campers that are not permitted for driving and are permanently used for weekend camping for example should not be allowed, and according to our bylaws, trailers are only allowed on land in RR or RG if a house is getting built and yet, there are trailers on properties that are used for camping. These trailers do not fall under affordable housing because they are used part time. This is a simple bylaw that I never see enforced. It’s clear who on the island is breaking this bylaw.

  Other bylaws is commercial logging on properties under 2.5 acres, again a bylaw that is simple to enforce and yet, is not. There is commercial logging in residential neighbourhoods and it goes unnoticed, and seems to be allowed. Commercial logging without environmental assessments in environmentally sensitive areas should never be allowed. There’s a watershed on East Point that provides all the water for all of East Point and yet commercial logging is allowed on it, why?

  If you want to protect the land, start with protecting it with the bylaws you have already in place and stop allowing these culprits to get away with “skirting” the rules indefinitely. I want to see the Islands Trust be an action oriented community that vigorously enforces bylaws and ensures our backyards are safe and future proof.
- Speed up times for applications

- More public outreach and education. Oversight of Local Trust Committees to make sure they consult provincial agencies when enacting bylaws that could be damaging to the environment
- IT should stay in their own lane & stop over reach i.e. local planning only. Stop spending taxpayer money & time on things they have no jurisdiction over.
- Public perception seems to be that the elected trustees misuse their roles, don't actually have skills to facilitate dialogue so that their proposals are actually representative of the population in a coherent way (instead of just voting on things that

are divisive because they are not grounded in having consulted and discussed effectively).

- decrease bureaucratic costs
- Have Board members do more of the work which is assigned to staff.
- I think the islands trust should work with the CRD to dissolve the trust and only keep one representative from each island as an elected official to liaise with the CRD
- Islands Trust should be shut down immediately.
- Cost savings and having staff who actually live on the islands they are governing.
- Should be more caring for residents on the island. This power trip of extreme control of the land (who care if you have to cut some ferns to build a house) is way too much.
- More efficiently spending taxpayer funds; prioritizing and acting timely to address important matters -a sad example is the recent amendment to the policy of the Trust that it will now prohibit buoys in environmentally sensitive areas - - what took so long!!!
- Eliminate the complaints department and bylaw enforcement. Let CRD handle that. And require complaints to provide proof.
- I have had limited success obtaining detailed budget information. It appears that 80% of the budget is applied to three items: potable water treatment, waste water treatment, and solid waste disposal. Any discussion of increased development, densification, subsidized housing must address the obvious associated costs. Water is a limiting factor. Discussion of another utility, electric power, is entirely absent.
- The costs of the permit approval process given in question 12 are alarming. The question should have had another option: find efficiencies in the process to reduce the difference between the costs and the revenue received through fees. Take a serious look at what is unique and necessary in the IT permitting process, what is already covered by municipalities, CRD and/or the province. Make appropriate cuts and changes.
- Reducing costs and annual budget by deciding what is "in scope" and what is "out of scope" with regard to fulfilling their mandate.
- Communication - about mission, vision, what they've done and what's on the plan

  Bylaws that actually preserve the integrity of the land (tree ordinances, the water table, limits on use of 5th-wheels over environmentally sensitive permanent structures). Consistent enforcement of bylaws (not just complaint driven when someone has a beef with their neighbor)
- I don't see much in the way of creativity or adaptive management. The Gulf Islands should be a model of ecological stewardship and a test bed for better building technology and experimental housing solutions. I get that it's harder to regulate, but if not this then what is the purpose of the Trust? We can't stay frozen in amber forever.
- Too many special interests get too much air time. Focus on core mandate and look to find efficiencies and reduce costs.
- Communication
- Protect private property rights and facilitate reasonable maintenance and development of private property. IT is biased against private property owners and ignores legal precedent.
- Cutting their budget by 50%.
- Focus on the basics, quit with the scope creep like slapping DPAs over every inch of land. Improve communications with islanders about decisions at the local trust level. Stop trying to claw back existing zoning. Focus on things that improve liveability. IT

was meant to stop developments like Magic Lake from happening again, not turn the islands into a conservation area.

- housing
- Responding to requests. So much money is waisted by the long time and many applications that developers and others have to make to get their requests completed.
- Live within OUR means. Rising taxes are one of the costs which steadily price lower income people out of their communities.
- Being more efficient with costs as the budget is many times more than other jurisdictions per capita. It seems to have ballooned due to special interest catering and corruption. Therefore it should be eliminated and replaced with a new more efficient form of governance.
- Make tangible, meaningful progress on crisis proportion issues, like housing.
- Play a higher level role only
- Protecting the natural environment
- Look for ways to reduce costs and duplication of processes that are also responsibilities of other levels of government. Focus and streamline roles of the Trust.
- Almost all programs, planning, and budgets seem to be done more expensively than other local planning departments in local governments (such as the CRD or the Comox Valley RD). As VIHA is responsible for both water and septic, there should be no jobs or budget related to these areas, and they just seem to be jurisdiction over-reach with no authority (as VIHA has that, for an example). During an affordability crisis, extra "government" or "planning" departments with no authority should be removed.
- "Abundance" should be required reading for all IT trustees and staff. We need a lean, streamlined government that responds to the needs of the people it serves.
- Consistency of policy applications and regulations enforcement
- Environmental protection and education. Decrease red tape. Limit large building development. Use zoning and development permits to protect ecosystems.
- provide more support for water related issues
- I think the islands trust should reduce spending on programs that are duplicated by others efforts. I think a lot of conservancy work is already being done by local groups.
- Transfer land use planning for Galiano to the Capital Regional District to better integrate building permitting and construction bylaws.
- Focusing on why you exist. I don't mean spending our money trying to expand your mandate, but doing the planning work on any gulf islands that are under development pressure (remember that?) and leaving those without the pressure alone. Eliminate your woke agenda. And why are you incentivizing Trustees to subdivide and grow the population on their islands by paying them according to how many lots and people there are? Preserving and Protecting? NOT!
- Reducing the budget and transferring responsibility for Mayne Island land use planning & enforcement to Capital Regional District
- Clarifying what it does exactly to local residents - for example, what is the difference between the Island Trust Conservancy & the Pender Conservancy? What do you do that the CRD does not do?
- Stick to your knitting
- Trustees need to be paid more so that the role is accessible to everyone in the community.
- Fulfill the duties of a local government.

- Its focus on preserve and protect instead of functioning like a municipality.
- More initiative in creating bylaws that don’t allow massive builds and mega mansions
- preserving and protecting the rare CDF ecological zone from human development while reducing the cost of their government
- they should be meeting on the islands they serve
- True consultation with Trust area First Nations and knowledgeable islanders who know island ecosystems. Following your mandate!
- Stop the money grab? Again, Island's Trust doesn't do enough to warrant even HALF their budget. Do a review and revamp or terminate this group. It is exceeding it's mandate.
- dealing with infractions of by laws

- I don't think they really gather the facts well and. Seem to be somewhat bias and bring personal preferences into the mix..and decisions.. They could improve on that..being neutral and really listening to their constituency..I feel we need new trustees.
- Focus on their statutory mandate and don't try to solve Reconciliation with FNs, Climate Change, and the providing low cost housing for British Columbia - leave this to the senior levels of government and just do what the Island Trust Act directs them to do.
- Take actions on addressing the issues that matter
- Improve governance so staff are held accountable for productivity. If the CAO can't improve productivity get rid of him/her and hire someone who can. Stop wasting time and money; make decisions and act on them - DO SOMETHING!!!
- Enforcement; respecting the original mandate
- Integrating and enforcing protection of sensitive ecosystems and species and ecosystems at risk in the planning process. Benchmark best practices in other jurisdictions and learn from successes.
- Better roads
- I have given up on expectations of improvement
- public education
- Stay out of Bowen Island Municipality business altogether. Stop trying to control every detail about the other islands.
- Cutting back on fees, planning permits should be included in our taxes.
- Getting along better with one another.
- By law enforcement, preserving and protecting.
- More energy solving the fallow deer issues; fewer big developments.
- Everything
- creating a LAND BACK FUND for bequesting islanders of their parcels of land and moneys in their wills or part of an estate to the Indigenous peoples who are still living stewards of these islands -funds can be used when important parcels of land become available for sale for more than just conservation but for Indigenous led developments and indigenous future generations...
- Working with Communities
- Halt the creation of any further zoning restrictions or covenants. We have enough. Communities are near to a breaking point.
- Communication! And, not a criticism, but "green" affordable housing is vital to the demographic health of each island communities. That's an area to focus on.

- Streamline processes.
- Seeing the islands 250 years from now.
- Communication and listening to residents concerns.
- It seems to get bogged down and can't reach decisions.
- Recognize that the Islands have changed and reset the Trust Policy to recognize. Be more efficient, the Trust Policy is a good example, after years of discussion rewrite not completed. Spend less time considering areas where the Trust does not have jurisdiction.
- They are too restrictive (almost punitive in some cases) when landowners want to subdivide large lots. Demanding that a large portion of the lot be "donated" to the Islands Trust in order to get approval is a form of extorsion.
- Working on the “affordable housing” issue.
- Constraining costs, mission creep, and limit the influence of interest groups to submitting ideas while keeping decisions in line with resident wishes not special interests of whatever stripe.
- Expansion of responsibility where they have no business. Stop it! Duplicating other levels of government just causes confusion and makes living in the region onerous for residents who want to do something simple like installing a shed.
- The best people I have dealt with at Islands trust are the planners they seem to know what they’re doing. Every time I talk to somebody who has had to deal with islands trust by law enforcement officers it’s a horror story. Every single situation is different and needs the appropriate solution. That means understanding the history and development of a particular area. You can’t keep trying to force round pegs into square holes. Every situation is different and unique. I have been part of Island culture longer than a lot of these people have been alive and they just don’t know the history or the development of the areas.
- Enforcement
- Reduce the size of its bloated bureaucracy
- Being cautious not to undermine the original mandate of the IT
- They need more influence or jurisdiction over surrounding waters
- Fulfill the mandate by first writing a coherent and meaningful TPS. The current draft is so watered down it is meaningless
- Focus on the key issues, a Trust Wide policy statement and response to review of governance.
- Garbage removal of large ex household appliances, old cars, which are left to rot and rust now except once a year bin drop offs... not enough, needs to be 2x a year. Or a bin left in place and on filling then removed and replaced.
- The islands trust needs to Focus more on preserving and protecting the environment of all of the islands.
- On islands that are groundwater, freshwater stressed the Island Trust should establish carrying capacity and limit any additional demand.
- Stop approving more staff positions each year.
- Making sure water level at Westin Lake doesn't overflow.
- Again—build more docks and parks
- Representing people who live here
- 1. Developing and delivering effective on-the-ground projects that truly advance the Objective of the Trust Act. 2. Reviewing the effectiveness and efficiency of the land

use planning aspect of its work, including optimizing the number of planning staff and assistants to the real current work load. The current operation is bloated (i.e., the number of planning staff per capita is 3-4 times higher than any other municipal or regional government around the Salish Sea. Why?) 3. Critically evaluating "special programs" in terms of need and what will be accomplished.

- too much bureaucracy
- Preventing population growth - not everyone needs to live in protected areas. Increased options for multi-family housing will bring more feet to walk on sensitive ground.
- Ease for permitting and flexibility
- Quicker Development approvals
- Communication
- They need more professional consulting and insight into complex problems .They need to discover the problems that their decision cause and work to remediate with the Public
- Bylaw enforcement
- Road improvements, bylaw enforcement. It is inconceivable that the total cost of development applications is not covered in full by the applicants. The Trust is mishandling this and is costing taxpayers roughly $1.25 million annually.
- Bylaw enforcement of the STVR prohibition.
- Making a difference between preserving land as is, and giving this land tools to regenerate into a productive ecosystem. Left to its own devices, land here grows fir forests; this becomes a fire hazard and blocks light out for other growth. As an islander, I don't want to invest in a future dead forest. My land has been left alone for 40 years. There is only fir and a few arbutus striving for a little light and made fragile, by forced growth upwards. Nothing but invasives are growing on the forest floor. There are hardly any different species either in plants or in birds and Mammals. I have worked 5 years with biologist Christopher Drake, and arborist Christoph Weeks, and it is slowly getting better.
- Communicate widely and thoroughly the incessant threats to the IT area(s) ecosystems. And, that it is not a 'human' right to occupy land wherever, whenever it so wishes.
- cost cutting
- It is beyond reform - it needs to dissolve its self.
- Forcing sensible bylaws.
- Make some real changes that improve the community. Get some affordable housing built. Regulate the harbour currently it is a floating slum/encampment
- Getting back to their main mandate.
- So much. Staff morale has been awful for years. That must change if you want the public onside with the organization. People are not proud of the Trust. Doesn't that matter?
- Be honest about why things are done. Do not hide social agendas in land use responsibilities.
- Accountability for the waste of funds taxpayers continue to endure.
- Providing value for money

- Pass a bylaw forbidding owners to let their cats go loose. They're killing so much wildlife and birds. Pets need to be under control, and many districts have passed such bylaws.
- Lean governance. Simplified mandate. Efficient use of resources. Fiscal responsibility. Create employment for people residing in the Trust area rather than outside it. Speed of decision making. Reduce costly bureaucratic churn.

APPENDIX I:

Comments received re: Did we forget to ask something that's meaningful to you?

- Any private developers or homeowners wanting to build or subdivide should pay the FULL cost of the permit applications.
- The Islands Trust should limit spending money to their specific work, land use. Not to spend money in what correspond to other level of governments (e.g. CRD, Provincial Government, Ministry of Transportation, Ministry of Housing, Tourism etc.)
- Put a contribution to the Sue Big Oil law suit in the budget. This small amount could have a large benefit for the Trust
- I know they asked the province for help in the dysfunction - why don't the fix internally to make their mandate more likely to work?
- ensure business move forward the island depends on them
- As Denman's population grew significantly in the last few years and with Hornby's populations slowly growing, the traffic on our island is getting worse and worse. Along with our on going ferry issue (which is out of the Trust's area) our roads are all changing from quiet country lanes to narrow mini-freeways, especially in the summer with Hornby traffic. Possibly it's time for the Trust to be putting pressure on BC Ferries to have a summer direct crossing to Hornby. Aside from the traffic itself, the noise the summer traffic makes seems to be getting louder every year.
- I'm very concerned about off-island investment - meaning people who buy a house here just to rent it out at the highest price they can get. I don't know how to stop that, but can non-resident homeowners be charged higher taxes? I'm also deeply concerned about protecting our shorelines from infill, from too many docks, too much encroachment and too many people thinking they own "their" beach.
- Stop stealing private land rights. STOP extorting land and or concessions from land owners in exchange for the right to live on your own private property.
- Right now, I'm very focused on foreshore protection & DPA3 process. I think the Trust's position is essential for helping influence changes to WLRS process and ensuring our coastlines are not at the mercy of homeowners who have waterfront properties. The public needs more input and influence. It's public foreshore....not that of a few.
- There needs to be 1 more Trustee representing Salt Spring Island to better reflect the size of its population in comparison to the other islands.
- Islands Trust should continue. Sometimes the overall mission is lost in pettiness. Sizes of buildings, whether a studio may have a bathroom or not - these decisions affect people.
- Gambier is unique due to the close proximity to a major metropolitan centre yet 60% of Gambier is rugged wilderness and 60% of the privately owned land is sprinkled around the island. These communities are not connected by road to each other or to the south west peninsula yet little recognition is being given to these extreme differences in needs by the current OCP process. And in doing some research on the OCP that was adopted in 2,000, many of the Trust's goals in that document have not been pursued! This is very discouraging as to the overall effectiveness of the Trust.
- I would like to see concrete examples of how the IT is preserving the islands. Banning kayakers and swimmers from Cabbage Island is not one of them.
- Yes, you failed to ask any questions directly related to the budget!

- Thank you for your willingness to work for the common good! Your efforts are appreciated ☺
- Affordability is for the Province to manage, Islands Trust funding is not for that purpose.
- Allow for more housing - we are in a housing crisis. The Islands Trust staff harass and discourage people from renting their homes out as furnished rentals. It should not matter if it is unfurnished or furnished rentals - people need both.
- Not really. I don't know whether you can stop the proliferation of private docks, I just feel we have marinas and people can use them. The shorelines and grasses etc. should be protected.
- I want the entire report from Great Northern Management Consultants from 2022 read into the record for the answer to this question.

  link:

  https://islandstrust.bc.ca/document/governance-review-final-report-february-2022
- Yes, please see Question 12 - we need to be able to click on more than one button for this one - as in developers pay more but also Trust sponsor some non-profit work
- I gave in an earlier response specifics how the bylaw has no teeth and trustees give all kinds of relaxations.
  On a simple note: Control the building colors so they blend in, no white window frames or exterior colors.
- Why have you lost your focus and spend all your time on non-core issues? Stop making indigenous relations the main character in every decision. Let the province and the feds do that. You're wasting money and time while the island are being left to rot.
- help the youth on the islands feel at home- help fund and help build skate/ all wheels parks and create more inter-island travel opportunities between youth
- IT should do an in depth study on Operations with a mandate to reduce their high costs that create a bloated budget.
- Smaller staff... more efficient use of AI
- The Trust should eliminate the 3rd local committee member who was not elected by the island for which they have been appointed as the 3rd member. the locally elected reps should determine all matters - -in the event that a compromise cannot be worked out then the local trust can appeal to the executive committee, but local trustees working it out should be the primary goal.
- Owners of undeveloped properties pay taxes but receive little. We are left to navigate the maze or permits, and levels of government when we want to improve our lots. How about developing a roadmap of what permits are needed, from which government body, and in which order.
- I have a sense of "over-reach risk" infecting the LTC. Everybody wants to govern everything on the islands, with inadequate respect for actual residents'/property owners' interests.
- In the big picture, thank you for your valuable work. Those of us who believe in the mandate will forever hold your feet to the fire - in a good way.
- Not quite sure how to phrase this but I am confused that "time-share properties" like the development at Otter Bay ("Currents") are allowed when small townhome developments or a small apartment block that would provide modern and affordable housing for local workers are not. Developments like Currents just bring more part-

timers to the island who use the island resources (like water, healthcare, ferry space) from those who live here without contributing to the wellbeing of the islands in any helpful way. Personally I find the proliferation of 5th wheels and caravans that house workers at Browning and Poets to be super ugly, but the regulations make it impossible for low-cost, attractive housing to be built. This is a ridiculous grid-lock that would be very beneficial for everyone if you could figure it out.

- I don't agree with changing zoning to increase affordable housing without binding agreements that these homes will be affordable now and in the future.
- The Trust has become too expensive. This is not a made for work project. Cutbacks are needed asap. Islanders pay a lot of money for fewer services.
- The Ministry of Transportation and Transit is totally incapable of handling subdivision applications. Islands Trust should take over this responsibility.
- You can't keep the islands locked in time. Businesses need to thrive. Islanders need opportunities. Encourage incentives to islanders to adopt strategies like removing invasives and small footprint building, rather than penalties for building big. Remember the rural character of the islands and allow smaller commercial areas in more developed neighbourhoods to reduce vehicle travel and get people out of their cars. Planners need to focus on our islanders needs. It's not "preserve and protect". It's "preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents...and of British Columbia..." BC should be kicking in its fair share of the overall budget for everything over and above planning services. Notifications from IT about LTC agendas should actually summarize the issues that will be covered in the meeting so busy people don't have to wade through the meeting package to determine if there is anything that will impact them. Property owners, especially commercial and industrial property owners should not have zoning downgraded without formal notice.
- Preserving and protecting the environment is the most important task of the Islands Trust. Nothing should be changed to endanger that responsibility.
- Please update your institutional position on 'climate change emergency'. The real situation is the current solar cycle and Earth's weakening magnetic field are causing observed changes -- more than anthropogenic factors, which are minor in comparison. Adaptation is the actual challenge.
- Conservationists weaponize the trust mandate to strangle the ability to make progress on key issues, vital to the future well being of the community.
- The Trust needs to work harder to protect the natural environment That purpose is much larger and essential than individuals' selfish complaints and wants.
- Increasing the roles and responsibilities of a government body leads to inefficiencies and paralysis. Focus on the core priorities.
- Some of these survey questions are hard to answer without more options, so we did our best. We hope that the Islands Trust reduces its jurisdiction creep, and trims all departments to run as cost effectively as the local planning neighbours (such as in the CRD or the Comox Valley RD).
- You need to decrease the waste in your system. Zero-based budgeting, please.
- Unequal treatment of English Canadians and all other Canadians. Islands Trust treats English Canadians well - but is clearly biased against First Nations, French Canadians and visible minorities.
- I am glad the Islands Trust still exists

- The Islands Trust is based on the racist notion that the First Nations are stupid idiots that cannot manage their communities. This is not true. The land should be managed by the First Nations as they have been for thousands of years.
- Ceasing bylaw enforcement on properties that have an application in does not make any sense.
- Please do something about your reputation among citizens. Please.
- I feel that new Construction should include provision for alternative water catchment systems be it cisterns or other systems. Helpful to send new home owners imp. Water management brochure you already have designed.
- finding means of reducing cost while doing more to protect ecology means not always putting human needs forward and then being able to handle the repercussion of hard decisions
- I can't think of anything other than recycling, ferry connections, garbage collection and internet connections which I know are not your concerns
- You don't want to hear my actual thoughts, trust me.
- Walking lightly on the land is important to some of us on Hornby.. that being said I believe we have to still create livelihood on the second island like Hornby.. last few years attack on vacation rentals has been unreasonable and divisive.. the rentals serve the island well..and there are really not that many.. we are looking at putting a cap on them but feel strongly all the legal registered by province should be grandfathered in.

  If a cap is decided then as people quit and retire we can get to that cap..we bring alot to the island.. and to this economy..we certainly don't want more disasters like the Hornby resort..home stays are way more intimate way to visit the island.

  Like I said I'm disappointed in our local trustees..I think they have had a lot to go through and need to retire..we need new people..thanks for asking.
- I own property and live here. I have lived here a long time. My property is my major investment. The Island Trustees do not respect people like me - they seem to think that they can muck around with property rights to satisfy agendas like reconciliation, climate change and low cost housing, which are beyond their mandate and also, to be candid, beyond their competence.
- Motto of the trust used to be more saving the environment now the hash tag says preserving communities. Water water water
- Your overreach is breathtaking
- Why didn’t you ask a simple question “do you believe there should be more or less development on the gulf islands?” The survey is completely biased.
- Asking us to comment on application fees without stating how much the fees per application are is a horrible choice for requesting feedback.
- Please think about the youth and the elderly- they need more opportunities to interact.
- I think your 3 meter setbacks in magic lake are silly in the context and smaller properties and should be 3-5 feet instead.
- It is close to impossible to find information on activities on properties and decision made. Protect the island. Enforce major construction without permits i.e. entire buildings.
- What percentage increase or decrease in total should the annual budget have?

- I somewhat question the mandate of the Islands Trust re the word “unique”. Everywhere in the province is “unique”. Fortunately, though, it’s our “agency” for land use planning in “unorganized territory” (other than Bowen Island).
- I honestly don't believe we need the Trust. The Conservancy on our island is the only useful thing the Trust does.
- The island trust needs a total overhaul and government review
- Preserve and Protect of the land is practically meaningless without a meaningful say on local waters
- How much am I willing to pay for the services I receive from the Trust? Or, would I pay more if the Trust was more efficient in its management and more effective in attaining its objectives?
- The Trust has lost sight it's main raison d'etre. It is a Trust whose mandate is to maintain as much as possible the natural environment of the islands. It should be doing all it can to prevent development and loss of the unique ecosystem.
- Increase protected areas and parks. Encourage no cutting down of trees, and the ability for owners of larger properties to designate areas of their land as virtual ecological protected areas. Enforce no hunting bylaws in areas more densely occupied by seasonal or permanent residences.
- I think the trust needs to look at what their legacy will be. Over building or preserving what is left.
- Increased forest coverage and limitations on development.
- The Islands Trust should concentrate on protecting the environment not facilitating development.
- Is the Islands Trust the most appropriate and effective governing body for the current needs of the Trust Area or are other regional government models better suited given current needs?
- Islands trust is not responsible for low income housing. Allow our other tax buckets (feds, province) do that work and use IT budgets for the preserve and protect of the environment.
- Wildlife Diversity and ENV protection is key.
- I think that elected council members must attend meetings or step down.
- The Conservancy needs to work with the public and not be a block to legitimate land use activity. Thanks.
- Protect the shoreline and work with DOF and DOT to keep shoreline and nearby rivers and waters clean and clear of garbage and illegally moored vessels.
- It is essential to keep the term "unique" amenities in the IT statement. To consider tourism, housing, etc. as "unique" is ludicrous. Unique refers to our at risk flora and fauna and endangered rare environmental ecosystems. That's why the IT was created!
- Is the planning committee on Mayne Island still in existence?
- Preserving is more complicated than it looks. Our lands, native or not, are hurt. We need more than build a fence, and forget about it - and taking credit for "leaving the supposed ecosystem alone". Yes it will regulate in the end, (when we are all gone), but we are in a crisis. Intelligent proactivity is needed. Telling people they can't cut down trees is simply not the stewardship that's needed today.
- The goal should be a 15% reduction in operating costs at a minimum
- Yes. The Trust is redundant and spends way more per person "served" than other similar municipalities. It should be retired as an expensive failed experiment

- You forgot to ask whether an increase to the tax levy to fund the Islands Trust budget is warranted. The answer is no. The Trust has grown its own budget by increasing the property tax levy with no public consultation for several years now, at a rate higher than the rate of inflation. The Trust needs to streamline its operations and programs significantly and cut the amount drawn from the tax roll.

BRIEFING

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	**Trust Area Services**	**Date Prepared:**	August 25, 2025
SUBJECT:	**Agreements Monitoring**		

PURPOSE: The Agreements Monitoring Report provides an inventory and monitoring schedule of the Islands Trust and Islands Trust Conservancy agreements (excluding property management agreements).

BACKGROUND:

Governments often enter into agreements to ensure cooperation over time beyond the term of individual politicians or staff. To be effective, the agreements must be supported by ongoing inter-agency relationships and the agreements need to be perceived as valid and relevant.

Under Section 9 of the *Islands Trust Act*, Trust Council is authorised to enter into agreements on its own behalf or on behalf of local trust committees with one or more of the following respecting the coordination of activities in the trust area:

- the government of British Columbia;
- the government of Canada;
- an agent of the government of British Columbia or Canada;
- a municipality, regional district, board of school trustees or francophone education authority;
- a First Nation.

These agreements are subject to approval of the minister. Pursuant to Section 9(3) of the *Islands Trust Act,* if there is a conflict between the above agreements (approved by the minister) and a local trust committee bylaw or agreement, the agreement above will prevail.

Under Section 24(2) of the *Islands Trust Act* local trust committees may enter into agreements with municipalities, regional districts, boards of school trustees or francophone education authorities.

Letters of understanding are staff to staff agreements between Islands Trust CAO and other government departments, and memorandums of understanding are internal between Islands Trust bodies. As these types of agreements, and other agreements not signed by the Minister, are not provided for under the Islands Trust Act, they do not have the weight of legislation behind them.

The Islands Trust has agency agreements with federal, provincial, and regional entities, as well as agreements with others such as San Juan County, First Nations and the Bowen Island Municipality. The Islands Trust has four types of agreements:

- ***Protocol Agreements (PA)****:* agreements that the Islands Trust Council or a Local Trust Committee enters into with other agencies or organizations at a political level.
- ***Letters of Understanding (LOU)****:* agreements that the Islands Trust Council or a Local Trust Committee endorse and the Chief Administrative Officer enters into with other agencies at an administrative level.
- ***Memorandum of Understanding (MOU)*****:** agreements that Trust Council or a Local Trust Committee enters with another corporate entity of the Islands Trust at a political level.
- ***Administrative Agreements (AA):*** agreements that Islands Trust CAO or Directors enter with external agencies in support of administration of existing agreements, processes or instruments.

On an annual basis between 1997 and 2008 (except in 1998 and 2007), the Islands Trust Council received an interagency agreements briefing. It listed agreements undergoing review or being developed and all agreements with their upcoming review dates. The briefing on the agreements was prepared by Trust Area Services.

The July 28, 2009 Executive Committee minutes note under "Agency Agreements – status monitoring chart" that "Discussion ensued on the usefulness and value of these agreements and the resources required to keep them current." Since that date there has been no further effort to maintain the agreements chart and or report to Trust Council, other than a draft report provided to Trust Council in March 2019. Some inter-governmental meetings have occurred but due to the lack of staff in Trust Area Services, these have not been systematically tracked or documented.

Trust Council's 2025-2028 Strategic Plan includes the following activities: *Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind* (Strategic Plan Initiative 1.2.6) which is schedule to be initiated in 2026/27.

Agreements are posted to the Islands Trust website with separate pages listing the agreements with First Nations, regional districts, provincial agencies, federal agencies, Conservancy Board, Bowen Island Municipality, San Juan County and others.

ATTACHMENT(S):

1. Agreements Monitoring Report, August, 2025
2. Trust Council's Coordination Agreement Process Policy

FOLLOW-UP: Staff will follow-up as directed.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: David Marlor, August 23, 2025
Rueben Bronee, CAO, August 28, 2025
Executive Committee, September 3, 2025

DRAFT Agreements Register, August 2025

AGREEMENTS REQUESTED/ IN PROCESS

ENTITY	TYPE	ISSUE	ACTIVITY	WHO	STATUS
Snaw-naw-as First Nation	PA	Relationship and referrals	March 28, 2025 - Trust Council approved the Protocol Agreement and forwarded to the Minister for approval. October 12, 2023 -Minister approved the agreement August 2025- Staff working to schedule September 2025 joint meeting to discuss potential signing ceremony and other matters.	DTAS	Active
Snuneymuxw First Nation	PA	Relationship and referrals	May 16, 2024 - During a meeting between the Gabriola Island Local Trust Committee and Snuneymuxw First Nation, representatives from the Nation expressed an interest in developing a new protocol agreement with Island Trust to replace the existing 2008 agreement June 5, 2024 - Executive Committee requested staff to develop a protocol agreement in cooperation with Snuneymuxw First Nation's for Trust Council's consideration. February 2025 - Snuneymuxw First Nation requested that the project be put on hold until they have sufficient staff capacity.	DTAS	On-hold

Quw'utsun (Cowichan) Nation	PA	Relationship and referrals	On June 28, 2024, Island Trust staff held an overdue follow-up meeting to a 2021 letter from Quw'utsun Nation to Salt Spring Island staff. Islands Trust staff met with Cowichan Tribes staff as they were signatories to the letter. At the meeting, Trust staff learned there remains an interest in developing a protocol agreement with Island Trust. Staff learned that a collective agreement between Quw'utsun Nation and Island Trust is preferred, rather than individual agreements with the five member First Nations. The Quw'utsun Nation is comprised of Cowichan Tribes, Stz'uminus, Penelakut Tribes, Halalt First Nation, and Lyackson First Nation. Cowichan Tribes staff elaborated that they do not have the authority to make decisions for the other Quw'utsun Nation members and it was requested that Islands Trust send a letter to all Quw'utsun Nation members to see if there is an interest from all member First Nations in developing a collective protocol agreement with Island Trust. Island Trust has a 2000 agreement with Lyackson First Nation that has not been referenced or actioned in many years. It is expected that this would be rescinded if an agreement is approved with Quw'utsun Nation, but staff will confirm as the process proceeds. July 24, 2024 - Executive Committee requested Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nation for Trust Council's consideration. October 23, 2024 – Chair wrote to each Chief and Council requesting an agreement. January 29, 2025: Staff met with Quw'utsun Nation Technical Working Group members. One	DTAS	Agreement negotiation not yet initiated

			of the topics discussed was the potential for an agreement and it was agreed that staff would follow-up with each Nation individually. This has not yet occurred for a variety of reasons		
Tsawout First Nation	PA	Relationship and referrals	May 14, 2025: Executive Committee requested staff to develop a protocol agreement in cooperation with Tsawout First Nation for Trust Council's consideration. June 16, 2025: Tsawout First Nation hosted a feast for Islands Trust Council to advance the relationship and discuss past harms	DTAS	Agreement negotiation not yet initiated
Tsartlip First Nation and Tseycum First Nation via the W̱SÁNEĆ Leadership Council Society	PA	Relationship and referrals	March 26 2025: Executive Committee received a letter from the W̱SÁNEĆ Leadership Council (WLC), the unified legal governing body representing WJOLELP (Tsartlip First Nation) and WSIKEM (Tseycum First Nation requesting the development of a protocol agreement to strengthen the relationship and advance shared priorities May 14, 2025: Executive Committee requested staff to develop a protocol agreement in cooperation with Tsartlip First Nation and Tseycum First Nation via the W̱SÁNEĆ Leadership Council Society for Trust Council's consideration. August 19, 2025: Staff to staff meeting regarding drafting of protocol agreement with the agreed goal to have a Ministerially-approved agreement in place by October 2026.	DTAS	Active
ILMB (Ministry of Agriculture and Lands: Crown Land Administration Division)	PA LOU (x2)	Crown land Use, protection and admin. of crown land	Subject of Crown Land Agreement Projects (currently on TPC Future Projects list)	DTAS	Negotiation of new consolidated agreement

ILMB (previously MAFF)	PA	Aquaculture consultation processes			paused since January 2022. Executive Committee has requested meeting at 2025 UBCM convention with Minister of Water, Land and Resource Stewardship to discuss potential for new agreement
BC Assets and Land Corporation	LOU	Use and Protection of Crown Land Resources through Balancing Local and Provincial Interests.			
Ministry of Forests and Range	LOU	Consultative process when est. woodlot boundaries in IT Area			
Ministry of Environment, Lands and Parks Lands Regional Operations Department	PA	Crown Land Administration within the Islands Trust Area			
	LOU				
Capital Regional District	PA	Local Community Commission	Coordination processes	DTAS	Agreement negotiation not yet initiated

ISLANDS TRUST AGREEMENTS - INVENTORY

ENTITY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION	WHO	LAST REVIEW	MOST RECENT MTG
Bowen Island Municipality Agreements							
Bowen Island Municipality	PA	Bylaw to adopt a protocol	June 28, 2000: Islands Trust Council Bylaw No. 72 - A bylaw to adopt a Protocol with the Bowen Island Municipality	Annual meeting and active staff liaison	CAO	2007	
	LOU	Process for NAPTEP applications received for Bowen Island	Sept 14 2015: "Letter of Understanding between Bowen Island Municipality and Islands Trust Council concerning the administration of the Natural Area Tax Exemption Program	Consultative process when NAPTEP applications received for Bowen Island	CAO	2015	N/A
FEDERAL AGREEMENTS							
Department of Fisheries and Oceans	LOU	Protection of ESAs	Aug 9 1996 LOU between DFO and the ITC concerning Protection of ESAs through the Integration of Mapped Information and Policy Development and Land Use Planning	-annual update cadastral portion of ESA database -annual meeting	CAO	Unknown	Unknown
	LOU	[1]Dock Divestiture	June 18 1996 LOU on Department of Fisheries and Oceans Dock Divestiture within the Islands Trust Area between Small Craft Harbours Branch (SCHB) and Islands Trust Council (The Islands Trust)	LOU to be reviewed annually	CAO	Unknown	Unknown
Transport Canada	LOI	Snug Cover wharfs and floats	March 12 1998 LOI: Transport Canada/Snug Cove Wharf and Floats, within Block C, Water Lot No. 6055, New Westminster Land Distrct, Bowen Island, BC	Transfer to BIM as required	CAO	N/A	Unknown
	LOU	[2]Dock Divestiture	July 12 1996 LOU on Transport Canada Harbours Dock Divestiture	Obsolete: should be cancelled	CAO/ RPM	Unknown	Unknown

[1] 2008 note: This agreement outlines a consultation process to be used within the context of the Divestiture program;the components of the program captured by the original agreement are now obsolete. In 2009, consultation with DFO staff indicated that a letter would be sufficient to formally terminate the agreement.

			within the Islands Trust Area between Harbours and Port Branch, Department of Transport Canada and Islands Trust Council				

ENTITY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION	WHO	LAST REVIEW	MOST RECENT MTG
PROVINCIAL AGREEMENTS							
Province of British Columbia, UBCM	Charter	Climate change	Sept. 26, 2007: BC Climate Action Charter between The Province of BC and UBCM and Signatory Local Governments	Be carbon neutral by 2012 Report on GHG emissions Create complete, compact communities Fast track certain project Adopt zoning that reduces sprawl	CAO	-	N/A
ILMB (Ministry of Agriculture and Lands: Crown Land Administration)	PA	Crown land	June 28, 1994 PA on Crown Lands in the Trust Area between MELP Lands Regional Operations Department and IT	Develop agreements and procedures	DTAS	Unknown	Unknown
	LOU	Crown land admin.	June 28 1994 LOU on Crown Land Administration within the Islands Trust Area between MELP Lands Regional Operations Department and the Islands Trust	Annual meeting of staff Early consultation Referrals	DTAS	Unknown	Unknown
ILMB (Former BC Assets and Lands)	LOU	Crown land resources	Nov. 16 1999 LOU: BCAL, Balancing Local and Provincial Interests, use and protection of Crown land resources	Annual meeting of staff Early consultation Referrals	DTAS	Unknown	Unknown
ILMB (previously MAFF)	PA	Aquaculture consultation	Jan. 27 1997 PA on Aquaculture uses in the Islands Trust Area between Provincial Ministry of Agriculture, Fisheries and Food and Islands Trust	Develop agreements and procedures	DTAS	Unknown	Unknown

Agricultural Land Commission	PA	ALR consultation and agreement developmen t	Feb. 12 1996 PA on Agricultural Land Reserve in the Trust Area between Islands Trust and the Provincial Agricultural Land Commission	None specified	CAO	Unknown	N/A
	LOU	Processes for ALR consultation & agreement	Feb. 12 1996 LOU on Agricultural Land Reserve within the Islands Trust Area between Provincial Agricultural Land Commission (the Commission) and Islands Trust Council (the Islands Trust)	Annual meeting between senior staff in April or May	CAO	Unknown	Unknown
British Columbia Ferry Corporation	PA	Ferry service	Sept. 16 1994 PA on Ferry Service in the IT Area between British Columbia Ferry Corporation and Islands Trust	None specified	CAO	Unknown	Unknown
	LOU	Ferry service	Sept. 16 1994 LOU on Ferry Service in the IT Area between British Columbia Ferry Corporation and Islands Trust	Agreement to be reviewed every three years Annual meeting among senior staff	CAO	Unknown	Unknown
British Columbia Parks	LOU	Bodega Ridge Provincial Park	April 17 2007 LOU between BC Parks, West Coast Region and Galiano LTC regarding the management direction BC Parks has for Bodega Ridge Provincial Park	None specified	DTAS	Unknown	Unknown
British Columbia Parks	LOU	New Lands at the North end of Galiano Island	July 29 2015 LOU between BC Parks, West Coast Region and Galiano LTC confirming and affirming the direction BC Parks has for existing and new lands at the north end of Galiano Island, in the vicinity of Dionisio Point Provincial Park and Galiano Bog Reserve	None specified	DTAS		Unknown
British Columbia Assets and Land Corporation	LOU	Crown Land Resources	Nov. 26 1999 LOU between BC Assets and Land Corporation and Islands Trust concerning the Use and Protection of Crown Land	Annual meeting of senior officials and active liaison	DTAS	Unknown	Unknown

			Resources Through Balancing Local and Provincial Interests				
Ministry of Community Services	PA	Establish a framework for incorporating municipalities	Feb. 20 1996 Agreement between the Trust Council and the Ministry of Municipal Affairs	As required by restructuring studies	CAO	Unknown	2017

ENTITY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION	WHO	LAST REVIEW	MOST RECENT MTG
PROVINCIAL AGREEMENTS							
Land Reserve Commission (contact Ministry of Forests)	PA	Forest land uses	Feb. 6 1998 PA: Provincial Forest Land Commission	Contact MOF to discuss forest use issues	DTAS	Unknown	-
Ministry of Forests and Range	LOU	Consultative process when est. woodlot boundaries in IT Area	June 21 1999 LOU between the Ministry of Forests and Range and Islands Trust regarding the Establishment of Woodlots that Respect the Object of the IT While Supporting the Island Forest Economic Base	Annual implementation review at the request of the ED of the IT	DTAS	Unknown	Unknown
Ministry of Forests and Range	PA	Forest Land uses in the Islands Trust Area	Dec. 10 1997 PA between Provincial Forest Land Commission and Islands Trust	Develop procedures to promote a consultative process on issues of common interest; Set out a process by which consultation will take place; Identify those issues that should be the subject of consultation	DTAS	Unknown	Correspondence is sent to Trust when properties are withdraw from Managed Forest Land (last letter Aug 2025)

Ministry of Transportation	PA	Road standards, classification and consultative process	Dec. 9 1996 Mending Ministry of Transportation and Highways Agreement: Road Standards, Classification, and the Consultative Process in the Islands Trust Area	Annual review and update (and review Appendix C)	DTAS	2007	Unknown
	LOU	Road standards, classification and consultative process	Dec. 8 1992 LOU between MOTH and IT regarding Road Standards, Classification and Consultative Process in the Islands Trust Area	Annual review and update	DPS	2007	April 29, 2024.
	LOU	Subdivision review process in the Islands Trust Area	Sept. 27 1996 LOU between MOTH represented by the Provincial Approving Officer and District Highways Manager and the Office of the Executive Director of the Islands Trust	Annual review and update	DPS	2007	

ENTITY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION	WHO	LAST REVIEW	MOST RECENT MTG
REGIONAL AGREEMENTS							
Capital Regional District	PA	Provision of parkland on South Pender	Nov. 19 1996 PA Regarding the Provision of Parkland Between the S. Pender Island LTC and the Pender Islands Parks and Recreation Commission Representing the CRD	None specified by agreement – annual review	DPS	Unknown	N/A
	LOU	Building permit litigation	Feb. 6, 2002 LOU between Staff Administrations of the IT and the CRD	None specified by agreement – annual review	DPS	Unknown	
	LOU	Parkland on Galiano	Nov. 6 1996 PA: Galiano Is. LTC and the Galiano Parks and Recreation Commission (CRD)	None specified	DPS	Unknown	N/A
	PA	Parkland on N. Pender	June 20, 1996 PA Regarding the Provision of Parkland Between the N.Pender LTC and the Pender	Triennial review	DPS	2005?	

			Islands Parks and Recreation Commission Representing the CRD				
	PA	Parkland on Mayne	Aug. 2, 1995 PA Regarding the Provision of Parkland Between the Mayne LTC and the Mayne Parks and Recreation Commission Representing the CRD	Annual review	DPS	Unknown	
	PA	Parkland on SSI	July 12, 1994 PA Regarding the Provision of Parkland Between the SSITC and the SS Parks and Recreation Commission Representing the CRD	Annual review	DPS	Unknown	
	LOU	Withholding of building permits	Oct. 21 1993 LOU: Withholding of Building Permits Letter of Administrative Understanding Between Staff Administrations of the IT and CRD	None specified Building Permit related communications	DPS	Unknown	
qathet Regional District	LOU PA	Coordinate, cooperate, administrative	Amended for reference, December 17th, 2018: Lasqueti Island Local Trust Committee and the qathet Regional District.	??	DPS	December 17, 2018	
	PA	Coordinate, cooperate, administrative	Lasqueti Island Local Trust Committee and the qathet Regional District.	Annual review	CAO/ RPM	October 17, 2024	
	PA	Coordinate, cooperate, administrative	Lasqueti Island Local Trust Committee and the qathet Regional District.	Annual review	CAO/ RPM	March 17, 2023	
Powell R. Regional District	LOU	Administrative	May 20, 1999 LOU: Lasqueti Island Local Trust Committee and the Powell River Regional District Board	Annual meeting of staff	DPS	Unknown	
	PA		Nov. 20, 1998 PA: Powell River Regional District Board/LTC	Annual review	DPS	Unknown	
Comox Valley Regional District	LOU	Denman and Hornby LTCs	July 24, 1996 LOU: Denman LTC and Hornby LTC and the RD of Comox-Strathcona Board	Annual meeting of staff	DPS	Unknown	
	PA		July 24, 1996 PA	'regular meetings' – annual review	DPS	Unknown	

	PA	Denman and Hornby LTCs	Sept. 8, 2011 PA between Denman LTC, Hornby LTC and Comox Valley RD Board		DPS		June 3, 2024
Regional District of Nanaimo	LOU	Gabriola LTC	July 24, 1996 LOU: Gabriola LTC and the RDN	Annual meeting of staff	DPS	2008	PA: Nov. 28, 2024 LOU: May 22, 2025
	PA		July 27, 2006 PA between RDN/Gabriola LTC (replaces Oct. 4 1996 RDN/LTC PA)	'regular meetings' – annual review	DPS	2006	
	LOU		LOU between Gabriola LTC and the Regional District of Nanaimo Board		DPS		
Sunshine Coast Regional District	PA	NAPTEP		N/A	-	-	N/A
	LOU	NAPTEP	Nov. 28, 2002 LOU between IT and the SCRD Concerning the Administration of the NAPTEP	None specified by agreement – annual review	DTAS	Unknown	N/A
	PA		Oct. 2, 1996 PA: Gambier LTC and RD of Sunshine Coast Board	'regular meetings' – annual review	DPS	Unknown	
	PA	Coordinate, cooperate, administrative	Sept. 15, 2000: ITC Bylaw No. 62. A Bylaw to adopt a Protocol with the Sunshine Coast Regional District		CAO/ RPC	April 24, 2023	Unknown
	PA	Gambier LTC	Dec. 14 2009 PA between Gambier LTC and Sunshine Coast RD Board		DPS		
	LOU	Staff admin.	Oct. 2, 1996 LOU: Gambier LTC and the RD of Sunshine Coast Board	Annual meeting	DPS	Unknown	
	PA Bylaw	Bylaw	Sept. 15, 2000: ITC Bylaw No. 62. A Bylaw to adopt a Protocol with the Sunshine Coast Regional District	NA	-	-	

ENTITY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION	WHO	LAST REVIEW	MOST RECENT MTG
Agreements with First Nations							
Snuneymuxw First Nation	PA	Land Use	Aug. 21 2000 PA between the Islands Trust Council on behalf of Gabriola Island LTC and Snuneymuxw First Nation	Establish a working group	CAO	Unknown	There have been meetings in last year or two but not as formal working group
Lyackson First Nation	Bylaw	Thetis Island Local Trust Area and Lyackson Traditional Territory	Dec. 4 2008 PA Bylaw No. 64: Islands Trust enter into an agreement with First Nations, respecting the coordination of activities within the Trust Area	CAO of Islands Trust is responsible to schedule an annual meeting to review the terms of the Protocol, discuss areas of interest and determine areas for cooperation.	CAO	Unknown	Unknown

ENTITY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION	WHO	LAST REVIEW	MOST RECENT MTG
Other Types of Agreements							
Bowen Island Forest and Water Management Society	PA	Forests and water	Oct. 21 1996 PA: Bowen Island Forest and Water Management Society and Bowen Island LTC	Need to transfer to BIM -complete?	DTAS	-	-
Denman Ratepayers Association	Protocol	The Protection of Forest and Water Resources	Feb 18 1997 Protocol between the Denman Island Ratepayers' and residents' Association for the Landscape Assessment Project Group and the Denman LTC concerning the protection of forest and water resources on Denman Island through development of an information base to be used in community decision-making	Obsolete?	DPS		
San Juan County	PA	Transborder Marine Protection Area	June 15 2000 PA between Islands Trust Council (Islands Trust) and San Juan Country Board of Commissioners	Maintain a work program to undertake a potential scope of activities	DTAS	Unknown	Dec 2024
	Agreement	Transborder Island Agreement	June 12 2007 Transborder Island Agreement between Islands Trust and San Juan County	Transborder Action Plan Semi-annual meetings Workshops Transborder Task forces	DTAS	Unknown	Unknown
Parks Canada	MOA	National Park Reserve	May 9 2003 MOA between BC and Canada regarding the establishment of the Gulf Islands National Park Reserve	TC to appoint elected trustee and alternate to Park Advisory Board	CAO	Unknown	Last app't in Nov 2018. Board is no longer functioning

Coastal Douglas-fir and Associated Ecosystem Conservation Partnership	Partnership	CDFCP	March 7 2013 Islands Trust endorsed the Coastal Douglas-fir and Associated Ecosystem Conservation Partnership	Intention to work together to facilitate practical and effective conservation of Coastal Douglas-fir and Associated Ecosystems	DTAS	2013	2025
Nature Conservancy of Canada	AA	Access to James Island	January 26, 2018 Administrative Agreement between North Pender LTC and Nature Conservancy of Canada	Islands Trust to consider requests for access	DLPS	2018	N/A

ENTITY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION	WHO	LAST REVIEW	MOST RECENT MTG
REGIONAL AGREEMENTS							
Comox Valley Regional District	LOU	Denman and Hornby LTCs	July 24, 1996 LOU: Denman LTC and Hornby LTC and the RD of Comox-Strathcona Board	Annual meeting of staff	DPS	Unknown	
	PA		July 24, 1996 PA	'regular meetings' – annual review	DPS	Unknown	
	PA	Denman and Hornby LTCs	Sept. 8, 2011 PA between Denman LTC, Hornby LTC and Comox Valley RD Board		DPS		
Regional District of Nanaimo	LOU	Gabriola LTC	July 24, 1996 LOU: Gabriola LTC and the RDN	Annual meeting of staff	DPS	2008	
	PA		July 27, 2006 PA between RDN/Gabriola LTC (replaces Oct. 4 1996 RDN/LTC PA)	'regular meetings' – annual review	DPS	2006	
Regional District of Nanaimo	LOU	Gabriola LTC	LOU between Gabriola LTC and the Regional District of Nanaimo Board		DPS		
Sunshine Coast Regional District	PA		Oct. 2, 1996 PA: Gambier LTC and RD of Sunshine Coast Board	'regular meetings' – annual review	DPS	Unknown	
	PA	Gambier LTC	Dec. 14 2009 PA between Gambier LTC and Sunshine Coast RD Board		DPS		

	LOU	Staff admin.	Oct. 2, 1996 LOU: Gambier LTC and the RD of Sunshine Coast Board	Annual meeting	DPS	Unknown	
	PA Bylaw	Bylaw	Sept. 15, 2000: ITC Bylaw No. 62. A Bylaw to adopt a Protocol with the Sunshine Coast Regional District	NA	-	-	
	LOU	NAPTEP	Nov. 28, 2002 LOU between IT and the SCRD Concerning the Administration of the NAPTEP	None specified by agreement – annual review	DTAS	Unknown	

ENTITY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION	WHO	LAST REVIEW	MOST RECENT MTG
REGIONAL AGREEMENTS							
Comox Valley Regional District	LOU	Denman and Hornby LTCs	July 24, 1996 LOU: Denman LTC and Hornby LTC and the RD of Comox-Strathcona Board	Annual meeting of staff	DPS	Unknown	
	PA		July 24, 1996 PA	'regular meetings' – annual review	DPS	Unknown	
	PA	Denman and Hornby LTCs	Sept. 8, 2011 PA between Denman LTC, Hornby LTC and Comox Valley RD Board		DPS		
Regional District of Nanaimo	LOU	Gabriola LTC	July 24, 1996 LOU: Gabriola LTC and the RDN	Annual meeting of staff	DPS	2008	
	PA		July 27, 2006 PA between RDN/Gabriola LTC (replaces Oct. 4 1996 RDN/LTC PA)	'regular meetings' – annual review	DPS	2006	
Regional District of Nanaimo	LOU	Gabriola LTC	LOU between Gabriola LTC and the Regional District of Nanaimo Board		DPS		
Sunshine Coast Regional District	PA		Oct. 2, 1996 PA: Gambier LTC and RD of Sunshine Coast Board	'regular meetings' – annual review	DPS	Unknown	
	PA	Gambier LTC	Dec. 14 2009 PA between Gambier LTC and Sunshine Coast RD Board		DPS		
	LOU	Staff admin.	Oct. 2, 1996 LOU: Gambier LTC and the RD of Sunshine Coast Board	Annual meeting	DPS	Unknown	
	PA Bylaw	Bylaw	Sept. 15, 2000: ITC Bylaw No. 62. A Bylaw to adopt a Protocol with the Sunshine Coast Regional District	NA	-	-	

	LOU	NAPTEP	Nov. 28, 2002 LOU between IT and the SCRD Concerning the Administration of the NAPTEP	None specified by agreement – annual review	DTAS	Unknown	

ENTITY	TYPE	INVENTORY	REQUIRED ACTION	WHO	LAST REVIEW	MOST RECENT MTG
CONSERVANCY BOARD AGREEMENTS						
Islands Trust Council and Local Trust Committees	Bylaw	Sept. 11, 2002 IT Council Bylaw No. 86	Council and ITC Board to meet annually Referral of legislative change requests and Policy Statement amendments	CAO/ MITC		
	MOA	Nov. 5 1996 MOA between Thetis Island LTC and the ITC Board	LTC to refer draft bylaws that impact ITC and refer donation proposals associated with development applications ITC to refer 5-year plan and management plans	CAO/ MITC		
	MOA	Oct. 26 1996 MOA between Lasqueti LTC and the ITC Board	"	"		
	MOA	Oct. 7 1996 MOA between South Pender LTC and the ITC Board	"	"		
	MOA	Oct. 5 1996 MOA between Gambier LTC and the ITC Board	"	"		
	MOA	Sep. 23 1996 MOA between Denman LTC and the ITC Board	"	"		
	MOA	Sep. 21 1996 MOA between Mayne LTC and the ITC Board	"	"		

	MOA	Sep. 17 1996 MOA between Saturna LTC and the ITC Board	“	“		
	MOA	July 19 1996 MOA between Salt Spring LTC and the ITC Board	“	“		
	MOA	July 18 1996 MOA between North Pender LTC and the ITC Board	“	“		
	MOA	July 17 1996 MOA between the Executive Committee Local Trust Committee (Ballenas-Winchelsea) and the ITC Board	“	“		
	MOA	June 24 1996 MOA between Hornby Island LTC and the ITC Board	“	“		
	MOA	June 17 1996 MOA between Galiano LTC and the ITC Board	“	“		
	MOA	June 14 1996 MOA between the Gabriola LTC and the ITC Board	“	“		

Policy:	2.1.4
Approved By:	Trust Council
Approval Date:	September 9, 1994
Amendment Date(s):	March 8, 1997; December 10, 1999; December 8, 2000; June 10, 2004; September 11, 2013
Policy Holder:	Director of Trust Area Services

COORDINATION AGREEMENTS PROCESS

Purpose

1. To delineate the process for:

   - Trust Council to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and First Nations under the authority of Section 9 of the *Islands Trust Act*;
   - local trust committees to enter into protocol agreements with municipalities, regional districts, boards of school trustees or francophone education authorities under the authority of Section 24(2) of the *Islands Trust Act*;
   - local trust committees to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and First Nations under the authority of Section 9 of the *Islands Trust Act*, where Trust Council has adopted a bylaw delegating this authority to a local trust committee;
   - the Chief Administrative Officer to enter into letters of understanding with other agencies at an administrative level; and
   - Trust Council, or a local trust committee, to enter into memorandum of understanding with another corporate entity of the Islands Trust.

2. To enhance the understanding and achievement of the Islands Trust Object by integrating relevant Islands Trust Policy Statement policies into coordination agreements.

A. Definitions (Terminology)

Protocol – A protocol agreement refers to an agreement that an Islands Trust body may enter into, under the authority of Sections 9 or 24(2)(c) of the *Islands Trust Act,* with other agencies or organizations at a political level.

Letter of Understanding – A letter of understanding refers to an agreement that the Chief Administrative Officer may enter into with other agencies at an administrative level. Trust Council, or a local trust committee, shall endorse the letter of understanding as appropriate.

Memorandum of Understanding **–** A memorandum of understanding refers to an agreement that Trust Council, or a local trust committee, enters into with another corporate entity of the Islands Trust at a political level.

B. Policy

1. Protocol Agreements Under the Authority of Section 9

The process for the Trust Council to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and first nations at a political level includes the following:

1.1 Initiation - Executive Committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advises the ministry responsible for the *Islands Trust Act* of the intention to create a protocol agreement.

1.2 Draft Protocol Agreement - Islands Trust staff prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ministry responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.

1.3 Proposed Protocol Agreement - Staff prepare a Request for Decision that includes the proposed protocol agreement and place it on the Trust Council agenda for approval to execute the agreement.

1.4 Ministerial Approval - A protocol agreement under Section 9 of the I*slands Trust Act* is forwarded to the minister responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.

1.5 Final Protocol Agreement – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the Trust Council.

Where the Trust Council has delegated authority to a local trust committee to enter into coordination agreements pursuant to Section 9 of the *Islands Trust Act*, the process for the local trust committee to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and First Nations at a political level includes the following:

1.6 Initiation – A local trust committee that has been delegated powers under Section 9 of the *Islands Trust Act* passes a resolution instructing its staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advise the ministry responsible for the *Islands Trust Act* of the intention to create a protocol agreement.

1.7 Draft Protocol Agreement - Staff assigned to the initiating local trust committee prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ministry responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.

1.8 Proposed Protocol Agreement - Staff assigned to the initiating local trust committee prepare a Request for Decision that includes the proposed protocol agreement and place it on the local trust committee agenda for approval to execute the agreement.

1.9 Ministerial Approval - A protocol agreement under Section 9 of the I*slands Trust Act* is forwarded to the minister responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.

1.10 Final Protocol Agreement – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the initiating local trust committee.

2. Protocol Agreements Under the Authority of Section 24(2)

The process for local trust committees to enter into a protocol agreement with municipalities, regional districts, boards of school trustees and francophone education authorities at a political level includes the following:

2.1 Initiation – The local trust committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications.

2.2 Draft Protocol Agreement – Staff prepare a draft protocol agreement and circulate it to the local trust committee, the Executive Committee and the other parties to the agreement for review and comment.

2.3 Proposed Protocol Agreement - The local trust committee approves the proposed protocol agreement and then refers it to the Executive Committee for approval.

2.4 Final Protocol Agreement – Once Executive Committee approval has been received, the Chair of the local trust committee signs the final protocol agreement.

3. Letters of Understanding

The process to enter into a letter of understanding at an administrative level includes the following:

3.1 Initiation - Trust Council instructs staff to prepare a draft letter of understanding, either through an approved protocol agreement or through a separate Request for Decision from appropriate corporate entity(s), and reviews the work program with regard to timeframes and resource implications.

3.2 Draft Letter of Understanding - Staff prepare the draft letter of understanding and circulate it to appropriate corporate entity(s) and the other parties to the agreement for review and comment.

3.3 Proposed Letter of Understanding - Staff prepare a Request for Decision that includes the proposed letter of understanding and place it on the Trust Council agenda for approval to execute the agreement.

3.4 Final Letter of Understanding – Once Trust Council has approved the letter of understanding, the Chief Administrative Officer signs the final letter of understanding.

4. Memorandum of Understanding

The process to enter into a memorandum of understanding agreement between corporate entities of the Trust includes the following:

4.1 Initiation – The appropriate Trust corporate entity(s) passes a resolution instructing staff to prepare a draft memorandum of understanding and reviews the work program(s) with regard to time-frames and resource implications.

4.2 Draft Memorandum of Understanding - Staff prepares a draft memorandum of understanding for review and comment by appropriate Trust corporate entity(s), including the Executive Committee.

4.3 Proposed Memorandum of Understanding - The appropriate Trust corporate entity(s) approve the proposed memorandum of understanding.

4.4 Final Memorandum of Understanding – Once approval is given, then the relevant Chairs of the affected corporate entities of the Trust are the signing authorities for the memorandum of understanding.

5. General Guidelines

5.1 Agreements Monitoring - Staff will file all agreements in the Islands Trust Legislative and Reference Handbooks. Trust Area Services is responsible for cataloguing and monitoring the agreement processes through the Islands Trust Agreements Monitoring Chart.

5.2 Amendments - Amendments to an agreement are proposed, processed, and finalized in the same fashion as the base agreement.

5.3 Agreement Format - Trust Area Services will standardize the format for all agreements and ensure that the process satisfies legislative, legal and policy requirements.

5.4 Legislative Reference - All agreements will acknowledge the Islands Trust legislative Object "... to preserve and protect ..." as provided for in the *Islands Trust Act*.

5.5 Process - Staff will negotiate the coordination agreements with political direction. The agreements will conclude at a political level for staff implementation.

5.6 Concessions - Coordination agreements should not make concessions to another party that prevent the Islands Trust from seeking legal recourse against that party.

C. Legislated References

Islands Trust Act

Section 9 Coordination Agreements with other Government Bodies

Section 24 (2) Responsibilities of Local Trust Committees

Section 10 Delegation of Powers

Islands Trust Policy Statement

Guiding Principles

Policy 3.1.9

Islands Trust Policy and Procedures Manual

Executive Committee Terms of Reference (2.4.1)

Islands Trust Operations Manual

Protocol Agreement/Letter of Understanding Administrative Procedures (A.1.v)

Protocol Development Process Checklist Appendix C

Administrative Processing Checklist Appendix C (i)

Protocol Agreement Outline Appendix C (ii)

Letter of Understanding Outline Appendix C (iii)

Memorandum of Understanding Appendix C (iv)

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	**Financial Planning Committee**	**Date Prepared:**	August 24, 2025

SUBJECT: Recommendations regarding pre-budget surveys

RECOMMENDATION:

That Trust Council direct staff to draft amendments to the Budget Process Policy (6.3.1) that include consideration of an annual pre-budget survey similar to 2025 in timing.

That Trust Council direct Financial Planning Committee to undertake a pre-budget survey prior to development of the draft 2027/28 budget.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The recommendation from Financial Planning Committee to embed in policy an annual consideration of whether to offer pre-budget survey reflects a desire to seek input from the public early enough to influence the development of budget assumptions and guidelines. The recommendation from Financial Planning Committee about directing delivery of a pre-budget survey prior to the development of the draft 2027/28 budget is being advanced in case the requested policy amendments are not approved in time to influence next year's budget process.

---

1 **PURPOSE:** To seek direction from Trust Council about drafting amendments to the Budget Process Policy (6.3.1) and to seek direction to undertake a pre-budget survey prior to development of the draft 2027/28 budget.

2 **BACKGROUND:** At its August 20, 2025 meeting Financial Planning Committee (FPC) received the results of the Islands Trust's first pre-budget survey (provided to Trust Council elsewhere in this agenda). Following receipt of the survey, FPC passed the following resolutions:

> **That Financial Planning Committee recommend to Trust Council that it ask staff to draft a revised Budget Process policy that includes consideration of an annual pre-budget survey similar to 2025 in timing.**
>
> **That Financial Planning Committee recommend to Trust Council to undertake a pre-budget survey for fiscal 2027/28.**

FPC deliberately included the phrase "that includes consideration" in the first recommendation to provide flexibility into the future. For example, should Trust Council choose to consult the public on a future Strategic Plan, it may choose to forgo a pre-budget survey that year.

The pre-budget survey undertaken by FPC in May and June 2025 was not directed by Trust Council so was considered a pilot. There is a desire by Financial Planning

Committee and staff to ensure there is Trust Council direction for future pre-budget surveys.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: These resolutions can be accommodated within existing work programs, although the prioritization of amendments to the Budget Process Policy will be to be considered in the context of the broader Trust Council policy amendment project.

FINANCIAL: Undertaking a pre-budget survey in 2026 to inform development of the 2027/28 budget will cost approximately $3,000 to promote the survey.

POLICY: Will result in staff drafting amendments to the Budget Process Policy for Trust Council consideration.

IMPLEMENTATION/COMMUNICATIONS: Staff will draft amendments to the Budget Process policy for Financial Planning Committee review and then Trust Council consideration.

Staff will prepare a pre-budget survey project charter for Financial Planning Committee to consider at its February 2026 meeting.

FIRST NATIONS RELATIONS: The survey is available for Indigenous community members to complete but is not provided to First Nation governments.

OTHER: None.

4 RELEVANT POLICY(S): Budget Process Policy

5 ATTACHMENT(S): Budget Process Policy (6.3.1)

RESPONSE OPTIONS

Recommendation: That Trust Council direct staff to draft amendments to the Budget Process Policy (6.3.1) that include consideration of an annual pre-budget survey similar to 2025 in timing.

That Trust Council direct Financial Planning Committee to undertake a pre-budget survey prior to development of the draft 2027/28 budget.

Alternative: No action.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Rueben Bronee, CAO, August 25, 2025
Executive Committee/September 3, 2025

Policy:	6.3.1
Approved By:	Trust Council
Approval Date:	June 15, 2001
Amendment Date(s):	September 14, 2001; December 9, 2005; June 19, 2014
Policy Holder:	Director of Administrative Services

BUDGET PROCESS

Purpose

The budgeting process is the major decision-making process for Islands Trust activities. Once the process is completed, the budget plan is the legal framework for revenue collection and spending. The purpose of this policy is to provide a framework for the planning, preparation, presentation and approval of the annual budget bylaw and financial plan to ensure overall effectiveness and clarity for Trust Council's budget discussions and decision making.

A. Definitions

n/a

B. Policy

1. The Budget Process

1.1 The treasurer, on behalf of Trust Council, is responsible for designing and implementing the annual budget process;

1.2 The process for developing the annual budget will be approved by Trust Council each year; and

1.3 The budget process will include the following components:

1.3.1 Timeframe for developing the budget;

1.3.2 Strategy for consultation with all stakeholders;

1.3.3 Opportunities for identifying program priorities.

2. Planning the Budget

2.1 Stakeholders in the budget process are set out in Appendix A and include local trust committees, island municipalities, Islands Trust Conservancy Board, staff and the public.

2.2 A budget process timetable (similar to sample attached in Appendix B) is presented for approval to Trust Council in September of each year.

2.3 Budget Principles and Assumptions are approved by Trust Council in December of each year.

3. Preparation of the Budget

3.1 Immediately after a new fiscal year begins, the director of Administrative Services begins making plans for the budget that will be considered by Trust Council for the subsequent fiscal year.

3.2 Each line of the Detailed Budget is reviewed on a needs-basis by the responsible budget manager, giving consideration to previous years' spending and future work programs and services (including Trust Council's Strategic Plan initiatives).

3.3 Local trust committees are asked to provide their project needs and review their local trust committee expense budgets, passing any resolutions required to adopt/modify their budget proposals.

3.4 Directors review their respective committee work programs to ensure work plan activities are appropriately funded.

3.5 The Islands Trust Conservancy Board will be consulted directly, at the beginning of, and throughout, the budget process with respect to Board requirements, programs and administrative services. Appointed trustees of the Islands Trust Conservancy Board shall be given the opportunity to attend Financial Planning Committee and Trust Council meetings with observer status.

3.6 As provided for in Islands Trust Council Policy *7.2.6 Municipal Tax Requisition Calculation,* island municipalities will be consulted directly at the beginning of, and throughout, the budget process.

3.7 The Director of Administrative Services reviews the detailed spending, and projects costs on behalf of the organization with respect to completeness and accuracy, and compiles the Detailed Budget for the year. The overall Detailed Budget is reviewed by Islands Trust management team, prior to being submitted to the Financial Planning Committee for review and consideration.

3.8 The budget will build towards, and/or maintain, the General Revenue Fund Surplus to the level that is recommended in Islands Trust Council Policy *6.5.1 Reserves and Surplus.*

3.9 Local trust committees will be consulted throughout the budget process to ensure they understand and are following the process for any special property tax requisitions as set out in Islands Trust Council Policy *6.3.2 Special Property Tax Requisitions.*

3.10 A process for public input into the annual budget will be provided each year, as determined by the Financial Planning Committee.

4. Responsibilities

4.1 The treasurer is responsible for:

4.1.1 designing, implementing and leading the annual budget process; and

4.1.2 ensuring effective linkages to the process for internal and external stakeholders.

4.2 Managers and directors are responsible for:

4.2.1 coordinating the budget requirements for their departments; and

4.2.2 submitting budget submissions when requested.

4.3 The Financial Planning Committee is responsible for:

4.3.1 providing direction to management in developing a long-range financial plan;

4.3.2 recommending the appropriate amount to be held in the General Revenue Surplus Fund;

4.3.3 interpretation of Council's priorities and strategies;

4.3.4 reviewing all budget proposals;

4.3.5 developing and recommending the budget to Trust Council and providing guidance into the decision-making process; and

4.3.6 designing the process for public input.

4.4 Trust Council is responsible for:

4.4.1 identifying budget priorities;

4.4.2 developing a strategic plan for the organization;

4.4.3 directing the treasurer to prepare a budget bylaw; and

4.4.4 approving the annual budget bylaw.

4.5 The Islands Trust Conservancy Board is responsible for:

4.5.1 endorsing all budget requests for the Islands Trust Conservancy Board and Program operations.

C. Legislated References

Islands Trust Act

Islands Trust Policy *6.3.2 Special Property Tax Requisition*

Islands Trust Policy *6.5.1 Reserves and Surplus*

Islands Trust Policy *7.2.6 Municipal Tax Requisition Calculation*

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Appendix A: Stakeholders and Appendix B: Budget Timelines

APPENDIX A: Stakeholders

The following stakeholders provide input into the budget:

Financial Planning Committee	Develop and recommend the annual budget to Trust Council. Review all budget proposals. Recommend the appropriate amount to be held in General Revenue Surplus Fund. Review and approve financial reporting to Trust Council. Present the budget to Trust Council and provide guidance into the decision-making process.
Local Trust Committees	Discuss budget requests and work programs with planning staff. Provide budget requests to Director of Local Planning Services for review and allocation of resources. Be aware of the provisions of Policy 6.3.2 Special Property Tax Requisitions, which permits or in some cases, requires an individual local trust committee to request a special property tax requisition for additional operations that are not included within the general operations of all local trust committees.
Bowen Island Municipality	Review and confirm proposed municipal tax requisition calculation.
Islands Trust Conservancy Board	Discuss budget requests and work programs with Trust Area Services staff. Endorse all budget requests for the Islands Trust Conservancy Board and Program operations.
The Public	Review budget documents and be provided an opportunity to comment prior to Trust Council adoption.
Management	Coordinate the review of budget requirements for each department, in order to meet current Trust Council objectives and service levels. Look for opportunities to incorporate efficiencies and savings in the organization.

APPENDIX B: Budget Timelines

August FPC Meeting	Financial Planning Committee reviews draft budget assumptions and principles.
October FPC Meeting	Financial Planning Committee reviews and discusses the first draft of the budget.
November FPC Meeting	Financial Planning Committee approves the draft budget, and the draft budget assumptions and principles to be submitted to December Trust Council.
December Trust Council meeting	Trust Council endorses the draft budget for the purposes of seeking public input and supports the draft budget assumptions and principles recommended by Financial Planning Committee.
January	Consult with Bowen Island Municipality regarding the municipal tax requisition calculation. Financial Planning Committee reviews public consultation materials at their January meeting. In order to meet the Trust Council's continued commitment to transparency and dialogue with the community, the Financial Planning Committee seeks public input on the draft budget.
February FPC Meeting	Financial Planning Committee reviews the draft budget and public input regarding the budget. Financial Planning Committee makes recommendations for March Trust Council on property tax requisition, Bowen Island Municipality tax levy and any local trust committee special tax requisitions.
March Trust Council Meeting	At its March regular business meeting, Trust Council approves the final budget and financial plan. Formal resolutions to direct the preparation of the financial plan and revenue anticipation borrowing bylaws will be made. Financial plan and revenue anticipation bylaws forwarded to Ministry of Affairs for approval.

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	Trust Area Services	**Date Prepared:**	August 26, 2025

SUBJECT: Amendment to the Trust Council Communications Policy 6.10.2

RECOMMENDATION: That Trust Council approve the proposed amendments to the Trust Council Communications Policy 6.10.2 to include branded clothing.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The proposed policy amendments align with Goal 2.4 and 2.4.4 in the approved Islands Trust communications strategy. Provision of branded clothing to a sub-set of staff and trustees will help enhance the Islands Trust's reputation, increase the Islands Trust's visibility in the community and at public events, and enhance staff safety.

---

1 PURPOSE: To present Trust Council with recommended amendments to the Trust Council Communications Policy 6.10.2 to incorporate provisions for branded clothing.

2 BACKGROUND: The Islands Trust Communications Strategy, approved in 2024, identified several initiatives to strengthen engagement with island communities and enhance public trust in the organization through improved awareness and education. Goal 4 of the strategy is to "build trust" with the public through a variety of initiatives, including Objective 4.4: "Provide staff with corporate clothing to wear in the field or when working with the public."

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Implementation of branded clothing will add new work that is expected to take up about 10 hours a year for staff from Administrative Services and Trust Area Services.

FINANCIAL: The branded clothing budget line item will be considered annually. Branded clothing has been included in the 2025/26 Communications budget. In future years, branded clothing be established as a distinct budget line item for greater clarity and transparency. Initial costs are expected to remain manageable within existing budget parameters.

POLICY: Communications Policy 6.10.2

IMPLEMENTATION/COMMUNICATIONS: Upon approval, the revised policy will be posted on the Islands Trust website. Also, after approval, the draft management procedure on branded clothing will be finalized and approved by management. Staff with responsibilities under the procedure will be introduced to both the updated policy and the finalized procedure. Staff and trustees who receive branded clothing will be expected to comply with the procedure.

FIRST NATIONS RELATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):
Communications Policy 6.10.2

5 ATTACHMENT(S):

- Communications Policy 6.10.2 with draft changes marked using track changes
- Draft management procedure on branded clothing
- Islands Trust Communications Strategy 2024

RESPONSE OPTIONS

Recommendation: That Trust Council approves the proposed amendments to the Communications Policy 6.10.2.

Alternative:

1) Request staff to provide alternative amendments to the Communications Policy 6.10.2.
2) Do not approve.

Prepared By: Morgana van Niekerk, Communications Specialist

Reviewed By/Date: Clare Frater, Director, Trust Area Services, August 27, 2025
Rueben Bronee, CAO/August 27, 2025
Executive Committee/September 3, 2025

Policy:	6.10.2
Approved By:	Trust Council
Approval Date:	September 17, 2004
Amendment Date(s):	
Policy Holder:	Director of Trust Area Services

COMMUNICATIONS

Purpose

1. To define policies and procedures for effective, accessible and consistent communications in accordance with related policies of Islands Trust Council.

2. To enhance appropriate internal communications among staff and trustees.

3. To facilitate proactive Islands Trust communications with island communities, First Nations, other levels of government, non-government organizations and the public at large.

4. To ensure that the information provided by Islands Trust is accurate.

A. Definitions

n/a

B. Policy

1. General

1.1 The Chief Administrative Officer (CAO) will be responsible for the Islands Trust communications policies and procedures.

1.2 There are internal and external types of communication policies and procedures. Internal communications relate to communications among staff and trustees. External communications refer to communications that staff and trustees have with islanders, First Nations, other levels of government, non-government organizations, and the public at large.

2. Internal Communications

2.1 The Islands Trust Council encourages positive and proactive communications within the organization.

2.2 Internal staff communication tools include regular staff, management, unit, and focus group meetings, ongoing electronic communications (intranet, email and electronic newsletters), as well as written and verbal communications including tele-conferencing.

2.3 All staff and trustees will have access to the appropriate level of technology in order to complete their work-related responsibilities.

DRAFT

2.4 Administrative Services will provide new employees with an Orientation Handbook before they begin their Islands Trust work responsibilities. The Orientation Handbook is also available to all staff through the Islands Trust intranet site.

2.5 Administrative Services will consolidate and update organizational telephone and contact lists to enhance customer service and internal referrals.

2.6 All trustees will be provided with technology orientation information to enable them to participate in electronic communications.

3. External Communications

3.1 The Chair of the Islands Trust Council, or acting chair, is the designated spokesperson for Islands Trust Council and the Executive Committee. From time to time, the Chair may request an Executive Committee member, or the CAO, to speak on behalf of the Islands Trust Council. In the event of an issue regarding specific technical background and knowledge, the Chair may appoint a staff spokesperson.

3.2 The CAO is the authorized spokesperson on behalf of Trust Council regarding matters affecting the administration of the Islands Trust.

3.3 All members of a local trust committee (LTC) are spokespersons for their LTC. Members of a LTC should identify if they are speaking for themselves as an individual, or as a LTC member. If the personal opinion of a trustee differs from the resolutions of the LTC, or of the Islands Trust Council, then the trustee should identify the difference.

3.4 In all communications, staff and trustees should identify whether they are representing a LTC, the Executive Committee, Trust Council, or the Islands Trust Conservancy Board.

3.5 Staff is authorized to speak regarding adopted policy and technical planning matters or matters related to their work program.

3.6 Staff and trustees will forward inquiries to the designated spokesperson(s) where appropriate.

3.7 Staff and trustees will notify the CAO immediately if staff or trustees become aware of any incorrect information that significantly influences the public's perception of an Islands Trust matter. If the incorrect information relates to a LTC, then the Chair of the LTC should consult with the LTC before deciding whether to act. The Chair with the CAO, will decide on whether a correction will be requested, or if Islands Trust response is necessary and under which format.

3.8 There are various means to enhance communications and provide information to the public about the activities of the Islands Trust and the use of them as follows:

3.8.1 Notices published in newspapers as part of a statutory requirement under the provisions of the *Local Government Act,* or any other government statute, will not be subject to prior Trust Council approval;

DRAFT

3.8.2 Staff is authorized to advertise routine operations and LTC business information in newspapers;

3.8.3 Staff is encouraged to use news releases to communicate recent activities, decisions, projects, and services. Staff is to submit a draft news release to the CAO, or other designated staff, for approval and verification before publishing. If the news release includes a quotation from an individual trustee, then staff should obtain the trustee's approval in advance. News releases are to be created using the current Islands Trust template and are to be copied to staff, trustees and the media and then posted on the Islands Trust website;

3.8.4 Islands Trust will produce an electronic newsletter for distribution and website publishing to keep staff, trustees, and the public up-to-date on the activities pertaining to Trust Council; and

3.8.5 Staff and trustees are encouraged to use the Islands Trust and the Islands Trust Conservancy pamphlets when distributing background information about the Islands Trust.

3.9 The Islands Trust will maintain an Islands Trust website and an Islands Trust Conservancy website for public access to up-to-date user-friendly information such as Islands Trust meetings, activities, decisions and resources (www.islandstrustconservancy.ca and www.islandstrust.bc.ca). In addition, Islands Trust will maintain a third website for internal use by staff and trustees.

3.10 The following publishing procedures apply to all of the Islands Trust websites:

3.10.1 The appropriate staff in each unit will post routine information to the website by sending information directly to website publishing. For any non-routine information, staff are to submit a draft to the CAO, or other designated staff, for approval and verification before sending the information to the staff responsible for website publishing;

3.10.2 Staff is to indicate an expiry or follow-up date for all website publishing requests;

3.10.3 Staff will ensure that the information appearing on the Islands Trust website is published in accordance with the Islands Trust Information Systems Reference documents; and

3.10.4 Information appearing on the Islands Trust website will not promote an individual political philosophy, an individual business or a type of business over any other, but will always strive to promote the mandate of Islands Trust.

DRAFT

4. **Branded Clothing4.1** Administrative Services will provide eligible new employees and with Islands Trust branded clothing. Staff must ensure they use branded clothing in accordance with procedures established by management.

4.2 Trustees may submit a request for branded clothing to the Chief Administrative Officer who may authorize provision of branded clothing items at their discretion, in accordance with the approved budget.

4.3 Trustees must not wear branded clothing when participating in election campaign activities.

4.4. Trustees must return all items of branded clothing when they leave elected office.

C. Program Costs and Fees

1. General

1.1 Trust Council will provide the CAO support in implementing the communications policy subject to budgets.

1.2 At the discretion of the CAO, other types of support, such as the Staff Communications Group, may continue to assist in implementing the communications policy.

D. Legislated References

1. The *Islands Trust Act* defines the Islands Trust's purpose, referred to in the legislation as its "Object":

"The Object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia."

2. The Islands Trust Policy Statement

2.1 The two relevant principles that guide Trust Council in its day-to-day planning and decision-making are:

2.1.1 Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard; and

2.1.2 Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.

2.2 The Islands Trust Policy Statement includes many policies that depend upon effective communications with staff and trustees and with others outside the organization. Implementing those actions that enhance communications will assist with achieving the mandate of the Trust.

DRAFT

3. The Islands Trust Policy and Procedures Manual:

   3.1 Trust-Wide Administrative Procedures – Section 11 (1996) - Policy 2.1.7

   3.2 Council Meeting Preparation (1994) - Policy 2.2.2

   3.3 Islands Trust/Islands Trust Conservancy Board Communications (1999) – Policy 6.10.4 (formerly 3.2.9)

   3.4 Trustee/Staff Responsibility Guideline (1992) - Policy 6.11.1

   3.5 Administrative Fairness Principles (1994) – Policy 7.1.1

4. The Islands Trust Operations Manual:

   4.1 Telephone Reception and Voice Mail Procedure (2002) - Code A. 4. ii.

   4.2 Information Systems and Services and Support and Help-desk (2002) - Code C. 1. ii.

   4.3 Electronic Mail (2002) - Code C. 1. iv.

   4.4 Data Management (2002) - Code C. 1. vii.

   4.5 Voice Mail (2000) - Code C. 1. ix.

   4.6 Internet Usage Policy (2000) - Code C. 2. i.

   4.7 New Employee Checklist (1996) - Code E. 2. ii. and Appendix F

5. The Islands Trust Orientation Handbook

   5.1 The Islands Trust Orientation Handbook

6. The Islands Trust Information Systems References

   6.1 Creating and Publishing PDF Documents Guidelines (draft)

   6.2 Website Naming Conventions and Content Publishing (draft)

   6.3 Website Standards and Guidelines (draft)

   6.4 Islands Trust Privacy Policy (draft)

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

DRAFT

Procedure:	XXX
Approved By:	Management
Approval Date:	
Amendment Date(s):	
Policy Holder:	Director, Trust Area Services

Islands Trust Branded Clothing

Purpose / Rationale

The purpose of this procedure is to provide guidelines for the provision, use, care, and disposal of branded clothing by Islands Trust staff, and to set out associated responsibilities and procedures.

Branded clothing helps to make staff easily identifiable as Islands Trust employees when performing their duties in the field, and enhances the profile of Islands Trust and Islands Trust Conservancy while fostering a professional image.

Providing branded clothing for Islands Trust and Islands Trust Conservancy staff supports 4.4 in the Goals section of the approved Islands Trust Communications Strategy, approved by Trust Council in March 2024.

The branded portion of the clothing will follow the Islands Trust Identity Guide and Trust Council Policy 7.1.6 (Corporate Logo).

Scope / Limits

This procedure applies to all eligible full-time, part-time, and temporary staff who would prefer to wear branded clothing as part of their official duties. It also can be used to inform staff advice to trustees if they are provided with branded clothing under specific circumstances.

DRAFT

Definitions

- **Appointed official**: Provincially-appointed Islands Trust Conservancy Board members
- **Branded Clothing**: Items of clothing provided by Islands Trust/Islands Trust Conservancy that feature the official logo, or branding of the organization.
- **CAO:** Chief Administrative Officer
- **Elected official**: Islands Trust elected officials (trustees),
- **Staff**: Any permanent or temporary, full-time or part-time, staff member working for Islands Trust.
- **Supervisor**: Person to whom any employee directly reports, and where applicable, includes Directors and the CAO.

Procedures

1 Eligibility

1.1 The following staff positions will be eligible for branded clothing: Chief Administrative Officer, Bylaw Enforcement Manager, Bylaw Enforcement Officer, Ecosystem Protection Specialist, Covenant Management and Outreach Specialist, Property Management Specialist, and Protected Area Management team lead.

1.2 The Chief Administrative Officer may authorise provision of branded clothing items to other staff or trustees at their discretion.

2 Responsibilities

2.1 The Islands Trust Communications Specialist is responsible for ensuring the Islands Trust branding meets Identity Guide guidelines, and the Islands Trust Conservancy Communications Specialist is responsible for ensuring the Islands Trust Conservancy branding meets Identity Guide guidelines. The logo is to be placed on the left breast or right sleeve of branded tops/jackets.

2.2 Subject to availability and budget, Employee Services will provide employees eligible for branded clothing with item(s) of clothing at no cost as soon as possible after hiring.

2.3 Employee Services is responsible for tracking allocation of clothing items using the inventory tracking sheet maintained here: Z:\04 Communications\1440 Public Programs\20 Individual (P)\Brand clothing\Branded Clothing Inventory.xlsx

2.4 Provision of branded clothing will be done in compliance with collective agreement provisions. Staff will not be required to purchase their own branded clothing.

DRAFT

2.5 Branded clothing will comply with the requirements of health and safety regulations and other corporate policies and procedures. If used clothing is issued, it will be dry-cleaned and in good condition.

2.6 Replacement of damaged or lost clothing is at the discretion of the Chief Administrative Officer or their delegate based on the circumstances of the damage or loss, and budget availability. Generally, new items will not be issued to staff in the case of loss or wear/stain more than once per 12 months.

2.7 Staff may only wear branded clothing while working in public or attending Islands Trust or Islands Trust Conservancy related functions.

2.8 Staff may not wear branded clothing for personal activities or outside of official duties, including participation in election campaign activities.

2.9 Staff are responsible for maintaining and cleaning washable apparel provided by the employer, and for maintaining their clothing in a clean and presentable condition that positively supports the Islands Trust/Islands Trust Conservancy image.

2.10 Staff must return all Islands Trust/Islands Trust Conservancy issued clothing not fit for wear or otherwise no longer in use to their supervisor for proper disposal, or upon the request of management at their sole discretion. Staff **must not** donate uniforms to any person or charity, or place them in a clothing collection bin. When an employee ends employment, the employee must return any Islands Trust/Islands Trust Conservancy branded clothing to their supervisor. Employee Services will receive the returned items from the supervisor, remove any Islands Trust or Islands Trust Conservancy logo or branding before recycling clothing. Islands Trust management reserves the right to require staff to return branded clothing at its discretion.

3 Procurement

3.1 The Islands Trust Communications Specialist is responsible for the design and purchase of branded clothing items with purchases to be approved by the relevant expense authority.

3.2 Branded clothing shall be washable (i.e. not dry-clean only).

4 Budget

4.1 Trust Area Services and Islands Trust Conservancy will annually consider the funding required for branded clothing and include in annual communication budget requests.

DRAFT

C. Links to Supporting Forms, Documents, Websites, Related Policies

1. Islands Trust Communications Strategy 2024
2. Trust Council Policy 6.10.2 (Communications)
3. Trust Council Policy 7.1.6 (Corporate Logo)
4. Trust Council Policy 6.5.3 (Procurement)
5. Islands Trust Identity Guide
6. BCGEU Nineteenth component agreement
7. BCGEU Sixteenth component agreement

DRAFT

Islands Trust Communications Strategy 2024

Contents

1. Context 1
2. Goals 1
3. Principles 3
4. Target Audiences 4
5. Tools and Tactics 4
6. Evaluation 5

1. Context

An updated communications strategy is a priority within the organization and is necessary to foster engagement with island communities and improve public trust in the organization through awareness and education.

Through effective planning and resource allocation, content about the Islands Trust's mandate and commitment to Reconciliation, its programs, governance, and services can be widely shared at reasonable cost, encouraging public support and individual efforts to preserve and protect the 450 islands and surrounding islands in the Salish Sea.

This strategy is specific to Islands Trust Council, Executive Committee and local trust committees. Islands Trust Conservancy and Bowen Island Municipality have their own communication strategies and plans. Efforts will be coordinated when possible and practical.

This strategy is specific to communications and has been drafted with the expectation that a companion Islands Trust engagement strategy will be developed at a later date to support engagement on projects. This document has been created as an overarching strategy, with project-specific communications work plans to be companion documents.

2. Goals

1. **Recognize community interests** and respond with information that connects citizens, elected officials and staff:
   1.1. Create efficiencies for identifying public issues and listening and responding to the public by:
      - Identifying current and emerging resources for collecting citizen questions and concerns, including social media trends, and website forms
      - Ensuring the timely sharing of updates to elected officials, staff and citizens
   1.2. Be prepared by ensuring staff members understand their roles in the issues management process by:

- Updating procedures outlining best practices and desired outcomes
- Determining the spokesperson on particular issues and topics, and make this information available to elected officials and staff
- Prepare speaking notes as soon as information becomes available, regardless of if an issue is present at this point in time or not

1.3. Follow issues to identify and hear citizen concerns and prepare public information to address questions by:
- Identifying spokespeople
- Preparing speaking notes
- Preparing topical question and answers and adding to the Fact Check page

1.4. Increase elected officials use of social media by:
- Providing guidelines and best practices for elected officials and staff
- Providing learning or training opportunities
- Encouraging the opportunities for trustees to act as Islands Trust ambassadors

2. **Raise awareness** of Islands Trust work and its preserve and protect mandate through the development and publication of high quality digital and printed content. Also, raise awareness of department responsibilities and activities to the public, elected officials, and staff by:
   2.1. Creating issue focused fact sheets and updates and distribute these to elected officials and staff
   2.2. Showcasing individual or team contributions from different departments social media, explaining what the staff are doing and how Islands Trust provides value to the community
   2.3. Continuing to communicate important Council and corporate decisions to staff
   2.4. Creating annual department communication work plans by working with directors and managers to identify routine annual communication priorities and activities for the coming year, as well as Strategic Plan and corporate projects.
   2.5. Determining budget and resource requirements for implementing this strategy and department annual department communication work plans
   2.6. Ensuring regular communication takes place across the organization to the public, staff, elected officials, and the media
   2.7. Updating procedure documents that contain best practices for communication processes
   2.8. Maintaining efficient and cooperative relationships with members of the media
   2.9. Providing training opportunities for staff that prepare communication documents
   2.10. Updating procedures and templates for common communication products, including graphic and layout products
   2.11. Developing an Islands Trust 101 presentation that can be customized for local trust areas
   2.12. Using all events as a communications tool to showcase the work Islands Trust does, its projects, its current engagement opportunities, or its achievements. Local trust committee meetings help people learn about projects, webinars educate people about IT programs that could be relevant to their lives, stand-alone events are opportunities to communicate to the public on all of the above. Islands Trust printed materials should be available at all in-person events or meetings, and there needs to be an Islands Trust slideshow/video that showcases Islands Trust projects or achievements, during meeting breaks on Zoom meetings

3. **Improve communication for engagement** with community by:

3.1. Supporting an organizational engagement strategy and toolkit with checklists and templates to ensure the application of guiding principles, a consistent engagement planning process, and metrics for engagement evaluation
3.2. Creating a communication work plan per engagement project, and providing communication support for this plan
3.3. Identifying engagement staff for each engagement and activity and create a communications plan to support the staff person tasked with the engagement activities. This is especially helpful when there is a staff person available that has connections to the local trust area, or is a resident
3.4. Communicate to the public, elected officials, and staff about partnerships with other organizations that have existing engagement tools or platforms that communities in the Trust Area can participate in (e.g. Comox Valley Regional District https://engagecomoxvalley.ca/)
3.5. Promoting popular information on website to make it easier to find and understand
3.6. Improving the live-streaming of local trust committee and committee meetings to include well-designed screens to be used during recesses, closed meetings, technical issues and other times when a placeholder image might be used
3.7. Explaining what Islands Trust is doing by describing how individual projects and initiatives support the Strategic Plan and the Object

4. **Build trust** with the public, by:
   4.1. Simplifying language and take advantage of opportunities for informal dialogue
   4.2. Promoting Islands Trusts social media accounts and work to attract more followers, from a diverse group of islands residents
   4.3. Promoting trustees as Islands Trust ambassadors, real people from the communities who are reliable sources of information
   4.4. Provide staff with corporate clothing to wear in the field or when working with the public
   4.5. Continuing to upgrade the website to ensure consistency of search results, simplifying where simplification is possible and providing the information the public use most often on main pages

- Ensuring communications are in line with the *Islands Trust Identity Guide* so colours and fonts are recognizable consistent and language is appropriate.

3. Principles

When creating communications plans or content it is important to keep several principles in mind. This will create a unified tone and style, which will be recognisable as the overall tone of Islands Trust. Islands Trust communications need to be:

- **Accessible** – Communicating in a clear, meaningful, and relevant manner to the intended audiences with simple plain language whenever possible
- Focused on **Reconciliation –** Applying Indigenous style principles from the *Islands Trust Identity Guide*
- **Accurate** – Providing accurate information, limited use of adjectives
- **Creative** – Creating captivating and memorable content, including celebrating positive stories
- **Consistent** – Communicating in a well-written and designed way that is aligned with the *Islands Trust Identity Guide*

- **Measured** – Communication is effective and efficient, and can be based on metrics, goals and best practices
- **Timely** – Ensuring information is relevant and useful

4. Target Audiences

- **Primary**: Community members and organizations in the Trust Area
- **Secondary**: Provincial, municipal and local government bodies; First Nations governments in the Trust Area; media
- **Tertiary**: Islands Trust staff

5. Tools and Tactics

All communications will rely on the website as a base. The primary tools to achieve Islands Trust's communications goals and priority programs and services are:

- Publications (digital and print)
- Website
- E-subscriber messages and e-newsletters
- Flyers and mailing packages
- Sandwich boards
- Printed posters/signs
- Paid advertising in newspapers and online media,
- Media releases and earned media
- Direct emails and phone calls with community members, media and other interested and affected parties
- Events - online and in person
- Social media - paid for and organic

Social media will be used to showcase content available on the website, mailed to new residents, new reports, and new tools. While different projects or themes will use additional communication tactics to suit different audiences and comply with procedures and regulations, social media will, as much as possible, represent a broad spectrum of what is happening at Islands Trust. Implementing this process will take several months to set up but will be ongoing; providing open and easily accessible content based on Islands Trust work.

Social media posting will allow more people to understand:

- The value of Islands Trust
- The services it provides and does not provide
- The projects underway
- Initiatives from other organizations that are interesting and relevant
- The information available on the website.

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

6. Evaluation

Communications efforts need to be measured and evaluated continuously to gauge effectiveness, engagement and sentiment. Without pre-existing data on which to base this strategy, the strategy will be adjusted as engagement data becomes available.

Relevancy and engagement of communications content can be analysed through:

- **Social Media** platforms are excellent sources of engagement data on social media platforms. Trends and preferences will be simple to identify through analytics as well as through commentary in Facebook groups or post comments
- **Website analytics monitoring software** monitors and analyses webpage visitors and link clicks, allowing for focused improvements to the website
- **Trustees and the public** will be able to provide more community-based feedback on how other communications efforts are being received
- **Meeting attendance**
- **Monitoring online feedback** through the website

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	August 25, 2025
From:	Executive Committee	**Date Prepared:**	September 16, 2025
SUBJECT:	Heritage Conservation Act Transformation Project advocacy		

RECOMMENDATION: That Trust Council request staff to support the Chair in providing input to the Phase 3 Engagement on Heritage Conservation Act Transformation Project.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Province is modernizing the Heritage Conservation Act (HCA) to align with the Declaration on the Rights of Indigenous Peoples (DRIPA) and the United Declaration on the Rights of Indigenous People (UNDRIP). The draft legislation is not available at this time. Phase 3 of the Heritage Conservation Act Transformation Project (HCAPT) is underway, focusing on developing proposed amendments informed by broad engagement. Staff understand that the engagement opportunities will conclude October 1, 2025.

---

1 PURPOSE: The purpose of this request for decision is to seek Trust Council direction regarding participation in the Heritage Conservation Act Transformation Project engagement and to provide background materials to Trust Council as requested by Executive Committee.

2 BACKGROUND:

The Province of BC is undertaking a comprehensive transformation of the HCA to ensure alignment with DRIPA and the principles of UNDRIP. The purpose is to modernize the Act and improve how cultural heritage is protected in BC.

On August 6, 2025 Executive Committee received on their agenda a BC government news release (attached) stating that in partnership with the First Nations Leadership Council, the Province is moving forward to the next stage of consultation and engagement on modernizing the Heritage Conservation Act. At that meeting the Executive Committee passed the following resolution:

> **That staff prepare materials for the September Trust Council meeting to support feedback on proposed amendments to the *Heritage Conservation Act*.**

The HCATP is currently in Phase 3, with a focus on developing policy direction and gathering feedback from IGB's, local governments, heritage professionals, and stakeholders. The proposed legislative amendments have not been released, as drafting is expected in 2026.

Islands Trust has been invited to provide input through engagement forums, and written feedback will be accepted until October 1, 2025. There was an August 12, 2025 webinar attended by Vice-Chairs Elliott and Peterson.

For decades, the Islands Trust Council and local trust committees have had the powers to recognize and protect cultural heritage, but have generally failed to act. This has resulted in the cultural heritage of the region being desecrated, destroyed, and impacted as settler communities built on top of Indigenous village sites, and extracted resources from culturally significant areas. It has also resulted in heritage structures of those who came to this region more recently— the Chinese, European, Hawaiian, Japanese and others— being impacted and destroyed.

The existing role of Islands Trust is directed by the mandate to preserve and protect cultural heritage within the Trust Area (Islands Trust Act, s.3). Islands Trust currently works with First Nations through referrals, archeological assessments, and heritage policy frameworks, although has no delegated authority under the existing Heritage Conservation Act.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Providing support for the Chair could take up to 10 hours of staff time, with up to an additional 5 hours if more-than-basic research is required. Given that September is a busy month for Trust Area Services, this may result in some overtime.

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Pending receipt of further, detailed information, staff anticipate advising the Chair to provide messaging in support of the following:

- Islands Trust Council holds that that the heritage of the Trust Area should be identified, preserved, protected and enhanced
- Strong recognition of Indigenous jurisdiction and consent-based process;
- Tools for local governments/local trust committees/Trust Council to apply new Heritage Conservation Act requirements into planning and land use bylaws;
- Adequate resourcing for implementation at both provincial and local levels.

FIRST NATIONS RELATIONS: There is insufficient time to engage with First Nations on a potential Islands Trust response. Heritage protection is a high priority for many First Nations in whose territory the Islands Trust operates.

OTHER: None.

4 RELEVANT POLICY(S):

- Advocacy Policy
- Trust Council commitment in Islands Trust Policy Statement "Trust Council holds that the natural and human heritage of the Trust Area — that is the areas and property of natural, historic, cultural, aesthetic, educational or scientific heritage value or character — should be identified, preserved, protected and enhanced" (5.6.1)
- The 2025-28 Strategic Plan includes strategic direction 5.2 2 "Engage with Indigenous Governing Bodies and Indigenous Peoples on governance, growth management, heritage and ecosystem protection, and climate change".

5 ATTACHMENT(S):

- July 2025 news release and backgrounders for information about the Heritage Conservation Act Transformation Project.
- July 30, 2025 UBCM notice "Heritage Conservation Act: local government engagement opportunity"

Additional information about the transformation project is available on the Province's project webpage.

See also article: "Protecting 'power places': Work continues to better align heritage conservation with First Nations' rights" in Ha-Shilth-Sa, published by the Nuu-Chah-Nulth Tribal Council

---

RESPONSE OPTIONS

Recommendation: That Trust Council direct staff to support the Chair in providing input to the Phase 3 Engagement on Heritage Conservation Act Transformation Project.

Alternative:

1. That Trust Council request staff to providing input to the Phase 3 Engagement on Heritage Conservation Act Transformation Project.

- A regional planning manager may be able to provide input at the September 17, 2025 general stakeholders webinar.
- Staff could submit a written staff submission based on available information.

2. Do not advocate.

Prepared By: Jason Youmans, Senior Policy Advisor/Joe Elliott, Senior Indigenous Relations Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services
Rueben Bronee, CAO/August 28, 2025
Executive Committee, September 3, 2025

There's never been a better time to Buy BC and support local growers, producers and the food we love right here in BC. **Explore Buy BC products**

BC Gov News

- Skip to main content
- Skip to footer

Live Webcast

- News
- News
  By Ministry
  - Office of the Premier
  - Agriculture and Food
  - Attorney General
  - Children and Family Development
  - Citizens' Services
  - Education and Child Care
  - Emergency Management and Climate Readiness
  - Energy and Climate Solutions
  - Environment and Parks
  - Finance
  - Forests
  - Health
  - Housing and Municipal Affairs
  - Indigenous Relations and Reconciliation
  - Infrastructure
  - Intergovernmental Relations Secretariat
  - Jobs and Economic Growth
  - Labour
  - Mining and Critical Minerals
  - Post-Secondary Education and Future Skills
  - Public Safety and Solicitor General
  - Social Development and Poverty Reduction
  - Tourism, Arts, Culture and Sport
  - Transportation and Transit
  - Water, Land and Resource Stewardship
- Subscribe
-

Live Webcast

By Ministry

- Office of the Premier
- Agriculture and Food
- Attorney General

400

- Children and Family Development
- Citizens' Services
- Education and Child Care
- Emergency Management and Climate Readiness
- Energy and Climate Solutions
- Environment and Parks
- Finance
- Forests
- Health
- Housing and Municipal Affairs
- Indigenous Relations and Reconciliation
- Infrastructure
- Intergovernmental Relations Secretariat
- Jobs and Economic Growth
- Labour
- Mining and Critical Minerals
- Post-Secondary Education and Future Skills
- Public Safety and Solicitor General
- Social Development and Poverty Reduction
- Tourism, Arts, Culture and Sport
- Transportation and Transit
- Water, Land and Resource Stewardship

- Skip to main content
- Skip to footer

British Columbia News

Next stage of engagement begins on Heritage Conservation Act improvements

https://news.gov.bc.ca/32558

In partnership with the First Nations Leadership Council, the Province is moving forward to the next stage of consultation and engagement on modernizing the Heritage Conservation Act.

The act, which regulates the protection, management and conservation of cultural and heritage sites in B.C., was last substantively updated in 1996.

“The Heritage Conservation Act is how we protect important cultural and archeological sites in B.C., but the current system doesn’t work well for people, and it doesn’t fully reflect our shared values or commitments,” said Ravi Parmar, Minister of Forests. “As we embark on this important engagement, I am committed to ensuring our collective work will lead to a system that will support faster permitting, better planning and more meaningful discussions with people, communities, industry and First Nations.”

The project is a multi-year collaborative effort, mandated in 2021 and co-developed through the Joint Working Group on First Nations Heritage Conservation, a committee established by the Province and the First Nations Leadership Council (FNLC) in 2007, which includes members appointed by the FNLC and the Province. It has involved two phases of engagement to date with First Nations across B.C. and more than 300 organizations representing local governments, the heritage and archeology sector, real estate and construction, resource industries and other interested parties.

“The First Nations Leadership Council and B.C. government, working together as the Joint Working Group on First Nations Heritage Conservation, have been working to ensure the Heritage Conservation Act aligns with the United Nations Declaration on the Rights of Indigenous Peoples and the commitments outlined in

the Declaration Act Action Plan," said Judith Sayers, co-chair, joint working group on First Nations Heritage Conservation. "This has been a process on how to collaborate on updating legislation. Major advancements have been made toward modernizing the act, yet there is more work to be done. We will continue to work with the Province in updating this legislation, finding an outcome that can work for everyone."

Phase 3 engagement with First Nations partners, stakeholders and the general public is the next step forward. This engagement will take place from July to October 2025, as collaborative work continues toward tabling updated legislation in the spring of 2026. The engagement process, which launches in the coming weeks, will include engagement sessions and an opportunity for the public to provide feedback through an online survey.

The intended outcomes are:

- making permitting faster and easier, to avoid waiting for multiple permits and navigating unclear rules and processes;
- helping people and communities rebuild quicker after disasters such as wildfires and floods;
- protecting heritage more effectively, reducing the risk of accidental damage to sacred or other significant sites; and
- strengthening the role of First Nations in decision-making about their own heritage and ancestors, in alignment with the Declaration on the Rights of Indigenous Peoples Act.

The proposed policy direction would not automatically restrict more land from development nor will it apply to shared decision-making on private property.

"This is about building a future that respects the past, one where people can move forward with confidence and where Indigenous Peoples are at the table when it comes to protecting their history and culture," Parmar said.

The project will support the Ministry of Forests' focus on improving permitting timelines under the act. The Heritage Conservation Act permitting timelines for residential projects have been reduced by 24% since January 2024 and further process improvements have been implemented, which will see reductions in turnaround times across all sectors. Proposed updates to the act will reduce Heritage Conservation Act permitting timelines even further without reducing consultation with First Nations.

Quick Facts:

- The provincial heritage register includes over 64,000 protected heritage sites, 90% of which are of First Nations origin.
- The Province has legislated the oversight and protection of certain heritage sites since 1925.
- The act, passed in 1977, extended protections to heritage sites on Crown and private land, regardless of whether sites were known or as-yet unrecorded.

Learn More:

To remain up to date, sign up for alerts at: https://engage.gov.bc.ca/heritageconservationact/

For examples of the intended outcomes of the modernization of the Heritage Conservation Act, visit: https://news.gov.bc.ca/files/HCA_Modernization_Scenarios.pdf

Three backgrounders follow.

Ministry of Forests

Media Relations
Forest.Media@gov.bc.ca
250 380-8491

Backgrounders

What to know about the Heritage Conservation Act

The purpose of the Heritage Conservation Act is to "encourage and facilitate the protection and conservation of heritage property in British Columbia."

The act's key provisions are to:

- establish the provincial heritage register and criteria for heritage site and object protections;
- regulate work at sites with historical or archeological value, including authorizing permits to look for, or work within heritage sites, and compliance and enforcement; and
- enable the minister to enter into agreements with First Nations for the purposes of the act, subject to certain process requirements.

The provincial heritage register currently includes more than 64,000 protected heritage sites, 90% of which are of First Nations origin. These sites provide physical evidence of how and where people lived in the past that are integral to understanding British Columbia today and our shared histories. Many sites are burial grounds, sacred and spiritual spaces, and First Nations village sites.

People in B.C. interact with the act when seeking heritage protections and when undertaking work at sites with historical or archeological value, including developing private property or resource projects.

Current versus future state: intended outcome scenarios

The scenarios linked in the Learn More section illustrate the process to undertake work under the act at a site of First Nations origin for those developing private property and for those building major projects on Crown land.

They also illustrate how new proposed policy directions could cut Heritage Conservation Act processing times in half for property owners and project proponents, while better protecting heritage sites and enhancing First Nations roles in managing their heritage sites.

Specific legislative and regulatory provisions and tools to achieve these scenarios will be explored as part of Phase 3 engagement.

What to know about the three-phase process to update the Heritage Conservation Act

The Province, in partnership with First Nations, is moving to the third stage of consultation and engagement on improving the Heritage Conservation Act, which was last substantively updated 30 years ago, in 1996.

Project background

For many years, people and organizations that interact with the act – First Nations, industry, landowners, professional archeologists, heritage organizations and more – have raised challenges with the act and its administration.

These include a lack of awareness of the presence of heritage on properties, lack of clarity regarding First Nations' role in the management of their cultural heritage, unintended impacts to protected heritage sites, and project delays.

A number of recent improvements have been made under the current act to address challenges raised, including revisions to existing processes and policies that have reduced the act's permitting timelines for residential projects by 24% since January 2024 and will see reduction in turnaround times across all sectors;

as well as improving resources for landowners navigating rebuilding after disasters. Some administrative amendments were also made to the act in 2019.

However, it has been broadly recognized that substantive amendments to the act and the regulations it enables are necessary to address key deficiencies in the current state of protection, management and conservation of heritage in B.C., including:

- lack of awareness of the presence of protected heritage sites that leads to preventable impacts, permitting delays and project uncertainty;
- the administration of multiple act permits, each averaging 300 days for review and processing with the need for permits often discovered mid-project, that leads to costly work stoppages and unanticipated delays; and
- significant changes in the recognition and interpretation of First Nations rights, authority and jurisdiction since the act was last substantively updated in 1996 and the passage of the Declaration Act.

In 2021, the minister of forests was mandated to partner with First Nations through the joint working group on First Nations Heritage Conservation to engage broadly with First Nations and stakeholders to improve the act.

Mandating process

The minister was given a mandate for two project phases with broad engagement, prior to returning to cabinet for a mandate to conduct a third phase of engagement to refine potential legislative and regulatory changes and, ultimately, develop updates to the legislation. Phase 1 engagement was undertaken in 2022–23, with feedback from 108 First Nations and 188 stakeholder organizations. Engagement included 12 audience-specific sessions to understand specific needs of archeology and heritage professionals, the land and resource development sector, the construction and real estate industry, and local and federal government agencies, seven First Nations sessions, written submissions and an online survey.

Phase 2 engagement was undertaken in 2023, with feedback from 43 First Nations and 184 organizations. Engagement included stakeholder and First Nations sessions.

A mandate has now been given to undertake Phase 3 engagement between July and early October 2025 with First Nations, stakeholder organizations with interest in the act, and the general public.

Following Phase 3 engagement, legislative amendments will be developed in consultation and co-operation with First Nations and with feedback from stakeholders, with a goal to table updated legislation in spring 2026.

What we heard

Feedback received to date can be distilled into four core needs:

1. Speed up permitting decisions, prevent unanticipated and unnecessary delays, and reduce costs for project work under the act.
2. Help people and communities rebuild quicker after disasters, such as wildfires and floods.
3. Protect heritage more effectively, reducing the risk of accidental damage to sacred or historic sites.
4. Strengthen the role of First Nations in decision-making about their own heritage and ancestors, consistent with the Declaration Act.

What to know about proposed improvements to the Heritage Conservation Act

Proposed legislative direction will go to Phase 3 engagement with the intention to meet the core needs of First Nations and stakeholders with interests in the act.

The proposed legislative direction **would**:

- make permitting faster and easier, to avoid waiting with multiple permits and unclear rules;
- help people and communities rebuild quicker after disasters such as wildfires and floods;
- protect heritage more effectively, reducing the risk of accidental damage to sacred or historic sites; and
- strengthen the role of First Nations in decision-making about their own heritage and ancestors, consistent with the Declaration Act.

The proposed legislative direction **would not**:

- automatically restrict more land from development; or
- enable the application of shared or joint decision-making agreements to private land.

The B.C. Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands. We acknowledge the rights, interests, priorities, and concerns of all Indigenous Peoples - First Nations, Métis, and Inuit - respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.

UBCM Union of BC Municipalities

Heritage Conservation Act: local government engagement opportunity

Publishing Date: July 30, 2025

Senior and technical local government staff and elected officials are encouraged to attend a BC government webinar on proposed amendments to the Heritage Conservation Act (HCA) on August 12, 9am – noon PDT. **Register in advance** to ensure you receive an information package from the Ministry of Forests beforehand.

Written submissions with feedback on the proposed amendments will be accepted until October 1, 2025 via **email**.

Local government staff or elected officials unable to attend the webinar may attend one of two webinars for general stakeholders, planned for August 20 and

September 17. **Email** the Ministry of Forests to request the registration link for the general stakeholder webinars.

Background

The *Heritage Conservation Act* encourages and enables the protection and conservation of sites with historical, cultural and/or archaeological value in BC. These sites hold physical evidence of how and where people lived. Many of these sites in BC are culturally sensitive, contain ancestral remains, and have important sacred and spiritual value to First Nations. Altering these protected sites without a permit is prohibited under the Act.

In 2022, the Ministry of Forests began work with the Joint Working Group on First Nations Heritage Conservation to **reform the HCA**, aiming to improve its administration and ensure the Act is consistent with the UN Declaration on the Rights of Indigenous Peoples. Phases 1 and 2 of broad engagement with First Nations, local governments, and stakeholders took place in 2022 and 2023. Ministry of Forests is now proceeding into Phase 3 of the project: developing proposed legislative amendments for provincial government direction in late fall 2025, with a target to introduce new legislation in spring 2026.

According to the Ministry of Forests, the HCA reforms are intended to:

- streamline permitting and provide clarity regarding rules and processes
- support quicker rebuilding after disasters such as wildfires and floods
- reduce the risk of accidental damage to sacred or other significant heritage sites
- strengthen the role of First Nations in decision-making about their own heritage and ancestors, in alignment with the Declaration Act

- increase transparency and access to information, to support planning and development decisions

UBCM would observe that the Phase 1 and 2 engagement, in which some local governments might have participated, was extremely high level. The specific and detailed legislative amendments now being proposed were co-developed by the provincial government and First Nations representatives, with no local government involvement. It is unclear how much room there is for any changes to these proposed amendments. Nonetheless, the Aug 12 webinar is one of the only opportunities for local governments to learn about potential shifts in regulation of heritage conservation.

UBCM Policy on HCA

The UBCM membership endorsed resolutions **2019-B52** and **2007-B139**, calling on the Province to fund expenditures borne by local governments, who must record and document archaeological findings in accordance with the HCA, when they uncover archaeological sites during routine excavation for infrastructure work in communities (e.g. road, sewer, and water services). In response to the 2019 resolution, the provincial government indicated that it does not have any funding available to support local governments with the costs of archaeological work.

UBCM members also endorsed resolution **2013-LR1**, which asked the provincial government to amend the HCA to provide fair, balanced, and reasonable treatment of property owners impacted by unregistered or undiscovered archaeological sites on fee simple property.

Tags
Events & Webinars
Feedback & Input

September 2025 Islands Trust Council

Address by Douglas S. White

5:00 p.m. – 5:35 p.m., Wednesday, September 17, 2025

Purpose: This session will provide a roadmap for deepening Islands Trust-First Nations relations across roughly 30 Nations in the Salish Sea, linking history, law, and lived partnership. It will situate the Trust's "preserve and protect" statutory object within the context of the Douglas Treaties and other s. 35-recognized and affirmed rights. It sets out how UNDRIP and DRIPA (s. 3) require the modernization of both mindset and mechanisms. Attendees will hear a balanced, progressive vision, along with near-term steps the Trust can take now and medium-term legislative and policy changes to support consent-based planning, shared decision-making, and enduring co-stewardship.

TIME	TOPIC	WHO
5:00 PM	**Introductions**	Chair Patrick
5:05 PM	**Islands Trust and First Nations Relations and Partnerships**	Douglas S. White, K.C., J.D. Kwulasultun (Coast Salish Name) Tliishin (Nuu-chah-nulth Name) Special Counsel to the Premier on Indigenous Reconciliation

Resources:

Islands Trust Reconciliation Declaration

Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous Peoples. Islands Trust states a commitment to Reconciliation with the understanding that this commitment is a long-term relationship-building and healing process.

Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

(Adopted by Islands Trust Council on March 14, 2019, on Gabriola Island.

Islands Trust Council's First Nations Relations Policy (6.1.1, adopted in 2016)

Islands Trust Act

Declaration on the Rights of Indigenous Peoples Act

Legislative and Information Services Report
Prepared on: August 25, 2025

1. ACCESSIBILITY COMMITTEE

Under the *Accessible British Columbia Act,* Trust Council must have an accessibility committee. The role of the committee is to help Trust Council identify barriers to accessibility in all aspects of the organisation and identify means to mitigate those barriers. The committee's role is to first develop, and then on a three-year schedule, review and update an accessibility plan. There is a public consultation component in the legislation.

The Accessibility Committee met on July 10, 2025 and requested that staff look into means for the public to provide feedback on accessibility at the Islands Trust, and draft a business case to hire a consultant to help the committee and Trust Council meet the legislative requirement to have an Accessibility Plan in place. Staff is working to update the website to provide more information and provide an accessibility feedback opportunities, and working on a draft business case for the next Accessibility Committee meeting.

2. LEGISLATIVE SERVICES

Legislative Services is quietly working in the background to begin preparing for the 2026 local government elections. Part of the process is reviewing legislative changes to the elections process, and beginning to work on contracts with regional districts for the administration of the local trust committee elections. More information and agreements will be brought to Trust Council in March 2026.

3. INFORMATION SERVICES

Information Services continues to maintain all technology services and support to staff and trustees as part of ongoing operations. Specific work completed with the help of third-party technical support over the last quarter includes:

MapIT and TAPIS

The previous Trust Area Property Information System (TAPIS) had to be shut down as the software it was running on was out of date and no longer supported. Migrating to a new system had required extensive modifications, and accommodation to ensure the data is secure. Staff is currently working updating the software and on the necessary scripts that automate the continued updating of data in TAPIS. Once this is complete, and security concerns are addressed and tested, a version (called MapIT) will be made available to the public via our website.

CityView

CityView planning and application workflows are now in place. Customized reports for the planning team are now being generated. Information Services continues to support staff in developing the application and has set up a test server. Once testing is complete, Information Services will then be involved to assist with the full implementation. This project is being led by Planning Services.

Expense Claim Upgrades

The new Expense claim has been tested and now requires final tweaks before it can be released. This has been delayed with the vacancies in Information Services. We expect this final phase will take place in the Fall.

Salt Spring Office Move

The new office is under construction and a temporary office was setup in November to serve staff in office when required. Final hardware setup is planned for mid-September in advance of the office opening to staff in late September 2025.

Operational

Information Services had two vacancies, one vacancy – the Information Systems Specialist was filled by Joshua Bard. The competition for the Information Technology Manager position was not successful, and we will be going back out to competition with the hope of filling the position by mid late Fall.

The Storage Area Network (SAN) was successfully replaced and upgraded to meet our data storage needs for the next several years. Information Services staff's focus over the next month is to develop the budget requirements for continued hardware and software replacement and upgrades for the next fiscal year; this must also take into account the needs of a new council that will be elected in October 2026.

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	**Legislative and Information Services**	**Date Prepared:**	August 25, 2025

SUBJECT: Trust Council Ratification of Council Committee Member Appointment

---

RECOMMENDATION: THAT Trust Council ratify the appointment of Trustee David Maude to the Accessibility Committee.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The changes to committee membership are consistent with Trust Council policy provisions.

---

1 PURPOSE: To provide Trust Council and update on Chair appointments to council committees.

2 BACKGROUND:

Trust Council Policy 2.3.1 [Council Committees System] establishes Trust Council committees and the method of membership appointment.

- The Regional Planning Committee and Trust Programs Committee is by Chair appointment and ratified by Trust Council.
- The Financial Planning Committee has three positions by Chair appointment and ratified by Trust Council, with the remainder of the membership by virtue of position on other committees.
- The Governance Committee is entirely by election of member trustees by Trust Council.
- The Accessibility Committee has two trustee positions by Chair appointment and ratification by Trust Council, and the remaining are members of the public that meet certain criteria established by legislation, and appointed by the Executive Committee and ratified by Trust Council.

Changes to Committee Membership:
Under the authority provided by Trust Council Policy 2.3.1, the Chair has reviewed and made some changes to the appointments to Trust Council committee as follows:

- Trust Programs Committee: The Trust Programs Committee membership was previously expanded to 10 trustees to assist with the review of the draft Policy Statement. As that has concluded, the Chair has confirmed that trustees Elliott, Morrison and Maude will step down from the Trust Programs Committee. Trust council ratification is not required for stepping down from a committee. The current voting members of Trust Programs Committee are trustees Evans, Fast, Graham, Gauvreau, Harris, Peterson and Yates.

- Accessibility Committee: The Chair has appointed Trustee Maude as the second Trust Council member of the Accessibility Committee (the other member being trustee Gauvreau). This appointment will require ratification by Trust Council.

All other committees remain as previously appointed or elected.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
There are no organizational implications.

FINANCIAL:
Reduction of the number of trustees on Trust Programs Committee will reduce the meeting costs.

POLICY:
There are no organizational implications.

IMPLEMENTATION/COMMUNICATIONS:
Staff will update the website, and email groups to reflect the changes.

FIRST NATIONS RELATIONS:
There are no First Nations relations implications.

OTHER:
There are no other implications.

4 RELEVANT POLICY(S):

Trust Council Policy 2.3.1 Council Committees System
Accessible British Columbia Act.

5 ATTACHMENT(S):

None

RESPONSE OPTIONS

Recommendation: THAT Trust Council ratify the appointment of Trustee David Maude to the Accessibility Committee.

Alternative:
As requested by Trust Council

Prepared By:	**David Marlor, Director, Legislative and Information Services**
Reviewed By/Date:	**Chief Administrative Officer/August 25, 2025** **Chair, Trust Council/August XX, 2025** **Executive Committee/September 3, 2025**

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	**Executive Committee**	**Date Prepared:**	August 20, 2025
SUBJECT:	**Conference/Convention Attendee Reporting Template**		

RECOMMENDATION: THAT Trust Council approve the Conference/Convention Attendee Reporting Template for inclusion as an attachment to Policy 6.12.1 – Trustee Training/Conference Attendance, along with the corresponding policy amendments required to incorporate the template.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The proposed reporting template and related policy amendments are a step to ensure Trust Council receives full benefit from funding trustee attendance at conferences and conventions. This is particularly valid for attendance at annual Union of BC Municipalities and Association of Vancouver Island and Coastal Communities conferences, at which members of Executive Committee represent all of Trust Council. Ensuring written reports also provides a record for future reference.

---

1 **PURPOSE:** To provide attendees of conferences and conventions with a standardized template to support consistent and effective reporting to relevant bodies.

2 **BACKGROUND:** Staff have identified the absence of a formal reporting template for trustees attending conventions or conferences, despite this being a requirement outlined in Sections 2.1 and 2.2 of Policy 6.12.1.

2.1 It is expected that trustees, for Trust-supported training and conference attendance, will provide a written/verbal report to the approving authority body and to Trust Council at the next quarterly meeting.

2.2 It is expected that trustees, for Trust-supported training and conference attendance, will provide useful materials to the administrative secretary to copy for the Trust's reference library.

Staff recommend that policy 6.12.1 be amended by:

1. Removing the word "/verbal" in section 2.1, so it reads "It is expected that trustees, for Trust-supported training and conference attendance, will provide a written report to the approving authority body and to Trust Council at the next quarterly meeting."
2. Removing the word "suggested" in section 4, and replacing it with the word "required" so it reads "For ease of processing, it is required that the attached Training/ Conference form (Attachment 1) be utilized to request and process requests for Training/Conference attendance."

3. Adding a new paragraph in section 4, that reads "For ease of reporting out, it is required that the attached Conference/Convention Attendee Reporting form (Attachment 2) be completed two weeks post event, and circulated via email to all trustees with a Carbon copy to the Executive Coordinator."
4. Adding a new attachment for the Conference/Convention Attendee Reporting form.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The incorporation of this new template will streamline the reporting process for both trustees and staff, reducing the time and effort required by providing a standardized format that eliminates the need to create reports from scratch.

FINANCIAL: There are no financial implications associated with this request.

POLICY: Changes to Islands Trust Policy 6.12.1 – Trustee Training/Conference Attendance are needed to incorporate the new template as shown in Attachment 2 of this report.

IMPLEMENTATION/COMMUNICATIONS: Should the proposed template be approved, staff will proceed with the necessary amendments to Policy 6.12.1 – Trustee Training/Conference Attendance, as outlined in Attachment 2, to incorporate the template into the policy. In addition, staff will circulate the updated policy to all relevant bodies for their information.

FIRST NATIONS RELATIONS: There are no implications related to First Nations relations with this request.

OTHER: Not applicable.

4 RELEVANT POLICY(S):

1. Islands Trust Policy 6.12.1 Trustee Training/Conference Attendance

5 ATTACHMENT(S):

1. Conference/Convention Attendee Reporting Template
2. Draft redline version of Islands Trust Policy 6.12.1 Trustee Training/Conference Attendance

---

RESPONSE OPTIONS

Recommendation: THAT Trust Council approve the Conference/Convention Attendee Reporting Template for inclusion as an attachment to Policy 6.12.1 – Trustee Training/Conference Attendance, along with the corresponding policy amendments required to incorporate the template.

Alternative: THAT Trust Council request the following changes to the Conference/Convention Attendee Reporting template before its inclusion as an attachment to Policy 6.12.1 Trustee Training/Conference Attendance:

-

Prepared By: Executive Coordinator

Reviewed By/Date: CAO, August 25, 2025

CONFERENCE/CONVENTION
ATTENDEE REPORTING

Conference/Convention:	
Date/Location of Conference/Convention:	
Attendee(s):	
Submitted By:	
Date of Report:	

CONFERENCE OVERVIEW

Conference Theme/Purpose *(Brief description of the main focus or goal of the event):*

Keynote Speakers/Notable Presenters *(List any major speakers and topics covered):*

SESSION SUMMARIES

Session #1	
Session Title & Presenter(s):	
Content Summary:	
Potential Follow-up Actions by Islands Trust:	

DRAFT

Session #2	
Session Title & Presenter(s):	
Content Summary:	
Potential Follow-up Actions by Islands Trust:	

Session #3	
Session Title & Presenter(s):	
Content Summary:	
Potential Follow-up Actions by Islands Trust:	

NETWORKING

1. Contact(s):
   Topic(s) Discussed:
   Potential Collaboration Opportunities:

2. Contact(s):
   Topic(s) Discussed:
   Potential Collaboration Opportunities:

3. Contact(s):
   Topic(s) Discussed:

DRAFT

Potential Collaboration Opportunities:

RESOURCES & MATERIALS

(Add links to websites, online resources, or additional conference/convention information)

-

FURTHER INFORMATION

(Any need-to-know information not captured above)

DRAFT

Policy:	6.12.1
Approved By:	Trust Council
Approval Date:	June 6, 1992
Amendment Date(s):	
Policy Holder:	Chief Administrative Officer

TRUSTEE TRAINING/CONFERENCE ATTENDANCE

Purpose

To outline Council's support, subject to available resources, for trustee training and conference attendance as a means to enhance trustees' contribution to the organizational effectiveness of the Islands Trust.

A. Definitions

n/a

B. Policy

1. Authorization for Trustee Training

1.1 Trust Council

1.1.1 Trust Council and/or the Executive Committee may request a trustee to undertake target training and/or attend specific conferences and seminars on behalf of Trust Council.

1.1.2 Trustees may request support to undertake target training and/or attend specific conferences and seminars on behalf of Trust Council.

1.1.3 All requests of trustees and/or to trustees for training or conference attendance shall be reviewed by the Executive Committee for Trust Council consideration when possible or approved by the Executive Committee.

1.1.4 The Executive Committee's recommendations or approvals will be guided by their responsibility to monitor and control the Trust Council Training/Conference account.

1.1.5 The Executive Committee is responsible for proposing trustee in-service training programs for Trust Council consideration via the Finance Committee within the annual budget process.

1.2 Islands Trust Conservancy

The Islands Trust Conservancy Board shall be responsible to budget, approve and control Board member training and conference attendance within its annual budget.

DRAFT

1.3 Local Trust Committees

Local trust committees shall be responsible, by way of a resolution, to budget, approve and control trustee training and conference attendance related to the local trust committees within its annually budgeted LTC - Local Expense Account.

1.4 Council Committees

Council Committees shall be responsible, by way of resolution, to budget, approve and control trustee training and conference attendance related to Council Committee interests within its annually budgeted Council Committee Expense Account.

1.5 Executive Committee

The Executive Committee shall be responsible, by way of resolution, to budget, approve and control Executive Committee member training and conference attendance related to Executive Committee interests within its annually budgeted Executive Committee - Training/Conference account.

2. Expectations of Trustee

2.1 It is expected that trustees, for Trust-supported training and conference attendance, will provide a ~~written/verbal report~~written report to the approving authority body and to Trust Council at the next quarterly meeting.

2.2 It is expected that trustees, for Trust-supported training and conference attendance, will provide useful materials to the administrative secretary to copy for the Trust's reference library.

2.3 It is expected that trustees, when making a request to attend a training program or conference, will submit costs, rationale and benefits to the relevant approving authority (See Attachment 1-Training Request Form).

2.4 It is expected that trustees, whenever possible, will submit requests to attend upcoming training programs within the annual budget process via the appropriate approval authority.

3. Approving Authority Expectations

3.1 It is expected that each approving authority will:

3.1.1 solicit submissions of trustees for any requests during the upcoming fiscal year;

3.1.2 consolidate and prioritize these submissions with their budget submission to the Finance Committee;

3.1.3 monitor follow-up reports by trustees.

DRAFT

4. Administrative Requirements

For ease of processing, it is ~~suggested~~ required that the attached Training/~~-~~Conference form (Attachment 1) be utilized to request and process requests for Training/Conference attendance.

For ease of reporting out, it is required that the attached Conference/Convention Attendee Reporting form (Attachment 2) be completed two weeks post event, and circulated via email to all trustees with a Carbon copy to the Executive Coordinator.

5. Funding Guidelines

5.1 Level 1

5.1.1 Approving authority requests a trustee to attend - 100% expenses and registration fee or, as otherwise agreed and/or determined by the budget; or

5.1.2 Trustee attendance approved by an approving authority as high relevance/benefit to it - 100% expenses and registration fee, or as otherwise agreed and/or determined by the budget.

5.2 Level 2

Potential relevance to approving authority while of a personal developmental interest to the trustee - a portion of expenses and registration fee, as agreed and/or determined by the budget.

5.3 Level 3

Primarily of personal development interest to the trustee - No sponsorship by Islands Trust.

C. Legislated References

Annual Budget

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Attachment 1: Training Request Form

Attachment 2: Conference/Convention Attendee Reporting Form

DRAFT

Attachment 1

ISLANDS TRUST
REQUEST FOR TRAINING, CONFERENCE AND WORKSHOPS

TRUSTEE INFORMATION

Name: Enter Your First and Last Name LTA: Trustee: [Enter Your Local Trust Area]

Is this request for a conference: No☐ Yes☐ (if Yes, please note that Executive Committee or Trust Council resolution of approval is required as per sections 1.1.3 and 2.3 and 4 of Trust Council Policy 6.12.1)

COURSE/CONFERENCE INFORMATION

Name of Course/Conference: Enter name of the course

Date(s) of Course/Conference: Enter date and hours if less than full day

Offered by: Enter the name of the course supplier

Training Location: Enter location

Brief Summary of Course/Conference content: (attach detailed course information)

Enter summary of course

Describe how this training will benefit Islands Trust and you.

Enter description of course benefits and advantages to you and to Islands Trust

Are you aware of other trustees who are attending this event?

Enter names of other trustees attending

FUNDING GUIDELINES

☐ Level 1 funding – Approving authority requests a trustee to attend OR trustee attendance approved by an approving authority as high relevance/benefit to it

☐ 100% expenses and registration fee

☐ or as otherwise agreed and/or determined by the budget

☐ Level 2 funding – Potential relevance to approving authority while of a personal developmental interest to the trustee

- A portion of expenses and registration fee, as agreed and/or determined by the budget

TRAVEL STATUS ☐ Full travel status

☐ Negotiated travel expenses – please indicate details:

Enter details of negotiated travel expenses

DRAFT

COST SUMMARY:

Registration Fee	0.00
Per Diem Meal Costs	0.00
Accommodation **	0.00
Travel to/from Location **	0.00
Course Materials	0.00
Other	0.00
Total Training Request	**$ 0.00**

*** Contact the Victoria Administrative Assistant for assistance with accommodation and travel estimates.* ***All travel arrangements (flights, hotel reservations, etc.) are to be coordinated through the Victoria Administrative Assistant.***

Trustee Signature _____ Date _____

EC or TC Resolution number (if required) _____ Date _____

REGISTRATION

Confirm you have registered for this course: **Yes** ☐ **No** ☐ (Administrative Assistant to register)

PAYMENT

Confirm "cheque payment" selected on registration: **Yes** ☐ (Finance to send cheque) **No** ☐

REGISTRATION AND PAYMENT INSTRUCTIONS:

1. Register for the course/conference and choose "cheque payment" as the option. Print and attach the invoice to this form. Finance will arrange for payment of your course/conference fee. ***If you are unable to register without making payment, please contact Finance immediately.***
2. Submit completed form to the Victoria Administrative Assistant.

It is the Employee's responsibility to notify the Victoria Administrative Assistant immediately if the Employee is unable to attend the course so that any available refund can be obtained.

DRAFT

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 16, 2025
From:	**Governance Committee**	**Date Prepared:**	August 14, 2025
SUBJECT:	**2022 Governance Report Recommendations**		

RECOMMENDATION:

That Trust Council not undertake any further work on the following recommendations of the 2022 Governance Report:

- **recommendation 2 [number of committees and committee mandates];**
- **recommendation 10 [provincial representation].**

That Trust Council request staff to prioritise, in order, the following recommendations of the 2022 Governance Report:

- **recommendation 9 [First Nations representation];**
- **recommendation 8 [secretary to Trust Council],**
- **recommendation 11 [adoption of comprehensive, multi-year planning document], and**
- **recommendation 7 [helping trustees fulfil their roles],**

with the understanding that:

- **recommendation 1 [election of Trust Council leadership],**
- **recommendation 3 [committee membership],**
- **recommendation 4 [committee mandates],**
- **recommendation 5 [roles of committees], and**
- **recommendation 6 [helping trustees understand their roles]**
- **recommendation 15 [Trustee Compensation]**

will be undertaken by staff as appropriate, and:

- **recommendation 12 [communications and engagement],**
- **recommendation 13 [management alignment with Trust Council] and**
- **recommendation 14 [exploiting the potential for synergy between Islands Trust Conservancy and Islands Trust]**

will be undertaken when prioritised by Trust Council.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
In approving the Strategic Plan in March 2025, Trust Council identified item 1.2.4 – *Prioritise, analyse, and where appropriate, implement the 15 recommendations of the 2022 Governance Report* – as one of its top five priorities for the balance of this council term. The recommendations set out in this Request for Decision will help staff and the Governance Committee confirm necessary resourcing and timelines for implementation. If and where necessary, staff will subsequently advise whether this will impact capacity to deliver on other Strategic Plan priorities.

---

1 PURPOSE:

To provide direction on implementation of the 2022 Governance Report recommendations

2 BACKGROUND:

In February 2022 Trust Council received a report entitled "Islands Trust Governance Review" that it commissioned from Great Northern Management Consultants on the governance of the Islands Trust. The report contains 15 recommendations related to Trust Council's operations and the Islands Trust Conservancy, and an appendix with recommendations related to land use planning.

The Director, Planning Services has been working with his staff to implement many of the planning services recommendations. This Request for Decision is focused on the 15 recommendations related to the Islands Trust operations.

In regards to recommendations 9 [First Nations representation] and 10 [Provincial representation] in the Governance report, Trust Council ~~has~~ sent a request to the Province for a review of its legislation. It was explicit in that request that addressing the interests of Indigenous governing bodies is the highest priority for the Trust and a review of the Islands Trust governance structure should address this. The Province ~~has~~ responded indicating that it is not going to undertake a review of the Islands Trust. The Governance Committee has considered this, and still recommends advancing recommendation 9 [First Nations representation] in any case.

A draft Request for Decision from the Governance Committee on this issue was reviewed by a Committee of the Whole on May 13, 2025. The Committee of the Whole went sequentially through the 2022 Governance Report recommendations, as well as recommendations from the Governance Committee on how to proceed, but the Committee of the Whole lost quorum, and only got through seven of the 15 recommendations.

At its August 13, 2025 meeting the Governance Committee ~~has~~ decided to go directly to Trust Council with the above recommendations, and is seeking direction from Trust Council on its suggested priorities in respect to the 15 recommendations from the 2022 Governance Review.

Attachment 1 is a table that includes the 15 recommendations from the Governance Report, along with an indication of work already undertake in relation to that recommendation.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The four recommended priorities (2022 Governance Report recommendations 9 [First Nations representation], 8 [secretary to Trust Council], 11 [comprehensive multi-year plan], and 7 [helping Trustees fulfil their roles]) would require prioritization of funding and resources in order to advance ~~them~~. They should be included in the strategic plan, and supported by a business case and resources for the next fiscal year.

Some of the 2022 Governance Report recommendations (1 [election of leadership], 3 [committee membership], 4 [committee mandates], 5 [roles of committees] ~~and~~ 6 [helping Trustees understand their roles] and 15 [Trustee compensation]) are mostly routine ~~and~~ work that has ~~already~~ been done, is well underway, or would need to be done to some degree to prepare for the 2026 elections, and improve Trust Council meeting processes. These are not likely to add much work for staff.

Recommendations 12 [communications and engagement], 13 [management alignment with Trust Council] and 14 [exploiting the potential for synergy between Islands Trust

Conservancy and Islands Trust] will require consideration of prioritization and in some instances funding to support consultants (if this is a desired approach). Recommendations 12 [communications and engagement] and 13 [management alignment with Trust Council] will involve staff time and prioritization on the Executive Committee work program in order to undertake them. The work for Recommendation 12 [communications and engagement] would be under Trust Area Services with support from Legislative and Information Services, while the work for recommendation 13 [management alignment with Trust Council] would be largely undertaken by the Executive office with support from Legislative and Information Services.

FINANCIAL:
If consultants are required to undertake some of the reviews then additional funding will be required in the budget for this purpose.

POLICY:
Updated policies as per recommendations 3 [committee membership], 6 [helping Trustees understand their roles] and 7 [helping Trustees fulfill their roles].

IMPLEMENTATION/COMMUNICATIONS:
Communication and implementation as per normal procedures for advancing Trust Council work; additions to appropriate work programs and follow-up action lists.

FIRST NATIONS RELATIONS:
Consideration of First Nations participation on Trust Council was included in the request for Provincial review of the Islands Trust governance structure. In the absence of that review, additional consideration will be given for ~~if~~ when and how to engage First Nations in advancing relevant recommendations.

OTHER:
There are no other implications.

4 RELEVANT POLICY(S):
Islands Trust Act

5 ATTACHMENT(S):
Attachment 1: 2022 Governance Review Recommendations and Comments

---

RESPONSE OPTIONS

Recommendation:

That Trust Council not undertake any further work on the following recommendations of the 2022 Governance Report:

- recommendation 2 [Number of Committees and Committee Mandates];
- recommendation 10 [Provincial Representation].

That Trust Council request staff to prioritise, in order, the following recommendations of the 2022 Governance Report:

- recommendation 9 [First Nations Representation];
- recommendation 8 [secretary to Trust Council],
- recommendation 11 [adoption of comprehensive, multi-year planning document], and
- recommendation 7 [helping trustees fulfil their roles],

with the understanding that:

- recommendation 1 [election of Trust Council leadership],
- recommendation 3 [committee membership],
- recommendation 4 [committee mandates],
- recommendation 5 [roles of committees], and

- recommendation 6 [helping trustees understand their roles]
- recommendation 15 [Trustee Compensation]

will be undertaken by staff as appropriate, and:

- recommendation 12 [communications and engagement],
- recommendation 13 [management alignment with Trust Council] and
- recommendation 14 [exploiting the potential for synergy between Islands Trust Conservancy and Islands Trust]

will be undertaken when prioritised by Trust Council.

Alternative:
As requested by Trust Council.

Prepared By: **David Marlor, Director, Legislative and Information Services**
Reviewed By/Date: **Rueben Bronee, Chief Administrative Officer/Aug 18, 2025**
Governance Committee, August 13, 2025
Chair Gedye, Governance Committee/Aug 20, 2025

Attachment 1: 2022 Governance Report Recommendations and Work undertaken to Date

Legend

RED	No work to be undertaken
Green	Trust Council priorities (in order as shown under status)
Yellow	To be undertaken by staff as appropriate
Blue	Work to commence once prioritized by Trust Council

For the commentary by the consultants on each of their 15 recommendations, see the 2022 Governance Report linked here. Commentary begins on Page 29 of this report.

2022 Governance Report Recommendation			Work Undertaken to Date	Governance Committee Recommendation
1	**Election of Trust Council**	*More time should be provided for Trustees to assess the suitability of candidates running for Trust Council Chair and Vice-Chair. It is up to Trust Council itself to determine what method best addresses the need for better-informed elections to Trust Council leadership positions*	Following local election results, two letters of introduction sent informing newly elected on next steps, orientation processes, inaugural Trust Council and elections of executive. Electronic meet and greet held prior to first Council meeting. In 2022, a call for those interested in standing for Executive Committee was sent out in advance of the inaugural November meeting, and election of the Executive Committee was held on the last day of the three-day meeting to allow time for trustees to get to know candidates.	Undertaken by Staff as Appropriate.
2	**Number of Committees and Committee Mandates**	*The Trust Council should undertake a comprehensive review of its committee structure, with the idea of increasing the number of committees with mandates more focused on the subjects and issues that reflect Trust Council priorities. Frequent use should be made of sub-committees and ad hoc committees to address particular topics.*	June 2022 – In response to receipt of the governance report, Trust Council established the Standing Governance Committee (GC), members elected by Trust Council March 2024 – Establishment of Committee of the Whole Working groups established: 02-14-2023 - Corporate Planning Working Group (see #11) 05-24-2024 - Tiny House on Wheels Working Group 07-12-2024 – Governance Committee Working Group/Provincial Review	Not Proceed
3	**Committee Membership**	*While the number of committees should increase, the number of trustees on committees could be reduced.* *Membership should strive for some regional balance, and a match of Trustees' interests and expertise with committee mandates.*	Existing Council Committee System Policy 2.3.1 requires ratification of all appointments to committees by Trust Council. Select committees may only be created by Trust Council resolution. The policy was amended by Trust Council to create the Governance Committee (as a standing committee), and this committee membership is selected by election of Trust Council members.	Undertaken by Staff as Appropriate.
4	**Committee Mandates**	*Committee mandates should reflect Trust Council's priorities and areas of greatest concern*	June 2022 – Trust Council established the Standing Governance Committee (GC), members elected by Trust Council. Terms of Reference include making recommendations to Trust Council on governance best practices.	Undertaken by Staff as Appropriate.

2022 Governance Report Recommendation			Work Undertaken to Date	Governance Committee Recommendation
			No action taken to discuss creation of a committee focused on marine issues. Currently, such matters would be addressed by Trust Programs Committee (advocacy and education related) and Regional Planning Committee (from a planning perspective). Trust Council's other standing committees are already aligned with Trust Council's primary areas of function: RPC – Planning related issues TPC – Trust-wide related issues FPC – Financial management	
5	**Role of Committees**	*Recommendations from committees to Trust Council should be truly "owned" and championed by the committee.*	Trust Council agenda includes work program reports from committees, and this is an opportunity for the committee chair to speak to the items.	Undertaken by Staff as Appropriate.
6	**Helping Trustees Understand their Role**	*Exercising agency requires that Trustees understand their dual role, be prepared to expend the effort necessary to fulfil it, and are properly equipped to do so.*	No work has taken place on this to date.	Undertaken by Staff as Appropriate.
7	**Helping Trustees Fulfil their Role**	*To help Trustees fulfil their role, post-election briefings and workshops should be held, covering both procedural and substantive matters integral to their duties at Trust Council.*	No work has taken place on this to date.	Priority 4
8	**Secretary to Trust Council**	*The Office of Secretary should be staffed with a full-time incumbent, reporting to Trust Council through the Chair of Trust Council.*	In fall of 2024, Governance Committee considered a business case to fund consultants work on this. However, the Committee was unable to define the specific desired outcomes and shelved the business case, pending more work on determining the intent of this role. Trust Council has sent a request to the province for a review of its legislation. While not specified in that ask, it is possible that the province could consider a different governance model for the Islands Trust.	Priority 2
9	**First Nations Representation**	*Following consultation with the appropriate First Nations, the province should make provision for the appointment of First Nations representatives to the Islands Trust Council. This would require an amendment to the Act*	Trust Council has sent a request to the province for a review of its legislation. While not specified in that ask, it is possible that the province could consider a different governance model for the Islands Trust.	Priority 1
10	**Provincial Representation**	*The province should amend the Islands Trust Act to include a provision for the appointment of Trustees by the Governor-in-Council.*	Trust Council has sent a request to the province for a review of its legislation. While not specified in that ask, it is possible that the province could consider a different governance model for the Islands Trust.	Not Proceed
11	**Adoption of Comprehensive, Multi-year Planning Document**	*Trust Council should adopt a four- or five- year corporate plan that integrates strategic and financial components, reviewed and updated annually, identifying the initiatives to be undertaken, the corresponding financial resources, along with performance metrics to measure achievement.*	09-26-2023 Draft Corporate Planning Framework adopted	Priority 3

2022 Governance Report Recommendation			Work Undertaken to Date	Governance Committee Recommendation
12	**Communications and Engagement**	*A communications and engagement function should be established to replace the current advocacy function. A communications and engagement strategy should be developed as part of the annual corporate plan, and in support of the priorities identified therein.*	No work has taken place on this to date.	To begin once prioritized by Trust Council
13	**Management Alignment with Trust Council**	*A management review should be undertaken to identify measures that will improve alignment of staff to Trust Council, and improve reporting and accountability*	No work has taken place on this to date.	To begin once prioritized by Trust Council
14	**Exploiting the potential for Synergy between the Conservancy and Other Components of Islands Trust**	*Without compromising the independence of the Islands Trust Conservancy, necessary for tax and other reasons, take measures to ensure greater sharing of expertise, experience, and resources between the Conservancy and other Islands Trust operations.*	1. *Increased frequency of Executive Committee and Conservancy Board liaison meetings.* 2. *Conservancy Chair attends Trust Council providing verbal updates, presenting related business items.* 3. In January 2024 Executive Committee requested staff report back on options for sharing geographic information systems (GIS) information. On October 30, 2024 staff reported back on on-going staff discussions and efforts to share information, and that all geographic information system layers are used by both planning and Islands Trust Conservancy staff.	To begin once prioritized by Trust Council
15	**Trustee Remuneration**	*The significant time and effort required of Trustees must be reasonably compensated, which means an increase in current compensation levels. Currently, much of the time Trustees spend on Trust Council business, including preparation for meetings, participation in some meetings, and travel time, are not compensated at all.*	Trust council amended its policy to provide for compensation for trustees attending standing committees. Trust Council has approved funding in 2025/26 to undertake a review of trustee remuneration. This review is underway.	Undertaken by Staff as Appropriate.

DRAFT Islands Trust Council Quarterly Meeting Schedule

September 16-18, 2025

Visit the meeting webpage to view the AGENDA, to join the meeting electronically, and to view the livestream or attend by phone-in.

Tuesday, September 16	Wednesday, September 17	Thursday, September 18
10:00 **Executive Committee Meeting (Phoenix Auditorium)**	9:00 **Closed Meeting** Public are welcome to attend all sessions excluding the Closed Meeting **Rise and Report**	9:00 **Legislative and Information Services** Consent Agenda Item(s) 15.1 - 15.1.1 Decision/Discussion Item(s) 15.2 -
12:00 Lunch	**10:30 Break**	**10:30 Break**
1:00 **Territorial Acknowledgement (Phoenix Auditorium)** **Call to Order and Approval of Agenda** 1:30 **General Business Arising** Consent Agenda Item(s) 4.1 - 4.1.5.6 Islands Trust Active Priorities Chart Committees Work Programs (EC, GC, FPC, RPC, TPC, AC, ITCB) Committee Chair Verbal Reports 2:15 **New Business** Trustee-Initiated Requests for Decision 3:00 **Correspondence**	10:45 **Trust Area Services** Consent Agenda Item(s) 11.1 - Decision/Discussion Item(s) 11.2 - **12:00 Lunch and Community Field Trip** 2:00 **Trust Area Services (continued)** 2:45 **Planning Services** Consent Agenda Item(s) 13.1 - 13.1.2 Decision/Discussion Item(s) 13.2 -	10:45 **Financial and Employee Services** Consent Agenda Item(s) 16.1 - 16.1.4 Decision/Discussion Item(s) 16.2 - **12:00 Lunch** 12:30 **Disposition of Delegations/Public Comment & Correspondence** 1:00 **Trustee Roundtable and Meeting Wrap-up** Agenda Items 18-20
3:15 Break	**3:30 Break**	**2:00 Trust Council Adjournment (approx.)**
3:30 **Executive Office** Consent Agenda Item(s) 8.1 - 8.1.3 Decision/Discussion Item(s) 8.2 - 4:30 **Delegations / Public Comment**	3:45 **Planning Services (Continued)**	Islands Trust *times are provided for information and may vary
5:30 Adjourn for the Day (approx.)	**5:30 Adjourn for the Day (approx.)**	
6:00-7:00 Dinner	**6:00-7:00 Dinner**	

DRAFT

DRAFT Islands Trust Council Quarterly Meeting Schedule

September 16-18, 2025

Visit the meeting webpage to view the AGENDA, to join the meeting electronically, and to view the livestream or attend by phone-in.

Tuesday, September 16	Wednesday, September 17	Thursday, September 18
10:00 **Executive Committee Meeting (Phoenix Auditorium)**	9:00 **Closed Meeting** Public are welcome to attend all sessions excluding the Closed Meeting **Rise and Report**	9:00 **Legislative and Information Services** Consent Agenda Item(s) 15.1 - 15.1.1 Decision/Discussion Item(s) 15.2 -
12:00 Lunch	**10:30 Break**	**10:30 Break**
1:00 **Territorial Acknowledgement (Phoenix Auditorium)** **Call to Order and Approval of Agenda** 1:30 **General Business Arising** Consent Agenda Item(s) 4.1 - 4.1.5.6 Islands Trust Active Priorities Chart Committees Work Programs (EC, GC, FPC, RPC, TPC, AC, ITCB) Committee Chair Verbal Reports 2:15 **New Business** Trustee-Initiated Requests for Decision 3:00 **Correspondence**	10:45 **Trust Area Services** Consent Agenda Item(s) 11.1 - Decision/Discussion Item(s) 11.2 - **12:00 Lunch and Community Field Trip** 2:00 **Trust Area Services (continued)** 2:45 **Planning Services** Consent Agenda Item(s) 13.1 - 13.1.2 Decision/Discussion Item(s) 13.2 -	10:45 **Financial and Employee Services** Consent Agenda Item(s) 16.1 - 16.1.4 Decision/Discussion Item(s) 16.2 - **12:00 Lunch** 12:30 **Disposition of Delegations/Public Comment & Correspondence** 1:00 **Trustee Roundtable and Meeting Wrap-up** Agenda Items 18-20
3:15 Break	**3:30 Break**	**2:00 Trust Council Adjournment (approx.)**
3:30 **Executive Office** Consent Agenda Item(s) 8.1 - 8.1.3 Decision/Discussion Item(s) 8.2 - 4:30 **Delegations / Public Comment**	3:45 **Planning Services (Continued)** 5:00 **Address by Douglas S. White** Douglas White, special counsel to the Premier on Indigenous Reconciliation will address Islands Trust Council on First Nations Relations and Partnerships.	Islands Trust *times are provided for information and may vary *see meeting agenda for full list of consent and agenda items
5:30 Adjourn for the Day (approx.)	**5:30 Adjourn for the Day (approx.)**	
6:00-7:00 Dinner	**6:00-7:00 Dinner**	

DRAFT

REQUEST FOR DECISION

To:	Executive Committee	**For the Meeting of:**	September 3, 2025
From:	Executive Office	**Date Prepared:**	August 27, 2025
SUBJECT:	Executive Committee 2026/27 Budget Requests		

RECOMMENDATION:

That Executive Committee forward its 2026/27 budget requests to Financial Planning Committee for inclusion in the draft 2026/27 budget:

1. **$135,000 for Trust Council Meetings**
2. **$20,000 for Trust Council Training and Conferences**
3. **$6,000 for Trust Council Travel for Training**
4. **$1,000 for Trust Council Chair Travel**
5. **$6,500 for Executive Committee Meeting Expense**
6. **$40,000 for Executive Committee on local trust committee costs**
7. **$1,500 for Executive Committee Training and Conferences**
8. **$1,000 for Executive Committee Travel for Training**
9. **$29,200 for UBCM/AVICC Conventions**
10. **$6,000 for History and Heritage Conservation Grants in Aid**
11. **$15,000 for Planning Application Sponsorship**
12. **$1,000 for NAPTEP Application Sponsorship**
13. **$47,600 for Public Communications**
14. **$50,000 for Reconciliation Action Plan Implementation**
15. **$15,000 for Policy Statement Amendment Project**

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The proposed budget amounts for fiscal 2026/27 outlined below reflect an attempt to balance:

- A commitment to fiscal responsibility, only proposing budget increases where there is a clear and legitimate need.
- The likely impact of election of a new Trust Council in 2026, in alignment with Trust Council direction to ensure onboarding and orientation of a new Council is well-supported.
- Previous indications from Executive Committee on desired budget changes.

The most significant proposed increases are:

- Trust Council conference and training, and associated travel, in anticipation of investments in development of new trustees.
- Travel expenses for Executive Committee members travelling to chair LTC meetings. The proposed amount is based on higher-than-anticipated costs for the first quarter of the current fiscal year.
- UBCM/AVICC costs, reflecting the increased cost of UBCM 2026 being held in Vancouver and a preference indicated by Executive Committee to budget for all four members to attend both conventions next year.

---

1 PURPOSE: To seek Executive Committee (EC) decision on its 2026/27 budget requests.

2 BACKGROUND:
Executive Committee is responsible for advancing budget requests for their areas of oversight, as part of the annual budget cycle.

OPERATING BUDGETS			
Potential funding request	**Approved 2025/26 Budget**	**Proposed 2026/27 Budget**	**Notes**
1. Trust Council Meetings	$135,000	$135,000	Assumes four in-person Trust Council meetings, two in the gulf islands and two on Vancouver Island, adjusted for inflation to account for the rising costs of hosting Trust Council meetings and one electronic. In election years there are typically five Trust Council meetings to account for trustee onboarding. Therefore, to work within the proposed budget amount it is assumed either the June or September 2026 meeting

			would be held virtually. If all five meetings are to be held in-person, this amount should be increased by at least $30,000. Prior year actual spending: FY2024: $ 127,245 FY2025: $ 127,906
2. Trust Council Training and Conferences	$19,000 (included amounts related to responsible conduct training paid for by grant)	$20,000	This program is guided by Trust Council Policy 6.12.1 Trustee Training/Conference Attendance. See also, Trust Council Policy 7.2.3 Trustee Travel. The proposed 2026/27 budget contemplates potential investment in training for newly elected trustees, such as committee chair and conduct training. It also includes allowance for potential trustee attendance at the 2026 Local Government Leadership Academy. Prior year actual spending: FY2024: $10,757 FY2025: $ 569
3. Trust Council Travel for Training	$4,000	$6,000	This program is guided by Trust Council Policy 7.2.3 Trustee Travel. The proposed 2026/27 budget is increased to align with the potential activities outlined in the Trust Council Training and Conferences budget. Prior year actual spending: FY2024: $6,021 FY2025: $381
4. Trust Council Chair Travel **new budget line for 2026/27*	N/A	$1,000	The current Chair requested addition of a new budget line specifically to support Chair travel to meet with staff as needed, outside of regular EC and TC business for which travel is funded elsewhere.
5. Executive Committee Meeting Expense	$6,200	$6,500	Assumes 4 in-person meetings. It is recommended that priority be given to an in-person meeting in early 2026 between EC and Bowen Island

			Municipality Council. Based on recent in-person meetings costs plus 2% increase to account for inflation. Prior year actual spending: FY2024: $4,096 FY2025: $7,300
6. EC on LTC (Travel Cost for LTC Chairs to attend in person meetings)	$30,600	$40,000	Draft 2026/27 budget is estimated based on current year (2025/26) amounts incurred in the first quarter, which is the best representation of current activity and cost levels associated with LTC Chair travel to LTC meetings. For fiscal year 2026/27, we will likely see a change in EC composition post-election, which may impact costs. Prior year actual spending: FY2024: $ 25,965 FY2025: $ 27,334
7. Executive Committee Training and Conferences	$1,500	$1,500	This item is guided by Trust Council Policy 6.12.1 Trustee Training/Conference Attendance. See also Trust Council Policy 7.2.3 Trustee Travel The proposed 2026/27 budget is reduced from previous years as a dedicated budget line for AVICC/UBCM Conventions has been created and as such amounts for these activities are reflected in the new line. Prior year actual spending: FY2024: $ 8,404 (includes AVICC/UBCM) FY2025: $ 5,681 (includes AVICC/UBCM)
8. Executive Committee Travel for Training	$1,000	$1,000	Reduced to reflect AVICC/UBCM in dedicated line (see below). Prior year actual spending: FY2024: $ 9,776 (includes AVICC/UBCM) FY2025: $ 11,398 (includes AVICC/UBCM)

9. UBCM/AVICC Conventions	$10,600	$29,200	Attendance at UBCM and AVICC is guided by Trust Council Policy 6.12.2 UBCM/AVICC Membership and Resolutions FY2026 budget was based on known convention locations and assumed the following: two EC members attending, early bird registration rates, no extras such as banquet dinners or luncheons, no Islands Trust-sponsored breakfast at UBCM. The proposed amount for FY2027 is based on known locations and assumes attendance by all four EC members and two staff. It does not include funding for an Islands Trust-sponsored breakfast at UBCM.
TRUST COUNCIL PROGRAMS			
Potential funding request	**Approved 2025/26 Budget**	**Proposed 2026/27 Budget**	**Notes**
10. History and Heritage Conservation Grants-in-Aid	$6,000	$6,000	This program is guided by Trust Council Policy 2.1.14 (History And Heritage Conservation Grants-In-Aid) This program was not funded in FY2024 and FY2025 as such no spending on these prior years.
11. Planning Application Sponsorship	$15,000	$15,000	Sponsorship of Land Use applications is guided by Trust Council Policy 4.1.13 (Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications Application fees increased in FY2023 when LTCs adopted new fees bylaws. LTC fees bylaws stipulate an automatic increase in fees of 2% annually. Prior year actual spending: FY2023: $5,950 FY2024: $16,136 FY2025: $8,115

12. NAPTEP Application Sponsorship	$1,000	$1,000	In 2022 Trust Council approved Policy 2.1.16 Guidelines For Executive Committee Sponsored Or Islands Trust Conservancy Initiated NAPTEP Applications regarding sponsorship of NAPTEP applications. This budget supports implementation of that policy. Prior year actual spending: FY2024: $275 FY2025: $450
13. IT Public Communications	$45,000	$47,600	This budget request supports implementation of the Islands Trust Communications Strategy, approved by Executive Committee in February 2024. In addition to supporting routine corporate communication functions (graphic design, signage, publication re-printing etc.) this budget request supports: • $3,000 - Trust Area-wide promotion of budget engagement • $4,300 - Annual report design, printing and mailing • $13,000 for graphic design support in producing communication materials • $10,000 - contractor support for work towards developing a public engagement strategy and supporting framework. Including templates • $5,000- continued website improvements • $6,000 for the Living in the Trust Area printing and mailing to new home purchasers The budget requests also includes $4,000 as contingency communication funds available to be responsive to emerging issues. Prior year actual spending: FY2022: $15,104 FY2023: $29,931 FY2024: $50,852 FY2025: $30,113

TRUST COUNCIL PROJECTS			
Potential funding request	**Approved 2025/26 Budget**	**Proposed 2026/27 Budget**	**Notes**
14. Reconciliation Action Plan Implementation	$50,000	$50,000	A new Reconciliation Action Plan is still in development. The proposed fiscal 2026/27 budget is based on a preliminary assessment of funds to support contract advisors; legal review of agreements and signing ceremony costs; trustee and staff travel, food, legal costs, venues and speaker honoraria/contract trainers for the Reconciliation Learning Group; and costs associated with working groups initiated under protocol agreements. The proposed budget is subject to finalization of the action plan and approval by Trust Council. Any substantive new direction or priorities set by Trust Council regarding reconciliation will require reconsideration of this amount before final budget approval. Prior year actual spending: FY2023: $ 7,219 FY2024: $17,925 FY2025: $20,758
15. Policy Statement Amendment Project	$53,500	$15,000	Business case will be provided at Executive Committee's October 1 meeting. Prior year actual spending: FY2022: $129,819 FY2023: $ 67,430 FY2024: $12,213 FY2025: $ 33,350

IMPLICATIONS OF RECOMMENDATION:

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

FINANCIAL: If approved as part of the 2026/27 budget and financial plan, these funds will be secured for the coming fiscal year.

POLICY: None known, however depending on the content of the updated Reconciliation Action Plan, new or revised policies may come into play.

IMPLEMENTATION/COMMUNICATIONS: Staff will forward EC's budget request to Financial Planning Committee for inclusion in the draft 2026/27 budget.

FIRST NATIONS RELATIONS: Funding associated with reconciliation initiatives will advance relationships with First Nations if spent as planned.

OTHER: None.

3 **RELEVANT POLICY:** Trust Council Policy 6.3.1 Budget Process

4 **ATTACHMENT(S):** None

RESPONSE OPTIONS

Recommendation: That Executive Committee forward its 2026/27 budget requests to Financial Planning Committee for inclusion in the draft 2026/27 budget:

1. **$135,000 for Trust Council Meetings**
2. **$20,000 for Trust Council Training and Conferences**
3. **$6,000 for Trust Council Travel for Training**
4. **$1,000 for Trust Council Chair Travel**
5. **$6,500 for Executive Committee Meeting Expense**
6. **$40,000 for Executive Committee on local trust committee costs**
7. **$1,500 for Executive Committee Training and Conferences**
8. **$1,000 for Executive Committee Travel for Training**
9. **$29,200 for UBCM/AVICC Conventions**
10. **$6,000 for History and Heritage Conservation Grants in Aid**
11. **$15,000 for Planning Application Sponsorship**
12. **$1,000 for NAPTEP Application Sponsorship**

13. **$47,600 for Public Communications**
14. **$50,000 for Reconciliation Action Plan Implementation**
15. **$15,000 Policy Statement Amendment Project**

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

Prepared By: CAO/August 28, 2025
Reviewed By/Date: Director, Trust Area Services / August 29, 2025
Director, Financial and Employee Services / August 29, 2025

REQUEST FOR DECISION

To:	Executive Committee	**For the Meeting of:**	September 3, 2025
From:	**Trust Area Services**	**Date Prepared:**	August 25, 2025
SUBJECT:	**C2C Grant application for agreement with Tsartlip and Tseycum First Nations**		

RECOMMENDATION: That Executive Committee direct staff to work with Tsartlip and Tseycum First Nations (via the W̱SÁNEĆ Leadership Council Society) to submit a funding application to the Union of British Columbia's Regional Community to Community (C2C) program.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Securing grant funding from the Union of British Columbia's Regional Community to Community (C2C) program could be useful to both Islands Trust and W̱SÁNEĆ Leadership Council Society.

---

1 PURPOSE: To seek direction from Executive Committee about whether to apply for grant funding from the Union of British Columbia's Regional Community to Community (C2C) program to support Islands Trust and. W̱SÁNEĆ Leadership Council costs associated with developing an agreement.

2 BACKGROUND:

On May 14, 2025, Executive Committee requested staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.

The agreement is eligible for funding for both parties through the UBCM Community to Community Forum Program funding to support agreement costs up to $10,000, however, there is no certainty an application will be successful. Due to workloads and staff changes, staff did not circulate this grant opportunity so no expressions of interest have been received.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Applying and monitoring the grant can be done within existing workloads.

FINANCIAL: Staff have not yet asked W̱SÁNEĆ Leadership Council what their costs might be. The protocol agreement is expected to cost Islands Trust up to $4,000 in legal costs with additional costs associated with a ceremony if one is to be held.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will coordinate with W̱SÁNEĆ Leadership Council staff to develop a joint grant application. Staff will submit the UBCM Community to Community Forum Program grant application in early September 2025.

FIRST NATIONS RELATIONS: Applying for grant funds which can be shared with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society will support relationship building.

OTHER: None.

RELEVANT POLICY(S): Islands Trust Grants and Donations Administration Policy
Islands Trust's Reconciliation Declaration (2019)

4 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendation: That Executive Committee direct staff to work with Tsartlip and Tseycum First Nations (via the W̱SÁNEĆ Leadership Council Society) to submit a funding application to the Union of British Columbia's Regional Community to Community (C2C) program.

Alternative: Do not request funding.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Joe Elliott, Senior Indigenous Advisor, August 27, 2025
Rueben Bronee, CAO, August 27, 2025

BRIEFING

To:	**Executive Committee**	**For the Meeting of:**	September 3, 2025
From:	**Trust Area Services**	**Date Prepared:**	August 20, 2025
SUBJECT:	**LTC spokespeople**		

PURPOSE: To provide more information on the Trust Council policy for appointing trustee spokespersons for Islands Trust, and how staff have interpreted and implemented policy for Trust Area-wide and local trust committee (LTC) news releases and media engagement.

BACKGROUND:
The Islands Trust Council Communications Policy 6.10.2 outlines the appointment of spokespersons for Islands Trust news releases.

For Islands Trust Council and Executive Committee news releases, the Policy states:

> *3.1. The Chair of the Islands Trust Council, or acting chair, is the designated spokesperson for Islands Trust Council and the Executive Committee. From time to time, the Chair may request an Executive Committee member, or the CAO, to speak on behalf of the Islands Trust Council. In the event of an issue regarding specific technical background and knowledge, the Chair may appoint a staff spokesperson.*

For LTC news releases, the Policy states:

> *3.3. All members of a local trust committee (LTC) are spokespersons for their LTC. Members of a LTC should identify if they are speaking for themselves as an individual, or as a LTC member. If the personal opinion of a trustee differs from the resolutions of the LTC, or of the Islands Trust Council, then the trustee should identify the difference.*

Trust Council

Currently, Islands Trust Council and Executive Committee news releases include one written quote from the Islands Trust Council Chair, and the Chair is listed under the “contact” section of the news release.

In the event of a project-specific news release, the trustee with the strongest connection to the project or the most knowledge may be quoted and named as the spokesperson in that news release. The draft news release must be approved by the Trust Council Chair before it is shared with subscribers and the media. The Chair may appoint an alternative spokesperson at this time.

Local Trust Committees

For LTC news releases, current practice is that a quote from the Chair of the LTC is included in the news release. All trustees in that local trust committee receive the draft news release and speaking notes to provide comment before it is shared with subscribers and the media. Local trust committee members may suggest an alternative quote and/or a different person be quoted at this stage. Staff can only recall one instance in recent years of a trustee requesting that there be a change from the LTC Chair being the one to be quoted.

While all members of an LTC are spokespersons, staff recommend limiting written quotes to one per news release. This practice ensures clarity, expedites trustee review of draft text, and avoids delays in issuing releases. It also supports timely media engagement, as spokesperson availability is often subject to short deadlines, and inconsistent or delayed messaging could impact Islands Trust's credibility with media outlets.

Staff recognize that there have been a few news releases in recent years that listed only the LTC Chair as spokesperson rather than all three LTC members as directed by policy. In future, staff will list all LTC members in the "contact" section of a news release, but, unless advised otherwise by Executive Committee, intend to continue giving the LTC Chair as the default person to be quoted in the first draft of news releases that goes to all LTC members for feedback.

A staff contact is identified in the "contact" section of a news release, selected according to their subject matter expertise and the content of the release.

When staff are contacted by a reporter looking to speak to a trustee on a local trust committee matter, staff generally contact the Islands Trust Chair first for guidance. When it is not time-sensitive, staff e-mail all local trust committee members to ask them select a spokesperson. When the request is time sensitive, staff use their judgement about contacting the local trust committee members who are most likely to be available (i.e., not already in a meeting).

ATTACHMENT(S): Communications Policy 6.10.2

FOLLOW-UP: As requested by the Executive Committee

Prepared By: Morgana van Niekerk, Communications Specialist

Reviewed By/Date: David Marlor, Director, Admin and Legislative Services/ August 22, 2025
Clare Frater, Director, Trust Area Services/August 25, 2025

From: Maxine Leichter <[redacted]>
Date: August 4, 2025 at 9:48:21 PM PDT
To: Laura Patrick <lpatrick@islandstrust.bc.ca>, Tobi Elliott <telliott@islandstrust.bc.ca>, David Maude <dmaude@islandstrust.bc.ca>, Timothy Peterson <tpeterson@islandstrust.bc.ca>
Subject: Emails regarding information request

Dear Executive Committee Chair Patrick and Vice Chairs,

Friends of the Gulf Islands Society would like to make you aware of the email correspondence below. We are very concerned that we are unable to get answers to the questions in our letter to Mr. Shulba. It is especially concerning that residents' personal experience with failing wells does not seem to be included in data considered for analysis of water supplies for Gabriola or possibly for other islands. Failing wells is not a problem limited to Gabriola. Water is being delivered to several other islands. We hope you can help us get answers to the questions in the letter to Shulba.

Please see especially the two attached letters. Thank you for your consideration of this important matter.

- Maxine Leichter, Secretary Friends of the Gulf Islands Society

Begin forwarded message:

From: Stefan Cermak <scermak@islandstrust.bc.ca>

Subject: RE: Concern re: Communication - Gabriola Freshwater Footprint Workshop

Date: July 29, 2025 at 2:12:13 PM PDT

To: Maxine Leichter <[redacted]>

Cc: Narissa Chadwick <nchadwick@islandstrust.bc.ca>, William Shulba <wshulba@islandstrust.bc.ca>

Hello Maxine,

Thank you for your patience with my tardy reply.

I recognize you and your group are trying to get answers to some well considered questions regarding the water project, the supporting data, and the implications for land use planning on Gabriola Island. Your concerns about freshwater sustainability are valid and reflect the lived experiences of many islanders.

What I can see from staff's response is an attempt to direct you to what information is available, and a deferral to the project manager or LTC for questions that are unanswerable at this time –

mainly – questions about the report itself or how the work of the contractor will be incorporated into the OCP and LUB amendment project. As you are likely aware, no single study can capture the full complexity of groundwater impacts.

Community input and local knowledge are being considered in the context of the OCP review. We know that ensuring homes for those who support our communities must be thoughtfully balanced with preserving our environment, and part of that work involves identifying areas where additional housing is more viable given current water limitations as well as other consideration such as impacts to sensitive ecosystems and areas of significant to First Nations. Discussion regarding balance will be the focus of a community workshop to be held in September. You can find the details here once they are posted:https://islandstrust.bc.ca/island-planning/gabriola/projects/gabriola-ocpreview/ .

Take Care,

Stefan Cermak

Director, Planning Services

Islands Trust |T 250-405-5178

From: Maxine Leichter <[redacted]>
Sent: Wednesday, July 16, 2025 8:56 AM
To: Stefan Cermak <scermak@islandstrust.bc.ca>
Subject: Fwd: Concern re: Communication - Gabriola Freshwater Footprint Workshop

We are looking forward to hearing back from you on this important concern. Hope you are doing well this summer.

Cheers, Maxine

---------- Forwarded message ---------
From: **Friends of the Gulf Islands** <friendsofthegulfis@gmail.com>
Date: Sat, Jun 14, 2025 at 12:04 PM
Subject: Concern re: Communication - Gabriola Freshwater Footprint Workshop
To: <scermak@islandstrust.bc.ca>

Dear Stefan

Please see the attached letter and background information regarding communication with William Shulba during and after the May 1st and 29th Gabriola Freshwater Footprint Workshops.

Thank you for your consideration of this matter.

Maxine Leichter, Secretary

Friends of the Gulf Islands Society

June 10, 2-25

E: Request for Information: Gabriola Freshwater Footprint Workshop

To: Friends of the Gulf Islands <friendsofthegulfis@gmail.com> Cc: Stefan Cermak <scermak@islandstrust.bc.ca>, Narissa Chadwick <nchadwick@islandstrust.bc.ca>

Good Day.

RE: State of the Aquifers Report (2017)

https://rdn.bc.ca/dms/documents/dwwp-reports/gabriola-water-region/aquifer_709_-_state_of_our_aquifers_report_-_2017.pdf

There was a recent update to the RDN project called "Groundwater Connections" you can find that here: https://www.getinvolved.rdn.ca/groundwater-connections

The Freshwater Footprint project is considering the state of the aquifers report and will serve as an update to that initiative.

RE: Presentation Materials

May 1: We will be providing the presentation materials along with the May 29 materials in the near future.

You can watch the May 1 recording here: https://islandstrust.bc.ca/event/freshwater-footprint-community-monitoring-and-mapping-webinar/

Re: Answering Questions in the Letter

The letter is being considered as project correspondence and thus proper process is that it is sent to the LTC. The questions and comments will be considered in the course of the project. Staff will not be providing a formal response to the letter. If you feel you need to elaborate on your letter or provide more questions, please do so at your convenience.

Hopefully this provides clarity.

Thank you,

William Shulba, P.Geo.

Senior Freshwater Specialist

Licensed Science Officer

Islands Trust

From: Friends of the Gulf Islands <friendsofthegulfis@gmail.com>
Sent: Tuesday, June 10, 2025 11:57 AM
To: William Shulba <wshulba@islandstrust.bc.ca>
Cc: Stefan Cermak <scermak@islandstrust.bc.ca>; Narissa Chadwick <nchadwick@islandstrust.bc.ca>
Subject: Re: Request for Information: Gabriola Freshwater Footprint Workshop

Thank you for your prompt response. Just some clarification please - we are not clear however on who will be providing answered to our questions - staff as in you in your capacity as Senior Freshwater Consultant or the GW consultants whose contract we thought was completed. We appreciate the letter going to the LTC as correspondence but our questions are not ones the LTC would be equipped to answer.

Can you also provide any updated report on the Gabriola aquifer similar to the 2017 report and also the May 1 and May 29 webinar slides?

Thank you.

Jennifer Margison

On Tue, Jun 10, 2025 at 11:00 AM William Shulba <wshulba@islandstrust.bc.ca> wrote:

Good Day:

Thank you for your letter and interest in the project.

Staff will consider the content of your letter, share it with the consultants of the project, and provide it to the LTC as project correspondence.

Wlliam Shulba, P.Geo.

Senior Freshwater Specialist

Islands Trust

From: Friends of the Gulf Islands <friendsofthegulfis@gmail.com>
Sent: June 9, 2025 1:38 PM
To: William Shulba
Subject: Request for Information: Gabriola Freshwater Footprint Workshop

Dear William Shulba

Please see the attached letter requesting information related to the May 29th Gabriola Freshwater Footprint Workshop.

We look forward to hearing from you.

Jennifer Margison

Friends of the Gulf Islands

Info@friendsofthegulfislands.ca
www.friendsofthegulfislands.ca

June 9, 2025

William Shulba
Senior Freshwater Specialist
Islands Trust
200-1627 Fort Street
Victoria, BC V8R 1H8

Re: Gabriola Freshwater Footprint Information

Dear Mr. Shulba,

On behalf of Friends of the Gulf Islands and our Gabriola members who attended the May 29 Gabriola Freshwater Footprint Workshop (Session 2), we are writing to request answers to several important questions that were not answered during the session.

We welcome and appreciate the information that has been shared so far, but we are still struggling to fully understand some aspects of the water project, the supporting data, and the implications for land use planning on Gabriola, and for other islands.

1. **Concerns Raised by GW Solutions Consultants**
   During the session, GW Solutions consultants highlighted the following serious concerns:
   - Fractured bedrock aquifers are low-yield and highly vulnerable to contamination, seawater intrusion, and climate change.
   - Climate change impacts are increasing risks to water quantity and quality.
   - Well deepening is increasing, with significant associated risks.
   - Saltwater intrusion is increasing.
   - Monitoring is limited or absent in many areas, especially in high well-density zones.
   - Water quality threats include aquifer overuse, drought, earlier seasonal drawdown, and septic impacts due to reduced dilution.

Do you agree with these concerns? Will they be reflected in the Gabriola Water Budget?

2. **Resident Contributions to Data Gaps**
   How can residents, especially long-time landholders, contribute information to help close the data gaps identified during the session? Just as Indigenous knowledge holders are

now valued, so too should the lived experience of residents inform our collective understanding of historic changes and the current state of water sustainability.

For example, a resident shared that the Lockinvar Village/Triangle area was once well-watered. Their parents had an artesian well that supplied several homes, but now there is little or no groundwater during the dry season. Is such historical knowledge being sought and included in your data gathering? If not, why?

3. **Use of Outdated Well Drillers' Reports**
   Some residents have expressed concern that the well data from Elanco Enterprises (Dakin) and other drillers, currently used by the RDN and GW Solutions, is outdated and no longer reflective of Gabriola's groundwater availability. Has this concern been investigated? If so, what was determined? If not, why not?

4. **Monitoring in High-Demand Areas**
   Is it true that there are no records of water level trends from high-demand, high-density areas? If so, how will this critical data gap be addressed?

5. **Need for More Monitoring Wells**
   It was suggested that Gabriola needs more current data from additional monitoring wells, particularly in areas with high well density. Ms. Barosso, Senior Hydrogeologist, GW Solutions appeared to agree. Do you also agree? If so, is this being recommended and implemented? If not, could you please explain why?

6. **Declining Water Levels**
   GW Solutions' records show a "persistent decline" in groundwater levels on Gabriola over the years. However, the RDN's *Groundwater Connections* report describes trends as only "variable." Will the "persistent decline" be clearly presented in the reports you are releasing to the public? If not, why?

7. **Contamination and Saltwater Intrusion**
   Where in your reports is attention given to the potential contamination of groundwater by septic systems and saltwater intrusion? We understand that many wells on Gabriola are already affected by saltwater intrusion and continue to be used, posing a threat ot other wells in the area. Is this correct? Will this threat be addressed in the groundwater budget?

We recognize that significant data has been collected, but we are concerned that key information is still missing. While we are not experts, we believe the concerns outlined above are reasonable and deserve attention. We are trying to become as informed as possible on this critical issue.

Thank you for your time and consideration.

Sincerely,

Jennifer Margison
Friends of the Gulf Islands
[redacted]

From: Ian Cameron <ianc@uvic.ca>
Sent: Friday, August 8, 2025 9:49 AM
To: Ian Cameron <[redacted]>
Subject: Saanich Inlet Roundtable

Good day

You are receiving this message because your name is on the Sannich Inlet Roundtable mailing list. If you would like your name removed, please let me know at [redacted]

Some time ago you recieved notice of the fall Roundtable, with a promise that an agenda would follow in August. August is here, and so is the agenda, which you will find attached, if the computer upgrade I am currently suffering through will allow it.

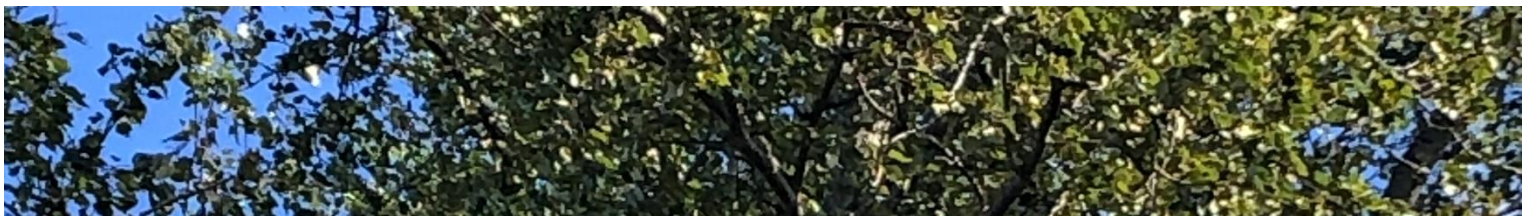
The topic is 'Water Quality in Saanich Inlet', and most of the presentation titles speak for themselves. The exception is a presentation by a UVic doctoral candidate, who has conducted a really interesting bit of research, to see what impact boaters have on water quality around the Saanich Peninsula.

I hope that you can make the Roundtable. There is no need to respond to this message, although if you are an MP, MLA, Mayor or Regional District Director you might let me know if you can make it, so we can adjust the time allocation accordingly. (No need for you to reply, Elizabeth, I've got you down.)

Yours truly

Ian Cameron

President, SIPS



Saanich Inlet Protection Society

SAANICH INLET ROUND TABLE: Water Quality in Saanich Inlet

AGENDA

Thursday September 11, 2025
2 pm to 4:30 pm

Willis Point Fire Hall
6933 Willis Point Road, Victoria, BC

Time	Topic	Presenters
2:00	Welcome and Introductions	Anne-Marie Daniel
2:15	Riparian regulations	Nicholas Schwetz, Environmental planner Cowichan Valley Regional District
2:35	Tod Inlet watershed, Cowichan Valley watershed	Dr. Peter Ross, Raincoast Society Healthy Waters Program
2:55	Break	
3:05	Peninsula Streams and Shorelines Water testing	Kyle Armstrong, Executive Director
3:25	Seasonal Water Quality in local inlets	Mitra Nikoo, Doctoral candidate UVic Biology Dept.
3:45	Local MPs, MLAs, Regional Directors, Mayors	Greetings and updates
4:20	Q&A	Anne Marie Daniel
4:30	Adjournment	

From: 2025 Oceans Protection Plan Pacific Dialogue Forum: Virtual Initiative Spotlights <registration@events.myconferencesuite.com>
Sent: Wednesday, August 20, 2025 9:59 AM
To: Clare Frater <cfrater@islandstrust.bc.ca>
Subject: Save the Date: 2025 OPP Pacific Dialogue Forum – Virtual Initiative Spotlights

2025 Oceans Protection Plan Pacific Dialogue Forum

Virtual Initiative Spotlights

Save the date! Registration will open soon for the 2025 Virtual Initiative Spotlights, part of the Oceans Protection Plan (OPP) Pacific Marine Dialogue Forum. Information on in-person events will be shared soon.

Event Details:

Starting **September 18, 2025**, we are spotlighting a new initiative **biweekly on Thursdays** from 10:30 AM to 12:00 PM PT.

Join First Nations, coastal communities, marine industry, non-governmental organizations, academia, and different levels of government to discuss marine safety, environmental protection, and collaborative partnerships along the Pacific Coast. Each session will be held on Microsoft Teams. A live question and answer period will follow each presentation.

Below is a sneak peek at some of the topics included:

- Potential Regulations to Increase Access to Marine Emergency Services and Improve Response to Pollution Incidents
- Co-Development of Indicators to Assess the Quality of Partnerships with First Nations within the Oceans Protection Plan (OPP)

- Multi-Partner Research Initiative: Advancing Indigenous Engagement in Oil Spill Response Research

Registration information will be shared soon. If you have any questions, please contact us at tc.oppbcreg-ppocbenreg.tc@tc.gc.ca.

We look forward to seeing you online this Fall!

Sincerely,

Amandeep Sangha
(she/her/elle)

Regional Director, Pacific Region | Directrice régionale, Région du Pacifique
Oceans Protection Plan Engagement | Engagement du plan de protection des oceans
Transport Canada | Transports Canada
Amandeep.Sangha@tc.gc.ca | Cell: (236) 339-0673

I acknowledge the shared, ancestral and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), səlilwətaɬ (Tsleil-Waututh) and kʷikʷəƛ̓əm (Kwikwetlem) Nations within which I work and live.

Government of Canada Gouvernement du Canada

Canada

MYConference Suite Registration

File: ENVA-30050-25/WOOLNG 19

Reference: 417340

August 21, 2025

SENT VIA EMAIL

Laura Patrick
Chair, Islands Trust Council
200 - 1627 Fort Street
Victoria, BC V8R 1H8
CPatrick@islandstrust.ca

Dear Laura Patrick:

I am writing in response to your letter received August 1, 2025, regarding Woodfibre LNG's application to amend Environmental Assessment Certificate, E15-02 for the Woodfibre LNG Project to install and operate a second floating worker accommodation, called Floatel #2. Your letter requested an extension to the deadline for public and agency comment on the Floatel #2 amendment application. Please submit comments by **August 29, 2025**.

Sincerely,

Jolene Jackson
Project Assessment Director
Jolene.Jackson@gov.bc.ca

cc: Gambier Island Local Trust Committee
GambierIslandLocalTrustCommittee@islandstrust.bc.ca

…2

Bowen Island Mayor and Council
MayorandCouncil@bimbc.ca

Kristin Aasen, Project Assessment Officer
Environmental Assessment Office
Kristin.Aasen@gov.bc.ca

Tamika Mulders, Project Assessment Officer
Environmental Assessment Office
Tamika.Mulders@gov.bc.ca

From: Kees Langereis <[redacted]>
Sent: Monday, August 25, 2025 11:45 PM
To: Executive Admin
Cc: Rueben Bronee
Subject: 2050 Survey and general comments

Follow Up Flag: Follow up
Flag Status: Completed

Hello Executive members. I am writing to you about the 2050 Survey and have some comments about how it is structured. The Survey is appreciated as it gives the opportunity to provide feedback on some of the essential components of the Trust Policy Statement (TPS) (ie Principles and Directives and Advisory Policies).

The TPS, as I understand it, has only one purpose- to establish enforceable policies directing land use regulation to carry out (or at least not be contrary to) the Trust Object. As such, my comments relate only to the Principles and Directives. I am not commenting on Advisory Policies as they are discretionary and not used in Executive Committee bylaw decision making.

Completing the Survey was frustrating and I realized an essential aspect of the TPS was missing.

My frustration: being only able to give one assessment (ie rating of degree of support as to its effectiveness) on anywhere from 2 to 8 policies under one Goal. Ideally these ratings should have been allowed for each policy. Normally I would have rated a number of them differently based on the text of the policy. As a result, I had the choose from among several response options:
(a) give an average rating based on some assessment of overall pros and cons ,
(b) use the highest rating I may have given for one policy,
(c) give the lowest rating I may have given for one policy,
(d) not give a rating for each section and just use the "Other Comments" and the "Overall Effectiveness of the Draft Policy Statement" for comments to further elaborate, or
(e) give some sort of rating for each section and also use the "Other Comments" and "Overall Effectiveness" portions of the Survey to further elaborate.

My question: how will staff assess the responses in the various options cited? Will they temper the ratings based on comments provided? Will they report out all responses as opposed to only providing a summary of responses? If no general rating is given under a Goal, will they consider the comment sections and extrapolate?

Missing in the Survey is the Glossary. The interpretation of terms used in a legal document is critical to how the legislation will operate and the public should have been given an opportunity via the Survey to provide feedback on these definitions. As this has not occurred will there be an opportunity to give the public an explanation of some key terms and their intended use, as well as any changes from the current TPS

definitions?

One final comment: it would be helpful to also provide in a document a comparison of the current and draft TPS policies with a brief indication as to what has changed, what has remained the same and what is new.

Thank you for your consideration,

Kees Langereis
Gabriola Island

From: Friends of the Gulf Islands <friendsofthegulfis@gmail.com>
Sent: Friday, August 29, 2025 9:42 AM
To: Executive Admin
Cc: Clare Frater
Subject: Correspondence for TC Meeting Agenda Package
Attachments: FOTGIS TPS Petition for Agenda Pkg. .docx

Please accept the following correspondence for the September 2025 Quarterly Trust Council Meeting agenda package.

Thank you.

Maxine Leichter, Secretary
Friends of the Gulf Islands Society

Info@friendsofthegulfislands.ca

www.friendsofthegulfislands.ca

August 29, 2025

Dear Islands Trust Council

At the June 2025 Quarterly Trust Council Meeting, we presented our petition as written below with a list of almost 800 signatures. We are now presenting this petition once again, now with 1455 signatures. Please include this as correspondence in the September 2025 Quarterly Trust Council Meeting agenda package. We will also submit this to Islands 2050. The petition can be found on our website.

Petition Issue

In 1974, the BC government passed the Trust Act to protect the natural environment of the Trust islands from over-development. The Act states that "The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally ….." The province oversees the work of elected Trustees from each island by approving a Trust Policy Statement, which sets standards for islands' community plans and bylaws.

Weak bylaws and weak enforcement has left the islands vulnerable to over-development, deforestation, freshwater depletion, pollution, foreshore degradation and climate change.

A new Trust Policy Statement is now being drafted. Successive drafts have weakened environmental protection and put social, economic and environmental goals on equal footing, like any unprotected area. Please support our vision for the Gulf Islands by signing the petition.

To: Elected Trustees of the Islands Trust & Minister of Municipal Affairs: Christine Boyle

We request that the new Trust Policy Statement not be approved until it:

• affirms that the term "environment" in the legislated Object of the Islands Trust Act refers to the natural environment and does not include residential development and infrastructure;

• affirms that the Islands Trust's top priority is protection/preservation of the islands' land and marine ecosystems, and rural island character;

• contains directives that require each island to establish development limits;

• requires each island to limit development to that which can be supplied with drinking water from that island while providing adequate water for natural systems;

• requires each island to produce a build-out report that determines its maximum population if all existing lots are developed and subdivided;

• requires that decisions allowing more intensive use of land and water be guided by independent, up-to-date scientific data, local knowledge and traditional Indigenous knowledge and practices.

Sincerely, Maxine Leichter, Secretary, Friends of the Gulf Islands Society

c.c Islands 2050

From: Engage HCA FOR:EX <EngageHCA@gov.bc.ca>
Sent: Tuesday, September 2, 2025 9:40 AM
Subject: Heritage Conservation Act Transformation Project subscriber update - Survey is live!

Hello,

Thank you for staying connected with the Heritage Conservation (HCA) Transformation Project (The Project).

We've recently added new information to the project website to support deeper understanding and engagement. This includes:

- **Intended outcomes** – learn more about what this Project aims to achieve to heritage protection in B.C. Intended outcomes - Heritage Conservation Act Transformation Project
- **Practical Examples** – see how proposed changes could look in real-world scenarios Practical examples - Heritage Conservation Act Transformation Project

These updates reflect ongoing conversations with First Nations and partners across B.C. We invite you to explore the updated content and share your feedback through our **online survey**. Feedback from First Nations, local governments, stakeholders, and the public will inform new legislation. We are seeking public input to better understand the following:

- The public's general understanding of the HCA and the Declaration on the Rights of Indigenous Peoples Act (DRIPA)
- The public's experience interacting with the HCA
- The public's perspective on the proposed changes to the HCA
- How to mitigate possible unintended consequences related to the proposed changes

Visit the site and take the survey: Heritage Conservation Act Survey

Thank you for contributing to this important work.

Sincerely,

BRITISH COLUMBIA

HCA Transformation Project Team
Ministry of Forests
Email: EngageHCA@gov.bc.ca
Project Website: Heritage Conservation Act Transformation Project

Active Projects Report

Executive Committee

1. *Requests to Minister for review of Islands Trust and increased Provincial funding (Strategic Plan Initiative 1.3.1)*	Responsible	Dates
Activity: Advance the following requests to the Province and develop advocacy and education strategies to support these: a) the Provincial review of the governance structure to enable reconciliation and better support Islands Trust's mandate; and\n b) request for increased Provincial funding. (Minister denied the request for a review for review for the balance of this Council term in his April 28, 2025 letter.)	Rueben Bronee	Rec'd: 01-Nov-2023 Target: 31-Mar-2025

2. *Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)*	Responsible	Dates
Activity: Project underway guided by Trust Council project charter. Anticipated project completion by November 2026.	Clare Frater	Rec'd: 26-Feb-2020 Target: 01-Nov-2026

3. *Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1)*	Responsible	Dates
Activity: Initiation timeline: Updating to begin in Summer 2025	Clare Frater	Rec'd: 02-Sep-2020 Target: 31-Mar-2025

Active Projects Report

Executive Committee

4. *Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.*	Responsible	Dates
Activity: Implementation underway.	Rueben Bronee	Rec'd: 03-May-2023 Target: 31-Mar-2025

Future Projects Report

Executive Committee

1. *Pay Transparency Report Submission & Posting*	Responsible	Date Received
The Pay Transparency Act became law on May 11, 2023. Under the legislation, beginning in 2026, Islands Trust must prepare and submit a Pay Transparency Report by November 1 annually. These reports must be posted publicly on the Islands Trust website.	Julia Mobbs	11-May-2023

2. *Improve bylaw enforcement policies and procedures to be administratively fair, reasonable and transparent with the aim of restoring public confidence (Strategic Plan Initiative 1.2.3) (joint with RPC)*	Responsible	Date Received
RPC endorsed Policy 5.5.1 and Best Practice Manual amendments. Referred to Trust Council for endorsement.	Stefan Cermak	12-Mar-2025

3. *Explore new engagement models (virtual and in person forums) to reach more community members (Strategic Plan Initiative 1.2.2)*	Responsible	Date Received
Initiation timeline TBD	Clare Frater	12-Mar-2025

4. *Review all Trust Council and local trust committee agreements and where appropriate, amend, combine or rescind (Strategic Plan Initiative 1.2.6)*	Responsible	Date Received
Initiation timeline: 2026/27: (May 2023 EC asked for priority to Ministry of Transportation and Infrastructure)	Clare Frater Rueben Bronee	12-Mar-2025

5. *Design a plan to advocate to enhance community access to funding for housing in the Trust Area (Strategic Plan Initiative 2.3.2)*	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025

Executive Committee

6. *Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting (Strategic Plan Initiative 3.1.1)*	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025

7. *Create a grant program to increase public understanding of the impact of climate change to the unique amenities and environment of the Islands Trust Area (Strategic Plan Initiative 4.2.2)*	Responsible	Date Received
Initiation timeline: TBD	Clare Frater	12-Mar-2025

8. *Amend legislation to increase the percentage of NAPTEP to act as an incentive for the protection of forest cover for climate change (Strategic Plan Initiative 4.2.4)*	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025

9. *Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2)*	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater Rueben Bronee	12-Mar-2025

10. *Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3)*	Responsible	Date Received
Initiation timeline: 2026/27	Clare Frater Rueben Bronee	12-Mar-2025

11. *Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2)*	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025

Future Projects Report

Executive Committee

12. *Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5)*	Responsible	Date Received
To be determined. Staff is drafting new Reconciliation Action Plan and associated implementation plan for Trust Council approval.	Rueben Bronee	12-Mar-2025

13. *Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3)*	Responsible	Date Received
To be determined. Regional Planning Committee is developing a Freshwater Sustainability Strategy Implementation Plan for Trust Council appoval.	Clare Frater	12-May-2025