



Executive Committee Revised Agenda

Date: Wednesday, July 8, 2026

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 report that at the last in-camera meeting the Executive Committee adopted the June 3, 2026, in-camera meeting minutes.	
5. ADOPTION OF MINUTES	
For review and adoption.	
5.1 Draft Executive Committee Meeting Minutes of June 16, 2026	5 - 7
6. FOLLOW UP ACTION LIST AND UPDATES	
6.1 Follow Up Action List/Director/CAO Updates	8 - 14
6.2 Local Trust Committee Chair Updates and Reports on Local Advocacy Topics	
6.3 Islands Trust Conservancy Liaison Update	
7. BYLAWS FOR APPROVAL CONSIDERATION	

7.1	Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 721 - Request for Decision	15 - 29
	THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 721, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 721, 2026” is not contrary to or at variance with the Islands Trust Policy Statement.	
7.2	Galiano Island LTC LUB Bylaw No. 297 - Request For Decision	30 - 52
	THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 297, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024” in accordance with Section 27 of the Islands Trust Act.	
8.	TRUST COUNCIL MEETING PREPARATION	
8.1	Roundtable Review of June 16-18 Islands Trust Quarterly Meeting - Discussion	
	8.1.1	Islands Trust Council Meeting Attendance - Discussion
	8.1.2	Islands Trust Council Voting and Abstentions - Discussion
8.2	Executive	
	8.2.1	June Islands Trust Council Follow Up Action List 53 - 64
	8.2.2	June Islands Trust Council Highlights 65 - 65
8.3	Trust Area Services	
8.4	Planning Services	
8.5	Financial and Employee Services	
8.6	Legislative and Information Services	
9.	COMMITTEE OF THE WHOLE MEETING PREPARATION	
9.1	Executive	
	9.1.1	July 22 Committee of the Whole Meeting - Discussion
9.2	Trust Area Services	
	9.2.1	Policy Statement Amendment Project: Next Steps (with Reordered Tables) 66 - 109
9.3	Planning Services	
9.4	Financial and Employee Services	
9.5	Legislative and Information Services	
10.	EXECUTIVE COMMITTEE PROJECTS	
10.1	Trust Council Initiated	
	10.1.1	Executive

10.1.2	Trust Area Services	
10.1.3	Planning Services	
10.1.4	Financial and Employee Services	
10.1.5	Legislative and Information Services	
10.2	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	
11.2	Trust Area Services	
11.3	Planning Services	
11.3.1	Hornby LTC request to EC for endorsement of Major Project - TUP (STVR) Processing Approach, Related Upcoming Budget Request for Staffing Support - Request For Decision	110 - 130
	1. That Executive Committee advise Hornby Island Local Trust Committee that it has considered administrative capacity, financial resourcing and regulatory requirements, and implementation processes associated with Proposed Bylaw Nos. 176 and 177, and that it has no comments at this time.	
	2. That Executive Committee advise Hornby Island Local Trust Committee that it has no comments on submitting a business case based on the option 2 for budget consideration.	
11.4	Financial and Employee Services	
11.5	Legislative and Information Services	
12.	CORRESPONDENCE (for information unless raised for action)	
12.1	2026-06-22 J Margison - Letter of Concern re Public Input Galiano	131 - 137
12.2	2026-06-27 H. Miller - Letter of concern re: Bowen Island cidery rezoning and EC motion	138 - 168
12.3	2026-07-03 R Laplante - Request for consideration of the CAO's final report	169 - 177
12.4	2026-07-07 C de Menyhart - Letter for the Agenda July 8, 2026 Meeting	178 - 180
13.	WORK PROGRAM	

14. NEXT MEETING

The next scheduled meeting of the Executive Committee will be held electronically on Wednesday, July 29 at 9:15 a.m.

15. CLOSED MEETING

THAT the meeting be closed to the public subject to Sections 90(1)(i) of the Community Charter in order to consider matters related to 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: Tuesday, June 16, 2026
Location: Electronic Meeting

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

Staff Present: Rueben Bronee, Chief Administrative Officer
Stefan Cermak, Director, Planning Services
Derek Cockburn, Acting Director, Financial and Employee Services
Clare Frater, Director, Trust Area Services
David Marlor, Director, Legislative and Information Services
Joe Elliott, Senior Indigenous Relations Advisor
Alexandra Trifonidis, Executive Coordinator

Guests and Members of the public present: No guests or members of the public were present.

1. CALL TO ORDER

The meeting was called to order at 9:59 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Trustees and staff were introduced.

3. APPROVAL OF AGENDA

3.1 Introduction of New Items

No new items were introduced.

3.2 Approval of Agenda

By general consent the agenda was approved as presented.

3.2.1 Agenda Context Notes - None

4. REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Chair Patrick reported that at their last meeting the Executive Committee adopted the March 10, 2026, in-camera meeting minutes.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of June 3, 2026

By general consent the Executive Committee minutes of June 3, 2026 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 - None

8. TRUST COUNCIL MEETING PREPARATION

The Committee discussed logistical information for the upcoming Islands Trust Council meeting.

9. COMMITTEE OF THE WHOLE MEETING PREPARATION - None

10. EXECUTIVE COMMITTEE PROJECTS - None

11. NEW BUSINESS - None

12. CORRESPONDENCE (for information unless raised for action)

12.1 2026-05-22 BC Geographical Names Office - Two Geographical Names on Bowen Island

By general consent item 12.1 was forwarded to all trustees via email, and will be placed on the September meeting agenda.

13. WORK PROGRAM

13.1 Review and amendment of current work program

Received for information.

14. NEXT MEETING

The next regularly scheduled Executive Committee meeting will be held electronically on Wednesday, July 8 at 9:15 a.m.

15. CLOSED MEETING

EC-2026-070

DRAFT

It was MOVED and SECONDED,

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

CARRIED

The meeting was closed to the public at 10:20 a.m. and reopened at 10:26 a.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 10:26 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. Deferred to next council term per decision of EC Feb 25, 2026.	Rueben Bronee	Meeting: 24-May-2023 Target: 13-Mar-2026	In Progress
25%	2 Staff to prepare a high-level, order-of-magnitude cost estimate for co-developing protocol agreements and for conducting meaningful engagement with all the First Nations with rights and territorial interests in the Trust Area for the significant projects (e.g., Trust Policy Statement and LTC OCP/LUB update projects), to clarify the fiscal implications and to support discussions with senior government regarding funding mechanisms necessary for implementation.	Clare Frater David Marlor Derek Cockburn Rueben Bronee Stefan Cermak	Meeting: 25-Feb-2026 Target: 26-Aug-2026	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	1 Investigate options for policies or policy updates for formal opportunities for First Nations presentations and engagement at Trust Council meetings. DEFERRED: Not yet started. Trust Council December 2025 resolution to not start new work this term.	David Marlor	Meeting: 07-Oct-2021 Target: 03-Jun-2026	In Progress
75%	2 Staff to develop policy regarding s. 8 (2) (h.1) (iii) and (iv) of the Islands Trust Act. This request responded to changes to the Islands Trust Act to give Trust Council new discretionary powers relating to supporting and give financial assistance to others to (iii)engage in activities to gain knowledge about the unique amenities and environment of the trust area and to increase public awareness, understanding and appreciation of the unique amenities and environment; (iv)preserve and protect the unique amenities and environment of the trust area. Executive Committee has discussed there may be an opportunity to concurrently review the secretariat services, and grants in aid policies with the intention of identifying administrative efficiencies.	David Marlor	Meeting: 12-Apr-2022 Target: 16-Jun-2026	In Progress
25%	3 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater David Marlor	Meeting: 05-Jun-2024 Target: 17-Oct-2026	In Progress
50%	4 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: 08-Sep-2026	In Progress

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress	Activity	Responsibility	Dates	Status
0%	5 Staff to draft options for an updated version of Policy 6.12.2 UBCM/AVICC MEMBERSHIP AND RESOLUTIONS. This will be undertaken as part of the Governance Committee on-going project to review and update TC policies.	David Marlor	Meeting: 17-Jun-2025 Target: 09-Sep-2026	In Progress
75%	6 Staff will review the Resolution Without Meetings (RWMs) policy further and report back with findings and recommendations. Being undertaken and will go to GC and then to EC and TC. Expected to TC in September 2026.	David Marlor	Meeting: 02-Jul-2025 Target: 09-Sep-2026	In Progress
100%	7 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. On June 2026 Trust Council agenda.	David Marlor	Meeting: 29-Oct-2025 Target: 02-Jun-2026	In Progress
25%	8 Staff to prepare a high-level, order-of-magnitude cost estimate for co-developing protocol agreements and for conducting meaningful engagement with all the First Nations with rights and territorial interests in the Trust Area for the significant projects (e.g., Trust Policy Statement and LTC OCP/LUB update projects), to clarify the fiscal implications and to support discussions with senior government regarding funding mechanisms necessary for implementation.	Clare Frater David Marlor Derek Cockburn Rueben Bronee Stefan Cermak	Meeting: 25-Feb-2026 Target: 26-Aug-2026	In Progress
0%	9 Staff to undertake work to ensure that local trust committee agendas conform to Islands Trust Council Meeting Procedures Bylaw No. 101.	David Marlor	Meeting: 06-May-2026 Target: 15-Dec-2026	In Progress

Follow Up Action Report

Executive Committee

Director of Planning Services

Progress	Activity	Responsibility	Dates	Status
100%	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: 11-Jun-2026	Completed
25%	2 Staff to prepare a high-level, order-of-magnitude cost estimate for co-developing protocol agreements and for conducting meaningful engagement with all the First Nations with rights and territorial interests in the Trust Area for the significant projects (e.g., Trust Policy Statement and LTC OCP/LUB update projects), to clarify the fiscal implications and to support discussions with senior government regarding funding mechanisms necessary for implementation.	Clare Frater David Marlor Derek Cockburn Rueben Bronee Stefan Cermak	Meeting: 25-Feb-2026 Target: 26-Aug-2026	In Progress

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.	Derek Cockburn	Meeting: 20-Dec-2023 Target: 25-Aug-2026	In Progress
25%	2 Staff to prepare a high-level, order-of-magnitude cost estimate for co-developing protocol agreements and for conducting meaningful engagement with all the First Nations with rights and territorial interests in the Trust Area for the significant projects (e.g., Trust Policy Statement and LTC OCP/LUB update projects), to clarify the fiscal implications and to support discussions with senior government regarding funding mechanisms necessary for implementation.	Clare Frater David Marlor Derek Cockburn Rueben Bronee Stefan Cermak	Meeting: 25-Feb-2026 Target: 26-Aug-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

Progress	Activity	Responsibility	Dates	Status
15%	1 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-2027	In Progress
25%	2 Implement the Executive Committee approved "The Role of the Trust" webinar project charter.	Clare Frater David Marlor	Meeting: 05-Jun-2024 Target: 17-Oct-2026	In Progress
10%	3 Staff to develop a protocol agreement in cooperation with Quw'utsun (Cowichan) Nations for Trust Council's consideration. (ON HOLD)	Clare Frater	Meeting: 24-Jul-2024 Target: 31-Mar-2027	In Progress
0%	4 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. ' This item is proposed as an action in the draft Indigenous Relations Action Plan. Should it remain in the approved Plan, staff recommend this item be removed.	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 31-Mar-2027	In Progress
49%	5 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: 30-Sep-2026	In Progress

Follow Up Action Report

Executive Committee

Director, Trust Area Services

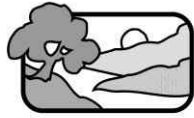
Progress	Activity	Responsibility	Dates	Status
51%	6 Staff to cooperate with Tsartlip First Nation and Tseycum First Nation via the W_SÁNEC Leadership Council Society, to develop an agreement for Trust Council consideration.	Clare Frater Joe Elliott	Meeting: 14-May-2025 Target: 08-Sep-2026	In Progress
100%	7 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: 03-Jul-2026	Completed
87%	8 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: 03-Jul-2026	In Progress
5%	9 Staff to prepare a report evaluating advocacy for the term and to provide background on the advocacy program for trustee orientation.	Clare Frater	Meeting: 04-Feb-2026 Target: 26-Aug-2026	In Progress
25%	10 Staff to prepare a high-level, order-of-magnitude cost estimate for co-developing protocol agreements and for conducting meaningful engagement with all the First Nations with rights and territorial interests in the Trust Area for the significant projects (e.g., Trust Policy Statement and LTC OCP/LUB update projects), to clarify the fiscal implications and to support discussions with senior government regarding funding mechanisms necessary for implementation.	Clare Frater David Marlor Derek Cockburn Rueben Bronee Stefan Cermak	Meeting: 25-Feb-2026 Target: 26-Aug-2026	In Progress
40%	11 Staff to plan and host an educational webinar for realtors working in the Islands Trust Area.	Clare Frater	Meeting: 15-Apr-2026 Target: 31-Jul-2026	Completed
100%	12 Staff to reorganize the Policy Statement agency referral response tables in accordance with Committee of the Whole's May 13, 2026 recommendation.	Clare Frater	Meeting: 03-Jun-2026 Target: 30-Jun-2026	Completed

Follow Up Action Report

Executive Committee

Senior Indigenous Relations Advisor

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to put on a future Executive Committee meeting agenda for Executive Committee to consider: 'that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request that the Executive Committee consider a policy on engagement and communication with First nations in the Trust area, to be developed with Local Trust Committees, with respect to standing resolutions on Reconciliation and engagement with local First Nations. ' This item is proposed as an action in the draft Indigenous Relations Action Plan. Should it remain in the approved Plan, staff recommend this item be removed.	Clare Frater Joe Elliott	Meeting: 18-Jun-2024 Target: 31-Mar-2027	In Progress
51%	2 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: 08-Sep-2026	In Progress
100%	3 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: 03-Jul-2026	Completed
87%	4 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: 03-Jul-2026	In Progress



Islands Trust

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

08-3020-20-01

BIM_BL_721

DATE OF MEETING: July 8, 2026

TO: Islands Trust Executive Committee

FROM: Trust Area Services

SUBJECT: Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 721

RECOMMENDATION

- 1. THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 721, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 721, 2026” is not contrary to or at variance with the Islands Trust Policy Statement.**

IMPLICATIONS OF RECOMMENDATION

Organizational: None

Financial: None

Policy: None

Implementation/Communications: Communication to Bowen Island Municipality (BIM) regarding Executive Committee’s decision by July 10, 2026.

Other - None

PURPOSE

Bowen Island Municipality Bylaw No. 721 (Attachment 1) will amend Bowen Island Municipality Land Use Bylaw (LUB) No. 57, 2002. The proposed bylaw will update the zoning of BIM’s municipal parks to ensure that park zoning aligns with its intended use.

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

BACKGROUND

This proposed bylaw amendment fulfills a BIM strategic plan action to “complete zoning amendments to change land use designations to Parks for municipal parks.” BIM determined that this bylaw was needed as 19 of the island’s municipal-owned parks are currently zoned in ways that do not reflect their use as park, such as settlement residential, rural residential and comprehensive development. In one case, a park’s current park zoning does not reflect the type of park that it is.

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

First Reading Staff Report May 5, 2026 meeting
<https://bowenisland.civicweb.net/document/342185/>

Project Introduction Staff Report April 13, 2026 meeting
<https://bowenisland.civicweb.net/document/340497/>

Issues Relating to First Nations Interest

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

Public Comments

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

BIM mailed approximately 280 notifications to properties within 100 metres of the subject parks which prompted 12 letters about residents’ preferred zoning designations for some of the parks in question.

Staff Comments

The purpose of this RFD is to advise if the proposed bylaws may be contrary to or at variance with the Islands Trust Policy Statement (ITPS). Bowen Island Municipality has considered the Islands Trust Policy Statement Directives Policies Checklist (Attachment 2).

BIM staff have identified five relevant Islands Trust Council policies. BIM staff and Islands Trust staff comment follow:

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.
<u>BIM staff comments:</u> The amendment bylaw increases protections for environmentally sensitive areas by changing their zoning to park zones.	

<u>Islands Trust staff comments:</u> Islands Trust staff concur with the BIM staff assessment.	
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.
<u>BIM staff comments:</u> Staff choose the more restrictive park zones for parks which have high ecological value.	
<u>Islands Trust staff comments:</u> Islands Trust staff concur with the BIM staff assessment.	
5.2.3	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.
<u>BIM staff comments:</u> Staff considered more restrictive park zones for parks which could protect unfragmented forest ecosystems.	
<u>Islands Trust staff comments:</u> Islands Trust staff concur with the BIM staff assessment.	
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.
<u>BIM staff comments:</u> Staff chose the more restrictive park zones for parks which have high ecological value.	
<u>Islands Trust staff comments:</u> Islands Trust staff concur with the BIM staff assessment.	
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

BIM staff comments:

The proposed zones in the draft amendment bylaw are informed by the 2018 Parks Plan and suitability for public recreation

Islands Trust staff comments:

Islands Trust staff concur with the BIM staff assessment.

Staff also identified the following additional relevant directive policy to the proposed amendment:

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.
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Islands Trust staff comments:

BIM's park zones do not permit high impact recreational activities.

Based on a review of the proposed Bylaw No. 721, the Bowen Island staff reports, and the ITPS Checklist, Islands Trust staff concludes that proposed Bylaw No. 721 is not contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of Land Use Bylaw No. 721 under s.15 of the Letters Patent
- Written response to Bowen Island Municipality required by July 12, 2026 (within 45 days of receipt of the referral on May 29, 2026)
- Comments from Executive Committee limited to whether or not Bylaw No. 721 is contrary to or at variance with the Islands Trust Policy Statement
- Staff does not consider Bylaw No. 721 to be contrary to or at variance with the Islands Trust Policy Statement

RELEVANT POLICY

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

ATTACHMENTS

1. Bowen Island Municipality Bylaw No. 721
2. Bylaw No. 721 Directives Only Checklist

RESPONSE OPTIONS

RECOMMENDATIONS

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 721, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, **Amendment Bylaw No. 721, 2026**” is not contrary to or at variance with the Islands Trust Policy Statement.*

ALTERNATIVES

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No. 721, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, **Amendment Bylaw No. 721, 2026**” may be contrary to, or at variance with, the Islands Trust Policy Statement for the following reasons . . . [list reasons].*

Submitted By:	Senior Policy Advisor, Trust Area Services	June 11, 2026
Reviewed By:	Clare Frater, Director, Trust Area Services	June 12, 2026
Reviewed By:	Rueben Bronee, CAO	June 22, 2026

**Bowen Island Municipality
Bylaw No. 721, 2026**

A Bylaw to amend Bowen Island Municipality Land Use Bylaw No 57, 2002

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

AND WHEREAS, Council wishes to amend the Bowen Island Municipality Land Use Bylaw No. 57, 2002 to change land use designations to Parks for municipal parks

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

1. Citation

- 1.2 This bylaw may be cited for all purposes as “*Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No.721, 2026*”.

2. Amendments

- 2.2 Bowen Island Municipality Land Use Bylaw No. 57, 2002 is amended at Schedule B as follows:

Park (As described in 2018 Parks Plan)	Legal Description	Land Use Designation changes to
Community Lands - Lot 2	LOT B DISTRICT LOT 490 GROUP 1 NEW WESTMINSTER DISTRICT PLAN LMP44342, EXCEPT: PART IN PLANS BCP9282 AND PLAN EPP68283	Multi-Use Activity Park P2
Evergreen Park	LOT 1 DISTRICT LOTS 492 AND 1545 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP40743	Natural Park P4
King Edward Bay Park	PARK PL BCP33065 and PARK PL BCS2587	Multi-Use Activity Park P2
Malkin Creek Park	LOT 9 DISTRICT LOT 1545 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP16959	Passive Park P1
Mike's Lorg	PARK PL BCP28180	Natural Park P4
Seymour Bay Park	LOT 1 DISTRICT LOTS 1411 AND 2450 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP16182	Passive Park P1
Art Rennison Nature Park	LOT 10 DISTRICT LOT 1347 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP113728	Natural Park P4
Arbutus Ridge Unnamed Park (PID 031-891-039)	LOT 11 DISTRICT LOT 1545 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP125322	Natural Park P4
Arbutus Ridge Unnamed Park (PID 031-231-071)	LOT 11 DISTRICT LOT 1545 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP103838	Natural Park P4

Evergreen Unnamed Park (PID 030-965-977)	LOT D BLOCK A DISTRICT LOT 492 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP91781	Natural Park P4
1680 Joan Audrey Lane	LOT 4 DISTRICT LOT 1545 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP76340	Multi-Use Activity Park P2
Aaron Sluggett Field	LOT 3 DL 1545 GP 1 NWD PL BCP40743 (SEE PL AS TO LIMITED ACCESS)	Passive Park P1
Arbutus Ridge Unnamed Park (PID 031-802-087)	LOT 5 DISTRICT LOT 1545 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP113286	Natural Park P4
Buchanan Park	LOT 11 DISTRICT LOT 1426 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP28180	Multi-Use Activity Park P2
Davies Park (Inaccessible)	PARK PL BCS456	Natural Park P4
Headwaters Park	LOT 7 DISTRICT LOT 1546 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP21760	Natural Park P4
Hunter Park	LOT D DISTRICT LOT 492 GROUP 1 NEW WESTMINSTER DISTRICT PLAN BCP27466	Natural Park P4
#27 Undeveloped & Inaccessible	PARK PL BCP925	Natural Park P4
#31 Undeveloped & Inaccessible	PARK PL BCP12917	Natural Park P4
Westside Playscape	PARK PL EPP76340	Multi-Use Activity Park P2

READ A FIRST TIME this 25th day of May, 2026;

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

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

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

Andrew Leonard
Mayor

Sophie Idsinga
Corporate Officer



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 721, 2026 – File: N/A

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	Ecosystems
N/A	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
BIM Staff Comment		The amendment bylaw increases protections for environmentally sensitive areas by changing their zoning to park zones.
✓	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.
BIM Staff Comment		BIM Staff choose the more restrictive park zones for parks which have high ecological value.
	3.2	Forest Ecosystems
✓	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
BIM Staff Comment		BIM Staff considered more restrictive park zones for parks which could protect unfragmented forest ecosystems
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

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

		other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
✓	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.
BIM Staff Comment		BIM Staff chose the more restrictive park zones for parks which have high ecological value.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize

		impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

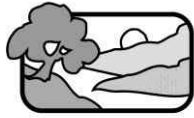
CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic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

N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
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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.
✓	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.
BIM Staff Comment		The proposed zones in the draft amendment bylaw are informed by the 2018 Parks Plan and suitability for public recreation.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
N/A	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY

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



Islands Trust

REQUEST FOR DECISION

LOCAL TRUST COMMITTEE BYLAW SUBMISSION

File No.: 3900-04
GL-PL-RZ-2024-0003 (Palmberg)

DATE OF MEETING: July 8, 2026
TO: Islands Trust Executive Committee
FROM: Kim Stockdill, Island Planner
SUBJECT: Galiano Island Local Trust Committee – Bylaw No. 297

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee approve Galiano Island Local Trust Committee Bylaw No. 297, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024” in accordance with Section 27 of the *Islands Trust Act*.**

DIRECTORS COMMENTS

Galiano Island Local Trust Committee has referred Bylaw No. 297 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

Planning staff will monitor Section 219 covenant to ensure property owner complies with covenant conditions.

Financial

None.

Policy

None.

Implementation/Communications

Communication to **Galiano Island Local Trust Committee** regarding the Executive Committee decision by **July 10, 2026**.

Other

None.

PURPOSE

Galiano Island Local Trust Committee Bylaw No. 297, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024” (Attachment 6) is to amend the Galiano Island Land Use Bylaw No. 127 to re-zone the subject property from the Rural 2 zone to a site-specific Rural 2 zone (Rural 2(a)) in order to permit the following additional uses: contractor workshop; contractor yard; storage and sale of gravel, soil, and aggregates; sawmilling, planing, and manufacturing of wood products; and cidery and winery, including production, storage, and sales.

Proposed Bylaw No. 297 also includes the following regulations for the proposed uses: building/structure height restrictions, and landscape screening, parking, and sign requirements.

As a condition for the Galiano Island Local Trust Committee to consider adoption of Bylaw No. 297, the applicant must register on title a covenant under Section 219 of the *Land Title Act* that includes conditions and restrictions for the proposed uses and recommendations from a water management plan.

BACKGROUND

Galiano Island Local Trust Committee Bylaw No. 297

Galiano Island Local Trust Committee recently adopted Bylaw No. 296, cited as “Galiano Island Official Community Plan Bylaw No. 108, 1995, Amendment No. 3, 2024” that amended the Galiano Island Official Community Plan (OCP) Bylaw No. 108 to include the principal use ‘agriculture’ to Rural Policy (e) in order to enable the proposed uses in Bylaw No. 297.

The Galiano Island OCP land use designation for the subject-property is currently Rural (R). The following are Rural policies in the OCP prior to the adoption of Bylaw No. 296:

- a) The principal uses shall be residential and agriculture.
- b) One dwelling unit shall be permitted per lot and one additional dwelling shall be permitted for every 4 hectares (9.88 acres) of lot area over 4 hectares (9.88 acres).
- c) On lots 0.4 hectares (1 acre) or more, one cottage shall be permitted per dwelling unit permitted.
- d) The average lot size for subdivision of Rural land shall be at least 4 hectares (9.88 acres).
- e) Within this designation a number of different zones may be applied allowing differing levels of uses accessory to residential uses.**

Prior to 2011, Rural Policy ‘a’ stated that principal uses shall be residential; agriculture was not included as a principal use. An OCP amendment bylaw (Bylaw No. 215) was adopted in 2011 and changed Policy ‘a’ to include “agriculture” as an additional principal use in the Rural designation. It is staff’s opinion that Rural Policy ‘e’ should have also been amended at that time to reference the new principal use.

With Bylaw No. 296 was adopted by the Galiano Island LTC on February 10, 2026 and now Rural policy ‘e’ is as follows:

- e) Within this designation a number of different zones may be applied allowing differing levels of uses accessory to residential and agriculture uses.**

Now that Rural Policy ‘e’ has been amended, the LUB Bylaw No. 297 may proceed as it complies with the amended Galiano Island OCP.

Important Bylaw Dates

At the February 11, 2025 regular meeting, the LTC directed staff to proceed with the application and to prepare draft bylaws.

The LTC gave first reading of proposed Bylaw No. 297 on April 8, 2025. During the same meeting, the LTC considered and determined that proposed Bylaw No. 297 is not contrary to or at variance with the Islands Trust Policy Statement (Attachment 4).

A Community Information Meeting (CIM) and Public Hearing were held on June 9, 2026. The bylaw was also given second and third reading on June 9, 2026.

Issues Relating To Provincial Interest

The following is a summary of responses from provincial ministries in relation to Bylaw No. 297:

- Ministry of Transportation & Transit – “The Ministry has no concerns with proposed Bylaw 296 to amend Galiano Island Official Community Plan Bylaw No. 108 to include the principal use agriculture to Rural Policy (e) in order to enable the uses proposed in Bylaw No. 297.”
- Ministry of Water, Land and Resource Stewardship – The response included no comments related to the proposed bylaw no. 297.

Issues Relating To First Nation Interest

The proposed bylaw was referred to Cowichan Tribes, Halalt First Nation, Ts’uubaa-asatx Nation (Lake Cowichan), Lyackson First Nation, Pauquachin First Nation, Penelakut Tribe, Semiahmoo First Nation, Snuneymuxw First Nation, Stz’uminus First Nation, Tsartlip First Nation, Tsawout First Nation, Tsawwassen First Nation, Tseycum First Nation and WSANEC Leadership Council for comment.

The following is a summary of responses received:

- Pauquachin First Nation – Level 3 – “We would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Pauquachin First 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.” [excerpt from referral response]
- Ts’uubaa-asatx Nation – Level 3 – “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.” [excerpt from referral response]
- Tsawwassen First Nation – “Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project.”

Issues Relating To Resources and Enforcement

No issues anticipated.

Public Comments

Public comment was received by the Executive Committee following the Public Hearing for Bylaw No. 297, which included concerns regarding the scheduling of the CIM on the same date as the Public Hearing, limited access to information, and other matters. In order to address the concerns outlined in the correspondence, staff provide the following comments:

- All correspondence received for this application was submitted between [July 2024 and April 2025](#)
- A large portion of the correspondence was in support of the application

- Correspondence opposed to the application raised concerns with groundwater, noise, traffic and sensitive ecosystem. These comments were received prior to the Galiano Island LTC or staff receiving professional reports or draft s.219 covenant.
- A CIM and Public Hearing was held for OCP Bylaw No. 296 on July 8, 2025. Although the focus of this CIM was for the OCP amendment, many of the questions raised related to draft LUB Amendment Bylaw No. 297.
- [A Staff report](#) was presented to the GL LTC on December 9, 2025, seeking direction from the LTC to schedule a CIM and Public Hearing for LUB Bylaw No. 297. The Water Management Plan (WMP) was presented at this meeting, outlined in the staff report, and posted to the website. No correspondence was received regarding the WMP or other matters related to this application.
- [A Staff report](#) was presented to the GL LTC on February 10, 2026, to consider adoption of Bylaw No. 296. No correspondence was received regarding this application.
- Staff scheduled the CIM and Public Hearing for the June 9, 2026, LTC meeting. The draft Section 219 covenant was presented at this meeting. No correspondence was received leading up to the meeting. Only one submission was received prior to the Public Hearing, and it was in support of the application.
- Staff scheduled the CIM and Public Hearing at the same meeting, as all correspondence was received prior to April 2025 and the LTC did not receive any in the past year. Therefore, due to the limited correspondence received, a large number of speakers was not anticipated at the CIM, and it was not expected that there would be sufficient participation to warrant holding the CIM at another meeting.

Staff Comments

The Executive Committee is being asked to approve Galiano Island Local Trust Committee Bylaw No. 297, cited as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024” in accordance with Section 27 of the *Islands Trust Act*.

Based on the foregoing, the recommendations on page 1 are supported as:

- 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 satisfied for proposed Bylaw No. 297

KEY ISSUES/CONCEPTS

- Bylaw No. 297 intends to re-zone the subject property from the Rural 2 zone to a site-specific Rural 2 zone
- Bylaw No. 297 is consistent with ITPS
- Bylaw No. 297 must be approved by Executive Committee in order for the Galiano LTC to consider bylaw adoption

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 Galiano Island Local Trust Committee in writing that the Executive Committee considers that Bylaw No. 297, cited as Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024”is contrary to or at variance with the Islands Trust Policy Statement for [INSERT REASONS], and advise the Galiano Island Local Trust Committee on steps needed to address the specified issues.

Submitted By:	Kim Stockdill, Island Planner	June 29, 2026
Concurrence:	Mary Storzer, Regional Planning Manager for Stefan Cermak, Director, Planning Services;	June 30, 2026

ATTACHMENTS

1. EC Submission Cover
2. Bylaw Submission Checklist
3. Bylaw Referrals Report
4. Islands Trust Policy Statement Directives Only Checklist
5. EC Policy Checklist
6. Bylaw No. 297
7. First Nations follow-up Tracking



Local Trust Committee Bylaws Submission for Executive Committee Approval

Local Trust Committee: Galiano Island Local Trust Committee

Bylaw No.: GL-297

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: 09-Jun-2026

- ☒ 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

Bylaw: GL-297

Trust Area: Galiano Island Local Trust Committee

Type: Land Use Bylaw

Bylaw No.: GL-297

Application No.: GL-PL-RZ-2024.3

Trust Initiated: No

Proofread By:

Clerk: Yes
Planner: Yes

Technical Staff: No

First Reading Date: 08-Apr-2025

Bylaw Sent to Referrals: Yes
Date Proposed Bylaw to Web: 08-Apr-2025

Resolutions:

Resolution Waiving Public Hearing: No
Resolution Authorizing Public Hearing: Yes
Resolution to Proceed no Further Date:

Secretary Signature Block:

Secretary's Signature: Chonk, Jas

Date: 14-May-2026

File complete and ready for Public review: Yes

Public Hearings:

Location: Galiano South Community Hall
Proofread By: Chonk, Jas

Legal Paper: Gulf Island Driftwood
First Publish Date:

Second Publish Date:

Alternate Paper: The Active Page
First Publish Date: 01-May-2026

Second Publish Date:

Mailout Date: 20-May-2026

Delivery Notices: 20-May-2026
Date Public Hearing Held: 09-Jun-2026
Third Reading Date: 09-Jun-2026

Second Reading Date: 09-Jun-2026

Referrals: Bylaw GL-297

Agency	Sent	Received
BC Assessment Authority <i>Policy, Audit and Legal Services: Cathie McIntyre</i> <i>Comment:</i>	23-Apr-2025	
BC Hydro & Power Authority <i>333 Dunsmuir Street, Floor 12: Properties Help Desk</i> <i>Comment:</i>	23-Apr-2025	
Capital Regional District - All Referrals Aggie Chan and Jessica Arnet <i>625 Fisgard Street: Aggie Chan</i> <i>Comment:</i>	23-Apr-2025	
Coast Salish Peoples Society <i>Coast Salish Peoples Society: Carole Livingston</i> <i>Comment:</i>	23-Apr-2025	
Cowichan Tribes <i>Chief and Council:</i> <i>Comment:</i>	23-Apr-2025	
Galiano Island Fire Department - South Island <i>South Island: Scott Sugden</i>	23-Apr-2025	
Georgeson Family <i>Georgeson Family: Jeannine Georgeson</i>	23-Apr-2025	
Halalt First Nation <i>7973 Chemainus Rd:</i> <i>Comment:</i>	23-Apr-2025	
Island Health <i>3rd Floor, 6475 Metral Drive: Referrals Referrals</i> <i>Comment: No objections provided a water system operating permit is obtained from this office as per Section 8 of the Drinking Water Protection Act if dwellings are to be serviced by a common water system. All structures must be serviced by sewerage systems constructed in accordance with the Sewerage System Regulation.</i>	23-Apr-2025	15-May-2025
Lyackson First Nation <i>Chief and Council:</i> <i>Comment:</i>	23-Apr-2025	
Mayne Island Local Trust Committee <i>Islands Trust: Jas Chonk</i> <i>Comment: Interests unaffected by bylaw.</i>	23-Apr-2025	26-May-2025

Referrals: Bylaw GL-297

Agency	Sent	Received
Ministry of Municipal Affairs and Housing <i>Planning and Land Use Management:</i> All referrals to this email cc to Kris Nichols; Nikysha Chow, Alicia Smith <i>Comment:</i> The Ministry will provide formal comment only on Bylaw No. 296, as it proposes to amend the Galiano Island Official Community Plan. I understand this amendment would expand Rural Policy (e) to allow agriculture as a principal use, rather than limiting it to uses accessory to residential. This change reflects a more flexible and inclusive approach to rural land use that enables small-scale food production and supports broader provincial objectives related to local agriculture, sustainability, and resilience outside of the Agricultural Land Reserve. While the Ministry does not provide formal comment on zoning bylaw amendments (including Bylaw No. 297), I note for consideration that land use changes of this kind may have the potential to indirectly limit long-term housing availability. Expanding non-residential uses on Rural-designated lands may reduce the future potential for residential development, particularly in island communities with limited land supply. As such, I would encourage the Local Trust Committee to consider how this policy change fits within Galiano Island's broader housing needs and land use strategy. Please note that any comments provided at this stage are intended to support bylaw development and should not be interpreted as fettering the Minister of Housing and Municipal Affairs' consideration of the bylaw when it is formally submitted for approval. When the final bylaw is referred to the Minister of Housing and Municipal Affairs for review, please ensure that the submission package includes a record of comments from all interest holders, including First Nations, and information on how the Islands Trust responded to each comment.	23-Apr-2025	09-May-2025
Ministry of Public Safety and Solicitor General <i>Liquor Control and Licensing Branch:</i> <i>Comment:</i>	23-Apr-2025	
Ministry of Transportation and Infrastructure <i>Ministry of Transportation and Infrastructure:</i> <i>Comment:</i> Please accept this email as a response from the Ministry regarding MOTT file 2025-01959. The Ministry has no concerns with proposed Bylaw 296 to amend Galiano Island Official Community Plan Bylaw No. 108 to include the principal use ?agriculture? to Rural Policy (e) in order to enable the uses proposed in Bylaw No. 297.	23-Apr-2025	28-Apr-2025
Ministry of Water, Land and Resource Stewardship - Riparian Area Protection Regulation	23-Apr-2025	29-Apr-2025

Referrals: Bylaw GL-297

Agency	Sent	Received
<i>Comment:</i> Thank you for the opportunity to review the proposed changes to Galiano Island's bylaws. Given the volume of documents and current internal workload constraints, we are only able to provide high-level comments at this time. Please note the following: ? The Riparian Areas Protection Regulation (RAPR) applies to the Islands Trust and to all residential, commercial, or industrial development within 30 metres of a stream, as defined in the regulation. ? "Development" includes: o (a) the addition, removal, or alteration of soil, vegetation, or any building or other structure; o (b) the addition, removal, or alteration of works and services as outlined in section 506(1) [subdivision serving requirements] of the Local Government Act; o (c) subdivision, as defined in section 455 of the Local Government Act. ? During the bylaw amendment process, we strongly recommend updating Galiano Island's Official Community Plan (OCP), Riparian Development Permit Area (DPA), Riparian DPA fact sheet, and any other related bylaws or documents to align with the current RAPR framework. The previous Riparian Areas Regulation (RAR) was replaced by the RAPR in 2019. o Aligning your bylaws with the current provincial framework will: ? Help prevent potential contraventions of the federal Fisheries Act; ? Support improved understanding and compliance; ? Contribute to stronger environmental protection and outcomes. o If provided with sufficient lead time (approximately 8 weeks), the province can review and provide comments on proposed amendments to the OCP, DPA, or other riparian-related documents to help ensure clarity and alignment with current regulatory standards.		
Pauquachin First Nation 9010 West Saanich Road:	23-Apr-2025	23-Apr-2025
<i>Comment:</i> 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 Pauquachin First Nation's core title area. Pauquachin First Nation would recognize this area as being in close proximity to other Hul'q'umi'num or Nuuchahnulth First Nation Tumuhw (lands). As such, I would categorize this as a Level 3 rights area for Pauquachin First Nation. Level 3 identifies that Pauquachin First Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Pauquachin First 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 Nuuchahnulth relatives. Despite this we would generally defer to the First Nation(s) whose traditional territory fronts this area. Should Pauquachin First 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.		
Penelakut Tribe Box 360:	23-Apr-2025	
<i>Comment:</i>		
Salt Spring Island Local Trust Committee 1 - 500 Lower Ganges Road:	23-Apr-2025	08-May-2025
<i>Comment:</i> Interests unaffected by bylaw.		
Semiahmoo First Nation	23-Apr-2025	

Referrals: Bylaw GL-297

Agency	Sent	Received
16049 Beach Rd: Chief & Council <i>Comment:</i>		
Snuneymuxw First Nation 668 Centre Street: <i>Comment:</i>	23-Apr-2025	
Stz'uminus First Nation 12611A Trans Canada Hwy: <i>Comment:</i>	23-Apr-2025	
Thetis Island Local Trust Committee Northern Office: <i>Comment:</i> Interests unaffected by bylaw.	23-Apr-2025	03-Jun-2025
Tsartlip First Nation PO Box 70: Dave Elliott <i>Comment:</i>	23-Apr-2025	
Tsawout First Nation PO Box 121, 7725 Tetayut Road: <i>Comment:</i>	23-Apr-2025	
Tsawwassen First Nation 1926 Tsawwassen Drive: <i>Comment:</i> Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project.	23-Apr-2025	06-Jun-2025
Tsuubaaasatx First Nation Tsuubaaasatx Referrals: Monty Horton <i>Comment:</i> 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.	23-Apr-2025	23-Apr-2025
WSANEC Leadership Council WSANEC Leadership Council Society: Laurie Whitehead	23-Apr-2025	



ISLANDS TRUST POLICY STATEMENT DIRECTIVES ONLY CHECKLIST

File No.: GL-PL-RZ-2024-0003 (Palmberg)

Bylaws: 296 & 297

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.
N/A	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

CONSISTENT	No.	DIRECTIVE POLICY
	4.1	Agricultural Land
✓	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.
✓	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.
✓	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
N/A	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	No.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
✓	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
N/A	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.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
CONSISTENT	No.	DIRECTIVE POLICY

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

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

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: Jas Chonk

Status

Date Resolution Referred to Exective Committee: 09-Jun-2026

Reading:

PROPOSED

GALIANO ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 297

A BYLAW TO AMEND GALIANO ISLAND LAND USE BYLAW NO. 127, 1999

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

1. Citation

This bylaw may be cited for all purposes as “Galiano Island Land Use Bylaw No. 127, 1999, Amendment No. 3, 2024”.

2. Galiano Island Local Trust Committee Bylaw No. 127, cited as “Galiano Island Land Use Bylaw No. 127, 1999,” is amended as follows:

2.1 Part 5 ‘Residential Zones’, Section 5.5 ‘Rural 2 Zone’, is amended by adding the following new Subsection:

“Site-Specific Regulations

5.5.11 The following table denotes locations where, despite or in addition to the regulations in this Section, specific regulations apply. In the first column, the zone abbreviation and the lower-case letter refer to the notation on the zoning map. The second column describes the location where the specific regulations cited in column three apply:

Table 7.3			
	1	2	3
	Site-Specific Zone	Location Description	Site Specific Regulations
1	R2(a)	Lot ‘A’ of Lot 15, Galiano Island, Cowichan District, Plan 22128	1) Despite Subsection 5.5.1, the following additional uses are permitted: • contractor workshop • contractor yard • storage and sale of gravel, soil and aggregates • sawmilling, planing, and manufacturing of wood products • cidery and winery, including production, storage, and sales 2) Despite Subsection 5.5.5, no buildings or structures may exceed one storey and a height of 5 metres, except that dwellings, cottages, and agriculture buildings and structures must not exceed a height of 9 metres. 3) All permitted uses in Article 5.5.11.1 must be screened by a landscape screen not less than 2 metres in height and complying with

			the regulations of Part 15 of this bylaw. 4) Off-street parking spaces sited at least 15 metres from the front lot line must be screened by a landscape screen not less than 2 metres in height and complying with the regulations of Part 15 of this bylaw.
--	--	--	---

2.2 Part 14 'Parking Regulations', Subsection 14.1.3 'Use', is amended by adding the following the words "cidery, winery" after the word "sawmills".

2.3 Part 16 'Sign Regulations', Subsection 16.1.1 is amended by adding the following words "Rural 2(a) Zone R2(a)"

2.4 Part 17 'Interpretation', Section 17.1 'Definitions', is amended by adding the following new definition:

"contractor yard" means the use of land, buildings, or structures for the storage of materials, equipment, and vehicles for a building, construction, landscaping business, or other development trade or service."

3. Schedule "B" – Zoning Map, is amended by changing the zoning classification of Lot 'A' of Lot 15, Galiano Island, Cowichan District, Plan 22128 from Rural 2 to Rural 2(a) as shown on Plan No. 1 attached to and forming part of this bylaw, and by making such alterations to Schedule "B" to Bylaw No. 127 as are required to effect this change.

4. SEVERABILITY

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

READ A FIRST TIME THIS 8TH DAY OF APRIL 2025.

PUBLIC HEARING HELD THIS 9TH DAY OF JUNE 2026.

READ A SECOND TIME THIS 9TH DAY OF JUNE 2026.

READ A THIRD TIME THIS 9TH DAY OF JUNE 2026.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____ 20____

ADOPTED THIS

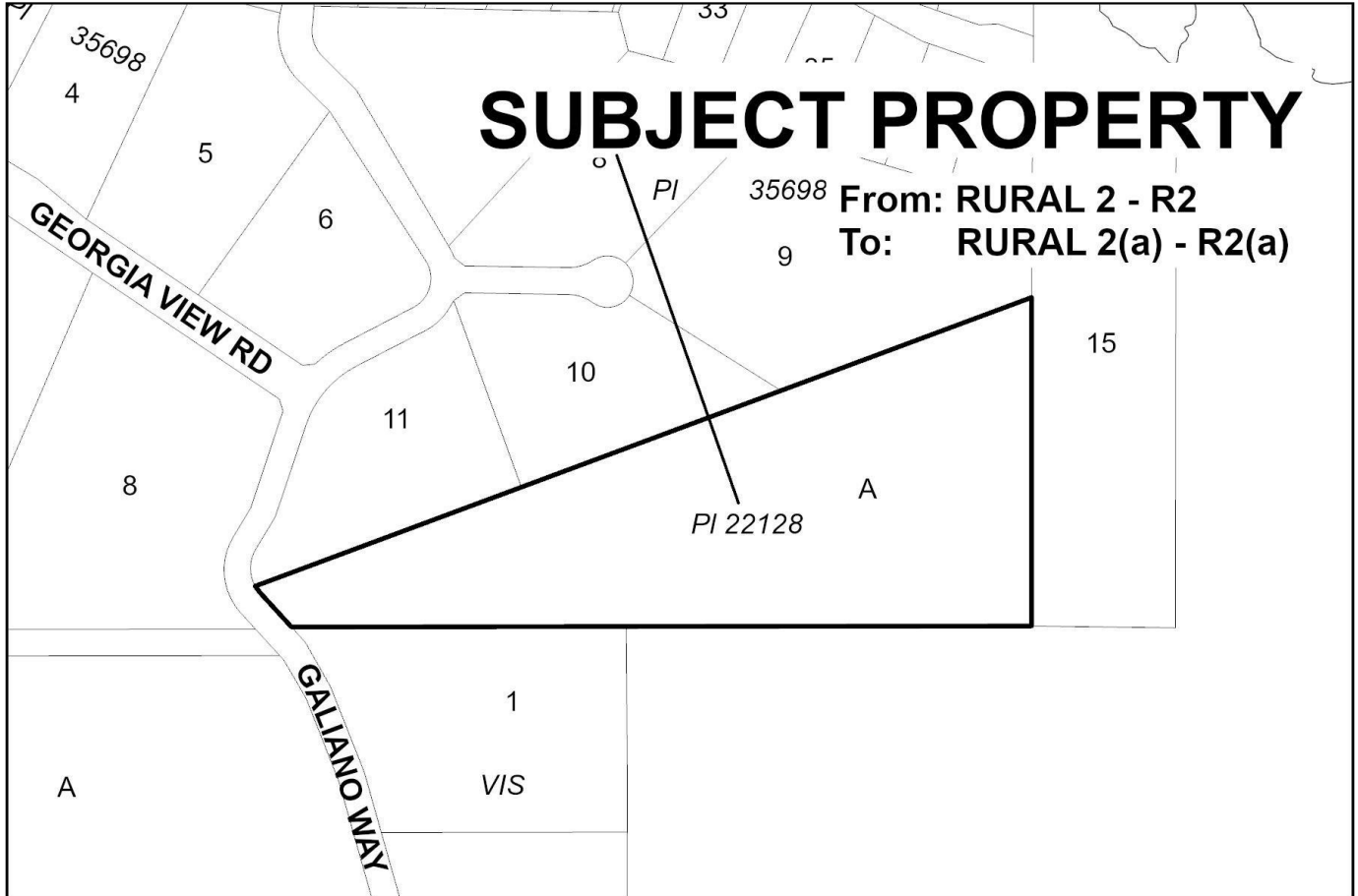
_____ DAY OF _____ 20____

CHAIR

SECRETARY

GALIANO ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 297

Plan No. 1



First Nation Engagement

Referral of: Galiano Bylaw No. 297 (LUB Amendments)
Re: GL-PLRZ20240003 (Palmberg)

First Nation: Cowichan Tribes

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Halalt

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Lyackson

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Pauquachin First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
April 23, 2025	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 Pauquachin First Nation's core title area. Pauquachin First 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 Pauquachin First Nation. Level 3 identifies that Pauquachin First Nation had harvesting, trade and Nation to Nation relations, but not necessarily sole title and governing authorities, which would be Pauquachin First 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 Pauquachin First 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.	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Penelakut Tribe

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Semiahmoo

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Snuneymuxw

Date	Comment/Action	Initial
Feb 2, 2022	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Stz'uminus

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Ts'uubaa-asatx (Lake Cowichan)

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
April 23, 2025	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.	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tsartlip First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tsawout First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tsawwassen First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
June 6, 2025	Tsawwassen First Nation (TFN) has no concerns regarding this file, at this time. However, TFN requests all copies of interim and final reports produced for this project.	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

First Nation: Tseycum First Nation

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

Non-Agency Referrals**First Nation: Coast Salish Peoples Society**

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC

First Nation: WSANEC Leadership Council

Date	Comment/Action	Initial
April 23, 2025	Sent Referral	JC
May 15, 2026	Sent Follow-up Email in regards to Public Hearing.	JC

Follow Up Action Report

Trust Council

21-Sep-2022

Progress	Activity	Responsibility	Dates	Status
85%	1 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions. (ONGOING)	Clare Frater	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	Target: 30-Jun-2027	In Progress

29-Jun-2023

Progress	Activity	Responsibility	Dates	Status
100%	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	Target: 11-Jun-2026	Completed

26-Sep-2023

Progress	Activity	Responsibility	Dates	Status
25%	1 5.2.2 Review of Trust Council Policies - Undertake review and and recommend updates and consolidation of policies. Bring one or more policies back to each Trust Council. Work with relevant director. Underway as part of the Governance Committee on-going project to review Trust Council policies.	David Marlor	Target: 01-Dec-2026	In Progress

Follow Up Action Report

Trust Council

07-Dec-2023

Progress	Activity	Responsibility	Dates	Status
75%	1 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. (Work on this bylaw has not begun. As per Trust Council December 2025 resolution not to start new work this term, this item is DEFFERED.) 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	Target: 08-Dec-2026	In Progress

24-Sep-2024

Progress	Activity	Responsibility	Dates	Status
50%	1 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	Target: 01-Dec-2026	In Progress

Follow Up Action Report

Trust Council

25-Sep-2024

Progress	Activity	Responsibility	Dates	Status
50%	1 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. (Note: any further action is paused pending potential legislative changes to DRIPA anticipated to be introduced during the Fall 2026 legislative session.)	Rueben Bronee	Target: 12-Jun-2026	In Progress

05-Dec-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 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	Target: 08-Sep-2026	In Progress

17-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 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	Target: 26-Feb-2027	In Progress

Follow Up Action Report

Trust Council

18-Sep-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 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). Work on this has not started. As per Trust Council December 2025 resolution to not start new work this term, this item is DEFERRED.	David Marlor	Target: 02-Jun-2026	In Progress

03-Dec-2025

Progress	Activity	Responsibility	Dates	Status
30%	1 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	Target: 08-Sep-2026	In Progress
50%	2 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	Target: 01-Oct-2026	In Progress
0%	3 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	Target: 30-Sep-2028	In Progress
0%	4 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.	David Marlor	Target: 25-Aug-2026	In Progress

Follow Up Action Report

Trust Council

10-Mar-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to implement new Trustee Remuneration rates effective April 1, 2027, using 2026 published remuneration, population and folio data.	Derek Cockburn	Target: 26-Feb-2027	In Progress
0%	2 Staff to include coverage for Clinical Counsellors to the trustee benefit plan, and to increase the health coverage limit to \$1,000 annually, aligning the coverage and annual dollar limit with provisions provided to staff and that the change be implemented April 1, 2027 in alignment with changes to Trustee Remuneration.	Derek Cockburn	Target: 26-Feb-2027	In Progress

11-Mar-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 Planning Services staff to provide a report on the evaluation and changes of the referral process to consult with First Nations, to both improve communication and further reconciliation, and report back at a future Trust Council meeting.	Stefan Cermak	Target: 11-Jun-2026	Completed

Follow Up Action Report

Trust Council

12-Mar-2026

Progress	Activity	Responsibility	Dates	Status
93%	1 Staff to inform the Executive Committee that Islands Trust Council direct Executive Committee to undertake a strategic planning public engagement prior to development of the draft 2027/28 budget.	Clare Frater	Target: 31-Aug-2026	In Progress
24%	2 Staff to explore opportunities to establish a partnership with UBC's Conservation Lab for addressing priority needs in incorporating biology into decision making in land use planning and with the Conservancy.	Clare Frater Stefan Cermak	Target: 31-Aug-2026	In Progress
49%	3 Staff to invite Dr. Tara Martin to attend a future Trust Council or Conservancy board meeting to present research on the impacts of hyperabundant deer, and strategies for managing hyperabundant deer to restore keystone places in the Gulf Islands. Request made - awaiting response.	Clare Frater	Target: 30-Sep-2026	In Progress

Follow Up Action Report

Trust Council

16-Jun-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 Regarding the Islands Trust Active Priorities Chart, staff to correct the South Pender Local Trust Committee project list to reflect the Committee has no active projects at this time.	Stefan Cermak	Target: 30-Jun-2026	In Progress
25%	2 Staff to forward the briefing "Options for consideration by the incoming Island Trust Council to improve the existing Island Trust Council committee structure" to Governance Committee to consider options for a request for decision to be brought forward to Island Trust Council in September.	Rueben Bronee	Target: 30-Jun-2026	In Progress
0%	3 Staff to collate the legislative monitoring reports for current and incoming trustees and staff to access and reference.	David Marlor	Target: 25-Aug-2026	In Progress
76%	4 Staff to conduct RWMs to adopt the following bylaws in the following order: 1.Bylaw 208 (Election Procedures) amendment 2.Bylaw 200 (TC Meeting Procedures) amendment 3.Bylaw 206 (TC Public Notification) amendment	David Marlor	Target: 15-Jul-2026	In Progress
0%	5 Staff to assist in getting the Chair and Director of Legislative and Information Services to sign the 2026 Elections Agreements with Regional Districts on behalf of Council.	David Marlor	Target: 30-Jun-2026	In Progress
0%	6 Staff to amend draft Trust Council bylaw 206, cited as "Trust Council Public Notification Bylaw", Section 2(ii) by replacing the words "electronically by posting the notice on Islands Trust's social media platform" with the "words "in a publication that circulates at least monthly in the Islands Trust Area".	David Marlor	Target: 30-Jun-2026	In Progress

Follow Up Action Report

Trust Council

16-Jun-2026

Progress	Activity		Responsibility	Dates	Status
0%	7	Staff to replace the current Policy 2.1.15 Secretariat Services with the draft updated Policy 2.1.15 Secretariat Services dated January 23, 2026 for reference.	David Marlor	Target: 15-Jul-2026	In Progress
100%	8	Staff to correct the LYB to LUB on page 12 of the Draft March 10-12, 2026 Islands Trust Council Quarterly Meeting Minutes.	Rueben Bronee	Target: 26-Jun-2026	Completed

Follow Up Action Report

Trust Council

17-Jun-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 Staff to amend Project Plan v 13 to add a bullet at the start of the final adoption section which reads 'Gain Islands Trust Council endorsement and incorporate any revisions to charter, March 2027'.	Clare Frater	Target: 30-Jun-2026	Completed
100%	2 Staff to replace the current Policy 1.2.1 [Policy Statement Amendment] with the draft updated Policy 1.2.1 shown in Attachment 1 to the Request for Decision dated May 21, 2026.	Clare Frater	Target: 15-Jul-2026	Completed
100%	3 Staff to amend the Budget Process policy 6.3.1 in attachment 1 by replacing the word "in" with "by" in section 2.3.	Clare Frater	Target: 30-Jun-2026	Completed
100%	4 Staff to replace Policy 6.3.1 Budget Process dated June 19, 2024 with the revised Policy 6.3.1 Budget Process shown in Attachment 1 as amended to the Request for Decision dated April 29, 2026.	Clare Frater	Target: 15-Jul-2026	Completed
100%	5 Staff to replace Policy 2.1.11 Administration of the Community Stewardship Awards Program dated December 2, 2021 with the revised Policy 2.1.11 Administration of the Community Stewardship Awards Program dated May 7, 2026.	Clare Frater	Target: 15-Jul-2026	Completed
14%	6 Staff to allocate the following amounts under Secretariat Services for fiscal year 2026/27: ·\$430.50 to support the coordination of the Baynes Sound Lambert Channel Ecosystem Forum Society; ·\$2000 to support the coordination of the Rural Islands Economic Partnership; and ·\$3000 to support the coordination of the Coastal Douglas Fir Conservation Partnership.	Clare Frater	Target: 25-Aug-2026	In Progress

Follow Up Action Report

Trust Council

17-Jun-2026

Progress	Activity	Responsibility	Dates	Status
50%	7 Staff to complete the necessary actions to award the 2026 Community Stewardship Awards on the following basis: ·Individual Category: Dan Rogers and Sheila Harrington ·Organization Category: Bowen Island Conservancy and Breaking Bannock; an initiative through the Gabriola Arts Council ·Other Category: Dr. Palen/Dr. Tom Sisk (leadership in biodiversity protection) and Douglas Leatherdale (enduring achievement).	Clare Frater	Target: 15-Jul-2026	In Progress

Follow Up Action Report

Trust Council

18-Jun-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 Staff to conduct necessary steps to forward the Islands Trust audited financial statements for the year ended March 31, 2026 to the Minister of Housing and Municipal Affairs.	Derek Cockburn	Target: 31-Jul-2026	In Progress
0%	2 Staff to rescind the Letter of Understanding (2003) held with BC Hydro and remove it from the Islands Trust Agreement Register.	David Marlor	Target: 25-Aug-2026	In Progress
0%	3 Staff to rescind the Protocol Agreement (1996) held with the Ministry of Municipal Affairs outlining the Provincial financial assistance for the adoption of new Official Community Plans, and remove it from the Islands Trust Agreement Register.	David Marlor	Target: 25-Aug-2026	In Progress
14%	4 Staff to complete the associated tasks with finalizing the 2025/26 Annual Report for submission to the Minister of Housing and Municipal Affairs.	Clare Frater	Target: 15-Sep-2026	In Progress
100%	5 Staff to inform the Islands Trust Conservancy staff that Islands Trust Council requests the Secretary to issue a Natural Area Protection Tax Exemption Program Certificate for the covenanted portion of the property described as PID: 009-805-991, Lot A, Section 72, South Salt Spring Island, Cowichan District, Plan 46279, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for Natural Area Protection Tax Exemption Program.	Clare Frater	Target: 30-Jun-2026	Completed
100%	6 Staff to replace the word "rescinding" on page 23 of the draft Indigenous Relations Action Plan with the word "updating" in the last action item.	Clare Frater	Target: 31-Jul-2026	Completed

Follow Up Action Report

Trust Council

18-Jun-2026

Progress	Activity	Responsibility	Dates	Status
76%	7 Staff to write a letter to the Minister of Water, Land and Resource Stewardship advocating that the British Columbia Coastal Marine Strategy be enshrined into law.	Clare Frater	Target: 15-Jul-2026	In Progress
0%	8 Staff to engage the Province about the <i>Infrastructure Projects Act</i> to clarify the implications in the Trust Area and intentions to respect the provincial Islands Trust mandate.	Rueben Bronee	Target: 01-Dec-2026	In Progress
100%	9 Staff to assist the Chair to write to the BC Energy Regulator expressing strong concern about, and seeking an update regarding FortisBC's reported extended non-compliance with its Waste Discharge Permit for the Eagle Mountain Pipeline and associated impacts to Howe Sound.	Clare Frater	Target: 15-Jul-2026	Completed
100%	10 Staff to assist the Chair of Trust Council to write a letter of support calling on the Province to modernize the Island Coastal Economic Trust with investment, and the legislative framework being developed to support co-governance with First Nations.	Clare Frater	Target: 15-Jul-2026	Completed

Islands Trust Council Highlights June 16-18, 2026

The elected 26-member Islands Trust Council governs Islands Trust. Islands Trust Council comprises two local trustees from each of the 12 local trust areas and two municipal trustees from Bowen Island Municipality. 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 June 16-18, 2026 quarterly meeting. These highlights are not the official minutes; Islands Trust Council will adopt those at its September 9-11, 2026 electronic meeting.

Islands Trust Community Stewardship Award Recipients

Islands Trust Council announced the recipients of the quadrennial Community Stewardship Awards. The Individual recipients are Sheila Harrington, Dan Rogers, Douglas Leatherdale, Dr. Wendy Palen, and Dr. Tom Sisk. Organizational recipients are Bowen Island Conservancy, and Breaking Bannock, an initiative of Gabriola Arts Council. Read more in the [news release](#).

Islands Trust Policy Statement Amendment Project Update

Islands Trust Council endorsed an amended version of the Policy Statement Amendment Project Charter which updates the timeline and clarifies that Islands Trust Council will have an opportunity to re-endorse or revise the project charter in March 2027.

2025/26 Islands Trust Annual Report

Islands Trust Council approved the 2025/26 Annual Report for submission to the Minister of Housing and Municipal Affairs. The annual report will be published in fall 2026.

British Columbia Coastal Marine Strategy Presentation

Charlie Short, Executive Director of the Coastal Marine Stewardship and Fisheries Branch in the Ministry of Water, Land and Resource Stewardship, presented the [British Columbia Coastal Marine Strategy](#) to Islands Trust Council, highlighting the plan's nine priorities. The strategy is British Columbia's first coast-wide plan for stewarding coastal waters.

Islands Trust Draft Indigenous Relations Action Plan 2026-2028

Islands Trust Council approved its first ever Islands Trust [Indigenous Relations Action Plan for 2026-2028](#).

First Nations Referral Work Plan

Islands Trust Council endorsed the First Nations Referral Work Plan.

Secretariat Services Funding

Islands Trust Council allocated additional funding to support coordination efforts for the Baynes Sound Lambert Channel Ecosystem Forum Society, the Rural Islands Economic Partnership, and the Coastal Douglas-fir Conservation Partnership for the fiscal year 2026/27 through the secretariat services function.

March 31, 2026 Audited Financial Statements

The audited financial statements for the year ending March 31, 2026, were approved. The financial statements reflect an annual surplus of \$430,780 arising from unspent budgeted funds in the fiscal year.

BRIEFING

To: Committee of the Whole **For the Meeting of:** July 22, 2026
From: Trust Area Services **Date Prepared:** June 30, 2026
SUBJECT: Policy Statement Amendment Project: Next Steps (with Reordered Tables)

PURPOSE: To provide Committee of the Whole (CotW) with a re-ordered version of referral responses received up to April 2026 on the draft Policy Statement following First Reading of the draft Policy Statement in July 2025.

BACKGROUND: At the March 2026 Trust Council meeting staff advised Trust Council that the Policy Statement Amendment Project will not be completed during this term of office but that staff would continue to provide Committee of the Whole/Trust Council with engagement results as received, options for the project, as well as options for continued refinement of the draft.

On May 13, 2026 Committee of the Whole passed the following resolution which Executive Committee actioned on June 30, 2026

That Committee of the Whole recommend to Executive Committee to request staff to reorganize the agency referral responses according to the sections of the draft Policy Statement, and continue working on the Agency Referral Responses table (Attachment 1, May 1, 2026).

Revised draft tables are attached as Attachment 1. Staff have not yet had the opportunity to meet with external referral agencies to discuss proposed Islands Trust staff recommendations for revision. The referral tables provided illustrate how staff could provide advice, but further refinement and input from external referral agencies is needed prior to Trust Council consideration of amendments. Staff would appreciate CotW's feedback on the approach taken.

Not included in this agenda are referral responses from Indigenous Governing Body (IGBs). Formal responses have been received from 10 of 30 IGBs, with preliminary responses received from several others. The nature of some feedback from IGBs to date suggests that they expect a considerably deeper level of engagement than Islands Trust has provided in the current phase of this project. There are also a number of IGBs who have not yet commented but have expressed that they intend to do so, and that they are interested in staff-to-staff meetings. There have been requests for capacity funding, as well requests for meetings with Indigenous communities. These requests, paired with an expectation from the Ministry of Housing and Municipal Affairs that Islands Trust should demonstrate that it has worked toward consensus with IGBs, mean that staff cannot say with confidence when outstanding questions/concerns will be resolved, and final comments received. In the coming months, staff expect to have more capacity to dedicate to engagement with IGBs.

The Ministry of Housing and Municipal Affairs has also advised that when preparing bylaws for Ministerial review, the Trust should:

- prepare for Indigenous Governing Body input with thoughtful assessment of the potential impacts on the environment, the community, and Indigenous Governing Bodies,
- be clear about intentions and be open and genuine in seeking input,
- consider the perspectives shared,
- work towards consensus and collaboration in the policies where possible, and
- respond to the community and to Indigenous Governing Bodies about what is reasonable, practical or necessary to include in the resultant proposed bylaws.

Staff have not yet meaningfully engaged with all interested Indigenous Governing Bodies and there are still significant discussions to be continued, and in some cases, initiated. In the absence of this dialogue, it is premature for staff to propose any recommendations for amendment based on IGB feedback. The addition of the new Manager, Indigenous Relations in mid-2026 will add capacity to the team and support more respectful and responsive relationships.

ATTACHMENT(S):

- 1) Policy Statement Bylaw No. 183 Agency/ Referral Responses: DRAFT Staff Analysis

For agency/LTC/BIM referral responses received to date, see the project library of the [Islands 2050 webpage](#)

FOLLOW-UP:

While staff continue to work with referral agencies and Indigenous Governing Bodies to support additional responses and refine advice about revising the draft Policy Statement, Committee of the Whole/Trust Council/Executive Committee can continue to advance the project by:

- 1) Providing feedback to staff on the draft approach to staff comment/recommendations in response to referral responses. As it reviews more final versions of the tables in the coming months, COW will need to consider if it wishes for Trust Council to provide recommendations to the post-election Trust Council, recognizing that not all feedback from Indigenous Governing Bodies may be received before the local elections and that second reading would not be contemplated until 2027 or later.
- 2) Reviewing the [Phase 4 public engagement](#) results and providing direction to staff on that basis.
- 3) Discuss trustee expectations for the draft companion handbook
- 4) Discuss 2027/28 project budget options to inform Executive Committee's business case for funding

Committee of the Whole may wish to recommend to the Executive Committee which, if any, Policy Statement Amendment Project topics Trust Council should discuss at its September 2026 meeting (e.g. draft referral response tables, draft companion handbook, draft implementation plan, advice to Trust Council, etc.)

Staff do not recommend that Trust Council further revise the draft document prior to:

- receiving more feedback from Indigenous Governing Bodies/referral agencies or confirmation that they will not be responding, and
- staff have confirmed that collaboration has occurred on the recommended revisions.

Once Trust Council has more complete feedback and has refined the document, and completed second reading, Trust Council will need to re-refer the draft Policy Statement to Indigenous Governing Bodies and applicable provincial agencies.

Staff do not recommend any meetings about the project after the election campaign period begins on September 19, 2026.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Rueben Bronee, CAO/July 2, 2026

Agency Referral Responses

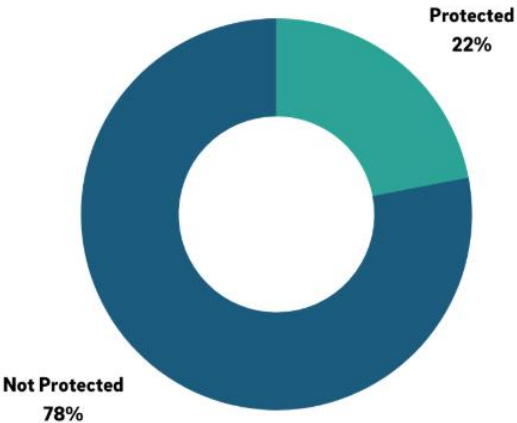
- Please note that staff’s recommendations are preliminary and subject to change pending further engagement with Indigenous Governing Bodies and further technical review
- Please note that the responses below are only those where an agency recommended changes. Agency’s that offered only support or that indicated their interests were unaffected were not included
- Where staff found that an agency’s recommendation was clear and would have limited impact on Trust Council’s direction to date, staff have generally not provided comment. Conversely, where an agency’s recommendation would impact Trust Council’s direction to date, staff have provided discussion, but no recommendation.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
Introduction	Islands Trust Conservancy (ITC)	That Part 1: Islands Trust Act (page 4) include the following paragraph: “The Islands Trust Conservancy was established by the British Columbia provincial government in 1990 as a regional land trust and the conservation arm of the Islands Trust. The work of the Islands Trust Conservancy Board is guided by the Islands Trust Conservancy Five-year Plan, which is approved by the Minister of Municipal Housing and Affairs under Section 44 of the Islands Trust Act.”	Staff do not recommend that this be added to the Policy Statement, as the Policy Statement does not govern the activities of the ITC. Nonetheless, if Trust Council wishes to action this recommendation, it could add the following as the second to last sentence of opening paragraph of Part 1. <i>The Islands Trust Conservancy was established by the Government of British Columbia in 1990 as the conservation arm of Islands Trust. For the purposes of carrying out the object of the Islands Trust, under a trust fund plan approved by the Minister, the Islands Trust Conservancy is responsible for receiving money and other property and acquiring, holding and, if necessary, disposing of land and other property in the Islands Trust Area.</i>
Guiding Principles	Islands Trust Conservancy (ITC)	A new General Guiding Principle on climate change adaptation and mitigation should be added.	As Trust Council has declared there to be a climate change emergency in the Trust Area it seems appropriate that a principle regarding such should guide its decision making. PRELIMINARY STAFF RECOMMENDATION: Add the following guiding principle to the Trust Council’s Guiding Principles section: Mitigate and Adapt to Climate Change <i>To support planning and land use management decisions that reduce greenhouse gas emissions and enhance the capacity of Trust Area ecosystems and communities to adapt to climate change impacts.</i>
		The importance of protecting a minimum of 30% of the land and water in the Trust Area should appear in an appropriate section in the Policy Statement.	See preliminary staff recommendation above.

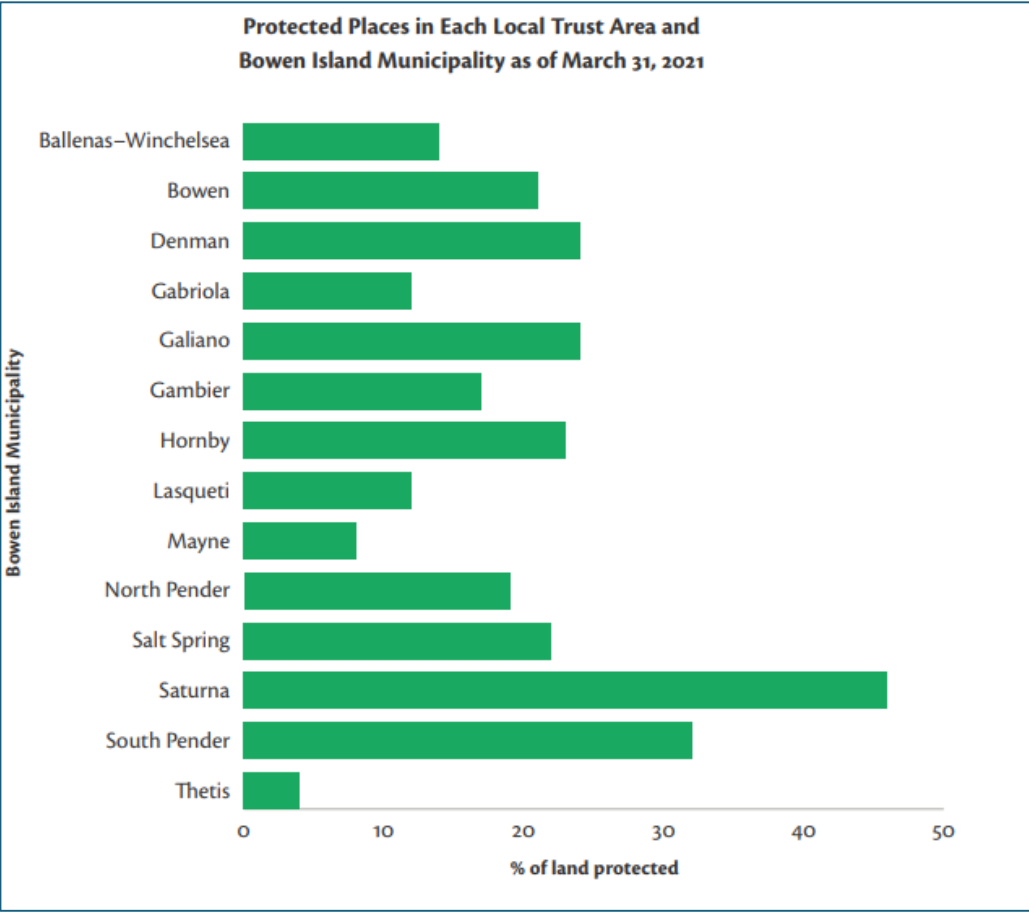
PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
	Lasqueti Island LTC	Addition of new guiding principal related to climate change adaptation and mitigation.	See preliminary staff recommendation above.
	Salt Spring Island LTC	Add a new guiding principle that explicitly addresses climate change, including climate risk, adaptation, mitigation, and long-term community and ecosystem resilience.	See preliminary staff recommendation above.
	Gabriola Island LTC	A new Guiding Principle related to climate change adaptation and mitigation be added;	See preliminary staff recommendation above.
		A new Guiding Principle related to protecting a minimum of 30% of the land and waters in the planning areas of each Local Trust Area	Through the signing of the Kunming-Montreal Global Biodiversity Framework, Canada—along with 195 other countries—committed to protecting 30% of the world's land and oceans by 2030 (Target 3). In 2023, the Government of Canada, BC and the First Nations Leadership Council committed to action rooted in recognition of First Nations title and rights to reach B.C.'s Canada's goal of protecting thirty percent of lands in B.C. by 2030. Given that the Province of BC refers to 'land base' in its materials, staff recommend that any Trust Council target also be about land base rather than 'waters'. Sensitive Ecosystems account for over 40% of the land base of the Islands Trust Area. The current Policy Statement draft suggests that targets and indicators with which Islands Trust Council can monitor and evaluate implementation of the Policy Statement may be included in the Policy Statement Implementation Plan. Staff note that targets may be better suited for inclusion in the Policy Statement itself. Staff are unclear whether this should be principle that informs Trust Council decision making, or a target toward which Trust Council works through implementation of the Policy Statement. Ultimately, there is not reason that it can't be both. There would be a need for meaningful engagement with Indigenous Governing Bodies on inclusion of any target such as this in the draft Policy Statement, and particularly so if the target is to be applied in each local planning area. Should Trust Council wish to strive for a more general target for the Islands Trust Area as a whole it could consider the following wording: Foster Protection of 30 Percent of Land Base Support planning and land use management decisions that contribute to 30% protection of the Islands Trust Area land base in a manner that recognizes Indigenous inherent rights as protected Under Section 35 of the Constitution Act, 1982.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS																																																																																																																								
			If Trust Council wishes to add a draft guiding principle that provides a target for each local planning area it could consider the following wording: Foster Protection of 30 Percent of Land Base Support planning and land use management decisions that contribute to 30% protection of the land base in each local trust area or municipality within the Trust Area in a manner that recognizes Indigenous inherent rights as protected under section 35 of the Constitution Act, 1982, Based on 2017 data: Table 9. Evaluation of conservation priority for each local trust area/island municipality within the Islands Trust Area using factors of need for sensitive, eelgrass and forested ecosystem protection, level of existing protection by area, disturbance threat and selection frequency in Islands Trust Conservancy conservation area modelling. <table><tr><th>Local Trust Area/ Island Municipality</th><th>Need for Sensitive Ecosystem Protection*</th><th>Need for Forest Protection*</th><th>Need for Eelgrass Shoreline Protection*</th><th>Level of Unprotected Land*</th><th>Disturbance Threat**</th><th>Selection in Islands Trust Conservancy Modelling**</th><th>Priority**</th></tr><tr><td>Ballenas-Winchelsea</td><td>L</td><td>L</td><td>L</td><td>H</td><td>L</td><td>L</td><td>L</td></tr><tr><td>Bowen</td><td>H</td><td>M</td><td>L</td><td>M</td><td>H</td><td>L</td><td>M</td></tr><tr><td>Denman</td><td>M</td><td>M</td><td>M</td><td>L</td><td>M</td><td>M</td><td>M</td></tr><tr><td>Gabriola</td><td>M</td><td>M</td><td>M</td><td>H</td><td>H</td><td>M</td><td>H</td></tr><tr><td>Galiano</td><td>M</td><td>H</td><td>M</td><td>M</td><td>M</td><td>H</td><td>H</td></tr><tr><td>Gambier</td><td>H</td><td>H</td><td>H</td><td>M</td><td>H</td><td>L</td><td>H</td></tr><tr><td>Hornby</td><td>L</td><td>L</td><td>L</td><td>L</td><td>M</td><td>L</td><td>L</td></tr><tr><td>Lasqueti</td><td>H</td><td>H</td><td>M</td><td>H</td><td>M</td><td>H</td><td>VH</td></tr><tr><td>Mayne</td><td>L</td><td>L</td><td>L</td><td>H</td><td>M</td><td>L</td><td>M</td></tr><tr><td>North Pender</td><td>M</td><td>M</td><td>H</td><td>M</td><td>L</td><td>M</td><td>M</td></tr><tr><td>Saturna</td><td>L</td><td>L</td><td>L</td><td>L</td><td>L</td><td>L</td><td>L</td></tr><tr><td>South Pender</td><td>L</td><td>L</td><td>L</td><td>L</td><td>L</td><td>L</td><td>L</td></tr><tr><td>Salt Spring</td><td>H</td><td>H</td><td>H</td><td>M</td><td>H</td><td>H</td><td>VH</td></tr><tr><td>Thetis</td><td>H</td><td>M</td><td>H</td><td>H</td><td>H</td><td>M</td><td>VH</td></tr></table> Rankings: L Low M Medium H High VH Very High Note, natural breaks are used to determine the rankings within each category. VH is only used for conservation priority.	Local Trust Area/ Island Municipality	Need for Sensitive Ecosystem Protection*	Need for Forest Protection*	Need for Eelgrass Shoreline Protection*	Level of Unprotected Land*	Disturbance Threat**	Selection in Islands Trust Conservancy Modelling**	Priority**	Ballenas-Winchelsea	L	L	L	H	L	L	L	Bowen	H	M	L	M	H	L	M	Denman	M	M	M	L	M	M	M	Gabriola	M	M	M	H	H	M	H	Galiano	M	H	M	M	M	H	H	Gambier	H	H	H	M	H	L	H	Hornby	L	L	L	L	M	L	L	Lasqueti	H	H	M	H	M	H	VH	Mayne	L	L	L	H	M	L	M	North Pender	M	M	H	M	L	M	M	Saturna	L	L	L	L	L	L	L	South Pender	L	L	L	L	L	L	L	Salt Spring	H	H	H	M	H	H	VH	Thetis	H	M	H	H	H	M	VH
Local Trust Area/ Island Municipality	Need for Sensitive Ecosystem Protection*	Need for Forest Protection*	Need for Eelgrass Shoreline Protection*	Level of Unprotected Land*	Disturbance Threat**	Selection in Islands Trust Conservancy Modelling**	Priority**																																																																																																																				
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Gabriola	M	M	M	H	H	M	H																																																																																																																				
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Gambier	H	H	H	M	H	L	H																																																																																																																				
Hornby	L	L	L	L	M	L	L																																																																																																																				
Lasqueti	H	H	M	H	M	H	VH																																																																																																																				
Mayne	L	L	L	H	M	L	M																																																																																																																				
North Pender	M	M	H	M	L	M	M																																																																																																																				
Saturna	L	L	L	L	L	L	L																																																																																																																				
South Pender	L	L	L	L	L	L	L																																																																																																																				
Salt Spring	H	H	H	M	H	H	VH																																																																																																																				
Thetis	H	M	H	H	H	M	VH																																																																																																																				

High Biodiversity Area Protection in the Islands Trust Area



Land Management in the Islands Trust Area (2018)



PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
	Salt Spring Island LTC	Acknowledge the cumulative impacts of both development and climate change on forest health, and explicitly include ‘forests’ within guiding principle 2.1.6.	If Trust Council wishes to action this recommendation it could consider the following addition to guiding principle 2.1.6: Account for Cumulative Effects <i>To strive to account for the cumulative effects of existing and proposed development to avoid detrimental impacts on watersheds, groundwater supplies, forests, culturally sensitive areas and cultural heritage sites, and species and their habitats.</i>
Reconciliation Principles	Ministry of Housing and Municipal Affairs	<i>Section 1.3 – Indigenous Inherent Rights Acknowledgement</i> - It may be helpful to note that these commitments are intended to guide the ongoing evolution of policies, bylaws, and organizational practices. Highlighting this connection can help readers understand how the principles in this section will inform future work and support continuous improvement over time.	PRELIMINARY STAFF RECOMMENDATION: Revise Section 1.3 – Indigenous Inherent Rights Acknowledgement to read as follows: <i>“Islands Trust Council commits to an ongoing effort to co-develop planning and land use management processes with Indigenous Governing Bodies for policies, bylaws and organizational practices within the Islands Trust Area and acknowledges that this document does not serve as an endpoint.”</i>
		The Trust Council’s Reconciliation Principles are presented differently than the Cooperation Principles that follow, as the Reconciliation Principles are expressed only by reference to external sources. The Trust might benefit from further discussion with relevant Indigenous Governing Bodies to highlight the principles which have the strongest relevance to the purpose and Object of the Trust.	Staff do not recommend further engagement on the principles as the draft Policy Statement has already been referred to Indigenous Governing Bodies, and because Trust Council has previously directly staff to reformat the draft Trust Policy Statement to simplify the structure and shorten the length to improve readability and understanding. Staff do have insights as to which principles IGB’s consider to be of strongest relevance from previous feedback from IGBs.
	Islands Trust Conservancy (ITC)	That the Islands Trust Conservancy considers that policies and principles relating to Trust Council's reconciliation commitments and working towards collaborative governance with Indigenous Governing Bodies [Guiding Principles 2.1.1, 2.1.2, Reconciliation Principles, and Cooperation Principle 2.3.3] are well within the Islands Trust’s mandate, jurisdiction and the interest of Islands Trust Conservancy to advance.	No comment

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
2.3 Cooperation Principles While Trust Council must provide the necessary leadership to carry out the Islands Trust Object, its mandate requires cooperation with partners who each have unique roles to play in preserving and protecting the region. Trust Council commits to be guided by the following principles in its cooperation efforts to advance the Islands Trust Object:	Ministry of Housing and Municipal Affairs (MUNI)	<i>Cooperation Principles</i> currently omits reference to regional districts and improvement districts, despite both being named in the Object of the Trust. Their inclusion would strengthen the policy by recognizing their significance as partners and critical community service providers, and support more integrated and collaborative decision-making across jurisdictions.	PRELIMINARY STAFF RECOMMENDATION: Revise draft Cooperation Principle 2.3.4 to read: Work Towards Strategic Inter-Agency Coordination <i>To work towards establishing effective inter-agency coordination mechanisms with regional districts, improvement districts, the government of British Columbia, and organizations who that play a critical role in advancing the Islands Trust object.</i>
Cooperation Principle 2.3.1 – Collaborate with the Islands Trust Conservancy Board To collaborate closely with, and be informed by, the Islands Trust Conservancy Board, particularly in the areas of science-based conservation planning, ecosystem mapping, identification of core conservation areas and protected area networks, and protection of species and ecosystems at risk.	Islands Trust Conservancy (ITC)	That section 2.3.1 - Cooperation Principles (page 10) be revised as suggested: "To collaborate closely with the Islands Trust Conservancy Board, and be informed by, local Indigenous knowledge, science-based conservation planning, ecosystem mapping, identification of core conservation areas, protected area networks, and protection of species and ecosystems at risk, including critical habitat."	Staff do not recommend that Section 2.3.1 be amended as proposed. Section 2.1.7 already sets out the sources of information to which Trust Council should look to inform its decisions, including Indigenous Knowledge. If Trust Council wishes to consider a revised version of principle 2.3.1 based on this recommendation, staff suggest the following: 2.3.1 Collaborate with the Islands Trust Conservancy Board To collaborate closely with, and be informed by, the Islands Trust Conservancy Board, particularly in the areas of science-based conservation planning, ecosystem mapping, identification of core conservation areas and protected area networks, and protection of species and ecosystems at risk and their critical habitat.
Cooperation Principle 2.3.2 – Collaborate with Island Municipalities To collaborate with island municipalities, particularly in the areas of conservation planning, communications and engagement, the Policy Statement, and other areas supporting the Islands Trust Object.	Capital Regional District (staff)	Consider reviewing verbiage relating to different governing structures of regions under the islands trust. E.g. “2.3.2 Collaborate with Island Municipalities” – not all islands are municipalities (Salt Spring Island)	This comment seems to misunderstand that “island municipalities” has a specific meaning in the Trust context.
	Ministry of Housing and Municipal Affairs (MUNI)	cites the Policy Statement itself as a document for collaboration with Island Municipalities. While such collaboration is essential for successful implementation, it will have occurred prior to publication. Referencing collaboration in this way within the Policy Statement may therefore be confusing.	PRELIMINARY STAFF RECOMMENDATION: Revise draft principle 2.3.2 to read: <i>“To collaborate with island municipalities, particularly in the areas of conservation planning, communications and engagement, the Policy Statement amendments, and other areas supporting the Islands Trust Object.”</i>
	Bowen Island Municipality	Clarity is also sought in regards to Policy 2.3.4 with regards to how “that	As an advisory policy, BIM is not required to action this policy.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
Cooperation Principle 2.3.4 – Work Towards Strategic Inter-Agency Coordination To work towards establishing effective inter-agency coordination mechanisms with different levels of government, academic institutions and organizations who have important roles to play in supporting the Islands Trust Object.		could be inconsistent with the object of the trust” is to be interpreted	“ . . . <i>inconsistent with the object of the trust</i> ” is an interpretation of the local trust committee/island municipality and subsequently by Executive Committee/Trust Council.
	Capital Regional District (Board)	Regarding policy 2.3.4. add "and policies" at the end of the statement	Staff suggest that this is addressed in proposed amendments above for cooperation principle 2.3.4.
Directive Policy 3.1.1 – Engage with Indigenous Governing Bodies Engage with Indigenous Governing Bodies and provide a record of the engagement at time of bylaw submission	Ministry of Housing and Municipal Affairs	currently directs Local Trust Committees (LTCs) to “engage with Indigenous Governing Bodies and provide a record of engagement at time of bylaw submission.” The Trust may wish to clarify whether this is meant to reference bylaw submission to the Executive Committee/Trust Council, the minister responsible for the <i>Islands Trust Act</i>, or both, after the words “bylaw submission.” There is also an opportunity to enhance this directive by clarifying the scope of engagement and reinforcing expectations for transparency, accountability and building the needed relationships. Specifically, the policy could be <i>revised</i> to direct LTCs to engage with Indigenous Governing Bodies whose rights and interests may be affected by proposed bylaw changes early and often, as required. Additionally, the term “record of engagement” could be more clearly defined as a summary of the engagement process, including details such as who was contacted, the methods of engagement used, key concerns raised, and how those concerns were addressed.	The engagement log used by local trust committees/island municipalities for provision to Executive Committee should be consistent with that required by the minister responsible for the Islands Trust Act. Staff consider that clarifying the scope of engagement and reinforcing expectations for transparency, accountability and building the needed relationships with Indigenous Governing Bodies would be addressed outside of the Policy Statement, in either a Trust Council policy or an internal operational procedure. As above, the details of how Islands Trust engages Indigenous Governing Bodies would be addressed outside of the Policy Statement, in either a Trust Council policy or an internal operational document. Revise draft directive policy 3.1.1 to read: PRELIMINARY STAFF RECOMMENDATION: <i>“Engage early and often with Indigenous Governing Bodies, whose rights and interests may be affected by proposed bylaw changes and provide a record of engagement, including a summary of the engagement process, details such as who was contacted, the methods of engagement used, key concerns raised, and how those concerns were addressed, at time of bylaw submission to Islands Trust Executive Committee.”</i> Trust Council should consider this advice as it develops the Policy Statement Implementation Plan and its Strategic Plan.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
		As engagement with Indigenous Governing Bodies is an emerging and evolving practice and imperative since the last Trust Policy Statement was adopted, it will be important for the Islands Trust to devote additional attention to implementation planning. Proactive planning will help ensure that the Trust's processes, expectations, and relationships continue to develop in a manner that reflects the evolving nature of this policy area and supports meaningful, effective engagement over time.	
Advisory Policy 3.1.3 – Land Back Through engagement with Indigenous Governing Bodies, support opportunities to direct land to Indigenous Governing Bodies, including, but not limited to, as amenity contributions in applications seeking additional development potential.	Bowen Island Municipality	where BIM gets amenities, it should be for the use of BIM.	As an advisory policy, BIM is not required to action this policy. However, BIM may wish to consider if there are circumstances where it would consider land contributed to an Indigenous Governing Body to be satisfactory as a community amenity.
	Gabriola Island LTC	Advisory policy 3.1.3 (Land Back) to clarify or better define amenity contributions	Revise draft advisory policy 3.1.3 to read as follows: Land Back <i>Through engagement with Indigenous Governing Bodies and land owners, support opportunities to direct land to Indigenous Governing Bodies for:</i> <i>the voluntary return of land to Indigenous Governing Bodies, including, but not limited to, as amenity contributions in applications seeking additional development potential; and</i> <i>the voluntary provision of access to private and public lands for Indigenous stewardship and cultural practices</i>
	Lasqueti Island LTC	Amendment of Advisory Policy 3.1.3, 'Land Back,' to make it explicit that the intent is to encourage support of voluntary opportunities to direct land to Indigenous Governing Bodies, not to require.	As above.
Advisory Policy 3.1.4 – Information Sharing Support and develop methods for regular and timely sharing of information with Indigenous Governing Bodies.	Bowen Island Municipality	has operational issues, and it should clarified what information is being shared	As an advisory policy, BIM is not required to action this policy. The type of information implied by the policy is any information held by Islands Trust that may be of interest or use to Indigenous Governing Bodies – thinking specifically here of mapping, ecosystem, or cultural heritage data.
Advisory Policy 3.1.5 – Respect Indigenous Protocols for Information and Data Provided	Bowen Island Municipality	should be clarified to ensure that any proponent of development have a clear	As an advisory policy, BIM is not required to action this policy. While applicants can expect some explanation for political decisions, that should not come at the expense of revealing information that must be kept in confidence for legal or cultural reasons.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
Respect Indigenous Governing Bodies' and Indigenous Knowledge Holders' protocols about how their data and information should be collected, protected, used and shared.		understanding of why a decision is being made	
Directive Policies- Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species 3.2.1 – Indigenous Cultural Heritage Sites 3.2.2 – Indigenous Marine Harvesting Areas 3.2.3 – Indigenous Harvesting and Hunting Areas 3.2.4 – Indigenous Cultural Heritage Sites 3.2.5 – Indigenous Harvesting Areas 3.2.6 – Indigenous Harvesting and Hunting Area Access 3.2.7 – Other Culturally Significant Areas for Indigenous Peoples 3.2.8 –Culturally Significant Species and Medicinal Plants 3.2.9 –Cultural Monitors	Bowen Island Municipality	BIM has issues with Part 3, Goal 2, and wishes that some emphasis be put on the community's culture and heritage as opposed to solely indigenous culture and heritage BIM has concerns with policies 3.2.5 and 3.2.6 and the potential of hunting and trapping on Bowen Island; BIM has a use of bows bylaw designed to limit the issues around hunters coming to the island Policy 3.2.9 could also be clarified as this seems to be more of an operational nature to be developed locally as a policy or Development Permit Area Finally, it is unclear how jurisdictional issues have been addressed, as policies addressing marine harvesting, clam gardens, fish weirs, and fishing may fall entirely in federal jurisdiction	Goal 4, directive Policy 3.4.8 addresses community heritage As advisory policies, BIM is not required to action them. As an advisory policy, BIM is not required to action this policy. It is correct that this is more of an operational/relational policy. The draft Policy Statement has been referred to federal and provincial agencies for review and comment. Also, local governing planning authority, under Part 14 of the Local Government Act, can directly impact marine harvesting areas through siting of marinas, docks, and upland uses that risk contamination of harvesting areas.
Goal 3: Preserve and Protect Healthy and Biodiverse Ecosystems	Islands Trust Conservancy (ITC)	That Goal 3 introduction paragraph include "the health of natural ecosystems" as a high priority.	Although it would add some duplication to the document, should Trust Council wish to respond to this recommendation it could reflect the language in guiding principle 2.1.2 in the Goal 3 introductory paragraph as follows: Goal 3: Preserve and Protect Healthy and Biodiverse Ecosystems Islands Trust Council acknowledges that preserving and protecting the ecological integrity of the Islands Trust Area is essential to the Islands Trust Object and to supporting community well-being across the region. Trust Council will be guided by guiding principle 2.1.2 to place priority on preserving, protecting and restoring the environment, and preserving, protecting, and supporting restoration of Indigenous cultural heritage in all decision making. The policies in this section aim to identify and protect key ecosystem types and characteristics that safeguard biodiversity and promote resilience to climate change. Should Trust Council make this change, for consistency it should also add the new sentence to the introductory paragraph for Goal 2 as the third sentence.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
	Salt Spring Island LTC	Strengthen and articulate the interdependencies among Goals 3, 4, and 5, particularly with respect to environmental protection, but also consider reconciliation, climate resilience, and long-term sustainability.	If Trust Council wishes to action this recommendation it could consider adding the following new paragraph under Part 3: Goals and Policies heading that reads: <i>“Trust Council acknowledges that the goals set out in this Policy Statement cannot be met in isolation from one another and that achieving any of them is interdependent on all of them”</i>
		Expand the goal (Goal 3 – Preserve and Protect Healthy, Biodiverse Ecosystems) and associated policies to move beyond identification and protection alone, and include ecosystem restoration and enhancement, while accounting for current and future climate change impacts.	Restoration is already included in most of the directive policies under Goal 3. Also, examples of an LTC being involved in the restoration of ecosystems is negligible. LTCs and zone for use, density, size and siting. Opportunities to require ecosystem restoration could be negotiated during a rezoning process if there are appropriate supporting policies, or could be required within certain development permit areas to compensate for ecosystem damage resulting from the authorized development. Beyond that, active restoration is largely outside of direct LTC jurisdiction. Island municipalities may have a more active role in restoration through their ownership of public land. However, if Trust Council wishes to action this recommendation, it could consider the following amendments to the preamble of Goal 3: Goal 3: Preserve, and Protect and Restore the Healthy and Biodiverseity of Ecosystems <i>Islands Trust Council acknowledges that preserving and protecting and restoring the ecological integrity of the Islands Trust Area is essential to the Islands Trust Object and to supporting community well-being across the region. The policies in this section aim to identify and protect key ecosystem types and characteristics that safeguard biodiversity and promote resilience to climate change.</i> If Trust Council wants to strengthen ecosystem protection through the Policy Statement, it could also consider: - Revising its ecosystem protection draft directive policies to be more prescriptive, such as: Critical Habitat for Species at Risk <i>Identify and prioritize the preservation, protection, and restoration of and establish development permit areas to preserve, protect and restore critical habitat for species at risk</i> Or: - Trust Council could request staff to provide a report with options for a directive policy - regarding ecological offsetting or no-net-loss for development applications that seek to increase development potential.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
Directive Policy 3.3.1 – Protected Area Networks Identify, establish, and sustain a network of protected areas of sufficient size and distribution to preserve the environmental integrity of ecosystems in their planning area.	Bowen Island Municipality	BIM also seeks clarity on how Policy 3.3.11 differs from the Goal 2 policies, if there is no substantial difference, this could be struck to avoid unnecessary repetition	Indigenous Protected and Conserved Areas can help achieve, but are different from, the policies in Goal 2. Information about Indigenous Protected and Conserved Areas is available here .
Directive Policy 3.3.4 – Coastal Oak and Prairie Ecosystems Identify and prioritize the preservation and protection of coastal oak and prairie ecosystems, with a particular focus on the maintenance, restoration and management of their ecological integrity.	Bowen Island Municipality	could be clarified to explicitly state that Garry Oak is the species being considered for protection	Revise draft directive policy 3.3.4 to read as follows: Coastal (Garry) Oak and Prairie Ecosystems Identify and prioritize the preservation and protection of coastal (Garry) oak and prairie ecosystems, with a particular focus on the maintenance, restoration and management of their ecological integrity.
Directive Policy 3.3.6 – Marine Shorelines and Nearshore Areas	Salt Spring Island LTC	In Policy 3.3.6 – Marine and Coastal Ecosystems, recognize that the Trust Area’s more than 1,300 km of marine shoreline and nearshore environments include a broader range of ecosystems than those listed. Introduce the list with the phrase “including, but not limited to” to ensure comprehensive protection.	The intention of the policy as drafted is to direct focus to sensitive marine ecosystems whose protection should be prioritized. Nonetheless, if Trust Council wishes to pursue this amendment it would be phrased as follows: Marine Shorelines and Nearshore Areas <i>Identify and prioritize the preservation, protection and restoration of marine shorelines and nearshore areas, including, but not limited to, eelgrass meadows, kelp forests, forage fish spawning areas, clam beds, estuaries, tidal salt marshes, mud flats, and coastal wetlands</i>
Directive Policy 3.3.8 – Islets and Small Islands Identify and prioritize the preservation, protection, and restoration of islets and small islands.	Bowen Island Municipality	has a lack of clarity as to how a small island is defined or if they are the smaller islands in a Trust Area relative to the main island	Some specificity may be helpful here. Trust Council could ask staff to do some analysis and provide advice in this regard.
Directive Policy 3.3.9 – Light Pollution Minimize light pollution through the application of dark sky principles.	Bowen Island Municipality	could benefit from better precision as to whether this refers to Island Trust’s policies and guidelines or those principles set by the International Dark-Sky Association	This directive policy was meant to refer to the Five Lighting Principles for Responsible Outdoor Lighting set out by DarkSky International. Staff do not recommend referencing external sources in the Policy Statement, as such Trust Council could add a glossary definition that summarizes the dark sky principles. PRELIMINARY STAFF RECOMMENDATION: Add a new definition to the glossary of terms to read as follows: Dark sky principles means the following principles for responsible outdoor lighting: 1) <i>Useful – Use light only if it is needed</i> 2) <i>Targeted – Direct light so it falls only where it is needed</i> 3) <i>Low Level – Light should be no brighter than necessary</i> 4) <i>Controlled – Use light only when it is needed</i>

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS																														
			5) Warm-coloured – Use warmer color lights where possible																														
Directive Policy 3.4.1 – Sustainable Development Consider site capabilities, environmental and protected areas, and existing development patterns when determining the land use designation and appropriate locations and intensities of various uses of the land.	Islands Trust Conservancy (ITC)	That Directive Policy 3.4.1 include consideration of the ecological integrity of each island and the ability of the natural ecosystems to support particular developments.	Prior to consideration of adding a requirement for local trust committees and island municipalities to consider the ecological integrity of an island when determining appropriate locations and intensities of various uses of the land Trust Council would need to agree on a definition of ecological integrity. Trust Council would also need to discuss how ecological integrity would be assessed and measured, and seek guidance from Indigenous Governing Bodies on the approach. In 2017, through disturbance mapping, the change in the natural landscape was analyzed over a ten year period from 2004-2014. In that analysis, it was estimated that approximately 1,070 ha of land were disturbed or lost through deforestation, vegetation clearing, creation of rural developments and roads, wetland loss, and disturbance to soils. It would benefit Islands Trust Council to contract analysis to identify trends between 2014-2024. Table 6. Land disturbance type in the Islands Trust Area between 2004 and 2014 by area and percent (Madrone, 2017). <table><tr><th>Disturbance Type</th><th>Area (ha)</th><th>Portion of Islands Trust Area (%)</th></tr><tr><td>Deforestation — forestry</td><td>401.2</td><td>0.50</td></tr><tr><td>Deforestation — rural development & roads</td><td>590.0</td><td>0.74</td></tr><tr><td>Deforestation — other</td><td>2.4</td><td><0.01</td></tr><tr><td>Cleared Vegetation — rural development & roads</td><td>5.4</td><td>0.01</td></tr><tr><td>Cleared Vegetation — other</td><td>11.9</td><td>0.01</td></tr><tr><td>New Roads/Buildings in non-vegetated areas</td><td>49.9</td><td>0.06</td></tr><tr><td>Wetland Loss</td><td>2.6</td><td><0.01</td></tr><tr><td>Soil disturbance</td><td>6.6</td><td>0.01</td></tr><tr><td>TOTAL Disturbed Area</td><td>1,069.9</td><td>1.35</td></tr></table> In 2017, using data from 2014, the Islands Trust Conservancy also assessed the amount of land converted to human use in each local trust area/Bowen Island. It is worth noting that the 30-40% threshold figure is generally used for continents and small islands may cross biodiversity thresholds earlier and more abruptly than larger or mainland systems.	Disturbance Type	Area (ha)	Portion of Islands Trust Area (%)	Deforestation — forestry	401.2	0.50	Deforestation — rural development & roads	590.0	0.74	Deforestation — other	2.4	<0.01	Cleared Vegetation — rural development & roads	5.4	0.01	Cleared Vegetation — other	11.9	0.01	New Roads/Buildings in non-vegetated areas	49.9	0.06	Wetland Loss	2.6	<0.01	Soil disturbance	6.6	0.01	TOTAL Disturbed Area	1,069.9	1.35
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PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS																												
			Land Converted to Human Use in the Islands Trust Area 50 40 30 20 10 0 PERCENTAGE ACCEPTED THRESHOLD FOR ECOSYSTEM HEALTH Bowen Denman Executive Gabriola Galano Cambier Hornby Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis <table><tr><td>Bowen</td><td>15</td></tr><tr><td>Denman</td><td>23</td></tr><tr><td>Executive</td><td>3</td></tr><tr><td>Gabriola</td><td>27</td></tr><tr><td>Galano</td><td>9</td></tr><tr><td>Cambier</td><td>2</td></tr><tr><td>Hornby</td><td>27</td></tr><tr><td>Lasqueti</td><td>6</td></tr><tr><td>Mayne</td><td>32</td></tr><tr><td>North Pender</td><td>21</td></tr><tr><td>Salt Spring</td><td>21</td></tr><tr><td>Saturna</td><td>9</td></tr><tr><td>South Pender</td><td>18</td></tr><tr><td>Thetis</td><td>6</td></tr></table> Once land is converted for human use, that land is less available for nature. As land conversion reaches or goes above a 30-40% threshold, the number of species in a given habitat decline more rapidly.	Bowen	15	Denman	23	Executive	3	Gabriola	27	Galano	9	Cambier	2	Hornby	27	Lasqueti	6	Mayne	32	North Pender	21	Salt Spring	21	Saturna	9	South Pender	18	Thetis	6
Bowen	15																														
Denman	23																														
Executive	3																														
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Salt Spring	21																														
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South Pender	18																														
Thetis	6																														
Directive Policy 3.4.6 – Hazardous Areas Identify areas at elevated risk of natural and climate change-related hazards and restrict development within these areas including, but not limited to, areas subject to flooding, sea-level rise, erosion, slope instability and wildfire.	BC Ferries	The nature of ferry service requires us to develop within areas subject to sea-level rise, erosion and slope instability. The risks of development within these areas will be managed through engineered designs that aim to protect the local environment and limit disruption via service cancellations. We recommend broadening the language to allow for risk to hazardous areas to be mitigated through appropriate design measures.	Potential approaches to addressing BC Ferries’ comment are as follows: - Do not make revisions in response to the comment. The proposed definition of “restrict” in the draft Policy Statement is “to confine, bound or limit, not necessarily prohibit.” BC Ferries would simply face the same restrictions as any other land owner in an identified climate risk area and would apply for the same types of permits required of any other, such as variance permits to reduce a setback, if that is how the subject LTC/IM chose to implement this directive, or a development permit, if that was the path chosen. - Revise 3.4.6 to read: Hazardous Areas “Identify areas at elevated risk of natural and climate change-related hazards and restrict residential, commercial and industrial development within these areas including, but not limited to, areas subject to flooding, sea-level rise, erosion, slope instability and wildfire.” (This approach would enable could enable institutional development such as ferry terminals to proceed, an approach consistent with the <i>Riparian Areas Protection Regulation</i>)																												

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
			Revise the definition of “restrict” as it appears in the Policy Statement glossary to acknowledge that there may be feasible engineering solutions. However, one engineering solution to a wildfire risk area is to cut down all the trees, which would likely be inconsistent with the Islands Trust object.
	Ministry of Housing and Municipal Affairs	The identification of hazardous areas to guide land use decisions is essential to protecting public safety and ensuring sustainable development. The Trust might consider expanding on this by adding language about working with regional districts and municipalities on disaster mitigation and risk reduction, which reflects their roles and responsibilities under the <i>Emergency Management and Disaster Act</i> .	Staff do not recommend any revisions on the basis of this comment. Directives in the Policy Statement are about the expected content of LTC/IM bylaws, not the process of how they create those bylaws. Implementation of this policy would be achieved <i>either</i> by agreements with regional districts detailing meeting frequency, purpose and information-sharing, <i>or</i> by individual LTC’s reaching out to regional districts at the time of major OCP updates. If Trust Council is looking to amend this policy in accordance with MUNI’s suggestion, it could be done as follows: 3.4.6 Hazardous Areas <i>Collaborate with regional districts and municipalities to identify areas at elevated risk of natural and climate change-related hazards and restrict development within these areas including, but not limited to, areas subject to flooding, sea-level rise, erosion, slope instability and wildfire.</i> The effect of adding this additional requirement to the directive is that upon receiving a local bylaw for assessment of whether it is contract or at variance the Policy Statement, Executive Committee will have to assess whether the LTC/IM has demonstrated sufficient collaboration with regional districts. As part of implementation planning there would need to be consideration of whether a regional district engagement record would need to be provided to Executive Committee at time of bylaw submission.
	Salt Spring Island Local Trust Committee	Strengthen Policy 3.4.6 – Climate and Natural Hazard Risks to be more anticipatory and future-focused, emphasizing risk avoidance rather than reliance on adaptation alone, and restricting development in areas subject to present and projected climate-related hazards.	
	Bowen Island Municipality	Policy 3.4.6 could benefit from further clarification of what “restrict development” means	“Restrict” is defined in the glossary of terms: “ <i>To confine, bound or limit, not necessarily prohibit.</i> ”
Directive Policy 3.4.7 – Economic Activities	Bowen Island Municipality	It is unclear why the wording in Policy 3.4.10 is different than the wording in Policy 3.4.7 as the more general	This was a specific request of at least one Indigenous Governing Body that reviewed the previous draft Policy Statement.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
Support sustainable economic activities that are compatible with the preservation and protection of the Trust Area and its unique amenities, environment, community well-being, and that consider transportation and infrastructure capacity.		language of Policy 3.4.7 should cover Indigenous communities	
Advisory Policy 3.4.9 – Existing Development Potential Identify land where current zoning or other land use regulations allow development that could be inconsistent with the object of the trust, and consider policy and/or regulatory options to reduce development potential or minimize the impacts of future development.	Capital Regional District (Board)	That the policy statement makes more explicit the essential role of draft policy 3.4.9. <i>Existing Development Potential</i> in reducing the potential for subdivision and development in more isolated and rural areas of the Islands, thereby enabling the redirection of future development away from those areas and towards existing/urban areas. We also recommend that this policy be made a directive policy.	As suggested by CRD Board, staff recommend that this be made a directive policy. Doing so would require LTCs/IMs, at the time of major OCP/LUB updates, to reduce the permitted density in areas of their islands where existing development potential is inconsistent with the Islands Trust object, or implement land use regulations or permitting requirements that reduce the potential impact of that existing development potential. <u>Alternatives</u> Trust Council could simply require LTCs to reduce development potential in those identified areas, not allowing for regulatory or policy approaches to “minimize the impacts of future development” as follows: Reduce Land Use Impacts in Rural Areas <i>Identify land where current zoning allows a density of development that could be inconsistent with the object of the trust and consider reduce the permitted density in those areas.</i> Trust Council could also instead consider a new policy in the Managing Growth and Development section requiring LTCs/IMs to implement a density transfer policy to accommodate the reduction of zoned development potential in areas where it is determined to be inconsistent with the object of the trust, to areas of the island where it is more desirable. Density Transfer <i>Identify land where current zoning allows a density of development that could be inconsistent with the object of the trust and implement a policy to guide the transfer of density to more suitable locations.</i> Preliminary Staff Recommendation: Change advisory policy 3.4.9 into a directive policy in the Managing Growth and Development section and revise as follows: Reduce Land Use Impacts in Rural Areas Identify land where current zoning or other land uses regulations allow land use or density that could be inconsistent with the object of the trust, and consider implement policy ies and/or regulatory ions options to reduce development potential or minimize the impacts of future development.

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	Ministry of Housing and Municipal Affairs	The Object and the tools provided to the Islands Trust require thoughtfully balancing between the preservation and protection of the Trust Area and existing land use entitlements. During implementation of this advisory policy and identification of land where current zoning may permit development inconsistent with the preserve and protect mandate, any calculation of potential housing supply should not be reliant on the identified lands	This comment appears to reiterate what the advisory policy says, which is that LTCs/IMs should not increase residential density in areas where doing so would be inconsistent with the object of the Trust. See preliminary staff recommendation above.
	Bowen Island Municipality	Clarity is also sought in regards to Policy 3.4.9 with regards to how “that could be inconsistent with the object of the trust” is to be interpreted.	Trust Council can consider whether it wishes to amend this advisory policy to be more specific and could request further staff advice. Potential options include: <i>“Identify land where current zoning or other land use regulations allow development that could be contrary to goals 2 and 3 of this Policy Statement inconsistent with the object of the trust, and consider policy and/or regulatory options to reduce development potential or minimize the impacts of future development”</i> Or <i>“Identify land of high ecological and/or cultural significance where current zoning or other land use regulations allow development that could be detrimental to those values be inconsistent with the object of the trust, and consider policy and/or regulatory options to reduce development potential or minimize the impacts of future development”</i>
Advisory Policy 3.4.10 – Economic Development Opportunities for Indigenous Communities Through engagement with Indigenous Governing Bodies, support economic development opportunities for Indigenous communities.	Bowen Island Municipality	It is unclear why the wording in Policy 3.4.10 is different than the wording in Policy 3.4.7 as the more general language of Policy 3.4.7 should cover Indigenous communities	This was a specific request of at least one Indigenous Governing Body that reviewed the previous draft Policy Statement.
Directive Policy 3.4.11 – Suitable Locations for Additional Housing Identify suitable locations that could support increased density for the development of safe, secure, diverse, and attainable housing. Directive Policy 3.4.12 – Housing Diversity Support a range of housing types and tenures to help meet the identified housing	Capital Regional District (Board)	Regarding policy 3.4.11. add the words "including affordable housing" to the end of the statement.	Staff recommend removing the term attainable housing from the draft Policy Statement and instead revise directive policy 3.4.11 as in the absence of a commonly-used definition of attainable housing. Revise draft directive policy 3.4.11 to read as follows: PRELIMINARY STAFF RECOMMENDATION: Suitable Locations for Additional Housing <i>Identify suitable locations that could support increased density for the development of housing that helps meet the identified needs of the island community and local Indigenous communities. safe, secure, diverse and both attainable and affordable housing.</i>

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needs of the island community and local Indigenous communities.			
Directive Policy 3.4.13 – Clustered Small Dwelling Units Support alternatives to conventional single-detached dwellings by establishing policies to permit clusters of small dwelling units in suitable areas.	Bowen Island Municipality	Policy 3.4.11 should define 'attainable' to ensure consistent interpretation and application	See above.
Directive Policy 3.4.14 –Floor Area and Lot Coverage Limits Set floor area and lot coverage limits for residential development to minimize negative environmental impacts, including on land used for agricultural purposes.	Agricultural Land Commission (ALC)	Policy 3.4.11, 3.4.12, 3.4.13, 3.4.16 and 3.4.18 – it is unclear if these policies are intended to apply to land in the Agricultural Land Reserve (ALR). ALC staff recommend clarifying where these policies apply as the ALCA and ALR Use Regulation restrict residential uses in the ALR. A parcel in the ALR is permitted up to three residential units: a principal residence up to 500 m2 total floor area, a secondary suite within that principal residence, an additional residence up to 90 m2 total floor area for parcels 40 ha or less, or up to 186 m2 for parcels larger than 40 ha). Local governments cannot permit more housing on an ALR parcel than what is permitted by the ALCA and ALR Use regulation	These policies are not meant to apply in the ALR. All planning staff are well aware of the requirement to comply with the ALC Act and regulations. They would convey this to LTCs/IMs as they make their planning and land use management decisions. Staff do not believe that we need to specify where these policies would not apply (ALR, parks, covenant areas, IGB reserves), as it is already well understood.
Directive Policy 3.4.15 –Affordable and Special Needs Housing Prioritize the processing of rezoning applications from non-profit housing providers and public agencies, and the processing of housing agreement bylaws for affordable and special needs housing.			
Directive Policy 3.4.16 –Short-Term Rentals Identify and assess the impacts of short-term rental of dwellings on the availability of safe, secure and affordable housing and, where necessary, regulate and limit the number of short-term rentals accordingly.	Ministry of Housing and Municipal Affairs (MUNI)	It may be helpful to define what 'attainable housing' means in this context. Including specific details of where these locations may be (where applicable and depending on size/population of each island) with consideration toward complete communities that include homes closer to shops and services (as available), and/or where active transportation options (and even some transit) are available	See preliminary staff recommendation above re draft directive policy 3.4.11 recommending deletion of the term "attainable housing". Staff agree that MUNI's suggestions about suitable locations reflect conventional land use planning principles, however Trust Council by resolution earlier removed this directive from the Policy Statement: Sustainable Development <i>Ensure development is compact, energy-efficient, and appropriately situated on the island and on the site in order to:</i> •reduce dependency on private automobile use, and support increased use of trail systems, public transportation, and active transportation •be compatible with preservation and protection of the Trust Area and its unique amenities and environment, and •limit impacts on Indigenous cultural heritage, harvesting and hunting areas. and replaced it with this: Sustainable Development
Directive Policy 3.4.17 –Housing for Indigenous People Through engagement with Indigenous Governing Bodies, support housing opportunities for Indigenous people in the Islands Trust Area.			

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Directive Policy 3.4.18 –Multi-Unit Residential Implement land use regulations for affordable and special needs housing and other multi-unit residential development that permit a range of potential site configurations, and control form and character through development permit areas.			<i>Consider site capabilities, environmental and protected areas, and existing development patterns when determining the land use designation and appropriate locations and intensities of various uses on the land</i>
	Lasqueti Island LTC	Amendment of Directive Policy 3.4.14 by removing the words 'Floor area' from the heading and text, and both instances of the words 'floor area' from the glossary.	This recommendation from LA LTC may misunderstand a concern that has arisen from some island residents about use of “floor area ratio” as a measure of intensity of use, rather than using floor area as a tool to limit house sizes and therefore reduce potential impacts to the land. “Floor area” as used in directive 3.4.14 is appropriate, as limiting the size of dwelling units is a potential tool to limit environmental impacts. Staff recommend that “floor area ratio” be removed from the glossary, as it simply isn’t a useful planning tool to manage the intensity of development in a rural context. If Trust Council decides to make this change, the glossary definition for “Land Use Density and Intensity” could use further refinement. Trust Council could request staff advice on this topic. PRELIMINARY STAFF RECOMMENDATION: Remove “floor area ratio” from the definition of land use density and intensity in the glossary.
	Ministry of Housing and Municipal Affairs (MUNI)	Consider expanding these policies to ensure references to all seven types of housing need required in housing needs reports are included (where applicable and depending on size/population of each island): 1) Affordable housing 2) Rental housing 3) Special needs housing 4) Seniors’ housing 5) Family housing 6) Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness 7) Housing near transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation	Staff do not recommend making this change. Under Section 473.1 of the Local Government Act, local trust committees are exempt from the requirement that OCPs must allow for the anticipated 20-year housing needs of the community. Islands Trust was also left out of the Province’s small-scale, multi-unit housing legislation (Bill 44). The current phrasing of draft directive policy 3.4.12 leaves sufficient latitude for LTCs to take positive steps toward addressing an island’s housing challenges, without setting up an expectation that they must meet <i>all</i> housing demand. Additionally, not all the types of housing listed below are available/needed on every island. For larger islands, MUNI’s advice should be considered when developing official community plans and land use bylaws. If Trust Council wishes to action MUNI’s recommendation, it could amend directive policy 3.4.12 as follows: Housing Diversity <i>Support a range of housing types and tenures to help meet the identified housing needs of the island community and local Indigenous communities, such as:</i> <i>1) Affordable housing</i> <i>2) Rental housing</i> <i>3) Special needs housing</i>

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			4) Seniors' housing 5) Family housing 6) Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness 7) Housing near transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation
	Bowen Island Municipality	It is unclear why Policy 3.4.14 uses floor area rather than lot coverage if the purpose is for environmental protection	Directive policy 3.4.14 requires both floor area and lot coverage limits. Both can play a role in reducing land use impacts. Trust Council may wish to consider whether it wishes to remove the directive that LTCs/IMs implement floor area limits.
		Policy 3.4.16 creates concerns for BIM as BIM has opted into provincial regulations for Short-Term Rentals and it is unclear how this proposed policy interacts with provincial policy	Staff suggest that Executive Committee would likely consider it sufficient that Bowen Island Municipality simply state that short-term rentals on that island are regulated in accordance with the Provincial rules. If Trust Council wishes to amend this directive in accordance with BIM's concern, it could consider the following wording: <i>"Identify and assess the impacts of short-term rental of dwellings on the availability of safe, secure and affordable housing and, where necessary, regulate and limit the number of short-term rentals accordingly, or opt in to the Provincial government regulatory framework.</i> Conversely, if Trust Council wishes to ensure that all short-term rentals in the Islands Trust Area are regulated in alignment with the Province's framework, it could amend this directive policy as follows: <i>"Ensure that short-term rental of residential units is only permitted if the subject property is the host's principal residence."</i>
		Policy 3.4.17 repeats Policy 3.4.12	While similar, these are slightly different policies, with advisory policy 3.4.17 focusing on the requirement to engage with Indigenous Governing Bodies on the topic.
Advisory Policy 3.4.19 – Natural Building Materials and Techniques Encourage construction of buildings and structures using local natural building materials and techniques, and minimize barriers to their use.	Ministry of Housing and Municipal Affairs	It may be useful to include the coordination required with regional districts regarding building permitting and inspection in the Islands Trust Area. Even if explicitly addressed in the policies, this could also require implementation planning with other agencies to achieve the intended policy outcomes.	Ministry staff labelled 3.4.19 as a directive policy but it is an advisory policy, If Trust Council wishes to ensure that it is not encouraging the development of unsafe buildings, it could make the following amendment. 3.4.19 Natural Building Materials and Techniques Encourage construction of <i>building code-compliant</i> buildings and structures using local natural building materials and techniques, and <i>collaborate with regulators to minimize barriers to their use.</i>

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	Bowen Island Municipality	It is unclear whether Policy 3.4.19 is compatible with FireSmart principles	As an advisory Policy, BIM is not required to action this policy
Directive Policy 3.4.20 – Public and Active Transportation Networks Identify and establish appropriately-situated, safe, comfortable, and equitable transportation networks that reduce dependency on private automobile use, encourage zero emission modes of transportation, and support increased use of trail systems, public transportation, and active transportation.	Bowen Island Municipality	Policy 3.4.20 raises issues on whether it is within the mandate of the Islands Trust or LTCs to “establish” transportation networks	Staff agree the language should be revised. PRELIMINARY STAFF RECOMMENDATION: Revise draft directive policy 3.4.20 to read as follows: <i>“Identify and establish support the establishment of appropriately-situated, safe, comfortable, and equitable transportation networks that reduce dependency on private automobile use, encourage zero emission modes of transportation, and support encourage increased use of trail systems, public transportation, and active transportation.”</i>
Directive Policy 3.4.21 – Rural Roadways Identify and protect rural roadways, including scenic and/or heritage roads.	Ministry of Housing and Municipal Affairs	could be strengthened by clarifying its underlying intent or providing definitions of what constitutes rural, scenic, or heritage roadways, and by including the role of the Ministry of Transportation and Transit in this regard. This additional detail would help ensure consistent interpretation and implementation.	This directive policy <i>does</i> require amendment, as all roadways in the Trust Area are considered rural roads (major/main/minor/residential) under the existing Trust Council agreement with the Ministry of Transportation and Transit (MOTT), and it is the MOTT’s standard that should be identified in an OCP map. Thus, staff recommend that it be broken into two directive policies. Staff concur that it could be helpful to define these terms in the glossary. However, current agreement with MOTT says Islands Trust will prepare proposals for scenic/heritage road designation and present those to MOTT for negotiation of unique standards. But the agreement does not define what those terms mean. Nonetheless, Trust Council could draw on the recommended definitions here which were developed using material from the MOTT agreement. PRELIMINARY STAFF RECOMMENDATION: Revise draft directive policy 3.4.21 to read as follows: 3.4.21 Rural Roadways <i>Identify the road standard designation of the island’s road transportation network and preserve the rural character of island roads.</i> Add new directive policy in the Transportation section that reads as follows: 3.4.22 Scenic and Heritage Roadways <i>Identify and protect scenic and heritage roadways.</i> Add the following definitions: Scenic roadway <i>means a road, or portion of a road, so designated through consultation between Islands Trust and the ministry responsible for highways, or in the case of island</i>

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			<i>municipalities, by their own declaration, because of its scenic value and requiring special policies to maintain those values.</i> Heritage roadway means a road, or portion of a road, so designated through consultation between Islands Trust and the ministry responsible for highways, or in the case of island municipalities, by their own declaration, because of its heritage value and requiring special policies to maintain those values.
	Bowen Island Municipality	BIM also seeks a definition of “rural roadway” as mentioned in Policy 3.4.21	See preliminary staff recommendation above.
Advisory Policy 3.4.22 – Road Systems Ensure that road location, design, construction, and road systems are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.	Bowen Island Municipality	It is also unclear whether Policy 3.4.22 is within the authority of the Islands Trust or of LTCs	Most new roads in the Islands Trust Area are developed as part of new subdivisions. While they must be built to Ministry of Transportation and Transit construction standards, local trust committee subdivision regulations play a significant role in where/how these new roads are developed, recognizing that the Province may overrule local regulations in its final subdivision approval if it is deemed in the Provincial interest to do so.
Directive Policy 3.4.26 – Wastewater Disposal Systems Establish requirements for the location and siting of new wastewater disposal systems to mitigate adverse impacts on the Trust Area and its unique amenities and environment, with a focus on Indigenous Peoples’ cultural heritage sites and marine harvesting areas.		Jurisdictional issues also arise for Policy 3.4.26 as it is unclear where Health Authorities fit in with this policy	Staff anticipate that Trust Council has proposed this regulation as it finds that Health Authority guidelines are insufficient to protect the cited values. Local regulations can exceed those required by health authorities. Regardless, staff do recommend a minor revision. If Trust Council does not wish to overlap this area of Provincial/health authority jurisdiction, it can remove 3.4.26 from the draft policy statement. PRELIMINARY STAFF RECOMMENDATION: Revise directive policy 3.4.26 to read as follows: Wastewater Disposal Systems <i>Establish requirements for the location and siting of new wastewater disposal systems to mitigate adverse impacts on the Trust Area and its unique amenities and environment, with a focus on protecting Indigenous Peoples’ cultural heritage sites and marine harvesting areas.</i>
Directive Policy 3.4.31 –Trail Systems Identify appropriate locations for, types of, and safe public access to public pedestrian, equestrian and bicycle trail systems to support active recreation that is compatible with preservation and protection of the Trust Area and its unique amenities and environment.	Bowen Island Municipality	could benefit from the inclusion of active transportation as well as active recreation	Staff concur with this recommendation. PRELIMINARY STAFF RECOMMENDATION: Revise directive policy 3.4.31 to read as follows: 3.4.31 – Trail Systems <i>Identify appropriate locations for, types of, and safe public access to, public pedestrian, equestrian and bicycle trail systems to support active recreation and active transportation that is compatible with preservation and protection of the Trust Area and its unique amenities and environment.</i>

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Goal 4: Foster Sustainable, Inclusive, and Resilient Communities	Gabriola Island LTC	Stronger language in Goal Four about the purpose being limiting negative impact to the natural environment.	If Trust Council wishes to action this recommendation it could amend the last sentence of the preamble of Goal 4 to read: <i>“The policies in this section support the preservation and protection of unique island character and aim to foster sustainable, inclusive, rural and resilient communities while protecting the natural environment.</i>
	Salt Spring Island LTC	Strengthen the language of Goal 4 (Foster Sustainable, Inclusive, and Resilient Communities) to more clearly integrate environmental protection and climate change mitigation, adaptation, and resilience as foundational components of sustainable and inclusive communities.	If Trust Council wishes to action this recommendation it could revise the preamble to Goal 4 as follows: Islands Trust Council recognizes that the Islands Trust Object is for the benefit of residents of the Islands Trust Area and all British Columbians, who in turn have a role in preserving and protecting this region. The policies in this section support the preservation and protection of unique island character in a manner that safeguards biodiversity and aim to fosters sustainable, inclusive, rural and resilient rural island communities resilient to climate change.
Directive Policy 3.4.2 – Growth Management Manage community growth and its associated impacts by directing residential, commercial and industrial development into suitable locations, to prevent sprawl, minimize fragmentation of forest lands, and avoid adverse impacts to Indigenous cultural heritage, harvesting and hunting areas.	Ministry of Agriculture	In addition to minimizing the fragmentation of forested lands, Islands Trust is encouraged to also recognize that fragmenting agricultural lands is detrimental to the long-term success of the industry. A suggested addition is highlighted in bold below: <i>Manage community growth and its associated impacts by directing residential, commercial and industrial development into suitable locations, to prevent sprawl, minimize fragmentation of forest and agricultural lands, and avoid adverse impacts to Indigenous cultural heritage, harvesting and hunting areas.</i>	PRELIMINARY STAFF RECOMMENDATION: Revise draft directive policy 3.4.2 to read as follows: Growth Management <i>Manage community growth and its associated impacts by directing residential, commercial and industrial development into suitable locations, to prevent sprawl, minimize fragmentation of forest and agricultural lands, and avoid adverse impacts to Indigenous cultural heritage, harvesting and hunting areas.</i>
	Agricultural Land Commission (ALC)	ALC staff echo the Ministry of Agriculture and Food staff’s comment which suggests minimizing impacts to agricultural land as a result of community growth and development	See preliminary staff recommendation above.
	Bowen Island Municipality	BIM has concerns about how policy 3.4.2 again mentions hunting	The Province of BC recognizes that First Nations may establish aboriginal rights to harvest wildlife for sustenance (food, social, and ceremonial purposes) within their traditional areas, and that treaty First Nations have treaty rights in relation to harvesting wildlife. Those uses of wildlife must be sustainable and harvesting methods must not jeopardize public safety or the use and enjoyment of property. Individuals who exercise an aboriginal right to hunt for sustenance purposes within a traditionally used area or who exercise treaty rights are

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			required to comply with hunting regulations related to public health and public safety. In situations where conservation of a particular species is of concern and compliance with hunting regulations is required by individuals exercising aboriginal or treaty rights, which may include the requirement for Limited Entry Hunting authorizations, there will be prior consultation with the affected First Nations in accordance with Ministry policy and procedures.
Directive Policy 3.4.3 – Impacts of Development	Islands Trust Conservancy (ITC)	That Directive Policy 3.4.3 be amended to read: "Consider the impacts on ecosystem services provided by the natural environment and the aesthetic, environmental, and social impacts of development."	If Trust Council wishes to implement this recommendation it could consider the following amendment to directive policy 3.4.3: 3.4.3 – Impacts of Development Consider the impacts of development on ecosystem services provided by the natural environment, as well as its aesthetic, environmental , and social impacts of development .
	Gabriola Island LTC	Clarify language in 3.4.3 re: Aesthetic and refer to current policy 5.1.3,	Revise draft directive policy 3.4.3 to read as follows: Impacts of Development Consider the aesthetic, environmental and social impacts of development and ensure that views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area are protected.
Directive Policy 3.4.4 – Community Facilities and Services Ensure that each community's, and local Indigenous communities', current and projected long-term needs for educational, institutional, community, health, cultural, recreational facilities and services, and outdoor recreation are considered and planned for.	Ministry of Housing and Municipal Affairs	Consider elaborating on how the Trust will collaborate with service providers to ensure communities have the services they need	Staff do not recommend any revisions on the basis of this comment. Directives in the Policy Statement are about the expected content of LTC/IM bylaws, not the process of how they create those bylaws. Implementation of this policy would be achieved either by agreements with service providers that detail meeting frequency, purpose and information-sharing, or by individual LTC's reaching out to service providers (school districts, health authorities, recreation centre providers) at the time of major OCP updates. Section 476 of the Local Government Act sets out the requirement to engage with school districts affected by a proposed OCP amendment, and Section 475 sets out the other service providers that a local government <i>may</i> engage with at that time. If Trust Council is looking to amend this policy in accordance with MUNI's suggestion, it could be done as follows: 3.4.4 Community Facilities and Services Collaborate with service providers to ensure that each community's, and local Indigenous communities', current and projected long-term needs for educational, institutional, community, health, cultural and recreational facilities and services, and outdoor recreation are considered and planned for.

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			The effect of adding this additional requirement to the directive is that upon receiving a local bylaw for assessment of whether it is contract or at variance the Policy Statement, Executive Committee will have to assess whether the LTC/IM has demonstrated sufficient collaboration with services providers. As part of implementation planning there would need to be consideration of whether a service provider engagement record would need to be provided to Executive Committee at time of bylaw submission
Directive Policy 3.4.5 – Climate Change Mitigation and Adaptation Implement planning and land use management strategies, and consider nature-based solutions, to minimize greenhouse gas emissions, and adapt to climate change-related vulnerabilities.	Gabriola Island LTC	Amend draft policy 3.4.5 with some language to include language similar to the following: 'Implement planning and land use management strategies such as preservation of forests, preservation of natural wetlands, and concentrating residential density within walking distance of transit routes and amenity areas, and promote both human and nature-based solutions, to minimize greenhouse gas emissions, and adapt to climate change-related vulnerabilities.'	A previous version of Policy 3.4.1 in the 2024 draft Policy Statement contained some language that addressed this recommendation: Sustainable Development <i>Ensure development is compact, energy-efficient, and appropriately situated on the island and on the site in order to:</i> • <i>reduce dependency on private automobile use, and support increased use of trail systems, public transportation, and active transportation</i> • <i>be compatible with preservation and protection of the Trust Area and its unique amenities and environment, and</i> • <i>limit impacts on Indigenous cultural heritage, harvesting and hunting areas.</i> However, Trust Council resolved in 2025 to amend 3.4.1 to instead say: Sustainable Development <i>Consider site capabilities, environmental and protected areas, and existing development patterns when determining the land use designation and appropriate locations and intensities of various uses of the land.</i> One option to address GB LTC’s recommendation about directive 3.4.5 is as follows: Climate Change Mitigation and Adaptation <i>Implement planning and land use management strategies to reduce climate-related risks, ; and consider nature-based solutions, to minimize greenhouse gas emissions, and adapt to climate change-related vulnerabilities minimize greenhouse gas emissions and consider nature-based solutions to adapt to climate change-related vulnerabilities.</i>
	Salt Spring Island LTC	Strengthen Policy 3.4.5 – Climate Change and Land Use to avoid new or increased exposure to climate-related risks, reduce greenhouse gas emissions, and support proactive climate adaptation measures through land-use planning and nature-based solutions.	See preliminary staff recommendation above in Guiding Principles section re new guiding principle Mitigate and Adapt to Climate Change

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Directive Policy 3.4.6 – Hazardous Areas	Salt Spring Island LTC	Strengthen Policy 3.4.6 – Climate and Natural Hazard Risks to be more anticipatory and future-focused, emphasizing risk avoidance rather than reliance on adaptation alone, and restricting development in areas subject to present and projected climate-related hazards.	If Trust Council wishes to action this recommendation it could consider the following amendment to directive policy 3.4.6: Hazardous Areas <i>Identify areas at elevated risk of current and future natural and climate change-related hazards and restrict development within these areas, including, but not limited to, areas subject to flooding, sea-level rise, erosion, slope instability and wildfire.</i>
Directive Policy 3.4.23 – Transportation Network Vulnerabilities	Salt Spring Island LTC	Add a new advocacy policy in Transportation that recognizes the impacts that BC Ferries has on island communities and encourage BC Ferries to be an active and willing partner in long-term island community planning.	The draft Policy Statement does not contain advocacy policies meant for other agencies. If Trust Council were to add a new advocacy section, staff recommend Trust Council discuss the range of advocacy topics to be included. If, however, Trust Council wants an Advisory Policy for LTCs/IMs on this subject, it could add a new advisory policy 3.4.23 in the Transportation section that says: Ferry Service <i>Cooperate with BC Ferries to manage impacts from, and address long-term community needs for, ferry service to and from the islands.</i>
3.4.26 – Waste Disposal Systems Establish requirements for the location and siting of new wastewater disposal systems to mitigate adverse impacts on the Trust Area and its unique amenities and environment, with a focus on Indigenous Peoples’ cultural heritage sites and marine harvesting areas.	Ministry of Housing and Municipal Affairs	While the intent of this policy appears to be protective, the current phrasing may unintentionally suggest that new wastewater disposal systems should be located near Indigenous Peoples’ cultural heritage sites and marine harvesting areas. To avoid this implication, it may be helpful to reword the policy to clarify that these areas are particularly sensitive and must be safeguarded from potential impacts	PRELIMINARY STAFF RECOMMENDATION: Revise draft directive policy 3.4.26 to read as follows: Wastewater Disposal Systems <i>Establish requirements for the location and siting of new wastewater disposal systems to mitigate adverse impacts on the Trust Area and its unique amenities and environment, with a focus on protecting Indigenous Peoples’ cultural heritage sites and marine harvesting areas.</i>
3.4.27 – Preservation of Natural Heritage Identify, preserve, protect, and support the restoration of natural heritage sites	Ministry of Housing and Municipal Affairs	The inclusion of this policy in the Recreation section implies some connection to recreation, but that connection is not clear, as the policy only discusses protection and restoration of natural heritage sites.	PRELIMINARY STAFF RECOMMENDATION Revise draft directive policy 3.4.27 to read as follows: 3.4.27 3.4.9 – Preservation of Natural Heritage Sites <i>Identify, preserve, protect, and support the restoration of natural heritage sites.</i> And move draft directive policy from Directive Policies – Recreation section, to Directive Policies – Managing Growth and Development section.
3.4.29 – Access to Community Marinas, Boat Launches, and Docks	Ministry of Housing and Municipal Affairs	It may be helpful to include information on where or how jurisdiction is shared or assumed by Transport Canada, Fisheries and Oceans Canada, or the	Staff do not recommend amending the directive policy in response to this recommendation. Directives in the Policy Statement are about the expected content of LTC/IM bylaws. The Policy Statement is not intended to provide education to the public on jurisdiction and the

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Identify and support safe public access and routes to community marinas, boat launches, and docks		Ministry of Water Lands and Resource Stewardship. This would clarify public expectations of the role of the Trust and the shared accountability for outcomes	roles of different level of government. However, Islands Trust could provide additional education materials on jurisdiction in the marine environment.
Directive Policy 3.4.30 – Access to Anchorages Identify appropriate and safe small-craft anchorage public-access locations.	Ministry of Housing and Municipal Affairs	It may be helpful to include information on where or how jurisdiction is shared or assumed by Transport Canada, Fisheries and Oceans Canada, or the Ministry of Water Lands and Resource Stewardship. This would clarify public expectations of the role of the Trust and the shared accountability for outcomes	Staff do not recommend amending the directive policy in response to this recommendation. Directives in the Policy Statement are about the expected content of LTC/IM bylaws. The Policy Statement is not intended to provide education to the public on jurisdiction and the roles of different level of government. However, Islands Trust could provide additional education materials on jurisdiction in the marine environment.
Directive Policy 3.5.2 – Freshwater Demand and Supply Projections Ensure that existing, anticipated, and seasonal water demand and water availability are considered. Directive Policy 3.5.3 – Freshwater Self-Sufficiency Ensure that islands are self-sufficient in their supply of freshwater. Advisory Policy 3.5.5 – Freshwater Quality Ensure that freshwater quality is maintained or remediated.	Ministry of Housing and Municipal Affairs	Freshwater presents a policy area in which the Trust must cooperate with service providers and other relevant agencies to achieve sustainability objectives, particularly those related to maintaining water quality and ensuring long-term availability. These policies could be further strengthened by more clearly articulating the expected forms of cooperation with service providers and the Province, including the roles, responsibilities, and coordination mechanisms that will support effective implementation of freshwater policy objectives focused on preserving water quality and availability	Staff do not recommend amending the directive policy in response to this recommendation. Directives in the Policy Statement are about the expected content of LTC/IM bylaws, not the process of how they create those bylaws. The Policy Statement is not intended to provide education to the public on jurisdiction and the roles of different level of government. However, Islands Trust could provide additional education materials on jurisdiction relating to freshwater governance.
Advisory Policy 3.5.6 – Freshwater Uses Strive to ensure that water quality in lakes, streams and wetlands is maintained, and that freshwater use is not to the detriment of other uses of the waterway such as fish and amphibian habitat uses, Indigenous cultural and spiritual uses, and aesthetic and recreational uses.	Bowen Island Municipality	It is unclear how LTCs and Island Municipalities would implement Policy 3.5.5	As an advisory Policy, BIM is not required to action this policy. Nonetheless, like local trust committees, BIM’s land use decisions can impact water quality, even if monitoring and maintaining the quality of freshwater is ultimately the jurisdiction of the Province.
Advisory Policy 3.5.7 – Freshwater Storage Encourage freshwater storage in groundwater regions where the quality or	Islands Trust Conservancy (ITC)	That Advisory Policy 3.5.6 Freshwater Uses be made a Directive Policy.	Staff understand that in this policy “use” is synonymous with “consumption” in which case it is more appropriate as an advisory policy as Islands Trust does not license withdrawals from freshwater bodies. That authority rests with the Province. However, if the intention of the policy is that “use” refers to uses permitted by zoning on the surface of freshwater bodies, then it should be a directive policy, as that is a matter within Islands Trust jurisdiction.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
quantity of groundwater is likely to be inadequate or unsustainable. Directive Policy 3.5.8 – Forest Lands for Sustainable Management Maintain large land holdings and parcel sizes to support sustainable forest management practices that are compatible with preservation and protection of the Trust Area and its unique amenities and environment.			If it is the latter, rather than the former, Trust Council could consider the following revision: Trust Council could direct staff to refine this policy in coordination with Senior Freshwater Specialist.
	Bowen Island Municipality	It is unclear what exactly the “forest management practices” discussed in Policy 3.5.8 would entail	The sentiment in this BIM comment is correct. Local trust committees/island municipalities are unlikely to regulate how land is logged/replanted through its LGA Part 14 zoning powers. As such, reference to “sustainable forest management practices” is more a signal about Trust Council’s interest than a use that will be regulated. If there are areas of the land that is zoned to permit forestry that are of high ecological value that a local trust committee or island municipality wishes to protect, then it should introduce development permit areas to protect them.
	Gabriola Island LTC	Add directive policy on Freshwater Storage, with a focus on requiring freshwater storage where groundwater supplies are known to be of poor quality or quantity	If Trust Council wishes to action this recommendation it could revise advisory policy 3.5.7 to become a new directive policy as follows (subject to review by the Senior Freshwater Specialist): Freshwater Storage <i>Require freshwater storage for new development in groundwater regions where the quality or quantity of groundwater is likely to be inadequate or unsustainable.</i>
		Add advisory policy on Freshwater Conservation and storage	If Trust Council wishes to action this recommendation it could create a new advisory policy as follows (subject to review by the Senior Freshwater Specialist): Freshwater Conservation <i>Encourage island residents to minimize freshwater use and to capture and store freshwater</i>
		Advisory policy that supports the creation of Community Forests to support sustainable, regenerative and small-scale forest harvesting activities.	If Trust Council wishes to action this recommendation it could create a new advisory policy as follows: 3.5.XX Community Forests <i>Support the creation of community forests for sustainable, regenerative and small-scale forestry.</i>
	Salt Spring Island LTC	Strengthen Freshwater policies by converting advocacy policies into a directive policy that explicitly enables and requires coordination with the Province, regional and improvement districts, First Nations, and other authorities to protect long-term potable water resilience across the Trust Area.	Staff do not recommend creation of directive policies that require coordination. Directive policies in the Policy Statement are generally about the content of LTC and IM bylaws, not the process that leads to the creation of those bylaws. It is not practical to require that Executive Committee assess if local bylaws are contrary to or at variance with the Policy Statement based on the extent of coordination with other governments, because those governments may not want to coordinate with local trust committees/island municipalities.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
			If Trust Council wishes to respond to this recommendation it could consider the following language in an advisory policy: Freshwater Coordination <i>Cooperate with relevant agencies, organizations and Indigenous Governing Bodies to protect long-term potable water resilience in the Trust Area</i>
Directive Policy 3.5.11 – Protection of Agricultural Lands Identify and protect agricultural lands within the Agricultural Land Reserve for current and future use consistent with the Agricultural Land Commission Act and its regulations, while considering downstream impacts, wildlife habitat, and adjacent properties.	Ministry of Agriculture	Ministry staff note that the third iteration of the Statement is similar to the second iteration and that minimal changes were made to the Policies that apply to Agricultural Lands. One notable change is to Directive Policy 3.5.11 (previously numbered as 3.5.9 in the second iteration) that now only identifies and protects agricultural lands “within the Agricultural Land Reserve” (ALR). Previously, this policy identified and protected all agricultural lands; irrespective of whether they were located in the ALR. Ministry staff note that a significant number of smaller agricultural operations occur on properties outside of the ALR and that collectively, they make a meaningful contribution to both the food security and economic output throughout the Islands Trust area. Given this, Ministry staff encourage Islands Trust to revert the wording of Directive Policy 3.5.11 to the previous wording from the second iteration of the Statement.	As background, the previous Policy 3.5.9 (from September 8, 2023) referenced in the ministry’s comment read: Protection of Agricultural Lands <i>Identify and protect agricultural lands for current and future use while considering downstream impacts, wildlife habitat, and adjacent properties.</i> Current proposed policy 3.5.11 says Protection of Agricultural Lands <i>Identify and protect agricultural lands within the Agricultural Land Reserve for current and future use consistent with the Agricultural Land Commission Act and its regulation, while considering downstream impacts, wildlife habitat, and adjacent properties.</i> Trust Council should note that Indigenous Governing Bodies in earlier Policy Statement engagement expressed concern about the downstream impacts of farming in the islands on their harvesting areas PRELIMINARY STAFF RECOMMENDATION: Revise draft directive policy 3.5.11 to read: Protection of Agricultural Lands <i>Identify and protect agricultural lands within the Agricultural Land Reserve for current and future use consistent with the Agricultural Land Commission Act and its regulation, while considering downstream impacts, wildlife habitat, and adjacent properties.</i>
	Capital Regional District (Board)	That draft policy 3.5.11. Protection of Agricultural Lands be revised to read: "Identify and protect lands within the agricultural land reserve and other agricultural lands as defined by the BC	When considering the staff recommendation Trust Council should consider the extent to which it wishes to encourage agriculture on land that is outside of the ALR. While farming is and was an important part of island economies and culture, it also usually corresponds with clearing forest land, and land disturbance, which may be inconsistent with ecosystem and cultural heritage protection goals in the Policy Statement.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
		Ministry of Agriculture for current and future use for agriculture."	See preliminary staff recommendation above.
	Bowen Island Municipality	Policy 3.5.11 has issues as the Agricultural Land Commission sets the rules for usage of ALR lands, it is unclear how downstream impacts would be dealt with	This comment from BIM is correct. If an activity qualifies as a standard farm practice under the ALC's regulations, then it is permitted, regardless of downstream or neighbourhood impacts. Complaints about off-site impacts would be taken to, and resolved through, the Farm Industry Review Board. Regardless, Ministry of Agriculture staff have recommended that this policy be revised. See preliminary staff recommendation above. If this change is made, then offsite impacts could be considered as LTCs/IMs identify which non-ALR farmland should be protected.
	Salt Spring Island LTC	Acknowledge Agriculture as a keystone of community planning and resilience. Develop a directive policy that explicitly enables and requires coordination with the Province, the Agricultural Land Commission, regional districts, First Nations, and other authorities to protect long-term agricultural viability and resilience in the Trust Area.	If Trust Council wishes to action this recommendation, staff recommend that it do so as a guiding principle: Celebrate and Promote Agriculture <i>To recognize the important role of farming in the development of island communities and ensure that viable farm businesses can be sustained into the future for economic and food security</i> Staff do not recommend creation of directive policies that require coordination. Directive policies in the Policy Statement are generally about the content of LTC and IM bylaws, not the process that leads to the creation of those bylaws. It is not practical to require that Executive Committee assess if local bylaws are contrary to or at variance with the Policy Statement based on the extent of coordination with other governments, because those governments may not want to coordinate with local trust committees/island municipalities If Trust Council wishes to respond to this recommendation it could consider the following language in an advisory policy: Agricultural Coordination <i>Cooperate with relevant agencies, organizations and Indigenous Governing Bodies to protect long-term agricultural viability and resilience.</i>
Directive Policy 3.5.18 - Soil and Fill from Middens and Foreshore Areas of Cultural Significance Prohibit alteration, removal or excavation of soil or fill from all identified archaeological sites, including middens or foreshore areas identified as culturally significant areas.	BC Ferries	– the directive policy to “prohibit alteration, removal or excavation” could limit required construction and development. The related directive 3.2.1 Indigenous Cultural Heritage Sites, which states “Minimize potential adverse impacts to Indigenous cultural heritage sites...” seems more appropriate. It is unclear which of the	Staff concur that the current wording of 3.5.18 is problematic. Prohibition implies that a regulation would be required. However, digging a hole, particularly in an area without clearly mapped borders, is not a use that can be regulated through zoning. Tools to manage land works within sensitive areas are: • Heritage Conservation Areas, • Development Permit Areas and • Soil Deposit and Removal Bylaws.

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
		two directives supersedes the other. BC Ferries is committed to engaging with First Nations for all land and marine-based construction and development projects. We are committed to engaging with First Nations for the life cycle of our projects and working to avoid or mitigate issues of concern raised by potentially impacted First Nations. We recommend revising directive 3.5.18 to “minimize alteration, removal or excavation”.	Restrict is defined in the draft Policy Statement as: To confine, bound or limit, not necessarily prohibit. The recommended revision would set an expectation that all OCPs include a policy requiring a permit for soil or fill deposit and removal from all identified archaeological sites, including middens or foreshore areas identified as culturally significant, or at the least a policy establishing expectations for development applications in these areas. <u>Alternative option:</u> Remove policy 3.5.18 from the draft Policy Statement, as protection of registered archaeological sites is managed by the Province under the Heritage Conservation Act. PRELIMINARY STAFF RECOMMENDATION: Revise draft directive policy 3.5.18 to read as follows: Soil and Fill from Middens and Foreshore Areas of Cultural Significance Prohibit Restrict alteration, removal or excavation of soil or fill from all identified archaeological sites, including middens or foreshore areas identified as culturally significant areas.
Directive Policy 3.5.18 - Soil and Fill from Middens and Foreshore Areas of Cultural Significance Prohibit alteration, removal or excavation of soil or fill from all identified archaeological sites, including middens or foreshore areas identified as culturally significant areas.	BC Ferries	Supporting infrastructure required for ferry services should be permitted where required and setbacks from the sea may not be feasible. We recommend modifying the language to “taking into account marine transportation needs and best practices recommended by the federal and provincial governments”.	In responding to this recommendation, Trust Council can consider whether ferry service providers should be granted any allowances that would not apply to other waterfront land owners. Given that by nature of their operations ferry infrastructure will be located adjacent to the natural boundary of the sea, and that ferry service providers are expected to undertake work in accordance with provincial and federal safety and environmental standards, Trust Council could exempt them from the regulations that may apply to other waterfront land owners. However, if Trust Council thinks LTCs/IMs should retain regulatory oversight of BC Ferries infrastructure relative to the natural boundary of the sea, it can forego any language that implies reduced requirements for the ferry service, as the company suggests in its referral response. If Trust Council wishes to implement this BC Ferries recommendation, it could revise directive policy 3.5.20 as follows: Setbacks from the Sea <i>Incorporate current and anticipated impacts from sea level rise and storm surge, and determine appropriate shoreline buffers and setbacks from the sea, taking into account best</i>

PRINCIPLE/POLICY	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
			<i>practices recommended by the federal and provincial governments and the needs of ferry service providers and marine commercial and industrial uses.</i>
Directive Policy 3.5.20 – Setbacks from the Sea Incorporate current and anticipated impacts of sea level rise and storm surge, and determine appropriate shoreline buffers and setbacks from the sea, taking into account best practices recommended by the federal and provincial governments.	BC Ferries	Generally this directive policy is appropriate, however, we'd like to acknowledge that there may be situations where future ferry related developments could impact sensitive areas where BC Ferries' vessels moor. Careful design and construction, supported by environmental offsets, should be permitted to mitigate concerns of moorage in sensitive marine areas.	If reconfiguration of a ferry terminal requires new development in a sensitive marine area, a local trust committee/island municipality may not support it, either through not approving any required zoning change or by not issuing a development permit if it is in an environmental protection development permit and the application does not meet the established guidelines for permit issuance.
Directive Policy 3.5.22 – Vessel Moorage Prohibit the moorage of vessels in sensitive marine areas, including, but not limited to, eelgrass meadows, kelp forests, forage fish spawning areas, estuaries and mud flats.	BC Ferries	If reconfiguration of a ferry terminal requires new development in a sensitive marine area, a local trust committee/island municipality may not support it, either through not approving any required zoning change or by not issuing a development permit if it is in an environmental protection development permit and the application does not meet the established guidelines for permit issuance.	

COMMENTS NOT RELATED TO SPECIFIC NUMBERED POLICIES			
TOPIC	AGENCY	COMMENT	STAFF COMMENT/OPTIONS/RECOMMENDATIONS
Infrastructure & Servicing	North Salt Spring Waterworks District	How utilities, infrastructure, and servicing is considered in the Policy Statement is limited and unclear. There are some references that are focused on other issues, but little guidance is provided on service planning to support land use. As this document will be used to inform Official Community Plans and regulatory bylaws, language should be added to address these important considerations. For example, the current Salt Spring Island OCP lists a dedicated section on infrastructure "Part C – Infrastructure and Servicing Objectives and Policies" which includes many important objectives and policies. It should be recognized that these are significant land use considerations that ensure that the needs of the community are met and also	To address this suggestion, Trust Council could consider a couple of different variations on this as a new directive policy 3.5.5 and 3.5.6, such as: 3.5.5 Land Use Changes within Community Water Systems <i>Ensure that potential water demand of land uses within community water system service areas does not exceed the licensed capacity of the system or the amount of water that can be safely withdrawn from each system's water source.</i> 3.5.5 Land Use Changes within Community Water Systems

		provides improved fiscal planning and communities. It is recommended that Principles and Policies are added to the Draft Policy Statement to address water utility infrastructure and services.	<i>Ensure that changes to land uses within community water system service areas are made in coordination with the service provider</i> 3.5.6 Land Use Changes adjacent to Community Water Systems <i>Ensure that changes to development potential outside of community water system service areas will not compromise the ability of a community water system to meet its service obligations.</i> The need to coordinate with water services providers is also partly addressed in proposed policy response to Regional District of Nanaimo’s recommendation above. Advice on this suggestion requires further coordination with the Senior Freshwater Specialist.
Encouraging new housing units for families	School District 68 (Nanaimo Ladysmith)	The District is very much interested in proactively encouraging the growth of additional homes built for families. Gabriola is the District’s most under-enrolled school . . . Further, in the event that government priorities shift (which we have no knowledge of) a more robust population will ensure the long-term viability of the school.	Policies in the draft Policy Statement encourage more diverse housing options within the context of Indigenous cultural heritage and ecosystem protection. The School District should contribute to the planning process for the Gabriola Island Official Community Plan.
Alignment with Province’s Climate Adaptation Strategy	Ministry of Energy and Climate Solutions	Please also ensure your PSs/OCs/RGSs align where possible with the CleanBC Roadmap to 2030 and the Climate Preparedness and Adaptation Strategy .	The draft Policy Statement is aligned with Clean BC Roadmap to 2030 in many ways -see particularly draft policy 3.4.20 re transportation, draft policy 3.3.1 re protected area networks (protected areas can act as natural assets and protect carbon sinks), draft policy 3.5.8 re maintaining large land holdings and parcel sizes to support sustainable forest management practices. The draft Policy Statement is aligned with Climate Preparedness and Adaptation Strategy in many ways – see particularly draft policies 3.3.1-3.3.11, 3.4.5, 3.4.6, 3.5.1, 3.5.2, 3.5.43.5.20, 3.5.21.
Maps	Ministry of Housing and Municipal Affairs	<i>Section 1.2 – Map of the Islands Trust Area</i> provides a graphic representation of the Trust Area. Ballenas Winchelsea is identified as a “Local Trust Area”; however, Under s.23(5) of the <i>Islands Trust Act</i> and per Schedule B of the <i>Islands Trust Act</i> , Ballenas Winchelsea is not within a Local Trust Area. While the Trust may wish to move away from the term “Executive Islands,” referring to Ballenas Winchelsea as a Local Trust Area may be misleading.	PRELIMINARY STAFF RECOMMENDATION: Direct staff to develop a revised map for inclusion in the draft Policy Statement that addresses feedback from Ministry of Housing and Municipal Affairs.
		The map could also be better aligned with the map on the “Overview of the Islands Trust” webpage (Link: https://islandstrust.bc.ca/about-us/overview-of-islands-trust/). This map features Island labels which generally point to the Island land masses, rather than the waters surrounding each island. This	See preliminary staff recommendation above.

		is more accurate, and preferable to the map that is currently shown in the Policy Statement (pg. 5). It is suggested that labels on Trust Area maps be applied to the land, rather than the water, whenever possible.	
Consultation/Collaboration with other Agencies	Regional District of Nanaimo	. . . we are supportive of the direction of the Islands Trust Policy Statement and request that it include references to consultation with regional districts that provide services which may be affected by Islands Trust policies.	See preliminary staff recommendation above for section 2.3 Cooperation Principles
	Capital Regional District (Board)	Where appropriate, Islands Trust should ensure Islands Trust policies include "collaboration with other agencies required to achieve policy goals", e.g., waste water, roads, recreation, street lighting, active transportation.	Given previous Trust Council direction to <i>reformat the draft Trust Policy Statement to simplify the structure and shorten the length to improve readability and understanding</i> staff do not recommend that “collaboration with other agencies” be added to all directive policies where collaboration might be anticipated, which is most of them. With the exception of 3.1.1, directives in the Policy Statement are about the expected content of LTC/IM bylaws, not the process of how they create those bylaws. See preliminary staff recommendation above for section 2.3 Cooperation Principles
Document Glossary/Definitions	North Salt Spring Waterworks District	It is our understanding that the term “freshwater” includes all types of Island water sources including drinking/community water, but this term is not defined in the Glossary of Terms. It is recommended that the definition of freshwater be provided and/or that there should be specific Principles and Policies that consider drinking/potable water.	Staff concur that these terms should be defined in the glossary of terms. Add the following definition to the glossary of terms to the draft Policy Statement: <i>Freshwater means all non-saline water occurring naturally on, above, beneath, or flowing through watersheds within the Islands Trust Area, including precipitation, groundwater, watercourses, lakes, wetlands, springs, soil moisture, and ephemeral waterbodies, and the interconnected hydrological processes that sustain their quantity, quality, and ecological function.</i>
	Islands Trust Conservancy (ITC)	That terms and phrases in the draft Policy Statement be clarified relating to the concepts of biology, ecology, climate change, habitat restoration, habitat fragmentation, environment and sustainable communities, looking to definitions used in BC statutes and regulations as examples (e.g., Environmental Management Act, Water Sustainability Act, etc.): these Acts include statutory definitions for environmental terms	Staff concur that it may be helpful to define additional terms in the document using terms already defined in Provincial legislation or other official documents. Staff have not undertaken this work as yet. Trust Council may wish to direct staff to do so.
	Capital Regional District (Board)	In the glossary, define affordable and attainable housing.	See above preliminary staff recommendation for 3.4.11 to remove reference to attainable housing from the draft Policy Statement.

			Staff concur that “affordable housing” should be defined in the glossary of terms. PRELIMINARY STAFF RECOMMENDATION: Add the following definition to the glossary of terms to the draft Policy Statement: Affordable housing: Housing is considered affordable when 30 per cent or less of a household's gross income goes towards paying for its housing costs. (BC Housing)
	Bowen Island Municipality	There is a concern that terms such as 'appropriate,' 'self-sufficient,' and 'limit the scale of development' are too vague and lack clear, actionable definitions	To date, Trust Council seems to have demonstrated a policy preference for policies that allow latitude for both LTC/IM interpretation and implementation. If Trust Council wishes to action this recommendation by Trust Council, it could consider directing staff to “Identify policies in the draft Policy Statement that could be revised for greater clarity of interpretation.” Trust Council must decide whether it prefers some measure of interpretive latitude, so that LTCs/IMs can find their own path toward addressing directives, even at the cost of uncertainty about whether that path will be satisfactory to EC/TC, or whether Trust Council should make policies more prescriptive with tools or targets incorporated into the directive policies itself which adds certainty to how EC will expect them to be applied, at the cost of flexibility for LTCs/IMs.
	Salt Spring Island LTC	Clarify through improved wording and/or definitions that the preservation and protection of the natural, terrestrial, and marine environment is central to the Islands Trust mandate.	Trust Council could consider returning a definition of “environment” to the glossary, and that definition could be the one from the British Columbia <i>Ministry of Environment Act/Environmental Management Act</i>: “Environment includes air, land, water and all other external conditions or influence under which humans, animals and plants live or are developed.”
Commitments to Trust Council	Islands Trust Conservancy (ITC)	Adding a new section, such as a commitment of Trust Council, which includes long-standing advocacy positions such as: no fixed links between Vancouver Island and the islands in the Trust Area (i.e. no bridge policy), the elimination of clear-cut logging of old growth forests, opposition to large vessel anchorages in the Salish Seas and stronger tools for protection of biodiversity.	Adding a new advocacy section would reverse direction provided by Trust Council resolutions in 2022:

			3 Remove detailed coordination policies from each subsection and instead develop more general coordination principles in accordance with the object of the Trust. 4 Remove detailed “commitments of Trust Council” from each subsection and instead develop more general guiding principles in accordance with the object of the Trust. If Trust Council were to add a new advocacy section, staff recommend Trust Council discuss the range of advocacy topics to be included. A sample of advocacy topics is available in the Advocacy Summary for the 2018-2022 term on pages 172-185 of the Sept. 2022 Trust Council agenda, and topics from the 2022-2026 term are available under the Advocacy Letters webpage.
	Gabriola Island LTC	Consider adding a new section, such as commitments of Trust Council, that list longstanding Trust Council advocacy positions such as no fixed links between Vancouver Island and Mainland and the islands in the Trust Area notwithstanding the bridge connecting North and South Pender Island, the elimination of clear cut logging of old growth forests, opposition to anchorages in the Salish Sea, and stronger tools for protection of biodiversity	See above.
Implementation of the Policy Statement	Ministry of Housing and Municipal Affairs (MUNI)	<i>Implementation</i> - As noted in the ‘Goals and Policy’ section of this letter, Directive Policy 3.1.1 directs Local Trust Committees and island municipalities to engage with Indigenous Governing Bodies and to keep records of engagement for the purpose of supporting bylaw adoption. To strengthen implementation of this policy, when preparing bylaws for Ministerial review, the Trust should develop processes which demonstrate how it has: - o prepared for Indigenous input with thoughtful assessment of the potential impacts on the environment, the community, and Indigenous Governing Bodies, - o been clear about intentions and open and genuine in seeking input, - o considered the perspectives shared and worked towards consensus and collaboration in the policies where possible, and - o responded to the community and to Indigenous Governing Bodies about what is reasonable, practical or necessary to include in the resultant proposed bylaws.	These Ministry standards will be addressed outside of the Policy Statement document and will be considered for inclusion in the Policy Statement Implementation Plan, and likely also in a related Trust Council operational policy, and/or operational procedure.
	Ministry of Housing and Municipal Affairs (MUNI)	<i>Implementation</i> - As noted throughout this letter, implementation of the Policy Statement can be strengthened by emphasizing the established and emerging collaborative partnerships in which the Trust is engaged, and by clearly defining roles and responsibilities	Should Trust Council wish to add more educational information about the respective roles of other bodies to the Policy Statement, an approach would be to re-add some variation of the language that was in section 2.2 of the 2021 draft Policy Statement (pages

		in policy areas where decision-making is shared with and/or informed by external agencies, or jurisdiction overlaps. Similarly, providing clearer definition around the respective roles of regional districts, improvement districts, and provincial and federal governments, as applicable, may assist future readers in understanding how to apply the Policy Statement in practice.	8-10) to the implementation section of the current draft (Noting that there would be collaborative work needed with Indigenous Governing Bodies to incorporate their substantive prior feedback on this previously proposed section. See Engagement with Indigenous Governing Bodies Phase 2 2022 section of Project Library section of Islands 2050 webpage for details of the feedback). An alternative is for Trust Council to pass a resolution to ask staff to provide more information about the respective roles of Islands Trust and other governments on the website.
	Salt Spring Island LTC	Within the implementation plan framework, include an option for a Local Trust Committee or island municipality to prepare a Context Statement that identifies the relationship between an Official Community Plan (OCP) and the guiding principles, goals, and directive and advisory policies of the Trust Policy Statement. The Context Statement should outline how the OCP will be made consistent with the Trust Policy Statement over time and it should be a part of an OCP.	If Trust Council wishes to respond to this recommendation it could amend wording in the Policy Statement Implementation Plan section as follows: A revised assessment tool that Islands Trust Executive Committee and Islands Trust Council can use to assess whether local trust committee and island municipality bylaws are contrary to or at variance with the Policy Statement; this could include reference to context statements that describe the relationship between an official community plan (OCP) and the guiding principles, goals, and directive and advisory policies of the Policy Statement.
	Bowen Island Municipality	Finally, BIM has suggestions for the implementation section of the Policy Statement. BIM suggests that in the paragraph discussing the statutory bylaw approval process for Island Municipalities, it should be expanded upon, clarifying which BIM bylaws are referred to the Islands Trust. A statement that specifically refers to engagement and communication with Island Municipalities should be added	The Islands Trust Act, the Bowen Island Municipality letters patent, and any other corresponding agreements between the two bodies determine the BIM bylaws that must be referred to Islands Trust. If Trust Council wishes to add clarity to the draft Policy Statement paragraph referenced here, it could make the following amendment to the final paragraph under the Island Municipalities subsection of the greater Statutory Bylaw Approval Process section: <i>“Although not required under the Islands Trust Act, the letters patent for Bowen Island also require referral of bylaws, other than official community plan bylaws, that have any reference to a matter included in the Policy Statement.”</i> If there is confusion among Islands Trust and Bowen Island Municipality about which bylaws should be referred to islands trust, that should be addressed through meetings.

			Draft Cooperation Principle 2.3.2 may be sufficient to address the concern in the final clause of BIM’s recommendation: Collaborate with Island Municipalities <i>To collaborate with island municipalities, particularly in the areas of conservation planning, communications and engagement, the Policy Statement, and other areas supporting the Islands Trust Object.</i>
	Gabriola Island LTC	that an implementation plan be developed as part of the Policy Statement	Staff are working on an implementation plan and will bring it forward when ready for Committee of the Whole/Trust Council consideration.
	Gambier Island LTC	Include language to emphasize that Directive Policies should be applied in a manner that respects the different local context of each Local Trust Area.	If Trust Council wishes to action this recommendation, it could consider an additional paragraph to the Statutory Bylaw Approval Process under Part 4: Implementation as follows: <i>“When determining whether a local trust committee or island municipality bylaw is contrary to, or at variance with, the Policy Statement, Executive Committee and/or Trust Council should consider the unique local context of each local trust area and island municipality.”</i>
Hierarchy of Policies	Bowen Island Municipality	Bowen Island Municipality requests that changes be made to the language of the Islands Trust Policy Statement to reinforce the hierarchy of policies so that Values, Directive Policies, and Advisory Policies are clearly distinguishable from each other. BIM requests that the Trust establish a more defined hierarchy so that BIM can have a better understanding of bylaws that are “at variance” with the ITPS as per s. 15 of the Islands Trust Act. This is of importance as expansion of Directive Policies increases this risk of bylaws being seen as “at variance” by the Executive Committee.	Staff expect that Executive Committee will continue to review local bylaws through the lens of directive policies only. However, consideration of whether a local bylaw is contrary to, or at variance with, the Policy Statement is a political decision and staff cannot anticipate how a future Executive Committee or Trust Council may respond to a particular local bylaw. If Trust Council wants a more structured approach to local bylaw reviews, it could request staff to develop such.
Bylaw Submission	Ministry of Housing and Municipal Affairs (MUNI)	<i>Bylaw Submission</i> - Please ensure that when the final bylaw is referred to the Minister of Housing and Municipal Affairs for review, the submission package includes a record of comments from all interest holders, First Nations and other agencies. A detailed engagement log, dating back to the project’s initiation in 2019, should also be included, clearly illustrating how the Islands Trust responded to each comment	Islands Trust staff will include the requested records.
Importance of Measurable Outcomes	School District 79 (Cowichan Valley)	We believe its success will depend on clear implementation strategies and accountability mechanisms. To that end, we encourage the inclusion of measurable outcomes that will allow you to assess the effectiveness of these policies over time.	The draft Policy Statement notes that the Policy Statement Implementation Plan may guide development of targets and indicators with which Islands Trust Council can monitor and evaluate implementation of the Policy Statement.
		Additionally, we seek further clarity on how these policies will be enforced across local trust areas, particularly in relation to	The Islands Trust Act stipulates that official community plans and bylaws required to be submitted to Executive Committee or Trust

		engagement protocols and housing affordability. Ensuring that these goals translate into tangible, equitable outcomes will be key to realizing the vision set forth in the Statement.	Council under the Act must not be approved if they are contrary to or at variance with the Policy Statement. This ensures that the Islands Trust Object is at the core of all planning and land use management decision-making in the Islands Trust Area. The draft Policy Statement sets out required content for new OCPs/LUBs and for amendments to existing OCPs/LUBs but does not prescribe the method for implementing the directives. Thus, implementation of these directives will vary across the Trust Area. Generally, these policies will be enforced through a combination of Executive Committee assessing whether proposed local bylaws are contrary to or at variance with the Policy Statement, and monitoring outcomes on the islands. Proposed directive policy 3.4.15 requires LTCs/IMs to “prioritize the processing of rezoning applications from non-profit housing providers and public agencies.” Proposed directive policy 3.3.16 requires LTCs/IMs to consider regulating short-term vacation rentals in the interest of housing affordability. Trust Council has the option of making the policies more prescriptive and less open to interpretation. This could include Trust Council amending appropriate policies to specify the implementation method. For many draft policies this would involve replacing “Identify and protect” with “Establish a development permit area to” or establish minimum density requirements in appropriate areas. A companion handbook will provide LTCs/IMs with options for official community plan and land use bylaw approaches that may satisfy the directive policies set out in the Policy Statement about housing and housing affordability. Engagement standards will be informed by expectations of the Ministry of Housing and Municipal Affairs and Islands Trust own engagement framework.
Data Gaps	Bowen Island Municipality	BIM requests that gaps in data should be identified and clear demarcation be done regarding which responsibilities rest with the Islands Trust Council, Local Trust Committees, and Island Municipalities respectively	A data inventory of existing/missing information is necessary. This need will likely be identified in the draft implementation plan.

			BIM should assume that it would be responsible for filling all required data gaps, except where data currently exists within the Islands Trust catalogue and can be accessed by BIM. How EC treats this issue, of data gaps relative to directive policies, should be addressed in Trust Council Policy 1.3.1 – Policy Statement Implementation
Amend Policy 1.2.1 Policy Statement Amendment Policy	Lasqueti Island LTC	A commitment of Trust Council to amend Trust Council Policy 1.2.1 (Policy Statement Amendment Policy), to ensure that a review is considered each term; a regular review process is defined; and the initiation of a Policy Statement Amendment Topic Review Inventory.	Staff suggest that this has been satisfactorily addressed through Trust Council’s amendments to Policy 1.2.1 – Policy Statement Amendment Policy in June 2026 Staff do not recommend setting out a review and amendment schedule in the bylaw itself.
	Salt Spring Island LTC	Develop and include a clear amendment process for the Trust Policy Statement to ensure it remains current and relevant, including a mechanism that allows any Islands Trust body to request amendments.	As above.
Land Ownership and Tenure	Gambier Island LTC	Include a general statement about the Islands Trust not having authority to alter land ownership or land tenure.	This does not need to be included as it is simply a fact. However, if Trust Council would like to address it, it could add a new final line to Section 1.4 – Purpose and Structure of the Policy Statement that says: <i>“The application and implementation of the principles and policies set out in this Policy Statement does not give Islands Trust the authority to alter land ownership or land tenure in the Islands Trust Area.”</i>
Distinction between LTCs and Island Municipalities	Bowen Island Municipality	A need to have stronger and clearer language acknowledging the difference between Local Trust Committees (LTCs) and Island Municipalities. The Islands Trust Policy Statement frequently equates LTCs and Island Municipalities, language should be added to make clear that Bowen Island Municipality has distinct municipal governance role and different statutory requirements compared to the statutory requirements of LTCs. For example, the document frequently uses the term “local planning area” which has no definition and could be better communicated by specifying Island Municipality or Local Trust Area.	This could be built out in an expanded implementation section in the Policy Statement bylaw itself describing how different actors will contribute to the implementation of the plan. See suggested language in Referral Agency table in response to a similar comment from the Ministry of Housing and Municipal Affairs. BIM comment is correct that “local planning area” is not a defined term in legislation. PRELIMINARY STAFF RECOMMENDATION: Replace instances of the term ‘local planning area’ with ‘local trust area or land in a municipality within the Trust Area’
Suggested resources to reference	Metro Vancouver	As Islands Trust staff move on to next steps, they may wish to consult Metro 2050, Climate 2050, and other Metro Vancouver resources for reference.	Metro 2050: Regional Growth Strategy Of note:

			• Metro Vancouver has a target to increase the area of lands protected for nature from 50% to 50% of the region’s land base by 2050. • Metro Vancouver has an ecological health framework that includes actions to collect and maintain data, including the Sensitive Ecosystem Inventory, tree canopy cover, imperviousness, and carbon storage datasets, report on gains and losses and climate change impacts on ecosystems. • Metro Vancouver has included a performance monitoring section which sets out changes they will monitor such as • percent of regional dwelling unit growth outside of urban areas, • Change in hectares of land protected for nature • Change in hectares of land identified as Sensitive or Modified Ecosystem • Change in hectares of identified Sensitive and Modified Ecosystems rated high-quality • Tonne of carbon storage in natural areas Metro Climate 205 Strategic Framework Of note: • sets a target of 45% reduction in emissions from 2010 levels by 2030, and carbon neutral region by 2050 • sets out climate projections for the region including at least 1 metre of sea level rise by 2100. more extreme rainfall events, and a summer rainfall decline by nearly 20% with increased likelihood of extended drought periods. • There are associated roadmaps for regional priorities including, nature and ecosystems. The land use and urban form roadmap is under development.
LTC Referral Responses	Denman Island LTC	Interests unaffected	
	Gabriola Island LTC	That the Gabriola Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 <u>proceed</u> , <u>subject to the following recommendations</u> (recommendations categorized appropriately throughout table	
	Galiano Island LTC	No response received	
	Gambier Island LTC	that the Gambier Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 <u>proceed</u> ,	

		subject to the following recommendations (recommendations categorized appropriately throughout table)	
	Hornby Island LTC	Interests unaffected	
	Lasqueti Island LTC	That the Lasqueti Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 <u>proceed</u> , <u>subject to the following recommendations</u> (recommendations categorized appropriately throughout table)	
	Mayne Island LTC	Interests unaffected	
	North Pender LTC	Interests unaffected	
	Salt Spring Island LTC	That the Salt Spring Island Local Trust Committee recommend to Trust Council that proposed Bylaw No. 183 <u>proceed</u> , <u>subject to consideration of the following recommendations</u> (recommendations categorized appropriately throughout table)	
	Saturna Island LTC	that the Saturna Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 <u>not proceed</u> for the following reasons: • Because of opinions expressed at the Saturna Community Information Meeting as reflected in the minutes, and • Because the province’s legislative framework for Reconciliation upon which we rely to do our work in this area is in flux.	
	South Pender Island LTC	that South Pender Island Local Trust Committee recommends to the Islands Trust Council that proposed Bylaw No. 183 <u>not proceed</u> for the following reasons: • Broad non-support from the community • This was a re-write not an amendment • The language contained in the re-write is problematic in general • Stepping into areas outside of the mandate of the Islands Trust • Missing the Islands Trust Object and its meaning • And as per correspondence submitted to Islands 2050 from South Pender	
	Thetis Island LTC	that the Thetis Island Local Trust Committee <u>recommend proceeding with Bylaw No. 183 subject to Trust Council committing to a list of topics for incremental improvements post adoption</u>	Staff suggest that this has been satisfactorily addressed through Trust Council’s amendments to Policy 1.2.1 – Policy Statement Amendment Policy in June 2026.



REQUEST FOR DECISION

To: Executive Committee **For the Meeting of:** July 8, 2026

From: Renée Jamurat, Regional Planning Manager **Date Prepared:** June 29, 2026

SUBJECT: Administrative TUP Processing Considerations for Proposed Bylaws 176 (OCP) and 177 (LUB)

RECOMMENDATIONS:

1. That the Executive Committee advise the Hornby Island Local Trust Committee that it has considered administrative capacity, financial resourcing and regulatory requirements, and implementation processes associated with Proposed Bylaw Nos. 176 and 177, and that it has no comments at this time.
2. That the Executive Committee advise the Hornby Island Local Trust Committee that it has no comments on submitting a business case based on the option 2 for budget consideration.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

PURPOSE:

The purpose of this report to the Executive Committee is two-fold:

- To share Hornby Island LTC's endorsed approach (Option 2) identifying the wider resource implications to Planning Services needed to process Temporary Use Permits (TUPs) for short-term vacation rentals, proposed in the Hornby land use amendment bylaw; and
- To seek any comments prior to staff submitting a business case request for temporary staff support for short-term vacation rental TUP processing in the 2027-2028 fiscal year.

BACKGROUND:

At their June 26 regular business meeting, the Hornby LTC was presented with a report (attachment 1) requesting their support of an approach to process the short-term vacation rental TUPs that would be driven through the proposed land use amendment for their major project.

Below is a summary of the LTC-selected option 2 from the June 26 report and assessment of the regulatory, financial, administrative, and implementation implications of the proposed bylaw amendments.

At this meeting, the LTC passed the following resolutions regarding this TUP processing approach, based on staff recommendations:

HO-2026-040
It was MOVED and SECONDED

that the Hornby Island Local Trust Committee request staff to schedule a Community Information Meeting and Public Hearing for proposed Bylaws 176 (Official Community Plan) and 177 (Land Use Bylaw) at the earliest available opportunity following Executive Committee approval of the resource implications associated with the proposed Temporary Use Permit approach to regulating short-term vacation rentals.

CARRIED

HO-2026-041

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee has reviewed the staff analysis of administrative capacity, financial resourcing and regulatory requirements, and implementation processes associated with Proposed Bylaw Nos. 176 and 177, and confirms its satisfaction that these considerations have been evaluated sufficiently to forward.

CARRIED

HO-2026-042

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee endorses the securement of additional human resources in the form of new temporary staff or independent contractors to support the processing of expected excess volume of short-term vacation rental – Temporary Use Permit applications, and forward to the Executive Committee for endorsement.

CARRIED

HO-2026-043

It was MOVED and SECONDED

that the Hornby Island Local Trust Committee request staff to draft a business case based on Option 2 and forward to the Executive Committee for budget endorsement.

CARRIED

Summary of Option 2: Request budget from Trust Council for staffing support

This option is supported by the LTC, to request that the needed staffing be funded from the base budget of Trust Council, in order to hire temporary or contracted staff to process TUP applications. Part of this request would be to ask to use TUP fee revenues to fund the new staffing position(s) needed to process the applications.

The approach for the budget process and anticipated implications include:

- Requiring Trust Council approval for new staff, funded by the base budget.
- Request the short-term vacation rental (STVR) TUP processing as an enhanced service level of the LTC to fund from the Trust Council base budget for the next fiscal budget (2027-2028).
- The LTC must submit a business case(s) to Trust Council for the budget request for new temporary staff position(s) as part of the budgeting process and note using the fees revenue generated through the TUP application fees to justify the request for the staff support. Temporary staff support is anticipated for about 5 months to help with processing new TUP applications.
- Hiring process would be initiated after budget approval by TC and bylaw adoption by LTC.
- Must allow time to coordinate hiring new staff and start of application intake, ahead of the targeted season.

Proposed TUP Processing:

- Estimated processing times: New application = approximately 22 hours of staff time; Renewals = approximately 5.5 hours.
- Using a scenario of anticipated volume of up to 87 new permits in Year 1 and up to 87 renewals on a three-year cycle, this equates to a peak workload of approximately 1,914 staff hours in the initial intake years and approximately 479 staff hours in renewal years. *Eighty-seven (87) permits is used because it represents the approximate known number of STVRs currently.
- Assuming current staffing levels for the northern office has a processing threshold of 20-30 new TUP applications before more staff were needed to assist.
- This scenario translates to a shortcoming of staffing resources of approximately 1,254 hours which would be needed to process an additional 57 TUP applications (or over the threshold of 30 TUP applications). It is this 'shortcoming' that will inform the staffing budget request to Trust Council for a staffing resource to support the processing over 30 TUP applications.
- The LTC must consider (and staff must process) all TUP applications that come in regardless of the 'administrative intake' timeframe. The LTC must consider those TUP applications on its merits; and approval is at the LTC discretion.

Anticipated Timing:

- Ahead of the May 2028 rental season, the adoption of proposed bylaws should occur by early Spring 2027 to allow adequate time for communications and administration ahead of a Summer 2027 intake. This anticipated timing may not allow adequate time to do that.
- In order to work through the direction above, the Public Hearing will need to wait until the EC comments, and adoption should wait until Trust Council budget approval is in place. The Public Hearing cannot be scheduled until this work happens over the coming months. Staff anticipate EC consideration and business case submission before the LTC's next regular business meeting in September.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

This support is requested as part of Hornby Island's major project, ahead of scheduling a Public Hearing for the OCP and Land Use Amendment Bylaws Nos. 176 & 177. The hiring of temporary staff is to address the capacity concerns of the anticipated influx of applications, and will be undertaken should the bylaws be adopted and capacity necessitates it.

The proposed bylaw will be prepared for Third Reading, Ministerial Approval, and adoption subject to Trust Council's approval of this budget request for staff support in March 2027. This has been suggested by staff so that approvals to support capacity to processing this anticipated volume of TUP applications, is known before adoption the land use regulations occurs.

Business cases will be presented to the Hornby LTC for approval at their September 1st regular business meeting, for Trust Council's budget approval.

Staff have some concern with anticipating an influx of TUP applications to process because:

- Staff anticipate budget challenges with Trust Council supporting a staffing budget request for a Planner 2, which may not be revenue neutral, and more information may be needed.
- An influx to the volume of applications submitted, particularly in the intake years, will create a significant workload, reduced service levels, likely impact projects and applications for the other northern LTAs, and require careful coordination to avoid delays. This includes impacts not just to current planning resources to process applications and support project, but also administrative resources to support notifications.
- There may be pressure in the community to see decision for all STVR TUPs be approved in time for the 2028 rental season.

FINANCIAL:

The Hornby Island Fees Bylaw currently sets the fee for a Temporary Use Permit application at \$2,327 and \$758 for a renewal application (both subject to a 2% increase each April 1). No amendments to the fees bylaw are anticipated as part of this review project although Trust Council has requested a general fee review with options being targeted for presentation at the September 2026 Trust Council.

In financial terms, Year 1 (and subsequent intake years) could generate approximately \$202,449 in application fee revenue (87 TUP scenario × \$2,327), while a full renewal cycle would generate approximately \$65,946 in renewal fee revenue (87 TUP scenario × \$758). These estimates are based on processing 87 applications.

POLICY:

The Hornby Island Local Trust Committee has authority under the *Local Government Act* section 493 to issue TUPs, including for short-term vacation rental use. Decisions to approve or refuse TUPs remain at the discretion of the LTC as elected decision-makers. New TUP applications would continue to require full review and decision by the LTC due to their discretionary nature.

IMPLEMENTATION/COMMUNICATIONS:

- Overall, this represents a concentrated workload with an anticipated higher administrative demand in the initial year followed by lower but recurring cyclical renewal activity, and with corresponding revenues to potentially offset the costs of hiring additional temporary staff.
- Other options may need to be explored to mitigate the increased processing demand such as exploring a phased approach, or delegating TUP renewals. This would likely require amendments to Hornby LTC's administrative bylaws such as [Development Procedures Bylaw No. 74](#).
- In renewal years, without delegation to staff, all renewals would require LTC decisions, increasing meeting and agenda demands.
- An application guide/checklist with submission requirements should be created so that expectations are clear and intake is consistent and fair. Examples exist for other LTAs such as North Pender.

RELEVANT POLICY(S):

Trust Council [Policy 5.6.1 Application Processing Services](#) – For Information.

Trust Council [Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services](#) – For Information.

ATTACHMENT(S):

1. Staff Report from June 26, 2026 HOLTC Regular Business Meeting.

RESPONSE OPTIONS**Recommendations:**

1. That the Executive Committee advise the Hornby Island Local Trust Committee that it has considered administrative capacity, financial resourcing and regulatory requirements, and implementation processes associated with Proposed Bylaw Nos. 176 and 177, and that it has no comments at this time.
2. That the Executive Committee advise the Hornby Island Local Trust Committee that it has no comments on submitting a business case based on the option 2 for budget consideration.

Alternatives:

1. That the Executive Committee provide the following comments regarding concerns about the proposed short-term vacation rental – TUP regulations (to address capacity?): *[state comments]*.
2. That the Executive Committee provide the following comments regarding concerns about increased need for capacity/resources for processing: *[state comments]*.

Prepared By: Renee Jamurat, Regional Planning Manager – Gabriola Office

Reviewed By/Date: June 30, 2026

DATE OF MEETING: June 26, 2026

TO: Hornby Island Local Trust Committee

FROM: Renée Jamurat, Regional Planning Manager
Northern Team

COPY: Sonja Zupanec, Island Planner – Project Planner
Mary Storzer, RPM, Regional Planning Team support

SUBJECT: Administrative TUP Processing Considerations for Proposed Bylaws 176 (OCP) and 177 (LUB)

RECOMMENDATIONS

1. That the Hornby Island Local Trust Committee has reviewed the staff analysis of administrative capacity, financial resourcing and regulatory requirements, and implementation processes associated with Proposed Bylaw Nos. 176 and 177, and confirms its satisfaction that these considerations have been evaluated sufficiently to forward.
2. That the Hornby Island Local Trust Committee endorses the securement of additional human resources in the form of new temporary staff or independent contractors to support the processing of expected excess volume of short-term vacation rental – Temporary Use Permit applications, and forward to the Executive Committee for endorsement.
3. That the Hornby Island Local Trust Committee request staff to draft a business case based on the indicated option and forward to the Executive Committee for budget endorsement.

REPORT SUMMARY

New information has been presented through an earlier staff report on this June LTC agenda, which explains that the LTC cannot establish a limit on the number of TUP applications it will receive, and therefore cannot establish a 'cap'; or maximum number of TUPs in the Land Use Bylaw as a regulation.

Staff note that the LTC direction made from this earlier staff report on proposed changes will inform the relevancy and recommendation of the options for this report. Based on that direction for the proposed amendments and the overall project progression, staff can advise on the relevant motions and recommend that the LTC consider the options and confirm its desired approach for endorsement.

The purpose of this report is to provide information in order for the LTC to approve an approach to implement the Proposed Bylaws Nos. 176 and 177, should they be adopted. The report provides an assessment of the regulatory, financial, administrative, and implementation implications of the proposed bylaw amendments.

[Update on this information is subject to LTC direction at June 26 regular meeting] The proposed bylaw amendments could result in Temporary Use Permits being issued by a future LTC, with renewals after three years.

In respecting the LTC's time and consideration for this issue, the LTC has asked staff to look into this further.

Staff have some concern with anticipating an influx of TUP applications to process because:

- Staff anticipate budget challenges with Trust Council supporting a staffing budget request for a Planner 2, which may not be revenue neutral, and more information may be needed.
- Staff do not anticipate support from Hornby Island community or LTC to increase taxes.
- Staff would need to explore other options to pursue: rollout phased approach over 3 yrs, enforcement implications with TUPs, Provincial opt-in / enforcement, feasibility request to the Regional District to explore business licensing with zoning regulations.

This LTC direction is required in order to seek Executive Committee endorsement to support the approach for the TUP processing which has wider resource implications to Planning Services. Should the EC endorse the approach, the proposed bylaw amendment will be prepared for a Public Hearing and Third Reading.

Staff also seek direction to proceed with preparing a business case for Hornby's project to request temporary staff support for processing Temporary Use Permits for next fiscal year 2027-2028, subject to Third Reading by the end of this fiscal year (March 2026).

BACKGROUND

On March 20, 2026, the LTC passed the following resolutions:

HO-2026-020 It was MOVED and SECONDED

that the Hornby Island Local Trust Committee Bylaw No. 177 cited as "Hornby Island Land Use Bylaw No. 150, 2014, Amendment No. 1, 2024" be read a second time as amended. **CARRIED**

The proposed bylaw has been updated to reflect the LTC's requested amendment to allow a maximum of 87 temporary use permits to be issued at any given time.

HO-2026-021 It was MOVED and SECONDED

that the Hornby Island Local Trust Committee request staff to schedule a community information meeting and Public Hearing for Proposed Bylaw Nos. 176 (OCP) and 177 (LUB). **CARRIED**

A community information meeting (CIM) and public hearing (PH) would be scheduled following EC endorsement if the LTC is satisfied with the considerations provided in the analysis section of this report.

Staff also note that any motion for direction made leading up to this report at this June LTC regular meeting will also inform the consideration of options and recommendations by staff.

ANALYSIS

Staff have identified the following regulatory, financial, administrative, and implementation considerations for the LTC's review and in relation to the proposed Temporary Use Permit framework outlined in Proposed Bylaw Nos. 176 (OCP) and 177(LUB):

1. Regulatory Framework and Decision-Making Authority in Application/Renewal Process

The Hornby Island Local Trust Committee has authority under the *Local Government Act* section 493 to issue TUPs, including for short-term vacation rental use. Decisions to approve or refuse TUPs remain at the discretion of the LTC as elected decision-makers. New TUP applications would continue to require full review and decision by the LTC due to their discretionary nature.

Staff note that any further consideration of zoning changes will be addressed in a previous staff report for the June 26 LTC regular meeting agenda.

Staff also note that the nature of a TUP is to allow a temporary land use for a limited time, and with the intent of allowing time to consider a zoning amendment to make a temporary land use a permanent one.

However, the Act (section 154) also allows the LTC to delegate certain administrative functions to staff (i.e. Director or designate) through a bylaw. This means the LTC can retain overall approval authority for new applications while choosing to streamline parts of the process, such as TUP renewals, if clear rules and limits are established in advance. Renewal applications could be designed as a simplified process where staff confirm whether basic conditions are still met (such as no complaints, no changes to the use, and compliance with original permit terms). Where these conditions are met, renewals could be processed administratively; where the basic conditions are not met, the file could be referred back to the LTC for decision. A delegation bylaw approach for renewals could reduce administrative pressure while maintaining LTC oversight where needed.

All complete Temporary Use Permit applications could be compiled and presented to the LTC as a single consolidated batch at one dedicated special meeting for decision.

2. Administrative and Financial Considerations

Proposed TUP Processing:

The proposed system would involve two types of processing: new applications and renewals.

Based on the estimated processing times, each new application may require approximately 22 hours of staff time, while each renewal may require approximately 5.5 hours. Using a scenario of anticipated volume of up to 87 new permits in Year 1 and up to 87 renewals on a three-year cycle, this equates to a peak workload of approximately 1,914 staff hours in the initial intake years and approximately 479 staff hours in renewal years.

A general assumption is made that the current staffing levels for the northern office can process between 20-30 new TUP applications before more staff were needed to assist with an increasing number of applications submitted (over 30). It is anticipated that there will be reduced service levels impacting projects and applications for the northern LTAs in order to process these TUP applications with the current team of planners.

This scenario translates to a shortcoming of staffing resources of approximately 1,254 hours which would be needed to process an additional 57 TUP applications (or over the threshold of 30 TUP

applications). To help reduce impact to staffing resource the LTC may also consider prioritizing the processing of STVR TUP applications during this timeframe. It is this 'shortcoming' that will inform the staffing budget request to Trust Council for a staffing resource to support the processing over 30 TUP applications.

Another factor, is that the LTC must consider all TUP applications that come in after the target 'administrative intake' date, in order for an STVR to be approved in time for the 2028 rental season. Staff must process all TUP applications that come in, and the LTC must consider those TUP applications on its merits; and approval is at the LTC discretion.

Overall, this represents a concentrated workload with an anticipated higher administrative demand in the initial years followed by lower but recurring cyclical renewal activity, and with corresponding revenues to potentially offset the costs of hiring additional temporary staff.

The TUP applications would be presented to the LTC in a series of dedicated meeting with no other agenda items scheduled to allow full focus on this matter. Staff could prepare a standardized presentation package for each application, including a summary of the proposal, compliance history, and a clear recommendation (approve, not approve, or defer pending additional information). To support LTC deliberations, presentation materials could also include mapping and visual slides showing the geographic distribution of all applications, enabling the LTC to consider spatial patterns, cumulative impacts, and community distribution in their decision-making.

Financial Implications:

The Hornby Island Fees Bylaw currently sets the fee for a Temporary Use Permit application at \$2,327 and \$758 for a renewal application (both subject to a 2% increase each April 1). No amendments to the fees bylaw are anticipated as part of this review project although Trust Council has requested a general fee review with options being targeted for presentation at the September 2026 Trust Council.

In financial terms, Year 1 (and subsequent intake years) could generate approximately \$202,449 in application fee revenue (87 TUP scenario × \$2,327), while a full renewal cycle would generate approximately \$65,946 in renewal fee revenue (87 TUP scenario × \$758). These estimates are based on processing 87 applications.

Options for LTC Decision:

The following options are available to the LTC. ***Staff are seeking LTC endorsement on the preferred option which will inform the overall approach for Executive Committee endorsement.***

OPTION 1: Existing staff resources. No requested budget.

Overall, staff cannot process an influx of TUP applications (i.e. over 30 applications) in a timely manner without substantial impacts to service levels.

Anticipated implications include:

- A general assumption is made that the current staffing levels for the northern office can process between 20-30 new TUP applications before more staff were needed to assist with the increasing number of applications submitted (i.e. up to 87).
- Re-allocation of staff from Hornby projects to processing applications.
- Increased processing time for all applications in the North office in order to accommodate a scenario of 87 additional permits within a possibly shorter processing timeframe, affecting all northern LTCs.

- May include reduced service levels for other services like enquiries, affecting all northern LTCs.
- Do not have capacity to process over 30 TUPs for LTC decision for early 2028 given need to also support all other Planning applications and the 6 northern LTCs' work programs.
- This option does not allow adequate time to increase staff resources for timely processing should an influx of TUP applications come in.

(Recommended) OPTION 2: Request budget from Trust Council for staffing support

The LTC could request the needed staffing be funded from the base budget of Trust Council in order to hire temporary or contracted staff to process TUP applications. Part of this request would be to ask to use TUP fee revenues to fund the new staffing position(s) needed to process the applications.

Anticipated implications include:

- Requiring Trust Council approval for new staff, funded by the base budget.
- Request the STVR TUP processing as an enhanced service level of the LTC to fund from the Trust Council base budget for the next fiscal budget (2027-2028).
- The LTC must submit a business case(s) to Trust Council for the budget request for new temporary staff position(s) as part of the budgeting process and note using the fees revenue generated through the TUP application fees to justify the request for the staff support. Temporary staff support is anticipated for about 5 months to help with processing new TUP applications.
- Hiring process would be initiated after budget approval by TC and bylaw adoption by LTC.
- Must allow time to coordinate hiring new staff and start of application intake, ahead of the targeted season.
- STVR TUPs intake could occur as early Fall 2027; approvals in Winter 2028 for May 2028 rental season.
- This would require less administrative resources to execute vs Option 3 but still requires resources to implement.

OPTION 3: Special property tax requisition to the Hornby LTA in 2027/28

The LTC could request a Hornby Local Trust Area special property tax requisition to pay for additional staffing to process the increased volume of applications.

A special property tax requisition is an extra tax collected only within one Local Trust Area to fund a program or service the Local Trust Committee wants to deliver that qualifies as an “additional operation”—meaning it is not offered in all local trust areas, represents an enhanced service level due to unique local demands or delegated powers, or exceeds the capacity of the base budget. Only residents of that area pay the tax, and it may be used solely for the purpose approved by Trust Council. (Refer to Attachment 1: Trust Council [Policy 6.3.2 Special Property Tax Requisitions](#))

The special property tax requisition does not divert fee revenue. It adds special taxes to the LTA properties to get this work done. This would result in the following:

- Increased fee revenue coming from Hornby Island LTA properties due to processing the number of TUPs as allowed under the TUP regulations.
- Increased tax revenue coming from Hornby Island LTA properties due to Special Taxes.

Anticipated implications include:

- Trust Council approval is required to hire staff, which would be funded by the special property tax requisition.

- Special tax requisitions can only be considered through Trust Council's annual budget process, with the next opportunity falling in the 2027–2028 fiscal cycle.
- The LTC must submit a project funding request to Trust Council as part of the annual budget cycle, and note a request for special property tax requisition, following [Trust Council's Special Property Tax Requisition Policy #6.3.2.](#)
- For this option, the land use bylaw adoption is contingent on the March 2027 budget decisions, and so the bylaw adoption would occur after that.
- The hiring process for any newly approved temporary staff would begin after Trust Council's budget approval in March 2027, and after the LTC adopts the amended bylaw.
- This option must account for time to coordinate hiring new staff and starting the intake of applications, ahead of the targeted season. Staff support is anticipated for about 4 months.
- With these above factors in mind, this would mean that the adoption of the proposed bylaw should occur after April 1, 2027.
- STVR TUPs intake could occur as early Summer 2027; approvals in Winter 2028 for May 2028 rental season; subject to when the bylaw is adopted.
- This approach will require administrative resources and assistance from finance services to pursue budget request.
- In light of these factors, staff is concerned that there will not be appropriate time to prepare operationally and accounting for the timing of the bylaw adoption, before the start of the season.

Staff do not suggest this option because of low to no support anticipated from Hornby Island community or LTC to increase taxes, however the option is available to consider.

OPTION 4: The LTC proceed no further.

Should the LTC require further time to consider proposed changes to the Land Use Bylaw for short-term vacation rentals as it relates to TUP application processing, then staff advise that the budget request will not be submitted in time for the 2027-2028 budget cycle. Staff will require LTC direction given through the major project workplan.

3. Implementation, Opportunities and Challenges

Recall that special property tax requisitions do not divert fee revenue; they add special taxes to the Local Trust Area properties to get this work done. If this approach is chosen, this would result with the following:

- Increased fee revenue coming from HO due to TUPs.
- Increased tax revenue coming from HO due to Special Taxes.

Assuming that Trust Council approves the temporary hiring of staff based on the recommended Option 2 (Request funds from base budget), additional implementation challenges and factors include:

- The influx to the volume of applications submitted, particularly in the intake years, will create a significant workload and require careful coordination to avoid delays. This includes not just

planning resources to process applications and support project, but also administrative resources to support notifications.

- Other options may need to be explored to mitigate the increased processing demand such as exploring a phased approach, or delegating TUP renewals. This would likely require amendments to Hornby LTC's administrative bylaws such as [Development Procedures Bylaw No. 74](#).
- In renewal years, without delegation to staff, all renewals would require LTC decisions, increasing meeting and agenda demands.
- An application guide/checklist with submission requirements should be created so that expectations are clear and intake is consistent and fair. Examples exist for other LTAs such as North Pender.

Staff strongly recommend before bylaw adoption, to develop a clear public communication package and application guide that sets out submission requirements in detail to require complete applications at intake, reduce delays and applicant frustration, and improve transparency regarding the process and expectations.

- It should also be clearly communicated that issuance of Temporary Use Permits remains at the discretion of the LTC, and any number of permits may be issued.

Anticipated Timing:

- Ahead of the May 2028 rental season, the adoption of proposed bylaws should occur by early Spring 2027 to allow adequate time for communications and administration ahead of a summer 2027 intake. This anticipated timing may not allow adequate time to do that.
- In order to work through the direction above, the Public Hearing will need to wait until the EC endorsement, and adoption should wait until Trust Council budget approval is in place. The Public Hearing cannot be scheduled until this work happens over the coming months. Staff anticipate EC consideration and business case submission before the LTC's next regular business meeting in September.

RATIONALE FOR RECOMMENDATIONS

In consideration of the recommended motions, and before proceeding to Public Hearing, the LTC should be satisfied that staff capacity, processing systems, and decision pathways are clear, feasible, and address the factors noted so that implementation of Proposed Bylaw Nos. 176 and 177 could proceed without unexpected service disruption that extend beyond the LTC work program impacting the ability to support the work programs of other Local Trust Committees. Staff recommendation is provided on page 1 of this report.

The LTC should indicate a preferred option by resolution and forward this report to EC for endorsement. At that stage, the EC may have further questions of the LTC.

Next Steps:

If the LTC concurs with the staff recommendations, this report will be forwarded to EC for endorsement, along with a draft business case for the budget request for temporary staff resources. Subject to LTC direction, if required a business case will be drafted to request funding for the completion of the project, should it receive Third Reading by the end of this fiscal year (March 2026). These business cases may come back to the LTC for endorsement at the September 1st regular business meeting.

Following EC endorsement, a community information meeting immediately prior to a Public Hearing can be scheduled for the following regular business meeting (likely September 1, 2026 or January 15, 2027).

Submitted By:	Renée Jamurat, RPP, MCIP, Regional Planning Manager	June 17, 2026
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ATTACHMENTS

1. Trust Council [Policy 6.3.2 Special Property Tax Requisitions.](#)
2. Islands Trust [2022 FAQ on Special Property Tax Requisitions.](#)
3. Trust Council [Policy 5.6.1 Application Processing Services](#) – For Information.
4. Trust Council [Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services](#) – For Information.
5. [Hornby Island LTC Fees Bylaw No. 169](#) – For Information.
6. [Hornby Island LTC Development Procedures Bylaw No. 74](#) – For Information.



ATTACHMENT 1

Policy:	6.3.2
Approved By:	Trust Council
Approval Date:	December 10, 2004
Amendment Date(s):	June 16, 2005; September 11, 2013; September 24, 2024
Policy Holder:	Director, Administrative Services

SPECIAL PROPERTY TAX REQUISITIONS

Purpose

To permit an individual local trust committee (LTC) to request a special property tax requisition for additional operations that are not included within the general operations of all LTCs, or that require an enhanced level of service or funding beyond the capacity of the base budget. Special property tax requisitions are approved by the Islands Trust Council.

A. Definitions

Special property tax requisition – a property tax requisition levied to taxable properties within a specified local trust area.

Financial Plan Bylaw – The bylaw that approves the financial plan (i.e. the budget) for any given fiscal year.

B. Policy

1. General

- 1.1 The *Islands Trust Act* (s. 47) provides the Islands Trust Council with the necessary authority to implement a special property tax requisition in respect of a local trust area;
- 1.2 A proposed special requisition related to a local trust area must be incorporated into the annual Islands Trust Financial Plan Bylaw and approved by the Islands Trust Council and the Minister;
- 1.3 The *Islands Trust Act* (s. 10) enables the Islands Trust Council to delegate by bylaw additional powers to a LTC subject to any restrictions or conditions specified in the bylaw.

2. Budget Submission

- 2.1 “Additional operations” of a LTC are those programs or services that are deemed by the Islands Trust Council to be:
 - 2.1.1 programs or services not offered in all local trust areas;

- 2.1.2 enhanced service levels that reflect unique demands or additional powers that Trust Council has delegated to a LTC by bylaw; and
 - 2.1.3 beyond the capacity of the base budget.
- 2.2 LTCs wishing to propose and undertake a LTC program or service valued at \$5,000 or higher must develop a business case to support the budget request to be presented for preliminary consideration by Trust Council in December of each year. Trust Council will determine if the proposed project constitutes an additional program or service requiring special requisition for funding under this policy.
- 2.3 The proposed program or service must be within the LTC's jurisdiction pursuant to the *Islands Trust Act* or be within powers delegated to it by Trust Council. Legal advice on that matter may be obtained and handled in accordance with Trust Council policies 2.1.6 *Legal Advice* and 6.9.2 *Legal Services Access*.

3. Evaluation Criteria

- 3.1 The Islands Trust Council will evaluate and consider including a local trust committee's local initiative program or service in the preliminary Islands Trust's general budget based on the following criteria:
 - 3.1.1 the program is considered to be a base service of the local trust committee;
 - 3.1.2 the program is a scheduled official community plan review or land use bylaw update; and
 - 3.1.3 the program has Trust-wide implications and benefits.
- 3.2 If none of the above criteria apply or if Trust Council does not approve a LTC budget funding request, then the LTC can propose a special requisition for its local trust area as a means of funding the proposed program or service.
- 3.3 Despite section 3.1 and 3.2 of this policy, where a delegation bylaw adopted by Trust Council pursuant to section 10 of the *Islands Trust Act* specifies that all or part of a LTC's operations related to delegated powers are to be funded by a special tax requisition within a local trust area, related requests from a LTC that are included in the preliminary Islands Trust budget must be in accordance with the requirements of the delegation bylaw.
- 3.4 A special property tax requisition will not be considered by Trust Council for an amount totaling less than \$5,000 per local trust area.
- 3.5 The process for development and approval of special property tax requisitions is subject to the provisions of Trust Council Policy 6.3.1 – *Budget Process*.

4. Public Consultation

- 4.1 The LTC must solicit feedback from the public in the local trust area, minimally through a mechanism of advertising and otherwise advising the public of the purpose and the cost of the proposed special requisition.
- 4.2 Section 4.1 conditions may be met via Trust Council's solicitation for general budget feedback so long as the public in the relevant local trust area can clearly distinguish the purpose and cost of the proposed special requisition, and their feedback can be separated from the general budget feedback for separate consideration by Trust Council.
- 4.3 Programs or services funded through special requisition that extend into multiple fiscal years must solicit feedback in accordance with section 4.1 in each fiscal year where the special requisition is proposed.
- 4.4 The feedback received, if any, must be considered by the Islands Trust Council prior to the final adoption of any bylaw that incorporates the special property tax requisition.
- 4.5 Trust Council will not approve special requisition funding for programs or services that have not undergone public consultation.

5. Approval

- 5.1 The proposed special property tax requisition must be formally requested by resolution of the LTC before being considered by the Islands Trust Council.
- 5.2 The proposed special requisition will be presented for approval to Trust Council in March of each year.
- 5.3 When presented to Trust Council, the special requisition program or service must be accompanied by a completed Special Property Tax Requisition Checklist outlined in section 7.
- 5.4 The special requisition(s) will be included in the Islands Trust Financial Plan Bylaw and forwarded by the Islands Trust Council to the minister responsible for the *Islands Trust Act* for approval. If the minister approves, the minister and Islands Trust staff will subsequently forward the requisition(s) to the Minister of Finance for collection within the relevant jurisdictions.
- 5.5 The Minister of Finance adds a collection fee to the requisition in calculating the amount of the levy to be assessed to property owners.

6. Funds Allocation

- 6.1 Once approved by Islands Trust Council within the annual Financial Plan Bylaw, the LTC is authorized to undertake the approved initiative at its discretion.

- 6.2 The LTC must not authorize the expenditure of funds generated through a special property tax requisition for any purpose other than that for which the requisition was approved.
- 6.3 Any funds generated through the special requisition which are unspent at the conclusion of the fiscal year will be held in reserve for the LTC's use in the subsequent fiscal year:
 - 6.3.1 for any purpose for which the requisition was approved;
 - 6.3.2 to reduce the amount of the special requisition for the program or service in the next fiscal year;
 - 6.3.3 to complete the previously approved program or service; or
 - 6.3.4 in the event the previously approved program or service is complete, to undertake a new program within the local trust area at the request of the LTC.
- 6.4 Any special requisition funds held in reserve under section 6.3 that the LTC wishes to spend in the fiscal year must be included in the approved financial plan bylaw and approved by Trust Council as a transfer from the reserve fund prior to any expenditures being incurred. If a transfer from this reserve fund was not included in the financial plan bylaw, a budget amendment may be required under Policy 6.5.2 Budget Control and Adjustment Authority.
- 6.5 Unspent special requisition funds cannot be used to offset a general property tax requisition.

7. Special Property Tax Requisition Checklist

Annual Budget Submission

Description of Task	Deadline	Date Completed
Recommended:		
LTCs request staff to develop additional budget funding proposals. Planning staff communicate to finance staff base funding assumptions for FPC and TC information / awareness.	July - September	
Required:		
Planning Services staff develop 'additional operations' budget funding proposal for LTC's approval and submit them to Financial Planning Committee (FPC) for review prior to December Trust Council meeting.	October or November FPC meeting	

Director of Planning Services presents 'additional operations' budget funding proposals to Financial Planning Committee, with input from LTCs, indicating whether any of the proposed 'additional operations' are related to delegated powers.	October or November FPC Meeting & December Trust Council meeting	
Financial Planning Committee makes recommendations to Trust Council regarding budget funding proposals made by LTCs, identifying: - Any that must be funded through a special property tax requisition pursuant to a Trust Council delegation bylaw (e.g. Bylaw 154). - Any other LTC proposals that it recommends be funded through a special property tax requisition, rather than through inclusion in the general Islands Trust budget. Director of Planning Services provides additional information to Trust Council about LTC proposals, as needed.	November FPC Meeting & December Trust Council meeting	
If Trust Council does not approve the LTC 'additional operations' budget funding proposal for inclusion in the general Islands Trust budget at their December meeting, or if the LTC additional operations are related to delegated powers that must be funded through a special property tax requisition, each of the following is required to receive approval of a special property tax requisition:		
If not previously done, LTC passes resolution to pursue special property tax requisition to fund the proposed program:	Mid- December – early-January	
- Copy of resolution attached		
LTC requests staff to conduct the required public consultation on the program proposed under the special tax requisition (see Section 4 of Policy 6.3.2):	Before consultation begins in late January to mid-February	
- Copy of advertisement attached		
- If a public meeting is held regarding the proposed program or service, minutes of the meeting and related discussion attached		
- Written summary of public feedback attached		

Staff prepare Request for Decision (RFD) proposed by LTC for the March Trust Council meeting, requesting a bylaw to authorize a special property tax requisition. The RFD will include an assessment of organizational and other implications, and a completed copy of this checklist along with any attached documentation noted throughout the checklist.	February FPC meeting (mid-February)	
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C. Legislated References

Islands Trust Act, S.10, S.14(3)(c)(iii), and S.47(5)

Community Charter, Part 6, Division 4, S.189 (1) and (2)

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Islands Trust Council Delegation Bylaw 154, 2013

Islands Trust Council Policy 2.1.6 – *Legal Advice*

Islands Trust Council Policy 6.5.1 – *Reserves and Surplus*

Islands Trust Council Policy 6.5.2 – *Budget Control and Adjustment Authority*

Islands Trust Council Policy 6.9.2 - *Legal Services Access*

Islands Trust Council Policy 7.2.6 – *Municipal Tax Requisition Calculation*



Local Trust Committee Special Property Tax Requisitions Frequently Asked Questions

WHAT IS A SPECIAL PROPERTY TAX REQUISITION?

Trust Council can approve a special property tax requisition for a local trust area to fund special initiatives taking place only in that particular local trust area. The tax is levied only on the property owners of that local trust area. The option to request special property tax requisition is available to all local trust committees.

The tax can be used when a local trust committee (LTC) wishes to take on a large initiative with local significance or additional operations. Although meant to support special projects, initiatives must still remain within the legislated jurisdiction of the Islands Trust, and be:

- a program or service not offered in all local trust areas;
- an enhanced service level that reflects a unique demand or additional power (authority) that Trust Council has delegated to an LTC by bylaw; and/or
- 'not included in the base budget.

HOW MUCH CAN A LOCAL TRUST COMMITTEE REQUEST?

There is no limit. Trust Council policy does set a minimum of \$5,000 for any single special requisition.

DOES THERE HAVE TO BE PUBLIC CONSULTATION ABOUT PROPOSED SPECIAL TAX REQUISITIONS?

Yes. Trust Council policy requires that local trust committees ask the public for feedback in the relevant local trust area about the purpose and cost of the proposed special requisition. LTCs are obliged to advertise and promote that they are looking for feedback. Trust Council will consider any feedback received before it provides final approval or denial of a special requisition.

DOES EACH PROPERTY OWNER PAY THE SAME AMOUNT FOR A SPECIAL PROPERTY TAX?

Not necessarily. While the same tax rate for the requisition will be applied across the local trust area, the resulting dollar amount collected may be different for each property. The final amount is based on a number of factors, including tax rate, the type of property, and the assessed value of a property.

The Province collects the special requisition tax at the same time and in the same way as the general property tax levy that funds the Islands Trust.

CAN PROPERTY OWNERS “OPT OUT” IF THE INITIATIVE DOESN’T BENEFIT THEM DIRECTLY?

No. A special levy is requisitioned from all taxable properties on all islands within the local trust area in question. A single property or island cannot opt out of a special requisition.

WHAT HAPPENS IF A LOCAL TRUST COMMITTEE DOESN'T SPEND THE REQUISITIONED FUNDS?

If any funds are unspent at the end of the fiscal year, they will be put into a special reserve fund for future use by the local trust committee. Unspent funds can only be used to complete the special project or initiative for which they were collected. In the event the project is complete, the funds can be used for other work of the local trust committee, with Trust Council's approval. The funds cannot go into the Islands Trust's general revenues.

WHAT ARE EXAMPLES OF SPECIAL TAX REQUISITIONS?

In 2013, the Islands Trust Council delegated certain coordination powers to the Salt Spring Island Local Trust Committee for the purposes of preserving and protecting water resources in the Salt Spring Island Local Trust Area. Each year since 2014, the Salt Spring Island Local Trust Committee has requested a special local tax requisition from the Salt Spring Island Local Trust Area to fund the coordination of initiatives to preserve and protect freshwater on Salt Spring Island.

HOW IS A SPECIAL PROPERTY TAX LEVY DECIDED UPON?

- The local trust committee must submit a business case and detailed budget for the initiative to Trust Council's Financial Planning Committee by October 31st.
- At its November meeting, Financial Planning Committee will review whether the initiative meets the criteria for the special tax levy and will consider its recommendation to Trust Council.
- In December, Trust Council will consider whether to approve funding the initiative through the Islands Trust general budget for the following fiscal year.
 - If Trust Council decides the initiative is funded through the general budget, then there is no need for a special tax levy.
 - If Trust Council decides the initiative is not appropriate for support through the general budget but could be funded through a special tax levy, it is referred back to the local trust committee.
 - By the end of December, the local trust committee would need to pass a resolution to pursue a special property tax requisition.
 - The local trust committee will undertake public consultation on the proposed initiative during January and mid-February.
- Financial Planning Committee considers the public feedback on the special requisition at their February meeting and make a recommendation to Trust Council as to whether or not the initiative should be funded via special requisition.
- Trust Council considers the public feedback and Financial Planning Committee's recommendation when reviewing the draft budget at its March meeting.
- If Trust Council approves the special property tax requisition, it includes the special levy amount in the Islands Trust budget bylaw for the following fiscal year.

WHERE CAN I FIND ADDITIONAL INFORMATION?

For more detailed information please refer to [Policy 6.3.2 – Special Property Tax Requisition.](#)

From: Jennifer Margison <[REDACTED]>
Sent: Saturday, June 20, 2026 2:09 PM
To: Executive Admin; Rueben Bronee
Subject: Letter of Concern re Public Input
Attachments: Letter to EC & CAO July 20.docx; Ltr re Palmberg Application June 8 2026.docx; Questions for Palmberg CIM.docx

Dear Islands Trust Executive and CAO Bronee

Please see the attached letter of concern and supporting documents. I look forward to a response.

Thank you for your attention to this.

Jennifer Margison
Galiano Island

July 19, 2026

To the Islands Trust Executive Committee and CAO Bronee

I am writing to formally express my growing concern regarding the scheduling and conduct of recent Community Information Meetings (CIMs) and Public Hearings (PHs) affecting the Galiano community. In particular, I refer to the Community Information Meeting and Public Hearing held on June 9 concerning GL-PL-RZ-2024-003 (Palmberg) – Proposed Bylaw No. 297, and the Community Information Meeting regarding the Associated Islands Regulation Review Project – Draft Bylaw No. 300.

While these are not the first meetings at which I have experienced similar concerns, I will confine my comments to these recent examples.

I wish to highlight four areas of concern.

1. Scheduling

The June 9 Galiano Local Trust Committee (LTC) agenda included two Community Information Meetings on significant proposed rezoning bylaws, as well as a Public Hearing for one of those applications. A total of only thirty minutes was allocated for all three items.

As events demonstrated, this time allocation was insufficient. More importantly, such limited time conveys the impression that the LTC does not view public engagement as a meaningful component of its decision-making process. Community members already feel constrained in their opportunities to participate, and the compressed schedule reinforces the perception that public input is regarded as a procedural requirement rather than a valued contribution.

2. Public Awareness and Access to Information

The rezoning application that proceeded to Public Hearing on this same day—GL-PL-RZ-2024-003 (Palmberg) – Proposed Bylaw No. 297—had not appeared on an LTC agenda since December 2025 and then only briefly in February 2026.

At the February meeting, trustees noted that a water management report had been received and that an ecological assessment remained outstanding. As the Galiano LTC did not meet during March, April, or May, the June agenda package was effectively the first opportunity for the public to review these reports. The same agenda package also included notice of both the Community Information Meeting and Public Hearing.

This provided very little time for residents to reacquaint themselves with the application, review newly available information, and prepare informed questions or comments.

In addition, there was no mention of either Community Information Meeting or the Public Hearing in the June Trustee Report published in the Galiano Active Page. While I appreciate that the report is limited to a single page, these meetings involved significant zoning proposals and warranted at least a brief notice.

My letter and a letter from Carmita de Menyhart sent to the Planner and LTC on June 8, 2026 does not appear in the list of correspondence relating to this application.

3. A Defensive Atmosphere and Lack of Interest in Public Concerns

A Community Information Meeting should provide an opportunity for meaningful dialogue and clarification. Unfortunately, that was not my perception.

Trustees appeared either unable or unwilling to respond substantively to many questions raised by community members. The regular planner, Kim Stockdill, was absent, and the planner in attendance appeared unfamiliar with aspects of the applications and was unable to adequately address several questions.

In the case of the Associated Islands Draft Bylaw No. 300, errors in the staff report regarding the recommendations of the recently completed APC referral were identified by the APC Chair during the meeting.

As a member of the APC, I asked about the apparent inconsistency between the determination that relevant Trust Policy Directives were satisfied and the absence of potential environmental impact risk information provided to either the APC or the LTC. My question was misunderstood by the Chair who appeared to think I was suggesting that every property that would be affected by the proposed rezoning should be assessed. Rather, since setbacks from the sea are regarded as very important, I was asking why there was no information in any Staff Reports about the **potential general risks in reducing setbacks**, and therefore on what basis could it be determined by the Planner that proposed bylaw was consistent with Directives pertaining to Coastal and Marine Ecosystems 3.4.5, Coastal Areas and Marine Shorelands 4.5.10 and even Aesthetic Qualities 5.1.3. My question and concern were not adequately addressed.

With respect to GL-PL-RZ-2024-003 (Palmberg) – Proposed Bylaw No. 297, responses from the LTC often appeared focused on defending the application rather than engaging with concerns raised by residents.

This application would permit a range of potentially disruptive agricultural, industrial, and commercial activities on a property currently zoned Rural and situated in a quiet, low-traffic neighbourhood. The Official Community Plan states that this zone is intended to support larger-lot rural development **while avoiding impacts on neighbouring properties**. Yet the proposed rezoning would permit activities including:

- A contractor's yard;
- Sawmilling operations;
- Manufacture of wood products;
- Storage and sale of sand, gravel, and aggregate;
- An orchard;
- A cidery and/or winery with production and sales.

These uses have obvious implications - noise, traffic, and impacts on water quality and quantity – for the neighbourhood.

Further concern arose when residents discovered that the Section 219 Covenant associated with the rezoning would permit special and private events **exceeding 100 persons up to six times annually**. This provision was not included in any Staff Report and was not mentioned by the Planner during their CIM presentation describing the proposed rezoning, or in any Planner comments at previous meetings. It felt to me that this use was being hidden from the public.

Given that the covenant only limits events of more than 100 persons, it is reasonable to infer that there would be no restriction on the number of events involving 99 or fewer attendees. The only response offered by one trustee was that they did not consider 100 people to be a large number. That was to say the least, an inadequate response.

At the same meeting, following the PH, the LTC gave third reading to Bylaw No. 297 (Palmberg), and requested staff forward it to Executive Committee. I was unable to stay for this part of the meeting. As far as I know, the concerns brought up during the CIM and PH regarding impacts on neighbouring properties was not discussed by the LTC and there was no request for further information or amendments to the covenant.

The Executive should withhold approval of this Bylaw 297 and the Palmberg application on the basis that wholly insufficient consideration has been given to the impacts on neighbouring properties, including the adjacent Sticks Allison Community Water System that supports 37 households. That system is now in Stage 2 water restrictions which should raise concerns about the ability of the Palmberg property to support the significant water-intensive uses proposed. As indicated in the water management report, no flow test with monitoring of neighbouring wells has been conducted. Further, there is no consideration in the

water management report of water use for the large events mentioned in the covenant.

4. The Perception That Decisions Are Already Made

Perhaps the most troubling issue is the growing perception that public participation cannot meaningfully influence outcomes.

The defensive responses to questions, combined with the frequent scheduling of a Community Information Meeting immediately before a Public Hearing—after which no further public input may be received—create the impression that decisions have effectively already been made. The LTC on June 9 seemed uninterested in considering or discussing any of the concerns or questions presented to them.

In relation to the Palmberg application, I spent considerable time reviewing staff reports and supporting documents and preparing detailed questions, which I have attached to this letter. While I did not feel comfortable raising all of them during the meeting, I provided them to the LTC. Unfortunately, I left with the strong impression that neither my questions nor my efforts were welcomed or valued.

Conclusion

I recognize the challenges involved in balancing applicant timelines, regulatory requirements, and public engagement. However, the current approach is creating significant barriers to meaningful participation and is contributing to growing distrust of the process and of the Islands Trust.

Effective local governance depends upon informed, accessible, and respectful community engagement. Increasingly, however, public consultation feels less like a genuine invitation to participate and more like a procedural step that must be completed before a decision can proceed.

The scheduling of these meetings and the manner in which concerns are received by the LTC send a discouraging message: that community input is something to be managed rather than a valuable resource to be carefully considered.

I have heard this sentiment expressed by many members of our community and have observed increasing numbers of residents disengaging from the process altogether. Attendance at the June 9 Galiano LTC meeting illustrates this concern. Of the approximately ten people present, at least four attended because of their direct involvement as proponents of the matters before the LTC.

This trend should concern all of us. A decline in public participation is not a sign of public satisfaction; rather, it may indicate a growing belief that participation is ineffective. I respectfully urge the Executive Committee to consider how the scheduling, communication practices, and engagement processes of CIMs and PHs may be contributing to this perception and to take steps to rebuild public confidence in the process.

I can't help but feel as I complete this letter, that it will be met with either indifference or defence. However, as someone who has cared deeply about the islands my entire 74 years, has spent time on almost all of them, and now feels so privileged now to live on one of them, I do feel a great sense of responsibility to do and say what I can to protect them and to defend the very special mandate of the Trust. I do not mean to infer that you as individuals do not care also. But I do strongly feel that the Trust has wavered significantly from its intended path and that the bureaucracy and development interests have become the paramount forces, overwhelming the primacy of caring for the natural environment. Two sayings come to mind that I believe express my feelings – the Trust currently cannot see the forest for the trees and, if no one speaks up, the environment has no voice.

Thank you for considering my views.

Jennifer Margison

██████████ Galiano Island, BC

Attachments: Letter re: Palmberg Application Sent June 8 (not included in correspondence)
Questions for Palmberg CIM and PH

June 8, 2026

Re: Rezoning GL-PL-RZ-2024-0003 (Palmberg)

Dear Local Trust Committee and Planner

This rezoning application has not been on the LTC agenda at all since the December 2025 LTC meeting. No Galiano LTC meetings were held in March, April or May. Yet, there is now, at tomorrow's LTC meeting, a Community Information Meeting is scheduled for 1:30, to be followed by a Public Hearing. Both the CIM and the PH are given a less than half hour time slot in the agenda as there will be also be another Community Information Meeting on another significant rezoning.

Since it has been six months since this application last appeared on the LTC agenda, chances are that many people will not be aware that the application has reached the point where, after the Public Hearing, no further community input can be received.

This again presents our community and in particular the neighbourhood which will be the most impacted by this consequential rezoning, with a wholly inadequate opportunity to ask questions, comment, consider the views of others and generally engage in a thoughtful and informed process. This scheduling of the CIM and PH appear to be simply ticking off the required boxes.

This application, if the rezoning as presented is approved, will allow for a number of commercial and agricultural activities on a residential property that is not currently zoned for the type of activities proposed. In addition to the various land uses listed before: the contractor yard; sawmilling, planing and manufacture of wood products; storage and sale of gravel, soil and aggregates; a cidery, brewery and/or winery operation including production, storage and sales, we now see another permitted activity though it is not actually mentioned in the last Staff Report - "special or private events exceeding 100 persons limited to six per calendar year". This would seem to indicate that an unlimited # of special or private events could be held for under 100 persons per calendar year. This presents another neighbourhood noise, traffic and water/waste capacity impact to consider.

In all, the potential impacts on the neighbourhood - traffic, parking, noise AND water usage and waste disposal - would appear to be substantial.

One major concern should be the impact on the well and aquifer of the Community Water System adjacent to this property that supports 37 households. Yet it does not appear that the CRD was specifically asked about this in a referral. Were they?

Additionally, the Staff Report states that the purpose of a water management plan is to **evaluate the current supply and demand for the proposed uses** and recommendations for efficient and sustainable use of water. Yet no pumping test seems to have been part of the water management report. The report simply includes a recommendation to conduct a pumping test and water quality sampling of the existing well to verify its capacity and potability for meeting the projected water demands for the property. Additionally it recommends obtaining permission from one or more neighbouring well owners to monitor their wells during the pump testing of the existing well on the subject property.

So it seems we do not as yet have any data to indicate what the well capacity is and if indeed pumping from that well will interfere with neighbour's wells or with the Community Water System well as can often be the case. In fact this last recommendation by the hydrogeoloist, to monitor neighbouring wells during the pump testing of the existing well on the subject property was not included in the covenant as, quoting from the Staff Report, "it would be difficult to adhere (to) this condition if no neighbours agree to a monitoring device on their well." Yet, here we are this spring in Provincial Drought Level 4, the second highest drought level and one might imagine that neighbours would have enough concern about interference with their water availability to agree to such monitoring - or in fact demand such monitoring.

Surely, the Sticks Allison/Galiano Way neighbourhood deserves more precautionary consideration, better information and a less abrupt, rushed public consultation process than seems to be the case to date with this rezoning proposal.

Jennifer Margison, [REDACTED] Galiano Island

Questions for Palmberg CIM – June 9, 2026 – Jennifer Margison

1. According to the Water Management report the slope of the land goes toward the sensitive and riparian areas. It mentions the danger of oil and other substances from trucks but nothing about the orchard and the potential use of fertilizers, insecticides, fungicides etc. I have not seen any information indicating this will be a certified organic operation. The Water Management report states that our fractured bedrock aquifer is moderately vulnerable to surface sources of pollution and based on available information there are at least 44 wells in the area. Why is there no reference to potential contamination of sensitive and riparian areas and adjacent wells in the staff reports and covenant?
2. Related to this, the Water Management Report recommended an Environmental Farm plan for the property yet this is not included as the Staff Report says it was only “suggested” In fact it was a recommendation. The BC EFP when I looked it up is a voluntary, completely confidential and free program designed to help farmers and ranchers identify environmental risks on their properties and adopt more sustainable, climate-resilient practices. An assessment looks at how the farms’ daily operations interact with the surrounding ecosystem and evaluated risks to soil health, water quality, biodiversity and air quality while also checking to see how vulnerable the farm is to environmental events like flooding and fire. This would seem to be very aligned with the Trust’s preserve and protect mandate. Why would this not be included in the covenant?
3. According to the water demand chart, the well is being used a residence, a workshop washroom, cidery production, an onsite washroom for cidery sales, fire prevention and an orchard. Yet no pump test has occurred to determine if this well has that capacity now and given that we are experiencing ever longer drought periods due to climate change. We know that in a fractured bedrock aquifer, there is such a thing as well interference where over-pumping of one can affect other wells. Yet again the Staff Report dismisses the Water Management Report recommendation that one or more neighbouring well owners give permission to have their wells monitored during the pump testing of the property’s well. If I was a neighbouring property, I would absolutely want this. Why has this recommendation been dismissed?
4. Why is there no referral report from the CRD managed Sticks Allison Community Water System that supports 37 households on one nearby well? Why would this well not be monitored during a pump test?
5. The Directives Checklist was included only in the April 8, 2025 Staff Report. This was well before the submission of a Water Management Report and the Ecological Report. Yet what would seem to be Directives relevant to the land uses proposed – directives under Ecosystems, Freshwater and Wetland Ecosystems and Riparian Zones and Freshwater Resources, Soils and Other Resources, all of which would seem to pertain to this rezoning allowing all these land uses were all marked as NA – not applicable. Can you explain why?
6. The Feb. 11 2025 Staff Report and a February 2025 letter to Mr. Palmberg specified that a septic disposal report would be required “to proceed with the application”. Where is that report?
7. The Rural Zone in our OCP states that this area is intended to allow for larger lot development to provide opportunities for a variety of rural activities **without impinging on neighbours**. Apart from water quality and water quantity risk already mentioned, impinging on neighbours usually involves noise, traffic, parking and aesthetic elements not in keeping with the neighbourhood. Yet you are considering allowing sawmilling and manufacturing of wood products, storage and sale of gravel, soil and aggregates, a cidery and winery including production and sales.

Now we also see included, though curiously not mentioned in the most recent Staff Report but in the Covenant, the permitting of special and private events exceeding 100 persons up to 6 times in a calendar year. The actual wording in the Covenant indicates that the **only limitation to this is up to 6 times a year for 100 persons or more** so one has to assume that there is no limit to the number of times a year that weddings, parties, and other special events could be held for 99 or fewer persons.

Two questions about this:

- a. where is this water use accounted for in the Water Management Report?
- b. And a final question - How have you determined that all these varied farming, industrial and commercial activities will not impinge upon what is now a very quiet, traffic free neighbourhood?

From: Heather Miller [REDACTED]
Sent: Saturday, June 27, 2026 6:16 AM
To: Executive Admin
Subject: Bowen Island cidery rezoning (RZ-2026-0014) and Executive Committee motion EC-2021-001
Attachments: RZ-2026-0014 Submission to Council Heather Miller June 15 2026.pdf

Heather Miller
[REDACTED]

June 27, 2026

Attention: Executive Committee

Chair Patrick and Members of the Executive Committee

Dear Chair Patrick and Members of the Executive Committee,

I'm writing to follow up on a submission I made to Bowen Island Municipality's Mayor and Council on 15 June, which I attach. It concerns a rezoning application on Bowen Island (BIM reference RZ-2026-0014) about a cidery at 620 Laura Road. In my covering note to BIM Council, I told them I'd also be bringing it to the Trust and to MLA Jeremy Valeriotte (West Vancouver–Sea to Sky).

I'm bringing it to you directly because the Executive Committee was already asked, back in 2021, to look at some of the very issues my submission now raises, under its preserve-and-protect mandate.

The cidery was then allowed under a Temporary Use Permit, issued on 22 March 2021 and renewed in December 2023, and the applicants are now essentially seeking to have that original temporary permit rolled over into a permanent rezoning. The Municipality has accelerated this toward a process that would eliminate any public hearing, and I am very concerned by the issues, and the implications, of the whole situation.

What we asked in 2021.

In April 2021 my mother and I wrote to the Executive Committee asking it to reconsider its decision (EC-2021-001, of 13 January 2021) by which it had advised the Municipality that BIM Bylaw No. 528 was not at variance with the IT Policy Statement. We were careful about what we were asking. We weren't asking the Trust to oppose the Municipality's bylaw; we were asking it to look again at its *own* decision in EC-2021-001, because the BIM bylaw removed a long-standing protection in our Land Use Bylaw, and we believed its removal was at variance with Policy Statement sections 3.3, 4.4 and 5.4.

Our letter was on the Executive Committee's agenda of 5 May 2021, and the Committee recorded a motion to write to us in reply. After that meeting, I wrote to the Chair to point out that the discussion had proceeded on the wrong bylaw. The Chair told me that he and David Marlor would write to us. So we were told, twice, that a response would come, once in the recorded motion, and once by the Chair directly. Neither reply ever arrived. The current rezoning brings all of this into sharper focus, because the application rests, in part, on exactly the change we asked you to look at then.

The protection was the prohibition on vineyards. Bylaw 528 was presented as a "housekeeping" amendment, tidying up terms said to be unused, and it deleted the "vineyard" definition on that basis. But in our Land Use Bylaw a use, or a prohibition, is carried by its definition: take out the defining term and you take out the rule that lived in it. By having a definition that is not attached anywhere in the LUB as a permitted use, you essentially prohibit that use. So deleting "vineyard" didn't tidy an unused word; it removed a prohibition. And that prohibition mattered, because a cidery is functionally a winery, both are fermentation-based alcohol production, and the bar on vineyards and wineries had stood as a protection against exactly the light-industrial wastewater this kind of operation produces. We said so at the time, in writing, before second reading. The bylaw went forward regardless.

We were also concerned about how the change reached you. When the Executive Committee considered Bylaw 528, we felt the presentation it was given did not convey the substantive nature of what the bylaw actually did, and we did not think the Committee would have endorsed those changes had they been squarely put. That is why we wrote asking you to look again.

Why it matters now.

The present rezoning relies on precisely that gap. The applicants point to the removed vineyard prohibition, and their application works the Land Use Bylaw's definitions, in its "agriculture" definition, the on-the-same-lot sourcing requirement, the line between agriculture and a winery, to fit a cidery into a permitted category, even though their fruit

is supplemented from a leased orchard off-island. The protection that was quietly removed in 2020–21 is now doing real work in 2026: its absence is part of what the application is built on. What we flagged to the Trust then is what is in play today.

There is a wider point in this that I think is properly the Trust's concern. When a protection is moved out of the framework the Trust reviews, or removed from it under the banner of housekeeping, it can fall outside the Trust's oversight without that ever being squarely decided. That is, in effect, what happened here, and it is the reason I'm bringing this back to you rather than treating the 2021 correspondence as closed.

For completeness: I attach my 15 June submission, which sets these matters out in full. In short, the property, with a GARP designated well, sits on a fractured-bedrock aquifer with documented springs, a recharge-zone wetland fed in very short order by Murray Creek which runs right through the cidery area of the lot; a groundwater licence that Vancouver Coastal Health asked for in writing in 2021, under the Water Sustainability Act, was never obtained; the drinking-water system has been under a Water Quality Advisory; the lot is also in large part (a part where "wastewater irrigation" appear to be taking place) in BIM's WSP DPA; there have never been any environmental assessments or Council consideration of its water, waste or wastewater impacts beyond an implicit treatment of VCH's role as guarantor; the area around this lot has very high well density; and the rezoning is proceeding on a determination that it is consistent with the Official Community Plan, the basis on which a public hearing is proposed to be waived, which I dispute. Relevant OCP Policies, such as 205, and the others identified in my submission, have never been engaged, either in the TUP or now in the rezoning process. These are preserve-and-protect questions, and they arise just as the Official Community Plan that will frame them is itself being rewritten.

A brief note on one recent event, so there's no confusion. Two days after I sent my submission to Council, Vancouver Coastal Health attended the property and lifted a water quality advisory. On the surface that might look as though it answered the concerns I'd raised; on the substance, reading the inspection itself, it doesn't. I have a Freedom of Information request in with VCH on this and related matters across the full five years of its involvement, and it seems cleaner to wait for those records before saying more. There are also other Provincial layers, with MWLRS for instance, engaged from their actions/inactions in 2021 and also subject now to FOIs. I mention the June 17 VCH inspection only so the rescission isn't mistaken for a resolution.

I was also preparing to make a request to the Trust under the Freedom of Information and Protection of Privacy Act for the Trust's records relating to these matters, though your response may make that unnecessary.

This is a long letter, covering something that has built up over several years. My purpose is to make sure the Trust is aware of these matters, on the record, while the Official Community Plan update and this application are live, and able to consider them in light of its object and the Policy Statement.

If it would be appropriate, and if that is how things are usually done, I would be grateful if this could also be passed to the Bowen Island Trustees, Sue Ellen Fast and Judy Gedye. I don't want to presume the right channel, so I leave that to you.

Beyond that, I would welcome clarification on the following.

First, on our original 2021 concern. We asked the Executive Committee to look again at EC-2021-001 and were told a written response would follow; it never came. If the Committee is able to provide a substantive response to that original concern now, even at this distance, I would be grateful to receive one.

Second, on records. The vineyard and winery provisions in our Land Use Bylaw relate to a real history on Bowen Island, one that predates the Municipality and spans the transition from IT's earlier governance through the incorporation period. I would be grateful to know whether the Trust holds any records bearing on the vineyard or winery provisions, their origin, or their removal.

Third, on the current Official Community Plan update. The Municipality has indicated that the Trust would be involved in this process now that the draft OCP has cleared the second public consultation phase. I would welcome any clarification of the nature of that involvement, in particular whether the Trust has been engaged before this, and how it is engaged at the upcoming stages, and in what capacity. I have made a further submission to the OCP Steering Committee, with an accompanying note to Council, that touches directly on the Trust's role; I will leave that aside for now, as this letter is long enough, but I mention it so the Committee is aware it exists.

Yours sincerely,

Heather Miller

SUBMISSION TO MAYOR AND COUNCIL, BOWEN ISLAND MUNICIPALITY

Re: Rezoning Application RZ-2026-0014, 620 Laura Road

Submitted by: Heather Miller

Date: 15 June 2026



DRINKING-WATER CHLORINE RECORD 620 LAURA ROAD

Every independent measurement taken by Vancouver Coastal Health across five years, against the permit standard.

Required minimum: 0.7 ppm free-chlorine residual at the discharge of the potable-water storage tank (Permit to Operate, Condition 3), the level the property's GARP designation demands and derived from BC's Provincial Drinking Water Treatment Objectives.

Inspection	Free-chlorine	What VCH recorded
28 July 2021 Initial inspection (Permit to Operate issued on this basis)	0.09 ppm	Chlorine injection pump disconnected due to incorrect setup. Conducted under Construction Permit VCH-21-345.
November 2021 Follow-up inspection	0.45 ppm	Monitoring device out of calibration.
January 2022 First regular inspection	0.64 ppm	Closest result in the entire record — still below standard. Inspector noted chlorinator issues appeared resolved; they were not.
May 2024 Next inspection after 2022	0.05 ppm	Reading directly contradicted the operator's logbook entry for the previous day. Treatment chain found inconsistent with the approved flow diagram. Operator instructed to confirm 0.7 ppm by daily and weekly checks.
28 May 2026 Final inspection to date → Water Quality Advisory	0.0 ppm	Non-detectable. No record of required daily/weekly chlorine and UV checks; test-kit reagent expired in 2024; logbook could not be located. Hazard rating raised from low to moderate. Failures of Permit Conditions 3, 4 and 5.

Related findings

- Not one independent VCH measurement in five years met the 0.7 ppm standard.
- The Permit to Operate, cited in the rezoning application, was issued on the strength of an inspection recording less than one-seventh of the chlorine the permit itself requires.
- The operator's self-kept logs are the only record showing compliance; not once has an inspector's on-site reading corroborated them, and by May 2026 the logbook could not be located.
- A treatment chain inconsistent with the design approved under Construction Permit VCH-21-345 has been present, and documented, since the system's first day of operation, either passed in error at the initial inspection, or altered afterward without the Health Authority approval Condition 1 requires.
- Currently four of the operating permit's nine conditions are not being met.

Source: https://www.healthspace.ca/Clients/VCHA/CoastGaribaldi/CoastGaribaldi_Website.nsf/water-drinking-frameset, confirmed at time of submission June 15 2026. Vancouver Coastal Health inspection record, as set out in the submission to Council. Figures are VCH on-site measurements (ppm = parts per million).

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SUMMARY

On 28 May 2026, three days after Council voted to advance this rezoning to first reading without a public hearing, Vancouver Coastal Health issued a Water Quality Advisory for the drinking water system at 620 Laura Road, raising its hazard rating from low to moderate. Council could not have had that advisory before them when they voted on 25 May. It certainly belongs before them now: the advisory is not an isolated event, and it goes directly to the record on which that vote was made.

That vote relied in part on the operation's supposedly clean five-year record under its Temporary Use Permit (TUP). The only supporting documents the application presents are the Drinking Water Operating Permit from Vancouver Coastal Health (VCH) and the municipality's enabling TUP.

The clean record is the applicants' own account. But on examination, and now manifest in the drinking water advisory, the only independent record, from VCH, shows the opposite: every chlorine measurement VCH has taken at this property in five years has fallen below the standard the water permit requires, without exception, ending in the May advisory. The premise that justified setting the public hearing aside does not hold.

The deeper problem is what has never been examined at all. The application asks Council to give permanency to a light industry discharging manufacturing effluent into a small, fractured-bedrock aquifer supporting multiple sites, many already designated as at risk of waterborne pathogen contamination. The cidery's neighbours depend on that aquifer for drinking water with no alternative supply.

Across five years under the TUP, and now in the rezoning process so far, no hydrological assessment, no groundwater licence, and no clarification of the wastewater framework has ever been required or obtained, even though the OCP and the Water Sustainability Act call for each.

Three things follow, set out in full below.

The decision to proceed without a public hearing rests on a faulty premise. The clean record is contradicted by the actual independent evidence recorded by the very agency (VCH) whose authority the applicants rely on. It is contradicted as well by a record of complaints raised publicly and registered with the Municipality since 2021, which the application leaves out of view.

The Temporary Use Permit settled nothing that the rezoning can inherit. The water, wastewater, and groundwater questions the OCP requires to be assessed were deferred at the TUP stage and never answered. Making the use permanent on the strength of that permit carries this critical gap forward rather than closing it.



The needs and interests of the people most affected have never been assessed. The households downstream share the aquifer and have nowhere else to turn. Their interests, and the Municipality's own exposure in approving without the information the law requires, are reason to act now, before a permanent decision, not after.

This submission does not ask Council to refuse the application. It asks Council to require what the OCP, the Local Government Act, and the Water Sustainability Act already oblige: a public hearing, independent hydrological and other environmental assessments, resolution of the groundwater-licence failure and the Water Quality Advisory, and clarification of the wastewater framework before any permanent decision is made.

BACKGROUND

The application now before Council asks that the cidery use at 620 Laura Road be made permanent. The applicants' case rests on a single proposition: that the operation is already comprehensively regulated and has run cleanly, so the rezoning is a formality rather than an occasion for scrutiny. They put it to Council in these terms:

"Our property and business are already subject to extensive regulation and oversight by multiple agencies."

"We have operated for five years without issue or complaint under this regulatory framework."

"A rezoning is often described as a mechanism for thorough review of potential impacts, but in our case, these impacts are already being monitored and regulated through existing provincial and regional health, building, and environmental authorities."

This submission examines that proposition and finds it does not hold. The *"multiple agencies"* the applicants invoke dissolve, on examination, into only one body with any oversight of their water practices, Vancouver Coastal Health, whose own record is the central evidence of non-compliance set out below.

The claim of *"five years without issue or complaint"* is contradicted both by the inspection record and by complaints placed on the public record. And the framing of the rezoning by the applicants on May 25, 2026, as merely a matter of *"process and timing"*, amenable to accelerated and truncated consideration, is itself the difficulty. The critical questions this application raises are not procedural. They concern public health, environmental impact, and whether the operation has actually complied with the standards the applicants claim they have upheld.

Although the applicants claim there is a settled record of compliance, the evidence that follows shows that this claim is unexamined, largely unverified, and from what is available in the public record deficient.

THE WATER SYSTEM: COMPLIANCE AND INSPECTION RECORD

The applicants present the Permit to Operate, and the water system it authorises, as proofs of meeting the required standards of the multiple agency oversight they assert has been in place over five years of operation.

The only authority with any ongoing oversight of that system is VCH and VCH's own record does not show compliance. It shows continuous, documented failure across the full life of the permit, ending in the May 2026 Water Quality Advisory.

Condition 3 of the Permit to Operate requires a minimum chlorine residual of 0.7 ppm at the discharge of the potable water storage tank, the level of disinfection the property's GARP designation demands. Across the full period of the permit's operation, not one independent measurement taken by VCH has met that standard: every inspection by VCH so far

- July 2021

Initial inspection, on which the Permit to Operate was issued: **0.09 ppm**. The chlorine injection pump had been disconnected due to incorrect setup.

- November 2021

Follow-up inspection: **0.45 ppm**. Their monitoring device was out of calibration.

- January 2022

First regular inspection: **0.64 ppm**, the closest result in the entire record, and still below standard. The inspector noted chlorinator issues appeared resolved; they were not.

- May 2024

Next inspection after 2022: **0.05 ppm**.

- May 2026

Final inspection to date: **0.0 ppm**, non-detectable, resulting in the Water Quality Advisory.

The Permit to Operate, the very document cited in the rezoning application as proof of compliance, was issued on the strength of an inspection that recorded less than one-seventh of the chlorine the permit itself requires.

The May 2026 Advisory is the culmination of that record, not an aberration. It was issued because the site had no record of the required daily and weekly chlorine and UV checks, the test-kit reagent had expired in 2024, and no chlorine residual was measurable, failures of Conditions 3, 4, and 5 of the Permit to Operate. The inspector recorded that the same problem had been identified two years earlier: at the 2024 inspection the operator had been instructed to confirm, with weekly and daily checks, that the required 0.7 ppm

residual was being achieved. By 2026 it was not, and the records that would show otherwise were not there.

The standard the system has failed is neither local nor arbitrary. At its delegation to Council on 26 February 2024, Vancouver Coastal Health explained that provincial drinking water treatment objectives developed over decades from the work of the US EPA and other agencies and were adopted from those standards as British Columbia's own guidelines. The 0.7 ppm chlorine residual that this system has never met, but is required to meet, derives from those established, province-wide criteria.

The operator's own logs are the only record that shows compliance, and they have never been independently confirmed. The self-kept logs do record chlorine at or above the standard; not once in five years has an inspector's on-site measurement corroborated them. In 2024 the logbook was present and appeared well maintained, yet the inspector's own reading returned 0.05 ppm, directly contradicting what the log recorded for the previous day. By May 2026 the logbook could not be located at all, and the inspector noted only that it was "*unclear if daily chlorine records are being maintained.*" After five years, VCH's own word is the fairest summary of the self-reported record: unclear.

The system also appears to depart from its own approved design. The initial inspection of 28 July 2021, conducted under *Construction Permit VCH-21-345*, and the basis on which the Permit to Operate was issued, described the treatment chain as chlorine injection before the storage tank and before the UV reactor, and found the works completed "*in substantial accordance with the approved specifications.*" The 2024 inspection then found that the treatment chain in place "*is not consistent with the flow diagram that was provided for the Construction Permit,*" which required UV disinfection before sodium hypochlorite injection. Both findings cannot be true. Either the system was built in its current configuration from the outset, in which case a non-compliant installation was passed at the initial inspection, or it was altered after approval without the prior Health Authority approval that Condition 1 of the permit explicitly requires. The record does not resolve which. What it does establish is that a treatment chain inconsistent with the approved design has been present, and documented, since the system's first day of operation. Four of the nine conditions of the operating permit, not met over five years of operation.

This is the record the applicants asked Council to rely on. In March 2024 they described the system to Council as fully licensed and subject to ongoing monitoring. What Council was not told is that by then the system had already returned 0.09, 0.45, and 0.64 ppm at its first three inspections and had never met its permit condition. The compliance the application asserts is, on the only independent evidence that exists, a five-year record of undocumented claims, unverified readings, and unresolved failures ending in a formal Water Quality Advisory issued three days after Council voted to proceed with an accelerated rezoning process.

WASTEWATER

The applicants assert:

"Our wastewater system is provincially licensed and registered under the Sewerage System Regulation, with approved design and maintenance schedules."

That assertion was first made to Council not as an unprompted statement of confidence but as a rebuttal, a direct response to a letter raising concerns about pollution. It was not examined at the time. It is repeated in the rezoning application now, and it warrants examination now.

The cidery's wastewater is not domestic sewage. It is not greywater, blackwater, or any other kind of domestic waste, though the applicants have characterised it in those terms. It is the process effluent of a manufacturing operation: tank and line wash-water, lees, and cleaning agents from fermentation, in technical terms, a high-organic-load, low-pH wastewater stream. That this is the signature of a light industry, one with distinct and significant waste and wastewater impacts, is not to apply a label frivolously or loosely; it follows from the character of the activity, and BC Assessment's classification of the property's actual use (considered in full under a separate heading) reflects this reality.

This matters because of which regulatory framework actually governs the waste. The applicants rely on the Sewerage System Regulation, but that regulation governs domestic sewage, the wastewater of households and similar premises, not industrial waste. The one other framework that might be thought relevant, the provincial agricultural-waste code, does not apply to residentially-zoned land. What that leaves is the general rule under the Environmental Management Act: waste may not be discharged into the environment without authorisation. This is a stricter requirement than the Regulation's professional filing, not a more lenient one, and whether any authorisation has ever been obtained for this operation does not appear in the record¹.

If an authorisation exists, it should be brought forward. The confirmation it would carry, that the discharge has no deleterious effect on surface or groundwater, that any relevant flow rate or quantity information or limitations have been captured, and that these matters have been properly considered, is directly related to the demonstration the OCP requires of a use of this kind (Policy 205, on adequate waste-disposal capability for light industry with no deleterious effect on surface or groundwater; Policy 68, that effluent not be permitted to pollute fresh or salt water). On the record, that demonstration has not been made.

This bears on the assurance itself. The water system, the system the applicants assured Council was fully licensed and monitored, appears, as set out above, either to have been

¹ On this and a number of other points not introduced or elaborated in full in this submission, or where a lack of information on record is identified, further information is being sought through FOI requests with BIM, VCH, LCRB, the Ministry of Water, Land and Resource Stewardship (WLRS) and the Islands Trust.

approved in a non-compliant configuration or to have been altered after approval without the prior Health Authority approval its permit requires. If the engineered, inspected, permitted water system was built or changed contrary to its own approval, the applicants' parallel assurance that the wastewater system meets the requirements of the Sewerage System Regulation is not something Council can take on faith. It is, on the contrary, another assertion that needs checking rather than assuming.

GROUNDWATER, RECHARGE, AND THE ENVIRONMENTAL CONTEXT

The environmental context of this property is not generic. It has been formally identified, along with neighbouring properties, as a GARP area (GARP meaning Groundwater At Risk of Containing Pathogens). That is a deliberately broad designation: where some standards look only at groundwater under the direct influence of surface water, GARP captures groundwater at risk of pathogen contamination from any source, including its own latent qualities. Among GARP's expressly identified risk factors are the discharge of sewage or waste to land. The designation, as it is commonly used on Bowen, attaches to individual wells or water sources rather than to an aquifer as a whole; not every well downstream of the cidery has been evaluated, but very many of those that have, including the subject property, carry the designation.

The property sits within a hydrological system of unusual sensitivity: a small, fractured-bedrock aquifer that transmits surface-introduced material rapidly and with little filtration; a provincially recorded spring on or near the property, other springs on neighbouring land, and a flowing artesian well just downstream; high surrounding well density; and Murray Creek, which runs close to the cidery building and connects to a 12-hectare wetland identified as a significant groundwater recharge zone.

The creek is central to that connectivity, yet it was absent from the applicants' site plan when this was noted to Council in 2021, and it is absent again from the rezoning site plan now. So is the wastewater system. Although a wastewater system at the property was certified under the Sewerage System Regulation in 2021 in the course of VCH's engagement with the cidery set-up, the rezoning site plan does not show where it sits or how it discharges. The two features most relevant to whether this operation threatens the surrounding water, the creek and the wastewater system, are the two the plan leaves out. The staff report compounds the difficulty: it places Murray Creek "*along the eastern border of the site*," when in fact the creek bisects the two orchard areas the cidery operates between, running close to the cidery building, the well, and presumably the wastewater infrastructure.

The safeguard the staff report offers for the creek raises a further question. Its environmental condition for the rezoning is a new restrictive covenant over "*portions of*" the Murray Creek riparian area, through the Conservation Development Policy. Yet that riparian area is already protected: it lies within the Watershed, Aquifer and Stream Protection Development Permit Area, designated as a tributary to a fish-bearing stream. A covenant over portions of an area the bylaw already protects either duplicates that protection or, reaching only portions, offers less of it. More to the point, a riparian covenant protects a strip of creek-bank. It says nothing about the aquifer, the wells, or the wastewater discharge, which are the pathways by which this operation could reach a neighbour's

drinking water. The safeguard the report offers does not address the risk this submission documents, and it is not a substitute for the hydrological assessment that would.

Immediately downstream, multiple households depend entirely on groundwater drawn from this same aquifer, a few also drawing on surface-water diversions. They have no alternative source of water. They are not connected to any municipal water supply or other large and regulated water supply, and realistically it is very unlikely they ever could be. Their water security is the thing the assessments this submission asks for exist to protect. The OCP and the LUB are their shield.

Into this setting the operation discharges its wastewater. In correspondence with us in March 2021, the applicants described their intention to direct cidery water to irrigation on the cider orchard, that is, the application of light-industrial process effluent (their word being greywater) onto land, on the surface and below it, within the hydrological environment just described, and under a framework (the Sewerage System Regulation) that does not apply to that waste. The applicants have since become unwilling to be specific about the precise siting and mechanism of their wastewater disposal. That reticence, in a GARP-designated area with this profile, is not a minor procedural matter.

The same pattern of reticence appears in the Municipality's own file. The staff report for the December 2023 TUP renewal recorded both three bylaw complaints and a separate environmental concern relating to the operation and described them as resolved by July of 2021; staff said the same at the renewal meeting. Three of those, including the "*environmental concern*", were raised by us. They arose directly from the irrigation and discharge concerns just described, and they were not resolved, as documented in my February 2024 letter already on the public record. The applicants, for their part, tell Council the operation ran for five years "without issue or complaint" at all. Whether the Municipality records the concerns as resolved or the applicants deny they exist, the result is the same: on the record, these concerns are closed down or invisible to everyone but the people who raised them.

No independent hydrological assessment of the surrounding environment has ever been conducted. When I raised the question directly with the applicants in 2021, the answer was that environmental impact was minimal and that VCH was addressing it. But VCH governs drinking-water quality at the point of supply; it does not assess groundwater, environmental impact, or the effect of extraction on other users.

VCH have told Council this directly. At its delegation to Council on 26 February 2024, VCH described their role themselves. They do not build or operate water systems, and they told Council that approving water usage and dealing with waste disposal are "*not within our role*." The questions this submission raises sit, on VCH's own account, outside what the one body with ongoing oversight of this operation actually does.

The engineering firm that designed the water and wastewater systems signed them off as meeting their own design specifications and that is not the assessment the OCP describes. A professional sign-off confirms an installation matches its drawings; it does not address whether discharging effluent into this specific environment, GARP-designated, fractured-bedrock, spring-fed, connected to a recharge zone, poses a risk to surrounding groundwater users. That is the assessment the OCP's water-protection and environmental policies call for, and as far as the public record shows, it has never been commissioned or carried out.

One specific requirement was identified at the time and never met: a groundwater licence. In May 2021, VCH's Public Health Engineer told the applicant and their engineers, in writing, that given the other wells and users in the aquifer "*a water licence should be obtained*" to confirm no adverse impact on those wells or on the flow of the Frank Spring. This was a specific written direction from the engineer reviewing the proposal, not a passive sign-off, which makes the fact that the licence was never obtained even more striking. The point was made again on 23 July 2021, when a VCH Environmental Health Officer advised the applicant that, the operation having moved beyond purely domestic water use, they should confirm with the Province that the correct licence was in place; the applicant replied that they would look into it. The requirement was put in plain terms, twice, by two separate VCH officials, and expressly acknowledged, all in 2021. The licence falls under the Water Sustainability Act, in force since 2016, and is administered by the Ministry of Water, Land and Resource Stewardship, not VCH. It was never obtained. The well in question is the well that now supplies the system under advisory.

The applicants hold a surface-water licence, which they have cited to Council in support of their water-management practices. It does not fill the gap. It is a separate instrument under the earlier Water Act regime, in fact an unamended renewal of a licence first registered for private irrigation by the property's previous owners around 2000, permitting surface extraction only between 1 April and 30 September. Such licences are issued on request and are conditional in form; allowable quantities are calculated by category of use, and no one inspects what is actually drawn. It says nothing about groundwater, and it does not answer the groundwater-licence requirement VCH identified.

Nor has the broader flow regime ever been assessed. In response to a query, a Provincial hydrologist confirmed that no environmental flow needs assessment has ever been carried out for Murray Creek or the larger creek system (Bowen Brook) it feeds. No assessment, that is, of the volume and timing of flow each needs for the surrounding aquatic ecosystem to function. The applicants, for their part, told Council in March 2024 that their "*biggest demand on water is for irrigation*," and pointed to 4,000 gallons of storage to help mitigate it. Storage does not mitigate a demand; it defers it. The underlying questions, how much water this operation draws, and what that does to a shared and stressed system, they remain unanswered.

That water stress is increasing. Bowen's groundwater is under growing pressure from drought, reduced recharge, and rising demand; residents already live under active water-conservation measures. These are documented current trends, not speculative future ones, and they make the downstream households more vulnerable, not less. If their wells are contaminated, or their supply diminished, by the cumulative effect of unlicensed extraction and unassessed wastewater disposal in the aquifer they share, they have nowhere to go. These risks are direct and foreseeable and are undoubtedly the exact type of harms that the requested assessments are intended to preclude.

Taken together, a GARP designation, a fractured-bedrock aquifer, a recharge-zone wetland, documented springs and artesian wells, high well density, a groundwater licence required and never obtained, no flow assessment, and a wastewater disposal arrangement the operator will not specify, this is a risk profile no approving authority can responsibly set aside. It bears directly on neighbouring households who draw their drinking water from the same connected system: a population whose interests this process has not assessed at any stage, and who would bear the consequences of a permanent decision made without the assessments the law requires.

THE OCP, THE LAND USE BYLAW, AND THE ISLANDS TRUST

The regulatory failures documented above did not occur in a policy vacuum. The Bowen Island Official Community Plan and Land Use Bylaw contain specific obligations that apply directly to this application, obligations not met when the original TUP was granted, not met when it was renewed, and not met now.

On water and environmental impact, the OCP is explicit and binding. It empowers the Municipality to require an environmental impact assessment where water resources may be affected (Policy 13) and a Qualified Professional surface-water supply study (Policy 60); it requires that Municipality request VCH ensure that any indirect flow of effluent under its authority is controlled so it does not directly or indirectly pollute fresh or salt water (Policy 68); for industrial and light-industrial uses it requires proof of adequate water supply and waste-disposal capability with no deleterious effect on surface or groundwater (Policy 205); and it requires a water management study before industrial or large-scale agricultural water use is permitted (Policy 303).

The TUP staff report recorded no potential adverse environmental impacts, but the record holds no environmental impact assessment, no water management study, and no qualified-professional review of surface or groundwater impacts to support that conclusion. On the documented record, none of the OCP's assessment tools was required of, or carried out for, this property. The same omissions run through the file: the covenant on the title not identified, Murray Creek not shown on the application, the groundwater licence VCH called for in 2021 neither obtained nor followed up, all handled, throughout, by the same planning office. The point is not any single decision but the consistency of the omission across five years. Under the Local Government Act, a zoning bylaw must be consistent with the OCP; meeting these obligations is therefore not optional, and they should be satisfied before the bylaw proceeds.

On land use, the position is equally specific. The RR2 zone permits dwelling, agriculture, stable, kennel, home occupation, and accessory uses (LUB s.4.1.1). The LUB defines "*agriculture*" to include the processing and sale of products harvested or produced on that lot, expressly excludes intensive agriculture, and limits processing to products from the same lot. "*Winery*" is separately defined as the production of wine at a licensed facility where at least 50% of production comes from grapes grown on the same lot — and it is not a permitted use in RR2. Cider production is not separately defined, but it is functionally and legally equivalent, a fact BC Assessment's classification of the property reflects (addressed in the next section). The "*on that lot*" limitation matters here: the applicants' own account has them supplementing on-site apples with fruit from a leased orchard in Cawston, so even the "*agriculture*" definition they rely on is one their sourcing does not cleanly meet.

The applicants' reliance on the "*agriculture*" definition turns on a change to the bylaw itself. In a letter to the planner in October 2025, included in the rezoning application, they argue

that because the definition of "*vineyard*" has been repealed, the only relevant definition left is "*agriculture*," which they say the cidery now plainly meets. That repeal is not neutral ground. The Land Use Bylaw, as it stood at the time of the original TUP, contained a prohibition on vineyards, one that, as my mother and I advised Council in our letter of 25 April 2021, was there as a safeguard against the light-industrial wastewater implications of fermentation-based production. In 2021 Council removed the term "*vineyard*," and with it that prohibition, in a process characterised as housekeeping. My mother and I advised Council in writing at the time that the change was substantive, not housekeeping, and removed protections directly relevant to the then-active TUP; we wrote separately to the Islands Trust, of which Bowen Island Municipality is a member, advising that the full effect of the amendment had not been placed before it. Council proceeded regardless. The applicants now rely on the absence of the very protection that was removed in those circumstances.

There is a further point to bring to Council's attention. The applicants' October 2025 letter, included in their rezoning application, argues that the cidery is already a permitted Agricultural Use, that, on their reading, a rezoning is not strictly necessary at all, and goes on to invite Council, if it sees fit, to amend the definition of "*agriculture*" in the Land Use Bylaw. Yet a rezoning is proceeding, which itself implies that the operation is not currently a permitted use. The agricultural-use question is, in other words, genuinely contested, and a possible amendment to the bylaw's "*agriculture*" definition is in play. All that is before Council is the applicants' case for their interpretation, not the staff analysis that prompted their letter, nor the contested question underneath it. Council should have the whole of that picture before it, not one side of it.

On the Islands Trust, under section 15 of the Islands Trust Act, the bylaws of member municipalities must not be contrary to or at variance with the Islands Trust Policy Statement, which addresses environmentally sensitive areas and water resources. Whether the 2021 amendment (the housekeeping bylaw removing vineyard as a term) properly engaged the Trust's mandate, and whether this rezoning also engages that mandate, these are questions that should be carefully considered and confirmed before the bylaw proceeds to first reading.

Finally, the application proposes protective covenants as a safeguard. The Municipality is already the registered holder of a Section 215 covenant on this property (P106531, registered 1986), and I have found no record of that existing covenant being identified or considered in the planning of either the original temporary use permit or this rezoning. A covenant protects only so far as its holder gives it effect; the record on the one already on title does not provide that assurance. I would ask that it be addressed before any further protective covenant is relied upon as a condition of approval.

BC ASSESSMENT

The applicants cite their BC Assessment farm class designation as evidence of agricultural legitimacy, and list BC Assessment among the bodies providing regulatory oversight. Both characterisations misstate what BC Assessment is and what its record for this property shows.

BC Assessment is a provincial Crown corporation operating under the Assessment Act. Its function is to determine the market value and classification of every property in British Columbia for taxation, based on how each property is actually used, not on how it is zoned. It is not a health, environmental, water, or land-use authority: it does not regulate, monitor, or enforce anything in those areas. Its powers run only to assessing and classifying property for tax. To list it among the bodies overseeing this operation's water practices misdescribes its role.

Nor does the property carry a farm classification alone. Because classification follows actual use, a property with several uses is regularly assessed across more than one class. 620 Laura Road has been so assessed, resulting in three classes being assigned to this property, namely residential, agricultural, and light industrial use. That light industrial classification is not incidental, but it's not visible anywhere in the consideration of either the TUP previously or the rezoning now.

Cider in British Columbia is manufactured under a winery licence. The operation at 620 Laura Road is specifically licensed by the Liquor and Cannabis Regulation Branch as a Manufacturer, sub-category Winery. Under the Assessment Act and the Prescribed Classes of Property Regulation, the Light Industry class, ie Class 5, covers land and improvements used for "extracting, processing, manufacturing or transporting of products." A winery manufactures a product, and BC Assessment's published guidance accordingly treats wineries as Class 5, distinguishing them from the production of food and non-alcoholic beverages, which falls in a different class. Classification follows actual use, not zoning: by this measure the cider operation is light industry regardless of how the land is zoned.

This is the difficulty with the applicants' reliance on BC Assessment. The same body, applying the same actual-use test, records not only a farm component but a manufacturing one.

And the farm component certifies less than the applicants suggest. Farm classification is a measure of the agricultural use of land, the growing of crops valued at the farm gate, and nothing more. Whatever it reflects, it reflects the orchard and not the cidery: the regulation that governs farm class treats cider not as an agricultural product but specifically as a "*manufactured derivative*." The farm class attaches to the raw fruit; the cider the operation manufactures from it falls outside it. The applicants cannot rely on BC Assessment's

classification as evidence of agricultural character while passing over the light-industrial classification the same record contains.

Nor is that classification unknown to the Municipality: BC Assessment completes an assessment roll each year and delivers it to the Municipality, which uses it to levy property taxes by class, so the classification of 620 Laura Road, including its light-industrial component, sits in the Municipality's own annual assessment roll. BC Assessment's treatment of the operation amounts to a recognition of its manufacturing character.

This is manufacturing that carries distinct wastewater implications. Fermentation wastewater is regularly treated as a high-strength industrial stream wherever it enters a managed system: Metro Vancouver, for one, regulates discharges from breweries, wineries, cideries and distilleries under a dedicated Fermentation Operations Bylaw, with controls on pH, solids, and monitoring, because the waste is high in organic load and can damage infrastructure. At 620 Laura Road the same kind of waste is not discharged to any sewer but applied to land, in a sensitive aquifer, under a regulation written for domestic sewage and with no equivalent controls.

CIRCULAR ARGUMENT

Read together, the failures set out above are not a series of isolated gaps. They form a single structural pattern, a closed loop in which each party relied on another's oversight, and the questions the OCP requires to be answered were answered by no one, but the chain of reliance is taken as answer. A question is answered by deferral to another that then loops back as proof that the first has been answered.

The OCP provides that a Temporary Use Permit may be issued only where the use will not create an unacceptable negative impact on the natural environment or the character of the neighbourhood (OCP Policy 238). Council's ability to make that judgment depends on having adequate information about the nature and scale of what it is permitting. On water, wastewater, and groundwater, the TUP decided nothing, because nothing on those questions was ever really said. The only place in the entire TUP process where the applicants formally addressed water and waste, their supplementary submission of March 2021, told Council only that VCH was engaged and that they were working through its approval process. That was also VCH's own answer whenever the matter was raised: it was *"in process."* Neither pointed to substance; each pointed to the other. Council approved the TUP with VCH approval not yet in place, and the staff reports then and since never asked whether deferring these questions to VCH actually discharged the Municipality's own obligations under the OCP.

The pattern is visible in miniature in a single exchange, seemingly the only direct query on record ever put to the applicants about wastewater by Council. In 2021, when a councillor directly asked how production waste would be managed, the applicants responded by describing the small amount of water used in the cider-making process. However, that was not the question. The enquiry concerned the output: the liquid waste produced by the process, the high-organic-load stream mentioned earlier, which is a far more significant matter. Input was presented in place of output, and this appears to have been accepted as settling the issue.

The December 2023 renewal repeated the pattern. Again, no water, septic, or wastewater assessment, and no engagement with Policy 205, even though, by then, the planning office had been told in writing that the operation's light-industrial classification brought Policy 205 into play. Nor does any such assessment appear in the application now before Council.

So neither the TUP nor its renewal examined the impacts Policy 238 requires Council to weigh. Council accepted instead the applicants' claim that no examination was necessary, in 2021 because the matter was said to be covered by VCH, and now because of what the applicants describe as extensive multi-agency oversight. That claim was, and remains, misleading. Only VCH has any ongoing regulatory role, and VCH's own inspection record, set out above, is the central evidence of non-compliance now before Council. The other

bodies the application names, the Municipality and BC Assessment, exercise no monitoring or enforcement function over the water or wastewater systems at all; and the Municipality, which does carry obligations under the OCP, has never exercised them.

That is the closed loop. The applicants used the assertion of comprehensive external oversight to argue that no municipal examination was needed at the TUP stage. The Municipality, accepting this assertion, exercised none of the scrutiny its own decision required. The external oversight that the Municipality relied upon to close the loop, that of VCH, never addressed these matters at all. VCH has acknowledged as much, describing the limits of its role to Council directly. VCH similarly repeatedly deferred on the same critical issues, ones the Municipality treated as resolved by referring them to VCH, to other agencies instead, none of whom appear ever to have been engaged. And the whole referring circle is put forwards as proof of appropriate scrutiny and oversight. Each party's reliance rested on another's, and the impacts the OCP requires to be considered were considered by no one.

The applicants now point to the existence of the TUP, to five years of operation under a permit that examined nothing, to argue that no scrutiny is required at the rezoning stage either. But the passage of time has not answered the questions. It has only deferred them longer, and made them more pressing, because five years of unassessed operation have already occurred in a shared and sensitive groundwater system. Council should not be drawn into that circle yet again. The way out is the single step the TUP and the renewal both skipped: require assessments and critically engage with them before the use is made permanent.

WHAT COUNCIL IS BEING ASKED TO DO

Council intends to give first reading on 22 June while waiving the public hearing. Under the Local Government Act, a public hearing on a zoning bylaw may be waived only where the bylaw is consistent with the Official Community Plan. That consistency is exactly what is in question here, measured against the OCP's water-protection policies and the Watershed, Aquifer and Stream Protection Development Permit Area bylaw, and it cannot be assumed in order to remove the very forum in which it would be tested.

The application was also referred to two advisory bodies, the Advisory Planning Commission and the Parks, Environment and Climate Action Advisory Committee.

In the same catchment, two residential applications have run into watershed concerns, and both are being held back on water grounds. One remains before committee, which has not referred it back to Council. The other reached Council and was deferred. Both are held against the wider watershed review now under way, with reference to the current OCP review process and the Grafton Lake Watershed Management Plan.

The cidery presents on the documented record a potentially much greater risk to the exact same water as either of those applications. It is nonetheless being moved the other way: sent to first reading before either committee has completed its review, and without a public hearing. The committee stage and the Council stage are where the two residential applications have been held on water grounds. The cidery is being advanced past both.

There is a further problem inside that deferential approach. The neighbouring applications came with data: quantities, professional reports, the material that let the committees and Council weigh their likely impact. The cidery has been carried forward without any of that. Nothing in its approvals, then or since, has asked about or limited the volume of cider it may produce, and so nothing limits the volume of waste that production generates or the water it draws.

The only time scale was taken up at all was when the temporary use permit was first issued in 2021. Council adjusted the footprint of the building and the picnic area, not the volume of production. On the record of those proceedings the applicants themselves acknowledged that footprint is no guide to output, that a small operation and one several times larger would look much the same, and that production is set by the volume of fruit and the level of sales. The one issue of size that was examined was acknowledged as the one scale of measure that had no bearing on the quantity of water use, wastewater or solid waste.

And the OCP now in public consultation would itself alter the protections this submission relies on; to decide this application now, as though those protections were settled, pre-empts the very review the community has been asked to take part in.

Council is not being asked to be unreasonable. It is being asked to do what the OCP, the Local Government Act, and the Water Sustainability Act already require:

- Hold a public hearing, which the Corporate Officer confirmed Council retains the discretion to do.
- Require an independent hydrological assessment by a Qualified Professional, addressing the GARP designation, the fractured-bedrock aquifer, the recharge zone, and the impacts of water extraction and wastewater disposal on neighbouring wells and connected watercourses.
- Require resolution of the active Water Quality Advisory before any permanent use is authorised.
- Require clarification of the regulatory framework applicable to the cidery's light-industrial wastewater.
- Require the groundwater licence VCH identified as necessary in May 2021 to be obtained before permanent use is approved.
- Engage properly with the Islands Trust on the Policy Statement questions this application raises.
- Before relying on any new restrictive covenant as a safeguard, confirm the existing Section 215 covenants already registered on this and the neighbouring rezoning properties.

None of these steps is extraordinary. Every one of them is required by existing legislation or OCP policy. The extraordinary thing is that not one has been taken across five years of TUP operation, and not one is proposed now. The time to require them is before a permanent decision is made, not after.

CONCLUSION

On the basis of what has been presented in this submission alone, this rezoning application should not be approved as it stands.

What the submission documents is not unsubstantiated allegation. It is a body of independent evidence, from multiple sources across multiple years: a formal Water Quality Advisory issued by Vancouver Coastal Health; inspection reports documenting repeated and unresolved chlorine failures across the entire life of the permit; a treatment system operating contrary to its own approved engineering design, for an unknown period, without remediation; permit conditions in violation at the very time the application presents that permit as proof of compliance; a regulatory framework described to Council as comprehensive when, on examination, it reduces to a single body whose own record shows non-compliance; a BC Assessment record carrying a light-industrial classification that contradicts the applicants' own agricultural-use argument; bylaw complaints characterised as resolved when the complainants are on record to the contrary; a groundwater licence required by VCH and never obtained; a wastewater stream managed under a framework that does not apply to it; and documented concerns repeatedly presented as resolved or unfounded, which the independent record now places in a very different light.

Behind that record are the households whose wells draw from the same aquifer. Local people who have no other source of water, who had no voice in the TUP process, whose interests have not been assessed at any stage of this application, and who will bear the consequences if this decision is made without the scrutiny it requires.

Council has both the authority and the obligation to examine that record fully. The process that exists for it is the public hearing, and that process was set aside on a premise this submission shows does not hold. It should be restored.

The applicants have not demonstrated the compliance they assert, and the oversight framework they ask Council to rely on has not delivered it. Council is not being asked to be unreasonable. It is being asked only to do what the law and its own policies already require, before a permanent decision is made.

Council should.

GLOSSARY OF SOME KEY TECHNICAL TERMS

Agricultural Land Reserve (ALR) and Agricultural Land Commission (ALC)

The ALR is a provincial zone in which agriculture is the priority use, administered by the ALC; land inside it is subject to provincial farm-use rules that do not apply outside it. 620 Laura Road is not within the ALR. The applicants' agricultural-use argument draws on several ALR-based provincial frameworks, which do not bind a property outside the reserve.

BC Assessment

A provincial Crown corporation that determines the value and classification of all properties in British Columbia for taxation. It assigns properties to classes, such as residential, farm, light industrial, and others, based on how that land is actually used. Its powers are limited to assessing and classifying property for tax; it does not regulate, monitor, or enforce water, environmental, or land-use matters. 620 Laura Road has been assessed under multiple classes: farm, light industrial, and residential. The light-industrial classification reflects BC Assessment's determination that cider production constitutes manufacturing — the same classification applied to wineries.

Chlorine Residual

The amount of active chlorine remaining in treated water after the disinfection process. A measurable chlorine residual is the standard way of confirming that water has been adequately treated and remains protected against bacterial contamination as it travels through pipes to the point of use. The Permit to Operate for the 620 Laura Road system requires a minimum of 0.7 parts per million (ppm) at the point where treated water leaves the storage tank. Every independent measurement taken by VCH at this property across five years has fallen below that level.

Development Permit Area (DPA)

An area designated in an Official Community Plan within which special objectives apply and development may require a development permit addressing them. The OCP designates a Watershed, Aquifer and Stream Protection Development Permit Area, directed at protecting water resources. Consistency with that area's objectives is among the questions bearing on whether the rezoning is consistent with the OCP.

Environmental Flow Needs (EFN)

The volume and timing of water flow a stream requires for its aquatic ecosystem to function properly. An EFN assessment establishes how much water can be drawn from a stream, or how its flows may be altered, without harming the ecosystem that depends on it. This submission notes that no environmental-flow-needs assessment has ever been carried out for Murray Creek or Bowen Brook/Creek.

Environmental Management Act (EMA)

The principal provincial statute governing the discharge of waste into the environment in British Columbia. Its general rule is that waste may not be introduced into the environment except as authorised. Authorisation rests on permit, approval, or a regulation or code of practice applying to the particular activity. Where no specific regime applies, an authorisation is required. This submission raises the question of whether the cidery's light-industrial wastewater, which falls outside the Sewerage System Regulation, required an authorisation under the Environmental Management Act, and whether one was ever obtained or considered.

Groundwater At Risk of Containing Pathogens (GARP)

A formal designation used by Vancouver Coastal Health to identify groundwater sources that are particularly vulnerable to surface contamination — for example, because the ground above them is fractured, or because there are direct connections between surface water and the water underground. GARP is deliberately broad: where the related GUDI standard (Groundwater Under the Direct Influence of surface water) is concerned only with surface water reaching a well, GARP captures groundwater at risk of pathogen contamination from

any source expressly including the discharge of sewage or waste to land. When a source is in a GARP area, BC's Provincial Drinking Water Treatment Objectives require a higher level of treatment and monitoring than would otherwise apply. The GARP designation is why the Permit to Operate requires a minimum chlorine residual.

Groundwater Licence

Under BC's Water Sustainability Act, anyone who extracts groundwater for commercial or industrial use must hold a water licence issued by the Ministry of Water, Land and Resource Stewardship. This requirement came into force in 2016. A licence confirms that the extraction has been assessed, that it will not adversely affect other users of the same aquifer, and that it will not harm connected features such as springs or streams. The 620 Laura Road system draws from a well. In May 2021, a VCH public health engineer noted in correspondence with the applicant and their engineers that a water licence should be obtained, given the other wells and users in the aquifer and the potential impact on the Frank Spring. It was never obtained.

Islands Trust

A federation of local governments established by the BC government to preserve and protect the natural environment and unique character of the islands of the Salish Sea. Bowen Island Municipality is a member. Under the Islands Trust Act, bylaws must not be contrary to or at variance with the Islands Trust Policy Statement, which addresses environmentally sensitive areas and water resources. OCP bylaws must be submitted to the Islands Trust Executive Committee for approval; non-OCP bylaws that reference a matter in the Policy Statement must be referred for review.

Land Use Bylaw (LUB)

The Land Use Bylaw translates the OCP's policies into specific, legally enforceable rules about what can and cannot be done on a given piece of land, defining permitted uses zone by zone. 620 Laura Road is zoned RR2 (Rural Residential 2) which permits residential, agricultural, and certain accessory uses. Winery operations are not a permitted use in RR2. The LUB also previously contained a prohibition on vineyards, removed in a 2021 amendment process addressed in this submission.

OCP: Official Community Plan

Bowen Island Municipality's primary policy document governing land use and development. It sets out what activities are permitted where, what assessments must be completed before development proceeds, and what values, including environmental protection and water resources, the Municipality is committed to upholding. Under BC's Local Government Act, zoning decisions and development approvals must be consistent with the OCP. The policies cited in this submission, including those requiring environmental impact assessments and water management studies, are binding obligations on the Municipality, not guidelines.

Permit to Operate

A licence issued by Vancouver Coastal Health under the Drinking Water Protection Act authorising the operation of a water system that serves the public or a group of people. It should be distinguished from the Construction Permit, the earlier approval that authorises building a system to a specified design; the Permit to Operate is the later approval that authorises running it, subject to ongoing conditions. Those conditions, in this case, include minimum chlorine levels, daily and weekly monitoring, and record-keeping. Operating a water system without meeting them is a violation of the Act. The permit is not a one-time approval: it requires ongoing compliance.

Qualified Professional (QP)

In British Columbia's environmental and land-use framework, a professional such as a hydrogeologist, biologist, or engineer registered with a recognised professional body and required to act within their area of

competence. Several OCP policies call for assessments or studies to be carried out by a Qualified Professional. This submission asks that an independent hydrological assessment of the site be carried out by one.

Section 215 Covenant

A restrictive covenant registered on a property's title under the Land Title Act (the provision historically numbered section 215, now section 219), held by a public body such as a municipality or the Crown. It binds present and future owners and can restrict how land is used or developed, including for protection of the natural environment. A covenant protects only to the extent its holder gives it effect. The Municipality already holds such a covenant on 620 Laura Road (P106531, registered 1986).

Sewerage System Regulation

A provincial regulation governing the design, installation, and maintenance of on-site sewage systems used by homes and small properties not connected to a municipal sewer. It applies specifically to domestic sewage: the wastewater of household activities such as washing, cooking, and toilet use. It does not apply to industrial or commercial wastewater. The cidery produces light-industrial wastewater through fermentation based manufacturing which is chemically and volumetrically different from domestic sewage, and is a distinct type of light industrial waste with a particularly challenging wastewater signature. Whether that wastewater is being managed under a framework that legally applies to it is one of the unresolved questions this submission raises.

Surface Water Licence

A licence authorising extraction of water from a surface source such as a creek, river, or lake. Both surface and groundwater licences fall under the Water Sustainability Act and the same ministry, but they are separate instruments addressing separate sources. A surface water licence confirms only that the holder may take water from a named surface source; it says nothing about groundwater extraction and does not substitute for a groundwater licence. The applicants' surface water licence significantly predates the 2016 Act and was issued under the previous Water Act regime, in a context that did not require consideration of the groundwater impacts the WSA now addresses.

Temporary Use Permit (TUP)

A permit allowing a use of land for a limited period without permanently rezoning the property. Under the OCP, a TUP may be issued only where the use will not create an unacceptable negative impact on the natural environment or the character of the neighbourhood (Policy 238). A TUP is by design temporary and conditional; it does not settle the questions a permanent rezoning must address. The cidery has operated under a TUP, first issued in 2021 and renewed in December 2023.

Water Quality Advisory

An official notice issued by Vancouver Coastal Health when a drinking water supply may pose a risk to human health. It is issued when an inspection has found conditions indicating the water may not be safe. The advisory issued for the 620 Laura Road system on 28 May 2026 was triggered by the absence of any measurable chlorine residual, missing monitoring records, and expired test equipment. It raised the system's Drinking Water Hazard Rating from low to moderate. There are only three ratings: low, moderate or high.

NOTE ON SOURCES

The sources below are not a formal bibliography nor a complete citation record. They indicate most of the key primary and official sources referred to in preparing this submission, including provincial legislation, the responsible authorities' records, the Province's and region's public databases, and direct correspondence with the agencies concerned. Full statutory citations are available but are not reproduced here.

A further note on names: over the period covered (2021–2026), some OCP policies have been renumbered and some provincial ministries renamed. The convention here is to use the most current name or number, except within direct quotations, which keep the wording used at the time.

Legislation and policy. The submission draws on the Drinking Water Protection Act, the Water Sustainability Act, the Environmental Management Act, the Local Government Act, the Islands Trust Act, the Land Title Act, the Assessment Act and its property-classification regulations, and the Sewerage System Regulation, together with Bowen Island's Official Community Plan and Land Use Bylaw, and the Province's drinking-water and environmental-flow-needs policies.

Provincial and regional data sources. Claims about the aquifer, wells, watercourses, water licences, and the wetland have been checked against the Province's and the region's own public tools:

- Groundwater Wells and Aquifers database (GWELLS) — apps.nrs.gov.bc.ca/gwells/aquifers — wells and mapped aquifers
- Freshwater Atlas, via iMapBC — maps.gov.bc.ca — streams, watercourses, and wetlands
- Water Rights / Water Licences public search — j200.gov.bc.ca — licences on record
- Environmental Flow Needs policy — www2.gov.bc.ca (water-policies / environmental-flow-needs)
- Metro Vancouver Sensitive Ecosystem Inventory — gis.metrovancouver.org/mvmaps/SEI — the source of the wetland-area figure
- Metro Vancouver (Greater Vancouver Sewerage and Drainage District) Fermentation Operations Bylaw No. 294, 2015 — regional regulation of brewery, winery, cidery and distillery wastewater discharged to the sewer; cited as a comparator, metrovanancouver.org, liquid-waste regulatory program.

Records, reports, and correspondence. VCH water inspection reports and advisories; VCH correspondence; released VCH records, FOI 2022; BIM webpage and civicweb file depository; BIM correspondence; LCRB correspondence; Islands Trust web resources; Islands Trust correspondence; US EPA, Office of Wastewater Management correspondence.

Some key points from direct communications:

- BC Assessment: the property's classification confirming its light-industrial component.
- Land Title and Survey Authority: confirming the covenant on title.
- Ministry of Water, Land and Resource Stewardship, Groundwater: detailed background on springs, aquifers, and groundwater conditions in the area and Provincial record keeping.
- Regional Hydrologist, relayed by FLNR (now WLRS): confirmation no environmental flow needs have been established for Murray Creek or Bowen Creek/Brook.
- US EPA, Office of Wastewater Management: onsite wastewater standards established in the: the foundational reference for this data in the North American context.

From: Richard Laplante [REDACTED]
Sent: Friday, July 3, 2026 9:07 AM
To: Executive Admin
Subject: request for reconsideration of the CAO's final report
Attachments: Executive Committee.docx

Follow Up Flag: Follow up
Flag Status: Completed

Dear Executive Committee Members,

Please find attached my formal request for reconsideration of the CAO's final report regarding bylaw complaint GB BE 2026.3, along with detailed supplementary documentation. I am asking the Executive Committee to review the procedural, factual, and legal errors that led to the improper classification of my complaint as frivolous, vexatious, and repeat, and to examine concerns regarding the conduct and decision-making of Bylaw Compliance and Enforcement Manager Warren Dingman.

Key points highlighted in the attached letter include:

- The CAO's findings directly contradict enforcement actions taken by the Regional District of Nanaimo, which issued a STOP WORK NOTICE on the subject property.
- Misapplication of Section 7.5 of the Bylaw Enforcement Procedures, which prohibits discretionary closure when DPA, environmental, or health and safety concerns exist.
- Incorrect use of "frivolous" and "vexatious" terminology inconsistent with Canadian administrative law.
- Failure to address multiple clear zoning, DPA, and safety violations supported by photographs, timelines, and documented evidence.
- Concerns regarding the reversal of position and conduct of Manager Dingman following my complaint to the CAO.

I respectfully request that the Executive Committee review the matter for procedural fairness, accuracy, and compliance with Islands Trust policy, remove the improper classification, and direct staff to reopen the file and proceed with enforcement consistent with the Land Use Bylaw and the RDN STOP WORK ORDER.

Thank you for your attention to this matter.

Sincerely, Richard Laplante

July 03 2026

Dear Executive Committee Members,

Islands Trust Executive Committee
Attn: Chair and Executive Committee Members Islands Trust
200–1627 Fort Street
Victoria, BC V8R 1H8

From:
Richard Laplante



Request for Executive Committee Reconsideration

Re: CAO Final Report and Conduct of Warren Dingman, Bylaw Compliance and Enforcement Manager

Request for Reconsideration of CAO Final Report – Improper Classification of Complaint (GB-BE-2026.3) as Frivolous, Vexatious, and Repeat, and Concerns Regarding the Professional Conduct of Bylaw Compliance and Enforcement Manager Warren Dingman

I am requesting a formal reconsideration of the CAO's final report regarding my bylaw complaint, which was improperly classified as frivolous, vexatious, and repeat. The decision contains significant procedural, factual, and legal errors that require Executive Committee oversight. I am also raising concerns regarding the professional conduct of Bylaw Compliance and Enforcement Manager Warren Dingman, whose handling of the file and subsequent reversal of position contributed directly to the flawed assessment and the procedural unfairness now before the Committee.

1. The CAO's Findings Contradict Enforcement by the Regional District of Nanaimo

The Regional District of Nanaimo (RDN) recently issued a STOP WORK NOTICE on the subject property, stating:

“Continued use and occupancy after placement of this notice may result in penalties.”

This is a critical fact:

- RDN did not classify my complaint as frivolous, vexatious, or repeat.
- RDN found the violations serious enough to warrant a formal enforcement order.
- The CAO's conclusion directly contradicts the findings of another regulatory authority.

A complaint cannot be frivolous when another government body has issued a STOP WORK ORDER confirming the seriousness of the violations.

VERSUS

Manager Warren Dingman initially determined that the property owner was in contravention of the applicable bylaws, yet nevertheless granted the owner more than five months to come into compliance, stating that *“we will review the file in October to determine what remains unlawful.”* Only after I filed a formal complaint with the CAO challenging the appropriateness of this extended compliance period did Mr. Dingman reverse his position, classify my complaint as frivolous, vexatious, and repeat, and take the initiative to close the file.

In contrast, the Regional District of Nanaimo conducted an objective, evidence-based investigation, while Mr. Dingman relied on subjective speculation rather than applying the bylaw provisions consistently and transparently. His abrupt reversal of position following my complaint to the CAO raises legitimate concerns about the appropriateness and impartiality of his decision-making in this matter. The property owner has listed the property for sale despite the fact that all outstanding bylaw infractions remain unresolved.

2. Misapplication of Section 7.5 of the Bylaw Enforcement Procedures

Section 7.5 prohibits discretionary closure when:

- The matter involves a Development Permit Area (DPA)
- The matter involves an environmentally sensitive area
- There are health and safety concerns

All three apply in this case.

The CAO's classification is therefore procedurally improper and inconsistent with Islands Trust policy.

3. Incorrect Use of “Frivolous” and “Vexatious” Terminology

Canadian courts define these terms narrowly.

Frivolous

Only when a complaint has:

- No arguable basis in fact or law
- No possibility of succeeding

- No substance
- My complaint is supported by photographs, timelines, zoning citations, and documented safety concerns, and therefore; cannot meet the legal threshold for being classified as frivolous or vexatious. Moreover, the Regional District of Nanaimo treated these infractions as legitimate and substantive, not frivolous, and undertook an objective investigation based on evidence.

Vexatious and Repeat

Only when the complainant's purpose is improper:

- Harassment
- Retaliation
- Delay
- Misuse of process

I filed a single, evidence-based complaint through proper channels. There is no pattern of abusive conduct.

The CAO's characterization is inconsistent with established administrative-law standards.

4. Failure to Address Multiple Clear Zoning and DPA Violations

The CAO's report does not properly address:

- Accessory buildings constructed before a principal dwelling or principal use.
- The accessory building (Shed) was not used for horticulture or agriculture
- A carport one foot from the property line
- A 250-gallon propane tank servicing an illegal RV dwelling
- A hard-wired hydro line to an RV
- Land alteration and lighting violations within a DPA
- A cluster of structures forming a non-permitted residential use

These are substantive violations, not frivolous matters.

5. Request for Executive Committee Action

I respectfully request that the Executive Committee:

1. Review the CAO's final report for procedural fairness, factual accuracy, and compliance with Section 7.5 of the Bylaw Compliance and Enforcement Procedures.
2. Remove the improper classification of my complaint as frivolous, vexatious, or repeat.
3. Direct staff to reopen the file and proceed with enforcement consistent with the Land Use Bylaw, applicable DPA requirements, and the Regional District of Nanaimo STOP WORK ORDER.

4. Ensure that future assessments of complaints involving zoning, DPA, and safety concerns are conducted in accordance with Islands Trust policy, established enforcement procedures, and administrative-law standards.
5. Review the conduct and decision-making of Bylaw Compliance and Enforcement Manager Warren Dingman, whose handling of the file and subsequent reversal of position contributed directly to the flawed assessment and the procedural unfairness now before the Executive Committee.

4. Principle Use

- Bylaw Compliance and Enforcement Manager Warren Dingman stated in email the following, “*There is a compliance deadline for September 30th, and one of the issues that must be addressed is establishing a principal permitted use. We will review the file after that date.*”
- BC zoning law is clear: accessory uses and accessory buildings are only permitted once a principal use has been established on the parcel. This is not a frivolous, vexatious, or repetitive complaint; it is a straightforward application of the Islands Trust bylaw. A lot either has a principal use in place or it does not, and without a principal use, accessory structures and accessory servicing are prohibited.

Thank you for your attention to this matter.

Sincerely,

Richard Laplante

Supplement

1. Accessory Structures Built Before a Principal Dwelling (Zoning Contravention)

The Land Use Bylaw (LUB) permits accessory buildings only after a principal use (dwelling) has been established. At Lot 199 Whalebone Drive (1525 Whalebone Dr), the following structures were constructed before any principal dwelling existed:

- Shed
- Carport
- Deck
- 250-gallon propane tank

Result: These structures have no lawful status and constitute unpermitted land uses.

2. Carport Located One Foot From the Property Line (Setback Contravention)

Residential zones on Gabriola require minimum side yard setbacks of approximately 1.5 metres. The carport at Lot 199 Whalebone Drive is located one foot (0.3 m) from the property line.

Result: Clear breach of mandatory setback requirements and a zoning contravention.

3. 250-Gallon Propane Tank Servicing an Illegal Dwelling (Utility + Use Contravention)

A 250-gallon propane tank is a permanent utility installation. At Lot 199 Whalebone Drive, it is servicing an illegal RV dwelling, which is prohibited under the LUB.

Result:

- Unpermitted structure
- Unpermitted utility installation
- Prohibited servicing of a non-permitted residential use

4. Energized Hydro Line to an RV (Utility + Safety Contravention)

A buried hard-wired hydro line is a permanent electrical service. At Lot 199 Whalebone Drive, it is connected directly to an RV.

Result:

- Permanent utility servicing an illegal dwelling
- Creation of an unpermitted residential use

- Electrical safety hazard
- Contravention of accessory-use rules

5. Illegal RV Dwelling (Use Contravention)

- Once the RV meets the legal tests for “permanent use,” it ceases to be a vehicle and is reclassified as an unpermitted building or dwelling under Gabriola’s Land Use Bylaw (LUB 177).
- The only circumstance in which an RV may be used for habitation is as a temporary shelter during an active building permit. No such permit exists for lot 199 Whalebone Drive.
- RVs cannot be used as dwellings under Islands Trust zoning. At lot 199 Whalebone Drive, the RV has been occupied and is serviced by hydro, propane, a buried water line, a large canvas carport, and a permanent deck that prevents the RV from being moved. These conditions meet multiple permanence triggers under Islands Trust and RDN enforcement policy.

Result: A full, unpermitted residential use exists on a vacant lot.

6. Development Permit Area (DPA) Violations

Lot 199 Whalebone Drive is located within a DPA. The following activities occurred without a Development Permit:

- Land alteration
- Installation of permanent utilities (hydro + propane)
- Construction of accessory structures
- Installation of unshielded lighting
- Environmental disturbance

Result: Multiple DPA violations. Section 7.5 prohibits discretionary closure when DPA issues exist.

7. Health and Safety Concerns (Safety Contravention)

Documented hazards at 1525 Whalebone Dr include:

- Energized hydro line connected to an RV
- Previously exposed energized wire
- Large propane tank installed without a principal dwelling
- Unregulated electrical and fuel systems
- Fire and explosion risks

Result: Health and safety concerns override discretionary closure under Section 7.5.

8. Confirmation of Violations by the Regional District of Nanaimo (External Enforcement)



200 – 1627 Fort Street, Victoria BC V8R 1H8

Telephone **(250) 405-5151** Fax (250) 405-5155

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

Email information@islandstrust.bc.ca

Web www.islandstrust.bc.ca

26 June 2026

FILE: GB-BE-2026.3

RICHARD LAPLANTE

Delivered by Email: [REDACTED]

RE: [REDACTED]

This is to advise you that the investigation of Islands Trust bylaw enforcement file GB-BE-2026.3 is complete and the file is closed. This file was originally opened due to concerns regarding an RV used as a dwelling, structures located within required setback areas, and excessive exterior lighting on the above-mentioned lot. The file is closed under the following section of the Gabriola Island Local Trust Committee Bylaw Compliance and Enforcement Policy:

7.5 If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file unless there is work on a development permit area, or work in an environmentally sensitive area, or there are health and safety concerns.

Please contact me if you have any further questions.

Sincerely,

Warren Dingman
Bylaw Compliance and Enforcement Manager
250-405-5196
wdingman@islandstrust.bc.ca

July 7th, 2026

Islands Trust

Executive Committee

Palmberg Development- Lot A, District 15, Plan 22128

Chairs, you have in your Agenda the Galiano LTC approval of the Palmberg development- (Bylaw 297- GL-PL-RZ-2024-003)

I ask you to review it carefully before giving your automatic approval.

My name is Carmita de Menyhart, our home is part of the Sticks Allison Water System (33 properties) whose well is down slope from this development. We are one of the many area residents who will certainly suffer from the consequences of having in our Rural-Residential zone: **a Contractor's yard; Sawmilling operations; Manufacture of wood products; Storage and sale of sand, gravel, and aggregate; an orchard' A cidery and/or winery with production/sales/social events.**

The Covenant clauses can not and will not avoid, not even manage the –intensive water use, noise and traffic.

There are some points that I would like you to consider:

Application Process

-The land in question has three Development Permit Areas according to the Preliminary Report June 27/2024:

Development Permit Areas (DPAs)

Figure 3 shows the following DPAs on the subject property:

☐ DPA 1 - Riparian Areas,

☐ DPA 5 – Sensitive Ecosystem (wetland), and,

☐ DPA 7 – Steep Slope Moderate Hazard

However, in April 2025 Staff report- Directives Only Checklist- Directives 3.1.3 and 3.3.2 were considered Non applicable

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 Freshwater and Wetland Ecosystems and Riparian Zones

N/A 3.3.2

Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.

The question is how when there are two development permit areas pertinent to Riparian Areas and Sensitive Ecosystems (Wetlands) in the subject land Directives 3.1.3. and 3.3.2 are considered N/A.

Galiano LTC did not request a Septic Disposal Report

Even when:

The Staff Report of February 11/2025 mentions:

“Terms of reference: • A septic disposal report

Also, in the letter of February XX, 2025 File Number: GL_PL-RZ-2024-0003

“Attn: Leif Palmberg Via email: XXX

Dear Leif Palmber

Additional information required to proceed with your application includes:

2) A septic disposal report, prepared by a registered onsite wastewater practitioner, for the septic servicing of the proposed uses consistent with section 8.13 of the LUB.”

And considering that Sticks Allison homes, including the Water System, are below Mr. Palmberg land.

Water Management Plan- Incomplete

The Water Management Plan by Hy-Geo consulting water in their report does not consider for their estimates of water demand the use of the cidery or winery building for special or private events. Under Section 219 the Covenant would permit special and private events exceeding 100 people up to six times annually. Given that the covenant only limits events of more than 100 people, it is reasonable to infer that there would be no restriction on the number of events involving 9p or fewer attendees.

Please, look at Table 1. Estimates of water demand for various activities on the subject property.

Ecological Report- Incomplete

There is no mention of the possible use of fertilizers or pesticides in the orchard and the possible contamination to the riparian and sensitive areas and the groundwater. These agents are not mentioned in the Water Management Plan either.

Water Pump Test

The Water Management Plan recommended:

- 1) Conduct a pumping test and water quality sampling of the existing well to verify its capacity and potability for meeting the projected water demands for the property. 2) Obtain permission from one or more neighboring well owners to monitor their wells during the pump testing of the existing well on the subject property.

The Galiano LTC did not request the water pumping test before approving the application. The Galiano LTC did not know the capacity of the well in relation to the water demands, nevertheless it gave 3 reading to the application and only added a clause to the Covenant to be informed of a future pump test. The pumping test would have been very important for the neighbors because it could show if there were any interferences with their wells. The CRD would have been happy to give permission to monitor the Sticks Allison Water System well.

Perception the Application was considered not on land use but in the person of the Applicant.

The Galiano LTC by avoiding requesting basic information from the applicant (Septic Report, Water Pumping Test, incomplete Water Management Plans and Ecological Report) create the perception that the main factor of this application was the applicant himself and not the land use of the property.

This is an intensive water use development in an area where the Sticks Allison Water System neighbors are every summer under restrictive water uses (at the moment Level 2), while is Level 4 under the province restriction water level. There is no Government institution (CRD, Islands Trust) that I know can impose a stop order to an industrial project as a cidery in case of draught on the Gulf Islands.

It is my belief that before approving Bylaw 297 the Executive Committee should ask Galiano LTC to consider requesting a Septic Disposal Study, a Water Pump Test and the revision of the Water Management Plan and Ecological Plan, and to research what Government organization can protect our water in the Gulf Islands in case of draught.

Kind regards,

Carmita de Menyhart

████████████████████ Galiano

Active Projects Report

Executive Committee

1. <i>Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)</i>	Responsible	Dates
Activity: Project underway guided by Trust Council project charter.	Clare Frater	Rec'd: 26-Feb-2020 Target: 01-Nov-2026
2. <i>Update and implement Reconciliation Action Plan (Strategic Plan 5.1.1)</i>	Responsible	Dates
Activity: Initiation timeline: Staff drafting underway	Clare Frater	Rec'd: 02-Sep-2020 Target: 31-Mar-2026
3. <i>Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.</i>	Responsible	Dates
Activity: Implementation ongoing for active projects. Initiation of new work on hold per the accepted recommendation of the Operational Review Report	Rueben Bronee	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

Derek Cockburn

11-May-2023

2. *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

3. *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

4. *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

5. *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

Date Received

Clare Frater

12-Mar-2025

Future Projects Report

Executive Committee

6. <i>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)</i>	Responsible	Date Received
Initiation timeline: TBD	Clare Frater	12-Mar-2025
7. <i>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)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025
8. <i>Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater Rueben Bronee	12-Mar-2025
9. <i>Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3)</i>	Responsible	Date Received
Initiation timeline: 2026/27	Clare Frater Rueben Bronee	12-Mar-2025
10. <i>Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2)</i>	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025
11. <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

Future Projects Report

Executive Committee

To be determined. Staff is drafting new Reconciliation Action Plan and associated implementation plan for Trust Council approval.

Rueben Bronee

12-Mar-2025

12. *Implement activities assigned by the Freshwater Sustainability Strategy (2022-2032) implementation plan (To be assigned by TC) (Strategic Plan Initiative 2.1.3)*

To be determined. Regional Planning Committee is evaluating the Freshwater Sustainability Strategy. TC did not support business case for developing an Implementation Plan.

Responsible

Date Received

Clare Frater

12-May-2025

Stefan Cermak