



Executive Committee

Revised Agenda

Date: Wednesday, December 17, 2025

Time: 9:15 a.m.

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

	Pages
1. CALL TO ORDER	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
3.1 Introduction of New Items	
3.2 Approval of Agenda	
3.2.1 Agenda Context Notes - None	
4. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING	
Chair Patrick to rise and report that at their last meeting Executive Committee adopted the November 19, 2025 in-camera meeting minutes.	
5. ADOPTION OF MINUTES	
For review and adoption.	
5.1 Draft Executive Committee Meeting Minutes of November 19, 2025 - Late Item	
5.1.1 <i>Draft Executive Committee Meeting Minutes of November 19, 2025</i>	5 - 15
5.2 Draft Executive Committee Meeting Minutes of December 2, 2025	16 - 19
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	20 - 26
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 Gabriola Island Local Trust Committee - Bylaws 318 and 319 27 - 58

1. THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 318, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.
2. THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 319, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.

8. TRUST COUNCIL MEETING PREPARATION

8.1 Roundtable Review of December 2-4 Trust Council Meeting - Discussion

8.2 Executive

8.2.1 December Trust Council Highlights 59 - 60

For review and approval to circulate to subscribers and post to the website.

8.2.2 Trust Council Follow Up Action List 61 - 69

Items added from the December Trust Council meeting.

8.3 Planning Services

8.4 Financial and Employee Services

8.5 Trust Area Services

8.6 Legislative and Information Services

8.6.1 Trust Council Public Notice Bylaw - Request for Decision 70 - 73

For review and forwarding to March's Trust Council Quarterly Meeting agenda.

9. COMMITTEE OF THE WHOLE MEETING PREPARATION - None

10. EXECUTIVE COMMITTEE PROJECTS - None

10.1 Trust Council Initiated

10.1.1 Executive

10.1.2 Trust Area Services

10.1.3 Planning Services

10.1.4 Financial and Employee Services

10.1.5 Legislative and Information Services

10.2 Executive Committee Initiated

- 10.2.1 Executive
- 10.2.2 Trust Area Services
- 10.2.3 Planning Services
- 10.2.4 Financial and Employee Services
- 10.2.5 Legislative and Information Services

11. NEW BUSINESS

11.1 Executive/Trust Council

- 11.1.1 Barriers Project & Support for Local Governments - Discussion 74 - 75
Vice-Chair Elliott to speak.

11.2 Trust Area Services

- 11.2.1 AVICC/UBCM Resolution Selection (Annual Item) - Request for Decision 76 - 86
THAT the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2026 convention for Executive Committee's consideration in January/February 2026.

11.3 Planning Services

- 11.3.1 Innovation, Science and Economic Development Canada Meeting - Trustee Report 87 - 110
Vice-Chair Peterson to speak.

11.4 Financial and Employee Services

11.5 Legislative and Information Services

11.6 November 2026 Local Trust Committee Meeting Schedule – Discussion

12. CORRESPONDENCE (for information unless raised for action) - None

13. WORK PROGRAM

- 13.1 Review and amendment of current work program 111 - 114

14. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, January 14, 2026 at 9:15 a.m.

15. CLOSED MEETING

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

16. ADJOURNMENT



Executive Committee Minutes of a Regular Meeting

Date: Wednesday, November 19, 2025
Location: Islands Trust - Victoria
200 - 1627 Fort Street, Victoria, BC

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
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Julia Mobbs, Director, Financial and Employee Services
Joe Elliott, Senior Indigenous Relations Advisor
Alexandra Trifonidis, Executive Coordinator

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

1. CALL TO ORDER

The meeting was called to order at 9:14 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

The following additions to the agenda and reordering of items were presented for consideration:

- Reorder item 14. Closed Meeting to before item 8. Trust Council Meeting Preparation
- 9.4.5 Response to Financial Planning Committee Resolution: 2026/27 Islands Trust Conservancy Budget Request - Briefing

3.2 Approval of Agenda

By general consent the agenda, as amended, and addendum were approved.

3.2.1 Agenda Context Notes

Received for information.

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 October 29, 2025

By general consent the Executive Committee minutes of October 29, 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 Mayne Island Local Trust Committee – Bylaws 194 and 195 - Request for Decision

The Director of Planning Services recommended that Executive Committee proceed with the recommendation in the Request for Decision.

The Committee noted that recent referral responses from Indigenous governing bodies were more detailed than usual and raised questions about how staff documented comments and demonstrated responses, particularly regarding parks management and broader strategic planning.

Staff reported that communication logs and tracking tables were being improved to ensure feedback was captured and communicated consistently.

EC-2025-144

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 194, cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2025-145

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Mayne Island Local Trust Committee Bylaw No. 195, cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.2 Salt Spring Island Local Trust Committee - Bylaw No. 543 - Request for Decision

The Director of Planning Services recommended that Executive Committee proceed with the recommendation in the Request for Decision.

A comment was made regarding the number of responses First Nations with interests on Salt Spring Island provided on the Bylaw.

EC-2025-146

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 543, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 2, 2025” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.3 Salt Spring Island Local Trust Committee – Bylaw No. 544 & 545 - Request for Decision

The Director of Planning Services spoke to the item, noting the length of time this rezoning has been in process, and stated that staff recommend approval of the Bylaw.

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 545, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2024” in accordance with Section 27 of the *Islands Trust Act*.

Discussion took place on the water use license details, monitoring, and enforcement.

The Chair reported that an Advisory Planning Commission site visit was conducted and approved, but that this information was not included in the report.

Staff informed the Committee that the order of the recommendations listed in the Request for Decision is incorrect, and recommendation two should be considered before recommendation one, as this order is important to the decision-making process.

By general consent the motion on the floor was tabled until consideration of the second motion in the report.

EC-2025-147

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 544, cited as “Salt Spring Island Official Community Plan Bylaw No. 434, 2008, Amendment No. 1, 2025” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

EC-2025-148

It was MOVED and SECONDED,

that item one from the report be returned to the floor for consideration.

CARRIED

The tabled motion was then read as follows:

EC-2025-149

It was MOVED and SECONDED,

that the Islands Trust Executive Committee approve Salt Spring Island Local Trust Committee Bylaw No. 545, cited as “Salt Spring Island Land Use Bylaw No. 355, 1999, Amendment No. 3, 2024” in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

8. CLOSED MEETING

EC-2025-150

It was MOVED and SECONDED,

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 municipality; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 10:02 a.m. and reopened at 11:18 a.m.

The Chair indicated that there was nothing to rise and report.

9. TRUST COUNCIL MEETING PREPARATION

The Committee reviewed all items under item 9. for consideration of forwarding to the December Trust Council meeting agenda.

9.1 Executive

9.1.1 Chief Administrative Officer Quarterly Report

9.1.2 Provincial Review and Funding Requests - Request for Decision

9.1.3 2025 Operational Review Report Recommendations – Briefing

The Committee reviewed the Briefing and asked questions.

Discussion ensued regarding the process for addressing the recommendations in the Briefing and the communication to trustees prior to the meeting concerning the timing and clarity of that process.

A request was made to amend the briefing to capture the budget impacts of Recommendation 1.

Clarity on language used in the Briefing was provided by staff.

9.1.4 Proposed 2026/27 Trust Council Meeting Schedule - Request for Decision

By general consent all items under the Executive section were forwarded to Trust Council as presented, with the amendments noted on the 2025 Operational Review Report Recommendations Briefing.

9.2 Planning Services

9.2.1 Director of Planning Services Quarterly Report

The Committee requested an amendment to add general information of First Nations engagement work in the planning projects section of the report.

Discussion ensued on the level of information to be added to the report and the appropriate location for its inclusion.

9.2.2 Short Term Rental Accommodations Act Discussion - Session Outline

A comment was raised about the timing of each topic in the session outline. Staff clarified that Bowen Island Municipality would not be attending but would supply the information.

Discussion ensued on the feedback that will be provided from the respective LTCs about opting in to the *Short-Term Rental Accommodations Act* and the content they could offer relative to their duration of involvement.

Staff provided clarity on the details of the session.

By general consent items under the Planning Services section were forwarded to Trust Council as presented, with the amendments noted in the Director of Planning Services Quarterly Report.

9.3 Financial and Employee Services

9.3.1 Director of Financial and Employee Services Quarterly Report

9.3.2 September 30, 2025 Financial Report - Request for Decision

An amendment to add Gabriola Island Local Trust Committee's major project to the list of local trust committee major and minor projects in the Financial Report was requested.

By general consent items under the Financial and Employee Services section were forwarded to Trust Council as presented, with the amendments noted to the September 30, 2025 Financial Report.

The Committee recessed for break at 11:57 a.m. and returned at 12:31 p.m.

9.4 Trust Area Services

9.4.1 Director of Trust Area Services Quarterly Report

Staff provided clarity around the researcher position and provided clarity on the Indicator selection, analysis and reporting section within the report.

An amendment to add Snuneymuxw Elder Geraldine Manson's First Nations name, C'tasi:a, to the Report was requested.

9.4.2 Request for Trust Council Sponsorship of Natural Area Protection Tax Exemption Program (NAPTEP) Application Fee - Request for Decision

9.4.3 San Juan County Joint Session Outline

The Committee requested the following changes to the report:

- Add to the Discussion of issues of mutual interest section an item on regional collaboration
- Add to the References list information on the Cross-Border Forum
- Add to the References list a link to the Islands Trust Affordable Housing website page

9.4.4 Policy Statement Amendment Project (PSAP) – Project Charter and Project Update - Request for Decision

9.4.5 Response to Financial Planning Committee Resolution: 2026/27 Islands Trust Conservancy Budget Request - Briefing

By general consent items under the Trust Area Services section was forwarded to Trust Council as presented, with the amendments noted to the San Juan County Joint Session Outline and the Director of Trust Area Services Quarterly Report.

9.5 Legislative and Information Services

9.5.1 Director of Legislative and Information Services Quarterly Report

Staff noted a typo on page 231:

- *Private members Bill M-215 Professional Reliance Act* should instead read Bill M-216

The Director of Legislative and Information Services provided an update on Bill M-216: *Professional Reliance Act*, and informed the Committee that the *Act* received second reading on Monday, November 17, 2025, and is open for public comment until December 2, 2025.

Discussion ensued on timelines and the possibility of requesting an extension for Trust Council to be able to provide an official response by the deadline.

The Chief Administrative Officer informed the Committee that he received information regarding Bill M-216 during the meeting, which staff will consider for inclusion as correspondence to the Trust Council agenda.

The Committee discussed adding the item Bill M-216 to the Trust Council agenda as a separate item.

A request was made to circulate additional information to all trustees in advance of the meeting to allow for the submission of individual comments by the deadline.

By general consent the Director of Legislative and Information Services Quarterly Report was forwarded to Trust Council, as amended.

9.6 December Trust Council Delegation Applications

9.6.1 Friends of the Gulf Islands Society Delegation Application

9.6.1.1 Friends of the Gulf Islands Society Delegation Presentation and Accompanying Material

By general consent item 9.6.1.1 Friends of the Gulf Islands Society Delegation Presentation and Accompanying Material was forwarded to Trust Council as presented.

9.7 Draft December Trust Council Agenda

The Committee reviewed the draft December Trust Council meeting agenda and requested the following changes:

- For the Salt Spring Island Work Program item, add a cover brief that includes the motion and provides relevant context; and
- add the correspondence from the BC Ferries Chief Executive Officer to Bowen Island Municipality Mayor Leonard to the Transportation/Ferry Group item.

The Director of Trust Area Services recommended adding a news release that summarizes the Cross-Border Forum session to the Reference section of the San Juan County Joint Session Outline.

By general consent item 9.7 Draft December Trust Council Agenda was forwarded to Trust Council, as amended.

9.8 Draft December Trust Council 3-day Schedule

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

Discussion ensued regarding the timing and logistics of agenda items, with the following changes requested to the schedule:

- Transpose the Executive and Legislative and Information Services sections; and,
- add 30 minutes (to start at 4:00 p.m.) to the *Short-Term Rental Act* discussion, pending Director Rabinovitch's availability.

By general consent item 9.8 Draft December Trust Council 3-day Schedule was forwarded to Trust Council, as amended.

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated

10.1.1 Executive - None

10.1.2 Trust Area Services

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

The Director of Trust Area Services spoke to the item, noting that it is an annual item to initiate the process of gathering resolution suggestions for AVICC and UBCM next year.

Staff spoke to the process, and discussion ensued on the following:

- timelines and submission deadlines;
- prospective policy updates outlining a new process; and
- the opportunity for Trust Council to make decisions on the resolutions.

EC-2025-151

It was MOVED and SECONDED,

that the Executive Committee request Governance Committee that policy 6.12.2 UBCM/AVICC Membership and Resolutions be included in the policies queued for amendment updates before the end of the term.

CARRIED

EC-2025-152

It was MOVED and SECONDED,

that the Executive Committee direct staff to e-mail trustees, the Island Trust Conservancy Board and staff requesting suggestions for topic(s) for the Islands Trust resolution(s) for the 2026 AVICC/UBCM conventions.

CARRIED

10.1.3 Planning Services - None

10.1.4 Financial and Employee Services - None

10.1.5 Legislative and Information Services

10.1.5.1 Vacancy on Governance Committee - Verbal

The Director of Legislative and Information Services informed the Committee Trustee Middleton stepped down from the Governance Committee, noting the term ends October 2026.

Staff provided information on the membership requirements of the Governance Committee, stating that two options are available at this time:

1. Bring the item to December's Trust Council meeting and conduct an election for a new member, if needed.
2. Continue with six members until the end of the term.

Discussion ensued on:

- the related information regarding committee structure in the Operational Review Report;
- presenting the item to and making a decision at Trust Council;
- the timing of the item on the Trust Council agenda; and
- advising Trust Council that the matter was coming forward for consideration.

Staff clarified that they would work with the Chair to circulate information via email to all trustees prior to the meeting.

By general consent item 10.1.5.1 Vacancy on Governance Committee – Verbal was forwarded to Trust Council.

10.2 Executive Committee Initiated

10.2.1 Executive - None

10.2.2 Trust Area Services - None

10.2.3 Planning Services - None

10.2.4 Financial and Employee Services

10.2.4.1 Enhanced Mental Health Benefits for Trustees - Request For Decision

The Director of Financial and Employee Services spoke to the item, noting that it had been specifically deferred from the Executive Committee meeting in June to the current meeting in order to be included in early budget discussions for the next fiscal year.

Discussion ensued on the following:

- The Request for Decision travelling to the December Trust Council meeting;
- Incorporating new and relevant content in the report;
- Updating the health coverage limit; and
- Revising the recommendation section.

By general consent item 10.2.4.1 Enhanced Mental Health Benefits for Trustees - Request For Decision was forwarded to the March Trust Council Quarterly Meeting agenda.

10.2.5 Legislative and Information Services - None

11. NEW BUSINESS - None

12. CORRESPONDENCE

12.1 Association of Vancouver Island and Coastal Communities 2026 Call for Nominations

By general consent item 12.1 Association of Vancouver Island and Coastal Communities 2026 Call for Nominations was forwarded to trustees via email.

12.2 2025-11-17 J Harper - Land Costs

By general consent item 12.2 2025-11-17 J Harper - Land Costs was forwarded to Trust Council.

12.3 2025-11-17 Trustee Yates - BC Ferries Follow-up Correspondence

By general consent item 12.3 2025-11-17 Trustee Yates - BC Ferries Follow-up Correspondence was forwarded to Trust Council.

13. WORK PROGRAM

13.1 Review and amendment of current work program

By general consent item 13.1 Executive Committee Work Program was forwarded to Trust Council as presented.

14. NEXT MEETING

The next Executive Committee meeting will take place in-person on December 2, 2025 at the Hotel Grand Pacific at 10:00 a.m.

15. ADJOURNMENT

By general consent the meeting adjourned at 1:45 p.m.

Laura Patrick, Chair

DRAFT

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

DRAFT



Executive Committee Minutes of a Regular Meeting

Date: Tuesday, December 2, 2025
Location: Hotel Grand Pacific – Denman Room
463 Belleville Street, Victoria BC

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
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Julia Mobbs, Director, Financial and Employee Services
Alexandra Trifonidis, Executive Coordinator

Members of the public present: Three members of the public and Trustee Borthwick were present.

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the meeting was being held in traditional territory of the Songhees and Esquimalt Nations as well as the WSÁNEĆ Peoples. Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

The following addition to the agenda was presented for consideration:

- 10.2.2 Association of Vancouver Island and Coastal Communities (AVICC) Potential Resolution - Discussion

3.2 Approval of Agenda

By general consent the agenda was approved, as amended.

3.2.1 Agenda Context Notes

By general consent the Agenda Context Notes were received for information.

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 November 19, 2025

Staff informed the Committee the minutes were not ready for circulation and that they would be included on Executive Committee's December 17th, 2025 meeting agenda.

6. FOLLOW UP ACTION LIST AND UPDATES

6.1 Follow Up Action List/Director/CAO Updates

The Committee reviewed the follow up action list.

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 and informed everyone today is Giving Tuesday.

7. BYLAWS FOR APPROVAL CONSIDERATION - None

8. TRUST COUNCIL MEETING PREPARATION

The Committee reviewed the items for forwarding to the December Trust Council Quarterly Meeting agenda.

8.1 Executive

8.1.1 Summary of Standards of Conduct Investigation Report - Request for Decision

The Committee discussed how this type of report would be received in a public meeting.

By general consent item 8.1.1 was forwarded to the Executive section of the December Trust Council meeting agenda.

8.1.2 Notice of Motion from Previous Meeting

By general consent item 8.1.2 was forwarded to the December Trust Council meeting agenda.

Discussion took place regarding whether legislative changes by the province would be required to allow local trust committee advisory planning commissions to meet electronically. Staff confirmed that it would.

8.2 Planning Services

8.2.1 Request for Trust Council Sponsorship of Development Application Fee - Request for Decision

By general consent item 8.2.1 was forwarded to the December Trust Council meeting agenda.

8.2.2 Response to Bill M216 - Professional Reliance Act - Request For Decision

By general consent item 8.2.2 was forwarded to the December Trust Council meeting agenda.

8.3 Financial and Employee Services - None

8.4 Trust Area Services - None

8.5 Legislative and Information Services - None

9. EXECUTIVE COMMITTEE PROJECTS - None

10. NEW BUSINESS

10.1 Executive/Trust Council - None

10.2 Trust Area Services

10.2.1 Salt Spring Island Local Trust Committee Request for Chair Letter to Minister Boyle re Salt Spring Island Visit – Discussion

The Director of Trust Area Services introduced the item.

EC-2025-153

It was MOVED and SECONDED,

that Executive Committee request staff to draft a letter from the Chair to the Minister of Housing and Municipal Affairs conveying thanks for her visit to Salt Spring Island and expressing an interest in working the Ministry on how rural and island-specific housing needs can be more accurately reflected in future housing needs assessments.

CARRIED

10.2.2 Association of Vancouver Island and Coastal Communities (AVICC) Potential Resolution - Discussion

Vice-Chair Peterson informed the Committee that he had been in communication with qathet Regional District Director Fall on preparing a resolution for AVICC on mutual advocacy efforts regarding the federal government's Port Divestiture Program (PDP), requesting that the federal government cease divestment operations on essential ports in the Lasqueti area. He noted that he would be bringing additional information to staff. A question was asked about whether a joint resolution with the qathet

DRAFT

Regional District and the Islands Trust was a possibility. The item was provided for the Committee's information at this time.

10.3 Planning Services - None

10.4 Financial and Employee Services - None

10.5 Legislative and Information Services - None

11. CORRESPONDENCE (for information unless raised for action) - None

12. WORK PROGRAM

12.1 Review and amendment of current work program

By general consent item 12.1 was received for information.

13. NEXT MEETING

The next Executive Committee meeting will take place electronically on Wednesday, December 17, 2025 at 9:15 a.m.

14. CLOSED MEETING

EC-2025-154

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Sections 90(1)(g) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the Islands Trust, and that staff attend the meeting.

CARRIED

The meeting was closed to the public at 10:25 a.m. and reopened at 10:45 a.m.

15. ADJOURNMENT

By general consent the meeting adjourned at 10:45 a.m.

Laura Patrick, Chair

CERTIFIED CORRECT:

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

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: 13-Mar-2026	In Progress
100%	2 Staff to forward relevant items to the December Trust Council Quarterly Meeting agenda.	Rueben Bronee	Meeting: 02-Dec-2025 Target: 02-Dec-2025	Completed

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.	David Marlor	Meeting: 07-Oct-2021 Target: 03-Jun-2026	In Progress
50%	2 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: 03-Mar-2026	In Progress
0%	3 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: 03-Mar-2026	In Progress
75%	4 Staff will review the Resolution Without Meetings (RWMs) policy further and report back with findings and recommendations.	David Marlor	Meeting: 02-Jul-2025 Target: 03-Mar-2026	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
50%	5 Staff to amend the Islands Trust Council Meeting Procedures Bylaw No.101 to reflect the fact that the Islands Trust is unable to proceed with its first Trust Council meeting of a new term until Bowen Island Municipality formally appoints two Bowen Island Municipality Councilors as Islands Trust Trustees, which occurs in the first couple weeks of November.	David Marlor	Meeting: 29-Oct-2025 Target: 02-Jun-2026	In Progress
50%	6 Staff to inform the Governance Committee that Executive Committee request Governance Committee that policy 6.12.2 UBCM/AVICC Membership and Resolutions be included in the policies queued for amendment updates before the end of the term.	David Marlor	Meeting: 19-Nov-2025 Target: 30-Nov-2025	In Progress

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: 31-Mar-2026	In Progress
0%	2 Staff to forward the Short Term Rental Accommodation - Principal Residence Opt-In Update Briefing to all local trust committees.	Stefan Cermak	Meeting: 03-Sep-2025 Target: 31-Dec-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Financial and Employee Services

Progress	Activity	Responsibility	Dates	Status
51%	1 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: 18-Mar-2026	In Progress
0%	2 Staff to forward the Enhanced Mental Health Benefits for Trustees - Request For Decision to the March Trust Council Quarterly Meeting agenda.	Julia Mobbs	Meeting: 19-Nov-2025 Target: 25-Feb-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
0%	1 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%	2 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Clare Frater Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2026	In Progress
51%	3 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: 18-Mar-2026	In Progress
15%	4 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

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
25%	5 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%	6 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%	7 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: 04-Feb-2026	In Progress
49%	8 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%	9 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: 17-Dec-2025	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
96%	10 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: 20-Feb-2026	In Progress
15%	11 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: 15-Sep-2026	In Progress
80%	12 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: 30-Apr-2026	In Progress
2%	13 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
0%	14 Staff to draft a letter from the Chair to the Minister of Housing and Municipal Affairs conveying thanks for her visit to Salt Spring Island and expressing an interest in working the Ministry on how rural and island-specific housing needs can be more accurately reflected in future housing needs assessments.	Clare Frater	Meeting: 02-Dec-2025 Target: 31-Dec-2025	Completed
0%	15 Trust Council Direction: Trust Council request Executive Committee to allocate \$1500 to communications explaining the draft 2026/27 budget.	Clare Frater	Meeting: 03-Dec-2025 Target: 06-Jan-2026	In Progress

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: 04-Feb-2026	In Progress
96%	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: 20-Feb-2026	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: 15-Sep-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: 30-Apr-2026	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



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: GB-RZ-2022.1 (Moen)

DATE OF MEETING: December 17, 2025

TO: Islands Trust Executive Committee

FROM: Stephen Baugh, Island Planner

SUBJECT: Gabriola Island Local Trust Committee – Bylaws 318 and 319

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 318, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.**
2. **THAT the Islands Trust Executive Committee approve Gabriola Island Local Trust Committee Bylaw No. 319, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Gabriola Island Local Trust Committee has referred Bylaw No. 318 and 319 to the Executive Committee for approval under Section 27 of the *Islands Trust Act*. Staff recommends that the Executive Committee approve the bylaw as it is not contrary to or at variance to the Islands Trust Policy Statement.

IMPLICATIONS OF RECOMMENDATION

Organizational

None

Financial

None

Policy

None

Implementation/Communications

Communication to **Gabriola Island Local Trust Committee** regarding the Executive Committee decision by **December 20, 2025**.

Other

None

PURPOSE

Gabriola Island Local Trust Committee Bylaw No. 318, cited as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024” (Attachment 6) and Bylaw No. 319, cited as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024” (Attachment 7) respond to an application to rezone 750 Tin Can Alley, Gabriola Island to permit an expanded range of commercial uses and two dwelling units on the property.

If adopted, Bylaw No. 318 will amend the Gabriola Island Official Community Plan (OCP) to include the subject property in the Village Commercial Land Use Designation and in the Village Centre Development Permit Area (DPA). The DPA establishes objectives for form and character, water conservation and reduction of greenhouse gas emissions. The OCP amendment will also facilitate the ability for the subject property to have two dwelling units.

If adopted, Bylaw No. 319 will amend the Gabriola Island Land Use Bylaw (LUB) to include the subject property in a new site-specific zone, Village Commercial 3. The new zone will allow a broader range of commercial uses including retail sales, garden centre, personal services, restaurant and offices. The floor area for additional commercial additions to the property is limited to 100 square metres unless there is one dwelling, 200 square metres unless there are two dwellings and there is no floor area restriction for commercial uses once there are two dwellings constructed. The zone allows a maximum of two dwelling units which are each limited in floor area to 90 square metres, the dwelling units must be located within the building envelope of a commercial building. The zone also requires a freshwater collection system to be connected to buildings that support a principal use.

BACKGROUND

Gabriola Island Local Trust Committee Bylaw No. 318 and 319

At the Gabriola Island Local Trust Committee (LTC) Regular Business Meeting of September 4, 2025 the LTC gave First and Second Reading to Bylaw No. 318 and 319. A Community Information Meeting was held as a stand-alone meeting on November 17, 2025. In accordance with requirements in section 464 of the *Local Government Act* a Public Hearing was held for the bylaws on November 20, 2025, and following the completion of the Public Hearing the LTC gave Bylaws 318 and 319 Third Reading.

The LTC considered and determined that proposed Bylaw No. 318 and 319 are not contrary to or at variance with the Islands Trust Policy Statement (Attachments 4 and 5).

Issues Relating To Provincial Interest

The Ministry of Transportation and Transit (MOTT) and Ministry of Water, Land and Resource Stewardship received a referral of the proposed bylaws. A response from MOTT was received stating they had no objections to the proposed bylaws.

The Bylaws were also referred to regional agencies including the Vancouver Island Health Authority who responded recommending approval of the bylaws subject to the condition that the required permits be obtained from the health authority for the future commercial expansion of the property.

Issues Relating To First Nation Interest

The proposed bylaws were referred to Cowichan Tribes, Halalt First Nation, Lyackson First Nation, Penelakut Tribe, Snuneymuxw First Nation, Stz'uminus First Nation, and Tsu'uubaa-asatx First Nation for comment.

The following is a summary of responses received:

- Snuneymuxw First Nation – Deferred comment on the referral, would like to remain informed if and when development associated with the proposed bylaw amendment occurs
- Tsu'uubaa-asatx First Nation – Defer to any directly affected Nations

Issues Relating To Resources and Enforcement

There are no concerns related to staff resources, funding, or enforcement.

Public Comments

No public comments to the Executive Committee on these bylaws have been received.

Staff Comments

Staff recommend Executive Committee approve Gabriola LTC Bylaws No. 318 and 319, these recommendations are supported by the following:

- The proposed bylaw is consistent with the ITPS;
- First Nation referrals were completed and no concerns were raised;
- Agency referrals were completed and no concerns were raised;
- Statutory processes have been completed including a Public Hearing.

RELEVANT POLICY

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

ALTERNATIVE

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

THAT the Executive Committee request that staff advise Gabriola Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 318, cited as "Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024" and Bylaw No. 319, cited as "Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024" is contrary to or at variance with the Islands Trust Policy Statement for [INSERT

REASONS], and advise the Gabriola Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Stephen Baugh, Island Planner	December 11, 2025
Concurrence:	Stefan Cermak, Director, Planning Services	December 12, 2025

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist Bylaw No. 318
5. Islands Trust Policy Statement Directives Only Checklist Bylaw No. 319
6. Bylaw No. 318
7. Bylaw No. 319



Local Trust Committee Bylaws
Submission for Executive committee Approval

Local Trust Committee: Gabriola Island Local Trust Committee

Bylaw No.: GB-318

Bylaw Type: Official Community Plan Bylaw

Date of resolution referring bylaw to Executive Committee: 20-Nov-2025

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk



Local Trust Committee Bylaws Submission for Executive committee Approval

Local Trust Committee: Gabriola Island Local Trust Committee

Bylaw No.: GB-319

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 20-Nov-2025

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

Received by Islands Trust Secretary:

Signature: _____
Secretary

Date: _____

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

Date bylaw will appear on Executive Committee agenda: _____

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

Distribution: Executive Committee

Director, LPS

Local Trust Committee

Planner

Planning Clerk

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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

Checklist Key:

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

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

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

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 20-Nov-2025

Reading:

Executive Committee

Policy Checklist

Checklist Key:

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

Executive Committee Legislative Role Policy (2.4)

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

Checklist Key:

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

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

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

Comments

Completed By: Nadine Mourao

Status

Date Resolution Referred to Exective Committee: 20-Nov-2025

Reading:

Referrals: Gabriola Bylaw 318 & 319

Agency	Sent	Received
Cowichan Tribes <i>Referrals Coordinator (or Name)</i> Comments:	21-Feb-2025	
Gabriola Advisory Planning Commission Comments: That the Gabriola Island Advisory Planning Commission recommends that the Local Trust Committee approve the proposed Bylaw Nos. 318 and 319 (GB-RZ-2022.1 (Moen)) subject to water supply and storage being available to suit the proposed use.	12-Feb-2025	12-Feb-2025
Gabriola Housing Advisory Planning Commission Comments: The HAPC recommends that the proponent at 750 Tin Can Alley be allowed to build as many residential units, (at average size of 90 m2), to equal the area of new commercial development. We recognize that this is inconsistent with the current OCP, but it is consistent with the HAPC's 2024 recommendations for increased density in the Village area and the potential for equivalent area of housing as commercial in new developments.	13-Mar-2025	13-Mar-2025
Gabriola Volunteer Fire Department <i>Will Sprogis, Fire Chief</i> Comments: 24-Feb-2025 I have reviewed the zoning change from the perspective of the fire department. Access to the property for fire apparatus is good, and we have a suitable turnaround area at the end of Tin Can Alley. There is a water source within 2 km, and the fire hall is located within 1 km. Additionally, the property will receive the Fire Underwriters Survey, qualifying it for commercial status. 17-Nov-2025 I have reviewed Bylaws 318 and 319, as well as Bylaws 321 and 322. The proposed zoning changes, road access, and water supply all appear appropriate for both locations. The area is also protected within our commercial zone under our Fire Underwriters Survey. Based on this, I believe the locations are suitable for rezoning within their designated fire protection area.	24-Feb-2025	24-Feb-2025 17-Nov-2025



Islands Trust

Halalt First Nation <i>Referrals Coordinator (or Name)</i> Comments:	21-Feb-2025	
Island Trust, Freshwater Specialist <i>William Shulba</i> Comments:	24-May-2024	
Lyackson First Nation <i>Referrals Coordinator (or Name)</i> Comments:	21-Feb-2025	
Ministry of Transportation and Transit <i>Derek Atchison</i> Comments: The Ministry of Transportation and Infrastructure has received and reviewed your referral of February 21, 2025 To amend the Gabriola OCP and LUB to a site specific zone that allows for the development of a mix of commercial uses and two residential densities, one density being reserved for affordable rental housing at 750 Tin Can Alley, Gabriola, BC. The property does not fall within Section 52 of the Transportation Act and will not require Ministry of Transportation and Infrastructure formal approval. The Ministry has no objections to the zoning text amendment.	21-Feb-2025	05-Mar-2025
Ministry of Water, Land and Resource Stewardship <i>Referrals Coordinator (or Name)</i> Comments:	24-Feb-2025	
Penelakut First Nation <i>Referrals Coordinator (or Name)</i> Comments:	21-Feb-2025	
Regional District of Nanaimo <i>Referrals Coordinator (or Name)</i> Comments:	24-Feb-2025	
School District No. 68 <i>Pete Sabo</i> Comments: The district has no comment on the referral.	24-Feb-2025	04-Mar-2025



Islands Trust

I note “The draft bylaw would permit two accessory dwelling units on the subject property which must be located within the envelope of a commercial building and no larger than 90 square metres in floor area.” Pete		
Snuneymuxw First Nation <i>Referrals Coordinator (or Name)</i> Comments:	21-Feb-2025 20-May-2025	
Stz’uminus First Nation <i>Referrals Coordinator (or Name)</i> Comments:	21-Feb-2025	
Tsu’uubaa-asatx First Nation <i>Monty Horton</i> Comments: The project area appears to fall within the Hul’q’umi’num Statement of Intent as submitted to the BC Treaty Commission process, but outside Ts’uubaa-asatx Nation’s core title area. Ts’uubaa-asatx Nation would recognize this area as being in close proximity to other Hul’q’umi’num or Nuu-chah-nulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Ts’uubaa-asatx Nation. Level 3 identifies that Ts’uubaa-asatx Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Ts’uubaa-asatx Nation’s highest S.35 interests and would require high end of the Haida spectrum consultation. However, Level 3, is still considered to be a very high consultation matter as it represents our inter-community cultural activities and shared title and harvesting areas with our Hul’q’umi’num or Nuu-chah-nulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Ts’uubaa-asatx Nation identify greater interests in the future we retain the right to revise this assessment. However, at this time, we defer to any Nation(s) whose title and governing authorities are directly affected. ‘Uy’ Skweyul, Monty Horton	21-Feb-2025	26-Feb-2025
Vancouver Island Health Authority <i>Jill Lucko</i>	24-Feb-2025	13-Mar-2025



Islands Trust

Comments:

Approval Recommended Subject to Conditions Outlined Below

Highlights

- The proposed amendments will allow 750 Tin Can Alley in the Village Commercial land use designation and in the Village Centre Development Permit Area. The LUB amendment will allow a broader range of commercial uses and up to two dwelling units.

Regulatory Considerations

Drinking Water

- Island Health's Environmental Public Health (EPH) department has a regulatory role under the Drinking Water Protection Act (DWPA) and Regulation with water supply systems. As such, an application to operate a drinking water system must receive the appropriate approvals. A water supply system is defined as a domestic water system, other than a domestic water system that serves only one single-family residence. Therefore, the two dwelling units and/or a restaurant, bakery or a personal services business that offers invasive procedures, such as tattoo parlors, would constitute a drinking water supply system.
- Under the DWPA and Regulation, any construction, installation, alteration, or extension of (a) a water supply system, or (b) works, facilities, or equipment that are intended to be a water supply system or part of a water supply system, must be also be issued a construction permit from our Public Health Engineer. Consultation with our Drinking Water Officer will be needed. For more information, please refer to <https://www.islandhealth.ca/learn-about-health/drinking-water/drinking-water-legislation-approval>.
- The location of the existing/proposed well water source is in Aquifer #709; fractured sedimentary rock with low productivity and deemed highly vulnerable to contamination from surfaces sources. The Elanco Enterprises Ltd. Report attached to this amendment stated that the positive total coliform result was due to the sampling equipment. However, the report did not provide science-based documentation for this statement, did not provide a significant number of satisfactory bacteriological resamples to confirm this statement, and did not contact our department to request raw water results from the several water systems that are in close proximity to this proposed source. These water systems all have sources that have been deemed groundwater at risk of containing pathogens and require certified disinfection units to be installed.



Islands Trust

• The Islands Trust Staff Report notes that rainwater collection as a possible water source on the lot. As their report did not clarify if rainwater would be used a source of domestic water, it should be noted that the BC Ministry of Health now has a document entitled "Guidance for Treatment of Rainwater Harvested for Potable Use" which lists extensive requirements for design, monitoring, construction requirements, etc. Sewerage Disposal • Sewage disposal for the proposed development must be in compliance with the Sewerage System Regulation or the BC Municipal Wastewater Regulation. It should be noted that the Save-On Septic Services Inc Report attached to this amendment calculated the daily design flow only for a single 1-bedroom residential unit while this referral noted that up to 2 dwelling with 1-2 bedrooms each may be permitted; thus the daily design flow may be incorrect. Food Premises/Invasive Personal Services • Island Health's EPH department has regulatory role in food premises (Food Premises Regulation) and invasive personal services (Personal Services Regulation and its Guidelines) from construction to operation. • Construction of either of these premises must be undertaken with the appropriate construction and operating permits as required in the above-mentioned legislation.		
--	--	--

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: GB-RZ-2022.1

File Name: Alley Enterprises Ltd. (Bylaw
No. 318)

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain 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.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
n/a	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
✓	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.
CONSISTENT	No.	DIRECTIVE POLICY

	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.
✓	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.
✓	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.
✓	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.
✓	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: GB-RZ-2022.1

File Name: Alley Enterprises Ltd. (Bylaw
No. 319)

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT	No.	DIRECTIVE POLICY
	3.1	Ecosystems
n/a	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
n/a	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
n/a	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
✓	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.
CONSISTENT	No.	DIRECTIVE POLICY

	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.
✓	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.
✓	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.
✓	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.
✓	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
n/a	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
n/a	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
✓	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	<i>In compliance with Trust Policy</i>
	<i>Not in compliance with Trust Policy for the following reasons:</i>

PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 318

A BYLAW TO AMEND GABRIOLA ISLAND OFFICIAL COMMUNITY PLAN, 1997

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

1. Citation

This bylaw may be cited for all purposes as “Gabriola Official Community Plan (Gabriola) Bylaw No. 166, 1997, Amendment No. 1, 2024”.

2. Gabriola Island Local Trust Committee Bylaw No. 166, cited as “Gabriola Island Official Community Plan (Gabriola) Bylaw No. 166, 1997”, is amended as per Schedule “1”, Schedule “2”, and Schedule “3” attached to and forming part of this bylaw

READ A FIRST TIME THIS 4TH DAY OF SEPTEMBER , 2025

READ A SECOND TIME THIS 4TH DAY OF SEPTEMBER , 2025

PUBLIC HEARING HELD THIS 20TH DAY OF NOVEMBER , 2025

READ A THIRD TIME THIS 20TH DAY OF NOVEMBER , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 202x

APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING THIS

_____ DAY OF _____ , 202x

ADOPTED THIS _____ DAY OF _____ , 202x

Chair

Secretary

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 318
Schedule "1"

1. **Schedule "A"** of Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997 is amended as follows:

- 1.1. **Section 2 – General Land Use and Residential Development**, Subsection **2.0 General Land Use**, Clause 2.0.k) is deleted and replaced with the following text:

“k) This Plan only supports the realization of additional residential density without subdivision when used for Affordable Housing for Special Needs residents, Seniors, multiple-dwelling affordable housing, and two dwellings (with no restrictions on their tenancy or affordability) on the following parcel: LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373.”

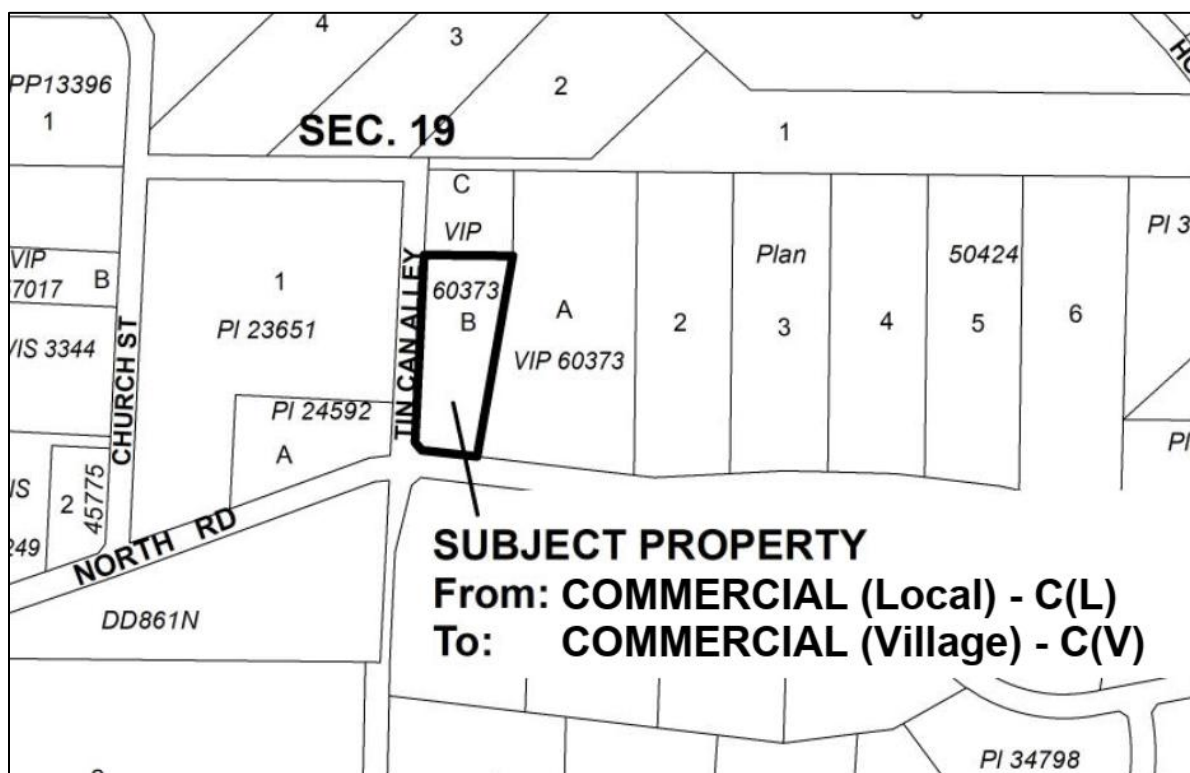
- 1.2. **Section 3 – Economic Activities**, Subsection **3.1 Commercial Activity, General Commercial Objectives** number 1 is amended by deleting the words “(Lockinvar Triangle area)”.
- 1.3. **Section 3 – Economic Activities**, Subsection **3.1 Commercial Activity, General Commercial Policies** is amended by adding a new clause after clause d) as follows: “e) Despite clause a) and d) a minimum and average parcel size of 1.0 hectare (2.47 acres) and up to 2 dwelling units per parcel may be permitted on the following parcel: LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373.”
- 1.4. **Section 3 – Economic Activities**, Subsection **3.2 Village Commercial**, Clause 3.2.a) is amended by deleting the words “(the Lockinvar Triangle area)”.
- 1.5. **Section 3 – Economic Activities**, Subsection **3.4 Local Commercial**, Clause 3.4.a), is amended by deleting Item 3.4.a)ii in its entirety and by making such consequential numbering alterations to effect this change.

GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 318
Schedule "2"

1. **Schedule "B"** of Gabriola Island Official Community Plan (Gabriola) Bylaw, 1997 is amended as follows:

- 1.1. **Schedule "B" – Land Use Designations – North Sheet**, is amended by changing the land use designation on the lands described as LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373 (750 Tin Can Alley, Gabriola Island PID 023-005-629) from "Commercial (Local)" to "Village Commercial" as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" as are required to effect this change.

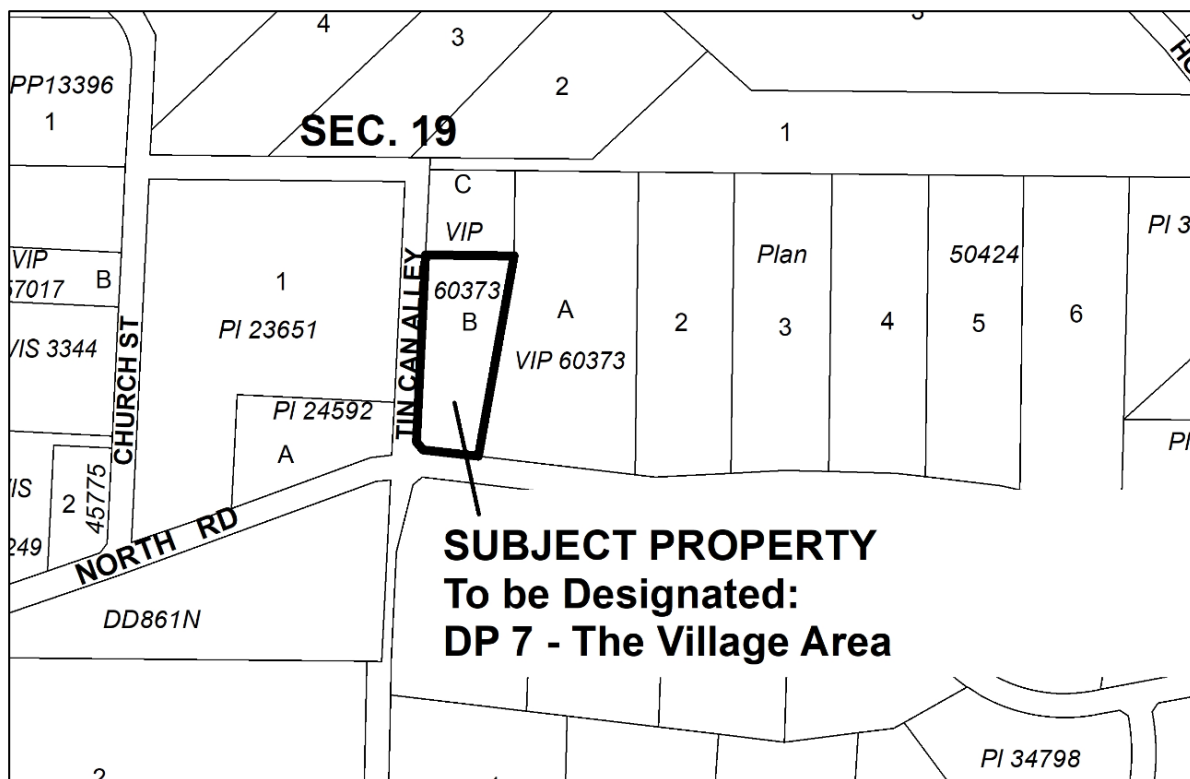
Plan No. 1



GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 318
Schedule "3"

1. **Schedule "D" – Development Permit Areas - OCP B North Sheet**, is amended by including the lands described as LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373 (750 Tin Can Alley, Gabriola Island PID 023-005-629) in the Schedule D map for DP 7 - The Village Centre as shown on Plan No. 2 attached to and forming part of this bylaw, and by making such alterations to Schedule "D" of Bylaw No. 166 as are required to effect this change.

Plan No. 2



PROPOSED

GABRIOLA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 319

A BYLAW TO AMEND GABRIOLA ISLAND LAND USE BYLAW, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Gabriola Island Land Use Bylaw, 1999, Amendment No. 1, 2024”.

2. Gabriola Island Local Trust Committee Bylaw No. 177, cited as “Gabriola Island Land Use Bylaw, 1999” is amended as per Schedule “1” attached to and forming part of this bylaw.

READ A FIRST TIME THIS 4TH DAY OF SEPTEMBER , 2025

READ A SECOND TIME THIS 4TH DAY OF SEPTEMBER , 2025

PUBLIC HEARING HELD THIS 20TH DAY OF NOVEMBER , 2025

READ A THIRD TIME THIS 20TH DAY OF NOVEMBER , 2025

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ , 202x

ADOPTED THIS _____ DAY OF _____ , 202x

Chair

Secretary

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 319**

Schedule “1”

1. **Schedule “A”** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:

- 1.1 **Part B GENERAL REGULATIONS**, Section B.1 **USES, BUILDINGS AND STRUCTURES**, Subsection **B.1.1 Permitted in Any Zone**, Article **B.1.1.1** Uses, Clause B.1.1.1.c. is amended by replacing “D.3.7. Ferry Parking, D.3.10” with “D.3.8. Ferry Parking, D.3.11”.
- 1.2 **Part B GENERAL REGULATIONS**, Section B.4 **SIGNS**, Subsection **B.4.1 Number and Total Sign Area**, Article **B.4.1.1**, Table 1 **Sign Regulations**, Column I is amended by adding “VC3,” after “VC2,”.
- 1.3 **Part B GENERAL REGULATIONS**, Section B.5 **PARKING**, Subsection **B.5.1 Minimum Number of Parking Spaces for Automobiles and Bicycles**, Article **B.5.1.1**, Table 2: **Parking Requirements**, is amended by adding a new row under the “Residential” heading as follows:

<i>dwelling unit</i> in the Village Commercial 3 zone	1 per <i>dwelling unit</i>	None required	None required
--	-------------------------------	------------------	------------------

- 1.4 **Part C ESTABLISHMENT OF ZONES**, Section C.1 **DIVISION INTO ZONES**, Subsection **C.1.1 Land Based Zones**, insert new zone “VC3 Village Commercial 3” after “Village Commercial 2 – Professional Centre” and before “DC1 District Commercial 1”.
- 1.5 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, insert new Subsection **D.3.3 Village Commercial 3 (VC3)** after Subsection **D.3.2 Village Commercial 2 – Professional Centre(VC2)** as shown in **Appendix 1** attached to and forming part of this bylaw; and renumber all subsequent subsections chronologically.
- 1.6 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, Subsection **D.3.3 District Commercial 1(DC1)**, Article D.3.3.3 **Regulations**, Clause D.3.3.3.b. **Buildings and Structures Siting Requirements**, Item D.3.3.3.b.iii. is amended by replacing “D.3.3.3.ii” with “D.3.4.3.ii”.
- 1.7 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, Subsection **D.3.6 Local Commercial 3 – Garden Centres(LC3)**, Article **D.3.6.1 Permitted Uses**, Clause **D.3.6.1.b. Permitted Accessory Uses**, Item **D.3.6.1.b.iii** is amended by deleting the words “except on lands shown on Schedule C, Map 12”.
- 1.8 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, Subsection **D.3.6 Local Commercial 3 – Garden Centres(LC3)**, Article **D.3.6.1 Permitted Uses**, Clause **D.3.6.1.b. Permitted Accessory Uses**, Item **D.3.6.1.b.iv** is deleted in its entirety.

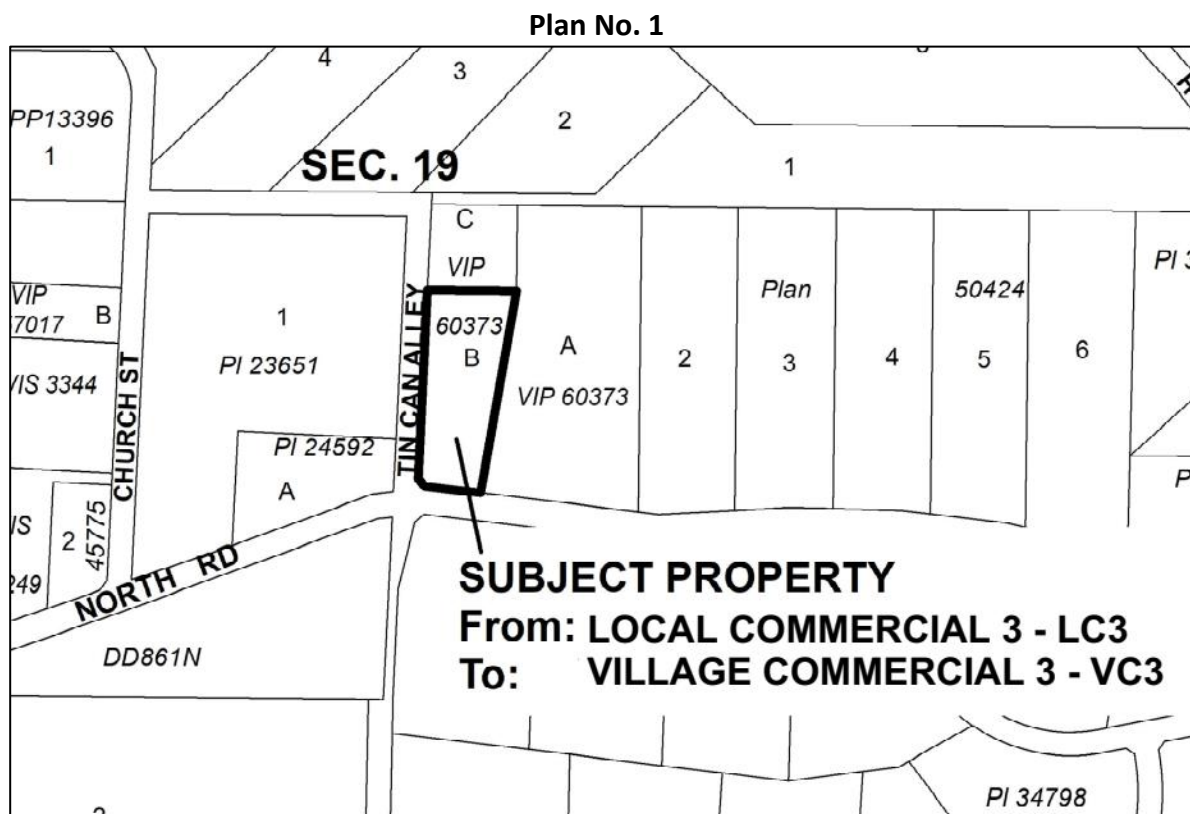
- 1.9 **Part D ZONES**, Section D.3 **COMMERCIAL AND INDUSTRIAL ZONES**, Subsection **D.3.6 Local Commercial 3 – Garden Centres(LC3)**, Article **D.3.6.2 Buildings and Structures**, Clause **D.3.6.2.a. Permitted Buildings and Structures**, Item **D.3.6.2.a.iv** is deleted in its entirety.

- 1.10 **Part G**, Section G.1 **DEFINITIONS**, is amended by deleting the following definition:

“farm supply centre a business for the retail sale of farm supplies, but excluding the sale of farm equipment;”

2. **Schedule “B”** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:

- 2.1. Schedule “B” – North Sheet, is amended by changing the zoning classification of LOT B SECTION 19 GABRIOLA ISLAND NANAIMO DISTRICT PLAN VIP60373 (750 Tin Can Alley, Gabriola Island PID 023-005-629) from “Local Commercial 3” to “Village Commercial 3” as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule “B” of Bylaw No. 177 as are required to effect this change.



3. **Schedule “C”** of Gabriola Island Land Use Bylaw, 1999 is amended as follows:

- 3.1. Schedule “C” – Map 10, is amended by replacing “Item d.3.8.1.a.vii” with “Item d.3.9.1.a.vii”.
- 3.2. Schedule “C” – Map 12, is deleted in its entirety.

- 3.3. Schedule “C” – Map 17, is amended by replacing “Items D.3.8.1.a.v and D.3.8.1.a.viii” with “Items D.3.9.1.a.v and D.3.9.1.a.viii”.

**GABRIOLA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 319**

Appendix 1

D.3.3 Village Commercial 3 (VC3)

D.3.3.1 Permitted Uses

The uses permitted in Article B.1.1.1, plus the following uses and no others are permitted in the Village Commercial 3 (VC3) zone:

a. Permitted *Principal* Uses

- i *garden centre*
- ii retail sales and rentals
- iii *personal services*
- iv *restaurant*
- v bakeries
- vi offices
- vii *limited public market*, subject to Subsection B.6.2

b. Permitted *Accessory* Uses

- i *single family* residential
- ii *two family dwelling* residential
- iii mini-storage

D.3.3.2 Buildings and Structures

The *buildings* and *structures* permitted in Article B.1.1.2, plus the following *buildings* and *structures* and no others are permitted in the Village Commercial 3 (VC3) zone:

a. Permitted *Buildings* and *Structures*

- i *Buildings* and *structures* to accommodate *principal* uses set out in this zone which must be connected to a freshwater collection system with a minimum storage capacity of 22,500 litres (5,944 US gallons).
- ii Maximum of:
 - two *dwelling units* per lot; and
 - two *buildings* per lot that exclude a *pump/utility house* and woodshed, and that are *accessory* to a *dwelling unit*.
- iii The maximum permitted floor area of a *dwelling unit* is 90 square metres (968 square feet)
- iv Other *buildings* and *structures* to accommodate the permitted accessory uses set out in this zone.

D.3.3.3 Regulations

The general regulations in Part B, plus the following regulations apply in the Village Commercial 3 (VC3) zone:

a. Buildings and Structures Height Limitations

- i The maximum *height* of *buildings* and *structures* is 9.0 metres (29.5 feet).

b. Buildings and Structures Siting Requirements

- i The minimum *setback* for *buildings* or *structures* except for a sign, *fence*, or *pump/utility house* is:
 - 6.0 metres (19.7 feet) from the *front lot line*;
 - 6.0 metres (9.8 feet) from any *interior lot line*, except where the *interior lot line* abuts a commercial or industrial *zone* in which case there is no *setback* requirement from the *interior lot line*; and
 - 3.0 metres (9.8 feet) from another *building* sited on the same *lot*.
- ii There is no *setback* requirement from any *exterior side lot line*, except for mini-storage units in which case the minimum *setback* is 4.5 metres.
- iii *Dwelling units* must be located within the building envelope of a commercial building.

c. Lot Coverage Limitations

- i The maximum combined *lot coverage* by *buildings* and *structures* is 40 percent of the *lot* area.

d. Lot Area Requirements for Subdivision

- i The minimum average *lot* area and the minimum *lot* area is 1.0 hectare (2.47 acres).

e. Mini-Storage Limitations

- i The maximum *floor area* is 9.3 square metres (100 square feet) per mini-storage unit.
- ii Mini-storage units must be separated from a highway or from land with zoning permitting a *principal* residential use by a landscape screen, subject to subsection B.2.7, not less than 2.0 metres (6.6 feet) in *height*.

f. Conditions of Use

- i The floor area of any commercial use on the lot shall not be expanded, and no building or structure greater than 100 square metres shall be constructed, or increased in floor area, unless:
 - one dwelling unit for residential use has been constructed on the lot; or
 - a dwelling unit is constructed as part of the construction or expansion of commercial use on the lot.
- ii The floor area of any commercial use on the lot shall not be expanded, and no building or structure greater than 200 square metres shall be constructed, or increased in floor area, unless:
 - two dwelling units for residential use have been constructed on the lot; or
 - two dwelling units are constructed as part of the construction or expansion of commercial use on the lot.

Islands Trust Council Highlights December 2-4, 2025

The elected 26-member Islands Trust Council governs the Islands Trust. Trust Council comprises two local trustees from each of 12 local trust areas and two municipal trustees from Bowen Island. Islands Trust Council meets quarterly to discuss and act on matters that affect the entire Islands Trust Area, including setting the annual budget; creating and monitoring a strategic plan; adopting the Islands Trust Policy Statement; and creating general policies.

The following is a list of highlights of Islands Trust Council's activities and decisions from its December 2-4, 2025 quarterly meeting. These highlights are not the official minutes; Islands Trust Council will adopt those at its March 10-12, 2026 meeting being held in-person in Duncan, B.C.

Islands Trust Council Welcomed by Esquimalt Councilor Sherry Thomas

Islands Trust Council was honoured to be welcomed by Councilor Sherry Thomas who thanked trustees for working together to protect the islands within the Trust Area.

Islands Trust Council 2026/27 Meeting Schedule Adopted

Islands Trust Council approved the dates and locations of its regular quarterly meetings, including new quarterly Committee of the Whole meetings, until March 31, 2027.

Islands Trust Operational Review Report

Chief Administrative Officer Bronee presented the Islands Trust Operational Review Report, which included nine recommendations that were subsequently adopted by Islands Trust Council.

Islands Trust 2026/27 Draft Budget

Islands Trust Council reviewed its initial 2026/27 draft budget. A Committee of the Whole meeting has been scheduled for February to further discuss the draft budget before the final version is brought to the March Trust Council Quarterly Meeting for consideration of adoption.

Islands Trust Conservancy Appointed Board Members Join Islands Trust Council Quarterly Meeting

Islands Trust Conservancy Board members nənqəm (Tanner Timothy) and Risa Smith attended two days of December's Islands Trust Council meeting after being invited to participate and speak during the agenda items on the Operational Review Report and the draft budget.

Short-Term Rental Accommodations Act Discussion

Islands Trust Council participated in an informative discussion on the *Short-Term Rental Accommodations Act* with Ministry of Housing and Municipal Affairs Housing Policy Branch Director Hannah Rabinovitch.

San Juan County and Islands Trust Council Joint Session

San Juan County Council Members Fuller, McVeigh and Paulsen joined Islands Trust Council to discuss mutual areas of interest including ferries, emergency response tow vessels and spill response vessels, and

the Fédération Internationale de Football Association's (FIFA) potential impact on local tourism and the economy in June and July of 2026. Islands Trust Council supported the Chair in working with San Juan County Chair McVeigh to form a political working group regarding oil spill response.

DRAFT

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
100%	1 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 12-Jun-2026	Completed
50%	2 Staff to engage with the Province to analyse Section 7 of the Declaration on the Rights of Indigenous Peoples Act to see how it pertains to Islands Trust Council, Islands Trust Conservancy, the Local Trust Committees, and Bowen Island Municipality.	Rueben Bronee	Meeting: 25-Sep-2024 Target: 12-Jun-2026	In Progress
0%	3 Staff to include portions of the report dated August 14, 2025 prepared for the September 2025 Trust Council on the Housing Strategic Action Plan, specifically pages 115-117 of the September, 2025 agenda, in the next strategic planning session of Trust Council.	Rueben Bronee	Meeting: 17-Sep-2025 Target: 01-Nov-2026	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity	Responsibility	Dates	Status
0%	4 Staff to schedule Trust Council meeting dates as follows: Quarterly meeting dates and start times to the end of fiscal 2026/27 of: a. June 16-18, 2026, starting at 1:00 p.m. on June 16; b. September 9-11, 2026, starting at 1:00 p.m. on September 9; c. November 12-14, 2026, starting at 2:00 p.m. on November 12; d. December 8-10, 2026, starting at 1:00 p.m. on December 8; e. March 9-11, 2027, starting at 1:00 p.m. on March 9. Quarterly meeting locations to the end of fiscal 2026/27 of: a. June 2026, Southern Gulf Islands; b. September 2026, electronic; c. November 2026, Victoria, BC; d. December 2026, Victoria, BC; and, e. March 2027, Galiano Island.	Rueben Bronee	Meeting: 02-Dec-2025 Target: 31-Dec-2025	In Progress
0%	5 Staff to schedule quarterly Committee of the Whole meeting dates, all to be held electronically starting at 9:00 a.m., to the end of fiscal 2026/27 of: a. Wednesday, May 13, 2026; b. Wednesday, July 22, 2026; c. Wednesday, October 7, 2026; and, d. Wednesday, February 10, 2027.	Rueben Bronee	Meeting: 02-Dec-2025 Target: 31-Dec-2025	In Progress
100%	6 Staff to update the TC FUAL by marking the first item on the Trust Council Follow Up Action Report as completed.	Rueben Bronee	Meeting: 02-Dec-2025 Target: 12-Dec-2025	Completed
100%	7 Staff to undertake no further work on Trust Council Strategic Plan initiative 1.3.1. and remove the corresponding item from the Executive Committee Active Projects Report.	Rueben Bronee	Meeting: 02-Dec-2025 Target: 31-Dec-2025	Completed

Follow Up Action Report

Trust Council

Chief Administrative Officer

Progress	Activity		Responsibility	Dates	Status
0%	8	Staff to develop options for the potential relocation of the Victoria office prior to the end of the current lease in September 2029.	Rueben Bronee	Meeting: 03-Dec-2025 Target: 30-Sep-2028	In Progress
0%	9	Staff to schedule an electronic Committee of the Whole meeting on February 18, 2026 from 1:00 p.m. to 5:00 p.m. to review the final draft of the 2026/27 budget.	Rueben Bronee	Meeting: 03-Dec-2025 Target: 31-Dec-2025	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
25%	1 5.2.2 Review of Trust Council Policies - Undertake review and recommend updates and consolidation of policies. Bring one or more policies back to each Trust Council. Work with relevant director. Now with recommend - transfer to Governance Committee as the GC has this as a priority for 2025/26. Underway via Governance Committee	David Marlor	Meeting: 26-Sep-2023 Target: 01-Dec-2026	In Progress
75%	2 That Trust Council request Staff to prepare a draft amendment to the Trust Council Meeting Procedures Bylaw under Section 11 of the Islands Trust Act so that it also applies to all 13 local trust committees, and add amendments to require release of local trust committees' agenda outlines a minimum of two days before release date of full agenda. (COMPLETED) THAT Trust Council request staff to prepare a draft Local Trust Committee Development Procedures Bylaw under Section 11 of the Islands Trust Act that will establish standard procedures applicable to all local trust committees. (PENDING) THAT Trust Council request Staff to prepare a Public Notice Policy with a model Local Trust Committee Public Notice Bylaw, and a draft Trust Council Public Notice Bylaw (COMPLETED)	David Marlor	Meeting: 07-Dec-2023 Target: 09-Jun-2026	In Progress
50%	3 Rename 'Islands Trust Council Goals' chart to 'Islands Trust Council Strategic Plan Goals' in the IT App and corresponding report. pending updates to ITApps, then code modification	David Marlor	Meeting: 24-Sep-2024 Target: 01-Dec-2026	In Progress
0%	4 Staff to provide an analysis of the position of secretary as per the 2022 Governance Report, and request for analysis on current roles and gaps needed to be filled (including Corporate Officer ie. Bowen).	David Marlor	Meeting: 18-Sep-2025 Target: 02-Jun-2026	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services and Information Services

Progress	Activity		Responsibility	Dates	Status
0%	5	Staff to prepare a five-year Information Technology and Information Management Plan to be presented to Trust Council for approval, and that no new non-essential technology projects be initiated until completion of this five-year plan.	David Marlor	Meeting: 03-Dec-2025 Target: 31-May-2026	In Progress
0%	6	Staff to work with the Governance Committee to provide Trust Council with options to improve the current committee structure in advance of the 2026 election.	David Marlor	Meeting: 03-Dec-2025 Target: 01-Oct-2026	In Progress
100%	7	Staff to add Trustee Lisa Gauvreau to the Governance Committee meetings until October 15, 2026, and complete all necessary associated administrative tasks to confirm her inclusion on the Committee as a voting member.	David Marlor	Meeting: 03-Dec-2025 Target: 31-Dec-2025	Completed

Follow Up Action Report

Trust Council

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
49%	1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (LTC's) might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.	Stefan Cermak	Meeting: 29-Jun-2023 Target: 31-Mar-2026	In Progress
65%	2 Staff to: 1. Solicit First Nations to get their feedback about the referral processes, concerns and new initiatives; 2. Develop a work plan that captures planned actions advancing from this Referrals to First Nations - Request for Decision; and 3. Include this initiative in the Draft 2025-2028 Strategic Plan and the amended Reconciliation Action Plan.	Stefan Cermak	Meeting: 26-Sep-2024 Target: 31-Mar-2026	In Progress
0%	3 Staff to refer the "health and safety issues" wording in the Bylaw and Compliance and Enforcement Policy 5.5.1 to the Regional Planning Committee for discussion for potential wording amendments based on the Ombudspersons recommendations.	Stefan Cermak	Meeting: 17-Sep-2025 Target: 28-Feb-2026	In Progress
0%	4 Staff to split the Freshwater Sustainability Strategy Review and Implementation business plan and support the first section (review) and defer the implementation plan.	Stefan Cermak	Meeting: 03-Dec-2025 Target: 31-Mar-2026	In Progress
0%	5 Staff to prepare a bylaw to rescind Bylaw 154 should staff be unable to resource the coordination of the Salt Spring Watershed Protection Plan in the 2026/27 budget.	Stefan Cermak	Meeting: 03-Dec-2025 Target: 31-May-2026	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
0%	6 Staff to inform the respective staff that Trust Council approved financial sponsorship in the amount of \$1,592 for rezoning application PLRZ20250368 (3661 Piercy Road, Denman Island), requiring an amendment to Denman Land Use Bylaw No.186.	Stefan Cermak	Meeting: 04-Dec-2025 Target: 31-Dec-2025	In Progress
0%	7 Staff to submit a letter, through the Chair, opposing Bill M216 and requesting that the Province explicitly exempt the Islands Trust from the proposed legislation, and to complete a consultation questionnaire.	Stefan Cermak	Meeting: 04-Dec-2025 Target: 31-Dec-2025	In Progress

Director, Financial and Employee Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to add \$115,000 to the draft 2026/27 budget to fund a permanent new Manager of Indigenous Relations position.	Julia Mobbs	Meeting: 03-Dec-2025 Target: 01-Mar-2026	In Progress
0%	2 Staff to increase the proposed budget for the Reconciliation Program for fiscal 2026/27 by adding \$100,000 targeted to support capacity funding grants.	Julia Mobbs	Meeting: 03-Dec-2025 Target: 01-Mar-2026	In Progress
0%	3 Staff to add \$95,000 to the draft 2026/27 budget to fund a permanent new Engagement and Communications Lead position.	Julia Mobbs	Meeting: 03-Dec-2025 Target: 01-Mar-2026	In Progress
100%	4 Staff to inform the Executive Committee that Trust Council request Executive Committee to allocate \$1500 to communications explaining the draft 2026/27 budget.	Julia Mobbs	Meeting: 03-Dec-2025 Target: 06-Jan-2026	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
85%	1 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions. (ONGOING)	Clare Frater	Meeting: 21-Sep-2022 Target: 07-Sep-2026	In Progress
5%	2 Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater	Meeting: 21-Sep-2022 Target: 31-Mar-2026	In Progress
100%	3 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Clare Frater Rueben Bronee	Meeting: 07-Mar-2023 Target: 12-Jun-2026	Completed
0%	4 Staff to report to the Executive Committee on options to support renewed advocacy with San Juan County and Indigenous Governing Bodies that is directed to our respective federal and state/provincial bodies on oil spill prevention in the Salish Sea.	Clare Frater	Meeting: 05-Dec-2024 Target: 14-Jan-2026	In Progress
100%	5 Staff to inform the ITCB that Trust Council request the Islands Trust Conservancy Board to re-consider its budget request for 2026-27 in the context of Trust Council adoption of the recommendations in the Islands Trust 2025 Operational Review Report.	Clare Frater	Meeting: 04-Dec-2025 Target: 31-Dec-2025	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
100%	6 Staff to inform the appropriate staff that Trust Council approved financial sponsorship of \$450 for Natural Area Protection Tax Exemption Program (NAPTEP) application PLNAP-20240358, Martin NAPTEP, Salt Spring Island.	Clare Frater	Meeting: 04-Dec-2025 Target: 31-Dec-2025	Completed
100%	7 Staff to complete the payment of funds requested from the Association of Vancouver Island and Coastal Communities Climate Leadership Steering Committee from the current years budget of \$125.	Clare Frater	Meeting: 04-Dec-2025 Target: 31-Dec-2025	Completed



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** March 10, 2026
From: Executive Committee **Date Prepared:** December 11, 2025
SUBJECT: Trust Council Public Notice Bylaw

RECOMMENDATIONS:

1. That Trust Council considers that the notification methods in draft Bylaw 203 are reliable, suitable and accessible for the Islands Trust Area.
2. That Trust Council Bylaw 203, cited as “Trust Council Public Notice Bylaw” be read a First Time.
3. That Trust Council Bylaw 203, cited as “Trust Council Public Notice Bylaw” be read a Second Time.
4. That Trust Council Bylaw 203, cited as “Trust Council Public Notice Bylaw” be read a Third Time.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The recommendations provide a more cost-effective means of providing public notice throughout the Trust Area when required by legislation.

1 PURPOSE:

To adopt an Alternate Public Notice Bylaw for Trust Council.

2 BACKGROUND:

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Islands Trust Act* and *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate across the Islands Trust Area. This would require advertising in two editions of up to eight different newspapers for Trust Council bylaws.

Section 94.2 of the *Community Charter* gives local governments the authority to adopt public notice bylaws. If Trust Council adopts a Public Notice Bylaw, Trust Council is required to publish notices by all the methods specified in that bylaw.

When adopting a Public Notice Bylaw, the Trust Council is required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the [Public Notice Regulation](#).

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, Trust Council must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to Trust Council include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page.

At its September 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

There are no organizational implications

FINANCIAL:

Reduction of cost of advertising for bylaw amendments that require public notification.

POLICY:

There are no policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Staff would use a Resolution Without Meeting to have Trust Council formally adopt Bylaw 203, and then this would be posted on the Islands Trust website.

FIRST NATIONS RELATIONS:

There are no First Nations Relations implications.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

N/A

5 ATTACHMENT(S):

Draft Trust Council Bylaw 203

RESPONSE Options

Recommendation:

- 1. That Trust Council considers that the notification methods in draft Bylaw 203 are reliable, suitable and accessible for the Islands Trust Area.**
- 2. That Trust Council Bylaw 203, cited as “Trust Council Public Notice Bylaw” be read a First Time.**
- 3. That Trust Council Bylaw 203, cited as “Trust Council Public Notice Bylaw” be read a Second Time.**
- 4. That Trust Council Bylaw 203, cited as “Trust Council Public Notice Bylaw” be read a Third Time.**

Alternative:

Trust Council could decide to add, or alter the items recommended by the Executive Committee to be considered in draft bylaw 203. This could be done by a resolution to amend the bylaw before considering the readings.

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

Reviewed By/Date: Chief Administrative Officer/December 11, 2025
Executive Committee/

DRAFT

TRUST COUNCIL

PUBLIC NOTIFICATION BYLAW

BYLAW NO. 203

A Bylaw to provide for an alternative means of publishing a public notice.

WHEREAS pursuant to section 94.2 of the Community Charter, Trust Council may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the *Community Charter* and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the Trust Council considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

NOW THEREFORE, Trust Council in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Trust Council Public Notification Bylaw".
2. THAT the means of publication for public notice requirements under the *Community Charter*, *Local Government Act*, or any other enactment may be given by the following methods:
 - (i) electronically by posting the notice on the Islands Trust website; and
 - (ii) electronically by posting the notice on Islands Trust's social media platform.

READ A FIRST TIME THIS _____ DAY OF _____, 20____

READ A SECOND TIME THIS _____ DAY OF _____, 20____

READ A THIRD TIME THIS _____ DAY OF _____, 20____

ADOPTED THIS _____ DAY OF _____, 20____

CHAIRPERSON

SECRETARY

Purpose: To offer municipal training that includes Bystander Intervention, Leaving a Legacy and Accountability as part of [The Barrier's Project](#).

Based on your unique needs we would propose offering a 1-2 hours session that would combine our teachings of Bystander training, Leaving a Legacy and Accountability in the municipal setting.

Bystander Training

This workshop supports participants in recognizing harm in their workplaces and developing the skills to respond effectively—whether in the moment or afterward. Strengthening bystander intervention skills provides meaningful options beyond formal reporting and empowers individuals to contribute to safer, more respectful environments.

Learning Outcomes

- Identify and recognize harassment.
- Understand effective actions—and what to avoid.
- Learn the “5 Ds” of active bystander intervention.
- Build confidence through real-time practice scenarios.

Leaving a Legacy

This workshop helps participants advance a lasting legacy of safe practices within their council tables. Together, we will explore practical steps, policies, and practices that strengthen diversity and inclusion so future councillors can thrive in a respectful environment. The session focuses

on actionable solutions to improve the experiences of women and gender minorities in local government, addressing barriers such as toxicity, creating welcoming spaces, using tools to manage and encourage respect and dignity in public meetings.

Learning Outcomes

- Identify the changes that would make your municipality more inclusive.
 - Learn from examples in other jurisdictions and shape your own strategy.
 - Draft motions you can bring forward now to initiate staff reports and concrete action.
-

Accountability

This workshop offers a compassionate, grounded exploration of what accountability truly means and how to build processes that are restorative rather than punitive. Participants will learn how to create conditions where feedback strengthens relationships and where addressing harm is approached with clarity, care, and integrity.

Learning Outcomes

- Recognize harmful behaviours and their impact.
 - Understand the difference between “calling in” and “calling out.”
 - Develop approaches for navigating the discomfort of addressing harm.
 - Practice applying accountability tools in real-time scenarios.
-

REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** December 17, 2025

From: Trust Area Services **Date Prepared:** December 10, 2025

SUBJECT: AVICC/UBCM RESOLUTION SELECTION (Annual Item)

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2026 convention for Executive Committee's consideration in January/February 2026.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Islands Trust has had a practice of submitting resolutions to AVICC/UBCM. Resolutions endorsed by the UBCM membership can trigger advocacy support from UBCM staff and often result in a well-considered response from the affected Ministry or Department. Depending on the resolution(s) submitted, the Executive Committee may wish to consider additional advocacy such as proposing a related session for the UBCM conventions or a meeting with a minister.

However, given Trust Council's recent acceptance of the recommendations of the 2025 Operational Review, Executive Committee should give careful consideration to whether any proposed resolutions are a high enough priority to allocate limited staff capacity to support the work required to support them. I recommend only resolutions of direct and timely relevance to Islands Trust's strategic plan priorities and mandate be advanced.

- 1 **PURPOSE:** To seek direction about drafting resolution(s) and backgrounder(s) for the 2026 Association of Vancouver Island and Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) conventions.
- 2 **BACKGROUND:** On November 24, 2025, staff sent out an email to staff and trustees with a call for resolutions for the annual AVICC/UBCM Conference.

It is possible for Islands Trust to submit more than one resolution. Staff do not recommend proposing more than two resolutions in any one year due to the resulting workload and the difficulty in advocating for more than two topics at one convention.

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

Section 4.2 of the Islands Trust policy 6.12ii on UBCM/AVICC Membership and Resolutions states: *Trustees and staff are encouraged to propose resolutions for submission to the AVICC or UBCM conventions to the Executive Committee by the end of each calendar year.*

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

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

Executive Committee members should also consider that UBCM guidelines suggest that issues identified in resolutions should be relevant to other local government across the province. There was only one viable suggestion for an Islands Trust 2026 resolution:

Source	Topic	Rationale	Senior Staff Assessment
Tim Peterson	Requesting end of Transport Canada efforts to divest remote port facilities	Small island communities rely on their federal docks as lifelines to the rest of Canada, for access to everything from food to medical services. The ongoing efforts by Transport Canada to divest remote port facilities causes uncertainty for affected communities. This continued uncertainty appears unnecessary given the low likelihood of a viable transfer of remaining remote port facilities.	This topic is not connected to a Policy Statement policy or a strategic plan initiative. If the resolution is to proceed to UBCM it would need to make clear it is more than a regional issue. It would be more likely to succeed if co-sponsored with a local government outside of the AVICC area using the same resolution and backgrounder. The resolution could be directed directly to Transport Canada or could be directed to BC Ministry of Transportation and Transit to work with/demand/request that... etc. Staff understand that this topic may also be advanced to the qathet Regional District Board for advocacy.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Drafting a resolution and preparing a one-page backgrounder will take up to one day of the Senior Policy Advisor's time for each topic selected, and will require review by Director of Trust Area Services and CAO. It will also require some time from the Executive Assistant to send to AVICC and prepare for the information package given to Islands Trust delegates attending the conventions. Some topics may require legal advice, or research/review time by other staff in the organization.

FINANCIAL: None expected.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: If the Executive Committee selects a topic, staff will aim to provide a draft resolution(s) and backgrounder(s) on the January 14, 2026 or February 4, 2026 Executive Committee agenda. The resolution(s) must be submitted to AVICC by February 12, 2026.

FIRST NATIONS RELATIONS: The Director of Trust Area Services and/or Senior Policy Advisor will ensure that resolution wording aligns with Islands Trust Council's Reconciliation Declaration.

OTHER: None.

4 RELEVANT POLICY(S):

- [Policy 6.12.ii - UBCM/AVICC Membership and Resolutions](#)

5 ATTACHMENT(S):

- 1) AVICC Resolutions Notice - Request for Submissions

RESPONSE OPTIONS

RECOMMENDATION: That the Executive Committee direct staff to draft a resolution and backgrounder on _____ for submission to the Association of Vancouver Island and Coastal Communities 2026 convention for Executive Committee's consideration in January/February 2026.

Alternative:

1. That the Executive Committee not propose a resolution to AVICC/UBCM.
2. That the Executive Committee select different resolutions for AVICC/UBCM.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Ruben Bronee, Chief Administrative Officer, December 11, 2025



2026 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2026 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from **April 24-26, 2026**. Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **WORD DOCUMENT** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and First Nations and must have been endorsed by the Board or Council of that member.
- **Each member may submit a maximum of three (3) resolutions (updated August 2025).**
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention. **Each sponsor will be given 2 minutes to introduce their resolution (updated August 2025)**
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and **should not contain more than two "whereas" clauses**. Each whereas clause must have only one sentence.

LATE AND OFF THE FLOOR RESOLUTIONS

- A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- Late Resolutions must be received by AVICC by **noon on Wednesday, April 22nd, 2026**.
- Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM, are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

AVICC RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention. Please note that the UBCM Bylaws were updated at the 2025 UBCM Convention as included as **Appendix A** with this document.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

UBCM BYLAW & RESOLUTIONS PROCESS UPDATE

At their 2025 UBCM Convention, members endorsed ***ER1: Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process***. The changes to UBCM's Bylaws will impact how resolutions endorsed at AVICC are considered after they are sent to the UBCM Resolutions Committee. Please note the following changes to the UBCM Bylaws [15.(c)]:

- The Resolutions Committee **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- **Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:**
 - **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
 - **Resolution is outside of the scope of BC local governments and member First Nations;**
 - **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
 - **Resolution is regional in focus.**

ER1 in its entirety and the rationale provided by the UBCM Executive has been included as **Appendix A** with this document.

The AVICC Executive is currently evaluating our own resolutions process. The 2026 Convention Rules & Procedures for handling Resolutions, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the *whereas* clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action being*** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate background** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single background relating to multiple resolutions. The background may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC **and/or** UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

- **If absolutely necessary**, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>

Section ER

ER1 **Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process**

UBCM Executive

Whereas the large number of resolutions submitted by UBCM members—more than 200 annually— results in a wide range of policy positions, rendering it challenging for UBCM to focus its advocacy efforts;

And whereas a reduction in the number and breadth of policy positions adopted annually by the membership would enable UBCM to advocate more effectively, by focusing time and resources on issues with significant province-wide impact on local governments and member First Nations:

Therefore be it resolved that Section 15(c) of the UBCM Bylaws be amended by adding the text in bold type as follows, to enable the Resolutions Committee to apply filters to determine which resolutions may be included for consideration by the membership at Convention:

15. COMMITTEES (Other than Nominating Committee):

(c) The Resolutions Committee:

- shall examine all Annual Resolutions regularly submitted to the Convention;
- **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- shall recommend in favour of or against the Annual Resolutions respectively;
- may correlate Annual Resolutions; and
- may recommend amendments.

Any Annual Resolution may be referred by the Convention to the Resolutions Committee either alone or with new resolutions for study and report to the Convention.

Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:

- **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
- **Resolution is outside of the scope of BC local governments and member First Nations;**
- **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
- **Resolution is regional in focus.**

UBCM Resolutions Committee Recommendation: **Endorse**

UBCM Resolutions Committee Comments:

The Resolutions Committee is seeking membership approval of this Extraordinary Resolution to reduce the volume of resolutions received and considered each year and improve the quality of resolutions considered.

Lens #1 - Resolutions that reaffirm existing policy

The Committee proposes that any resolution that aligns with resolutions already endorsed or not endorsed by the membership should be received rather than put forward for further consideration by the membership. The current intent of the Resolutions Committee is that a 5 year window would be adopted to establish existing policy under this lens.

Lens #2 - Resolutions outside of local government scope

The Committee suggests that limiting resolutions for consideration to those that directly relate to local government service delivery will strengthen the efficacy and credibility of UBCM's advocacy.

Lens #3 - Resolutions that are unclear or poorly formatted

UBCM staff and the Resolutions Committee currently expend considerable time working with the sponsors to help them to clarify and format their resolutions. Removing this function will encourage those drafting resolutions to meet established standards for clarity and better resolutions.

Lens #4 - Resolutions that are regional in focus

Resolutions for consideration at UBCM should have a province-wide focus. Resolutions that are regional in focus should be considered and acted upon by Area Associations.

The Committee proposes to include all resolutions captured by one or more of the lenses in an appendix of the Resolutions Book. While these resolutions are being published for transparency, these resolutions are not to be considered and are not available to be brought forward for consideration via a motion to vary the agenda.

The Committee would point out that section 14(d) of the UBCM Bylaws grants the UBCM Executive authority to bring forward to Convention a resolution on any matter at any time. This authority of the UBCM Executive enables UBCM to respond quickly to a changing policy or legislative environment, bringing forward issues or concerns that may fall within existing UBCM policy, but require immediate consideration.

Members are encouraged to read the accompanying backgrounder found in the Appendix of this Resolutions Book to learn more about the proposed Extraordinary Resolution.

Conference decision: Endorsed

ISED meeting notes from December 10, 2025

Synopsis:

This meeting was an opportunity to discuss processes, roles, and expectations.

We discussed the process, touching on points of contact and decision, with regard to land use authorities.

-Pre-consultation: This is an expected step, preparatory to public consultation. The proponent is expected to consult with the land use authority to explore expectations regarding local consultation protocol. This step is not considered optional for the proponent.

We discussed the difficulties around proponents coming with a desired location, as opposed to a range of possible locations. While land use authorities may wish to identify suitable locations, this needs to interact with technical coverage requirements.

It was noted that it is perfectly reasonable to request that proponents supply coverage maps to detail the utility of specific locations, in order to achieve the desired coverage. ISED does not have engineering staff available to assess such reporting, and should land use authority desire independent confirmation of technical data supplied by the proponent, it would need to supply its own expert advice to do so. This advice would best come from an organization that supplies power engineering advice, specific to towers, interpretation of heat maps, etc., ideally in layman's terms that land use decision makers can easily use.

While it is unlikely that a proponent would supply incorrect technical information to a land use authority, to do so would effectively terminate a proposal, if such was found to be the case.

During the pre-consultation process, it is perfectly reasonable for the land use authority to request further information, such as that discussed above, including evidence that the proponent had explored other locations. Planning staff are encouraged to identify this option in any reporting to decision makers.

ISED identified that their policy in this particular area has some deficiencies, in terms of the level of evidence required on alternate locations beyond technical reasons. (e.g., we spoke to land owner x and y, and z, but only z was willing or affordable.) It was also noted that ISED does not delve into what are considered strictly business decisions (e.g., does the land owner wish compensation that is untenable from a business perspective).

-Local Consultation requirements: We discussed that local land use authorities may want a robust public consultation process, which must be laid out in the local protocol. However, when proponents believe that local consultation requirements are unreasonable, they may appeal to ISED to revert to the ISED default requirements.

To avoid this we discussed the notion of severability, whereby provisions in the local protocol that ISED deems unreasonable may be set aside, without automatically triggering a reversion to the ISED default consultation process.

For Islands Trust, it may be important to note severability in our protocols, so that the remainder of the requirements are not automatically set aside, should some be deemed unreasonable, and thereby triggering a reversion to ISED default consultation process.

It was noted that our requirements must be limited to the consultation process. The process laid out should not be variable as the process proceeds (e.g. “or where significant public interest” vs. “where it is prudent”). It was noted that “hard cap” statements in protocols can be challenging, especially in establishing distances for specific consultation such as “3 times the height of the tower”, although this may be less of an issue in Local Trust Areas, as low populations would mean that such provisions are less likely to drastically increase the number of residents needing to be included in consultation efforts compared with densely populated urban areas.

It was also noted that defining “finish lines” in requirements is desirable. An example would be that after 2 (or 3, or 4) rounds of public consultation, the proponent would be deemed to have met the requirements. It was also noted that it is incumbent on the proponent to actually address concerns and issues raised, and that skirting or avoiding clearly addressing concerns raised would jeopardize their application.

It is important to note that some concerns raised by the public may not be in the purview of ISED. A common example is health concerns about 5G technologies. ISED does not have discretion on health concerns, but must defer to Health Canada, and their determinations on the safety of the technologies.

Mr. Seltenrich stated that he has reviewed one of the Islands Trust protocol documents, and noted some areas of concern, with examples, that may approach a level considered unreasonable. He offered to review our protocols to inform us of problem areas, so that we can adjust our wording to avoid such a designation. He did stress that his advice could not be considered legal advice, but would help our protocols to stay “within bounds” of what ISED considers reasonable requirements.

-Letter of Concurrence or Non-concurrence:

Unless there is strong evidence to dispute the process, a Non-concurrence essentially means the project is finished.

Once Concurrence is given, however, the role of the land use of authority is complete. Reversal of Concurrence is a non-starter, and is regarded as outside the process.

Similarly, a decision to provide neither of Concurrence or Non-concurrence is regarded as a situation whereby ISED will make a determination without further reference to the land use of authority.

Thus, the decision of the land use authority on this matter is of high importance, and should be considered as irreversible.

-First Nations consultation: It is important to note that where local protocols include requirements for First Nation consultations, ISED will generally deem such provisions as overriding their default provisions. Therefore, it is important that Islands Trust deeply consider how First Nations consultation is addressed in local protocols. This in itself indicates that Islands Trust needs to directly consult with First Nations on the requirements which may need to be included in local protocols.

-Upcoming potential changes in federal processes:

Finally, ISED staff informed us that due to the federal government interest in reducing “red tape”, ISED has submitted areas for consideration. ISED staff has committed to identifying when and where determination on these issues will be available for input and review. It is expected that there will be opportunity for input prior to a review in January, 2026, and that any changes will follow soon after.

ISED staff at the meeting:

Ayaz Nathaniel, District Manager

ayaz.nathaniel@ised-isde.gc.ca

Ken Pungente, Director, Coastal Offices, STS-Western Region

ken.pungente@ised-isde.gc.ca

Steven Seltenrich, Portfolio Manager, tower consultation specialist

steven.seltenrich@ised-isde.gc.ca



Spectrum Management and Telecommunications

Client Procedures Circular

Radiocommunication and Broadcasting Antenna Systems

Preface

Client Procedures Circular CPC-2-0-03, *Radiocommunication and Broadcasting Antenna Systems*, issue 6, replaces CPC-2-0-03, issue 5, dated June 26, 2014.

The following are the main changes:

- implemented official languages requirements for the public consultation process, which will apply to public consultations commenced on or after August 1, 2023
- updated the name of the department to Innovation, Science and Economic Development Canada (ISED) throughout
- updated references to the *Canadian Environmental Assessment Act* to reflect the coming into force of the *Impact Assessment Act*
- updated Transport Canada references and details relating to aeronautical safety responsibilities to reflect current forms and definitions
- adopted the text proposed by NAV Canada regarding land-use proposal submission forms
- made editorial changes and clarifications, as appropriate

Comments and suggestions may be directed to the following address:

Innovation, Science and Economic Development Canada
Spectrum Management Operations Branch
235 Queen Street
Ottawa ON K1A 0H5

Attention: Spectrum Management Operations

Email: spectrumoperations-operationsduspectre@ised-isde.gc.ca

All spectrum-related documents referred to in this paper are available on ISED's Spectrum Management and Telecommunications website.

Contents

1.	Introduction.....	1
1.1	Mandate.....	1
1.2	Application.....	1
1.3	Process overview	2
2.	ISED engagement.....	2
3.	Use of existing infrastructure (sharing)	3
4.	Land-use authority and public consultation.....	3
4.1	Land-use authority consultation.....	5
4.2	ISED’s default public consultation process	6
4.3	Concluding consultation	9
4.4	Communicating in both official languages	10
4.5	Post-consultation.....	11
5.	Dispute resolution process.....	11
6.	Exclusions	11
7.	General requirements	13
7.1	Radio frequency exposure limits	13
7.2	Radio frequency immunity	14
7.3	Proximity of proposed structure to broadcasting undertakings	14
7.4	Impact Assessment Act.....	15
7.5	Aeronautical safety	15
	Annex A: ISED’s default public consultation process – Public notification package	17

1. Introduction

Radiocommunication and broadcasting services are important for all Canadians and are used daily by the public, safety and security organizations, government, wireless service providers, broadcasters, utilities and businesses. In order for radiocommunication and broadcasting services to work, antenna systems including masts, towers, and other supporting structures are required. Antenna systems are normally composed of an antenna and some type of supporting structure, often called an antenna tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. There is a certain measure of flexibility in the placement of antenna systems, which is constrained to some degree by the need to achieve acceptable coverage for the service area, the availability of sites, technical limitations, and safety. In exercising its mandate, Innovation, Science and Economic Development Canada (ISED) believes that it is important that antenna systems be deployed in a manner that considers the local surroundings.

1.1 Mandate

Section 5 of the *Radiocommunication Act* states that the Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. Accordingly, proponents must follow the process outlined in this document when installing or modifying an antenna system. Also, the installation of an antenna system or the operation of a currently existing antenna system that is not in accordance with this process may result in its alteration or removal and other sanctions against the operator in accordance with the *Radiocommunication Act*.

1.2 Application

The requirements of this document apply to anyone who is planning to install or modify an antenna system, regardless of the type (referred to in this document as the “proponent”). This includes telecommunications carriers, businesses, governments, Crown agencies, operators of broadcasting undertakings and the public (including for amateur radio operation and over-the-air TV reception).

Anyone who proposes, uses or owns an antenna system must follow these procedures. The requirements also apply to those who install towers or antenna systems on behalf of others or for leasing purposes (“third party tower owners”). As well, parts of this process contain ongoing obligations that apply to existing antenna system owners and operators.

For the purposes of this document:

- An “antenna system” is normally composed of an antenna and some sort of supporting structure, normally a tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. Thus, where this document refers to an “antenna,” the term includes the integral mast.

- A “telecommunications carrier” means a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

1.3 Process overview

This document outlines the process that must be followed by proponents seeking to install or modify antenna systems. The broad elements of the process are as follows:

1. investigating sharing or using existing infrastructure before proposing new antenna-supporting structures
2. contacting the land-use authority to determine local requirements regarding antenna systems
3. undertaking public notification and addressing relevant concerns, whether by following local land-use authority requirements or ISED’s default process, as is required and appropriate
4. satisfying ISED’s general and technical requirements
5. completing the construction

It is ISED’s expectation that steps 2 to 4 will normally be completed within **120 days**. Some proposals may be excluded from certain elements of the process (see section 6). It is ISED’s expectation that all parties will carry out their roles and responsibilities in good faith and in a manner that respects the spirit of this document. If the requirements of this document are satisfied and the proposal proceeds, then, under step 5, construction of the antenna system must be completed within **three years** of conclusion of consultation.

2. ISED engagement

There are a number of points in the processes outlined in this document where parties must contact ISED to proceed. Further, anyone with questions regarding the process may contact the local ISED office for guidance (refer to Radiocommunication Information Circular RIC-66, *Addresses and Telephone Numbers of District Offices*). Based on a query by an interested party, ISED may request parties to provide relevant records and/or may provide direction to one or more parties to undertake certain actions to help move the process forward.

3. Use of existing infrastructure (sharing)

This section outlines the roles of proponents and owners/operators of existing antenna systems. In all cases, parties should retain records (such as analyses, correspondence and engineering reports) relating to this section. See also Client Procedures Circular CPC-2-0-17, *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*.

Before building a new antenna-supporting structure, ISED requires that proponents first explore the following options:

- consider sharing an existing antenna system, modifying or replacing a structure if necessary
- locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers, etc.

A proponent is not normally expected to build a new antenna-supporting structure where it is feasible to locate an antenna on an existing structure, unless a new structure is preferred by the land-use authority.

Owners and operators of existing antenna systems are to respond to a request to share in a timely fashion and to negotiate in good faith to facilitate sharing where feasible. It is anticipated that **30 days** is reasonable time for existing antenna system owners/operators to reply to a request by a proponent in writing with one of the following:

- a proposed set of reasonable terms to govern the sharing of the antenna system
- a detailed explanation of why sharing is not possible

4. Land-use authority and public consultation

Contacting the land-use authority

Proponents must always contact the applicable land-use authorities to **determine the local consultation requirements** and to **discuss local preferences regarding antenna system siting** and/or design, **unless their proposal falls within the exclusion criteria outlined in section 6**. If the land-use authority has designated an official to deal with antenna systems, then proponents are to engage the authority through that person. If not, proponents must submit their plans directly to the council, elected local official or executive. The **120-day** consultation period commences only once proponents have formally submitted, in writing, **all plans required by the land-use authority**, and does not include preliminary discussions with land-use authority representatives.

Proponents should note that there may be more than one land-use authority with an interest in the proposal. Where no established agreement exists between such land-use authorities, proponents must, as a minimum, contact the land-use authority(ies) and/or neighbouring land-use authorities

located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. As well, in cases where proponents are aware that a potential Aboriginal or treaty right or land claim may be affected by the proposed installation, they must contact ISED in order to ensure that the requirements for consultation are met. Proponents are encouraged to refer to local community and online resources (for example, the **Aboriginal and Treaty Rights Information System (ATRIS)**) as applicable.

Following the land-use authority process

Proponents must follow the land-use consultation process for the siting of antenna systems, established by the land-use authority, where one exists. In the event that a land-use authority's existing process has no public consultation requirement, proponents must then fulfill the public consultation requirements contained in ISED's default public consultation process (see section 4.2). Proponents are not required to follow this requirement if the land-use authority's established process explicitly excludes their type of proposal from consultation or it is excluded by ISED's criteria. In all cases, telecommunications carriers, broadcasting undertakings and third party tower owners must notify and consult with the local public when proposing a new antenna tower, either by following ISED's default public consultation process or, where one exists, the land-use authority's public consultation process. **Where proponents believe the local consultation requirements are unreasonable, they may contact the local ISED office in writing for guidance.**

Broadcasting undertakings

Applicants for broadcasting undertakings are subject to Canadian Radio-television and Telecommunications (CRTC) licensing processes in addition to ISED requirements. Although ISED encourages applicants to consult as early as practical in the application process, in some cases it may not be prudent for applicants to initiate public and municipal/land-use consultation before receiving CRTC approval, as application denial by the CRTC would have resulted in unnecessary work for all parties involved. Therefore, assuming that the proposal is not otherwise excluded, broadcasting applicants may opt to commence land-use consultation after having received CRTC approval. However, broadcasting applicants choosing this approach are required, at the time of the CRTC application, to notify the land-use authority with a Letter of Intent outlining a commitment to conduct consultation after receiving CRTC approval. If the land-use authority raises concerns with the proposal as described in the Letter of Intent, applicants are encouraged to engage in discussions with the land-use authority regarding their concerns and attempt to resolve any issues. Refer to Broadcasting Procedures and Rules, Part 1 (BPR-1), for further details.

4.1 Land-use authority consultation

ISED believes that any concerns or suggestions expressed by land-use authorities are important elements to be considered by proponents regarding proposals to install, or make changes to, antenna systems. As part of their community planning processes, land-use authorities should facilitate the implementation of local radiocommunication services by establishing consultation processes for the siting of antenna systems. Municipalities may also wish to refer to the Antenna System Siting Protocol Template developed in partnership between the Federation of Canadian Municipalities (FCM) and the Canadian Wireless Telecommunications Association (CWTA).

Unless the proposal meets the exclusion criteria outlined in section 6, proponents must consult with the local land-use authority(ies) on any proposed antenna system prior to any construction. The aim of this consultation is to:

- discuss site options
- ensure that local processes related to antenna systems are respected
- address reasonable and relevant concerns (see section 4.2) from both the land-use authority and the community they represent
- obtain land-use authority concurrence in writing

Land-use authorities are encouraged to establish reasonable, relevant, and predictable consultation processes specific to antenna systems that consider such things as:

- the designation of suitable contacts or responsible officials
- proposal submission requirements
- public consultation
- documentation of the concurrence process
- the establishment of milestones to ensure consultation process completion within **120 days**

ISED is available to assist land-use authorities in the development of local processes. In addition, land-use authorities may wish to consult ISED's guide for the development of local consultation processes.

Where they have specific concerns regarding a proposed antenna system, land-use authorities are expected to discuss reasonable alternatives and/or mitigation measures with proponents.

Under their processes, land-use authorities may exclude from consultation any antenna system installation in addition to those identified by ISED's own consultation exclusion criteria (section 6). For example, an authority may wish to exclude from consultation those installations located within

industrial areas removed from residential areas, low visual impact installations, or certain types of structures located within residential areas such as personal antenna systems (e.g. used for over the air and satellite television reception or amateur radio operation).

4.2 ISED's default public consultation process

Proponents must follow ISED's default public consultation process where the local land-use authority does not have an established and documented public consultation process applicable to antenna siting. ISED's default process has three steps whereby the proponent:

1. provides written notification to the public, the land-use authority and ISED of the proposed antenna system installation or modification (i.e. public notification)
2. engages the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. responding to the public)
3. provides an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. public reply comment)

Public notification

1. Proponents must ensure that the local public, the land-use authority and ISED are notified of the proposed antenna system. As a minimum, proponents must provide a notification package (see annex A) to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc. located within a radius of three times the tower height (proponents are advised that municipalities may set reasonable public notification distances appropriate for their communities when establishing their own protocols). The radius is measured from the outside perimeter of the supporting structure. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc. Public notification of an upcoming consultation must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly reference that the recipient is within the prescribed notification radius of the proposed antenna system.
2. It is the proponent's responsibility to ensure that the notification provides at least **30 days** for written public comment.
3. In addition to the minimum notification distance noted above, in areas of seasonal residence, the proponent, in consultation with the land-use authority, is responsible for determining the best manner to notify such residents to ensure their engagement.

4. In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area. Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting, or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include:

- a description of the proposed installation
- its location and street address
- proponent contact information and mailing address
- an invitation to provide public comments to the proponent within **30 days** of the notice

In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local ISED office for guidance.

Responding to the public

Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications. If the local public or land-use authority raises a question, comment or concern relating to the antenna system as a result of the public notification process, then the proponent is required to:

1. respond to the party in writing within **14 days** acknowledging receipt of the question, comment or concern, and keep a record of the communication
2. address in writing all reasonable and relevant concerns within **60 days** of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant
3. in the written communication referred to in the preceding point, clearly indicate that the party has **21 days** from the date of the correspondence to reply to the proponent's response (the proponent must provide a copy of all public reply comments to the local ISED office)

Responding to reasonable and relevant concerns may include contacting a party by telephone, engaging in a community meeting or having an informal, personal discussion. Between steps 1 and 2 above, the proponent is expected to engage the public in a manner it deems most appropriate. Therefore, the letter at step 2 above may be a record of how the proponent and the other party addressed the concern at hand.

Public reply comments

As indicated in step 3 above, the proponent must clearly indicate that the party has **21 days** from the date of the correspondence to reply to the response. The proponent must also keep a record of all correspondence/discussions that occurred within the **21-day** public reply comment period. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary but will generally be considered if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system.

Examples of concerns that proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document, including the *Impact Assessment Act*, Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations
- potential effects that a proposed antenna system will have on property values or municipal taxes
- questions whether the *Radiocommunication Act*, this document, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner

4.3 Concluding consultation

The proponent may only commence installation/modification of an antenna system after the consultation process has been completed by the land-use authority, or ISED confirms concurrence with the consultation portion of this process, and after all other requirements under this process have been met. Consultation responsibilities will normally be considered complete when the proponent has:

1. concluded consultation requirements (section 4.1) with the land-use authority
2. carried out public consultation either through the process established by the land-use authority or ISED's default public consultation process where required
3. addressed all reasonable and relevant concerns

Concluding land-use authority consultation

ISED expects that land-use consultation will be completed within **120 days** from the proponent's initial formal contact with the local land-use authority. Where unavoidable delays may be encountered, the land-use authority is expected to indicate when the proponent can expect a response to the proposal. If the authority is not responsive, the proponent may contact ISED. Depending on individual circumstances, ISED may support additional time or consider the land-use authority consultation process concluded.

Depending on the land-use authority's own process, conclusion of local consultation may include such steps as obtaining final concurrence for the proposal via the relevant committee, a letter or report acknowledging that the relevant municipal process or other requirements have been satisfied, or other valid indication, such as the minutes of a town council meeting indicating land-use authority approval. Compliance with informal city staff procedures, or grants of approval strictly related to zoning, construction, etc., will not normally be sufficient.

ISED recognizes that approvals for construction (e.g. building permits) are used by some land-use authorities as evidence of consultation being concluded. Proponents should note that ISED does not consider the fact a permit was issued as confirmation of concurrence, as different land-use authorities have different approaches. As such, ISED will only consider such approvals as valid when the proponent can demonstrate that the land-use authority's process was followed and that the land-use authority's preferred method of concluding land-use authority consultation is through such an approval.

Concluding ISED's default public consultation process

ISED's default public consultation process will be considered concluded when the proponent has either:

- received no written questions, comments or concerns to the formal notification within the **30-day** public comment period or

- if written questions, comments or concerns were received, the proponent has addressed and resolved all reasonable and relevant concerns and the public has not provided further comment within the **21-day** reply comment period

In the case where the public responds within the **21-day** reply comment period, the proponent has the option of making further attempts to address the concern on its own, or can request ISED engagement. If a request for engagement is made at this stage, ISED will review the relevant material, request any further information it deems pertinent from any party, and may then decide that:

- the proponent has met the consultation requirements of this process and that ISED concurs that installation or modification may proceed, or
- the parties should participate in further attempts to mitigate or resolve any outstanding concerns

4.4 Communicating in both official languages

The following requirements will apply to all proponents for all public consultation processes commenced on or after August 1, 2023:

- Whether the proponent follows the land-use authority's consultation process or ISED's default public consultation process, initial communications with the public (including but not limited to notification packages and public notices) must be made in both official languages in communities located in census subdivisions that have a minority official language population of any size. A list of the census subdivisions where this requirement applies is published on ISED's website, and ISED will update the list from time to time.
- If, in the context of the public consultation process, a member of the public in any of these communities provides written or verbal questions, comments, relevant concerns, or reply comments, the proponent must respond in the official language in which the questions, comments, relevant concerns, or reply comments were made.
- Proponents must follow the consultation process established by the land-use authority, where one exists. In the event that a land-use authority's existing process requires bilingual communications with the public, proponents must follow those public consultation requirements.

For the purposes of determining the date a public consultation is commenced and the applicability of this section, a public consultation is commenced as soon as the proponent makes any initial consultation with the public, such as through sending a notification package, posting signs or publishing an announcement in local media.

Prior to August 1, 2023, proponents must follow the official language requirements set out by a land-use authority when consulting with the general public using the land-use authority's process; when using ISED's default consultation process, proponents should contact the land-use authority to determine the best manner of notifying the public to ensure their engagement.

4.5 Post-consultation

Whether the proponent followed a land-use authority's consultation process or ISED's default public consultation process, construction of an antenna system must be completed within three years of the conclusion of consultation. After three years, consultations will no longer be deemed valid except in the case where a proponent secures the agreement of the relevant land-use authority to an extension for a specified time period in writing. A copy of the agreement must be provided to the local ISED office.

5. Dispute resolution process

The dispute resolution process is a formal process intended to bring about the timely resolution where the parties have reached an impasse.

Upon receipt of a written request from a stakeholder other than the general public asking for ISED intervention concerning a reasonable and relevant concern, ISED may request that all involved parties provide and share all relevant information. ISED may also gather or obtain other relevant information and request that parties provide any further submissions if applicable. ISED will, based on the information provided, either:

- make a final decision on the issue(s) in question, and advise the parties of its decision or
- suggest the parties enter into an alternate dispute resolution process in order to come to a final decision; should the parties be unable to reach a mutually agreeable solution, either party may request that ISED make a final decision

Upon resolution of the issue under dispute, the proponent is to continue with the process contained within this document as required.

6. Exclusions

All proponents must satisfy the general requirements outlined in section 7 regardless of whether an exclusion applies to their proposal. All proponents must also consult the land-use authority and the public unless a proposal is specifically excluded. Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponent to consult even though the proposal meets an exclusion noted below.

Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings
- the location of the proposed antenna system on the property and its proximity to neighbouring residents
- the likelihood of an area being a community-sensitive location
- Transport Canada's marking and lighting requirements for the proposed structure

The following proposals are excluded from land-use authority and public consultation requirements:

- **New antenna systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners.
- **Existing antenna systems:** where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation. The exclusion for the replacement of existing antenna systems applies to replacements that are similar to the original design and location; "initial antenna system installation" refers to the system as it was first consulted on, or installed. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners.
- **Non-tower structures:** including antennas on buildings, water towers, lamp posts, etc. These may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%. Telecommunications carriers, operators of broadcasting undertakings and third party tower owners may benefit from local knowledge by contacting the land-use authority when planning an antenna system that meets this exclusion criteria.
- **Temporary antenna systems:** used for special events or emergency operations. Temporary antenna systems must be removed within three months after the start of the emergency or special event.

No consultation is required prior to performing maintenance on an existing antenna system.

Proponents who are not certain if their proposals are excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or ISED for guidance.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

7. General requirements

In addition to roles and responsibilities for site sharing, land-use consultation and public consultation, proponents must also fulfill other important obligations including the following:

- compliance with Health Canada's Safety Code 6 guideline for the protection of the general public
- compliance with radio frequency immunity criteria
- notification of nearby broadcasting stations
- environmental considerations
- Transport Canada aeronautical safety responsibilities
- NAV CANADA air navigation facilities

7.1 Radio frequency exposure limits

Health Canada has established safety guidelines for exposure to radio frequency fields in its Safety Code 6, *Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz*. While the responsibility for developing Safety Code 6 rests with Health Canada, ISED has adopted this guideline for the purpose of protecting the general public. Current biomedical studies in Canada and other countries indicate that there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radio frequency fields, provided that the installation complies with Safety Code 6.

It is the responsibility of proponents and operators of installations to ensure that all radiocommunication and broadcasting installations comply with Safety Code 6 at all times, including the consideration of combined effects of nearby installations within the local radio environment.

Telecommunications common carriers and operators of broadcasting undertakings are to carry out an exposure evaluation on all new installations and following any increases in radiated power. Either measurement surveys or mathematical or numerical computations can be used for this evaluation. Where the radio frequency emission of any installation, whether telecommunications carrier or broadcasting operator, is greater than, or is equal to, 50% of the Safety Code 6 limits for uncontrolled environments at locations accessible to the general public (i.e. not solely available for access by workers), the operator(s) of radio frequency emitters must notify ISED and demonstrate compliance with Safety Code 6. This determination of 50% of Safety Code 6 must be in consideration of the local radio environment.

For all proponents following ISED's default public consultation process, the proponent's notification package must provide a written attestation that there will be compliance with Safety Code 6 for the protection of the general public, including consideration of nearby radiocommunication systems. The notification package must also indicate any Safety Code 6 related signage and access control mechanisms that may be used.

Compliance with Safety Code 6 is an ongoing obligation. At any time, antenna system operators may be required, as directed by ISED, to demonstrate compliance with Safety Code 6 by (i) providing detailed calculations, and/or (ii) conducting site surveys and, where necessary, by implementing corrective measures (see CPC-2-0-20, *Radio Frequency (RF) Fields – Signs and Access Control*). At the request of ISED, telecommunications carriers and operators of broadcasting undertakings must provide detailed compliance information for individual installations within **5 days** of the request. Proponents and operators of existing antenna systems must retain copies of all information related to Safety Code 6 compliance, such as analyses and measurements.

7.2 Radio frequency immunity

All radiocommunication and broadcasting proponents and existing spectrum users are to ensure that their installations are designed and operated in accordance with ISED's immunity criteria as outlined in EMCAB-2, *Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters*, in order to minimize the malfunctioning of electronic equipment in the local surroundings. Broadcasting proponents and existing undertakings should refer to Broadcasting Procedures and Rules: Part 1 (BPR-1), *General Rules*, for additional information and requirements on this matter.

Proponents are advised to consider the potential effect that their proposal may have on nearby electronic equipment. In this way, they will be better prepared to respond to any questions that may arise during the public and land-use consultation processes, or after the system has been installed.

Land-use authorities should be prepared to advise proponents and owners of broadcasting undertakings of plans for the expansion or development of nearby residential and/or industrial areas. Such expansion or development generally results in the introduction of more electronic equipment in the area and therefore an increased potential for electronic equipment to malfunction. By keeping broadcasters aware of planned developments and changes to adjacent land-use, they will be better able to work with the community. Equally, land-use authorities have a responsibility to ensure that those moving into these areas, whether prospective residents or industry, are aware of the potential for their electronic equipment to malfunction when located in proximity to an existing broadcasting installation. For example, the land-use authority could ensure that clear notification be provided to future prospective purchasers.

7.3 Proximity of proposed structure to broadcasting undertakings

Where the proposal would result in a structure that exceeds 30 metres above ground level, the proponent is to notify operators of AM, FM and TV undertakings within 2 kilometres, due to the potential impact the physical structure may have on these broadcasting undertakings. Metallic structures close to an AM directional antenna array may change the antenna pattern of the AM broadcasting undertaking. These proposed structures can also reflect nearby FM and TV signals, causing "ghosting" interference to FM/TV receivers used by the general public.

7.4 Impact Assessment Act

ISED requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the *Impact Assessment Act* (IAA), where the antenna system is incidental to a physical activity or project designated under the IAA, or is located on federal lands.

An antenna system may not proceed where it is incidental to a designated project (as described in the *Physical Activities Regulations*), or is otherwise expressly designated by the Minister of the Environment without satisfying certain requirements applicable to designated projects. Therefore, a proponent of this type of project must contact ISED for direction on how to proceed.

Any proposed antenna system on federal land may not proceed without a determination of “significant adverse environmental effects” by ISED. In order to assist ISED in making such a determination, proponents must submit a project description to ISED, considering and addressing those elements of the environment described in the IAA, as well as any determination of environmental effects that may have been made by the authority responsible for managing the federal land. ISED may also require further information before it can complete its assessment. ISED will inform the proponent of the results of its determination and may impose conditions related to mitigating any adverse effects after making its determination and/or may need to refer the matter to the Governor in Council under the IAA.

In addition, notices under ISED’s default public consultation process require written confirmation of the project’s status under the IAA (e.g. whether it is incidental to a designated project or, if not, whether it is on federal lands).

In addition to IAA requirements, proponents are responsible for ensuring that antenna systems are installed and operated in a manner that respects the local environment and that complies with other statutory requirements, such as those under the *Canadian Environmental Protection Act, 1999*, the *Migratory Birds Convention Act, 1994*, and the *Species at Risk Act*, as applicable.

For projects north of the 60th parallel, environmental assessment requirements may arise from federal statutes other than the aforementioned Acts or from Comprehensive Land Claim Agreements. ISED requires that the installation or modification of antennas or antenna supporting structures be done in accordance with these requirements, as appropriate.

7.5 Aeronautical safety

Proponents must ensure their proposals for any antenna system are first reviewed by Transport Canada and NAV CANADA.

Transport Canada will perform an assessment of the proposal with respect to the potential hazard to air navigation and will notify proponents of any painting and/or lighting requirements for the antenna system. NAV CANADA will comment on whether the proposal has an impact on the provision of their national air navigation system, facilities and other services located off-airport.

As required, the proponent must:

1. submit a completed Aeronautical Assessment Form to Transport Canada
2. submit a completed Land Use Proposal Submission Form to NAV CANADA
3. include any Transport Canada marking/lighting requirements in the public notification package
4. install and maintain the antenna system in a manner that is not a hazard to aeronautical safety
5. retain all correspondence

For those antenna systems subject to ISED's default public consultation process, the proponent will inform the community of any marking/lighting requirements. Where options are possible, proponents are expected to work with the local community and Transport Canada to implement the best and safest marking/lighting options. Proponents should be aware that Transport Canada does not advise ISED of marking/lighting requirements for proposed structures. Proponents are reminded that the addition of, or modification to, obstruction markings may result in community concern and so any change is to be done in consultation with the local public, land-use authority and/or Transport Canada, as appropriate.

References and details

Aeronautical assessment forms are available from any Transport Canada Regional Office. Both the Aeronautical Assessment Form for Obstacle Notice and Assessment (#26-0427) and a list of Transport Canada regional offices are available on the Transport Canada website. Completed forms are to be submitted directly to the nearest Transport Canada regional office. (Refer to Canadian Aviation Regulations, Standard 621 - Obstruction Marking and Lighting).

Land-use proposal submission forms are available on the NAV CANADA website (search the keywords "land use proposal"). Completed forms are to be sent to the NAV CANADA Land Use Office. NAV CANADA will assess whether a proposal has impacts on the safe and efficient provision of air navigation services and their facilities on- or off-airports.

Annex A: ISED's default public consultation process – Public notification package

The proponent must ensure that at least **30 days** are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The proponent must also provide a copy of the notification package to the land-use authority and the local ISED office at the same time as the package is provided to the public. Notification must include, but need not be limited to:

1. the proposed antenna system's purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal
2. the proposed location within the community, the geographic coordinates and the specific property or rooftop
3. an attestation that the general public will be protected in compliance with Health Canada's Safety Code 6, including combined effects within the local radio environment at all times; for example:

I, *(name of individual or representative of company)* attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

4. identification of areas accessible to the general public and the access/demarcation measures to control public access
5. information on the environmental status of the project, including any requirements under the *Impact Assessment Act*
6. a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal
7. Transport Canada's aeronautical obstruction marking/lighting requirements (whether painting, lighting or both) if available; if not available, the proponent's expectation of Transport Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available

-
8. an attestation that the installation will respect good engineering practices including structural adequacy
 9. reference to any applicable local land-use requirements such as local processes, protocols, etc.
 10. notice that general information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website
 11. contact information for the proponent, land-use authorities and the local ISED office
 12. closing date for submission of written public comments (not less than **30 days** from receipt of notification)

Active Projects Report

Executive Committee

1. *Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)*

Activity:

Project underway guided by Trust Council project charter. Anticipated project completion by November 2026.

Responsible

Clare Frater

Dates

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

2. *Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1)*

Activity:

Initiation timeline: Staff drafting underway

Responsible

Clare Frater

Dates

Rec'd: 02-Sep-2020
Target: 31-Mar-2026

3. *Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.*

Activity:

Implementation underway.

Responsible

Rueben Bronee

Dates

Rec'd: 03-May-2023
Target: 31-Mar-2025

Future Projects Report

Executive Committee

1. *Pay Transparency Report Submission & Posting*

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.

Responsible

Date Received

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)*

Trust Council endorsed Policy 5.5.1 and Best Practice Manual amendments. RPC to draft Implementation Plan and final amendments. Present to Trust Council for adoption and subsequent monitoring and reporting.

Responsible

Date Received

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)*

Initiation timeline TBD

Responsible

Date Received

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)*

Initiation timeline: 2026/27: (May 2023 EC asked for priority to Ministry of Transportation and Infrastructure)

Responsible

Date Received

Clare Frater

12-Mar-2025

Rueben Bronee

5. *Design a plan to advocate to enhance community access to funding for housing in the Trust Area (Strategic Plan Initiative 2.3.2)*

Initiation timeline: Priority for this Council term

Responsible

Date Received

Clare Frater

12-Mar-2025

Future Projects Report

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)*

Initiation timeline: Priority for this Council term

Responsible

Clare Frater

Date Received

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)*

Initiation timeline: TBD

Responsible

Clare Frater

Date Received

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)*

Initiation timeline: Priority for this Council term

Responsible

Clare Frater

Date Received

12-Mar-2025

9. *Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2)*

Initiation timeline: Priority for this Council term

Responsible

Clare Frater
Rueben Bronee

Date Received

12-Mar-2025

10. *Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3)*

Initiation timeline: 2026/27

Responsible

Clare Frater
Rueben Bronee

Date Received

12-Mar-2025

11. *Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2)*

Initiation timeline: Priority for this Council term

Responsible

Clare Frater

Date Received

12-Mar-2025

Future Projects Report

Executive Committee

12. <i>Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5)</i>	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. <i>Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3)</i>	Responsible	Date Received
To be determined. Regional Planning Committee is developing a Freshwater Sustainability Strategy Implementation Plan for Trust Council approval.	Clare Frater	12-May-2025