Executive Committee
Revised Agenda

Date: Wednesday, August 26, 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**	8 - 8
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 16 and July 8, 2026 in-camera meeting minutes.	
5.	**ADOPTION OF MINUTES**	
	For review and adoption.	
5.1	**Draft Executive Committee Meeting Minutes of July 29, 2026**	9 - 17
6.	**FOLLOW UP ACTION LIST AND UPDATES**	
6.1	**Follow Up Action List/Director/CAO Updates**	18 - 26
6.2	**Local Trust Committee Chair Updates and Reports on Local Advocacy Topics**	
6.3	**Islands Trust Conservancy Liaison Update**	
7.	***PUBLIC COMMENT PERIOD***	
8.	**BYLAWS FOR APPROVAL CONSIDERATION**	

8.1 Bowen Island Municipality - Land Use Bylaw Amendment Bylaw No. 723 - Request for Decision 27 - 39

THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 723 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 723, 2026" is not contrary to or at variance with the Islands Trust Policy Statement.

8.2 Bowen Island Municipality - Land Use Bylaw Amendment Bylaw No. 726 - Request for Decision 40 - 72

1. THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 726 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026" may be contrary to, or at variance with, the following policies of the Islands Trust Policy Statement:

    - 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.
    - 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.

2. THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 726, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026" may be reassessed for consistency with the Islands Trust Policy Statement by providing the following information:

    - Clarification of how the cidery definition is consistent with the agricultural use of the land and Rural Residential land designation.

9. TRUST COUNCIL MEETING PREPARATION

All items under this heading are for review and forwarding to the September Islands Trust Council Quarterly Meeting agenda.

9.1 Executive

9.1.1 Chief Administrative Officer Quarterly Report 73 - 74

9.1.2 New Corporate Planning Process - Request for Decision 75 - 106

9.1.3 Council Committee Structure Recommendation - Request for Decision 107 - 114

9.1.4 Draft November Islands Trust Council Meeting Schedules (Day 1 - Open House & Inauguration and Days 2&3 - Islands Trust Council Meeting) 115 - 117

9.2 Trust Area Services

9.2.1 Director of Trust Area Services Quarterly Report 118 - 125

	9.2.2	Policy 2.1.17 Grants Provided by Trust Council - Request for Decision	126 - 135
	9.2.3	Communications Policy Amendments for Document Library Management - Request for Decision	136 - 148
	9.2.4	Chair Letter re Provincial Action on Recommendations in Drought Ready Report - Request for Decision	149 - 154
	9.2.5	Advocacy Overview (2022-2026 Trust Council Term) - Briefing	155 - 166
	9.2.6	Marine Shipping Advocacy - Request for Decision	167 - 182
	9.2.7	2026 Strategic Priorities Survey - Briefing	183 - 200
	9.2.8	Hyperabundant Deer Presentation - Session Outline	
		Late item.	
		9.2.8.1 Session Outline	*201 - 201*
9.3	Planning Services		
	9.3.1	Director of Planning Services Quarterly Report	202 - 205
	9.3.2	Major Project Work and the Regional Planning Team, and Minor Project Work Criteria - Briefing	206 - 211
	9.3.3	Bylaw Compliance and Enforcement Statistical Reports - Briefing	212 - 215
	9.3.4	Rescind Bylaw 154 - Islands Trust Council Delegation Bylaw, 2013 - Request for Decision	216 - 223
	9.3.5	Monitoring Progress on Ecosystem Protection in Land Use Planning – Initiative3.2.4 Update - Request for Decision	224 - 343
9.4	Financial and Employee Services		
	9.4.1	Director of Financial and Employee Services Quarterly Report	344 - 348
9.5	Legislative and Information Services		
	9.5.1	Director of Legislative and Information Services Quarterly Report	349 - 350
	9.5.2	Harmonization of Resolution Without Meeting Process - Request for Decision	351 - 369
	9.5.3	Information Systems Five-year Plan - Request for Decision	370 - 381
9.6	September Islands Trust Council Delegation Applications		
	No delegation applications were received at the time of agenda circulation.		
9.7	Draft September Islands Trust Council Meeting Agenda		
	See Appendix A		
9.8	Draft September Islands Trust Council 3-Day Schedule		382 - 383

9.9 Trustee Sponsored RFDs

9.9.1 **Letter of support for Motion M-35, supporting Motion M-35 Federal operational support for BC Ferries - Request for Decision** 384 - 386

Trustee Peterson

10. COMMITTEE OF THE WHOLE MEETING PREPARATION - None

10.1 Executive

10.2 Trust Area Services

10.3 Planning Services

10.4 Financial and Employee Services

10.5 Legislative and Information Services

11. EXECUTIVE COMMITTEE PROJECTS

11.1 Trust Council Initiated

11.1.1 Executive

11.1.1.1 **Executive Committee 2027/28 Program/Project/Staffing Budget Requests - Request for Decision** 387 - 433

THAT Executive Committee forward its 2027/28 operating budget recommend to Financial Planning Committee that it include the following in the draft 2027/28 budget:

1. $6,000 for History and Heritage Conservation Grants-in-Aid
2. $10,000 for Planning Application Sponsorship
3. $275 for Natural Area Protection Tax Exemption Program (NAPTEP) Application Sponsorship
4. $81,400 for Communications
5. $1,000 for branded clothing
6. $20,000 for code of conduct investigations
7. $66,000 for Policy Statement Amendment Project
8. $143,500 for implementation of the Indigenous Relations Action Plan
9. $131,366 for an auxiliary (temporary) Senior Policy Advisor, Trust Area Services
10. $28,732 for a Planning Co-op Student
11. $65,000 for Salt Spring Island Office Heating and Cooling

11.1.2 Trust Area Services

11.1.3 Planning Services

11.1.4 Financial and Employee Services

11.1.5 Legislative and Information Services

11.2 Executive Committee Initiated

11.2.1 Executive

11.2.2 Trust Area Services

11.2.3 Planning Services

11.2.4 Financial and Employee Services

11.2.5 Legislative and Information Services

12. NEW BUSINESS

12.1 Executive/Trust Council

12.2 Trust Area Services

12.3 Planning Services

12.4 Financial and Employee Services

12.5 Legislative and Information Services

13. CORRESPONDENCE (for information unless raised for action)

13.1 2026-07-28 J Gedye - Committee of the Whole Quorum 434 - 434

13.2 2026-08-14 M Underhill - Bowen Island Municipality RZ2026-0014 620 Laura Road

Please see correspondence included in agenda Item 7.2

13.3 2026-08-18 E Johnston - Serious Threat to Dismantle IT 435 - 437

13.4 2026-08-20 H Miller - Bylaw No. 726, 620 Laura Road, Bowen Island. BIM file RZ-2026-0014. Referral under section 15.0 of the Bowen Island Letters Patent 438 - 648

13.5 2026-08-25 R Purdy Bylaw 726 Bowen Island - 620 Laura Road - Applicant Context *649 - 651*

13.6 The Following Pieces of Correspondence are for Review and Consideration of Forwarding to the September Islands Trust Council Meeting Agenda

13.6.1 2026-07-30 J Spalding - Shoreline Construction Zoning 652 - 653

13.6.2 2026-08-10 Friends of the Gulf Islands - Infrastructures Projects Act 654 - 654

13.6.3 2026-08-14 P Petrie - Submission to Trust Council Re Policy 1.3.1 655 - 664

13.6.4 2026-08-14 M Reiss - Infrastructure Projects Act 665 - 665

13.6.5 2026-08-14 D Miller - Infrastructure Projects Act 666 - 666

13.6.6	2026-08-15 J Mitchell - Infrastructure Projects Act	667 - 667
13.6.7	2026-08-15 S Evans - Infrastructure Projects Act	668 - 668
13.6.8	2026-08-15 E White - Infrastructure Projects Act	669 - 669
13.6.9	2026-08-15 J Moore - Infrastructure Projects Act	670 - 670
13.6.10	2026-08-15 P Vernon - Infrastructure Projects Act	671 - 671
13.6.11	2026-08-15 L Raymond - Trust	672 - 672
13.6.12	2026-08-15 C Kahn - Bill 15	673 - 673
13.6.13	2026-08-15 N Wigen - BC Bill 15	674 - 674
13.6.14	2026-08-16 P Brain - Bill 15 - Request to Remove the Islands Trust from this Legislation	675 - 675
13.6.15	2026-08-17 E Robertson - Infrastructure Project Act	676 - 676
13.6.16	2026-08-17 P Lamb - Bill 15	677 - 677
13.6.17	2026-08-17 J Gelwicks - Bill 15	678 - 678
13.6.18	2026-08-18 E Poole - Infrastructure Project Act	679 - 679
13.6.19	2026-08-18 R Wright - Infrastructure Projects Act & the Islands Trust	680 - 681
13.6.20	2026-08-18 K Barclay - Infrastructure Project ACT: A Dangerous Provincial Act	682 - 682
13.6.21	2026-05-19 P Bahr - Bill 15	683 - 683
13.6.22	2026-08-18 J Gedye - Elbows Up for Climate	684 - 685
13.6.23	The Seven Sisters on the Salish Sea: Our Sacred Duty	686 - 686

See Context Notes.

14. WORK PROGRAM

14.1 Review and amendment of current work program 687 - 690

For review and forwarding to the September Islands Trust Council meeting agenda.

15. NEXT MEETING

The next regular Executive Committee meeting is scheduled to be held electronically on Wednesday, September 9, 2026 at 10:00 a.m.

15.1 Change November 14, 2026 Executive Committee Meeting Start Time

See Context Note.

THAT Executive Committee request staff change the start time of the November 14, 2026 regular meeting to 3:00 p.m.

16. CLOSED MEETING

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

17. ADJOURNMENT

Agenda No.	From	Context Notes
8.7	Executive Coordinator	Following the meeting, all agenda items carried forward from Item 8, *Trust Council Meeting Preparation*, to the September Islands Trust Council Quarterly Meeting agenda will be included in this item.
8.8	Executive Coordinator	Following the meeting, the 3-day schedule agenda item numbering will be updated to reflect agenda items forwarded to the Islands Trust Council agenda during the meeting, including any other changes or requests approved by Executive Committee.
12.2.25	Director, Trust Area Services	The organizers of the Seven Sisters on the Salish Sea: Our Sacred Obligation event are inviting Islands Trust trustees and staff to attend the event on September 21, 2026 at St. Andrew's Wesley United Church in Vancouver from 6-8 pm. There may be an opportunity for an Islands Trust representative to serve as a witness to the event and for a spokesperson to speak at a press conference after the event.
14.1	Executive Coordinator	The preliminary agenda for the November Islands Trust Council meeting reflects a potential end time of 2:30 p.m., which is after the current start time of the Executive Committee meeting following. Staff advise pushing the start time back two hours to accommodate a longer meeting and short break between the two.

Executive Committee
Minutes of a Regular Meeting

Date: **Wednesday, July 29, 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
Warren Dingman, Manager, Bylaw Compliance and Enforcement
Alexandra Trifonidis, Executive Coordinator

Guests or 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 9:15 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Patrick acknowledged that the Trust Area has been home to Indigenous Peoples since time immemorial. 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. RISE AND REPORT DECISIONS FROM PREVIOUSLY CLOSED MEETING

Nothing to report.

5. ADOPTION OF MINUTES

5.1 Draft Executive Committee Meeting Minutes of July 8, 2026

By general consent the Executive Committee minutes of July 8, 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.

The Director of Legislative and Information Services provided the Committee with election nomination and candidate information package information, including important dates and information on how to obtain the materials.

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.

Local Trust Committee Chairs shared their experiences and feedback using the local trust committee opening script at local trust committee meetings. Staff noted the script was intended for the Islands Trust Policy Statement work and would be refined for use at local trust committee meeting.

6.3 Islands Trust Conservancy Liaison Update

The Islands Trust Conservancy Liaison provided an update on the regular Islands Trust Conservancy Board meeting and the joint meeting with the Executive Committee, both held on July 28th.

7. BYLAWS FOR APPROVAL CONSIDERATION

7.1 Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 722 - Request for Decision

The Director of Planning Services introduced the item, and noted that staff advise it is not contrary or at variance to the Islands Trust Policy Statement.

EC-2026-079
It was MOVED and SECONDED,
that the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 722, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 722, 2026" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

7.2 Denman Island Local Trust Committee Bylaw No. 265 - Request for Decision

Appreciation was expressed for Manager Dingman's work in updating enforcement bylaws.

The Manager of Bylaw Compliance and Enforcement presented the Bylaw.

A question was raised regarding the number of local trust committees that have Bylaw Enforcement Notification bylaws. Staff confirmed that ten local trust committees have such bylaws.

EC-2026-080
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Denman Island Local Trust Committee Bylaw No. 265, cited as "Denman Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 232, 2019, Amendment No. 1, 2026" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

7.3 Thetis Island Local Trust Committee - Proposed Bylaw No. 118 – Public Notification Bylaw - Request for Decision

The Director of Planning Services noted staff recommend approval.

EC-2026-081
It was MOVED and SECONDED,
that the Islands Trust Executive Committee approve Thetis Island Local Trust Committee Bylaw No. 118, cited as "Thetis Island Local Trust Committee Public Notification Bylaw No. 118, 2026" in accordance with Section 27 of the *Islands Trust Act*.

CARRIED

The Committee recessed for break at 10:27 a.m. and reconvened at 10:40 a.m.

8. TRUST COUNCIL MEETING PREPARATION

8.1 Executive

8.1.1 Implications of the Provincial Infrastructure Projects Act – Briefing

The Chief Administrative Officer presented the Briefing noting it was being advanced from a request by the Islands Trust Council at their June meeting.

A question was raised regarding which industries could operate within the Islands Trust Area and whether local trust committees are adequately protected under their current bylaws. Staff agreed that this was an important consideration when reviewing Official Community Plans. Concern was also raised regarding whether the Islands Trust would have an advisory, consultative, or engagement role in the future.

By general consent Item 8.1.1 was forwarded to the September Islands Trust Council meeting agenda.

A question was raised regarding the procedure for bringing the *Drought Ready: From Crisis Response to Community and Watershed Resilience in British Columbia* report forward for

consideration by the Islands Trust Council. Staff clarified that staff-to-staff discussions were underway with San Juan County to prepare a report for the September Islands Trust Council meeting. Staff also advised that the information would be brought forward for review at the August 26th Executive Committee meeting.

8.1.2 Draft September Islands Trust Council 3-Day Schedule

The Chief Administrative Officer introduced the Schedule and noted that, since the agenda was circulated, staff had received confirmation from Dr. Tara Martin of her availability to present at the September meeting. The Chief Administrative Officer noted that the draft agenda was currently full but manageable.

The following comments were made on the Schedule:

- Space has been made for trustees to conduct a roundtable.
- The order in which the departments are reflected on the Schedule differs between meetings depending on content and timing of agenda items.
- This meeting will be conducted fully electronically.

Received for information.

Discussion ensued on meeting logistics, including which Executive Committee member(s) would be in attendance at the Victoria Office to assist the Chair in running the meeting.

8.2 Trust Area Services - None

8.3 Planning Services

8.3.1 Letter of Understanding Between Salt Spring Island Local Trust Committee and Capital Regional District – Salt Spring Local Community Commission - Request for Decision

By general consent Item 8.3.1 was forwarded to the September Islands Trust Council meeting agenda.

8.4 Financial and Employee Services - None
8.5 Legislative and Information Services - None

9. COMMITTEE OF THE WHOLE MEETING PREPARATION - None

10. EXECUTIVE COMMITTEE PROJECTS

10.1 Trust Council Initiated

10.1.1 Executive

10.1.1.1 Executive Committee 2027/28 Budget Requests - Request for Decision

The Chief Administrative Officer presented the item and spoke to the Operating Budgets table in the Request for Decision.

The Committee reviewed the table in numerical order and provided comments on the following:

1. Islands Trust Council Meetings
    - The value of in-person meetings.
    - The Committee discussed advancing all presented budget lines and projected figures to allow the incoming Council and Executive Committee to determine whether they should remain in the budget.
    - A question was raised regarding the historical practice of holding four in-person Islands Trust Council meetings and their effectiveness.
    - Various meeting format options were discussed, including more regular use of special meetings of the Islands Trust Council.
    - The use of the Committee of the Whole and opportunities to improve its effectiveness.

    EC-2026-082
    It was MOVED and SECONDED,
    that the Islands Trust Executive Committee request staff to prepare options to revise the current Islands Trust Council meeting scheduling format, for the December 2026 Islands Trust Council Meeting.

    CARRIED

2. Islands Trust Council Training and Conferences
    - A comment was made that the amount allocated was overly generous.

4. Trust Council Chair Travel
    - A request was made to amend the description to include language indicating that travel is "related to the Chair's job".

5. Executive Committee Meeting Expense
    - A comment was made that the day of the week is a significant factor depending on where Executive Committee members reside, as well as the associated travel costs and time.
    - Consideration should be given to the locations of Executive Committee members when appointing local trust committee chairs.
    - A suggestion was made to conduct a check-in or assessment at the end of the first term regarding

chair assignments, including travel and logistical considerations, and whether any changes might be needed.

9. UBCM/AVICC Conventions
   - A suggestion was made to reduce the budget by removing the Union of BC Municipalities breakfast.
   - It was suggested that the Union of BC Municipalities breakfast may be more effective in the second year than the first year of a new term.
   - A suggestion was made that accommodation at the Union of BC Municipalities convention be provided only for the chair and two staff.
   - It was suggested that all Executive Committee members attend the Association of Vancouver Island Coastal Communities convention.
   - It was suggested to provide the new Executive Committee with all options to allow them to determine which items to add or omit from the budget.
   - The value of the expenditures relative to their costs was considered.
   - Public perception and messaging were also discussed.

EC-2026-083
It was MOVED and SECONDED,
that Executive Committee defer decision on its budget requests for 2027/28 to the August 26th Executive Committee meeting.

DEFEATED

EC-2026-084
It was MOVED and SECONDED,
that Executive Committee forward its 2027/28 operating budget requests to Financial Planning Committee for inclusion in the draft 2027/28 budget:

1. $170,000 for Islands Trust Council Meetings
2. $40,000 for Islands Trust Council Training and Conferences
3. $6,000 for Islands Trust Council Travel for Training
4. $1,000 for Islands Trust Council Chair Travel
5. $8,000 for Executive Committee Meeting Expense

6. $35,000 for Executive Committee on local trust committee costs
7. $1,500 for Executive Committee Training and Conferences
8. $1,000 for Executive Committee Travel for Training
9. $33,000 for UBCM/AVICC Conventions

CARRIED

10.1.2 Trust Area Services - None
10.1.3 Planning Services - None
10.1.4 Financial and Employee Services - None
10.1.5 Legislative and Information Services - None

10.2 Executive Committee Initiated

10.2.1 Executive

10.2.1.1 Estimated Resourcing for First Nations Relationship Building - Briefing

The Chief Administrative Officer spoke to the information presented in the Briefing.

Discussion ensued on:

- steps to developing an advocacy strategy with the Province;
- the timing of a new Council coming into office in relation to the Province's timeline;
- establishing a staff or trustee working group to develop an advocacy proposal;
- Strategic Plan Item 1.3.1; and
- the likelihood and viability of submitting a request to the Province.

EC-2026-085
It was MOVED and SECONDED,
that Executive Committee recommend Islands Trust Council direct staff to conduct an in-depth review of costing and potential long-term resourcing that is informed by meaningful input from First Nations to inform an advocacy strategy to support discussions with senior levels of government with regards to resourcing for Indigenous relations to advance the Islands Trust mandate.

CARRIED

The Committee recessed for break at 12:21 p.m. and reconvened at 12:51p.m.

10.2.2 Trust Area Services - None
10.2.3 Planning Services - None

10.2.4 Financial and Employee Services - None
10.2.5 Legislative and Information Services - None

11. NEW BUSINESS - None

12. CORRESPONDENCE

12.1 2026-07-10 - J Margison - July 8 Executive Committee Meeting and Bylaw Approval

Concerns were expressed regarding the allegations made in the correspondence.

Received for information.

12.2 2026-07-14 S Brands - Land Transfers

A question was raised whether a previous response had been sent to the writer with a similar topic.

The Committee considered a response back to the writer.

By general consent Item 12.2 was forwarded to Islands Trust Council to be included in their September meeting agenda.

12.3 2026-07-19 H Miller - Follow-up to my Letter of 27 June 2026

By general consent a letter was directed to be sent to the writer acknowledging receipt and expressing appreciation for the correspondence.

13. WORK PROGRAM

13.1 Review and amendment of current work program

A request to update the wording in Item 2 of the Active Projects report from "Reconciliation Action Plan" to "Indigenous Relations Action Plan" was raised. Staff confirmed they would make the change.

Received for information.

14. NEXT MEETING

The next meeting of the Executive Committee will be held electronically on Wednesday, August 26, 2026 at 9:15 a.m.

15. CLOSED MEETING

The Chair indicated that the Committee would not be resuming the public portion of the meeting following the closed session and that a report will be made at the next scheduled meeting, if necessary.

EC-2026-086
It was MOVED and SECONDED,
that the meeting be closed to the public subject to Section 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.

CARRIED

The meeting was closed to the public at 1:07 p.m. and reopened at 1:40 p.m.

16. ADJOURNMENT

By general consent the meeting adjourned at 1:40 p.m.

_____

Laura Patrick, Chair

CERTIFIED CORRECT:

_____

Alexandra Trifonidis, Executive Coordinator and Recorder

Minutes are not official until adopted at a subsequent meeting.

DRAFT

Print Date: August 19, 2026

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
100%	2	Implement the Executive Committee approved 'The Role of the Trust' webinar project charter. Delivered through the Candidate Information Session on August 20, 2026.	Clare Frater David Marlor Rueben Bronee	Meeting: 05-Jun-2024 Target: 17-Oct-2026	Completed
100%	3	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	Completed
100%	4	Staff to forward the following items to the September Islands Trust Council meeting agenda: ·8.1.1 Implications of the Provincial Infrastructure Projects Act - Briefing ·8.3.1 Letter of Understanding Between Salt Spring Island Local Trust Committee and Capital Regional District - Salt Spring Local Community Commission - Request for Decision ·12.2 2026-07-14 S Brands - Land Transfers	Rueben Bronee	Meeting: 29-Jul-2026 Target: 31-Jul-2026	Completed
0%	5	Staff to prepare options to revise the current Islands Trust Council meeting scheduling format, to the December 2026 Islands Trust Council Meeting.	Rueben Bronee	Meeting: 29-Jul-2026 Target: 17-Nov-2026	In Progress

Follow Up Action Report

Executive Committee

Chief Administrative Officer

Progress		Activity	Responsibility	Dates	Status
100%	6	Staff to forward Executive Committee's operating budget requests to Financial Planning Committee for inclusion in the draft 2027/28 budget: 1. $170,000 for Islands Trust Council Meetings 2. $40,000 for Islands Trust Council Training and Conferences 3. $6,000 for Islands Trust Council Travel for Training 4. $1,000 for Islands Trust Council Chair Travel 5. $8,000 for Executive Committee Meeting Expense 6. $35,000 for Executive Committee on local trust committee costs 7. $1,500 for Executive Committee Training and Conferences 8. $1,000 for Executive Committee Travel for Training 9. $33,000 for UBCM/AVICC Conventions	Rueben Bronee	Meeting: 29-Jul-2026 Target: 31-Jul-2026	Completed
0%	7	Staff to inform Islands Trust Council that Executive Committee recommend Islands Trust Council direct staff to conduct an in-depth review of costing and potential long-term resourcing that is informed by meaningful input from First Nations to inform an advocacy strategy to support discussions with senior levels of government with regards to resourcing for Indigenous relations to advance the Islands Trust mandate.	Rueben Bronee	Meeting: 29-Jul-2026 Target: 08-Dec-2026	In Progress
50%	8	Staff to work with the Chair to respond to writer H Miller to thank her for the correspondence and acknowledge receipt. 12.3 2026-07-19 H Miller - Follow-up to my Letter of 27 June 2026	Rueben Bronee	Meeting: 29-Jul-2026 Target: 28-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. **DEFFERED: Not yet started. Trust Council December 2025 resolution to not start new work this term.**	David Marlor	Meeting: 07-Oct-2021 Target: 08-Jun-2027	In Progress
100%	2	Implement the Executive Committee approved 'The Role of the Trust' webinar project charter. Delivered through the Candidate Information Session on August 20, 2026.	Clare Frater David Marlor Rueben Bronee	Meeting: 05-Jun-2024 Target: 17-Oct-2026	Completed
50%	3	Staff to prepare a primer on principles of the meeting assembly based on the guidelines from the training session May 19, 2022 along with clarification on points of order.	David Marlor	Meeting: 15-Jan-2025 Target: 12-Nov-2026	In Progress
0%	4	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: 08-Mar-2027	In Progress
100%	5	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	Completed

Follow Up Action Report

Executive Committee

Director Legislative Services and Information Services

Progress		Activity	Responsibility	Dates	Status
100%	6	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	Completed
0%	7	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 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	Completed
100%	2	Staff to inform Bowen Island Municipality planning staff that the Executive Committee advise Bowen Island Municipality that Bylaw No. 722, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 722, 2026" is not contrary to or at variance with the Islands Trust Policy Statement.	Stefan Cermak	Meeting: 29-Jul-2026 Target: 31-Jul-2026	Completed
100%	3	Staff to inform Northern Office planning staff that the Executive Committee approved: ·Denman Island Local Trust Committee Bylaw No. 265, cited as "Denman Island Local Trust Committee Bylaw Enforcement Notification Bylaw No. 232, 2019, Amendment No. 1, 2026" in accordance with Section 27 of the Islands Trust Act. and ·Thetis Island Local Trust Committee Bylaw No. 118, cited as "Thetis Island Local Trust Committee Public Notification Bylaw No. 118, 2026" in accordance with Section 27 of the Islands Trust Act.	Stefan Cermak	Meeting: 29-Jul-2026 Target: 31-Jul-2026	Completed

Follow Up Action Report

Executive Committee

Director, Financial and Employee Services

Progress		Activity	Responsibility	Dates	Status
60%	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: 28-Oct-2026	In Progress
100%	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	Completed

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
100%	2	Implement the Executive Committee approved 'The Role of the Trust' webinar project charter. Delivered through the Candidate Information Session on August 20, 2026.	Clare Frater David Marlor Rueben Bronee	Meeting: 05-Jun-2024 Target: 17-Oct-2026	Completed
10%	3	Staff to develop protocol agreements 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 Indigenous Relations Action 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: 31-Mar-2027	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: 24-Feb-2027	In Progress
87%	7	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: 24-Feb-2027	In Progress
100%	8	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	Completed
100%	9	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	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 Indigenous Relations Action 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: 24-Feb-2027	In Progress
87%	3	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: 24-Feb-2027	In Progress

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

File No.: BIM BL 723

DATE OF MEETING:	August 26, 2026
TO:	Islands Trust Executive Committee
FROM:	Trust Area Services
SUBJECT:	Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 723

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 723 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 723, 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 September 13, 2026 (45 days after referral received).

Other: None

PURPOSE

The purpose of Bowen Island Municipality Bylaw No. 723 (Attachment 1) is to amend Bowen Island Municipality Land Use Bylaw No. 57, 2002 to enable the subdivision of the property into two separate lots.

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

BACKGROUND

The existing property is divided into two civic addresses, 1658 and 1639, by Mount Gardner Road. The two addresses are also in different zones, 1658 being in the Settlement Residential 2 (SR2) zone and 1639 in the Rural Residential 1 (RR1) zone. Both addresses have an existing dwelling, the principal dwelling is located at 1658 while the dwelling on 1639 is a detached secondary suite that would become a principal dwelling upon subdivision. Due to the minimum allowable lot size requirement for subdivision 1658 Mount

Gardner Road requires a zoning amendment to allow the subdivision of the property. The proposed amendment would reduce the minimum lot area and minimum average lot area from 1.0 hectare to 0.25 hectares.

The applicant has proposed to dedicate 47% of the total property for a conservation covenant (shown in Figure 1), all of which would be on the portion of the property south of Mount Gardner Road. The conservation covenant would mainly protect the existing watercourses and associated ecosystems on the property. The municipality will seek a public trail right-of-way along the access route reserved under the existing easement to provide public access to the crown land to the south and a public beach access with public right-of-way from Mount Gardner Road.

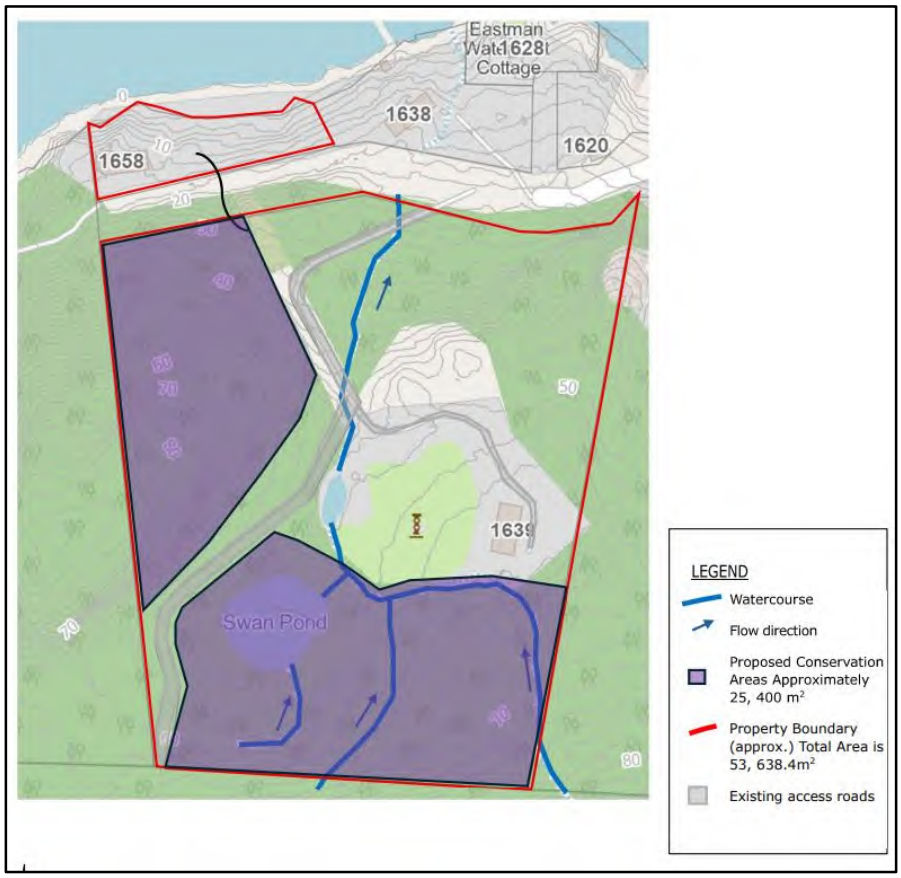


Figure 1: Subject Property

The subdivision of the property would create an increase in density for both new lots. 1658 would be permitted to have an accessory residential unit additional to the existing dwelling. 1639 would be permitted to have an additional accessory residential unit as well.

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

First Reading Staff Report, July 27, 2026:
https://bowenisland.civicweb.net/document/344104/

Direction to Draft Bylaw Amendment Staff Report, June 22, 2026:
https://bowenisland.civicweb.net/document/343040/

Project Introduction Staff Report, March 9, 2026:
https://bowenisland.civicweb.net/document/339269/

Issues Relating to First Nation Interest

The BIM staff report does not indicate that any First Nations engagement has been undertaken. The Island 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.

One letter of correspondence, signed by eight of the neighbouring property owners was received at the BIM meeting on July 27, 2026 which identified support for the application provided that the existing low-density is maintained.

Staff Comments

The purpose of this RFD is to advise if the proposed bylaw may be contrary to or at variance with the Islands Trust Policy Statement Directives Policies Checklist (Attachment 2).

BIM staff have identified the following Islands Trust Council policies as relevant to the proposed bylaw amendment. BIM staff and Islands Trust staff comments follow:

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 comments: As per BIM's Conservation Development Policy, the applicant has proposed an area equivalent to 50% of the property to be placed under protective covenants to prevent new building and land disturbance. The area to be placed under covenant protection is shown in the map included as Attachment 5 (of the July 27 Staff Report), and was prepared by a biologist who previously completed a biological assessment to identify sensitive areas and features of the property. The protected area includes the largest pond on the property, multiple watercourses, and the areas with the densest forest foliage that were not previously cleared or developed.	
Islands Trust staff comments: The proposed bylaw amendment involves the protection of a riparian ecosystem through the establishment of a conservation covenant. The proposed bylaw is not contrary to or at variance with the subject policy.	
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.
BIM staff comments:	

An existing right of way runs across 1639 Mount Gardner, heading to the southwest and providing access to a nearby property without other road access. The municipality is seeking an easement for public access along the exact same route, in order to provide a new public access to the Mount Gardner recreational trails to the south.
Islands Trust staff comments: The proposed bylaw amendment would involve an increase in public access to public land and trails. The proposed bylaw amendment is not contrary to or at variance with the subject policy.

Islands Trust staff have identified the following additional relevant policy that was not included in BIM's Policy Statement review:

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.
Islands Trust staff comments: The proposed bylaw amendment would enable an increase in density for each of the new properties created in subdivision, with a total of two new secondary suite units potentially to be created. The subdivision process would require that freshwater can be provided with sufficient volume based on the requirements set out in the BIM Land Use Bylaw as determined by an engineer with groundwater hydrology experience. Given that the subdivision requirements consider the impact of new development on the supply freshwater, the proposed bylaw amendment and potential density increase would not be contrary to or at variance with the subject policy.	

Based on a review of the proposed Bylaw No. 723, the Bowen Island staff reports, and the Islands Trust Policy Statement Checklist, Islands Trust staff concludes that proposed Bylaw No. 723 is not contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of Land Use Bylaw No. 723 under s.15 of the Letters Patent
- Written response to Bowen Islands Municipality required by 9/13/2026(within 45 days of receipt of the referral on July 30, 2026)
- Comments from Executive Committee limited to whether or not Bylaw No. 723 is contrary to or at variance with the Islands Trust Policy Statement
- Staff does not consider Bylaw No. 723 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

ALTERNATIVES

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No.* **723***, cited as "***BOWEN ISLAND MUNICIPALITY LAND USE BYLAW NO. 57, 2002, AMENDMENT BYLAW NO. 723, 2026***" may be contrary to, or at variance with, the Islands Trust Policy Statement for the following reasons . . . [list reasons].*

Submitted By:	Bruce Belcher, Planner 2, Planning Services	August 18, 2026
Concurrence:	Stefan Cermak, Director, Planning Services	August 19, 2026

ATTACHMENTS

1. Bowen Island Municipality Bylaw No. **723**
2. Bylaw No. **723** Directives Only Checklist

Bowen Island Municipality
Bylaw No. 723, 2026

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

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

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

LOT G DISTRICT LOT 494 PLAN 13248

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

1.0 Citation

1.1 This bylaw may be cited for all purposes as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 723, 2026".

2.0 Amendments

2.1 "Bowen Island Municipality Land Use Bylaw No. 57, 2002," is amended at Section 4.5.4 - Exceptions in Particular Locations by inserting section 4.5.4(10) to read as follows:

4.5.4(10) *Zone* Variation – SR2(f)

(a) Minimum average *lot* area (ha) – not served by *community water system* is 0.25
(b) Minimum *lot* area for individual *lots* (ha) – not served by *community water system* is 0.25

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

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

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

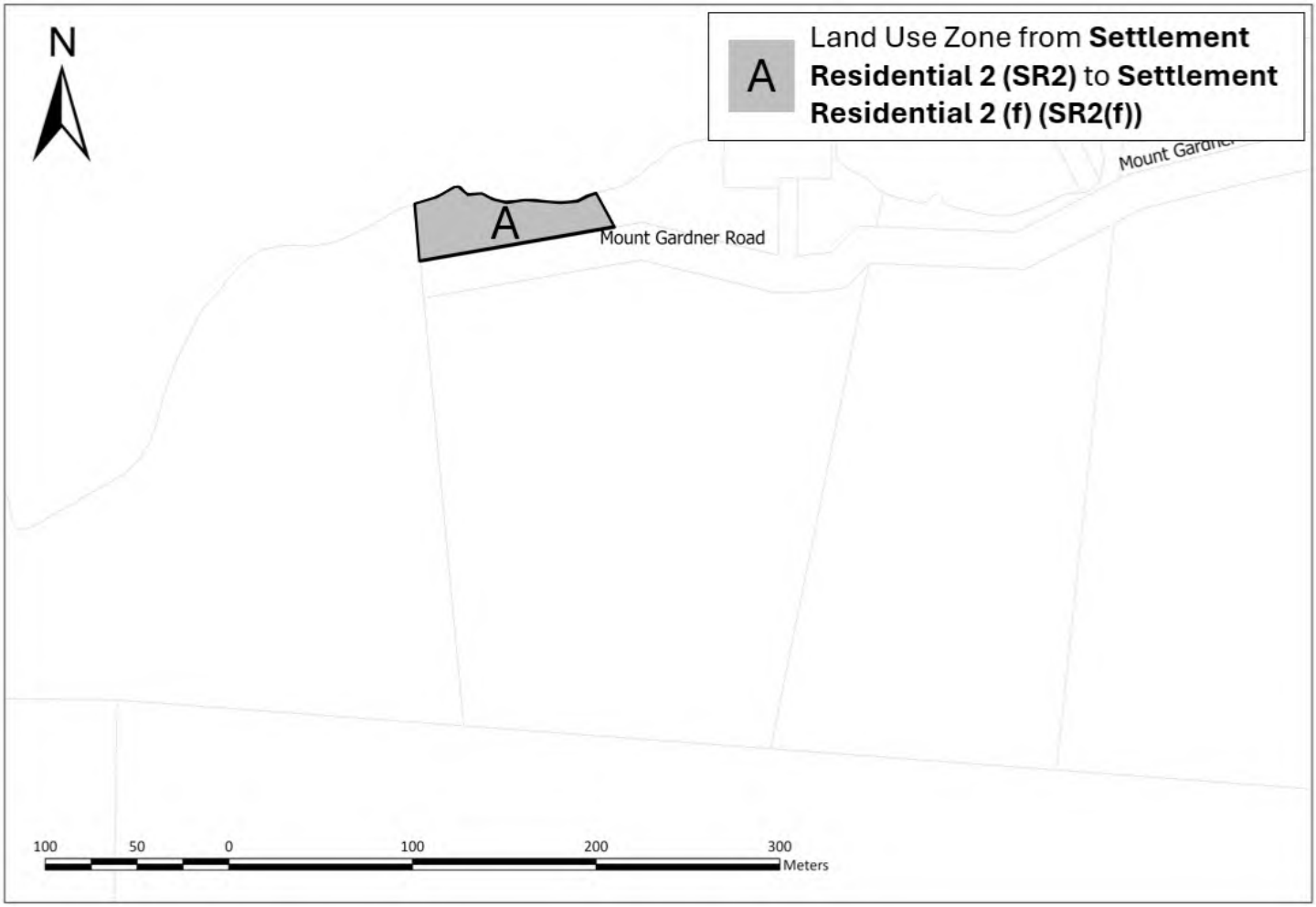
READ A THIRD TIME this ____ day of _____ , _____;

FINALLY ADOPTED this ____ day of _____ , _____;

Andrew Leonard Mayor	Sophie Idsinga Corporate Officer

Bowen Island Municipality Land Use Bylaw No 57, 2002

Amendment Bylaw No. 723, 2026 – Schedule A



Attachment 2

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 723, 2026 – File: 2026-0016 1658 1639 Mount Gardner Rd

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

PART IV: Policies for the Stewardship of Resources

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

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	**Forests**
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	**Wildlife and Vegetation**
	4.4	**Freshwater Resources**
✓	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.

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.
N/A	**5.5.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
✓	**5.5.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	**Cultural and Natural Heritage**
N/A	**5.6.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	**5.6.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	**Economic Opportunities**
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:

REQUEST FOR DECISION

ISLAND MUNICIPALITY BYLAW SUBMISSION

File No.: BIM BL 726

DATE OF MEETING:	August 26, 2026
TO:	Islands Trust Executive Committee
FROM:	Trust Area Services
SUBJECT:	Bowen Island Municipality – Land Use Bylaw Amendment Bylaw No. 726

RECOMMENDATION

1. **THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 726 cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026" may be contrary to, or at variance with, the following policies of the Islands Trust Policy Statement:**

    - **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.**

    - **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.**

2. **THAT the Islands Trust Executive Committee advise Bowen Island Municipality that Bylaw No. 726, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026" may be reassessed for consistency with the Islands Trust Policy Statement by providing the following information:**

    - **Clarification of how the cidery definition is consistent with the agricultural use of the land and Rural Residential land designation.**

IMPLICATIONS OF RECOMMENDATION

Organizational: Advising Bowen Island Municipality that the proposed bylaws may be contrary or at variance with the Islands Trust Policy Statement will set in motion the Bylaw Referral and Approval Process described in Schedule A of the Island Trust/Bowen Island Municipality Protocol Agreement. This will require additional staff and Executive Committee time.

Financial: None

Policy: None

Implementation/Communications: Communication to Bowen Island Municipality (BIM) regarding Executive Committee's decision by 9/12/2026 (45 days after referral received).

Other: None

PURPOSE

The purpose of Bowen Island Municipality Bylaw No. 726 (Attachment 1) is to amend Bowen Island Municipality Land Use Bylaw No. 57, 2002 to allow a cidery use to be operated on a property based on a new cidery definition.

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

BACKGROUND

The proposed bylaw will add a "Cidery" definition to the Land Use Bylaw and create a new site-specific zoning within the Rural Residential 2 (RR2) zone for the property located at 620 Laura Road, Bowen Island. The cidery definition would require the building and operation to be licensed by the Liquor and Cannabis Regulation Branch (LCRB) and that at least 25% of the fruit used for cider production would need to come from the property. The cidery use allows for cidery tours, cider tasting, cider sales, a picnic area, and sales of cidery promotional products. The property currently operates the cidery under a Temporary Use Permit, originally issued in 2021. The property has 2 acres of apple orchard which contribute to the cidery operation. The bylaw amendment would make the temporary cidery use permanent by making the permit conditions a requirement under the new site-specific zoning.

The bylaw amendment also includes a new definition for "Lounge Endorsement" which is an area that can be used for the sale and service for on-site consumption of alcohol by a licensed manufacturer. A lounge endorsement would not be a permitted used in the proposed site-specific zoning despite being permitted in the cidery definition.

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

First Reading Staff Report July 27, 2026 meeting:
https://bowenisland.civicweb.net/document/344219/

Staff Report from May 25, 2026 meeting:
https://bowenisland.civicweb.net/document/342181/

Project Introduction Staff Report April 13, 2026:
https://bowenisland.civicweb.net/document/340495/

Issues Relating to First Nation Interest

The BIM staff report does not indicate that any First Nations engagement has been undertaken. The Island 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 received one letter of correspondence related to the bylaw amendment which is included as Attachment 3.

Multiple letters of correspondence were received, associated with the July 27, 2026 regular council meeting. Concerns identified in the correspondence included how staff determined that the proposed amendment was consistent with the Official Community Plan,

Staff Comments

The purpose of this RFD is to advise if the proposed bylaw may be contrary to or at variance with the Islands Trust Policy Statement Directives Policies Checklist (Attachment 2).

BIM staff have identified the following Islands Trust Council policies as relevant to the proposed bylaw amendment. BIM staff and Islands Trust staff comments 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.
3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
3.2.2	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.
3.3.2	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.
BIM staff comments: The rezoning application includes a protective covenant around Murray Creek riparian area.	
Islands Trust staff comments: Provided that a conservation covenant to protect the Murray Creek riparian area and the heritage apple orchard is made a requirement prior to bylaw adoption then the proposal is not contrary to or at variance with the subject policy.	
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.

BIM staff comments:

Rezoning application includes provision for cidery use to provide a viable economic model to support ongoing use of agriculture land as productive apple orchards.

Islands Trust staff comments:

The proposed bylaw amendment establishes a minimum of 25% of cidery operation apples to be harvested from the subject property. A covenant for the preservation of the heritage apple orchard would provide greater assurance for the agricultural preservation. Despite the zoning being specific for agriculture, the total apples required for production focuses less on the agricultural use and has a greater focus on economic viability of the cider operation. It is not clear where the 25% was derived, for reference the ALC requires that cidery operations use a minimum of 50% of their property's apples for cider production. This lower threshold could present issues with the future use of the property becoming closer defined as industrial, rather than the existing agricultural. The protection of the heritage orchard through a covenant, and the definition of a cidery would provide the necessary protection to ensure that the use remains agriculturally focused. The proposed bylaw amendments may be contrary to or at variance with the subject policies.

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.

BIM staff comments:

Rezoning application includes a protective covenant for agriculture land that it be used for that purpose. The cidery operation provides economic viability for the ongoing orchard operation.

Islands Trust staff comments:

Proposal does not compromise the agricultural capability of the land. Specific maximum floor areas for the cidery prevent development extending beyond the permitted limits and encroaching on viable agricultural land.

4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses

BIM staff comments:

Hydrogeologist report provided as part of the report outlines water sustainability. Water is provided from a groundwater source for cidery operations and a creek licence for irrigation.	
Islands Trust staff comments: Proposed use is an increase in the intensity of land use given the increased demand on water resources for fruit production. Hydrogeologist report focuses on the water quality rather than the total supply of freshwater and impact on the surrounding area. Request from the Park, Environment, and Climate Action Advisory Committee for an assessment form a professional hydrogeologist be completed to investigate potential impacts on the ground watershed, including cumulative impacts and consideration of climate change has not been provided and would clarify if the intensity of the land use associated with the cidery use is fit for the location. The applicant's letter associated with the July 27, 2026 meeting identifies that the cidery uses an average of 110 litres of well water per day and operates through a water license and is subject to the requirements under the Water Sustainability Act. Proposed bylaw amendment appears to be consistent with the subject policies given the existing water use.	
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.
BIM staff comments: Cidery operations provide an economic opportunity on Bowen Island to support agricultural on Bowen Island.	
Islands Trust staff comments: The agricultural use of the cidery leaning towards an industrial operation where less produce is required to be used from the subject property does create a change in the community character. The proposed bylaw amendment may be contrary to or at variance with the subject policy given that the economic opportunities may come at the expense of the community character.	

Based on a review of the proposed Bylaw No. 726, the Bowen Island staff reports, and the Islands Trust Policy Statement Checklist, Islands Trust staff concludes that proposed Bylaw No. 726 may be contrary to or at variance with the Islands Trust Policy Statement.

KEY ISSUES/CONCEPTS

- Referral of Land Use Bylaw No. 726 under s.15 of the Letters Patent
- Written response to Bowen Islands Municipality required by 9/12/2026(within 45 days of receipt of the referral on July 29, 2026)
- Comments from Executive Committee limited to whether or not Bylaw No. 726 is contrary to or at variance with the Islands Trust Policy Statement
- Staff that further information/amendments are required before EC should resolve that the proposed bylaws are not contrary to, or at variance with, the Islands Trust Policy Statement

RELEVANT POLICY

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

ALTERNATIVES

Determine that the bylaw is not contrary to, or at variance with, the Islands Trust Policy Statement:

1. *THAT Executive Committee advise Bowen Island Municipality that Bylaw No.* **726***, cited as "***BOWEN ISLAND MUNICIPALITY LAND USE BYLAW NO. 57, 2002, AMENDMENT BYLAW NO. 726, 2026***" is not contrary to, or at variance with, the Islands Trust Policy Statement for the following reasons . . . [list reasons].*

NEXT STEPS

If Executive Committee determines that Bylaw No. 726 may be contrary or at variance with the Islands Trust Policy Statement, this will trigger either further amendment to the bylaw by BIM, or potentially notification to the Minister by BIM and the Minister's direction to BIM and EC about how the issue should be resolved. See non-OCP bylaw referral flow chart here.

If Executive Committee considers that Bylaw No. 726 is consistent with the Islands Trust Policy Statement, staff will communicate this to Bowen Island Municipality.

Submitted By:	Bruce Belcher, Planner 2, Planning Services	August 18, 2026
Concurrence:	Stefan Cermak, Director, Planning Services	August 19, 2026

ATTACHMENTS

1. Bowen Island Municipality Bylaw No. **726**
2. Bylaw No. **726** Directives Only Checklist
3. Correspondence

BOWEN ISLAND MUNICIPALITY
BYLAW NO. 726, 2026

Attachment 1

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

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

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

LOT 1 BLOCK D DISTRICT LOT 492 PLAN 22501

THEREFORE

1.0 Citation

1.1 This bylaw may be cited for all purposes as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026".

2.0 Amendments

2.1 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Section 4.1.4 – Exceptions in Particular Locations by inserting section 4.1.4 (12) to read as follows:

4.1.4. (1) *Zone* variation RR 2 (a)

(a) Despite Section 4.1.1. (1) *cidery* is a permitted principal use of Land, Buildings and Structures
(b) *Lounge endorsement* is not a permitted use
(c) Maximum *floor area* of *retail* space is 25 sq. m.
(d) Maximum area of exterior patio space to be used as a picnic area is 80 sq. m.
(e) The hours that a *cidery* may be open to the public area are as follows:
    a. 11:00am to 7:00pm daily

2.2 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Table 5-1 *MINIMUM NUMBER OF OFF-STREET PARKING SPACES* by inserting the following rows to read as follows:

LAND USE / ZONE	**Number of *Off-Street Parking* spaces Required**
	CIDERY
All *Zones*	1 per 30 m^2 of *floor area*

LAND USE / ZONE Number of Off-Street Parking spaces Required

2.3 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Section 1.1. DEFINITIONS by inserting the following definitions alphabetically:

"***CIDERY***" means the *use* of *buildings* and *structures* for the production of cider, at a cidery facility licensed by the Liquor and Cannabis Regulation Branch, where at least 25% of the cider production comes from fruit grown on the same *lot*, or from another *lot* which is part of the same business. Imported British Columbia fruit used in the *cidery* shall be limited to no more than 75% of cider production. A cidery may include *cidery* tours, cider tasting, cider sales, a picnic area, *lounge endorsement*, and the sale of *cidery* promotional products.

"***LOUNGE ENDORSEMENT***" means permission for the sale and service of liquor for on-site consumption for a licensed alcohol manufacturer. The lounge can be an indoor area, with or without a patio attached to the interior lounge, or may be a stand-alone patio located at the manufacturing site. A lounge may overlap in whole, or in part, a sampling area and/or on-site store.

2.4 Schedule "B" to "Bowen Island Municipality Land Use Bylaw No. 57, 2002" is amended by changing the description of the lands labelled "A" on Schedule "A" to this Bylaw from Rural Residential 2 (RR2) to Rural Residential 2 (a).

READ A FIRST TIME this 27 day of July, 2026;

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

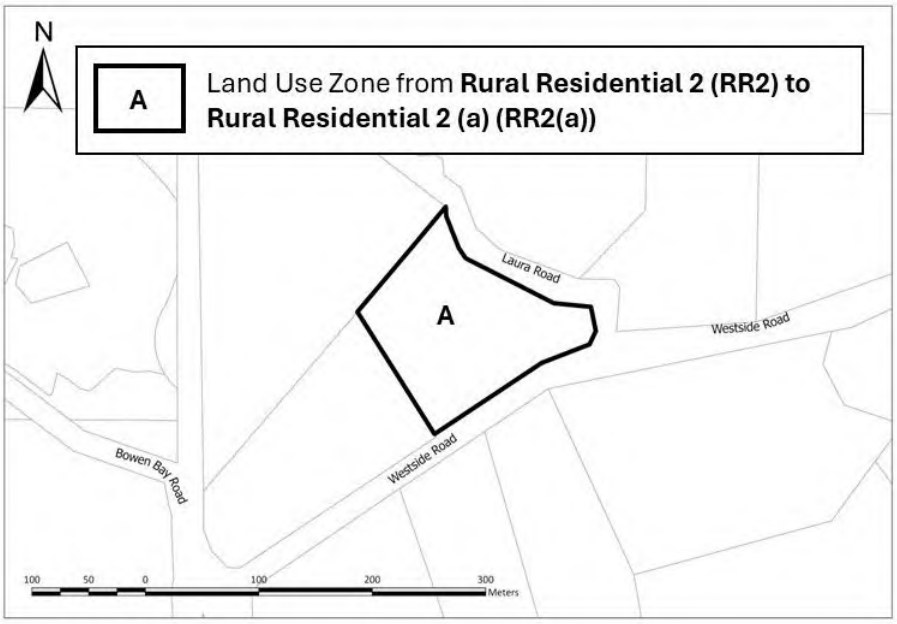
READ A THIRD TIME this ____ day of _____ , _____;

FINALLY ADOPTED this ____ day of _____ , _____;

_____	_____
Andrew Leonard	Sophie Idsigna
Mayor	Corporate Officer

Bowen Island Municipality Land Use Bylaw No. 57, 2002

Amendment Bylaw No. 726, 2026 – Schedule A



Attachment 2

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 726, 2026 – File: 2026-0014 620 Laura Road

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	**Ecosystems**
✓	**3.1.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
✓	**3.1.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
N/A	**3.1.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	**Forest Ecosystems**
✓	**3.2.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	**Freshwater and Wetland Ecosystems and Riparian Zones**
✓	**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.
Staff		Rezoning application includes provision for cidery use to provide a viable economic model to support ongoing use of agriculture land as productive apple orchards.

Comment		
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.
	4.3	**Wildlife and Vegetation**
	4.4	**Freshwater Resources**
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
✓	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	**Coastal Areas and Marine Shorelands**
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address

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

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	**Aesthetic Qualities**
N/A	**5.1 3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	**Growth and Development**
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.

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	
×	**COMPLIANCE WITH TRUST POLICY**
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons: Establishment of the cidery definition does not appear to be completely consistent with an agricultural use given the dependency on imported produce for cider production.

Attachment 3

To the Executive Committee, Islands Trust:

Re: Referral of Bowen Island Municipality RZ2026-0014 620 Laura Road

We are writing regarding this re-zoning application and its referral to the Islands Trust in order to:

- Describe the history of 620, and the history of TUP and rezoning applications;
- Neighbourhood Discussion with applicant May 2026;
- Provide information on recent developments – motion passed by Council July 27; applicant's reluctance re conservation covenants; and the applicant's proposed change to the definition of "cidery";
- Add context to the information submitted by Director of Planning Daniel Martin in the referral to the Islands Trust.

"History" of 620 Laura Road:

Over a period of approximately 30 years, beginning in the 1990's, a "heritage apple orchard" of close to 1000 different varieties of apple trees was established by John and Josephine Riley with the assistance and horticultural expertise of neighbour and friend Andre Chollat. Anne Franc de Ferriere-Chollat has described the creation of the orchard in a report presented to Council (included in the Council Agenda May 25, 2026, and separately attached).

A further letter from Anne, included in the Council Agenda July 27, 2026 agenda (and separately attached) provides further ideas for protection, monitoring, and preservation of the heritage orchard.

In 2019, Rob Purdy and Christine Hardie purchased 620 Laura Road. In 2021, they applied for a Temporary Use Permit (TUP) to establish a cidery, which is a non-permitted use under Bowen's Land Use Bylaw. In the Council meetings that considered the TUP, the applicants' stated purpose of the cidery was to generate enough revenue to be able to maintain the heritage apple orchard. Council at the time determined that the importance of the trees outweighed any negative aspects of an industrial manufacturing facility for alcoholic cider in our rural residential neighbourhood.

This same rationale was used in the 2023 TUP renewal application; and is being used again in the current rezoning application.

A letter from the applicants to Mayor & Council, dated July 21, 2026, states:

“We first became involved with the orchard in 2017 because of its historical and agricultural significance. Our intention has always been to “give the orchard a reason to exist” beyond its function as a hobby. We believed that establishing a locally produced craft cider brand—operating at a community scale and focused on a high-quality product—could provide an economic basis for preserving the orchard over the long term.”

Nevertheless, since shortly after the TUP renewal in Dec. 2023, the property was put up for sale and has been on the market for approximately 50% of this time, and the owners moved to Eastern Canada more than two years ago.

In January 2026, the owners and prospective purchasers of 620 Laura Road submitted a rezoning application to Bowen Island Municipality, requesting permission to establish a 10-room guesthouse on the property for “agri-tourism”, in addition to seeking permanent permission for the cidery. This proposal was met with resounding opposition from many Bowen residents – not just the immediate neighbours – and was withdrawn. The prospective sale was cancelled.

If the property had been sold while on the market, or is sold in the future without sufficient protection such as a Conservation Covenant that provides for the maintenance, protection, and preservation of the heritage orchard AND proper care of the trees, there will be no way to ensure the survival of this orchard in the future. Yet this remains the “justification” for a major bylaw amendment to allow the industrial Cidery.

Neighourhood Discussion with applicant May 2026:

At the time of the TUP application and renewal, there was a great deal of neighbourhood opposition to the cidery.

In May 2026, after the guesthouse rezoning idea had been withdrawn, the neighours located closest to the cidery property met by Zoom with the applicant, at the applicant’s request. After discussion and further careful consideration, we determined that, reluctantly, we could tolerate the cidery, so long as the retail and picnic areas would remain their existing size with no possibility of future expansion, and hours of operation would remain as per the original TUP. We were very clear in our demand for a comprehensive perpetual conservation covenant on the heritage orchard, that would also ensure the proper care and maintenance of the trees in the future. A copy of our letter to Council on this issue is attached.

Information on Recent “Developments”:

The Planner’s report presented to Council July 27, 2026 stated that the applicant had expressed reluctance to commit to a Conservation Covenant, and had also proposed an

amended definition of “cidery”, which could result in **NO** fruit from the property being required in the manufacture of cider.

As published in the Planner’s report, the Parks, Environment, and Climate Action Advisory Committee (PECAAC) recommended, among other points:

“• That the proponent must meet BIM’s Conservation Development Policy by

o Protecting 50% or greater of the property for conservation purposes

o Using conservation covenants

o Including the heritage orchard, its associated biodiversity, and Murray Creek and its associated riparian area in covenanted areas

That Council consider a restriction or a limit on cidery output if deleterious effects are anticipated with a significant increase in cidery production.”

As published in the Planner’s report, the Advisory Planning Commission (APC) recommended, among other points:

“• That Council should give consideration to whether there is a method, either through a covenant or the application of the Conservation Development Policy, to preserve the diversity of the existing heritage orchard.”

At the July 27, 2026 Council Meeting, Council passed first reading of the proposed LUB amendment bylaw, with two additional directions to Staff added to their motion.

Complete wording of the motion passed by council July 27, 2026 is as follows:

“That Bylaw No. 726, cited as “Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026” be read a first time;

That Council refer Bylaw No. 726, 2026, and the attached Islands Trust Policy Statement checklist to the Islands Trust; and

That Council direct staff to return with the results of that referral.

That Council direct staff to seek protection of the riparian areas as a condition of rezoning approval, and

That Council direct staff to seek ongoing protection of the biodiversity of the heritage orchard as a condition of rezoning approval. (As the Council minutes have not yet been

publicly published, the wording of the two additional directions to Staff has been extracted from the video of the Council Meeting.)

Adding context to the Islands Trust checklist submitted by BIM Planning staff:

Comments re IT checklist:

Directive 4.1.8: the Staff Comment reads "Rezoning application includes a protective covenant for agriculture land that it be used for that purpose. The cidery operation provides economic viability for the ongoing orchard operation."

In our opinion, this does not provide adequate protection for the heritage orchard, given that the ongoing preservation of the heritage orchard has, from the beginning, been used as the "raison d'etre" for the cidery permission. As previously noted, the Planner's report presented July 27 indicates reluctance by the applicant to agree to a covenant. What if the applicant refuses a covenant – will this affect the Islands Trust recommendation?

Directive 5.7.2: the Staff Comment reads "Cidery operations provide an economic opportunity on Bowen Island to support agricultural on Bowen Island".

Currently the heritage orchard provides only a small amount of fruit; the second orchard will not be producing until approx. 2030, and the majority of the apples used to date in the cider production are brought to Bowen Island from the Similkameen in the form of juice.

Conclusion: the inextricable and "essential" relationship between the cidery operation and the heritage apple orchard has been continuously promoted by the applicant for 5 ½ years, through the TUP, TUP renewal, and the current rezoning application. Now, it appears, this relationship is expendable. The nearest neighbours have been willing, reluctantly, to accept the cidery on a permanent basis, with restrictions on the size of retail and picnic space to the existing areas, and hours of operation as per the original TUP, with the condition that the heritage orchard be permanently and legally protected by means of a Conservation Covenant or other appropriate legal instrument. For the applicant to "back away" from their commitment to the preservation of the heritage orchard at this time is unacceptable.

If the applicants are reluctant to commit to a Conservation Covenant to preserve and protect the heritage apple trees (barring events outside an owner's control such as disease, fire, drought), then the Municipality must reject any permanent rezoning allowing the cidery to continue operating.

Thank you for your consideration,

Margaret Underhill & Brian Buckingham,

[redacted] Bowen Island

Anne Franc de Ferrière -Chollat

The Future of the Rileys' Heritage Apple Orchard

Including horticultural notes

May 2026

Introduction:

Bowen Island is home to a unique horticultural treasure: the Rileys' Heritage Apple Orchard. Combining the vision of Josephine and John Riley and the expertise of André Chollat resulted in a one-of-a-kind apple orchard that features 1,200 heritage apple trees of 900 individual varieties, planted on one – and only one – acre using the ancient horticultural practice of espalier.

The property also has a cidery, established in 2019, and a cider apple orchard with freestanding trees that will mature after 2030. The cidery currently relies on crushed apples imported from the Similkameen Valley.

Recent changes in ownership and potential amendments in zoning are bringing into question the future of the property. From the recognition that the orchard needs to be preserved, many island residents advocate for finding a solution that is viable for both the short term – as the orchard has to be constantly maintained to prevent decline – and well into the future.

Ideas range from creating a "living museum" to enhancing the property's potential as a tourist attraction and/or commercial entity focused on food production.

The following history of the Rileys' Heritage Apple Orchard is meant to inspire efforts to come up with a creative solution, one that continues the legacy of the site in the spirit of those who created this exceptional attraction.

Site Plan

Apples on the West Coast:

Apples arrived on Canada's West Coast in the mid-1800s, brought by fur traders, settlers and Indigenous peoples. While early coastal homesteads on Vancouver Island and the Gulf Islands successfully grew a diverse array of heirloom varieties, commercial production eventually shifted inland to the Okanagan Valley.

Living on the Gulf Islands in early years, settlers had to grow their own vegetables and fruit and sustain themselves throughout the seasons without refrigeration. As they brought memories of the orchards of their home countries, criteria for their choice of apples ranged from personal taste to means of preservation, such as in a root cellars or through cooking, juicing and making cider. Later, transportability of apples also became a key factor.

Historically, there were many small nurseries on the Gulf Islands that catered to local demand.

Due to the way apple trees reproduce, there are thousands of fruit-bearing trees, including wild and feral varieties, with a large majority of them unfit for human consumption.

Today, there are dozens of heritage and heirloom orchards, planted by early homesteaders, on Canada's West Coast, with some of them operated by non-profit organizations as well as commercial enterprises.

A combination of three elements makes the Riley's orchard stand out among them:

1) A high number of varieties

2) The practice of espalier

3) The orchard having been actively maintained in recent years.

The Creators of the Rileys' Orchard

John and Josephine Riley

As the only son of an English market grower, John Riley always longed for land to cultivate although his father discouraged him from going into the profession and John became a chartered accountant.

When John and Josephine Riley first moved to Bowen Island, they lived in Bluewater, and later purchased the 5-acre lot at what is now 620 Laura Road. At the time, the property was partially cleared and had a sloppy grass field, originally intended as a pasture for a horse. They arrived at the property with the six apple trees they had in Bluewater.

In 1990, John attended a pruning course at BICS, led by André Chollat. Since John had lost one eye – and as a consequence, had no sense of depth, he asked André to come and prune his trees.

This was the start of a long friendship that was based on the cultivation of apple trees and everything and anything horticultural.

As John was madly taking notes about André's advice, they had a running joke: "Which one of them would be the first one to publish his own book?"

André Chollat

At age 14, André Chollat enrolled in the French national institute of horticulture. He graduated four years later with high honours, having found his calling. The only time André did not practise horticulture was during his military service, serving in standard draft and then the Algerian war.

On Bowen Island, André was well known for his talent, expertise and constant curiosity about all things related to horticulture. Early on, he learned from a long-time Bowen Islander that fruits trees on the West Coast have to be pruned twice a year, once in March and a second time shortly before the middle of August to balance vigorous growth with optimal fruit production. This knowledge – which found reflection in André's pruning practice and his courses – is still bearing fruit (literally) all across the island.

Friends: John Riley and André Chollat

Creating the Orchard

When the Rileys arrived at the Laura Road site, they first cultivated the upper part of the open field. John took advantage of his retirement to delve into pomology. The couple often went on trips to the Gulf Islands where they discovered abandoned apple nurseries. John started to collect apple trees in earnest; he was especially interested in trees that would thrive on the West Coast.

To cultivate heritage apple trees, John applied a grafting method that involved collecting dormant, first-year shoots (scions) in late winter – to then graft the scion onto rootstock in early spring.

Through trading and exchanging scions from a number of places, John and Josephine were able to grow their collection of varieties of heritage apples significantly: in the 22 years of working with André, the orchard grew to 1,200 trees – from six to 900 varieties.

At first, the Rileys' collection was confined to the upper area of what is now the heritage apple orchard. It was designed by André, who was also involved in the planting of the trees and gave advice about maintenance.

André was delighted to apply his vast horticultural experience, drawing on techniques learned not only in school but also in visiting old orchards such as the King's Orchard of Versailles, which is known as the world's most beautiful collection of trained and espaliered fruit trees, a masterclass in horticultural craftsmanship.

Two attributes made espalier especially appropriate for use at the Riley property:

1) It allows a high number of varieties on a relatively small footprint.

2) Growing apple trees on an incline, with features such a wooden fence to protect against wind, creates a warmer microclimate that enables the production of high-quality fruit on trees that would normally need a warmer climate to be as productive.

Espaliering requires careful pruning to control the size of the apple trees as well as training the branches to follow the trellis. André planted the trees, spaced about a metre apart, at a 45-degree angle, designed to slow down growth.

The result is a high density of 1,200 trees on one acre of land, with three-quarters of these trees being unique samples of apple varieties collected by the Rileys.

As the collection of apple trees increased, it became urgent to accommodate an ever-growing number of trees. As a consequence, André designed and built additional terraces and trellises on what was previously an adjacent field of grass.

Maintaining the Orchard

Even as André was shaping the land to accommodate the growing orchard, he was responsible for maintaining the trees, including pruning them twice a year. Since apple trees used in espalier are smaller in size – typically limited to semi-dwarf size – this requires very accurate horticultural pruning.

At the start of each pruning season, each tree has to be assessed to evaluate the growth that took place in the interim, so that the pruning can be tailored to the specific requirement of each variety. While certain trees require their natural growth to be tamed – others need to be encouraged just to produce.

The desired balance allows for the production of apples at a rate where the health of the trees is preserved for a long time. Espaliered apple trees are known for exceptional longevity, sometimes even exceeding 150 years.

Throughout the summer, a thinning of apples has to take place to ensure an optimal number of fruit. This serves two purposes: to preserve the life of each apple tree and prevent exhaustion as well as enable a healthy weight for individual apples.

Illustrations of the apple orchard follow:

This picture illustrates the 45-degree angle that slows down the growth of the apple tree and grafting detail.

Example of thinning of the apples.

The Future of the Orchard

There is currently a lively discussion taking place about the future of the Rileys' Heritage Apple Orchard, with many voices calling for preserving it, for example, as a living museum.

An important consideration for the path forward is the need to maintain the orchard. Agriculture has never been for the faint of heart, requiring what is commonly termed "sweat equity." Neither John nor André counted the number of hours they spent in the orchard – and Josephine was also deeply involved as she was responsible for irrigation, weeding and countless administrative tasks.

It is evident that the Rileys' Heritage Apple Orchard needs to be preserved. Any potential solution has to take into account the legacy that led to the creation of this unique and extraordinary treasure.

What is required is a solid business plan that prioritizes horticultural expertise to ensure a long life of the many varieties of trees, potentially exceeding one century.

Addendum

The property also has a fine rhododendron collection. Here are images documenting the garden design.

Preparing the ground for the rhododendron collection

From: Margaret Underhill
To: Sophie Idsinga; BIMBC - Mayor And Council
Subject: 620 Laura Road
Date: May 25, 2026 10:31:55 AM

Mayor & Council:

Re: 620 Laura Road Rezoning Application

Six of the neighbours closest to 620 Laura Road met with Rob Purdy by Zoom on May 16, at Rob's request. During that meeting, he described his and Christine's intentions re the Cidery and the sale of the property, and asked for our feedback.

Over the next week, we gave much thought to our expectations for a positive outcome from the Zoom meeting and from the rezoning application.

Our response to Rob included the following expectations:

- While we have reluctantly grown to accept the current operation, any expansion of the Cidery, as contemplated in the TUP conditions, is unacceptable to the neighbours, due to parking and noise concerns. We would insist that any rezoning bylaw state that the retail and picnic areas would be limited to their existing size.
- Limit the Cidery hours to the existing hours per the TUP.
- As a non-negotiable condition to the rezoning acceptance, assurance in perpetuity that the heritage trees will be properly cared for, by establishing a Conservation Covenant as discussed in the Planner's Report at the April 13 meeting and, as part of that Covenant, establishing parameters for the necessary care for the trees.

The reasons for our expectations are:

- Noise concerns: Our area is a "natural amphitheatre", and sound travels clearly and easily. The sounds of the commercial operation (very different from residential sounds) already cause some disturbance to surrounding properties.

- Traffic concerns: The sunny Easter weekend caused parking mayhem on Laura Road, and would have caused problems for emergency access.

While the trail-head at the top of Laura Road contributes to these issues, any expansion of visits to the Cidery would intensify this problem.

- Precedent: this has been a major change to our **Rural** Residential neighbourhood. Given the other applications for re-zoning in our area, we won't feel at all secure without a definitive statement from Council that (if approved) this decision cannot be used as a precedent in future discussions.

Rob & Christine have responded to our email, and have indicated a willingness to work with us to address our concerns. We are encouraged by their response, and look forward to working with all parties to make sure these issues are addressed in the draft bylaw.

Margaret Underhill & Brian Buckingham
[redacted] Westside Road

Anne Franc de Ferrière Chollat
[redacted]
[redacted] West Side Rd
Bowen Island, BC
V0N 1G0

July 26, 2026

Mayor & Council
Bowen Island Municipality

Re: A perpetual conservation covenant on the Riley's Heritage orchard.

Your worship and Councilors,

First I would like to apologize for being so late at giving you my feedback about item 7.2 on today's agenda.

On May 26th, I provided you with a report titled "The Future of the Riley's Heritage Apple Orchard". It gives a detail description the orchard, its creation, history, maintenance notes, horticultural notes and the conclusion is as follows: "*It is evident that the Rileys' Heritage Apple Orchard needs to be preserved. Any potential solution has to take into account the legacy that led to the creation of this unique and extraordinary treasure."* And so a proper perpetual conservation covenant is needed.

Such a perpetual conservation covenant has to fulfill two requirements:

- The Riley's Heritage Apple Orchard has to be integrated into a land trust, that will monitor the orchard twice or three times annually and provide BIM with assessments of the health and the maintenance of the orchard.
- The horticultural maintenance has to be tailored to this particular heritage orchard as practiced by the Welland Community orchard. The Welland Community Orchard have the expertize to give guidance for the preservation of the Riley's Heritage Apple Orchard. The purpose is to "*allow for the production of apples at a rate where the health of the trees is preserved for a long time. Espaliered apple trees are known for exceptional longevity, sometimes even exceeding 150 years. " (*This is in complete contradiction to Mr Purdy's assertion of apple trees only living 30 years!)

The challenge appears to be the write up of such a perpetual conservation covenant that will assure that the orchard will to be constantly maintained to prevent decline – and well into the future in order to preserve this unique and extraordinary Bowen Island treasure.

Thank you,

Anne Franc de Ferrière - Chollat

TRUST COUNCIL/EXECUTIVE COMMITTEE

Continued preparation for the election of a new Trust Council has accelerated since the June Council meeting. The final Candidate Information Package was released on the updated elections page of the Islands Trust website. On August 20, senior staff and I hosted a virtual Candidate Information Webinar to provide prospective candidates an overview of Islands Trust, the role of trustees and key election information, and to answer related questions. More than 40 individuals registered to attend. A recording of the presentation will be available on the website. The Director of Legislative and Information Services' report contains additional updates on preparation for election administration.

We continue to make progress on following through on the recommendations of the 2025 Operational Review Report endorsed by Council last December. The September Council agenda includes Requests for Decision on three of those recommendations:

- Potential changes to the Council committee structure, as recommended by the Governance Committee per Council's request in June.
- A proposed new corporate planning process, also endorsed by the Governance Committee.
- A draft five-year information services plan to help better manage improvements and investments in Islands Trust's technology infrastructure, systems and processes.

While they will not resolve some of the long-standing and complex operational pressures we face, if endorsed by Council I believe these steps will help lay the foundation to significantly improve operations over the next Council term. My thanks to staff and trustees for their contributions to this work over the past several months.

Following the June 2026 Trust Council quarterly meeting, all trustees were invited to complete an online survey providing feedback to improve planning and delivery of future Trust Council meetings. This survey was modified to reflect the shift to an electronic format for the final two meetings of this term. Of the 14 respondents, only half were satisfied or very satisfied with the meeting overall, and four were dissatisfied. The primary issues raised related to technical challenges and concerns about attendance and voting procedures. Staff have worked with the Chair to identify solutions and mitigations to these issues for the September meeting.

END OF TERM PREPARATIONS

As we near the end of the current Council term and the October 17 election, I respectfully remind all trustees of the guidance distributed to them previously regarding appropriate conduct during the election period, including appropriate use of Islands Trust resources.

It is particularly important during the formal campaign period that trustees maintain a clear distinction between trustees work and any activity in support of political campaigns, whether for themselves or in support of other

candidates. Trustees are encouraged to contact me or Director Marlor with any questions in this regard. Islands Trust staff have also been made aware of their professional obligations during this period.

Acknowledging that some trustees will not be returning to Council next term, staff will prepare and distribute guidance on any administrative steps that need to be taken at the end of the current term. I thank you in advance for your assistance in supporting a smooth transition from one Council to the next.

REQUEST FOR DECISION

To:	**Trust Council**	**For the Meeting of:**	September 9, 2026
From:	**Executive Office**	**Date Prepared:**	August 12, 2026
SUBJECT:	**New Corporate Planning Process**		

RECOMMENDATION:
That Islands Trust Council approve the new Islands Trust Corporate Planning Process and direct staff to initiate the planning process for the next Council term.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The current Islands Trust Council has been working to improve the corporate planning process since 2022. The process presented for consideration builds on the draft process endorsed by Council in 2023, but clarifies the output, expands the scope to address operational priorities, and enhances the level of senior staff support in the development of a corporate plan. If approved, staff will pilot the new process with the incoming Council. If it proves effective, consideration would then be given to formalizing the process in a new policy during the next Council term.

1 PURPOSE:

To advance a new corporate planning process to be applied by the incoming Council to set out Islands Trust's priorities for the next Council term.

2 BACKGROUND:

In fall of 2023, Trust Council endorsed a draft corporate planning process developed by a working group comprised of a subset of trustee members of the Financial Planning Committee. Council also asked the working group to continue working to finalize and implement that draft process. Subsequent work on that process was ultimately limited as Council focused on developing Trust Council's Strategic Plan, as a primary component of the corporate planning process. The strategic plan was approved in March 2025.

In December 2025, Council adopted the recommendation of the Islands Trust 2025 Operational Review to move beyond a strategic plan of Council to deliver a more holistic corporate plan for Islands Trust overall. The intent is to produce a corporate plan that addresses:

- Council's strategic priorities (as defined by trustees), and
- Islands Trust's operational priorities (as defined by the senior staff leadership team)

The proposed process builds on and refines the endorsed draft process, with a clearly defined product in the form of a corporate plan document delivered within the first year of a Council term.

The resulting plan replaces the current practice of a stand-alone Trust Council Strategic Plan by folding that into the broader corporate plan. The process retains Council's accountability for defining its strategic priorities, while drawing more on the capacity of the CAO and senior staff to advance other aspects of the plan. Under this process, Council retains oversight of the

development and approval of its priorities and the overall corporate plan, and relies appropriately on staff to provide significant research, advice and recommendations. This is intended to avoid delays resulting from Council's limited meeting schedule. Beyond a dedicated Committee of the Whole meeting to identify its strategic priorities, Council's quarterly meetings will serve primarily as review and approval points in the planning process.

The current Trust Council Strategic Plan was approved more than half way through the four-year Council term, despite a significant investment of time by Council. While the proposed timeline for the new process may be ambitious, it is designed to define priorities earlier in the term, in time to shape budget and project planning for at least three full years. Another consideration is that the current strategic plan did not appropriately consider the feasibility and resource requirements of the initiatives included in that plan. Consequently, limited organizational capacity ultimately impeded delivery of a number of those initiatives. The increased involvement of staff in the plan development is an essential element to addressing that gap.

The proposed new process was reviewed by the Governance Committee at its July 15, 2026 meeting, and the committee passed the following resolution:

> GC-2026-13
> That Governance Committee request staff to advance the draft Islands Trust Corporate Planning Process to Trust Council for consideration at its September 2026 meeting subject to amendments with clarifications from the CAO of any amendments to this document.

Notable amendments included in the version presented for Council's consideration were based on feedback from the Governance Committee and individual member trustees and include:

- Addition of a section (page 5) to help explain how the work of local trust committees and the Islands Trust Conservancy influence the corporate plan.
- Additional detail in Step 3 to explain what information would be included in the preliminary assessments for proposed action items.
- Edits to clarify how the corporate plan influences standing committee work plans.
- Reworking the outline of the process steps in Appendix B to better clarify the role and responsibilities of trustees and staff in each step of the planning process.
- Addition of a new section in Appendix B outlining the monitoring and reporting process for corporate plan implementation.
- Addition of Appendix C to help illustrate the structure of the corporate plan

For clarity, while they do not materially change the planning process, these amendments were not reviewed by Governance Committee and therefore should not be considered endorsed by the committee.

One proposed change not incorporated into this draft but that Council may wish to consider is to reduce the number of Council strategic priorities in the plan. The draft process allows for a maximum of five Council priorities, plus three operational priorities. And then within each priority there is allowance for no more than three actions.

Staff's view is that a maximum of five provides some flexibility for Council while still retaining focus. However, Council could consider reducing this to three priority areas to ensure even greater focus and align with the number of operational priorities to be included in the plan.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The proposed approach requires a higher level of staff involvement from the CAO and senior leadership than previous strategic planning processes.

The largest impact is on the workload of the CAO, who will carry lead responsibility for managing the process and delivering key components of work for Council. However, this is and should be a primary responsibility of the CAO and it is incumbent on them to manage their workload accordingly.

The impact on workload for members of the senior leadership team will be concentrated in steps 2 and 3 of the proposed process, which involve identification of priorities and related actions. While that work will not be evenly distributed on a weekly basis, over a 24-week period from January to June it is anticipated this will require an estimated 40-60 hours of work for each director. It is difficult to fully assess the impact this may have on other work given that it will be early in the term of a new Council. However, it will be the responsibility of the CAO to work with directors to assess and mitigate that impact. Once a corporate plan is in place, this should help mitigate other pressures longer term by focusing resources on defined priorities.

FINANCIAL:
The proposed planning approach is not expected to require additional funding. The process is designed to facilitate the existing budget planning process. If properly applied, the application of clearly defined priorities and a stronger approach for identifying and amending those should help improved the effectiveness and efficiency of the budget process over time.

POLICY:
There is no existing dedicated policy regarding corporate planning for Islands Trust. Several policies include references to the need for alignment to Trust Council's Strategic Plan, and these could be updated over time to instead reference an Islands Trust Corporate Plan.

Section 5.2 of Trust Council Policy 2.4.1 Executive Committee Terms of Reference does assign Executive Committee responsibility to "coordinate the development, preparation and implementation of an organizational strategic plan." While the development of the corporate planning process has previously been nominally overseen by Governance Committee flowing out of the 2022 Islands Trust Governance Review, consistent with Policy 2.4.1 staff recommend that Executive Committee retain responsibility for implementation of the new process if adopted.

Longer term, staff recommend that the corporate planning process be formalized in a new Trust Council policy. However, the process should first be tested through implementation with the new Council following the 2026 election.

IMPLEMENTATION/COMMUNICATIONS:
If endorsed by Trust Council, staff will prepare to implement the process with the incoming Trust Council, with the goal of having a final corporate plan in place no later than September 2027.

A communications plan would be prepared to support the release of a new corporate plan as appropriate.

FIRST NATIONS RELATIONS:
There are no direct impacts to First Nations relations resulting from the proposed corporate planning process. It is anticipated that aspects of Indigenous relations would be considered in the development of priorities under a new corporate plan.

OTHER: N/A

4 RELEVANT POLICY(S):
Trust Council Policy 2.4.1 Executive Committee Terms of Reference

5 ATTACHMENT(S):
1) Islands Trust Corporate Planning Process - DRAFT

RESPONSE OPTIONS

Recommendation:
That Islands Trust Council approve the new Islands Trust Corporate Planning Process and direct staff to initiate the planning process for the next Council term.

Alternative:
- Trust Council could request amendments to the draft planning process.
- Trust Council could opt not to advance the draft process.

Prepared By: Rueben Bronee, CAO, August 12, 2026

ISLANDS TRUST CORPORATE PLANNING PROCESS OVERVIEW

DRAFT

Updated August 12, 2026

ISLANDS TRUST CORPORATE PLANNING PROCESS OVERVIEW

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INTRODUCTION

The purpose of a corporate plan is to provide the focus and clarity needed to guide allocation of Islands Trust resources over a Council term in ways that ensure:

- Council priorities and regulatory obligations are delivered;
- Islands Trust's core service responsibilities are met; and
- Ongoing improvements to service delivery and operations are implemented in a strategic and intentional manner.

The proposed planning approach in this document sets out a guiding direction not only for Council but for Islands Trust as an entire organization. It is designed to deliver a concrete product in the form of a corporate plan that serves as a foundation for work plans and budget planning for the balance of a Council term.

The timelines assume initiation of the planning process immediately following the election of a new Council. It is recommended Council apply this approach to draft and approve a corporate plan within the first year of the 2026-2030 Council term. If successful, the intent is then for the process to be formally enshrined in Council policy.

Key Terms:

- **Priority**: a subject area on which Islands Trust will focus. Priorities are comparable to the "Focus Areas" in the current strategic plan. There can be a maximum of five Council priorities and three operational priorities identified in the corporate plan.
  - Example: Communications and Engagement
- **Objective**: a concise statement of what Islands Trust is seeking to achieve under each priority. Objectives are comparable to the "Goals and Desired Outcomes" in the current strategic plan. There is one objective defined for each priority in the corporate plan.
  - Example: Islands Trust consistently applies best practices in public engagement to support effective decision making.
- **Action**: a specific project or initiative Islands Trust will deliver to achieve its objectives under each priority. Actions are comparable to the "Key Initiatives" in the current strategic plan. Actions can be existing and ongoing initiatives, or proposed net new initiatives. There can be a maximum of three actions for each priority.
  - Example: Develop and implement a public engagement framework to be applied for all Islands Trust projects.

DRAFT

STEP 1: RESEARCH AND ANALYSIS

(October to February)

Effective planning begins with an understanding of the context in which Islands Trust operates. This ensures the corporate plan is reflective of reality and not an aspirational but unattainable direction.

A SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis provides a structured basis to catalogue significant internal and external factors that influence planning decisions. It allows for an assessment of how strengths and opportunities can be applied and how weaknesses and threats can be mitigated. Staff will augment this with broader research of relevance to Islands Trust's operating context.

This research and analysis will be undertaken by Islands Trust staff, with input from Council to bring their political and community lens to the exercise. Having staff lead this work:

- Ensures it reflects the full scope of the organization's operating context, including but not limited to the Council perspective.
- Draws on continuity of perspectives and historical knowledge, which is especially beneficial early in the term of a newly elected Council.

As a key input into planning decisions, the SWOT analysis should be based on data and documented evidence wherever possible. To support the development of a new corporate plan by a newly elected Council, staff could undertake this research and analysis during the election period and early in the term of the new Council.

The staff analysis will consider factors such as:

- Budget, human resources and other operational data and issues
- Relevant public survey and engagement data (budget consultation, strategic priorities survey)
- Demographic and population data
- Mapping and reporting data
- Tracking of current and emerging issues relevant to the Trust Area
- Analysis of external context, including provincial policy, political issues and legislation

Issues, data and information will be considered if they are of significance to the whole Trust Area or a significant portion of it. Matters specific to an individual local trust area are of less relevance, given the corporate plan is applicable to the work of Islands Trust overall. The exception would be local issues that may have a significant impact to Islands Trust, such as a major legal case that could have significant budget implications or set a precedent with imminent relevance to the whole Trust Area.

Staff will present the draft SWOT analysis and research report to Council for consideration and comment. This will ensure that trustees also have an opportunity to inform the analysis with their own community-based perspectives. Trustees will have the opportunity to provide their initial perspectives via a survey prior to the February Committee of the Whole meeting assessing preliminary priorities at the federation and local trust area levels.

STEP 2: PRIORITY AND OUTCOME IDENTIFICATION

(January to April)

Typically, a corporate plan includes the following components:

- Vision: a concise statement of what the organization aspires to achieve.
- Mission: a concise statement of the organization's purpose.
- Values: the core beliefs, principles and standards that will shape how the organization functions.
- Priorities: the high-level areas the organization chooses to focus its work on for the duration of the plan.
- Outcomes: concise statements of what the organization wants to achieve for each priority.
- Actions: the specific projects or initiatives the organization will undertake to achieve each outcome.
- Measurement: realistic ways the organization can assess whether or not its actions are having the desired impact and making progress toward achieving outcomes.

While all these components play a role, the careful selection of priorities, outcomes and actions is the core an effective planning process.

Vision

In 2023, Council approved a vision statement, but this was never subsequently applied in the development of the Council strategic plan ("Islands Trust is a vibrant tapestry of caring, diverse, and rural island communities with the Salish Sea that flourish in harmony with nature"). It could form the basis of consideration of a new vision for a corporate plan. However, it is a vision for the future of the Trust Area. If a new vision statement is developed for a corporate plan, it should be a vision for the future of Islands Trust as an organization, considering its role and impact in the Trust Area. This approach reflects the practical reality that Islands Trust alone cannot shape a vision for the entire experience and future of the Trust Area overall. If desired, staff can facilitate a process for Council to confirm a new vision statement.

Vision examples from other jurisdictions for illustration:

- "To lead with purpose and steward a vibrant and resilient capital city" (City of Victoria)
- "We are progressive and work collaboratively for the common good to support a thriving inclusive and sustainable community." (qathet Regional District)
- "To support a healthy and vibrant Sunshine Coast with sustainable and affordable public services, and innovative partnerships." (Sunshine Coast Regional District)

Mission

The mission is already articulated in the Islands Trust Object in section 3 of the *Islands Trust Act*:

> "The object of the trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia."

Values

If an Islands Trust corporate plan includes values, they should be those not only of Council but of Islands Trust as an organization. Previous work reference Trust Council Policy 2.1.3 Governance Principles, which presents a set of "principles [that] represent the shared values and beliefs of the Trustees regarding governance in keeping with the Trust's legislative mandate and policies." However, these are primarily focused on Council in its governance capacity, and have not been updated since 2009. Therefore, it is recommended that staff use the governance principles as a basis to develop proposed organizational values for consideration and endorsement by Council as part of the development of the corporate plan.

Values examples from other jurisdictions for illustration:

- Engagement Focused; Respectful; Collaborative; Accountable; Service-Driven; Supportive Work Environment; Inclusive (Cowichan Valley Regional District)
- Service Excellence, Community Support, Accountability (qathet Regional District)

Priorities and Outcomes

The corporate plan is designed to address two sets of priorities and related outcome statements for Islands Trust:

1. Council's strategic priorities for its term of office.
2. Operational priorities identified by senior staff to address operational issues.

Council should identify its priorities early in the term of a newly elected Council to set the foundation for its work through the term. This process should be led by trustees, with input, recommendations and facilitation support from staff.

Development of the priorities and related outcomes should take into account the SWOT analysis and related research. All priorities must clearly align with the Trust Object and the Policy Statement. Council should advance no more than five strategic priorities for the term, and ideally fewer.

Operational priorities will be identified by staff through a parallel process, but will also draw on the SWOT analysis and other relevant research and inputs – such as the results of the annual staff survey. This work can begin in advance of the Council priority identification process, but will only be finalized once Council's priorities are known to ensure alignment where appropriate.

Executive Committee, in its capacity overseeing organizational operations, will be briefed by staff on the development of operational priorities as that process advances. Staff will advance no more than three operational priorities for the term.

As part of the priority identification process, Council and staff will also define a concise outcome statement for each priority. The outcome should articulate what Islands Trust is seeking to achieve by making something a priority.

Staff will bring the full collated set of Council and operational identified priorities and outcomes to Council for approval at its March meeting.

Intersection With Local Trust Committees and the Islands Trust Conservancy

Local trust committees and the Islands Trust Conservancy are separate governing bodies, and therefore the extent to which priorities identified by Council can shape their work is limited. Nevertheless, their projects do consume a significant portion of Islands Trust budget and staff resources. Therefore, consideration of their work is an important input into the development of a corporate plan. This will materialize in several ways during the planning process:

- Staff will consider their work as part of the research and SWOT analysis phase, including identification of issues and opportunities that have emerged across multiple local trust areas and may consequently influence Council's chosen priorities.
- Opportunities to better support the work of local trust committees or the Conservancy may be considered by senior staff in the development of organizational priorities.
- Resourcing required to support local trust committee and Conservancy work will be considered as part of staff's assessment of the available organizational capacity to deliver on actions proposed for the corporate plan.
- Where viable, actions proposed for the corporate plan may include existing or planned local trust committee or Conservancy projects. For example, Council may identify a priority related to environment preservation, and so finalizing and supporting implementing the Conservancy's five-year plan could be identified as an action under that priority.

While alignment cannot be required, Council could reasonably expect business cases proposed for local trust committee or Conservancy projects to articulate alignment with corporate plan priorities where applicable.

STEP 3: ACTION IDENTIFICATION

(April to June)

The actions are targeted projects or initiatives selected to address the priorities and outcomes identified by Council and staff.

Council may opt to propose potential actions for consideration as part of their priority identification process (Step 2), and these will be assessed by staff alongside preparation of other suggested actions identified by staff. Development and assessment of actions will focus on producing a list of potential actions:

- That have a defined scope and deliverable
- That are operationally achievable within organizational capacity across the Council term
- That will have demonstrable impact on achieving the desired outcomes

Identified actions do not need to be net new initiatives and can include continuation or expansion (or cancellation/reduction) of existing projects or programs.

To be included in the plan, actions must:

1. Clearly contribute to advancing the Trust Object
2. Be within the legal authority and jurisdiction of Islands Trust
3. Be consistent with the Islands Trust Policy Statement (for Council priorities)
4. Clearly support one or more identified priorities and the related outcomes
5. Involve significant cross-organizational effort and/or operational impact
6. Require a significant resourcing commitment (staff time and/or budget)
7. Be able to be initiated and substantially advanced within the current Council term

Meeting all these criteria will not automatically result in a particular action being included in the corporate plan. Staff will present the full list of potential actions generated by Council and staff, for decision by Council. Staff's presentation options for Council consideration will include a preliminary assessment for each potential action. This assessment will be a one-page summary that includes:

- A brief description of the proposed action
- An initial definition of the scope for the action
- Anticipated timelines and recommended sequencing within the Council term
- Estimated staff time and budget requirements
- Major internal or external barriers and dependencies.

The preliminary assessments are understood to be initial estimates only. If an action is selected for the corporate plan, these assessments will be subject to more detailed analysis and refinement to inform development of subsequent business cases and project charters. With the exception of existing or ongoing programs or projects, no work will be initiated on a proposed action beyond a preliminary assessment until its inclusion in the corporate plan is confirmed.

Council will decide on the final list of actions to be included in the corporate plan.
However, Council will select no more than three actions under each of its identified priorities.

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Approval of the actions at the June Council meeting is essential to help inform early stages of the budget planning process, particularly development of budget assumptions and guidelines and the drafting of business plans to support related budget requests for the following fiscal year.

In confirming the final list of actions to be included in the corporate plan, Council will also consider assignment of responsibility for each action to a council committee where appropriate. Under policy, committee work plans are set and approved by Council. Therefore, once actions are assigned to committees by Council, these are expected to become the priority work for each committee for the balance of the Council term. Committees do not initiate projects and committees can only add projects to their work plan through the direction and approval of Council.

Assignment of committee oversight is primarily relevant for actions to support Council's strategic priorities. Actions to support operational priorities will not necessarily be subject to direct committee oversight. Rather, it is expected the CAO will be responsible for seeking direction from Executive Committee given its responsibility for overseeing the operational direction of Islands Trust.

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STEP 4: CORPORATE PLAN DRAFTING

(July to September)

Once Council has approved the identified priorities, outcomes, actions and measures, staff will draft the complete corporate plan for review and approval by Council. The plan will include recommended sequencing and timing for delivering on each included action.

Subject to the earlier stages of the planning process being complete on time, the draft plan will come to Council for approval at the first September meeting of a newly elected Council's term. This timeline allows for the corporate plan to inform deliberations on the draft budget considered by Council at it's December meeting.

Once approved, the corporate plan remains in place for the balance of the Council term. However, it is subject to an annual review in the spring of each year to consider whether any adjustments are needed in response to changes in Islands Trust's operating context or emerging priorities. As part of this review, both staff and Council may identify and recommend amendments.

The initiation of the early stages of the budget planning process (see Appendix A) happens concurrent to this phase of the corporate plan development. With the priorities and actions approved in June, staff will be able to prepare business cases to support funding of new actions where required. These business cases will expand on the information from the preliminary assessments for each action, adding the next level of detail to confirm scope, resourcing requirements, deliverables, implementation options, risk mitigation and a cost/benefit analysis. Business cases are finalized with the appropriate Council committee assigned oversight of a given action.

Staff are initiating a more disciplined approach to the development of the business cases that support budget requests to ensure they reflect the true full cost of the proposed project or initiative to be funded. That assessment will ensure business cases reflect:

- Required dedicated funding, including in subsequent years if the project is expected to span multiple fiscal years.
- Impacts to the full organization and dependencies (e.g. the impact to workloads of existing staff).
- Potential policy impacts.

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STEP 5: WORK PLANS

(July to October)

Committee Work Plans

As noted above, the various committees of Council must review and amend their work plans/programs as needed to align with the final direction of the corporate plan.

While local trust committees and the Islands Trust Conservancy have latitude to undertake projects separate from those identified in the corporate plan, Council Committees exist primarily to support delivery of Council priorities. Consequently, committee work programs only include:

- Items referred to the committee from Council. These are expected to primarily consist of corporate plan priorities that Council may assign to committees once the plan is finalized.
- The top three priorities the committee is working on, as approved by Council, and these must include any corporate plan actions assigned by Council to the committee and any on-going initiatives as defined by the Committee's Terms of Reference.

It is incumbent on Council to appropriately exercise its oversight of committees to maintain alignment to the corporate plan, particularly given the impact on appropriate allocation of Islands Trust budget and other resources.

Should an individual trustee or committee wish to propose an addition to a committee work plan, it should be presented first to Committee of the Whole for consideration. Committee of the Whole may then opt to recommend the proposed project to Council for consideration, and Council could then ask staff to prepare a feasibility assessment to inform a decision on whether the project should be added to a committee work plan and the corporate plan.

Department Work Plans

Department work plans outline the major actions and activities that each department will undertake. This includes actions committed to in the corporate plan, as well as other major ongoing projects and programs. They are a critical bridge between the corporate plan and the annual budget process and long-term financial planning.

Department work plans identify projects along with high-level timelines and the anticipated level of required resourcing for each fiscal year. The department work plans serve effectively as a summary of the key information from individual project plans for all major work taking place across each of the five operational business units in Islands Trust:

- Executive Office
- Legislative and Information Services
- Planning Services
- Trust Area Services (including Islands Trust Conservancy)
- Financial and Employee Services

The department work plans will include a high-level assessment of the related impact on staff workload for each project.

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Senior leadership staff hold primary responsibility for developing and maintaining work plans for their respective areas of oversight. During the initial cycle of developing a new corporate plan, department work plans will be developed in advance of Council's December meeting to inform the draft budget. They will then be updated following the annual review of the corporate plan as needed. Council will be advised on a quarterly basis of any substantive changes to department work plans.

Council does not approve department work plans themselves. However, Council can provide direction to staff to discontinue or defer projects or programs included in the plans at Council's discretion or at the recommendation of staff.

Project Charters and Plans

Staff will develop project charters for all new corporate plan actions, for approval by the applicable oversight committee. These will draw on the information developed in the initial preliminary assessment and business case for the action, adding a further level of detail that includes:

- Purpose and objectives
- Clearly defined scope
- Required level of public/partner engagement
- Milestones and deliverables, with target dates
- Project team members and estimated workload
- Approved budget

For actions that are larger and more complex in scope, resourcing and implementation, staff will develop additional project plans that provide greater detail on how the milestones and deliverables will be achieved. The project plans are primarily working documents to guide staff in delivery of the project as defined and approved in the charter.

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ANNUAL REVIEW CYCLE

The annual review of the corporate plan serves two primary functions:

1. Assess progress against the actions and priorities in the plan
2. Allow for consideration of significant amendments and updates

1. Assessment and Reporting

Staff will provide quarterly updates on major plan actions as part of the regular reporting to Council. However, as part of the annual review cycle described below, staff will also prepare an overall report on progress against the plan each March. This update will also help inform, where appropriate, the annual report for Islands Trust.

Where satisfactory progress is not being achieved on a plan action, as part of its March reporting staff will include:

- A transparent assessment of the barriers to implementation.
- Recommended mitigation options, including potential timeline and resources impacts and potential consequential updates that may be required to the corporate plan.

2. Plan Amendments and Updates

Council can amend the corporate plan at any time by a resolution. However, no new actions can be added to the corporate plan without first asking staff to provide a feasibility assessment for the proposed new action. Council can then decide whether to add the new actions based on the feasibility assessment. Staff's feasibility assessment may include recommendations to defer or remove existing actions if needed to allow for capacity to deliver on the proposed new action.

Similarly, staff cannot amend actions related to the operational priorities in the plan without Council approval. If staff recommend new actions, these must also be supported by a feasibility assessment to inform Council's decision.

Following its initial adoption, the corporate plan must be reviewed by Council at each of its March meetings. Council can approve minor amendments that do not impact resource requirements, and then the plan will be advanced as amended to inform the next budget cycle.

If Council opts to add actions during its annual review or request other amendments involving resource impacts, it can request feasibility assessments for those items in March and staff will provide those to Council when it meets in June. Council should approve any revisions to the plan no later than June each year to inform the next budget planning cycle.

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APPENDIX A: BUDGET PROCESS

The annual budget process embraces the detailed financial planning required to fund specific work in the first year of the five-year financial plan, and relies heavily on the work plans which are the drivers to achieve the corporate plan. This process is separate from, but dependent on, the corporate planning process.

The financial plan forecasts the financial resources required to fund corporate plan priorities and the ongoing operations of the organization over the following four years. This is the basis of the five-year financial plan bylaw that is updated and revisited annually during the budget cycle.

In the first year of a Council term, the timeline for the development of a new corporate plan will unavoidably overlap with the established timelines for the budget development process outlined below. However, provided the corporate planning process proceeds as scheduled, staff should be able to coordinate priorities and actions in the plan with budget planning and make adjustments in advance of the presentation of the draft budget at the December Council meeting as needed.

Step 1: Islands Trust Council Sets Budget Assumptions, Principles, & Guidelines (June)

Council will set assumptions, principles, and guidelines to guide staff and the Financial Planning Committee (FPC) in the preparation of the draft budget. Assumptions will include items such as cost increases for inflation or changes in service levels. Principles will include a commitment to prioritise planned or ongoing corporate plan actions ahead of new work. Guidelines will include items such as limiting budget increases in discretionary costs to a set percentage.

Assumptions to be included in the future years financial forecast will also be included in this document to guide the financial projections in the long-term financial plan. Assumptions may include items such as inflation projections and levels of grant funding expected from external parties.

FPC, in alignment with their terms of reference, will draft this document on behalf of Council for their review, revision, and approval.

Step 2: Budget Submissions (June – September)

Executive Committee, ITC Board, Council Committee and Local Trust Committee Funding Requests (June – September)

The Islands Trust Conservancy (ITC) Board and local trust committees (LTCs) will submit funding requests to Council (via the FPC) for work they wish to undertake, including operating and project funding needs. The *Islands Trust Act* says LTCs and the ITC are their own legal entities. As such, while alignment is encouraged, these entities may have work they wish to undertake separate from priorities in the corporate plan.

Similarly, Council committees will submit funding requests to support work they have been directed to undertake by Council or wish to propose for consideration. Council committee submissions are expected to prioritize corporate plan actions assigned to a committee. Any other projects proposed by a committee will be expected to demonstrate how they align with corporate

plan priorities where possible. Where there is no clear alignment, submissions must provide a strong rationale and include staff feasibility study that identifies any impacts to corporate plan priorities. Funding of committee requests that do not directly support corporate plan priorities will only be considered in exceptional circumstances.

The Executive Committee will submit funding requests for the work they are legislatively required to undertake, as well as for any duties or tasks delegated to them by Council. Their submission will include operating and project funding needs, along with any new staffing requests and information services projects. Submissions for staffing requests and information services projects that support corporate plan priorities should be prioritized.

Departmental Financial Plans (August - September)
Based on the activities planned for the next year (per the corporate plan and department work plans) departmental budgets will be compiled by department leads and submitted to finance.

These budgets outline expected costs for planned activities. They must conform to the assumptions, principles, and guidelines set by Council. If staff identify a need to step outside of these guidelines, a case should be brought forward to FPC. An example would be a desire to hire a new staff position that is not directly related to delivering on priorities in the corporate plan.

Departmental financial plans will include costs for corporate plan initiatives assigned to the department, including operational priority actions. Business cases associated with all initiatives will be drafted for Council and will include:

- How an initiative/project achieves the set objective.
- A cost/benefit analysis of the proposed approach to delivering the action/project.
- Staff resourcing associated with the proposed action/project.
- A timeline for the proposal, identifying key milestones.
- Alternative options for consideration.
- Estimated full costs for the recommended and other options.

Business cases must be based on realistic assessments of the true cost and requirements of implementation. They must include consultation with other business areas that will have a role in enabling the success of the project to ensure viability of the proposed options. In considering business cases at all stages of the budget process, FPC and Council should give priority to those that demonstrate clear alignment with priorities identified in the corporate plan.

Step 3: Draft Annual Budget Preparation (September – October)

The departmental budgets, Executive Committee requests, ITC Board requests, LTC and Council committee requests are compiled by financial staff to create a draft annual budget. The draft is compared to the corporate plan to ensure consistency and completeness.

Step 4: Senior Management Review (September)

The Director, Financial and Employee Services, and Chief Administrative Officer review the draft budget with the senior management team.

Step 5: Financial Planning Committee Review (October – November)

FPC will review and refine the draft budget and financial plan before forwarding to Council for review.

Step 6: Islands Trust Council Review (December)

Council will review the draft budget, ensure alignment with the corporate plan, and give direction for changes as required.

Council will determine whether to undertake public consultation on the draft budget and, if so, will approve the draft budget for that purpose.

Step 7: Public Feedback & Consultation with Trust Municipalities (January – February)

If approved by Council, a public consultation and feedback period will take place to allow members of the public to share their thoughts on the draft budget plan. The form and extent of any proactive public engagement on the draft budget will be at the discretion of Council. Engagement with Trust Municipalities will also take place, as required under Council policy.

Step 8: Financial Planning Committee Review (January – February)

FPC will review and further refine the draft budget, considering any feedback from public consultation, and advance it to Council for approval. The draft five-year financial plan will be reviewed at the same time before submission to Council for approval.

Step 9: Islands Trust Council Approval (March)

Council will review and approve the annual budget and five-year financial plan bylaw for submission to the Ministry. Any budget decisions that result in changes to the corporate plan will be incorporated into an updated corporate plan as needed.

Step 10: Financial Plan Bylaw Submission to Ministry (March)

Staff will prepare a plan report to accompany the bylaw submission to the Ministry.

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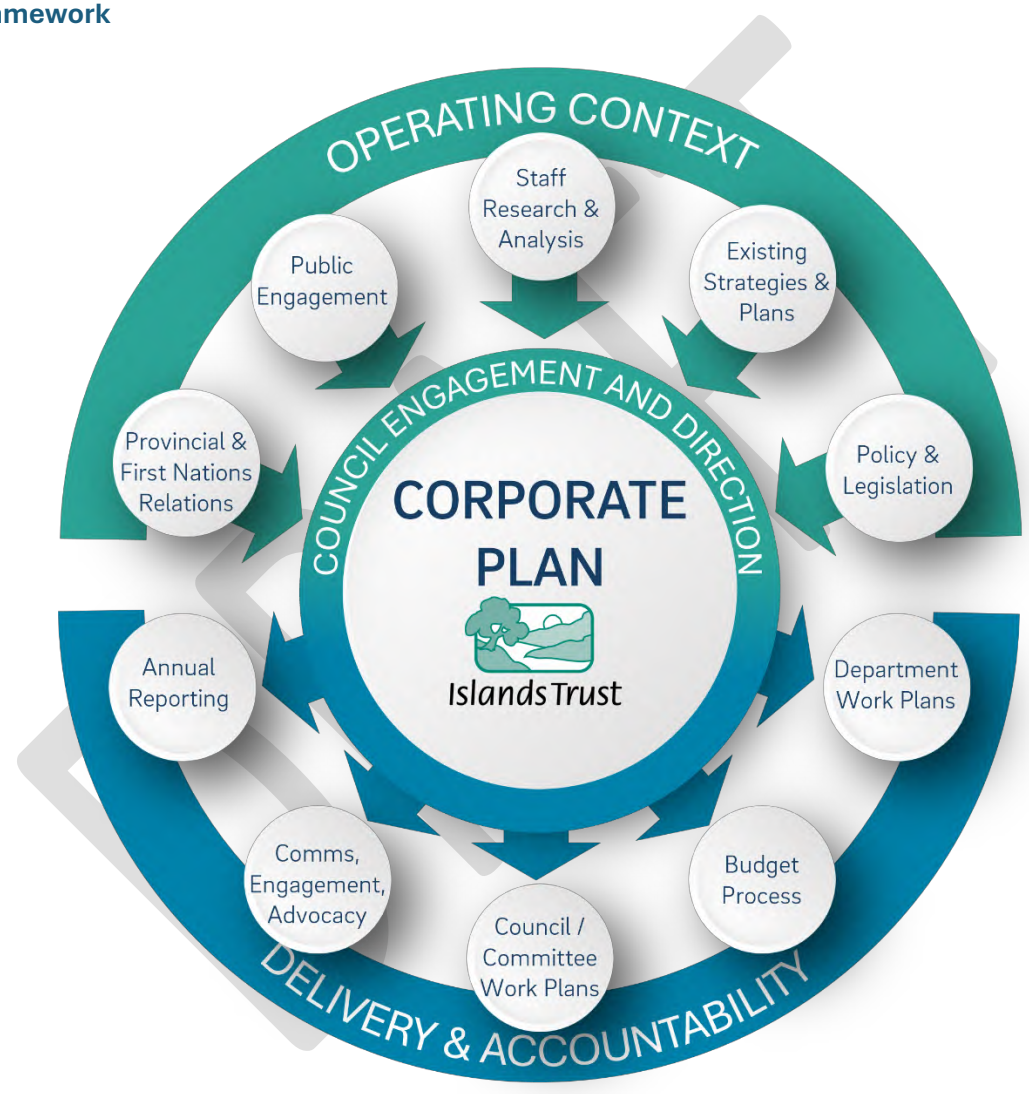
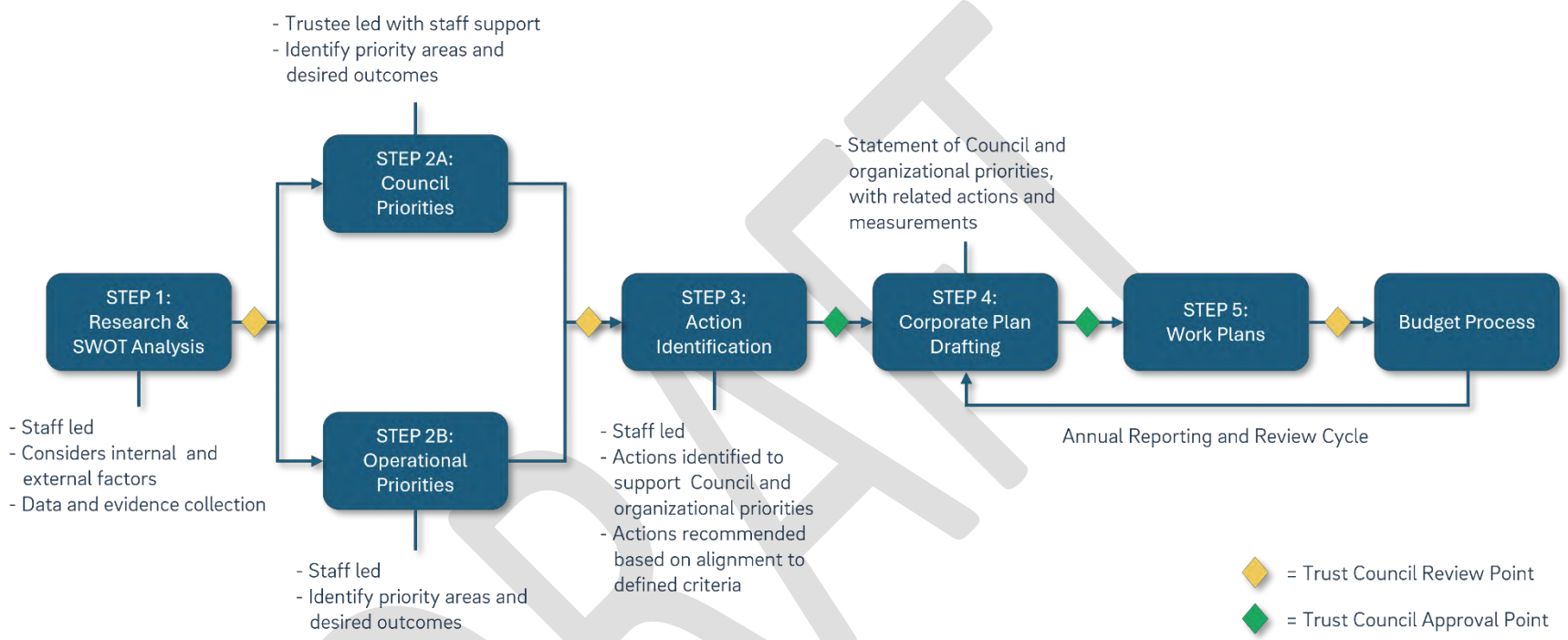
APPENDIX B: CORPORATE PLAN PROCESS MAPPING

Corporate Planning Framework



High-Level Process Map



Critical Success Factors:

- Focused, collaborative and constructive engagement by Council
- Adequate allocation of staff resources during the planning period
- Ongoing commitment to following the approved plan and related processes (feasibility assessments etc.) by staff and Council
- Flexibility and adaptability where and when needed to respond to changes in context and priorities

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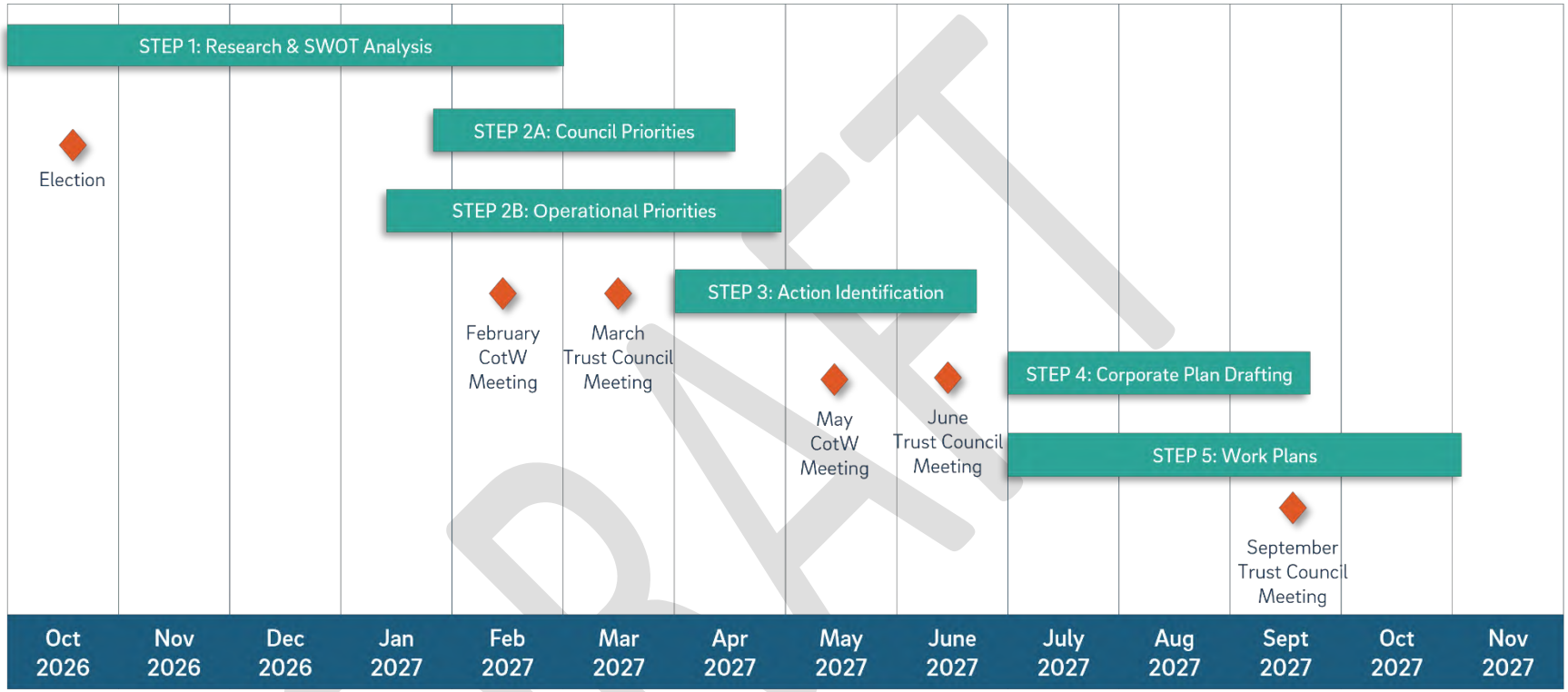
Corporate Planning Process Timeline



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Summary of Planning Process Steps and Roles

STEP 1: RESEARCH & SWOT ANALYSIS	
Timeline	October – February (of an election year)
Inputs	▪ Budget, operational and HR data, including assessment of organizational capacity ▪ Relevant public survey and engagement data (budget consultation, strategic priorities survey) ▪ Existing strategic plan, committee work plans – including the Conservancy and LTC work plans – and operational plans (Indigenous Relations Action Plan, Five-Year Information Technology Plan etc.) ▪ Demographic and population data ▪ Mapping and reporting data ▪ Tracking of current and emerging issues relevant to the Trust Area ▪ Analysis of external context, including provincial issues/legislation ▪ Trustee perspective via survey and February Committee of the Whole discussion
Trustee Role	▪ Complete the research survey, identifying potential political and community opportunities and issues that have a significant influence on Islands Trust and may shape the priorities for the Council term – including LTC issues ▪ Review and engage in discussion of the research report and SWOT analysis at Committee of the Whole
Staff Role	▪ Undertake research and preliminary SWOT analysis, including survey of the incoming trustees to identify their perspectives and priorities ▪ Prepare a comprehensive research report for consideration at the February Committee of the Whole
Output	▪ Final research report and SWOT analysis to inform consideration of priorities for the Council term

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STEP 2: PRIORITY & OUTCOME IDENTIFICATION	
Timeline	January - April
Inputs	▪ Research and SWOT analysis report ▪ Survey of trustees ▪ Islands Trust Act ▪ Islands Trust policies ▪ Indigenous Relations Action Plan ▪ Staff survey results and engagement ▪ 2025 Operational Review ▪ Five-Year Information Technology Plan
Trustee Role	▪ At a February Committee of the Whole meeting: • Identify and agree upon a maximum of five Council priorities for the Council term • Confirm an outcome statement for each Council priority • Confirm, if desired, a new vision statement for Islands Trust as an organization • Confirm, if desired, a statement of the values of Islands Trust as an organization • Identify any suggested actions to support priorities for consideration in the next step of the process (see Step 3 below) ▪ Approve the final list of Council and operational priorities at the March Council meeting
Staff Role	▪ Identify a maximum of three operational priorities for the Council term with a related outcome statement for each ▪ Facilitate identification of Council priorities at the February Committee of the Whole ▪ Prepare a final report on priorities for approval at the March Council meeting
Output	▪ Final approved list of Council and operational priorities

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STEP 3: ACTION IDENTIFICATION	
Timeline	April - June
Inputs	▪ Council and operational priorities and outcomes ▪ Indigenous Relations Action Plan ▪ Five-Year Information Technology Plan ▪ 2025 Operational Review ▪ Staff survey results and engagement ▪ Trustee survey results ▪ Suggested actions from trustees at the February Committee of the Whole
Trustee Role	▪ Consider potential actions presented by staff at a May Committee of the Whole meeting and select a maximum of three actions to support each Council priority ▪ Endorse/amend staff's proposed actions to support the operational priorities ▪ Review and approve a final list of actions at the June Council meeting for inclusion in the corporate plan, including approval of proposed timelines and sequencing for the balance of the Council term ▪ Assign standing committee responsibility for oversight of approved actions and development of required business cases
Staff Role	▪ Prepare a list of potential actions to support each Council and operational priority for the May Committee of the Whole, supported by a preliminary assessment of the scope, resource requirements, milestones and timelines for each ▪ Identify proposed measurements for each priority for consideration by Council ▪ Prepare a final report on all corporate plan actions for approval at the June Council meeting
Output	▪ Final approved list of all actions for inclusion in the corporate plan

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STEP 4: CORPORATE PLAN DRAFTING	
Timeline	July - September
Inputs	▪ Council strategic priorities and outcomes ▪ Operational priorities and outcomes ▪ Confirmed actions ▪ Research and SWOT analysis report
Trustee Role	▪ Review and approve the complete draft corporate plan at the September Council meeting ▪ Substantial amendments should not be necessary if all the major components of the plan have been approved as proposed in Steps 2 and 3 above.
Staff Role	▪ CAO to draft the complete corporate plan for consideration by Council at the September meeting
Output	▪ Final approved corporate plan to guide the major work of Islands Trust for the balance of the Council term ▪ Budget requests initiated to support corporate plan priorities for the following fiscal year

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STEP 5: WORK PLANS	
Timeline	July – October
Inputs	▪ Corporate plan priorities and confirmed actions ▪ Draft corporate plan ▪ Existing committee, LTC and Conservancy work plan projects ▪ Core and ongoing operational programs and initiatives ▪ Senior staff assessment of departmental capacity
Trustee Role	▪ Standing committees review and amend their work plans as needed to reflect assigned actions and corporate plan priorities, submitting revised work plans for approval at the September Council meeting ▪ Standing committees provide direction to staff to inform development of related business cases and project charters ▪ Standing committees approve business cases and project charters
Staff Role	▪ Prepare related business cases and budget requests to support corporate plan actions in the next fiscal year, with direction from relevant standing committees ▪ Prepare project charters for corporate plan actions in the next fiscal year based on approved business cases, confirming project details including scope, objectives, milestones, deliverables, staff resourcing requirements and budget ▪ Prepare project plans for larger and more complex actions to support implementation ▪ Prepare departmental work plans providing a high-level overview of timelines and resourcing requirements for actions committed to in the corporate plan, as well as other major ongoing projects and programs.
Output	▪ Budget requests initiated to support corporate plan priorities for the following fiscal year ▪ Confirmed project charters for corporate plan actions for the following fiscal year ▪ Initial departmental work plans for information of Council

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ONGOING MONITORING AND REPORTING	
Timeline	Quarterly
Inputs	▪ Approved corporate plan ▪ Project charters/plans
Trustee Role	▪ Review project progress against milestones ▪ Standing committees report quarterly to Council on work plan progress ▪ Council to approve any changes to the scope or timeline of corporate plan projects that involve resourcing or timeline impacts ▪ Only approve new projects following a feasibility assessment from staff that includes impacts on delivery of corporate plan actions
Staff Role	▪ Report quarterly to standing committees and Council on progress on corporate plan actions ▪ Identify emerging risks and mitigations that impact delivery, with recommendations to standing committees and Council as needed ▪ Monitor emerging issues and opportunities that may impact delivery of the corporate plan, preparing recommendations to inform the annual review of the plan as appropriate
Output	▪ Ongoing transparency on corporate plan progress with timely mitigation of issues

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ANNUAL REVIEW OF CORPORATE PLAN	
Timeline	March – June annually following approval of the corporate plan
Inputs	▪ Approved corporate plan ▪ Evolving issues identified by staff or trustees ▪ Proposed amendments to priorities or actions
Trustee Role	▪ Review the corporate plan at the March Council meeting and, if needed, propose amendments ▪ Request staff to prepare feasibility assessments for any proposed new actions at the March Council meeting ▪ Review feasibility assessments for proposed new actions and approve any amendments to the corporate plan at the June Council meeting
Staff Role	▪ Prepare annual report on progress on corporate plan implementation for the March Council meeting, including any recommended amendments to address emerging issues or opportunities ▪ Prepare feasibility assessments and recommendations on any proposed new actions identified at the March Council meeting for consideration at the June Council meeting ▪ Prepare an updated draft of the corporate plan for approval at the June Council meeting to reflect requested amendments from the March Council meeting
Output	▪ Approval of the existing or updated corporate plan by June of each year to inform subsequent the subsequent budget planning cycle

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APPENDIX C: OUTLINE OF CORPORATE PLAN STRUCTURE

I. Introduction
   a. Purpose of the Corporate Plan
   b. Planning Process
II. Vision, Mission and Values
III. Organizational Overview
   a. Legislative Context
   b. Organization Structure
   c. Operating Context (summary of key points from the research and SWOT analysis)
IV. Priorities, Outcomes and Actions

Council Priorities		
	Priority 1: [Ex: Governance and Policy]	
	Outcome: [Ex: A clear and updated policy framework that more effectively supports advancement of the Trust Object]	
	Measurement:	
	Actions	**Timeline**
	[EX: Complete and adopt an updated Islands Trust Policy Statement]	
	[Action 1.2 description]	
	[Action 1.3 description]	
	Priority 2:	
	Outcome:	
	Measurement:	
	Actions	**Timeline**
	[Action 2.1 description]	
	[Action 2.2 description]	
	[Action 2.3 description]	
	Priority 3:	
	Outcome:	
	Measurement:	
	Actions	**Timeline**
	[Action 3.1 description]	

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	[Action 3.2 description]	
	[Action 3.3 description]	

Operational Priorities	**Priority 4:**	
	Outcome:	
	Measurement:	
	Actions	**Timeline**
	[Action 4.1 description]	
	[Action 4.2 description]	
	[Action 4.3 description]	
	Priority 5:	
	Outcome:	
	Measurement:	
	Actions	**Timeline**
	[Action 5.1 description]	[Action 1 description]
	[Action 5.2 description]	[Action 2 description]
	[Action 5.3 description]	[Action 3 description]
	Priority 6:	
	Outcome:	
	Measurement:	
	Actions	**Timeline**
	[Action 6.1 description]	[Action 1 description]
	[Action 6.2 description]	[Action 2 description]
	[Action 6.3 description]	[Action 3 description]

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REQUEST FOR DECISION

To:	**Trust Council**	**For the Meeting of:**	September 9, 2026
From:	**Governance Committee**	**Date Prepared:**	August 10, 2026

SUBJECT: **Council Committee Structure Recommendation**

RECOMMENDATION:
That Islands Trust Council recommend the incoming Council:

- **amend the existing committee structure to replace some standing committees with select committees to support priorities identified by Council in its strategic planning process**
- **amend policy to have membership of the Governance Committee appointed in the same manner as other standing committees**

And that staff prepare a briefing for the incoming Council to support these recommendations.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
While staff support the recommendation to amend the committee structure, it will also be challenging to prepare the necessary policy amendments until the incoming Council confirms its strategic priorities. However, staff can develop a more detailed briefing on the implications and considerations of the proposed changes to committees to be presented to the incoming Council early in its term.

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1 PURPOSE:

To provide a recommendation to the incoming Trust Council to consider amending the existing Council committee structure.

2 BACKGROUND:

At its December 2025 meeting, Trust Council endorsed the recommendations presented in the 2025 Islands Trust Operation Review, including:

> Recommendation 5: Trust Council direct 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.

This briefing was subsequently provided to the Governance Committee for consideration at its April 29, 2026 meeting, and the committee resolved to advance it to Trust Council for information.

At its June meeting, Trust Council passed the following resolution:

> TC-2026-051
>
> That Islands Trust Council request staff 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.

The background context and specifics of the three options considered in the previous briefing are contained in Attachment 1. In summary, the 3 options are:

- Option 1: Stronger Engagement by Trust Council

  This option proposes no change to the existing committee structure, but that Trust Council take a more direct and active role in setting committee priorities, and revising them as needed.

- Option 2: Realignment of Standing Committees

  This option proposes amending the mandates of some existing standing committees to more closely align some of these with the identified strategic priorities of Trust Council.

- Option 3: Replace Some Standing Committees with Select Committees

  Similar to option 2, this option proposes replacing some existing standing committees with select committees to address priority topics and issues as defined by Council.

At its July 15, 2026 meeting, The Governance Committee endorsed option 3, with the following resolution:

> GC-2026-15
>
> That Governance Committee request staff to prepare a Request for Decision for the September, 2026, Trust Council meeting recommending the incoming Trust Council consider amending the existing committee structure to replace some standing committees with select committees to support Council's strategic priorities.

Implementing this option would require extensive policy amendment to change the terms of reference for existing committees and to remove the sections establishing some current standing committees. It would also be difficult to draft policy amendments without knowing the priorities of a new Trust Council because the intent is to align updated mandates or a new structure with those priorities. However, staff can prepare a detailed briefing on the steps required to implement such a change for consideration by the new Council.

At its July 15, 2026 meeting, Governance Committee also discussed the fact that the membership of that committee is elected. This is different than the Regional Planning, Financial Planning and Trust Programs committees, whose members are appointed by the Trust Council Chair and ratified by Trust Council. Governance Committee passed the following resolution to amend this practice:

> GC-2026-18
>
> That Governance Committee recommend that Trust Council amend policy to align Governance Committee membership with other standing committees.

Staff recommend such a proposed amendment would best be considered as part of any broader changes to the committee structure that may be contemplated by the incoming Trust Council.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
A briefing would be prepared for the incoming Council that could provide a more detailed assessment on the scope of policy and operational changes that would result from the recommended changes.

Because changes to committee structures would be to align with the new Council's strategic priorities, and those priorities would not be identified until next spring at the earliest, the policy changes could be planned for the fiscal 2027/28 work plan.

FINANCIAL:

There are no immediate financial implications to this recommendation. Longer-term, if the recommended approach to amending the committee structure was adopted, staff would assess potential costs as part of fiscal 2027/28 budget planning.

POLICY:

There are no immediate policy impacts from this recommendation. Amendments to the existing committee structure would require significant policy updates, including to Trust Council Policy 2.3.1: Council Committee System and potential consequential amendments to other policies and procedures.

IMPLEMENTATION/COMMUNICATIONS:

There are no implementation considerations for this recommendation. Staff would assess the broader implementation impacts of amending the committee structure if that is advanced by Trust Council.

FIRST NATIONS RELATIONS:

There are no First Nations considerations for this recommendation. Staff would assess the broader implementation impacts of amending the committee structure if that is advanced by Trust Council. These could be significant if a new Council was, for example, to consider establishing a committee focused on Indigenous relations.

OTHER:

4 RELEVANT POLICY(S):
Trust Council Policy 2.3.1: Council Committee System

5 ATTACHMENT(S):
1) Options for Improving the Islands Trust Council Committee Structure

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RESPONSE OPTIONS

Recommendation:
That Islands Trust Council recommend the incoming Council:

- **amend the existing committee structure to replace some standing committees with select committees to support priorities identified by Council in its strategic planning process**
- **amend policy to have membership of the Governance Committee appointed in the same manner as other standing committees**

And that staff prepare a briefing for the incoming Council to support these recommendations.

Alternative:

- That Trust Council request staff to prepare policy revisions for the incoming Council that would remove TPC, RPC and GC and enhance the use of select committees.

Prepared By: **Rueben Bronee, CAO, August 10, 2026**

Attachment 1: Options for Improving the Islands Trust Council Committee Structure

Legislative and Policy Context

The *Islands Trust Act* requires, in addition to Trust Council, that there be an Executive Committee, local trust committees, and the Islands Trust Conservancy Board. Trust Council Policy 2.3.1: Council Committee System prescribes the creation of six standing committees in addition to Executive Committee:

1. Regional Planning Committee
2. Financial Planning Committee
3. Trust Programs Committee
4. Governance Committee
5. Chief Administrative Officer Performance Evaluation Committee
6. Accessibility Committee

With the exception of the Accessibility Committee, which is required by the *Accessible British Columbia Act*, these standing committees exist at the discretion of Trust Council.

A standing committee is considered "a regular permanent committee of Trust Council." They operate with a defined terms of reference and a work plan approved by Trust Council to support its work for the duration of a four-year term. Membership of each stranding committee is defined in policy. Some are elected by Trust Council, while others are appointed by the Chair of Trust Council Chair and ratified by Trust Council.

Policy 2.3.1 also provides for select committees comprised of trustees elected by Trust Council. A select committee is defined as "a committee established and elected by Trust Council to consider or inquire into any matter and to report its findings, opinions and recommendations to Trust Council." Select committees, therefore, typically have a narrower mandate and are intentionally more temporary in nature. Membership of select committees is elected by Trust Council.

In some instances, Council or a standing committee may establish working groups to consider a particular piece of work. The role of working groups is not defined in policy and they are usually very informal in nature and function solely in an advisory capacity. Therefore, they have no decision-making authority or capacity to direct staff. They also are not subject to formal meeting procedures, and therefore are used and should be used only sparingly.

Options for Consideration

Option 1: Stronger Engagement by Trust Council

Over time, it appears committees have had a tendency to drift from the work plans set out by Trust Council to initiate new projects sparked by committee members' interests. Council is required to review and approve committee work plans at every Trust Council meeting, but typically does so with little engagement or discussion.

This option proposes no change to the existing committee structure, but that Trust Council take a more direct and active role in setting committee priorities, and revising them as needed. This would

not require any changes to current policies. Rather it would require Council to be more active in its role as defined in policy of holding standing committees to account for delivering on a defined set of priorities aligned with the mandate set by Council.

Consistent with recommendation 5 of the Governance Review, it would also see Council set a clear expectation that recommendations from a committee be "owned and championed" by committee members when they are presented to Council.

This approach is recommended to be applied under any of the other options outlined below.

Pros:

- No change to existing committee structure, and therefore no changes to policy are required.
- Enhances committees' accountability to Council, providing greater clarity and oversight of committee mandates and work plans.
- Should improve the efficiency and effectiveness of committee work.

Cons

- Requires more engagement by Council in considering and approving committee work plans.

Option 2: Realignment of Standing Committees

The existing standing committees have broadly defined mandates, but there may be potential to more closely align some of these with the identified strategic priorities of Trust Council.

Staff recommend this would not apply to:

- Accessibility Committee, whose mandate is primarily determined by the applicable provincial legislation.
- Chief Administrative Officer Performance Evaluation Committee, whose mandate is already narrowly focused.
- Financial Planning Committee, whose mandate is already focused on financial management issues.

However, there is greater opportunity to consider the roles of the Trust Programs Committee, Regional Planning Committee and Governance Committee. The new Council is expected to engage in a process to identify its strategic priorities early in its term. This could and should then result in a review of the terms of reference and work plans for these three committees in particular to provide as much focus as possible in support of the priorities identified.

This should include consideration of whether these committees would be better replaced by standing committees with more specific strategic mandates. Given the resourcing implications, staff do not recommend creation of additional standing committees. However, Council could consider, for example, the potential for a standing committee focused on Indigenous and intergovernmental relations if that was identified as a strategic priority – possibly in place of the Trust Programs Committee.

Pros:

- Could help to mitigate some of the concern about "scope creep" and ensure committee time and energy is more efficiently and effectively supporting priorities for the term.
- Enhances committees' accountability to Council, providing greater clarity and oversight of committee mandates and work plans.

Cons:

- Changes to the terms of reference or structure of standing committees would require amendments to policy. Because the timeline for establishing standing committees is set out in policy, the existing committee structure would need to be upheld and initiated under a new Council, with any changes to be made subsequent to that.
- Risk of needing to further amend terms of reference if new issues arise and/or priorities shift that need dedicated committee support.

<u>Option 3: Replace Some Standing Committees with Select Committees</u>

Similar to option 2, this option would replace some existing standing committees with select committees to address priority topics and issues as defined by Council.

As noted above, select committees are intended to be primarily single-issue focused and typically time-limited in nature. This can make them a more nimble and flexible mechanism to deal with priority topics and issues that may arise throughout a Council term. Participation in select committees may also be more appealing to trustees who have an interest in a specific topic but are less interested in committing to participate in a standing committee for an entire term.

However, the need to establish and elect members for select committees on a more ad hoc basis at Trust Council, does add a certain amount of administrative work. In contrast, standing committees membership is established at the start of term and only amended if a member steps down from a committee. The absence of more broadly defined standing committees could also risk resulting in Executive Committee by default needing to take on more work as issues arise.

Pros:

- Provides greater nimbleness and flexibility in the committee structure, and could ensure committee time and energy is more efficiently and effectively supporting priorities for the term.
- May enhance trustee participation in committees with more defined mandates and timeframes.
- Could reduce the overall volume of meetings and related administrative work over the course of the term.

Cons:

- Could unintentionally increase the workload for Executive Committee.
- Could reduce the number of opportunities for trustees to participate in committees.

- Under the remuneration policy, trustees are compensated for participation in standing committees but not select committees. This could be addressed through a minor policy amendment.
- Changes to the terms of reference or structure of standing committees would require amendments to policy. While the provisions for select committees are established, the removal of any standing committees requires policy updates.
- Because the timeline for establishing standing committees is set out in policy, the existing committee structure would need to be upheld and initiated, with any changes to be made subsequent to that.

Islands Trust

Thursday, November 12th, 2026

TRUSTEE OPEN HOUSE — 12:00 PM - 4:00 PM

Location: Islands Trust Victoria Office #200 - 1627 Fort Street , Victoria

Trustees pick up personalized hardware and attend an orientation session at the following time slots:

Gabriola, Lasqueti, Salt Spring, North and South Pender Trustees	12:00 PM - 1:30 PM
Denman, Hornby, Mayne, Saturna and Thetis Trustees	1:30 PM - 3:00 PM
Bowen, Galiano, and Gambier Trustees	3:00 PM - 4:00 PM

Travel to Coast Victoria Hotel & Marina

INAUGURATION — 5:00 PM - 9:00 PM

Location: Coast Victoria Hotel & Marina, 146 Kingston St., Victoria

TERRITORIAL ACKNOWLEDGEMENT & WELCOME	5:00 PM - 5:30 PM
SWEARING-IN CEREMONY	5:30 PM - 6:30 PM
GROUP PHOTO & INDIVIDUAL HEADSHOTS	6:30 PM - 7:30 PM
RECEPTION DINNER	7:30 PM - 9:00 PM

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Islands Trust Council Quarterly Meeting Schedule

Date & Time: 9:00 AM, Friday, November 13 through 2:30 PM, Saturday, November 14, 2026

Location: Coast Victoria Hotel - Coast Ballroom, 146 Kingston Street, Victoria, B.C. V8V 1V4

FRIDAY

Time	DAY 1 - Session Highlights	Agenda Item
9:00 AM	**Welcome and Introductions** • Call to Order and Approval of Agenda • Legislation and Governance in the Islands Trust	TBD
10:00 AM	**Notice of Election & Intent for Executive Committee**	TBD
	BREAK 10:30 - 10:45 AM	
10:45 AM	**Islands Trust Council Committees** • Committee Overviews and Expressions of Interest	TBD
11:15 AM	**Islands Trust Department Overviews** • Legislative and Information Services • Financial and Employee Services	TBD
	LUNCH 12:15 - 1:00 PM	
1:00 PM	**Islands Trust Department Overviews (Continued)** • Planning Services • Trust Area Services	TBD
2:00 PM	**Islands Trust Conservancy** • Introduction to the Islands Trust Conservancy • Notice of Intent for the Islands Trust Conservancy Board	TBD
	BREAK 3:00 - 3:15 PM	
3:15 PM	**Closed Meeting** • Public are welcome to attend all sessions excluding the Closed Meeting.	TBD
4:30 PM	**Executive Committee and Islands Trust Conservancy Board Candidate Presentations**	TBD
	ADJOURN - ~ 5:30 PM	

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Times are provided for information and may vary. See meeting agenda for full list of meeting agenda items.
Please visit the Islands Trust website at islandstrust.bc.ca

Islands Trust Council Quarterly Meeting Schedule
13 & 14, November, 2026

Islands Trust

SATURDAY

Time	DAY 2 - Session Highlights	Agenda Item
8:30 AM	**Closed Trustee Training Session** • Public are welcome to attend all sessions excluding Closed Sessions.	TBD
	BREAK 10:30 - 10:45 AM	
10:45 AM	**Communications** • Introduction to Communications Policies and Practices	TBD
11:15 AM	**Business Items** • Correspondence • Meeting Minutes • Follow-Up Action List	TBD
	LUNCH 12:00 - 12:30 PM	
12:30 PM	**Nominations and Elections** • Executive Committee • Islands Trust Conservancy Board	TBD
1:30 PM	**Delegation & Public Comment Period**	TBD
	ADJOURN - ~ 2:30 PM	
3:00 PM	**Executive Committee Meeting**	Please visit the event web page for the agenda.

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Trust Area Services Report
Prepared on: August 17, 2026

1. TRUST PROGRAMS COMMITTEE (TPC)

~ On July 23, 2026 Trust Programs Committee considered potential funding requests and requested Trust Council to approve $15,000 in the 2027/28 fiscal year to support Climate Action Education Plan Development and Implementation and to approve $100,000 for mapping for updated ecosystem data sets, indicators, and maintaining ecosystem health reporting. Staff are working towards business cases for these requests and advised that the business case for the second request will need to be provided late in the budget cycle due to the required research and exploration of potential partnerships.

2. EXECUTIVE COMMITTEE (bylaws)

~ **Bowen Island Municipality bylaws:**

~ At its meeting of July 29, 2026, Executive Committee found that the following Bowen Island Municipality (BIM) bylaw is not contrary to or at variance with the Islands Trust Policy Statement:

- Bowen Island Municipality that Bylaw No. 722, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 722, 2026" – a bylaw to amend Area 2 of the CD-18 zone which applies to 1620 Joan Audrey Lane and will allow for smaller minimum lot sizes.

~ At time of drafting staff are preparing a staff report to Executive Committee for consideration on August 26, 2026 concerning consideration of Bylaw No. 723, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 723, 2026" – a bylaw to rezone 1658 Mount Gardner Road to a zone variation to allow for a smaller minimum lot size.

3. ISLANDS 2050 (POLICY STATEMENT AMENDMENT PROJECT)

~ **Agency Response Table:** With a vacancy in the Senior Policy Advisor role that supports this project there has not been much progress. Staff did provide a reordered agency response table to Committee of the Whole for a July 22, 2026 meeting which did not proceed due to lack of quorum, and provided it to Trust Council for consideration at the September 2026 meeting. Staff continue to welcome feedback on the draft approach to staff comment/recommendations in response to agency referral responses. Staff provided a late referral to the Managed Forest Council and received a reply which has been added to the agency response table.

~ **Indigenous Governing Body liaison:** Staff met with staff of shíshálh Nation to discuss the referral. Staff also liaised with staff a few other Indigenous Governing Bodies to request referral responses. Engagement with Indigenous Governing Bodies will be the main focus of the project through the fall and winter.

~ **General activities:** Staff continue to monitor the Islands2050@islandstrust.bc.ca inbox, respond to enquiries, and post correspondence to the website. Staff will update the Islands 2050 webpage at key intervals in the project, including the Frequently Asked Questions. Staff continue to work with individual trustees to answer procedural questions and provide communications support.

4. COMMUNICATIONS

~ **Routine corporate communications:** Communications staff continue to provide routine communication services and to offer support to staff and trustees as part of ongoing operations. Routine communications over the last quarter include the following:

- **Quarterly newsletter:** the quarterly newsletter was distributed in August 2026. The subscriber list to the newsletter continues to grow but increased word-of-mouth would be helpful in encouraging residents to subscribe to Islands Trust communications.
- **News Releases:** The following news releases were distributed since the last report:
  - June 18, 2026: Islands Trust Council Announces Recipients of the 2026 Community Stewardship Awards
  - June 12, 2026: B.C. Supreme Court Decision Confirms Validity and Applicability of Gabriola Island Land Use Bylaw
- **Media relations:** There has been a marked increase in responses to journalists for information and clarification, as well as corrections provided. Staff continued media relations, including contacting journalists with corrections or clarifications, and continue to build the media contacts list.
- **Public relations:** There has been a marked increase in responses to members of the public in response to enquiries regarding court decisions, survey questions, and general information.
- **Issues management:** Staff continued to support trustees with speaking notes on emergent issues and provide media relations support.
- **Social media:** Staff have continued posting to social media. Social media posts for public hearing notifications continues. A consistent posting schedule is underway, with a planned schedule of two posts per week, or more as necessary and as topics arise. The number of Facebook followers is at 1,050, up from 1,018 and post views and engagement have seen a significant increase over the summer. X (previously known as Twitter) has decreased from 1076 followers to 1066. X followers decrease consistently and there is no engagement. Islands Trust no longer actively posts on X, but has maintained the account and the profile is still live. Islands Trust is active on LinkedIn and Instagram. To date, Instagram has 328 followers, up from 289 followers, and LinkedIn has 451 followers, up from 412.
- **Media clippings service:** Staff continue to monitor media sources and provide a summary of Islands Trust-relevant news stories to trustees, Bowen Island Municipal Council, and select Ministry staff. While staff aim to provide updates two to three times a week, this service is provided on a time-available basis. Including more clippings from more local publications is a priority and staff are working to include more local content.
- **Website maintenance and improvement, and staff training:** Staff continued to update webpages on a consistent basis to update data, improve readability and conciseness.
- **Strategic Priorities Survey:** Staff put out the 2026 Strategic Priorities Survey on June 1, 2026. The survey was extended to July 16, 2026 to encourage increased participation. The survey had 1,244 responses and the What We Heard report is available on the Survey and Polls webpage. The survey was promoted through two subscriber notices, advertising in local publications, and through trustee communication.
- **Budget engagement:** Prepared an RFD for Financial Planning Committee about public engagement on the proposed 27/28 budget.

- **Advocacy support:** Staff supported editing and proofing of advocacy work
- **Elections planning:** Staff began implementing an elections communications workplan.
- **Annual report:** Staff contracted graphic design of the annual report.
- **Communications Strategy implementation:** Specific work completed over the last quarter to advance the Communications Strategy included:
  - Worked towards updating procedure documents for project workplans
  - Work towards updating Islands Trust publications
  - Improved the Islands Trust Identity Guide by adding guidance that improves accessibility
  - Supported Islands Trust Conservancy staff as required

Communications staff supported the work of other business units on the following initiatives:

- **Support for Planning Services:** Communications staff provided:
  - Communications and engagement support for the Gabriola Island Official Community Plan review project
  - Communications and engagement support for the Gambier Island Official Community Plan review project
  - Communications and engagement support for the Denman Island Housing review project
  - Communications and engagement planning for the Salt Spring Island Official Community Plan review project
  - Communication and design support for the bylaw compliance and enforcement best practices manual and updating bylaw and enforcement rack cards for Islands Trust offices
  - Communications and design support for the State of the Islands report
- **Support for Bylaw Compliance and Enforcement Services:**
  - Staff continue to support bylaw compliance and enforcement through creating speaking notes and news releases for trustees that need support with regards to enforcement efforts in local trust areas.

5. **INDIGENOUS RELATIONS**

During the reporting period, staff continued to provide Indigenous relations advice to staff and local trust committees, advance relationships with First Nations, and develop policies, procedures, and educational resources to strengthen culturally safe and respectful engagement.

~ **Liaison, advice, and organizational support**
- Continued to advise staff and trustees regarding First Nations engagement, culturally safe communications, correspondence, meeting processes, Indigenous rights, and reconciliation matters.
- Continued to liaise with provincial and local government staff regarding Indigenous engagement practices, relationship frameworks, and development of the Indigenous Relations Program.
- Supported staff in considering culturally safe approaches to public correspondence and agenda materials, including seeking guidance regarding potentially discriminatory public comments and applicable human rights considerations.
- Participated virtually in the Ministry of Forests' Heritage Conservation Act Transformation Project Phase 3 local government regional session.

~ **Governance and committee support**
  - Staff coordinated arrangements for a K'ómoks First Nation Elder to provide the Welcome and opening for the June Trust Council meeting and arranged for an Songhees representative to provide the Welcome and opening for the September Trust Council meeting.
  - The Senior Indigenous Relations Advisor attended the following meetings to provide Indigenous relations advice and support:
    - Islands Trust Conservancy Board meetings on May 12, June 2, and July 28, 2026.
    - Committee of the Whole meetings on May 13 and July 22, 2026.
    - Executive Committee meetings on June 3, June 16, July 8, and July 29, 2026.
    - Trust Council meeting on June 16 and 17, 2026.
    - Trust Programs Committee meeting on July 23, 2026.
    - Lasqueti Island Local Trust Committee meeting on July 6, 2026.
    - Salt Spring Island Local Trust Committee meeting on July 9, 2026.

~ **First Nations relationship-building** (only reporting for Trust Area Services)
  - **Tla'amin Nation** – Continued staff-to-staff discussions regarding relationship-building and the potential development of a future reconciliation agreement. Northern planning staff participated in introductions with Nation staff, and information was shared regarding the Islands Policy Statement Amendment Project and the Islands Trust Conservancy 2028–2032 Five-Year Plan. Tla'amin Nation staff expressed interest in a summer boat tour and possible site visits involving Denman, Hornby, and Lasqueti islands, including Islands Trust Conservancy protected areas. The Nations expressed interest in harvesting cedar bark and roots for weaving within Tla'amin territory.
  - **Snaw-naw-as First Nation** – Prepared an Islands Trust orientation presentation and supported a May 19, 2026 Islands Trust presentation to a Snaw-naw-as First Nation Council meeting. The presentation included information on Islands Trust's mandate, active projects, Indigenous engagement, and the continued potential development of a relationship protocol agreement with the Nation.
  - **Tsawout First Nation** – Continued discussions regarding a draft relationship protocol agreement. Staff coordinated and attending a meeting with Tsawout staff.
  - **Snuneymuxw First Nation** – Supported the participation of Snuneymuxw Elder Geraldine Manson in providing a virtual Welcome and opening for the Islands Trust educational webinar for realtors. Broader discussions regarding a relationship protocol agreement remain paused at the request of Nation staff due to capacity limitations.
  - **Penelakut Tribe** – Participated in a May 29 introductory meeting with Penelakut staff and the Nation's referrals consultant. Discussions addressed current Islands Trust projects, culturally appropriate engagement, recognition of Indigenous rights, improvements to referral processes, capacity funding, referral fees, honoraria, heritage conservation funding, and the potential development of a relationship agreement.
  - **Shíshálh Nation** – Participated in a June 22, 2026 meeting concerning the draft Islands Trust Policy Statement and shíshálh Nation's interests. Discussions included referral processes, the potential of developing a relationship protocol agreement, bylaw enforcement practices, a potential site visit and the Policy Statement bylaw referral.
  - **Halalt First Nation** – Supported preparations for a proposed July meeting involving the Halalt Chief, Chair of Trust Council, Chief Administrative Officer, and Director of Trust Area Services to discuss reconciliation and relationship-building. The meeting was postponed until a later date.

- **W̱SÁNEĆ Leadership Council Society** – Liaison occurred about drafting a relationship protocol agreement involving Tsartlip and Tseycum First Nations.

~ **Referrals**

- Reviewed referrals involving Tsawout First Nation for Salt Spring Island bylaws 236, 237, and 242.
- Continued to support staff regarding First Nations referral processes, engagement expectations, and opportunities to strengthen communication with potentially affected Nations.

~ **Policy, plans, and procedures**

- Began developing implementation plan for Indigenous Relations Action Plan and associated business case for 2027/28 funding.
- Supported the Director of Finance and Administrative Services by reviewing the draft Honorarium Policy, Protocol Gift Policy, Honorarium Gift Procedure, and Honorarium Protocol Gift Request Form. The review focused on ensuring that financial processes align with cultural safety and support respectful engagement with Indigenous Governing Bodies, Elders, Knowledge Holders, and other participants.
- Provided information for a UBCM Community-to-Community grant report.
- Continued to be available to supported Islands Trust Conservancy staff in developing its 2028–2032 Five-Year Plan engagement approach.
- Reviewed the Islands Trust reconciliation webpage and recommended changes to improve its clarity, accuracy, and alignment with current reconciliation work.

~ **Education, orientation, and reconciliation initiatives**

- Delivered six Indigenous history, cultural safety, and respectful engagement orientation sessions for eight new staff members.
- Continued developing orientation and reconciliation learning materials for staff and trustees.
- Prepared an educational communication for National Indigenous Peoples Day and National Indigenous History Month. The communication explained the importance of these observances, identified opportunities to participate in First Nations community events, and provided learning resources for trustees and staff.
- Supported the development and review of a statement from the Chair of Trust Council recognizing STÁUTW̱ First Nation's renewed presence on Salt Spring Island and its enduring relationship with the lands and waters.
- Developed a framework for Indigenous Governing Body community profiles, tentatively titled Nation at a Glance, for new trustee orientation. The profiles are intended to provide concise introductory information about each Nation connected to the Islands Trust Area, including general information about the Nation and a summary of current relationship-building and engagement activities. The profiles will be educational tools and are not intended to replace direct engagement with First Nations or represent a definitive account of a Nation's rights, interests, governance, culture, or history.
- Continued to review organizational correspondence, reports, presentations, and public communications to support culturally safe and respectful language.

~ **Events and protocol support**

- Attended the Islands Trust educational webinar for realtors and coordinated the participation of a Snuneymuxw Elder to provide the virtual Welcome and opening. The webinar included information about the Islands Trust mandate, MapIT, land-use regulation, heritage conservation, archaeological responsibilities, engagement with First Nations, and the role of realtors in heritage stewardship.
- Continued to provide advice regarding appropriate Indigenous protocols, Welcomes, openings, participation, and recognition at Islands Trust meetings and events.

~ **Site visits**
- No confirmed First Nation relationship-building site visits were completed during the reporting period.
- Exploratory discussions continued regarding a possible Tla'amin Nation boat tour and visits to Islands Trust Conservancy protected areas.
- Referral-related work concerning Tsawout First Nation and Pender Island was undertaken and staff participated in a June 18, 2026 site visit to Pender Island in connection with the review of referrals to Tsawout First Nation.

~ **Records management**

No significant progress was made during the reporting period on the Indigenous relations records, correspondence, and referral-management project. Work is expected to resume later in 2026.

~ **Reconciliation Learning Group:**
- No further work since supporting delivery of two-day Responding to Indigenous-Specific Racism Workshop in February

6. ADVOCACY/COORDINATION

~ **Trust Council:**
- Prepared RFD for Executive Committee regarding renewing marine protection advocacy in response to the announcement that a new pipeline, the West Coast Oil Pipeline, had been agreed to by the Government of Canada, Alberta, and British Columbia.
- Prepared an overview of the Advocacy Program during the 2022-2026 Trustee term.
- Supported the Chair in writing to:
  - British Columbia Energy Regulator regarding Trust Council's concern with FortisBC's extended non-compliance with its Waste Discharge Permit for the Eagle Mountain Pipeline and associated impacts to Howe Sound
  - Minister of Jobs and Economic Growth regarding Trust Council's support for advancing legislation to modernize the Island Coastal Economic Trust
  - Minister of Water, Land and Resource Stewardship regarding Trust Council's support for enshrining Coastal Marine Strategy into legislation.

~ **Local Trust Committees:** No work on local trust committee requested advocacy progressed this quarter.

~ **Executive Committee:** TAS did not support any Executive Committee-requested letters this quarter.

~ **Secretariat Services for Coordination Groups:**
- Staff arranged for contracted support for the coordination of the Rural Islands Economic Partnership ($2,000) and the Coastal Douglas Fir Conservation Partnership ($3,000).

7. AGREEMENTS

~ **Agreements review:**
- Staff met with the Executive Director of the Managed Forest Council to potential for an agreement.
- **Crown Land Agreements consolidation**: Based on the Province's interest in updating agreements about Crown land stemming from the mid-nineties, a proposal to amalgamate Crown Land agreements has been sent to the Province for consideration. This work is being undertaken

cooperatively with Bowen Island Municipality. Staff have follow-up but information on how the Province wishes to proceed is outstanding.

~ **New agreements:**

- Staff worked on a data sharing and analysis agreement with the Martin Conservation Decisions Lab at the University of British Columbia which will be provided to the CAO for signature.

8. MANAGEMENT OF GRANTS RECEIVED

~ **Grant applications/negotiations with funders:**

- **Successful application:** UBCM Local Government Development Approvals Program: CityView and First Nations Referral Process Improvements ($46,820.00)

~ **Grant monitoring:** Staff continued to monitor grant-funded projects. These include grants to Islands Trust and to associated groups/agencies that are underway. Currently these include:

- Disability Alliance BC Grant to support the Accessibility Committee development, $7,000
- UBCM Community to Community Grant to support a new protocol agreement and signing ceremony with Tseycum (W̱SIḴEM) and Tsartlip (W̱JOŁEŁP) First Nations, via the W̱SÁNEĆ Leadership Council $16,865

~ **Grant reporting:** Staff administered reports for:

- Final report for Environment and Climate Change Canada Priority Places Contribution Agreement for Biologist position: $ 118,366.74
- Final report for UBCM Community to Community Grant to support joint gathering and protocol agreement with Tsawout First Nation $13,580.74
- Completed the 2025 Local Government Climate Action Program Survey

~ **Grant applications not awarded:** n/a

9. MANAGEMENT OF GRANTS PROVIDED BY TRUST COUNCIL

~ **Policy development:** Staff drafted a new policy about grants to others for Trust Council consideration, and prepared associated agreement template.

10. PROGRAMS

~ **Stewardship Education Program**:

- At the direction of Executive Committee, staff presented an educational webinar for realtors working in the Islands Trust Area which:
  - Introduced realtors to the new MapIt tool,
  - Provided an overview of land use regulations in the Islands Trust Area
  - Presented about stewardship education resources and Islands Trust Conservancy programs,
  - Provided information about heritage protection via guest speakers from the Archaeology Branch, an Elder from Snuneymuxw First Nation, and an archaeologist working in the Trust Area.

~ **Community Stewardship Awards Program**:

- Six recipients were announced following the June Trust Council meeting, large maple wood frames were purchased from an artisan on Thetis Island to accompany the award certificates, and community awards presentations have been scheduled as follows:

Individual Recipients:

- Dan Rogers, Keats Island, was recognized for his ongoing community leadership in the Keats Island and Howe Sound region on Gambier Island on August 4, 2026.
- Douglas Leatherdale, Keats Island, was recognized for his enduring achievement of island-wide clean-up initiatives on Keats Island at a ceremony on Gambier Island on August 4, 2026.
- Dr. Wendy Palen and Dr. Tom Sisk, Bowen Island, will be recognized for their leadership in biodiversity protection in the development of the Nexwlélexwm/Bowen Island Biodiversity Plan at a Bowen Island Municipality meeting on September 8, 2026.
- Sheila Harrington, Lasqueti Island, will be recognized for her book *Voices for the Islands: Thirty Years of Nature Conservation on the Salish Sea* at a ceremony on Lasqueti (date TBD). Staff are also exploring the possibility of Sheila providing a reading from her book at December Trust Council.

Organizational Recipients:

- Bowen Island Conservancy, Bowen Island, will be recognized for its work to protect the Cape Roger Curtis area at a Bowen Island Municipality meeting on September 8, 2026.
- Breaking Bannock, an initiative of the Gabriola Arts Council, Gabriola Island, will be recognized for its Building Bridges initiative at the Gabriola Local Trust Committee meeting on September 3, 2026.

11. DELEGATION AND OTHER LETTERS

~ None this quarter.

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	June 16, 2026
From:	Trust Area Services	**Date Prepared:**	May 24, 2026

SUBJECT: **Policy 2.1.17 Grants Provided by Trust Council**

RECOMMENDATION:

THAT Trust Council approve Grants Provided by Trust Council Policy (2.1.17)

THAT Trust Council rescind:

- **History and Heritage Grants-in-Aid Policy (2.1.14);**
- **Guidelines for EC Sponsored or ITC Initiated NAPTEP Applications (Policy 2.1.6); and**
- **Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications (Policy 4.1.13).**

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The revised policy combines three policies, updates the policy to reflect current needs, and better reflects the intent of legislation and the object of Islands Trust. The policy does not obligate Trust Council to budget for or provide grants, rather it provides the framework should Trust Council wish to do so.

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1 PURPOSE: To combine all policies related to grants into one new Trust Council policy and to provide more precise guidance that is in better alignment with the Islands Trust Act.

2 BACKGROUND:

Trust Council current has the following policies related to provision of grants-in-aid and sponsorship of applications:

- Policy 2.1.14 History and Heritage Grants-in-Aid
- Policy 2.1.6 Guidelines for EC Sponsored or ITC Initiated NAPTEP Applications
- Policy 4.1.13 Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications

The three policies listed above have been combined into a new 2.1.17 Grants Provided by Trust Council policy, with the additional grant types that Trust Council can provide.

This policy reflects that the authority to issue grants and sponsorship under s. 8 of the *Islands Trust Act* lies with Islands Trust Council, and that the role of the Executive Committee is to recommend annual budget amounts.

There is also an annual intake deadline in the Policy to allow Islands Trust Council to consider the merits of the applications against each other, as there may not be sufficient

budget to cover all applications. The old system where Executive Committee considered application sponsorship requests as they were received once the budget was approved, led to the first to apply to be approved, and subsequent applications either being denied or requiring Islands Trust Council to go over budget.

The revised policy makes the link between the program and legislation clearer, which for grants retains approval of funding with Trust Council, and establishes a method to accept an application, review applications, and allocate the funds that is more manageable for staff, Executive Committee and Trust Council.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The organizational implications of the new policy will depend on the number of grants Trust Council chooses to provide annually. The Program Coordinator position would be responsible for supporting applicants, preparing grant agreements and working with finance department to request issuance of funds.

FINANCIAL: None. Annual financial implications dependent on Trust Council's annual budget decisions.

POLICY: No policy implications

IMPLEMENTATION/COMMUNICATIONS: Trust Council policy webpages will be updated as well as the webpages under the programs menu that communicate about grants and application sponsorship. Staff operational procedures will be updated. Communication of the annual deadline will be incorporated into communication work plans. Communication to relevant staff will be provided. Trustee orientation materials will also be updated.

FIRST NATIONS RELATIONS: This policy provides a framework for provision of grants that could be provided tot First Nations.

OTHER:
No other implications

4 RELEVANT POLICY(S):
n/a

5 ATTACHMENTS:
1. Draft New Policy Grants Provided by Trust Council (2.1.17)
2. Example of a Potential Application Form for grants provided by TC
3. Current Policy 2.1.14 History and Heritage Grants-in-Aid [LINK]
4. Current Policy 2.1.6 Guidelines for EC Sponsored or ITC Initiated NAPTEP Applications [LINL]
5. Current Policy 4.1.13 Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications {LINK}

RESPONSE OPTIONS

Recommendation:

THAT Trust Council approve Grants Provided by Trust Council Policy (2.1.17)

THAT Trust Council rescind:

- History and Heritage Grants-in-Aid Policy (2.1.14);
- Guidelines for EC Sponsored or ITC Initiated NAPTEP Applications (Policy 2.1.6); and
- Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications (Policy 4.1.13).

Alternatives:
Alternative 1: THAT Trust Council approve Grants Provided by Islands Trust Council Policy (2.1.17) with the following amendments:

- XXX [as specified by trust council]

Alternative 2: THAT Trust Council rescind History and Heritage Grants-in-Aid Policy (2.1.14); Guidelines for EC Sponsored or ITC Initiated NAPTEP Applications (Policy 2.1.6); Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications (Policy 4.1.13) and not institute a new policy.

This would result in no policy framework for grants provided by Trust Council.

Prepared By:	**Clare Frater Director, Trust Area Services** **David Marlor, Director, Legislative and Information Services**
Reviewed By/Date:	**Chief Administrative Officer/August 20, 2026** **Executive Committee/August 26, 2026**

Attachment 1

EXAMPLE ONLY: ISLANDS TRUST COUNCIL GRANT APPLICATION FORM

Name of Applicant:	
Full Mailing Address:	
Telephone Number:	
E-mail Address:	
Type of Grant Requested:	
Project or initiative name	
Impact on Islands Trust Area if funding is granted or not granted.	
How will the funding be used in accordance with the Islands Trust Object?	
For Community-Benefit Land Use Application Grants, how does the grant advance OCP goals and objectives in a manner that provides a measurable community benefit and reinforces the "preserve and protect" mandate? (may include separate report)	
For Community-Benefit Land Use Application Grants: which local trust area is the grant to be applied to?	
For Community-Benefit Land Use Application Grants: When submitting to Islands Trust Council: include relevant LTC resolution of support	
Amount requested and percentage of overall project cost.	
Has the Islands Trust previously provided financial assistance?	
Applicant Signature:	
Date of submission:	
Date of TC Resolution:	Amount Approved**:**

Please email your completed application form and [other required documents] to [email address], addressed to [name].
Collection Notice: Personal information contained on this form is collected under the authority of the *Local Government Act* and is subject to the *Freedom of Information and Protection of Privacy Act*. The personal information will be used for purposes associated with the Trust Council Provisions for Financial Assistance program. Enquiries about the collection or use of information in this form can be directed to Director, Legislative and Information Services at 250-405-5169, or send an email to FOI@islandstrust.bc.ca.

Policy:	2.1.17
Approved By:	Trust Council
Approval Date:	
Amendment Date(s):	
Policy Holder:	Director, Trust Area Services

GRANTS PROVIDED BY ISLANDS TRUST COUNCIL

Purpose

To outline the policies that guide Islands Trust Council's provision of grants to non-profit organizations, Indigenous Governing Bodies, and individuals in accordance with Islands Trust's Object.

To provide instructions to Trust bodies regarding requests for funding for grants as part of the budget development process, and instructions to grant applicants.

To advance the Object of Islands Trust which is to preserve and protect the Islands Trust Area and its unique amenities and environment for the benefit of the residents of the Islands Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.

Principles

Openness: To make informed and responsible decisions on behalf of the public and Islands Trust through full and open debate, opportunities for public involvement, and the provision of quality information.

Fairness: To strive for a high standard of administrative fairness and to recognize the principles of natural justice in decision-making processes.

Responsible and Responsive: To provide public services and processes in a manner responsive to public needs and responsible to the Trust's mandate and policies.

Fiscal resources: To ensure sound, prudent and responsible management of available organizational resources.

Community Involvement: To continually strive to encourage community involvement in decision-making and policy setting processes.

Inter-agency Relations: To proactively initiate and develop cooperative relations with other government jurisdictions, community organizations, and other agencies.

A. Definitions

Community Heritage Site - real property that is considered to be heritage property. (Source: Local Government Act)

Eligible Natural Area Property - land that meets all the following requirements:

a) it must be in an area designated under section 49.2 of the Islands Trust Act;
b) it must be land in relation to which there is one or more natural area values or amenities prescribed under section 53(2)(k) of the Islands Trust Act;

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c) it must be subject to a covenant under section 219 of the Land Title Act that relates to the protection of values or amenities referred to in paragraph (b) of this definition;
d) the Islands Trust Conservancy Board must be a covenantee in whose favour the protection covenant is made; and
e) any other requirements prescribed under section 53(2)(k) of the Islands Trust Act (Source: Islands Trust Natural Area Tax Exemption Regulation)

Grant - discretionary financial assistance provided by Islands Trust Council, for the purpose of carrying out the object of the Islands Trust, to an organization, group, or individual for activities set out in section 8(2)(h.1) of the Islands Trust Act.

Natural Heritage Sites - natural areas that:
- Furnish examples of Earth's record of life or its geologic processes;
- Provide examples of ongoing ecological and biological evolutionary processes;
- Contain natural phenomena that are rare, unique, superlative, or of outstanding beauty; or
- Furnish habitats for rare or endangered animals or plants or are sites of exceptional biodiversity.

Heritage - a place, feature or event of cultural, biological, archaeological, paleontogical or geological significance. (Source, Islands Trust Policy Statement, Consolidated 2003)

Heritage Conservation - any activity undertaken to protect, preserve, or enhance the heritage value of heritage property or heritage site.

Heritage Property - real property that is designated as protected by a heritage designation bylaw

Heritage Site - whether designated or not, land, including land covered by water, that has heritage value to British Columbia, a community or an aboriginal people. (Source: BC Heritage Conservation Act)

Protection Covenant - a covenant referred to in paragraph (c) of the definition of eligible natural area property.

B. Policy

1. **Types of Grants**

1.1 Trust Council may approve financial assistance as follows (most grants expected to be in the $1,000 to $2,000 range):

1.1.1 **Heritage Conservation Grants** – grants not exceeding $5,000 to any non-profit organization, taxpayer-supported institution, or Indigenous Governing Body that:

1.1.1.1 conserves heritage property in the Islands Trust Area

1.1.2 **Heritage Knowledge & Awareness Grant** – grants not exceeding $5,000 to any non-profit organization, taxpayer-supported institution, or Indigenous Governing Body for:

1.1.2.1 activities to gain knowledge and increase public awareness, understanding and appreciation of the history and heritage of the Islands Trust Area

1.1.3 **Unique Amenities and Environment Knowledge & Awareness Grant** – grants not exceeding $5,000 to any non-profit organization, taxpayer-supported institution, or Indigenous Governing Body for:

1.1.3.1 activities to gain knowledge and increase public awareness, understanding and appreciation of the unique amenities and environment of the Islands Trust Area

1.1.4 **Community-Benefit Land Use Application Grants** – grants, not exceeding the amount of the applicable application fee, may be provided to any non-profit organization, taxpayer-supported institution, or Indigenous Governing Body for land use applications that seek to preserve and protect the unique amenities or the environment of the trust area, and that provide clear, demonstrable befit to the broader community. Eligible initiatives must do at least one of the following:

1.1.4.1 establish, expand, or modify a community-serving use or structure that contributes to a unique amenity of the Trust Area and advances OCP goals and objectives in a manner that provides a measurable community benefit and reinforces the "preserve and protect" mandate;

1.1.4.2 establish, expand or modify a taxpayer-funded community use or structure that contributes to a unique amenity of the Trust Area and provides a demonstrable benefit to the broader community benefit;

1.1.4.3 advances OCP goals and objectives in a manner that provides a clear, demonstrable benefit to the broader community and reinforces the "preserve and protect" mandate;

1.1.4.4 protect an important community heritage site, natural heritage site or heritage property site that contributes to the unique amenities of the Trust Area; or

1.1.4.5 protect areas that mitigate climate change impacts and contribute to long-term environmental resilience within the Trust Area.

1.1.5 **Natural Area Protection Tax Exemption Program (NAPTEP) Application Grants** – grants not exceeding the applicable NAPTEP application fee if an application fee has been paid for a voluntary proposal that is seeking to:

1.1.5.1 preserve and protect the unique amenities and environment of the Islands Trust Area by placing a protection covenant on an eligible natural area property.

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2. **Budgeting for Grants**

2.1 As part of the annual budget development process:

2.1.1 Executive Committee may request a budget for Heritage Conservation Grants, Heritage Knowledge and Awareness Grants, and Unique Amenities and Environment Knowledge and Awareness Grants, Community-Benefit Land Use Application Grants and NAPTEP Application Grants.

2.2 In exceptional circumstances, Trust Council can provide grants for more than the maximum dollar amounts cited for each grant type cited in 1.1.1-1.1.3.

2.3 Trust Council may choose to cover all or a portion of the applicable fee for Community-Benefit Land Use Application Grant requests.

3 **Grant Approval Process**

3.1 Applications for funding for grants named in sections 1.1.1-1.1.3 will be due by January 15 each year. If there are remaining funds in the budget after the March Trust Council meeting, a second round of application may be received by July 15 each year.

3.1.1 Staff will provide eligible applications to Trust Council for consideration of approval at its next regular meeting following an application deadline (e.g. March and September).

3.1.2 Applicants for Community-Benefit Land Use Application Grants will require a relevant LTC resolution before advancing to Trust Council. Deadlines for LTC resolutions are December 31 in order to meet the January 15 deadline to advance to Trust Council.

3.2 In determining whether to approve an application or request for grant funding, Islands Trust Council will consider the merits of the activities in the funding request and how they align with the:

- Islands Trust Object
- Islands Trust Policy Statement Conservancy Regional Conservation Plan;
- Islands Trust Council Strategic Plan; and/or
- Islands Trust Council or Islands Trust Conservancy Reconciliation Declaration

as well as available funding and staff availability to provide administrative support.

3.3. Community-Benefit Land Use Application Grant applications should include a supporting resolution from the relevant local trust committee that conveys their assessment that the application advances OCP goals and objectives in a manner that provides a measurable community benefit and reinforces the "preserve and protect" mandate.

4 **Conditions of Funding Approval**

4.1 For research projects, Islands Trust staff review and approve the methodology.

4.2 For grants named in sections 1.1.1-1.1.3 grant recipients must

4.2.1 acknowledge Islands Trust's assistance on written materials, where appropriate. The following acknowledgement may be used: *"We gratefully acknowledge the financial support of Islands Trust."*

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4.2.2 submit a report by March 31 of each year of the grant term and a final report summarizing the project outcomes at the end of the grant term.

4.2.3 notify Islands Trust as soon as practical if funds will not be spent and refund any grant funds provided for project work that has not been completed by the end of the grant term or if a grant agreement is terminated.

4.2.4 maintain complete up to date records and accounts with respect to its use of the grant funding, including copies of invoices, vouchers and payment receipts, and shall make such records and accounts available for inspection and copying by the Trust Council upon request. The grant recipient's obligations under this section shall survive for a period of two years following the end of the term or any earlier termination of the grant agreement.

4.3 For grants provided under sections 1.1.1-1.1.3 the grant recipient will be required to enter into an agreement for grant funding with Islands Trust Council.

4.4 For grants provided under sections 1.1.4-1.1.5 where partial or full sponsorship is approved and application fees have not yet been paid, the applicant is responsible for paying the remaining balance of the application fee prior to the local trust committee proceeding with processing the application.

4.5 For grants provided under sections 1.1.4-1.1.5 where an application fee has been paid in full prior to a Trust Council sponsorship resolution, the Islands Trust shall issue a refund to the applicant for the sponsored portion of the fee in accordance with the resolution.

4.6 For grants provided under sections 1.1.4-1.1.5 the costs associated with any sponsored portion of application fees shall be charged to the development application sponsorship fund allocated in the Trust Council base budget.

4.7 For grants provided under sections 1.1.4-1.1.5, grants will not cover extraordinary processing services outlined in Islands Trust Councils Application Processing Services Policy 5.6.1 (e.g. costs not covered include: additional public consultation, complex covenant requirements, retaining special technical assistance, First Nation site visits, or legal fees).

5 **Restrictions**

5.1 For-profit applicants are not eligible to apply.

5.1.1 When the applicant is a registered for-profit corporation under the *Corporations Act*.

5.1.2 When the applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.

5.1.3 When an applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.

5.1.4 Applicants subject to an open bylaw enforcement action with a confirmed land use bylaw violation for which Islands Trust is seeking compliance are not eligible to apply for grants;

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5.1.5 NAPTEP application grants will not be provided if the associated application is:

- deemed to be a development application under an Islands Trust Conservancy Board policy; or,
- subject to a local trust committee or Island Municipality application process.

6 **Clarity regarding Grant Support Being Unrelated to Decision-Making on Applications**

6.1 Trust Council provision of a Community-Benefit Land Use Application Grant associated with a development application that requires approval of Islands Trust Council, or a NAPTEP application associated with Trust Council direction to the secretary to issue a natural area exemption certificate does not fetter the discretion of the Trust Council. Trust Council members and staff must ensure that applicants and members of the public are fully aware of the legal distinction between Trust Council's financial sponsorship of an application and Trust Councils separate and distinct role in decision making as well as the Executive Committee's separate statutory duty to review and approve or reject bylaws under s.27 of the *Islands Trust Act*.

C. Legislated References

Islands Trust Act - Section 8(2)(h.1)

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

Islands Trust Council Policy 6.1.1 First Nation Engagement Principles

Islands Trust Council Policy 6.5.3 Procurement Policy (B.5 Financial Assistance to Community Organizations and Other Groups or Individuals)

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REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	August 26, 2026
From:	Trust Area Services	**Date Prepared:**	August 6, 2026

SUBJECT: Communications Policy Amendments for Document Library Management

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RECOMMENDATION: That Islands Trust Council approve the amendments to Policy 6.10.2 [Communications] that establishes a routine schedule for retaining and removing website documents over time to keep the Document Library current and functional.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: To ensure that the Islands Trust Document Library is functional and current, an update to the Communications Policy 6.10.2 is required. The website contains a large and growing number of documents, which makes it cumbersome for the public and staff to search. Establishing a lifecycle for website documents, and maintaining the Document Library so that it presents relevant and current information, is a practical step toward improving public access to Islands Trust materials. This proposal manages how documents are displayed online; it does not change how Islands Trust retains its records.

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1 **PURPOSE:** To seek Islands Trust Council's approval of proposed updates to the Communications Policy 6.10.2.

2 **BACKGROUND:** The Islands Trust website's Document Library contains a large and growing number of documents, which makes it cumbersome for the public and staff to search. It currently holds more than 7,500 documents and grows daily. While this volume may not significantly affect website speed for the public, it slows the document search function and makes it less accurate, and significantly slows staff working in the website's back end. Keeping large amounts of outdated material also has a serious impact on the website's accessibility under the Web Content Accessibility Guidelines (WCAG).

Section 3.9 of the Islands Trust Council's Communications Policy 6.10.2 commits Islands Trust to maintain a website for public access to "up-to-date, user-friendly information such as Islands Trust meetings, activities, decisions, and resources." Section 3.10.2 directs that "staff is to indicate an expiry or follow-up date for all website publishing requests." At present, no parameters exist to give effect to that direction, and outdated documents accumulate on the website indefinitely.

To improve the searchability and accessibility of the website, staff will remove meeting agendas and meeting minutes that are more than two terms old (created before November 2018) from the Document Library. Staff will also remove any meeting notices for meetings that have already taken place. This work would be undertaken in the short term and would not affect staff reports, legislative documents, bylaws, maps, or any other materials; it applies only to routine meeting agendas and minutes. The draft updated Islands Trust Communications Policy 6.10.2 is intended to establish clear, recurring parameters for how long different types of

documents remain posted on the website, and other amendments intended to make the policy consistent with the current standard.

A note on records retention and public access
These proposed updates do not reduce Islands Trust's commitment to transparency or recordkeeping. This manages how documents are displayed online; it does not change how Islands Trust retains its records. Meeting minutes form part of permanent legal records and will continue to be retained permanently. Across British Columbia and beyond, local governments distinguish between the permanent retention of records and the length of time those records remain published on a public website; the two are managed separately. Removing an aged copy from the website does not remove it from the collection of records, and the public may request a document from Islands Trust at any time.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff will be removing meeting agendas, meeting minutes that are more than two terms old, and notices of Community Information Meetings and Public Hearings that have already taken place from the website's document library. Work will be completed by existing staff with help from contracted website support.

FINANCIAL: Any support costs can be accommodated within the allocated Communications budget for 2026/27.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Internal communication to staff. A brief public note will be posted on the Document Library webpage explaining that older meeting documents are available on request.

FIRST NATIONS RELATIONS: None

OTHER: None

4 RELEVANT POLICY: Islands Trust Communications Policy 6.10.2

5 ATTACHMENTS: Islands Trust Communications Policy 6.10.2 (current), and Islands Trust Communications Policy 6.10.2 (updated draft, redline version)

RESPONSE OPTIONS

Recommendation: That Islands Trust Council approve the amendments to Policy 6.10.2 [Communications] that establishes a routine schedule for retaining and removing website documents over time to keep the Document Library current and functional.

Alternative: Staff do not update the Islands Trust Communications Policy 6.10.2.

Prepared By: Morgana van Niekerk, Communications Specialist

Reviewed By/Date: Clare Frater, Director, Trust Area Services/August 17, 2026
Rueben Bronee, CAO, Islands Trust, August 18, 2026

Policy:	6.10.2
Approved By:	Trust Council
Approval Date:	September 17, 2004
Amendment Date(s):	September 17, 2025
Policy Holder:	Director of Trust Area Services

COMMUNICATIONS

Purpose

1. To define policies and procedures for effective, accessible and consistent communications in accordance with related policies of Islands Trust Council.

2. To enhance appropriate internal communications among staff and trustees.

3. To facilitate proactive Islands Trust communications with island communities, First Nations, other levels of government, non-government organizations and the public at large.

4. To ensure that the information provided by Islands Trust is accurate.

A. Definitions

n/a

B. Policy

1. General

1.1 The Chief Administrative Officer (CAO) will be responsible for the Islands Trust communications policies and procedures.

1.2 There are internal and external types of communication policies and procedures. Internal communications relate to communications among staff and trustees. External communications refer to communications that staff and trustees have with islanders, First Nations, other levels of government, non-government organizations, and the public at large.

2. Internal Communications

2.1 The Islands Trust Council encourages positive and proactive communications within the organization.

2.2 Internal staff communication tools include regular staff, management, unit, and focus group meetings, ongoing electronic communications (intranet, email and electronic newsletters), as well as written and verbal communications including tele-conferencing.

2.3 All staff and trustees will have access to the appropriate level of technology in order to complete their work-related responsibilities.

2.4 Administrative Services will provide new employees with an Orientation Handbook before they begin their Islands Trust work responsibilities. The Orientation Handbook is also available to all staff through the Islands Trust intranet site.

2.5 Administrative Services will consolidate and update organizational telephone and contact lists to enhance customer service and internal referrals.

2.6 All trustees will be provided with technology orientation information to enable them to participate in electronic communications.

3. External Communications

3.1 The Chair of the Islands Trust Council, or acting chair, is the designated spokesperson for Islands Trust Council and the Executive Committee. From time to time, the Chair may request an Executive Committee member, or the CAO, to speak on behalf of the Islands Trust Council. In the event of an issue regarding specific technical background and knowledge, the Chair may appoint a staff spokesperson.

3.2 The CAO is the authorized spokesperson on behalf of Trust Council regarding matters affecting the administration of the Islands Trust.

3.3 All members of a local trust committee (LTC) are spokespersons for their LTC. Members of a LTC should identify if they are speaking for themselves as an individual, or as a LTC member. If the personal opinion of a trustee differs from the resolutions of the LTC, or of the Islands Trust Council, then the trustee should identify the difference.

3.4 In all communications, staff and trustees should identify whether they are representing a LTC, the Executive Committee, Trust Council, or the Islands Trust Conservancy Board.

3.5 Staff is authorized to speak regarding adopted policy and technical planning matters or matters related to their work program.

3.6 Staff and trustees will forward inquiries to the designated spokesperson(s) where appropriate.

3.7 Staff and trustees will notify the CAO immediately if staff or trustees become aware of any incorrect information that significantly influences the public's perception of an Islands Trust matter. If the incorrect information relates to a LTC, then the Chair of the LTC should consult with the LTC before deciding whether to act. The Chair with the CAO, will decide on whether a correction will be requested, or if Islands Trust response is necessary and under which format.

3.8 There are various means to enhance communications and provide information to the public about the activities of the Islands Trust and the use of them as follows:

3.8.1 Notices published in newspapers as part of a statutory requirement under the provisions of the *Local Government Act,* or any other government statute, will not be subject to prior Trust Council approval;

3.8.2 Staff is authorized to advertise routine operations and LTC business information in newspapers;

3.8.3 Staff is encouraged to use news releases to communicate recent activities, decisions, projects, and services. Staff is to submit a draft news release to the CAO, or other designated staff, for approval and verification before publishing. If the news release includes a quotation from an individual trustee, then staff should obtain the trustee's approval in advance. News releases are to be created using the current Islands Trust template and are to be copied to staff, trustees and the media and then posted on the Islands Trust website;

3.8.4 Islands Trust will produce an electronic newsletter for distribution and website publishing to keep staff, trustees, and the public up-to-date on the activities pertaining to Trust Council; and

3.8.5 Staff and trustees are encouraged to use the Islands Trust and the Islands Trust Conservancy pamphlets when distributing background information about the Islands Trust.

3.9 The Islands Trust will maintain an Islands Trust website and an Islands Trust Conservancy website for public access to up-to-date user-friendly information such as Islands Trust meetings, activities, decisions and resources (www.islandstrustconservancy.ca and www.islandstrust.bc.ca). In addition, Islands Trust will maintain a third website for internal use by staff and trustees.

3.10 The following publishing procedures apply to all of the Islands Trust websites:

3.10.1 The appropriate staff in each unit will post routine information to the website by sending information directly to website publishing. For any non-routine information, staff are to submit a draft to the CAO, or other designated staff, for approval and verification before sending the information to the staff responsible for website publishing;

3.10.2 Staff is to indicate an expiry or follow-up date for all website publishing requests;

3.10.3 Staff will ensure that the information appearing on the Islands Trust website is published in accordance with the Islands Trust Information Systems Reference documents; and

3.10.4 Information appearing on the Islands Trust website will not promote an individual political philosophy, an individual business or a type of business over any other, but will always strive to promote the mandate of Islands Trust.

4. Branded Clothing

4.1 Financial and Employee Services will provide eligible new employees with Islands Trust branded clothing. Staff must ensure they use branded clothing in accordance with procedures established by management.

4.2 Trustees may submit a request for branded clothing to the Chief Administrative Officer who may authorize provision of branded clothing items at their discretion, in accordance with the approved budget.

4.3 Trustees must not wear branded clothing when participating in election campaign activities.

4.4. Trustees must return all items of branded clothing when they leave elected office.

C. Program Costs and Fees

1. General

1.1 Trust Council will provide the CAO support in implementing the communications policy subject to budgets.

1.2 At the discretion of the CAO, other types of support, such as the Staff Communications Group, may continue to assist in implementing the communications policy.

D. Legislated References

1. The *Islands Trust Act* defines the Islands Trust's purpose, referred to in the legislation as its "Object":

"The Object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia."

2. The Islands Trust Policy Statement

2.1 The two relevant principles that guide Trust Council in its day-to-day planning and decision-making are:

2.1.1 Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard; and

2.1.2 Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.

2.2 The Islands Trust Policy Statement includes many policies that depend upon effective communications with staff and trustees and with others outside the organization.

Implementing those actions that enhance communications will assist with achieving the mandate of the Trust.

3. The Islands Trust Policy and Procedures Manual:

   3.1 Trust-Wide Administrative Procedures – Section 11 (1996) - Policy 2.1.7

   3.2 Council Meeting Preparation (1994) - Policy 2.2.2

   3.3 Islands Trust/Islands Trust Conservancy Board Communications (1999) – Policy 6.10.4 (formerly 3.2.9)

   3.4 Trustee/Staff Responsibility Guideline (1992) - Policy 6.11.1

   3.5 Administrative Fairness Principles (1994) – Policy 7.1.1

4. The Islands Trust Operations Manual:

   4.1 Telephone Reception and Voice Mail Procedure (2002) - Code A. 4. ii.

   4.2 Information Systems and Services and Support and Help-desk (2002) - Code C. 1. ii.

   4.3 Electronic Mail (2002) - Code C. 1. iv.

   4.4 Data Management (2002) - Code C. 1. vii.

   4.5 Voice Mail (2000) - Code C. 1. ix.

   4.6 Internet Usage Policy (2000) - Code C. 2. i.

   4.7 New Employee Checklist (1996) - Code E. 2. ii. and Appendix F

5. The Islands Trust Orientation Handbook

   5.1 The Islands Trust Orientation Handbook

6. The Islands Trust Information Systems References

   6.1 Creating and Publishing PDF Documents Guidelines (draft)

   6.2 Website Naming Conventions and Content Publishing (draft)

   6.3 Website Standards and Guidelines (draft)

   6.4 Islands Trust Privacy Policy (draft)

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

Policy:	6.10.2
Approved By:	Trust Council
Approval Date:	September 17, 2004
Amendment Dates:	September 17, 2025
Policy Holder:	Director of Trust Area Services

COMMUNICATIONS

Purpose

1. To define policies and procedures for effective, accessible and consistent communications in accordance with related policies of Islands Trust Council.

2. To enhance appropriate internal communications among staff and trustees.

3. To facilitate proactive Islands Trust communications with island communities, First Nations, other levels of government, non-government organizations and the public at large.

4. To ensure that the information provided by Islands Trust is accurate.

A. Definitions

n/a

B. Policy

1. General

1.1 The Chief Administrative Officer (CAO) will be responsible for the Islands Trust communications policies and procedures.

1.2 There are internal and external types of communication policies and procedures. Internal communications relate to communications among staff and trustees. External communications refer to communications that staff and trustees have with islanders, First Nations, other levels of government, non-government organizations, and the public at large.

2. Internal Communications

2.1 The Islands Trust Council encourages positive and proactive communications within the organization.

2.2 Internal staff communication tools include regular staff, management, unit, and focus group meetings, ongoing electronic communications (intranet, email and electronic newsletters), as well as written and verbal communications including tele-conferencing.

2.3 All staff and trustees will have access to the appropriate level of technology in order to complete their work-related responsibilities.

2.4 Administrative Services will provide new employees with an Orientation Handbook before they begin their Islands Trust work responsibilities. The Orientation Handbook is also available to all staff through the Islands Trust intranet site.

2.5 Administrative Services will consolidate and update organizational telephone and contact lists to enhance customer service and internal referrals.

2.6 All trustees will be provided with technology orientation information to enable them to participate in electronic communications.

3. External Communications

3.1 The Chair of the Islands Trust Council, or acting chair, is the designated spokesperson for Islands Trust Council and the Executive Committee. From time to time, the Chair may request an Executive Committee member, or the CAO, to speak on behalf of the Islands Trust Council. In the event of an issue regarding specific technical background and knowledge, the Chair may appoint a staff spokesperson.

3.2 The CAO is the authorized spokesperson on behalf of Trust Council regarding matters affecting the administration of the Islands Trust.

3.3 All members of a local trust committee (LTC) are spokespersons for their LTC. Members of a LTC should identify if they are speaking for themselves as an individual, or as a LTC member. If the personal opinion of a trustee differs from the resolutions of the LTC, or of the Islands Trust Council, then the trustee should identify the difference.

3.4 In all communications, staff and trustees should identify whether they are representing a LTC, the Executive Committee, Trust Council, or the Islands Trust Conservancy Board.

3.5 Staff is authorized to speak regarding adopted policy and technical planning matters or matters related to their work program.

3.6 Staff and trustees will forward inquiries to the designated spokesperson(s) where appropriate.

3.7 Staff and trustees will notify the CAO immediately if staff or trustees become aware of any incorrect information that significantly influences the public's perception of an Islands Trust matter. If the incorrect information relates to a LTC, then the Chair of the LTC should consult with the LTC before deciding whether to act. The Chair with the CAO, will decide on whether a correction will be requested, or if Islands Trust response is necessary and under which format.

3.8 There are various means to enhance communications and provide information to the public about the activities of the Islands Trust and the use of them as follows:

3.8.1 Notices published in newspapers as part of a statutory requirement under the provisions of the *Local Government Act,* or any other government statute, will not be subject to prior Trust Council approval;

3.8.2 Staff is authorized to advertise routine operations and LTC business information in newspapers;

3.8.3 Staff is encouraged to use news releases to communicate recent activities, decisions, projects, and services. Staff is to submit a draft news release to the CAO, or other designated staff, for approval and verification before publishing. If the news release includes a quotation from an individual trustee, then staff should obtain the trustee's approval in advance. News releases are to be created using the current Islands Trust template and are to be copied to staff, trustees, and the media and then posted on the Islands Trust website;

3.8.4 Islands Trust will produce an electronic newsletter for distribution and website publishing to keep staff, trustees, and the public up-to-date on the activities pertaining to Trust Council; and

3.8.5 Staff and trustees are encouraged to use the Islands Trust and the Islands Trust Conservancy pamphlets when distributing background information about the Islands Trust.

3.9 The Islands Trust will maintain an Islands Trust website and an Islands Trust Conservancy website for public access to up-to-date user-friendly information such as Islands Trust meetings, activities, decisions and resources (www.islandstrustconservancy.ca and www.islandstrust.bc.ca). In addition, Islands Trust will maintain a third website for internal use by staff and trustees.

3.10 The following publishing procedures apply to all of the Islands Trust websites:

3.10.1 The appropriate staff in each unit will post routine information to the website by sending information directly to website publishing. For any non-routine information, staff are to submit a draft to the CAO, or other designated staff, for approval and verification before sending the information to the staff responsible for website publishing;

3.10.2 Staff is to set~~indicate~~ an expiry or follow-up date for all website publishing requests~~;~~

3.10.3 Meeting agendas and meeting minutes older than two terms, and the corresponding meeting webpage, will be removed from the Islands Trust external website by staff. These meeting materials will be made available on request;

3.10.4 Public hearing notices and community information meeting notices for meetings that have already taken place will be removed from the Islands

Trust external website by staff. These meeting materials will be made available on request;

3.10.~~3~~5 Staff will ensure that the information appearing on the Islands Trust website is published in accordance with the Islands Trust Information Systems Reference documents; and

3.10.~~4~~6 Information appearing on the Islands Trust website will not promote an individual political philosophy, an individual business or a type of business over any other, but will always strive to promote the mandate of Islands Trust.

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~~"The Object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia~~

generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia."

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2.1.2 Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.

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4.2 Information Systems and Services and Support and Help-desk (2002) - Code C. 1. ii.

4.3 Electronic Mail (2002) - Code C. 1. iv.

4.4 Data Management (2002) - Code C. 1. vii.

4.5 Voice Mail (2000) - Code C. 1. ix.

4.6 Internet Usage Policy (2000) - Code C. 2. i.

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REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 9, 2026
From:	**Executive Committee**	**Date Prepared:**	August 17, 2026

SUBJECT: **Chair Letter re Provincial action on recommendations in Drought Ready report**

RECOMMENDATION: That Trust Council request the Chair to write to the Premier of British Columbia encouraging action on the recommendations in the POLIS Drought Ready report.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Requesting the Chair to write concerning the need for more provincial focus on drought readiness is consistent with Trust Council's declaration of a climate change emergency, and consistent with the goals of Trust Council's Freshwater Sustainability Strategy.

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1 **PURPOSE:** To seek direction from Trust Council for a Chair letter regarding the need for the Province of British Columbia to implement the recommendations of the *Drought Ready: From Crisis Response to Community and Watershed Resilience in British Columbia* report.

2 **BACKGROUND:** On July 15, 2026, the POLIS Water Sustainability Project at the University of Victoria's Centre for Global Studies released the Drought Ready: From Crisis Response to Community and Watershed Resilience in British Columbia report. This report calls for fundamental shifts in how drought is understood and managed in B.C., away from a reactive, crisis-driven approach to proactive drought planning and adaptation. It identifies that the provincial government has significant legal, policy, and planning tools to move from reactive crisis management towards a future in which B.C. communities are successfully adapting to and living with drought. The report identifies five areas the provincial government focus on to successfully reform drought management in B.C.

The report includes five interconnected actions for drought resilience:

1. Set the policy and knowledge foundation for the change ahead
2. Shift water mindsets and relationships
3. Promote water conservation and efficiency
4. Expedite water and watershed sustainability planning
5. Resource and empower local drought governance and response.

2 **IMPLICATIONS OF RECOMMENDATION**

ORGANIZATIONAL: One day of staff time to write, review and send the letter and cc's of the letter. This will not cause significant delay of other initiatives.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will draft a letter for the Chair's review. The letter will be cc'd to relevant Ministers, Trust Area MLAs, Bowen Island Municipality, POLIS Water Sustainability Project and Islands Trust Council. The letter will be posted to the Islands Trust website and featured in a future Islands Trust newsletter.

FIRST NATIONS RELATIONS: None.

OTHER: None.

3 RELEVANT POLICY(S): Advocacy Policy 6.10.3

Islands Trust Policy Statement policies:

4.4.5 Trust Council encourages the Provincial government to implement property tax incentives for the retention of groundwater and watershed recharge areas and freshwater wetlands.

4.4.6 Trust Council encourages the Provincial government to adopt legislation that protects the sustainability and quality of the groundwater of the Trust Area.

4 ATTACHMENT(S): POLIS Drought Report Summary

RESPONSE OPTIONS

Recommendation: That Trust Council request the Chair to write to the Premier of British Columbia encouraging action on the recommendations in the POLIS Drought Ready report.

Alternative:

1. That Trust Council request the Chair to write to the Minister of Water, Land and Natural Resource Stewardship encouraging action on the recommendations in the POLIS Drought Ready report**.**
2. Do not send the letter.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Rueben Bronee, August 18, 2026

POLIS Project on Ecological Governance
watersustainabilityproject

UVIC Centre for Global Studies

REPORT SUMMARY

DROUGHT READY: From Crisis Response to Community and Watershed Resilience in British Columbia

Rosie Simms, Oliver M. Brandes, Deana Machin
with Sacha Ruzzante and Tom Gleeson

July 2026

FULL REPORT: poliswaterproject.org/polis-research-publication/drought-ready-bc/

Drought in British Columbia is no longer a short-term or seasonal disruption—it is a persistent and escalating structural challenge.

Evidence from the past decade shows that droughts are becoming more frequent, severe, and damaging, exposing critical gaps in how water is governed and managed in B.C. What were once considered extreme drought conditions are increasingly becoming the norm.

Despite the clear trends, the current provincial government approach to water and drought management remains largely reactive and crisis-driven, grounded in outdated assumptions and systems based on water abundance. The notion of "limitless water" entrenches a provincial drought regime that is under-resourced and ill-equipped for a future defined by mounting droughts and water scarcity. To date, no large-scale provincial government initiative for planning or infrastructure has been mobilized to address drought and its growing impacts.

This report calls for fundamental shifts in how drought is understood and managed in B.C., away from a reactive, crisis-driven approach to proactive drought planning and adaptation.

Drought cannot be *prevented*—few possibilities exist in the short term to manage climate and weather—but its impacts can be meaningfully reduced. The provincial government has significant legal, policy, and planning tools to move from reactive crisis management towards a future in which B.C. communities are successfully adapting to and living with drought.

SHIFTING B.C. FROM CRISIS RESPONSE TO DROUGHT READINESS

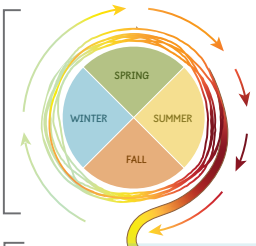
FROM	TO
FUNDAMENTAL VIEW: *Drought is a surprise and short-term temporary "act of God" that just happens.*	**FUNDAMENTAL VIEW:** *Droughts and water scarcity are predictable, longer-term issues that are escalating and recurring. Community choices about land and water use can proactively mitigate, adapt to, and prepare for drought.*
Drought treated as a water supply and use issue.	Drought treated as an integrated climate, land use, and water use issue
Rigid, under-resourced water management systems predicated on water abundance	Adaptive, resourced water management systems predicated on water scarcity realities
Top-down model with provincial government leading crisis response (and associated water and drought management)	Distributed network and a whole-of-society response with local integration, collaboration, and community action

UNSPOOLING THE DROUGHT RESPONSE CYCLE:

From Crisis Response to Continuous Adaptation

FROM

OLD MODEL:
Cyclical, Seasonal, and Reactive



TO

NEW MODEL:
Adaptive, Anticipatory, and Proactive

WINTER
Early warning systems and detailed watershed monitoring inform community preparation and communication, and advance adaption strategies.

SPRING
A functioning watershed (including healthy riparian areas and restored wetlands) buffers rapid snowmelt, which tempers peak flows and recharges aquifers.

SUMMER
Rivers and streams continue to flow, even during dry months, thanks to a comprehensive mix of interventions and a formal Water Sustainability Plan. This includes urban water conservation strategies and a new cooperative system of temporary water sharing that replaces the rigid and outdated first-in-time, first-in-right allocation scheme.

FALL
As fall rains recharge aquifers, drought season reviews are completed along with preparations for flooding and further adaptations for the future.

10 INSIGHTS FROM THE LAST DECADE OF DROUGHTS IN B.C.

HOW DROUGHT IS CHANGING IN B.C.

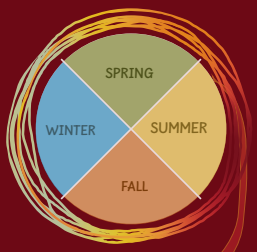
1. Drought has happened every year, has hit all major basins, and is becoming more common.
2. Drought is not just a temporary summer problem. It is increasingly persistent.
3. Climate change amplifies droughts. Today's extreme is tomorrow's normal.
4. Drought is not just a "water problem." It is interconnected with climate, land, water, and wildfire.
5. Droughts are already causing extensive—and expensive—damage. This will only increase.

HOW COMMUNITIES ARE RESPONDING TO DROUGHT

6. Communities are leading innovative planning, governance, and technical drought initiatives, but face major resourcing gaps and institutional barriers.

HOW THE PROVINCIAL GOVERNMENT'S APPROACH TO DROUGHT IS WORKING (OR NOT)

7. The provincial water management system is based on a fundamental assumption of water abundance and does not serve today's water scarcity and drought realities.
8. Drought response has generated too little action, often too late.
9. Repeated emergency water use restrictions is not a long-term drought solution.
10. Messaging focused primarily on individual actions, such as "shorter showers," is ineffective and obscures the need for systemic reform.



PATHWAY TO DROUGHT RESILIENCE IN B.C.

This report identifies five areas the provincial government must focus on to successfully reform drought management in B.C. Addressing each area will be essential for moving away from chasing crises and toward proactive planning and adaptation—and, ultimately, toward advancing community and watershed resilience.

Within each of these five broad drought reform priorities, we offer a range of recommended actions. Some are quicker or easier fixes (and often long overdue), while others are more substantive and will require dedicated provincial government resources, capacity, and commitment:

1. SET THE POLICY AND KNOWLEDGE FOUNDATION FOR THE CHANGE AHEAD
2. PROMOTE WATER CONSERVATION AND EFFICIENCY
3. SHIFT WATER MINDSETS AND RELATIONSHIPS
4. EXPEDITE WATER AND WATERSHED SUSTAINABILITY PLANNING
5. RESOURCE AND EMPOWER LOCAL DROUGHT GOVERNANCE AND RESPONSE

POLIS Project on Ecological Governance
watersustainabilityproject

UVIC Centre for Global Studies

POLIS WATER SUSTAINABILITY PROJECT

The POLIS Water Sustainability Project is an action-based, interdisciplinary research initiative at the POLIS Project on Ecological Governance at the University of Victoria's Centre for Global Studies. By combining practical research with community action, we demonstrate the powerful otential of new governance approaches and work to drive innovative law reform to generate change towards a sustainable and secure freshwater future. We develop cutting-edge research and share solutions, best practices, and opportunities for reform with those working on the ground (and in the water), including communities, experts, governments at all levels (local, Indigenous, provincial, federal), and non-governmental and Indigenous organizations.

Learn more about the POLIS Project on Ecological Governance and the POLIS Water Sustainability Project.

www.polisproject.org | www.poliswaterproject.org

With thanks to:

GORDON AND BETTY MOORE
sitka foundation
REAL ESTATE Foundation OF BC
MakeWay
Marsupial DESIGN.ca

BRIEFING

To:	**Trust Council**	**For the Meeting of:**	September 9, 2026
From:	**Executive Committee**	**Date Prepared:**	August 6, 2026
SUBJECT:	**Advocacy Overview (2022-2026 Trust Council Term)**		

PURPOSE: To provide Trust Council with an overview of the 2022-26 advocacy program.

BACKGROUND: Advocacy Policy 6.10.3, Section G(2) states: *In the last year of every Islands Trust Council term, the Executive Committee will review and evaluate the effectiveness of the advocacy work undertaken during that term*.

The term "advocacy" is defined within Policy 6.10.3 as follows: "Advocacy" is the act of influencing and/or seeking cooperation with other agencies and decision-makers about laws, regulations, policies, programs, budgets, priorities, and other decisions relevant to the Islands Trust mandate.

The Executive Committee waived advocacy evaluation in 2018 due to staff workload, and in 2022 requested a summary which was provided to Trust Council on its September 2022 agenda (see page 171-185).

On February 4, 2026 Executive Committee passed the following resolution:

> **That the Executive Committee request staff to prepare a report evaluating advocacy for the term and to provide background on the advocacy program for trustee orientation.**

Staff have undertaken a review of advocacy to assess lessons learned related to the advocacy program and have prepared an overview of advocacy from 2022-2026, primarily by reviewing and quantifying letters on the Advocacy Letters webpage.

This approach revealed:

- Some instances of advocacy success
- the lack of an overall strategic approach and follow-up to correspondence
- the general lack of alignment with Islands Trust Council's Strategic Plan and 2019 Climate Change Emergency Declaration
- lack of focus and progress on advocacy initiatives in Trust Council's Strategic Plan
- a general lack of reference to Policy Statement policies in advocacy letters or resolutions
- lack of sustained focus on advocacy undertaken previous terms (e.g oil spill prevention)
- instances where local trust committee advocacy may have been more appropriately considered and actioned by Trust Council
- instances where the Islands Trust Council could have been more proactive in addressing legislation that could potentially impact the implementation of the Islands Trust object
- a lack of capacity in Trust Area Services during the term resulted in uneven levels of staff research prior to advocacy occurring, a lack of support to local trust committees, and a

lack of coordinated tracking and reporting to Trust Council on advocacy. At times, there was also inadequate recording, posting, filing and monitoring of advocacy-related correspondence, and there were instances where a letter was directed to the wrong agency and/or included incorrect information
- Lack of joint advocacy with partners of topics of mutual interest (e.g. Bowen Island Municipality, San Juan County, regional districts)
- limited promotion of advocacy efforts to the public which prevented public understanding of Islands Trust advocacy efforts and amplification of Islands Trust requests by the public.

During orientation of the incoming Trust Council, staff will provide an overview of advocacy methods, best practices and common past themes.

In addition to the activities mentioned in the attached overview, the Islands Trust Council is also working in cooperation by appointing trustees to external committees (e.g. Shellfish Aquaculture Management Advisory Committee) and by providing administrative support (secretariat services) to coordination groups and regional forums (e.g. Howe Sound/Atl'ka7tsem Community Forum) which supported stronger inter-agency coordination throughout the Islands Trust Area. These cooperative efforts amplify and support the Islands Trust's advocacy efforts.

ATTACHMENT(S):

1. Advocacy Overview 2022-2026

FOLLOW-UP: Staff will follow up as directed.

Prepared By: Jill Marrack, Senior Policy Advisor and
Chloë Straw, Program Coordinator, Trust Area Services

Reviewed By/Date: Clare Frater, Director, Trust Area Services / August 19, 2026
Rueben Bronee, CAO / August 20, 2026

Islands Trust
Advocacy Overview (2022-2026)

Background

Islands Trust Council's advocacy program is administered through Trust Area Services. It enables Trust Council to fulfill the object of the *Islands Trust Act*, to preserve and protect the Islands Trust Area. Deliberations on advocacy issues are informed and guided by the Islands Trust Policy Statement.

The premise of Islands Trust Council's advocacy policy is that influencing decision-makers and engendering cooperation with like-minded agencies is key to furthering the Islands Trust object. Most advocacy work is undertaken by the Trust Council; however, as set out in the Advocacy Policy (Policy 6.10.iii), trust committees may also advocate on an issue if it is based on their official community plan(s). Trustees who are interested in sponsoring a motion regarding new advocacy are encouraged to co-ordinate their efforts with the Senior Policy Advisor through the Director of Trust Area Services. Trust Council's advocacy policy states in B.5 that: *When making decisions about new advocacy positions and actions, Islands Trust bodies will base those decisions on research, such as: a) a review of related past Trust Council and Executive Committee decisions and actions; b) consistency with the Islands Trust Policy Statement; c) consistency with Official Community Plan policies; d) relevant evidence; e) contextual information; f) an assessment of partnership opportunities; g) implications of proceeding or not proceeding with certain courses of action; and h) potential workload implications for staff and trustees*.

Preferred advocacy methods have included:

- Writing letters to decision-makers from a designated spokesperson;
- Meeting with ministers and other decision-makers at forums such as the Union of British Columbia Municipalities (UBCM);
- Entering into agreements with like-minded agencies;
- Hosting and/or supporting forums and meetings with different interest groups, e.g. Southern Gulf Islands Forum;
- Sponsoring resolutions and/or suggesting presentations at the annual conventions of the Association of Vancouver Island and Coastal Communities (AVICC) UBCM; and,
- Hosting webinars and educational workshops to highlight the importance of preserving and protecting the Islands Trust Area from invasive species and emerging environmental risks.
- Appointing trustees to sit on external committees to represent Trust Council.

Islands Trust proactively monitors legislation to identify when it might be advisable to advocate in support of the preserve and protect Object or for consideration of how legislation might be applied in the Islands Trust Area.

Current Advocacy Efforts

From its inception, Islands Trust Council has advocated for the protection and preservation of the Islands Trust Area. Some efforts are enduring, (e.g. marine protection), while other initiatives have successfully advanced the protection of the Salish Sea. For example, after a decade of advocacy by local governments in British Columbia, largely coordinated and led by Islands Trust, and with support of Members of Parliament, the federal government passed Bill C-64, the *Wrecked, Abandoned or Hazardous Vessels Act* (2019). Advocacy is most effective when Islands Trust works in cooperation with partners including

municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the governments of British Columbia and Canada.

As new risks emerge, the advocacy program responds. During the 2022-2026 term, housing affordability was a central theme for Trust Council. Letters to decision-makers comprised the bulk of the advocacy undertaken. Using the number of letters sent and the number of responses received, it is possible to measure the activity of the Islands Trust advocacy program, including which topics generated the most effort. Using letters as a proxy measure, the following graph captures the level and type of advocacy undertaken during the 2022-2026 term.

Chart 1: Islands Trust advocacy measured by the number of interactions on a given advocacy topic.

Table 1: Islands Trust Advocacy topics measured to strategic plan linkages and number of letters and replies during the 2022-26 Islands Trust Council term.

TAS Advocacy Topic[1]	Linked to 2025-28 Strat Plan	Letters and Replies by Year (per Advocacy Letters webpage)			
		2022-23	2023-24	2024-25	2025-26
Abandoned and Derelict Vessels	No			1	
Agriculture	No				
Aquaculture	No		1		
Anchorages	No				
Biodiversity and Ecosystem Health	3.1.1	2	2	1	2
Climate Change	4.2.4	2			
Economic Sustainability	No	1	2		1
Forest Protection	No				
Freshwater Sustainability	2.1.3	1	1		2
Governance	1.3.1		1	4	
Heritage Conservation	No			1	
Herring Fishery	No	1			
Housing Affordability	2.3.2	1	5		6
Internet Connectivity	No		1		
Oil Spills and Shipping	No	5	2		1
Reconciliation	5.2.2				1
Transportation	No	2	5	2	4

[1] Maritime issues include a broad range of topics associated with the marine environment, including derelict vessels, shipping matters, and oil spill prevention and response. Similarly, transportation includes ferry and ferry terminal concerns and docks along with road matters for drivers and cyclists. Caveating the broadness of these two topics, housing affordability emerges as the top advocacy effort of this term.

When advocacy efforts are viewed alongside Islands Trust Council's 2025-2028 Strategic Plan, just over thirty percent of the advocacy topics align with the Strategic Plan. Of particular note, maritime issues and transportation matters are not considered in the Strategic Plan; however, housing affordability, biodiversity, climate change, freshwater sustainability, and governance are included.

Reconciliation was not included as an advocacy issue as it is a separate line of effort associated with advancing Trust Council's Reconciliation Declaration.

The Ongoing Nature of Islands Trust Advocacy Efforts

Advocating for a policy change or introduction of new legislation requires working cooperatively with like-minded agencies with patience and persistence. Advocacy efforts during the 2022-2026 term are summarized below according to areas of longstanding interest to Islands Trust Council. This is not a comprehensive summary of every letter or action sent but highlights the majority of work undertaken and major ongoing themes.

Governance

In 2024, the Islands Trust Chair wrote to advocate for provincial review of the Islands Trust mandate, governance and structure. Minister Khalon responded that he was not in a position to consider a review of the Islands Trust Act prior to the next general local elections, and that it was his expectation that the Trust Council recognize, that implementation of the Trust's ecological mandate required careful deliberation and consideration of perspectives to manage expectations of growth, development and local economies without exceeding the carrying capacity of local ecosystems and preserving unspoiled natural amenities. The Minister further advised that before returning with another request for provincial review Trust Council must engage in a meaningful way with the agencies and governments that would be expected to participate in or be impacted by such a review, including First Nations, governments who share constituents with local trustees, and the Islands Trust Conservancy Board. The Chair responded with a request to meet and a meeting subsequently occurred with Minister Boyle.

In 2025, the Islands Trust Chair wrote to the Minister of Housing and Indigenous Relations expressing support for proposed amendments to the Community Charter that would expand circumstances in which local government board and council meetings could be closed to the public, including some circumstances specifically relevant to local government-First Nations relations. The amended legislation was enacted.

Also in 2025, Islands Trust advanced, with partner local governments, a resolution to the Union of BC Municipalities requesting that the Province implement initiatives that offer mental health supports tailored to the needs of local elected leaders in British Columbia. The Province responded to the resolution by expressing interest in continued discussion with UBCM to better understand the unique challenges they face and to explore opportunities for improved access to resources.

In 2026, the Islands Trust Council requested the Chair sign the Joint Call for BC to recommit to meaningful implementation of the UN Declaration on the Rights of Indigenous People and the Declaration on the Rights of Indigenous Peoples Act, led by West Coast Environmental Law, on behalf of Island Trust Council.

Marine Health

In 2023, Trust Council appointed Trustee Lironi as its representative for the 2022-2026 term on the Shellfish Aquaculture Management Advisory Committee (SF AMAC) which advises on policy development, governance, and decision-making Aquaculture in British Columbia.

In 2023, the Chair of the Thetis Island Local Trust Committee (LTC) sent a letter to the BC Minster of Forests advising him that a unanimous motion was passed rejecting the Abrupt Shellfish application to rezone fourteen acres of marine area in Preedy Harbour. The BC Ministry of Water, Land and Resource Stewardship; however, approved the application noting the Ministry's jurisdiction regarding the suitability of the site for aquaculture

In 2024, the Islands Trust Council Chair wrote to the Minister of Water, Land and Natural Resource Stewardship to express support for efforts to address cumulative impacts related to provincial dock tenure decisions in the Southern Gulf Islands, and to respectfully request to be involved in next steps regarding studies and public engagement. The Minister responded that the provincial Land Act Authorizations team have previously met regularly with Islands Trust Directors and Managers, to discuss private moorage applications and policy approaches and that there was a commitment to resuming discussions. Islands Trust staff were subsequently involved in a multi-party working group.

In 2025, the Islands Trust Council Chair wrote to request an extension to the deadline for public and agency comment on the proposed amendment by Woodfibre LNG General Partner Inc to add a second floating worker accommodation block (Floatel #2) to the Woodfibre LNG site. The extension was granted but Islands Trust did not provide a submission.

Wrecked, Abandoned or Hazardous Vessels

Beginning in 2010, Islands Trust Council has advocated consistently for the Province of British Columbia and the federal government to develop a coordinated approach to the timely removal of all types of derelict and abandoned vessels, barges and docks in the Salish Sea. Estimates on the number of derelict and abandoned vessels in British Columbia varies with the Canadian Coast Guard's inventory of wrecked, abandoned or hazardous vessels listing 766 in the national inventory. Several vessels on the list are located in the Islands Trust Area (e.g. the Glenholme tug in Ganges Harbour). Islands Trust Council's advocacy for the removal of these vessels contributed to the passing of Bill C-64, the *Wrecked, Abandoned or Hazardous Vessels Act* (2019). Government of Canada Question Period Notes in 2024 highlighted the announcement in Budget 2023 of an owner-financed Vessel Remediation Fund and Fisheries and Oceans Abandoned and Wrecked Vessels Removal Program funding of $2.17 million

In 2025, the Chair of Islands Trust Council wrote to the Ministers of Fisheries and Oceans and Transport and Internal Trade Canada expressing Trust Council's appreciation for the work already done by the Government of Canada to reduce the number of such vessels in the Trust Area – more than 100 vessels removed since WAHVA came into force in 2019, and to request a funding increase to deal with hazardous vessels in the Southern Strait of Georgia and Howe Sound. Neither response nor additional funds have been forthcoming.

Port and Dock Divestment

In the 1995 Federal Budget (spring), the Small Craft Harbours Branch of DFO was instructed to undertake a dock divestment program within the Islands Trust Area. Trust Council has entered into a Letter of Understanding with DFO on dock divestiture within the Islands Trust Area. Trust Council also entered into a Letter of Understanding with Transport Canada. In both cases Trust Council agreed to cooperate with Small Craft Harbours and Transport Canada, ensuring community interests and proposed land-use changes would be addressed through local trust committees.

With the passage of time, the impetus to divest ports and docks waned. In 2026, the federal government indicated renewed interest in divestment from Small Craft Harbours. Eight sites within the Islands Trust Area are identified for divesture (Ford Cove, Degnan Bay, Squitty Bay, Vesuvius, Ganges Outer Harbour, Burgoyne Bay, Musgrave and Fulford Harbour. In 2025, the Lasqueti Island LTC wrote to the Minister of Transport to request funding for inspection and repair/replacement of the False Bay Dock at Squitty Bay.

The federal government's preference is for the sites to be divested to third parties. Half of the sites in the Islands Trust Area are on Salt Spring Island. It is understood from DFO that they are working closely with the Harbour Authority of Salt Spring Island on next steps. The intent is to develop an engagement plan with local First Nations and interested parties in the near future. A completion timeline is unavailable given how long the process takes and the uniqueness of each site.

Housing

During the 2022-2026 term, the BC government passed several pieces of comprehensive legislation that changed the local government land use planning framework to enable more affordable housing.

In response, Salt Spring Island Local Trust Committee (SSI LTC) undertook a number of advocacy actions. In 2023 they requested to be included in Bill 44 Housing Statutes (Residential Development) Amendment Act, 2023. The Minister replied that the decision was made to exempt the Islands Trust from small-scale, multi-unit housing requirements because of the Trust's mandate and pre-existing limitations to critical resources like drinking water and water disposal. The SSI LTC replied to the Minister's letter seeking additional supports form the Province and BC Housing. This advocacy topic may be one that would have benefited from coordination through Trust Council and Bowen Island Municipality. It may also have benefited from a more proactive approach during the legislature's consideration of the draft legislation to ensure that the legislation respected the Islands Trust's preserve and protect mandate as well as Bowen Island Municipality's status as an island municipality subject to the Islands Trust Act. The Salt Spring Island LTC Chair also wrote to the Minister of Housing to request that the island not be included in the Speculation and Vacancy Tax taxable area. The Minister of Finance responded confirming that the Local Trust Committee's position would be considered. The Salt Spring Island Local Trust Area remains an untaxed area.

In 2025, the Salt Spring Island Local Trust Committee requested to opt in to British Columbia's *Short-Term Rental Accommodations Act* (STRAA) and the request was approved via BC Order in Council. Under the *Act*, only individuals who permanently reside at a property are permitted to offer short-term rental accommodations. The Act now applies to Bowen Island, Gabriola Island Local Trust Area, and Salt Spring Island Local Trust Area.

In 2024, Islands Trust played a role in advocating through a resolution at the Union of BC Municipalities for the removal of barriers to lower impact building systems, such as alternative sewage disposal systems, including composting toilets.

In April 2025, tiny houses on wheels was presented to AVICC through a presentation at the Convention with Trustee Elliott on the panel. The Trust's Tiny Homes on Wheels in the Trust Area Project has been cited in other local governments' effort to have this form of housing recognized in the provincial building code.

In July 2025 , the Islands Trust Chair requested that the Ministry of Housing and Municipal Affairs revise its methodology when applying the provincially-mandated housing needs assessment, as it inadequately captured the diverse housing needs in the distinct rural island communities. In her response, the Minister explained that the next updates to the housing needs report were due in 2028 and that feedback from Islands Trust would be useful in shaping future housing needs reports. Members of the Executive Committee also met with Ministry staff to offer feedback on the methodology.

Also in July 2025, the Islands Trust Council Chair wrote to the Minister of Housing and Municipal Affairs to a change to North Salt Spring Waterwork's letter patent to enable to direct new water allocations to specific types of housing.

In late 2025, the Salt Spring Island Local Trust Committee requested that the Province appoint an independent housing advisor to Salt Spring Island. This request was denied and the Salt Spring Island Local Trust Committee was encouraged to work with Islands Trust staff to identify clear, practical actions and to explore a range of locally supported strategies to address housing concerns.

In December 2025, the Islands Trust Chair wrote to the Select Standing Committee on Private Bills and Private Members' Bills to convey opposition to Bill M216 - the proposed Professional Reliance Act which was intended to accelerate housing and development approvals, to request that if Bill M216 proceeded, that it be amended to explicitly exclude the Islands Trust due to its unique statutory mandate under the Islands Trust Act to preserve and protect the Trust Area and its unique amenities and environment. The Director of Planning Services also provided a submission on behalf of staff. The Bill did not proceed past second reading.

Freshwater Sustainability

In 2023, the Islands Trust Chair wrote to the Minister of Environment and Climate Change Strategy to provide feedback on the Watershed Security Strategy and Fund Intentions Paper. In the letter the Chair requested that as the Province contemplated building a strong foundation of watershed science and knowledge, that the Islands Trust Area to be considered a priority area, and that the Watershed Security Strategy and Fund be implemented, with provincial support through coordination and funding for implementation of the Islands Trust Freshwater Sustainability Strategy.

Heritage Conservation Act Modernization

While the *Heritage Conservation Act* (HCA) encourages and enables the protection and conservation of sites with historical, cultural and/or archaeological value in BC, it is considered outdated. The last significant changes were made in 1996. The Province is revising the Act based on feedback from First Nations, local governments, and industry. In November 2025, the Islands Trust Council Chair submitted extensive commentary and input into the modernization project, emphasizing that cultural heritage protection in British Columbia must be aligned with the United Nations Declaration on the Rights of Indigenous Peoples. Eleven recommendations were submitted to the Province, including the creation of Heritage Management Zones supported by prescriptive guidelines for low-impact development and the introduction of a single project-based permit integrating assessment requirements in cooperation with First Nations. In early 2026, the Province announced that efforts to update the Act would be paused to allow for face-to-face consultation. In March 2026, a technical policy paper was released. Engagement with interested parties continues. An end date has not been announced.

Coastal and Marine Health

One of Islands Trust Council's most active and long-standing advocacy efforts involves advocating for coastal and marine health and prevention of oil spill pollution incidents in the Salish Sea. Efforts have focused on the risks associated with the transportation of oil/gas and spill response requirements to mitigate environmental damage. Previous advocacy was focused on the risks associated tripling the TransMountain pipeline's capacity in 2024. A further expansion to the pipeline was announced on July 2, 2026. The target output will increase by 300,000 to 400,000 barrels per day. This is equivalent to

approximately an additional 55,000 tonnes of oil per day moving through the Salish Sea. The construction of a new pipeline, the West Coast Oil Pipeline, was also announced by the Prime Minister on July 2, 2026. It will ship an additional one million barrels of oil, or approximately 145,000 tonnes, per day.

In January 2023, the Islands Trust Chair wrote to provide comment on Trans Mountain's Report on BC Environmental Assessment Office (EAO) Condition 35 about the Fate and Behaviour of Bitumen Research. The letter noted that that the Islands Trust Council has a history of opposing the Trans Mountain Pipeline Expansion Project, and island communities have voiced strong concerns about the impacts an oil spill could have on their livelihoods and the ecology and cultural values of the region. The values of this region demand a world-class research standard and associated response preparedness. The letter provided feedback including that it was not noted in the report if Trans Mountain had studied the challenges for on-water recovery, loading and off-loading to barges and temporary storage of sticky, thick, weathered bitumen that could inform future planning and investment decisions. There was no further follow-up during the term on this topic.

In June 2023, the Islands Trust Council and Bowen Island Municipality wrote jointly to provide comments on the BC Environmental Assessment Office Condition 39 - Existing Shorelines Conditions Report related to the TransMountain pipeline. TransMountain responded with information related to the issues and suggestions raised. It does not appear that Islands Trust followed up to provide offered mapping.

In April 2023, the Chair of Islands Trust wrote to the Minister of Water, Land and Resource Stewardship to provide feedback on British Columbia's *Coastal Marine Strategy Intentions Paper*. The Chair, in his feedback asked that implications to the Islands Trust Act and Islands Trust's mandate be considered throughout the development of BC's marine strategy. The need for provincial-federal government cooperation was underscored given complementing jurisdictional authorities, (e.g. oil spill response). The BC Coastal Marine Strategy was released in 2024; however, funding has not been set aside to implement the recommended actions. Many of the actions mirror concerns expressed by Islands Trust, e.g. to change marine tenure licence application requirements and adopt best management practices to prevent pollution. In 2026, Islands Trust Council received a presentation from staff involved in the Coastal Marine Strategy and subsequently wrote to the Minister of Water, Land and Resource Stewardship to express strong support for enshrining Coastal Marine Strategy into legislation.

In 2026, the Islands Trust Council Chair wrote to the BC Energy Regulator about FortisBC's extended non-compliance with its Waste Discharge Permit for the Eagle Mountain Pipeline and associated impacts to Howe Sound. The Regulator subsequently issued a permit for the increased discharge.

In 2026 the Chair also wrote to Transport Canada to express Trust Council's support for the direction Transport Canada is taking towards increasing access to marine emergency services and to improve response to pollution incidents, as expressed in its second discussion paper Discussion Paper "Potential regulations to increase access to marine emergency services and to improve response to pollution incidents".

Biodiversity Protection

Trust Council also put forward a resolution to the 2023 UBCM Convention calling upon the Province to urgently proceed with legislation, informed by new agreements and reports, co-developed with First Nations, that enables legal and financial mechanisms for the protection of biodiversity, ecosystem health, and species at risk in British Columbia. While the resolution was not advanced at AVICC, it did inform a broader request for biodiversity protection.

A March 2026 Islands Trust webinar on pervasive fallow deer in the Southern Gulf Islands raised concern for the destruction they are causing on Mayne Island. The loss of plant diversity within the Coastal Douglas-fir ecosystem as the deer consume native plants led to this issue being included in Islands Trust Council's strategic plan. While this topic was the subject of a previous term letter (2022 Chair letter) to advocating for the Province to address the fallow deer problem, and is one of two advocacy topics mentioned in the 2025-2028 Strategic Plan, advocacy on this topic was postponed by the 2022-26 Islands Trust Council.

Transportation

In 2023, Executive Committee representatives met with the Minister of Transportation and Infrastructure to discuss the development of an integrated transportation strategy for the Island Trust Area.

In 2023, the Gabriola Island Local Trust Committee Chair wrote to NAVCAN to follow up to a submission sent in February 2023 requesting an extension to the consultation period "Changes to flight paths in Greater Vancouver Region and Southern Vancouver Island". NAVCAN responded describing details of their public engagement and offered assurance that robust feedback from Gabriola Island residents was included.

In 2025, Bowen Island Municipality requested that Islands Trust serve as a convenor to bring together ferry authorities, small communities, and elected officials to try to find solutions with the Province for ferry fare and service levels. Islands Trust was unable to accommodate the request due to a lack of staff capacity.

The Future of the Islands Trust Advocacy Program

Using a partnership-based approach in line with its mandate to cooperate with others, Islands Trust Council has developed an advocacy program that is pertinent and persistent and generally responsive to emerging issues. While advocacy resources are assigned in accordance with Islands Trust Council's objective to preserve and protect the Islands Trust Area and its unique amenities and environment, there has been a lack of focus and future advocacy would be benefit from a more strategic and coordinated approach.

To ensure Islands Trust's advocacy program remains relevant, the following actions could be considered:

- Ensure future advocacy efforts align with the Islands Trust Council's Strategic Plan and Trust Council declarations;
- Develop a strategic advocacy plan at the start of a new term;
- Ensure requests for legislative change are well-researched, there are documented concrete examples of the need for legislation change and explanations of why other solutions are not viable/practical, and that interested parties are engaged in and supportive of the request;
- Continue to assess the efficacy of advocacy methods and efforts at the end of each term, with identification of advocacy successes and persistent topics;
- Provision of a public education program to complement advocacy efforts; and,
- Promotion of Islands Trust Council advocacy efforts in order to make potential allies, including with First Nations and others who are working to preserve and protect the Salish Sea, aware of the opportunity to collaborate and partner with Islands Trust.
- Provide sufficient resources to Trust Area Services to support well-researched, compelling, and coordinated advocacy.

Together, these efforts will assist the Islands Trust Council and local trust committees to cooperate effectively with all levels of government, First Nations, industry, business, not-for-profit and community groups to preserve and protect the Trust Area and its unique amenities and environment.

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	August 26, 2026
From:	**Executive Committee**	**Date Prepared:**	August 11, 2026
SUBJECT:	**Marine Shipping Advocacy**		

RECOMMENDATION:

1. **That Trust Council request the Chair to write to the Major Projects Office by September 18, 2026 expressing Trust Council's:**
    a. **opposition to the proposed West Coast Oil Pipeline being designated a project of national interest under the *Building Canada Act* until full details of the project are known and formal impact assessments are completed given scientific studies about potential risks to species and communities in the Salish Sea may deliver results that demonstrate the project should not proceed, and;**

    b. **interest in being kept informed of, and involved in, any consultations or initiatives related to consideration of proposed industrial projects in the Salish Sea that would result in cumulative risks to the socio-economic and environmental uniqueness of the Islands Trust Area.**

2. **That Trust Council request staff to organize a meeting of interested organizations, First Nations and community leaders regarding impacts of the projected increase in marine shipping traffic in the Salish Sea.**

3. **That Trust Council approve expenditure of up to $1,545 in funds held by the Islands Trust from previous Transport Canada Community Participation Program grants and request staff apply for a grant from the Transport Canada Community Participation Program to support a meeting of interested organizations, First Nations and community leaders regarding impacts of projected marine shipping traffic in the Salish Sea.**

4. **That Trust Council request staff to develop an advocacy strategy for Islands Trust Council consideration regarding the projected cumulative impacts and risks of increased marine shipping traffic in the Salish Sea.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Trust Council has an opportunity to provide comment on the proposed West Coast Oil Pipeline which has been referred to the federal government's Major Projects Office. The federal government is accepting views and opinions on whether the project should be designated in the national interest until September 18, 2026. As the federal and provincial governments fast track projects which will rapidly increase the industrialization of the Salish Sea, Islands Trust has an opportunity to convene and prepare an advocacy position that draws attention to the cumulative impacts of increased marine shipping in

the Salish Sea. The federal government and industry have a duty and responsibility to study and offset the impacts of the projected industrial development. While there are local elections in October 2026, direction from Trust Council in September to undertake the recommended work would ensure there is a robust set of well-informed options for the post-election Trust Council to consider as it sets its priorities for the 2026-2030 term.

1 PURPOSE: To seek direction from Trust Council on an advocacy strategy in response to the proposed West Coast Pipeline and anticipated cumulative impact of and the ongoing industrialization of the Salish Sea from multiple proposed industrial projects.

2 BACKGROUND:

On December 4, 2024, following a joint session with Jane Fuller, Chair of San Juan County Council and Cindy Wolf, San Juan Council Member, where there was discussion about the mutual concern for the risks posed by increasing oil tanker traffic and the interest in advocating jointly for more emergency towing capacity in the Haro Strait area, Trust Council passed the following resolution:

> **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.**

Since the passing of the resolution, industrial projects that will lead to a dramatic increase in marine shipping traffic and larger vessels in the Salish Sea have advanced. This includes Roberts Bank Terminal 2, container/cargo terminal expansions, Woodfibre LNG and Tilbury Marine Jetty (for LNG) and dredging of Second Narrows to allow Aframax oil tankers to be loaded to 100% rather than the current 75%-80%.

The federal *Building Canada Act* received Royal Assent in June 2026. For projects deemed of national interest and listed under the *Building Canada Act*, all federal approvals are automatically granted at once, subject to initial approval by treaty-based processes where applicable, changing the federal approval process from a consecutive assessment to a consolidated, streamlined assessment. A *Building Canada Act* listing shifts the review from 'whether' the project should proceed, to 'how' the project should proceed. It also allows the project to proceed with financing, consultations, and business planning while projects undergo the regulatory review process.

On July 2, 2026, the Government of Canada officially referred the proposed West Coast Oil Pipeline Project to its Major Projects Office and initiated the process to consider listing it under the *Building Canada Act*. The federal government noted that before any decision is taken, consultations will be held with potentially impacted Indigenous communities, to inform the federal government's decision on the project's listing.

On July 16, 2026 the Government of Canada referred the Port of Vancouver Gateway Strategy (Gateway Strategy) to the Major Projects Office. The Gateway Strategy intends to increase export capacity and improve efficiency by addressing existing constraints at the Port as a system. The Gateway Strategy is focused on four pillars:

1. The expansion of container capacity via the Roberts Bank Terminal 2 (RBT2) project;
2. Development of land and infrastructure for bulk terminals;
3. Rail infrastructure optimization and expansion; and

4. Environmental protections to support future trade growth responsibly through the Whales Initiative and enhanced Southern Resident killer whales (ESRKW) protection measures, the Pacific Salmon Strategy Initiative, and the Oceans Protection Plan.

In July 2026, the Government of Canada also referred the Roberts Bank Terminal 2 project to the Major Projects Office (MPO) as part of the Gateway Strategy. The MPO has initiated the process for the potential listing of RBT2 under the *Building Canada Act* but at time of drafting there had not yet been an announcement in the Canada Gazette.

On August 1, 2026 the federal government announced in the Canada Gazette that the West Coast Oil Pipeline is being considered for listing under Schedule 1 of the Building Canada Act. The Government of Alberta has submitted a project proposal to the Major Projects Office. Part of the project description is the construction of "a delivery tanks terminal and offshore marine loading facility with capacity for Very Large Crude Carrier vessels where product will be delivered, stored, and then loaded on to Very Large Crude Carrier vessels." Very Large Crude Carriers carry roughly 2.5 - three times more oil than Aframax vessels. The conceptual layout is on page 7 of the project proposal.

September 18, 2026, is the public comment deadline for the federal government's proposed "national interest" designation under the *Building Canada Act* for the proposed West Coast Oil Pipeline. If the West Coast Oil Pipeline and associated new delivery terminal and marine facility at Roberts Bank are deemed to be in the national interest, approvals will be fast tracked with a shift from reviews of whether or not the new pipeline, delivery terminal and marine facility should be built to how they will be built and how risks will be mitigated. It seems it would be essentially a pre-approval for all regulatory requirements, and that projects could be exempted from impact assessments and from key protections under legislation such as the *Fisheries Act* and *Species at Risk Act*.

Transport Canada's Cumulative Effects of Marine Shipping (CEMS) report (2017) identified the risks associated with shipping in the Salish Sea.[1] Three specific activities were identified: vessels at rest (i.e. at anchor), vessel discharges, and vessels underway. Each activity was broken down to highlight the correlation between the activity and marine environment outcome. For example, vessels underway create wake which causes erosion and may negatively impact shoreline and bi-valve habitats, impact recreational or cultural uses, or may impact docks and other shoreline structures. Vessel discharges may include bilge water which can contaminate fragile ecosystems negatively impacting seaweed. Vessel noise may impact marine mammals, including the Southern Resident Killer Whale. The Chief of Lyackson First Nation has recently stated that more ship traffic in the Salish Sea would affect the nation's ability to harvest, practice its culture and protect the environment.

It is also worth noting that an earthquake could also result in a spill of significant quantities of oil into the Salish Sea from oil held at oil tanker terminals or from the pipelines leading to them.

Advocating effectively about matters related to the industrial pressure facing the Salish Sea from multiple projects requires current, accurate information and aligned messages from multiple allies. Rather than adopting a narrow focus on one risk of increased industrialization (e.g. oil spills), a more expansive look at how this new *Act* and resulting projects will or could impact the Islands Trust Area is warranted. An immediate response in the form of a Chair letter (draft attached) to meet immediate deadlines followed by meetings with trans-boundary interested partners and development of an advocacy strategy for Trust Council's

consideration would benefit the broader community concerned with the health of the Salish Sea and provide Trust Council with advocacy options to consider following local elections.

Staff expect that a marine advocacy strategy would include messaging about the need for significant federal and provincial government efforts to mitigate risks associated with increased marine traffic in the Salish Sea and facilitate public engagement through federal government measures such as:

i. establishment of a Salish Sea marine conservation fund with funding provided on an ongoing basis by companies that benefit from oil shipments through the Salish Sea.
ii. cumulative effects assessment led by leading research institutions to identify the social and ecological impacts of approved and proposed projects that will lead to an increase in marine shipping in the Salish Sea.
iii. provision of a seat to Islands Trust on the Navigation Safety Assessment Advisory Group so it may play a convenor and liaison role for Salish Sea-interested parties in accordance with its legislated mandate to cooperate with others to preserve and protect the region.
iv. Provision of a standby emergency towing vessel in the vicinity of Haro Strait.

This approach would align with Islands Trust Council's previous successful advocacy efforts since 2010 related to marine shipping impacts and oil spill prevention and response.

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3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Finalizing and sending the Chair letter will take a few hours. Organizing and hosting a meeting will take from 50-70 hours of Senior Policy Advisor/Program Coordinator's time as well as time for any other staff that attend. Applying for a grant will take a few hours. Development of an advocacy strategy could take up to 70 hours of Senior Policy Advisor time. This work can be undertaken from September to February without impacting progress on other time-sensitive work.

FINANCIAL: Hosting an in-person meeting of interested organizations, First Nations and community leaders regarding impacts of projected marine shipping traffic in the Salish Sea could range in cost from $1,000 to $6,500 depending on the number of participants and level of support provided (e.g. notetakers, graphic facilitators, moderator, honoraria for participants, food, etc.) Staff would scale the event to the grant funds provided. Staff may also organize a coordinating meeting with close partners about the larger meeting. If honoraria are needed to support Indigenous participation the Director of Trust Area will approve use of Indigenous Relations Action Plan budget.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will finalize the letter with the Chair and send the letter by the September 18, 2026 deadline. Staff will then apply for a grant and organize a meeting. Staff may host a coordinating meeting with close partners to plan for the larger meeting. For the main meeting the Islands Trust would invite representatives from First Nations/Tribes, non-profits, academia, provincial and federal governments, and relevant businesses from across the Salish Sea including Washington State. Following the meeting, staff will draft an advocacy strategy for Trust Council's consideration.

FIRST NATIONS RELATIONS: Staff engagement with First Nations about potential Trust Council advocacy will support relationship-building and information exchange. Any advocacy

by Trust Council would include statements of support for adequate consultation with First Nations by the federal and provincial governments.

OTHER: Given Islands Trust's legislated role to work in cooperation with others, there is an opportunity for Islands Trust to act in a convener role bringing interested parties together to discuss the need to develop a maritime risk mitigation strategy in response to the industrialization of the Salish Sea, and to amplify any resulting key messages.

4 RELEVANT POLICY(S):

- Advocacy Policy 6.10.3

5 ATTACHMENT(S):

- Backgrounder on Marine Shipping in Salish Sea
- Outline of Potential Topics for Islands Trust Marine Shipping Advocacy Strategy
- Proposed Letter from Chair to Minister of One Canadian Economy
- Letter from San Juan County to Washington State Governor Bob Ferguson

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RESPONSE OPTIONS

Recommendation:

1. **That Trust Council request the Chair to write to the Major Projects Office by September 18, 2026 expressing Trust Council's:**
    a. **opposition to the proposed West Coast Oil Pipeline being designated a project of national interest under the *Building Canada Act* until full details of the project are known and formal impact assessments are completed given scientific studies about potential risks to species and communities in the Salish Sea may deliver results that demonstrate the project should not proceed, and;**

    b. **interest in being kept informed of, and involved in, any consultations or initiatives related to consideration of proposed industrial projects in the Salish Sea that would result in cumulative risks to the socio-economic and environmental uniqueness of the Islands Trust Area.**

2. **That Trust Council request staff to organize a meeting of interested organizations, First Nations and community leaders regarding impacts of the projected increase in marine shipping traffic in the Salish Sea.**

3. **That Trust Council approve expenditure of up to $1,545 in funds held by the Islands Trust from previous Transport Canada Community Participation Program grants and request staff apply for a grant from the Transport Canada Community Participation Program to support a meeting of interested organizations, First Nations and community leaders regarding impacts of projected marine shipping traffic in the Salish Sea.**

4. **That Trust Council request staff to develop an advocacy strategy for Islands Trust Council consideration regarding the projected cumulative impacts and risks of increased marine shipping traffic in the Salish Sea.**

Alternative:

1. That Trust Council request the Chair to write to the Major Projects Office by September 18, 2026 expressing Trust Council's interest in being kept informed of, and involved in, any consultations or initiatives related to consideration of proposed industrial projects that would increase marine shipping in the Salish Sea and the associated cumulative impacts on the special species and communities within it that it is in the national interest to protect.

2. That Trust Council request the Chair to write to the Major Projects Office by September 18, 2026 expressing Trust Council's view if the West Coast Oil Pipeline and any other projects that lead to increased shipping in the Salish Sea including the Gateway Strategy projects, are considered to be in the national interest that all efforts should be made to mitigate risks associated with increased marine traffic in the Salish Sea and facilitate public engagement through federal government measures such as:

    a. establishment of a Salish Sea marine conservation fund be established with funding provided on an ongoing basis by companies that benefits from oil shipments through the Salish Sea.
    b. cumulative effects assessment led by leading research institutions to identify the social and ecological impacts of all approved and proposed projects that will lead to an increase in marine shipping in the Salish Sea.
    c. a seat be provided for Islands Trust in the Navigation Safety Assessment Advisory Group so it can play a convenor and liaison role for Salish Sea-interested parties in accordance with its legislated mandate to cooperate with others to preserve and protect the region.

3. No action

Prepared By: Jill Marrack, Senior Policy Advisor

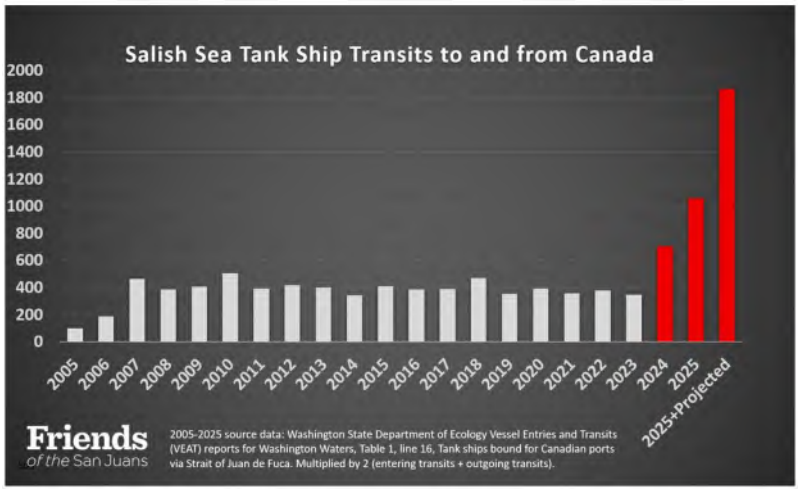
Reviewed By/Date: Clare Frater, Director Trust Area Services, August 21, 2026
Rueben Bronee, CAO/August 21, 2026

Backgrounder on Marine Shipping in Salish Sea

Two significant concerns are the environmental impact of an oil spill and cumulative impact of increased shipping. Transport Canada developed the following diagram highlighting the risks and impact of increased shipping in the Salish Sea:

Transport Canada's National Framework for Assessing the Cumulative Effects of Marine Shipping, Assessment Priorities- Southern British Columbia

The Friends of San Juan used Washington State Department of Ecology Vessel Entries and Transit reports to forecast the likely increase in tankers bound for Canadian ports via the Straits of Juan de Fuca. The results of their research highlight the rapid growth in vessel traffic.



The Memorandum of Understanding between Canada, Alberta and Oil Sands Alliances articulates two oil export growth initiatives:

- The expansion of the Trans Mountain pipeline. The target is an additional 300, 000 to 400, 000 barrels per day; and,
- The inclusion of the West Coast Oil Pipeline (WCOP) as a project of national interest under the Building Canada Act. WCOP will carry 1 000 000 000 barrels per day.

- The Canada-British Columbia Cooperative Prosperity Agreement is complementary to the MOU. It sets out several objectives including:
  - infrastructure improvements to Roberts Bank Terminal;
  - prioritizing Liquefied Natural Gas (LNG) permitting, financing and construction export capacity. Four projects will be prioritized including Woodfibre LNG in Squamish;
  - a commitment to act in good faith and engage as necessary in routing and permitting discussions within its jurisdiction. This commitment is caveated on conditions such as:
    - an environmental liability and emergency fund held in trust accessible by B.C. and First Nations will be established;
    - Canada will renew investments in a world-leading coastal spill response regime;
    - the Southern Resident Killer Whale habitat will be recognized including through the Whales Initiative;
    - to strike an appropriate balance between development and conservation, and in a manner consistent with Canada's 30x30 commitments, the development of a strategy to provide financial support for conservation initiatives in the Northwest will be undertaken.

Potential actions can be taken to mitigate cumulative shipping risks:

- Ensure Environment and Climate Change funds are available to restore Islands Trust Area habitats. This will help offset forecasted cumulative shipping impacts;
- Work with Transport Canada on the Navigation Safety Assessment Process National Guidelines (06/2023) to ensure Islands Trust is represented in the Navigation Safety Assessment Advisory Group.
- Convene a group of interested parties to develop a Canadian approach similar to the State of California's Marine Invasive Species Fee. This fund is used to fund the control and prevention of non-indigenous aquatic species.
- Support the Canada-United States Joint Marine Pollution Contingency Plan to promoted a coordinated system and operational guidelines for responses to an incident within the Salish Sea.
- Support the Government of Canada's announced plan to create a fund to protect and restore coastal marine ecosystems.

Outline of Potential Topics for
Islands Trust Marine Shipping Advocacy Strategy

Broad Concern	Marine Risk/Gap/Mitigation
Ecosystem Degradation	**Risk**: Harm to sea gardens and eel grass beds from vessel discharge. **Gap**: Transport Canada identifies the impact of petroleum and bilge water discharges on seaweed and bi-valve habitat. *A Force of Nature: Canada's Strategy to Protect Nature* allocates funding to expand marine protected and conserved areas, map ocean coastlines and to protect fish habitats. There is no mechanism linking Transport Canada findings with Environment and Climate Change Canada announced funding. Cumulative Effect of Marine Shipping A Force of Nature: Canada's Strategy to Protect Nature **Mitigation**: There is an opportunity for Islands Trust to identify this gap in a submission to the Gazetted Notice-West Coast Oil Pipeline due September 18, 2026. Funding for the restoration of eel grass beds could be highlighted, this would align with the Ocean Protection Plan/Preservation and Restoration of Marine Ecosystems. Canada Gazette, Part 1, Volume 160, Number 31
Shipping Traffic and Movements	**Risk:** Increased risk of a collision/allision in the Salish Sea and resultant pollution. **Gap:** Publications such as Canadian Hydrographic Services Canadian Sailing Directions General Information, Pacific Coast (PAC 200) lay out general information for ship pilots and masters, including alerting them to the natural environment and protected areas. PAC 200 **Mitigation:** Ensuring government publications are updated to reference the uniqueness of the Islands Trust Area will signal the need for greater attention in the Salish Sea. This will contribute to preventing a pollution incident. This strategy aligns with the Ocean Protection Plan, Proactive Vessel Management
Impact of Industrialization	**Risk:** Environmental assessments are based on an individual economic development project. This makes it difficult to fully evaluate the cumulative impact of all the approved and proposed projects (Tilbury LNG, Woodfibre LNG, West Coast Oil Pipeline, Gateway Strategy and Trans Mountain Pipeline Expansion). **Gap**: There are no known holistic studies underway to determine the cumulative impact of projects which will lead to the industrialization of the Salish Sea. **Mitigation**: A federal science-led cumulative-effects assessment be initiated to quantify the collective industrialization impact on the Salish Sea. This will ensure future government decisions are made

	holistically. Funding would be provided by the Government of Canada and findings would be presented at public workshop. Topics could include: • Cumulative impact of increased shipping wake and hull paint microplastics; • Best practices for ocean clean-up of diluted bitumen in the Salish Sea; and, • Innovative projects that will contribute to the protection and preservation of the Islands Trust Area e.g. acoustic propagation/modelling to assess vessel-noise exposure and potential mitigation measures.

Islands Trust

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DRAFT September XX, 2026 File No.: 11-5020-30-

Via email: WCOPComment-CommentaireOCO@mpo-bgp.gc.ca

The Honourable Dominic LeBlanc
Minister of One Canadian Economy
House of Commons
Ottawa, ON K1A 0A6

Dear Minister LeBlanc

Re: Referral of West Coast Oil Pipeline to Major Projects Office

I am writing on behalf of the Islands Trust Council to express Trust Council's opposition to the proposed West Coast Oil Pipeline (WCOP) proposed designation as a project of national interest under the *Building Canada Act*.

We are concerned that rigorous studies on the project's potential significant risks to species and communities throughout the Salish Sea region could ultimately demonstrate that the WCOP is not in the national interest because of its unmitigable impacts on this ecologically-sensitive and deeply cherished part of Canada.

As views and opinions are considered, I would like to request that Islands Trust Council be kept informed of, and involved in, any consultations or initiatives related to consideration of proposed industrial projects in the Salish Sea that would result in cumulative risks to the socio-economic and environmental uniqueness of the Islands Trust Area.

Islands Trust is a special-purpose government representing over 30,000 people living within the Islands Trust Area and 10,000 non-resident property owners. The Islands Trust Area, is located within Coast Salish territory, covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major islands and more than 450 smaller islands with over 1,300 kilometres of shoreline. Islands Trust is responsible for preserving and protecting the Islands Trust Area and its unique amenities and environment through conservation-oriented land use planning and regulation, education, and cooperation with First Nations and others.

As Canada moves at a speed not seen in generations to unlock its full economic potential it may be timely to pause, during the transformative shift, to consider our nation's commitment to protection of the environment and the well-being of coastal communities.

.../2

The Salish Sea is a special region in need of special consideration and precautionary measures. The Tanker Safety Expert Panel's 2013 report stated that the waters around the southern tip of Vancouver Island were one of four areas in Canada with a high probability of a large marine spill. The report also stated that the southern coast of British Columbia, including Vancouver Island, was one of two areas in Canada with the highest potential impact from a marine spill.

Islands Trust Council has been concerned since this report that there is insufficient readiness for a major oil spill, even with recent improvements by Western Canada Marine Response Corporation.

Islands Trust Council is also concerned about the cumulative environmental and social impacts associated with existing marine shipping in the Salish Sea. There is an urgent need to study the risks and impacts of planned and potential increasing vessel traffic and increased vessel sizes, prior to decisions to proceed with projects. The are many potential impacts that need study such as:

- issues with anchorages near coastal communities,
- safety of recreational boaters and kayakers,
- introduction of invasive species
- acoustic disturbance of marine mammals,
- vessel wake erosion of sensitive shorelines
- vessel wake damage to docks
- air pollution from vessels, etc.

A significant spill within the interconnected waters of the Gulf Islands and San Juan Islands region would have major economic consequences on both sides of the border. This region supports a highly interdependent economy rooted in tourism, marine recreation, fisheries, and small scale-local businesses that depend on clean water and a healthy marine environment. A spill could disrupt ferry and shipping routes, deter visitors for multiple seasons, damage local fisheries and shellfish harvesting, and impose long-term costs on coastal communities that rely on the ecological integrity of the Salish Sea. The transboundary nature of these waters further amplifies the scale and duration of such economic impacts.

Thank you for considering this submission,

Yours Sincerely,

DRAFT

Laura Patrick
Chair, Islands Trust Council

DRAFT

cc: Prime Minister of Canada
Premier of Alberta
Premier of British Columbia
Honourable Christine Boyle, Minister of Housing and Municipal Affairs
Islands Trust Area Members of Parliament
Islands Trust Area Members of the BC Legislative Assembly
Islands Trust Area First Nations
Port of Vancouver
Pacific Pilotage Authority
Chamber of Shipping of British Columbia
Western Canada Marine Response Corporation
Bowen Island Municipal Council
San Juan County Council
Islands Trust Council

DRAFT

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SAN JUAN COUNTY WASHINGTON

San Juan County Council
Council@sanjuancountywa.gov
55 Second Street N. Friday Harbor, WA 98250

July 28, 2026

Governor Bob Ferguson
Office of the Governor
PO Box 40002
Olympia, WA 98504-0002

Dear Governor Ferguson,

New oil transportation projects in Canada are increasing the risk of shipping accidents and cargo spills in the Salish Sea. We are writing to alert you to the heightened risks of accidents and spills from Trans Mountain Pipeline expansion and new pipelines and terminals and ask that you engage with the Canadian provincial and federal governments to ensure the highest levels of protection (including an emergency response vessel near Sydney as Washington has in Neah Bay) in order to protect our shared environment and economy.

The new and planned Canadian projects deliver tar sands oils to global markets. Some of these oils are heavier than water meaning they sink if spilled (and therefore are much more difficult to remove from the environment). Our shorelines, kelp beds and seagrass meadows, fisheries and cetaceans including the endangered southern resident orcas, and our tourist-dependent economies are all on the line, on both sides of our shared border.

As the elected Council of San Juan County, we are especially mindful that we, with the State of Washington and our tribal partners, are stewards of our islands and surrounding waters. The environment with its vulnerable foundational ecosystems such as kelp and seagrasses, forage fish and nursery grounds that support iconic marine species, Tribal, sport and commercial fisheries, whales and other sea and bird life, and the magnificent vistas of oceans, islands and mountains generates two-thirds of our entire economy. With tourism and vacation and retirement homes and the trades that support them, it is not an overstatement to assert that our pristine environment underwrites our entire quality of life.

A catastrophic oil spill might ruin the biologically rich ecosystem that we all benefit from and enjoy. An uncontrolled release of petroleum products, with its chemical and physical effects, could result in unprecedented ecosystem consequences, even ecosystem collapse. Protecting our shared environment from that threat is critical.

The risk is increasing dramatically due to rapid growth in petroleum shipments.[1] A $34 Billion expansion project completed in 2024 increased threefold the capacity of Canada's Trans Mountain Pipeline, whose seaport is in Burnaby, British Columbia. With throughput of up to 890 thousand barrels of petroleum per day, the new capacity is similar to the throughput of the Alaska Pipeline. A channel deepening project in Vancouver's Burrard Inlet to be completed in early 2027 will enable Aframax Tankers to fully load (about 120,000 tons, up from about

[1] The three-fold and seven-fold increases reflect growth over the base year 2016 and are based on the following report: Clear Seas. May 2025. Vessel Traffic Forecast to 2040 for Canada's Pacific Region. Available online at https://clearseas.org/insights/research-category/completed/. While the report's estimates are for the entire western coast of Canada, recent decisions will send almost all the growth in petroleum traffic to the greater Vancouver area.

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90,000 tons) at the Port of Vancouver and will therefore increase the carrying capacity of the existing tankships servicing the Trans Mountain pipeline. The expansion also includes increasing throughput by 60,000 barrels per day in Trans Mountain's Puget Sound pipeline extension that delivers tar sands crude oil to Washington's four northern refineries.

A second pipeline system, announced in July 2026, when opened in 2034, will transport up to 1.2 million barrels per day of heavier-than-water diluted bitumen from Alberta. The new pipeline will follow the existing Trans Mountain pipeline corridor and will terminate at the industrial shipping facility at Roberts Bank, which is adjacent to Canada's border with the US. The new pipeline will effectively double Canada's pipeline capacity to the West Coast. Assuming continued use of Aframax tankers, all of this growth will increase tanker traffic in our region by up to seven-fold by 2034.

Oil tanker shipping lanes from greater Vancouver, BC follow the aptly named Boundary Pass north of Orcas Island to Turn Point on the northern tip of Stuart Island and then pass through Haro Strait along the western shore of San Juan Island, before finally entering the Pacific Ocean through the Strait of Juan de Fuca. While the Canadian projects respond to increasing global demand for petroleum products, each individual project adds to the risk of a catastrophic oil spill that would disrupt our environment and economy for years, even decades to come.

We are discussing these issues at our level with our Canadian counterparts at the Islands Trust. All parties agree that a catastrophic spill is not acceptable and the cumulative increase in risk from petroleum transportation projects needs to be addressed by both countries. Because of the shared nature of the risk, and the fact that the increase in risk is being driven by global developments and new projects in Canada, we ask that you engage with your partners at the provincial and federal level, to help ensure that every risk reduction and safety measure is pursued, up to and including an emergency response towing vessel similar to the vessel that Washington State maintains at the mouth of the Strait of Juan de Fuca. The United States and Canada already operate a joint vessel traffic management system, and coordinate responses to spills. The risks associated with the new projects needs to be addressed comprehensively, holistically and bilaterally. There are a variety of bilateral forums available where these issues can be discussed.

Former Governor Jay Inslee raised these concerns with Canada's Consul General in December 2024. We ask on behalf of our county, and all counties abutting the Salish Sea, that would be affected by a catastrophic spill, and our tribal partners that you engage on our behalf with leaders in British Columbia, Ottawa and Washington, D.C. to ensure that the increased risk associated with a seven-fold increase in petroleum traffic through our sensitive environment be fully understood and addressed.

As the US has learned the hard way, the environmental and economic damage from an uncontrolled spill persists for decades. It can even change the way of life in the area affected. A major spill in the Salish Sea, one of our most beautiful and fragile ecosystems, would be devastating to our shared waters and the economies that it supports. As stewards of this precious ecosystem, it is incumbent upon us to take all possible action to more comprehensively address this growing risk. This might include opposing new tanker traffic in the Salish Sea, imposing additional limits on ship sizes and numbers, or requiring additional risk reduction measures such as stationing a rescue towing vessel near the most hazardous passages such as Haro Strait between Vancouver Island and San Juan Island.

Your Northwest Regional Representative, Jeremy Harrison-Smith recently participated in a forum jointly sponsored by San Juan County and British Columbia's Islands Trust where the new Canadian projects and the consequent increasing risk of shipping accidents and spills were discussed. Our County Council and the staff of our Marine Resources Committee are available to meet with your representatives to discuss our concerns and how best to work with our Canadian partners to achieve a higher level of protection that is commensurate with increased risk from new petroleum transportation projects.

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With our thanks,

Signed by: [redacted]
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Kari McVeigh, District 1, Chair

Signed by: [redacted]
DF6BBD6F5297417...
Justin Paulsen, District 2

Signed by: [redacted]
3168F6EE0A6E45C...
Jane Fuller, District 3

cc: Town of Friday Harbor Mayor Perrollaz, Councilmembers Hushebeck, Geffen, de Freitas, Dyer, and Starr
Senator Lovelett
Representative Ramel
Representative Lekanoff
Whatcom County Council, Chair Kaylee Galloway, Council members Boyle, Rienstra, Stremler, Elenbaas, Buchanan, and Scanlan
Island County Board of Commissioners, Chair Melanie Bacon, Board of Commissioners Johnson and St. Clair
Skagit County Board of Commissioners, Chair Ron Wesen, Board of Commissioners Browning and Burns
Islands Trust Council, Chair Laura Patrick
Member of Parliament Saanich Gulf Islands, Elizabeth May
The Honorable Lummi Nation Chairman, Anthony Hillaire
The Honorable Swinomish Indian Tribal Community Chair, Steve Edwards
The Honorable Tulalip Tribes Chair, Hazen Shopbell
The Honorable Nooksack Indian Tribe Chair, Ross Cline Sr.
The Honorable Samish Tribe Chair Tom Wooten
Northwest Indian Fisheries Commission, Justin Parker, Executive Director
Washington Department of Ecology, Casey Sixkiller- Director
Washington Department of Fish and Wildlife, Kelly Susewind- Director

BRIEFING

To:	Trust Council	**For the Meeting of:**	August 26, 2026
From:	Trust Area Services	**Date Prepared:**	August 11, 2026
SUBJECT:	2026 Strategic Priorities Survey		

PURPOSE: This briefing provides Islands Trust Council with a summary of the results of the 2026 Strategic Priorities Survey, which took place between June 1 and July 15, 2026. The survey was designed to gain insight into the public's priorities to inform Islands Trust Council's strategic planning and budgeting process.

BACKGROUND: At its March 2026 quarterly meeting, Islands Trust Council resolved not to proceed with a pre-budget or draft budget public engagement process. Instead, Islands Trust Council directed the Islands Trust Executive Committee to undertake a strategic priorities survey as an alternative means of public engagement.

Promotion

The survey was supported by a communications program that included printed advertising, subscriber notifications, social media outreach, and promotional posters distributed on-island. A paper-based version of the survey was available at Islands Trust offices and at the Gabriola Island and Salt Spring Island public libraries.

Survey Highlights

There was a total of 1,244 responses to the survey, which is more than three times as many responses as were received to the 2025 pre-budget survey. Islands Trust Council should note, however, that while valid and worthy of consideration, survey respondents were self-selected and were not from a random sample, so the results may not be representative of the Islands Trust Area population.

Some key observations from the survey results include:

- A majority of respondents (74%) indicated their top priority is for Islands Trust to protect the natural environment
- 60% want to see growth on the islands managed in a sustainable way
- 33% want Islands Trust to ensure affordability and responsible spending
- 31% view supporting housing options as a top priority
- 27% are calling on improved enforcement of bylaws and regulations
- 20% would like Islands Trust to focus on strengthening relationships with First Nations, and
- 20% want improved communication and engagement with island communities.

When asked asked, "Is there anything we didn't ask that's important to you?" three central themes dominated:

1. Protect the islands
2. Refocus Islands Trust
3. Improve how Islands Trust relates to residents

The attached survey report elaborates on these and other, more minor, themes that emerged.

ATTACHMENT(S):

1. 2026 Strategic Priorities Survey Report

FOLLOW-UP: Staff will use the results of the survey as part of the research planned to inform strategic planning for the next Council term.

Prepared By: Chloë Straw, Program Coordinator, Trust Area Services

Reviewed By/Date: Rueben Bronee, CAO, August 13, 2026

Islands Trust Strategic Priorities Survey Report

August 8, 2026

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Introduction

Between June 1 and July 16, 2026, the public was invited to complete a survey designed to gauge the priorities of Islands Trust Area residents ahead of Islands Trust's annual budgeting process.

The anonymous, voluntary survey was open to any resident, property owner, or interested member of the public. As a result, the findings reflect the views of those who chose to participate and should be understood as a rich source of community input, rather than a statistically representative measure of opinion across the entire Islands Trust Area.

The survey was completed by 1,244 members of the public and had a completion rate of 99.5%. It asked respondents to comment on the priorities that matter most to them when it comes to Islands Trust's work, and what actions they would like to see the organization take to achieve these priorities.

The survey was promoted via subscriber notices, social media posts, the Islands Trust website, posters on islands in the Islands Trust Area, and printed ads in local newspapers. Paper copies of the survey were available at Islands Trust offices in Victoria, Gabriola Island, and Salt Spring Island, as well as at the Gabriola and Salt Spring Island public libraries.

This report provides a summary of public feedback received through the survey, including key themes to inform future strategic planning activities. The appendix includes a copy of the full survey.

Protection of natural environment, sustainable growth management, and affordability top strategic priorities reported by Islands Trust Area residents.

Overview

Respondents consistently emphasized that **Islands Trust should remain focused on its legislated mandate to preserve and protect the Islands Trust Area's unique natural environment and rural character.**[1] Environmental protection, limiting growth, and ensuring that development remains within the ecological carrying capacity of the islands—particularly with respect to water resources, infrastructure, and biodiversity—were the most frequently raised themes. Many respondents (60%) also stressed that affordable housing should only be supported where it is compatible with environmental protection and existing servicing capacity.

A second dominant theme was the desire for **improved governance, organizational focus, and accountability**.[2] Respondents called for Islands Trust to concentrate on its core responsibilities under the *Islands Trust Act*, strengthen enforcement of existing bylaws and policies rather than introducing new regulations, improve transparency and decision-making, and respond more effectively to public input.

[1] 74% of respondents selected 'protecting the natural environment' as a priority area for Islands Trust.
[2] 33% of respondents selected 'ensuring affordability and responsible spending' as a priority area, and 78 comments mentioned tightening the scope of Islands Trust's work, governance structure, and bureaucracy.

Many comments also advocated for reducing administrative costs, streamlining operations, lowering taxes, and minimizing regulatory burdens on residents and small businesses.

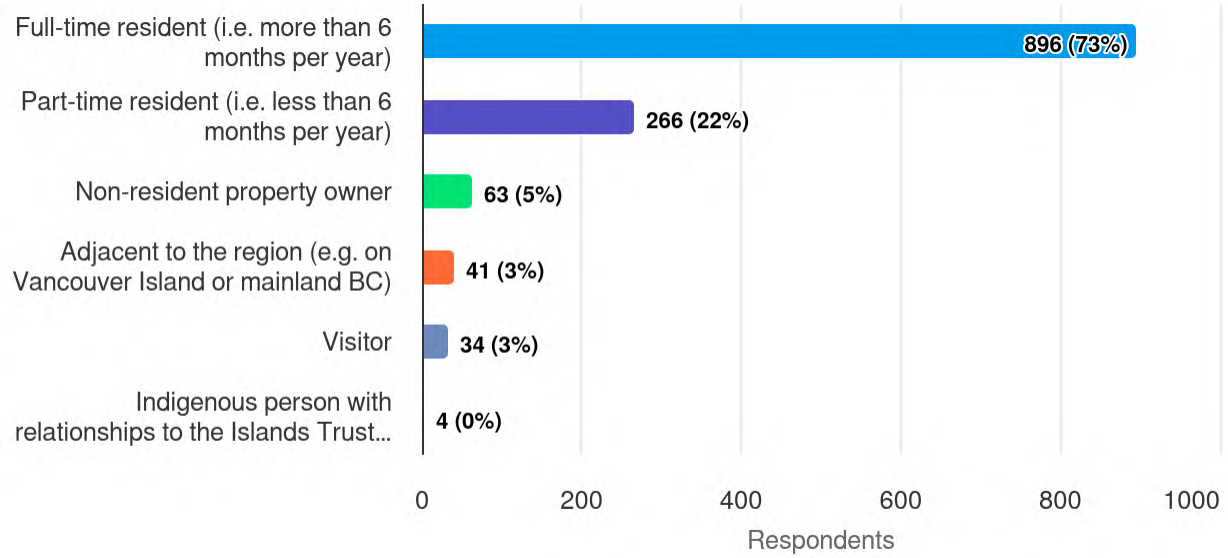
Other recurring themes included: **protecting water resources through stronger conservation measures; improving permitting and regulatory processes; supporting local businesses and affordable housing in appropriate locations, and strengthening compliance with building, zoning, and environmental regulations**. Smaller but notable themes included: improving local infrastructure; supporting Indigenous stewardship and land return initiatives; ensuring all island communities in the Islands Trust Area are represented in Islands Trust communications; and addressing specific local concerns such as fencing, animal control, and transportation.[3]

Overall, the survey results, including respondents' open-ended comments, demonstrate broad agreement that Islands Trust should prioritize **environmental stewardship, careful growth management, effective governance, and fiscal responsibility** while focusing its resources on delivering its legislated mandate to preserve and protect.

Demographics of Respondents

A total of 1,244 responses to the survey were received. The majority of responses (73%) came from individuals who identified as full-time residents of the Islands Trust Area and 22% were from part-time residents. The bar graph below displays how respondents identified their relationship to the Islands Trust Area.

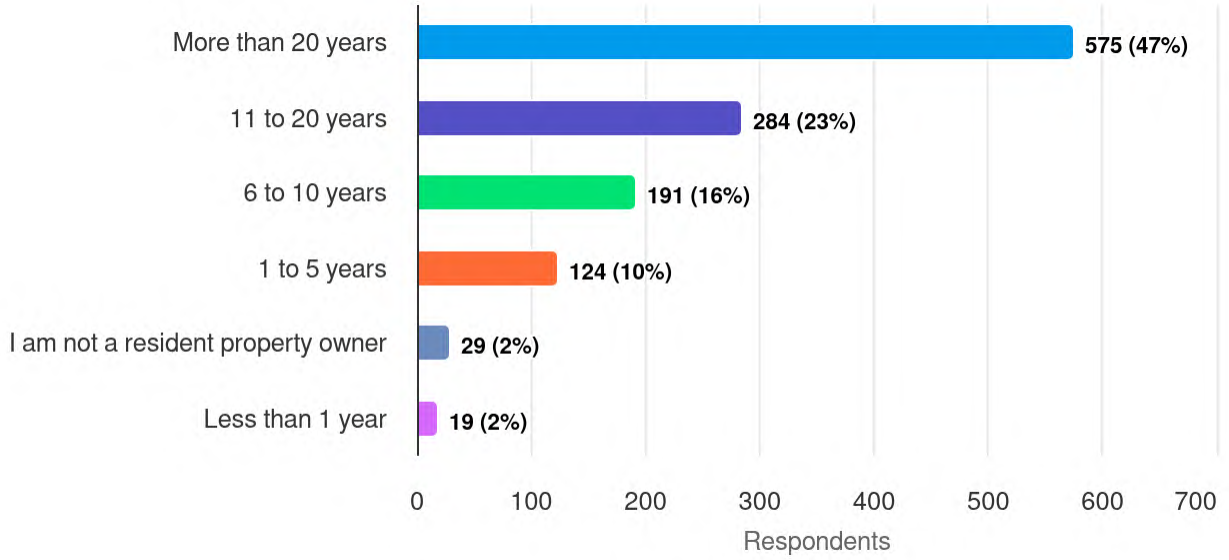
Respondent Relationship to the Islands Trust Area



[3] It should be noted that regulations and services relating to animal control and transportation fall outside of Islands Trust's jurisdiction.

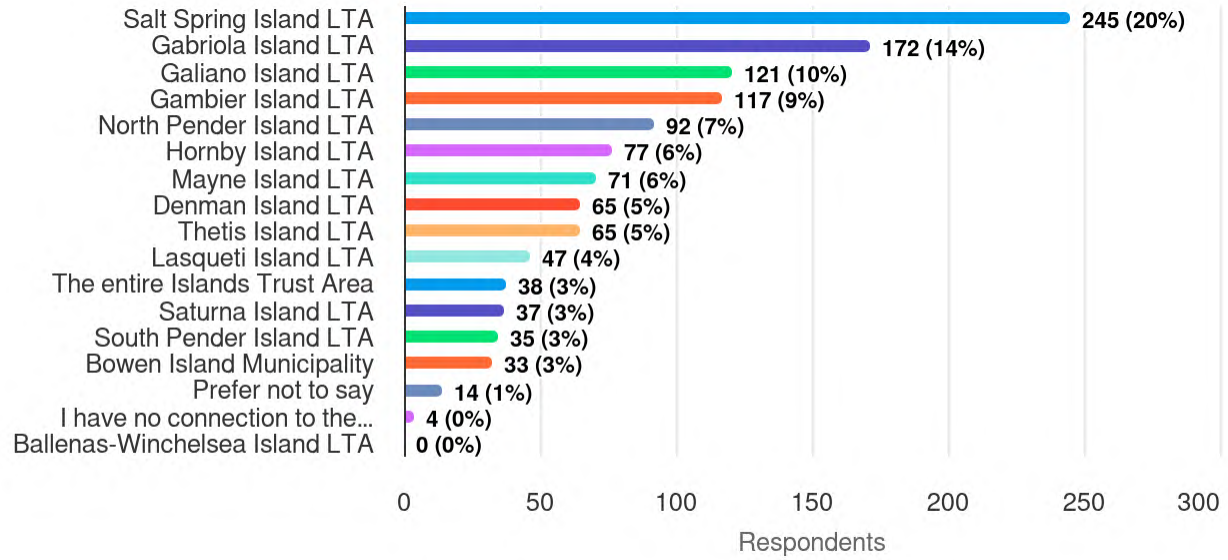
Just under half of respondents (47%) reported that they have lived or owned property in the Islands Trust Area for more than twenty years. Respondents were also asked which of the thirteen Local Trust Areas they feel most connected with.

Length of Time as a Resident or Property Owner



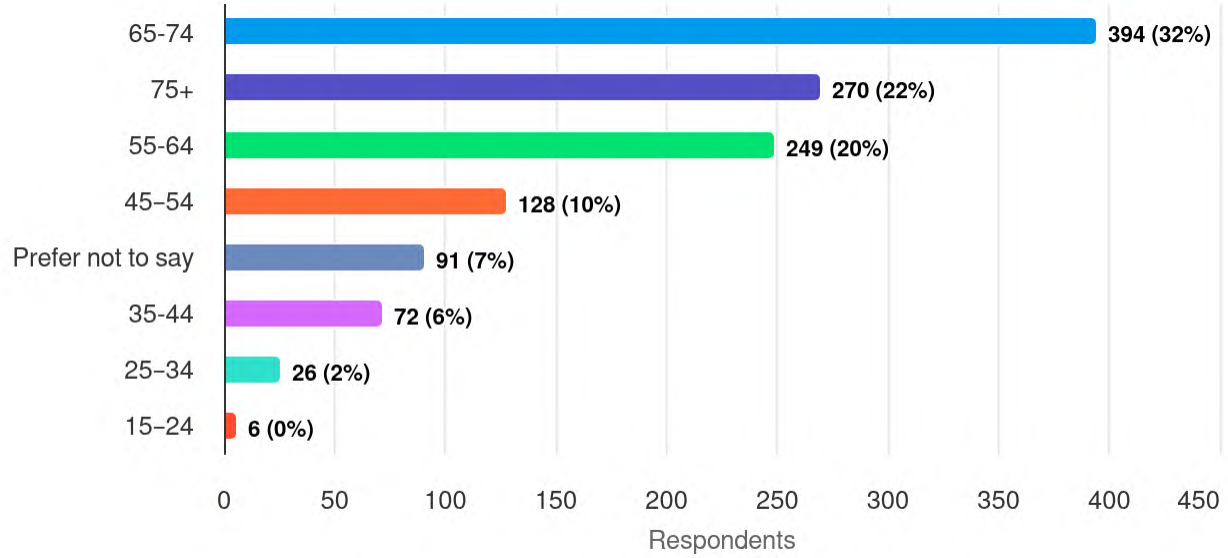
The bar graph below displays a breakdown of the geographic region respondents indicated they had connections to.

Respondents by Local Trust Area



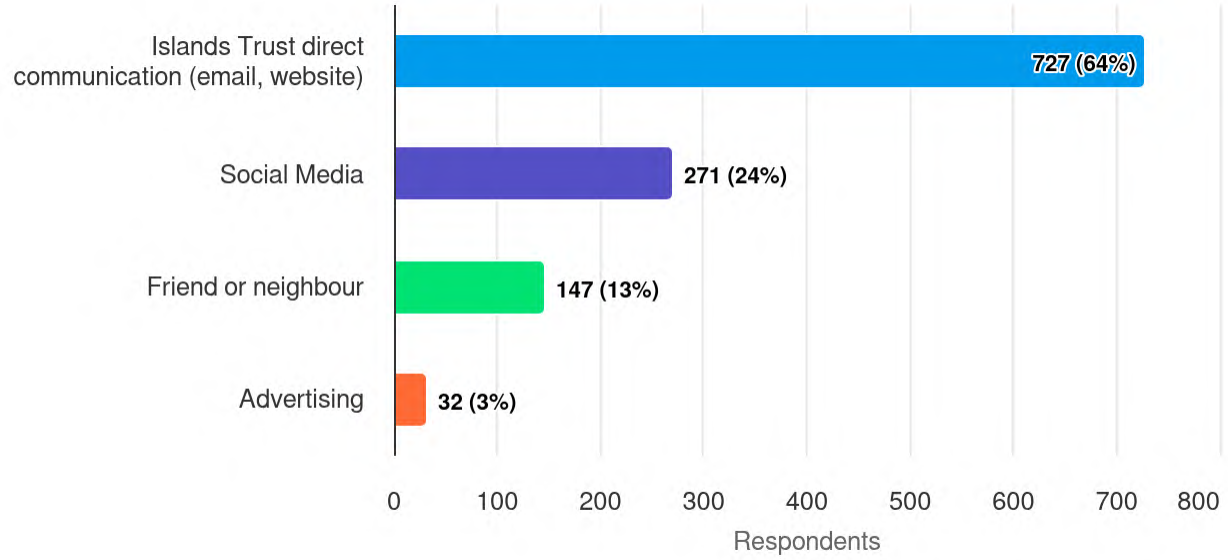
More than half of respondents were aged 65 or older (54%), with only six respondents identifying as under the age of 25. Seven people selected “prefer not to say” when asked about their age.

Age of Respondents



When asked how they heard about the survey, the majority of respondents (64%) indicated it was through direct communications from Islands Trust, which included e-mailed subscriber notices and the Islands Trust website. 271 respondents indicated they heard about the survey through social media.

How Respondents Heard About the Survey

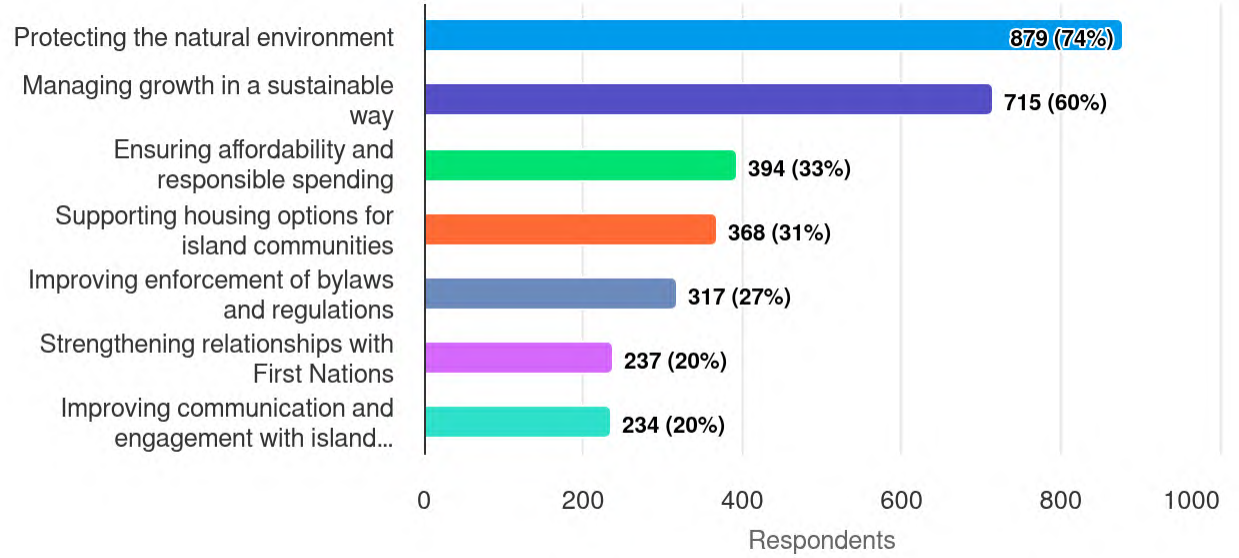


Priority Areas for Islands Trust

Respondents were asked to select up to three priority areas that matter most to them when it come to priorities for Islands Trust from a list provided. Respondents could choose from seven options, and were able to provide a comment.

Protection of the natural environment, sustainable growth management, and affordability made the top of the list, with support for increased housing options coming in just behind 'affordability and responsible spending.' Next in line was 'improving enforcement bylaws and regulations,' followed by 'strengthening relationships with First Nations' and 'improving communications and engagement with island communities,' which received equal ranking.

Priority Areas that Matter Most to Respondents



Respondents made use of the 'Other' open comment field to elaborate on, as well as suggest other, priorities. A total of 468 open comments were received to this question. The following table summarizes these comments by theme, ranked in order of the number of times the theme was mentioned.

Table 1: Priority Areas for Islands Trust

Rank	Theme	Mentions	Summary of Comments Relating to the Theme
1	Limit/restrict growth and development	94	Strong concern about growth, development capacity, build-out, density and subdivision. Seven people specifically objected to the phrase "managing growth" and wanted growth limited rather than managed.
2	Environmental protection and conservation	86	Protecting the natural environment, ecosystems, forests, trees, habitat, shorelines, and biodiversity was the dominant concern. Sixteen respondents explicitly emphasized that environmental protection should be Islands Trust's central mandate.
3	Water, freshwater, and septic capacity	45	Concern about having enough water for future residents, freshwater protection, wells/aquifers, septic systems, and the capacity of water/sewer infrastructure as development increases.
4	Reduce Islands Trust budget, staff, and bureaucracy	43	Calls to reduce spending, staffing, administrative costs and bureaucracy, and to keep Islands Trust focused on

Table 1: Priority Areas for Islands Trust

Rank	Theme	Mentions	Summary of Comments Relating to the Theme
			its core responsibilities. Five respondents specifically criticized rising costs relative to results.
5	Infrastructure and essential services	40	Roads, transportation/ferries, waste/garbage, emergency preparedness, utilities, and maintaining essential services came up repeatedly.[4]
6	Housing and affordability	36	Affordable housing, housing options, workforce/special-needs housing, and the relationship between housing needs and the islands' environmental/development capacity.
7	Governance, mandate, and jurisdiction	35	A recurring desire for Islands Trust to "stay in its lane," focus on its legislated mandate, avoid duplicating other governments, and reconsider the scope of Islands Trust governance.
8	Regulations, bylaws, and enforcement	23	Nine respondents explicitly called for less regulation/restrictions, seven called for stronger bylaws or enforcement, and seven raised regulatory/bylaw issues without clearly taking either position.
9	Communications, engagement, and responsiveness	15	Requests for better communication, more direct engagement with individual islands, and greater responsiveness to community input. One suggestion was for trustees/staff to visit islands and ask residents directly how they can help.
10	Parks, recreation, and trails	15	Improved trails, parks, recreational areas, boating/paddling access, and recreation facilities.
11	First Nations relationships/reconciliation	14	Comments were mixed with half of respondents calling for maintaining and strengthening relationships with First Nations and the other half questioning how much this should fall within Islands Trust's mandate.
12	Rural/island character	10	Protecting the rural character and distinctive nature of the islands from urban-style development.
13	Agriculture and food security	8	Protection of farmland, farming viability, invasive weeds, and local food security.
14	Fire/wildfire resilience	4	FireSmart practices, wildfire preparedness, and making fire resilience a higher priority.

[4] It should be noted that roads, transportation/ferries, waste/garbage, emergency preparedness, utilities, and essential services all fall outside of Islands Trust's jurisdiction.

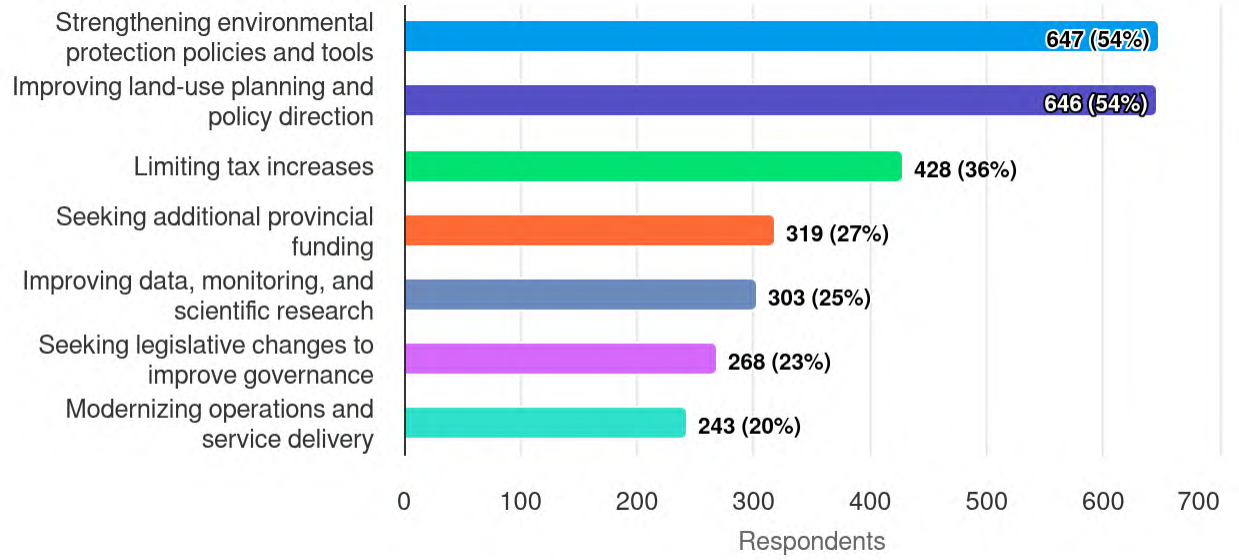
Actions Needed to Respond to Priority Areas

Having identified priority areas for Islands Trust's work, respondents were then asked to identify actions they thought would be most effective in achieving these priorities. Respondents could choose from seven options, or articulate a different option through the comment section.

More than half of respondents (54%) selected 'strengthening environmental protection policies and tools' and 'improving land-use planning and policy direction' as the most effective actions Islands Trust could take.

Nearly 36% of respondents selected 'limiting tax increases' as a priority action. Close to a quarter of respondents (25%) would like to see Islands Trust 'seek additional funding from the Province'; 'improve data, monitoring, and scientific research', and 'seek legislative changes to improve its governance,' while 20% of respondents would like to see the organization 'modernize its operations and service delivery.'

Actions Needed to Achieve Respondents' Priorities



Respondents once again used the 'Other' comment field to elaborate on their selections or offer alternative actions Islands Trust could take. The table below summarizes the 289 comments received and lists them thematically based on the number of times the theme was mentioned. It should be noted that some comments contained more than one theme.

Table 2: Respondent Comments Regarding Actions Islands Trust Could Take to Respond to Respondents' Priorities

Rank	Theme	Mentions	Summary of Comments Relating to the Theme
1	Governance, mandate, and role of Islands Trust	59	Many respondents want Islands Trust to return to, or focus narrowly on, its legislated "preserve and protect" mandate. Comments called for less mandate creep, less duplication with other levels of government, and clearer division of responsibilities. Five respondents questioned whether the current Islands Trust model should continue at all.

Table 2: Respondent Comments Regarding Actions Islands Trust Could Take to Respond to Respondents' Priorities

Rank	Theme	Mentions	Summary of Comments Relating to the Theme
2	Reduce budget, staffing, taxation, and bureaucracy	59	Respondents described Islands Trust as too expensive or bureaucratic and want fewer programs, less duplication, and greater fiscal discipline. Three comments linked a smaller mandate directly to a smaller and less costly organization.
3	Environmental protection and conservation	48	Respondents emphasized protecting ecosystems, forests, trees, wildlife, biodiversity, shorelines, and natural areas. A recurring message was that environmental protection should be Islands Trust's highest priority and that the "preserve and protect" mandate should guide planning decisions.
4	Regulations, bylaws, and enforcement	45	Comments were divided, but leaned toward stronger regulation and enforcement: 28 respondents called for stronger bylaws, restrictions or enforcement, while 17 called for less regulation, simpler bylaws, less red tape, or fewer restrictions.
5	Growth and development	41	41 comments addressed growth and development. Of these, approximately 18 explicitly called for limiting or restricting growth, density, subdivision, or residential development. At least eight linked growth limits to environmental, infrastructure, or resource capacity, particularly water and ecological carrying capacity.
6	Community engagement, transparency, and democracy	38	Respondents want better communication, meaningful consultation, greater transparency, and stronger local representation. Six respondents stated that decisions are made without adequately reflecting individual island communities and want trustees/staff to listen more directly to residents.
7	Infrastructure and essential services	33	Comments focused on practical island needs such as roads, ferries, docks, transportation, waste disposal, water/sewer infrastructure, emergency services, and other essential services. [5]
8	Property rights and landowner concerns	24	Respondents raised concerns about private-property rights and restrictions on landowners, including what people can build, how they can use their property, and the degree of control exercised through planning and regulation.
9	Water, groundwater, and water conservation	20	Strong concern about freshwater availability, groundwater, wells and aquifers. Comments emphasized that development should be constrained by water availability and that water resources need greater protection and monitoring.
10	First Nations / Indigenous relationships	18	Comments addressed reconciliation, relationships with First Nations, Indigenous rights, and UNDRIP. Fourteen comments called on support for stronger relationships, while four questioned whether this falls within the Islands Trust's mandate.

[5] As noted earlier, these services fall outside of Islands Trust's jurisdiction.

Table 2: Respondent Comments Regarding Actions Islands Trust Could Take to Respond to Respondents' Priorities

Rank	Theme	Mentions	Summary of Comments Relating to the Theme
11	Business and economic development	10	Three called for fewer regulatory barriers or greater flexibility for businesses, while four emphasized that economic development should remain compatible with environmental protection, growth limits or island character. The remaining three comments raised business/economic issues without clearly fitting into either of those two positions.
12	Parks, recreation, trails, and active transportation	9	Comments called for better trails, parks, walking and cycling routes, recreation opportunities, and outdoor facilities, including maintaining access to natural areas for residents and visitors.
13	Climate change and resilience	4	Respondents want climate risks more explicitly incorporated into planning and priorities, including climate adaptation, wildfire preparedness and resilience.
14	Agriculture and food security	3	Comments supported protecting agricultural land, supporting local farming, and improving food security, including maintaining the ability to grow food locally.
15	Rural character / island character	3	Comments specifically emphasized maintaining the rural, low-density, and distinctive character of the islands, and avoiding development patterns that make the islands more urban.

Other Matters of Importance to Respondents

In the final survey question, respondents were asked, "Is there anything we didn't ask that's important to you?" 530 respondents chose to leave comments, which largely echoed sentiments expressed in the comments to earlier questions, and can be categorized into three central themes:

1. Protect the islands[6]
2. Refocus Islands Trust [7]
3. Improve how Islands Trust relates to residents[8]

A particularly strong recurring argument was that growth should be limited according to environmental and water capacity, rather than simply "managed." Additional ideas not already mentioned are listed in Table 3 below.

[6] 99 comments addressed environmental protection; 56 on water/carrying capacity, and 63 about growth and development.
[7] 67 comments relating to governance/mandate; 77 to budget, taxes, and/or bureaucracy, and 36 to regulations/enforcement.
[8] 75 comments on community engagement/transparency; 61 on infrastructure/services, and 23 property owner concerns.

Table 3: Additional Ideas Provided by Respondents

Additional idea	Mentions	What respondents were suggesting
Ferry and dock modernization	12	More reliable/frequent ferry service, improved docks, additional access to islands without ferry service and modernization of transportation infrastructure.
Trustee/electoral accountability	10	Reconsider trustee representation and elections, accountability, qualifications, conflicts of interest, and the role of unelected or non-local representation.
Island-specific governance and decision-making	8	Treat islands according to their individual circumstances rather than applying a one-size-fits-all approach; give individual islands greater say over local matters.
Development tied to infrastructure/service plans	7	Require adequate water, septic, roads, emergency services, and other infrastructure before approving additional development.
Short-term rental management	6	Concerns about the effects of short-term rentals on housing, water, waste and services, alongside differing views about whether and how they should be regulated.
Environmental education and outreach	5	Educate residents, visitors, and new landowners about environmental protection, water scarcity, and island stewardship.
Marine and harbour management	4	Better management of harbours, anchorages, and marine areas, including concerns about large vessels, noise, lighting, wildlife, and marine habitat.
Alternative water and energy systems	3	Reduce barriers to alternative water supplies, water makers/desalination, and alternative energy systems.
Data-driven and consistent decision-making	3	Use measurable goals, evidence/science, monitoring, and consistent application of policies and bylaws.
Fairer taxation based on land use	3	Consider whether property taxation should better reflect actual land use and address perceived inequities.
Fibre/internet connectivity	3	Improve broadband/fibre and reliable internet access as an important island service.

Table 3: Additional Ideas Provided by Respondents

Additional idea	Mentions	What respondents were suggesting
Education, incentives, and voluntary cooperation	3	Use education, collaboration, incentives, and practical/voluntary approaches alongside or instead of regulation.
Working-age and younger residents in consultation	2	Make consultation more accessible to working people and younger residents who may be unable to participate in traditional daytime meetings.
Modernize planning tools and use more expertise	2	Update planning, conservation and sustainability tools, and make greater use of specialized expertise.
Dark-sky / light-pollution controls	2	Regulate light pollution and preserve dark skies as part of environmental protection.
Invasive species management	2	Coordinate efforts to control or eradicate invasive plants/species.
Sensitive species and habitat protection	2	Give specific attention to species at risk, marine species, and essential habitat rather than treating environmental protection only as a broad concept.
Greywater reuse / water-conservation technology	1	Encourage or require greywater systems so water can be reused for toilets and irrigation.
Proactive environmental enforcement	1	Move beyond complaint-based enforcement toward proactive monitoring and enforcement of environmental bylaws.
Governance education for residents	1	Provide webinars, orientation for new landowners/residents and other education about how Islands Trust governance works.

Conclusion

Overall, the dominant themes raised through the survey echo those of other recent surveys conducted by Islands Trust. Members of the public are calling on a reinvigorated focus on environmental protection to protect the islands from excessive growth and development, a careful approach to housing solutions which ensures the islands have sufficient water and infrastructure capacity, and for Islands Trust to operate as a fiscally responsible, modern, focused, effective, and accessible organization.

These calls to action mirror the results of recent internal evaluations of Islands Trust and align with work already underway through the guidance of the CAO Operational Review Report, Strategic Plan, Housing Strategic Action Plan, Freshwater Sustainability Strategy, Reconciliation Action Plan, Bylaw Enforcement Review Project, and the organizational commitment to increasing staff capacity for public engagement and communications.

Appendix:

Islands Trust Strategic Priorities Survey

About Islands Trust & the Strategic Priorities Survey

About Islands Trust

Islands Trust is a special-purpose government mandated to preserve and protect over 450 islands and surrounding waters in the Salish Sea. The Islands Trust works to preserve and protect the Islands Trust Area through land use planning, land conservation through the Islands Trust Conservancy, and programs in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons, organizations, the government of British Columbia, and you.

Islands Trust is governed by a 26-member Islands Trust Council, which is comprised of two elected trustees from each local trust area (except the Ballenas-Winchelsea Local Trust Area) and two trustees from Bowen Island Municipality. Local land-use planning decisions are made by local trust committees with the exception of Bowen Island, which voted to become an island municipality. Local trust committees are comprised of two locally elected trustees and an appointed chair. All decisions made must be consistent with the Islands Trust's legislated mandate to preserve and protect the Islands Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and British Columbia generally.

The Islands Trust Council supports the preserve and protect mandate through region-wide programs such as public education sessions; stewardship education resources; advocacy about decisions and initiatives that affect the islands; ecosystem mapping; and cooperating with other governments, including First Nations, to benefit the Islands Trust Area.

Islands Trust provides land use planning, which contributes to preserving and protecting the environment, cultural heritage, and communities through the maintenance of 20 unique official community plans, hosting community information meetings to help islanders understand land use planning, rezoning, and application processing. Islands Trust also develops and delivers longer-term projects to support strategic goals.

Islands Trust Conservancy is governed by a board made up of provincial appointees and Islands Trust trustees. Its mission is to protect special places in the Islands Trust Area by encouraging and assisting voluntary conservation initiatives. To date, 1,385+ hectares of land across 115 conservation properties have been protected, including 81 conservation covenants and 34 nature reserves.

About this survey

The Islands Trust pre-budget survey intends to gauge the priorities and values of residents in the Islands Trust Area to support the strategic planning process of Islands Trust trustees. The input gathered from the public is valuable, and your participation is appreciated.

Where does your input go?

Islands Trust trustees will receive the survey data and post-survey reports and will consider this feedback in the strategic planning process.

Survey closes: July 16, 2026

Survey logistics: The estimated time to read and complete the survey is approximately 10-15 minutes.

Freedom of Information and Protection of Privacy Act and Correspondence Policy

When you complete the survey, you are anonymous.

Survey results may be shared publicly at Islands Trust meetings, on our website, through social media, or in our publications or documents.

Any personal information gathered through this survey is subject to the *Freedom of Information and Protection of Privacy Act*. Direct enquiries about the collection or use of information in this survey to the Islands Trust's Director of Legislative Services at foi@islandstrust.bc.ca. Please be aware that SimpleSurvey collects IP addresses.

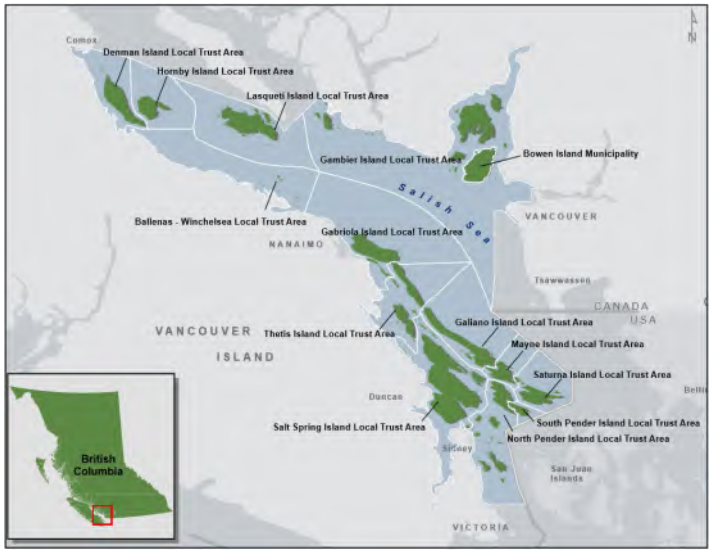
As you complete the survey, please keep in mind that your comments are most useful if they are related to this survey.

Survey responses containing anti-Indigenous racism, racism, derogatory, defamatory, profane, or otherwise inappropriate content will be redacted, as Islands Trust does not perpetuate harmful commentary and removes any material that violates the BC Human Rights Code or is unsuitable for general circulation.

Islands Trust acknowledges that the Islands Trust Area is located in the treaties lands and territories of Coast Salish Peoples. Islands Trust is committed to Reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

1) The Islands Trust Area is made up of 13 local trust areas (LTA) and Bowen Island Municipality. Which area do you feel most connected with?

- ☐ Ballenas-Winchelsea Island LTA
- ☐ Gabriola Island LTA
- ☐ Bowen Island Municipality
- ☐ Galiano Island LTA
- ☐ Gambier Island LTA
- ☐ Denman Island LTA
- ☐ Hornby Island LTA
- ☐ Lasqueti Island LTA
- ☐ Mayne Island LTA
- ☐ North Pender Island LTA
- ☐ Salt Spring Island LTA
- ☐ Saturna Island LTA
- ☐ South Pender Island LTA
- ☐ I have no connection to the Islands Trust Area
- ☐ Prefer not to say



2) The Islands Trust Area occupies almost 5,200 square kilometers within the Salish Sea. How are you connected to the area? Check all that apply:

- ☐ Part-time resident (ie. less than 6 months/year)
- ☐ Full-time resident (ie. +6 months/year)
- ☐ Non-resident property owner
- ☐ Adjacent to the region (e.g. Vancouver Island or mainland BC)
- ☐ Indigenous person with relationships to the Islands Trust Area
- ☐ Visitor

3) If you are a resident or property owner, how long have you lived in or owned a property in the Islands Trust Area?

- ☐ Less than 1 year
- ☐ 1-5 years
- ☐ 6-10 years
- ☐ 11-20 years
- ☐ +20 years
- ☐ I am not a resident or property owner

4) What is your age:

- ○ 15-24
- ○ 25-34
- ○ 35-44
- ○ 35-44
- ○ 45-54
- ○ 55-64
- ○ 65-74
- ○ 75+
- ○ Prefer not to say

5) Islands Trust is developing its strategic priorities. Based on what matters most to you, please select up to three priority areas from the list below. Label your top three by writing 1, 2, or 3 in the box.

- ☐ Ensuring affordability and responsible spending
- ☐ Improving communication and engagement with island communities
- ☐ Improving enforcement of bylaws and regulations
- ☐ Managing growth in a sustainable way
- ☐ Protecting the natural environment
- ☐ Strengthening relationships with First Nations
- ☐ Supporting housing options for island communities
- ☐ Other (please specify):

Islands Trust

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6) Which of the following actions do you think would be most effective in achieving the priorities you selected?

- ☐ Improving data, monitoring, and scientific research
- ☐ Improving land-use planning and policy direction
- ☐ Limiting tax increases
- ☐ Modernizing operations and service delivery
- ☐ Seeking additional provincial funding
- ☐ Seeking legislative changes to improve governance
- ☐ Strengthening environmental protection policies and tools
- ☐ Other (please specify):

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7) Is there anything we didn't ask that's important to you? Please provide any additional thoughts.

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8) How did you hear about this survey?

- ☐ Islands Trust direct communication (email, website)
- ☐ Friend or neighbour
- ☐ Social media
- ☐ Poster
- ☐ Advertising
- ☐ Other, please specify: .....
.....
.....

Thank you for responding to this survey. Your input is valuable!

Please return this survey to the survey box, or an Islands Trust office in Victoria, Gabriola Island, or Salt Spring Island, or email communications@islandstrust.bc.ca or call 250.405.5197.

Survey deadline: July 16, 2026

Islands Trust 200

Thursday, September 10, 2026
Islands Trust Council
Hyperabundant Deer Presentation

Background: The Conservation Decisions Lab, led by Dr. Tara Martin, is a team of researchers, graduate students and educators undertaking and communicating research about cumulative impacts of multiple stressors including climate change, land use change, resource extraction, invasive species and hyperabundant species – and using this knowledge to inform decisions to safeguard biodiversity and support thriving communities.

Purpose: To discuss the impacts of hyperabundant deer, and strategies for managing hyperabundant deer to restore keystone places in the Gulf Islands.

Speaker: Dr. Tara Martin, Liber Ero Chair in Conservation, Faculty of Forestry and Ecosystem Stewardship, Department of Forest and Conservation Sciences, University of British Columbia

Resources Martin Conservation Decisions Lab; Deer stewardship journal paper

Time	Topic	Speaker
1:00 p.m. – 1:10 p.m.	Introductions	Laura Patrick, Chair, Islands Trust Council
1:10 p.m – 1.40 p.m	Dr. Martin Powerpoint presentation	Dr. Tara Martin
1:40 p.m – 1:55 p.m	Questions and Discussion	Islands Trust Council and Dr. Tara Martin
1:55 p.m – 2:00 p.m	Closing remarks	Laura Patrick, Chair, Islands Trust Council

DRAFT

1. Regional Planning Committee

Staff have completed work on the following Trust Council approved top priorities:

~ **Freshwater Sustainability Strategy:**

- RPC received updates on the *Freshwater Footprint* Gabriola case study which is complete and its products have been delivered into the Gabriola Island Official Community Plan (OCP) review, and was received at the Local Trust Committee regular meeting of July 16, 2026. The update summarised the milestone, its significance for the *Freshwater Sustainability Strategy*, and its transferability to other islands, and provided links to the public record including a frequently asked questions document.
- RPC received updates on the *Freshwater Atlas* summarizing the methodology by which it has been assembled and its metadata harmonised with the corporate standard, themes within, and the staged timeline to public rollout beginning in September 2026.

~ **Monitor Progress of Protection of Ecosystem Health in All Land Use Planning Decisions:**

- RPC received, and forwarded to Trust Council, a coherent set of tools to strengthen ecosystem-informed planning completed by the Environment and Climate Change Canada–funded Biologist (Feb 2025–Mar 2026).

Staff have completed work on the following:

~ **Major and Minor Project Work Overview and Updates:**

- RPC received an overview of the major project work of the Regional Planning Team, including scope, criteria for prioritization, and roles and responsibilities. RPC forwarded the overview, along with similar updates to minor project work, to Trust Council.

2. Planning Projects

The current status of major and extraordinary local trust committee (LTC) projects (projects over $5,000) are listed in Table 1 below. The table includes Regional Planning Committee projects. Planning Services projects are managed by members of the Regional Planning Team. Most listed major projects include engagement activities with First Nations as listed in their approved business cases with Trust Council.

Table 1 Major and Extraordinary Projects

LTC	Major or Extraordinary Project Name	Project Phase	Current Status
DE	OCP / LUB Review - Targeted Review (Housing)	Legislative	On-going
GB	OCP / LUB Review	Legislative	On-going
GM	OCP / LUB Targeted Review	Legislative	On-going
HO	OCP / LUB Review	Engagement	On-going
LA	OCP / LUB Review	Initiation	Pending
MA	OCP / LUB Review – Targeted Review (Housing)	Legislative	On-going
NP	OCP / LUB Review - Targeted Review (Housing)	Drafting	On-going
SS	OCP/ LUB Review - Targeted Review (Housing) (Goal: increase housing options and equity in ways integrating First Nations interests, ecosystem integrity and connectivity, and climate change resiliency)	Analysis and Engagement	On-going
RPC	Freshwater Sustainability Strategy (various)	Analysis	On-going
RPC	Integration of Biological Information into Decision Making	Analysis	On-going
RPC	Housing Strategic Action Plan	Analysis	On-going

Local Trust Committees are permitted one active minor project (Table 2). The exception is that the Salt Spring Island Local Trust Committee is permitted up to three active projects (minor and major combined). The total funding available for all active minor projects is $36,500. Funding has been fully allocated although this may change as completed projects update their expenditures.

Table 2 Minor Projects

LTC	Active Minor Project Name	Project Phase	Current Status
DE	OCP / LUB Amendments – Technical and First Nations updates	Legislative	On-going
GB	Mudge Island OCP/LUB Amendment	Initiation	Deferred
GL	Small Islands LUB update	Engagement	On-going
LA	LUB Amendment – min. lot size at subdivision	Drafting	On-going
NP	Raptor nest DPA update	Legislative	On-going
SS	Housing Action Program – Implementation (Bylaw 537)	Legislative	On-going
SS	Proof of Water	Legislative	Deferred
TH	LUB – Targeted Amendments	Legislative	Deferred

3. Current Planning

Planning Services opened 141 new applications and referrals in the first quarter (Q1) of the 2026/27 fiscal year (April 1, 2026 – June 30, 2026) (Figure 1). The number of new applications continues a steady trend of application and referral volumes seen since the impacts of Covid-19. Applications and referrals opened in Q1 are broken down by type and local trust area in Figure 2.

Figure 1 New Applications and Referrals Opened per Quarter Since 2022/23

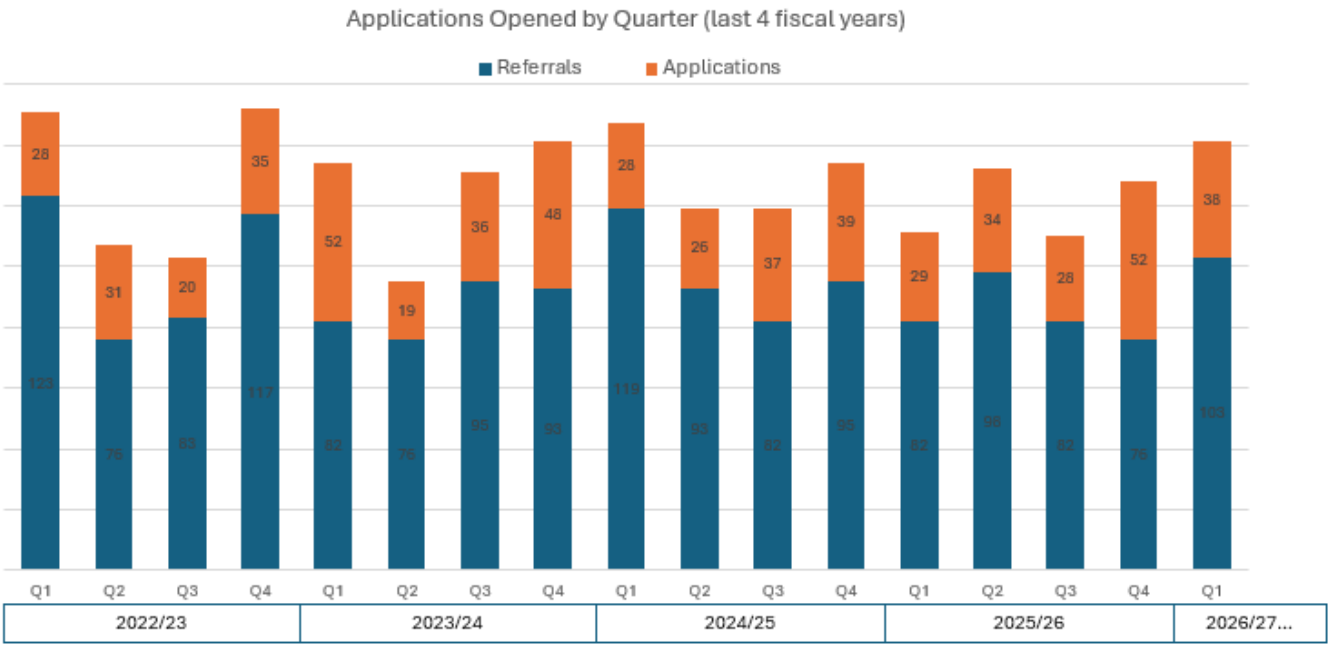
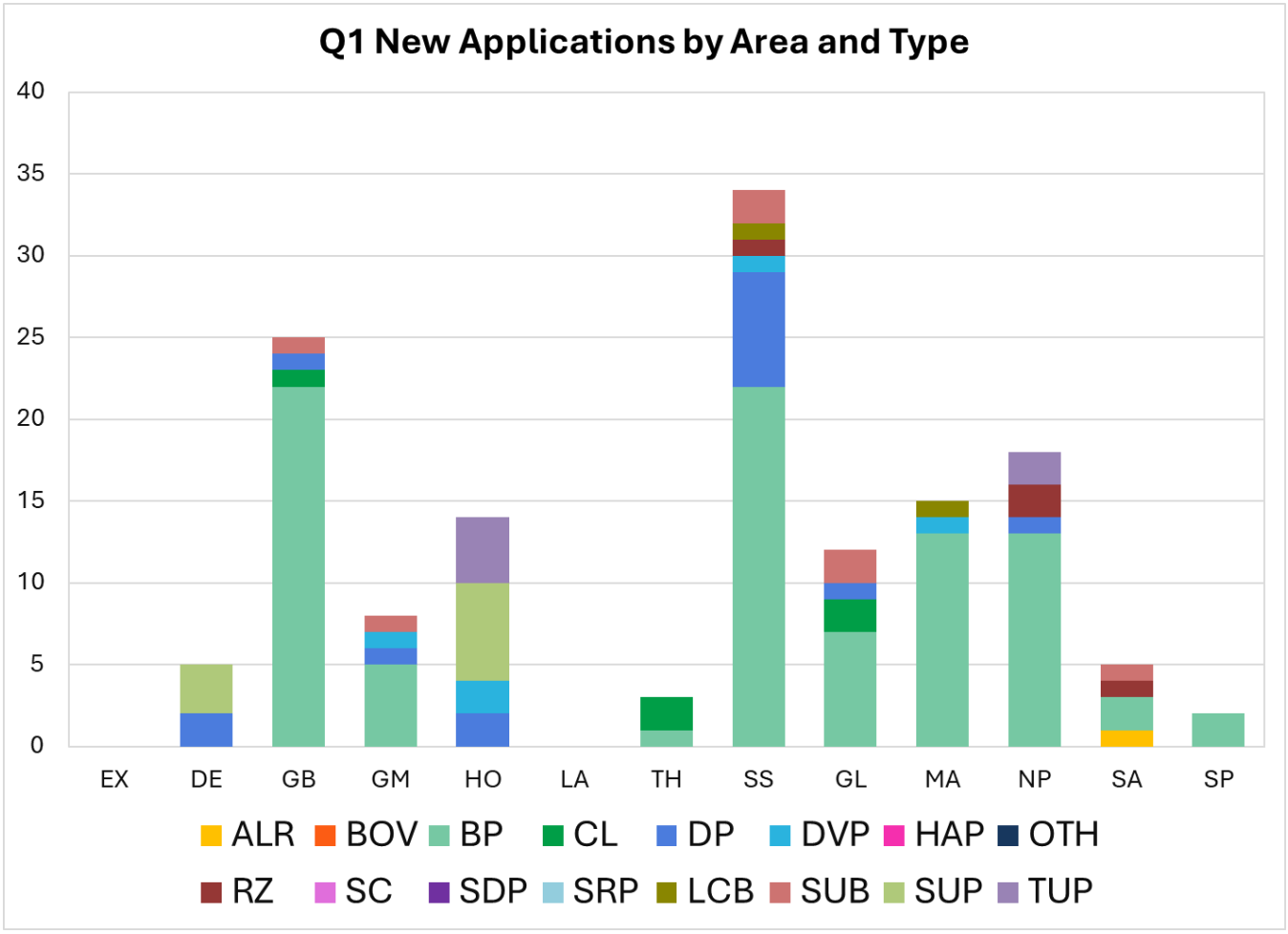


Figure 2 Applications and Referrals Opened in Q1 by Type and Area



Legend	
ALR	Agricultural Land Reserve
BOV	Board of Variance
CL/BP/SUP/LCB	Crown Lease/Building Permit/Siting Use Permit/Liquor and Cannabis Board
DP	Development Permit
DVP/FPE	Development Variance Permit / Flood Plain Exemption
HAP	Heritage Area Permit
OTH	Other
RZ	Rezoning (includes OCP amendments)
SC	Strata Conversion
SDP	Soil Deposit Permit
SRP	Soil Registration Permit
SUB	Subdivision
TUP	Temporary Use Permit

4. Corporate Initiatives

Planning services staff continue to support the following funded corporate initiatives:

Bylaw Enforcement and Compliance Portal (Cityview):

Staff are currently waiting for Cityview staff to draft a change order for staff review. The launch of the new portal has been deferred at this time.

Bylaw Compliance and Enforcement Policy Implementation:

Staff are conducting two standards of conduct complaints as per Islands Trust Council recently amended Bylaw Compliance and Enforcement Policy 5.5.1.

5. Other Initiatives

Application Cost Recovery:

Planning Services staff are working with Financial Services to prepare options for Trust Council review for how to address. Staff are expecting to present a report with options at the September Trust Council meeting. This work will precede redevelopment of internal time collection software tentatively scheduled for January 2027 as per early work plans shaping a five-year Information Technology and Information Management Plan.

First Nations Referral Process:

Staff have adopted a 90-day standard (adjustment may be discussed on a case-by-case basis as needed) referral period for discretionary planning applications and other Trust Area Service initiatives. Staff have begun updating various relevant policies and procedures as per the approved work plan.

BRIEFING

To:	**Islands Trust Council**	**For the Meeting of:**	September 11, 2026
From:	Regional Planning Committee	**Date Prepared:**	July 31, 2026
SUBJECT:	Major project work and the Regional Planning Team, and minor project work criteria		

PURPOSE: To provide an overview of the major project work of the Regional Planning Team, including scope, criteria for prioritization, and roles and responsibilities, as well as discuss minor project work criteria of the Local Planning Team.

BACKGROUND:

On July 24, 2026 the Regional Planning Committee (RPC) received a briefing providing an overview of the major work of the Regional Planning Team. After consideration, the RPC carried the following resolution [draft]:

> *that the Regional Planning Committee request staff to forward the briefing on Regional Planning Team Major Project work, as well as the updated minor project work criteria, to Trust Council.*

This briefing combines both updates regarding major and minor project work.

Islands Trust Best Management Practices for Delivery of Local Planning Services to Local Trust Committees, Policy 5.9.1, sets out definitions for what constitutes major (including extraordinary) and minor policy work within the Islands Trust, as follows:

- Major Policy/Regulatory Work - a review of an official community plan and/or land use bylaw that takes between six and 18 months to complete, includes discretionary activities that exceed required processes, and / or includes a budget request of more than $5,000; and for extraordinary, that includes discretionary activities that exceed required processes, and would require external consultants and / or additional funding considerations.
- Minor Policy/Regulatory Work – amendments to an official community plan and/or land use bylaw that take six to 12 months to complete, and / or requires a budget of less than $5,000.

Policy 5.9.1. also assigns the major policy work to the Regional Planning Team and the minor project work to the Local Planning Team:

- Regional Planning Team – a Planning team assigned to exclusively manage major and extraordinary bylaw reviews for local trust committees and policy planning work of the Regional Planning Committee.
- Local Planning Team - a Planning team consisting of senior planners assigned to undertake day-today planning functions of assigned local trust committees, including managing minor

bylaw amendments, processing of major applications and referrals, responding to enquiries, and administering local trust committee meetings.

In addition, 5.9.1. has policies regarding prioritization of the major project work, including a policy that the Regional Planning Team maintain a checklist of the "health" of official community plans and that that be used to make recommendations for prioritization of updates, and some guidance around number of projects.

ANALYSIS:

Major Project Work and the Regional Planning Team

Recently, the Regional Planning Team has been looking at the policy direction given by 5.9.1. and lessons learned since the Team's inception in order to make adjustments to Team structure and function. The aim is to improve how major local trust committee (LTC) projects are managed and delivered by moving toward more standardized, coordinated, best practice approaches that can support progressive environmental protection, response to community priorities and meaningfully incorporate First Nations input into work across the entire federation. These adjustments also aim to enhance region wide planning work by providing best practice work that can be used on minor projects and complex applications, and to more fulsomely meet the overarching goals of 5.9.1.:

- LTC planning projects are well-defined and planned;
- LTC projects reflect community and First Nations expectations;
- Staff, trustees, the public, and partners have certainty and clarity around how projects get allocated, resourced, and carried out, leading to realistic expectations;
- Resource allocation is efficient, fair and equitable;
- Official Community Plans (OCP)s and Land Use Bylaws (LUUB)s are systematically updated on a regular basis;
- Planning is both proactive and adaptive;
- Local Planning implements Trust-wide planning initiatives and tools (e.g. strategies, model bylaws).

The following sections provide the outline of the Regional Planning Team's Major project work and functioning.

Scope

The scope of the Regional Planning Team's work is to undertake major policy/regulatory projects defined as:

- Review of an official community plan and/or land use bylaw that takes between six and 18 months or more to complete, includes discretionary activities that exceed required processes, and / or includes a budget request of more than $5,000, and includes:
    - Comprehensive OCP and LUB reviews that:
        - are done concurrently (where possible), and
        - undertake policy work on strategic areas of focus (e.g., housing, First Nations work, water etc.), that can serve as policy or process templates/best practices (e.g. model bylaws, policy toolkits, implementation toolkits, approaches in project management or generate key pieces of data). Note: where previously, there may have been distinct policy work undertaken independent of OCP/LUB work, e.g. Housing Toolkit, now it is nested within the work of the OCP/LUB work and will be undertaken in such a way as to not only inform the OCP/LUB project under which it is developed but also serve future OCP/LUB project work (and be updated through that work)

Deliverables out of this work are:

- Fully amended OCP and LUB bylaws which include consideration of:
    - Legislative requirements
    - Best practices in planning (including Trust Area best practices)
- Best practice policy/process (developed through working on the OCP/LUB bylaw) on one or more strategic area of focus

With the goal of:

- All OCPs across the federation are updated by 2036 and ongoingly.

Criteria for Prioritization of Major Project work (Work Program for the RPT)

The following criteria are used by staff to recommend to Trust Council (via the Regional Planning Committee and Financial Planning Committee) prioritization of these major policy/regulatory projects. First the OCPs are assessed from a technical/strategic perspective based on:

- OCP "Health" Checklist – which assesses the OCP/LUBs based on time since last update combined with growth pressure (defined as population growth rate or total population where growth rate is unknown, e.g. for the smaller islands).
- Priority as identified by the Islands Trust Conservancy, including consideration of priority identified in the ITC Regional Conservation Plan and recent work by biologists within the organization.
- Strategic alignment (including consideration of Trust Council strategic plan, Policy Statement, Indigenous reconciliation work, engagement work, technical analysis work including updates needed for new Provincial legislation). This is a key element of determining the 'strategic area(s) of focus' each OCP/LUB review.

Then the following criteria are applied to sequence the work over the next 10 years:

- LTC readiness/priority – endorsed as priority of the LTC and one of its top priorities.
- Workload - staff resources:
    - in general no more than 3 major policy/regulatory projects in full swing at one time
    - A maximum of two reviews of official community plans and land use bylaws may be started each fiscal year to ensure adequate resourcing is available to complete
- Where possible, regional distribution, e.g. North and South both have projects underway

Roles and Responsibilities

Once the work program has been determined (by Trust Council), Regional Planning Team members lead the major project with support from others as identified in the project charter, and work with the Local Trust Committees (who are the day-to-day decision-makers) to undertake the work. The areas of strategic focus are worked on as part of the work of the OCP/LUB review, with the intention that work will be reflected in the OCP/LUB review, and will also form a standalone part of best practice going forward. The Regional Planning Committee provides advice as requested including on the strategic focus areas of work.

The Regional Planning Manager assigned to the Regional Planning Team, rather than the Regional Planning Manager for the Project's Region (RPM-PR), provides the oversight over the major policy work. However, the RPM-PR provides early and ongoing input into the RPT projects.

Minor Project Work

Policy 5.9.1. defines a minor project, and these projects will continue to be the work of the Local Planning Team. It is general practice that there is budget for each LTC to have one minor project (of their selection) at a time. At the January 13, 2026 meeting, the Regional Planning Committee endorsed additional Minor Project Initiation Criteria (see Appendix A). In light of the adjustments

and clarifications made regarding the scope of the Regional Planning Team's major project work, some adjustments to this Minor project initiation criteria may be necessary.

In addition, the Regional Planning Committee passed a resolution in May 2026 to request staff to "strengthen the minor project criteria to include a clear, explicit Trust-wide resource allocation lens. This should consider overall demand on planning resources, community scale and complexity, alignment with federation-wide priorities."

Staff have looked closely at this request and have determined that given the more specific adjustments to the work of the Regional Planning Team (that keeps much of that work to those Team members, rather than relying heavily on the Local Planning Team members), as well as the guidance that Minor Project Initiation Criteria 4.3 (which speaks to staff resources) and 4.14 gives to the Director to assess projects (by e.g. strategic priority), only the few noted additional changes (show in mark ups) are recommended to address the RPC May 2026 resolution.

ATTACHMENT(S):

Appendix A: Minor Project Initiation Criteria

FOLLOW-UP: Staff will forward business cases to Trust Council, via the Regional Planning Committee and Financial Planning Committee, that reflect the operational changes. Staff will continue to monitor and recommend Policy 5.9.1 changes as needed.

Prepared By: Mary Storzer, Regional Planning Manager-South/Regional Planning Team

Reviewed By/Date: Stefan Cermak, Director of Planning Services/ August 4, 2026

Appendix A: Minor Project Initiation Criteria

The Director should assess proposed new Minor Projects, and on-going Minor Projects that are extending into a new fiscal year, based on the following criteria:

4.1 The project should not be contrary to any Trust Council policy or resolution;
4.2 The project would be expected to result in minor amendments to an OCP, LUB, or administrative Bylaws, but usually contained to one bylaw~~;~~
4.3 There are adequate staff resources available to support the project;
4.4 The project should reasonably be expected to be substantially completed within one fiscal year (or 12 months) ~~18 months~~;
4.5 Costs should not be expected to exceed the maximum amount identified in policy, i.e. less than $5,000;
4.6 Community engagement should not be proposed or anticipated to exceed that typical for a minor project (e.g. only one of the following: notification, Community Information Meeting, Public Hearing);
4.7 Work on an on-going Minor Project in the same local trust area has been completed, i.e. only one minor project should be underway in each local trust area at one time;
4.8 The project should address issues within the jurisdiction of the LTC and should not be intended to solely result in advocacy actions or policies (those are activities of Trust Area Services);
4.9 Amendments to administrative bylaws should be initiated or supported by Legislative and Information Services, be Trust-wide, and should not be considered for a local trust committee Minor Project unless drafting administrative bylaws implementing recent major OCP or LUB updates (e.g. DAI bylaw, Fees Bylaw);
4.10 Minor projects should not be relationship building initiatives, communications or educational initiatives, applications for a grant, or mapping products not related to bylaw amendments.
4.11 The project should not be substantively similar to a project already undertaken by the LTC in the current or previous term;
4.12 The project should not be a bylaw enforcement policy or initiative, these should be supported by Bylaw Compliance and Enforcement;
4.13 The project should not be an amendment for an individual property, these should be considered by application, including by sponsorship where appropriate;
4.14 The project should address one or more of the following, but only in so far as it is using existing data, methodologies and guidelines (if new ones are being created – this would belong within a major project):

- 4.14.1 A strategic plan priority (e.g. ecosystem protection, housing, reconciliation);
- 4.14.2 A broad land use issue that is not included, or not adequately addressed, in current bylaws (e.g. vacation rentals, a new provincial statutory requirement, implementation of Policy Statement directives);
- 4.14.3 Implementation of OCP policies through land use bylaw amendments, particularly for a recently completed Major Project;
- 4.14.4 A technical review or update that would address errors or omissions in the bylaw or changes to land tenure (e.g. new parkland);
- 4.14.5 A review of policies and regulations for a specific area (e.g. a village plan);
- 4.14.6 A review of policies and regulations for a specific land use (e.g. agriculture, home occupations);
- 4.14.7 A review of an out-of-date associated islands bylaw;
- 4.14.8 Implementation of model policies, toolkits, or regulations (e.g. new DPA, new subdivision regulations, TUP guidelines, DAI bylaw), (however, the models themselves would have been developed under the major project work).

~~4.15 The Director may consider allocating Minor Project funding for completion of a Major Project where the Major Project has been substantially completed in the previous fiscal year and limited funding is requested for steps such as a hearing or implementation.~~

4.15 The Director may consider not approving additional funding and resource allocation for on-going minor projects in the following circumstances:

4.15.1 Little substantive progress has been made and the project has substantively exceeded the timeline;

4.15.2 The scope of the project has expanded or altered substantially;

4.15.3 No significant or meaningful bylaw amendments are being considered;

4.16 Where the scope or timeline of an on-going Minor Project has exceeded that originally approved, the Director may recommend that a local trust committee submit a business case for a Major Project to complete the work.

BRIEFING

To:	**Trust Council**	**For the Meeting of:**	September 9, 2026
From:	**Warren Dingman, Manager of Bylaw Compliance &Enforcement**	**Date Prepared:**	August 18, 2026

SUBJECT: **Bylaw Compliance and Enforcement Statistical Reports**

PURPOSE:

This report summarizes the number and type of bylaw compliance and enforcement files as of August 18th, 2026, and a summary of bylaw violation notices issued, and adjudication hearing outcomes to date.

BACKGROUND:

There were 585 open files at the end of the reporting period, down by 87 from the March 2026 high of 672. Files for non-permitted land use are now the highest number at 126 files, followed by 124 files for short-term vacation rentals, and 92 files for siting contraventions.

For this reporting period 154 Bylaw Violation Notice (BVN) have been issued for 6 percent of the total number of open files. By region, there were 92 BVNs issued for 20 files in the Northern Local Trust Areas (LTA), and 5 compliance agreements signed; 51 BVNs for 11 files in the Southern LTAs, and with no compliance agreements signed; and for Salt Spring, 11 BVNs issued for 3 files, and one compliance agreements were signed. A total of $6,175 in penalties were collected, and $40,400 in small claim courts filings were initiated for bylaw notices in default, and the small claim court filings are reflective of a 48 percent default rate on issued violation notices.

There were 2 adjudication hearing days held, involving 3 separate files, and there were 3 BVNs upheld and 2 were cancelled, and there was one adjournment. Adjudication hearings are now scheduled for five files in September and October, including the adjourned matter.

As we move to the CityView software for processing the bylaw compliance and enforcement files, certain reports are no longer available from our TAPIS system.

ATTACHMENT(S):

1. Bylaw Enforcement Tables and Charts:
    a. New Files
    b. Contravention type
    c. Length of time

Prepared By: **Warren Dingman, Manager of Bylaw Compliance and Enforcement**

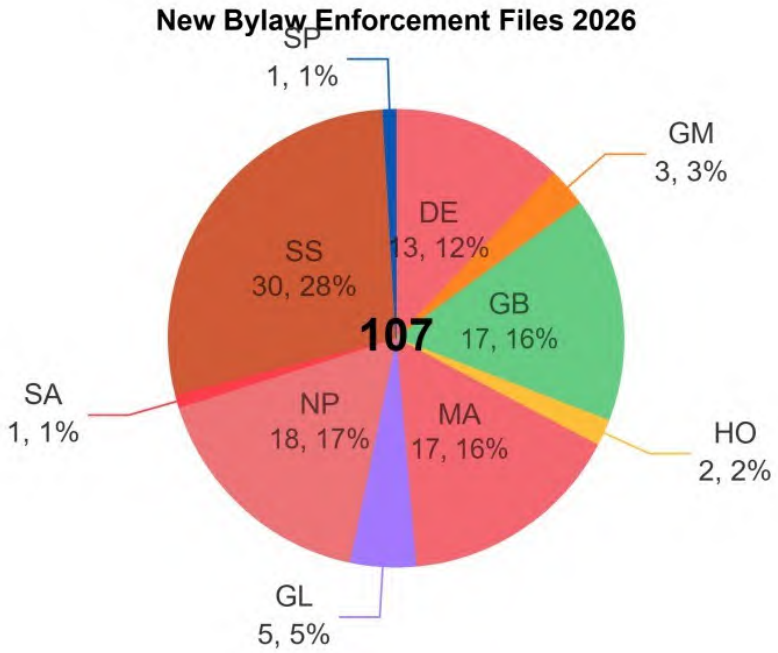
Reviewed By/Date: **Stefan Cermak, Director of Planning Services, August 18, 2026**

Islands Trust

Bylaw Enforcement - New Files as of August 18, 2026

Local Trust Area	2023		2024		2025		2026		2026 Q1		2026 Q2		2026 Q3*	
	New	%	New	%	New	%	New	%	New	%	New	%	New	%
North Pender	26	12%	10	5%	16	9%	18	17%	2	7%	5	15%	11	24%
Salt Spring	88	40%	51	26%	52	29%	30	28%	7	26%	15	44%	8	18%
Gabriola	41	19%	69	35%	30	16%	17	16%	10	37%	7	20%	0	0%
Lasqueti	1	0%	1	1%	3	2%	0	0%	0	0%	0	0%	0	0%
Denman	5	2%	17	9%	19	10%	13	12%	4	15%	2	6%	7	15%
Thetis	2	1%	2	1%	7	4%	0	0%	0	0%	0	0%	0	0%
South Pender	2	1%	1	1%	2	1%	1	1%	0	0%	1	3%	0	0%
Galiano	13	6%	8	4%	18	10%	5	4%	1	4%	0	0%	4	9%
Saturna	1	0%	2	1%	2	1%	1	1%	1	4%	0	0%	0	0%
Gambier	9	4%	3	2%	6	3%	3	3%	0	0%	2	6%	1	2%
Mayne	16	7%	25	13%	8	4%	17	16%	1	4%	2	6%	14	30%
Hornby	16	7%	10	5%	19	10%	2	2%	1	4%	0	0%	1	2%
TOTAL	220	100%	199	100%	182	100%	107	100%	27	100%	34	100%	46	100%

*2026 Q3 refers to the time that passed between the beginning of Q3 and August 18, 2026



Print Date: August 18, 2026

Islands Trust

Bylaw Enforcement Open Files by ContraventionType as of August 18, 2026

	Contravention Type												
	LTC	Development Permit	Foreshore	Home Occupation	Siting	Soil Bylaw	STVR	Unenclosed Vehicle	Non-Permitted Dwelling	Density	Other Land Use	TOTALS	Percentage
Denman	2	1	0	2		6	0	1	0	4	16	3%
Ballenas-Winchelsea	1	0	0	0		0	0	0	0	0	1	0%
Gabriola	4	31	2	10		10	13	20	0	28	118	20%
Galiano	6	0	1	10		10	2	10	1	9	49	8%
Gambier	1	4	1	29		1	1	1	0	5	43	7%
Hornby	1	0	1	2		15	0	3	2	8	32	5%
Lasqueti		1	0	0		1		0	2	3	7	1%
Mayne	0	0	3	8		13		1	1	7	35	6%
North Pender	13	1	1	5		13	11	15	0	9	68	12%
Salt Spring	35	5	7	21	11	55	4	12	4	44	198	34%
Saturna	0	0	0	1		0	0	0	0	1	2	0%
South Pender	0	0	0	4		0	0	0	0	1	5	1%
Thetis		1	0	1		0	0	0	1	7	10	2%
TOTAL	63	44	16	93	11	124	33	63	11	126	585	100%
Percentage	11%	8%	3%	16%	2%	21%	6%	11%	2%	22%	100%	

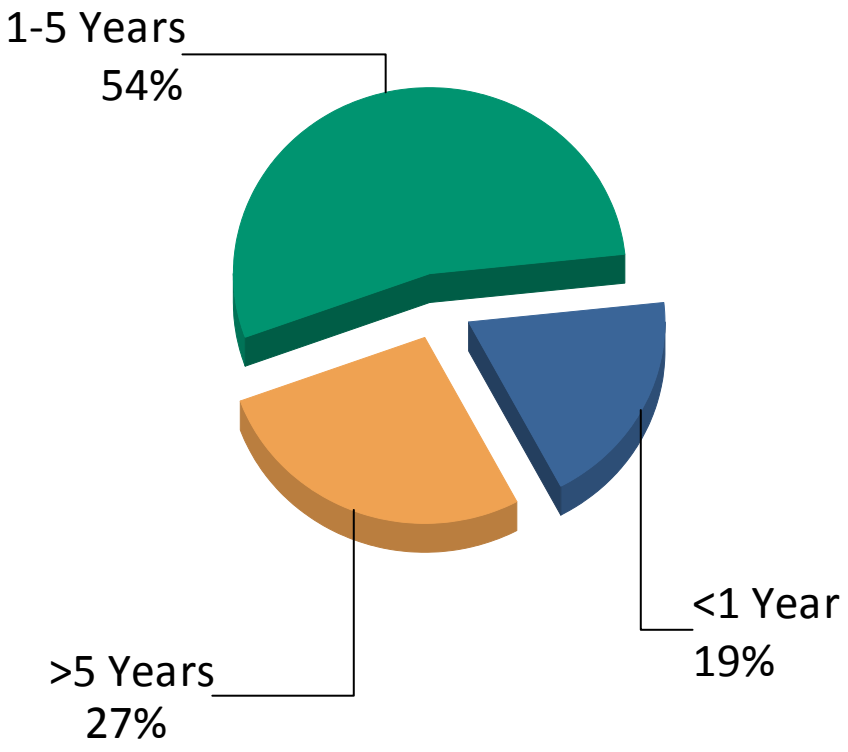
Print Date: August 18, 2026

Islands Trust

Bylaw Enforcement
Length of Time Files Have Been Open
As Of August 18, 2026

Local Trust Area	<1 Year	1-5 Years	>5 Years	Total
Denman	7	7	2	16
Ballenas-Winchelsea	0	1	0	1
Gabriola	14	92	12	118
Galiano	9	21	19	49
Gambier	3	26	14	43
Hornby	9	12	11	32
Lasqueti	1	4	2	7
Mayne	17	14	4	35
North Pender	14	21	33	68
Salt Spring	33	106	60	199
Saturna	0	2	0	2
South Pender	1	3	1	5
Thetis	3	6	1	10
TOTAL	111	315	159	585
Percentage %	19%	54%	27%	

Age of File



Print Date: August 18, 2026

REQUEST FOR DECISION

To:	Islands Trust Council	**For the Meeting of:**	September 9, 2026
From:	Director, Planning Services	**Date Prepared:**	July 28, 2026

SUBJECT: **Rescind Bylaw 154 - Islands Trust Council Delegation Bylaw, 2013.**

RECOMMENDATION:

1. That Islands Trust Council give first reading to Islands Trust Council Bylaw No. 209, Delegation Repeal Bylaw.
2. That Islands Trust Council give second reading to Islands Trust Council Bylaw No. 209, Delegation Repeal Bylaw.
3. That Islands Trust Council give third reading to Islands Trust Council Bylaw No. 209, Delegation Repeal Bylaw

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The recommendation implements Trust Council's December 3, 2025 direction to prepare a bylaw rescinding Bylaw 154 if coordination of the Salt Spring Island Watershed Protection Plan could not be resourced in the 2026/27 budget. Coordination was not resourced, so Council's conditional direction applies.

Rescinding Bylaw 154 revokes all delegated coordination, advocacy, and inter agency agreement making powers that Trust Council delegated to the Salt Spring Island Local Trust Committee. The Salt Spring Island Watershed Protection Plan remains valid, and Trust Council may coordinate Actions 16–19 directly. Unspent special tax requisition funds remain in reserve and must be managed in accordance with Trust Council Policy 6.3.2. Future Salt Spring Island Local Trust Committees retain the ability to request use of these funds for eligible purposes.

---

1 PURPOSE:

To consider rescinding Islands Trust Council Bylaw 154, which delegated specific coordination, advocacy, and inter-agency agreement-making powers to the Salt Spring Island Local Trust Committee (SS LTC) for the purpose of preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area. Rescinding Bylaw 154 would remove those delegated authorities.

2 BACKGROUND:

In 2013, Bylaw 154 was originally developed at the request of the Salt Spring Island Local Trust Committee (SS LTC), in cooperation with partner agencies, to support coordinated efforts to preserve and protect water resources in the Salt Spring Island

Local Trust Area. The bylaw enabled the SS LTC to convene multi-agency discussions and support policy coordination related to watershed protection.

Following adoption of Bylaw 154, the SS LTC established the Salt Spring Island Watershed Protection Alliance (SSIWPA) as a multi-agency coordination forum. Participating agencies have included the SS LTC, the Capital Regional District (CRD), the North Salt Spring Waterworks District (NSSWD), and the Government of British Columbia while local experts and non-profit groups participated in working groups. From 2013 to 2023, SSIWPA's activities were supported by a contract coordinator responsible for administration, inter-agency coordination, and public education and outreach.

In April 2022, the Salt Spring Island Watershed Stewardship and Protection Coordination Situation Analysis and Options Identification Report recommended internalizing watershed coordination within Islands Trust, including potential use of the Islands Trust Secretariat Service. In July 2023, through resolution SS-2023-92, the SS LTC directed staff to begin transferring SSIWPA coordination responsibilities to the CRD. Since the 2023–2024 fiscal year, the SSIWPA special property tax requisition has not been collected, the coordinator position has remained vacant, and the former coordinator is no longer available. The CRD has confirmed that it is not positioned to assume administration of a SSIWPA-like entity in the current or near-term fiscal year.

In December 2025, Trust Council passed the following resolutions:

that Trust Council request 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.

that Trust Council request staff to retain all unspent special tax requisition funds in the special reserve until a project is brought forward to coordinate Actions 16-19 of the Salt Spring Island Watershed Protection Plan (2023-2032).

Coordination was not resourced, triggering Council's conditional direction.

Note that because Bylaw 154 was adopted under s.10 of the *Islands Trust Act*, the bylaw to rescind Bylaw 154 must follow the same procedure. In this case, a bylaw to rescind bylaw 154 will require a 2/3 majority vote to be adopted.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Rescinding Bylaw 154 removes SS LTC's ability to:

- coordinate inter-agency policy development related to water resources;
- lead multi-agency watershed coordination tables;
- enter into coordination agreements;
- make recommendations directly to Cabinet on water-related matters.

Rescinding Bylaw 154 would shift responsibility for inter-agency watershed protection coordination from the SS LTC back to Trust Council. The SS LTC could continue to coordinate matters within its land-use planning jurisdiction, but would no longer have delegated authority to convene or lead multi-agency watershed governance tables, enter into coordination agreements, or assist in determining external agencies' water-related policies.

Actions 16–19 of the Salt Spring Island Watershed Protection Plan (2023–2032) require inter-agency coordination authority previously delegated through Bylaw 154. If Bylaw 154 is rescinded, Trust Council would be the coordinating body for these actions. The SSIWPP remains valid, and coordination could continue under Trust Council's authority; however, Trust Council would need to resource this work in the new term for it to progress.

Rescinding Bylaw 154 without a request from the SS LTC or consultation with partner agencies is unusual, but Trust Council retains full authority to rescind any delegation of its powers. For clarity, Bylaw 154 enables the SS LTC to use delegated authority; it does not obligate them to do so. If the SS LTC wished to regain those powers, they would need to request that Trust Council enact a new delegation bylaw. It is unclear why the SS LTC would seek to relinquish these authorities, and the resolution did not originate from the SS LTC itself, even though two of its three trustees moved and seconded the motion at Trust Council.

FINANCIAL:
Rescinding Bylaw 154:

- removes the linkage between delegated powers and special tax requisitions;
- eliminates the possibility of SS LTC proposing special levies for delegated coordination work.

Special Property Tax Requisition:
Islands Trust Council Special Property Tax Requisitions Policy 6.3.2 establishes that:

- unspent special requisition funds remain reserved for the SS LTC's use;
- funds may only be used for purposes consistent with the original requisition;
- any use of reserve funds must be included in the Financial Plan Bylaw and approved by Trust Council.

Trust Council's December 2025 resolution to retain these funds until a project is brought forward for Actions 16–19 remains in effect. Future SS LTCs retain the ability to request use of these funds in accordance with Policy 6.3.2, and Trust Council may amend or rescind its 2025 resolution at its discretion.

No immediate financial cost is associated with rescinding the bylaw.

POLICY:
The draft resolution does not require amendments to Trust Council policies.

IMPLEMENTATION/COMMUNICATIONS:
If Trust Council rescinds Bylaw 154, staff will:

- notify SS LTC formally;
- notify CRD, NSSWD, and relevant provincial ministries;
- seek recommendations from SS LTC regarding future use of reserve funds;
- prepare options for Trust Council regarding unspent special tax requisition funds, consistent with Policy 6.3.2.

FIRST NATIONS:
Rescinding Bylaw 154 changes the body responsible for inter-agency coordination, including collaboration with First Nations under Action 16 of the SSI Watershed Protection Plan. Trust Council should communicate this change to First Nations with territorial interests on Salt Spring Island.

4 RELEVANT POLICY(S):

- Islands Trust Act, ss. 8, 9, 10
- Trust Council Policy 2.1.4 – Coordination Agreement Process
- Trust Council Policy 6.10.4 – Advocacy Policy
- Trust Council Policy 6.3.2 – Special Property Tax Requisition
- Salt Spring Island Watershed Protection Plan (2023–2032)

5 ATTACHMENT(S):

- Draft Bylaw No. 209 (rescinding Bylaw 154)
- Bylaw 154

RESPONSE OPTIONS

Recommendation:

- Proceed with rescinding Bylaw 154.

Alternative:

- Amend Bylaw 154 rather than rescind it.
- Do not rescind Bylaw 154
- Defer consideration of rescinding Bylaw 154:
  - until SS LTC has engaged with local community groups, or
  - until staff report back with resourcing options.

Prepared By: Stefan Cermak, Director, Planning Services
Reviewed By: Jason Youmans, Regional Planning Manager, Salt Spring / July 31, 2026
David Marlor, Director, Information and Legislative Service/ August 4, 2026
Reuben Bronee, Chief Administrative Officer / August 5, 2026

TRUST COUNCIL

REPEAL TRUST COUNCIL DELEGATION BYLAW

BYLAW NO. 209

A Bylaw to Repeal Islands Trust Council Delegation Bylaw, 2013

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. This bylaw may be cited as “Islands Trust Council Delegation Repeal Bylaw".

2. Trust Council Bylaw 154, cited as “Islands Trust Council Delegation Bylaw, 2013” is hereby repealed.

READ A FIRST TIME THIS	__	DAY OF	__ ,	__
READ A SECOND TIME THIS	__	DAY OF	__ ,	__
READ A THIRD TIME THIS	__	DAY OF	__ ,	__
ADOPTED THIS	__	DAY OF	__ ,	__

_____ _____

Laura Patrick, CHAIR David Marlor, SECRETARY

ISLANDS TRUST COUNCIL
BYLAW NO. 154

****

A BYLAW TO DELEGATE CERTAIN POWERS OF THE ISLANDS TRUST COUNCIL TO THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE RELATED TO PRESERVATION AND PROTECTION OF WATER RESOURCES IN THE SALT SPRING ISLAND LOCAL TRUST AREA

****

WHEREAS under sections 8 and 9 of the *Islands Trust Act* the Trust Council has certain powers for the purpose of carrying out the object of the Islands Trust, and section 10 of the *Islands Trust Act* provides that Trust Council may, by bylaw, delegate its powers under sections 8 and 9,

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

Definitions

1. In this bylaw:

   "**Salt Spring Island Local Trust Committee**" means the local trust committee for the Salt Spring Island Local Trust Area, pursuant to the *Islands Trust Act*.

   "**Trust Council**" means the Islands Trust Council referred to in section 5 of the *Islands Trust Act*.

Delegation

2. Subject to the provisions of the *Islands Trust Act,* Trust Council hereby delegates the following powers to the Salt Spring Island Local Trust Committee **for the purpose of preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area:**

   a. the power to:

      i. *coordinate* and *assist* in the *determination* of regional, improvement district and government of British Columbia policies, and

      ii. *coordinate* the *implementation* of regional, improvement district and government of British Columbia policies,

      iii. *coordinate* the *carrying out* of regional, improvement district and government of British Columbia policies,

   and for certainty, this power does not include

      i. *assisting* in the *implementation* of the policies of a regional district or improvement district or the government of British Columbia;

      ii. *assisting* in the *carrying out* of the policies of a regional district or improvement district or the government of British Columbia;

b. the power to make recommendations to the Lieutenant Governor in Council respecting the acquisition, use and disposition by the government of land located in the Salt Spring Island Local Trust Area;

c. the power to make recommendations to the Lieutenant Governor in Council respecting the determination, implementation and carrying out of policies affecting water resources in the Salt Spring Island Local Trust Area; and

d. the power to enter into, on its own behalf, and subject to approval of the minister pursuant to section 9(2) of the *Islands Trust Act*, agreements with one or more of the following respecting the coordination of activities related to the preservation and protection of water resources in the Salt Spring Island Local Trust Area:

   i. the government of British Columbia;

   ii. the government of Canada;

   iii. an agent of the government of British Columbia or Canada;

   iv. a regional district or board of school trustees; and

   v. a first nation.

3. The Salt Spring Island Local Trust Committee must not enter into an agreement under section 2(d) with a term exceeding five years, without the approval of the Trust Council.

4. The Salt Spring Island Local Trust Committee must exercise the powers delegated by this bylaw in accordance with the procedures that would apply to the Trust Council's exercise of the powers, and in particular the Local Trust Committee must follow the procedures out lined in the following policies:

   a. Islands Trust Council Policy 2.1.iv – Coordination Agreement Process
   b. Islands Trust Council Policy 6.10.iii – Advocacy Policy

Funding of Operations Related to Delegated Powers

5. For the purposes of the annual budget adopted by Trust Council and without fettering the discretion of the Trust Council with respect to the adoption of the annual budget for any such operations:

   a. operations undertaken solely in relation to powers delegated by section 2 of this bylaw will be considered additional operations of the Salt Spring Island Local Trust Committee pursuant to section 14 (3)(iii) of the *Islands Trust Act*; and

   b. if the annual budget sets out anticipated expenditures of the Salt Spring Island Local Trust Committee equal to or in excess of $5000 that are solely related to powers delegated by section 2 of this bylaw, a special tax requisition under section 47 (2)(a)(ii) of the *Islands Trust Act* will be made in respect of the Salt Spring Island Local Trust Area.

   c. Sections 5(a) and (b) will apply to each annual budget adopted by Trust Council after the 2013-2014 fiscal year.

Limitation on Delegation

6. Nothing in this bylaw prevents the Trust Council from itself exercising any of the powers delegated by section 2.

No Further Delegation

7. For certainty, the Salt Spring Island Local Trust Committee may not further delegate any power that has been delegated by this bylaw.

Citation

8. This bylaw may be cited as the "Islands Trust Council Delegation Bylaw, 2013".

READ A FIRST TIME THIS	11TH	DAY OF	JUNE	2013
READ A SECOND TIME THIS	11TH	DAY OF	JUNE	2013
READ A THIRD TIME THIS	11TH	DAY OF	JUNE	2013
ADOPTED THIS	26TH	DAY OF	JUNE	2013

SECRETARY

CHAIR

REQUEST FOR DECISION

To:	Regional Planning Committee	**For the Meeting of:**	September 10, 2026
From:	**Planning Services**	**Date Prepared:**	July 15, 2026

SUBJECT: **Monitoring Progress on Ecosystem Protection in Land Use Planning – Initiative 3.2.4 Update**

RECOMMENDATION:

1. That the Regional Planning Committee forward this Request for Decision and its attachments to Islands Trust Council recommending that Islands Trust Council:
   - Receive the *Species at Risk – State of the Islands* report,
   - Endorse staff use of the *Species at Risk – State of the Islands* report, LIST, and the model natural environment Development Permit Area as operational technical inputs when advising Local Trust Committees and preparing bylaw updates,
   - Endorse staff use of the Terms of Reference for Professional Environmental Assessment Reports as a staff operational standard,
   - Request staff to prepare an internal communications policy to improve how the methodology and rationale behind the Land Information Screening Tool are communicated in staff reports, presentations, and related projects,
   - Request staff to expand and refine the Land Information Screening Tool content in the Housing Options Toolkit by adding a more technical summary of the tool's methodology, rationale, and intended use to complement the current plain-language version posted online as Tool 4 – Land Information Screening Tool.

2. That the Regional Planning Committee request staff to draft a business case with options for retaining ongoing biological expertise.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
This Request for Decision reflects substantial progress on Islands Trust Council Strategic Plan initiative 3.2.4 and provides a coherent set of tools to strengthen ecosystem-informed planning. Staff have identified practical implementation measures and a reasonable path for addressing long-term biological expertise. The recommendations are appropriate for Council's consideration.

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1 PURPOSE:

For the Regional Planning Committee (RPC) to consider and refer this Request for Decision to Islands Trust Council, enabling Islands Trust Council to receive and endorse use of the deliverables completed by the Environment and Climate Change Canada–funded Biologist (Feb 2025–Mar 2026).

2 BACKGROUND:

The ECCC funded Biologist delivered a set of products that advanced Islands Trust Council Strategic Plan key initiative 3.2.4: Monitor progress of protection of ecosystem health in all land use planning decisions. Deliverables include:

- Species at Risk – State of the Islands report, summarizing regional and island-specific trends.
- Draft Terms of Reference for Professional Environmental Assessment Reports.
- Draft Model Natural Environment Development Permit Area.
- Updates to the Land Information Screening Tool (LIST), including critical ecosystems, environmental layers, and Species at Risk data.
- Updated Official Community Plan (OCP) wording for Denman and Gabriola, refined TAPIS sensitive-ecosystem layers, and provided planner training/support.

RPC previously requested staff convert an earlier LIST Staff Report into a Request for Decision (RFD); this RFD updates that request and includes the May 1, 2026 Staff Report for Islands Trust Council consideration.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The Regional Planning Team will lead operational use of the *Species at Risk – State of the Islands* report, the model environmental DPA, and LIST when advising local trust committees and preparing bylaw updates.

The Current Planning Team will lead further refinement and operational use of the Terms of Reference for Professional Environmental Assessment Reports.

FINANCIAL:
Operational rollout costs are minimal. Staff seek endorsement to prepare a business case outlining options for retaining biological expertise, including reinstating technical review funds, repurposing a vacant position, or other staffing or contract solutions.

POLICY:
Endorsing use of the Species at Risk – State of the Islands report, LIST, and the TOR supports Strategic Plan Key Initiative 3.2.4 and strengthens evidence-based planning across OCP/LUB updates.

IMPLEMENTATION/COMMUNICATIONS:
Staff will issue internal guidance on using the *Species at Risk – State of the Islands* report, the model environmental DPA, LIST, and the TOR. RPC concerns about LIST largely relate to how the tool was introduced without adequate communication. The May 1, 2026 staff report outlines communication improvements. If Council approves, staff will prepare an internal communications policy and add a technical memo and presentation to complement the existing plain-language LIST description.

FIRST NATIONS RELATIONS:
Continued engagement with First Nations is required for major projects led by the RPT. RPT will coordinate with the Senior Indigenous Relations Advisor and Islands Trust Conservancy on culturally sensitive data and consultation approaches.

OTHER:

3 RELEVANT POLICY(S):
Islands Trust Council Strategic Plan Key Initiative 3.2.4.

4 ATTACHMENT(S):

1. Species at Risk: State of the Islands
2. Draft Terms of Reference for Professional Environmental Assessment Reports
3. Draft Model Natural Environment Development Permit Area
4. LIST Staff Report dated May 1, 2026

RESPONSE OPTIONS

Recommendation:
That the Regional Planning Committee recommends forwarding this Request for Decision and attachments to Islands Trust Council, asking Council to receive the *Species at Risk – State of the Islands* report and endorse staff use of that report, the Land Information Screening Tool, and the model natural environment Development Permit Area as technical inputs for advising Local Trust Committees and updating bylaws. Council is also asked to endorse staff use of the Terms of Reference for Professional Environmental Assessment Reports, request development of an internal communications policy to better explain the Land Information Screening Tool, and request refinement of the Tool's content in the Housing Options Toolkit with a more technical summary to complement the existing plain-language version. Finally, the Committee recommends requesting staff to prepare a business case outlining options for retaining ongoing biological expertise.

Alternatives:

That Islands Trust Council receive the deliverables and request staff to report back on implementation progress as part of regular Strategic Plan reporting.

That Islands Trust Council refer the deliverables to Local Trust Committees for information and future consideration in local planning processes.

Prepared By: **Stefan Cermak, Director, Planning Services**

Reviewed By/Date: Rueben Bronee, CAO / July 17, 2026

Attachment 1

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Species at Risk

State of the Islands Report

Islands Trust

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Land Acknowledgment

Islands Trust and Islands Trust Conservancy respectfully acknowledge that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial. We are committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea. The Islands Trust Area is located within the treaty lands and territories of the BOḰEĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEŁ, Qualicum, sc̓əẃaθən, sə́lilwətaɬ, SEMYOME, shíshálh, Sḵwx̱wú7mesh, Snawnaw-as, Snuneymuxw, Songhees, Spune'luxutth, ST̓ÁUTW̱, Stz'uminus, ɬaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W̱JOŁEŁP, W̱SIḴEM, Xeláltxw, Xwémalhkwu, Xwsepsum, and xʷməθkʷəy̓əm First Nations.

Acknowledgements

This report was prepared by Islands Trust. The underlying research, data compilation, and species-specific analyses were conducted by Patricia Woodruff, R.P.Bio., during her tenure as the Islands Trust Biologist.

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Report design by Erika Rathje

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Executive Summary

The Islands Trust Area encompasses some of British Columbia's most ecologically significant and threatened ecosystems. This report offers Islands Trust Council and the public a clear overview of the status of species at risk throughout the region. It draws on provincial datasets, federal recovery documents, local monitoring, and the work completed under the Integrating Biology into Land Use Decision Making project.

The findings reveal a region under considerable pressure. Numerous species at risk are experiencing population declines or local extirpations, with several critical habitats lacking land use protections. However, the Islands Trust Area also benefits from extensive protected lands, active conservancies, and increasing integration of biological data into land use planning. This report summarizes the state of species at risk, highlights key trends, and provides island-specific information in a consolidated appendix.

Introduction

Located in Coast Salish territory, Islands Trust is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the *Islands Trust Act*, Islands Trust plans and regulates local land use, coordinates with other levels of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

The island ecosystems include Garry oak meadows and coastal Douglas-fir forests, which support a large number of species such as wildflowers, mosses and lichens, native insects, bats, songbirds, and raptors. Many species and ecological communities within these systems are currently listed as endangered, threatened, or of special concern. With the requirement to protect the critical habitat of species at risk combined with the constant pressure of housing and other development proposals, there is a clear need to enhance the integration of biological information into land use decisions.

This report aims to summarize the status and trends of species at risk across the Islands Trust Area, identify overlaps between critical habitat and existing land use protections, and provide a clear resource to support informed land use decisions.

While this report identifies overarching regional ecological pressures and legislative frameworks, it also includes Appendix A: Species at Risk Status by Islands Trust Area. This appendix provides site-specific inventory data — including historical observation dates and localized Development Permit Area coverage — which should be consulted alongside the regional policy analysis to support informed land-use decision-making at the local trust committee level.

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Legislative Background

The conservation of species at risk is governed by a multi-jurisdictional framework that mandates legal and planning obligations based on rigorous scientific assessment.

The foundation of this framework rests on two primary assessment processes. National status is determined by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), an independent advisory body who's formal COSEWIC Assessment and Status Reports provide the essential data regarding population trends, habitat needs, and primary threats to survival. Complementing these national assessments, the B.C. Conservation Data Centre maintains the BC Species and Ecosystems Explorer (BCSEE). This database serves as the provincial authority for current conservation status ranks and legal designations for species and ecological communities across British Columbia.

These assessed designations directly dictate the required level of protection and management.

Species classified as Endangered or Threatened under the federal *Species at Risk Act* (SARA) trigger mandatory Recovery Strategies and Action Plans, which define critical habitat and the necessary actions to mitigate population decline. For species designated as Special Concern, the legal requirement shifts to the development of Management Plans, which focus on conservation goals and proactive habitat stewardship to prevent further decline.

While federal SARA prohibitions offer critical protections—particularly for aquatic species, migratory birds, and federal lands—their reach is often constrained on the private lands that characterize much of the Islands Trust Area. To bridge this gap, Islands Trust integrates these federal and provincial objectives into local regulatory tools. By aligning Official Community Plans, Development Permit Areas, and conservation covenants with the goals outlined in official recovery strategies, Islands Trust ensures that local land-use decisions are informed by the best available scientific data.

Methods

The analysis draws on work completed through the Islands Trust Integrating Biology into Land Use Decision Making project (2025–2026). Multiple data sources informed the analysis, including:

- The Islands Trust Conservancy (ITC) Regional Conservation Plan 2018–2027
- Provincial conservation status and occurrence data from the BC Species and Ecosystem Explorer
- Federal species at risk evaluations from COSEWIC and Schedule 1 SARA listings
- TAPIS 3.0 mapping layers
- Official Community Plans (OCPs) and Development Permit Areas (DPAs) across the Islands Trust Area

Critical habitat mapping was overlaid with DPAs, conservation covenants, provincial and federal parks, and ITC nature reserves to determine protection gaps. Population trends were assessed using provincial datasets and COSEWIC reports, focusing on the past 20 years.

What is a development permit area (DPA)?

A development permit area is an area identified in an official community plan (OCP) where a development permit is needed before certain work can begin — such as building, subdividing, or clearing land.

Local trust committees designate development permit areas in their OCPs under the Local Government Act. In the Islands Trust Area, they focus on protecting the natural environment and protecting development from hazards: shorelines, riparian areas, environmentally sensitive areas, steep slopes, and the wildfire interface.

A development permit does not change what you are allowed to build — that is set by zoning. It sets conditions on how and where development happens, based on guidelines in the OCP. Many development permit areas also include exemptions, so a permit is not always required.

Each island has its own OCP, so requirements differ from island to island.

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Key Findings

Overview of Species at Risk

Thirty species listed under Schedule 1 of SARA have mapped critical habitat within the Trust Area, with many additional species provincially red or blue-listed.

Habitat Protection Summary

Nine listed species were found to have no specific habitat protections. Of those, four species were covered under DPAs that did not mention habitat protection for species at risk. The habitats of seventeen species were at least partially within DPAs that included protections for habitat. Fourteen different DPAs on six different islands provide some level of protection to the habitat of listed species.

Population Trends

COSEWIC status assessment reports and the BC Species and Ecosystem Explorer were used to estimate the trends of seventy populations of species at risk.

↘ 41
populations are likely declining

12
populations are possibly extirpated

↔ 11
populations were found to have stable numbers

? 6
populations have unknown or inestimable trends

For a detailed breakdown of these population trends — including localized historical observation data — please refer to Appendix A.

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Purple sanicle (*Sanicula bipinnatifida*)

Regional Analysis

Ecological Pressures

Species at risk across the Islands Trust Area face common pressures such as habitat loss and fragmentation, shoreline development, invasive species, recreational impacts, and climate change effects on hydrology and coastal processes. Much of the Islands Trust Area is privately owned, where federal SARA prohibitions generally do not apply, increasing the importance of local land use tools.

Improvements in Land Use Planning

The Integrating Biology into Land Use Decision Making project supported several improvements, including the addition of critical habitat data to the Land Information Screening Tool (LIST) to prevent prioritization of densification in sensitive areas. Other advancements include drafting a Model Natural Environment Development Permit Area for Islands Trust-wide use, updating Official Community Plan and Development Permit Area language for Denman and Gabriola islands, establishing new Terms of Reference for Environmental Assessment Reports, and enhancing mapping layers for sensitive ecosystems.

Much of the Islands Trust Area is privately owned, where federal SARA prohibitions generally do not apply, increasing the importance of local land use tools. The efficacy of these local tools varies significantly by jurisdiction; for a comparative overview of species-specific protection mechanisms across the Islands Trust Area, see the 'Land Use Protection' column in Appendix A.

Culturally Significant Species

A list of culturally significant species was compiled using Indigenous-developed story maps, peer-reviewed literature, and Islands Trust documents.

Engagement with First Nations continues through the Islands Trust Conservancy, reflecting shared interests and culturally important ecosystems.

Conclusions & Discussion

The Islands Trust Area supports exceptional biodiversity, yet many species at risk are in decline. Declining populations and ongoing habitat loss underscore the urgent need to strengthen local land use protections, particularly on private lands where federal SARA prohibitions have limited reach. The original analysis conducted by the Islands Trust biologist identified key challenges and opportunities for conserving these species, and the integration of critical habitat data into planning tools represents significant progress.

This report advocates a collaborative approach involving First Nations, local governments, and conservation organizations. Adaptive management strategies and increased public awareness remain vital to addressing threats such as invasive species and climate change impacts.

Recommendations

To support species at risk conservation, several actions are recommended:

- Expand Development Permit Areas to include additional critical habitats currently lacking protection.
- Strengthen enforcement and monitoring of existing Development Permit Areas and conservation covenants.
- Enhance partnerships with First Nations to incorporate traditional ecological knowledge into conservation planning.
- Increase funding and resources for invasive species management programs.
- Launch public education campaigns focused on species at risk and habitat stewardship.
- Regularly update mapping tools to reflect new data and changing conditions.

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Provincial Database

B.C. Conservation Data Centre. (2026). *BC Species and Ecosystems Explorer*. B.C. Ministry of Environment and Climate Change Strategy, Victoria, B.C. Available: a100.gov.bc.ca/pub/eswp

Federal Species Status Reports (COSEWIC)

- COSEWIC. (2004). *COSEWIC assessment and status report on the bog bird's-foot trefoil (Lotus pinnatus) in Canada*. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vi + 33 pp.
- COSEWIC. (2006). *COSEWIC assessment and status report on the contorted-pod evening-primrose (Camissonia contorta) in Canada*. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vi + 21 pp.
- COSEWIC. (2008). *COSEWIC assessment and status report on the fragrant popcornflower (Plagiobothrys figuratus) in Canada*. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vi + 22 pp.

Resources for Recovery and Management Documents

Official recovery strategies, action plans, and management plans are mandated under the *Species at Risk Act* (SARA) and provincial conservation frameworks. These documents provide the definitive scientific and legal guidance for the protection of species at risk. For detailed information regarding a specific species' status, recovery objectives, and critical habitat identification, please refer to the following official registries:

- Federal Species at Risk Public Registry: canada.ca/en/environment-climate-change/services/species-risk-public-registry.html
- B.C. Ministry of Environment Recovery Planning: www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/species-ecosystems-at-risk

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Appendix A: Species at Risk Status by Islands Trust Area

This section provides island-specific inventory records, protection assessments, and observational timelines to contextualize the regional trends described in the main report.

Note: Masked/Data Secured Species include the Peregrine falcon, which is present in the Islands Trust Area and partially protected by habitat in nature reserves, national, provincial and regional parks, and DPAs.

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DEFINITIONS

CDC	Conservation Data Centres
COSEWIC	Committee on the Status of Endangered Wildlife in Canada
DPA	Development Permit Area
OCP	Official Community Plan
SARA	*Species At Risk Act*
Extirpated	A species which is locally extinct in this area but still exists elsewhere

LISTING

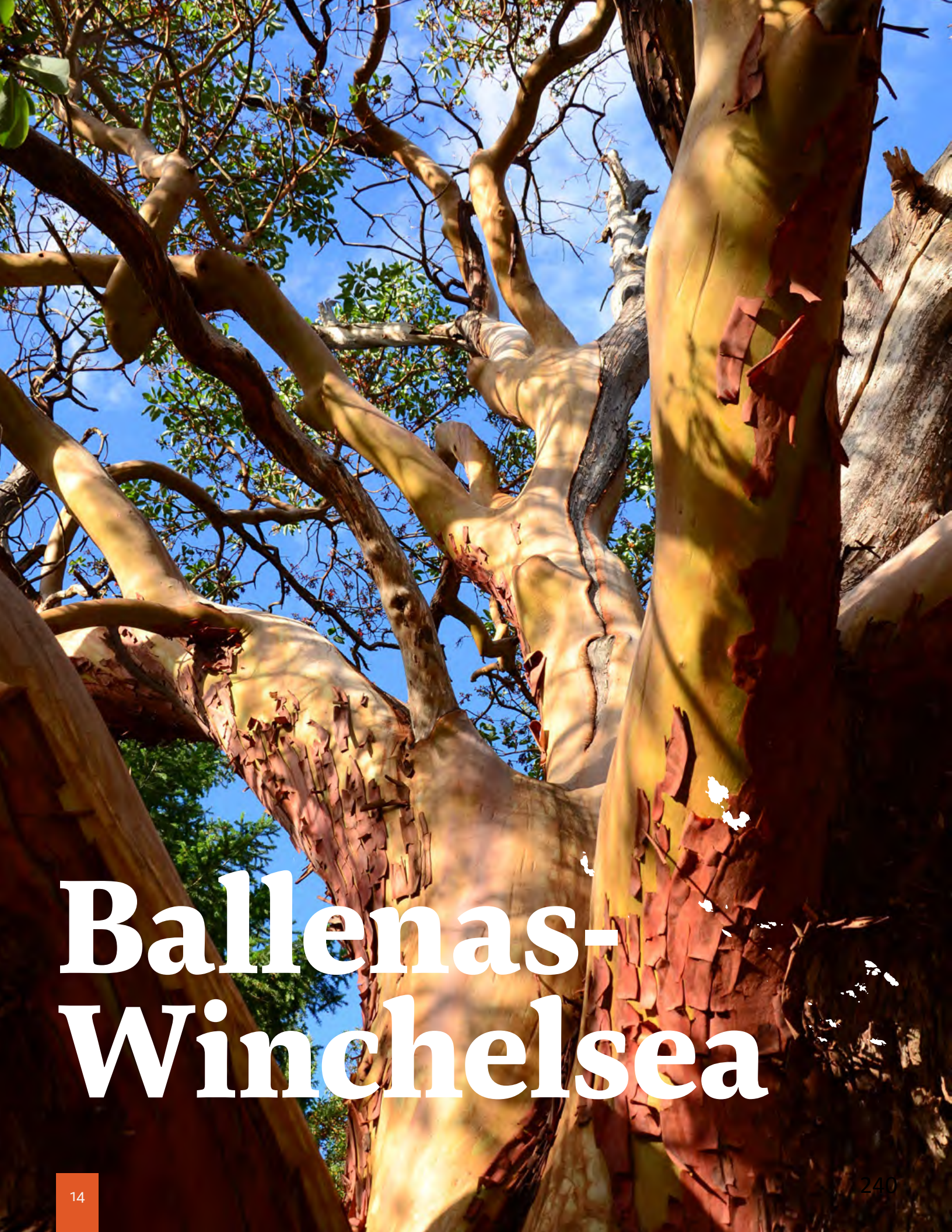
Explain difference between SARA and CDC (province vs federal)

LEGEND: CRITICAL HABITAT

- Mapped
- Not mapped
- Not mapped on this island
- n/a Not available

LEGEND: BC TREND

- Increasing
- Declining
- Stable
- Unknown
- Not available
- Extinct



Ballenas-Winchelsea

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
water-plantain buttercup (*Ranunculus alismifolius var. alismifolius*)	Endangered (SARA)	✓	None known	?	2017: plants appear more abundant than 2016
coastal wood fern (*Dryopteris arguta*)	Special Concern (SARA)	n/a	None known	?	Observed (2020 Amelia and Gerard Islands; 2018 South Island; 1998 Mistaken Island)
Steller Sea Lion (*Eumetopias jubatus*)	Special Concern (SARA)	n/a	None known	↗	Last recorded observation 1982 (Ada Island)
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	None known	↔	Last recorded 1981
slimleaf onion (*Allium amplectens*)	Blue-Listed (CDC)	n/a	None known	◌	Last recorded observations 1995 (Ada Islands) and 1996 (Ballenas Islands)
***Ecological* communities**					
Garry oak – arbutus (*Quercus garryana – Arbutus menziesii*)	Red-listed (CDC)	n/a	Covenant, South Winchelsea	◌	

LOCAL CONTEXT:

The Official Community Plan (OCP) for the Ballenas-Winchelsea Local Trust Area establishes a comprehensive environmental protection framework through several key policy statements. These include the preservation of ecologically sensitive areas (Policy 3.7.1) and the establishment of a protected area network (Policy 3.7.4) designed to preserve representative ecosystems and maintain ecological integrity (Policy 3.11.2). Furthermore, the OCP directs the identification and protection of sensitive marine areas (Policy 3.8.1), mandates the protection of foreshore and intertidal processes (Policy 3.8.10), and requires the consideration of cumulative development impacts on sensitive ecosystems (Policy 3.11.4).

Regulatory protection is supported by a shoreline Development Permit Area (DPA), which specifies that the habitat of sensitive, rare, threatened, or endangered native plant species must remain undisturbed. Despite these policies, mapped critical habitat for the water-plantain buttercup currently lacks specific land-use protections, and several other species at risk similarly lack identified habitat safeguards. While there is at least one conservation covenant established in this Islands Trust Area, monitoring data for the water-plantain buttercup—such as the 2017 observation noting an increased abundance relative to the previous year—suggests that these populations are known to fluctuate over time.

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Bowen Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
Marbled Murrelet (*Brachyramphus marmoratus*)	Threatened (SARA)	✓	Partially protected: old growth management area, ecological reserve,	↘	n/a
Great Blue Heron, *fannini* subspecies (*Ardea herodias fannini*)	Special Concern (SARA)	n/a		↔	n/a
Northern Red-legged Frog (*Rana aurora*)	Special Concern (SARA)	n/a		↘	n/a
Common Wood-nymph, *incana* subspecies (*Cercyonis pegala incana*)	Red-listed (CDC)	n/a	Partially protected: regional park, community park	↘	Last recorded observation 1933

LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) holds significant interests on Bowen Island, encompassing a wide array of ecosystems and species, including western redcedar/sword fern, western redcedar/three-leaved foamflower, northern red-legged frog, slender sedge-white beak-rush, labrador tea/western bog-laurel/peat-mosses, and douglas fir/western hemlock/salal associations. Other protected features include the common cattail, common nighthawk, olive-sided flycatcher, band-tailed pigeon, great blue heron, coastal cutthroat trout, and various complex forest ecosystems such as western redcedar/sitka spruce/skunk cabbage, western hemlock/western redcedar/deer fern, and Douglas-fir/sword fern communities.

Bowen Island's Official Community Plan (OCP) prioritizes the maintenance and preservation of biodiversity, including wildlife habitat, native vegetation, and species and ecosystems at risk, through a "no net impact" strategy for new development (Section 2.2). This objective is implemented through three key Development Permit Areas (DPAs):

- Environmentally Sensitive DPA (11.4.1): Protects freshwater, marine, and terrestrial species, habitats, and ecosystems from harmful alteration, disruption, or destruction.
- Steep Slopes DPA (11.4.2): Maintains the functionality of unique plant and animal habitats found on steep slopes and hillsides.
- Watershed, Aquifer, and Stream Protection DPA (11.4.3): Ensures riparian area protection and ecosystem health for all fish-bearing streams and their tributaries, including unmapped streams.

While partial protections exist for both mapped critical habitat and identified habitats for other species at risk, monitoring reveals mixed trends. For the Great Blue Heron, datasets provide conflicting outlooks, with some showing decline while others indicate a relatively stable population (BC CDC 2022). Conversely, local monitoring has confirmed declines and disappearances of Northern Red-legged Frog populations (BC CDC 2021)

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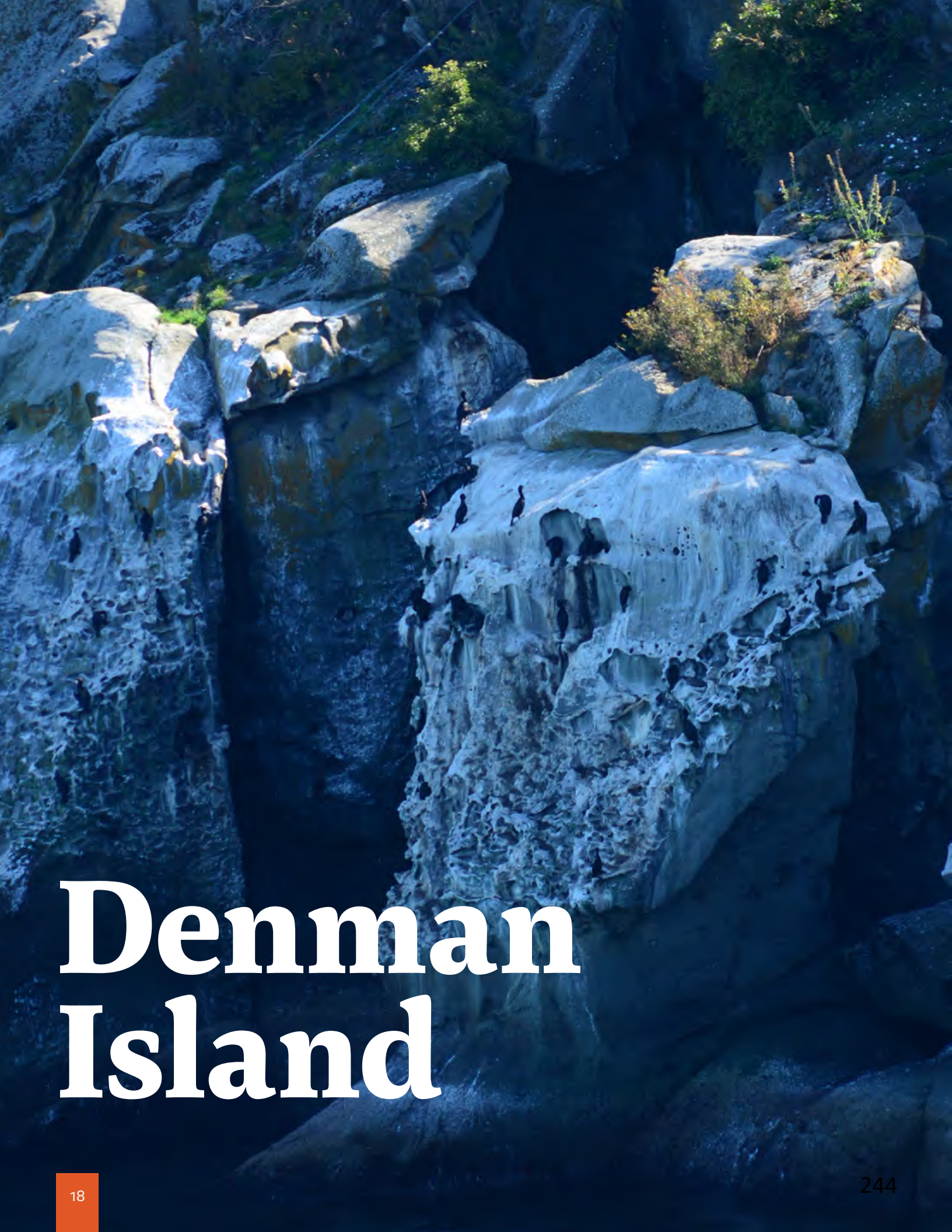

Denman Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
Edith's Checkerspot butterfly, *taylori* subspecies (*Euphydryas editha taylori*)	Endangered (SARA)	✓	Partially protected: provincial park, ITC/ conservation covenants, DPAs, provincial protected area	↘	2018: larvae released, 1 adult observed (down from 32 in 2017 and 176 in 2016)
Little Brown Myotis (*Myotis lucifugus*)	Endangered (SARA)	✓	Partially protected: provincial park, ITC/ conservation covenants, DPAs	↔	n/a
Northern Myotis (*Myotis septentrionalis*)	Endangered (SARA)	✓	Partially protected: provincial park, ITC/ conservation covenants, DPAs	↔	n/a
Sand-verbena Moth (*Copablepharon fuscum*)	Endangered (SARA)	✓	Provincial Park	↘	2003: 3 moths observed on Sandy Island
Dun Skipper (*Euphyses vestris*)	Threatened (SARA)	✓	Partially protected: ITC/ conservation covenants, DPAs	↘	2007: observed
Western Screech-Owl, *kennicottii* subspecies (*Megascops kennicottii kennicottii*)	Threatened (SARA)	✗	Partially protected: provincial park, DPAs	↘	1991: observed
Island Tiger Moth (*Apantesis complicata*)	Threatened (COSEWIC)	✗	Provincial park	?	Observed 2000 (Sandy Island)
coastal wood fern (*Dryopteris arguta*)	Special Concern (SARA)	n/a	Partially protected: provincial park, DPA, conservation covenant	?	Observed 2021 (Boyle Point Provincial Park) and 2018 (Metcalf Bay and ferry landing)
Great Blue Heron (*Ardea herodias fannini*)	Special Concern (SARA)	n/a	None known	↔	Last observed 2001
Northern Red-legged Frog (*Rana aurora*)	Special Concern (SARA)	n/a	Partially protected: conservation covenant, DPA	↘	Observed 2004
Wandering Salamander (*Aneides vagrans*)	Special Concern (SARA)	n/a	Partially protected: provincial park, DPA	?	Observed 1989-1996 (Denman Island Park) and 2022 (Boyle Point Provincial Park)

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
Common Wood-nymph, *incana* subspecies (*Cercyonis pegala incana*)	Red-listed (CDC)	n/a	Partially protected: DPA, nature reserve	↘	Last recorded observation 2007
Cutthroat Trout, *clarkii* subspecies (*Oncorhynchus clarkii clarkii*)	Blue-Listed (CDC)	n/a	Partially protected: DPA	◌	n/a
Double-crested Cormorant (*Nannopterum auritum*)	Blue-Listed (CDC)	n/a	None known	↗	Last recorded observation 1989 (no nests observed 2002)
slimleaf onion (*Allium amplectens*)	Blue-Listed (CDC)	n/a	Partially protected: DPA, Provincial protected area, Provincial park	◌	Last recorded observation 1996
yellow sand-verbena (*Abronia latifolia*)	Blue-Listed (CDC)	n/a	Provincial park	↘	Observed 2016 (Sandy Island)
***Ecological* communities**					
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: provincial park, conservation covenants, DPA, provincial protected areas, recreation park, ITC nature reserve	↘	n/a
grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: provincial park, DPA, nature reserve	↘	n/a
grand fir / three-leaved foamflower (*Abies grandis* / Tiarella trifoliata)	Red-listed (CDC)	n/a	Nature reserve	↘	n/a
Northern wormwood – red fescue / grey rock-moss (*Artemisia campestris – Festuca rubra / Racomitrium canescens*)	Red-listed (CDC)	n/a	Provincial park	◌	n/a
red alder / skunk cabbage (*Alnus rubra / Lysichiton americanus*)	Red-listed (CDC)	n/a	Partially protected: Nature reserve	◌	n/a

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
western redcedar / vanilla-leaf (*Thuja plicata / Achlys triphylla*)	Red-listed (CDC)	n/a	Partially protected: ITC Nature reserve	↘	n/a

LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) maintains significant conservation holdings on Denman Island, which serve as foundational protection for numerous species and ecosystems, including the Taylor's checkerspot butterfly, Little brown myotis, Northern myotis, and the sand-verbena moth. Other protected features within these areas include the Dun Skipper, Western screech-owl, Island tiger moth, coastal wood fern, Great blue heron, and the Northern red-legged frog.

Denman Island's Official Community Plan (OCP) provides an extensive regulatory framework for environmental stewardship, with policies dedicated to the protection of uplands, steep slopes, bluffs, wetlands, nest trees, and marine foreshores. These policies are enforced through two primary mechanisms:

- Riparian and Non-Riparian Development Permit Areas (DPAs): Regulate development to minimize impact on sensitive ecosystems and watercourses.
- Steep Slopes DPAs: Manage land use in high-risk terrain to prevent habitat degradation.

While most critical habitat is at least partially protected—and the entire island is designated as critical habitat for two SARA-listed bat species—monitoring data highlights significant conservation challenges. Population trends for the Taylor's checkerspot butterfly have been concerning; following a 2018 larval release, only one adult was observed, marking a sharp decline from the 176 adults recorded in 2016. Other species exhibit similar vulnerabilities, with local observations for the sand-verbena moth (2003), Dun Skipper (2007), Western screech-owl (1991), Great blue heron (2001), and Northern red-legged frog (2004) underscoring the ongoing need for rigorous habitat monitoring and enforcement of existing DPAs.

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Gabriola Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
bog bird's-foot trefoil (*Hosackia pinnata*)	Endangered (SARA)	✓	None known	↘	Observed 2020
Marbled Murrelet (*Brachyramphus marmoratus*)	Threatened (SARA)	✓	Partially protected: nature reserve/ covenant, DPA	↘	n/a
Western Screech-Owl, *kennicottii* subspecies (*Megascops kennicottii kennicottii*)	Threatened (SARA)	✗	Nature reserve	↘	2021: roosting adults and juveniles observed (Link Island)
Macoun's meadow-foam (*Limnanthes macounii*)	Threatened (SARA) / Special Concern (COSEWIC)	✓	Provincial park	↘	Observed 2018
Great Blue Heron, *fannini* subspecies (*Ardea herodias fannini*)	Special Concern (SARA)	n/a		↔	
Moss' Elfin, mossi subspecies (*Callophrys mossii mossii*)	Red-listed (CDC)	n/a	Partially protected: ITC nature reserve, provincial park, community park, regional park, conservation covenants (NAPTEP), DPAs	↘	Observed 2023
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	None known	↔	
Propertius Duskywing (*Erynnis propertius*)	Red-listed (CDC)	n/a	Partially protected: DPA	↘	Last recorded observation 1987 (Hoggan Lake)
Double-crested cormorant (*Nannopterum auritum*)	Blue-Listed (CDC)	n/a	None known	↗	Birds observed but no nests 2002 (Five Fingers Island; no nests observed Hudson Rocks 2000)
***Ecological* communities**					
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: ITC nature reserve, provincial park, community parks, DPAs	↘	n/a

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
Grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	None known	↘	n/a
trembling aspen / Pacific crab apple / slough sedge (*Populus tremuloides / Malus fusca / Carex obnupta*)	Red-listed (CDC)	n/a	Partially protected: community park	?	n/a

LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) holds various conservation interests on Gabriola Island that contribute to the protection of several species at risk, including the Bog bird's foot trefoil, Marbled murrelet, Western screech-owl, Macoun's meadow-foam, Great blue heron, Moss'elfin, and the Propertius duskywing.

Gabriola's Official Community Plan (OCP) regulates sensitive ecosystems through a dedicated suite of Development Permit Areas (DPAs), including specific provisions for Riparian Areas, Flat Top Islands, and broader Environmental Protection. These regulatory tools are designed to manage development impacts on sensitive habitats across the island.

While partial protection is in place for most of the identified species, the current planning framework faces specific challenges. Notably, mapped critical habitat for the endangered Bog bird's foot trefoil lacks any identified land-use protections, despite the species being observed as recently as 2020. Other species exhibit localized vulnerabilities, with the Propertius duskywing last recorded in 1987 at Hoggan Lake, while the Moss'elfin was observed in 2023, reflecting the ongoing need to integrate critical habitat data into existing DPA frameworks to better support declining populations.

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Galiano Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
batwing vinyl lichen (*Scytinium platynum*)	Endangered (SARA)	✓	DPA	◌	n/a
Howell's triteleia (*Triteleia grandiflora* var. *howellii*)	Endangered (SARA)	✗	Partially protected: DPA	?	Observed 2018 (Swiss Point)
Killer Whale (North-east Pacific Southern Resident Population) (*Orcinus orca* pop. 6)	Endangered (SARA)	✓	Federal critical habitat	↘	Declining
Lindley's microseris (*Uropappus lindleyi*)	Endangered (SARA)	✓	Partially protected: Regional park, community park, DPA	?	No plants seen 2019, last recorded observation 2018 (Matthews Point)
white meconella (*Meconella oregana*)	Endangered (SARA)	–	Partially protected: nature reserve, DPA	↘	Observed 2014 (one plant, Mount Sutil); reseeding efforts 2013, no plants found 2004
butterfly bearing lomatium (*Lomatium papilioniferum*)	Threatened (SARA)	✓	Partially protected: Provincial park, DPA	◌	Observed 2022 (Trincomali Channel)
purple sanicle (*Sanicula bipinnatifida*)	Threatened (SARA)	✓	Provincial park	↔	Last recorded observation 1993 (Dionisio Point Provincial Park)
slender popcornflower (*Plagiobothrys tenellus*)	Threatened (SARA)	✓	Partially protected: Nature reserve, provincial park, DPA	↘	Last recorded observation 1998 Bodega Ridge (no plants found 2014, 2011, 2004) and 1980 Mount Sutil (no plants found 2011, 2004)
Western Screech-Owl, *kennicottii* subspecies (*Megascops kennicottii kennicottii*)	Threatened (SARA)	✗	Partially protected: provincial park, DPA, community forest	↘	1993: observed
Common Sharp-tailed Snake (Pacific coast population) (*Contia tenuis* pop. 1)	Threatened (COSEWIC)	✗	Partially protected: DPA, Coastal Douglas-fir land use order	↘ *	Last recorded observation 1981

* COSEWIC assessment report

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
Northern Red-legged Frog (*Rana aurora*)	Special Concern (SARA)	n/a	Partially protected: DPA, Nature reserve, community forest, conservation covenant, provincial park, coastal Douglas-fir land use order	↘	Last observed 2008 (north end) and 1998
twisted oak moss (*Syntrichia laevipila*)	Special Concern (SARA)	n/a	Partially protected: Regional park, DPA, nature reserve	↔	Observed 2021 (Mount Sutil) and 2008 (Matthews Point Regional Park Reserve)
Vancouver Island beggarticks (*Bidens amplissima*)	Special Concern (SARA)	n/a	Partially protected: Coastal Douglas-fir land use order, ecological reserve, DPA	↘	Observed 2012 (Spot Light Cove)
branched clover (*Trifolium dichotomum*)	Red-listed (CDC)	n/a	Partially protected: DPA, nature reserve, provincial park	?	Observed 2022 (Collinson Point Park) and 1981 (Mount Sutil)
Moss' Elfin, mossi subspecies (*Callophrys mossii mossii*)	Red-listed (CDC)	n/a	Partially protected: regional park, community park	↘	Last recorded observation 1981
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	Provincial park, DPAs	↔	Last recorded 2010
Propertius Duskywing (*Erynnis propertius*)	Red-listed (CDC)	n/a	Partially protected: provincial park, regional park, community park, DPA	↘	Observed 2010 (Collinson Point) and 1995 (Bodega Hill)
Double-crested cormorant (*Nannopterum auritum*)	Blue-Listed (CDC)	n/a	Ecological reserve	↗	Last recorded nest observation 1987, no nests observed 2000 (Ballingall Islets)
Erect Pigmyweed (*Crassula connata* var. *connata*)	Blue-Listed (CDC)	n/a	Partially protected: DPA, recreation park, provincial park	◌	n/a (Bellhouse Provincial Park)
slimleaf onion (*Allium amplectens*)	Blue-Listed (CDC)	n/a	Partially protected: DPA, provincial park, nature reserve	◌	Last recorded observation 1993 (Dionisio Point) and 1996 (Mount Sutil)

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
***Ecological* communities**					
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: community park, nature reserve, community forest, provincial park, conservation covenant, DPA, ecological reserve, Coastal Douglas-fir land use order	↘	n/a
Garry oak / California brome (*Quercus garryana / Bromus carinatus*)	Red-listed (CDC)	n/a	Partially protected: community park, nature reserve, provincial park, DPA	◌	n/a
grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: nature reserve, provincial park, coastal Douglas-fir land use order, community park, DPA	↘	n/a
lodgepole pine / peat-mosses CDFmm (*Pinus contorta / Sphagnum* spp. CDFmm)	Red-listed (CDC)	n/a	Ecological reserve, DPA	◌	n/a

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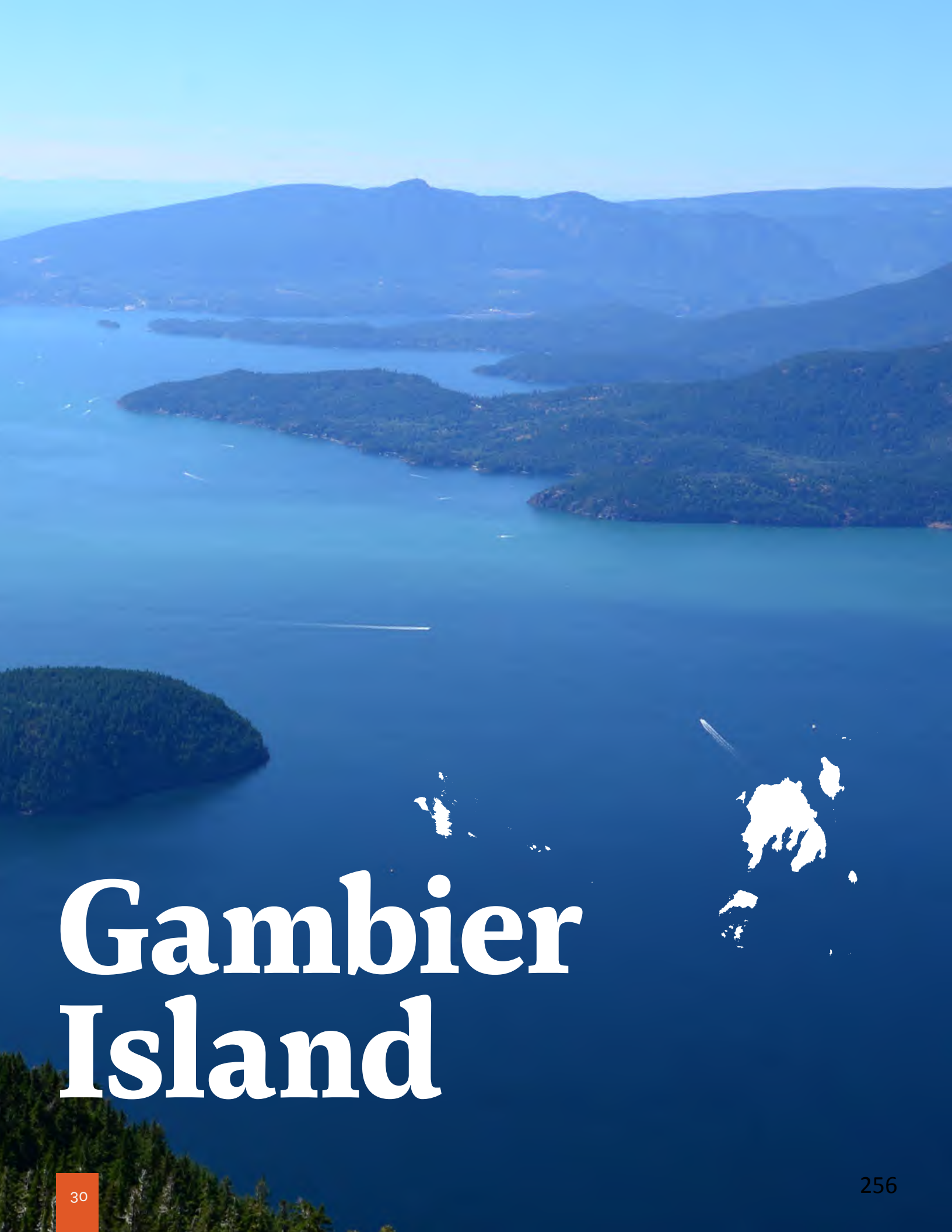
LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) maintains significant conservation holdings on Galiano Island, providing foundational protection for species and communities such as the Batwing vinyl lichen, Howell's triteleia, Southern resident killer whale, Lindley's microseris, White meconella, and the Sharp-tailed snake.

The Galiano Island Official Community Plan (OCP) integrates environmental stewardship through policies targeting watershed areas, wetlands, and marine ecosystems. These objectives are enforced through a robust set of Development Permit Areas (DPAs), which include:

- Riparian Areas and Shoreline DPAs: Regulate activities near sensitive water bodies to protect ecological integrity.
- Tree Cutting DPA: Mandates protective buffers and prohibits the removal of Garry oak trees, a key habitat component.
- Sensitive Ecosystems DPA: Provides a regulatory mechanism to oversee land use in areas designated for their ecological value.

Current protections for these species appear generally effective, as most critical habitats are reported to be at least partially or mostly protected. However, monitoring data illustrates the precarious status of some populations, such as the Lindley's microseris, which was last recorded in 2018 with no plants observed in 2019. Other species, such as the White meconella, have been documented in limited numbers, including a single plant observation at Mount Sutil in 2014, while the Sharp-tailed snake has not been officially recorded on the island since 1981.



Gambier Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
Roell's brotherella (*Brotherella roelli*)	Endangered (SARA)		Partially protected: Old Growth Management Area		Last recorded observation 1969 (Anvil Island)
Marbled Murrelet (*Brachyramphus marmoratus*)	Threatened (SARA); Red listed in BC		Partially protected: Old Growth Management Area, DPA	↘	n/a
Northern Red-legged Frog (*Rana aurora*)	Special Concern (SARA)	n/a	DPA	↘	Observed 2005
Double-crested cormorant (*Nannopterum auritum*)	Blue-Listed (CDC)	n/a	Partially protected: rockfish conservation area	↗	Nests observed 2000 (Christie Islet and Pam Rock)
slimleaf onion (*Allium amplectens*)	Blue-Listed (CDC)	n/a		n/a	
***Ecological* communities**					
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a		↘	n/a

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LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) holds various interests on Gambier Island that support the protection of species at risk, including Roell's brotherella moss, the Marbled murrelet, and the Northern red-legged frog.

Gambier's Official Community Plan (OCP) emphasizes the preservation of ecologically significant features, specifically calling for the protection of estuaries, forests, wetlands, and riparian areas. To implement these policies, the local trust committee utilizes a series of Development Permit Areas (DPAs) designed to mitigate development impacts, including:

- Watershed Areas DPA: Provides regulatory oversight for water-sensitive zones.
- Shoreline Protection DPA: Manages activities along the marine fringe to prevent habitat degradation.
- Riparian Areas DPA: Ensures protection for sensitive watercourses and surrounding habitat.

These regulatory tools offer at least partial protection for species at risk habitats within the Local Trust Area. However, monitoring data highlights the long-term conservation challenges for some populations, such as Roell's brotherella moss, which was last recorded on Anvil Island in 1969. Other species, such as the Northern red-legged frog, were documented in 2005, reinforcing the importance of maintaining robust riparian and shoreline protections as habitat continues to face development pressure.

Hornby Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
coast microseris (*Microseris bigelovii*)	Endangered (SARA)	✖	Provincial park	↘	Observed 2020 (Helliwell Provincial Park)
Edith's Checkerspot butterfly, *taylori* subspecies (*Euphydryas editha taylori*)	Endangered (SARA)	−	Partially protected: Provincial park, covenant	↘	Last recorded observation 1995 (none found in surveys in 2003, 2007, 2015)
fragrant popcornflower (*Plagiobothrys figuratus var. figuratus*)	Endangered (SARA)	✓	None known	↘	Last recorded observation 2005 (single plant; 1985 3-4 plants). No plants found 2012, 2006-2008, 2002
Little Brown Myotis (*Myotis lucifugus*)	Endangered (SARA)	✓	Partially protected: provincial and regional parks, covenants, DPA	↔	n/a
Northern Myotis (*Myotis septentrionalis*)	Endangered (SARA)	✓	Partially protected: provincial and regional parks, covenants, DPA	↔	n/a
rigid apple moss (*Bartramia aprica*)	Endangered (SARA) / Threatened (COSEWIC)	−	Provincial park, conservation covenant	↘	Observed 2023 (Helliwell provincial Park)
Dun Skipper (*Euphyses vestris*)	Threatened (SARA)	✓	Partially protected: Provincial park, DPAs	↘	2004: observed
Marbled Murrelet (*Brachyramphus marmoratus*)	Threatened (SARA)	✓	Partially protected: DPA	↘	n/a
purple sanicle (*Sanicula bipinnatifida*)	Threatened (SARA)	−		↔	
Western Screech-Owl, *kennicottii* subspecies (*Megascops kennicottii kennicottii*)	Threatened (SARA)	✖	Partially protected: DPA	↘	1992: observed
Macoun's meadow-foam (*Limnanthes macounii*)	Threatened (SARA) / Special Concern (COSEWIC)	✓	None known	↘	Observed 2022

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
banded cord-moss (*Entosthodon fascicularis*)	Special Concern (SARA)	n/a	Provincial park	?	n/a (Helliwell Provincial park)
coastal wood fern (*Dryopteris arguta*)	Special Concern (SARA)	n/a	Partially protected: provincial park, government covenant	?	Observed 2021 (Tribune Bay), 2018 (Mount Geoffrey), and 2020 (Downes Point)
Great Blue Heron, *fannini* subspecies (*Ardea herodias fannini*)	Special Concern (SARA)	n/a	Partially protected: community park, DPA	↔	Last observed 2003
Wandering Salamander (*Aneides vagrans*)	Special Concern (SARA)	n/a	Provincial park	?	Observed 2019 (Mt Geoffrey) and 2023 (Helliwell Provincial Park)
white-top aster (*Sericocarpus rigidus*)	Special Concern (SARA)	n/a	None known	↘	Observed 2007 (Downes Point)
Common Woodnymph, *incana* subspecies (*Cercyonis pegala incana*)	Red-listed (CDC)	n/a	Partially protected: provincial park, regional park, government covenant	↘	Observed 2010
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	Partially protected: provincial and regional parks	↔	Last recorded 2010
Propertius Duskywing (*Erynnis propertius*)	Red-listed (CDC)	n/a	Partially protected: provincial park, conservation covenant	↘	Last recorded observation 1995 (Norman Point and Tribune Bay)
slimleaf onion (*Allium amplectens*)	Blue-Listed (CDC)	n/a	Provincial park	◌	2007: observed
Townsend's Big-eared Bat (*Corynorhinus townsendii*)	Blue-Listed (CDC)	n/a		?	
***Ecological* communities**					
Douglas-fir / Alaska oniongrass (*Pseudotsuga menziesii / Melica subulata*)	Red-listed (CDC)	n/a	Partially protected: Provincial park, community park, regional park, conservation covenant, government covenant	↘	n/a

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: provincial park, covenant, DPA	↘	n/a
Garry oak / California brome (*Quercus garryana / Bromus carinatus*)	Red-listed (CDC)	n/a	Partially protected: provincial park, regional park, government covenant	◌	n/a
grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: provincial park, regional park, DPA	↘	n/a
trembling aspen / Pacific crab apple / slough sedge (*Populus tremuloides / Malus fusca / Carex obnupta*)	Red-listed (CDC)	n/a	Partially protected: provincial park, DPA	?	n/a

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LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) holds significant conservation interests on Hornby Island, which serve as foundational protection for several species at risk, including the Western screech-owl, Northern red-legged frog, common nighthawk, coastal wood fern, and the sharp-tailed snake.

Hornby Island's Official Community Plan (OCP) integrates environmental stewardship through dedicated policies for the protection of watercourses, wetlands, and sensitive marine ecosystems. These conservation objectives are supported by a suite of Development Permit Areas (DPAs) aimed at mitigating development-related impacts on sensitive terrain, including:

- Environmentally Sensitive Areas DPA: Provides regulatory oversight to protect fragile ecosystems from land-use disturbances.
- Riparian Areas and Shoreline DPAs: Regulates activities near sensitive water bodies and coastal interfaces to maintain ecological integrity.
- Steep Slopes DPA: Manages development in high-risk areas to prevent habitat fragmentation and erosion.

While these regulatory tools provide at least partial protection for identified critical habitat, biological monitoring reveals significant gaps in recent documentation. The Northern red-legged frog was last recorded in 2005, and observations for the Western screech-owl date back to 1989. Other species show similar historical records, with the sharp-tailed snake last documented in 1982 and the common nighthawk recorded in 1993, highlighting the need for continued habitat preservation and updated inventory data to ensure the efficacy of existing DPA protections.

Lasqueti Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
Hadley Lake Benthic Stickleback (*Gasterosteus* sp.13)	Extinct (COSEWIC)	n/a	None known	☠	Extinct
Little Brown Myotis (*Myotis lucifugus*)	Endangered (SARA)	✓	Partially protected: marine park	↔	n/a
Northern Myotis (*Myotis septentrionalis*)	Endangered (SARA)	✓	Partially protected: marine park	↔	n/a
rigid apple moss (*Bartramia aprica)*	Endangered (SARA)/ Threatened (COSEWIC)	✓	Partially protected: Ecological reserve	↘	Observed 2023 (Jenkins Cove)
Marbled Murrelet (*Brachyramphus marmoratus*)	Threatened (SARA)	✓	Partially protected: nature reserve	↘	n/a
giant chain fern (*Woodwardia fimbriata*)	Blue-Listed (CDC)	n/a	Partially protected: nature reserve, ecological reserve, conservation covenant, provincial park	↘	Observed 2017 (Prowse Point) 1997 (Power Cage Cove) no date (Jedediah Island, Lasqueti Island Ecological Reserve, Spring Bay, Young Point)
***Ecological* communities**					
Douglas-fir – arbutus (*Pseudotsuga menziesii – Arbutus menziesii*)	Red-listed (CDC)	n/a	Partially protected: nature reserve, ecological reserve	↘	n/a
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: nature reserve, conservation covenant	↘	n/a
grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: nature reserve, ecological reserve, conservation covenant, provincial park	↘	n/a
grand fir / three-leaved foamflower (*Abies grandis / Tiarella trifoliata*)	Red-listed (CDC)	n/a	Nature reserve, ecological reserve, conservation covenant	↘	n/a

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
lodgepole pine / peat-mosses CDFmm (*Pinus contorta* / *Sphagnum* spp. CDFmm)	Red-listed (CDC)	n/a	None known	◌	n/a
Labrador-tea / western bog-laurel / peat-mosses (Rhododendron groenlandicum / Kalmia microphylla / Sphagnum spp.)	Blue-Listed (CDC)	n/a	None known	◌	n/a

LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) holds various interests on Lasqueti Island that contribute to the protection of several species at risk, including the Northern red-legged frog, common nighthawk, and the coastal wood fern.

Lasqueti's Official Community Plan (OCP) addresses environmental protection through a framework that prioritizes the preservation of environmentally sensitive areas and the maintenance of native ecosystems. This regulatory approach is implemented primarily through a comprehensive Environmental Development Permit Area (DPA), which provides a mechanism to review development applications to ensure they do not result in the harmful alteration or destruction of sensitive habitats.

While the existing DPA framework provides partial protection for known species at risk habitats, current monitoring indicates that significant gaps remain in documented population data. The Northern red-legged frog was last recorded in 2004, while the common nighthawk was documented in 1993. These historical records, combined with the lack of updated survey data, underscore the necessity for continued vigilance and the potential need for enhanced habitat identification to support the long-term persistence of these species within the local trust area.

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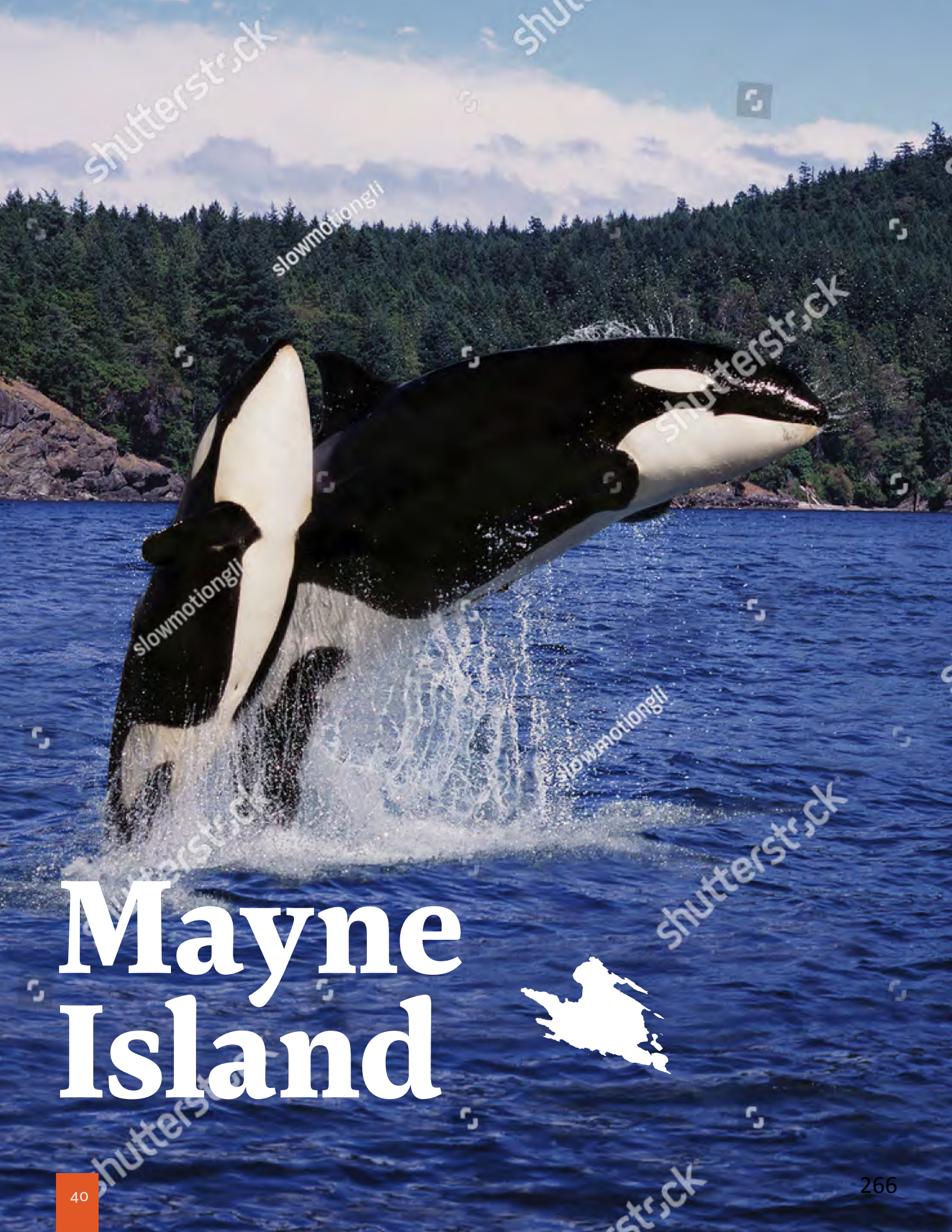

Mayne Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
Killer Whale (Northeast Pacific Southern Resident Population) (*Orcinus orca* pop. 6)	Endangered	✓	Federal critical habitat	↘	↘
slender popcornflower (*Plagiobothrys tenellus*)	Threatened	−	None known	↘	Last recorded observation 1996 Heck Hill (no plants observed 2010)
Western Screech-Owl, *kennicottii* subspecies (*Megascops kennicottii kennicottii*)	Threatened	×	Partially protected: regional park, recreational park, DPA	↘	2011: observed
twisted oak moss (*Syntrichia laevipila*)	Special Concern (SARA)	n/a	Partially protected: nature reserve	↔	Observed 2021 (Edith Point)
branched clover (*Trifolium dichotomum*)	Red-listed (CDC)	n/a	Partially protected: federal park	?	Observed 2003 (Georgeson island) and 1980 (Horton Bay)
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	Partially protected: regional park	↔	Last recorded defending 2005, present 2010
Propertius Duskywing (*Erynnis propertius*)	Red-listed (CDC)	n/a	Partially protected: regional park	↘	Last recorded observation 1995 (Mount Parke)
Double-crested cormorant (*Nannopterum auritum*)	Blue-Listed (CDC)	n/a		↗	
Erect Pigmyweed (Crassula *connata* var. *connata*)	Blue-Listed (CDC)	n/a	None known	◌	
Purple Martin (*Progne subis*)	Blue-Listed (CDC)	n/a		↗	
slimleaf onion (*Allium amplectens*)	Blue-Listed (CDC)	n/a	Partially protected: community park	◌	Last recorded observation 1996
Texas toadflax (*Nuttalanthus texanus*)	Blue-Listed (CDC)	n/a		◌	

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
***Ecological* communities**					
Douglas-fir / Alaska oniongrass (*Pseudotsuga menziesii / Melica subulata*)	Red-listed (CDC)	n/a	Partially protected: federal park, community park, regional park, nature reserve	↘	n/a
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: community park, regional park, nature reserve, federal park, recreation park, DPA	↘	n/a
grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: community park, recreation park, nature reserve, federal park, DPA	↘	n/a

LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) maintains conservation interests on Mayne Island that protect key habitat for species at risk, including the Northern red-legged frog, common nighthawk, and the coastal wood fern.

Mayne Island's Official Community Plan (OCP) formalizes environmental stewardship through a framework designed to protect ecologically sensitive areas and maintain the integrity of natural landscapes. This is implemented through several key regulatory instruments, including:

- Environmental Protection DPA: Established to prevent the harmful alteration of sensitive ecosystems, including those identified as critical habitat for species at risk.
- Riparian and Shoreline DPAs: Regulate land use near watercourses and the marine foreshore to safeguard essential aquatic and coastal habitats from development impacts.

While these tools provide partial protection for identified critical habitat, biological monitoring highlights the need for ongoing vigilance. Observations for the Northern red-legged frog were last documented in 2005, while the common nighthawk was last recorded in 1993. These historical data points reflect the ongoing challenge of maintaining current information for species at risk and underscore the importance of utilizing the existing DPA framework to protect habitat viability in the absence of recent population records.

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North Pender Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
batwing vinyl lichen (*Scytinium platynum*)	Endangered (SARA)	⊖	??	◌	n/a
coastal Scouler's catchfly, *scouleri* subspecies (*Silene scouleri* ssp. *Scouleri*)	Endangered (SARA)	⊖	NAPTEP covenant	◌	Observed 2019 (Little D'arcy Island)
contorted-pod evening-primrose (*Camissonia contorta*)	Endangered (SARA)	✓	Federal marine park, federal park	?	Observed 2022 (North Spit James Island), 2021 (Sidney Island), 2015 (Melanie Spit James Island); Powder Jetty James Island likely extirpated (discovered 2004, golf course development removed habitat, no plants observed 2006)
dense spike-primrose (*Epilobium densiflorum*)	Endangered (SARA)	✗	None known	↘*	No plants seen 2003–2004, last recorded observation 1981 (Welcome Cove area now mowed)
Edwards' beach moth (*Anarta edwardsii*)	Endangered (SARA)	✓	Partially protected: DPA, conservation covenant	↘	
Killer Whale (Northeast Pacific Southern Resident Population) (*Orcinus orca* pop. 6)	Endangered (SARA)	✓	Federal critical habitat	↘	↘
Lindley's microseris (*Uropappus lindleyi*)	Endangered (SARA)	✓	Partially protected: DPA, nature reserve	?	No plants seen 2004, last recorded observation 1996 (Oaks Bluff)
Sand-verbena Moth (*Copablepharon fuscum*)	Endangered (SARA)	✓	Conservation covenant, DPA	↘	Larvae and moths observed 2019, photographed in 2023
Coast manroot (*Marah oregana*)	Endangered (COSEWIC)	✗	Partially protected: DPA	↘	Observed 2004 (Beddis Rock)

*Possibly extirpated (no plants found since 1981)

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
rigid apple moss (*Bartramia aprica*)	Endangered (SARA)/ Threatened (COSEWIC)	⊖	Community park, conservation covenant	↘	Observed 2018 (Oaks Bluff)
Marbled Murrelet (*Brachyramphus marmoratus*)	Threatened (SARA)	✓	Partially protected: national park reserve	↘	
purple sanicle (*Sanicula bipinnatifida*)	Threatened (SARA)	⊖	Conservation covenant	↔	Observed 2013 (Little D'arcy Island)
Silky beach pea (*Lathyrus littoralis*)	Threatened (SARA)	⊖	Federal park	?	Observed 2023, increases in density observed 2021
slender popcornflower (*Plagiobothrys tenellus*)	Threatened (SARA)	⊖	Partially protected: community park, DPA	↘	Last recorded observation 1983 Oaks Bluff (no plants found 2012, 2004)
Western Screech-Owl, *kennicottii* subspecies (*Megascops kennicottii kennicottii*)	Threatened (SARA)	✕	None known	↘	
Common Sharp-tailed Snake (Pacific coast population) (*Contia tenuis* pop. 1)	Threatened (COSEWIC)	✓	Partially protected: NAPTEP/conservation covenant, DPA, community park	↘ **	Last recorded observations 2013 (Galleon Way) and 1991 (Port Washington)
foothill sedge (*Carex tumulicola*)	Endangered (SARA) / Special Concern (COSEWIC)	✓	Federal marine park, federal park	↘ **	Observed 2019 (no longer being tracked by BC CDC)
Georgia Basin Bog Spider (*Gnaphosa snohomish*)	Special Concern (SARA)	n/a	National park reserve	?	Observed 1989 (Portland Island)
Great Blue Heron, *fannini* subspecies (*Ardea herodias fannini*)	Special Concern (SARA)	n/a	Federal park	↔	Last observed 2008 Hope Bay); Sidney Island colony abandoned (1997)

** COSEWIC assessment report

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
Northern Red-legged Frog (*Rana aurora*)	Special Concern (SARA)	n/a	Partially protected: federal park, DPA	↘	Observed 2004
Wandering Salamander (*Aneides vagrans*)	Special Concern (SARA)	n/a	National park reserve	?	Observed 1996 (Portland island)
branched clover (*Trifolium dichotomum*)	Red-listed (CDC)	n/a	Partially protected: NAPTEP/conservation covenants, DPA, nature reserve	?	Last recorded observation 1996 (Medicine Beach and Razor Point)
Moss' Elfin, mossi subspecies (*Callophrys mossii mossii*)	Red-listed (CDC)	n/a	National park reserve	↘	Last recorded observation 1995 (south end Brackman Island)
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	Partially protected: DPA	↔	Last recorded active 2010
Propertius Duskywing (*Erynnis propertius*)	Red-listed (CDC)	n/a	Partially protected: DPA	↘	Last recorded observation 1995 (Oaks Bluff)
American glehnia (*Glehnia leiocarpa*)	Blue-listed	n/a	Federal park, federal marine park	◌	Plants observed 2020, seeds scattered and plants transplanted 2021 (Sidney Spit, Sidney island)
beach bindweed (*Calystegia soldanella*)	Blue-listed	n/a	Federal park, federal marine park	◌	Observed 2019 (Sidney Island)
black knotweed (*Polygonum paronychia*)	Blue-Listed (CDC)	n/a	Partially protected: conservation covenant	◌	Observed 2023 (southwest of James Island) 2004 (North Spit James island) and no plants found 2006 (southeast of James Island) due to landscaping with heavy equipment
Brant (*Branta bernicla*)	Blue-Listed (CDC)	n/a		↘	
Double-crested cormorant (*Nannopterum auritum*)	Blue-Listed (CDC)	n/a	None known	↗	Last observed 2000 (Mandarte Island)

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
Erect Pigmyweed (*Crassula connata* var. *connata*)	Blue-Listed (CDC)	n/a	Partially protected: DPA, community park, nature reserve, LTC covenant, conservation covenant	◌	n/a (Oaks Bluff, Rum Island and Sidney Island)
Henderson's checker-mallow (*Sidalcea hendersonii*)	Blue-Listed (CDC)	n/a	Partially protected: nature reserve, conservation covenant, DPA	↘	Observed 2017 (Medicine Beach)
slimleaf onion (*Allium amplectens*)	Blue-Listed (CDC)	n/a	Partially protected: community park, DPA	◌	2006: observed
Tufted Puffin (*Fratercula cirrhata*)	Blue-Listed (CDC)	n/a	None known	↔	Possibly extirpated (not observed since 1991 and1996)
yellow sand-verbena (*Abronia latifolia*)	Blue-Listed (CDC)	n/a	Partially protected: conservation covenant, federal park, federal marine park	↘	Observed James Island 2004 (west spit), 2006 (a few patches remain after landscaping related to golf-course development East Beach) and 2022 North Spit. Observed Sidney Island (2014)
white-lip rein orchid (*Platanthera ephemerantha*)	Blue-listed (CDC)	n/a	National park reserve	◌	Observed 2007 (Portland island)
***Ecological* communities**					
American glasswort – sea-milkwort (*Salicornia pacifica – Lysimachia maritima*)	Red-listed	n/a	Federal park, federal marine park	↘	n/a
Douglas-fir / Alaska oniongrass (*Pseudotsuga menziesii / Melica subulata*)	Red-listed (CDC)	n/a	Partially protected: conservation covenant, DPA, federal park, nature reserve, community park, recreation park, conservation covenant, LTC covenant	↘	n/a

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: federal park	↘	n/a
grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: federal park, conservation covenant, DPA, community park, recreation park, nature reserve, LTC covenant	↘	n/a
seashore saltgrass Estuarine Marsh – Pacific swampfire (*Distichlis spicata – Sarcocornia pacifica*)	Red-listed (CDC)	n/a	Partially protected: nature reserve, conservation covenant, DPA, federal park, federal marine park	↘	n/a

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LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) holds various conservation interests on North Pender Island, which provide protection for several species at risk, including the Northern red-legged frog, common nighthawk, and the coastal wood fern.

North Pender's Official Community Plan (OCP) integrates environmental objectives through a framework dedicated to the protection of sensitive ecosystems and the preservation of natural biodiversity. The primary regulatory tools for implementation include:

- Environmentally Sensitive Areas (ESA) DPA: Designed to identify and protect areas of high biological diversity and sensitive habitat from land-use disturbances.
- Riparian and Shoreline DPAs: Ensure that development activities near watercourses and coastal interfaces maintain the ecological integrity of these vital transition zones.

Existing protections offer at least partial coverage for identified critical habitats; however, biological data suggests significant monitoring gaps. The Northern red-legged frog was last documented in 2005, and the common nighthawk was last recorded in 1993. These historical data points emphasize the importance of leveraging current DPA protections to maintain habitat connectivity, even as recent population confirmations remain limited across the island.

Salt Spring Island

Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site trend
batwing vinyl lichen (*Scytinium platynum*)	Endangered (SARA)	✓	Provincial park, DPA	◌	n/a
coastal Scouler's catchfly, *scouleri* subspecies (*Silene scouleri* ssp. *Scouleri*)	Endangered (SARA)	✓	Partially protected: conservation covenant, coastal Douglas-fir Land Use order, DPA	◌	Observed 2018 (Mount Tuam)
Little Brown Myotis (*Myotis lucifugus*)	Endangered (SARA)	−	Partially protected: provincial park, ecological reserve, ITC/conservation covenant, DPAs	↔	n/a
Killer Whale (Northeast Pacific Southern Resident Population) (*Orcinus orca* pop. 6)	Endangered (SARA)	✓	Federal critical habitat	↘	Declining
phantom orchid (*Cephalanthera austiniae*)	Endangered (SARA)	✓	Partially protected: DPA	Likely declining	Observed 2014 (Mount Tuam) and 2013 (Musgrave Landing)
small-flowered tonella (*Tonella tenella*)	Endangered (SARA)	✓	Provincial park	?	Observed 2015 (Mount Erskine Provincial Park)
white meconella (*Meconella oregana*)	Endangered (SARA)	✓	Partially protected: DPA, Coastal Douglas-fir Land Use order	↘	No plants found 2012, 2011; last recorded observation 2010 (Mount Tuam)
yellow montane violet (*Viola praemorsa* var. *praemorsa*)	Endangered (SARA)	✓	Partially protected: provincial park, ecological reserve, conservation covenant, DPA, coastal Douglas-fir land use order	↘	Observed 2018 (Mount Tuam) and 2017 (Mount Maxwell)
Coast manroot (*Marah oregana*)	Endangered (COSEWIC)	✗	Partially protected: DPAs, conservation covenant	↘	Observed 2018 (Fulford Harbour)

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Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site trend
Hoary Bat (*Lasiurus cinereus*)	Endangered (COSEWIC)	⊖	Partially protected: provincial park, ecological reserve, ITC/ conservation covenant, DPAs	↘ *	n/a
rigid apple moss (*Bartramia aprica)*	Endangered (SARA) / Threatened (COSEWIC)	⊖	Partially protected: DPA, nature reserve, coastal Douglas-fir land use order, ecological reserve	↘	Observed 2018 (Mount maxwell)
Barn owl, western population (*Tyto alba*)	Threatened (SARA)	✓	Partially protected: provincial park, DPAs	↘	n/a
Dun Skipper (*Euphyses vestris*)	Threatened (SARA)	✓	Partially protected: provincial park, DPA	↘	2007-2009: observed
butterfly bearing lomatium (*Lomatium papilioniferum*)	Threatened (SARA)	✓	DPA, ecological reserve, provincial park	◌	Observed 2018 (Mount Maxwell) and 2010 (Maxwell Point)
Marbled Murrelet (*Brachyramphus marmoratus*)	Threatened (SARA)	✓	Partially protected: National park, DPA	↘	n/a
Common Sharp-tailed Snake (Pacific coast population) (*Contia tenuis* pop. 1)	Threatened (COSEWIC)	✓	Partially protected: DPA, coastal Douglas-fir land use order, ecological reserve, conservation covenant, community park, recreation park	↘ *	Observed 2023 (Monteith Drive Park, Mount Tuam) 2016 (Reginald Hill) 2014-2015 (Isabella Point) 1998 (Ganges)
slender popcornflower (*Plagiobothrys tenellus*)	Threatened (SARA)	⊖	Partially protected: coastal Douglas-fir land use order, conservation covenant, DPA	Possibly extirpated (no plants found since 1980)	Last recorded observation 1980 Mount Tuam (not seen over many years of surveys, ending in 2020)
Western Bumble Bee (*Bombus occidentalis*)	Threatened (SARA)	✗	Partially protected: DPA	↘	Observed 2019 (Ganges Creek, no longer being tracked)

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Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site trend
Painted Turtle — Pacific Coast Population (*Chrysemys picta* pop. 1)	Threatened (SARA)	✓	Partially protected: community park, Coastal Douglas-fir land use order, DPAs	?	Observed 2016 (Cusheon lake) and 2017 (Bullocks Lake)
Western Screech-Owl, *kennicottii* subspecies (*Megascops kennicottii kennicottii*)	Threatened (SARA)	✗	Partially protected: provincial park, ecological reserve, conservation covenant, DPA, community park, nature reserve	↘	2021: pairs detected
Macoun's meadow-foam (*Limnanthes macounii*)	Threatened (SARA) / Special Concern (COSEWIC)	✓	Partially protected: provincial park	↘	Observed 2022 (Beaver Point, Ruckle Provincial Park); Extirpated Eleanor Point (2003)
banded cord-moss (*Entosthodon fascicularis*)	Special Concern (SARA)	n/a	Partially protected: DPA, conservation covenant, ecological reserve	?	Observed 2014 (Mount Tuam) 2006 (Parminter Point Mount maxwell) 2005 (Isabella Point Vesuvius landing)
Great blue heron (*Ardea herodias fannini*)	Special Concern (SARA)	n/a	Partially protected: nature reserve, community park, DPA	↔	Ganges rookery active 2014; no nests found Southey Point (1997) and McFadden Creek (2006)
Northern Red-legged Frog (*Rana aurora*)	Special Concern (SARA)	n/a	Partially protected: conservation covenant, DPA, nature reserve, provincial park, Coastal Douglas-fir land use order, regional park	↘	Observed 2004 (Vesusius Bay), 2011 (South Central), and 1996 (south end)
peacock vinyl (*Scytinium polycarpum*)	Special Concern (SARA)	n/a		? *	n/a

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Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site trend
Threaded Vertigo (*Vertigo rowellii* sp. 1)	Special Concern (SARA)	n/a	Partially protected: DPA, community park, watershed protection, nature reserve, coastal Douglas-fir land use order	?	Observed 2015 (McFadden Creek Nature Sanctuary), 2014 (Mount Erskine), 2013 (Musgrave Landing), 2012 (Duck Creek), 2011 (St. Mary lake Watershed Nature Reserve, Cusheon lake, Mount Tuam), 2010 (Mouat Park, Reginald Hill), and Mount Tuam Ecological Reserve (no date)
twisted oak moss (*Syntrichia laevipila*)	Special Concern (SARA)	n/a	Provincial park, DPA, ecological reserve	↔	Observed 2018 (Mount Maxwell Ecological Reserve) and 2007 (Burgoyne Bay Provincial Park)
Wandering Salamander (*Aneides vagrans*)	Special Concern (SARA)	n/a	Partially protected: nature reserve, watershed protection, community park	?	Last recorded observation 1985
branched clover (*Trifolium dichotomum*)	Red-listed (CDC)	n/a	Partially protected: DPA	?	Last recorded observation 1996 (Vesuvius Bay)
Common Woodnymph, *incana* subspecies (*Cercyonis pegala incana*)	Red-listed (CDC)	n/a	Partially protected: nature reserve, conservation covenant, watershed protection, ecological reserve, DPA	↘	Observed 2005 (Fernwood), 2013-2015 (Ganges) and 2017 (Mount Tuam)
fern-leaved desert-parsley (*Lomatium dissectum*)	Red-listed (CDC)	n/a	Ecological reserve	◌	Observed 2016 (Mount Maxwell)
Howell's violet (*Viola howellii*)	Red-listed (CDC)	n/a	Partially protected: DPA, conservation covenant	◌	Observed North End Road (no date)

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Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site trend
Moss' Elfin, mossi subspecies (*Callophrys mossii mossii*)	Red-listed (CDC)	n/a	Partially protected: DPA, Ecological reserve	↘	Observed 2023 (Mount Tuam Ecological Reserve) and 2005 (south east location)
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	Provincial park	↔	Last recorded active 2010
Propertius Duskywing (*Erynnis propertius*)	Red-listed (CDC)	n/a	Partially protected: Conservation covenant, Coastal douglas-fir land use order, ecological reserve, provincial park, DPA	↘	Observed 2006 (Fulford Harbour), 2004 (Lake Maxwell) and 1995 (Mount Tuam)
wine-cup clarkia (*Clarkia purpurea* spp. *quadrivulnera*)	Red-listed (CDC)	n/a	Partially protected: Provincial park, ecological reserve, DPA, coastal Douglas-fir land use order	?	Observed 2020 (Parminter Point) 2016 (Mount maxwell) 2013 (Mount Tuam)
Zerene fritillary (*Speyeria zerene bremnerii*)	Red-listed (CDC)	n/a		↔	
Double-crested cormorant (*Nannopterum auritum*)	Blue-listed (CDC)	n/a		↗	Last observed 2000 (Shoal Islands)
Erect Pigmyweed (Crassula *connata* var. *connata*)	Blue-Listed (CDC)	n/a	Partially protected: DPA	◌	
giant chain fern (*Woodwardia fimbriata*)	Blue-listed (CDC)	n/a	Partially protected: coastal Douglas-fir land use order, DPA	↘	Observed 2014 (Musgrave Point)
leafless wintergreen (*Pyrola aphylla*)	Yellow-listed (CDC)	n/a	Partially protected: DPA, conservation covenant, nature reserve, provincial park, coastal douglas-fir land use order, watershed protection, ecological reserve	◌	Observed 2014 (Mount Tuam, Musgrave Landing) 2015 (Mount Erskine, St. Mary's Lake) 2016 (Mount maxwell)

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Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site trend
Northern pygmy-owl (*Glaucidium gnoma swarthi*)	Blue-listed (CDC)	n/a	Coastal Douglas-fir land use order	↘	Observed 2012 (Bruce Peak)
slimleaf onion (*Allium amplectens*)	Blue-listed (CDC)	n/a	Partially protected: DPA, Community park, ecological reserve, provincial park	◌	Observed 2016 (Parminter Point and Baynes Peak), 2015 (Reginald Hill) and 2003 (Isabella Island)
Surf Scoter (*Melanitta perspicillata*)	Blue-listed (CDC)	n/a	Partially protected: DPA	?	Last recorded observation 1978 (Ganges Harbour)
Townsend's Big-eared Bat (*Corynorhinus townsendii*)	Blue-listed (CDC)	n/a	Partially protected: provincial park, ecological reserve, ITC/conservation covenant, DPAs	?	n/a
white-lip rein orchid (*Platanthera ephemerantha*)	Blue-listed (CDC)	n/a	Partially protected: DPA, Coastal douglas-fir land use order	◌	Observed 2015 (Musgrave Point)
Yuma Myotis (*Myotis yumanensis*)	Blue-listed (CDC)	n/a	Partially protected: provincial park, ecological reserve, ITC/conservation covenant, DPAs	↔	n/a
Oregon ash (*Fraxinus latifolia*)	Unranked (CDC)	n/a	Partially protected: DPA, community park, conservation covenant	?	Last recorded observation 1996 (Kingfisher Cove)
***Ecological* communities**					
Arbutus / hairy manzanita (*Arbutus menziesii / Arctostaphylos columbiana*)	Red-listed (CDC)	n/a	Partially protected: Coastal Douglas-fir land use order, regional park, ecological reserve, conservation covenant, DPA	?	n/a
Douglas-fir / Alaska oniongrass (*Pseudotsuga menziesii / Melica subulata*)	Red-listed (CDC)	n/a	Partially protected: DPA, ecological reserve, conservation covenant, nature reserve, Coastal Douglas-fir land use order, provincial park, regional park	↘	n/a

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Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site trend
Douglas-fir – arbutus (*Pseudotsuga menziesii – Arbutus menziesii*)	Red-listed (CDC)	n/a	Partially protected: provincial park, DPA, watershed protection, ecological reserve, conservation covenant	↘	n/a
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: conservation covenant, ecological reserve, provincial park, coastal douglas-fir land use order, regional park, community park, DPA, LTC covenant, watershed protection	↘	n/a
Garry oak / California brome (*Quercus garryana / Bromus carinatus*)	Red-listed (CDC)	n/a	Partially protected: DPA, watershed protection, community park, conservation covenant, nature reserve, coastal douglas-fir land use order, provincial park, community park	↘	n/a
Garry oak / oceanspray (*Quercus garryana / Holodiscus discolor*)	Red-listed (CDC)	n/a	Partially protected: Nature reserve, DPA	◌	n/a
grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: DPA, ecological reserve, provincial park, community park, conservation covenant, nature reserve, watershed protection, regional park, coastal douglas-fir land use order	↘	n/a
Red alder / slough sedge [black cottonwood] (*Alnus rubra / Carex obnupta* [*Populus trichocarpa*])	Red-listed (CDC)	n/a	Partially protected: Nature reserve, DPA	↘	n/a

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Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site trend
seashore saltgrass Estuarine Marsh – Pacific swampfire (*Distichlis spicata – Sarcocornia pacifica*)	Red-listed (CDC)	n/a	None known	↘	n/a
slender sedge – white beak-rush (*Carex lasiocarpa – Rhynchospora alba*)	Red-listed (CDC)	n/a	Partially protected: Coastal douglas-fir land use order, regional park, watershed protection, nature reserve, provincial protected area	?	n/a
trembling aspen / Pacific crab apple / slough sedge (*Populus tremuloides / Malus fusca / Carex obnupta*)	Red-listed (CDC)	n/a	Partially protected: nature reserve, DPA	?	n/a
western redcedar / black twinberry (*Thuja plicata / Lonicera involucrata*)	Red-listed (CDC)	n/a	Partially protected: DPA, Watershed protection, conservation covenant, coastal douglas-fir land use order, provincial protected area, provincial park, regional park	↘	n/a
western redcedar / salmonberry (*Thuja plicata / Rubus spectabilis*)	Red-listed (CDC)	n/a	Partially protected: DPA, conservation covenant, watershed protection, provincial park, nature reserve, coastal douglas-fir land use order, regional park	↘	n/a
western redcedar / vanilla-leaf (*Thuja plicata / Achlys triphylla*)	Red-listed (CDC)	n/a	Partially protected: ecological reserve, DPA, conservation covenant	↘	n/a

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LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) maintains significant conservation holdings on Salt Spring Island, providing foundational protection for an extensive array of species at risk, including the Western screech-owl, Northern red-legged frog, common nighthawk, coastal wood fern, sharp-tailed snake, and the Garry oak/California brome ecosystem.

Salt Spring Island's Official Community Plan (OCP) integrates environmental stewardship through a robust regulatory framework. The local trust committee utilizes several Development Permit Areas (DPAs) to manage development and safeguard ecological values:

- Fish-bearing Stream DPA: Regulates development to maintain the integrity of riparian and aquatic habitats.
- Shoreline DPA: Manages land use along the marine foreshore to protect intertidal and coastal ecosystems.
- Sensitive Ecosystems DPA: Provides comprehensive oversight for areas designated as ecologically significant or sensitive to disturbance.

While existing regulatory tools offer at least partial protection for identified critical habitat, biological monitoring indicates varying levels of documentation for species at risk. Observations for the Northern red-legged frog were last recorded in 2005, and the common nighthawk was documented in 1993. The sharp-tailed snake has not been officially recorded on the island since 1982, and Western screech-owl records date back to 1989. These historical data points highlight the ongoing challenge of maintaining current information and the continued importance of applying stringent DPA standards to protect potential habitat for these vulnerable species.

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Saturna Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
California buttercup (*Ranunculus californicus*)	Endangered (SARA)	✗	Partially protected: federal park, DPA, community park	?	Observed 2005 (Trueworthy Bight)
Killer Whale (Northeast Pacific Southern Resident Population) (*Orcinus orca* pop. 6)	Endangered (SARA)	✓	Federal critical habitat	↘	Declining
Lindley's microseris (*Uropappus lindleyi*)	Endangered (SARA)	✓	Partially protected: DPA	?	Observed 2004
white meconella (*Meconella oregana*)	Endangered (SARA)	✓	Partially protected: DPA, federal park	↘	Last recorded observation 1987; no plants found 2005, 2004, 1997 (Mount Warburton Pike)
purple sanicle (*Sanicula bipinnatifida*)	Threatened (SARA)	✓	Partially protected: DPA	↔	Observed 2020 (Brown Ridge); last recorded observation for East Point 1984 (no plants found 1995)
slender popcornflower (*Plagiobothrys tenellus*)	Threatened (SARA)	✓	Partially protected: federal park, DPA, nature reserve	↘	Observed 2021 (Mount Warburton Pike)
banded cord-moss (*Entosthodon fascicularis*)	Special Concern (SARA)	n/a	Partially protected: federal park, DPA	?	Last recorded observation 1997 (Mount Warburton Pike)
Georgia Basin Bog Spider (*Gnaphosa snohomish*)	Special Concern (SARA)	n/a	National park reserve	?	Observed 1989 (Cabbage Island, Tumbo Island)
Great Blue Heron, *fannini* subspecies (*Ardea herodias fannini*)	Special Concern (SARA)	n/a	Partially protected: federal park	↔	Last recorded observation 2010
Northern Red-legged Frog (*Rana aurora*)	Special Concern (SARA)	n/a	Partially protected: federal park, watershed protection	↘	Observed 2004 (Lyall Creek)
Steller Sea Lion (*Eumetopias jubatus*)	Special Concern (SARA)	n/a	National park reserve	↗	Last recorded observation 2002

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
Threaded Vertigo (*Vertigo rowellii* sp. 1)	Special Concern (SARA)	n/a	Federal park	?	Observed 2009 (Winter cove)
branched clover (*Trifolium dichotomum*)	Red-listed (CDC)	n/a	Partially protected: federal park, DPA	?	Observed (single plant) 2021 (Mount Warburton Pike)
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	Partially protected: conservation lands, DPA	↔	Last recorded active 2010
wine-cup clarkia (*Clarkia purpurea* spp. *quadrivulnera*)	Red-listed (CDC)	n/a	Partially protected: federal park, DPA	?	Observed 2006 (Mount Warburton Pike)
Cutthroat trout, *clarkii* subspecies (*Oncorhynchus clarkii clarkii*)	Blue-listed (CDC)	n/a	Likely partially protected in national park reserve	◌	
Erect Pigmyweed (*Crassula connata* var. *connata*)	Blue-Listed (CDC)	n/a	Partially protected: federal park	◌	Observed 2017 (East Point Regional Park) and Tumbo Island (no date)
slimleaf onion (*Allium amplectens*)	Blue-listed (CDC)	n/a	Partially protected: Federal park, watershed protection, nature reserve	◌	Last recorded observation 1980 (Samuel Island) and 1996 (Boot Cove)
Two-edged water starwort (*Callitriche heterophylla* var. *heterophylla*)	Yellow-listed (CDC)	n/a	Federal park	◌	
***Ecological* communities**					
Douglas-fir / Alaska oniongrass (*Pseudotsuga menziesii / Melica subulata*)	Red-listed (CDC)	n/a	Partially protected: Federal park, Nature Reserve, DPA	↘	n/a
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: National park reserve, DPA, conservation lands	↘	n/a

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Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site trend
grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: DPA, Conservation covenant, federal park, community park, watershed protection, nature reserve	↘	n/a
seashore saltgrass Estuarine Marsh – Pacific swampfire (*Distichlis spicata – Sarcocornia pacifica*)	Red-listed (CDC)	n/a	Partially protected: federal park	↘	n/a
western redcedar – Douglas-fir / Oregon beaked-moss (*Thuja plicata – Pseudotsuga menziesii / Kindbergia oregana*)		Partially protected: National park reserve, DPA, conservation lands	Partially protected: federal park, DPA	↘	n/a

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LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) holds various conservation interests on Saturna Island that contribute to the protection of several species at risk, including the Northern red-legged frog, common nighthawk, and the coastal wood fern.

Saturna Island's Official Community Plan (OCP) formalizes environmental stewardship through a framework designed to protect ecologically sensitive areas and maintain the integrity of natural landscapes. This is implemented through a robust set of Development Permit Areas (DPAs), including:

- Environmentally Sensitive Areas DPA: Established to prevent the harmful alteration or destruction of areas with high biological diversity and sensitive native plant and animal habitats.
- Riparian and Shoreline DPAs: Regulate land use near watercourses and along the marine foreshore to protect riparian buffers and the functionality of coastal ecosystems.

While these regulatory tools provide at least partial protection for identified critical habitat, biological monitoring highlights the need for ongoing vigilance. Observations for the Northern red-legged frog were last documented in 2005, while the common nighthawk was last recorded in 1993. These historical records underscore the importance of maintaining up-to-date inventory data and ensuring the consistent application of DPA standards to protect habitat viability for these vulnerable species.

South Pender Island

Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site Trend
Killer Whale (North-east Pacific Southern Resident Population) (*Orcinus orca* pop. 6)	Endangered (SARA)	✓	Federal critical habitat	↘	Declining
coast manroot (*Marah oregana*)	Endangered (COSEWIC)	–	None known	↘ *	Last recorded observation 1964 (Gowlland Point; potential observation 2004 but single plant trampled)
Marbled Murrelet (*Brachyramphus marmoratus*)	Threatened (SARA)	✓	Partially protected: national park reserve	↘	
slender popcornflower (*Plagiobothrys tenellus*)	Threatened (SARA)	✓	National park reserve	Possibly extirpated (no plants found since 1980)	Last recorded observation 1980 Mount Norman (no plants observed 2012)
Western Screech-Owl, *kennicottii* subspecies (*Megascops kennicottii kennicottii*)	Threatened (SARA)	✗	Partially protected: federal park	↘	2021: nesting pair observed
Common Sharp-tailed Snake (Pacific coast population) (*Contia tenuis* pop. 1)	Threatened (COSEWIC)	–	Partially protected: federal park, regional park	↘ **	Observed 2022 (Greenburn Lake)
Moss' Elfin, mossi subspecies (*Callophrys mossii mossii*)	Red-listed (CDC)	n/a	Partially protected: federal park	↘	Observed 2007 (Southern Gulf Islands National Park Reserve)
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	Partially protected: national park reserve	↔	Last recorded active 2010
Two-edged water starwort (*Callitriche heterophylla* var. *heterophylla*)	Yellow-listed (CDC)	n/a	None known	◌	

* Possibly extirpated (no plants seen since 1964)

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Species	Listing (Organization)	Critical Habitat	Protection	BC Trend	Site Trend
***Ecological* communities**					
American glasswort – sea-milkwort (*Salicornia pacifica – Lysimachia maritima*)	Red-listed (CDC)	n/a	Partially protected: community park	?	n/a
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: federal park, community park, DPA	↘	n/a
grand fir / dull Oregon-grape (*Abies grandis / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: community park, federal park, regional park	↘	n/a
seashore saltgrass Estuarine Marsh – Pacific swampfire (*Distichlis spicata – Sarcocornia pacifica*)	Red-listed (CDC)	n/a	Partially protected: regional park	↘	n/a

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LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) holds various conservation interests on South Pender Island that provide critical protection for species at risk, including the Northern red-legged frog, common nighthawk, and the coastal wood fern.

South Pender Island's Official Community Plan (OCP) integrates environmental objectives through a framework dedicated to the protection of sensitive ecosystems and the preservation of natural biodiversity. The primary regulatory tools for implementation include:

- Environmentally Sensitive Areas (ESA) DPA: Designed to identify and protect areas of high biological diversity and sensitive habitat from land-use disturbances.
- Riparian and Shoreline DPAs: Ensure that development activities near watercourses and coastal interfaces maintain the ecological integrity of these vital transition zones.

Existing protections offer at least partial coverage for identified critical habitats; however, biological data suggests significant monitoring gaps. The Northern red-legged frog was last documented in 2005, and the common nighthawk was last recorded in 1993. These historical data points emphasize the importance of leveraging current DPA protections to maintain habitat connectivity, even as recent population confirmations remain limited across the island.

Thetis Island

Species	Listing (Organization)	Critical Habitat	Land Use Protection	BC Trend	Site Trend
Edwards' beach moth (*Anarta edwardsii*)	Endangered (SARA)	⊖	None known	↘	Last recorded observation 1971
Lindley's microseris (*Uropappus lindleyi*)	Endangered (SARA)	⊖	Partially protected: community park	?	Observed 2014 (southwest side Ruxton Island)
Island Tiger Moth (*Apantesis complicata*)	Threatened (COSEWIC)	⊗	Partially protected: conservation covenant, nature reserve	?	Last recorded observation 1975
Wandering Salamander (*Aneides vagrans*)	Special Concern (SARA)	n/a	Partially protected: conservation covenant, nature reserve	?	Last recorded observations 1989-1996
Common Woodnymph, *incana* subspecies (*Cercyonis pegala incana*)	Red-listed (CDC)	n/a	None known	↘	Observed 2010
Peregrine falcon (*Falco peregrinus anatum/tundrius*)	Red-listed (CDC)	n/a	None known	↔	Last recorded active 2004, 2010, 2012
Double-crested cormorant (*Nannopterum auritum*)	Blue-listed (CDC)	n/a	Ecological reserve	↗	Last observed 2000 (Rose Islets)
Erect Pigmyweed (*Crassula connata* var. *connata*)	Blue-listed (CDC)	n/a	None known	◌	Last recorded observation 1998 (Tree Island and north end Valdes Island)
Townsend's Big-eared Bat (*Corynorhinus townsendii*)	Blue-Listed (CDC)	n/a	Nature reserve	?	Last observed 1997
***Ecological* communities**					
Douglas-fir / dull Oregon-grape (*Pseudotsuga menziesii / Mahonia nervosa*)	Red-listed (CDC)	n/a	Partially protected: conservation covenant, nature reserve	↘	n/a

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LOCAL CONTEXT:

The Islands Trust Conservancy (ITC) maintains significant conservation interests on Thetis Island, which serve as foundational protection for various species at risk, including the Northern red-legged frog, common nighthawk, and the coastal wood fern.

Thetis Island's Official Community Plan (OCP) integrates environmental stewardship through dedicated policies for the protection of watercourses, wetlands, and sensitive marine ecosystems. These conservation objectives are supported by a suite of Development Permit Areas (DPAs) aimed at mitigating development-related impacts on sensitive terrain, including:

- Environmentally Sensitive Areas DPA: Provides regulatory oversight to protect fragile ecosystems from land-use disturbances.
- Riparian and Shoreline DPAs: Regulate activities near sensitive water bodies and coastal interfaces to maintain ecological integrity.
- Steep Slopes DPA: Manages development in high-risk terrain to prevent habitat fragmentation and erosion.

While these regulatory tools provide at least partial protection for identified critical habitat, biological monitoring reveals significant gaps in recent documentation. The Northern red-legged frog was last recorded in 2005, and the common nighthawk was last documented in 1993. These historical records highlight the need for continued habitat preservation and updated inventory data to ensure the efficacy of existing DPA protections in supporting these species.

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Terms of Reference[1]

Professional Environmental Assessment Reports for Planning Services

The purpose of this document is to describe the requirements for Professional Environmental Assessment reports that may be required as part of the development approval process pursuant to s.29 of the *Islands Trust Act* and s.487 of the *Local Government Act*. The Terms of Reference (TOR) is intended to outline the scope of work required by Qualified Environmental Professionals (QEPs) or Registered Professional Biologists. For each application, the officer or employee of Islands Trust authorized by the relevant Development Approval Information bylaw determines the requirements for a Environmental Assessment (EA) report.

Environmental Assessment reports identify significant environmental values to ensure they are protected to the extent possible prior to any proposed site disturbance. The assessment must reference applicable Development Permit Area Guidelines.

Professional Standards:

1. Reports are to be prepared, signed and sealed by a Registered Professional Biologist or QEP. The assessment report must identify the applicant who requested the report.
2. All documents submitted must include a title, the author of the document, and the date, including any subsequent revision dates.
3. The report must be consistent with the relevant development approval information bylaw, provincial and federal legislation, and best practices. Specifically:
    a. Any work within 30m of a stream (as defined in the regulation) requires a Riparian Areas Protection Regulation (RAPR) report approved by the Province, and,
    b. Any work in and about a stream requires either notification or authorization under the *Water Sustainability Act* (WSA).
4. The report must describe the site conditions prior to the proposed disturbance, including any previous site disturbance, and the anticipated site conditions post development.
5. The report must take into consideration off-site developments (both existing and those permitted by current regulation) and the impact these developments may have on the subject property.

[1] Based on Terms of Reference Professional Reports for Planning Services 2014 Regional District of Central Okanagan; Standardized Terms of Reference for Professional Reports and Technical Studies 2015 City of West Kelowna; Develop with Care 2014 Province of British Columbia; Islands Trust Area Development Approval Information Bylaws

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6. Methods must be repeatable and results based on agency and/or scientific standards appropriate to the landscape being assessed. The level of effort in terms of personnel and time spent on site evaluations must be clearly stated including the time of year and length of site evaluations. Seasonal site conditions likely to be absent during the period of evaluation need to be documented and assessed by alternative methods.
7. Site visits are to be conducted during the appropriate time of year to determine species presence/absence and when the ecological features of interest are best observed. Site inspections should be completed during different seasons, especially during the "wet season" to assess surface flows and presence of seasonal or ephemeral features and the growing season to identify wildflower species and insect presence.
8. All images and data sources are to be referenced with a clear indication of the date to demonstrate that the most up-to-date information available was used to complete the assessment.
9. All new and/or updated information on sensitive ecosystems and species and ecosystems at risk will be provided to the appropriate groups and agencies, such as the BC Conservation Data Centre.

Deliverables

1. A summary of pre-existing information on the site collected by government agencies or in the published literature will be gathered, assessed and presented, including current site conditions such as biological integrity.
2. Gaps in the existing information will be clearly identified and the best ways to fill these information gaps will be stated. Additional fieldwork may be required to fill the information gaps and reach the desired level of information to conduct the assessment. Information gaps may be filled from local knowledge sought from other interested parties including current and past owners, neighbours, local Conservancies (or other environmental or naturalist groups), First Nations, and other local groups.
3. Where (data is?) incomplete or surmised, the level of confidence or reliability in the environmental knowledge will be assessed and documented. Knowledge gaps required for an assessment that could not be filled will be assessed and the impact of a lack of such knowledge will be documented.
4. A summary of all field assessments completed to meet the policy and regulatory requirements and to identify impacts on the environment is to be provided.

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5. A site plan professionally prepared at an appropriate scale, based on a legal survey, is to be included, which delineates (if applicable):
    - the proposed development, including the full construction envelope, and associated features;
    - the development permit area boundary, site access and staging areas;
    - current and proposed buildings and any other structures;
    - signage and all supporting infrastructure;
    - roads, driveways, vehicular and bicycle parking areas and loading areas;
    - pedestrian pathways or sidewalks;
    - proposed site grading and post development contours;
    - topographic features (showing natural slope contours at appropriate intervals); and,
    - significant features (including raptor nest trees) identified in the site inventory and conservation evaluation.
6. Site profiles and cross sections demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included where development would occur on slopes exceeding 20% grade.
7. For applications for sites with Riparian Areas, the assessment must include locations of the top of bank, high water mark, Streamside Protection and Enhancement Area (SPEA) widths, the width of any zones of sensitivity and measures to maintain the integrity of the SPEAs.
8. For applications for sites within Shoreline and Marine areas, the assessment must include the natural boundary of the sea, the landward development permit area boundary (if applicable), and any existing and proposed clearances of piers from the natural boundary and dock clearances from the foreshore.
9. For applications for sites with Lakes, Streams and Wetlands, the assessment must include location of any existing and proposed sewage installation or groundwater wells, location of the top of bank, and location of natural boundary of the lake(s), stream(s) and wetlands.
10. For sites that have streams present, the report must include:
    - a description and evaluation of the riparian values (including species of fish that frequent the waterbody);
    - riparian features and habitat present;
    - biological function of the riparian zone;
    - stream magnitude; and,
    - values of connected downstream habitat.
11. Where wetlands, riparian areas, and woodlands exist within the development area, measures to ensure that proper hydrological function is maintained must be

included. Information on how the site will maintain normal wetland and water processes post development must be demonstrated.

12. A site inventory, commenting on the ecosystem classification, and based on current best practices, such as the Resources Information Standards Committee Standards for Describing Terrestrial Ecosystems in the Field, providing information on:
    - the existing, pre-development plant communities;
    - aquatic, marine and terrestrial habitats;
    - sensitive ecosystems;
    - nesting trees;
    - the presence of rare species and rare plant communities;
    - natural areas known to be important in the life cycle of one or more indigenous species;
    - current on-site and adjacent land uses;
    - slope stability;
    - erosional processes;
    - hydrology;
    - topography;
    - any aquatic sediment transport (including in the marine environment); and,
    - flood potential.
13. Contiguity to other environmentally sensitive areas, edge effects, and relation/dependence of ecosystems beyond the boundaries of the site must be included.
14. Site suitability for rare species, any critical or specialized habitat features, species diversity, habitat complexity, habitat potential and/or rarity in the local or regional context must be included.
15. If species at risk are known or suspected to potentially use the site, a species-specific inventory conducted in the appropriate season by an appropriately qualified professional will be required.
16. The ability to tolerate anthropogenic disturbances, resilience to imposed stresses on an ecosystem, potential for rehabilitation or recovery after disturbance, long-term impacts on habitat values and ecosystem functionality and the severity or extent of the proposed disturbance must be provided.
17. Ecosystems should be described in terms of successional stage, areal extent and degree of disturbance (from erosion, trails, roads and invasive plant species).
18. The identification of significant natural features and any existing buffers around sensitive areas are required.

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19. A statement regarding the rarity and uniqueness of the particular habitat as it relates to the remaining habitat within the Islands Trust area and the coastal region, including historical loss, must be provided.
20. A Cumulative Effects Analysis will consider surrounding lands and their uses and impacts. While site level environmental impacts may appear to be small, cumulative effects of the same nature on adjacent land, or all similarly-zoned land, or all land with similar future generalized use, may be large or even extreme.
21. The report must include a monitoring plan to observe and evaluate the environmental works identified in the assessment. Measurable parameters that will establish whether the development has caused impacts or that mitigation was actually achieved and successful are to be provided.
22. Recommended measures to avoid, limit, mitigate and manage the impacts of the proposed development on environmentally valuable features must be included, such as buffers and protective fencing. Confirmation that the provincial Environmental Mitigation Procedures have been followed is required.
23. The report must describe mitigation measures and their anticipated effectiveness in maintaining the health, form and function of environmentally valuable features. Where applicable, these measures should include:
    - site and route selection;
    - project scheduling;
    - project designs (equipment selection, placement, emissions abatement measures); and,
    - construction and operation procedures and practices.
24. Standard mitigation, best management practices (BMPs), environmental management plans, environmental protection plans, contingency plans, emergency response plans and other general practices assumed or proposed to be implemented by the applicant must be clearly stated in the report.
25. Recommended actions to restore or enhance ecosystem functions or habitat that have been degraded prior to development or that would be impacted by the proposed development. All mitigation, restoration, and compensation prescriptions will include clearly articulated performance standards that are based on the best available science. Approach the Island Trust Conservancy and local stewardship groups/conservation organizations for advice on restoration and enhancement opportunities and techniques.
26. If avoidance or mitigation measures are not likely to be effective, the recommendation should be that the development be re-designed or relocated away from Sensitive Ecosystems, other significant habitat, and/or species of interest.

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Incomplete or Deficient Reports

If it is determined that a report is incomplete or deficient, the applicant will be notified in writing of the nature of the deficiencies and the timeframe to resubmit the corrected report.

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Attachment 3

Islands Trust Natural Environment Development Permit Area

Purpose

The purpose of the Natural Environment Development Permit Area is to establish objectives and guidelines to protect and enhance environmentally sensitive areas, ecosystems and biological diversity, including critical habitat, ecosystems at risk, and the habitat for species at risk.

Designation

In accordance with Section 488(1)(a) of the *Local Government Act*, all lands within the boundaries of the Islands Trust Area are designated as a development permit area for the protection of the natural environment, its ecosystems and biological diversity.

This Natural Environment Development Permit Area applies to the following Environmentally Sensitive Areas:

1. Freshwater Aquatic Ecosystems
    a. Any development within 30 metres of the natural boundary of a freshwater aquatic ecosystem.
2. Terrestrial Sensitive Areas:
    a. Areas designated under the provincial Sensitive Ecosystem Inventory categories, such as cliff, herbaceous, mature forest, older forest, riparian, seasonally flooded, wetland and woodland.
3. At-risk species and ecological communities:
    a. Including, but not limited to, species listed under the federal *Species at Risk Act* (SARA), assessed as at risk by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), and species and ecological communities provincially designated as red- or blue-listed.
4. Marine shorelines:
    a. Any development within 30 metres horizontal distance of the high water mark of the ocean.

Objectives

- Protect the natural environment, its ecosystems and other areas of ecological sensitivity, wildlife and other important habitats and biological diversity from potential development impacts.
- Protect rare and endangered ecosystems, ecological communities and species.
- Maintain ecosystem connectivity.
- Restore and enhance lost or degraded ecosystems and ecosystem functions.
- Promote and encourage ecological resilience in the natural environment to respond to climate change.
- Protect against flooding, erosion and sea level rise in ways that preserve environmental, cultural and recreational values.
- Establish procedures and guidelines for restoration environmentally sensitive lands damaged by unauthorized development.
- Manage the introduction and spread of invasive species.
- Ensure that ecosystem protection and enhancement values are elevated and prioritized in the development design and review process, and specify where and how lands are developed around environmentally sensitive areas.
- Meet and generally exceed the Riparian Areas Protection Regulation (RAPR) requirements.
- Provide comprehensive environmental protection guidelines that are scientifically rigorous, clear, and transparent to development applicants and the greater community.

Exemptions

A Natural Environment Development Permit will not be required when:

- The property has a covenant registered under the *Land Title Act*, which protects the entire environmentally sensitive area, all conditions in the covenant have been met, and the proposed development will not affect any portion of the environmentally sensitive area; or
- The land is not environmentally sensitive and the natural feature is no longer present due to previously approved development and cannot be restored. To determine whether the proposed development qualified for this exemption, applicants will be required to provide a report on the condition of the environmentally sensitive area, prepared by a Registered Professional Biologist (RPBio); or

- Development activity occurs outside the environmentally sensitive area, and which appropriately protects and buffers any environmentally sensitive area on the property; or
- Emergency works or procedures that are necessary to prevent, control or reduce flooding, erosion or other immediate threats to life or property, including emergency flood or erosion control works; or
- The removal of hazardous trees that present an immediate danger to the safety of persons or will damage public or private property, as determined by an arborist certified by the International Society of Arboriculture (ISA) with Tree Risk Assessor Certification (TRAC), provided a tree risk assessment report is provided to Islands Trust including the proposed tree replacement following provincial criteria and removal is in accordance with the Riparian Areas Protection Regulation, *Water Sustainability Act, Wildlife Act* and *Fisheries Act*; or
- The activity proposed on the site will not impact the environmentally sensitive area and the activity relates solely to normal farm practices in accordance with the *Farm Practices Protection (Right to Farm) Act* and the landowner follows other requirements or regulations listed in the Act; or
- The development activity involves forest management on lands subject to the *Forest Act* or *Private Managed Forest Land Act*; or
- Renovations, repair and maintenance to existing buildings, structures and utilities provided the structure remains on its existing foundation, does not extend the structure footprint either horizontally or vertically beyond its pre-existing condition, and is in compliance with the *Local Government Act*; or
- The activity proposed is for restoration only, including hand removal of invasive plants or noxious weeds on a small scale with appropriate disposal methods and the planting and maintenance of native trees, shrubs or ground cover for the purpose of restoring or enhancing habitat values and/or soil stability. A restoration plan prepared by a Registered Professional Biologist (RPBio) must be provided to Islands Trust prior to these activities taking place.

Guidelines

General

- No alteration of land, disturbance of vegetation, movement of soils or other disturbance of land or water, or subdivision of land within the DPA may be undertaken without:
    - A Development Permit issued under these guidelines; and
    - Strict compliance to the terms of such a Development Permit.

Attachment 4

STAFF REPORT

File No.: Housing Options Toolkit

DATE OF MEETING:	May 1, 2026
TO:	Regional Planning Committee
FROM:	William Shulba, P.Geo, Senior Freshwater Specialist Planning Services
COPY:	Stefan Cermak, Director Planning Services
SUBJECT:	Communication Summary and Options for Land Information Screening Tool (LIST)

RECOMMENDATION

1. That the Regional Planning Committee request staff to prepare an internal communications policy for staff reports, presentations, and related projects, to improve how the methodology and rationale used in the Land Information Screening Tool are communicated.
2. That the Regional Planning Committee request staff to expand and refine the Land Information Screening Tool information in the Housing Options Toolkit to add a more technical and thorough summary of the tool's methodology, rationale, and intended use to compliment the current plain language tool posted online as Tool 4 – Land Information Screening Tool.
3. That the Regional Planning Committee request staff to bring forward, through future work planning and budget processes, the following option(s) identified in this report: [insert option number(s) as selected by the Committee].

REPORT SUMMARY

This report responds to the following Regional Planning Committee resolution:

"That the Regional Planning Committee request staff to provide options and recommendations to improve communication on the methodology and rationale used to create models in the Land Information Screening Tool (LIST), and that these can accompany any public release of maps or models that support LTC projects."

The Land Information Screening Tool (LIST) is an Islands Trust planning support tool within the Housing Options Toolkit that is used to screen and compare areas for potential residential density and intensity based on environmental, freshwater, geohazard, transportation, and infrastructure considerations.

Current staff resources provide primary means of communicating, interpreting, and applying LIST. These resources include the technical memorandum prepared to guide staff in the use, methodology, and governance of LIST, the Housing Options Toolkit Tool 4 summary, and presentation materials that can be used to communicate LIST to local trust committees and staff.

The Housing Options Toolkit is a standalone document that situates LIST within a broader suite of planning tools available to support housing-related projects. Within that document, Tool 4 provides a summary-level description of LIST and functions as an existing communication option developed through the Housing Options Toolkit project.

That summary may be expanded, refined, or supplemented if additional explanation of methodology or rationale is considered necessary for future projects or public release of associated maps and models.

This report provides a suite of communication options for Regional Planning Committee (RPC) consideration, identifies the intended audience for each option, and outlines associated staff, timing, and potential budget implications. Special consideration is warranted given the current point in the electoral term, the staff resources required to develop any additional communication materials, and the need to ensure that any public-facing explanation remains proportionate to the intended use of LIST as a planning support tool.

BACKGROUND

The Land Information Screening Tool (LIST), formerly referred to as the Suitable Land Analysis (SLA), is an Islands Trust planning support tool within the Housing Options Toolkit used to screen and compare areas for potential residential density and intensity based on environmental, freshwater, geohazards, transportation, and infrastructure considerations. As described in Tool 4 of the Housing Options Toolkit, LIST is a mapping tool and spatial decision-support framework that integrates a range of existing geospatial layers, each representing an environmental, social, or infrastructural factor contributing to relative land suitability. It is intended to support land use planning for housing through a consistent, island-scale screening approach.

LIST builds on a series of prior Islands Trust technical initiatives, including Sensitive Ecosystem Mapping, Steep Slope Hazard Mapping, Groundwater Recharge Mapping, and Watershed Resiliency Mapping. These initiatives established the datasets, technical standards, and modelling processes that underpin the current tool. LIST advances this work by integrating island-wide raster layers into a composite screening model while allowing additional layers to inform interpretation and planning review.

LIST is organized around three types of data. Type I layers are island-wide raster datasets that contribute directly to the composite screening map. These include freshwater sustainability layers such as groundwater recharge, aquifer vulnerability, saltwater intrusion risk, and watershed resiliency; ecosystem protection layers such as sensitive ecosystems, species and ecological communities at risk, and forest structure; hazard avoidance layers such as steep slopes; and community integrity layers such as road adjacency. Type II layers are vector overlays used to identify discrete features, constraints, or areas of interest that do not contribute directly to the model output but inform interpretation. Type III layers are confidential or restricted datasets that are not part of the modeller itself but may provide important contextual information for internal planning review.

The current Tool 4 summary in the Housing Options Toolkit functions as one existing communications product for LIST. It provides a high-level / plain language explanation of the tool, its core data structure, and the role of weighting and classification in generating a single screening output. In addition to the Housing Options Toolkit summary, staff currently rely on the technical memorandum and presentation materials to explain LIST methodology and outputs in internal and local trust committee settings.

LIST was advanced to several local trust committees during early 2025, including North Pender, Mayne, Denman, Gabriola, and Hornby, through introductory presentations that described the purpose, methodology, themes, weighting structure, and planning role of the tool. These presentations provided an initial overview of how the model works, but they produced mixed results and did not fully resolve questions regarding the rationale for selected layers, the meaning of weighting, or the interpretation of outputs in a planning context. This has led to the present request from the Regional Planning Committee for options to improve communication of both methodology and rationale, particularly where LIST-related maps or models may accompany LTC projects or public release.

The focus of this report is therefore not to revise the LIST model itself, but to identify communication options that may improve understanding of the model for different audiences. Those options must be considered in relation to staff capacity, timing, maintenance requirements, and the role of LIST as a planning support tool within the Housing Options Toolkit.

ANALYSIS

Current Communication Context

LIST is currently supported by several communication tools that serve different purposes and audiences. These include the technical guidance memorandum (Attachment 1) prepared for staff, the Tool 4 summary (Attachment 2) within the Housing Options Toolkit, staff reporting to LTCs and RPC, and slide presentations (Attachment 3) used in introductory discussions with local trust committees. These materials provide the primary means of explaining what LIST is, how it functions, and how it may be used in housing-related planning discussions. These existing materials are complementary, audience-specific, and not intended to be redundant.

The technical memorandum provides the most complete explanation of methodology, data types, classification, weighting, implementation, and governance. The Housing Options Toolkit provides a shorter, standalone summary intended to situate LIST within a broader suite of housing planning tools. Staff reports and presentation materials provide practical communication tools for use in discussions with trustees and committees. The current question is therefore not whether communication exists, but whether the present suite of materials is sufficient for future public-facing release of LIST-related maps or models supporting LTC projects.

Methodology and Rationale as Distinct Communication Needs

The RPC resolution refers to both methodology and rationale; these should be treated as related but distinct communication needs.

Methodology refers to how LIST models are constructed. This includes the use of ArcGIS Pro Suitability Modeler, the multiple-criteria decision analysis framework, the classification of Type 1 raster layers, the weighting structure between layers, and the use of Type 2 and Type 3 overlays to support interpretation. Existing staff materials already communicate most of this information in varying levels of detail.

Rationale refers to why specific layers, themes, and weighting structures were selected. This includes planning intent, alignment with the Islands Trust Policy Statement, local planning context, potential incorporation of locally derived data, and the professional judgment used to translate environmental, freshwater, geohazard, transportation, and infrastructure data into a regional screening model. This aspect is more interpretive and may be more difficult to communicate consistently, particularly where elected officials or members of the public wish to understand why one factor was given greater influence than another.

Audience Considerations

Different audiences require different levels of explanation. Planning staff require technical and operational guidance to apply the tool consistently. Local trust committees require enough explanation to understand the tool's purpose, structure, limitations, and implications for planning discussions. The public may require a shorter, more accessible explanation focused on intended use, limitations, and general rationale rather than detailed model construction.

A single communication product may not be equally effective for all audiences. A highly technical explanation may be appropriate for staff but may not be suitable for trustees or public release. Conversely, a summary-level explanation may be useful for public understanding but insufficient for staff application or internal governance. This suggests that the communication issue is not solely about adding more information, but about matching communication products to audience and purpose.

Timing, Resource, and Work Program Considerations

Any new communication product will require staff time to prepare, review, maintain, and update. This includes drafting content, confirming technical accuracy, aligning messaging across planning and GIS staff, and revising materials when underlying datasets or model configurations change. Depending on the option selected, additional work may be absorbed within existing staff capacity or may require future budget consideration. Moreover, the actions should be identified within the Housing Strategic Action Plan in order for staff to be able to apply resources this term.

Timing is a relevant factor. The current electoral term is approaching its conclusion, and the degree of benefit associated with developing new communication materials should be considered in relation to staff workload, near-term LTC project needs, and whether implementation would realistically occur before the next term. Lower-effort options may be more feasible in the near term, while more substantial communication products may be better considered as future work program items.

Implications of Public Release

The RPC resolution specifically references communication materials that may accompany public release of maps. Public release increases the importance of clarity regarding intended use and limitations. LIST is a planning support tool, not a regulatory determination, not a parcel-specific approval tool, and not a conservation designation tool. Accompanying materials need to communicate these limitations clearly to reduce the risk of misinterpretation.

Public-facing materials need to strike an appropriate balance between transparency and complexity. Too little explanation may create confusion or mistrust. Too much technical detail may be difficult to follow or may invite interpretation beyond the intended planning use of the tool. This balancing exercise is central to the options presented in this report.

Communication Options

Option 1 – Refine Housing Options Toolkit 4

This option would involve refining and expanding Tool 4 of the Housing Options Toolkit to accompany any future public release of LIST-related maps or models that support LTC projects. The document would expand on the explanation, in plain language, what LIST is, what it is intended to do, how the map should be interpreted, the methodology, and key limitations on use. It would not attempt to reproduce the full technical methodology or describe all data inputs in detail.

The intended audience for this option would be members of the public, community groups, applicants, and trustees seeking a simple introduction to the tool. This option would be useful where the objective is to improve transparency without requiring readers to engage with the full technical memorandum or a more detailed methodology summary.

The main advantage of this option is that is proposed to be prepared within existing staff capacity if scoped modestly. It would provide a clearer minimum level of explanation when LIST-related maps are shared publicly and could help reduce confusion about intended use. Its main limitation is that it may not provide enough detail to satisfy questions regarding why particular layers or weighting structures were selected. It would therefore improve communication of purpose and limitations more than communication of detailed rationale. This is based on staff resources, which may not be available if not a priority project.

Option 2 – Standardized LIST Presentation Package

This option would involve developing a standardized slide presentation package for use by staff in discussions with local trust committees, advisory planning commissions, and potentially community meetings. The package would explain what LIST is, the broad methodology used to create it, the rationale for included themes and layers, the meaning of weighting, the limitations of outputs, and the distinction between screening and regulatory decision-making. Speaker notes or accompanying guidance could be included to support consistent delivery by staff.

The intended audience for this option would be trustees, advisory bodies, and meeting participants. This option responds well to the fact that LIST has already been introduced to several LTCs through presentation materials and that communication issues have emerged in those settings.

The main advantage of this option is that it would provide a consistent and repeatable format for presenting LIST across islands and projects. It would support staff in workshop settings and could improve trustee understanding of both methodology and rationale. Its limitation is that presentations are primarily useful in meeting contexts and are less effective as a standalone public reference unless paired with another product. This option would require moderate staff effort to develop, maintain, and tailor to specific islands or projects where needed.

Option 3 – Public-Facing LIST Web Information Product

This option would involve creating a public-facing web-based product, such as a dedicated web page, StoryMap, or ArcGIS Experience, that explains LIST methodology, rationale, themes, layers, intended use, and limitations in a more interactive format. Depending on scope, this option could include visual explanation of the composite map, selected input layers, and plain-language interpretation guidance.

The intended audience for this option would be the public, trustees, partner agencies, and other external users who may wish to understand LIST in more detail. This option would provide the greatest accessibility and public transparency where maps or models are made available beyond internal staff use.

The main advantage of this option is that it offers the strongest public-facing communication format and could present complex information in a more accessible and engaging way. Its main limitation is that it would require the greatest staff effort, technical coordination, and ongoing maintenance. It exceeds current work program capacity and would require resourcing considerations.

Option 4 – LIST Internal Communications Policy for Staff Reports and Public Release

This option would involve preparing an internal communication policy to guide how LIST is communicated out in staff reports, presentations, and any public release of maps. Rather than creating a new standalone public product, this option would establish a minimum communication standard for staff use. The policy could create a template with explanatory content, such as a standard description of LIST, key methodology statements, limitations language, and direction on when supporting materials should accompany a map or model.

The intended audience for this option would be staff. Its purpose would be to support consistency in how LIST is described and reduce variability in messaging across reports, projects, and islands.

The main advantage of this option is that it would be a staff resource to facilitate the implementation of LIST within specific projects and initiatives. Its limitation is that it would not, on its own, provide a new public-facing explanation of methodology or rationale. It would be strongest when paired with one of the other options, particularly Option 1, Option 2, or Option 3.

Overall Option Considerations

These options are not mutually exclusive. Internal consistency measure, such as Option 4, could be added to the list of operational changes being considered by management. An internal policy amendment could be paired with a more public-facing option, such as Option 1 or Option 2, if the Regional Planning Committee wishes to improve communication without committing to a larger product at this time. A more substantial option, such as Option 4, may be more appropriate as a future work program item if there is continued demand for broader public access and explanation.

Rationale for Recommendation

The recommended resolutions are intended to respond directly to the Regional Planning Committee request while remaining proportionate to the current use and audience of the Land Information Screening Tool. LIST already has an established suite of staff-facing and trustee-facing communication materials, including the technical memorandum, the Housing Options Toolkit summary, staff reporting, and presentation materials.

The first recommendation would establish an internal communications policy for staff reports, presentations, and related LTC project materials. This is the most immediate and practical step available to staff. A protocol would improve consistency in how LIST is described, clarify the minimum content that should accompany maps or models, and reduce the risk of varied messaging between projects, islands, or presenters. This option is relatively modest in scope and can strengthen communication without reopening the model itself.

The second recommendation would expand and refine the Land Information Screening Tool section of the Housing Options Toolkit to serve as the primary source for public facing documents. This builds on an existing Islands Trust communication product rather than creating an entirely new document stream. The Housing Options Toolkit functions as a standalone planning resource; this option provides a logical location for a clearer and more complete summary of LIST methodology, rationale, intended use, and limitations. It improves public and trustee access to summary information while keeping the more detailed technical guidance in staff materials.

The third recommendation would allow the Regional Planning Committee to identify, during discussions at the RPC meeting, whether one or more additional options from this report be brought forward through future work planning and budget processes. This is an important governance step, as some of the options identified in the report would require additional staff resources, coordination, and potentially budget to prepare and maintain.

Framing these as future work plan items allows the RPC to express interest in further communication products without committing staff to undertake work that may not be achievable within current capacity or within the remainder of the present electoral term.

This approach provides a staged and pragmatic response. It improves consistency in the near term, strengthens an existing public-facing summary document, and preserves flexibility for the Committee to identify any further communication products it wishes to consider through future planning and budgeting processes.

ALTERNATIVES

1. Do not proceed with any additional communication materials at this time

The RPC may choose not to direct any further work at this time and to continue relying on the existing suite of LIST communication materials, including the technical memorandum, the Housing Options Toolkit summary, staff reporting, and presentation materials. Staff advise that the implication of this alternative is that no additional staff time or budget would be required in the near term. The limitation of this approach is that concerns regarding consistency and clarity in communicating LIST methodology and rationale may remain unresolved.

2. Amend or prioritize other actions in the Housing Strategic Action Plan

The Housing Strategic Action Plan includes the following actions:

- Action 11: Undertake suitable land (for development) analysis using existing evidence based mapping data.
- Action 12: Incorporate new data on social and economic implications of housing location into suitable land analysis.
- Action 13: Undertake work with First Nations to identify and incorporate indigenous interests into suitable land analysis

Discussions in this report revolve around RPCs request to improve communications regarding the completed Action 11. RPC may recommend prioritizing advancing Actions 12 and 13 before improving communications for Action 11. RPC may also recommend that Trust Council amend the Housing Strategic Action Plan to include more actions related to communications either in relation to Action 11, under Objective A: Identify and Communicate Hosing Needs and Activities, or other.

NEXT STEPS

Staff expect to update the RPC on the Housing Strategic Action Plan at their next regular business meeting.

Next steps will depend on Regional Planning Committee direction. If the Committee adopts the recommended resolutions, staff would prepare an internal communication policy, revise the Land Information Screening Tool section of the Housing Options Toolkit, and, if requested during the business meeting, identify one or more additional communication options for consideration through future work planning and budget processes. If no further direction is provided, staff would continue to rely on existing LIST communication materials in support of LTC projects.

Submitted By:	William Shulba, P.Geo, Senior Freshwater Specialist	April 22, 2026
Concurrence:	Stefan Cermak, Director Planning Services	April 23, 2026

ATTACHMENTS

1. Land Information Screening Tool (LIST) Technical Guidance Memorandum
2. Housing Options Toolkit – Tool 4: Land Information Screening Tool
3. Example LIST Introductory Presentation

Attachment 1

MEMORANDUM

File No.: Land Information Screening Tool
March 31,2026

TO:	Islands Trust Planning Services
FROM:	Robert Kojima, Regional Planning Manager William Shulba, P.Geo, Planning Services, Senior Freshwater Specialist Kendra Hopper, Information Services, GIS Coordinator Patricia Woodruff, Planning Services, Biologist
SUBJECT:	Land Information Screening Tool (LIST) Technical Guidance Document

PURPOSE

The purpose of this memorandum is to provide technical guidance for the implementation and use of the Land Information Screening Tool (LIST) within the Islands Trust Housing Options Toolkit. LIST is a spatial decision-support tool designed to screen and compare areas for potential residential development, informed by environmental conditions, freshwater sustainability, geohazards, transportation, and infrastructure considerations.

BACKGROUND

The Islands Trust Land Information Screening Tool (LIST) is a spatial decision-support framework developed to assist planners, trustees, and community partners in identifying regional areas of opportunity for increased residential density and intensity.

LIST is a technical component of the Islands Trust Housing Options Toolkit. It is intended to inform policy exploration and planning analysis at a regional scale rather than to determine site-specific outcomes. The tool integrates existing geospatial datasets, each representing an environmental, hydrological, hazard, or infrastructural factor that contributes to relative land suitability.

The primary geospatial datasets used in LIST are derived from publicly available provincial sources, including the BC Data Catalogue, as well as professionally produced spatial data developed by or on behalf of the Islands Trust. These regionally consistent, island-wide datasets are processed using industry-standard GIS suitability modelling tools based on a multiple-criteria decision analysis (MCDA) framework to assign relative suitability ratings and generate a composite screening map.

In addition to island-wide datasets used in suitability scoring, LIST incorporates island-specific spatial information that identifies localized constraints, exclusions, or areas requiring site-specific consideration. These datasets are typically vector-based (polygons, lines, or points), may be derived from field observations or site-specific mapping, and are applied as overlay layers rather than as inputs to suitability scoring. Examples include protected areas, riparian buffers, archaeological or heritage sites, covenants, and other locally relevant features.

Together, these datasets enable LIST to provide regionally consistent screening while retaining the flexibility to reflect island-specific conditions and constraints. This structure ensures that housing-related planning discussions are informed by data appropriate to its scale, purpose, and level of accessibility, while preserving the need for professional judgment and site-level review.

OUTCOMES AND DELIVERABLES

The primary output of the Land Information Screening Tool is a composite screening map that presents relative land suitability as a gradient to support regional comparison and planning discussions within the context of the housing toolkit. The resulting map is intended to illustrate patterns of opportunity and constraint across an island rather than to determine parcel-level outcomes.

LIST is delivered on an island-by-island basis and is provided to planning staff as an internal ArcGIS Online web map. The web map includes the composite screening output, contributing Type 1 input layers, and relevant Type 2 and Type 3 overlay layers. This format allows staff to explore how individual environmental, freshwater, hazard, transportation, and infrastructure factors influence overall screening results and to present this information clearly to Local Trust Committees.

In practice, planners use LIST to compare areas across an island, explore housing-related planning scenarios, and focus policy discussions on locations where increased residential density and intensity may warrant further consideration. The tool supports early-stage evaluation, helps prioritize areas for additional analysis or engagement, and provides a shared, evidence-based reference for discussion with trustees and community stakeholders.

LIST outputs are intended to inform, not replace, professional planning judgment, regulatory review, or site-specific studies. The screening map is one component within a broader planning toolkit and must be interpreted in conjunction with existing bylaws, development permit areas, overlay constraints, and other applicable legislation.

DATA TYPES

For the purposes of the Land Information Screening Tool, spatial data inputs are categorized into three distinct data types based on scale, spatial coverage, analytical function, and access considerations. This classification clarifies how datasets are incorporated into the screening model, supports methodological consistency across islands, and establishes clear boundaries between analytical inputs, interpretive overlays, and restricted information.

- **Type 1 data** consists of island-wide raster datasets that are used directly in the suitability scoring process. These datasets provide continuous coverage across an island and are processed through the suitability modelling workflow using standardized classification criteria and weighting to evaluate relative land suitability. Type 1 data forms the analytical foundation of LIST and is used to generate the composite screening map.
- **Type 2 data** consists of island-specific vector datasets that identify localized constraints, exclusions, or areas requiring site-specific consideration. These datasets do not require island-wide coverage and are applied as overlay layers rather than as inputs to suitability scoring. Type 2 data provides contextual information that supports interpretation of screening results and informs planning review at the parcel or site scale.
- **Type 3 data** consists of site-specific vector datasets that function as overlays similar to Type 2 data but are subject to access, confidentiality, or data-sharing restrictions. These datasets are not publicly available and are used internally to inform planning review where sensitive environmental, cultural, archaeological, or regulatory information must be considered. Type 3 data does not influence suitability scoring and is managed in accordance with applicable legislation, data-sharing agreements, and organizational policy.

The sections below describe each data type in greater detail, including accepted formats, minimum technical requirements, access considerations, and intended use within LIST. This structure ensures that island-wide screening results are generated using consistent analytical inputs while allowing localized and sensitive information to inform interpretation without altering the integrity of the core suitability model.

Type 1 Data: Island-wide Suitability Layers

Type 1 data consists of island-wide raster datasets used directly in the suitability scoring process. A raster layer represents spatial information as a continuous grid of uniformly sized cells, with each cell assigned a value reflecting a specific environmental, hydrological, geohazard, or infrastructural characteristic. These datasets provide full spatial coverage across an island and represent regionally consistent factors relevant to identifying areas of opportunity for increased residential density and intensity.Type 1 datasets incorporated into LIST are derived from authoritative public sources or professionally produced spatial data.

Type 1 datasets are processed through the suitability modelling workflow using standardized classification criteria and weighting to evaluate relative land suitability. Each dataset is normalized or reclassified to enable comparison and combination with other Type 1 inputs, resulting in a composite screening map. Because these datasets directly influence model outputs, they must meet defined technical standards to ensure consistency, repeatability, and defensibility.

Type 1 datasets must meet the following minimum requirements:

- Data format: Raster (GeoTIFF preferred)
- Spatial resolution: Appropriate for island-scale analysis (typically 30 × 30 metres or finer)
- Spatial extent: Full land area coverage of the relevant island(s)
- Coordinate system: UTM Zone 10N, NAD83 (CSRS)
- Data values: Standardized, classifiable, or continuous values suitable for suitability scoring
- NoData handling: Clear and consistent treatment of non-applicable or excluded areas
- Metadata: Documentation of data source, date, processing steps, assumptions, and data steward

TYPE 1 DATA: SUITABILITY MODELLING LAYERS		
Theme	Type 1 Layer	Source
Ecosystems	Ecosystem Resiliency	B.C. M.O.E; Madrone Environmental Services Ltd.; Parks Canada; Galiano Conservancy; Islands Trust GIS
	Species & Ecological Communities At Risk	B.C. Conservation Data Centre
	VRI Dominant Age	Vegetation Resource Inventory
Freshwater	Groundwater Recharge Potential	Islands Trust Freshwater Atlas
	Watershed Resiliency	Islands Trust Freshwater Atlas
	Groundwater Well Density	Islands Trust Freshwater Atlas
	Risk of Saltwater Intrusion	Islands Trust Freshwater Atlas
Geohazards and Infrastructure	Road Adjacency	Islands Trust GIS; GeoBC Digital Road Atlas
	Steep Slopes	Islands Trust GIS; GeoBC - Terrain Resource Information Management

Type 2 Data: Site-specific Overlay Layers

Type 2 data consists of island-specific vector datasets that identify localized constraints, exclusions, or areas requiring site-specific consideration. These datasets do not influence suitability scoring and are not incorporated into the composite calculation. Instead, they are applied as overlay layers to support interpretation of screening outputs and to inform planning review at the parcel or site scale.

Type 2 datasets are typically vector-based (polygons, lines, or points) and may be derived from field observations, localized studies, regulatory mapping, or community-contributed information. Unlike Type 1 datasets, Type 2 data does not require full island coverage and is not normalized or weighted within the model.

Type 2 overlays provide essential contextual information by identifying areas where development may be constrained, excluded, or subject to additional regulatory review. These datasets support professional judgment and ensure that localized environmental, cultural, and regulatory considerations are reflected alongside island-wide screening results.

Type 2 datasets must meet the following minimum requirements:

- Data format: Vector (polygons, lines, or points), including ESRI Shapefile, File Geodatabase Feature Class, GeoPackage, or convertible KML/KMZ
- Spatial reference: UTM Zone 10N, NAD83 (CSRS) preferred (other coordinate systems accepted and reprojected as required)
- Geometry: Clearly defined and topologically valid features
- Attributes: Fields identifying feature type, relevance or significance, and data source
- Metadata: Documentation of purpose, data collection method, scale, date, author or organization, and contact information

TYPE 2 DATA: SUITABILITY OVERLAY LAYERS		
Theme	Type 2 Layer	Source
Admin and Planning	Roads	Digital Road Atlas
	Parcel Fabric	Land Title and Survey Authority of British Columbia
	Riparian Areas DPAs	Islands Trust GIS and Planning
	ALR	Provincial Agricultural Land Commission
	Covenants	BC Assessment; Islands Trust Conservancy and GIS
	Parks & Protected Areas	Islands Trust GIS, Islands Trust Planning
	Water Service Areas	Islands Trust GIS, Islands Trust Planning
Environmental	Marine Shore Adjacency	Islands Trust GIS, Islands Trust Planning
	Young Forest	Derived from SEM data – Islands Trust GIS
	Forest Contiguity	Cabin Forestry for Islands Trust
	Critical Habitat	Environment Canada

Type 3 Data: Restricted or Non-Public Overlay Layers

Type 3 data consists of site-specific vector datasets that function similarly to Type 2 overlays but are subject to access, confidentiality, or data-sharing restrictions. These datasets are not publicly available and are not included in publicly released screening products. Type 3 data is used internally to inform planning review where sensitive environmental, cultural, archaeological, or regulatory information must be considered.

Type 3 datasets may represent archaeological sites, cultural heritage resources, sensitive ecological features, species at risk habitat, or information provided under specific data-sharing agreements with Indigenous governing bodies or partner agencies. These datasets do not influence suitability scoring and do not require island-wide coverage. Instead, they are applied as internal overlays to flag areas requiring additional consultation, procedural safeguards, or regulatory compliance.

Access to Type 3 datasets is managed in accordance with applicable legislation, data-sharing agreements, and Islands Trust policy. Use of this data is restricted to authorized staff and planning processes to ensure responsible stewardship of sensitive information.

Type 3 datasets must meet the following minimum requirements:

- Data format: Vector (polygons, lines, or points)
- Spatial reference: UTM Zone 10N, NAD83 (CSRS) preferred
- Geometry: Clearly defined and topologically valid features
- Metadata: Documentation of data source, purpose, access restrictions, and applicable data-sharing or confidentiality requirements
- Governance: Use and access limited to authorized staff in accordance with legislation, agreements, and organizational policy

TYPE 3 DATA: SUITABILITY OVERLAY LAYERS		
Theme	Type 3 Layer	Source
First Nation and Archeological	Heritage Site & Archeological Sites	Archaeology Branch, Ministry of Forests
Environmental	Species at Risk	B.C. Conservation Data Centre

* Not for Public Viewing

METHODOLOGY

The Land Information Screening Tool (LIST) applies a structured and transparent methodology to evaluate relative land suitability using multiple spatial criteria. The analysis is implemented in ArcGIS Pro using ESRI's Suitability Modeler, which is based on a multiple-criteria decision analysis (MCDA) framework.

MCDA is a recognized decision-support approach used in land use planning to systematically evaluate, standardize, weight, and combine diverse environmental, hydrological, hazard, and infrastructural factors within a consistent analytical framework.

ESRI's Suitability Modeler was selected because it provides a transparent, reproducible, and industry-standard environment for raster-based spatial modelling. The tool enables planners and GIS staff to document classification schemes, weighting values, and model expressions within a structured workflow that can be reviewed, updated, and re-run as new data becomes available. This ensures methodological consistency across islands and over time.

Analytical Framework

The LIST methodology follows a consistent sequence of steps.

Island-wide datasets suitable for raster-based analysis are first identified and prepared as Type 1 inputs. These datasets are standardized to ensure comparability across layers. Each dataset is then classified into a common suitability scale.

Relative weights are applied to reflect the influence of each factor within the overall screening model. The weighted raster layers are combined using raster algebra within the Suitability Modeler environment to generate a composite screening surface representing relative land suitability.

Island-specific overlay datasets (Type 2 and Type 3 data) are subsequently applied to support interpretation and planning review but are not incorporated into suitability scoring. This structured workflow ensures that screening results are repeatable, transparent, and scalable across islands while preserving the ability to incorporate localized context through overlays.

Data Preparation and Standardization

All Type 1 datasets are prepared using a common spatial reference, resolution, and analysis extent prior to modelling. Source datasets are processed as required to ensure technical compatibility, including rasterization of vector inputs where appropriate and alignment of cell size and spatial extent to ensure consistent pixel-by-pixel comparison across layers. NoData values are handled consistently to prevent unintended distortion of model results. Areas outside the analysis scope, marine areas, or lands intentionally excluded from consideration are explicitly defined. Data quality checks are performed to confirm spatial alignment, completeness, and logical consistency prior to inclusion in the suitability workflow.

Each dataset is classified or normalized so that resulting values represent relative suitability within a consistent numeric scale. Standardization of source datasets that vary in measurement units and data structure ensures that no dataset disproportionately influences results due solely to its original value range. Where necessary, spatial processing techniques such as buffering, proximity analysis, or density calculation are applied to convert source data into raster inputs appropriate for regional screening analysis.

Preprocessing is a critical step in ensuring that the model compares like with like. Without standardization, differences in source format, scale, or spatial extent could introduce analytical bias unrelated to actual planning conditions. By applying a consistent preparation workflow to all Type 1 datasets, the LIST supports transparent comparison between layers and ensures that subsequent classification, weighting, and combination are based on a common technical foundation.

Suitability Classification and Scoring

Each Type 1 dataset is translated into a standardized suitability scale to enable comparison and combination across diverse planning factors. Because source datasets vary in units, measurement scales, and classification systems, they are reclassified into discrete suitability classes prior to combination.

For each dataset, source values or categories are assigned to qualitative suitability classes (for example, Very High, High, Moderate, Low, or Very Low) that reflect the relative appropriateness of an area for increased residential density and intensity within the context of housing-related planning objectives. These qualitative classes are then converted into numeric suitability factors on a common scale to support raster-based calculation within the model.

This standardization step is necessary to ensure that very different types of information can be meaningfully assessed together within a single screening framework. Ecological classes, groundwater indicators, slope values, and infrastructure proximity measures do not begin on a common measurement basis. Reclassification into a shared suitability scale allows each dataset to contribute to the model according to planning relevance rather than according to its original format or range of values.

Classification decisions are informed by:

- Professional planning judgment
- Established environmental and hazard management practices
- Alignment with Islands Trust priorities related to ecological integrity and freshwater sustainability
- Risk considerations associated with residential density and intensity

Classification schemes are layer-specific and reflect whether higher or lower source values correspond to greater or lesser suitability in a planning context.

Weighting and Combination

Two related but distinct processes occur within the LIST model: suitability scoring within individual layers, and weighting between layers in the composite analysis.

Within each Type 1 dataset, source attributes are classified into standardized suitability factors. This process assigns relative suitability values (e.g., Very High to Very Low) to the underlying characteristics of that dataset. For example, specific ecosystem types, groundwater recharge classes, or slope ranges are translated into numeric suitability factors based on planning intent, technical analysis, and professional judgment. This step determines how conditions within a single layer contribute to suitability and is undertaken through technical professional review.

Once all layers are standardized to a common suitability scale, relative weights are applied between layers to reflect their overall influence within the screening model and to support community planning objectives. Layer weighting addresses the relative importance of one planning factor compared to another (e.g., freshwater sustainability relative to road adjacency). Weighting decisions are informed by planning objectives, professional expertise, and risk-based considerations associated with residential development.

Within the Suitability Modeler environment, weighted raster layers are combined using raster calculations to generate a composite screening surface. The resulting output represents the cumulative influence of all classified and weighted factors under the defined model structure. Both classification schemes and layer weights are explicitly configured and documented within the model. Any adjustment requires modification of model parameters and re-execution of the analytical workflow, ensuring consistency, transparency, and reproducibility.

The table below defines how each Type 1 dataset is classified and weighted within the LIST model. Source data are standardized into a common suitability scale, enabling multiple planning factors to be systematically combined into the composite screening map. The table also distinguishes between suitability scoring applied within individual layers and the relative weighting assigned between layers in the overall model.

THEME	LAYER	OVERALL SUITABILITY WEIGHTING	LAYER UNITS		CLASSIFICATION VALUE	SUITABILITY	SUITABILITY FACTOR
Ecosystems	Sensitive Ecosystems	15	Primary Class	N/A	0	Very High	10
				Young Forest	0.33	High	7
				Seasonally Flooded	1	Very Low	1
				Mature Forest	0.66	Moderate	3
				Herbaceous	1	Very Low	1
				Cliff	1	Very Low	1
				Sand	1	Very Low	1
				Wetland	1	Very Low	1
				Woodland	1	Very Low	1
				Older Forest	1	Very Low	1
				Riparian	1	Very Low	1
				Freshwater	1	Very Low	1
	At Risk Species & Ecological Communities	15	Risk Scale	None	0	Very High	10
				Yellow	0.33	High	6
				Blue	0.66	Moderate	3
				Red	1	Low	1
	Dominant Age	10	Age Scale Percentrage	Cleared	0	Very High	10
				Pole/Sappling	10-20	High	8
				Young Forest	40-60	Moderate	5
				Mature Forest	60-100	Low	2
				Old Forest	>100	Very Low	1
Freshwater	Groundwater Recharge Potential	10	Potential Raster Class	High Discharge	0.0-0.1	Low	5
				Low	0.1-0.2	High	8
				Moderate	0.2-0.4	High	8
				High	0.4-0.8	Low	2
				Very High	>0.8	Very Low	1
	Combined Resiliency	10	Resilliency Risk Class	Very High	0.8-1.0	Very Low	1
				High	0.5-0.8	Low	1
				Moderate	0.3-0.5	Moderate	5
				Low	0.1 - 0.3	High	9
				Very Low	0 - 0.1	Very High	10
	Groundwater Well Density	10	Wells per Km^2	Very Low	<1	Very High	10
				Low	1-10	High	8
				Moderate	10-20	Moderate	4
				High	20-30	Low	2
				Very High	>30	Very Low	1
	Risk of Saltwater Intrusion	10	Risk Class	Very Low	VERY LOW	Very High	10
				Low	LOW	High	8
				Moderate	MODERATE	Moderate	5
				High	HIGH	Low	2
				Very High	VERY HIGH	Very Low	1
Geohazards and Infrastructure	Road Adjacency	10	Distance (m)	Very Near	<200	Very High	10
				Near	200-400	High	8
				Moderate	400-600	Moderate	5
				Far	600-800	Low	2
				Very Far	800-1000	Very Low	1
	Steep slopes	10	Degree Slope	Very Low	0-5	Very High	10
				Low	5-9	High	9
				Moderate	9-15	Moderate	5
				High	15-30	Low	1
				Very High	>30	Very Low	0

IMPLEMENTATION

The Land Information Screening Tool is intended to support housing-related planning discussions by identifying regional areas of opportunity for increased residential density and intensity in a manner informed by ecological integrity, freshwater sustainability, geohazard considerations, transportation, and infrastructure context.

The LIST is a decision-support tool and not a regulatory instrument. Its outputs are intended to inform professional planning judgment, policy development, and community discussion, rather than to prescribe specific land use outcomes. The composite suitability map is most appropriately used to identify areas where further planning exploration may be warranted, including consideration of zoning, housing policy, servicing alignment, and growth strategy discussions.

Areas identified as having lower relative suitability should not be interpreted as conservation designations or development prohibitions. Conversely, areas identified as having higher relative suitability do not imply development approval or reduced regulatory oversight. All proposals remain subject to existing bylaws, development permit areas, environmental requirements, site-specific studies, and applicable provincial legislation.

Documentation and Reproducibility

The LIST methodology is documented to ensure transparency, defensibility, and repeatability. Technical documentation includes data sources, processing steps, classification criteria, weighting structures, and model configuration details. This documentation is maintained separately from this memorandum as supporting technical material**.** As datasets are updated or refined, the suitability model can be re-run using the established workflow to maintain consistency across analyses. Model expressions, processing scripts, and implementation steps are preserved as part of the technical record and may be appended where required to support review, audit, or replication.

Use of Data

Type 2 and Type 3 datasets are not incorporated into the suitability scoring process and do not influence composite suitability values. Instead, these datasets are applied as overlay layers to provide contextual information, identify localized constraints or exclusions, and flag areas requiring additional review. This separation preserves the methodological consistency of the island-wide suitability analysis while ensuring that site-specific, sensitive, or restricted information appropriately informs planning interpretation and professional judgment. Overlay data supports responsible application of the LIST without altering the standardized regional screening framework.

Internal Technical Review and Staff Coordination

Planning and GIS staff are responsible for maintaining the technical integrity of the LIST. This includes reviewing underlying datasets, confirming classification schemes and layer weights, and ensuring that overlay layers are current and appropriately applied. Prior to presentation to a Local Trust Committee, staff review the composite suitability output alongside Type 2 and Type 3 overlays to identify any contextual considerations requiring clarification. Staff interpretation ensures that the tool is applied consistently and that results are presented within their appropriate analytical scope and limitations.

Any proposed technical adjustments to classification thresholds, weighting structures, or model configuration are evaluated internally to confirm methodological consistency and alignment with Islands Trust planning objectives before re-running the model.

Internal review also provides the opportunity to identify data gaps, assess whether newly available information warrants a model update, and confirm that any island-specific constraints are being appropriately interpreted through overlay layers rather than through informal adjustment of core model outputs. This process supports a consistent line between technical model administration and planning interpretation.

Local Trust Committee Workshop and Model Discussion

The LIST may be presented to a Local Trust Committee (LTC) as part of housing-related planning discussions. Workshops provide an opportunity for trustees to understand how the model operates, how individual layers contribute to overall suitability, and how relative weighting reflects planning objectives.

Trustee discussion may include consideration of relative layer weighting within the model to reflect local planning priorities, provided that adjustments remain consistent with Islands Trust mandate, adopted policy direction, and technical standards. Any proposed modification to layer weights must be formally documented and implemented by staff through re-execution of the established modelling workflow to ensure transparency and comparability.

Attribute-level classification within individual datasets — including ecological classes, hazard thresholds, freshwater risk categories, or provincially defined standards — is based on authoritative source data and professional technical interpretation. These classifications are not subject to ad hoc modification through workshop discussion. Changes to classification criteria, threshold definitions, or source dataset selection require formal technical review, documentation of rationale, and administrative approval prior to model revision.

The addition or removal of Type 1 datasets from the suitability model similarly requires formal staff review to ensure methodological integrity and consistency across islands. All model revisions are version-controlled and recorded to maintain a clear analytical history of adjustments over time.

Community Engagement and Public Communication

The LIST may be used to support community engagement by illustrating regional patterns of relative suitability and explaining how environmental, freshwater, and infrastructure considerations influence planning discussions. When shared publicly, outputs are presented with appropriate context regarding limitations, intended use, and the distinction between screening-level analysis and site-specific evaluation. Restricted (Type 3) data is not displayed in public-facing materials. Community feedback may inform future planning discussions and, where appropriate, may be considered in subsequent model review processes through established governance procedures.

Model Maintenance, Updates, and Governance Controls

The LIST is intended to function as a controlled and updateable planning support tool. As underlying datasets are revised, improved, or replaced, the analysis may be re-run using the established methodology to maintain technical defensibility, consistency, and planning relevance. The model configuration, including classification schemes, layer weights, and associated technical documentation, is retained as part of the formal technical record. All modifications are tracked and version-controlled to maintain a clear record of what was changed, when the change was made, and the rationale supporting it.

Substantive modification of the LIST, including changes to Type 1 layer selection, suitability classification schemes, or layer weighting, is to occur only through a documented review process led by planning and GIS staff. Where model adjustments are considered in response to evolving planning priorities, trustee discussion, community input, or improved data availability, those changes must be formally evaluated, documented, and implemented through revision of the model configuration. They are not to be introduced through ad hoc interpretation, informal adjustment, or presentation-level modification of outputs.

This governance approach is necessary to preserve methodological integrity, comparability, and transparency across islands and over time. It ensures that LIST remains a professionally administered decision-support tool that can evolve in response to improved data and planning needs without compromising analytical consistency or public accountability.

SUMMARY

This memorandum provides technical guidance for the implementation and use of the Islands Trust Land Information Screening Tool (LIST) within the Housing Options Toolkit. LIST is a GIS-based decision-support tool designed to identify regional patterns of relative suitability for increased residential density and intensity, informed by ecological integrity, freshwater sustainability, geohazard considerations, transportation, and infrastructure context. The tool supports housing-related planning by providing a consistent and evidence-based framework for screening land across an island and identifying broad areas where additional planning exploration may be warranted.

The memorandum establishes a clear and defensible framework for how spatial data is incorporated into LIST. Inputs are classified into three data types: Type 1 island-wide raster datasets used in suitability scoring; Type 2 site-specific vector overlays used to inform interpretation and planning review; and Type 3 restricted or non-public overlays used internally where sensitive information must be considered. Technical standards, access considerations, and documentation requirements are defined for each data type to ensure consistency, transparency, and appropriate professional oversight. This structure allows regionally consistent screening to be undertaken while preserving the flexibility to reflect island-specific conditions, local constraints, and data governance requirements.

The methodology underpinning LIST is implemented using ArcGIS Pro and ESRI's Suitability Modeler within a multiple-criteria decision analysis (MCDA) framework. This approach enables diverse environmental, hydrological, hazard, and infrastructure factors to be systematically standardized, classified, weighted, and combined in a repeatable and transparent manner. The methodology distinguishes between suitability scoring within individual layers and weighting between layers in the composite model, ensuring that both the internal logic of each dataset and the broader planning influence of each factor are explicitly documented. Supporting technical documentation, including model configuration, processing logic, and implementation steps, is maintained separately to ensure reproducibility and facilitate future updates.

The principal deliverable of LIST is a composite screening map presented through an internal ArcGIS Online web map on an island-by-island basis. The web map includes the composite screening output, contributing Type 1 input layers, and relevant overlay layers, allowing planning staff to review how different environmental, freshwater, hazard, transportation, and infrastructure factors shape the overall screening pattern. In practice, LIST supports early-stage planning analysis, policy exploration, and structured discussion with Local Trust Committees by providing a shared evidence base for comparing areas across an island and focusing attention on locations where increased residential density and intensity may merit further consideration.

The memorandum introduces a framework for maintaining and updating the tool over time. Model configuration, including classification schemes and layer weights, is documented and retained as part of the formal technical record. Substantive changes to Type 1 layer selection, classification, or weighting are to occur only through a documented review process led by planning and GIS staff, with changes formally recorded and version-controlled. This governance approach ensures that LIST remains transparent, comparable, and professionally administered as new datasets become available, planning priorities evolve, and additional islands are advanced through the screening process.

The guidance set out in this memorandum positions LIST as a practical and defensible planning support tool for housing-related policy work within the Islands Trust Area. Used within its intended scope, LIST strengthens planning conversations by clarifying regional patterns of opportunity and constraint, supporting transparent communication with trustees and communities, and ensuring that land suitability screening remains grounded in consistent methodology, high-quality spatial data, and appropriate professional oversight.

Attachment 2

TOOL 4 – Land Information Screening Tool

Introduction

The Land Information Screening Tool (LIST) is a mapping tool that integrates a range of existing data layers to support land use planning for housing. As a spatial decision support framework it integrates multiple geospatial layers, each representing an environmental, social, or infrastructural factor that contributes to overall land suitability.

The tool builds on Islands Trust's history of technical initiatives such as Sensitive Ecosystem Mapping, Steep Slope Hazard Mapping, the Freshwater Sustainability Strategy, Freshwater Atlas, Groundwater Recharge Mapping, and Watershed Resiliency Mapping. These earlier projects established a foundation of datasets, technical standards, and modelling processes. The LIST takes the next step by providing a composite lens through which relative land suitability can be consistently assessed across islands.

Data Layers

The 'Type I' mapping layers are the data layers that contribute to the presentation map. These are island-wide raster layers that directly contribute to the LIST layer. These layers must be spatially continuous and support spatial overlay analysis in ArcGIS Pro's Suitability Modeller. The Type 1 data layers in the current version are:

1. Freshwater Sustainability – Groundwater recharge, aquifer vulnerability, saltwater intrusion and watershed resiliency mapping layers incorporates these hydrological conditions directly into suitability calculations.

2. Ecosystem Protection – Sensitive ecosystems, at-risk ecological communities, and structural forest stages are included as mapping layers to incorporate biodiversity.

3. Hazard Avoidance – Landforms with steep slopes are included to identify unsafe or unsustainable development.

4. Community Integrity – A road adjacency layer is included to incorporated connected communities, avoiding sprawl while supporting sustainable density.

Type II Layers are vector layers that identify discrete features or non-suitable areas. These layers may be used to define land that is 'Not Applicable' to this analysis, e.g. Parks and Protected Areas, or conversely areas of environmental interest or concerns such as shoreline types. These layers can be readily modified to incorporate external mapping that does not meet the Type I raster standards, or are not regional datasets, e.g. local conservancy mapping products.

Type III layers are raster layers that are not part of the modeller, provide important data, but which are confidential, e.g. Archaeological or other Indigenous information. By enabling contributions from stewardship groups and First Nations, the LIST recognizes that community-based data can identify cultural sites, habitat corridors, and other values that may not appear in regional datasets.

The LIST more than a technical model — it is a planning framework grounded in sustainability. It provides both high-level, island-wide indicators (Type I data) and fine-grained, site-specific considerations (Type II data), ensuring that land use decisions are both evidence-based and context-aware.

The Model displays the integrated Type I data layers into a single suitability layer, with land classified along a spectrum of less suitable to more suitable.

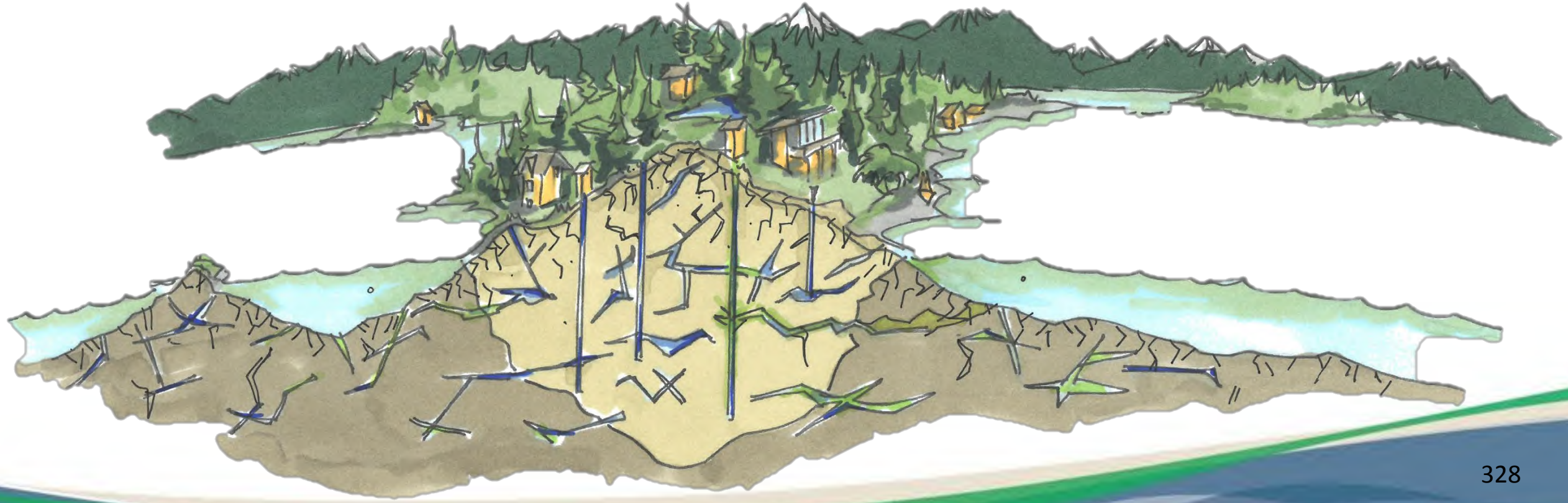
Weighting: Weighting means giving priority to different criteria or factors that play a role in overall suitability. Each criterion or layer may have a different impact on the final decision. Weighting helps rank these criteria based on their importance in decision-making. The total percentage is capped at 100 with the various Type I layers weighted equally. This weighting can be adjusted by planners, local trust committees, or others.

Original Classification: is the original classification that came with the layer, these are not adjustable.

ISLANDS TRUST
LAND INFORMATION SCREENING TOOL

Attachment 3

Islands Trust



To preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.

Islands Trust

The Land Analysis Screening Tool (LIST) is designed to evaluate and prioritize areas across the Islands Trust region for sustainable development while emphasizing environmental conservation and community resilience.

The tool integrates data on ecological sensitivity, freshwater sustainability, transportation, infrastructure, and slope stability to support informed land-use decisions.

Objectives of the Land Analysis Screening Tool is to:

- Identify areas suitable for additional residential density while prioritizing environmental conservation.
- Support evidence-based land-use decisions using geospatial analysis.
- Integrate ecological, social, and economic factors into planning.
- Align with Official Community Plans (OCPs) and Land Use Bylaws (LUBs).

The methodology involved collating and processing datasets related to:

- Ecological Sensitivity: critical habitats, protected areas, biodiversity zones.,
- Freshwater Sustainability: Groundwater vulnerability, recharge zones.
- Watershed Resiliency Mapping,
- Transportation & Infrastructure: Accessibility, road networks, service availability.
- Slope Stability & Geohazards: Identifying landslides, erosion-prone areas.
-

The methodology involved using existing maps and spatial information:

- Use of ArcPro's Suitability Modeler Tool to apply weighted scoring systems.
- Application of Multiple-Criteria Decision Analysis (MCDA) for prioritization.
- Overlaying datasets to assess suitability for residential expansion.

Protect Environment

Preserve Freshwater

Infrastructure Sustainability

Land Information Screening Tool

Suitability Weighting

THEME	OVERALL THEME WEIGHTING	SUITABILITY WEIGHTING	LAYER	REFERENCE NAME
PROTECT ENVIRONMENT	40	10	Marine shore adjacency	Methods for Determining High Value Biodiversity Areas and Identifying Land Securement Options Within the Islands Trust Area
		10	Sensitive Ecosystems	Howe Sound Terrestrial Ecosystem Mapping to Sensitve Ecosystem Mapping
		10	At Risk Ecological Communities	Methods for Determining High Value Biodiversity Areas and Identifying Land Securement Options Within the Islands Trust Area
		10	Dominant Age via Vegetation Resource Inventory	Forest Inventory Strategic Plan
PRESERVE FRESHWATER	40	10	Groundwater Recharge Potential	Islands Trust Area Groundwater Recharge Mapping Project
		10	Watershed Resilliency	Watershed Resiliency Mapping in the Islands Trust Area Report
		10	Groundwater Well Density	GIS process Kernel Density of the BC Groundwater Wells Registry (GWELLS)
		10	Risk of Saltwater Intrusion	GIS Modelling of Sea Water Intrusion Risk Along British Columbia's Coast
SUSTAINABLE INFRASTRUCTURE	20	10	Road Adjacency	Digital Road Atlas geodatabase
		10	Steep Slopes	Processed LIDARBC Digital Elevation Model

Suitability Weighting

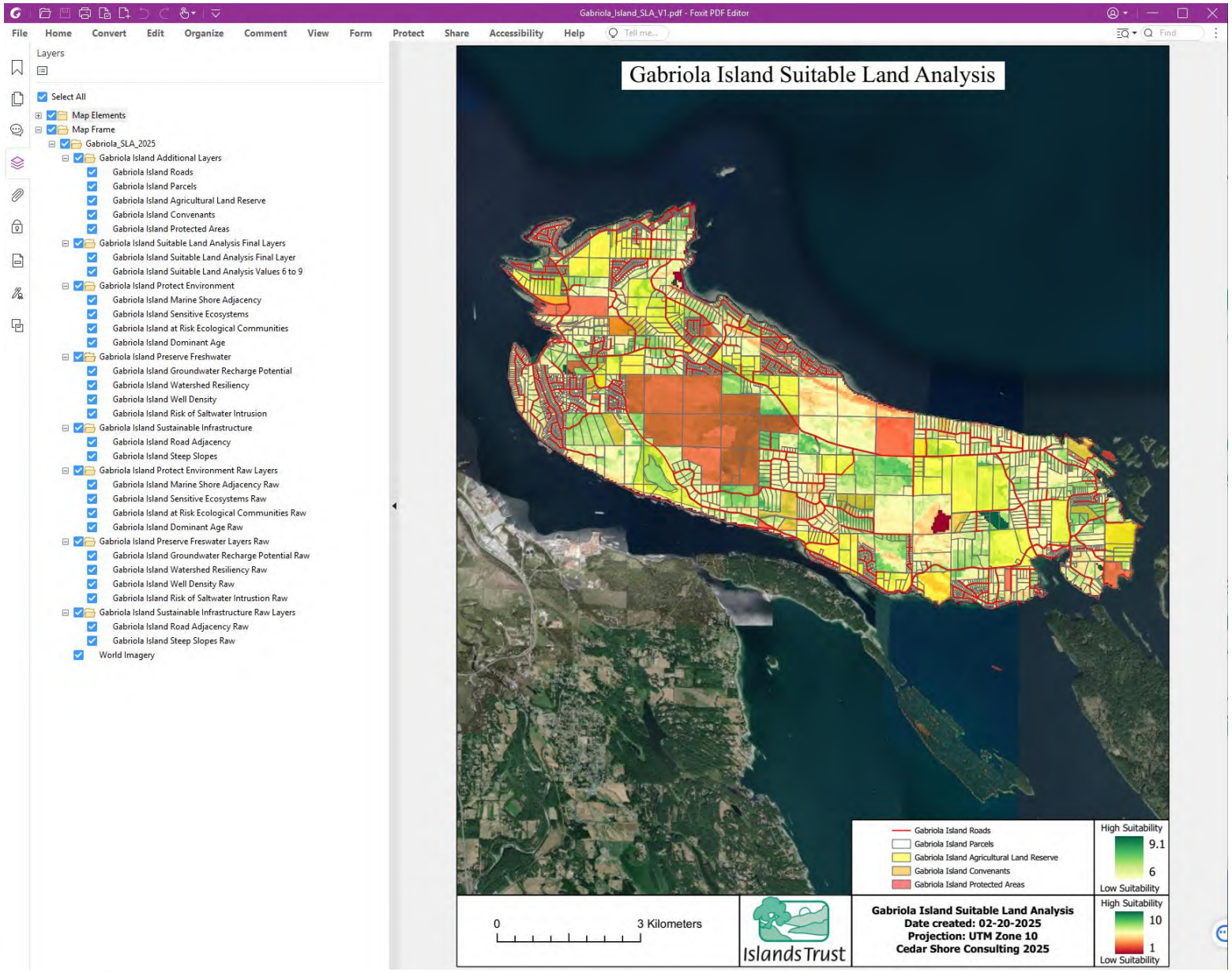
THEME	LAYER	OVERALL SUITABILITY WEIGHTING	LAYER UNITS	ORIGINAL CLASSIFICIATION	CLASSIFICATION VALUE	SUITABILITY	SUITABILITY FACTOR
PRESERVE FRESHWATER	**Groundwater Recharge Potential**	10	POTENTIAL RASTER SCALE	HIGH DISCHARGE	0.0-0.1	LOW	5
				LOW	0.1-0.2	HIGH	8
				MODERATE	0.2-0.4	HIGH	8
				HIGH	0.4-0.8	LOW	2
				VERY HIGH	>0.8	VERY LOW	1
	Watershed Resilliency	10	RESILLENCY RASTER SCALE	VERY HIGH	0.8-1.0	VERY LOW	1
				HIGH	0.5-0.8	LOW	1
				MODERATE	0.3-0.5	MODERATE	5
				LOW	0.1 - 0.3	HIGH	9
				VERY LOW	0 - 0.1	VERY HIGH	10
	Groundwater Well Density	10	WELLS per Km^2	VERY LOW	<1	VERY HIGH	10
				LOW	1-10	HIGH	8
				MODERATE	10-20	MODERATE	4
				HIGH	20-30	LOW	2
				VERY HIGH	>30	VERY LOW	1
	Risk of Saltwater Intrusion	10	RISK CLASS	VERY LOW	VERY LOW	VERY HIGH	10
				LOW	LOW	HIGH	8
				MODERATE	MODERATE	MODERATE	5
				HIGH	HIGH	LOW	2
				VERY HIGH	VERY HIGH	VERY LOW	1

Suitability Weighting

THEME	LAYER	OVERALL SUITABILITY WEIGHTING	LAYER UNITS	ORIGINAL CLASSIFICIATION	CLASSIFICATION VALUE	SUITABILITY	SUITABILITY FACTOR
PROTECT ENVIRONMENT	Marine shore adjacency	10	SHORE ZONES	Man-made	0.5	MODERATE	5
				Unknown	0.5	MODERATE	5
				Rock Cliff	0.6	LOW	3
				Channel	0.7	LOW	2
				Mud Flat	0.7	LOW	2
				Gravel Flat	0.9	VERY LOW	1
				Gravel Beach	0.9	VERY LOW	1
				Rock with Gravel Beach	0.9	VERY LOW	1
				Sand Beach	1	VERY LOW	1
				Estuary, Marsh or Lagoon	1	VERY LOW	1
				Rock with Sand Beach	1	VERY LOW	1
				Sand Flat	1	VERY LOW	1
				Rock Platform	1	VERY LOW	1
				Sand and Gravel Beach	1	VERY LOW	1
				Sand and Gravel Flat	1	VERY LOW	1
				Rock, Sand and Gravel Beach	1	VERY LOW	1
	Sensitive Ecosystems	10	PRIMARY CLASS	NA	0	VERY HIGH	10
				YOUNG FOREST	1	VERY LOW	1
				SEASONALLY FLOODED	1	VERY LOW	1
				MATURE/OLD FOREST	1	VERY LOW	1
				HERBACEOUS	1	VERY LOW	1
				CLIFF	1	VERY LOW	1
				SAND	1	VERY LOW	1
				WETLAND	1	VERY LOW	1
				WOODLAND	1	VERY LOW	1
				OLDER FOREST	1	VERY LOW	1
				RIPARIAN	1	VERY LOW	1
				FRESHWATER	1	VERY LOW	1
	At Risk Ecological Communities	10	RISK SCALE	NONE	0	VERY HIGH	10
				YELLOW	.33	HIGH	6
				BLUE	.66	MODERATE	3
				RED	1.0	LOW	1
	Dominant Age	10	AGE SCALE PERCENTAGE	Cleared	0	VERY HIGH	10
				Pole/Sappling	10-20	HIGH	8
				Young Forest	40-60	MODERATE	5
				Mature Forest	60-100	LOW	2
				Old Forest	>100	VERY LOW	1

THEME	LAYER	OVERALL SUITABILITY WEIGHTING	LAYER UNITS	ORIGINAL CLASSIFICIATION	CLASSIFICATION VALUE	SUITABILITY	SUITABILITY FACTOR
SUSTAINABILE INFRASTRUCTURE	**Road Adjacency**	10	DISTANCE (m)	VERY NEAR	<200	VERY HIGH	10
				NEAR	200-400	HIGH	8
				MODERATE	400-600	MODERATE	5
				FAR	600-800	LOW	2
				VERY FAR	800-1000	VERY LOW	1
	Steep slopes	10	DEGREE SLOPE	VERY LOW	0-5	VERY HIGH	10
				LOW	5-9	HIGH	9
				MODERATE	9-15	MODERATE	5
				HIGH	15-30	LOW	1
				VERY HIGH	>30	VERY LOW	0

Planning Webmap



- The results of the Land Information Screening Tool have been compiled into a ESRI Webmap for presentation and review by Planning Staff
- This is a static tool, thereby desired changes in suitability weighting cannot happen dynamically.
- The project team has addressed the need for an online dynamic approach to this tool that can be an engaging tool for planners, LTCs, and the public. This webmap advanced this and replaced the layered PDF presentation method (left).

Role of the Land Analysis Screening Tool in **Policy Integration**

Supporting Land-Use Planning

- Official Community Plans (OCPs): Aligning zoning & density allocations.
- Land Use Bylaws (LUBs): Ensuring sustainable regulations.

Collaboration, Partnerships, and Community Engagement

- Use of third-party government information and academic research
- Potential for Collaborating with First Nations, local interest groups, and other agencies.

Enhancing access to data and public transparency in planning decisions.

Challenges

Data Availability & Accuracy

- Inconsistent or incomplete spatial data from island to island can limit the tool's effectiveness.
- Standardizing data collection especially with environmental data
- Working with data source agencies can improve accuracy.

Complex Ecosystem Interactions

- Environmental factors like groundwater, biodiversity, and climate resilience are interdependent.
- Dynamic models and adaptive strategies may enhance analysis.

Balancing Conservation vs. Development

- Growth pressures may conflict with ecological protection.
- Transparent, science-based planning may help mitigate conflicts.

Opportunities

Improved Data-Driven Decision-Making

- GIS and MCDA create objective, evidence-based land-use assessments.
- Structured data management supports better planning and policy decisions.

Proactive Conservation Planning

- Early identification of sensitive areas helps prevent environmental degradation.
- Specific focus on a certain value or theme may support long-term sustainability.

Facilitating Climate Resilience & Sustainability

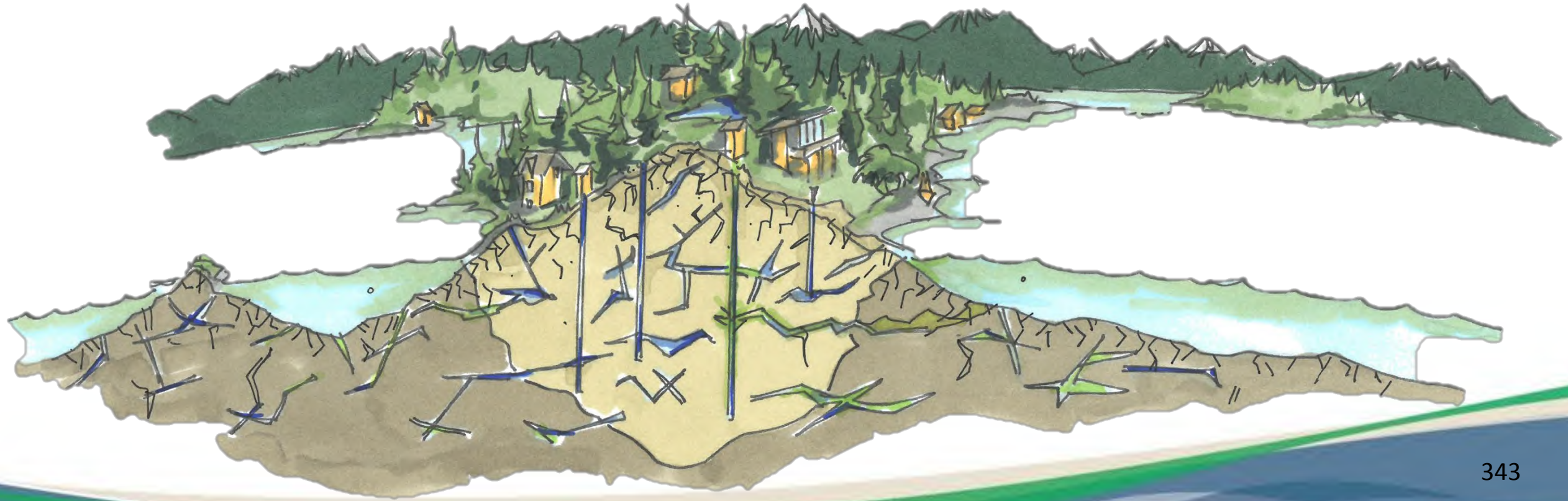
- The tool helps align development with climate adaptation needs.
- This promotes resilient communities and ecosystems.

Collaborating with First Nations

- Increased housing density should not impact First Nations' interests, rights, and cultural sites.
- Early engagement ensures respectful and equitable planning.

ISLANDS TRUST
LAND INFORMATION SCREENING TOOL

Islands Trust



These updates cover activities since the last departmental report in **June 2026**.

1. Annual Audit COMMITTEE (AAC)

The AAC will meet on February 17, 2027. The following items will be covered in this meeting:

- Appointment of auditors (KPMG).
- Presentation from KPMG for the FY27 audit planning.

2. FINANCIAL PLANNING COMMITTEE (FPC)

The FPC met on August 19, 2026. The following items were covered in this meeting:

- FY26 Statement of Financial Information Reporting (RFD)
- FY27 Financial (variance) Report for Q1 (BRF)
- Revised Procurement Policy (RFD)
- New Investment Policy (RFD)
- Draft Pay Transparency Report (RFD)

3. FINANCIAL SERVICES

The Finance team continue to provide core financial services such as: support for solicitations and contracts, processing payments, liaise with central agencies, process payments, manage employee and trustee travel claims, and manage corporate cards.

Over the last three months, Finance team has focused on the following key activities:

a) Preparation of the Q1 Financials and Statement of Financial Information

Completed these reports, which are an integral part of our annual reporting structure.

b) Policy reviews

As of the date of this report, three policies have been created/updated. Over the course of the next two months, another dozen or so policies will go through a full review cycle.

c) Expense claim system

The Finance Team has been working behind the scenes to test the new functionality that will be included when we update the expense claim system. We are also working closely with the IS team to bring the system support inhouse. The goal is to have the new system in place, accessed via ITApps Studio, by November 1, 2026.

d) FY28 budget

The Finance Team advanced the start of the budget cycle by two months. Since the last report, we have updated all the relevant templates and spreadsheets that support the budget process. We also hosted three budget-focused staff information sessions, which were attended by over 80% of the staff. We are now reviewing all the existing policies that support the budget cycle, to ensure that they align with our new approach. This work will culminate in draft 1 of the budget being presented to FPC in October 2026.

e) Carbon Emissions reporting:

The Finance Team prepared the carbon emissions financial report to support the work of Trust Area Services and Planning Services to prepare our annual carbon emissions reporting. The annual survey can be found on the Islands Trust website.

f) Investments management

Received the annual property tax requisition funds, analyzed our projected monthly cash flow requirements, met with multiple authorized investment institutions, and invested our funds in a manner to maximize returns and meet our daily cash flow demands.

4. EMPLOYEE SERVICES

The Employee Services team continue to provide core employee services such as: assist with recruitments, lead new staff orientations, oversee the performance management development plan (PMDP), coordinate global training opportunities, review organization-wide payroll, support and administer time and leave system, administer remuneration-benefits-T4s for trustees, manage organizational health and safety initiatives, and manage the Victoria office.

Over the last three months, Employee Services team has focused on the following key activities:

a) Educational material

Throughout the quarter, the Public Service Agency shared a range of **educational materials** on topics of interest to public service employees. Health and wellbeing workshop offerings through the BC Public Service Learning Centre were circulated. Other educational materials included: International Day Against Homophobia, Biphobia and Transphobia, Anti-Racism Awareness Week, National Indigenous Peoples Day, Pride Month, Employee and Family Assistance Services, Men's Health Month, World Refugee Day, Non-Binary People's Day, and International Day of the World's Indigenous Peoples.

Staff also had the opportunity to learn about various cultural festivals, holidays, and heritage months recognized across the public service, including: Africa Day, Filipino Heritage Month, Italian Heritage Month, Portuguese Heritage Month, Taiwanese Heritage Month, Chinese Cultural Heritage Week, and Bodhi Meditation Day.

As part of the Fiscal Year 2028 budget process, work is underway to explore corporate training opportunities for staff.

b) Hiring actions and internal position updates

- **Britt Holowaty**, Legislative Clerk for the Salt Spring Island team accepted a temporary assignment elsewhere in the province and we look forward to her return on February 15, 2027.
- **Caroline Gicheru**, Acting Administrative Assistant for the Islands Trust Conservancy has been extended in her temporary assignment to October 2, 2026.
- **Chad Townsend**, part time Island Planner for the Gabriola Island team started July 13, 2026. Chad's time will be spent supporting the Regional Planning Team as the complement to Sonja Zupanec's part time position, also on the RPT. Chad brings a Masters in Ecology that included study at four different European universities, and a degree in Regional and Urban Development. Chad previously worked as a Senior Planner at the Vancouver Park Board and was recently recognized by PIBC for 25 years as a Canadian registered professional planner. Chad also brings a wealth of experience in project management and inter-agency skills to the position. Welcome Chad!
- **Erika Bland**, Covenant Management Specialist joined the Islands Trust Conservancy team on June 22, 2026. Erika holds a Master of Arts in Environmental studies from the University of Victoria and more than eight years direct experience managing conservation covenants, protected areas, ecological monitoring programs and landholder relations. We are delighted to welcome Erika to the team!
- **John Howe**, Acting Administrative Assistant for the Salt Spring Island team started July 14, 2026. John has ably served in this role before and we are very grateful that he has agreed to step in again. John had a professional career as a school counsellor, and these days has been enjoying his almost-retirement on Salt Spring as a yoga teacher and library volunteer. Welcome back John!
- **Nik Jain**, Manager, Finance and Accounting started July 6, 2026. Nik holds a Master of Business Administration from York University as well as his Chartered Professional Accountant CPA designation. Nik brings extensive experience in financial accounting, reporting, analysis, and digital finance transformation, including work in complex public sector and not-for-profit environments. He also has experience using financial systems, data transformation, and reporting automation to support better financial insight and decision-making. Welcome Nik!
- **Peter Thicke**, Island Planner for the Salt Spring Island team has resigned. His last day will be August 28, 2026. We appreciate Peter's many contributions and wish him all the best.
- **Jason Youmans**, Acting Regional Planning Manager for the Salt Spring Island team started June 19, 2026. Having spent nearly a decade serving Salt Spring in various planning roles—from Intern to Island Planner and now acting RPM —Jason brings a deep understanding of the island's unique community dynamics, its planning history, and the challenges and opportunities ahead. Congratulations Jason!
- **Erin Udal**, Communications Specialist for the Islands Trust Conservancy started July 6, 2026. Erin comes to us with a wealth of experience in the world of community engagement, conservation communications and public programming. As former Executive Director of the Gabriola Chamber of Commerce, Erin already has experience working with Islands Trust. Erin is passionate about sharing the unique stories of the Conservancy, and understands first-hand the social and environmental values that Island residents have. In addition, as an educator, Erin has worked with youth at the Environmental Youth Alliance, and was the Regional Manager for Farm to School, BC. Welcome Erin!

We are currently in the process of hiring for these upcoming positions:

- **Planning Team Assistant** (Victoria): This temporary opportunity is intended to free up some of Emily Bryant's time to tackle some projects such as CityView and First Nations referral issues. This posting is set to close on August 11, 2026.
- **Planner 2** (Gabriola): This temporary opportunity will backfill for Margot Thomaidis, who will be taking maternity leave. This posting is set to close August 11, 2026.
- **Legislative Clerk** (Salt Spring): This temporary opportunity will backfill for Britt Holowaty while she's on temporary assignment elsewhere in the province. This posting is set to close August 12, 2026.
- **Bylaw Compliance and Enforcement Officer** (Victoria): We have reviewed resumes received and are in the process of scheduling testing.
- **Strategic Fund Development Specialist** (Victoria): The job profile is currently under review to ensure it reflects updated responsibilities and organizational needs.
- **Island Planner** (Salt Spring): we are preparing to post this opportunity.

c) All-staff meetings

The last All Staff Meeting was held at Brentwood College School in Mill Bay on **June 24, 2026**. Staff received updates on:

- Staff Comings and Goings.
- Staff Recognition.
- The June Trust Council meeting.
- The planning for active Information Systems projects.
- The results of the recent staff survey.

The day ended with a visit to O.U.R. Ecovillage, a 25-acre regenerative living demonstration site and education research centre.

Work is underway to plan for our next All Staff Meeting on September 22, 2026, which will be a half-day virtual session.

d) Occupational Health and Safety (OHS) Committee

The OHS Committee continues its dedicated efforts to promote a safe and healthy work environment across all Islands Trust offices. This quarter, the Committee focused on several key initiatives:

~ **Emergency Plans**: the Draft Emergency Plan has been updated and submitted to the Senior Leadership Team for their consideration.
~ **Office Temperatures**: the Salt Spring office continuous to experience uncomfortably high office temperatures during the summer months. It was reported that the inside office temperature recently reached 27 degrees. The Committee discussed possible heat mitigate measures including fans. Jason Youmans, Acting Regional Planning Manager is working on a business case for a heat pump to address the issue. In the interim, staff have been offered alternative office spaces to work from including the SSI boardroom or to work from home, if necessary, on hot days.
~ **Panic Button**: The Gabriola office has tested their internal reception desk alarm to confirm that it is operational. Telus has been contacted to try to determine who is called when the external panic button is pressed. The Committee is waiting to hear back.

- ~ **Server Room**: There was an issue with the Salt Spring Office server room becoming overheated – more fans have been added to the space.
- ~ **Office Clean up**: all 3 office locations have recently hauled away broken furniture/equipment.
- ~ **Emergency Drills**: the Committee will be scheduling emergency drills for all 3 office locations.

Legislative and Information Services Report
Prepared on: August 13, 2026

1. ACCESSIBILITY COMMITTEE

Under the *Accessible British Columbia Act,* Trust Council must have an accessibility committee. The role of the committee is to help Trust Council identify barriers to accessibility in all aspects of the organisation and identify means to mitigate those barriers. The Committee's role is to first develop, and then on a three-year schedule, review and update an accessibility plan. There is a public consultation component in the legislation.

Staff is in the process of undertaking a competitive bid process to seek a qualified consultant to undertake work to development an accessibility plan for the Islands Trust. This work is expected to being in the Fall and be concluded by end of March 2027.

2. LEGISLATIVE SERVICES

Legislative Services is continuing to work in the background to begin preparing for the 2026 local government elections. Agreements with all six regional districts has been signed, and a side agreement between Sunshine Coast Regional District and Metro Vancouver in relation to Bowyer and Passage islands is also in place. Communications staff and the Director, Legislative and Information Services has met with all six regional district election staff to confirm nomination package materials, advertising, and voting opportunities. The Islands Trust website has a dedicated Elections Page that contains all of the information with links to documents provided by the regional districts.

In relation to records management, staff has identified the office of primary responsibility for each category of records, and has established a working group made up administrators from each office to develop and establish a more robust and simplified retention schedule that meets industry standards.

3. INFORMATION SERVICES

Information Services continues to maintain all technology services and support to staff and trustees as part of ongoing operations. The draft five-year plan (on this council agenda) identifies the focus areas for Information Services over the next five years. A challenge is that fast rise in replacement costs for computer hardware, such as laptops and servers, all driven by the world demand for memory modules and electronic storage devices. As such, a priority over the next few months is to assess our needs in relation to our existing hardware and replacement schedule, to minimize costs and maintain services for the organization.

MapIT and TAPIS

MapIT (or Map Islands Trust) is our public facing web mapping application that visitors to our website can use to look at properties and the associated information on the islands within the Trust. It has been running smoothly since March 2026. We continue to provide maintenance and upgrades to our service as new data and tools become available. We are in the testing phase of having our Property Report Tool available on MapIt and hope to have it running in the coming months.

TAPIS (Trust Area Planning Information System) v3.1 is an internal map for staff which has been running since December 2025 with new features and tools. GIS staff continues to improve upon the application with user feedback and adding additional layers as they become available.

REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 10, 2026
From:	Governance Committee	**Date Prepared:**	July 15, 2026

SUBJECT: **Harmonization of Resolution Without Meeting Process**

RECOMMENDATIONS:

Draft Bylaw 210:

1. **That Trust Council Bylaw 210, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a First Time.**
2. **That Trust Council Bylaw 210, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a Second Time.**
3. **That Trust Council Bylaw 210, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a Third Time.**

Draft Bylaw 211:

4. **That Trust Council Bylaw 211, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a First Time.**
5. **That Trust Council Bylaw 211, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a Second Time.**
6. **That Trust Council Bylaw 211, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a Third Time.**

Model Bylaw for Islands Trust Conservancy Board:

7. **That Trust Council forward the Briefing "Model Amendment Bylaw to Incorporate Standard Resolutions Without Meeting Procedures into Islands Trust Conservancy Bylaw No. 2" to Islands Trust Conservancy Board.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The proposed bylaw amendments harmonize administrative procedures for conducting resolutions-without-meeting between all trust bodies. This will result in cleaner more transparent processes and allow staff to cover processing of resolutions-without-meetings for bodies they do not regularly support.

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1 PURPOSE:

1. To provide Trust Council with a draft Trust Council bylaw (210) to amend Islands Trust Council Meetings Procedures Bylaw, 2004, by replacing text in regards to resolutions without meeting.

2. To provide Trust Council with a draft Trust Council bylaw (211) to amend Local Trust Committees' Meeting Procedure Bylaw No. 197, 2024, by replacing text in regards to resolutions without meeting.
3. To provide Trust Council with a draft briefing to Islands Trust Conservancy Board to provide a model amendment bylaw in regards to standard text for Resolutions Without Meeting procedures.

2 BACKGROUND:

Provincial legislation provides Islands Trust a governing tool to make resolutions outside of a meeting, referred to as "Resolutions Without Meeting (RWM)". Currently there exists three separate Trust Council policies that speak to the use of RWMs. Below is a table of comparison between legislative restrictions and policy restrictions in regards to the use of RWMs:

	Trust Council	TC Standing and Select Committees	Executive Committee (EC)	Islands Trust Conservancy Board (ITCB)	Local Trust Committees (LTCs)
LEGISLATION	**s.13 of the *Islands Trust Act***	**None**	**BC Reg 189/92**	**BC Reg 189/92**	**s.26(3) of the Islands Trust Act**
Restrictions	• Cannot be used to give 2nd or 3rd readings to bylaws. • Cannot be used to consider approval of local trust committee bylaw sent to Council for approval. • Cannot be used to consider approval of an Island Municipality bylaw sent to council for approval. • For a bylaw requiring 2/3 vote, 1st reading and adoption is by 2/3 of those eligible to vote.	None	• Chairperson and one other member consider the matter urgent • Calling a meeting is impractical • Defines urgent as requiring immediate action as a result of unforeseen circumstances • Includes rules on procedures for voting	• Chairperson and one other member consider the matter urgent • Calling a meeting is impractical • Defines urgent as requiring immediate action and as a result of unforeseen circumstances • Includes rules on procedures for voting	• Cannot be used to give 2nd or 3rd readings to bylaws. • Applies to Executive Committee Acting as a Local Trust Committee.
POLICY	**TC Policy 2.2.3**	**TC Policy 2.2.3**	**TC Policy 2.4.2**	**TC Policy 2.4.2**	**TC Policy 4.1.5**
Restrictions	• Should be deemed to be urgent • Should be for issues not requiring discussion or debate, or are not considered	• Should be deemed to be urgent • Should be for issues not requiring discussion or debate, or are not considered	• No restrictions beyond the regulatory restrictions above. • Establishes process for voting	• No restrictions beyond the regulatory restrictions above. • Establishes process for voting	• Should be deemed urgent and must need to be dealt with before the next meeting • Should be for issues not requiring

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	controversial, sensitive or complex • Applies to Trust Council standing and select committees • Establishes procedures	controversial, sensitive or complex • Applies to Trust Council standing and select committees • Establishes procedures			discussion or debate, or are not considered controversial, sensitive or complex • Establishes process for voting

The legislation is specific to Trust Council, local trust committees, and Special Voting to Executive Committee and Islands Trust Conservancy Board. No other body can use RWMs as per legislation. Council Committees are allowed to use RWMs by policy, not by legislation.

The Accessibility Committee is under the *Accessible BC Act* and RWM legislation does not extend to them so the Accessibility Committee is unable to use RWMs. Similarly, Advisory Planning Commissions and Boards of Variances cannot conduct RWMs.

There are restrictions in regards to what sorts of issues that Council Committees (and Trust Council itself) can or cannot be addressed by an RWM:

- should be deemed to be time sensitive
- should be for issues not requiring discussion or debate, or are not considered controversial, sensitive or complex

Typically, RWMs are used for administrative issues which are:

- relatively simple;
- urgent or time-sensitive;
- and a special meeting is impractical or not necessary to deal with the issue.

Only the EC and ITCB are statutorily restricted to only considering urgent items resulting from unforeseen circumstances; there is no such restriction for other Islands Trust bodies. However, Trust Council policies impose an urgency requirement on them. Beyond the urgency requirement, there are no restrictions on types of resolutions EC and ITCB can consider.

The complexity of legislation, policies, and practices makes it challenging for the public, for trustees, and for staff to understand RWMs and to use them consistently and appropriately. The complexity will be simplified by amending relevant procedure bylaws to ensure that the process for all Islands Trust bodies is very similar, if not exactly the same.

The authority for Trust Council to establish procedures for local trust committees is under s.8 of the *Islands Trust Act*. The proposed amendment to the local trust committee meeting procedure bylaw meets this requirement. Adoption of the amendment will require a 2/3 majority vote under Section 10 of the *Islands Trust Act*.

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Trust Council does not have authority to direct the Islands Trust Conservancy Board as to how to conduct Board meeting procedures. However, in the interest of efficiency, Trust Council can make recommendations to the Islands Trust Conservancy Board on procedures. In this case, staff recommend Trust Council provide model language for the Islands Trust Conservancy Board to consider in relation to processing of resolutions without meetings.

Also for consistency, staff recommend that Trust Council amend its own meeting procedures bylaw to update the resolution without meeting procedures consistent with the advice to the Islands Trust Conservancy Board and the language in the proposed amendments to the local trust committees meeting procedures bylaw.

The main changes to existing policies is to ensure that for all bodies:

1. Any member can request a resolution-without-meeting;
2. The Chair will authorise the call for the vote;
3. The Chair will authorise the conducting of the vote once it has been seconded;
4. All members will be given an opportunity to vote;
5. If any member requests debate of the issue, the RWM will be cancelled;
6. The Chair will declare the vote carried or defeated; and
7. All members will be provided the outcome of the vote.

Once adopted, the policies on resolutions without meetings (policies 2.2.3, 2.4.2 and 4.1.5) can be rescinded. To ensure there is no gap, staff recommend that a Trust Council resolution to rescind these policies occurs after Trust Council has adopted the amending bylaws.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
Harmonized resolution without meeting procedures will Increase efficiency.

FINANCIAL:
None.

POLICY:
Trust Council policies can be replaced with procedure bylaws.

IMPLEMENTATION/COMMUNICATIONS:
Operational procedures for staff will be developed to be consistent with the amended procedures bylaws.

FIRST NATIONS RELATIONS:
None.

OTHER:
None.

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4 RELEVANT POLICIES:

- Trust Council Policy 2.2.3 (Trust Council Resolutions Without Meeting)
- Trust Council Policy 2.4.2 (Executive Committee and Islands Trust Conservancy Board Resolutions Without Meeting)
- Trust Council Policy 4.1.5 (Local Trust Committee Section 26 Resolutions Without Meeting)

5 ATTACHMENTS:

- Draft Bylaw 210 (Amend Bylaw 101 – Trust Council Meeting Procedures)
- Draft Bylaw 211 (Amend Bylaw 197 – Local Trust Committee Meeting Procedures)
- Draft Briefing and model bylaw to Islands Trust Conservancy Board

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RESPONSE OPTIONS

Recommendations:

Draft Bylaw 210:

1. That Trust Council Bylaw 210, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a First Time.
2. That Trust Council Bylaw 210, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a Second Time.
3. That Trust Council Bylaw 210, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a Third Time.

Draft Bylaw 211:

4. That Trust Council Bylaw 211, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a First Time.
5. That Trust Council Bylaw 211, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a Second Time.
6. That Trust Council Bylaw 211, cited as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026", be read a Third Time.

Model Bylaw for Islands Trust Conservancy Board:

7. That Trust Council forward the Briefing "Model Amendment Bylaw to Incorporate Standard Resolutions Without Meeting Procedures into Islands Trust Conservancy Bylaw No. 2" to Islands Trust Conservancy Board.

Alternatives:

As requested by trust council.

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

Reviewed By/Date: **Governance Committee/July 15, 2026**
Chief Administrative Officer/August 13, 2026
Executive Committee/August 26, 2026

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ISLANDS TRUST COUNCIL

BYLAW NO. 210

****
A BYLAW TO AMEND ISLANDS TRUST COUNCIL MEETING PROCEDURES BYLAW
****

Islands Trust Council, having jurisdiction in respect of the Islands Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, as amended, enacts as follows:

1. Islands Trust Council Meetings Procedures Bylaw, 2004, is amended as follows:

a) By inserting the following definitions to section 1.1 in alphabetical order:

- "entitled to vote" means a member of a Trust body who has not previously advised the Secretary or their delegate that they will not be available via any means during the period the vote is being taken, or has not declared a conflict of interest, or is not an ex-officio member under Policy 2.3.1 [Council Committee Systems].
- "not requiring discussion" means not considered to be controversial, sensitive, complex or otherwise benefitting from discussion and debate.
- "Special voting" means a Resolution Without Meeting by the Executive Committee or Islands Trust Conservancy Board as provided for in BC Reg 182/92 [Islands Trust Special Voting Regulation]
- "telecommunication" means communication by electronic mail (email) or by voice via a telephone or video conference call.
- "urgent" means where the issue in question requires immediate action as a result of unforeseen or unavoidable circumstances and must be dealt with before the next regular meeting.

b) By replacing Section 8.15, Resolutions Without Meeting, in its entirety, with the following:

"Resolutions Without Meeting (RWM)
Principles

8.15 Normally most issues will be discussed and motions voted on at a properly called and constituted meeting.

8.16 Subject to sections 8.22 and 8.23, a resolution-without-meeting may be conducted if an issue is deemed by the chair of an Islands Trust body that:
   a. the decision is time-sensitive, and
   b. it cannot be deferred to a scheduled meeting, and
   b. it is of a nature where discussion is not required.

8.17 A resolution-without-meeting cannot be conducted if:
   a. an issue is deemed by the chair of an Islands Trust body to require a staff report, a Briefing, or a Request for Decision to be presented to that Islands Trust body, or,
   b. at least one member of the pertinent Islands Trust body wishes to debate the issue.

8.18 The resolution-without-meeting process is dependent on the timely contribution and response of trustees. If a trustee expects to be absent and not able to access their Islands Trust email account, they must notify the Secretary or their delegate of that situation. If such notification is provided, the absent Trustee will not be assumed to be abstaining from voting.

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Voting

8.19 A resolution-without-meeting is carried where a majority of the members of an Islands Trust body entitled to vote on the resolution inform the Secretary or their delegate of their approval in person or by telecommunication.

8.20 Subject to Section 8.18, when a simple majority is required to carry the resolution, and only 50 percent or less of the eligible votes received are in favour after two business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.

8.21 Subject to Section 8.18, when a 2/3 majority is required to carry the resolution, and only less than 2/3 of the eligible votes received are in favour after three business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.

Legislated Limitations

8.22 Islands Trust Council cannot utilize a Resolution Without Meeting to:

a) give a bylaw second or third reading; or
b) make a decision on a local trust committee or island municipality bylaw referred to it under Section 27(3) or Section 38(3) of the Islands Trust Act.

8.23 The Executive Committee must:

a) consider the matter being voted on to be urgent, and
a) consider that calling a regular or special meeting to conduct the vote is not practical.

8.24 The Accessibility Committee is enacted under the *Accessible British Columbia Act*, and does not have the ability to conduct votes outside of a meeting.

8.25 If a member of an Islands Trust body considers that they are not entitled to participate in a vote pursuant to Section 100(2) of the Community Charter (regarding a conflict of interest), the member must make a declaration giving the general reason(s) for the conflict of interest and must withdraw from voting and any discussion thereof. The declaration is as per Appendix B of Islands Trust Council Policy 2.1.1 (Statutory Rules of Conduct).

Conducting of the Resolution Without Meeting

8.26 Any member of a Trust body or staff may notify the chair of that Trust body of an apparent need for a resolution-without-meeting and will provide text for the proposed motion to the chair to consider.

8.27 For an Executive Committee resolution-without-meeting, the chair and one other member must consider the matter to be urgent and calling a regular or special meeting to conduct the voting is impractical. Notification of the EC resolution-without-meeting must include why it is considered urgent and why it is not practical to hold a special or regular meeting to make the decision.

8.28 The chair of all Islands Trust bodies, except for the Executive Committee, will decide if a resolution-without-meeting is appropriate and, if so, will request designated staff to conduct the resolution-without-meeting.

8.29 All members of the Islands Trust body entitled to vote will be given simultaneous notice of a resolution-without-meeting and the ability to view information on the subject of the resolution where available.

8.30 If any member of the Islands Trust body who is entitled to vote believes that the motion requires debate, they must notify the chair of that Islands Trust body of their belief as soon as possible after receiving the notice of the resolution-without-meeting. The chair of that Islands Trust body must declare that the resolution-without-meeting is cancelled.

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8.31 If a resolution-without-meeting is cancelled, and the chair of that Islands Trust body deems the issue:

c) remains time sensitive, urgent or cannot wait until the next scheduled meeting, the chair can request designated staff to conduct a resolution-without-meeting to establish a special meeting, or,

d) is not time sensitive or not urgent, designated staff will add the issue to the agenda of the next scheduled meeting unless the chair directs otherwise.

8.32 Designated staff will request or call for a mover and a seconder to the proposed motion and will notify the chair when there is a mover and a seconder.

8.33 The chair of the Islands Trust body will authorise staff to send out the Call for a Vote.

8.34 A member entitled to vote may vote either "in favour", or "opposed", or they can declare that they abstain from voting. An abstention vote is recorded in the affirmative ("in favour"), and a notation will be made beside the name of the member who abstained.

Results of the Vote

8.35 Once the vote has been conducted, staff will notify the chair of the vote results.

8.36 The chair will declare the vote to be carried or defeated in accordance with the results.

8.37 All members of the Islands Trust body will be notified of the results of the vote and will be provided a copy of the completed resolution-without-meeting, if applicable.

8.38 Staff will provide a report on each completed resolution-without-meeting that will be placed on the agenda of the next regular meeting and recorded in the minutes of that meeting."

2. This Bylaw may be cited for all purposes as "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2026".

READ A FIRST TIME THIS	DAY OF	Month,	2026
READ A SECOND TIME THIS	DAY OF	Month,	2026
READ A THIRD TIME THIS	DAY OF	Month,	2026
ADOPTED THIS	DAY OF	Month,	2026

_____ _____

David Marlor, SECRETARY Laura Patrick, CHAIR

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ISLANDS TRUST COUNCIL

BYLAW NO. 211

****
A BYLAW TO AMEND ISLANDS TRUST COUNCIL MEETING PROCEDURES BYLAW
****

Islands Trust Council, having jurisdiction in respect of the Islands Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, as amended, enacts as follows:

1. Local Trust Committees' Meeting Procedure Bylaw No. 197, 2024, is amended as follows:

   a) By replacing Section 3 in its entirety with the following:

      1. In this Bylaw, the following definitions apply:
      - "entitled to vote" means a member of a local trust committee who has not previously advised the Secretary or their delegate that they will not be available via any means during the period the vote is being taken, or has not declared a conflict of interest, or is not an ex-officio member under Policy 2.3.1 [Council Committee Systems].
      - "not requiring discussion" means not considered to be controversial, sensitive, complex or otherwise benefitting from discussion and debate.
      - "Secretary" means the person appointed by Islands Trust Council under Section 17(1)(a) of the *Islands Trust Act*.
      - "telecommunication" means communication by electronic mail (email) or by voice via a telephone or video conference call.
      - "urgent" means where the issue in question requires immediate action as a result of unforeseen or unavoidable circumstances and must be dealt with before the next regular meeting.

   b) By adding the following after section 55:

      Resolutions Without Meeting (RWM)
      Principles

      56. Normally most issues will be discussed and motions voted on at a properly called and constituted meeting.
      57. In exceptional circumstances, a resolution-without-meeting may be conducted if an issue is deemed by the chair of a local trust committee to meet three criteria:
          a. it is time sensitive, and,
          b. it cannot be deferred to a scheduled meeting, and,
          c. it does not require discussion.
      58. A resolution-without-meeting cannot be conducted if:
          a. an issue is deemed by the chair of a local trust committee to require a staff report, a Briefing, or a Request For Decision to be presented to that local trust committee, or,
          b. at least one member of the pertinent local trust committee wishes to debate the issue.
      59. The resolution-without-meeting process is dependent on the timely contribution and response of trustees. If a trustee expects to be absent and not able to access their Islands Trust email account, they must notify the Secretary

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or their delegate of that situation. If such notification is provided, the absent Trustee will not be assumed to be abstaining from voting.

Voting

60. A Resolution Without Meeting is carried where a majority of the members of a local trust committee entitled to vote on the resolution inform the Secretary or their delegate of their approval in person or by telecommunication.
61. Subject to Section 59 when a simple majority of members is required to carry the resolution, and only one or less of the eligible votes received are in favour after two business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.

Legislated Limitations

62. Boards of Variance and Advisory Planning Commissions are enacted under the *Local Government Act*, and do not have the ability to conduct votes outside of a meeting.
63. If a member of a local trust committee considers that they are not entitled to participate in a vote pursuant to Section 100(2) of the Community Charter (regarding a conflict of interest), the member must make a declaration giving the general reason(s) for the conflict of interest and must withdraw from voting and any discussion thereof. The declaration is as per Appendix B of Islands Trust Council Policy 2.1.1 (Statutory Rules of Conduct).

Conducting of the Resolution Without Meeting

64. Any member of a local trust committee or staff may notify the chair of that local trust committee of an apparent need for a resolution-without-meeting and will provide text for the proposed motion to the chair to consider.
65. The chair of the local trust committee will decide if a resolution-without-meeting is appropriate and, if so, will request designated staff to conduct the resolution-without-meeting.
66. All members of the local trust committee entitled to vote will be given simultaneous notice of a resolution-without-meeting and the ability to view information on the subject of the resolution where available.
67. If any member of the local trust committee who is entitled to vote believes that the motion requires debate, they must notify the chair of that local trust committee of their belief as soon as possible after receiving the notice of the resolution-without-meeting. The chair of that local trust committee must then declare that the resolution-without-meeting is cancelled.
68. If the chair of a local trust committee deems the issue:
    a) remains time sensitive and cannot wait until the next scheduled meeting, the chair can request designated staff to conduct a resolution-without-meeting to establish a special meeting, or,
    b) is not urgent, designated staff will add the issue to the agenda of the next scheduled meeting unless the chair directs otherwise.
69. Designated staff will request or call for a mover and a seconder to the proposed motion and will notify the chair when there is a mover and a seconder.
70. The chair of the local trust committee will authorise staff to send out the Call for a Vote.
71. A member entitled to vote may vote either “in favour”, or “opposed”, or they can declare that they abstain from voting. An abstention vote is recorded in the affirmative (“in favour”), and a notation will be made beside the name of the member who abstained.

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Results of the Vote

72. Once the vote has been conducted, staff will notify the chair of the vote results.
73. The chair will declare the vote to be carried or defeated in accordance with the results.
74. All members of the local trust committee will be notified of the results of the vote and will be provided a copy of the completed resolution-without-meeting, if applicable.
75. Staff will provide a report on each completed resolution-without-meeting that will be placed on the agenda of the next regular meeting and recorded in the minutes of that meeting."

2. This Bylaw may be cited for all purposes as "Local Trust Committees' Meeting Procedure Bylaw No. 197, 2024, Amendment Bylaw No. 1, 2026".

READ A FIRST TIME THIS	DAY OF	Month,	2026
READ A SECOND TIME THIS	DAY OF	Month,	2026
READ A THIRD TIME THIS	DAY OF	Month,	2026
ADOPTED THIS	DAY OF	Month,	2026

_____ _____

David Marlor, SECRETARY Laura Patrick, CHAIR

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BRIEFING

To:	**Islands Trust Conservancy Board**	**For the Meeting of:**	September 29, 2026
From:	**Islands Trust Council**	**Date Prepared:**	July 10, 2026
SUBJECT:	**Model Amendment Bylaw to Incorporate Standard Resolutions Without Meeting Procedures into Islands Trust Conservancy Bylaw No. 2**		

PURPOSE:

To provide a model bylaw to the Islands Trust Conservancy Board in regards to standard text for Resolutions Without Meeting Procedures.

BACKGROUND:

At its regular meeting in September 2026, Trust Council passed the following resolution:

> *That Trust Council forward the Briefing "Model Amendment Bylaw to Incorporate Standard Resolutions Without Meeting Procedures into Islands Trust Conservancy Bylaw No. 2" to Islands Trust Conservancy Board.*

Trust Council is proposing to update its meeting procedures bylaw and the local trust committee procedures bylaw to include procedures for resolutions without meeting that are consistent across all Trust Council bodies.

Trust Council does not have authority to establish procedures for the Islands Trust Conservancy Board; those procedures are established by the Board in Islands Trust Conservancy Bylaw 2. Therefore, Trust Council has provided draft language that the Islands Trust Conservancy Board can consider for an amendment to Bylaw 2.

The intent is to provide consistent approach to handling resolutions-without-meetings throughout the organization, to avoid confusion, ensure consistency for staff processing the resolutions, and transparency to the public.

ATTACHMENT:

Attachment 1: Model Bylaw Language.

FOLLOW-UP:

N/A

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

Reviewed By/Date: **Governance Committee/July 16, 2026**
Chief Administrative Officer/August 13, 2026
Executive Committee/August 26, 2026
Trust Council/September 8, 2026

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Attachment 1:
Model Bylaw Language for Resolutions-without-meeting

1. Islands Trust Conservancy Meeting Procedure Bylaw 201, as amended, is amended as follows:

a) By adding the following definitions in alphabetical order in Section 1.1:

- "entitled to vote" means a member of a local trust committee who has not previously advised the Secretary or their delegate that they will not be available via any means during the period the vote is being taken, or has not declared a conflict of interest, or is not an ex-officio member under Policy 2.3.1 [Council Committee Systems].
- "not requiring discussion" means not considered to be controversial, sensitive, complex or otherwise benefitting from discussion and debate.
- "Secretary" means the person appointed by Islands Trust Council under Section 17(1)(a) of the *Islands Trust Act*.
- "telecommunication" means communication by electronic mail (email) or by voice via a telephone or video conference call.
- "urgent" means where the issue in question requires immediate action as a result of unforeseen or unavoidable circumstances and must be dealt with before the next regular meeting.

b) By renumbering Part 12 to Part 13, and adding a new Part 12 with the following text:

PART 12 - Resolutions Without Meeting (RWM)

Principles

12.1 Normally most issues will be discussed and motions voted on at a properly called and constituted meeting.

12.2 In exceptional circumstances, a resolution-without-meeting may be conducted if an issue is deemed by the chair of the Islands Trust Conservancy Board to meet three criteria:
- a. it is urgent, and,
- b. it cannot be deferred to a scheduled meeting, and,
- c. it does not require discussion.

12.3 A resolution-without-meeting cannot be conducted if:
- a. an issue is deemed by the chair of the Islands Trust Conservancy Board to require a staff report, a Briefing, or a Request For Decision to be presented to that body or,
- b. at least one member of the pertinent Board wishes to debate the issue.

12.4. The resolution-without-meeting process is dependent on the timely contribution and response of trustees. If a trustee expects to be absent and not able to access their Islands Trust email account, they must notify the Secretary or their delegate of that situation. If such notification is provided, the absent Trustee will not be assumed to be abstaining from voting.

Voting

12.5. A Resolution Without Meeting is carried where a majority of the members of the Islands Trust Conservancy Board entitled to vote on the resolution inform the Secretary or their delegate of their approval in person or by telecommunication.

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12.6 Subject to Section 12.4 when a simple majority of members is required to carry the resolution, and only one or less of the eligible votes received are in favour after two business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.

Legislated Limitations

12.7 If a member of the Islands Trust Conservancy Board considers that they are not entitled to participate in a vote pursuant to Section 100(2) of the Community Charter (regarding a conflict of interest), the member must make a declaration giving the general reason(s) for the conflict of interest and must withdraw from voting and any discussion thereof. The declaration is as per Appendix B of Islands Trust Council Policy 2.1.1 (Statutory Rules of Conduct).

Conducting of the Resolution Without Meeting

12.8 Any member of the Islands Trust Conservancy Board or staff may notify the chair of the Islands Trust Conservancy Board of an apparent need for a resolution-without-meeting and will provide text for the proposed motion to the chair to consider.

12.9 The chair of the Islands Trust Conservancy Board will decide if a resolution-without-meeting is appropriate and, if so, will request designated staff to conduct the resolution-without-meeting.

12.10 All members of the Islands Trust Conservancy Board entitled to vote will be given simultaneous notice of a resolution-without-meeting and the ability to view information on the subject of the resolution where available.

12.11 If any member of the Islands Trust Conservancy Board who is entitled to vote believes that the motion requires debate, they must notify the chair of the Islands Trust Conservancy Board of their belief as soon as possible after receiving the notice of the resolution-without-meeting. The chair of the Islands Trust Conservancy Board must then declare that the resolution-without-meeting is cancelled.

12.12 If the chair of the Islands Trust Conservancy Board deems the issue remains urgent and cannot wait until the next scheduled meeting, the chair can request designated staff to conduct a resolution-without-meeting to establish a special meeting, otherwise designated staff will add the issue to the agenda of the next scheduled meeting unless the chair directs otherwise.

12.13 Designated staff will request or call for a mover and a seconder to the proposed motion and will notify the chair when there is a mover and a seconder.

12.14 The chair of the Islands Trust Conservancy Board will authorise staff to send out the Call for a Vote.

12.15 A member entitled to vote may vote either “in favour”, or “opposed”, or they can declare that they abstain from voting. An abstention vote is recorded in the affirmative (“in favour”), and a notation will be made beside the name of the member who abstained.

Results of the Vote

12.16 Once the vote has been conducted, staff will notify the chair of the vote results.

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12.17 The chair will declare the vote to be carried or defeated in accordance with the results.
12.18 All members of the Islands Trust Conservancy Board will be notified of the results of the vote and will be provided a copy of the completed resolution-without-meeting, if applicable.
12.19 Staff will provide a report on each completed resolution-without-meeting that will be placed on the agenda of the next regular meeting and recorded in the minutes of that meeting."

2. This Bylaw may be cited for all purposes as "Islands Trust Conservancy Meeting Procedure Bylaw 2019, Amendment Bylaw No. __, 202__".

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ISLANDS TRUST CONSERVANCY

BYLAW NO. XXX

****

A BYLAW TO AMEND THE ISLANDS TRUST CONSERVANCY BYLAW TO REGULATE THE MEETINGS OF THE ISLANDS TRUST CONSERVANCY BOARD AND COMMITTEES OF THE ISLANDS TRUST CONSERVANCY BOARD

****

The Islands Trust Conservancy Board, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act,* as amended, enacts as follows:

1. Islands Trust Conservancy Meeting Procedures Bylaw, 2019 is amended as follows:

a) By inserting the following definitions to Section 1.1 in alphabetical order:
- “entitled to vote” means a member of the Islands Trust Conservancy Board who has not previously advised the Secretary or their delegate that they will not be available via any means during the period the vote is being taken, or has not declared a conflict of interest.
- “not requiring discussion” means not considered to be controversial, sensitive, complex or otherwise benefitting from discussion and debate.
- "Secretary" means the person appointed by Islands Trust Council under Section 17(1)(a) of the Islands Trust Act.
- “Special voting” means a Resolution Without Meeting by the Islands Trust Conservancy Board as provided for in BC Reg 182/92 [Islands Trust Special Voting Regulation]
- "telecommunication" means communication by electronic mail (email) or by voice via a telephone or video conference call.
- “urgent” means where the issue in question requires immediate action as a result of unforeseen or unavoidable circumstances and must be dealt with before the next regular meeting.

b) By replacing Section 8.15 in its entirety with the following:

a) Normally most issues will be discussed and motions voted on at a properly called and constituted meeting.
b) In exceptional circumstances, an RWM may be conducted if an issue is deemed by the chair of the Islands Trust Conservancy Board to meet three criteria:
   i. It is urgent, and,
   ii. it cannot be deferred to a scheduled meeting, and,
   iii. it does not require discussion.
c) An RWM cannot be conducted if:
   iv. an issue is deemed by the chair of the Islands Trust Conservancy Board to require a staff report, a Briefing, or a Request For Decision to be presented to that Islands Trust body, or,
   v. at least one member of the pertinent Islands Trust body wishes to debate the issue.
d) The RWM process is dependent on the timely contribution and response of trustees. If a trustee expects to be absent and not able to access their Islands Trust email account, they should notify the Secretary or their delegate of that situation. In this case, the absent Trustee will not be assumed to be abstaining from voting.
e) A Resolution Without Meeting is carried where a majority of the members of the Islands Trust Conservancy Board entitled to vote on the resolution inform the Secretary or their delegate of their approval in person or by telecommunication.

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f) When a simple majority is required to carry the resolution, and only 50 percent or less of the eligible votes received are in favour after two business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.
g) When a 3/4 majority is required to carry the resolution, and only less than 75 percent of the eligible votes received are in favour after two business days from the calling of the vote, those entitled to vote who did not inform the Secretary or their delegate of their vote will be considered to be abstaining.

Legislated Limitations

Pursuant to the relevant legislation:

h) The Islands Trust Conservancy Board must:
    i. consider the matter being voted on to be urgent, and
    ii. consider that calling a regular or special meeting to conduct the vote is not practical.
i) If a member of the Islands Trust Conservancy Board considers that they are not entitled to participate in a vote pursuant to Section 100(2) of the Community Charter (regarding a conflict of interest), the member must make a declaration giving the general reason(s) for the conflict of interest and must withdraw from voting and any discussion thereof. The declaration is as per Appendix B of Islands Trust Council Policy 2.1.1 (Statutory Rules of Conduct).

Conducting of the Resolution Without Meeting

j) Any member of the Islands Trust Conservancy Board or staff may notify the Chair of the Board of an apparent need for an RWM and will provide text for the proposed motion to the chair to consider.
k) The Chair and one other member must consider the matter to be urgent and calling a regular or special meeting to conduct the voting is impractical. Notification of the ITCB RWM must include why it is considered urgent and why it is not practical to hold a special or regular meeting to make the decision.
l) All members of the Islands Trust Conservancy Board entitled to vote will be given simultaneous notice of an RWM and the ability to view information on the subject of the resolution where available.
m) If any member of the Islands Trust Conservancy Board who is entitled to vote believes that the motion requires debate, they must notify the Chair of the Board of their belief as soon as possible after receiving the notice of the RWM. The Chair of the Board must declare that the RWM is cancelled.
n) If the Chair of the Islands Trust Conservancy Board deems the issue:
    i. remains urgent and cannot wait until the next scheduled meeting, the chair can request designated staff to conduct an RWM to establish a special meeting, or,
    ii. is not urgent, designated staff will add the issue to the agenda of the next scheduled meeting unless the chair directs otherwise.
o) Designated staff will request or call for a mover and a seconder to the proposed motion and will notify the Chair when there is a mover and a seconder.
p) The chair of the Islands Trust Conservancy Board will authorise staff to send out the Call for a Vote.
q) A member entitled to vote may vote either “in favour”, or “opposed”, or they can declare that they abstain from voting. An abstention vote is recorded in the affirmative (“in favour”), and a notation will be made beside the name of the member who abstained.

Results of the Vote

r) Once the vote has been conducted, staff will notify the Chair of the vote results.
s) The Chair will declare the vote to be carried or defeated in accordance with the results.

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t) All members of the Islands Trust Conservancy Board will be notified of the results of the vote and will be provided a copy of the completed RWM, if applicable.
u) Staff will provide a report on each completed RWM that will be placed on the agenda of the next regular meeting and recorded in the minutes of that meeting.

2. This Bylaw may be cited for all purposes as "Islands Trust Conservancy Meeting Procedures Bylaw, 2019, Amendment Bylaw No. __, 202_".

READ A FIRST TIME THIS	xx	DAY OF	Month,	Year
READ A SECOND TIME THIS	xx	DAY OF	Month,	Year
READ A THIRD TIME THIS	xx	DAY OF	Month,	Year
ADOPTED THIS	xx	DAY OF	Month,	Year

_____ _____

David Marlor, SECRETARY Lisa Gauvreau, CHAIR

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REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 9, 2026
From:	**Legislative and Information Services**	**Date Prepared:**	August 13, 2026
SUBJECT:	**Information Systems Five-year Plan**		

RECOMMENDATION:
That Islands Trust Council approve the Information Systems Five-year Plan dated September 9, 2026.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The Information Systems Five-year Plan provides a road-map for information technology to support our day-to-day operations of Trust Council, Executive Committee, local trust committees and the Islands Trust Conservancy; and to support the strategic plan direction of Trust Council, and projects for trust bodies for which Trust Council has approved resources and funding. The plan is intended to provide clarity and certainty for trustees and staff about current and planned information systems projects and initiatives. It will be used by staff to make business case and operational budget recommendations to Trust Council. The plan will be updated annually to reflect Trust Council's strategic plan and budget decisions, as well as any operational needs identified by staff.

1 PURPOSE:
To provide Trust Council with the initial Information Systems Five-year Plan.

2 BACKGROUND:
The Chief Administrative Officer presented an operational review to Trust Council in December 2025. This review included several recommendations, one of which was:

> *Trust Council direct staff to prepare a five-year Information Technology and Information Management Plan to be presented to Trust Council for approval, and that no new nonessential technology projects be initiated until completion of this five-year plan*

At the December Trust Council meeting, Trust council adopted the above recommendation by this resolution:

> *that Trust Council adopt all recommendations in the Islands Trust 2025 Operational Review Report, as presented.*

Attached to this briefing is the initial five-year plan for Islands Trust information systems. This plan begins with this current fiscal year (April 1, 2026) and ends March 31, 2031).

The plan has been designed as a rolling five-year plan, that will be updated once per year with the first year dropping off, the next fifth year being added, and plans for each of the years being updated to reflect work completed, work postponed, and changing political priorities

(as expressed through the Islands Trust strategic plan), changing technology availability, cost effectiveness and capabilities.

This plan is intended to be an operational document that will guide staff in making budget recommendations to Trust Council, and Trust Council in the consideration of approval of budget requests. It will also allow staff to identify upcoming technology changes or challenges and add them to the plan in the appropriate years.

The plan organization has detailed projects in years one and two, with a general idea of the projects that would likely be undertaken in year three. Year four and five are used more to identify challenges or broad goals for the organization's information technology, that will then be used to help us develop specific business cases and projects in years one to three to address those challenges or broad goals.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
The adopt of the plan will help staff provide more certainty of work requirements and budget requirements to provide the technology to support the work of the Islands Trust. As the plan is refined year-over-year it will help stablise our understanding of budget requirements, and allow Trust Council to budget and plan appropriately over the five-year horizon.

FINANCIAL:
There are no financial implications of the recommendation.

POLICY:
There are no policy implications of the recommendation.

IMPLEMENTATION/COMMUNICATIONS:
The five year plan will be published on the Islands Trust website, and will be circulated to staff.

FIRST NATIONS RELATIONS:
There are no First Nations relations implications of the recommendation.

OTHER:
There are no other implications of the recommendation.

4 RELEVANT POLICY(S):

- Trust Council Strategic Plan

5 ATTACHMENT(S):

- Information Systems Five year Plan (April 1 2026 to March 31, 2031).

RESPONSE OPTIONS

Recommendation:
That Islands Trust Council approve the Information Systems Five-year Plan dated September 9, 2026.

Alternative:
As requested by Trust Council.

Prepared By:	David Marlor, Director, Legislative and Information Systems
Reviewed By/Date:	Chief Administrative Officer/August 13, 2026 Information Technology Manager/DATE Executive Committee/August 26, 2026

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Islands Trust

Information Systems Five-year Plan
April 1, 2026 to March 31, 2031

1. Purpose

To provide a rolling five-year plan for information systems, that maintains the technology to meet operational needs, adjust and provides technology to support Trust Council strategic directions, and anticipate and ensure the Islands Trust is ready for expected advancements and changes in information and Geographic Information Systems technology.

2. Vision

Over the next five fiscal years, Islands Trust's Information Technology function will evolve from a primarily operational support unit into a strategic enabler of stewardship—strengthening how the organization uses technology to protect sensitive ecosystems, support Local Trust Committees, collaborate with First Nations, and engage island communities. The focus will be on operational resilience and cybersecurity, modernized services, accessible digital tools, and data-driven decision-making that respects the geography, values, and cultural context of the Trust Area.

3. Living Document Five-Year Goals & Roadmap

The following lays out the general direction of Information Technology over the next five years, from April 1, 2026 to March 31, 2031

Shifting world demand for resources, such as computer storage and memory chips, and the volatile nature of information technology advancement that is hard to predict, and to align with political and operational needs over the five-year time horizon of this plan requires that the five-year plan be updated on an annual basis. This plan is intended to be a five-year rolling plan that provides details of specific projects, or preparation for specific projects in the first three years, and sets a more general stage for years four and five.

Risks associated with this plan include:

1. All projects requiring funding are subject to approval by Trust Council on an annual basis – this includes funding for hardware, software and labour to implement and maintain the hardware and software. Staff will make recommendations to Trust Council based on this plan, but decisions of Trust Council may affect how the plan unfolds.

2. World events affect technology pricing and availability. The five-year horizon in technology is difficult to predict – therefore years four and five tend to be a vision based on current knowledge and understanding. As a rolling five-year plan, it is intended to allow pivot to address those issues as we encounter or become aware of them by adjusting the plan.

Year 1 (FY 2026/27)— Stabilize, Assess, and Build Foundation

Year One will focus on stabilizing current operations while establishing a clear, evidence-based foundation for future transformation.

This includes conducting a comprehensive assessment of existing infrastructure, applications, and data assets to understand what is in place today, how it is being used, and where gaps or risks exist. Applications, their use and opportunities for modernization of workflows will be assessed. Particular attention will be given to the organization's GIS environment and data holdings, ensuring there is a sustainable approach to data quality, ownership, lifecycle management, and ongoing maintenance.

In parallel, we will evaluate the current reliance on on-premises systems alongside potential cloud-based options, with an emphasis on addressing security concerns through modern, informed practices rather than legacy assumptions.

This year will also prioritize identifying and resolving smaller, high-impact issues within existing applications to improve day-to-day operations, while introducing consistent processes for intake, evaluation, and prioritization of technology needs. Collectively, these efforts will shift the organization from a reactive, short-term mindset toward a more structured, proactive approach, creating the foundation required for strategic growth in subsequent years.

For Fiscal 2026 year, planned work is covered by approved budgets and existing staff resources.

Priorities year 1:

Fiscal Ending 2027 - Projects in Progress		
Name **Status**	**Comment**	**Deliverable**
Contact Database - Keela	Conservancy will complete the transition to the new database by June 30, 2026. That will complete phase 1 of that project which included exporting the data, cleaning up the data, migrating it into Keela, reviewing the data, and training. Phase 2 to look at additional use cases such as a First Nations database.	Database on-line and in-use by ITC staff. Initial work with Trust Area Services staff on developing Keela-

		based First Nations database.
File Transfer Protocol Service (FTP) - FileCloud	The current FTP service is being stood down. Standing up the new service, FileCloud, has commenced. Processes have been written and training provided. Phase 1 of the service was established for this years' conservancy season. Phase 2 will now commence with the onboarding of other areas, Freshwater, Planning and Bylaws.	Transition to File-cloud and decommissioning of FTP server by end of fiscal.
IT Apps upgrade	A review of this internal application showed significant issues with the design and way it was written. It met a need, at that time, but is not sustainable today. Modernization of the code will make it easier to make changes going forward by updating the coding to current standards. Additional "fixes" were also looked at. Any "minor" fixes that could be incorporated were and continue to be reviewed. Major changes will be brought forward late this year to be incorporated into a major upgrade project next fiscal.	New front-end interface and re-coded apps expected to be ready for staff use by November 2026.
eScribe upgrade	eScribe is moving to a new cloud-based solution. The migration will enhance collaboration, improve accessibility, reduce infrastructure and maintenance requirements, and position the organization to benefit from ongoing product enhancements and innovation. This will include new vote counting software and consideration of vote dashboard.	Escribe update is expected to be ready and will be rolled out softly beginning in November/December of 2026. All Islands Trust bodies and staff expected to be using it by March 2027.

Fiscal Ending 2027 – Review Starting

Name	Comment	Deliverable
Cloud Software Review	This review overlaps with the hardware and software application review. A review is in progress to determine if Islands Trust could also benefit from moving to a	Report to management by end of March 2027.

	cloud-based system (rather than our current self-hosting approach).	
Software Application Review	Islands Trust has many applications needed to support projects and day-to-day work. A review of the software for efficiencies, renewal dates and costs are underway. Review will determine which should transition to cloud software, third party software, or in-house built software.	Report to Management by March 2027.
IT Hardware Review	IT hardware includes computers, servers and their peripheral equipment. Recent worldwide demand created by AI data centres has significantly increased cost of hardware for self-hosting (as we do now); with servers coming up for end-of-life replacement this review is critical.	Report to management by March 2027.
Website Review	A review of what is needed from the website going forward in the next few years. This year a determination of which way to go for the site to ensure its useability and management into the years ahead	Report to management by end October 2026.
GIS Review	This includes completing a list of all our datasets and layers along with meta data, currency of the set and a data management plan to outline how the data will be maintained in an ongoing basis.	List of datasets expected to be completed by October 2026

Year 2 (FY 2027/28)— Modernise Core Systems

Year Two will build on the assessment and foundational work completed in Year One by translating findings into clear, actionable direction for leadership. This includes consolidating the current-state analysis into a cohesive, accessible roadmap that outlines recommended changes to infrastructure, applications, and data management practices.

Particular focus will be placed on presenting options for evolving the organization's technology environment—including the balance between on-premises and cloud-based solutions—supported by evidence, risk considerations, and alignment with modern security standards. Proposals will also address the optimization of GIS data management and the rationalization of applications to reduce duplication and improve integration across the organization.

Each recommendation will be accompanied by defined cost estimates, resource requirements, and phased implementation options, enabling informed decision-making and prioritization.

This year will establish a shared understanding with leadership of the path forward, including the financial and operational implications, positioning the organization to move confidently into execution in subsequent years.

Year two priorities are dependent on approval of appropriate budgets by Trust Council.

Priorities year 2:

Fiscal Ending 2028 - Projects Expected to Continue		
Name	**Comment**	**Anticipated Action**
Contact Database - Keela	Phase two to look at additional use cases such as a First Nations database.	Develop for staff to track First Nations engagement. Begin assessment of need and utility of transferring some other database apps.
IT Apps upgrade	Review of all apps and assessment of those to enhance and those to transfer to different software solution	New front-end interface and re-coded apps expected to be ready for staff use by end of Fiscal.
File Transfer Protocol Service (FTP) - FileCloud	File cloud will replace FTP server once fully implemented.	onboarding of Freshwater, Planning and Bylaws if not completed in year 1.

Fiscal Ending 2028 – Projects Expected to Start		
Name	**Comment**	**Deliverable**
Cloud Software business case	Based on review decision on moving towards cloud software, or continuing with existing model.	Business case development to support change or upgrades to continue with current setup.
IT Hardware business case	This relates to the cloud software review. Hardware requirements will be similarly assessed and based on that assessment, understanding of hardware needs.	Operational budget adjustments to ensure on-going hardware upgrades. Business case development where new hardware has been identified as

		being required, or transition to cloud-based system if that is proved in the previous review to be more economical and operationally superior.
Artificial Intelligence Integration Review business case	Begin process for Initial review of how artificial intelligence can be incorporated into the Islands Trust operations.	Establish scope and develop business case.
Website business case	Based on review, recommendations will be made on necessary updates and changes to the website.	Develop a plan and business case development to support recommended changes.
Software Application Review	Review will identify software we currently use and how we use it, and best approach going forward.	Operational budget adjustments, and possible business cases where new software is required.
Records management	Begin assessment and develop a business case for records management software. This may be on our servers or cloud based, depending on the larger review of information systems hardware and software requirements.	Assess needs and develop business case.
GIS dataset review	GIS data management plan – results and recommendations to written and shared with plan going forward over the next 4 years for data acquisition and management of existing.	Operational budget adjustments to ensure on-going support and updates to the datasets. Business case development where new data has been identified as being required.

Year 3 (FY 2028/29)— Expand Digital Services & Data Capabilities

Year Three will transition the organization from planning into structured execution, focusing on delivering the approved priorities and embedding sustainable practices into day-to-day operations.

Building on the decisions and implementation plans established in Year Two, this year will initiate and advance key projects across GIS data management, infrastructure modernization, application optimization, and website improvements. Efforts will be guided by a phased approach that

balances operational stability with measurable progress, ensuring that changes are introduced in a controlled and well-supported manner. Alongside project delivery, emphasis will be placed on strengthening governance, including formalizing project oversight, refining prioritization processes, and establishing clear accountability for ongoing data, system, and asset management.

Early wins will be targeted to demonstrate value and build organizational confidence, while foundational changes—such as improved data lifecycle management, enhanced integration between systems, and modernization of hosting strategies—will begin to take hold. By the end of Year Three, the organization will have moved beyond planning into tangible transformation, with visible improvements in efficiency, reliability, and strategic alignment.

Priorities year 3:

a. Subject to funding, staff expect to start on:
    a. Cloud software implementation or implementation of in-house system depending on outcome of review and business case approval
    b. Information Technology hardware updates subject to review and business case
    c. Website development subject to business case approval
    d. Software application updates subject to business case approval
    e. GIS data layers program updates subject to business case approval
    f. Artificial intelligence review with recommendations by end of fiscal subject to business case approval.
    g. Begin implementation of records management software (cloud or server based depending on larger software review) subject to business case approval.
b. To begin in FY2028/29:
    a. Implement/expand digital public engagement capabilities (e.g., interactive maps, consultation portals, consideration of AI integration, accessible information services).
    b. Develop a Trust-wide data strategy: metadata standards, retention, quality controls, and prioritized reporting/analytics needs, and records management security.
    c. Strengthen integration between GIS, corporate data, and public-facing tools while protecting sensitive and culturally significant information.
    d. Build capability and expand to meet public requirements for data.
    e. Automate routine workflows (document routing, retention, approvals) and improve service reliability through standardization, including consideration of how Artificial Intelligence can be used in the organization.

Year 4 (FY 2029/30) — Integrate, Automate & Support Organizational Transformation

Year Four will focus on scaling and optimizing the changes introduced in Year Three, ensuring that new systems, processes, and practices are fully embedded across the organization. With core projects underway or completed, attention will shift to refining integrations between systems, enhancing data accessibility and quality—particularly within GIS—and improving the overall user experience for staff and stakeholders. Infrastructure decisions, including any transition toward cloud or hybrid models, will be further matured and optimized for performance, cost-efficiency, and security.

Year four will likely see continued implementation of recommendations on the artificial intelligence integration review from year three. Other items listed to begin in year three will likely continue into year four, such as public engagement and GIS tools, automating routine processes (all of which could include deployment of artificial intelligence).

It is likely that due to budget or other requirements, some of the items planned for year three will be deferred to year four. Therefore, this year should be seen as buffer to allow that work to continue.

This year will also emphasize strengthening organizational capability through training, documentation, and knowledge transfer, enabling teams to operate more independently and effectively within the modernized environment. Continuous improvement practices will be introduced, supported by performance metrics and regular review cycles, ensuring that technology investments are delivering intended outcomes and can adapt to evolving business needs.

Year 5 (FY 2030/31)— Optimize, Future-Proof & Advance Stewardship Technology

Year Five will focus on maturity, sustainability, and strategic alignment, positioning the organization to operate proactively rather than reactively. By this stage, technology, data, and processes will be well-integrated and governed, allowing for more advanced planning and innovation. The organization will leverage its strengthened foundation to explore new opportunities, such as enhanced analytics, improved digital services, and expanded use of GIS to support decision-making and long-term planning. Investment decisions will be guided by established governance frameworks and a clear understanding of total cost of ownership and value realization.

Additionally, a formal cycle of strategic review and refresh will be established to ensure the technology roadmap remains aligned with organizational priorities and external changes. By the end of Year Five, the organization will have achieved a stable, forward-looking technology environment that supports continuous improvement, informed decision-making, and long-term resilience.

4. Conclusion

This five-year plan is cyclical and intended to be updated every year to reflect advancement of the work indicated, and alignment with Trust Council's strategic plan and operational needs. As it rolls along, the projects in-progress and beginning in years one through three will be updated, and the goals for years four and five will be modified.

This plan outlines a deliberate shift from reactive, short-term operations to a proactive, strategic, and sustainable technology environment. The early years have predictable specified projects driven by Trust Council strategic plan and operational needs. The later years (four and five) currently focuses on optimization, capability building, and continuous improvement

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Islands Trust Council Quarterly Meeting Schedule

Date & Time: 1:00 PM, Wednesday, September 9 through 12:30 PM, Friday, September 11, 2026

Location: Electronic Videoconferencing (Zoom) - A physical location to view the livestream of the meeting: Islands Trust Victoria Office #200-1627 Fort Street, Victoria, B.C., V8R 1H8

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WEDNESDAY

Time	DAY 1 - Session Highlights	Agenda Item
10:00 AM	**Executive Committee Meeting - Electronic Meeting**	Please visit the event web page for the agenda.
	Islands Trust Council Meeting Begins at 1:00 PM	
1:00 PM	**Welcome and Introductions** • Call to Order and Territorial Welcome • Approval of Agenda	TBD
1:25 PM	**General Business Arising** • Islands Trust Council Committee Work Programs and Chair Updates • Correspondence	TBD
2:15 PM	**Executive Office** • Implications of the Provincial Infrastructure Projects Act - BRF • Islands Trust Corporate Planning Process - RFD	TBD
	BREAK 3:30 - 3:45 PM	
3:45 PM	**Executive Office (Continued)** • Islands Trust Council Committee Structure Changes - RFD	TBD
4:30 PM	**Delegations and Public Comment Period**	TBD
	ADJOURN - ~ 5:00 PM	

Times are provided for information and may vary. See meeting agenda for full list of meeting agenda items.
Please visit the Islands Trust website at islandstrust.bc.ca

Islands Trust Council Quarterly Meeting Schedule
9-11, September, 2026

Islands Trust

THURSDAY

Time	DAY 2 - Session Highlights	Agenda Item
9:00 AM	**Closed Meeting** • Public are welcome to attend all sessions excluding the Closed Meeting.	TBD
	BREAK 10:00 - 10:15 AM	
10:15 AM	**Legislative and Information Services** • Harmonization of Resolution Without Meeting Process - RFD • Information Services Five-Year Plan - RFD	TBD
11:00 AM	**Financial and Employee Services** • 2025/26 Statement of Financial Information (SOFI) - RFD • Draft Amended Procurement Policy - RFD • Investment Policy - RFD	TBD
	LUNCH 12:30 - 1:00 PM	
1:00 PM	**Hyperabundant Deer Presentation** Dr. Tara Martin will present research on the impacts of hyperabundant deer, and strategies for managing hyperabundant deer to restore keystone places in the Gulf Islands.	TBD
2:00 PM	**Planning Services** • Salt Spring Island Local Trust Committee & Capital Regional District Local Community Commission Letter of Understanding - RFD • Monitoring Progress on Ecosystem Protection in Land Use Planning - Initiative 3.2.4 Update - RFD	TBD
	BREAK 3:00 - 3:15 PM	
3:15 PM	**Planning Services (Continued)**	TBD
	ADJOURN - ~ 5:00 PM	

FRIDAY

Time	DAY 3 - Session Highlights	Agenda Item
9:00 AM	**Trust Area Services** • Policy 2.1.17 Grants Provided by Trust Council - RFD • Policy 6.10.2 Communications - RFD • Strategic Priorities Survey Results - BRF • Advocacy on Marine Shipping Safety - RFD	TBD
	BREAK 10:30 - 10:45 AM	
10:45 AM	**Trustee Roundtable**	TBD
12:15 PM	**New Business, Disposition of Delegations, Meeting Wrap Up** • Islands Trust Council Follow Up Action List	TBD
	ADJOURN - ~ 12:30 PM	

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Trustee Sponsored
REQUEST FOR DECISION

To:	Trust Council	**For the Meeting of:**	September 9, 2026
From:	**Trustee Peterson**	**Date Prepared:**	August 12, 2026

SUBJECT: **Letter of support for Motion M-35, supporting Motion M-35 Federal operational support for BC Ferries.**

RECOMMENDATION: THAT Trust Council request the Chair to write to the Minister of Transport, Minister of Finance and National Revenue for Canada, and The Prime Minister of Canada, supporting parliamentary Motion M-35 Federal operational support for BC Ferries, with copies to MPs in the Islands Trust Area.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: There is no Trust Council policy to guide a Trust Council advocacy position about the federal government to taking steps to modernize federal ferry funding policies and provide fair, stable, long-term federal operational support for BC Ferries as essential national transportation infrastructure. The Islands Trust Council's Advocacy Policy states that "Islands Trust bodies will ensure that their advocacy positions are consistent with the Islands Trust Act, the Object and established policy."

PURPOSE:
For Islands Trust to publically and officially support federal government Motion M-35, in recognition that the Islands Trust Area relies on ferry service for essential needs of all kinds.

BACKGROUND:
MP Gord Johns, Courtenay—Alberni has brought motion M-35 (attachment 1) for consideration of Parliament, to request that the federal government review funding for BC Ferries.

BC Ferries has warned that, without additional government funding, ferry users could face fare increases of at least 30 per cent by 2028. The upcoming BC Ferries Performance Term Seven review process will help determine fares, service levels and funding requirements for the next five years. There is an inequity in federal operating support per passenger between East Coast ferry systems and British Columbia.

The decisions being made over the coming months could affect ferry affordability, service levels and the cost of living in coastal communities for years to come.

Several local governments have provided letters to federal ministers, expressing their support for this Motion.

Copying all MPs in the Islands Trust Area would serve to let them know that this issue is important to their constituents.

MP Johns has also initiated Parliamentary Petition e-7474, which trustees may wish to sign and share with constituents as well.

https://www.ourcommons.ca/petitions/en/Petition/Details?Petition=e-7474

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: One day of Trust Area Services staff time to write, review and send the letter and cc's of the letter. This will not cause significant delay of other initiatives.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will draft a letter for the Chair's review. The letter will be cc'd to relevant Ministers, Trust Area MLAs and MPs, Bowen Island Municipality, POLIS Water Sustainability Project and Islands Trust Council. The letter will be posted to the Islands Trust website and featured in a future Islands Trust newsletter.

FIRST NATIONS RELATIONS: None.

OTHER: None.

RELEVANT POLICY(S):

1. Trust Council Policy 6.10.3 Advocacy

ATTACHMENT(S):

- Parliamentary Motion M-35 regarding Federal operational support for BC Ferries Canada, 45th Parliament, 1st Session

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RESPONSE OPTIONS

Recommendation: **THAT Trust Council request the Chair to write to the Minister of Transport, Minister of Finance and National Revenue for Canada, and The Prime Minister of Canada, supporting parliamentary Motion M-35 Federal operational support for BC Ferries, with copies to MPs in the Islands Trust Area.**

Alternative:

1. Trust Council could decide not to support the motion.
2. Trust Council could decide to undertake an alternative approach to supporting the motion, or request more information before supporting the motion.

Prepared By: Trustee Peterson

Reviewed By/Date: Chief Administrative Officer/August 19, 2026
Director, Legislative and Information Services/August 19, 2026
Director, Trust Area Services/August 19, 2026
Executive Committee/August 26, 2026

Attachment 1

Parliamentary Motion M-35 regarding
Federal operational support for BC Ferries
45th Parliament, 1st Session

Available via: https://www.ourcommons.ca/members/en/gord-johns(89263)/motions/14157296

Motion Text:

That:

(a) the House recognize that,

(i) ferries are essential marine highways connecting coastal communities, workers, families, businesses, and supply chains to the rest of Canada,

(ii) Vancouver Island is approaching one million residents and BC Ferries carries more than 22 million passengers annually,

(iii) according to analysis prepared by the Library of Parliament, BC Ferries received approximately $1.63 in federal operational support per passenger in 2024-25, compared to approximately $291 per passenger for federally supported East Coast ferry systems,

(iv) Canadians in Atlantic Canada and British Columbia both deserve strong federal ferry support because these services are essential national transportation infrastructure,

(v) current federal ferry funding agreements rely on outdated constitutional arrangements and formulas created decades ago, when Vancouver Island had roughly half its current population,

(vi) it is no longer sustainable to operate one of the world's largest ferry systems without stable, long-term federal operational support; and

(b) in the opinion of the House, the government should,

(i) immediately take steps to modernize federal ferry funding policies and provide fair, stable, long-term federal operational support for BC Ferries as essential national transportation infrastructure,

(ii) report to Parliament on its progress toward achieving these objectives

REQUEST FOR DECISION

To:	Executive Committee	**For the Meeting of:**	August 26, 2026
From:	Executive Office	**Date Prepared:**	August 19, 2026

SUBJECT: Executive Committee 2027/28 Program/Project/Staffing Budget Requests

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RECOMMENDATION:

That Executive Committee forward its 2027/28 operating budget recommend to Financial Planning Committee that it include the following in the draft 2027/28 budget:

1. **$6,000 for History and Heritage Conservation Grants-in-Aid**
2. **$10,000 for Planning Application Sponsorship**
3. **$275 for Natural Area Protection Tax Exemption Program (NAPTEP) Application Sponsorship**
4. **$81,400 for Communications**
5. **$1,000 for branded clothing**
6. **$20,000 for code of conduct investigations**
7. **$66,000 for Policy Statement Amendment Project**
8. **$143,500 for implementation of the Indigenous Relations Action Plan**
9. **$131,366 for an auxiliary (temporary) Senior Policy Advisor, Trust Area Services**
10. **$28,732 for a Planning Co-op Student**
11. **$65,000 for Salt Spring Island Office Heating and Cooling**

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
The proposed budget amounts for fiscal 2027/28 outlined below reflect an attempt to balance fiscal responsibility with the anticipated needs of an incoming new Islands Trust Council and Executive Committee. In September 2026 Trust Council will be receiving a proposed new Grants Provided by Trust Council policy which would establish five types of grants. Staff have proposed funding for the three types of grants which have been previously funded by Trust Council through grants or sponsorship.

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1 PURPOSE: To seek Executive Committee (EC) decision on its 2027/28 requests for Trust Council programs/project and continuation of the temporary Senior Policy Advisor.

2 BACKGROUND:
Executive Committee is responsible for advancing budget requests for their areas of oversight, as part of the annual budget cycle. The committee also facilitates Islands Trust Council program and project budget requests.

On July 29, 2026, Executive Committee received a briefing from the CAO and passed the following motion regarding Executive Committee and Trust Council operating funding:

EC-2026-084
It was MOVED and SECONDED,
that Executive Committee forward its 2027/28 operating budget requests to Financial Planning Committee for inclusion in the draft 2027/28 budget:

1. $170,000 for Islands Trust Council Meetings
2. $40,000 for Islands Trust Council Training and Conferences
3. $6,000 for Islands Trust Council Travel for Training
4. $1,000 for Islands Trust Council Chair Travel
5. $8,000 for Executive Committee Meeting Expense
6. $35,000 for Executive Committee on local trust committee costs
7. $1,500 for Executive Committee Training and Conferences
8. $1,000 for Executive Committee Travel for Training
9. $33,000 for UBCM/AVICC Conventions

The proposed budget recommendations below are for Trust Council program/projects, for a new legal budget line for conduct investigations, and for continuation of a temporary staffing position.

TRUST COUNCIL PROGRAMS			
Potential funding request	**Approved 2026/27 Budget**	**Proposed 2027/28 Budget**	**Notes**
1. History and Heritage Conservation Grants-in-Aid (under proposed new policy would be Heritage Conservation Grant Program and Heritage Knowledge & Awareness Grant Program)	$0	$6,000 (under new policy $0 to Heritage Conservation Grant Program and $6,000 to Heritage Knowledge & Awareness Grant Program)	This program is guided by Trust Council Policy 2.1.14 (History And Heritage Conservation Grants-In-Aid) This program was not funded in FY2024, FY2025 and FY2026 and, as such, there is no spending to report for these prior years. Staff are proposing a new policy *Grants Provided by Trust Council* for Trust Council to consider in September 2026 that would replace the existing policy.
2. Planning Application Sponsorship (under proposed new policy would be Community-Benefit Land Use Application Grant Program)	$10,000	$10,000	Sponsorship of Land Use applications is guided by Trust Council Policy 4.1.13 (Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications Staff are proposing a new policy *Grants Provided by Trust Council* for Trust Council to consider in September 2026 that would replace the existing policy. Application fees increased in FY2023 when LTCs adopted new fees bylaws. LTC fees bylaws stipulate an automatic increase in fees of 2% annually. Prior year actual spending: FY2023: $5,950

			FY2024: $16,136 FY2025: $8,115 FY2026: $4,882
3. Natural Area Protection Tax Exemption Program (NAPTEP) Application Sponsorship (under proposed new policy would be NAPTEP Application Grant Program)	$0	$275	In 2022 Trust Council approved Policy 2.1.16 Guidelines For Executive Committee Sponsored Or Islands Trust Conservancy Initiated NAPTEP Applications regarding sponsorship of NAPTEP applications. This budget supports implementation of that policy. Staff are proposing a new policy *Grants Provided by Trust Council* for Trust Council to consider in September 2026. Prior year actual spending: FY2024: $275 FY2025: $450 FY2026: $275
4. Communications	$47,600	$81,400	This budget request supports implementation of the Islands Trust Communications Strategy, an update of which was approved by Executive Committee in April 2026. In addition to supporting routine corporate communication functions (graphic design, signage, publication re-printing etc.) this budget request supports: • $4,400 - Annual report design, printing and mailing • $3,000 - Trust Area-wide advertising of public engagement period for proposed 2028/29 budget • $35,000 – purchase of custom 2025 Census data from Statistic Canada (local trust area/ Islands Trust Area-specific data needed to make infographics) ($10,000) and creation of Census infographic sheets by Statistics Canada ($25,000) • $14,000 - graphic design support in producing communication materials • $10,000 – implementation of public engagement strategy • $1,000 – Printing, signage, branded clothing • $5,000- continued website improvements

			• $7,000 - Living in the Trust Area printing and mailing to new home purchasers The budget request also includes $3,000 as contingency communication funds available to be responsive to emerging issues. Prior year actual spending: FY2022: $15,104 FY2023: $29,931 FY2024: $50,852 FY2025: $30,113 FY2026: $48,552
5. Branded Clothing	$750	$1,000	This budget request supports provision of branded clothing items to eligible employees and trustees. Branded clothing program started in 26/27 so no prior actuals.
6. Legal – Code of Conduct Investigations	$0	$20,000	See business case for rationale. This is a proposed new budget line, so there are no prior actuals.
TRUST COUNCIL PROJECTS			
7. Policy Statement Amendment Project	$37,000	$66,000	See business case for rationale. Prior year actual spending: FY2022: $129,819 FY2023: $67,430 FY2024: $12,213 FY2025: $33,350 FY2026: $57,324
8. Indigenous Relations Action Plan implementation	$57,858	$143,500	See business case for rationale. Prior year actual spending: F2022 - $6,009.97 F2023 - $7,218.88 F2024 - $17,925.29 F2025 - $20,757.73 F2026 - $36,150.44
PERSONNEL REQUESTS			
9. Auxiliary (temporary) Senior Policy	$117,563	$131,366	See business case for rationale.

Advisor, Trust Area Services			
10. Planning Co-Op Student	$0	$28,732	See business case for rationale
OPERATIONS REQUESTS			
11. Salt Spring Island Office Heating and Cooling	$0	$65,000	See business case for rationale

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL: Approval of these budget requests will support work associated with the named programs.

FINANCIAL: If approved as part of the 2027/28 budget and financial plan, these funds will be secured for the coming fiscal year.

POLICY: Continuation of the temporary Senior Policy Advisor position will provided needed resources for continued policy work for Trust Council and the Conservancy Board.

IMPLEMENTATION/COMMUNICATIONS: Staff will forward EC's budget recommendations to Financial Planning Committee for inclusion in the draft 2027/28 budget.

FIRST NATIONS RELATIONS: Funding for Indigenous Relations Action Plan implementation is intended to support relationships with First Nations.

OTHER: None.

3 **RELEVANT POLICY:** Islands Trust Council Policy 6.3.1 Budget Process

4 **ATTACHMENT(S):**

1. Business case: Indigenous Relations Action Plan implementation
2. Business case: Policy Statement Amendment Project
3. Business case: Auxiliary (temporary) Senior Policy Advisor, Trust Area Services
4. Business case: Legal - Code of Conduct Investigations
5. Business case: Planning Co-op Student
6. Business case: Salt Spring Island Office Heating and Cooling

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RESPONSE OPTIONS

Recommendation: That Executive Committee forward its 2027/28 operating budget recommend to Financial Planning Committee that it include the following in the draft 2027/28 budget:

1. **$6,000 for History and Heritage Conservation Grants-in-Aid**
2. **$10,000 for Planning Application Sponsorship**

3. **$275 for Natural Area Protection Tax Exemption Program (NAPTEP) Application Sponsorship**
4. **$81,400 for Communications**
5. **$1,000 for branded clothing**
6. **$20,000 for code of conduct investigations**
7. **$66,000 for Policy Statement Amendment Project**
8. **$143,500 for implementation of the Indigenous Relations Action Plan**
9. **$131,366 for an auxiliary (temporary) Senior Policy Advisor, Trust Area Services**
10. **$28,732 for a Planning Co-op Student**
11. **$65,000 for Salt Spring Island Office Heating and Cooling**

Alternative: Executive Committee may amend the amounts proposed in the resolution for consideration by FPC. (Staff would amend business cases accordingly)

Prepared By: Clare Frater, Director, Trust Area Services, August 19, 2026

Reviewed By/Date: Rueben Bronee, CAO, August 19, 2026

Funding Request Business Case

Completion of this form initiates a request to the Senior Leadership Team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision-making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by *(Committee or Operational Unit)***:**

Executive Committee

Department:

Trust Service Area

Name of Request:

Indigenous Relations Action Plan implementation

$ Value of Request *(indicate by fiscal year and total if project is multi-year):*

1. Negotiation, completion, and celebration of relationship agreements with interested Indigenous Governing Bodies **=$15,000 (**$7,000 may come from grant)
2. Co-development of a proposal to Trust Council for an Indigenous advisory function/structure =$**100,000**
3. Public learning events related to Indigenous history or cultural heritage and Indigenous Relations= $**3,000**
4. Leadership-to-leadership meetings and protocol events — **$5,500**
5. Engagement on updated Archeological Chance Find Protocol — **$20,000**

Total: $143,500

The $100,000 represents a one-time first year allocation for external facilitation, engagement, co-development and model design to Trust Council. It does not represent the annual operating cost of an established advisory/guidance function.

Budget Source (select all that apply):

■ **Specific Project Funding** (select all that apply)
- ■ Third Party Contractors
- ☐ Staff Travel Expense
- ☐ Staff Overtime Expense
- ☐ New Staff Member – Temporary for project
- ☐ Computer Hardware/Software

☐ **Furniture & Tech. Equipment**

☐ **Computer Hardware/Software/Supplies**

☐ **New Staff Resources** (see Staff Costing Tool)
- ☐**Permanent**
- ☐**Temporary**

Temp Duration: _____

☐ **Other Funding Sources (i.e. grants) – please describe:** _____

Eligible external funding, including UBCM Community to Community funding and potential provincial funding, will be pursued where available. External funding is not a guarantee and should only be treated as a potential offset to the requested Islands Trust funding rather than as the sole funding source for implementation

Date of Submission to Finance:	**Funding Required for (date range):**

Pending Executive Committee review	April 1, 2027 to March 31, 2028

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

1. Islands Trust Reconciliation Declaration: https://islandstrust.bc.ca/about-us/reconciliation/
2. Islands Trust Council Indigenous Relations Action Plan 2026 – 2028 https://islandstrust.bc.ca/document/indigenous-relations-action-plan/

ISSUE/OPPORTUNITY:

Background

Islands Trust Council approved the Indigenous Relations Action Plan 2026–2028 at the June 16–18, 2026 Trust Council meeting. The Indigenous Relations Action Plan is informed by previously received feedback, discussions, teachings, and guidance shared by Indigenous Governing Bodies, Indigenous knowledge holders, staff, and trustees. Implementation of the Plan is intended to support stronger relationship-building, increased understanding, improved coordination, and more respectful engagement processes with Indigenous Governing Bodies within the Islands Trust Area whose treaty lands, territories, and homelands overlap the Islands Trust Area.

Many of the Plan's administrative and foundational actions are being undertaken through existing staff time and approved departmental budgets. Learning activities for Trust Council are being budgeted as part of Trust Council's operating budget. Interest framework development is being budgeted through applicable OCP budgets. This business case is focused on the additional project and baseline funding required to implement identified actions during the 2027/28 fiscal year.

Issue/Opportunity

Approval of the Action Plan established the organizational direction and identified the actions to be undertaken; however, approval of the Plan did not, by itself, provide the additional financial resources required for full implementation. Several 2027/28 actions require funding beyond existing staff time and operational budgets.

Funding the 2027/28 Indigenous Relations Action Plan activities supports progress towards the following long-term outcomes:

1. Islands Trust bodies undertake meaningful engagement to inform decisions, policies and regulations in a manner that works towards understanding and addressing the interests of both Indigenous Governing Bodies and the Islands Trust.
2. Rich history, stewardship, and cultural heritage is honoured and protected.
3. Mutually respectful relationships between Indigenous and non-Indigenous peoples are established and maintained.
4. Opportunities for knowledge-sharing and understanding are created

PROJECTED RESULTS/DELIVERABLES:

Implementation of the funded 2027/28 activities will produce the following results and deliverables:

1. Agreements with Indigenous Governing Bodies — $15,000 ($7,000 to come from existing provincial grant and additional grant funding may be sought through the Union of BC Municipalities)

- Negotiation, completion, celebration and implementation of relationship agreements with interested Indigenous Governing Bodies.
- Clearer expectations regarding communication, referrals, meetings, information-sharing and areas of mutual interest.
- Regular processes for reviewing commitments and identifying follow-up actions.
- More consistent and efficient staff and leadership engagement with participating Indigenous Governing Bodies.

2. Engagement about potential establishment of an Indigenous advisory/guidance function — $100,000

- Procurement of an independent and appropriately qualified company to facilitate the project.
- A distinction-based engagement plan developed with consideration for the protocols, governance structures and preferred participation approaches of Indigenous Governing Bodies.
- Engagement with interested Indigenous Governing Bodies to determine whether there is interest in/support for establishment of an Indigenous advisory or guidance group that could support and inform future governance changes and requests for legislative change.
- Identification of the interests, expectations, concerns and conditions Indigenous Governing Bodies may have regarding an advisory function/structure.
- Review and assessment of potential advisory models
- Co-development of a proposal to Trust Council for an Indigenous advisory/guidance group/function with draft Terms of Reference or an implementation framework, if supported through the engagement process.
- A final report for participating Indigenous Governing Bodies and Trust Council identifying findings, recommendations, costs, implementation phases and required decisions.

3. Public Learning Events — $3,000

- On-island public learning events connected to Islands Trust project work, Indigenous history or cultural heritage on-island public learning events related to connected to project work, history or heritage, such as film screenings with panel presentations, in two local trust areas/Bowen Island.
- Collaboration with Indigenous Governing Bodies and Indigenous knowledge holders or subject-matter experts, where appropriate and supported.

4. Leadership-to-leadership meetings and protocol events — $5,500

- Provide travel funding for Islands Trust Council representative to attend ceremonial and memorial services (Pre-approval required from Executive Committee)
- Support staff-to-staff relationship strengthening with occasional in-person meetings with food.
- Sustain a supply of blankets and gifts for use at meetings and events, and develop a staff procedure to guide appropriate use
- Funding for honoraria/gifts

5. Engagement on updated Archeological Chance Find Protocol — $20,000

- Collaborative development of updated archeological chance find protocol with interested Indigenous Governing Bodies

Results

Together, these deliverables are expected to:

- strengthen respectful and predictable relationships with Indigenous Governing Bodies;
- provide Indigenous Governing Bodies with meaningful opportunities to inform relationship and governance processes;
- improve the quality, cultural safety and consistency of trustee and staff decision-making;
- support more coordinated and efficient organizational engagement;
- increase public understanding of Indigenous history, cultural heritage and continuing relationships with the Islands Trust Area;
- reduce the risk of fragmented engagement or commitments being made without appropriate follow-up; and
- provide Trust Council, local trust committees and Islands Trust Conservancy Board with evidence-based recommendations for future decisions.

These deliverables will support better-informed decisions by trustees and staff, strengthen organizational accountability and help Islands Trust implement the approved Indigenous Relations Action Plan through respectful and coordinated relationships with Indigenous Governing Bodies.

ALTERNATIVES CONSIDERED:

Option 1: Fund the coordinated 2027/28 implementation of Indigenous Relations Action Plan

Approve **$143,500** for five priority actions:

- Negotiation, completion, celebration and implementation of relationship agreements — $15,000
- Co-development of a proposal to Trust Council for an Indigenous advisory/guidance group/function— $100,000
- Public learning events — $3,000
- Leadership-to-leadership meetings and protocol events — $5,500
- Engagement on updated Archeological Chance Find Protocol — $20,000

Benefits

- Advances the priority actions identified in the approved Indigenous Relations Action Plan
- Provides a coordinated approach to relationship-building, governance, organizational learning and public education.
- Strengthens trustee and staff capacity to engage respectfully and make culturally informed decisions.
- Provides funding to support agreements, meetings and public learning alongside the larger advisory initiative.
- Allows all funded activities to be monitored and reported through one coordinated work program.

Risks

- The number and level of interest of Indigenous Governing Bodies cannot be known in advance.

Financial implications

- Requires $**143,500** in new funding for 2027/28.

- The $100,000 for co-development of a proposal for an Indigenous advisory/guidance structure/function to Trust Council does not include potential ongoing costs which would be identified through the process and brought forward in a separate business case.
- Eligible grants and provincial funding would be pursued as possible offsets, but are not guaranteed.

Resource requirements

- Implementation of the Indigenous Relations Action Plan will require some effort from nearly all trustees and staff. It will be important that there is a sufficient commitment of time from Director of Trust Area Services, Manager Indigenous Relations, and Senior Indigenous Relations Advisor, and the Regional Planning Team, as well as CAO and trustees and other staff as request.

Other implications

- The engagement on the advisory process must be distinction-based and must not replace direct government-to-government relationships with individual Indigenous Governing Bodies.
- Trust Council must remain open to different governance models or to a finding that another approach is preferred.

Option 2: Fund implementation of the plan without $100,000 in funding for engagement on work in 27/28 towards co-development of a proposal to Trust Council for an Indigenous advisory/guidance group/function.

Approve **$43,500** for the following four priority actions:

- Negotiation, completion, celebration and implementation of relationship agreements — $15,000
- Public learning events — $3,000
- Leadership-to-leadership meetings and protocol events — $5,500
- Engagement on updated Archeological Chance Find Protocol — $20,000

Benefits

- As per Option 1
- Reduces 2027/28 funding request

Risks

- As per Option 1
- Delays engagement with Indigenous Governing Bodies concerning a potential advisory structure/function.
- Separates interconnected governance, relationship-building and learning activities.
- May result in the approved IRAP being only partially implemented.
- Continued delay may affect organizational credibility and continuity with Indigenous Governing Bodies.
- Project costs may increase in a future year.

Financial implications

- Requires $**43,500** in new funding for 2027/28

- Future funding would still be required to undertake the advisory-structure engagement and co-development process.

Resource requirements

- Existing staff would implement the approved activities.
- Less contract-management capacity would be required in 2027/28.
- Staff would still need to undertake preparatory work for the deferred engagement on an advisory initiative.

Other implications

- The organization would need to communicate clearly that the advisory initiative remains an approved action but is not funded for 2027/28.
- Deferral should not be interpreted as a decision about whether Indigenous Governing Bodies support an advisory structure.

Option 3: Fund implementation of the plan without:

- **Funding for engaging with towards co-development of a proposal to Trust Council for an Indigenous advisory/guidance group/function — $100,000**
- **Agreements with interested Indigenous Governing Bodies —$15,000**
- **Engagement on updated Archeological Chance Find Protocol — $20,000**

Approve **$8,500** request for two priority actions:

- Public learning events — $3,000
- Leadership-to-leadership meetings and protocol events — $5,500

Benefits

- As per Option 2
- Reduces 2027/28 funding request

Risks

- As per Option 2
- May result in return of $7,000 (and any unspent funds from 2026/27) in provincial grant funding for agreement negotiation that must be spent by March 31, 2028.
- Potential for relationship damage with Indigenous Governing Bodies that wish to have relationship agreements.

Financial implications

- Requires $**8,500** in new funding for 2027/28
- Future funding would still be required to undertake the advisory-structure engagement and co-development process and agreement negotiation

Resource requirements –

- As per Option 2

- Less time dedicated to agreement negotiation

Other implications –

- The organization would need to communicate clearly that the advisory initiative remains an approved action but is not funded for 2027/28.
- Deferral should not be interpreted as a decision about whether Indigenous Governing Bodies support an advisory structure.
- The organization would need to community clearly about why it is deferring work on agreements with Indigenous Government Bodies.

Option 4: Fund implementation of the plan without:

- **Funding for engaging with towards co-development of a proposal to Trust Council for an Indigenous advisory/guidance group/function — $100,000**
- **Agreements with interested Indigenous Governing Bodies —$15,000**
- **Engagement on updated Archeological Chance Find Protocol — $20,000**
- **Public learning activities — $3,000**

Approve **$5,500** for leadership-to-leadership meetings and protocol events

Benefits

- As per Option 3
- Reduces the immediate 2027/28 funding request

Risks

- As per Option 3
- Reduced opportunities to undertake public awareness, understanding and appreciation of Colonialism and Indigenous history and heritage, cultures and governance systems in the Islands Trust Area, leading to less support for reconciliation initiatives/policies.

Financial implications

- Requires $**5,500** in new funding for 2027/28
- Future funding would still be required to undertake the advisory-structure engagement and co-development process and agreement negotiation

Resource requirements

- As per Option 3
- Less staff time dedicated to public education events

Other implications

- Trust Council would need to identify which approved IRAP commitments are being deferred.
- The organization would need to communicate clearly that the advisory initiative remains an approved action but is not funded for 2027/28.

- Deferral should not be interpreted as a decision about whether Indigenous Governing Bodies support an advisory structure.

Option 5: No budget allocation

Indigenous Relations Action Plan IRAP implementation would only happen for activities that can be absorbed through existing staff time and approved operating budgets.

Benefits

- As per Option 4
- Reduces the immediate 2027/28 funding request

Risks

- As per Option 4
- Reputational damage associated with Trust Council approving an Action Plan without providing sufficient resources for implementation.
- Delay may affect relationships, organizational credibility and public confidence.

Financial implications

- No new direct expenditure.
- Indirect costs may arise through staff workload, delayed work, fragmented engagement, lost funding opportunities and the need to restart initiatives later.
- Future business cases would still be required if the actions remain organizational priorities.

Resource requirements –

- Work would be undertaken by existing staff as capacity permits.
- No dedicated external facilitation or additional participation support would be available.

Other implications –

- The IRAP implementation schedule would need to be revised.
- Trust Council and Indigenous Governing Bodies should be informed about which actions cannot proceed.
- The status quo would not provide a structured process for Indigenous Governing Bodies to help determine whether and how an advisory relationship with Trust Council should be developed.

RECOMMENDED OPTION RATIONALE:

Option 1: Fund the coordinated 2027/28 implementation of Indigenous Relations Action Plan

Full implementation of the Indigenous Relations Action Plan will maintain commitment to relationship-building, respectful engagement, organizational learning, and reconciliation. By providing **$143,500** for five priority actions:

- Negotiation, completion, celebration and implementation of relationship agreements — $15,000
- Co-development of a proposal to Trust Council for an Indigenous advisory/guidance group/function— $100,000
- Public learning events— $3,000

- Leadership-to-leadership meetings and protocol events — $5,500
- Engagement on updated Archeological Chance Find Protocol — $20,000

Trust Council can make strategic progress towards meaningfully implementing it Reconciliation Declaration and towards developing long-term approaches to working with Indigenous Governing Bodies.

The Interest Frameworks that will be worked on with a sub-set of First Nations through OCP projects will complement the proposed engagement on advisory function by providing practical guidance for official community plans, land use bylaws and Conservancy initiatives while larger conversations occur about governance. As part of the implementation of the interest frameworks, trustees and staff will receive guidance on the purpose, limitation and appropriate use of each Interest Framework. Each framework will be treated as Nation– specific information that supports, although does not replace, current engagement, consultation or direct government-to - government relationship.

Option 1 is recommended over partial implementation or the status quo because existing staff time and departmental budgets are not sufficient to deliver these priorities as intended, and delays may damage relationships.

RISK ASSESSMENT*:*

The following risks may affect implementation of the recommended 2027/28 program. Risks will be managed through phased implementation, clear project governance, distinction-based engagement, financial monitoring, and regular reporting.

Risk	Assessment	Mitigation
Indigenous Governing Bodies may have limited capacity or interest in participating.	Medium likelihood / High impact	Provide sufficient notice, flexible participation options and appropriate capacity funding. Follow each Indigenous Governing Body's preferred protocols and allow different levels of involvement. Participation will be voluntary.
The advisory initiative may be perceived as predetermined or as treating distinct Indigenous Governing Bodies as one group.	Medium likelihood / High impact	Begin by asking whether there is interest in an advisory relationship. Use a distinction-based engagement process and independent facilitation. Do not prescribe membership or structure before engagement.
An advisory structure/function could be interpreted as replacing direct government-to-government relationships.	Medium likelihood / High impact	Clearly state throughout the process that any advisory structure would supplement, not replace or direct relationships, agreements and engagement with individual Indigenous Governing Bodies.
The advisory engagement and co-development process may take longer than one fiscal year.	Medium likelihood / Medium impact	Establish a realistic project charter, milestones and phased deliverables. Allow the contractor to recommend an implementation schedule reflecting Indigenous Governing Body availability. Report delays early and carry forward unfinished work where authorized.
The $100,000 for engagement on advisory options may be insufficient for the number of Indigenous Governing Bodies or the preferred engagement approach.	Medium likelihood / High impact	Define mandatory and optional deliverables in the procurement process. Require a detailed work plan and budget. Use staged approvals and prioritize meaningful engagement. Staff will seek guidance from Trust Council if a material scope or budget change is required.

A qualified contractor may not be available within the proposed budget or schedule.	Low-to-medium likelihood / High impact	Use a competitive procurement process with clear qualification requirements. Conduct outreach to Indigenous-owned and Indigenous-led firms and teams. Confirm references and relevant experience in Indigenous governance, facilitation and local government.
The engagement process may determine that a single advisory structure is not supported or appropriate.	Medium likelihood / Medium impact	Treat this as a valid project outcome rather than a failure. Require the contractor to identify alternative relationship or governance approaches and provide recommendations to Trust Council.
Existing staff may not have sufficient capacity to coordinate all five funded activities.	High likelihood / High impact	Confirm staff roles and estimated hours before implementation. Establish priorities, identify work that may need to be deferred and use contractor support for defined tasks. Bring forward additional staff-resource requirements if necessary.
Cultural knowledge, confidential information or Nation-specific information may be mishandled.	Low likelihood / High impact	Establish consent, confidentiality, information-management and cultural-knowledge protocols before engagement. Confirm with each participating Indigenous Governing Body what may be recorded, shared or reported publicly.
Public learning events may unintentionally misrepresent Indigenous histories or place an unfair educational burden on Indigenous participants.	Low-to-medium likelihood / High impact	Develop events collaboratively with Indigenous Governing Bodies and knowledge holders. Compensate participants appropriately, confirm consent and content, and avoid presenting one Nation's perspectives as representative of all Indigenous Peoples.
Public or political opposition may arise regarding reconciliation initiatives or an Indigenous advisory structure.	Medium likelihood / High impact	Provide clear public information about the Trust's statutory object, approved Reconciliation Declaration and Action Plan. Use culturally safe meeting practices and respond consistently to Indigenous-specific racism or misinformation.
Training may be treated as a one-time exercise rather than applied to organizational practice.	Medium likelihood / Medium impact	Connect learning to trustee and staff roles, meeting procedures, engagement tools, performance expectations and follow-up activities. Evaluate participation and application of learning to guide future training.

Overall, the greatest risks arise from insufficient Indigenous Governing Body participation, predetermining the advisory model, limited staff capacity and inadequate project funding. These risks can be reduced through independent facilitation, distinction-based and voluntary engagement, appropriate participation support, clear project governance, component-level financial controls and regular reporting to Executive Committee and Trust Council.

COST/BENEFIT ANALYSIS:

The proposed 2027/28 funding request is $143,500. It supports five priority areas of the Indigenous Relations Action Plan:

Activity	2027/28 Cost
Negotiation, completion, celebration and implementation of relationship agreements	$15,000
Co-development of a proposal to Trust Council for an Indigenous advisory/guidance group/function	$100,000
Public learning events	$3,000
Leadership-to-leadership meetings and protocol events	$5,500
Engagement on updated Archeological Chance Find Protocol	$20,000
Total request	**$143,500**

Quantitative considerations

$100,000 will support a co-development of a proposal to Trust Council for an Indigenous advisory/guidance group/function as a first-year project cost. It will fund an appropriately-qualified independent company to plan and facilitate engagement with interested Indigenous Governing Bodies, assess potential models and prepare recommendations. It does not represent the future annual cost of operating an established advisory structure. Future establishment and operating costs will be identified through the co-development process and brought forward for separate consideration.

$23,500 will support development of agreements, public learning events and leadership to leadership meetings and protocol events. Administrative and foundational actions undertaken through existing staff time and approved departmental budgets are not included as new expenditures in this request.

$20,000 will support development on an updated Archaeological Chance Find Protocol that is developed in collaboration with Indigenous Governing Bodies and contains more specific information to guide contractors, staff and development professionals.

Eligible grants and provincial funding will be pursued where available.

Qualitative benefits

The proposed investment is expected to:

- strengthen respectful and sustained relationships with Indigenous Governing Bodies;
- provide interested Indigenous Governing Bodies with a meaningful role in determining whether and how an advisory relationship with Trust Council should be developed;
- produce evidence-based governance options rather than an internally designed or predetermined model;
- improve trustee and staff understanding of reconciliation, cultural safety, respectful engagement and cultural competency;
- support more consistent and culturally safe organizational decisions and practices;
- create clearer and more predictable processes through agreements;
- improve public understanding of Indigenous history, cultural heritage, stewardship and continuing relationships with the Islands Trust Area;
- strengthen coordination, accountability and continuity across Islands Trust; and

- provide clearer information about future governance and operating costs.

Costs and limitations

In addition to the $143,500 request, implementation will require staff time for procurement, contract management, engagement, meeting coordination, training administration, communications, financial monitoring and reporting. This staff time is expected to be provided mainly through existing positions and budgets, but may affect other work priorities.

The advisory process may determine that a single advisory structure is not supported or appropriate. This would still be a valuable result because it would prevent Islands Trust from investing in a governance structure that does not reflect the interests of Indigenous Governing Bodies and could identify more appropriate alternatives.

Future funding may be required to establish and operate any advisory structure or function supported through the process. Approval of this business case does not commit Trust Council to a particular model or its future operating costs.

Overall assessment

The anticipated relationship, governance, organizational-learning and public-education benefits justify the proposed $143,500 investment. The recommended approach provides greater value than partial implementation or reliance on existing resources because it supports independent facilitation, meaningful Indigenous Governing Body participation and coordinated delivery of the approved Action Plan priorities.

Although the benefits cannot all be expressed as direct financial savings, the investment is expected to improve decision-making, reduce organizational and relationship risks, and provide Trust Council with reliable information for future governance and funding decisions.

PROCUREMENT PROCEDURE:

The $100,000 Indigenous Advisory structure initiative will require Islands Trust to procure an independent and appropriately qualified company to facilitate engagement and co-development with interested Indigenous Governing Bodies.

In accordance with Islands Trust procurement policy, staff will prepare a Request for Proposals that would be posted to BC Bid to seek qualified professionals.

The procurement documents would generally request that bidders demonstrated experience in:

- Indigenous government relations and distinction-based engagement;
- Indigenous governance and advisory-body development;
- facilitation and co-development with multiple Indigenous Governing Bodies;
- local-government governance and decision-making;
- cultural safety and respectful engagement;
- organizational and governance design;
- financial and operational analysis; and
- preparing clear recommendations, implementation options and cost estimates.

The Director of Trust Area Services, in coordination with Finance and other relevant staff, will oversee procurement and contract management. Material changes to the approved scope or budget would be brought forward through the appropriate approval process.

The remaining funded activities may also require procurement of facilitators, trainers, knowledge holders, venues or related services. The appropriate purchasing or contracting process will be followed for each expenditure based on its value. Honoraria, participation funding, protocol gifts and travel expenses will be administered through the applicable approved policies and procedures.

PROPOSED IMPLEMENTATION STRATEGY:

Implementation will occur during the 2027/28 fiscal year, from April 1, 2027 to March 31, 2028. The funded activities will be coordinated through Trust Area Services, with oversight from Executive Committee. Detailed schedules will remain flexible to respect the availability, capacity and preferred processes of participating Indigenous Governing Bodies.

April–June 2027

- Confirm staff roles, reporting schedule and component-level budgets.
- Develop a project charter for the co-development of a proposal to Trust Council for an Indigenous advisory function, including objectives, scope, decision-making authority, engagement principles, risks and deliverables.
- Prepare and issue Request for Proposals
- Seek approvals for individual project components (agreements, events, meetings, etc.)

July–September 2027

- Finalize the contract, work plan, budget, schedule and reporting requirements for the co-development of a proposal to Trust Council for an Indigenous advisory function
- Provide the contractor with relevant background documents, including the Indigenous Relations Action Plan, Reconciliation Declaration, governance information and existing relationship agreements.
- Identify Indigenous Governing Bodies to be invited to participate, recognizing their distinct governance systems, territories, treaty lands, interests and preferred engagement approaches.
- Invite interested Indigenous Governing Bodies to help shape the engagement process.
- Negotiate needed contracts.
- Begin or continue discussions with interested Indigenous Governing Bodies regarding relationship or coordination agreements.
- Continue negotiating, implementing or reviewing relationship agreements with interested Indigenous Governing Bodies.

October 2027 – March 2028

- Undertake distinction-based engagement with interested Indigenous Governing Bodies to co-develop a proposal to Trust Council for an Indigenous advisory function and/or assess if an Indigenous Advisory function is desired.
- Continue negotiating, implementing or reviewing relationship agreements with interested Indigenous Governing Bodies.
- Collaboratively develop updated Archaeology Chance Find Protocol.
- Plan and deliver public learning activities related to Islands Trust project work, Indigenous history, cultural heritage and Indigenous Relations, in collaboration with Indigenous Governing Bodies, Indigenous Knowledge holders or subject matter experts where appropriate. , in collaboration with Indigenous Governing Bodies or Indigenous knowledge holders where appropriate.

- Provide progress and financial updates to Executive Committee and Trust Council.

January–March 2027

- Continue undertaking distinction-based engagement with interested Indigenous Governing Bodies to co.
- Analyse the information and guidance received to-date through the advisory engagement process.
- If substantive sufficient engagement has occurred develop advisory-structure options or alternative governance and relationship approaches.
- Share draft findings with participating Indigenous Governing Bodies for review and correction, without presenting participation as endorsement.
- Identify ongoing funding requirements for the 2028/29 budget process.

STAFF RESOURCING:

Staff Role	**Estimated Hours**	**Main Responsibilities**
CAO, Directors Trust Area Services/Planning Services	600	Oversight, reporting, budget management, attending meetings and protocol events, reviewing documents,
Indigenous Relations Manager	400	Project leadership, Nation relationships, procurement input, contractors' oversight, agreements
Senior Indigenous Relations Advisor	300	Nation relationships, coordination and reporting
Finance/Procurement	50	Procurement, Contracting, budget monitoring and payments
Communication	50	Engagement materials, public learning and communication, and coordination
Administrative support	100	Scheduling, correspondence, logistics, invoice and records
Program Coordinator	100	
Estimated Time	**1,050**	**Distributed across the organization**

Staff time will be refined when associated project charters, procurement approaches and implementation schedule are confirmed.

The contracted company will be expected to undertake the substantive facilitation, research, engagement design, analysis and preparation of advisory options. Islands Trust staff will retain responsibility for organizational oversight, relationships with Indigenous Governing Bodies, procurement and contract administration, internal coordination, decision-making processes and reporting.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Implementation of the 2027/28 funded activities will require coordination across Islands Trust and respectful collaboration with interested Indigenous Governing Bodies. The work may influence future governance relationships, organizational learning, engagement practices and public education. A coordinated change-management approach will help ensure that staff and trustees understand the purpose of the initiatives, their responsibilities and the limits of the decisions being considered.

The co-development of a proposal to Trust Council for an Indigenous advisory function/structure will be approached as a process of engagement and co-development rather than implementation of a predetermined structure/function. An independent contractor will facilitate discussions with interested Indigenous Governing Bodies to determine whether an advisory function/structure connected to Trust

Council is supported and, if so, what form it could take. Indigenous Governing Bodies may participate at different levels according to their interests, capacity, governance processes and preferred protocols.

Any proposed advisory function/structure would supplement, not replace, direct government-to-government relationships, agreements and engagement with individual Indigenous Governing Bodies. Communications must clearly maintain this distinction to avoid creating uncertainty about representation, authority or Islands Trust's existing relationships.

Internal collaboration will include:

- establishing a staff project team led by Trust Area Services;
- confirming an executive sponsor, staff responsibilities, decision-making authority and reporting requirements;
- involving Finance, Communications, Legislative Services, Executive Office and other departments at appropriate stages;
- providing regular progress, financial and risk updates to the responsible Director and Executive Committee;
- briefing Trust Council quarterly;

External collaboration and communications will include:

- early and distinction-based communication with interested Indigenous Governing Bodies;
- clear explanations of the project's purpose, scope, funding and decision-making process;
- appropriate notice, participation support and flexible engagement methods;
- confirmation of consent, confidentiality, cultural-knowledge and information-sharing protocols;
- opportunities for participating Indigenous Governing Bodies to review and correct draft findings;
- clear acknowledgement that participation does not constitute endorsement of a proposed model; and
- follow-up explaining how input was considered and what decisions were made.

Communications with staff, trustees and the public will explain that the $100,000 allocation supports a first-year facilitated engagement and co-development process. It does not establish an advisory body or commit Trust Council to future operating costs. Public communication about a proposed function/structure should occur only after participating Indigenous Governing Bodies have had an opportunity to review the findings and Trust Council has considered the recommendations.

Public events will be developed collaboratively with Indigenous Governing Bodies, knowledge holders or subject-matter experts where appropriate. Indigenous participants will be appropriately supported and compensated, and content will be reviewed to avoid misrepresentation or treating one Nation's knowledge as representative of all Indigenous Peoples.

Potential concerns include staff capacity, engagement fatigue, trustee or leadership turnover, public opposition and uncertainty about the role of a future advisory structure. These concerns will be addressed through phased implementation, clear messaging, culturally safe meeting practices, orientation and transition materials, regular reporting and continued direct relationships with individual Indigenous Governing Bodies.

Overall, change management will emphasize transparency, relationship continuity, distinction-based engagement and shared learning. The process will remain flexible and responsive to guidance received from Indigenous Governing Bodies and to operational feedback from Islands Trust staff and trustees.

Requested by: Executive Committee

Prepared by date: Joe Elliott, Senior Indigenous Relations Advisor

Reviewed by Stefan Cermak, Director, Planning Services; Clare Frater, Director Trust Area Services

Funding Request Business Case

NOTE: to be used for <u>all</u> budget requests over $5,000

Completion of this form initiates a request to the Senior Leadership Team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision-making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by *(Committee or Operational Unit)***:**
Executive Committee

Department:
Trust Area Services

Name of Request:
Policy Statement Amendment Project (PSAP)

$ Value of Request *(indicate by fiscal year and total if project is multi-year):*

FY27/28 $66,000

Future years: To be determined based on decisions about implementation of the project.

Over $300,000 has been spent since the project's inception in 2019 on public engagement, Indigenous Governing Bodies engagement, and other project-related expenses, in addition to considerable staff hours.

<u>Budget Source</u> (select all that apply):

■ **Specific Project Funding** (select all that apply)
- ■ Third Party Contractors
- ☐ Staff Travel Expense
- ☐ Staff Overtime Expense
- ☐ New Staff Member – Temporary for project
- ☐ Computer Hardware/Software

☐ **Furniture (Finance) & Tech. Equipment (IS)**

☐ **Computer Hardware/Software/Supplies (communicate with IS department)**

☐ **New Staff Resources** (see Staff Costing Tool)
- ☐ **Permanent**
- ☐ **Temporary**
  Temp Duration: _____

☐ **Other Funding Sources (i.e. grants) – please describe:**

Date of Submission to Finance:

Pending Executive Committee approval

Funding Required for (date range):

April 1, 2027 – March 31, 2028

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

Policy Statement Amendment Policy (1.2.1): Trust Council will, within the first year of a term in office, seek early engagement with Indigenous Governing Bodies regarding potential Policy Statement topic review priorities and consider the need to amend the Policy Statement.

Strategic Plan 2025–2028: *Strategic Direction 1.1:* Update and adopt a new Policy Statement.

ISSUE/OPPORTUNITY:

Background

The current Policy Statement is more than 30 years old and does not adequately address reconciliation, climate change, and housing. This business case requests funding to support continued amendment of the draft Policy Statement and consideration of Second and Third readings.

The draft Islands Trust Policy Statement received First Reading on July 29, 2025, followed by a fourth round of public engagement that was completed in March 2026.

In June 2026, Trust Council endorsed an amended version of the project charter, which included a revised project timeline. The timeline projects second and third reading by Spring 2028. Trust Council will have an opportunity to re-endorse or revise the project charter at its March 2027 meeting. Detailed project information is available on the Islands 2050 webpage.

This multi-year project commenced in 2019 and has involved, to date:

- four phases of public engagement;
- four phases of early and meaningful engagement with Indigenous Governing Bodies;
- substantial review and analysis by Trust Programs Committee, Executive Committee, and Committee of the Whole; and
- periodic Trust Council discussion

The project will be complete when the new Policy Statement is given three readings by Trust Council; approved by the Minister of Municipal Affairs, and adopted by Trust Council.

Current Project Status:

With the support of a third-party firm specializing in public engagement and survey analysis, staff prepared a What We Heard report summarizing public engagement conducted between September 2025 and March 2026. The draft Policy Statement was referred to Indigenous Governing Bodies, regional districts, the Islands Trust Conservancy Board, local trust committees, Bowen Island Municipality, and others.

The June 2026 Trust Council agenda contains the draft Policy Statement Companion Handbook (page 285) and briefing about Policy Statement Implementation Planning (page 347). A draft agency response table with draft recommendations for revisions to the bylaw that respond to feedback is on page 10 of the July 22, 2026 Committee of the Whole agenda.

Staff continue to work on recommendations for amendments in response to agency and Indigenous Governing Body feedback and intend to have them compiled for Trust Council's consideration in March or June of 2027.

PROJECTED RESULTS/DELIVERABLES:

Continued amendment of the document with Trust Council and ongoing engagement with Indigenous Governing Bodies will result in a refined draft that Trust Council can consider for second and third reading of Policy Statement Bylaw No. 183.

It will also support the development of engagement records that will be provided to the Minister of Housing and Municipal Affairs with the bylaw to support assessment of fulfilment of the Minister's duty to consult with First Nations where established or asserted Aboriginal and Treaty rights protected under section 35 of the Constitution may be adversely affected. The funding requested will advance this through support for communications, engagement with Indigenous Governing Bodies, legal advice, and other activities directed via the revised project charter.

Option 1: $66,000

$ 1,000: Graphic design/communications
$15,000: Legal services
$50,000: Funding to support continued involvement by interested Indigenous Governing Bodies' and review of the document after second reading

- **Benefits:** Lower cost while supporting a legal review of the draft bylaw prior to second and third readings and modest legal support for questions of Trust Council.
- **Risks:** Insufficient budget for legal questions posed by post-election Trust Council; Capacity funding needs of First Nations are unclear at this time, so risk of under or over spending exists.
- **Financial implications:** $66,000
- **Resource requirements:** Majority of a full-time senior policy advisor position with assistance from communications specialist, senior Indigenous relations advisor, administrative support, and oversight from Director, Trust Area Services.

Option 2: $76,000

$ 1,000: Graphic design
$25,000: Legal services (Trust Council questions and review of the draft document prior to readings)
$50,000: Funding to support continued involvement of interested Indigenous Governing Bodies including their review of the document after second reading

- **Benefits:** Covers most contingencies.
- **Risks:** May result in underspending if limited amendments to the draft document are made. Capacity funding needs of First Nations are unclear at this time, so risk of under or over spending exists.
- **Financial implications:** $76,000
- **Resource requirements:** Majority of a full-time senior policy advisor position with assistance from communications specialist, senior Indigenous relations advisor, and administrative support, with oversight from Director, Trust Area Services.

Option 3: $36,000

$ 1,000: Graphic design/communications
$15,000: Legal services
$20,000: Funding to support continued involvement of interested Indigenous Governing Bodies, including their review of the document after second reading

- **Benefits:** Lower cost while supporting a legal review of the draft bylaw prior to second and third readings and modest legal support for questions of Trust Council.
- **Risks:** Insufficient budget for legal questions posed by post-election Trust Council. Capacity funding needs of First Nations are unclear at this time, so risk of under or over spending exists.
- **Financial implications:** $36,000

- **Resource requirements:** Majority of a full-time senior policy advisor position with assistance from communications specialist, senior Indigenous relations advisor, and administrative support, with oversight from Director, Trust Area Services.

Option 4: $10,000

$0: Graphic design/communications
$10,000: Legal services
$0: Funding to support continued involvement of interested Indigenous Governing Bodies including their review of the document after second reading

- **Benefits:** Lowest cost
- **Risks:** Risk of project overspending if there is insufficient budget for legal questions posed by post-election Trust Council and risks lack of funding to support resource needs of Indigenous Governing Bodies involved in the project.
- **Financial implications:** $10,000
- **Resource requirements:** Majority of a full-time senior policy advisor position with assistance from communications specialist, senior Indigenous relations advisor, and administrative support, with oversight from Director, Trust Area Services.

RECOMMENDED OPTION RATIONALE:

Option 1: $66,000

$ 1,000: Graphic design/communications
$10,000: Legal services
$50,000: Funding to support continued involvement of interested Indigenous Governing Bodies including their review of the document after second reading

This is the preferred option as it covers most contingencies that the project may encounter based on learnings from the project over the past few years, while minimizing the budget. While Indigenous Governing Bodies have had an opportunity to comment on the first reading draft, a number of responses are still outstanding and staff have yet to begin working collaboratively with Indigenous Governing Bodies on recommendations for amendments. As the extent of amendments to be considered and the desire of Trust Council to make amendments to the draft document are unknown at this time, budgeting to support ongoing Indigenous Governing Body engagement on outstanding or new issues may be beneficial. Staff will advise Committee of the Whole/ Trust Council in March 2027 of progress with Indigenous Governing Bodies and may refine the recommendation for capacity funding at that time.

While the draft Policy Statement was reviewed by Islands Trust legal counsel in July 2025, Trust Council may wish to seek legal advice on questions that arise and may need to send the document for review again prior to second reading, and again prior to third reading, if there are amendments.

Given the careful approach to communications and messaging that have characterized the recent stages of the Policy Statement Amendment Project, staff recommend that $1,000 be budgeted to assist with any communications needs that may arise.

RISK ASSESSMENT:

Risk	Mitigation
Trust Council struggles to direct revisions	This risk will be mitigated by staff: • aggregating feedback and presenting recommended revisions in a manner that is easy-to-understand • working with Executive Committee to develop a plan for efficient and effective Trust Council consideration of potential amendments • supporting Trust Council in identifying its key priorities for the document • being available to answer questions from individual trustees outside of public meetings
Trust Council struggles to address recommended revisions based on the referral responses.	This risk will be mitigated by staff: • encouraging Indigenous Governing Bodies/agencies to communicate the rationale for their recommendations to Trust Council where it could be unclear • working collaboratively with Indigenous Governing Bodies, and as appropriate with agencies, on recommendations for amendments that respond to their requests • communicating potential challenges to Trust Council at the earliest opportunity • supporting Trust Council in understanding previous legal advice and crafting effective requests for new legal advice • providing adequate resources to fund the participation of Indigenous Governing Bodies in the project so that there can be active dialogue.
Approval of the Policy Statement Bylaw by the Minister of Municipal Affairs is denied.	This risk will be mitigated by staff: • Providing the Minister with a complete and clear record of engagement with Indigenous Governing Bodies and other agencies that demonstrates that Trust Council has considered each request and provided a rationale for its decisions; and • Staying in regular contact with Ministry staff to keep them apprised of project developments.
Vacancy in key staff positions	This risk can be mitigated by Trust Council providing funding for continuation of the temporary Senior Policy Advisor position to support manageable workloads and sufficient focus on the project for project staff, or by reducing other work assigned to Trust Area Services and Conservancy

	Board adding additional budget for increased staff support for coordination of the 2028-2032 plan development project and Regional Conservation Plan development project which would otherwise fall to the Director of Trust Area Services to assist with.

COST/BENEFIT ANALYSIS:

Quantitative Analysis:
The recommended $66,000 will assist Trust Council to substantially complete the project. To date, the overall PSAP budget for the lifetime of the project is proportionate to similar projects in local governments.

Qualitative Analysis:
Amending the Islands Trust Policy Statement will enable Trust Council to more effectively carry out its mandate to preserve and protect the unique amenities and environment of the Trust Area. It will also help to fulfill Trust Council's commitments to address reconciliation, climate change, and housing.

PROCUREMENT PROCEDURE:

All expenditures will be in accordance with Procurement Policy 6.5.3.

PROPOSED IMPLEMENTATION STRATEGY: *(What are the specific features of the "roll-out" of the recommended solution? What is the timeline and anticipated date of completion for this initiative?)*

Project will be carried out in accordance with Policy Statement Amendment Project Charter v13 endorsed at Trust Council June 2026 regular meeting, the project's workplan, and the project's communications plan.

STAFF RESOURCING:

The Preliminary estimates: in FY 2027-28, the project is estimated to require the following staff time:

- 0.2 FTE - TAS Director
- 0.9 FTE - Senior Policy Advisor
- 0.1 FTE - Senior Indigenous Relations Advisor
- 0.05 FTE - Communications Specialist
- 0.1 FTE - Legislative Services Clerk (or other clerks as available)

Some time will also be required from CAO, Director of Planning Services, and Director of Legislative and Information Services to attend meetings and advise the project.

NOTE: These rough staff time estimates may shift depending on the scope of amendments to be considered.

Without additional staff resources, Trust Area Service's (TAS) regular workload will need to be reduced. During critical periods, a certain amount of overtime is expected to fulfil project needs.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Change management will be undertaken via Trust Council updates to the approved project charter and workplan. The project charter calls for gaining Trust Council's endorsement and incorporating revisions to the charter in March 2027.

Communications are guided by a communications strategy. Trust Council has assigned coordination of the project to the Executive Committee.

Indigenous Governing Bodies received the draft document for comment in August 2025, following first reading. Staff have, through work with Indigenous Governing Bodies to date, heard an interest for future Policy Statement amendment processes, including timelines, to be co-designed with participating Indigenous Governing Bodies, and that this multi-year project is not currently being delivered in a manner that reflects this. Staff have advised that, if there is a desire for fundamental change to the model of project delivery, this would need to be discussed between Islands Trust Council and Indigenous Governing Bodies' leadership. As engagement with Indigenous Governing Bodies continues through fall and winter of 2027 to seek feedback and amendment recommendations, staff will document potential improvements to processes, as well as content, and will advise Trust Council.

Requested by: Executive Committee

Prepared by: Clare Frater, Director Trust Area Services, August 19, 2026

Funding Request Business Case

NOTE: to be used for <u>all</u> budget requests over $5,000

Completion of this form initiates a request to the Senior Leadership Team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision-making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by *(Committee or Operational Unit)*:
Trust Area Services

Department:
Trust Area Services

Name of Request:
Auxiliary (temporary) Senior Policy Advisor position (1.0 FTE)

$ Value of Request *(indicate by fiscal year and total if project is multi-year):*

Value of Request, 2026/27: **$131,366* – base salaries & benefits, 12 months** ** the formula used for business cases assumes hiring Senior Policy Advisor (Grid 27) at mid-point in salary range.*

2027 salary range $ 90,775 - $103,539

Summary for Business Case Insertion	
Salary + Benefits	$131,366
Travel	
Cell Phone	-
Computer - Laptop	
Computer - Desktop	-
Standard software licenses	-
Training	
Professional Fees	-
Overtime	-
TOTAL COST OF NEW POSITION in 1st year	**$131,366**

<u>Budget Source</u> (select all that apply):

☐ **Specific Project Funding** (select all that apply)
- ☐ Third Party Contractors
- ☐ Staff Travel Expense
- ☐ Staff Overtime Expense
- ☐ New Staff Member – Temporary for project
- ☐ Computer Hardware/Software

☐ **Furniture (Finance) & Tech. Equipment (IS)**

☐ **Computer Hardware/Software/Supplies (communicate with IS department)**

☐ **New Staff Resources** (see Staff Costing Tool)
- ☐ **Permanent**
- ■ **Temporary**

Temp Duration: ___**<u>1 year</u>**_____

☐ **Other Funding Sources (i.e. grants) – please describe:** _____

Date of Submission to Finance:	Funding Required for (date range):
Pending Executive Committee approval	April 1, 2027-March 31, 2028

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

Continuing an auxiliary Senior Policy Advisor position in 2027-28 will support:

- implementation of Trust Council's Strategic Plan
- the Conservancy Board's project to develop its legislatively-required 2028-2032 Plan
- the Conservancy Board's project to update the Regional Conservation Plan which expires in 2029.
- updating of dated coordination agreements.
- Trust Council's advocacy program and support for local trust committee advocacy

ISSUE/OPPORTUNITY:

The permanent Senior Policy Advisor position is currently dedicated to the Policy Statement Amendment Project nearly full-time, as has been the case in recent years, and also has responsibility for preparing staff reports to Executive Committee for Bowen Island Municipal bylaws. This means that there is a critical lack of staff capacity to undertake the other regular duties that this position is responsible for, and this lack of capacity is expected to continue through 2027/28 if the Policy Statement Amendment Project is delivered as currently approved.

This situation is expected to continue through to March 2028 due to the projected project timeline of third reading by March of 2028 and continued implementation planning through 2027/28.

In recent years, until October 2025 when this temporary position was first filled, the Director of Trust Area Services (DTAS) had undertaken many of the Senior Policy Advisor duties in addition to her regular responsibilities (outside of regular work hours), and the Grants Manager had taken on legislative monitoring, and drafting of local trust committee advocacy letters as time permitted within regular work hours. This informal backfill by the DTAS and the Grants Manager is not a reasonable or sustainable method of resourcing the work that has been displaced by the Policy Statement Amendment Project. In addition, the Grants Manager (2 days/week) is no longer able to partially backfill the Senior Policy Advisor's role as the demand for grant-related support has been on the rise. The previous approach of trying to sustain the regular duties of the Senior Policy Advisor without sufficient resources risks staff burnout, lowered staff morale, and frustration by Trust bodies due to continuing requests for Trust Area Services support that cannot be accommodated. Should Trust Council consider not funding the position staff will discuss the implications for service delivery with Trust Council and the Islands Trust Conservancy Board.

Trust Council has previously approved this temporary position for 2025/26 and 2026/27.

Opportunity:

Continuing this position will provide more capacity with Trust Area Services for regular duties of the Senior Policy Advisor that are not resourced including:

- updating of coordination agreements
- implementing Trust Council/local trust committee advocacy communication and associated coordination activities,
- policy research/development,
- ongoing legislative monitoring, and development of a quarterly report to Trust Council and Bowen Island Municipal Council,
- indicator reporting, agreement monitoring and development,
- organization of special Trust Council sessions,

- drafting annual report content, and
- other activities assigned through the Strategic Plan or by resolution of Trust Council, Executive Committee or Trust Programs Committee.

In addition, the position will provide much needed support to the Director of Trust Area Services and Conservancy Manager with implementation of the Conservancy's 2028-2032 Plan project and the upcoming Regional Conservation Plan project. The Minister of Housing and Municipal Affairs has indicated this needs to be done in a manner that reflects the spirit of the UN Declaration on the Rights of Indigenous People and be submitted to the Minister by mid- December 2027.)

PROJECTED RESULTS/DELIVERABLES:

The continuation of the temporary Senior Policy Advisor position has created additional staff capacity for Trust Area Services to respond to current requests and to support projects that have emerged from the Strategic Plan.

The following results are expected to continue:

- Time for the Director of Trust Area Services to work on core Director duties, including supporting the Policy Statement Amendment Project, developing departmental work plans associated with corporate planning, and developing relationships with Indigenous Governing Bodies
- Support for Director of Trust Area Services/Conservancy Manager on the delivery of the Conservancy's 2028-2032 Plan project and the upcoming Regional Conservation Plan project freeing them up for day-to-day management
- Reduced timelines for addressing questions from staff and trustees across the organisation
- Reduced timelines for initiatives assigned to Trust Area Services (see (Opportunity section above)

ALTERNATIVES CONSIDERED:

Option 1: Hire a Temporary 1.0 FTE -recommended option

Benefits: As stated above in projected results/deliverables section
Risks: As stated above in risk assessment section
Financial implications: $131,366
Resource requirements: Staff time to run hiring competition and train successful applicant in the role, and ongoing supervision

Option 2: Hire a temporary 0.5 FTE

Benefits: As above with reduced impact
Risks: Reducing the position from full-time to part-time increases the risk that the incumbent would not stay in the role. If a hiring process becomes necessary, identified risks with hiring a new person would be those associated with the hiring of any position, such as the inability to find or retain suitable candidates. It may be more difficult to recruit a qualified candidate to a part-time position and the Director would have one more staff position to supervise without the benefit of full-time productivity from the position. With only a part-time position to support Senior Policy Advisor work, and a Director of Trust Area Services who cannot absorb additional projects, Trust Council will have to make decisions regarding prioritization of regular duties and may have difficult decisions associated with how to implement elements of its Strategic Plan.
Financial implications: $65,683
Resource requirements: If a hiring competition became necessary due to incumbent not staying in the role**,** staff time to run hiring competition and train successful applicant in the role, and ongoing supervision. Director and CAO time to support Trust Council, Executive Committee and Trust Programs

Committee decisions about how to scale current and future work requests to Trust Area Services to the resources available.

Option 3: Ending the temporary Senior Policy Advisor position

Benefits: No increase in costs
Risks: The organisation would not be properly supported to undertake many of the regular duties of Trust Area Services. Trust Council would need to make decisions about the feasibility of implementing elements of its new Strategic Plan and about the continuation of functions such as legislative monitoring, advocacy, intergovernmental coordination and other Trust Area Services functions. The Conservancy Board would need to consider how to support coordination of the legislatively-required Islands Trust Conservancy Plan project and the Regional Conservation Plan project as the Conservancy Manager cannot accommodate project coordination in addition to running daily operations.
Financial implications: None
Resource requirements: None, except Director and CAO time to support Trust Council, Executive Committee and Trust Programs Committee decisions about how to scale current and future work requests to Trust Area Services to the resources available.

Option 4: Engage independent contractors for project-related work instead of hiring a staff position

Benefits: Potential for highly-skilled labour for ad-hoc projects
Risks: Risk that no suitable contractor can be found or is not available, risk of incompletion of contracts with contractors
Financial implications: $50,000 - $125,000. Contractor hourly rates are significantly higher than staff hourly rates.
Resource requirements: Director of Trust Area Services time to run procurement processes, identify and engage with suitable contractors, manage the projects, ensure effective collaboration and knowledge transfer, and manage associated financial approvals

RECOMMENDED OPTION RATIONALE:

Option 1: Extend the temporary one-year 1.0 FTE Senior Policy Advisor position. This option addresses critical capacity issues in Trust Area Services and supports continuation of regular duties with additional staff time remaining to support some Strategic Plan project implementation.

RISK ASSESSMENT:

Adding a new staff resource to support the Trust Area Services team has posed very little, if any, risk to the organisation. The risk of not supporting this position is greater than the risks of supporting it, as described in the Issue/Opportunity section of this report.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs, as well as benefits/savings. Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative Discussion: Temporary one-year cost of $131,366 for salaries and benefits. No funding is requested for equipment as existing equipment will be used and no training funds are requested as will be taken from the regular department budget. Savings may also be realised via reduced staff turnover due to reduced critical capacity issues in Trust Area Services, which affect the team as a whole.

Qualitative Discussion: Staff with appropriate work-life balance are more engaged, more productive, more invested in the workplace, and work better with others, which contributes to organisational success. Reduced turnover results in lower costs to the organisation by limiting costs associated with lost working hours, recruitment and training.

PROCUREMENT PROCEDURE:

Hiring staff does not fall under the procurement of goods or services, so a procurement process is not applicable. Instead, a hiring process will be conducted following standard Public Service Agency (PSA) practices. If required, this process includes reviewing the job description, working with PSA to classify the position, posting the job externally, collecting and reviewing resumes, conducting skill testing, interviews, reference and criminal record checks, issuing offer letters, and providing comprehensive on-boarding and training for the new staff member. These steps ensure a thorough and compliant hiring process in accordance with established procedures.

PROPOSED IMPLEMENTATION STRATEGY:

The temporary (auxiliary) Senior Policy Advisor has provided excellent work to Trust Council and they have expressed interest in extending through 2026/27. If the job does need to be posted, the Director would post the temporary opportunity, screen candidates and run interviews, as well as provide comprehensive training to ensure the successful candidate is fully equipped to fulfil their role.

STAFF RESOURCING:

If a hiring process is required (i.e. incumbent chooses not to continue):

Pre-hiring activities:

- Director of Trust Area Services: Hiring process duties: identifying suitable candidates, screening resumes, preparing and scoring screening tests, conducting interviews, conducting reference checks, and making job offer. Estimated time: 50 hours.
- Employee Services Coordinator: Administer job posting, collect resumes, administer written assessments, schedule interviews, prepare offer letters, and file for criminal record checks. Total time: 5 hours.
- Interview Panellists (Director of Trust Area Services+ two others): Conduct interviews and participate in post-interview discussions. Estimated time: 2 hours per interviewee per panellist.

Post-hiring activities:

- Director of Trust Area Services: Oversee and conduct training and orientation with new staff for a period of 2-3 months.
- Employee Services Coordinator: Process new hire paperwork, schedule and deliver basic new hire orientation and on-boarding sessions. Total time: 15 hours.

Others across the organization: Provide orientation to other departments and relevant processes over the course of 1 week.

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

In the event this position is approved and a hiring process is needed, appropriate internal communications will be conducted to inform staff about hiring process. The competition would be advertised both internally within the organization and externally on platforms such as the BC Public Service Agency job site and other relevant job portals, following standard hiring procedures. This approach ensures transparency and provides equal opportunities for potential candidates.

Requested by: Trust Area Services

Prepared by: Clare Frater, Director, Trust Area Services/August 26, 2026

Funding Request Business Case

Last updated: July 24/2026

NOTE: to be used for <u>all</u> budget requests over $5,000

Completion of this form initiates a request to the Senior Leadership Team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision-making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by *(Committee or Operational Unit)***:**

Executive Committee

Department:

Planning Services

Name of Request:

Salt Spring Island Office Heating and Cooling

$ Value of Request *(indicate by fiscal year and total if project is multi-year):*
One time install ~ $65,000
Annual maintenance ~$300

<u>Budget Source</u> (select all that apply):

■ **Specific Project Funding** (select all that apply)
- ■ Third Party Contractors
- ☐ Staff Travel Expense
- ☐ Staff Overtime Expense
- ☐ New Staff Member – Temporary for project
- ☐ Computer Hardware/Software

■ **Furniture (Finance) & Tech. Equipment (IS)**

☐ **Computer Hardware/Software/Supplies (communicate with IS department)**

☐ **New Staff Resources** (see Staff Costing Tool)
- ☐ **Permanent**
- ☐ **Temporary**
  Temp Duration: _____

☐ **Other Funding Sources (i.e. grants) – please describe:** _____

Date of Submission to Finance:

August 21, 2026

Funding Required for (date range):

April 1, 2027 – March 31, 2028

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

S**trategic Plan Focus Area**: Governance & Organizational Excellence

Goals and Desired Outcomes: Clear and transparent policies, administrative processes and structures enable better decision making, <u>advance service delivery and improve employee satisfaction</u>

The February, 2022 Islands Trust Governance Review and previous similar reviews have acknowledged benefits and challenges of the satellite office model and did not recommend any change to the location of

an office on Salt Spring Island. In the interest of serving approximately over one-third of all Islands Trust residents with central offices, this is best achieved by maintaining the Salt Spring Office.

Islands Trust Governance Principles Policy 2.1.3 outlines the relevant values of Openness, Service Quality, Responsible Responsiveness, Community Involvement, and Inter-Agency Relations.

ISSUE/OPPORTUNITY:

When the Islands Trust completed its renovation of the new Salt Spring Island office space at 4 – 121 McPhillips Avenue in September 2025, the work was done without the installation of a modern heating and cooling system in the space. While HVAC work was originally budgeted for, Trust Council removed this item from the project workplan as costs for the renovation began to climb above the allocated budget.

This summer, the first that the new SSI office has been open, temperatures in the main atrium office space have climbed above 26 degrees on a few occasions, forcing staff to try to seek cooler spaces within the office away from their work stations. Staff have set up fans at their desks, but on hot days these just blow the warm air around. The Regional Planning Manager has advised staff that the office is to be closed if the inside temperature reaches 27 degrees and staff are to work from home. Staff are affected by the heat in different ways and this can be particularly problematic for those with underlying health conditions.

The Government of British Columbia's guidance on managing heat in provincial workplaces indicates that the first step to addressing the issue is to ensure that the HVAC system is functioning properly, an option not currently available in the Salt Spring office.

In the winter, heat in the office is provided by a pair of old, large space heaters mounted high on the atrium walls. Staff indicate that these are noisy units and provide inadequate heat for the space. Additionally, the large garage door along the east wall creates a draught.

Installation of a modern HVAC/heat pump system will enable the Salt Spring office to maintain temperatures that do not exceed recommended guidelines and allow staff to continue to do their jobs without distraction or interruption of an uncomfortable working environment. It will also improve office air quality through circulation.

Staff have explored any grant opportunities to reduce potential costs. At time of drafting this business case the right-fit program is CleanBC's Commerical Express (via BC Hrydro), which covers heat pump installs for small commercial buildings. The program is paused for new applications. Staff are pursuing other grant options.

PROJECTED RESULTS/DELIVERABLES:

Heat-pump installation in the Salt Spring office will lead to the following results:

- Less management time spent triaging employee concerns about the office temperature and piloting different approaches to temperature management
- Less lost productivity to employees distracted by the heat/cold
- Provision by Islands Trust of a working environment that is comfortable for staff and the public and within BC Government office recommended guidelines

ALTERNATIVES CONSIDERED:

Option 1: Install Ducted Heat Pump with Exposed Ducting (centralized unit with ducting to move air around the space)
Benefits – Improved working environment for staff; lower cost
Risks – Cost overruns
Financial implications – Quotes from suppliers suggest installation of approximately $65,000 + tax; anticipate annual maintenance costs of $300.
Resource requirements – N/A
Other implications – We will need to keep the landlord informed of our project plans and timelines. As we have initiated this work, we will be responsible for the annual maintenance.
* More information about the benefits and drawbacks of ducted/ductless heat pumps available here

Option 2: Install Ducted Heat Pump with Hidden Ducting (centralized unit with *enclosed* ducting to move air around the space)
Benefits – Improved working environment for staff
Risks – Cost overruns
Financial implications – Quotes from suppliers suggest installation of approximately $76,000; anticipate annual maintenance costs of $300
Resource requirements – N/A
Other implications – We will need to keep the landlord informed of our project plans and timelines. As we have initiated this work, we will be responsible for the annual maintenance.
* More information about the benefits and drawbacks of ducted/ductless heat pumps available here

Option 3: Install Ductless Heat Pumps (decentralized units in the office's various spaces)
Benefits – Improved working environment for staff; higher energy efficiency
Risks – More expensive installation and ongoing maintenance costs; cost overruns
Financial implications – Vendors did not provide quotes for this option, suggesting the configuration of the space does not lend itself to this, with poor outside wall/office space interface
Resource requirements – N/A
Other implications - We will need to keep the landlord informed of our project plans and timelines. As we have initiated this work, we will be responsible for the annual maintenance.
* More information about the benefits and drawbacks of ducted/ductless heat pumps available here

Option 4: Status Quo (Deskside heaters and fans as needed)
Benefits – Low cost
Risks – Ineffective heating and cooling; staff retention
Financial implications – >$1,000
Resource requirements – N/A
Other implications- Reputational risk of providing sub-optimal working conditions

RECOMMENDED OPTION RATIONALE:

Option 1: Install Ducted Heat Pump with Exposed Ducting (centralized unit with ducting to move air around the space)

The Salt Spring office needs a proper heating and cooling system. Heat pumps are the least invasive, most energy efficient way to provide this. Whether to hide the ducting or leave it exposed is a matter of aesthetics and cost. Exposed ducting creates a more industrial feel, but is less expensive than framing it in or working within the existing ceiling. Staff recommend selecting the option that will result in a functional heating/cooling system for the Salt Spring office at the lowest cost.

RISK ASSESSMENT: *(List and discuss potential risk factors associated with this work. Also consider factors that are outside of your control. List and discuss the options that exist to mitigate identified risks.)*

Risk: *Cost Overruns*
Mitigation: Work with the Finance team to ensure that vendor contract is properly drafted; ensure sound understanding of what the quotes we have received include or do not include, and potential costs of materials/work that has not been included; Ensure that all potential complications are identified before the work begins; ensure project budget has a contingency that can absorb overruns without having to return to Trust Council for a budget adjustment

Risk: *Timing*
Mitigation: Ensure that the vendor can complete the work within the fiscal year; Work with the Finance team to ensure that vendor contract is properly drafted

COST/BENEFIT ANALYSIS:

Installation of a proper HVAC/heat pump system will incur quantitative costs, but deliver largely qualitative benefits.

Quantitative Costs: As described in the alternatives section above including recovered staff time
Quantitative Benefits: Less staff time ($) spent discussing or improvising solutions to heating/cooling issues

Qualitative Costs: Office interruptions while the work is underway
Qualitative Benefits: Greater staff satisfaction, more pleasant working and meeting environment

PROCUREMENT PROCEDURE:

Request for Proposals posted to BCBid for a period of 3-4 weeks.

PROPOSED IMPLEMENTATION STRATEGY:

Staff will post a request for proposals shortly after budget for the work is secured in March 2027.

The work will be completed within the fiscal year.

STAFF RESOURCING:

CAO: 2 hrs
Finance Director: 4 hrs
Planning Director: 6 hrs
Regional Planning Manager: 24 hrs
Finance Clerk: 6 hrs
SSI OAA: 12 hrs

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION: *(Discuss proposed change management requirements, communications needed, involvement with others. Are there any concerns related to these? If so, how will these be addressed? Have other stakeholders been identified*?)

No change management implications

Requested by Planning Services

Prepared by Jason Youmans, Regional Planning Manager/August 06, 2026

Reviewed with other Department Directors (if applicable):

Derek Cockburn, Director Financial and Employee Services

_____

Approving Director's signature

_____

Date Director Approved

Budget Funding Request
Short-Form Business Case

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision-making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by *(Committee or Operational Unit)**:***

Planning Services

Department:

Planning Services

Name of Request:

Planner Co-op Student (Level 2)

$ Value of Request *(indicate by fiscal year and total if project is multi-year):*

$26,882 (16 weeks salary and benefits)
$1,850 new laptop

Budget Source (select all that apply):

☐ **Specific Project Funding** (select all that apply)
- ☐ Third Party Contractors
- ☐ Staff Travel Expense
- ☐ Staff Overtime Expense
- ☐ New Staff Member – Temporary for project
- ☐ Computer Hardware/Software

☐ **Furniture & Tech. Equipment**

☐ **Computer Hardware/Software/Supplies**

☐ **New Staff Resources** (see Staff Costing Tool)
- ☐ **Permanent**
- **X** **Temporary**

Temp Duration: _**Co-op (4 months)** _____

☐ **Other Funding Sources (i.e. grants) – please describe:** _____

Date of Submission to Finance:

Pending Executive Committee review

Funding Required for (date range):

Sixteen-week Co-op work period likely starting in May 2027 (Fiscal Year 2027/28).

TIE TO ISLANDS TRUST GUIDING DOCUMENTS:

Islands Trust Council Strategic Plan 2025–2028, emphasizes organizational excellence, accountability, and capacity building. The Co-op student supports staff implementing elements of the plan with a focus on:

- Building organizational capacity and resilience by investing in the development and interest of skilled, motivated staff;
- Supporting clear, accountable, and transparent decision-making through ongoing professional training that strengthens policy development and planning processes; and

DRAFT

- Strengthening Islands Trust's ability to meet its provincial mandate efficiently and responsibly, by fostering a workforce capable of implementing Council's priorities with professionalism and integrity.

ISSUE/OPPORTUNITY:

Planning Services annually hires co-op student positions over the summer, rotating the position between the three offices as demand requires. Last year the position was assigned to the Salt Spring Office and was instrumental in assisting with major projects and applications.

The Co-op Student Planner benefits by gaining work experience related to their education. The Islands Trust benefits from having additional support at the entry planner level and to cover planning staff absences during the summer months. There is the potential longer-term opportunity for co-op students to be hired as full-time Islands Trust employees. An example of a co-op planner (student planner) who then continued employment with the Islands Trust is (temporarily appointed) Regional Planning Manager Jason Youmans who now leads the Salt Spring office and previously led the Policy Statement amendment project – arguably the most challenging office in terms of volume and complexity while the Policy Statement is one the most significant regional projects of the organization.

PROJECTED RESULTS/DELIVERABLES:

Over the four-month co-op we would identify the work this person can do, that will also align with their needs in the co-op program on reporting back to their school. The outcome will be additional staff support over the summer months when staff generally take vacation, to improve support coverage during this time. The position will also be tasked with deliverables on tangible actions that will assist with completing major projects this term and/or relieving duties of other staff to assist with such deliverables. The final work plan may be amended depending on Trust Council priorities and the Departmental Work Plan.

ALTERNATIVES CONSIDERED:

Option 1: Hire a Co-op Planning Student
Benefits – Ongoing relationship with university programs and generating student interest in the Islands Trust; student ideas and perspectives keep ideas current and innovative
Risks – recruiting a person with the skills and interest to fit with the needs of the Islands Trust.
Financial implications – $26,882 (16 weeks salary and benefits); $2,750 computer
Resource requirements – Regular staff resources to orientate new staff; RPM and Island Planner mentoring and supervision

Option 2: Hire a Temporary ("as and when") Planner
Benefits – More focused on deliverables
Risks – narrow market appeal to prospective employees; weaken relationships with Planning accredited universities; weaken the mutual growth of staff and students through infusion of new ideas and practices; Financial implications
Financial implications – greater pay required for regular planner positions
Resource requirements – similar to hiring a coop student
Other implications- would not meet coop program conditions

Option 3: Do not proceed with hiring a co-op planning student
Benefits – no cost
Risks – weaken relationship with Planning accredited universities; weaken the mutual growth of staff and students through infusion of new ideas and practices
Financial implications – none

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Resource requirements – none

RECOMMENDED OPTION RATIONALE:

Option 1: Hire a Co-op Planning Student for summer of 2027
The Islands Trust has had excellent experiences with planner coop students. These students have learned from their experience and taught staff in return. The long term benefits are the relationships with the universities and students to ensure current best practices are challenged and to keep a mature list of interested future staff**.** Coop students bring enthusiasm and new ideas and provide enhanced efficiency of cost/hour and take minimal leave.

RISK ASSESSMENT:

Uncertainty of funding approval. Universities post coop opportunities in late January/early February. Early Trust Council support would allow staff to meet opportunity posting timeline – always with the understanding that the opportunity is subject to approved funding which comes with adoption of the budget in March.

Suitability. Ensuring that we recruit the right person with the skills and interest to fit with the needs of the Islands Trust. We reach out to educational institutions with co-op programs, and follow a typical recruiting process to match the job to the right person.

COST/BENEFIT ANALYSIS:

Cost:

- $26,882 (16 weeks salary and benefits)
- $2,750 laptop

Benefits:

- Excellent value for the money as planner spends time almost exclusively working on projects or applications with minimal leave time; Planners tend to be enthusiastic, creative, and willing to help however needed
- Students get real world experience and work with senior planners, while staff get fresh ideas and perspectives.
- Planners are trained through university accredited programs. Growing or maintaining these relationships is central to ensuring innovation and best practices are constantly challenged.
- Several Coop planners return to the Islands Trust as staff. The Coop program serves as an introduction to the organization and can lead to long term relationships.

PURCHASING PROCEDURE:

As per Public Service Agency hiring policy.

PROPOSED IMPLEMENTATION STRATEGY:

Staff would notify universities in January 2027 that a potential co-op position may be available pending approved funding. Staff would undertake a recruitment/hiring process late March 2026 when Trust Council approves the 2026/27 budget. The opportunity would last from May 1– September 1, for a four-month period.

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STAFF RESOURCING:

- Regional Planning Manager – Estimated average 5 hours per week for 4 months
- Island Planner – Estimated average 3-5 hours per week for 4 months
- Director, Planning Services – Estimated 2-5 hours for set-up and meetings

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

- Discussion with Planning Services staff on integrating the co-op
- Discussion with department Directors on appropriate priorities for the co-op student.

Requested by Planning Services
Prepared by Stefan Cermak, Director Planning Services

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Funding Request Business Case

Completion of this form initiates a request to the Senior Leadership Team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision-making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR

Requested by *(Committee or Operational Unit)*:

Executive Office

Department:
Trust Council

Name of Request:
Legal - Code of Conduct Investigations

$ Value of Request *(indicate by fiscal year and total if project is multi-year):*

$20,000 as a proposed new ongoing annual operating expense

Budget Source (select all that apply):

■ **Specific Project Funding** (select all that apply)
- ■ Third Party Contractors
- ☐ Staff Travel Expense
- ☐ Staff Overtime Expense
- ☐ New Staff Member – Temporary for project
- ☐ Computer Hardware/Software

☐ **Furniture & Tech. Equipment**

☐ **Computer Hardware/Software/Supplies**

☐ **New Staff Resources** (see Staff Costing Tool)
- ☐ **Permanent**
- ☐ **Temporary**
  Temp Duration: _____

☐ **Other Funding Sources (i.e. grants) – please describe:** _____

Date of Submission to Finance:

August 15, 2026

Funding Required for (date range):

April 1, 2027 – March 31, 2027

TIE TO ISLANDS TRUST GUIDING DOCUMENTS

Strategic Plan: while not a specific commitment in the strategic plan, the creation of a dedicated funding line to support necessary investigations into complaints about trustee conduct aligns with the priority of improving governance and organizational excellence.

Trust Council Policy 2.1.1 Standards of Conduct: the policy sets out the provision for engaging an external third party to facilitate informal resolutions to conduct complaints and/or undertake formal investigations.

Provincial legislation: In 2026, the Province introduced legislative changes to the *Local Government Act*, the *Community Charter* and the *Islands Trust Act* to establish a new mandatory provincial code of conduct for local government officials. Expected to be brought into force following the 2026 election, the legislation includes a requirement to refer conduct complaints to an independent investigator.

ISSUE/OPPORTUNITY:

Under existing Trust Council policy, formal complaints regarding the conduct of a trustee can be brought by a trustee or an employee of Islands Trust. The policy requires that complaints be assessed and addressed either through an informal facilitation process or through a formal investigation.

While policy does not require contracted expertise to seek an informal resolution to a complaint, engaging an independent third party is the strongly recommended best practice rather than putting Executive Committee or the CAO in the difficult position of facilitating a resolution. Policy does require contracting an external party if a complaint proceeds to a formal investigation. However, the expected enactment of a new provincially legislated code of conduct will require Islands Trust to refer all complaints to an independent external party, meaning any complaint will require contracted expertise to resolve. The Province has recommended that local governments establish a budget to support investigations.

Within the past two years there have been two formal complaints submitted and resolved. This experience has demonstrated that the cost of resolving complaints is approximately $15,000 whether it is addressed by engaging a third-party to pursue an informal resolution or through a formal investigation.

Currently, legal and contracting costs to address conduct complaints are managed through Trust Council's general legal expense budget, which is often already stretched. For comparison, the general legal budget line for fiscal 2026/27 is $25,000. This is intended to support legal opinions to inform Trust Council decisions and general advice for staff to support legislated operations. A single conduct investigation would consumer more than half of this budget or more, creating a risk of overspending on legal or limiting the ability to get essential legal advice when needed.

PROJECTED RESULTS/DELIVERABLES

Recent experience with conduct complaints shows that establishing a regular budget line dedicated to support conduct complaint investigations is a prudent contingency that ensures Islands Trust is able to uphold its obligations when needed without impeding other critical work. This will allow for an appropriate response to complaints while protecting general legal funding for its intended purpose.

ALTERNATIVES CONSIDERED:

Option 1: $20,000 in dedicated legal funding for code of conduct investigations as a new ongoing operating expense

Benefits – supports appropriate management of conduct complaints without impact to other operations; ensures Islands Trust can meet its soon-to-be legislated obligations; if unused, funds can be applied to general surplus or to offset other legal expense pressures; provides for transparency on expenditures related to conduct investigations
Risks – amount of funding may be insufficient if there is more than one complaint per year; may create the public perception that trustee conduct is an ongoing issue
Financial implications – new ongoing annual operating expense; if unspent, the funding is applied to general surplus
Resource requirements – each conduct complaint requires an estimated 10 hours of the CAOs time to consult with the investigator and prepare a report to Council.

Option 2: establish a specific reserve fund of $30,000 for code of conduct investigations

Benefits – provides dedicated funding to support up to two conduct complaint investigations; ensures Islands Trust can meet its soon-to-be legislated obligations; use is limited solely for the prescribed purpose; can be carried over year-to-year; provides for transparency on expenditures related to conduct investigations
Risks – funds can only be used for conduct investigations; may create the public perception that trustee conduct is an ongoing issue
Financial implications – upfront investment that may still need to replenished on an annual basis, but can be carried forward year-to-year if unspent
Resource requirements – each conduct complaint requires an estimated 10 hours of the CAOs time to consult with the investigator and prepare a report to Council.

Option 3: Do not provide any dedicated funding for code of conduct investigations

Benefits – no budgetary impact as long as there are no complaints submitted
Risks – may impede Islands Trust's ability to appropriately address conduct complaints; the cost of investigations will need to be covered from the general legal expense budget, impeding its use for its intended purpose or creating a risk of overspending
Financial implications – creates a risk of overspending on the general legal budget
Resource requirements – regardless of funding, the workload associated with complaints remains the same as above

RECOMMENDED OPTION RATIONALE: *(State your recommendation and summarise why you chose it over others.)*
Recommended: Option 1: $20,000 in dedicated legal funding for code of conduct investigations as a new ongoing operating expense
This option ensures Islands Trust has some funding set aside to support investigations and aligns with the recommendation from the Province to establish a dedicated funding mechanism for that purpose. However, unlike the option to establish a specific reserve fund, it retains flexibility to reallocate that annual funding amount if it goes unused in a given fiscal year.

RISK ASSESSMENT:

- Risk that the $20,000 will be insufficient if there is more than one complaint per year. The best mitigation is for trustees to ensure their conduct is appropriate, and staff will make orientation to the code of conduct a priority in trustee onboarding.
- Risk the $20,000 will be insufficient for a complex complaint investigation. The amount is based on the cost of recent investigations. However, if costs exceed the allocated amount then funding could be drawn from general legal expenses as in past cases.
- Risk of public perception that dedicated funding is an indication Islands Trust anticipated conduct issues. Mitigation will include prepared messaging to explain that the funding is contingency created in response to a recommendation from the Province to set aside dedicated funding, and that unused funds can be applied to general surplus.

COST/BENEFIT ANALYSIS:
Costs:

- Annual operating budget increase of $20,000
- Reputational cost to the organization if investigations are not appropriately resourced

Quantitative benefits:

- Ensures general legal funds are not needed to offset the cost of conduct investigations, which mitigates the risk of overspending in general legal.

Qualitative benefits:

- Ensures Islands Trust is able to fulfil its legislative and policy requirements to appropriately address conduct complaints, and demonstrates that Islands Trust takes these obligations seriously.
- Provides for greater transparency on expenditures related to conduct investigations than if expenses are managed under the general legal budget.

PROCUREMENT PROCEDURE
The Province is expected to provide further guidance on the qualifications required of conduct investigators under its new legislated code of conduct. Once that is confirmed, Islands Trust will undertake a Request for Qualifications process to produce a list of qualified contractors from which it can select to undertake an investigation.

PROPOSED IMPLEMENTATION STRATEGY:
Onboarding of trustees will include orientation to appropriate conduct, including the new provincial code once that is in place. This will take place initially in fall 2026.
Following the RFQ process, staff will prepare a pre-qualified vendor list of investigators to be used in the event of complaints. Subject to implementation of the provincial requirements, the RFQ process should be complete by April 2027.
If a complaint is submitted, the CAO will initiate the investigation process in accordance with the legislation, and draw from the pre-qualified list as needed.
Requirements for reporting on the outcome of investigations will also be set out in the legislation and related regulations, and the CAO will ensure those are followed.
There is no completion date for this initiative as it is intended to be a new and ongoing budget line item.

STAFF RESOURCING:

- CAO/Director of Financial and Employee Services: anticipated 10 hours each to undertake the RFQ process.
- CAO: estimated average of 10 hours work to support each conduct complaint and investigation.
- CAO: estimated 10 hours annually to prepare required reporting, subject to confirmation of the provincial requirements

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

Change management will be focused on the orientation of trustees to the code of conduct and their obligations to uphold appropriate and responsible conduct in their work. The CAO will also ensure staff are aware of any changes under the provincial code of conduct related to their avenues for submitting complaints.

Communications would be managed by the CAO for individual investigations and related to the annual reporting requirements.

There is no anticipated need to involve parties other than those involved in complaints and investigations, and there are no external stakeholders given that conduct complaints can only be submitted by staff or trustees. This remains true under the provincial legislation.

Requested by: Executive Office

Prepared by: Rueben Bronee, CAO

Reviewed with other Department Directors: Derek Cockburn, Director of Financial and Employee Services

From: Judith Gedye
Sent: Tuesday, July 28, 2026 3:05 PM
To: Rueben Bronee; Alexandra Trifonidis
Subject: Re: Committee of the Whole quorum

This is so disappointing! If, as has been suggested, there is a "boycott" of the COtW as a format, that needs to be resolved. Either make it mandatory or drop it. Some undisclosed resistance which actively undermines the work and objectives of the organization needs to be far more openly discussed and resolved. Otherwise it rests as grossly unfair to all the individual efforts made in preparation, of the material and to calendar & household arrangements. I would like to know why all those who did not attend, or answer the survey, were absent. I would appreciate some rigorous follow-up.

That's re: the process. The more important fact is that the content needs our attention as much and as often as possible. EIGHT years is a much bigger problem. How to help the next council reach Ministerial approval needs to be part of our legacy. If the majority of TC have lost interest, is there a strategy to get them re-motivated? If not, and we're stuck in a lame duck phase, can we adjust our expectations and still accomplish any of our priorities?

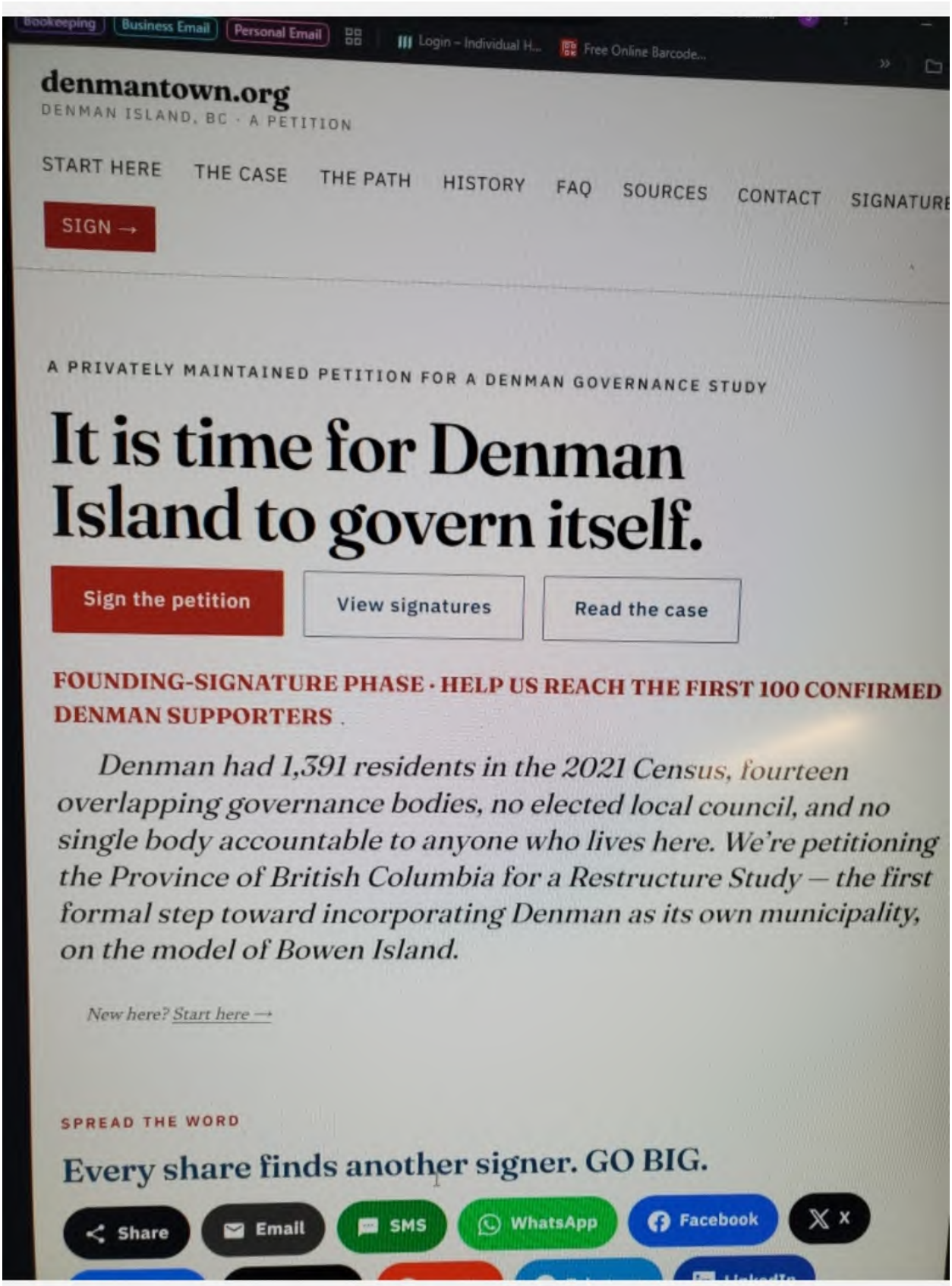
Judith Gedye | she/her
Islands Trust | jgedye@islandstrust.bc.ca | islandstrust.bc.ca | islandstrustconservancy.ca
Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

Nexwlélexwm (Bowen Island) Municipal Council | jgedye@bimbc.ca | bowenislandmunicipality.ca |
Nexwlélexwm (Bowen Island) is located in the Territory of the Squamish Nation

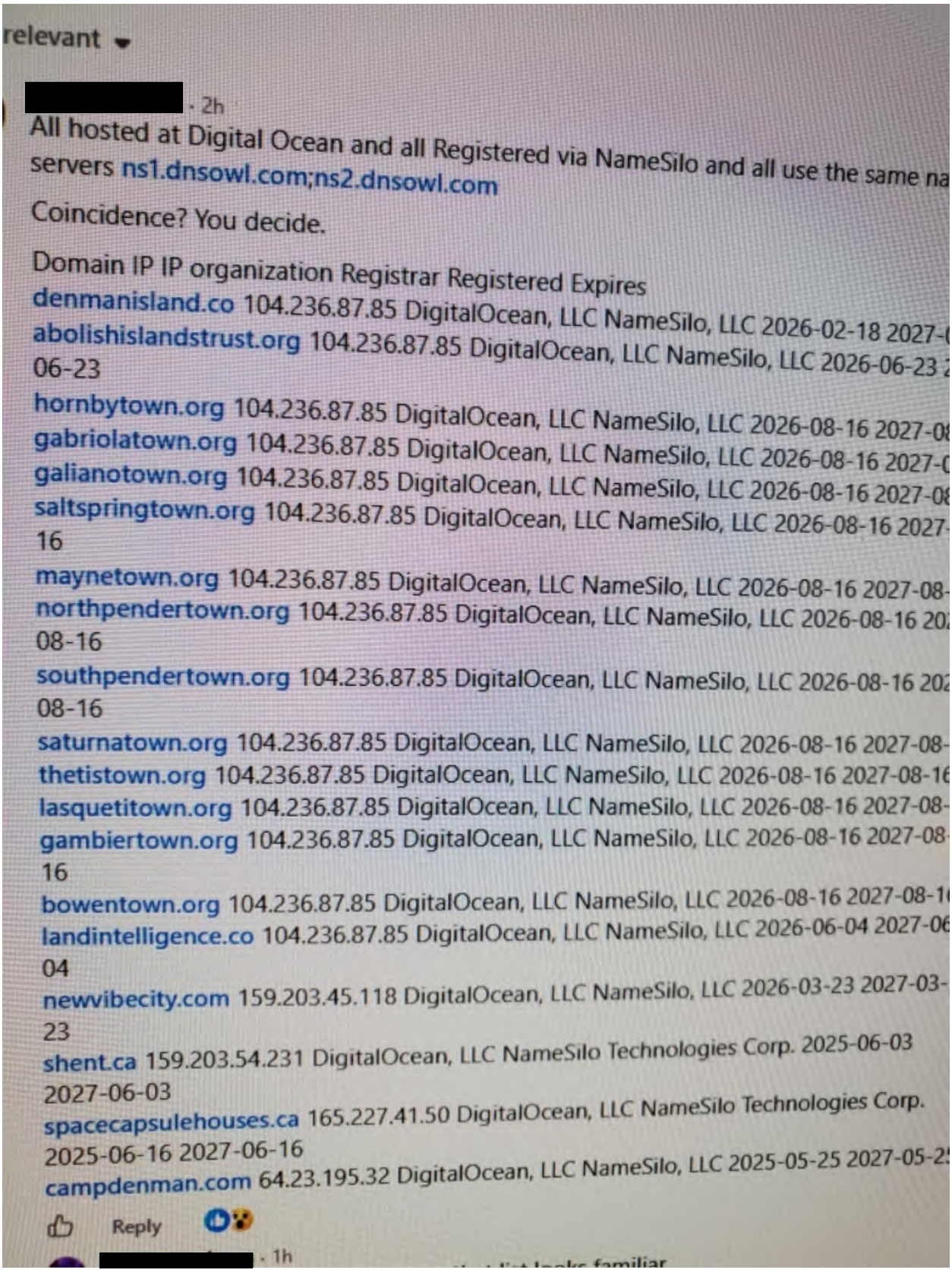
From: Edina Johnston <[redacted]>
Sent: Tuesday, August 18, 2026 4:21 PM
To: EC
Subject: Serious threat to dismantle IT

Dear IT Exec., it appears that there is a new threat to the Islands Trust generated by the use of AI (see photo below).
Please take this one seriously [redacted]

Respectfully,
Edi Johnston



Serious threat to dismantle IT


relevant
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All hosted at Digital Ocean and all Registered via NameSilo and all use the same na
servers ns1.dnsowl.com;ns2.dnsowl.com
Coincidence? You decide.
Domain IP IP organization Registrar Registered Expires
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2027-06-03
spacecapsulehouses.ca 165.227.41.50 DigitalOcean, LLC NameSilo Technologies Corp.
2025-06-16 2027-06-16
campdenman.com 64.23.195.32 DigitalOcean, LLC NameSilo, LLC 2025-05-25 2027-05-2
Reply
[redacted] · 1h

From:	Heather Miller <[redacted]>
Sent:	Thursday, August 20, 2026 9:22 AM
To:	Executive Admin
Cc:	Judith Gedye; Sue Ellen Fast
Subject:	Bylaw No. 726, 620 Laura Road, Bowen Island. BIM file RZ-2026-0014. Referral under section 15.0 of the Bowen Island Letters Patent
Attachments:	Bylaw_726_Checklist_staff_comments_2026-08-20.pdf; Bylaw_726_620_Laura_Road_Submission_2026-08-20.pdf

Heather Miller

August 20, 2026

Dear Chair Patrick and Members of the Executive Committee,

Bowen Island Municipality gave first reading to Bylaw No. 726 on 27 July 2026 and resolved to refer it to the Islands Trust. The bylaw would make permanent a cidery at 620 Laura Road that has operated since March 2021 under a temporary use permit.

I attach a submission on that referral. Two things in it matter most.

The water. Murray Creek runs through the property. Three rezoning applications sit along about 400 metres of that creek, from where it enters at Laura Road to the Adams Road parcel below. Two were held back on water grounds and filed technical studies. This one is upstream of both and is the only one producing process effluent.

- No assessment of the quantity of water it uses, or of what it discharges, has ever been required or filed.
- The document standing in for one is called a hydrogeologist report in the staff report and in the checklist. Its own title is "GARP Hazard Assessment". It screens a single well for pathogens and expressly excludes quantity, drawdown, neighbouring wells and the creek.
- The only wastewater documents in the package are two filings made in 2021 under the regulation for domestic sewage.
- All three documents date from 2021, and none of them appeared in the record on this application until the Advisory Planning Commission meeting of 23 July 2026.
- The property lies inside the Municipality's own Watershed, Aquifer and Stream Protection Development Permit Area. As section 5 of the submission sets out, in over five years the water resources half of that designation has never been engaged.

The checklist. The Policy Statement Directives Checklist is the Municipality's own statement of which directives it considers engaged, and it is the starting point for your staff's report on this referral. Three of its statements about what this application contains are not correct.

- That the application includes a protective covenant around the Murray Creek riparian area.
- That it includes a protective covenant for agricultural land.
- That a hydrogeologist report in the package outlines water sustainability.

Each can be checked against the package the checklist travels with.

Take the first of those. Bylaw No. 726 contains no covenant, and none existed when Council referred the bylaw; what Council did was direct staff to seek protection, which the councillor who moved that wording said need not be a covenant. So the Committee is being asked to advise on a bylaw partly on the strength of a protection that has not been drafted, and nothing on the route Council chose brings the bylaw back to the Committee if one is later produced. Second and third reading are intended to be taken at a single meeting after the Committee's response.

Why now rather than later. The Municipality resolved on 25 May 2026 to give notice under section 467 of the Local Government Act, so no public hearing is scheduled. A hearing is not closed off, but nothing on the path Council was directed onto produces one. This referral falls between first and second reading. On the account the Municipality's planner gave Council on 25 May, second and third reading would then be taken at the same meeting in September, with adoption at the meeting after. The Municipality's own 2026 schedule shows no Council meetings in August and puts those two September meetings on the 8th and the 28th. The forty-five day response window is the only interval in that schedule.

There is also no later stage. On other Bowen applications the water question has been left to subdivision. There is no subdivision at 620 Laura Road.

I have looked at some of the Committee's recent referrals from Bowen Island. I set out three of them because each bears on how this bylaw has been put to you.

- **June 2025, Bylaws 673 and 675.** An application to create one additional lot. Islands Trust staff advised that more information on water availability and the proposed water source should be required before a clean finding could be made. The answer given was that proof of water would come at subdivision.

- **June 2022, Bylaw No. 581.** Detached secondary suites permitted on all residential properties on Bowen. The Municipality's position was that this did not increase intensity or density; Islands Trust staff concurred, and the freshwater directives were recorded as not applicable. Two years later the same measure appears in the Municipality's housing needs report to the Province as one of the actions by which it will accommodate 1,393 additional housing units.
- **January 2021, Bylaw No. 528.** The Committee was told the amendments would not change permitted uses on Bowen properties. One of them removed the definition of "vineyard", and the applicants here now rest their case on that removal.

What the Committee makes of this is of course for the Committee. I set it out because the submission shows what the record on this bylaw holds.

I have written to the Committee twice before on this application, on 27 June and 19 July 2026. Both letters are in your agenda packages for 8 July and 29 July, together with the five documents attached to the second:

- the applicants' rezoning application for 620 Laura Road;
- my submission to the Advisory Planning Commission on water, aquifer, groundwater and watershed;
- "What each report said about the Official Community Plan, 2021 to 2026";
- "Aquifer, groundwater and watershed evidence: 620 Laura Road cidery rezoning", prepared for the Parks, Environment and Climate Action Advisory Committee;
- my submission to the Official Community Plan update, Round Two engagement, 19 June 2026.

I am putting the attached submission before the Committee in advance of the referral being determined, so that it can be reviewed and so that it is on the record.

Yours sincerely,

Heather Miller

Attached:

- "The Directives Only Checklist for Bylaw No. 726: staff comments and the record". Every staff comment in the checklist, with the directive it answers and what the record shows. (Bylaw_726_Checklist_staff_comments_2026-08-20.pdf)
- "Submission on the referral of Bylaw No. 726, 620 Laura Road, Bowen Island". It includes two appendices following page 52 bearing their own numbering:

Appendix A, at page A-1 (53), is the first reading report as published for the meeting of 27 July 2026, and is the report Council considered; Appendix B, at page B-1 (128), is the version the Municipality issued after that meeting, by a route other than the one its own procedure provides. The checklist it contains is at page B-12. (Bylaw_726_620_Laura_Road_Submission_2026-08-20.pdf)

Submission on the referral of Bylaw No. 726

620 Laura Road, Bowen Island. BIM file RZ-2026-0014

Heather Miller
August 20, 2026.

What this record shows

Eight findings. Each is set out below, with sources, in the section named.

One. Three rezoning applications sit in sequence down one creek. Two were held back on water grounds and filed technical studies. The third (the one in this bylaw), upstream of both and the only one generating process effluent, has never been required to assess the water it uses or its process effluent. *Section 2, page 4*.

Two. Four independent records identify this ground as sensitive for water: the Municipality's own Development Permit Area, the Islands Trust's recharge mapping presented to Bowen Council in 2023, the regional sensitive ecosystem inventory, and the Municipality's conduct on the neighbouring applications. The freshwater directives were recorded as not applicable. *Section 4, page 9*.

Three. What stands in place of a water assessment is a pathogen screening of one well. Inside that assessment’s appendix is the Provincial record of heavy development, a downward trend in water levels needing investigation, and advice that further development be carefully assessed, on a classification resting on eight to fourteen well records. *Section 4, page 9*.

Four. In 2019 the Municipality's planner proposed two linked changes to Bowen's Land Use Bylaw: remove the vineyard definition, and amend the winery definition so it expressly included cider. Bylaw No. 528 did the first and not the second. The Committee was told the bylaw would not change permitted uses. The applicants now rely on that removal as the footing of their application. *Section 7, page 28*.

Five. The waste streams of a fermentation process, liquid and solid, have never been characterised, sampled or assessed by anyone in over five years. Three inconsistent accounts of the liquid handling exist. *Section 8, page 28*.

Six. Across five staff reports, from February 2021 to July 2026, not one cites an Official Community Plan policy on water, groundwater, aquifers or industrial use. *Section 9, page 35*.

Seven. The checklist is the Municipality's own statement of which directives it considers engaged, and the starting point for the Islands Trust staff report on the referral. Three of its statements about what this application contains are not correct, and all three are checkable against the package it travels with. *Sections 3, 4 and 10, pages 8, 9 and 37*.

Eight. That checklist was not in the report Council considered. Another property's was. A replacement was tabled at the meeting, Council reworded its referral motion to point at it, and the report was afterwards republished with a checklist inside it and no note of the change. Whether that is the document Council referred cannot be established from the public record. *Section 3, page 8*.

Appendix A is the first reading report as published for the meeting of 27 July 2026, and is the report Council considered. **Appendix B** is the version the Municipality published after that meeting, not by the route its own published procedure provides.

1. What the bylaw does

- Rezones 620 Laura Road from RR2 to a site-specific variation, RR2(a), and adds *"cidery"* as a permitted principal use.
- Inserts a definition of *"cidery"* into section 1.1 of the Land Use Bylaw. That is the general definitions section, so the meaning applies throughout the bylaw. The definition reads:

  > *CIDERY means the use of buildings and structures for the production of cider, at a cidery facility licensed by the Liquor and Cannabis Regulation Branch, where at least 25% of the cider production comes from fruit grown on the same lot, or from another lot which is part of the same business. Imported British Columbia fruit used in the cidery shall be limited to no more than 75% of cider production. A cidery may include cidery tours, cider tasting, cider sales, a picnic area, lounge endorsement, and the sale of cidery promotional products.*

- Adds a parking rate for cideries in all zones.
- Makes permanent a use that has run since March 2021 under a temporary use permit, renewed in December 2023.
- Provides that a lounge endorsement is not a permitted use at this property, although the definition it inserts at section 1.1 states that a cidery may include one.

That last is the only substantive change the bylaw makes to the definition already in use in the TUP. The cidery definition in the temporary use permit of 2021 and the definition Bylaw No. 726 inserts are identical except that the bylaw adds the words "*lounge endorsement*". The permit carried a condition that no lounge area be developed, and the site-specific clause of the bylaw says a lounge endorsement is not a permitted use here. So the words added are the words then withheld at this property, in a definition that sits in the general definitions section and applies throughout the bylaw.

Presenting the bylaw to Council, the planner explained why a lounge endorsement is defined at all: *"And then we felt like if we were calling it out as something that's not allowed, we wanted a definition."* That accounts for defining a lounge endorsement. It does not account for putting the words inside the definition of cidery. The temporary use permit prohibited a lounge without any such wording, by a condition that no lounge area may be developed. Bylaw No. 726 instead writes the words into the general meaning of cidery, as something a cidery may include, and then withholds the thing at this property alone.

2. Three properties and water

Three rezoning applications are before the Municipality on the same watercourse, Murray Creek. All three sit inside the same Development Permit Area.

Property	Application	Proposed use	Position
620 Laura Road	RZ-2026-0014	Cidery, made permanent. Commercial, effluent generating	Upstream
1355 Westside Road	OCP/RZ-2025-0113	34 modular homes	Midstream
Lot 7 Adams Road	RZ-2025-0015	Subdivision into four lots	Downstream

The three properties lie in a single run along the creek. Measured boundary to boundary on the Province's parcel fabric:

- 620 Laura Road to 1355 Westside Road: 23 metres. Only the West Side Road allowance lies between them, with a culvert carrying the creek under that roadway. PID 015-026-701 and PID 015-026-841, adjoining lots on the same subdivision plan, VAP22501.
- 1355 Westside Road to Lot 7 Adams Road: zero. They share a boundary. PID 005-486-564, 4.38 hectares.
- 620 Laura Road to Lot 7 Adams Road: 203 metres.

So the three lie along about 400 metres of one creek, from where it enters at Laura Road to the Adams Road parcel below.

The fall matters more than the distance. Those are horizontal distances on a plan. What links the three properties is that they sit in sequence down one slope, off the flank of Mount Gardner to the valley floor at Adams Road. Murray Creek runs through all three because it runs downhill through all three.

On the Municipality’s contour mapping, which draws contours at one metre intervals and labels them every ten, the cidery buildings stand above the 190 metre contour. The two ponds on the creek lie between 190 and 180. The 170 metre contour runs along West Side Road at the southern edge of the property. Where the creek reaches the Bowen Brook system on the Adams Road land, the 160 metre contour runs immediately beside it. So there is about 20 metres of fall across 620 Laura Road, and about 30 metres from the cidery buildings down to that confluence.

The lot is not uniform ground. The land falls about 20 metres across it, and on the Municipality's contour mapping that fall is not spread evenly. The contours are widely spaced across the eastern block between the creek and the road, closer around the ponds, and closest of all along the creek corridor, where they run tight together over a short

distance. So on a parcel of 19,512.975 square metres there is high ground and low ground within a few tens of metres of each other, and the steepest ground is beside the creek.

Where the water goes. Murray Creek runs from 620 Laura Road, through 1355 Westside Road, to Lot 7 Adams Road. There it meets Bowen Brook and Buckingham Creek. At that junction the systems divide. Bowen Brook runs to Grafton Lake, the source for the Cove Bay water system. That is the Municipality's largest water system, a surface water system supplying at least 667 connections, recorded by the health authority as 515 residential and 134 commercial on 2018 figures, the latest it cites. Buckingham Creek runs to Explosives Creek, terminating in the ocean in Tunstall Bay.

On the Municipality’s own mapping Murray Creek is a tributary to a fish bearing stream. Bylaw No. 301 lists the streams and lakes known to have fish present, and that list includes Grafton Lake, Bowen Brook and Explosives Creek, and their tributaries. So both waters this creek feeds are named in the Municipality’s own bylaw covering riparian protection.

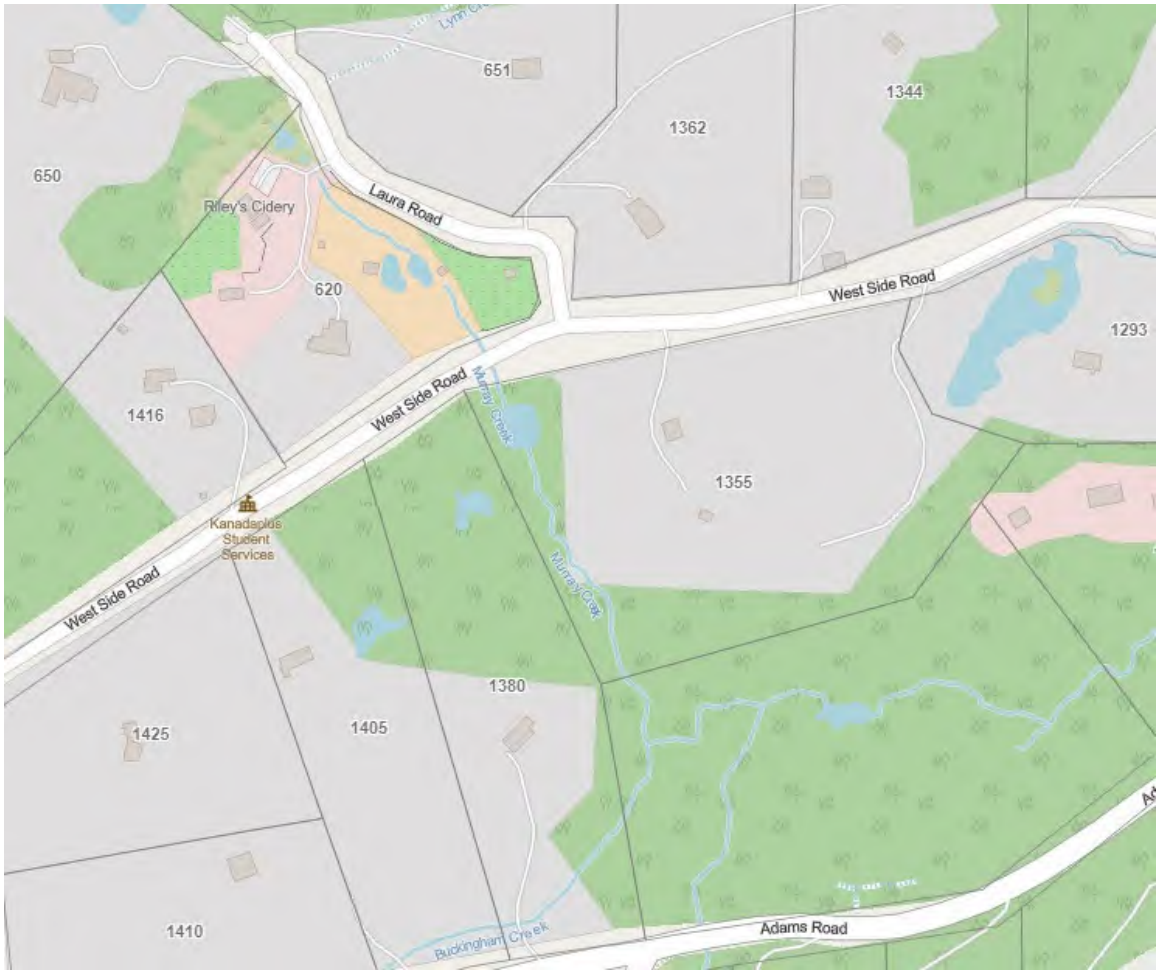


Figure 1. BowMap, Bowen Island Municipality, accessed August 17, 2026. Watercourses layer, Development Permit Area overlay off. 620 Laura Road at upper left, marked Riley's Cidery. Murray Creek runs south from it, through 1355 Westside Road, and on toward Adams Road at lower right. Buckingham Creek joins from the west. Black lines are parcel boundaries.

The Adams Road wetland is a groundwater recharge area. It is also where the watersheds of two municipal water systems meet.

The Province's 2006 classification of Aquifer 749 records it as an important source for individual properties and for community supplies *"including Bowen Bay Water System and Tunstall Bay Water System"*. The property at 620 Laura Road is mapped by the Province as on Aquifer 749. The applicants' own assessment says the same. Bowen Bay and Tunstall Bay are named as examples, not as a complete list of what draws on that ground.

Naming Bowen Bay understates it, in two ways. Bowen Bay is a bay as well as a water system, and the Province's 2006 classification worksheet uses the name both ways: it also records groundwater moving *"from eastern upland areas towards the west discharging into Tunstall Bay and Bowen Bay"*, and those are the bays. And the Bowen Bay water system does not stand alone. The Municipality groups it with two others under the heading *"Westside Water Systems"*: Bluewater Park at 147 connections, King Edward Bay at 41 and Bowen Bay at 60. Its own words are that *"All three systems are connected in ways explained below, but they are separate local service areas funded by their own user fees and reserve funds"*. That is 248 connections. Tunstall Bay serves a further 132 homes and one commercial connection. The Municipality's current Water Quality Advisory covers all four together, as section 4 sets out.

The Province maps the ground Murray Creek traverses across two aquifers, 749 at 620 Laura Road and 746 at 1355 Westside Road and Lot 7 Adams Road. The Province does not treat that division as a hydrological one. Each of the five bedrock aquifer worksheets prepared for Bowen in 2006 carries the same sentence: *"The aquifer forms part of the larger fractured crystalline bedrock aquifer system that underlies Bowen Island."* The hydrogeologist retained for the application at 1355 Westside Road says the same, describing the boundary between 746 and 749 as mainly administrative and not representative of a hydraulic boundary. No hydrogeological work has been filed for 620 Laura Road.

Between the municipal systems fed from these creek systems and this ground, smaller private systems and private wells drawing on the same aquifer, and small private surface water systems or households, this is water reaching something in excess of a thousand households.

How the three have been treated.

- Lot 7 Adams Road. The Advisory Planning Commission reserved support pending hydrogeological testing, septic design, water supply adequacy and covenant protection of the watershed. The Parks, Environment and Climate Action Advisory Committee awaited hydrogeological reporting and assurance that the recharge

area, the wetlands and the Grafton Lake watershed would be protected. A watercourse assessment and a well report were filed with the application.

- 1355 Westside Road. Sixteen technical documents were filed, including a groundwater letter of engagement, an environmental report and wastewater plans. The Advisory Planning Commission recommended deferral. Council so resolved on 9 March 2026, by motion 26-97, until the Official Community Plan is updated and the Grafton Lake Watershed Management Plan is complete.
- 620 Laura Road. No hydrogeological, water supply or watershed assessment has been required at any stage. No technical study of water has been filed in over five years.

The Grafton Lake watershed is the subject of a funded Municipal project. The Municipality put out a request for proposals for a Grafton Lake Watershed Management Plan in November 2025 and awarded the contract to Urban Systems on 26 January 2026 at $100,000. Announcing the project on 5 August 2025 it said the plan would include an assessment of values and threats and regular monitoring for wastewater contamination. It followed a study which found 125 contaminants of 587 tested and ranked Grafton Lake eighth most contaminated of twenty-one source water sites in the province, and the Municipality's own release says the presence of sucralose, pharmaceuticals and other human-sourced contaminants "*suggests that the primary source of contamination is likely septic system overflow or leaching from properties within the watershed*".

The Advisory Planning Commission recommended that consideration of this rezoning be deferred until that plan is complete. Presenting the alternatives to Council on 27 July, the planner said the plan was *"likely to be the end of this year"*, and noted that taking the Commission's course *"would mean that TUP has expired before the Grafton Lake Management Plan is anticipated to be complete"*.

So the Municipality has commissioned work on whether waste is reaching a drinking water source, and has resolved to take no further action on the rezoning at 1355 Westside Road until that work is complete. On this property, upstream on the same creek system, it is making a use permanent without ever having established what its waste is.

In recommending deferral of 1355 Westside Road, the Advisory Planning Commission asked that the Official Community Plan consider "*whether there should be limits on the types or intensity of development allowed in watershed areas island-wide, not just on a case-by-case basis*".

Bylaw No. 726 is before the Committee on its own.

3. The checklist

The Islands Trust Policy Statement Directives Checklist is the Municipality's own statement of which directives it considers engaged, and the starting point for the Islands Trust staff report on the referral. Its history here:

- The report published for the 27 July 2026 meeting carried the checklist for Bylaw No. 723, a different bylaw on a different property, 1658 and 1639 Mount Gardner Road.
- A replacement was tabled at the meeting. The Corporate Officer listed it among the on-table items: *"In relation to item 7.2, there is a replaced attachment to the staff report, and that is the amended Island's Trust Policy Checklist."*
- Staff acknowledged the error in open Council: *"the one in the published agenda was the duplicate of Mount Gardner Road."*
- The Acting Mayor asked, *"Do you have a revised Island's Trust Checklist in our package?"* She was told, *"It's in the on-table package."* She replied, *"Okay, because that wasn't clear, I guess."*
- Council amended the referral motion to match. The motion as carried refers the checklist *"included in the on table items package of the July 27 regular council meeting"*.
- After the meeting, the report was republished with a checklist inserted into it as an attachment. The revision note on that report reads only *"Revised July 24, 2026 to include recommendation made by the Advisory Planning Commission at its July 23, 2026 meeting."*

Every quotation from the checklist in this submission is taken from that republished version, because it is the only one publicly available. Whether it is the document Council referred is not established, and this submission does not assume it is.

I hold every version as published. Their file properties, set out in the note on method, record that the version published for the meeting was last modified before it, and that the version published afterwards was last modified at 19:43 on 27 July 2026, some hours after the meeting began at 1:00 pm. The meeting was adjourned at 4:30 pm.

The Municipality's published procedure provides for on-table items to be included in a further revised agenda after the meeting. No such record exists for this item. Instead a staff report already in the package was altered.

Two consequences:

- Clause 9 of the 2014 Protocol Agreement provides that the Municipality will have its staff complete a current copy of the checklist before giving first reading. Clause 10

provides that it will send copies of any staff reports it considered, including the completed checklist.

- Council referred the document tabled at the meeting, not an attachment to the report. If the Committee receives the republished report, it will not be able to see that the report before Council was defective, that a separate document had to be tabled, or that the motion was reworded because of it.

In plain terms, this is what the Committee has.

- A staff report that was amended after the meeting it went to, in order to insert a checklist.
- A report that records its own revisions. It is dated 15 July 2026 and carries a note that it was revised on 24 July. It carries no note of the change made on 27 July.
- No record that the checklist now inside that report was ever before Council in the form it now has.
- A checklist that states the application includes protective covenants. It does not. None was before Council. What Council did was direct staff to seek protection, and the councillor who moved that wording said it need not be a covenant.
- No covenant in existence when Council referred the bylaw. Anything of that kind now in the Committee's hands was made afterwards.
- A Council that asked, on the preceding bylaw that evening, whether what comes back to it would need further consideration and a further referral to the Islands Trust, and was told no, and then yes.
- All of it inside a timetable the Municipality has said should be shortened with second and third reading intended to be taken together at the meeting immediately after the Committee's response is due.

4. Policy 4.4.2, freshwater quantity and demand

This is known ground on four separate records, and the directive was recorded as not applicable.

The directive applies where the density or intensity of land use is increased in areas known to have a problem with the quality or quantity of freshwater. It requires that existing, anticipated and seasonal demands are considered and allowed for.

Four records establish that this is known ground.

The Municipality's own bylaw. 620 Laura Road lies within the Watershed, Aquifer and Stream Protection Development Permit Area, designated under OCP Bylaw No. 282, 2010, with guidelines under Land Use Bylaw Amendment No. 301, 2011. On the Municipality's

mapping the property carries the watershed designation, and the riparian stream buffer along Murray Creek, which runs through it. Murray Creek is not the only watercourse here. The Municipality's mapping shows a second one running down Laura Road, and its stream buffer reaches the property from there, so the buffers overlap along that boundary. That second system takes in Lynn Creek and Peggy's Creek and is associated with a wetland area on 1355 Westside Road. On Bowen these watercourses are not continuous open channels. A creek runs in the open, then into a ditch, then out of it, then perhaps back into another, and the mapping treats it as a watercourse throughout. This submission deals with Murray Creek because that is the watercourse crossing 620 Laura Road. But it is one strand of a connected and moving system: surface water and groundwater exchanging along its length, creeks running open, then buried, then open again, wetlands holding and releasing, and two named systems meeting below this property. What is put into it here does not stay here.

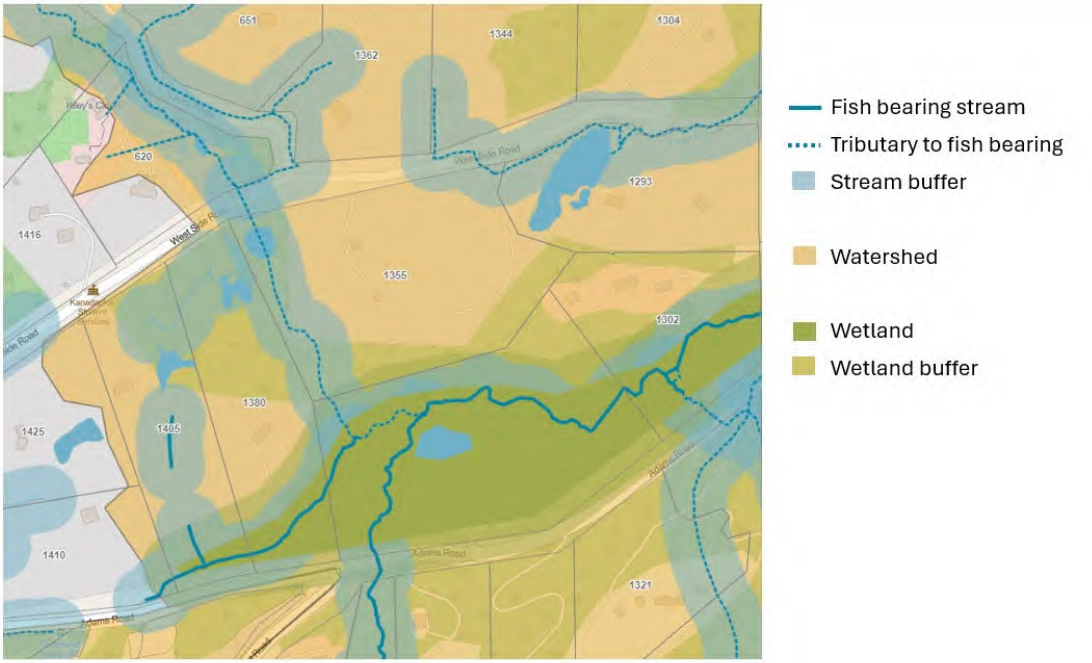


Figure 2. BowMap, Bowen Island Municipality, accessed August 17, 2026. Watershed, Aquifer and Stream Protection Development Permit Area overlay on, with its legend as displayed. 620 Laura Road at upper left, marked Riley's Cidery. Murray Creek is mapped as a tributary to a fish bearing stream, with its stream buffer, running south from the cidery past 1355 Westside Road. The fish bearing stream and the wetland complex lie along Adams Road at lower right. The watershed designation covers the whole of the ground between them.

The Islands Trust's own work. On 11 December 2023 the Islands Trust Senior Freshwater Specialist appeared as a delegation before Bowen Island Council and presented Howe Sound Aquifer Conceptualization and Groundwater Recharge Mapping. The recharge potential map is at page 21 of that agenda package. It classifies recharge potential in three classes. The corridor running from 620 Laura Road down Murray Creek to the Adams Road

wetland falls in the higher classes. Well symbols on the same map show the density of wells drawing on that ground. His closing slide asked that critical recharge areas be protected. In discussion the Municipality's Chief Administrative Officer described Bowen as having *"quite an extensive and robust DPA network. Including aquifer recharge areas."*

The regional inventory. Metro Vancouver's Sensitive Ecosystem Inventory maps ecologically significant areas across the region, with the stated intent of informing official community plans, development permits and stream setbacks. Four polygons cover this ground and the creek, mapped as wetland and riparian. The detail is in "*Aquifer, groundwater and watershed evidence: 620 Laura Road cidery rezoning*", already before the Committee in the agenda package for 29 July 2026. That inventory shows wetland extending further than the Municipality's current mapping does, and the polygons on the draft Plan's Environmentally Sensitive Development Permit Area map, Schedule B-1, follow the same inventory.

The Municipality's own conduct on the same creek. Council stopped the 1355 Westside Road application until a watershed management plan is complete. The Advisory Planning Commission asked about well locations, water supply adequacy and long-term monitoring at Lot 7 Adams Road.

What intensity means here

The directive speaks of density or intensity. They are different measures and only one of them has been engaged.

Density is countable. It is dwelling units on a parcel, and this rezoning adds none. That is the answer the record has given whenever the question has arisen on this island, and it is the answer that closed the freshwater directives on the referral of Bylaw No. 581 in 2022.

Intensity is the other measure. It is what the land is being asked to carry, and it is the one this submission is about. Comparative work on how wells and settlement are actually distributed across the Trust islands is in progress and will be put to the Islands Trust and to the Municipality separately. It is not relied on here.

- A dwelling on a rural parcel draws domestic water and returns domestic sewage.
- A cidery on the same parcel further draws water for irrigation and to wash vessels, lines and bottles, and returns a fermentation waste stream.
- The Municipality’s own engineers have measured the difference. Assessing distillery effluent at Snug Cove in 2017, they found that 850 litres of it a day carried the organic load of forty-two to fifty-six people while adding the volume of about four. Section 8 sets out that study and a second one in 2020.

That is the density question answered in the Municipality's own figures. The same volume of water carried ten to fourteen times the load. A use that adds no dwelling can still put on the ground what forty or fifty residents would.

So the change proposed at 620 Laura Road is not a change in the number of things on the land. It is a change in what the land receives. And it is the same step in the process, fermentation, that makes the use manufacturing and that produces the stream.

The Land Use Bylaw makes the same distinction in its own way. Section 3.18 sets a 30 metre setback from the natural boundary of any watercourse. In the Industrial Medium and Industrial Commercial zones that becomes 50 metres. The bylaw does not raise it because more buildings are expected on industrial land. It does so because of what industrial activity is.

Intensity is the route into 4.4.2 that fits this application, and no report on it has engaged that route.

Demand is already dense, and already restricted

- Provincial well records show 13 wells within 300 metres of 620 Laura Road, 30 within 500 metres, and 86 within one kilometre, measured from an approximated centre point of the property.

The mapping, the provincial well records and the sensitive ecosystem panels are set out with their sources in *"Aquifer, groundwater and watershed evidence: 620 Laura Road cidery rezoning"*, already before the Committee at page 105 of the agenda package for 29 July 2026.

- Those figures are a floor. Well registration was voluntary until 2016, springs and diversions are recorded only where licensed, and some private systems serve several homes from one or two wells. All three move the figure the same way.
- The Municipality's Water Conservation page states that restrictions run for all municipal systems from 1 May to 31 October under its Water Conservation Bylaw.
- Stages 1, 2 and 4 read *"None at this time."* Stage 3 lists Cove Bay, Bluewater Park, Bowen Bay, Eagle Cliff, Hood Point, King Edward Bay and Tunstall Bay. Cove Bay is the only one drawing solely on surface water. Every other system on that list depends on groundwater. The page states that all water systems are currently on Stage 3.
- The Municipality's Alerts page gives the date: *"Bowen Island is at Stage 3 water use restrictions effective June 8, 2026."*
- The same page advises private well owners to follow the conservation stages, *"as doing so supports the long-term sustainability of local groundwater sources"*.

- It also states: *"Bowen Island's water comes from rainfall collected in the aquifers and water sheds. We do not have a unlimited amount of water."*
- And the Municipality has said that one of the Westside systems cannot meet demand from its own wells. Its project page for the Bluewater Park water system replacement states that the four drilled wells supplying that system *"do not supply enough water to adequately meet the needs of BWP residents"*, and that a connection to the King Edward Bay system was built so that water *"is now supplied year-round from the KEB wells"*.
- Three current Water Quality Advisories are listed. One covers Bowen Bay, King Edward Bay, Bluewater Park and Tunstall Bay. Its stated cause is that GARP assessments *"have identified several risk factors for contamination, so additional water treatment is required"*.

So the Municipality restricts every one of its own systems seasonally. It has all of them at Stage 3. It advises private well users on how to cope with a dry well. On this application it recorded the freshwater directives as not applicable, and required no assessment of demand.

And anticipated demand runs the same way

4.4.2 does not stop at existing demand. It requires that anticipated demand is considered and allowed for.

- The draft Official Community Plan puts 620 Laura Road and the surrounding area, including Laura Road and Westside Road, in a Rural Residential Transition designation.
- That designation sets an average parcel size of 2 hectares, against 4 hectares under Rural Residential, and sets no minimum lot size at all. Individual parcels may be reduced below the average where, in the opinion of the Municipality, there is community benefit in clustering, with watershed protection named as one possible benefit among others including viewscapes and fewer driveways.
- So the direction of travel for this ground is more parcels, on land already settled and already served by private wells, on the aquifer this submission concerns.
- The draft sets its other residential densities by reference to whether a community water system serves the land, a term that is not defined in the plan. In the Rural Residential Transition designation it does not.
- Correspondence to Mayor and Council of 9 July 2026 put the point that whole neighbourhoods on this island depend on private wells "*with no realistic prospect of connection to a municipal or other large system, now or in the future*", and asked what consideration had been given to households with no connection option. No answer has been given.

Bowen is already the most densely settled island in the Islands Trust Area. At the 2021 census it held 4,256 people on 50.12 square kilometres, about 85 people per square kilometre. The next is Gabriola at 77, and Salt Spring, with nearly three times the population, is at 61.

And the growth is anticipated without much to anticipate it against:

- Groundwater on Bowen is monitored through two provincial observation wells. Two, for an island with seven mapped aquifers, five of them bedrock, and both recent.
- Neither aquifer has a water budget. The classification of 749 rests on fourteen well records and that of 746 on nineteen.

Those records are not a count of the wells. Two different figures are involved and they are twenty years apart. The first is how many well records were available when the aquifer was delineated in 2006: fourteen for 749, nineteen for 746. The second is how many wells in the Province's register are correlated to each aquifer today: thirteen for 749 and eighteen for 746. Neither is a count of the wells that are there. The register now holds 102 wells inside the 749 polygon and 125 inside 746, and those are not all the wells either. Submission of well records was voluntary until 2016, and the Province's own guidance says the register does not reflect the present status of well use. It is a record of what has been reported.

The Province's Groundwater Team has explained why so few are correlated: correlation exists to support licensing under the Water Sustainability Act and is a recent practice, wells exempt from licensing are correlated only through broader aquifer mapping, and Bowen was last mapped in 2006, which is why so many of its wells are uncorrelated. The same correspondence confirms how uncorrelated wells are counted, by subtracting the correlated wells from the wells falling inside the polygon. So the published well density for 749 is 3.2 per square kilometre and the density actually present is about 25. For 746 the published figure is 1.2 and the actual is about 8.4.

Three artesian wells sit within about 550 metres of this property, one at Evergreen Phase 4 and two on Adams Road. All three are uncorrelated, so none appears in the provincial figures either. Artesian conditions mean groundwater confined under enough pressure to rise to the surface on its own.

And the document relied on to close the water question is a finding that the ground is open. A GARP assessment asks whether the groundwater at a source is at risk of containing pathogens, which is to say whether what is at the surface can reach the water below. At 620 Laura Road the answer was yes. Two of the thirteen screening hazards were found present: hydraulic connection to surface water, and an intake less than fifteen metres below ground surface. The report’s own figure draws a 150 metre radius around the

well and labels the band a *"Zone of Risk for contamination by hydraulic connection to surface water"*. It records surface casing to 6.4 metres with the shallowest water-bearing fracture at 12.2, material over the bedrock that is coarse-grained with limited capacity to restrict infiltration, and no confining unit above it. On the same property the applicants' assessment records Frank Spring as the point where groundwater daylights at surface. The Permit to Operate issued that September requires continuous chlorination and ultraviolet disinfection.

So the one document standing in place of a water assessment establishes that this is ground where what is put on the surface reaches the groundwater, and that the groundwater there was already judged at risk. It was not asked, and does not say, what this operation puts on the surface.

- The Province's Aquifer Stress Index, the one provincial instrument that sets demand against recharge, returns *"method not applicable"* for every one of Bowen's seven aquifers.
- In the dataset behind that index, derived groundwater withdrawal by rural private domestic users is recorded as zero for all seven. Across British Columbia, 916 of 1,130 aquifers carry a figure greater than zero.
- The Official Community Plan of 1982 listed a comprehensive water supply study under "*further studies required*". It said the provincial surface water study "*should be supplemented by a study of groundwater supply*", and underlined that "*these Studies are necessary and should be done in the near future*". The island's estimated population when the plan was written was 900. It is now 4,256, and the aquifer under this property is still classified on those eight to fourteen well records.
- A 2021 report prepared for the Municipality's Manager of Planning and Development, to support two draft bylaws, states that "*none of the streams are gauged, and so little information is available regarding streamflow*".
- The same report proposed that a development permit should be triggered by "*activities that would alter the natural water table such as but not limited to, ditching, intensive drawdown from groundwater wells, or impoundment structures*".

And wells running dry on Bowen is not new. The Municipality gives its advice to private well users on a separate page under Water and Sewer, in a document titled "*Tips for Private Well Users*". It is headed "*Attention Private Well-Users*" and begins: "*Recently, Bowen Island Municipality has received reports of wells running dry in the community. You can take steps to protect your water supply and to deal with a dry well.*" It goes on to advise well depth monitors, coordinating tanker deliveries with neighbours, and storage tanks sized to the natural recharge capacity of the well.

The notice carries no date. It still describes the Water Sustainability Act as something that "*will come into effect*", and the file the Municipality serves it from is titled 2015.

It ends: "*Bowen Island Municipality has all necessary procedures in place for our municipal water systems. Private wells and water systems, however, are outside municipal jurisdiction and are the responsibility of the Province.*"

Two things follow. Wells running dry on Bowen was a reported matter before 2016. And the Municipality's response was to advise individual owners how to cope, rather than to assess the aquifer. The same notice is the advice the Municipality offers today, on its current water conservation page.

So anticipated demand is rising on this ground by design. Reports of failing wells were arriving before 2016. Neither has been measured.

How much water this operation uses is not stated anywhere

Not in the application. Not in the temporary use permit or its renewal. Not in any of the five staff reports. No design figure, no measured figure, no estimate.

The only statement of any kind about quantity came from the applicants themselves, in a delegation to Council on 11 March 2024. They said the site uses very little water, that the biggest demand is irrigation, and that they have four thousand gallons of storage to help mitigate that demand.

Storage is not use. Four thousand gallons describes the buffer between the source and the tap. It says nothing about how much is drawn from the source over a season or a year.

The property holds conditional water licence C107480 on Frank Spring, issued 31 August 2000 with a priority date of 25 November 1993. The Province's Water Rights database records it as current. Its purpose is irrigation. Its maximum is 2.5 acre feet a year, it may be used only from 1 April to 30 September, and it covers 2.5 acres of the lot. The works it authorises are "*diversion structure, pipe and sprinkler system*". It is expressly subject to restriction or prohibition by order of an engineer to maintain a minimum flow for fish life. Nothing in the record identifies any licence or authorisation for the water this operation uses in production.

The question was raised by a public health engineer five years ago

- On 27 May 2021 a Vancouver Coastal Health Public Health Engineer wrote to the applicants and their consultants. Given other wells and users within the aquifer, a water licence should be obtained. It should confirm no adverse impact on those wells, and that extraction would not affect the flow of Frank Spring.

- On 23 July 2021 a Vancouver Coastal Health environmental health officer recommended that the applicant consult the ministry about the correct water licence. The applicant replied the same day that they would look into it.
- In their letter to Council of 21 July 2026, the applicants say they are seeking provincial clarification on whether a groundwater licence is required, and will apply if directed.
- Five years have passed. The operation has run throughout.
- That thread began with a report from a neighbouring property. On 8 April 2021 Vancouver Coastal Health was told of a drop in flow in the creek fed by Frank Spring. The reply the next day was that the matter belonged to the provincial Water Management Branch. Six weeks later its own engineer reached the aquifer and spring conclusion in his technical review.
- Frank Spring is Murray Creek. The applicants' assessment records Frank Spring as the point *"where groundwater daylights at surface"*, and says its flow *"has been captured in a ditch, locally called Murray Creek"*.
- The Province has confirmed that no Environmental Flow Needs are established for Murray Creek or Bowen Brook.
- On spring flow, the Province advises that it is not aware of any spring flow measurement from Bowen Island.

What stands in place of an assessment

The Water section of the staff report rests on one document, which staff describe as a Hydrogeologist Report. Its own title is *"GARP Hazard Assessment"*, prepared by a consulting firm for Riley's Cidery, Revision 0, 30 April 2021, sealed by a Professional Engineer. Nothing in it claims to be a hydrogeological report or the work of a hydrogeologist.

- A GARP assessment screens whether a groundwater source is at risk of containing pathogens. It is a well-source screening tool.
- It does not address quantity, drawdown, effects on neighbouring wells, or the creek. It excludes chemical contaminants by its own terms.
- The Parks, Environment and Climate Action Advisory Committee asked on 7 July 2026 for an assessment by a professional hydrogeologist covering cumulative impacts and climate change. The staff report answers that request by citing this document.
- The report was revised on 24 July 2026 only to record the Advisory Planning Commission's recommendations. Nothing in the discussion responds to them.

When these documents entered the record. The three documents the Municipality now relies on for water and waste are all dated 2021: the GARP assessment 30 April, and the two sewerage filings 24 and 25 June. They surface in this application in July 2026, as

attachments to the first reading report of 15 July and on the Advisory Planning Commission's agenda of 23 July. The reports of 13 April and 25 May 2026 list their own attachments, and none of the three is among them. They did not come from the Municipality. Presenting the report to Council on 27 July the planner said that *"the Riley Cidery provided a hydrogeologist report that was completed in 2021 as part of the application for a permit from Vancouver Coastal Health"*.

Two further documents this submission relies on reached the public record by another route again. The Certificate of Occupancy classifying this building as low hazard industrial is known from release PSS-2021-11208, published by the Province on its Open Information site in April 2023. The 2021 correspondence from Vancouver Coastal Health's Public Health Engineer is known from release 2021-F-208 by that authority. Neither came to Council or to its committees through the application.

What the Province recorded about this aquifer in 2006

Appendix D carries the Province's 2006 Aquifer Classification Work Sheet for Aquifer 749:

- Level of development: *"Heavy - High level of demand in relationship to moderate level of aquifer productivity and water availability. Additional development of the aquifer should be carefully assessed."*
- Quantity concerns: *"Downward trend reported in water levels in some wells, (Bowen Island Municipality, 2005a). This may need further investigation."*
- Reliance: an important source for individual properties and for community supplies including the Bowen Bay and Tunstall Bay water systems.
- Vulnerability: moderate, on fractured bedrock.

That vulnerability rating is for fractured crystalline bedrock, and the setting matters. Bowen is a steep Howe Sound island, not one of the flatter sedimentary islands of the Strait of Georgia. Its slopes shed a high proportion of rainfall to runoff, and its settlement sits on the lower ground where the water is received. Work done on the sedimentary islands does not carry across.

5. Policies 4.4.3 and 3.3.2, in-stream uses, watercourses, wetlands and riparian zones

The creek runs through the property, the reports place it on the boundary, and only the riparian half of the Development Permit Area has ever been taken up.

- The staff reports place Murray Creek *"along the eastern border"*. That phrase puts it at the margin of the site.

- The Municipality's own mapping shows otherwise. The property extends well east of the creek, and there are multiple ponds on the creek within the property.
- Planted ground lies on both sides of the creek. The cidery buildings stand west of it, on higher ground. So the creek is not a feature at the edge of the operation. The operation sits on both sides of it.
- The site maps in the staff reports do not show the creek at all.
- The applicants' own assessment places the creek on the property rather than at its edge. It records the creek as running parallel to Laura Road and passing *"through the Site adjacent to the roadway"*.
- Below the property the creek passes under West Side Road in a culvert and continues south. It is one continuous watercourse from this property to the wetland at Adams Road.

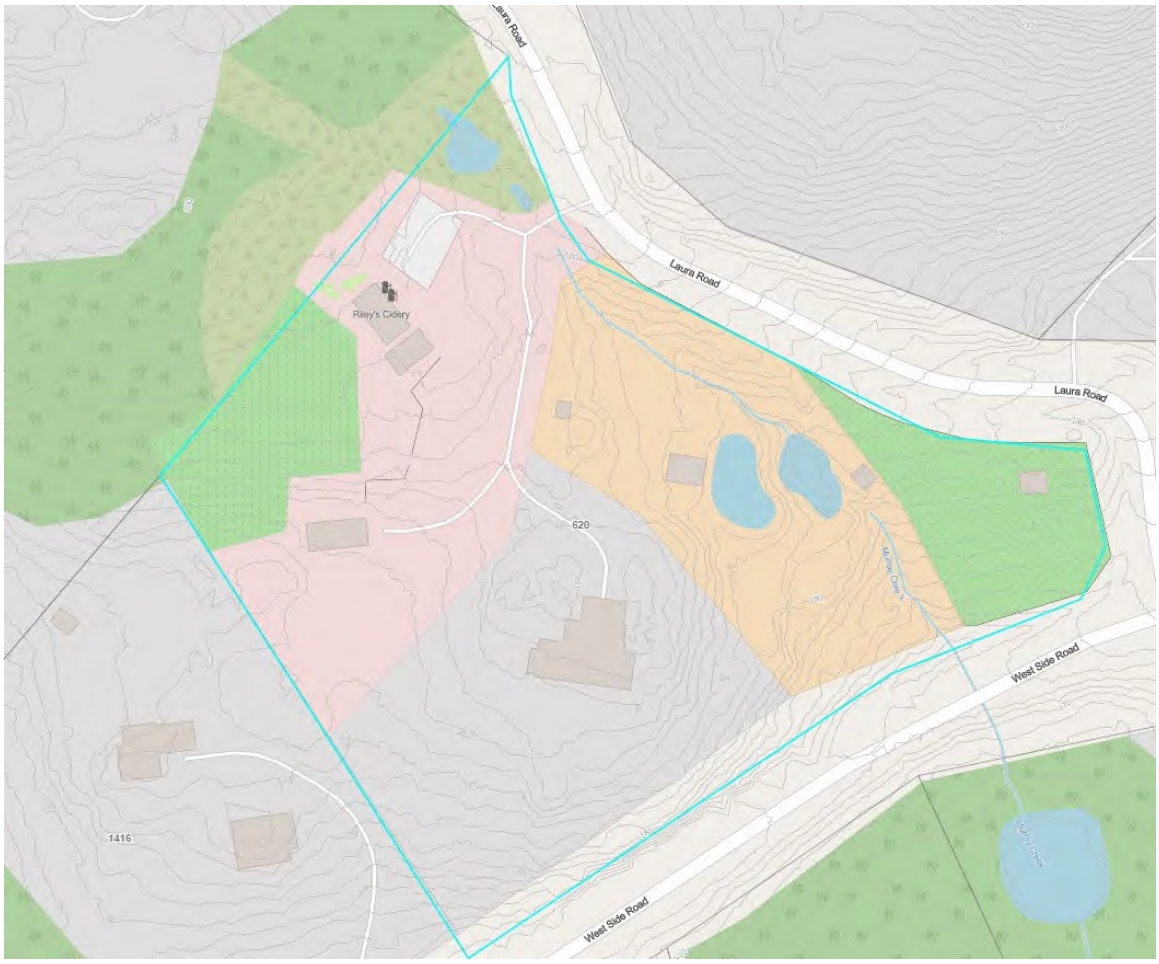


Figure 3. BowMap, Bowen Island Municipality, accessed August 17, 2026, with contours. 620 Laura Road, parcel boundary in blue, with Riley's Cidery marked. Murray Creek enters beside Laura Road at the top, runs down through the eastern half of the property past the two ponds, and leaves at the south east corner. The contours show the creek in the low ground, with the cidery buildings on higher ground to the west. Planted ground lies on both sides of the creek.

Figure 4. BowMap, Bowen Island Municipality, accessed August 17, 2026. The same parcel and the same boundary, on aerial photography. The cidery building and its tanks are the top of the area, with a block of young orchard planting left of them. The heritage orchard occupies the right hand extension of the lot. The main dwelling stands on a rock knoll at the centre, with left of that a barn/residence below the young orchard. The parcel boundary shown is the Province's cadastral line. Where the built area sits in relation to it is not a question this submission addresses.

The Development Permit Area carries two regimes under Bylaw No. 301, 2011:

- The stream and riparian regime.
- A Water Resources regime. It calls for the location of all wells and water intakes, an assessment of groundwater recharge areas, and an impact statement on the maintenance of water supplies. It provides that disturbance to recharge areas be avoided, and that protection extend to a 30 metre radius around an existing well.

Figure 5. BowMap, Bowen Island Municipality, accessed August 17, 2026. 620 Laura Road, Watershed, Aquifer and Stream Protection Development Permit Area overlay on. The dotted line is Murray Creek, mapped as a tributary to a fish bearing stream. The pale blue band along it is the stream buffer, which is the 30 metre setback under Land Use Bylaw section 3.18, and it crosses the property. The orange fill is the watershed designation. Laura Road at top, West Side Road at lower right, parcel 1416 at lower left.

The buffer on the map is 30 metres

The Land Use Bylaw sets a general setback and then departs from it for industrial land.

- Section 3.18: *"No building or structure shall be sited within thirty (30) metres from the natural boundary of any watercourse or wetland unless otherwise provided for in this Bylaw."*
- In the Industrial Medium and Industrial Commercial zones, the setback table reads *"From a Watercourse. Minimum setback despite Section 3.18 (metres): 50."* The same 50 metre figure appears in the CD 13 zone.

So the general setback is 30 metres, and where the bylaw zones land for industrial use it raises that to 50, saying so expressly despite section 3.18. That is the bylaw's own judgement about the distance industrial activity requires from a watercourse.

Two things follow from that, and the first is the one that matters.

The bylaw contains the judgement. Its drafters considered what distance industrial activity requires from a watercourse and concluded that the ordinary 30 metres is not enough. That view is written into the bylaw, and it is written in the only places the bylaw contemplates industrial activity happening.

The second is that the judgement is keyed to the zone, not to the use. 620 Laura Road is zoned RR2, a residential zone, so the 50 metre setback has no application to it. The buffers on the Municipality's mapping are the 30 metre ones, and the operation stands inside them.

Industrial uses are provided for in the Industrial Medium, Industrial Commercial and comprehensive development zones. They are not permitted uses in RR2. So the position is not that a rule has been broken. It is that a use the bylaw locates in industrial zones is being carried into a residential one, and the setback the bylaw attaches to industrial activity beside a watercourse is left behind with the zoning.

The bylaw does carry one use-based provision, and it applies whatever the zone. Section 3.21 prohibits a list of specified activities within thirty metres of the natural boundary of any watercourse or wetland. The list includes the storage of solid waste, fuels, chemicals and construction materials, the storage of agricultural waste, and the storage or repair of industrial machinery.

Which protection area applies has never been determined. The Development Permit Area does not measure its protection area from the creek in every case. Its definition of a water resource protection area measures 30 metres from the top of bank where the watercourse is not in a ravine; 30 metres beyond the top of the ravine bank where the ravine is less than 60 metres wide; and 10 metres beyond the top of the ravine bank where the ravine is 60 metres or wider.

Those three measurements appear twice in the bylaw. They are in the definition of a water resource protection area, and the same three set the riparian assessment area in the fish and riparian half of the designation. So the question arises under either half.

The bylaw also says who must answer it. Where there is uncertainty or a discrepancy regarding the width of ravine, that *"shall be determined by a qualified environmental professional (QEP) and a licensed British Columbia Land Surveyor at the expense of the applicant"*. It is not a matter of staff judgement and it is not at public cost.

So the area protected turns on whether any part of Murray Creek at this property is in a ravine, and on where the top of the ravine bank runs. Neither is answerable from a contour

map. A creek cut a few metres into its own banks sits between the labelled contours and does not appear at all. It is a question for someone on the ground.

What the mapping does show is the reason to ask. As section 2 sets out, the contours on this property are closest together along the creek corridor. The land falls about 20 metres across the lot, the creek lies in the low ground, and the ground beside it changes over a short distance. That is the ordinary occasion for establishing which measurement applies.

Nothing in the record shows the question being asked. The riparian half is the half that has been taken up on this property, and it carries the same three measurements; no determination by a qualified environmental professional and a land surveyor appears anywhere. The water resources half has never been engaged at all. The buffer shown on the Municipality's mapping is the 30 metre one, and the Steep Slope Development Permit Area the Official Community Plan identified was never enacted. I do not say the creek is in a ravine. I say the bylaw makes it a question, names who must answer it and at whose expense, the ground makes it a live one, and it has not been answered.

The aquifer is in the title and nowhere on the map

The designation is Watershed, **Aquifer** and Stream Protection. The legend at Figure 2 is the Municipality's own. It carries fish bearing stream, tributary to fish bearing, stream buffer, watershed, wetland and wetland buffer. There is no aquifer class in it.

So the aquifer is not identified anywhere as a thing with an extent. It is treated as captured by the watershed and stream layers, which are surface features. Groundwater recharge is not the same as surface drainage, and the Islands Trust's own recharge mapping, presented to Council in December 2023, exists precisely because it is not.

That is the same shape as the two regimes below. The aquifer survives in the title of the designation and in the text of the Water Resources guidelines, and disappears everywhere the designation is actually applied.

A rezoning does not itself trigger a development permit. The occasions on which the designation was engaged on this property are the building permit for the cidery building, the temporary use permit of 2021 and its renewal in 2023.

On the record of those occasions, only the riparian regime has been taken up. In the December 2023 renewal the Development Permit Area is named once, to be set aside, because no work within it was proposed. The exemption relied on is for an *"orchard regardless of size"*. It applies only *"provided that water resources are not adversely affected"*. That is the matter never assessed.

And in the rezoning reports it is not mentioned at all. Across the three 2026 reports, of 13 April, 25 May and 27 July, the designation does not appear. In the whole series of five reports the words *"Development Permit"* occur six times: three in the report of February 2021, which refers only to *"a Development Permit area"* without naming it; two in the December 2023 renewal; and one inside the applicants' own attached letter, describing bylaw complaints from 2021. So a reader coming to this referral from the papers on this bylaw would not learn from them that the property lies within the Watershed, Aquifer and Stream Protection Development Permit Area at all.

That matters here because this rezoning proceeds on the footing that the temporary use permit was unproblematic and needs only to be made permanent. The Water section of the first reading report carries that forward, and the health authority's position is relied on in the same way. Both are set out in sections 4 and 8. Neither footing was ever tested against the water resources half of the designation.

6. Policies 4.1.5 and 4.1.8, farming and agricultural land

The application rests on the cidery keeping the heritage orchard viable. That is the land use 4.1.8 attaches a condition to, and the condition has not been examined.

- 4.1.8 requires that municipalities address *"land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land"*.
- 4.1.5 requires that they address *"the preservation, protection and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses"*.
- The applicants' letter to Council of 21 July 2026 rests their case on sustainability, and on the cidery keeping the heritage orchard viable. That is a land use said to support the economic viability of a farm. 4.1.8 attaches a condition to it.

What the definition permits

The cidery definition inserted into section 1.1 has three features that matter:

- **Nothing need be grown on the lot.** At least 25 percent of production must come from fruit grown on the same lot *"or from another lot which is part of the same business"*. All of the 25 percent may come by the second route. The definition does not say how many lots, or where.
- **No ceiling.** It states a ratio, not a volume. Production may run to four times the fruit the business grows, wherever it grows it. A ratio to a figure the operator sets is not a limit.

- **No tie to a harvest.** The definition says nothing about when fruit is grown, or whether what arrives is fresh, stored or frozen. It does not mention juice.

Whether that is a use supporting the viability of a farm without compromising the capability of agricultural land is the question 4.1.8 poses. No report has asked it.

The checklist answers 4.1.8 with: *"Rezoning application includes a protective covenant for agriculture land that it be used for that purpose."* As section 10 sets out, no such covenant exists.

What the committees and Council were told

- To the Parks, Environment and Climate Action Advisory Committee, 7 July 2026: *"in the cidery definition, it's that 25% have to come from the property, and 75% can be imported."*
- To the Advisory Planning Commission, 23 July 2026, asked to confirm that a covenant requiring 25 percent from the site was unnecessary because the definition already required it: *"That's in the proposed cidery definition, 25% to come from on site."* The commissioner who had proposed that covenant withdrew it.
- To Council, 27 July 2026, presenting the report at first reading: *"the current definition limits production to that produced on the lot"*.
- The words *"or from another lot which is part of the same business"* were not put to either committee, or to Council.

Cider production is not agriculture

Planning staff's position, given to both committees, is that cider production is agriculture. No report states a basis for it. The Municipality's own records put the use elsewhere.

The question was put to the Municipality before the temporary use permit was issued, and repeatedly afterwards. It has never been answered.

- The classification is in a public submission of 15 March 2021, which appears in the Council agenda package for 22 March 2021, the meeting at which the permit was granted.
- It was put in writing to the Manager of Planning on 16 March 2021, again before that meeting. That letter also records that the staff report reasoned from a sawmill comparator to defend the use without naming it as light industry.
- On 9 May 2021 the Official Community Plan's light-industrial water policy was quoted to him verbatim, under an explicit light industry heading, copied to the Chief Administrative Officer.

- On 25 April 2021 a further submission to Mayor and Council stated that a cidery is legally and functionally a winery, that cider production is a light industrial process producing contaminated wastewater, and that the vineyard prohibition existed to protect against that harm.
- Asked directly at the Advisory Planning Commission on 23 July 2026 whether the application had been looked at from the light industry angle, the planner said that in his view it is not, because *"It's the same as a farm use that's permitted in the ALR."*

Five years, and the answer has not moved beyond a comparison to a different statutory scheme.

- **The Municipality certified this building as industrial.** On 2 October 2020, under Building Bylaw No. 489 section 10.55, it issued a Certificate of Occupancy for the building at 620 Laura Road built under Building Permit 20200165, described on the permit as *"Change of Use - Cidery"*. Approved occupancy: *"Group F, Division 3, Low Hazard Industrial"*. Approved use: *"Distillery -- Accessory Building"*.

It made that classification while holding its own engineering report of May 2017 on the effect of distillery effluent from Snug Cove on the treatment plant, and it had that effluent sampled independently in 2020. Those records concern a different operation. What they show is that the Municipality knew what a fermentation waste stream was when it certified this building as a distillery. Sections 4 and 8 set out what those studies found.

The word distillery is the Municipality's. The Building Code defines a distillery as a process plant producing distilled beverage alcohols, and defines those as beverages above 20 per cent alcohol by volume. That threshold is the Code drawing the same line every other instrument draws, between alcohol production and beverage production generally. Cider sits below that threshold. Distilling is a further step applied after fermentation, and this operation does not take it, so what the certificate describes is not the operation that was certified. The Code's own list of examples places distilleries in Group F Division 1, high hazard, not the Division 3 certified here. So the description does not fit the operation, and it does not fit the classification it sits beside.

The certificate is dated 2 October 2020, and the Municipality said so before Council decided. Answering questions in writing on 17 March 2021, five days before the temporary use permit was granted, the Manager of Planning and Development wrote: *"We issued a building permit for the work to the building August 2020."* The classification question was put to the Municipality in writing three times in the months that followed, as set out above. No staff report on this property, then or since, mentions the Certificate of Occupancy or the classification it records.

- **The Municipality codes this business as alcohol manufacturing.** Its business licence register applies an industry code supplied by the Municipality. Beverage Manufacturing in the North American Industry Classification System separates non-alcoholic production from alcohol production: soft drink and ice manufacturing on one side, breweries, wineries and distilleries on the other. All three of the island's alcohol producers are coded on the alcohol side. The code that covers a cidery is 312130, Wineries, which sits under Manufacturing and whose illustrative example is "*alcoholic cider, manufacturing*". The same code covers growing grapes and making wine together, so producing from one's own fruit does not move the activity into agriculture.
- **The assessment roll splits the title.** 620 Laura Road carries residential, farm and light industrial classes at once. The Municipality levies its property taxes from that roll by class. Under B.C. Reg. 411/95, the Schedule at section 1(h) makes fruit production a qualifying agricultural use. The Schedule at section 2(a) makes *"the production of manufactured derivatives from agricultural raw materials"* an excluded use. Fruit in, cider out.

The contrary proposition, on which the application rests, has never been stated with a basis, and it is contradicted by the Municipality's own certificate for this building.

The consequence

- The cidery definition is fixed in section 1.1, the general definitions. On staff's position that a cidery is agriculture, that meaning travels with the word agriculture wherever the bylaw uses it.
- Agriculture is a permitted principal use in all three Rural Residential zones, in both Rural Commercial zones, in Transitional Commercial 1, in one industrial zone, in the Settlement Residential zone variations SR 1(a), SR 2(a) and SR 3(a), and in areas of six comprehensive development zones.
- The Islands Trust sees bylaws. A permitted use produces no bylaw, no referral, no checklist and no report.
- Planning staff told the Parks, Environment and Climate Action Advisory Committee that a cidery on land zoned for agriculture *"would never come to council. It would never come, may not come to the municipality at all beyond like business licencing."*
- So this class of use would stop generating referrals. Bylaw No. 726 is the only bylaw on the subject the Committee will see.

7. The vineyard definition, and what the Committee was told in 2021

In 2019 the Municipality's planner proposed two linked changes to the Land Use Bylaw: remove the definition of "*vineyard*", and amend the definition of "*winery*" so that it expressly included cider. Bylaw No. 528, adopted in November 2021, did the first and not the second. It deleted the definition of "*vineyard*" and removed the term from the permitted uses lists. It deleted "*vineyard*" from the exclusions in the definition of "*agriculture*", so that agriculture no longer excluded it. It amended "*winery*" without adding cider, and removed the cap limiting imported British Columbia grapes to no more than 50 per cent of production.

The applicants rely on that removal. Their letter to the Manager of Planning and Development of 22 October 2025, filed with this application, says that since the temporary use permit was issued "*there has been a material amendment to Bowen Island's Land Use Bylaw, specifically, the removal of the definition of 'Vineyard'*", that the former definition "*created ambiguity around how fruit-based alcohol production (including cider) related to agricultural use*", and that with it repealed "*the only relevant definition is 'Agriculture'*". On that basis they say the cidery "*fully meets the definition of a permitted Agricultural Use*".

Bylaw No. 528 came to this Committee in January 2021. The staff report before it described the project as technical updates and housekeeping, and recorded that permitted uses on Bowen properties would not change. The Committee found it not contrary to the Policy Statement.

Correspondence to the Islands Trust in 2021 asked what consideration had been given to the removal of the vineyard definition. The question has been put again.

The Municipality has stated the principle itself. Explaining to Council in July 2026 why Bylaw No. 726 defines a lounge endorsement, the planner said: "*if we were calling it out as something that's not allowed, we wanted a definition*."

8. Policy 5.7.2, economic opportunities compatible with the conservation of resources

In over five years nobody has established what this operation discharges.

A cidery is an economic opportunity. The applicants present it as one. The output that bears on conservation is the effluent.

What the ground is

The applicants' own assessment describes it:

- *"The well log lithology shows that, at the Site, material overlying the bedrock is primarily coarse-grained, which has a limited capacity to restrict infiltration of surface water."*
- From the hazard table: *"There does not appear to be a confining unit over the bedrock to protect it. Soils overlying bedrock are described as sand and gravel or soil and rocks/gravel."*
- Surface casing extends to 6.4 metres below ground. The shallowest water-bearing fracture is at 12.2 metres.
- Two of the thirteen screening hazards were found present, both from the shallow intake.

That is ground with no confining layer, coarse material of limited capacity to restrict infiltration, and water-bearing fractures beginning at twelve metres. The assessment was scoped to whether the well is at risk of pathogens. It was not asked, and does not say, what happens to anything applied to that ground.

Effluent has never been characterised

- Fermentation produces a high-strength, low-pH waste stream, different in kind from domestic sewage. That is the same step in the process that makes the use manufacturing.
- In over five years of operation the effluent has never been sampled. No assessment of it appears on any public record.
- It has been handled throughout under the Sewerage System Regulation, which is the framework for domestic sewage and not for this waste stream.

That absence is not a gap in what I am putting to the Committee. It is the substance of it. No characterisation of what is discharged into this ground has ever been produced.

The filing that exists does not cover it.

- The Record of Sewerage System and the Letter of Certification are filings under the Sewerage System Regulation. That is the regime for domestic sewage. The Letter certifies estimated daily **domestic sewage** flow.
- The consultants' own memo of 25 May 2021 describes the greywater as coming from *"a handwashing station and a sanitizer, only"*.
- Cidery process effluent is not domestic sewage, and it is not a handwashing station and a sanitizer.
- So the waste stream from the manufacturing process has never been inside any filing, permit or authorisation held by anyone.

What Vancouver Coastal Health did, and what it was asked, is on the record.

- It confirmed the Letter of Certification in 2021, as a condition of interim approval to operate.
- Its own Public Health Engineer had, weeks earlier, written to the applicants about other wells and users in the aquifer and about the flow of Frank Spring.
- Its 2026 reply on whether a further letter of assurance was needed was scoped to the guest house. It says nothing about cidery process effluent, cleaning effluent or organic byproducts.
- That guest-house-scoped answer is what the staff report uses to close the waste question the Advisory Planning Commission had asked.

The provincial regimes do not close the gap either, and neither of them makes the discharge assessed.

- Under the Waste Discharge Regulation, B.C. Reg. 320/2004, the Schedule prescribes a beverage industry, but it reaches only production above 16 million litres a year, so on that heading no authorisation is issued at this scale. That threshold is a volume. It does not distinguish alcohol production from any other beverage, and it does not turn on what the effluent contains. The same Schedule separately prescribes the fruit and vegetable processing industry, which includes producers of juices and carries no volume threshold, but that heading does not reach this operation either: pressing juice here is an input to manufacturing an alcoholic product, which is the distinction B.C. Reg. 411/95 draws at section 2(a) of its Schedule when it excludes the production of manufactured derivatives from agricultural raw materials.
- Section 6(4) of the Environmental Management Act prohibits introducing waste so as to cause pollution, whether or not the activity is prescribed. Being under a threshold is not permission.
- The Code of Practice for Agricultural Environmental Management does not apply on residential-zoned land, and has no category for fermentation effluent.

The Municipality has had this kind of waste examined before, in the two studies named in section 6. The first, in May 2017, reported on the effect of distillery effluent from Snug Cove on the treatment plant's capacity, working from figures the distillery itself supplied, and produced the figures quoted in section 4. The second, in 2020, had that effluent sampled independently by an accredited laboratory.

What was sampled was the washdown of the distillery's fermenter tanks. The liquid alone came back at several times the strength of the domestic influent measured in the same study.

Fermentation is the step the two operations share. Distilling is a further step applied after it. So the stream those reports characterise is the washdown of fermentation vessels, which is what a cidery also produces, and what has never been examined here.

That distillery connects to the municipal treatment plant, so its discharge had to be examined before connection. That is why the records exist. A cidery on a private septic system triggers no such examination by anyone.

Bowen's Official Community Plan sets no threshold. Policy 207 states that all industrial waste management discharge to land and water must be authorised under the Waste Management Act. That Act was replaced by the Environmental Management Act in 2004, and the Plan still names it. The policy has never been cited in any report on this property.

The solid stream, and where it goes

Effluent is not the only output. Cider production also produces solids: pomace, the pressed skins, cores and stems left after juicing, and lees, the sediment that settles out of fermentation. Pomace is produced in bulk and seasonally, at the point of pressing.

The record carries one account of what happens to them, given by the applicant to the Advisory Planning Commission on 23 July 2026: pomace composted, three or four wheelbarrows a year, and lees mixed with dry compost and added to the same pile. He put the lees at between 25 and 400 litres a year, and said that at volume it carries a high nutrient value which would matter "*if we took that and it ended up in a waterway*". Nothing else in the record addresses either:

- Neither is mentioned in the first reading report.
- Neither is mentioned in the temporary use permit or its renewal.
- The Sewerage System Regulation filings cover a liquid stream. Solids are outside them.
- The GARP assessment is a screening of the well. It does not address them.

The question has been asked twice. In February 2021 a member of Council asked how the waste from production would be dealt with, saying the property she used to own was the site of the Bowen Island Brewery and "*the disposition of the waste was a significant issue on that property*". The answer was: "*There's one input into cider, a real cider, and it's fruit juice, just pure 100% so there's no water, nothing going in.*" On 23 July 2026 the Advisory Planning Commission asked what happens to the waste from the cidery processing. The answer, set out above, closed: "*There's no water used in the process that ends up in the cider as well. That's an important point. Hopefully that answers your question.*" The first reading report says the same, one sentence after recording that the well supplies "*wash water in its commercial operations*". That is an answer about what goes in. The question is about what comes out, and the Commission's request for an environmental waste

management assessment covering production wastewater and cleaning effluent is unanswered.

This matters on the same ground as the effluent. Applying organic waste to land is a regulated activity in its own right in British Columbia, under codes of practice made under the Environmental Management Act dealing with composting and with the use of wastes as soil amendment. Whether any of that is engaged here cannot be established from the record, because the record does not say where the material goes. What can be said is that the property sits on ground the applicants' own assessment describes as having no confining unit above the bedrock and coarse material of limited capacity to restrict infiltration, within a Development Permit Area designated for watershed, aquifer and stream protection, with a watercourse running through it.

What was filed, and what the same works were called

Attachments 4 and 5 to the first reading report are the Record of Sewerage System, filing VCH-820082, and the Sewerage System Letter of Certification, filing VCH-822083, both June 2021.

The Record names the structure and then classifies the flow as household waste. Under "*Other Structure (specify)*" it says "*Cidery*". What it certifies is domestic sewage flow, placed in the lowest band on the form, less than or equal to 9,100 litres a day. The Letter certifies that "*the estimated daily domestic sewage flow through the sewerage system will be less than 22,700 litres*", which is the ceiling of the regulation itself.

What else the Record records:

- No treatment method. Type 1, Type 2 and Type 3 are all left unticked.
- Standard practice: "*Other*". The form offers the Ministry of Health Standard Practice Manual or Other. Other is ticked, and what that other standard is does not appear anywhere in the package.
- Depth of native soil to the seasonal high water table or restrictive layer: 100 centimetres.
- Distance to the closest body of surface water: 50 metres.
- And the supporting documents are absent. The Record states that information on the type, depth and porosity of the soil is attached, and that a plot plan and specifications are attached. The Letter certifies that "*appended to this document is a plan of the sewerage system as it was built and a copy of the maintenance plan*". None of those documents is in the package.

The applicant described these works differently at the time. In January 2021 he told the health authority that "*waste water will be put into our recycle water system*". The application his engineer made to the health authority that year was titled "*Riley's Cidery | Recycle Water and Water System Construction Permit Application*". Two systems, named together, by the people who built them.

One of those two systems is documented and the other is not. The water supply system produced a construction permit, VCH-21-345, an issued Permit to Operate with nine conditions, inspection reports, sampling results, and an operational trail down to a chlorine pen calibration finding and a pump problem worked through with the supplier. For the recycle water system, release 2021-F-208 contains no permit, no completion document, and no operational record of any kind.

So the works that take this cidery's waste were described by the applicant as a recycle water system, and what exists on the public record for them is a filing about domestic sewage with no treatment type, an unnamed standard, and its attachments missing.

The consultants described the same works differently again to their professional peers. Their 2022 conference abstract submission is titled *"Reclaimed Water Made Possible on a Small Scale Cidery"*.

The abstract does not name the property, the operator or the island. It describes *"a small island cidery"*. It is identified as this operation by the applicants, who describe it as their system.

- It opens: *"This small-scale industrial application benefited from their ground water supply and its' reuse."* The apostrophe is in the original.
- It says the reclaimed water *"was used for non-potable irrigation purposes, thus reducing the demand on their potable water system"*.
- It offers to cover *"the permitting for, design, and construction of the reclaimed water system"*.

That difference is not a matter of wording:

- *"Reclaimed water"* is a defined term under the Municipal Wastewater Regulation, made under the Environmental Management Act. It is administered by the Ministry of Environment, not by the health authority.
- Irrigation reuse is one of its regulated uses.
- The Province's Reclaimed Water Guideline states that reclaimed water must not be provided, used or discharged before a registration is effective. A registration becomes effective only on written notification from the regional director.

- The Guideline requires that sub-surface disposal of surplus reclaimed water be supported by a hydrogeological assessment within an Environmental Impact Study, which *"must also consider the vulnerability of nearby aquifers"*.

I put this as a question, because it is a question nobody has been asked. If a reclaimed water system has been built and used at 620 Laura Road, the instrument is a registration under the Municipal Wastewater Regulation and an Environmental Impact Study with a hydrogeological assessment. What is in the package is a filing under the domestic sewage regulation. I have searched the Province's authorisation register and found no entry for this site.

And a third account of the same works

In January 2021 the owner told the health authority that the operation has *"a holding tank which has been signed off by our local building inspector under BC building code"*, offering to engage a Registered Onsite Wastewater Practitioner *"if necessary"*.

A building inspector cannot sign off a holding tank, and the Building Code contains no standard for one.

- The Building Act empowers a building official to decide one thing: whether a matter conforms to a building regulation. It makes no reference to sewage, to the Public Health Act, or to health authorities.
- The Building Code and the Plumbing Code govern plumbing as far as the connection point. Neither contains a holding tank standard, a siting rule, a capacity rule, a pump-out requirement, or anything on disposal of contents. *"Holding tank"* does not appear in the Plumbing Code definitions.
- Holding tanks are dealt with by Part 2 of the Sewerage System Regulation. Section 4 requires a permit issued by a health officer, on application with a fee and a maintenance plan, and the officer may issue only if satisfied the tank is adequate for the sewage from the structure and will not cause a health hazard. Operating a holding tank without that permit is an offence under section 12.
- The same regulation prohibits constructing a holding tank within 15 metres of a well, unless a hydrogeology professional advises otherwise in writing and the health officer is notified.

So there is a fork, and both routes lead to the same place. If the tank holds domestic sewage, a health officer's permit was required and a building inspector could not issue it. If it holds process water from cider production, the Sewerage System Regulation does not reach it at all, because a holding tank under that regulation is by definition a container for domestic sewage.

Either way, the sign-off relied on establishes nothing about the wastewater arrangement. And the offer to engage a Registered Onsite Wastewater Practitioner misses in the same direction: that role exists for sewerage systems under Part 3, not for holding tanks.

Whether a permit under section 4 was ever applied for or issued for this property is not established on any record I have seen.

So there are now three accounts of how the wastewater at this property is handled. Two filings under the domestic sewage regulation. A reclaimed water system described to a professional conference. And a holding tank signed off under a statute that does not reach holding tanks.

The only waste material in the package is the septic review the Advisory Planning Commission asked to go beyond.

9. Policy 5.2.3, environmental and social impacts of development

The Plan addresses these matters. The application was decided without reference to any of it.

Policy 5.2.3 requires that 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.

Bowen's Official Community Plan does address them. It contains a water management study requirement for industrial and large scale agricultural use of water, a burden of proof on industrial and light industrial uses to show no deleterious effect on surface and groundwater supplies, a Qualified Professional's report where a use requires water beyond a single detached home, an impact assessment provision keyed to effects on water resources, and a limit on density and type of use by the land's capacity to absorb effluent.

None of them was applied here.

Across five staff reports on this property, not one cites a single Official Community Plan policy on water, groundwater, aquifers or industrial use. Every policy cited is an agriculture-support or permit-issuing policy. The five are:

Report	Policies cited	Any policy on water, groundwater, aquifers or industrial use?
Temporary use permit, introduced 22 February 2021, decision report 22 March 2021	Objectives 80, 83, 86; Policies 209 and 235; the Rural R1 designation	**None**

Temporary use permit renewal, 11 December 2023	Policy 235; Objectives 80, 83, 86	**None**
Rezoning report, 13 April 2026	Objectives 80, 82, 86, 88; the Conservation Development Policy	**None**
Revised rezoning report, 25 May 2026	No Official Community Plan policy applied to the proposal. The Conservation Development Policy is cited once, for the covenant	**None**
First reading report, 15 July 2026, revised 24 July 2026	Objectives 80, 82, 83, 86, 88, 89	**None**

A note on the numbering. The Official Community Plan objectives were renumbered in the consolidation of April 2023. The agricultural objectives moved by three. What was Objective 80 is now Objective 83, what was Objective 83 is now 86, and what was Objective 86 is now 89. The reports in the table were written under both systems, and the report of 13 April 2026 uses both at once, citing 80 and 86 in the old numbering and 82 and 88 in the current.

So the list does not grow from three objectives to six because the analysis broadened. Three of the six in the last row are the 2021 three under their new numbers. Policies were renumbered as well. The temporary use permit environmental standard appears as Policy 235 in the 2023 renewal record and as Policy 238 in the current consolidation. I cite by current numbering throughout, and identify each policy by its substance rather than by the number it carried at the time.

One consequence sits on the face of the 27 July report. In current numbering, Objective 80 is the heading objective of the Plan's Industrial Land Use Management section. The report lists it among the objectives it says speak to support for agricultural activity, and prints it with the text of Objective 83, so the same wording appears twice under two numbers. Policies 205 and 207 sit immediately after Objective 80 in that same section of the Plan. Neither is cited.

The full comparison, report by report and policy by policy, is set out in *"What each report said about the Official Community Plan, 2021 to 2026"*, already before the Committee at page 152 of the agenda package for 29 July 2026.

Among those never cited:

- **Policy 205.** Industrial and light industrial uses will prove adequate water supply and waste disposal capability to ensure that there is no deleterious effect on surface and ground-water supplies, or to the long term sustainability of these resources.
- **Policy 303.** Industrial and/or large scale agricultural or recreational use of water will not be permitted unless a water management study, as part of an environmental

impact assessment process, has been completed to the satisfaction of Bowen Island Municipality.

- **Policy 294.** A Qualified Professional's report is required where a use needs water in excess of a single detached home and is not on a community water system.
- **Policy 60.** Surface water supply impact study by a Qualified Professional, where necessary.
- **Policy 13.** Impact assessment where environmental impacts are anticipated, with effects on water resources forming a primary basis.
- **Policy 68.** The Municipality will request Vancouver Coastal Health to ensure effluent under its authority does not pollute fresh or salt water.
- **Policy 207.** All industrial waste management discharge to land and water must be authorized under the Waste Management Act.
- **Objective 127.** Density and type of land use not to exceed the capacity of the land to absorb liquid waste effluent where on-site disposal is used.

What that means for the directive. The Municipality can say its Plan addresses the matter, because the policies exist. What the record shows is that on this application they were not reached: not at the temporary use permit, not at its renewal, not at either rezoning report, and not at first reading. The instruments the Plan provides for weighing environmental impact were available throughout and were not used.

That bears on the Committee in two ways. It is the measure of what consistency with the Plan is worth on this file. Consistency with the Plan is the only condition on which a public hearing may be waived, and that is the route this bylaw was put on. As section 11 sets out, no determination of consistency appears anywhere on the record. It was not made. It was assumed. And, as section 12 sets out, several of those policies do not survive into the draft Plan now being prepared, so the answer that the Plan addresses the matter will shortly be a weaker one.

10. Covenants

The checklist tells the Islands Trust that covenants are included. None existed.

The checklist now attached to the report states, against policies 3.1.3, 3.1.4, 3.2.2 and 3.3.2: *"The rezoning application includes a protective covenant around Murray Creek riparian area."* The same sentence appears against all four, including 3.2.2, which is the forest ecosystems policy. Against 4.1.8 it states: *"Rezoning application includes a protective covenant for agriculture land that it be used for that purpose."*

- Bylaw No. 726 contains no covenant. Its four clauses insert a zone variation, a parking rate, two definitions and a zoning map change.
- The first reading report asks Council whether it *"would expect covenants in place"*.
- Council resolved that evening: *"that council direct staff to seek protection of the riparian areas as a condition of rezoning approval and that council direct staff to seek ongoing protection of the biodiversity of the heritage orchard as a condition of rezoning approval."*
- That wording was drafted during the meeting. A councillor asked to see it, was given it aloud, and said she liked it *"because it doesn't mean that it has to be a conservation covenant that could, there's other tools, potentially"*. She then moved it.
- The planner explained what it was and was not: *"in terms of ongoing protection of the biodiversity of the heritage orchard, so it's not about protection of the agricultural land."*

So the checklist tells the Islands Trust that the application includes a covenant for agricultural land. Council resolved to seek something the planner had just said was not that. On the riparian side, the checklist uses the present tense for a thing Council directed staff to go and seek.

What was moved is not a covenant. It is a direction to staff to seek one. It names no land, no terms, no grantee and no instrument, and it creates and binds nothing. The report states "*Approximate areas of the covenant are shown below:*" and nothing follows; the only map in it is the notification map. The planner had told Council the applicant "*is hesitant to encumber the property with covenants that would place further restrictions on their operations*", and a councillor, asking about the two committees' covenant recommendations, said "*are those part of your recommendation here? I don't see them*". The checklist before the Committee says a covenant is included.

What would happen if one were obtained was not settled either. On the preceding bylaw that same evening Council asked what becomes of referral material amended after a vote, and did not get a settled answer. Section 12 sets that out. So on the covenants the Committee is being asked about, the record holds a statement that they exist, a direction to go and look for them, and no settled account of what would follow if they were found.

Where they would apply is not stated either. Asked at the meeting why the covenants were not in the recommendation, the planner said of the riparian one: *"I think in terms of the riparian area covenant is fairly straightforward. It's a small portion of the lot that's outside the agriculture area that is riparian."* Earlier in the same presentation he had said that *"staff know areas of the property suitable for protection include riparian areas of Murray Creek and existing farmland"*, naming the two together. As section 5 sets out, planted ground lies on both sides of the creek, so the riparian area is not outside the

agricultural area. It runs through it. The lot is 19,512.975 square metres on the Province's cadastre, about 4.8 acres, and about 2.5 acres of it is planted.

And the same question arises across all three applications. On both neighbouring applications further riparian protection was proposed. Here the checklist tells the Islands Trust that a riparian covenant is included, and Bylaw No. 726 contains none. If the Watershed, Aquifer and Stream Protection Development Permit Area already protects riparian areas, the covenants proposed on those files were not needed. If it does not, then at 620 Laura Road there is nothing: no covenant in the bylaw, and the water resources half of the designation never engaged in over five years. The record does not say which of those the Municipality means.

And the covenant statements are not the only ones. The same checklist states, against the freshwater directives 4.4.2 and 4.4.3: "*Hydrogeologist report provided as part of the report outlines water sustainability.*" The document referred to is the GARP assessment described in section 4. It is a pathogen screening of one well and it addresses neither quantity nor in-stream uses.

So of the statements the checklist makes about what the application contains, three are not correct: a riparian covenant, an agricultural covenant, and a hydrogeologist report on water sustainability. All three are checkable against the package the checklist travels with.

The instrument proposed is not the instrument that was asked for

The Conservation Development Policy provides for conservation covenants. It asks first for an analysis of the natural features and environmentally sensitive areas on the site, and sets a goal that at least 50 percent of the land subject to a rezoning be protected from further development, with priority to identified sensitive areas.

- On 7 July 2026 the planner presented that Policy to the Parks, Environment and Climate Action Advisory Committee as applying, including the 50 percent goal. The chair asked where the 50 percent was on the map. Staff said they would come back with the area.
- That committee then recommended 50 percent or more protected by **conservation covenant**, to include the heritage orchard and its biodiversity, and Murray Creek and its riparian area, with the covenanted areas shown on a map provided to Council and to committees.
- On 23 July the planner told the Advisory Planning Commission something different. He raised the Policy's wording about applications that increase density, and invited the Commission to decide whether the Policy applied at all. That had not been put to the earlier committee.

- The first reading report introduces the Policy for the first time through the applicant's objection to it, and answers that objection with "*Staff believe that the use of the Conservation Development Policy is appropriate in this case*."
- Neither the 50 percent goal nor any analysis of natural features and sensitive areas appears in the report.

What is proposed is not a conservation covenant. It is a protective covenant over the riparian area, and a covenant over the agricultural land to be used "*as either environmental protection or for agricultural uses*".

Those are different instruments doing different work. A conservation covenant identifies features and protects them. An agricultural covenant restricts land to agricultural use. And the wording proposed is disjunctive. Either purpose satisfies it.

That matters for what is said to be protected. The heritage collection is not agricultural production. It is a genetic collection: about an acre of cordon and espalier, close to a thousand apple varieties, assembled and grafted over some three decades. The applicants describe it in those terms themselves, in their letter to Council of 21 July 2026: "*It was established as a collection of historically significant apple varieties and is valued primarily for its heritage and genetic diversity.*" The production planting is separate from it, a block of freestanding cider varieties planted around 2018.

The agricultural purpose is satisfied by the production planting. The collection could go and the covenant would still be complied with.

The environmental protection purpose restricts what may be done on the land. It does not require anything to be done. That is the right instrument for a wood, a wetland or a riparian margin, all of which persist if left alone.

A collection of grafted trees does not persist if left alone. Cordon and espalier are held by annual pruning and training. Varieties are held by grafting, and stock that fails has to be regrafted from scion wood. The identity of a thousand varieties is held in records as much as in the trees. Withdraw the work and what remains is not a heritage collection but the trees that happened to survive.

So neither purpose reaches the collection.

What that collection needs is a positive obligation of active horticultural management, with someone named to carry it, fund it and enforce it. Council resolved on 27 July to direct staff to seek "*ongoing protection of the biodiversity of the heritage orchard*", which is the right object. Nothing in the record addresses how a covenant would deliver it.

Council asked whether the covenant could be left until later. The Acting Mayor asked whether, having given first reading and referred the bylaw, staff could explore a covenant and Council make it a condition at second or third reading. The planner said it could be done, and pointed to the Islands Trust: if the Trust *"comes back and says, well, our approval would be, you know, conditional on there being a covenant, which they've done for some rezoning applications"*, then *"clearly, you know, the trust's expectations, this is included as well"*.

On this bylaw the Committee does not approve anything. Bylaw No. 726 is a Land Use Bylaw amendment referred under section 15.0 of the Letters Patent, on which the Committee advises whether the bylaw may be contrary to or at variance with the Policy Statement. Approval, and conditions attached to approval, belong to the Official Community Plan track. So the assurance Council was given for leaving the covenant until later is not one this referral can supply.

Covenants that do exist

These are not incidental old charges. They are density control instruments, and the plan in force when they were made treated density as the mechanism for protecting water.

The Official Community Plan then in force was Bylaw No. 14, the consolidated plan adopted in 1982. It does not treat density and water as separate subjects.

- Its Water Supply Policy states that the type and intensity of development will be related to the supply of potable water, and that water supply is a key factor in determining the extent of new subdivision.
- Its carrying capacity section scales development to what the soils, water and vegetation can sustain, with a conservative default where data is missing.
- Its Rural subdivision districts run from about one hectare average down to a four hectare minimum in Rural 4.
- Groundwater is named in it as an outstanding study, *"necessary and should be done in the near future"*. The word aquifer does not appear in the plan at all.

In 1986 Blocks C and D of District Lot 492 were subdivided, and the Province required the covenant as a condition of granting approval. It caps how many lots may be subdivided from each remainder, and requires that a stated number of those lots be at least four hectares. That is the same four hectare figure the plan had set as the floor of its Rural 4 district, applied here to a specified number of lots rather than to all of them.

This submission does not say the covenant is about water. It does not say so, and it gives no reason. What is said here is narrower and is on the record: the covenant imposes a density limit, and that density limit was, under the plan then in force, a carrying capacity

measure tied expressly to potable water supply and septic capability. The two cannot be treated as unrelated.

Nor does that expand what the covenant restricts. The plan explains why the density cap is there. It does not convert the density cap into a water quality control the covenant does not contain.

When Bowen Island became a municipality in 2000, it inherited the covenant.

Two covenants registered at the same instant, 19 November 1986 at 15:08. Both are section 215 covenants. Both are marked *"inter alia"*, so each reaches beyond the parcels named here.

- **P106531** burdens both 620 Laura Road and 1355 Westside Road. Agreement made 24 July 1986. Grantor Sunset Park Estates Ltd. Grantee the Province, as represented by the Minister of Municipal Affairs. It has since been transferred to Bowen Island Municipality under transfer number BR274847.

Its recitals record that the Grantor had subdivided Block C and Block D of District Lot 492, Plan 7107 into 14 lots and two remainders, and that the Grantee required the covenant *"as a condition to granting its approval to the subdivision"*.

Its two operative clauses are these:

> **FIRSTLY:** *That the total number of lots allowed to be subdivided from the remainder of Block "D" shall be a maximum of seven (7) with at least one lot of a minimum area of four (4) hectares.*
>
> **SECONDLY:** *That the total number of lots allowed to be subdivided from the remainder of Block "C" shall be a maximum of fifteen (15) lots with at least eight (8) lots of a minimum area of four (4) hectares.*

It runs with the land and binds successors and assigns.

So it caps the number of lots, and requires that at least one of the seven permitted in Block D be four hectares or more. It sets no minimum for the others. A density control instrument in its own words, imposed as a condition of subdivision approval. 620 Laura Road is Lot 1, Block D, District Lot 492, Plan 22501, within the Block D remainder that the covenant governs. The Municipality is the registered holder of it, on the land it is rezoning, and on the adjoining land it has stopped pending a watershed management plan.

- **P106532** burdens Lot 7 Adams Road. It is registered to the Province as represented by the Minister of Environment, with the Greater Vancouver Regional District as co-grantee. The Regional District required it as a condition of subdivision approval. Every one of its operative conditions is measured from the natural boundary of *"un-named*

creek". The Municipality's own mapping shows several watercourses crossing that parcel, including Murray Creek and Bowen Brook, and a number of unlabelled tributaries. So applying the covenant requires establishing which watercourse is meant, and where its natural boundary runs now. Nothing in the record shows either being done.

Neither covenant was identified by the planning process in any of the three rezonings. P106531 was raised by a member of the public at the Advisory Planning Commission on 3 February 2026, and again in the Council package of 9 March 2026. The staff report prepared for that meeting did not address it.

11. Timing

The public hearing

- The staff report of 13 April 2026 recommended against waiving it: staff *"recommend not waiving the Public Hearing"*.
- The revised report of 25 May 2026 introduced the route that sets it aside. It is the same report in which the hydrogeologist assessment and the wastewater letter of assurance no longer appear.
- On 25 May, by motion 26-217, Council directed that notice be given under section 467 of the Local Government Act.
- A hearing may be waived only where an official community plan is in effect and the proposed bylaw is consistent with it, under section 464(2). Notice under section 467 is the consequence of a valid waiver, not the authority for one.
- The motion cited only section 467. Consistency was not discussed, and no determination of consistency appears on the record. The first reading report returns to the hearing only as an alternative Council might take, not as a test that had been met.
- If no Official Community Plan policy on water has ever been applied to this proposal, across five reports and five years, the consistency finding that would justify removing the hearing has not been made.
- Council is not foreclosed. On 27 July the planner said staff would return for second and third reading with an alternative, and that a public hearing, if Council wanted one, would come after second reading. The Advisory Planning Commission recommended on 23 July that Council should still consider holding one.
- The Municipality's public page for this application, dated 10 February 2026, still lists only the staff reports of 30 March and 25 May 2026 and links the original application, which included the guest house use since removed. It says nothing about a hearing not

being held, and it describes the first reading meeting as one: *"Council will be considering a First Reading at its Regular Council Meeting held at 1:00 pm on Monday, July 27, 2026, to consider Amendment Bylaw No. 726, 2026. This hearing will be held at the Community Centre and online via Zoom."*

What left the report at the same time

An assessment was required once, and by staff, not only by the health authority. The staff report of 13 April 2026 set out Vancouver Coastal Health's comments: that the Municipality could require an assessment by a professional hydrogeologist of additional demand on site and of the quality of the water being used, and that it require a letter of assurance on the wastewater system. The report then says: *"Staff recommend that both these suggested and recommended reports be required of the applicant to complete concurrently with this round of referrals. The applicant has no concerns with this requirement."*

Neither appears in the revised report of 25 May 2026. In between, on 9 May, the application was amended to remove the guest house use. That accounts for the wastewater recommendation being revisited: the planner told Council he re-referred it to Vancouver Coastal Health and asked whether the recommendation still held for a cidery alone. It does not account for the water one. Nothing in the record shows the hydrogeologist assessment being re-referred, and no reason for its removal is given. The quality of the water being used on the property does not turn on a guest house.

The schedule this referral sits inside

The route was chosen on 25 May 2026 and the reasoning is on the record.

- The applicants told Council that as a seasonal business they make production decisions during harvest in early September, and asked for certainty before then.
- The planner said the applicants were *"seeking a way that this could be a more streamlined process given their TUP timing and the reduced scope of the application"*.
- He set out three routes. The full process takes seven appearances before Council: introduction, results of referrals, first reading, second reading, public hearing, third reading, adoption. The third route removes the hearing.
- On timing: *"if we're looking at referrals in June we're looking at bylaw reading in July and then we're doing island[s] trust referral in either case which they have 45 days to respond. So then they would be responding in August… Either way it would get you to second reading in September. The difference being without the public hearing you could do second and third reading in September, you could adopt it I guess at the*

following September meeting or October meeting for UBCM, whereas with a public hearing that wouldn't be possible."

- On the mechanism: *"what this requires is that we give notice instead at bylaw for first reading. So we need the Council direction to pursue this path in advance of first reading."*

So the sequence was set before the bylaw was drafted. The Municipality's adopted 2026 Council meeting schedule shows no meetings in August, and the next regular Council meeting after 27 July is 8 September. First reading therefore had to be given on 27 July, and the forty-five day window runs across August. On the planner's own account the September step is not two steps: second and third reading would be taken at the same meeting, with adoption at the meeting after. The schedule puts those two meetings on 8 and 28 September.

Two things follow:

- The forty-five days are the only interval in that schedule. The Committee's response is the last external input before second and third reading are taken together.
- The compression shows in what arrived. The checklist required before first reading was not in the report at first reading. The covenants the checklist told the Islands Trust were included did not exist. And where the report says *"Approximate areas of the covenant are shown below:"*, nothing follows, so there is no map of where a covenant would apply either.

Council said as much itself. Speaking to the referral motion, a councillor described the application as being *"rushed to a certain extent to accommodate the owners"*, said of the correspondence before Council that *"we don't have that material in front of us today"*, hoped that staff would *"ask those questions on our behalf of Vancouver Coastal Health"*, and referred on the footing that *"I don't think that our decision today to refer it to trust would necessarily change in terms of it having to going back to trust"*. That last understanding is the question the planner had answered both ways earlier that evening, on the preceding item.

There is no later stage

In June 2025, on Bylaws 673 and 675, Islands Trust staff told this Committee that more information on water availability and the proposed water source should be required before a clean finding could be made. The answer accepted was that proof of water would be required at subdivision, under Land Use Bylaw sections 6.19 and 6.20.

There is no subdivision at 620 Laura Road. There is no later stage at which that proof would be required.

12. Why this is before the Committee

I am putting these matters before the Committee in advance of the referral being determined, so that they can be reviewed and so that they are on the record.

That is also why the submission runs to the length it does. It is not advocacy at length. It is a record, set out with its sources, so that each part of it can be checked.

The referral falls between first and second reading. The Committee will form a view on whether the bylaw is contrary to or at variance with the Policy Statement. This submission sets out what the record holds on the directives that view turns on, so the material is before the Committee when it decides rather than afterwards.

Two matters have never been examined by anyone:

- Groundwater availability, and the effect of this use on the aquifer and on surrounding wells, covering quantity, drawdown and seasonal demand. That is what the Municipality's own Development Permit Area calls for, what its advisory committee asked for, and what the health authority's engineer raised in 2021.
- The process effluent, assessed for what it is, beyond the review of the domestic sewage system. That is what the Advisory Planning Commission asked for and did not receive.

And one further matter, which is not about examination but about what the Committee receives: the checklist that starts the staff report on the referral was not in the report Council considered, and the report has since been republished with a checklist inserted into it.

That last one is the only matter here the Committee can settle and this submission cannot.

What was sent to the Committee is not something this submission can establish. Council resolved on 27 July to refer the checklist included in the on-table items package of that meeting. Whether the document the Committee received is that document can be established at your end and nowhere else.

Attached is the first reading report as it stood at the meeting of 27 July 2026, downloaded before it was replaced. Its history to that point follows the Municipality's own published procedure. The report is dated 15 July and was published with the agenda on 20 July, seven days before the meeting. That version is held by the Internet Archive. The Advisory Planning Commission met on 23 July. The report was revised on 24 July to record its recommendations and republished in the late items agenda, three days before the meeting. All of that is what the procedure provides for.

What followed the meeting is not. The Municipality's website now serves a version last modified at 19:43 on 27 July. Comparing the attached copy with the document the

Committee received will show what, if anything, has been added since Council referred the bylaw.

There is a reason to look. On the preceding bylaw that same evening, the planner told Council that changes would be made to the referral material after Council had voted, including changes he would make himself. A councillor asked what that meant: whether the amended material would come back to Council for approval and then go to the Islands Trust again. The answer was no, and then, in the same answer, that it goes back before adoption. Another member said she was not following.

The plan now being written, which comes to the Committee for approval

This submission concerns one bylaw on one property. I note only that the tests it shows were not applied here are, in the draft Official Community Plan now being written, largely not there to apply at all. The water management study requirement for industrial or large scale agricultural use of water does not appear. The requirement that industrial uses prove no deleterious effect on surface and ground-water supplies has been moved inside the Industrial designation, so that it reaches businesses in that designation rather than an industrial use wherever it occurs. The impact assessment policy is narrowed to residential proposals requiring rezoning. And *"agricultural processing"* is added as a supported main use in Rural Residential, and is not defined anywhere in the draft.

I do not take that further here. Under the Letters Patent an Official Community Plan bylaw does not come to this Committee for comment. It comes for approval, on a stricter route: referred before the public hearing, with no hearing until the Committee responds or forty-five days pass, and the Committee's comments introduced into the hearing. That is the occasion for it, and I will address it then. The Terms of Reference of the Municipality's own steering committee say the revised plan will meet the central object of the Islands Trust. Not have regard to it. Meet it.

It bears on this referral in one respect only. The answer available to the Municipality on section 5.2.3 is that its Plan addresses these matters. On this application that answer was never tested. On the plan that follows it, it will be a weaker one.

What this is about

Bowen's fresh water is rainfall. It is recharged into a shared and unmetered pool, and nothing else feeds it. None of the island's streams is gauged. Groundwater is monitored through two provincial observation wells. The aquifer under this property is classified on between eight and fourteen well records, and that classification records heavy development and a downward trend in water levels needing investigation.

And the island has already grown several times over on that pool. The resident population was in the order of 800 to 900 around 1980, shortly before the Official Community Plan that named a groundwater study as necessary. It passed 1,000 in 1983, reached about 3,100 by 2002, and was 3,680 in 2016 and 4,256 in 2021. The increase between those last two censuses was 15.7 per cent, against 7.3 per cent for Metro Vancouver over the same period. Roughly 365 single detached homes were added between 2011 and 2021.

That growth happened before any densification provisions existed, and the groundwater study named in 1982 has still not been done.

Demand on that pool is set to rise, and the increase is required by statute. Provincial legislation obliged the Municipality to prepare an interim housing needs report on a twenty-year horizon, and to amend its Official Community Plan and Zoning Bylaw by 31 December 2025 to accommodate the twenty-year figure as a minimum.

That report, dated November 2024, states: *"The anticipated number of new housing units needed within the next 20 years is 1,393."* Bowen had 1,720 households in 2021. The twenty-year figure is therefore an increase of about eighty per cent on the number of households on the island.

The largest single component of it is 820 units for anticipated household growth. That figure is the average of two scenarios: a local one running Bowen from 1,720 households in 2021 to 2,601 by 2041, which is 881 units, and a regionally based one giving 759.

Where those units go is the point. The same report lists, as actions the Municipality has already taken to reduce housing need, that it has *"removed minimum lot size regulations for detached secondary suites on residential lots on Bowen"* and adopted a *"Bylaw permitting secondary suites and detached secondary suites on all residential properties on Bowen Island"*. So the capacity is being created on lots that already exist, alongside the build out of lots already subdivided. Not on new ground. On the ground where the wells already are.

That bylaw is one the Committee has seen. In June 2022, on Bylaw No. 581, the Municipality's position was that the amendment *"does not increase the density already permitted in the land use bylaw and as such is not increasing intensity or density of development"*, and Islands Trust staff concurred that the remaining directive policies did not apply. Policies 4.4.2 and 4.4.3 were marked not applicable on that referral.

Two years later the same measure appears in a report to the Province as one of the actions by which the Municipality is accommodating 1,393 additional units.

Bowen is also close to a statutory threshold. The provincial small-scale multi-unit housing requirements bind municipalities above 5,000 residents, and above that threshold the legislation requires three to six units to be permitted on many residential lots. Bowen was 4,256 at the 2021 census and 2026 is a census year. Whether and when the island crosses that threshold is a matter for the plan rather than for this bylaw, and I raise it only to show the direction of travel on the same ground.

The draft plan directs that growth to land which is already settled. That is where the wells already are, and as section 4 sets out, it puts this ground into a designation with an average parcel size of 2 hectares and no minimum lot size.

What follows from that is not speculation. It is already in the record on this island.

- Vancouver Coastal Health's inspection records for Bowen water systems record wells that no longer produce enough, and wells taken out of use for that reason.
- The same records include a private well abandoned for salt water intrusion. That observation has no route into the provincial aquifer record.
- The Province's own 2006 classification of Aquifer 749, which underlies this property, records elevated chlorides in some wells along its southern boundary. Its classification of Aquifer 747 records elevated arsenic reported locally. As section 2 sets out, the Province describes all five of Bowen's bedrock aquifers as parts of one larger fractured crystalline system, and the hydrogeologist retained on the neighbouring application describes the boundary between two of them as administrative rather than hydraulic.
- On 11 December 2023 the Islands Trust's Senior Freshwater Specialist told Bowen Island Municipal Council that new development can mobilise arsenic.

An island running short of water, or contaminating the water it has, is a foreseeable outcome here, not a remote one. Preserving and protecting fresh water is the object the Islands Trust was given. Land use is the instrument it was given to do it with. This is what that instrument is for.

I hope it is of use to the Committee in its consideration of the referral. It is with you now.

Heather Miller

NOTES

Several findings here rest on the absence of a document. This note says how that was established.

I searched the Municipality's published agendas and minutes for every meeting at which this property appears from February 2021 to July 2026; its water conservation and alerts pages; the Province's groundwater wells and aquifers register and its waste discharge authorisation register; Vancouver Coastal Health's published facility and inspection records for the systems named; the Land Title and Survey Authority; Metro Vancouver's Sensitive Ecosystem Inventory; and the Islands Trust's published agendas and reports. Where a search returned nothing, this submission says so. An absence in a register is a record of what the register holds, not proof that a thing does not exist.

I hold copies of the records relied on and can provide them. Every passage of speech quoted here is taken from the recording of the meeting named and checked against the audio.

On section 3, I hold every version of the first reading report as published. Their file properties record that the version published for the meeting was last modified before it, and that the version published afterwards was last modified at 19:43 on 27 July 2026, after the meeting. Both carry the same internal identifier, which is what one document saved twice looks like, rather than two documents prepared separately. I have also recorded, for each file, the digital fingerprint that identifies it uniquely, so that anyone holding a copy can confirm it is the same file. Those values are available.

Three things could not be established. Whether a permit under section 4 of the Sewerage System Regulation was applied for or issued for the holding tank at this property. Whether any registration exists under the Municipal Wastewater Regulation for a reclaimed water system here. And the volume of water the operation uses, on which see section 4.

What has been requested to date. Requests for records bearing on this application have been made under the Freedom of Information and Protection of Privacy Act. As at the date of this submission, none has produced records.

- Bowen Island Municipality, request of 23 June 2026, file FOI-2026-02.
- Bowen Island Municipality, request of 31 July 2026, file FOI-2026-03.
- Vancouver Coastal Health, request of 26 June 2026, file 2026-F-494.
- Liquor and Cannabis Regulation Branch, request of 6 July 2026, file AGR-2026-055627.
- Liquor Distribution Branch, request of 6 July 2026, file LDB-2026-055633.
- Islands Trust, request of 19 July 2026, file BIM-FOI-37-2026.

The list above is where that stands today, and it will grow.

Two strands of work continue and are not relied on in this submission. The first is comparative analysis of well distribution and settlement across the Islands Trust islands, bearing on how density and intensity are measured. The second is the draft Official Community Plan. That work is wider than this bylaw, and this submission touches only the part of it that bears on these directives. Both will be put to the Islands Trust and to the Municipality separately.

SOURCES

Documents relied on more than once, or which a reader could not retrieve from the description alone.

- Bowen Island Municipality Land Use Bylaw No. 57, 2002, consolidated November 2025.
- Bowen Island Municipality Official Community Plan Bylaw No. 282, 2010, consolidated April 2023.
- Official Community Plan Bylaw No. 14, the plan dated March 1981 and adopted 1 May 1982, for the Water Supply Policy, the carrying capacity section, the Rural subdivision districts, Appendix B on further studies required, and Appendix D on growth trends.
- Land Use Bylaw Amendment No. 301, 2011, Watershed, Aquifer and Stream Protection Development Permit Area guidelines.
- Bowen Island Municipality Building Bylaw No. 489, 2019, and the Certificate of Occupancy of 2 October 2020 under Building Permit 20200165.
- Bowen Island Municipality, draft Official Community Plan, as published for round two engagement, 2026.
- Official Community Plan Update Steering Committee, Terms of Reference.
- Bylaw No. 726, 2026, and the first reading report of 15 July 2026 revised 24 July 2026, with attachments. Two versions, as recorded in the notes.
- The five staff reports listed in section 9.
- GARP Hazard Assessment, Riley's Cidery, 620 Laura Road, Revision 0, 30 April 2021, file 2121-00776-00, with Appendices A to F, attached to the first reading report.
- Record of Sewerage System, filing VCH-820082, and Sewerage System Letter of Certification, filing VCH-822083, both June 2021.
- McElhanney, *"Reclaimed Water Made Possible on a Small Scale Cidery"*, abstract submitted to the 2022 British Columbia Water and Waste Association conference.
- Regular Council agenda, 27 July 2026, as published 20 July 2026 and archived by the Internet Archive on 21 July 2026.
- Bowen Island Municipality, 2026 Council Meeting Schedule, as published on the Municipality's Council meetings page.
- Bowen Island Municipality, *"Deadlines for Submissions to Council on a Meeting Agenda"*, as published on the Municipality's website, for the on-table items procedure.
- Correspondence to Mayor and Council, 9 July 2026, on item 3.1, Eagle Cliff and Cove Bay water systems update.
- Bowen Island Municipality, Bluewater Park Water System Replacement Project page, for the connection counts on the three west side systems and the statements on supply. Live web page, accessed 19 August 2026. Archived copy held.
- Bowen Island Municipality, Water Conservation page and Alerts page. Live web pages, accessed 18 August 2026. Archived copies held.
- Bowen Island Municipality, *"Attention Private Well-Users"*, at bowenisland.civicweb.net/document/261266, linked from the Municipality's Private Wells page as *"Tips for Private Well Users"*.
- Bowen Island Municipality, news release *"New Water Quality Study Highlights Need for Ongoing Protection of Grafton Lake"*, 5 August 2025.
- Bowen Island Municipality, Grafton Lake Watershed Management Plan procurement: the staff report on the request for proposals, November 2025, and the staff report on the contract award to Urban Systems at $100,000, 26 January 2026.
- Mike Turley, *"Geotechnical Analysis to Identify Potentially Hazardous Areas for Development on Bowen Island"*, final report, August 2021, prepared for the Manager of Planning and Development, Bowen Island

Municipality, under the UBC Sustainability Scholars Program. At bowenisland.civicweb.net/document/330867.

- Islands Trust Policy Statement, consolidated 2023.
- Bowen Island Letters Patent, section 15.0.
- Islands Trust Council and Bowen Island Municipality Protocol Agreement, 2014.
- Islands Trust, Request for Decision and Policy Statement Directives Checklist on Bowen Island Municipality Bylaw No. 581, June 2022.
- Islands Trust, *"Howe Sound Aquifer Conceptualization and Groundwater Recharge Mapping"*, presented as a delegation to Bowen Island Municipal Council, 11 December 2023, at pages 10 to 25 of the agenda package for that meeting, the recharge potential map at page 21.
- Province of British Columbia, Groundwater Wells and Aquifers register (GWELLS), apps.nrs.gov.bc.ca/gwells, for the well records, well counts, correlation status and artesian conditions cited in section 4. Accessed 16 August 2026.
- Province of British Columbia, Groundwater Team, correspondence of January and February 2026, on well correlation, the 2006 Bowen aquifer mapping, and how uncorrelated wells are counted. Held.
- Province of British Columbia, Aquifer Classification Work Sheet, Aquifer 749, 1 January 2006, reproduced at Appendix D of the GARP Hazard Assessment.
- Province of British Columbia, Aquifer Stress Index, and the dataset published with Water Science Series WSS2018-04.
- Conditional Water Licence C107480, Frank Spring, Province of British Columbia. Licence and technical plan documents downloaded from the Province's Water Rights database, which records the licence as surface water, current, issued 31 August 2000, priority 25 November 1993, file 2001777.
- Metro Vancouver Sensitive Ecosystem Inventory, polygons 62288, 62124, 62735 and 62221, read from the Metro Vancouver SEI map viewer at gis.metrovancouver.org/mvmaps/SEI, accessed 19 August 2026.
- Statistics Canada, Census Profile, 2021 Census of Population, for population, land area and population density per square kilometre. Bowen Island, Island municipality, census subdivision; and the twelve Islands Trust Area island trust designated places. Accessed 18 August 2026.
- Land Title and Survey Authority of British Columbia: Covenant P106531 and Covenant P106532, both registered 19 November 1986 at 15:08.
- Vancouver Coastal Health, FOI release 2021-F-208, 421 pages, released to the author and held. Source for the Public Health Engineer's correspondence of 27 May 2021, the creek flow exchange of 8 and 9 April 2021, the applicant's correspondence of January 2021, the construction permit and Permit to Operate for the water supply system, and the absence of any equivalent record for the recycle water system. Health authority releases are not published on the Province's Open Information site.
- Ministry of Public Safety and Solicitor General, FOI release PSS-2021-11208, responded 2021, published on the Province's Open Information site 24 April 2023. 152 pages. Source for the Certificate of Occupancy of 2 October 2020 at page 126, and for the licensing sequence for Winery Manufacturer Licence 308879.
- Environmental Management Act, S.B.C. 2003, c. 53. Water Sustainability Act, S.B.C. 2014, c. 15. Public Health Act, S.B.C. 2008, c. 28. Building Act, S.B.C. 2015, c. 2. Drinking Water Protection Act, S.B.C. 2001, c. 9.
- Sewerage System Regulation, B.C. Reg. 326/2004. Waste Discharge Regulation, B.C. Reg. 320/2004. Municipal Wastewater Regulation and the Province's Reclaimed Water Guideline, July 2013. Code of Practice for Agricultural Environmental Management, B.C. Reg. 8/2019. Classification of Land as a Farm Regulation, B.C. Reg. 411/95.
- British Columbia Building Code, for the definitions of distillery and of distilled beverage alcohols, and the Group F occupancy classifications.

To: Mayor Leonard and Council

From: Daniel Martin

Date: July 15, 2026 Meeting Date: July 27, 2026

Revised July 24, 2026 to include recommendation made by the Advisory Planning Commission at its July 23, 2026 meeting.

Subject: **620 Laura Road**
LOT 1 BLOCK D DISTRICT LOT 492 PLAN 2250
File: RZ-2026-0014

RECOMMENDATION

That Bylaw No. 726, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026" be read a first time;

That Council refer Bylaw No. 726, 2026, and the attached Islands Trust Policy Statement checklist to the Islands Trust; and

That Council direct staff to return with the results of that referral.

PURPOSE

To present to Council a bylaw to amend the Land Use Bylaw at 620 Laura Road permitting *cidery use* for consideration of First Reading.

BACKGROUND

Bowen Island Municipality staff most recently presented application RZ-2026-0014, at 620 Laura Road, at the May 25, 2026 Regular Council Meeting. That application sought to permit *cidery* as a zone variation at 620 Laura Road. At that meeting Council adopted the following motion:

> *That Council refer the revised RZ-2026-0014 (620 Laura Road) to the Advisory Planning Commission and the Parks, Environment, Climate Action Advisory Committee for a recommendation; and*
>
> *That Council directs staff to prepare bylaws to amend the Land Use Bylaw to allow the development proposal in OCP/RZ-2026-0014.*

Underlying details of the subject property and existing TUP can be found in the previous staff report on this application.

RESULTS OF REFERRALS

Parks, Environment, and Climate Action Advisory Committee (PECAAC)
The PECAAC met to discuss this referral at their July 7th meeting, and adopted the following recommendation:

That the Parks, Environment and Climate Action Advisory Committee recommend the following regarding RZ-2026-0014 (620 Laura Road) before formal consideration by the committee:

- *That the proponent must meet BIM's Conservation Development Policy by*
    - *Protecting 50% or greater of the property for conservation purposes*
    - *Using conservation covenants*
    - *Including the heritage orchard, its associated biodiversity, and Murray Creek and its associated riparian area in covenanted areas*
    - *Indicating where covenanted areas on a map to be provided to Council and committees*
- *That an assessment from a professional hydrogeologist be completed to investigate potential impacts on the ground watershed, including cumulative impacts and consideration of climate change.*
- *That the proponent engages a Registered Onsite Wastewater Practitioner or a suitably qualified professional to provide a Letter of Assurance that confirms that the intended use of the property will not have a negative impact on the onsite wastewater system.*
- *That clarification be provided on the quantity and composition of any solid and liquid waste that may be disposed of on the property, now or in the future, and any known impacts of such disposal.*
- *That Council consider a restriction or a limit on cidery output if deleterious effects are anticipated with a significant increase in cidery production.*

CARRIED UNANIMOUSLY

Advisory Planning Commission (APC)
The APC met to discuss this application at their July 23, 2026 meeting. At the meeting the APC adopted the following recommendation:

That the Advisory Planning Commission recommend the following regarding RZ-2026-0014 at 620 Laura Road:

- *That an environmental waste management assessment be required to evaluate production wastewater, cleaning effluent, and organic byproducts from cidery operations, ensuring waste impacts are fully assessed beyond the septic review.*
- *That consideration of the rezoning be deferred pending completion of the Grafton Lake Watershed Management Plan to ensure watershed impacts are fully assessed.*
- *That Council should give consideration to whether there is a method, either through a covenant or the application of the Conservation Development Policy, to preserve the diversity of the existing heritage orchard.*
- *That Council should still consider having a public hearing for this application.*

CARRIED. COMMISSIONER DOHMEIER IN OPPOSITION

OFFICIAL COMMUNITY PLAN

620 Laura Road is designated as "R1 – Rural 1." This designation identifies: Properties designated as Rural 1 include large lots that provide rural resource values, such as agriculture and forestry, and properties that have been maintained for purposes of a rural lifestyle.

A number of objectives speak to support for agricultural activity.

Objective 80
To encourage commercial and domestic agriculture in suitable locations, and to encourage local food production.

Objective 82.
To preserve lands that are used or are suitable for agricultural activity

Objective 83
To encourage commercial and domestic agriculture in suitable locations, and to encourage local food production.

Objective 86 To promote sustainable active farming on lands with agricultural potential and to protect the resources necessary for such agricultural activity for:

- *purposes of domestic food production;*
- *preservation of open space and a rural atmosphere; and*
- *to contribute to a sense of community on Bowen.*

Objective 88
To provide for the supporting infrastructure necessary to maintain and strengthen the agricultural economy.

Objective 89
To encourage land uses that are compatible with farming to be established in conjunction with agricultural activity.

As outlined above, this application, for *cidery* use is consistent with Bowen's 2011 Official Community Plan. In particular, the application provides a clear case study of how to meet Objectives 88 and 89.

STAFF DISCUSSION

Water

Riley's Cidery has provided a Hydrogeologist Report, completed in 2021 as part of the application for a permit from Vancouver Coastal Health. That report considered whether the quality of water intended for use at the Cidery is influenced by surface water and is 'Groundwater at Risk of Pathogens' (GARP). The report provides details on the water supply for the property, coming from a surface water license (for irrigation of the orchard) and an existing well (for wash water in its commercial operations). Water is not used in the production of cider itself.

The report concludes that the risk of pathogens is low, but not absent. The report recommends periodic testing for pathogens at the discretion of VCH. The report also recommends periodic inspections of the cistern and water conveyance system.

Septic

At the May 25th meeting, staff provided Council with a recommendation from Vancouver Coastal Health on this application, which said:

> *In reviewing this application, Vancouver Coastal Health recommends that the Bowen Island Municipality require that the proponent engages a Registered Onsite Wastewater Practitioner or a Professional to provide a Letter of Assurance that confirms that the intended use of the property will not have a negative impact on the onsite wastewater system and that the system can handle the proposed new use*.
> After the application was amended, staff re-referred the reduced application (for cidery use only) to Vancouver Coastal Health, who replied:
>
> *A ROWP letter of assurance was recommended for the guest house to confirm the potential additional flow into the septic system would not cause a negative impact. If there is no change in actual usage, no I don't think a letter of assurance from a ROWP is required.*

The applicant has provided (and staff have attached to this report) records of the sewage filing associated with the Cidery opening in 2021.

Conservation Covenant

As discussed with PECAAC and in earlier Council reports, staff have recommended a protective covenant be placed on Riparian areas of Murray Creek and on agricultural land, particularly the heritage apple orchard. The Murray Creek covenant would protect the riparian area from development, while the agricultural covenant would protect that land as either environmental protection or for agricultural uses. Approximate areas of the covenant are shown below:

The applicant has questioned the applicability of the Conservation Development Policy, given its stated objective "to ensure all rezoning applications which increase density outside of the Snug Cove Village incorporate Conservation Development principles and achieve a goal of "Nature Needs Half." Staff believe that the use of the Conservation Development Policy is appropriate in this case, for an application that is seeking additional uses on its property. Council may wish to indicate to staff whether they would expect covenants in place to protect riparian areas and/or agricultural areas as part of this rezoning application.

Cidery Definition

Bylaw No. 726, 2026 has been drafted to contain the same *cidery* definition as found in the TUP issued for the property. This definition reads:

> "***CIDERY***" means the *use* of *buildings* and *structures* for the production of cider, at a cidery facility licensed by the Liquor and Cannabis Regulation Branch, where at least 25% of the cider production comes from fruit grown on the same *lot*, or from

another *lot* which is part of the same business. Imported British Columbia fruit used in the *cidery* shall be limited to no more than 75% of cider production. A cidery may include *cidery* tours, cider tasting, cider sales, a picnic area, *lounge endorsement*, and the sale of *cidery* promotional products.

The applicant, in a letter dated July 21, 2026, proposes an alternate definition that would match the Liquor Distribution Brach (LDB) land-based winery requirements, which are:

- 100% of the product must be made from fruit grown or produced in British Columbia;
- at least 25% of the fruit used in production must come from acreage owned or leased by the licensee; and
- at least two acres of fruit orchard must be maintained at the licensed establishment.

The key differences seem to be:

1. There would no longer be a volume threshold of fruit coming from 620 Laura Road; and
2. There would be a requirement to maintain 2 acres of orchard to continue cidery production.

The applicant notes that this definition, aligning with the LDB criteria, removes a hurdle for Riley's Cidery to meet different standards to continue to operate. This alternate definition may also remove one misaligned incentive in the current definition. Namely that the heritage orchard on the property was planted and maintained for a wide variety of apples, rather than to maximize apple production. Under the current defection, to increase production the cidery would be incentivized to modernize the heritage orchard to prioritize increased apple production rather than maintaining the diversity of apple species. However, this definition would also mean that cidery production would no longer be tied as closely to the actual production on the site.

ISLANDS TRUST POLICY CHECKLIST

Staff have prepared the Islands Trust Policy Checklist to form part of the bylaw referral to the Islands Trust. The checklist is provided in Attachment 2.

FINANCIAL/ RESOURCE/MAINTENANCE CONSIDERATIONS

This report is not anticipated to have a financial impact.

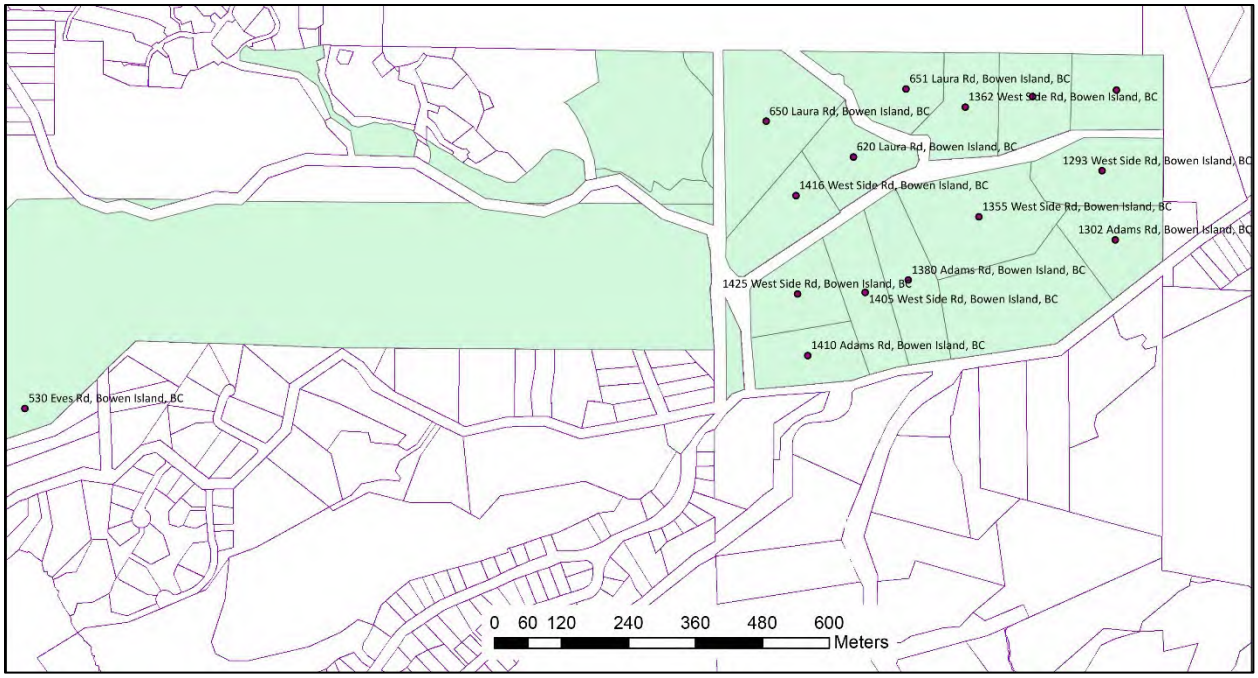
ECOLOGICAL/ENVIRONMENTAL/CLIMATE CONSIDERATIONS

This property includes a portion of Murray Creek along the eastern border of the site, and it's associated riparian area. Staff propose that, through implementation of the Conservation Development Policy, portions of the riparian area be protected through a restrictive covenant.

COMMUNICATION TO THE PUBLIC

In advance of this meeting, staff gave notice of Council's consideration of First Reading. Notice was placed in the Island Page, on an onsite notice sign, updated on the Municipal website, and mailed to property owners within 300 metres of 620 Laura Road, shown on the map below.

Figure 1 – Properties receiving mailout notices



At time of writing Staff have received one letter on the application, which is included in the July 13th Council agenda.

CONCLUSION

Staff present here a bylaw for consideration of First Reading to enable application RZ2026-0014 and recommend the bylaw be read a first time and referred to the Islands Trust.

ALTERNATIVES

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

1. The applicant has written to Council recommending an alternative *cidery* definition. Council may wish to make a motion amending Bylaw No. 726, prior to granting First Reading. Council would make the following motion:

That Council direct staff to amend the cidery definition in Bylaw No. 726, 2026 to read:

> *"**CIDERY**" means the use of buildings and structures for the production of cider, at a cidery facility licensed by the Liquor and Cannabis Regulation Branch, where at least 25% of the cider production comes from fruit grown on the same lot, or from another lot which is part of the same business. Any imported fruit used in the cidery shall be grown in British Columbia. A cidery must maintain 2 acres of fruit orchards on the same lot. A cidery may include cidery tours, cider tasting, cider sales, a picnic area, lounge endorsement, and the sale of cidery promotional products.*

That Bylaw No. 726, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026" be read a first time as amended;

That Council refer Bylaw No. 726, 2026, and the attached Islands Trust Policy Statement checklist to the Islands Trust; and

That Council direct staff to return with the results of that referral.

2. APC and members of the public have expressed a desire to still hold a Public Hearing for this bylaw. Council may give the recommended First Reading to the bylaw, but refer the bylaw to a First Reading following a potential Second Reading. To make this alternative, Council want move the recommendation with the additional motion:

   That Council direct staff to refer Bylaw No. 726, 2026 to a Public Hearing

3. The Advisory Planning Commission noted that the eastern portion of 620 Laura Road is located within the Grafton lake watershed. As such, a part of the APC recommendation is for Council to consider deferring this application until completion of the Grafton Lake Management Plan. Could would make the following motion:

   That Council direct staff to not pursue the proposal RZ-2026-0014 any further until the Grafton Lake Watershed Management Plan is complete

4. That Council direct staff to not pursue the proposal any further. Unless Council provided other guidance, staff would interpret a defeat of a motion for First Reading as Council denying the application; or
5. Other options as determined by Council.

ATTACHMENTS AND REFERENCES:

1. Bylaw No. 726, 2026
2. Islands Trust Policy Checklist
3. Hydrogeologist Report
4. Record of Sewerage System
5. Sewerage System Letter of Certification

Submitted by: Daniel Martin, Manager of Planning and Development

REVIEWED BY:

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

Planning	☒
Public Works	☐
Recreation & Community Services	☐

APPROVED BY:

[redacted]

_____

Kristen Watson, Acting Chief Administrative Officer

BOWEN ISLAND MUNICIPALITY
BYLAW NO. 726, 2026

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

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

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

LOT 1 BLOCK D DISTRICT LOT 492 PLAN 22501

THEREFORE

1.0 Citation

1.1 This bylaw may be cited for all purposes as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026".

2.0Amendments

2.1 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Section 4.1.4 – Exceptions in Particular Locations by inserting section 4.1.4 (12) to read as follows:

4.1.4. (1) *Zone* variation RR 2 (a)

(a) Despite Section 4.1.1. (1) *cidery* is a permitted principal use of Land, Buildings and Structures
(b) *Lounge endorsement* is not a permitted use
(c) Maximum *floor area* of *retail* space is 25 sq. m.
(d) Maximum area of exterior patio space to be used as a picnic area is 80 sq. m.
(e) The hours that a *cidery* may be open to the public area are as follows:
    a. 11:00am to 7:00pm daily

2.2 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Table 5-1 *MINIMUM NUMBER OF OFF-STREET PARKING SPACES* by inserting the following rows to read as follows:

LAND USE / ZONE	**Number of *Off-Street Parking* spaces Required**
	CIDERY
All *Zones*	1 per 30 m^2 of *floor area*

LAND USE / ZONE Number of Off-Street Parking spaces Required

2.3 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Section 1.1. DEFINITIONS by inserting the following definitions alphabetically:

"***CIDERY***" means the *use* of *buildings* and *structures* for the production of cider, at a cidery facility licensed by the Liquor and Cannabis Regulation Branch, where at least 25% of the cider production comes from fruit grown on the same *lot*, or from another *lot* which is part of the same business. Imported British Columbia fruit used in the *cidery* shall be limited to no more than 75% of cider production. A cidery may include *cidery* tours, cider tasting, cider sales, a picnic area, *lounge endorsement*, and the sale of *cidery* promotional products.

"***LOUNGE ENDORSEMENT***" means permission for the sale and service of liquor for on-site consumption for a licensed alcohol manufacturer. The lounge can be an indoor area, with or without a patio attached to the interior lounge, or may be a stand-alone patio located at the manufacturing site. A lounge may overlap in whole, or in part, a sampling area and/or on-site store.

2.4 Schedule "B" to "Bowen Island Municipality Land Use Bylaw No. 57, 2002" is amended by changing the description of the lands labelled "A" on Schedule "A" to this Bylaw from Rural Residential 2 (RR2) to Rural Residential 2 (a).

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

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

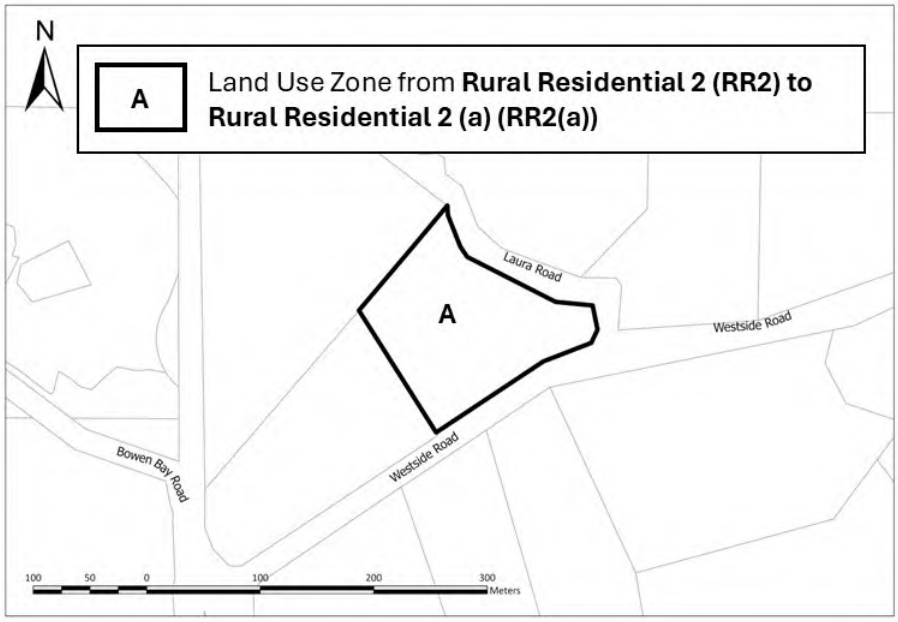
READ A THIRD TIME this ____ day of _____ , _____;

FINALLY ADOPTED this ____ day of _____ , _____;

_____	_____
Andrew Leonard	Sophie Idsigna
Mayor	Corporate Officer

Bowen Island Municipality Land Use Bylaw No. 57, 2002

Amendment Bylaw No. 726, 2026 – Schedule A



POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 723, 2026 – File: 2026-0016 1658 1639 Mount Gardner Rd

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

PART IV: Policies for the Stewardship of Resources

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

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

		protection of productive soils.

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.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	**Recreation**

N/A	**5.5.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	**5.5.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	**5.5.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	**5.5.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
✓	**5.5.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	**Cultural and Natural Heritage**
N/A	**5.6.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	**5.6.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	**Economic Opportunities**
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:

GARP Hazard Assessment

Riley's Cidery

620 Laura Road
Bowen Island, BC

April 30, 2021 | Revision 0

Submitted to: Riley's Cider
Prepared by McElhanney

Contact
Michael Florendo, MS, PEng
Project Manager
604-838-0953
mflorendo@mcelhanney.com

Address
200 – 858 Beatty Street,
Vancouver BC Canada,
V6B 1C1

Our file: 2121-00776-00

Your Challenge.
Our Passion.

Executive Summary

McElhanney has completed a screening level hazard assessment to ascertain whether the quality of water intended for use at the Cidery is influenced by surface water and is 'Groundwater at Risk of Pathogens' (GARP). We understand that, as a food processor, Riley's Cider intends to submit the report to Coastal Health in support of a permit to operate.

Water quality testing results from a sample collected at the point of use in February 2021 contained coliform and *E. coli* bacteria. A compromised storage tank was thought to be the source of the bacteria and was replaced in April 2021. Results from a sample of well water collected upstream of the old storage tank showed that there were no coliforms or *E. coli* bacteria present. Results from Riley's upcoming testing of water quality after the water system has been flushed will provide evidence whether the tank replacement has removed the source of bacteria that caused the coliforms in the February 2021 water sample. Periodic inspections of the cistern and overall water system are recommended going forward.

The Guidance Document for Determining GARP has 13 hazards listed under four categories. If none of the hazards are present, the groundwater source is considered at 'low risk' of containing pathogens (i.e. not GARP). If one or more hazards is present, the well may have a potential GARP risk and further assessment may be needed.

Results from the Level 1, Stage 1 GARP assessment are presented in the table following this summary.

Two GARP hazards were considered present, one each under categories 'B. Well Location' and 'D. Aquifer Type and Setting'. Both are attributable to the shallow intake of the well:

- B3: Well has an intake depth between the high-water mark and surface water bottom (or well intake is less than 15m bgs if surface water bottom is unknown) and is located within or less than 150m from the natural boundary of any surface water.
- D1: Well has an intake depth less than 15m below ground surface.

The well is completed in a fractured bedrock aquifer that regionally is partially confined to confined, depending on location. The well log lithology shows that, at the Site, material overlying the bedrock is primarily coarse-grained, which has a limited capacity to restrict infiltration of surface water. When pumped, there is the potential for the well to draw in shallow groundwater that has been affected by surface water. If the surface water contains pathogens, they may be conveyed to the well. Soil particles have natural filtration capability and can constrain the mobility of pathogens in the subsurface, but shallow groundwater (< 15m bgs) can still be at risk of pathogens from surface.

Surface waters can carry pathogens from onsite-sewerage systems, and livestock, animal, and waterfowl wastes. Adequate sewerage system setbacks from the well and the rural natural aspect of the

surrounding community mean that local surface waters are likely to have a low pathogen content. Therefore, the risk of pathogens affecting the quality of well water is considered low, but not absent.

The water quality result from April 2021 showed that there were no coliforms or *E. coli* bacteria present in the sample from the water well at that time. However, due to potential risk of hydraulic connection with surface water, the well water should be tested periodically for pathogens unless it is treated prior to use. Requirements for water testing frequency or treatment would be at the discretion of a DWO from Coastal Health.

Results from GARP Hazard Screening

GARP HAZARDS Water Well and Water Supply System	SCREENING		COMMENTS
	HAZARD NOT PRESENT	HAZARD MAY BE PRESENT	
A. Water Quality Results			
A1: Exhibits recurring presence of total coliform bacteria, fecal coliform bacteria, or *Escherichia coli* (*E. coli*).	✓		Initial water sample (February 2021) collected at point of use. In-ground water storage tank compromised and considered likely cause of bacteria. Total coliform and *E. coli* bacteria not present in water sample collected upstream from water storage tank, closer to well (April 2021). Water storage tank replaced with new cistern (April 2021). Client will flush water system prior to use and collect a water sample for laboratory analysis of total coliforms and *E. coli* to verify system maintenance was successful at eliminating source of bacteria.
A2: Has reported intermittent turbidity or has a history of consistent turbidity greater than 1 NTU.	No Data	No Data	No turbidity data. Turbidity is often used as an indicator of potential pathogens, and a trigger for additional investigation.
B. Well Location			
B1: Situated inside setback distances from possible sources of contamination as per section 8 of the BC Health Hazards Regulation: (a) 30 m from any probable source of contamination (b) 6 m from a private dwelling (c) unless contamination of the well would be impossible because of the physical conformation, 120 m from any cemetery or dumping ground	✓		Closest septic fields are roughly 80 m away (see figure) and downhill from the well. Sewerage System Regulation states that onsite sewerage must not be less than 30 m from a domestic water well. Well is more than 6m from a private dwelling, and any structures at Site. No cemeteries, landfills, dumps, etc. within 120 m.
B2: Has an intake depth <15 m below ground surface that is located within a natural boundary of surface water or a flood prone area.	✓		While well intake is less than 15 m bgs (see Table A), well is not within a flood prone area. Despite proximity to the well, the drainage ditch paralleling Laura Road ('Murray Creek') is downhill from the well. If water overflowed banks it would still flow away from the well.
B3: Has * an intake depth between the high-water mark and surface water bottom (or < 15 m below the normal water level, if unknown), and * located within, or less than 150 m from the natural boundary of any surface water.		✓	Well is within 150 m of roadside drainage ditches and two runoff retention ponds. Well intake at about 183 m above sea level is within the high water mark and surface water bottom of the lower ditch and both ponds. This hazard considers whether surface waters are within the capture zone of the well. (See *Appendix E*)
B4: Located within 300 m of a source of probable enteric viral contamination without a barrier to viral transport.	✓		There are no intensive livestock operations, sewage outfalls, or sewage lagoons within 300 m. Uphill from the well land use is Rural 1 or Rural Reserve, which prevent industrial land uses. Septic fields are within 300 m, but locations exceed the minimum distance (30 m) from a well based on the Sewerage System Regulation.
C. Well Construction			
C1: Does not meet GWPR (Part 3 Div. 3) for surface sealing.	✓		Well has surface casing to 6.4 m below ground surface. There is no information in the well log regarding seal within annular space between borehole and casing; however no gap was noted between the casing and the ground to suggest a poor seal. Unknown if sealant (e.g. bentonite) used; however, casing may have been driven (no seal required).
C2: Does not meet GWPR (Part 4) and WSA (section 54) for well caps and covers	✓		Well cap is commercially fabricated, prevents inflow of runoff, and prevents entry by humans or animals. (see photo)
C3: Does not meet GWPR (section 63) and DWPA (Section 16) for floodproofing.	✓		Well casing is raised approximately 0.3 m above ground. Cap prevents entry of surface runoff. Not within a flood prone area (no risk of debris, ice, or erosion).
C4: Does not meet GWPR (Part 3 and Part 7) for wellhead protection.	✓		Casing is > 5 m bgs, is steel, extends 1 m into competent rock, stick up appears at least 0.3 m, and there is deflection of uphill runoff from well casing.
D. Aquifer Type and Setting			
D1: Has an intake depth <15 m below ground surface.		✓	Surface casing extends to 6.4 m bgs. Shallowest water-bearing fracture is 12.2 m bgs. Additional fracture with similar flow at/below 22.6 m bgs. There does not appear to be a confining unit over the bedrock to protect it. Soils overlying bedrock are described as sand and gravel or soil and rocks/gravel.
D2: Is situated in a highly vulnerable, unconfined, unconsolidated or fractured bedrock aquifer.	✓		Fractured bedrock aquifer (no. 749) has moderate vulnerability
D3: A water supply system well that is completed in a karst bedrock aquifer, regardless of depth. Even deep wells in karst aquifers are considered vulnerable to contamination.	✓		No karst in region

Appendix A. First reading report as published for the meeting of 27 July 2026.

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1. Introduction

Riley's Cidery is preparing to start operations as a craft apple cidery. They are located at 620 Laura Road ('Site') on Bowen Island, northwest of Vancouver, British Columbia (***Figure 1***).

Figure 1. Site location. (Base map source: BC Water Resources Atlas)

Riley's Cidery plans to use groundwater from an existing well on the property as wash water in its commercial operations. Well water will not be used to make the cider itself and collected surface water is used for irrigation of the orchard.

Riley's Cidery is applying to Coastal Health for a permit to use the water in a commercial food processing setting. Water quality testing results from a sample collected at the point of use in February 2021 contained coliform and *E. coli* bacteria (***Appendix A***). Coastal Health advised Riley's Cidery that they required a 'Groundwater at Risk of Pathogens' (GARP) assessment, which is required in situations where well water is under the influence of potentially contaminated surface. Surface waters have the potential to carry microbes, such as bacteria and viruses, which can pose risks to human health if the water is used as drinking water or in food preparation.

Riley's Cidery has contracted McElhanney Ltd (McElhanney) to conduct a screening level hazard assessment to ascertain whether the quality of its well water and water distribution system is influenced

by surface water. This report provides the findings from a screening level (i.e., Level 1 Stage 1) GARP assessment conducted for the Site.

1.1. REGULATORY BACKGROUND ON 'GARP'

The BC Ministry of Health has created a GARP determination process that is used to assist with assessments of whether well water may pose a human health risk from surface water pathogens[1]. While consulting professionals can provide technical guidance regarding assessment of GARP, it is the discretion of a Drinking Water Officer (DWO) to make the decision whether a well is at risk of pathogens and if mitigation measures such as water treatment or on-going monitoring are required to control the risk.

There are up to four stages to GARP determination. Stage 1 involves hazard screening and assessment. Stages 2 through 4 of the GARP determination process are only required if a DWO has determined there is a GARP risk to a well based on the results from Stage 1. Stages 2 through 4 involve an iterative process of assessment and risk mitigation measures and, where necessary, long-term monitoring. If it is possible to remove the risks of GARP, the DWO can change the GARP determination once the required actions have been taken.

Stage 1 of the GARP determination process can be undertaken by qualified professionals. It starts with a desktop review and field inspection (Level 1), and may progress to increasing levels of hydrogeological investigation, as needed to gain clarity regarding the potential risks to groundwater.

1.2. APPROACH AND SCOPE

In conducting the hazard screening and assessment, McElhanney has followed:

- the BC Ministry of Health's *Guidance Document for Determining Groundwater at Risk of Containing Pathogens (GARP)*, v.3 (Sept. 2017); and,
- Engineers and Geoscientists British Columbia's Professional Practice Guidelines for *Assessment of Groundwater at Risk of Pathogens*, v.1.0 (July 2019).

The scope of work included communications with Riley's Cidery and on-line searches to collect information (documents, records, data, etc.) relevant to the water well, a desktop review of the information collected, and a site visit to visually inspect the well completion and its location in context with the watercourse and landscape.

2. Data Collected

McElhanney searched the online BC Water Resources Atlas and obtained the following information:

- Well record;
- Aquifer 749 Mapping Report and Factsheet;
- Topography, approximate watercourse locations, satellite imagery, and neighbouring land uses.

[1] BC Ministry of Health, 2017. Guidance Document for Determining Groundwater at Risk of Pathogens (GARP), v3. https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/how-drinking-water-is-protected-in-bc/garp_assessment_oct_2017.pdf

Information in the provincial well record was incomplete. Riley's Cidery provided additional data on well completion and lithology.

There was no detailed topographic survey (e.g. LiDAR) available. McElhanney relied upon visual inspection during the site visits and publicly available topography information from Google Earth, BowMap2, and the BC Water Resources Atlas3.

A site visit was conducted by McElhanney personnel on April 8, 2021, to visually inspect the well and its context in the overall water system and within the surrounding landscape.

During initial project discussions, McElhanney learned that the initial water sample had been collected downstream from a compromised water storage tank (***Figure 2***). McElhanney recommended collection of a water sample closer to the well to test the quality of water closer to the source.

Figure 2. Water storage tank before (A, B) and after (C) replacement.
Image B shows the inside of the compromised cistern and growth of microbes on the sides of the tank.

Riley's Cidery collected a water sample on April 12, 2021, via a pipe that leads from the well to the water holding tank (i.e. upstream of the compromised water tank). Water was allowed to run from the pipe for a

[2] https://www.bowenislandmunicipality.ca/bowmap
[3] https://maps.gov.bc.ca/ess/hm/wrbc/

few minutes before the sample was collected into a laboratory-supplied container. The water sample was stored and transported in a chilled cooler under standard chain of custody until its arrival for analysis of *E. coli* and total coliform bacteria at ALS Laboratories in Burnaby, BC.

3. Well Information and Site Conditions

3.1. WELL AND WATER SYSTEM OVERVIEW

The well providing water to the cidery has a 0.15m (6") diameter surface casing installed to 6.4m. Surface casing extends 2m below the top of fractured bedrock. The well is completed as an open borehole (no well screen) to a total depth of 30.5m (100 feet).

A water-bearing fracture was noted on the well log at 12.2m with potential yield of 0.1 L/s. A second fracture was inferred to occur at 22.6m. An increase in water yield to 0.2 L/s was noted on the log for that depth.

The well is located on a slope within an ornamental garden near the north end of the Site (***Figure 3***). Uphill from the well, soil has been mounded around the surface casing to direct surface runoff away from the base of the well (***Figure 3***). The surface casing extends above ground surface roughly 0.3m and is capped with a standard, manufactured well cap. The well may have a pitless adapter and buried distribution piping as no pipe was visible at surface.

Figure 3. Water well surface completion.
Image A shows well within garden area surrounded by fencing and general slope in vicinity. Image B shows soil mounded uphill from well casing to direct runoff around the well.

A summary of well information is provided in ***Table A***. A copy of the well log is attached as ***Appendix B***.

Table A. Summary of Well Information

Well Tag No.	94045
Well ID Plate No.	*No well plate. No ID on record.*
Date Drilled	July 31st, 1989
Estimated Yield (L/s)	0.2 (3 US gpm)
Well Casing Diameter (m)	0.15 (6 inches)
Well Depth (m)	30.5 (100 ft)
Static Water Level (m bgs)	*Not available*
Well Completion Type and Interval (m bgs)	Open borehole; 6.4 to 30.5
Surface Seal Type and Interval	*No information available*
Lithology at Completion Interval	Fractured bedrock
Depths of Water-Bearing Fractures (m bgs)	12.2, 22.6

Water from the well is pumped into a cistern, or water tank, for temporary storage. From the cistern, the water is pumped to the point of use. Results from the water sample Riley's Cidery collected on April 12 upstream from the compromised water storage tank showed no coliform or *E. coli* bacteria (***Appendix C***).

As of April 26, 2021, Riley's Cidery had replaced the compromised water storage tank with a new cistern (***Figure 2***) and intends to flush the water lines leading to the point of use. After flushing the system, Riley's Cidery will collect a water sample at the point of use and submit it for laboratory analysis of bacteria to verify that the source of bacteria in the water system has been removed. Results will demonstrate whether the source of bacteria has been addressed with the upgrades or if the system requires additional maintenance.

3.2. LOCAL AQUIFER(S)

The BC Water Resources Atlas shows the Site is located within mapped aquifer 749, a confined to partly confined fractured bedrock aquifer (***Figure 4***). The aquifer has been given a moderate rating of vulnerability to surface contamination, and hydraulic connectivity with surface water bodies was considered 'not likely' (***Appendix B***). Groundwater is expected to move from upland areas west toward Tunstall Bay and Bowen Bay. Aquifer information is attached as ***Appendix D***.

Figure 4. Location of Site relative to mapped bedrock aquifer 749.

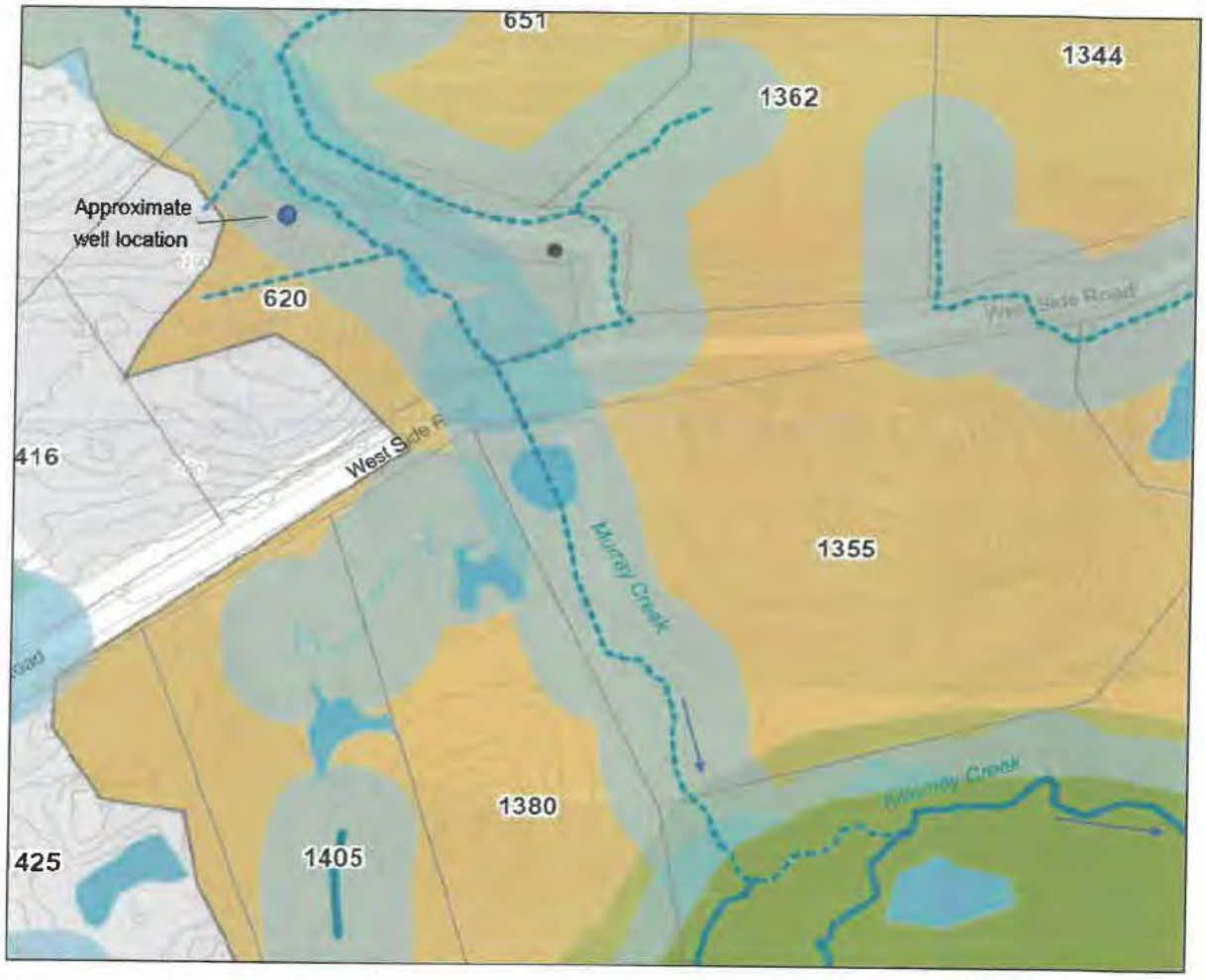
3.3. TOPOGRAPHY AND DRAINAGE

The Site is situated on a southwest facing slope near the foot of Mount Gardner (***Figure 5***). Laura Road slopes down toward its junction with West Side Road to the south. To the northeast and north, topography steepens toward the summit of Mount Gardner.

Figure 5. Topography (grey contour lines) and municipal land parcels (orange divisions). (Image source: BC Water Resources

Near the upper terminus of Laura Road is Frank Spring, where groundwater daylights at surface. Flow from the spring has been captured in a ditch, locally called Murray Creek, which is a narrow, shallow watercourse that runs parallel to Laura Road and passes through the Site adjacent to the roadway (***Figure 6***). Murray Creek flows into Killarney Creek, which drains to Grafton Lake near the centre of Bowen Island.

Figure 6. Local drainageways (dashed lines) and watercourses (solid lines). Blue shading shows riparian setbacks that define municipal development permit areas.



There is a surface water drainage divide at the northwest side of the Site (***Figure 7***). The majority of the Site drains south and southeast as part of the watershed for Killarney Creek. The northwest sliver of Site drains westward toward Tunstall Bay at the west side of Bowen Island.

There are two shallow surface water storage ponds (dugouts) at the Site that collect stormwater runoff (***Figure 8***). Water stored in the ponds is licensed for use at the Site for irrigation. Based on Site observations, both ponds appeared to have a maximum depth of no more than 2m.

Figure 7. A drainage divide runs through the Site at the NW side (purple line). Most of the site drains to the south toward Killarney Creek (see Fig.6). The northwest portion of the Site drains to the southwest, ultimately to Tunstall Bay.

Figure 8. Local surface waters.
Left: location of runoff collection ponds and connection to surface drainage. Blue shading indicates riparian setbacks defining municipal development permit areas.
Right: Photograph of one of the ponds (April 8, 2021). Property boundary highlighted in bright Image source (left). https://bowmap.bowenislandmunicipality.ca/

Appendix A. First reading report as published for the meeting of 27 July 2026.

3.4. SURROUNDING LAND USES

The Site is zoned Rural 1 (R1). Adjacent properties north of West Side Road are also zoned Rural (R1). Neighbouring properties south of West Side Road are zoned Rural Residential (RS) (***Figure 9***). Behind the properties on the north side of Laura Road land is zoned as Rural Reserve (R-RV) which is currently forested. The Rural Reserve lands cover the majority of Mount Gardner. Rural 1 and Rural Reserve lands are intended to maintain rural resources, protect ecosystems, watersheds, and rural atmosphere. While agriculture is permitted on rural-zoned lands, none of the adjacent properties was considered to have a land use that would generate a pathogen risk (for example intensive livestock production). Rural residential lots are at least 1 ha in size, and development is intended to preserve rural atmosphere, maintain low density housing. Most properties have water wells and onsite sewerage management, and the minimum lots size helps to protect local groundwater resources. This land use was not expected to be a pathogen risk to groundwater. Based on discussions with Riley's Cidery regarding neighbouring land uses, review of satellite imagery, and observations of neighbouring lands from the roadways, there did not appear to be land uses posing a risk of pathogens.

The septic fields at Site and on neighbouring properties are all at least 30m from the well (***Figure 10***), which is the minimum required separation based on the Sewerage System Regulation under BC's Public Health Act.

Figure 9. Land use (zoning) within 300m of the Site.
Adjacent land use zones are Rural 1 (R1; 2 ha), Rural Residential (RS; 1 ha), Municipal Park (P), and Rural Reserve (RV).

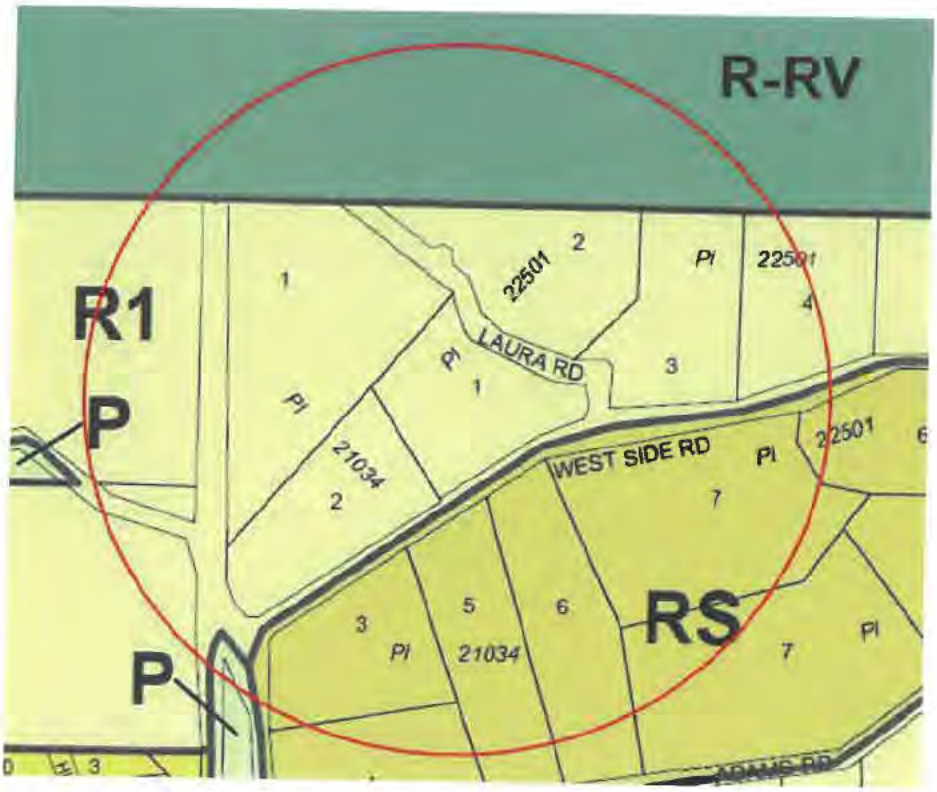


Figure 10. Location of well in relation to on site and neighbouring septic fields (onsite sewerage systems). Red circle shows approximate 30m radius from well. Sewerage System Regulation mandates 30m setbacks of onsite sewerage systems from water wells. Image source: Riley's Cidery.

4. GARP Hazard Screening Results and Discussion

The Guidance Document for Determining GARP has thirteen hazards listed under four categories. If none of the hazards are present, the groundwater source is considered at 'low risk' of containing pathogens (*i.e.,* not GARP). If one or more hazards is present, the well may have a potential GARP risk and further assessment may be needed.

Results from McElhanney's Level 1, Stage 1 GARP assessment are summarized in ***Table B*** with supporting analysis in ***Appendix E***. Two GARP hazards were considered present, one each under categories 'B. Well Location' and 'D. Aquifer Type and Setting'. Both are attributable to the shallow intake of the well:

- B3: Well has an intake depth between the high-water mark and surface water bottom (or well intake is less than 15m bgs if surface water bottom is unknown), and is located within or less than 150m from the natural boundary of any surface water.
- D1: Well has an intake depth less than 15m below ground surface.

Table B. Results from GARP Hazard Screening

GARP HAZARDS Water Well and Water Supply System	SCREENING HAZARD NOT PRESENT	SCREENING HAZARD MAY BE PRESENT	COMMENTS
A. Water Quality Results			
A1: Exhibits **recurring** presence of total coliform bacteria, fecal coliform bacteria, or *Escherichia coli* (*E. coli*).	✓		Initial water sample (February 2021) collected at point of use. In-ground water storage tank compromised and considered likely cause of bacteria. Total coliform and *E. coli* bacteria not present in water sample collected upstream from water storage tank, closer to well (April 2021). Water storage tank replaced with new cistern (April 2021). Client will flush water system prior to use and collect a water sample for laboratory analysis of total coliforms and *E. coli* to verify system maintenance was successful at eliminating source of bacteria.
A2: Has reported intermittent turbidity or has a history of consistent turbidity greater than 1 NTU.	No Data	No Data	No turbidity data. Turbidity is often used as an indicator of potential pathogens, and a trigger for additional investigation.
B. Well Location			
B1: Situated inside setback distances from possible sources of contamination as per section 8 of the BC Health Hazards Regulation: (a) 30 m from any probable source of contamination (b) 6 m from a private dwelling (c) unless contamination of the well would be impossible because of the physical conformation, 120 m from any cemetary or dumping ground	✓		Closest septic fields are roughly 80 m away (see figure) and downhill from the well. Sewerage System Regulation states that onsite sewerage must not be less than 30 m from a domestic water well. Well is more than 6m from a private dwelling, and any structures at Site. No cemetaries, landfills, dumps, etc. within 120 m.
B2: Has an intake depth <15 m **below ground surface** that is located within a natural boundary of surface water or a flood prone area.	✓		While well intake is less than 15 m bgs (see Table A), well is not within a flood prone area. Despite proximity to the well, the drainage ditch paralleling Laura Road ("Murray Creek") is downhill from the well. If water overflowed banks it would still flow away from the well.
B3: Has * an intake depth between the high-water mark and surface water bottom (or < 15 m below the normal water level, if unknown), and * located within, or less than 150 m from the natural boundary of any surface water.		✓	Well is within 150 m of roadside drainage ditches and two runoff retention ponds. Well intake at about 183 m above sea level is within the high water mark and surface water bottom of the lower ditch and both ponds. This hazard considers whether surface waters are within the capture zone of the well. (See *Appendix E*)
B4: Located within 300 m of a source of probable enteric viral contamination without a barrier to viral transport.	✓		There are no intensive livestock operations, sewage outfalls, or sewage lagoons within 300 m. Uphill from the well land use is Rural 1 or Rural Reserve, which prevent industrial land uses. Septic fields are within 300 m, but locations exceed the minimum distance (30 m) from a well based on the Sewerage System Regulation.
C. Well Construction			
C1: Does not meet GWPR (Part 3 Div. 3) for surface sealing.	✓		Well has surface casing to 6.4 m below ground surface. There is no information in the well log regarding seal within annular space between borehole and casing, however no gap was noted between the casing and the ground to suggest a poor seal. Unknown if sealant (e.g. bentonite) used; however, casing may have been driven (no seal required).
C2: Does not meet GWPR (Part 4) and WSA (section 54) for well caps and covers	✓		Well cap is commercially fabricated, prevents inflow of runoff, and prevents entry by humans or animals. (see photo)
C3: Does not meet GWPR (section 63) and OWPA (Section 16) for floodproofing.	✓		Well casing is raised approximately 0.3 m above ground. Cap prevents entry of surface runoff. Not within a flood prone area (no risk of debris, ice, or erosion).
C4: Does not meet GWPR (Part 3 and Part 7) for wellhead protection.	✓		Casing is > 5 m bgs, is steel, extends 1 m into competent rock, stick up appears at least 0.3 m, and there is deflection of uphill runoff from well casing.
D. Aquifer Type and Setting			
D1: Has an intake depth <15 m below ground surface.		✓	Surface casing extends to 6.4 m bgs. Shallowest water-bearing fracture is 12.2 m bgs. Additional fracture with similar flow at/below 22.6 m bgs. There does not appear to be a confining unit over the bedrock to protect it. Soils overlying bedrock are described as sand and gravel or soil and rocks/gravel.
D2: Is situated in a highly vulnerable, unconfined, unconsolidated or fractured bedrock aquifer.	✓		Fractured bedrock aquifer (no. 749) has moderate vulnerability
D3: A water supply system well that is completed in a karst bedrock aquifer, regardless of depth. Even deep wells in karst aquifers are considered vulnerable to contamination.	✓		No karst in region

The well is completed in a fractured bedrock aquifer that regionally is partially confined to confined, depending on location. The well log lithology shows that at the Site, material overlying the bedrock is primarily coarse-grained, which has a limited capacity to restrict infiltration of surface water. When pumped, there is the potential for the well to draw in shallow groundwater that has been affected by surface water. If the surface water contains pathogens, they may be conveyed to the well. Soil particles have natural filtration capability and can constrain the mobility of pathogens in the subsurface, but shallow groundwater (< 15m bgs) can still be at risk of pathogens from surface.

Surface waters can carry pathogens from onsite-sewerage systems, and livestock, animal, and waterfowl wastes. Adequate sewerage system setbacks from the well and the rural, natural aspect of the surrounding community mean that local surface waters are likely to have a low pathogen content. Therefore, the risk of pathogens affecting the quality of well water is considered low, but not absent.

5. Conclusions and Recommendations

The bacteria present in the water sample collected in February 2021 was likely due to a compromised water storage tank. Results from Riley's upcoming testing of water quality after the water system has been flushed will provide evidence whether the tank replacement has removed the source of bacteria that caused the coliforms in the February 2021 water sample. Periodic inspections of the cistern and water conveyance system are recommended going forward.

Based on the assessment of potential GARP hazards, the risk of pathogens from surface waters affecting the quality of well water is low, but not absent. The water quality result from April 2021 showed that there were no coliforms or *E. coli* bacteria present in the sample from the water well at that point in time. However, due to the potential risk of hydraulic connection with surface water, the well water should be tested periodically for pathogens unless it is treated prior to use. Requirements for water testing frequency or treatment would be at the discretion of a DWO from Coastal Health.

6. Closing

The information presented in this report is subject to limitations (*Appendix F*). If you have any questions or concerns regarding the information presented in this document, please contact the undersigned.

Sincerely,
McELHANNEY LTD.

Prepared by:

PROFESSIONAL ENGINEER
PROVINCE OF BRITISH COLUMBIA
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30 April 2021

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APPENDIX A

Certification of Analysis: February 2021 Water Sample

Appendix A. First reading report as published for the meeting of 27 July 2026.

ALS Environmental

CERTIFICATE OF ANALYSIS (GUIDELINE EVALUATION)

Work Order	: **VA21A2278**	Page	: 1 of 3
Client	: **Cash Clients Canada**	Laboratory	: Vancouver - Environmental
Contact	: Riley's Cider Christine Hardie	Account Manager	: Email: ALSEV.CC@alsglobal.com
Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9	Address	: 8081 Lougheed Highway Burnaby, British Columbia Canada V5A 1W9
Telephone	: [redacted]	Telephone	: 604-253-4188
Project	: ----	Date Samples Received	: 08-Feb-2021 06:20
PO	: ----	Date Analysis Commenced	: 08-Feb-2021
C-O-C number	: 17-861141	Issue Date	: 16-Feb-2021 16:29
Sampler	: ----		
Site	: ----		
Quote number	: ----		
No. of samples received	: 1		
No. of samples analysed	: 1		

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results
- Guideline Comparison

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QC Interpretive report to assist with Quality Review and Sample Receipt Notification (SRN).

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is conducted in accordance with US FDA 21 CFR Part 11.

Signatories	*Position*	*Laboratory Department*
Jon Fisher	Department Manager - Inorganics	Inorganics, Waterloo, Ontario
Lindsay Gung	Supervisor - Water Chemistry	Inorganics, Burnaby, British Columbia
Lindsay Gung	Supervisor - Water Chemistry	Microbiology, Burnaby, British Columbia

Appendix A. First reading report as published for the meeting of 27 July 2026.

General Comments

The analytical methods used by ALS are developed using internationally recognized reference methods (where available), such as those published by US EPA, APHA Standard Methods, ASTM, ISO, Environment Canada, BC MOE, and Ontario MOE. Refer to the ALS Quality Control Interpretive report (QCI) for applicable references and methodology summaries. Reference methods may incorporate modifications to improve performance.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.
Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QA/QC Compliance Assessment to assist with Quality Review and Sample Receipt Notification.

When sampling time information is not provided by the client, sampling dates are shown without a time component. In these instances, the time component has been assumed by the laboratory for processing purposes.

Application of guidelines is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to fitness for a particular purpose, or non-infringement. ALS assumes no responsibility for errors or omissions in the information. Guidelines are not adjusted for the hardness, pH or temperature of the sample (the most conservative values are used). Measurement uncertainty is not applied to test results prior to comparison with specified criteria values.

Key : LOR: Limit of Reporting (detection limit).

Unit	*Description*
% T/cm	% transmittance per centimetre
AU/cm	absorbance unit per cm
mg/L	milligrams per litre
MPN/100mL	most probable number per 100 mL

>: greater than.
<: less than.
Red shading is applied where the result is equal to or greater than the Guideline Upper Limit or the result is lower than the Guideline Lower Limit.

Appendix A. First reading report as published for the meeting of 27 July 2021

Analytical Results

Sub-Matrix: **Water** (Matrix: **Water**)			Client sample ID	**Riley's Cider**						
			Sampling date/time	08-Feb-2021 00:00						
Analyte	*Method*	*LOR*	*Unit*	VA21A2278-001	**CDWG MAC**					
Aggregate Organics										
tannin + lignin (as tannic acid)	E563	0.10	mg/L	<0.10	-					
Bacteriological Tests										
coliforms, Escherichia coli [E. coli]	E010	1	MPN/100mL	<1	**1**					
coliforms, total	E010	1	MPN/100mL	**9**	**1**					
Physical Tests										
absorbance, UV (@ 254nm)	E404	0.0050	AU/cm	**0.0120**	-					
transmittance, UV (@ 254nm)	E404	1.0	% T/cm	**97.3**	-					

Please refer to the General Comments section for an explanation of any qualifiers detected.

Summary of Guideline Breaches by Sample

Client Sample ID	Matrix	Analyte	Analyte Summary	Guideline	Category	Result	Limit
			No description available for this compound in this guideline				

Keys:

CDWG — Canada Guidelines for Canadian Drinking Water Quality (JAN, 2021)

MAC — Maximum Acceptable Concentrations

APPENDIX B

Well Log

rce of British Columbia Ministry of Environment

RECEIVED AUG 0 8 1989
Water Management Branch

WATER WELL RECORD

Date 8 9 | 7 3 1 (YR | MO | DY)

WELL No. ____ ELEV ____ Location Accuracy ____

E ____ N ____ UTM Date 19__ Well Type ____

Name & Address Mohcreek Logging Ltd., P.O. Box 2436, Parksville, B.C. V0R 2S0

Description & Address ____

Descriptive Location Lot #1 Bowen Island

TYPE OF WORK: 1 ☒ New Well 2 ☐ Reconditioned 3 ☐ Deepened 4 ☐ Abandoned

WORK METHOD: 1 ☐ Cable tool 2 ☐ Bored 3 ☐ Jetted 4 ☐ Rotary a ☐ mud b ☐ air c ☐ reverse ☐ Other ____

WATER WELL USE: 1 ☐ Domestic 2 ☐ Municipal 3 ☐ Irrigation 4 ☐ Comm. & Ind. ☐ Other ____

DRILLING ADDITIVES ____

MEASUREMENTS from 1 ☐ ground level 2 ☐ top of casing
casing height above ground level ____ ft.

FROM ft	TO ft	6. WELL LOG DESCRIPTION	SWL ft
	100	depth of well	
		21ft. casing.	
0-	14	overburden, soil and rocks	
14-	16	rocks and gravel with water	
16-	18	soft rock	
18-	40	light coloured rock with amber & white feldspar	
40-	42	brown rock, fractured water 1 3/4 gpm.	
42-	74	light coloured rock, water increased to 3 gpm. at 74 ft.	
74-	100	no change	

CONSULTANT ____

Address ____

WELL LOCATION SKETCH

9. CASING: Materials 1 ☐ Steel 2 ☐ Galvanized 3 ☐ Wood 4 ☐ Plastic 5 ☐ Concrete ☐ Other ____

Hole Diameter							units
Diameter							ins
from							ins
to							ft
Thickness							ft
Weight							ins
							lb/ft

Pitless unit ____ ft 1 ☐ above 2 ☐ below ground level

1 ☐ Welded 2 ☐ Cemented 3 ☐ Threaded | 1 ☐ New 2 ☐ Used

Perforations: ____

Shoe (s): ____

Open hole, from ____ to ____ ft Diameter ____ ins

Grout: ____

10. SCREEN: 1 ☐ Nominal (Telescope) 2 ☐ Pipe Size

Type 1 ☐ Continuous Slot 2 ☐ Perforated 3 ☐ Louvre ☐ Other ____

Material 1 ☐ Stainless Steel 2 ☐ Plastic ☐ Other ____

Set from ____ to ____ ft below ground level

RISER, SCREEN & BLANKS							units
Length							ft
Diam. I.D							ins
Slot Size							ins
from							ft
to							ft

Fittings, top ____ bottom ____

Gravel Pack ____

11. DEVELOPED BY: 1 ☐ Surging 2 ☐ Jetting 3 ☐ Air 4 ☐ Boiling 5 ☐ Pumping ☐ Other ____

12. TEST 1 ☐ Pump 2 ☐ Bail 3 ☐ Air Date (YR | MO | DY)

Rate ____ USgpm Temp ____ °C SWL before test ____ ft

Water Level ____ ft after test of ____ hrs

☐ DRAWDOWN in ft				☐ RECOVERY in ft			
mins	WL	mins	WL	mins	WL	mins	WL

13.

RECOMMENDED PUMP TYPE	RECOMMENDED PUMP SETTING ft	RECOMMENDED PUMPING RATE USgpm

14. WATER TYPE: 1 ☐ fresh 2 ☐ salty 3 ☐ clear 4 ☐ cloudy

colour ____ smell ____ ; gas 1 ☐ yes 2 ☐ no

15. WATER ANALYSIS: 1 Hardness ____ mg/L 2 Iron ____ mg/L 3 Chloride ____ mg/L 4 pH ____

Field Date ____

Lab Date (YR | MO | DY) ____

SITE I D No ____

16. FINAL WELL COMPLETION DATA

BRITISH COLUMBIA Groundwater Wells and Aquifers

Well Summary

Well Tag Number: 94045
Well Identification Plate Number:
Owner Name: 360318 BC LIMITED
Intended Water Use: Unknown Well Use

Well Status: New
Well Class: Water Supply
Well Subclass: Not Applicable
Aquifer Number:

Observation Well Number:
Observation Well Status:
Environmental Monitoring System (EMS) ID:
Alternative specs submitted: No

Licensing Information

Licensed Status: Unlicensed

Licence Number:

Location Information

Street Address:
Town/City: BOWEN ISLAND

Legal Description:

Lot	1
Plan	7107
District Lot	492
Block	
Section	
Township	
Range	
Land District	36
Property Identification Description (PID)	

Description of Well Location: SUSET PARK ESTATES

Geographic Coordinates - North American Datum of 1983 (NAD 83)
Latitude: 49.36217
Longitude: -123.40078
UTM Easting: 470899
UTM Northing: 5467795
Zone: 10
Coordinate Acquisition Code: (10 m accuracy) Handheld GPS with accuracy of +/- 10 metres

Well Activity

Activity	Work Start Date	Work End Date	Drilling Company	Date Entered
Legacy record	1989-07-31	1989-07-31	Tri-K Drilling	October 29th 2008 at 8:02 AM

Well Work Dates

Start Date of Construction	End Date of Construction	Start Date of Alteration	End Date of Alteration	Start Date of Decommission	End Date of Decommission
1989-07-31	1989-07-31				

Well Completion Data

Total Depth Drilled:
Finished Well Depth:
Final Casing Stick Up:
Depth to Bedrock:
Ground elevation:

Static Water Level:
Estimated Well Yield:
Artesian Flow:
Artesian Pressure:
Method of determining elevation: Unknown

Well Cap:
Well Disinfected Status: Not Disinfected
Drilling Method:
Orientation of Well: VERTICAL

Lithology

From (ft bgl)	To (ft bgl)	Raw Data	Description	Moisture	Colour	Hardness	Observations	Water Bearing Flow Estimate (USGPM)

There are no records to show

Casing Details

From (ft bgl)	To (ft bgl)	Casing Type	Casing Material	Diameter (in)	Wall Thickness (in)	Drive Shoe

There are no records to show

Surface Seal and Backfill Details

Surface Seal Material:
Surface Seal Installation Method:
Surface Seal Thickness:
Surface Seal Depth:

Backfill Material Above Surface Seal:
Backfill Depth:

Liner Details

Liner Material:
Liner Diameter:
Liner from:

Liner Thickness:
Liner to:

Liner perforations

From (ft bgl)	To (ft bgl)

There are no records to show

Screen Details

Intake Method:
Type:
Material:
Opening:
Bottom:

Installed Screens

From (ft bgl)	To (ft bgl)	Diameter (in)	Assembly Type	Slot Size

There are no records to show

Well Development

Developed by:

Development Total Duration:

Well Yield

Estimation Method:
Static Water Level Before Test:
Hydrofracturing Performed: No

Estimation Rate:
Drawdown:
Increase in Yield Due to Hydrofracturing:

Estimation Duration:

Well Decommission Information

Reason for Decommission:
Sealant Material:
Decommission Details:

Method of Decommission:
Backfill Material:

Comments

No comments submitted

Alternative Specs Submitted: No

Documents

- WTN 94045_Map.pdf

Appendix A-4 1st reading report as published for the meeting of 27 July 2026.

Disclaimer

The information provided should not be used as a basis for making financial or any other commitments. The Government of British Columbia accepts no liability for the accuracy, availability, suitability, reliability, usability, completeness or timeliness of the data or graphical depictions rendered from the data.

WTN 94045

SEP 28 1989

C

WATER WELL LOCATION DESCRIPTION FORM

NAME OF WELL OWNER : 360318 B.C. LTD.

ADDRESS : BOX 1126 GANGES VOS 1EO Phone No. 132-7635

DRILLING CONTRACTOR: TRI K DRILLING LTD. VICTORIA

DATE WELL DRILLING COMMENCED: JULY 31/89.

LEGAL DESCRIPTION OF PROPERTY WHERE THE WELL IS LOCATED
(fill in applicable items)

LAND DISTRICT: ~~37~~ 36

DISTRICT LOT (DL): 492

TOWNSHIP (TP): ———

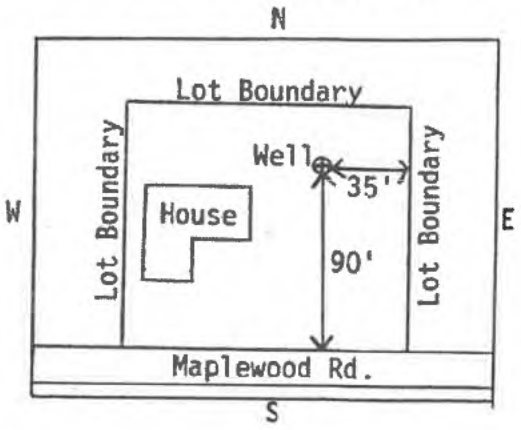
RANGE (R): ———

SECTION (SEC): ———

PLAN NO. : 7107

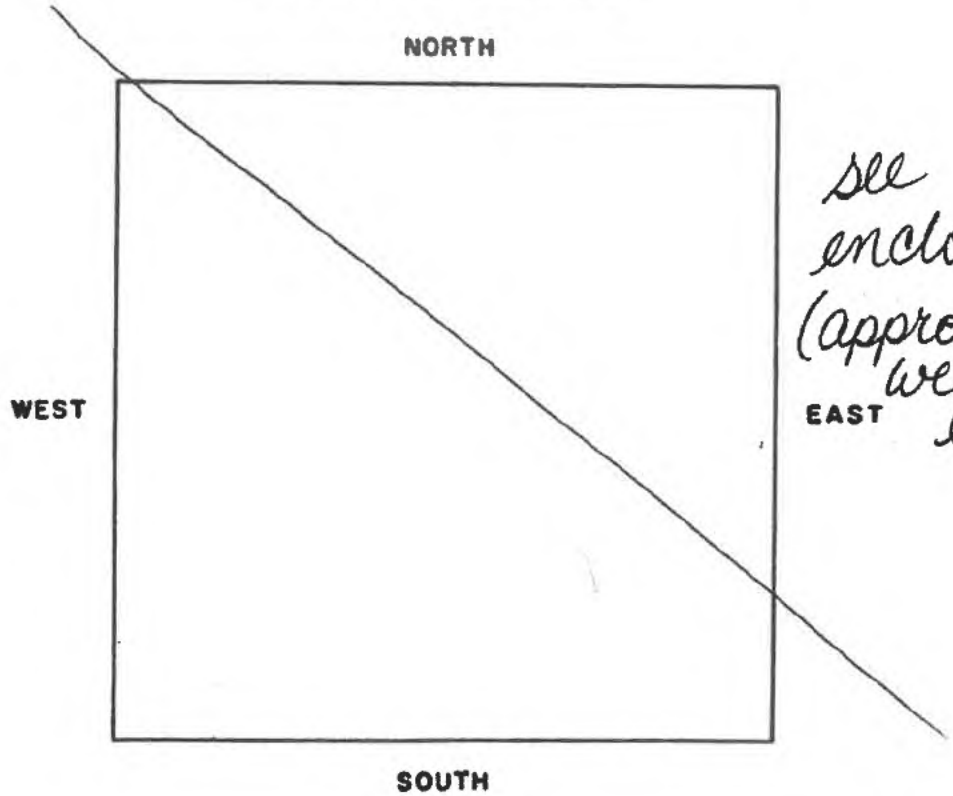
LOT NO. : ~~D~~ 1

WELL LOCATION SKETCH EXAMPLE



Lots 1-7 Bowen Island.
Sunset Park Estates.

WELL LOCATION SKETCH MAP



see enclosures. (approximate well locations)

LOT 2
2.249 ha
LOT 1
2.043 ha
470899 E
5460779 N
098G034311
15m RADIUS
TURN AROUND
6 Spaces
90°00'00"
60.559
90°00'00"
68.050
354°00'00"
27.111
354°00'00"
28.772
36.652
7.530
24.957
29.391
59.530
63.984
43.982
29.322
37.401
32.103
107.935
129.870
120.130
132.520
118.592
47.483
51.718
11.632
68°00'00"
57°07'00"
157°00'00"
115°00'00"
127°19'30"
40°16'20"
147°07'00"

APPENDIX C

Certificate of Analysis: April 20, 2021, Water Sample

Appendix A. First reading report as published for the meeting of 27 July 2026.

ALS Environmental

CERTIFICATE OF ANALYSIS

Work Order	: **VA21A6689**	Page	: 1 of 2
Client	: **Cash Clients Canada**	Laboratory	: Vancouver - Environmental
Contact	: Riley's Cider Christine Hardie	Account Manager	: Email: ALSEV.CC@alsglobal.com
Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9	Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9
Telephone	: [redacted]	Telephone	: 604-253-4188
Project	: ---	Date Samples Received	: 12-Apr-2021 06:15
PO	: ---	Date Analysis Commenced	: 12-Apr-2021
C-O-C number	: ---	Issue Date	: 19-Apr-2021 14:15
Sampler	: ---		
Site	: ---		
Quote number	: Vancouver Cash Clients		
No. of samples received	: 1		
No. of samples analysed	: 1		

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QC Interpretive report to assist with Quality Review and Sample Receipt Notification (SRN).

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is conducted in accordance with US FDA 21 CFR Part 11.

Signatories	*Position*	*Laboratory Department*
Lindsay Gung	Supervisor - Water Chemistry	Microbiology, Burnaby, British Columbia

Appendix A. First reading report as published for the meeting of 27 July 2026.

General Comments

The analytical methods used by ALS are developed using internationally recognized reference methods (where available), such as those published by US EPA, APHA Standard Methods, ASTM, ISO, Environment Canada, BC MOE, and Ontario MOE. Refer to the ALS Quality Control Interpretive report (QCI) for applicable references and methodology summaries. Reference methods may incorporate modifications to improve performance.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.

Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

Please refer to Quality Control Interpretive report (QCI) for information regarding Holding Time compliance.

Key : CAS Number: Chemical Abstracts Services number is a unique identifier assigned to discrete substances
LOR: Limit of Reporting (detection limit).

Unit	*Description*
MPN/100mL	most probable number per 100 mL

<: less than.

>: greater than.

Surrogate: An analyte that is similar in behavior to target analyte(s), but that does not occur naturally in environmental samples. For applicable tests, surrogates are added to samples prior to analysis as a check on recovery.

Test results reported relate only to the samples as received by the laboratory.

UNLESS OTHERWISE STATED on SRN or QCI Report, ALL SAMPLES WERE RECEIVED IN ACCEPTABLE CONDITION.

Analytical Results

Sub-Matrix: **Water**
(Matrix: **Water**)

Analyte	*CAS Number*	*Method*	*LOR*	*Unit*	*Client sample ID*	**Riley's Cidery**	----	----	----	----
					Client sampling date / time	12-Apr-2021	---	---	---	---
						VA21A6689-001	-------	-------	-------	-------
						Result	—	---	—	—
Bacteriological Tests										
coliforms, total	—	E010	1	MPN/100mL		<1	---	—	—	—
coliforms, Escherichia coli [E. coli]	—	E010	1	MPN/100mL		<1	---	—	—	—

Please refer to the General Comments section for an explanation of any qualifiers detected.

ALS Environmental

QUALITY CONTROL INTERPRETIVE REPORT

Work Order	: **VA21A6689**	Page	: 1 of 5
Client	: **Cash Clients Canada**	Laboratory	: Vancouver - Environmental
Contact	: Riley's Cider Christine Hardie	Account Manager	: Email: ALSEV.CC@alsglobal.com
Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9	Address	: 8081 Lougheed Highway Burnaby, British Columbia Canada V5A 1W9
Telephone	: [redacted]	Telephone	: 604-253-4188
Project	: ---	Date Samples Received	: 12-Apr-2021 06:15
PO	: ---	Issue Date	: 19-Apr-2021 14:15
C-O-C number	: ---		
Sampler	: ---		
Site	: ---		
Quote number	: Vancouver Cash Clients		
No. of samples received	: 1		
No. of samples analysed	: 1		

This report is automatically generated by the ALS LIMS (Laboratory Information Management System) through evaluation of Quality Control (QC) results and other QA parameters associated with this submission, and is intended to facilitate rapid data validation by auditors or reviewers. The report highlights any exceptions and outliers to ALS Data Quality Objectives, provides holding time details and exceptions, summarizes QC sample frequencies, and lists applicable methodology references and summaries.

Key

Anonymous: Refers to samples which are not part of this work order, but which formed part of the QC process lot.
CAS Number: Chemical Abstracts Services number is a unique identifier assigned to discrete substances.
DQO: Data Quality Objective.
LOR: Limit of Reporting (detection limit).
RPD: Relative Percent Difference.

Summary of Outliers

Outliers : Quality Control Samples

- No Method Blank value outliers occur.
- No Duplicate outliers occur.
- No Laboratory Control Sample (LCS) outliers occur
- No Matrix Spike outliers occur.
- No Test sample Surrogate recovery outliers exist.

Outliers: Reference Material (RM) Samples

- No Reference Material (RM) Sample outliers occur.

Outliers : Analysis Holding Time Compliance (Breaches)

- No Analysis Holding Time Outliers exist.

Outliers : Frequency of Quality Control Samples

- No Quality Control Sample Frequency Outliers occur.

RIGHT SOLUTIONS | RIGHT PARTNER

Analysis Holding Time Compliance

This report summarizes extraction / preparation and analysis times and compares each with ALS recommended holding times, which are selected to meet known provincial and /or federal requirements. In the absence of regulatory hold times, ALS establishes recommendations based on guidelines published by organizations such as CCME, US EPA, APHA Standard Methods, ASTM, or Environment Canada (where available). Dates and holding times reported below represent the first dates of extraction or analysis. If subsequent tests or dilutions exceeded holding times, qualifiers are added (refer to COA).

If samples are identified below as having been analyzed or extracted outside of recommended holding times, measurement uncertainties may be increased, and this should be taken into consideration when interpreting results.

Where actual sampling date is not provided on the chain of custody, the date of receipt with time at 15:00 is used for calculation purposes.

Where only the sample date without time is provided on the chain of custody, the sampling date at 15:00 is used for calculation purposes.

Matrix: **Water**

Evaluation: × = Holding time exceedance ; ✓ = Within Holding Time

Analyte Group / Container / Client Sample ID(s)	Method	Sampling Date	Extraction / Preparation				Analysis			
			Preparation Date	Holding Times Rec	Holding Times Actual	Eval	Analysis Date	Holding Times Rec	Holding Times Actual	Eval
Bacteriological Tests : Total Coliforms and E. coli (Enzyme Substrate)										
Sterile HDPE (Sodium thiosulphate)										
Riley's Cidery	E010	12-Apr-2021	—	—	—		12-Apr-2021	30 hrs	12 hrs	✓

Legend & Qualifier Definitions

Rec. HT: ALS recommended hold time (see units).

Appendix A. First reading report as published for the meeting of 27 July 2026.

Quality Control Parameter Frequency Compliance

The following report summarizes the frequency of laboratory QC samples analyzed within the analytical batches (QC lots) in which the submitted samples were processed. The actual frequency should be greater than or equal to the expected frequency.

Matrix: **Water**

Evaluation: × = QC frequency outside specification; ✓ = QC frequency within specification.

Quality Control Sample Type / Analytical Methods	Method	QC Lot #	Count		Frequency (%)		
			QC	Regular	Actual	Expected	Evaluation
Laboratory Duplicates (DUP)							
Total Coliforms and E. coli (Enzyme Substrate)	E010	177484	1	1	100.0	10.0	✓
Method Blanks (MB)							
Total Coliforms and E. coli (Enzyme Substrate)	E010	177484	1	1	100.0	5.0	✓

Appendix A. First reading report as published for the meeting of 27 July 2026.

Methodology References and Summaries

The analytical methods used by ALS are developed using internationally recognized reference methods (where available), such as those published by US EPA, APHA Standard Methods, ASTM, ISO, Environment Canada, BC MOE, and Ontario MOE. Reference methods may incorporate modifications to improve performance (indicated by "mod").

Analytical Methods	Method / Lab	Matrix	Method Reference	Method Descriptions
Total Coliforms and E. coli (Enzyme Substrate)	E010 Vancouver - Environmental	Water	APHA 9223 (mod)	The enzyme substrate test simultaneously detects Total Coliforms and E. coli in a 100 mL sample after incubation at 35.0 ±0.5°C for either 18 or 24 hours (dependent on reagent used).

Appendix A. First reading report as published for the meeting of 27 July 2026.

Appendix A. First reading report as published for the meeting of 27 July 2026.

ALS Environmental

QUALITY CONTROL REPORT

Work Order	: VA21A6689	Page	: 1 of 3
Client	: Cash Clients Canada	Laboratory	: Vancouver - Environmental
Contact	: Riley's Cider Christine Hardie	Account Manager	: Email: ALSEV.CC@alsglobal.com
Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9	Address	: 8081 Lougheed Highway Burnaby, British Columbia Canada V5A 1W9
Telephone	: [redacted]	Telephone	: 604-253-4188
Project	: ---	Date Samples Received	: 12-Apr-2021 06:15
PO	: ---	Date Analysis Commenced	: 12-Apr-2021
C-O-C number	: ---	Issue Date	: 19-Apr-2021 14:15
Sampler	: ---		
Site	: ---		
Quote number	: Vancouver Cash Clients		
No. of samples received	: 1		
No. of samples analysed	: 1		

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Quality Control Report contains the following information:

- Laboratory Duplicate (DUP) Report; Relative Percentage Difference (RPD) and Acceptance Limits
- Matrix Spike (MS) Report; Recovery and Acceptance Limits
- Reference Material (RM) Report; Recovery and Acceptance Limits
- Method Blank (MB) Report; Recovery and Acceptance Limits
- Laboratory Control Sample (LCS) Report; Recovery and Acceptance Limits

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is conducted in accordance with US FDA 21 CFR Part 11.

Signatories	*Position*	*Laboratory Department*
Lindsay Gung	Supervisor - Water Chemistry	Microbiology, Burnaby, British Columbia

Appendix A. First reading report as published for the meeting of 27 July 2026.

General Comments

The ALS Quality Control (QC) report is optionally provided to ALS clients upon request. ALS test methods include comprehensive QC checks with every analysis to ensure our high standards of quality are met. Each QC result has a known or expected target value, which is compared against predetermined Data Quality Objectives (DQOs) to provide confidence in the accuracy of associated test results. This report contains detailed results for all QC results applicable to this sample submission. Please refer to the ALS Quality Control Interpretation report (QCI) for applicable method references and methodology summaries.

Key :

Anonymous = Refers to samples which are not part of this work order, but which formed part of the QC process lot.
CAS Number = Chemical Abstracts Services number is a unique identifier assigned to discrete substances.
DQO = Data Quality Objective.
LOR = Limit of Reporting (detection limit).
RPD = Relative Percentage Difference
# = Indicates a QC result that did not meet the ALS DQO.

Laboratory Duplicate (DUP) Report

A Laboratory Duplicate (DUP) is a randomly selected intralaboratory replicate sample. Laboratory Duplicates provide information regarding method precision and sample heterogeneity. ALS DQOs for Laboratory Duplicates are expressed as test-specific limits for Relative Percent Difference (RPD), or as an absolute difference limit of 2 times the LOR for low concentration duplicates within ~ 4-10 times the LOR (cut-off is test specific).

Sub-Matrix: **Water**

					Laboratory Duplicate (DUP) Report						
Laboratory sample ID	Client sample ID	Analyte	CAS Number	Method	LOR	Unit	Original Result	Duplicate Result	RPD(%) or Difference	Duplicate Limits	Qualifier
Bacteriological Tests (QC Lot: 177484)											
VA21A6689-001	Riley's Cidery	coliforms, Escherichia coli [E. coli]	—	E010	1	MPN/100mL	<1	<1	0	Diff <2x LOR	—
		coliforms, total	—	E010	1	MPN/100mL	<1	<1	0	Diff <2x LOR	—

Method Blank (MB) Report

A Method Blank is an analyte-free matrix that undergoes sample processing identical to that carried out for test samples. Method Blank results are used to monitor and control for potential contamination from the laboratory environment and reagents. For most tests, the DQO for Method Blanks is for the result to be < LOR.

Sub-Matrix: **Water**

Analyte	CAS Number	Method	LOR	Unit	Result	Qualifier
Bacteriological Tests (QCLot: 177484)						
coliforms, Escherichia coli [E. coli]	—	E010	1	MPN/100mL	<1	—
coliforms, total	—	E010	1	MPN/100mL	<1	—

Appendix A. First reading report as published for the meeting of 27 July 2026.

ALS Environmental

Chain of Custody / Analytical Request Form

Canada Toll Free: 1 800 668 9878

www.alsglobal.com

Page ____ of ____

Report To	Report Format / Distribution
Company: Riley's Cidery	Standard: Other (specify):
Contact: Christyne Harding	Select: PDF Excel Digital Fax
Address:	Email 1:
Phone: (604) [redacted] Fax:	Email 2:
Invoice To: Same as Report ? (circle) Yes or No (if No, provide details)	Client / Project Information
Copy of Invoice with Report? (circle) Yes or No	Job #:
Company:	PO / AFE:
Contact:	LSD:
Address:	
Phone: Fax:	Quote #:
If Yes, Quote # (lab use only)	ALS Contact: Sampler:

Service Request: (Rush subject to availability - Contact ALS to confirm TAT)

- Regular (Standard Turnaround Times - Business Days)
- Priority (2-4 Business Days) - 50% surcharge - Contact ALS to confirm TAT
- Emergency (1-2 Business Days) - 100% Surcharge - Contact ALS to confirm TAT
- Same Day or Weekend Emergency - Contact ALS to confirm TAT

Analysis Request

(Indicate Filtered or Preserved, F/P)

VA21A2278 for Reference

Sample Identification (This description will appear on the report)	Date (dd-mmm-yy)	Time (hh:mm)	Sample Type	Number of Containers
Riley's Cidery			water	

Environmental Division
Vancouver
Work Order Reference
VA21A6689

Telephone : +1 604 253 4188

Special Instructions / Regulation with water or land use (CCME-Freshwater Aquatic ELA/BC CSR-Commercial/AB Tier 1-Natural/ETC) / Hazardous Details

SAMPLES RECEIVED WITHOUT CHAIN OF CUSTODY (CofC)

Failure to complete all portions of this form may delay analysis. Please fill in this form LEGIBLY.

By the use of this form the user acknowledges and agrees with the Terms and Conditions as specified on the back page of the white - report copy.

SHIPMENT RELEASE (client use)			SHIPMENT RECEPTION (lab use only)				SHIPMENT VERIFICATION (lab use only)			
Released by:	Date:	Time:	Received by:	Date:	Time:	Temperature:	Verified by:	Date:	Time:	Observations: Yes / No ? If Yes add SIF
						2.4 °C	DB CJW	April 12, 2021	6:15 am	

no ice

REFER TO BACK PAGE FOR ALS LOCATIONS AND SAMPLING INFORMATION

WHITE - LABORATORY COPY YELLOW - CLIENT COPY

GENF 16.01 Front

552

APPENDIX D

Aquifer #749 Information

BRITISH COLUMBIA Groundwater Wells and Aquifers

Aquifer Search / Aquifer Summary

Aquifer 749 Summary

Aquifer number	749	**Year of mapping**	2006
Aquifer name		**Litho stratigraphic unit**	Lower Jurassic to Middle Jurassic Bowen Island Group
Descriptive location	Bowen Island - SW	**Vulnerability**	Moderate
Material type	Bedrock	**Subtype**	Fractured crystalline bedrock
Quality concerns	Isolated	**Productivity**	Moderate
Size (km²)	4.1	**Calculated well density**	High

Well Information

Number of wells correlated to the aquifer	12
Number of uncorrelated wells within mapped aquifer extent	68
Artesian wells	0 artesian wells in aquifer

Well info last updated 2/2/2021

Documentation

Factsheets

Appendix A-4 first reading report as published for the meeting of 27 July 2026.

- AQ_00749_Aquifer_Factsheet.pdf

Other Documents

- AQ_00749_Aquifer_Mapping_Report.pdf

Licensing Information

The licensing summaries should be considered estimates. Due to complexities in the structure of the licensing data, reported values should be confirmed through the e-licensing portal (https://j200.gov.bc.ca/pub/ams/Default.aspx?PossePresentation=AMSPublic&PosseObjectDef=o_ATIS_DocumentSearch&PosseMenuName=WS_Main).

Number of groundwater licences	0
Water withdrawal volume (annual)	No information available.

Licensing information is obtained from the Water Rights Licence - Public data layer (https://catalogue.data.gov.bc.ca/dataset/water-rights-licences-public).

Unique licenses are counted once for each aquifer that they are associated with.

The total licensed volume is counted once for each licence (the total volume may be shared between wells if there are multiple wells in a licence). In cases where specific volumes are licensed for multiple purposes, individual volumes are summed.

Knowledge Indicators

Advanced mapping	No information available.
Artesian advisory	No information available.
Observation wells	No information available.
Numerical model	No information available.
Pumping stress index	o Stress Index Report (https://services1.arcgis.com/ubm4tcTYICKBpist/arcgis/rest/services/Aquifer_180613_NA/FeatureServer/0/235/attachments/235)
Water budget	No information available.
Water quality information	4 wells with an EMS ID
Hydraulically connected (screening level)	Less likely
Groundwater Surface Water Interactions	No information available.
Other Information	No information available.

Appendix A-4 First reading report as published for the meeting of 27 July 2026.

Aquifer #749

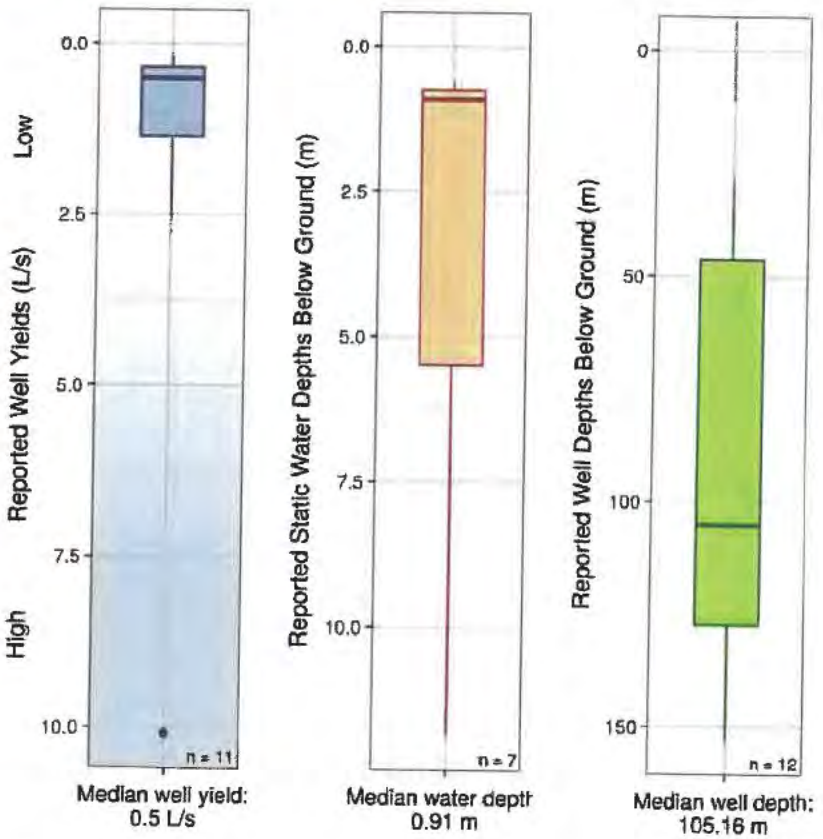
Legend
- Registered Water Well - Artesian
- Registered Water Well
- Aquifer Boundary

0 0.4 0.8 km N

Aquifer Description (Mapping Report - 2006): Fractured crystalline (igneous intrusive or metamorphic, meta-sedimentary, meta-volcanic, volcanic) rock aquifer (subtype = 6b).

Aquifer Details	
Region	South Coast
Water District	Vancouver
Aquifer Area	4.1 km^2
No. Wells Correlated to Aquifer	12
Vulnerability to Contamination	Moderate
Productivity	Moderate
Aquifer Classification	IB
Hydraulic Connectivity[1]	Not Likely
Aquifer Stress Index	Method not applicable - confined aquifer
No. Water Licences Issued to Wells	Unknown
Observation Wells (**Active**, Inactive)	None

[1] Based on broad regional assessment



Disclaimer: Use of information from Aquifer factsheets (accessed by BC government website) is subject to limitation of liability provisions (further described on that website). That information is provided by the BC government as a public service on an "as is" basis, without warranty of any kind, whether express or implied, and its use is at your own risk. Under no circumstances will the BC government, or its staff, agents and contractors, be responsible or liable to any person or business entity, for any direct, indirect, special, incidental, consequential or any other loss or damages to any person or business entity based on this factsheet or any use of information from it.

Detailed methods for all figures are described in the companion document (Aquifer Factsheet - Companion Document.pdf).

Factsheet generated: 2020-08-06. Aquifers online: https://apps.nrs.gov.bc.ca/gwells/aquifers.

Report Submitted for the meeting of 27 July 2020

AQUIFER CLASSIFICATION WORK SHEET

DATE: January 1, 2006

AQUIFER MAPPER: A.P. Kohut

AQUIFER LOCATION: Tunstall – Bowen Bay, Southwest side of Bowen Island.

AQUIFER NUMBER: 749

NTS MAP SHEETS: 92G/6

BCGS TRIM Maps (1:20,000): 092G.033

CLASSIFICATION: IB **RANKING: 12**

Aquifer Size:
Area of aquifer is approximately 4.1 km^2.

Aquifer Boundaries:
The aquifer boundary has been delineated using water well record information (area of development), topography, surface drainage features and major geologic structural (fault/lineament) features. The aquifer forms part of the larger fractured crystalline bedrock aquifer system that underlies Bowen Island.

Geologic Formation (overlying): Pleistocene and Holocene deposits including clay, till, boulders, silt, sand and gravel, see Ministry of Environment (1978).

Geologic Formation (aquifer): Fractured crystalline bedrock including Lower Jurassic to Middle Jurassic *Bowen Island Group* around Tunstall Bay comprised of argillite, greywacke and conglomerate turbidites, and Late Jurassic quartz diorite around Bowen Bay. See Roddick and Woodsworth (1979) and British Columbia Geological Survey (2005).

Confined/Partially Confined/Unconfined: Confined and partially confined.

Vulnerability:
Moderate. The geometric mean (geomean) depth to static water level is 0.4 metres (1.3 feet). The geometric mean thickness of the confining layer is 6.81 metres (22.3 feet). The range of thickness of the confining layer is from 0.61 to 34.75 metres (2.0 to 114.0 feet).

Productivity:
Highly variable from low to high and **moderate overall** for fractured bedrock. Well yields reported in the well records range up to 2.52+ L/s (40+ USgpm). The geometric mean of 12 reported well yields is 0.43 L/s (6.8 USgpm) and the median well yield is 0.41 L/s (6.5 USgpm).

Depth to Water Table:

The geometric mean static water level is 0.4 metres (1.3 feet) and the median static water level is 0.7 metres (2.3 feet) based on 8 well records. Flowing conditions are reported in three wells near the coast.

Direction of Groundwater Flow:
Groundwater likely moves from eastern upland areas towards the west discharging into Tunstall Bay and Bowen Bay.

Recharge:
Precipitation and infiltration from eastern upland surface sources.

Domestic Well Density:
Moderate. Approximately 4 wells/km^2. Wells are concentrated along the coastal part of the aquifer area.

Type of Water Use:
Domestic for individual properties and community water supplies.

Reliance on Source:
Important source for individual properties and community supplies including Bowen Bay Water System and Tunstall Bay Water System.

Conflicts Between Users:
Unknown.

Quantity Concerns (type, source, level of concern):
Downward trend reported in water levels in some wells, (Bowen Island Municipality, 2005a). This may need further investigation.

Quality Concerns (type, source, level of concern):
Elevated TDS, Iron and Chlorides in some wells along southern boundary of aquifer. Two flowing wells reported with high pH (9.4). Source water quality protection is of interest for community water systems (Bowen Island Municipality, 2005a and 2005b).

Comments:
The geometric mean depth of water wells in this aquifer is 82.98 metres (272.3 feet). The median depth of wells is 105.15 metres (345.0 feet) and the range of well depths is from 28.95 to 153.0 metres (95.0 to 502.0 feet).

The statistics quoted for this aquifer are based on 8 to 14 water well records.

References:

Berardinucci, J. and K. Ronneseth. 2002. *Guide to Using the BC Aquifer Classification Maps for the Protection and Management of Groundwater.* Water, Air and Climate Change Branch. BC Ministry of Water, Land and Air Protection. Victoria, B.C. 54 pp.

British Columbia Geological Survey. 2005. *Geology Map* at Map Place.ca

http://webmap.em.bc.ca/mapplace/minpot/bcgs.cfm

Bowen Island Municipality. 2005a. Tunstall Bay Water System, Drinking Water Quality, Annual Report - Final, Calendar Year 2004.

Bowen Island Municipality. 2005b. Bowen Bay Water System, Drinking Water Quality, Annual Report - Final, Calendar Year 2004.

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AQUIFER CLASSIFICATION AND RANKING

AQUIFER LOCATION: Tunstall – Bowen Bay, Southwest side of Bowen Island.

AQUIFER NUMBER: 749

CLASSIFICATION: IB **RANKING VALUE:** 12

Classification Component:

Level of development: **Heavy** - ***High*** level of demand in relationship to ***moderate*** level of aquifer productivity and water availability. Additional development of the aquifer should be carefully assessed.

Level of Vulnerability: **Moderate:** ***Moderate*** level of vulnerability to surface contamination.

Ranking Component:

	Ranking Value
Productivity:	2
Vulnerability:	2
Size:	1
Demand*:	3
Type of Use:	2
Quality Concerns:	1
Quantity Concerns:	1
Total:	**12**

- Demand has been assessed subjectively. Demand is based on domestic well density, number and type of wells, and general knowledge of well use and land use in the area. Demand assumes that the reported well capacity is the amount of water used, which can be misleading. The reported well capacity can be higher than actual use.

Number of water wells available for aquifer delineation = 14
Statistical Summary of Well Record Data for Aquifer # 749

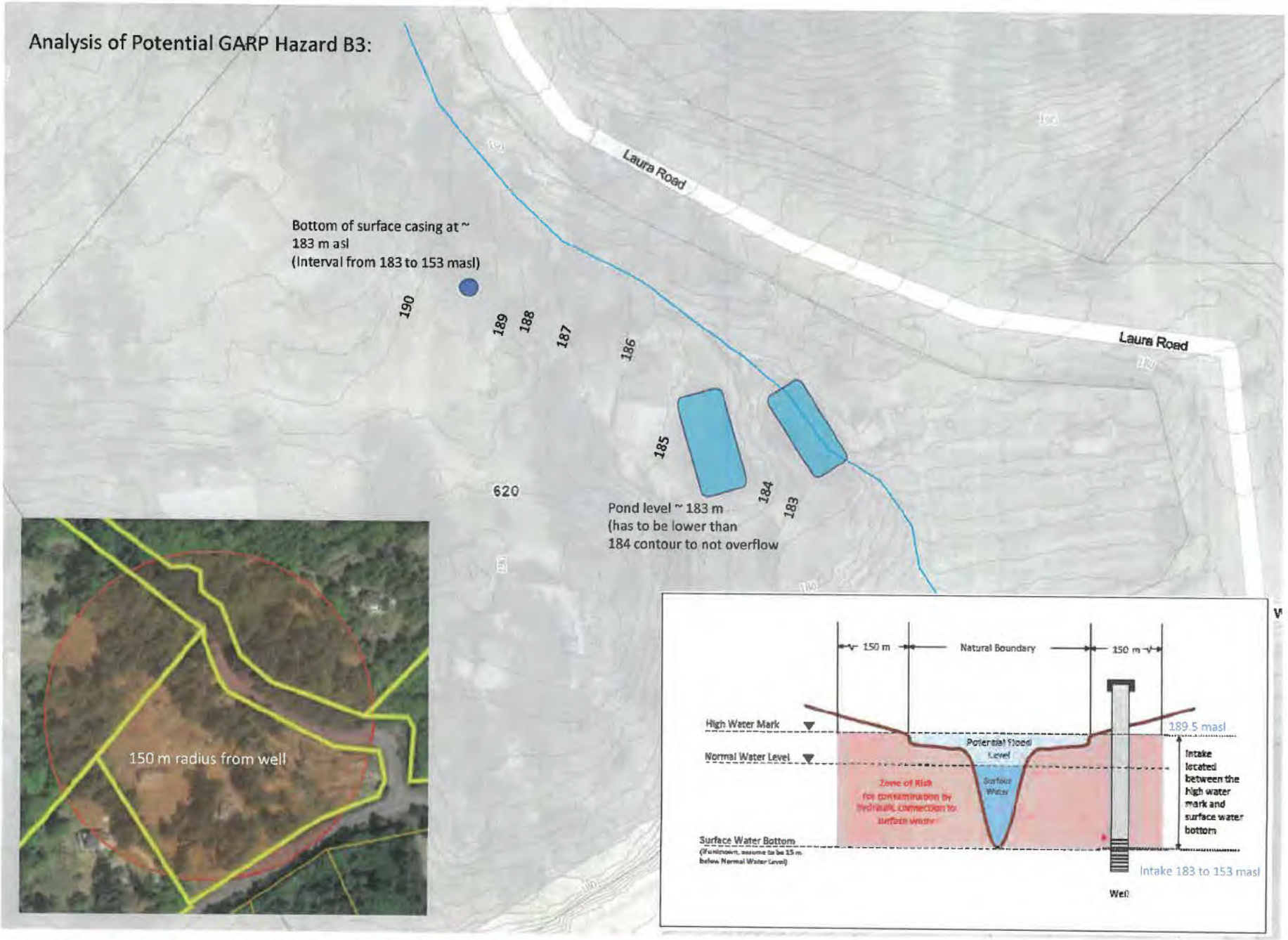
	Well Depth		Depth to Water		Depth to Bedrock		Reported Well Yield *		Estimated Thickness of Confining Materials **	
Number of Wells	14	14	8	8	14	14	12	12	14	14
	m	ft	m	ft	m	ft	L/s	gpm	m	ft
Maximum	153.00	502.0	11.89	39.0	34.75	114.0	2.52	40.0	34.75	114.0
Minimum	28.95	95.0	0.03	0.1	0.61	2.0	0.01	0.2	0.61	2.0
Average	95.40	313.0	2.3	7.5	10.73	35.2	0.69	11.0	10.73	35.2
Median	105.15	345.0	0.7	2.3	6.40	21.0	0.41	6.5	6.40	21.0
Geometric Mean	82.98	272.3	0.4	1.3	6.81	22.3	0.43	6.8	6.81	22.3

* - USgpm

** Does not include surficial wells where bedrock was not encountered.

APPENDIX E

Analysis of Well Intake vs. Surface Water Elevations



Appendix E – Analysis of Well Intake vs. Surface Water Elevations

APPENDIX F

Statement of Limitations

Statement of Limitations

Use of this Report. This report was prepared by McElhanney Ltd. ("**McElhanney**") for the particular site, design objective, development and purpose (the "**Project**") described in this report and for the exclusive use of the client identified in this report (the "**Client**"). The data, interpretations and recommendations pertain to the Project and are not applicable to any other project or site location and this report may not be reproduced, used or relied upon, in whole or in part, by a party other than the Client, without the prior written consent of McElhanney. The Client may provide copies of this report to its affiliates, contractors, subcontractors and regulatory authorities for use in relation to and in connection with the Project provided that any reliance, unauthorized use, and/or decisions made based on the information contained within this report are at the sole risk of such parties. McElhanney will not be responsible for the use of this report on projects other than the Project, where this report or the contents hereof have been modified without McElhanney's consent, to the extent that the content is in the nature of an opinion, and if the report is preliminary or draft. This is a technical report and is not a legal representation or interpretation of laws, rules, regulations, or policies of governmental agencies.

Standard of Care and Disclaimer of Warranties. This report was prepared with the degree of care, skill, and diligence as would reasonably be expected from a qualified member of the same profession, providing a similar report for similar projects, and under similar circumstances, and in accordance with generally accepted engineering and scientific judgments, principles and practices. McElhanney expressly disclaims any and all warranties in connection with this report.

Information from Client and Third Parties. McElhanney has relied in good faith on information provided by the Client and third parties noted in this report and has assumed such information to be accurate, complete, reliable, non-fringing, and fit for the intended purpose without independent verification. McElhanney accepts no responsibility for any deficiency, misstatements or inaccuracy contained in this report as a result of omissions or errors in information provided by third parties or for omissions, misstatements or fraudulent acts of persons interviewed.

Effect of Changes. All evaluations and conclusions stated in this report are based on facts, observations, site-specific details, legislation and regulations as they existed at the time of the assessment and report preparation. Some conditions are subject to change over time and the Client recognizes that the passage of time, natural occurrences, and direct or indirect human intervention at or near the site may substantially alter such evaluations and conclusions. Construction activities can significantly alter soil, rock and other geologic conditions on the site. McElhanney should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented herein upon any of the following events: a) any changes (or possible changes) as to the site, purpose, or development plans upon which this report was based, b) any changes to applicable laws subsequent to the issuance of the report, c) new information is discovered in the future during site excavations, construction, building demolition or other activities, or d) additional subsurface assessments or testing conducted by others.

Independent Judgments. McElhanney will not be responsible for the independent conclusions, interpretations, interpolations and/or decisions of the Client, or others, who may come into possession of this report, or any part thereof. This restriction of liability includes decisions made to purchase, finance or sell land or with respect to public offerings for the sale of securities.

Contact
Michael Florendo, MS, PEng, Project Manager
604-838-0953
mflorendo@mcelhanney.com

McElhanney

BEST MANAGED COMPANIES CANADA

Vancouver CoastalHealth

RECORD OF SEWERAGE SYSTEM

Filing # (OFFICE USE ONLY)

1. Property Information

☒ New Construction ☐ Alteration ☐ Repair ☐ Amendment – Original Filing #

Tax Assessment Roll #: **00028.100**

PID #: **015-026-701**

Legal Description (Plan, Lot, District Lot, Block Numbers): **Lot 1, Block D, Plan VAP22501, District Lot 492.**

Street (Civic) Address or General Location: **620 Laura Road**

City: **Bowen Island**

2. Owner Information

Name of Legal Owner: **Rob Purdy**

Mailing Address: **620 Laura Road**

Phone: [redacted]

City: **Bowen Island**

Prov: **BC**

Postal Code: **V0N 1G2**

3. Authorized Person Information

Name of Authorized Person: **Michael Florendo, P.Eng.**

Mailing Address: **Suite 200, 858 Beatty Street**

Phone: **1-604-838-0953**

City: **Vancouver**

Prov: **BC**

Postal Code: **V6B 1C1**

Registration #: **EGBC P.Eng. 30052**

Email: **mflorendo@mcelhanney.com**

4. Structure Information

Sewerage System Will Serve:

☐ Single Family Dwelling ☒ Other Structure *(specify)* Cidery ☐ Other Dwelling *(specify)*

The sewerage system is designed for an estimated minimum daily domestic sewage flow of *(check one)*

☒ Less than or equal to 9,100 litres ☐ More than 9,100 litres but less than 22,700 litres

5. Site Information

Depth of native soil to seasonal high water table or restrictive layer *(cm)*: **100**

Information respecting the type, depth and porosity of the soil is attached ☒ Yes ☐ No

GPS Location of System *(decimal degrees)* Latitude **49.362248°** Longitude **-123.401498°**

Horizontal Accuracy *(m)* **89.7** ☐ Recreational GPS ☒ Differential GPS

6. Drinking Water Protection

Will the sewerage system be located less than 30 m from a well? ☐ Yes ☒ No

If yes, attach a professional's report and specify the intended distance *(m)*

Distance of proposed sewerage system to the closest body of surface water **50** *(m)*

7. System Information

Sewerage treatment method ☐ Type 1 ☐ Type 2 ☐ Type 3

8. Legal or Regulatory Considerations

☒ Construction of the proposed sewerage system will not conflict with legal instruments registered on the property.

Is this filing submitted as the result of an order from the Health Authority? ☐ Yes *(attach a copy of the order)* ☒ No

9. Plot Plan and Specifications

Plot Plan (to scale) and specifications are attached ☒ Yes ☐ No

☒ The plans and specifications are consistent with Standard Practice

Source of Standard Practice: ☐ Ministry of Health Standard Practice Manual ☒ Other

10. Authorized Person's Signature

Signature *(email submission does not require a signature)*: [redacted]

Date (dd / mm / yyyy): 25 Jun. 2021

25 June 2021

OFFICE USE ONLY

Filing Accepted Date

Receipt Number

Vancouver CoastalHealth

SEWERAGE SYSTEM LETTER OF CERTIFICATION

Filing #	Folio or PID # 015-026-701	Date (dd/mm/yyyy) 25/06/2021
Civic Address 620 Laura Road, Bowen Island, B.C. V0N 1G2		
Legal Description Lot 1, Block D, Plan VAP22501, District Lot 492, Group 1, New WestMinster Land District		
The construction of the proposed sewerage system on the above property was completed on:		Date (dd/mm/yyyy) 23/06/2021

This system was installed:

☒ By or under the supervision* of a professional	Name **Michael Florendo, P.Eng.**	Registration # **EGBC 30052**
☐ By a Registered Onsite Wastewater Practitioner Installer	Name	Registration #
☐ By the property owner under the supervision* of	Name	Registration #

I am an "Authorized Person" as defined in the Sewerage System Regulation "BC Reg. 326/2004."
The signature and seal of the undersigned on this document certifies that:

1. The Owner has been provided with:
   - ☒ A copy of the sewerage system plans and specifications as filed with the Health Authority;
   - ☒ A maintenance plan for the sewerage system that is consistent with standard practice;
   - ☒ A copy of this Letter of Certification as filed with the Health Authority;
2. The sewerage system has been constructed in accordance with standard practice as indicated in the Sewerage System Filing Form filed on **25/06/2021** *(dd/mm/yyyy)*;
3. The sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority;
4. The estimated daily domestic sewage flow through the sewerage system will be less than 22,700 liters;
5. If operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

* Where the authorized person is a professional, "supervision" means conducting field reviews of the construction of the above system that the professional in his or her professional discretion considers necessary to ascertain whether the construction substantially complies with the plans and specifications filed with the Health Authority.

Appended to this document is a plan of the sewerage system as it was built and a copy of the maintenance plan.

Name *(please print)* **Michael Florendo, P.Eng.**	**Health Authority Use Only**
Signature	
Authorized Person's Seal PROFESSIONAL ENGINEER PROVINCE OF BRITISH COLUMBIA M. J. C. FLORENDO # 30052	

To: Mayor Leonard and Council

From: Daniel Martin

Date: July 15, 2026 Meeting Date: July 27, 2026

Revised July 24, 2026 to include recommendation made by the Advisory Planning Commission at its July 23, 2026 meeting.

Subject: **620 Laura Road**
LOT 1 BLOCK D DISTRICT LOT 492 PLAN 2250
File: RZ-2026-0014

RECOMMENDATION

That Bylaw No. 726, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026" be read a first time;

That Council refer Bylaw No. 726, 2026, and the attached Islands Trust Policy Statement checklist to the Islands Trust; and

That Council direct staff to return with the results of that referral.

PURPOSE

To present to Council a bylaw to amend the Land Use Bylaw at 620 Laura Road permitting *cidery use* for consideration of First Reading.

BACKGROUND

Bowen Island Municipality staff most recently presented application RZ-2026-0014, at 620 Laura Road, at the May 25, 2026 Regular Council Meeting. That application sought to permit *cidery* as a zone variation at 620 Laura Road. At that meeting Council adopted the following motion:

> *That Council refer the revised RZ-2026-0014 (620 Laura Road) to the Advisory Planning Commission and the Parks, Environment, Climate Action Advisory Committee for a recommendation; and*
>
> *That Council directs staff to prepare bylaws to amend the Land Use Bylaw to allow the development proposal in OCP/RZ-2026-0014.*

Underlying details of the subject property and existing TUP can be found in the previous staff report on this application.

RESULTS OF REFERRALS

Parks, Environment, and Climate Action Advisory Committee (PECAAC)
The PECAAC met to discuss this referral at their July 7th meeting, and adopted the following recommendation:

That the Parks, Environment and Climate Action Advisory Committee recommend the following regarding RZ-2026-0014 (620 Laura Road) before formal consideration by the committee:

- *That the proponent must meet BIM's Conservation Development Policy by*
    - *Protecting 50% or greater of the property for conservation purposes*
    - *Using conservation covenants*
    - *Including the heritage orchard, its associated biodiversity, and Murray Creek and its associated riparian area in covenanted areas*
    - *Indicating where covenanted areas on a map to be provided to Council and committees*
- *That an assessment from a professional hydrogeologist be completed to investigate potential impacts on the ground watershed, including cumulative impacts and consideration of climate change.*
- *That the proponent engages a Registered Onsite Wastewater Practitioner or a suitably qualified professional to provide a Letter of Assurance that confirms that the intended use of the property will not have a negative impact on the onsite wastewater system.*
- *That clarification be provided on the quantity and composition of any solid and liquid waste that may be disposed of on the property, now or in the future, and any known impacts of such disposal.*
- *That Council consider a restriction or a limit on cidery output if deleterious effects are anticipated with a significant increase in cidery production.*

CARRIED UNANIMOUSLY

Advisory Planning Commission (APC)
The APC met to discuss this application at their July 23, 2026 meeting. At the meeting the APC adopted the following recommendation:

That the Advisory Planning Commission recommend the following regarding RZ-2026-0014 at 620 Laura Road:

- *That an environmental waste management assessment be required to evaluate production wastewater, cleaning effluent, and organic byproducts from cidery operations, ensuring waste impacts are fully assessed beyond the septic review.*
- *That consideration of the rezoning be deferred pending completion of the Grafton Lake Watershed Management Plan to ensure watershed impacts are fully assessed.*
- *That Council should give consideration to whether there is a method, either through a covenant or the application of the Conservation Development Policy, to preserve the diversity of the existing heritage orchard.*
- *That Council should still consider having a public hearing for this application.*

CARRIED. COMMISSIONER DOHMEIER IN OPPOSITION

OFFICIAL COMMUNITY PLAN

620 Laura Road is designated as "R1 – Rural 1." This designation identifies: Properties designated as Rural 1 include large lots that provide rural resource values, such as agriculture and forestry, and properties that have been maintained for purposes of a rural lifestyle.

A number of objectives speak to support for agricultural activity.

Objective 80
To encourage commercial and domestic agriculture in suitable locations, and to encourage local food production.

Objective 82.
To preserve lands that are used or are suitable for agricultural activity

Objective 83
To encourage commercial and domestic agriculture in suitable locations, and to encourage local food production.

Objective 86 To promote sustainable active farming on lands with agricultural potential and to protect the resources necessary for such agricultural activity for:

- *purposes of domestic food production;*
- *preservation of open space and a rural atmosphere; and*
- *to contribute to a sense of community on Bowen.*

Objective 88
To provide for the supporting infrastructure necessary to maintain and strengthen the agricultural economy.

Objective 89
To encourage land uses that are compatible with farming to be established in conjunction with agricultural activity.

As outlined above, this application, for *cidery* use is consistent with Bowen's 2011 Official Community Plan. In particular, the application provides a clear case study of how to meet Objectives 88 and 89.

STAFF DISCUSSION

Water

Riley's Cidery has provided a Hydrogeologist Report, completed in 2021 as part of the application for a permit from Vancouver Coastal Health. That report considered whether the quality of water intended for use at the Cidery is influenced by surface water and is 'Groundwater at Risk of Pathogens' (GARP). The report provides details on the water supply for the property, coming from a surface water license (for irrigation of the orchard) and an existing well (for wash water in its commercial operations). Water is not used in the production of cider itself.

The report concludes that the risk of pathogens is low, but not absent. The report recommends periodic testing for pathogens at the discretion of VCH. The report also recommends periodic inspections of the cistern and water conveyance system.

Septic

At the May 25th meeting, staff provided Council with a recommendation from Vancouver Coastal Health on this application, which said:

> *In reviewing this application, Vancouver Coastal Health recommends that the Bowen Island Municipality require that the proponent engages a Registered Onsite Wastewater Practitioner or a Professional to provide a Letter of Assurance that confirms that the intended use of the property will not have a negative impact on the onsite wastewater system and that the system can handle the proposed new use*.
>
> After the application was amended, staff re-referred the reduced application (for cidery use only) to Vancouver Coastal Health, who replied:
>
> *A ROWP letter of assurance was recommended for the guest house to confirm the potential additional flow into the septic system would not cause a negative impact. If there is no change in actual usage, no I don't think a letter of assurance from a ROWP is required.*

The applicant has provided (and staff have attached to this report) records of the sewage filing associated with the Cidery opening in 2021.

Conservation Covenant

As discussed with PECAAC and in earlier Council reports, staff have recommended a protective covenant be placed on Riparian areas of Murray Creek and on agricultural land, particularly the heritage apple orchard. The Murray Creek covenant would protect the riparian area from development, while the agricultural covenant would protect that land as either environmental protection or for agricultural uses. Approximate areas of the covenant are shown below:

The applicant has questioned the applicability of the Conservation Development Policy, given its stated objective "to ensure all rezoning applications which increase density outside of the Snug Cove Village incorporate Conservation Development principles and achieve a goal of "Nature Needs Half." Staff believe that the use of the Conservation Development Policy is appropriate in this case, for an application that is seeking additional uses on its property. Council may wish to indicate to staff whether they would expect covenants in place to protect riparian areas and/or agricultural areas as part of this rezoning application.

Cidery Definition

Bylaw No. 726, 2026 has been drafted to contain the same *cidery* definition as found in the TUP issued for the property. This definition reads:

> "***CIDERY***" means the *use* of *buildings* and *structures* for the production of cider, at a cidery facility licensed by the Liquor and Cannabis Regulation Branch, where at least 25% of the cider production comes from fruit grown on the same *lot*, or from

another *lot* which is part of the same business. Imported British Columbia fruit used in the *cidery* shall be limited to no more than 75% of cider production. A cidery may include *cidery* tours, cider tasting, cider sales, a picnic area, *lounge endorsement*, and the sale of *cidery* promotional products.

The applicant, in a letter dated July 21, 2026, proposes an alternate definition that would match the Liquor Distribution Brach (LDB) land-based winery requirements, which are:

- 100% of the product must be made from fruit grown or produced in British Columbia;
- at least 25% of the fruit used in production must come from acreage owned or leased by the licensee; and
- at least two acres of fruit orchard must be maintained at the licensed establishment.

The key differences seem to be:

1. There would no longer be a volume threshold of fruit coming from 620 Laura Road; and
2. There would be a requirement to maintain 2 acres of orchard to continue cidery production.

The applicant notes that this definition, aligning with the LDB criteria, removes a hurdle for Riley's Cidery to meet different standards to continue to operate. This alternate definition may also remove one misaligned incentive in the current definition. Namely that the heritage orchard on the property was planted and maintained for a wide variety of apples, rather than to maximize apple production. Under the current defection, to increase production the cidery would be incentivized to modernize the heritage orchard to prioritize increased apple production rather than maintaining the diversity of apple species. However, this definition would also mean that cidery production would no longer be tied as closely to the actual production on the site.

ISLANDS TRUST POLICY CHECKLIST

Staff have prepared the Islands Trust Policy Checklist to form part of the bylaw referral to the Islands Trust. The checklist is provided in Attachment 2.

FINANCIAL/ RESOURCE/MAINTENANCE CONSIDERATIONS

This report is not anticipated to have a financial impact.

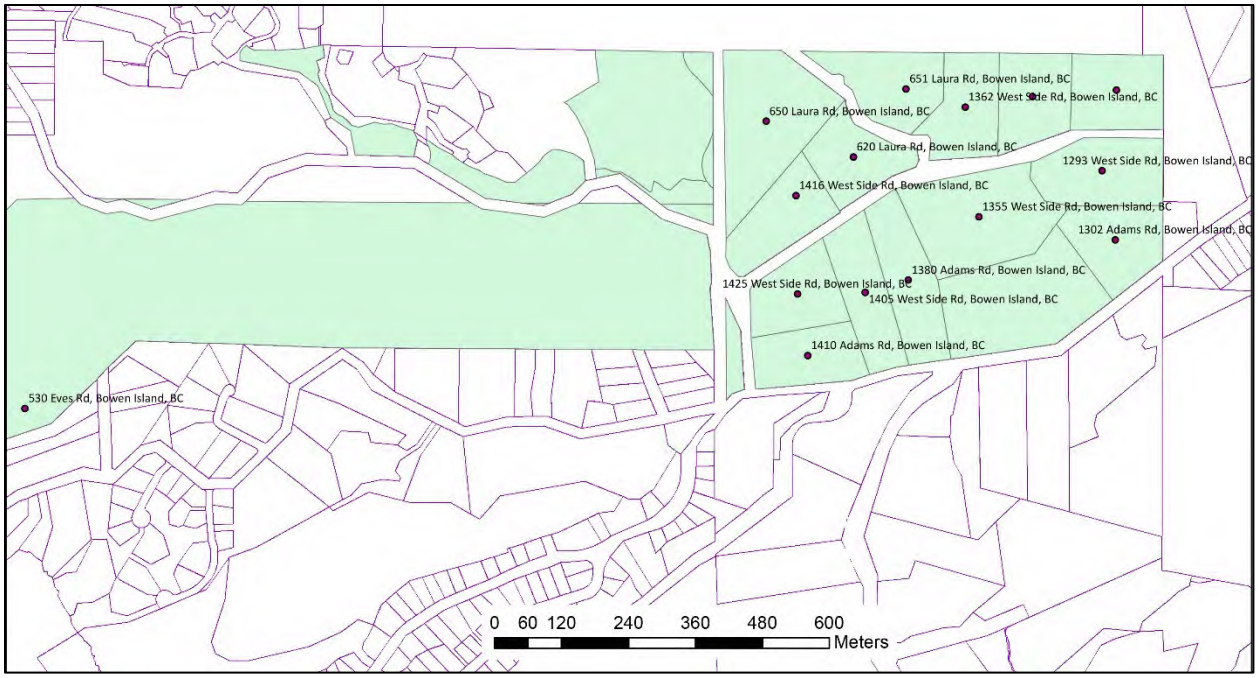
ECOLOGICAL/ENVIRONMENTAL/CLIMATE CONSIDERATIONS

This property includes a portion of Murray Creek along the eastern border of the site, and it's associated riparian area. Staff propose that, through implementation of the Conservation Development Policy, portions of the riparian area be protected through a restrictive covenant.

COMMUNICATION TO THE PUBLIC

In advance of this meeting, staff gave notice of Council's consideration of First Reading. Notice was placed in the Island Page, on an onsite notice sign, updated on the Municipal website, and mailed to property owners within 300 metres of 620 Laura Road, shown on the map below.

Figure 1 – Properties receiving mailout notices



At time of writing Staff have received one letter on the application, which is included in the July 13th Council agenda.

CONCLUSION

Staff present here a bylaw for consideration of First Reading to enable application RZ2026-0014 and recommend the bylaw be read a first time and referred to the Islands Trust.

ALTERNATIVES

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

1. The applicant has written to Council recommending an alternative *cidery* definition. Council may wish to make a motion amending Bylaw No. 726, prior to granting First Reading. Council would make the following motion:

That Council direct staff to amend the cidery definition in Bylaw No. 726, 2026 to read:

> *"**CIDERY**" means the use of buildings and structures for the production of cider, at a cidery facility licensed by the Liquor and Cannabis Regulation Branch, where at least 25% of the cider production comes from fruit grown on the same lot, or from another lot which is part of the same business. Any imported fruit used in the cidery shall be grown in British Columbia. A cidery must maintain 2 acres of fruit orchards on the same lot. A cidery may include cidery tours, cider tasting, cider sales, a picnic area, lounge endorsement, and the sale of cidery promotional products.*

That Bylaw No. 726, cited as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026" be read a first time as amended;

That Council refer Bylaw No. 726, 2026, and the attached Islands Trust Policy Statement checklist to the Islands Trust; and

That Council direct staff to return with the results of that referral.

2. APC and members of the public have expressed a desire to still hold a Public Hearing for this bylaw. Council may give the recommended First Reading to the bylaw, but refer the bylaw to a First Reading following a potential Second Reading. To make this alternative, Council want move the recommendation with the additional motion:

   That Council direct staff to refer Bylaw No. 726, 2026 to a Public Hearing

3. The Advisory Planning Commission noted that the eastern portion of 620 Laura Road is located within the Grafton lake watershed. As such, a part of the APC recommendation is for Council to consider deferring this application until completion of the Grafton Lake Management Plan. Could would make the following motion:

   That Council direct staff to not pursue the proposal RZ-2026-0014 any further until the Grafton Lake Watershed Management Plan is complete

4. That Council direct staff to not pursue the proposal any further. Unless Council provided other guidance, staff would interpret a defeat of a motion for First Reading as Council denying the application; or
5. Other options as determined by Council.

ATTACHMENTS AND REFERENCES:

1. Bylaw No. 726, 2026
2. Islands Trust Policy Checklist
3. Hydrogeologist Report
4. Record of Sewerage System
5. Sewerage System Letter of Certification

Submitted by: Daniel Martin, Manager of Planning and Development

REVIEWED BY:

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

Planning	☒
Public Works	☐
Recreation & Community Services	☐

APPROVED BY:

[redacted]

_____

Kristen Watson, Acting Chief Administrative Officer

BOWEN ISLAND MUNICIPALITY
BYLAW NO. 726, 2026

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

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

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

LOT 1 BLOCK D DISTRICT LOT 492 PLAN 22501

THEREFORE

1.0 Citation

1.1 This bylaw may be cited for all purposes as "Bowen Island Municipality Land Use Bylaw No. 57, 2002, Amendment Bylaw No. 726, 2026".

2.0Amendments

2.1 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Section 4.1.4 – Exceptions in Particular Locations by inserting section 4.1.4 (12) to read as follows:

4.1.4. (1) *Zone* variation RR 2 (a)

(a) Despite Section 4.1.1. (1) *cidery* is a permitted principal use of Land, Buildings and Structures
(b) *Lounge endorsement* is not a permitted use
(c) Maximum *floor area* of *retail* space is 25 sq. m.
(d) Maximum area of exterior patio space to be used as a picnic area is 80 sq. m.
(e) The hours that a *cidery* may be open to the public area are as follows:
    a. 11:00am to 7:00pm daily

2.2 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Table 5-1 *MINIMUM NUMBER OF OFF-STREET PARKING SPACES* by inserting the following rows to read as follows:

LAND USE / ZONE	**Number of *Off-Street Parking* spaces Required**
	CIDERY
All *Zones*	1 per 30 m^2 of *floor area*

LAND USE / ZONE Number of Off-Street Parking spaces Required

2.3 "Bowen Island Municipality Land Use Bylaw No. 57, 2002,"is amended at Section 1.1. DEFINITIONS by inserting the following definitions alphabetically:

"***CIDERY***" means the *use* of *buildings* and *structures* for the production of cider, at a cidery facility licensed by the Liquor and Cannabis Regulation Branch, where at least 25% of the cider production comes from fruit grown on the same *lot*, or from another *lot* which is part of the same business. Imported British Columbia fruit used in the *cidery* shall be limited to no more than 75% of cider production. A cidery may include *cidery* tours, cider tasting, cider sales, a picnic area, *lounge endorsement*, and the sale of *cidery* promotional products.

"***LOUNGE ENDORSEMENT***" means permission for the sale and service of liquor for on-site consumption for a licensed alcohol manufacturer. The lounge can be an indoor area, with or without a patio attached to the interior lounge, or may be a stand-alone patio located at the manufacturing site. A lounge may overlap in whole, or in part, a sampling area and/or on-site store.

2.4 Schedule "B" to "Bowen Island Municipality Land Use Bylaw No. 57, 2002" is amended by changing the description of the lands labelled "A" on Schedule "A" to this Bylaw from Rural Residential 2 (RR2) to Rural Residential 2 (a).

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

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

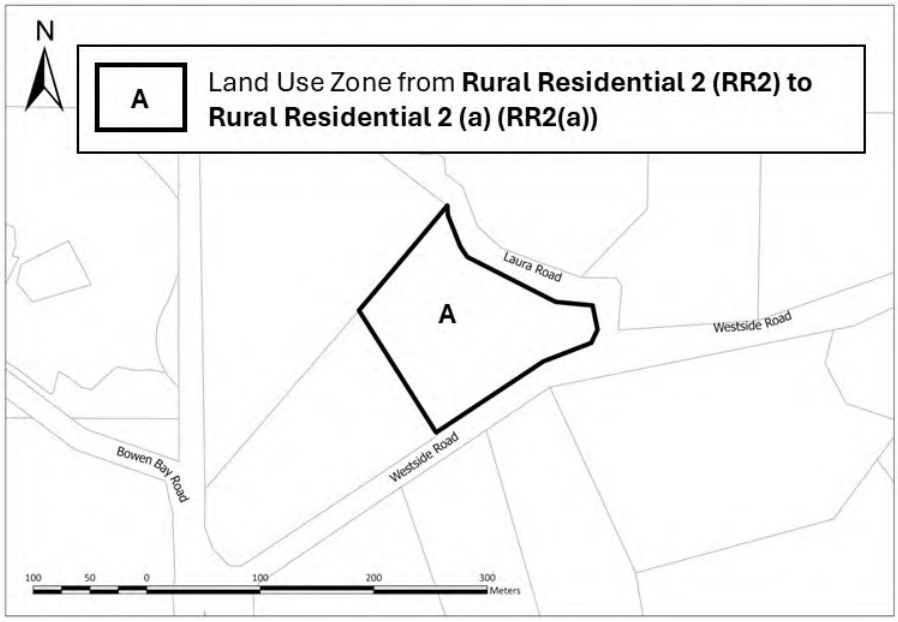
READ A THIRD TIME this ____ day of _____ , _____;

FINALLY ADOPTED this ____ day of _____ , _____;

_____	_____
Andrew Leonard	Sophie Idsigna
Mayor	Corporate Officer

Bowen Island Municipality Land Use Bylaw No. 57, 2002

Amendment Bylaw No. 726, 2026 – Schedule A



POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No. 726, 2026 – File: 2026-0014 620 Laura Road

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECK LIST

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

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

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

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	**Ecosystems**
✓	**3.1.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
Staff Comment		The rezoning application includes a protective covenant around Murray Creek riparian area.
✓	**3.1.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
Staff Comment		The rezoning application includes a protective covenant around Murray Creek riparian area.
N/A	**3.1.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	**Forest Ecosystems**
✓	**3.2.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
Staff Comment		The rezoning application includes a protective covenant around Murray Creek riparian area.
	3.3	**Freshwater and Wetland Ecosystems and Riparian Zones**
✓	**3.3.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
Staff Comment		The rezoning application includes a protective covenant around Murray Creek riparian area.
	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.
Staff Comment		Rezoning application includes provision for cidery use to provide a viable economic model to support ongoing use of agriculture land as productive apple orchards.
✓	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.
Staff Comment		Rezoning application includes provision for cidery use to provide a viable economic model to support ongoing use of agriculture land as productive apple orchards.
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.
Staff Comment		Rezoning application includes a protective covenant for agriculture land that it be used for that purpose. The cidery operation provides economic viability for the ongoing orchard operation.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	**Forests**
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	**Wildlife and Vegetation**
	4.4	**Freshwater Resources**
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address

		measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
Staff Comment		Hydrogeologist report provided as part of the report outlines water sustainability. Water is provided from a groundwater source for cidery operations and a creek licence for irrigation.
✓	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
Staff Comment		Hydrogeologist report provided as part of the report outlines water sustainability. Water is provided from a groundwater source for cidery operations and a creek licence for irrigation.
	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.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	**Recreation**
N/A	**5.5.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
N/A	**5.5.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	**5.5.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	**5.5.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	**5.5.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	**Cultural and Natural Heritage**
N/A	**5.6.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.

N/A	**5.6.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	**Economic Opportunities**
✓	**5.7.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
Staff Comment		Cidery operations provide an economic opportunity on Bowen Island to support agricultural on Bowen Island.
	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:

GARP Hazard Assessment

Riley's Cidery

620 Laura Road
Bowen Island, BC

April 30, 2021 | Revision 0

Submitted to: Riley's Cider
Prepared by McElhanney

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Our file: 2121-00776-00

Your Challenge.
Our Passion.

Executive Summary

McElhanney has completed a screening level hazard assessment to ascertain whether the quality of water intended for use at the Cidery is influenced by surface water and is 'Groundwater at Risk of Pathogens' (GARP). We understand that, as a food processor, Riley's Cider intends to submit the report to Coastal Health in support of a permit to operate.

Water quality testing results from a sample collected at the point of use in February 2021 contained coliform and *E. coli* bacteria. A compromised storage tank was thought to be the source of the bacteria and was replaced in April 2021. Results from a sample of well water collected upstream of the old storage tank showed that there were no coliforms or *E. coli* bacteria present. Results from Riley's upcoming testing of water quality after the water system has been flushed will provide evidence whether the tank replacement has removed the source of bacteria that caused the coliforms in the February 2021 water sample. Periodic inspections of the cistern and overall water system are recommended going forward.

The Guidance Document for Determining GARP has 13 hazards listed under four categories. If none of the hazards are present, the groundwater source is considered at 'low risk' of containing pathogens (i.e. not GARP). If one or more hazards is present, the well may have a potential GARP risk and further assessment may be needed.

Results from the Level 1, Stage 1 GARP assessment are presented in the table following this summary.

Two GARP hazards were considered present, one each under categories 'B. Well Location' and 'D. Aquifer Type and Setting'. Both are attributable to the shallow intake of the well:

- B3: Well has an intake depth between the high-water mark and surface water bottom (or well intake is less than 15m bgs if surface water bottom is unknown) and is located within or less than 150m from the natural boundary of any surface water.
- D1: Well has an intake depth less than 15m below ground surface.

The well is completed in a fractured bedrock aquifer that regionally is partially confined to confined, depending on location. The well log lithology shows that, at the Site, material overlying the bedrock is primarily coarse-grained, which has a limited capacity to restrict infiltration of surface water. When pumped, there is the potential for the well to draw in shallow groundwater that has been affected by surface water. If the surface water contains pathogens, they may be conveyed to the well. Soil particles have natural filtration capability and can constrain the mobility of pathogens in the subsurface, but shallow groundwater (< 15m bgs) can still be at risk of pathogens from surface.

Surface waters can carry pathogens from onsite-sewerage systems, and livestock, animal, and waterfowl wastes. Adequate sewerage system setbacks from the well and the rural natural aspect of the

surrounding community mean that local surface waters are likely to have a low pathogen content. Therefore, the risk of pathogens affecting the quality of well water is considered low, but not absent.

The water quality result from April 2021 showed that there were no coliforms or *E. coli* bacteria present in the sample from the water well at that time. However, due to potential risk of hydraulic connection with surface water, the well water should be tested periodically for pathogens unless it is treated prior to use. Requirements for water testing frequency or treatment would be at the discretion of a DWO from Coastal Health.

Results from GARP Hazard Screening

GARP HAZARDS Water Well and Water Supply System	SCREENING		COMMENTS
	HAZARD NOT PRESENT	HAZARD MAY BE PRESENT	
A. Water Quality Results			
A1: Exhibits recurring presence of total coliform bacteria, fecal coliform bacteria, or *Escherichia coli* (*E. coli*).	✓		Initial water sample (February 2021) collected at point of use. In-ground water storage tank compromised and considered likely cause of bacteria. Total coliform and *E. coli* bacteria not present in water sample collected upstream from water storage tank, closer to well (April 2021). Water storage tank replaced with new cistern (April 2021). Client will flush water system prior to use and collect a water sample for laboratory analysis of total coliforms and *E. coli* to verify system maintenance was successful at eliminating source of bacteria.
A2: Has reported intermittent turbidity or has a history of consistent turbidity greater than 1 NTU.	No Data	No Data	No turbidity data. Turbidity is often used as an indicator of potential pathogens, and a trigger for additional investigation.
B. Well Location			
B1: Situated inside setback distances from possible sources of contamination as per section 8 of the BC Health Hazards Regulation: (a) 30 m from any probable source of contamination (b) 6 m from a private dwelling (c) unless contamination of the well would be impossible because of the physical conformation, 120 m from any cemetery or dumping ground	✓		Closest septic fields are roughly 80 m away (see figure) and downhill from the well. Sewerage System Regulation states that onsite sewerage must not be less than 30 m from a domestic water well. Well is more than 6m from a private dwelling, and any structures at Site. No cemeteries, landfills, dumps, etc. within 120 m.
B2: Has an intake depth <15 m below ground surface that is located within a natural boundary of surface water or a flood prone area.	✓		While well intake is less than 15 m bgs (see Table A), well is not within a flood prone area. Despite proximity to the well, the drainage ditch paralleling Laura Road ('Murray Creek') is downhill from the well. If water overflowed banks it would still flow away from the well.
B3: Has * an intake depth between the high-water mark and surface water bottom (or < 15 m below the normal water level, if unknown), and * located within, or less than 150 m from the natural boundary of any surface water.		✓	Well is within 150 m of roadside drainage ditches and two runoff retention ponds. Well intake at about 183 m above sea level is within the high water mark and surface water bottom of the lower ditch and both ponds. This hazard considers whether surface waters are within the capture zone of the well. (See *Appendix E*)
B4: Located within 300 m of a source of probable enteric viral contamination without a barrier to viral transport.	✓		There are no intensive livestock operations, sewage outfalls, or sewage lagoons within 300 m. Uphill from the well land use is Rural 1 or Rural Reserve, which prevent industrial land uses. Septic fields are within 300 m, but locations exceed the minimum distance (30 m) from a well based on the Sewerage System Regulation.
C. Well Construction			
C1: Does not meet GWPR (Part 3 Div. 3) for surface sealing.	✓		Well has surface casing to 6.4 m below ground surface. There is no information in the well log regarding seal within annular space between borehole and casing; however no gap was noted between the casing and the ground to suggest a poor seal. Unknown if sealant (e.g. bentonite) used; however, casing may have been driven (no seal required).
C2: Does not meet GWPR (Part 4) and WSA (section 54) for well caps and covers	✓		Well cap is commercially fabricated, prevents inflow of runoff, and prevents entry by humans or animals. (see photo)
C3: Does not meet GWPR (section 63) and DWPA (Section 16) for floodproofing.	✓		Well casing is raised approximately 0.3 m above ground. Cap prevents entry of surface runoff. Not within a flood prone area (no risk of debris, ice, or erosion).
C4: Does not meet GWPR (Part 3 and Part 7) for wellhead protection.	✓		Casing is > 5 m bgs, is steel, extends 1 m into competent rock, stick up appears at least 0.3 m, and there is deflection of uphill runoff from well casing.
D. Aquifer Type and Setting			
D1: Has an intake depth <15 m below ground surface.		✓	Surface casing extends to 6.4 m bgs. Shallowest water-bearing fracture is 12.2 m bgs. Additional fracture with similar flow at/below 22.6 m bgs. There does not appear to be a confining unit over the bedrock to protect it. Soils overlying bedrock are described as sand and gravel or soil and rocks/gravel.
D2: Is situated in a highly vulnerable, unconfined, unconsolidated or fractured bedrock aquifer.	✓		Fractured bedrock aquifer (no. 749) has moderate vulnerability
D3: A water supply system well that is completed in a karst bedrock aquifer, regardless of depth. Even deep wells in karst aquifers are considered vulnerable to contamination.	✓		No karst in region

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C Certificate of Analysis: April 20, 2021, Water Sample
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1. Introduction

Riley's Cidery is preparing to start operations as a craft apple cidery. They are located at 620 Laura Road ('Site') on Bowen Island, northwest of Vancouver, British Columbia (***Figure 1***).

Figure 1. Site location. (Base map source: BC Water Resources Atlas)

Riley's Cidery plans to use groundwater from an existing well on the property as wash water in its commercial operations. Well water will not be used to make the cider itself and collected surface water is used for irrigation of the orchard.

Riley's Cidery is applying to Coastal Health for a permit to use the water in a commercial food processing setting. Water quality testing results from a sample collected at the point of use in February 2021 contained coliform and *E. coli* bacteria (***Appendix A***). Coastal Health advised Riley's Cidery that they required a 'Groundwater at Risk of Pathogens' (GARP) assessment, which is required in situations where well water is under the influence of potentially contaminated surface. Surface waters have the potential to carry microbes, such as bacteria and viruses, which can pose risks to human health if the water is used as drinking water or in food preparation.

Riley's Cidery has contracted McElhanney Ltd (McElhanney) to conduct a screening level hazard assessment to ascertain whether the quality of its well water and water distribution system is influenced

by surface water. This report provides the findings from a screening level (i.e., Level 1 Stage 1) GARP assessment conducted for the Site.

1.1. REGULATORY BACKGROUND ON 'GARP'

The BC Ministry of Health has created a GARP determination process that is used to assist with assessments of whether well water may pose a human health risk from surface water pathogens[1]. While consulting professionals can provide technical guidance regarding assessment of GARP, it is the discretion of a Drinking Water Officer (DWO) to make the decision whether a well is at risk of pathogens and if mitigation measures such as water treatment or on-going monitoring are required to control the risk.

There are up to four stages to GARP determination. Stage 1 involves hazard screening and assessment. Stages 2 through 4 of the GARP determination process are only required if a DWO has determined there is a GARP risk to a well based on the results from Stage 1. Stages 2 through 4 involve an iterative process of assessment and risk mitigation measures and, where necessary, long-term monitoring. If it is possible to remove the risks of GARP, the DWO can change the GARP determination once the required actions have been taken.

Stage 1 of the GARP determination process can be undertaken by qualified professionals. It starts with a desktop review and field inspection (Level 1), and may progress to increasing levels of hydrogeological investigation, as needed to gain clarity regarding the potential risks to groundwater.

1.2. APPROACH AND SCOPE

In conducting the hazard screening and assessment, McElhanney has followed:

- the BC Ministry of Health's *Guidance Document for Determining Groundwater at Risk of Containing Pathogens (GARP)*, v.3 (Sept. 2017); and,
- Engineers and Geoscientists British Columbia's Professional Practice Guidelines for *Assessment of Groundwater at Risk of Pathogens*, v.1.0 (July 2019).

The scope of work included communications with Riley's Cidery and on-line searches to collect information (documents, records, data, etc.) relevant to the water well, a desktop review of the information collected, and a site visit to visually inspect the well completion and its location in context with the watercourse and landscape.

2. Data Collected

McElhanney searched the online BC Water Resources Atlas and obtained the following information:

- Well record;
- Aquifer 749 Mapping Report and Factsheet;
- Topography, approximate watercourse locations, satellite imagery, and neighbouring land uses.

[1] BC Ministry of Health, 2017. Guidance Document for Determining Groundwater at Risk of Pathogens (GARP), v3. https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/how-drinking-water-is-protected-in-bc/garp_assessment_oct_2017.pdf

Information in the provincial well record was incomplete. Riley's Cidery provided additional data on well completion and lithology.

There was no detailed topographic survey (e.g. LiDAR) available. McElhanney relied upon visual inspection during the site visits and publicly available topography information from Google Earth, BowMap2, and the BC Water Resources Atlas3.

A site visit was conducted by McElhanney personnel on April 8, 2021, to visually inspect the well and its context in the overall water system and within the surrounding landscape.

During initial project discussions, McElhanney learned that the initial water sample had been collected downstream from a compromised water storage tank (***Figure 2***). McElhanney recommended collection of a water sample closer to the well to test the quality of water closer to the source.

Figure 2. Water storage tank before (A, B) and after (C) replacement.
Image B shows the inside of the compromised cistern and growth of microbes on the sides of the tank.

Riley's Cidery collected a water sample on April 12, 2021, via a pipe that leads from the well to the water holding tank (i.e. upstream of the compromised water tank). Water was allowed to run from the pipe for a

[2] https://www.bowenislandmunicipality.ca/bowmap
[3] https://maps.gov.bc.ca/ess/hm/wrbc/

few minutes before the sample was collected into a laboratory-supplied container. The water sample was stored and transported in a chilled cooler under standard chain of custody until its arrival for analysis of *E. coli* and total coliform bacteria at ALS Laboratories in Burnaby, BC.

3. Well Information and Site Conditions

3.1. WELL AND WATER SYSTEM OVERVIEW

The well providing water to the cidery has a 0.15m (6") diameter surface casing installed to 6.4m. Surface casing extends 2m below the top of fractured bedrock. The well is completed as an open borehole (no well screen) to a total depth of 30.5m (100 feet).

A water-bearing fracture was noted on the well log at 12.2m with potential yield of 0.1 L/s. A second fracture was inferred to occur at 22.6m. An increase in water yield to 0.2 L/s was noted on the log for that depth.

The well is located on a slope within an ornamental garden near the north end of the Site (***Figure 3***). Uphill from the well, soil has been mounded around the surface casing to direct surface runoff away from the base of the well (***Figure 3***). The surface casing extends above ground surface roughly 0.3m and is capped with a standard, manufactured well cap. The well may have a pitless adapter and buried distribution piping as no pipe was visible at surface.

Figure 3. Water well surface completion.
Image A shows well within garden area surrounded by fencing and general slope in vicinity. Image B shows soil mounded uphill from well casing to direct runoff around the well.

A summary of well information is provided in ***Table A***. A copy of the well log is attached as ***Appendix B***.

Table A. Summary of Well Information

Well Tag No.	94045
Well ID Plate No.	*No well plate. No ID on record.*
Date Drilled	July 31st, 1989
Estimated Yield (L/s)	0.2 (3 US gpm)
Well Casing Diameter (m)	0.15 (6 inches)
Well Depth (m)	30.5 (100 ft)
Static Water Level (m bgs)	*Not available*
Well Completion Type and Interval (m bgs)	Open borehole; 6.4 to 30.5
Surface Seal Type and Interval	*No information available*
Lithology at Completion Interval	Fractured bedrock
Depths of Water-Bearing Fractures (m bgs)	12.2, 22.6

Water from the well is pumped into a cistern, or water tank, for temporary storage. From the cistern, the water is pumped to the point of use. Results from the water sample Riley's Cidery collected on April 12 upstream from the compromised water storage tank showed no coliform or *E. coli* bacteria (***Appendix C***).

As of April 26, 2021, Riley's Cidery had replaced the compromised water storage tank with a new cistern (***Figure 2***) and intends to flush the water lines leading to the point of use. After flushing the system, Riley's Cidery will collect a water sample at the point of use and submit it for laboratory analysis of bacteria to verify that the source of bacteria in the water system has been removed. Results will demonstrate whether the source of bacteria has been addressed with the upgrades or if the system requires additional maintenance.

3.2. LOCAL AQUIFER(S)

The BC Water Resources Atlas shows the Site is located within mapped aquifer 749, a confined to partly confined fractured bedrock aquifer (***Figure 4***). The aquifer has been given a moderate rating of vulnerability to surface contamination, and hydraulic connectivity with surface water bodies was considered 'not likely' (***Appendix B***). Groundwater is expected to move from upland areas west toward Tunstall Bay and Bowen Bay. Aquifer information is attached as ***Appendix D***.

Figure 4. Location of Site relative to mapped bedrock aquifer 749.

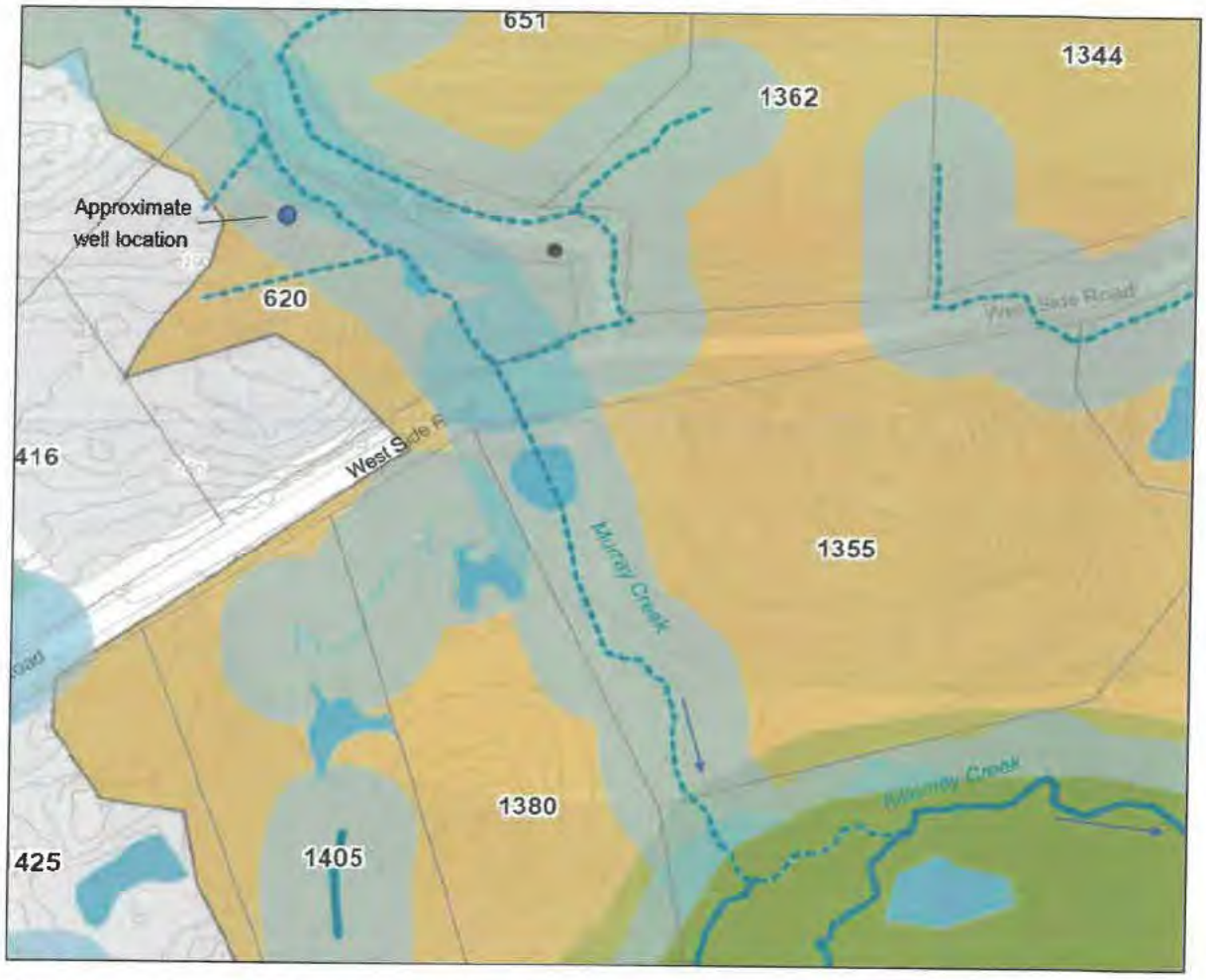
3.3. TOPOGRAPHY AND DRAINAGE

The Site is situated on a southwest facing slope near the foot of Mount Gardner (***Figure 5***). Laura Road slopes down toward its junction with West Side Road to the south. To the northeast and north, topography steepens toward the summit of Mount Gardner.

Figure 5. Topography (grey contour lines) and municipal land parcels (orange divisions). (Image source: BC Water Resources

Near the upper terminus of Laura Road is Frank Spring, where groundwater daylights at surface. Flow from the spring has been captured in a ditch, locally called Murray Creek, which is a narrow, shallow watercourse that runs parallel to Laura Road and passes through the Site adjacent to the roadway (***Figure 6***). Murray Creek flows into Killarney Creek, which drains to Grafton Lake near the centre of Bowen Island.

Figure 6. Local drainageways (dashed lines) and watercourses (solid lines). Blue shading shows riparian setbacks that define municipal development permit areas.



There is a surface water drainage divide at the northwest side of the Site (***Figure 7***). The majority of the Site drains south and southeast as part of the watershed for Killarney Creek. The northwest sliver of Site drains westward toward Tunstall Bay at the west side of Bowen Island.

There are two shallow surface water storage ponds (dugouts) at the Site that collect stormwater runoff (***Figure 8***). Water stored in the ponds is licensed for use at the Site for irrigation. Based on Site observations, both ponds appeared to have a maximum depth of no more than 2m.

Figure 7. A drainage divide runs through the Site at the NW side (purple line). Most of the site drains to the south toward Killarney Creek (see Fig.6). The northwest portion of the Site drains to the southwest, ultimately to Tunstall Bay.

Figure 8. Local surface waters.
Left: location of runoff collection ponds and connection to surface drainage. Blue shading indicates riparian setbacks defining municipal development permit areas.
Right: Photograph of one of the ponds (April 8, 2021). Property boundary highlighted in bright Image source (left). https://bowmap.bowenislandmunicipality.ca/

Appendix B. First reading report as published after the meeting.

3.4. SURROUNDING LAND USES

The Site is zoned Rural 1 (R1). Adjacent properties north of West Side Road are also zoned Rural (R1). Neighbouring properties south of West Side Road are zoned Rural Residential (RS) (***Figure 9***). Behind the properties on the north side of Laura Road land is zoned as Rural Reserve (R-RV) which is currently forested. The Rural Reserve lands cover the majority of Mount Gardner. Rural 1 and Rural Reserve lands are intended to maintain rural resources, protect ecosystems, watersheds, and rural atmosphere. While agriculture is permitted on rural-zoned lands, none of the adjacent properties was considered to have a land use that would generate a pathogen risk (for example intensive livestock production). Rural residential lots are at least 1 ha in size, and development is intended to preserve rural atmosphere, maintain low density housing. Most properties have water wells and onsite sewerage management, and the minimum lots size helps to protect local groundwater resources. This land use was not expected to be a pathogen risk to groundwater. Based on discussions with Riley's Cidery regarding neighbouring land uses, review of satellite imagery, and observations of neighbouring lands from the roadways, there did not appear to be land uses posing a risk of pathogens.

The septic fields at Site and on neighbouring properties are all at least 30m from the well (***Figure 10***), which is the minimum required separation based on the Sewerage System Regulation under BC's Public Health Act.

Figure 9. Land use (zoning) within 300m of the Site.
Adjacent land use zones are Rural 1 (R1; 2 ha), Rural Residential (RS; 1 ha), Municipal Park (P), and Rural Reserve (RV).

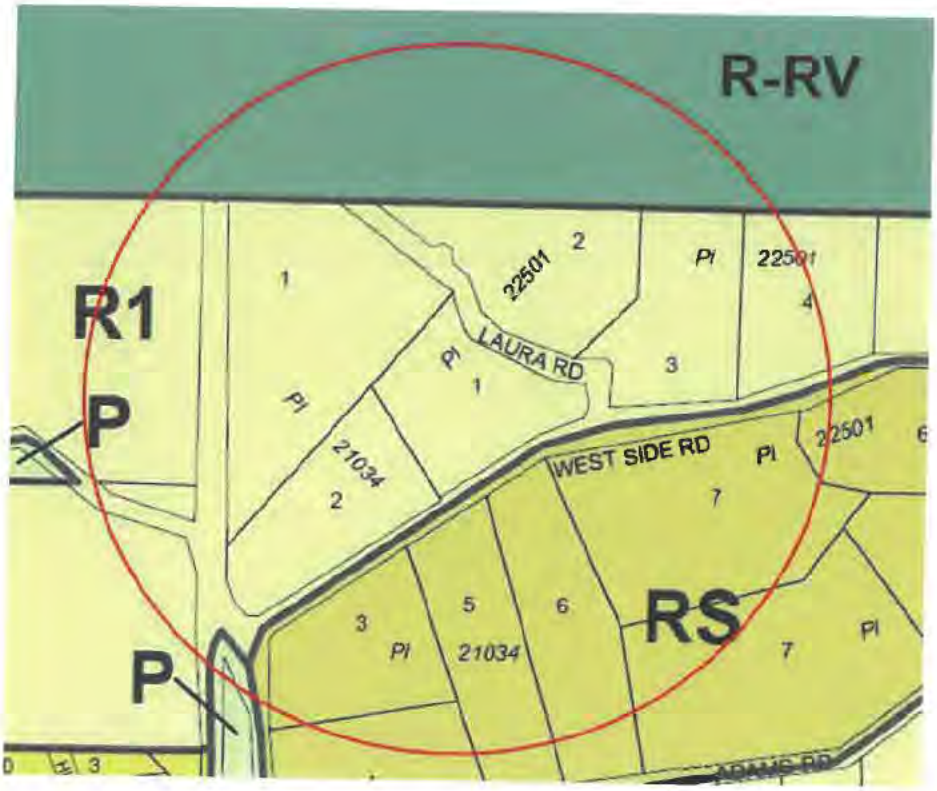


Figure 10. Location of well in relation to on site and neighbouring septic fields (onsite sewerage systems). Red circle shows approximate 30m radius from well. Sewerage System Regulation mandates 30m setbacks of onsite sewerage systems from water wells. Image source: Riley's Cidery.

4. GARP Hazard Screening Results and Discussion

The Guidance Document for Determining GARP has thirteen hazards listed under four categories. If none of the hazards are present, the groundwater source is considered at 'low risk' of containing pathogens (*i.e.,* not GARP). If one or more hazards is present, the well may have a potential GARP risk and further assessment may be needed.

Results from McElhanney's Level 1, Stage 1 GARP assessment are summarized in ***Table B*** with supporting analysis in ***Appendix E***. Two GARP hazards were considered present, one each under categories 'B. Well Location' and 'D. Aquifer Type and Setting'. Both are attributable to the shallow intake of the well:

- B3: Well has an intake depth between the high-water mark and surface water bottom (or well intake is less than 15m bgs if surface water bottom is unknown), and is located within or less than 150m from the natural boundary of any surface water.
- D1: Well has an intake depth less than 15m below ground surface.

Table B. Results from GARP Hazard Screening

GARP HAZARDS Water Well and Water Supply System	SCREENING HAZARD NOT PRESENT	SCREENING HAZARD MAY BE PRESENT	COMMENTS
A. Water Quality Results			
A1: Exhibits recurring presence of total coliform bacteria, fecal coliform bacteria, or *Escherichia coli* (*E. coli*).	✓		Initial water sample (February 2021) collected at point of use. In-ground water storage tank compromised and considered likely cause of bacteria. Total coliform and *E. coli* bacteria not present in water sample collected upstream from water storage tank, closer to well (April 2021). Water storage tank replaced with new cistern (April 2021). Client will flush water system prior to use and collect a water sample for laboratory analysis of total coliforms and *E. coli* to verify system maintenance was successful at eliminating source of bacteria.
A2: Has reported intermittent turbidity or has a history of consistent turbidity greater than 1 NTU.	No Data	No Data	No turbidity data. Turbidity is often used as an indicator of potential pathogens, and a trigger for additional investigation.
B. Well Location			
B1: Situated inside setback distances from possible sources of contamination as per section 8 of the BC Health Hazards Regulation: (a) 30 m from any probable source of contamination (b) 6 m from a private dwelling (c) unless contamination of the well would be impossible because of the physical conformation, 120 m from any cemetary or dumping ground	✓		Closest septic fields are roughly 80 m away (see figure) and downhill from the well. Sewerage System Regulation states that onsite sewerage must not be less than 30 m from a domestic water well. Well is more than 6m from a private dwelling, and any structures at Site. No cemeteries, landfills, dumps, etc. within 120 m.
B2: Has an intake depth <15 m below ground surface that is located within a natural boundary of surface water or a flood prone area.	✓		While well intake is less than 15 m bgs (see Table A), well is not within a flood prone area. Despite proximity to the well, the drainage ditch paralleling Laura Road ("Murray Creek") is downhill from the well. If water overflowed banks it would still flow away from the well.
B3: Has * an intake depth between the high-water mark and surface water bottom (or < 15 m below the normal water level, if unknown), and * located within, or less than 150 m from the natural boundary of any surface water.		✓	Well is within 150 m of roadside drainage ditches and two runoff retention ponds. Well intake at about 183 m above sea level is within the high water mark and surface water bottom of the lower ditch and both ponds. This hazard considers whether surface waters are within the capture zone of the well. (See *Appendix E*)
B4: Located within 300 m of a source of probable enteric viral contamination without a barrier to viral transport.	✓		There are no intensive livestock operations, sewage outfalls, or sewage lagoons within 300 m. Uphill from the well land use is Rural 1 or Rural Reserve, which prevent industrial land uses. Septic fields are within 300 m, but locations exceed the minimum distance (30 m) from a well based on the Sewerage System Regulation.
C. Well Construction			
C1: Does not meet GWPR (Part 3 Div. 3) for surface sealing.	✓		Well has surface casing to 6.4 m below ground surface. There is no information in the well log regarding seal within annular space between borehole and casing, however no gap was noted between the casing and the ground to suggest a poor seal. Unknown if sealant (e.g. bentonite) used; however, casing may have been driven (no seal required).
C2: Does not meet GWPR (Part 4) and WSA (section 54) for well caps and covers	✓		Well cap is commercially fabricated, prevents inflow of runoff, and prevents entry by humans or animals. (see photo)
C3: Does not meet GWPR (section 63) and OWPA (Section 16) for floodproofing.	✓		Well casing is raised approximately 0.3 m above ground. Cap prevents entry of surface runoff. Not within a flood prone area (no risk of debris, ice, or erosion).
C4: Does not meet GWPR (Part 3 and Part 7) for wellhead protection.	✓		Casing is > 5 m bgs, is steel, extends 1 m into competent rock, stick up appears at least 0.3 m, and there is deflection of uphill runoff from well casing.
D. Aquifer Type and Setting			
D1: Has an intake depth <15 m below ground surface.		✓	Surface casing extends to 6.4 m bgs. Shallowest water-bearing fracture is 12.2 m bgs. Additional fracture with similar flow at/below 22.6 m bgs. There does not appear to be a confining unit over the bedrock to protect it. Soils overlying bedrock are described as sand and gravel or soil and rocks/gravel.
D2: Is situated in a highly vulnerable, unconfined, unconsolidated or fractured bedrock aquifer.	✓		Fractured bedrock aquifer (no. 749) has moderate vulnerability
D3: A water supply system well that is completed in a karst bedrock aquifer, regardless of depth. Even deep wells in karst aquifers are considered vulnerable to contamination.	✓		No karst in region

The well is completed in a fractured bedrock aquifer that regionally is partially confined to confined, depending on location. The well log lithology shows that at the Site, material overlying the bedrock is primarily coarse-grained, which has a limited capacity to restrict infiltration of surface water. When pumped, there is the potential for the well to draw in shallow groundwater that has been affected by surface water. If the surface water contains pathogens, they may be conveyed to the well. Soil particles have natural filtration capability and can constrain the mobility of pathogens in the subsurface, but shallow groundwater (< 15m bgs) can still be at risk of pathogens from surface.

Surface waters can carry pathogens from onsite-sewerage systems, and livestock, animal, and waterfowl wastes. Adequate sewerage system setbacks from the well and the rural, natural aspect of the surrounding community mean that local surface waters are likely to have a low pathogen content. Therefore, the risk of pathogens affecting the quality of well water is considered low, but not absent.

5. Conclusions and Recommendations

The bacteria present in the water sample collected in February 2021 was likely due to a compromised water storage tank. Results from Riley's upcoming testing of water quality after the water system has been flushed will provide evidence whether the tank replacement has removed the source of bacteria that caused the coliforms in the February 2021 water sample. Periodic inspections of the cistern and water conveyance system are recommended going forward.

Based on the assessment of potential GARP hazards, the risk of pathogens from surface waters affecting the quality of well water is low, but not absent. The water quality result from April 2021 showed that there were no coliforms or *E. coli* bacteria present in the sample from the water well at that point in time. However, due to the potential risk of hydraulic connection with surface water, the well water should be tested periodically for pathogens unless it is treated prior to use. Requirements for water testing frequency or treatment would be at the discretion of a DWO from Coastal Health.

6. Closing

The information presented in this report is subject to limitations (*Appendix F*). If you have any questions or concerns regarding the information presented in this document, please contact the undersigned.

Sincerely,
McELHANNEY LTD.

Prepared by:

PROFESSIONAL ENGINEER
PROVINCE OF BRITISH COLUMBIA
J. C. YETTER
44784
30 April 2021

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APPENDIX A

Certification of Analysis: February 2021 Water Sample

Appendix B. First reading report as published after the meeting.

ALS Environmental

CERTIFICATE OF ANALYSIS (GUIDELINE EVALUATION)

Work Order	: **VA21A2278**	Page	: 1 of 3
Client	: **Cash Clients Canada**	Laboratory	: Vancouver - Environmental
Contact	: Riley's Cider Christine Hardie	Account Manager	: Email: ALSEV.CC@alsglobal.com
Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9	Address	: 8081 Lougheed Highway Burnaby, British Columbia Canada V5A 1W9
Telephone	: [redacted]	Telephone	: 604-253-4188
Project	: ----	Date Samples Received	: 08-Feb-2021 06:20
PO	: ----	Date Analysis Commenced	: 08-Feb-2021
C-O-C number	: 17-861141	Issue Date	: 16-Feb-2021 16:29
Sampler	: ----		
Site	: ----		
Quote number	: ----		
No. of samples received	: 1		
No. of samples analysed	: 1		

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results
- Guideline Comparison

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QC Interpretive report to assist with Quality Review and Sample Receipt Notification (SRN).

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is conducted in accordance with US FDA 21 CFR Part 11.

Signatories	*Position*	*Laboratory Department*
Jon Fisher	Department Manager - Inorganics	Inorganics, Waterloo, Ontario
Lindsay Gung	Supervisor - Water Chemistry	Inorganics, Burnaby, British Columbia
Lindsay Gung	Supervisor - Water Chemistry	Microbiology, Burnaby, British Columbia

General Comments

The analytical methods used by ALS are developed using internationally recognized reference methods (where available), such as those published by US EPA, APHA Standard Methods, ASTM, ISO, Environment Canada, BC MOE, and Ontario MOE. Refer to the ALS Quality Control Interpretive report (QCI) for applicable references and methodology summaries. Reference methods may incorporate modifications to improve performance.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.
Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QA/QC Compliance Assessment to assist with Quality Review and Sample Receipt Notification.

When sampling time information is not provided by the client, sampling dates are shown without a time component. In these instances, the time component has been assumed by the laboratory for processing purposes.

Application of guidelines is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to fitness for a particular purpose, or non-infringement. ALS assumes no responsibility for errors or omissions in the information. Guidelines are not adjusted for the hardness, pH or temperature of the sample (the most conservative values are used). Measurement uncertainty is not applied to test results prior to comparison with specified criteria values.

Key : LOR: Limit of Reporting (detection limit).

Unit	*Description*
% T/cm	% transmittance per centimetre
AU/cm	absorbance unit per cm
mg/L	milligrams per litre
MPN/100mL	most probable number per 100 mL

>: greater than.
<: less than.
Red shading is applied where the result is equal to or greater than the Guideline Upper Limit or the result is lower than the Guideline Lower Limit.

Appendix B. First reading report as published after the meeting.

Analytical Results

Sub-Matrix: **Water** (Matrix: **Water**)			Client sample ID	Riley's Cider						
			Sampling date/time	08-Feb-2021 00:00						
Analyte	*Method*	*LOR*	*Unit*	VA21A2278-001	**CDWG MAC**					
Aggregate Organics										
tannin + lignin (as tannic acid)	E563	0.10	mg/L	<0.10	-					
Bacteriological Tests										
coliforms, Escherichia coli [E. coli]	E010	1	MPN/100mL	<1	**1**					
coliforms, total	E010	1	MPN/100mL	**9**	**1**					
Physical Tests										
absorbance, UV (@ 254nm)	E404	0.0050	AU/cm	**0.0120**	-					
transmittance, UV (@ 254nm)	E404	1.0	% T/cm	**97.3**	-					

Please refer to the General Comments section for an explanation of any qualifiers detected.

Summary of Guideline Breaches by Sample

Client Sample ID	Matrix	Analyte	Analyte Summary	Guideline	Category	Result	Limit
			No description available for this compound in this guideline				

Keys:

CDWG — Canada Guidelines for Canadian Drinking Water Quality (JAN, 2021)

MAC — Maximum Acceptable Concentrations

APPENDIX B

Well Log

rce of British Columbia Ministry of Environment

RECEIVED AUG 0 8 1989
Water Management Branch

WATER WELL RECORD

Date 8 9 7 3 1 (YR MO DY)

WELL No. ____ ELEV ____ Location Accuracy ____

E ____ N ____ UTM Date 19__ Well Type ____

Name & Address Mohcreek Logging Ltd., P.O. Box 2436, Parksville, B.C. V0R 2S0

Description & Address ____

Descriptive Location Lot #1 Bowen Island

TYPE OF WORK 1 ☒ New Well 2 ☐ Reconditioned 3 ☐ Deepened 4 ☐ Abandoned

WORK METHOD 1 ☐ Cable tool 2 ☐ Bored 3 ☐ Jetted 4 ☐ Rotary a ☐ mud b ☐ air c ☐ reverse ☐ Other ____

WATER WELL USE 1 ☐ Domestic 2 ☐ Municipal 3 ☐ Irrigation 4 ☐ Comm. & Ind. ☐ Other ____

DRILLING ADDITIVES ____

MEASUREMENTS from 1 ☐ ground level 2 ☐ top of casing

casing height above ground level ____ ft.

FROM ft	TO ft	6. WELL LOG DESCRIPTION	SWL ft
	100	depth of well	
		21ft. casing.	
0-	14	overburden, soil and rocks	
14-	16	rocks and gravel with water	
16-	18	soft rock	
18-	40	light coloured rock with amber & white feldspar	
40-	42	brown rock, fractured water 1 3/4 gpm.	
42-	74	light coloured rock, water increased to 3 gpm. at 74 ft.	
74-	100	no change	

9. CASING: Materials 1 ☐ Steel 2 ☐ Galvanized 3 ☐ Wood 4 ☐ Plastic 5 ☐ Concrete ☐ Other ____

Hole Diameter							units
Diameter							ins
from							ins
to							ft
Thickness							ft
Weight							ins
							lb/ft

Pitless unit ____ ft 1 ☐ above 2 ☐ below ground level

1 ☐ Welded 2 ☐ Cemented 3 ☐ Threaded | 1 ☐ New 2 ☐ Used

Perforations: ____

Shoe (s): ____

Open hole, from ____ to ____ ft Diameter ____ ins

Grout: ____

10. SCREEN: 1 ☐ Nominal (Telescope) 2 ☐ Pipe Size

Type 1 ☐ Continuous Slot 2 ☐ Perforated 3 ☐ Louvre ☐ Other ____

Material 1 ☐ Stainless Steel 2 ☐ Plastic ☐ Other ____

Set from ____ to ____ ft below ground level

RISER, SCREEN & BLANKS							units
Length							ft
Diam. I.D							ins
Slot Size							ins
from							ft
to							ft

Fittings, top ____ bottom ____

Gravel Pack ____

11. DEVELOPED BY: 1 ☐ Surging 2 ☐ Jetting 3 ☐ Air 4 ☐ Bailing 5 ☐ Pumping ☐ Other ____

12. TEST 1 ☐ Pump 2 ☐ Bail 3 ☐ Air Date (YR MO DY) ____

Rate ____ USgpm Temp ____ °C SWL before test ____ ft

Water Level ____ ft after test of ____ hrs

☐ DRAWDOWN in ft				☐ RECOVERY in ft			
mins	WL	mins	WL	mins	WL	mins	WL

13. RECOMMENDED PUMP TYPE ____ RECOMMENDED PUMP SETTING ____ ft RECOMMENDED PUMPING RATE ____ USgpm

14. WATER TYPE: 1 ☐ fresh 2 ☐ salty 3 ☐ clear 4 ☐ cloudy

colour ____ smell ____ ; gas 1 ☐ yes 2 ☐ no

15. WATER ANALYSIS: 1 Hardness ____ mg/L 2 Iron ____ mg/L 3 Chloride ____ mg/L 4 pH ____

Field Date ____

Lab Date (YR MO DY) ____

CONSULTANT ____

Address ____

WELL LOCATION SKETCH

SITE I D No ____

16. FINAL WELL COMPLETION DATA

BRITISH COLUMBIA Groundwater Wells and Aquifers

Well Summary

Well Tag Number: 94045
Well Identification Plate Number:
Owner Name: 360318 BC LIMITED
Intended Water Use: Unknown Well Use

Well Status: New
Well Class: Water Supply
Well Subclass: Not Applicable
Aquifer Number:

Observation Well Number:
Observation Well Status:
Environmental Monitoring System (EMS) ID:
Alternative specs submitted: No

Licensing Information

Licensed Status: Unlicensed

Licence Number:

Location Information

Street Address:
Town/City: BOWEN ISLAND

Legal Description:

Lot	1
Plan	7107
District Lot	492
Block	
Section	
Township	
Range	
Land District	36
Property Identification Description (PID)	

Description of Well Location: SUSET PARK ESTATES

Geographic Coordinates - North American Datum of 1983 (NAD 83)
Latitude: 49.36217
Longitude: -123.40078
UTM Easting: 470899
UTM Northing: 5467795
Zone: 10
Coordinate Acquisition Code: (10 m accuracy) Handheld GPS with accuracy of +/- 10 metres

Well Activity

Activity	Work Start Date	Work End Date	Drilling Company	Date Entered
Legacy record	1989-07-31	1989-07-31	Tri-K Drilling	October 29th 2008 at 8:02 AM

Well Work Dates

Start Date of Construction	End Date of Construction	Start Date of Alteration	End Date of Alteration	Start Date of Decommission	End Date of Decommission
1989-07-31	1989-07-31				

Well Completion Data

Total Depth Drilled:
Finished Well Depth:
Final Casing Stick Up:
Depth to Bedrock:
Ground elevation:

Static Water Level:
Estimated Well Yield:
Artesian Flow:
Artesian Pressure:
Method of determining elevation: Unknown

Well Cap:
Well Disinfected Status: Not Disinfected
Drilling Method:
Orientation of Well: VERTICAL

Lithology

From (ft bgl)	To (ft bgl)	Raw Data	Description	Moisture	Colour	Hardness	Observations	Water Bearing Flow Estimate (USGPM)

There are no records to show

Casing Details

From (ft bgl)	To (ft bgl)	Casing Type	Casing Material	Diameter (in)	Wall Thickness (in)	Drive Shoe

There are no records to show

Surface Seal and Backfill Details

Surface Seal Material:
Surface Seal Installation Method:
Surface Seal Thickness:
Surface Seal Depth:

Backfill Material Above Surface Seal:
Backfill Depth:

Liner Details

Liner Material:
Liner Diameter:
Liner from:

Liner Thickness:
Liner to:

Liner perforations

From (ft bgl)	To (ft bgl)

There are no records to show

Screen Details

Intake Method:
Type:
Material:
Opening:
Bottom:

Installed Screens

From (ft bgl)	To (ft bgl)	Diameter (in)	Assembly Type	Slot Size

There are no records to show

Well Development

Developed by:

Development Total Duration:

Well Yield

Estimation Method:
Static Water Level Before Test:
Hydrofracturing Performed: No

Estimation Rate:
Drawdown:
Increase in Yield Due to Hydrofracturing:

Estimation Duration:

Well Decommission Information

Reason for Decommission:
Sealant Material:
Decommission Details:

Method of Decommission:
Backfill Material:

Comments

No comments submitted

Alternative Specs Submitted: No

Documents

- WTN 94045_Map.pdf

Disclaimer

The information provided should not be used as a basis for making financial or any other commitments. The Government of British Columbia accepts no liability for the accuracy, availability, suitability, reliability, usability, completeness or timeliness of the data or graphical depictions rendered from the data.

WTN 94045

SEP 28 1989

C

WATER WELL LOCATION DESCRIPTION FORM

NAME OF WELL OWNER : 360318 B.C. LTD.

ADDRESS : BOX 1126 GANGES VOS 1EO Phone No. 132-7635

DRILLING CONTRACTOR: TRI K DRILLING LTD. VICTORIA

DATE WELL DRILLING COMMENCED: JULY 31/89.

LEGAL DESCRIPTION OF PROPERTY WHERE THE WELL IS LOCATED
(fill in applicable items)

LAND DISTRICT: ~~37~~ 36

DISTRICT LOT (DL): 492

TOWNSHIP (TP): ———

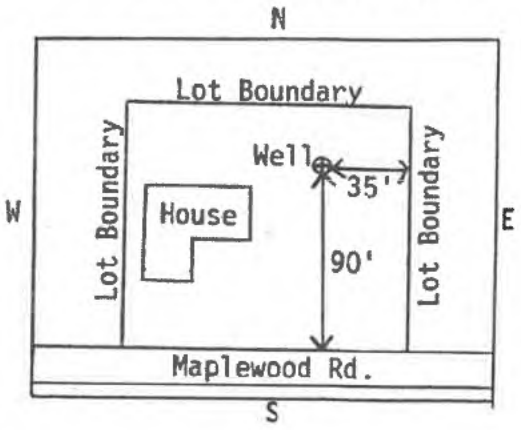
RANGE (R): ———

SECTION (SEC): ———

PLAN NO. : 7107

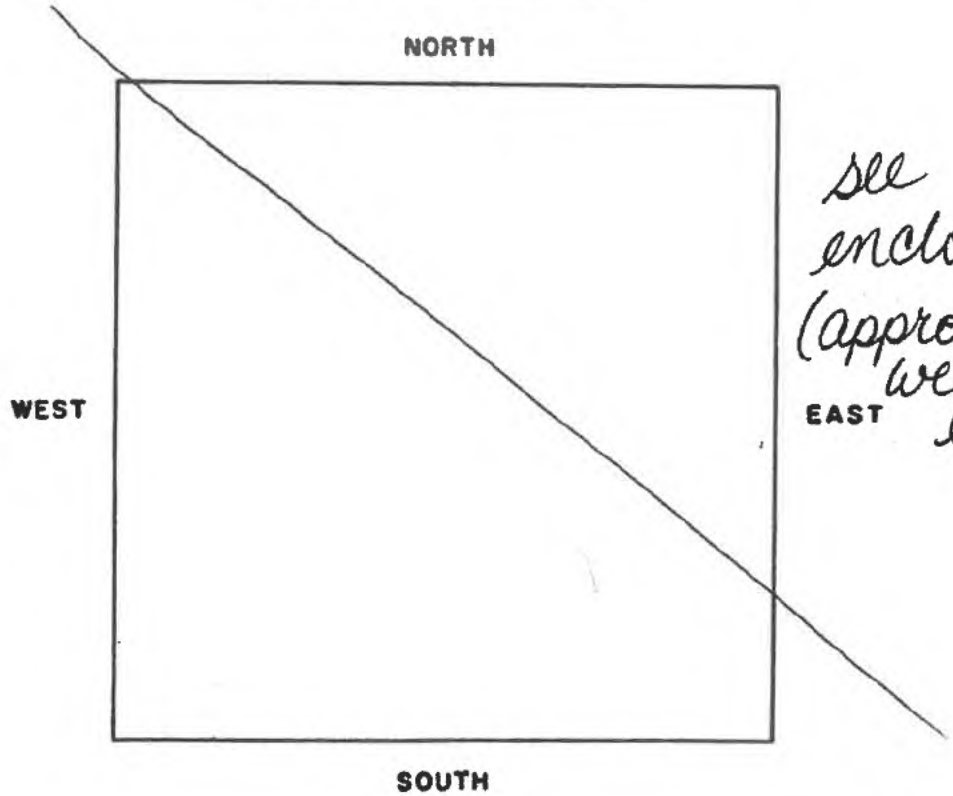
LOT NO. : ~~D~~ 1

WELL LOCATION SKETCH EXAMPLE

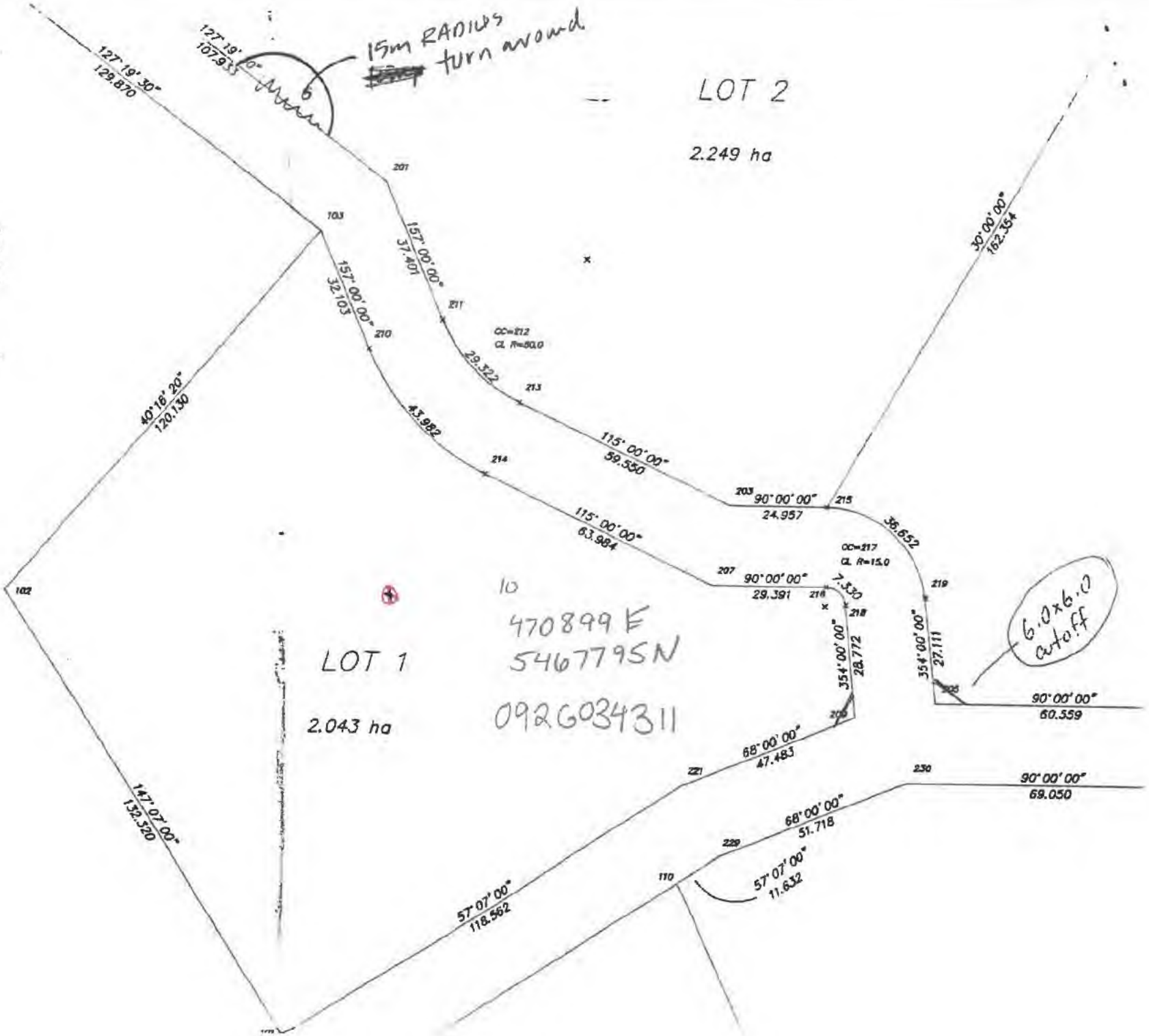


Lots 1-7 Bowen Island.
Sunset Park Estates.

WELL LOCATION SKETCH MAP



see enclosures. (approximate well locations)


15m RADIUS turn around
LOT 2
2.249 ha
LOT 1
2.043 ha
10
470899 E
5467795 N
092G034311
6.0x6.0 cutoff
127°19'30"
129.870
127°19'30"
107.935
157°00'00"
37.401
157°00'00"
32.103
OC=212
CL R=50.0
29.322
115°00'00"
59.550
43.982
115°00'00"
63.984
40°16'20"
120.130
147°07'00"
132.520
57°07'00"
118.562
90°00'00"
24.957
90°00'00"
29.391
OC=217
CL R=15.0
7.330
354°00'00"
28.772
354°00'00"
27.111
90°00'00"
60.559
68°00'00"
47.483
90°00'00"
69.050
68°00'00"
51.718
57°07'00"
11.632
30°00'00"
162.354
36.652
201
203
207
210
211
213
214
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219
221
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230
102
103
110

APPENDIX C

Certificate of Analysis: April 20, 2021, Water Sample

Appendix B. First reading report as published after the meeting.

ALS Environmental

CERTIFICATE OF ANALYSIS

Work Order	: **VA21A6689**	Page	: 1 of 2
Client	: **Cash Clients Canada**	Laboratory	: Vancouver - Environmental
Contact	: Riley's Cider Christine Hardie	Account Manager	: Email: ALSEV.CC@alsglobal.com
Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9	Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9
Telephone	: [redacted]	Telephone	: 604-253-4188
Project	: ---	Date Samples Received	: 12-Apr-2021 06:15
PO	: ---	Date Analysis Commenced	: 12-Apr-2021
C-O-C number	: ---	Issue Date	: 19-Apr-2021 14:15
Sampler	: ---		
Site	: ---		
Quote number	: Vancouver Cash Clients		
No. of samples received	: 1		
No. of samples analysed	: 1		

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QC Interpretive report to assist with Quality Review and Sample Receipt Notification (SRN).

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is conducted in accordance with US FDA 21 CFR Part 11.

Signatories	*Position*	*Laboratory Department*
Lindsay Gung	Supervisor - Water Chemistry	Microbiology, Burnaby, British Columbia

Appendix B. First reading report as published after the meeting.

General Comments

The analytical methods used by ALS are developed using internationally recognized reference methods (where available), such as those published by US EPA, APHA Standard Methods, ASTM, ISO, Environment Canada, BC MOE, and Ontario MOE. Refer to the ALS Quality Control Interpretive report (QCI) for applicable references and methodology summaries. Reference methods may incorporate modifications to improve performance.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.

Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

Please refer to Quality Control Interpretive report (QCI) for information regarding Holding Time compliance.

Key : CAS Number: Chemical Abstracts Services number is a unique identifier assigned to discrete substances
LOR: Limit of Reporting (detection limit).

Unit	*Description*
MPN/100mL	most probable number per 100 mL

<: less than.

>: greater than.

Surrogate: An analyte that is similar in behavior to target analyte(s), but that does not occur naturally in environmental samples. For applicable tests, surrogates are added to samples prior to analysis as a check on recovery.

Test results reported relate only to the samples as received by the laboratory.

UNLESS OTHERWISE STATED on SRN or QCI Report, ALL SAMPLES WERE RECEIVED IN ACCEPTABLE CONDITION.

Analytical Results

Sub-Matrix: **Water**
(Matrix: Water)

					Client sample ID	**Riley's Cidery**	----	----	----	----
					Client sampling date / time	12-Apr-2021	---	---	---	---
Analyte	*CAS Number*	*Method*	*LOR*	*Unit*		**VA21A6689-001**	-------	-------	-------	-------
						Result	---	---	---	---
Bacteriological Tests										
coliforms, total	—	E010	1	MPN/100mL		<1	---	—	—	—
coliforms, Escherichia coli [E. coli]	—	E010	1	MPN/100mL		<1	---	—	—	—

Please refer to the General Comments section for an explanation of any qualifiers detected.

ALS Environmental

QUALITY CONTROL INTERPRETIVE REPORT

Work Order	: **VA21A6689**	Page	: 1 of 5
Client	: **Cash Clients Canada**	Laboratory	: Vancouver - Environmental
Contact	: Riley's Cider Christine Hardie	Account Manager	: Email: ALSEV.CC@alsglobal.com
Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9	Address	: 8081 Lougheed Highway Burnaby, British Columbia Canada V5A 1W9
Telephone	: [redacted]	Telephone	: 604-253-4188
Project	: ---	Date Samples Received	: 12-Apr-2021 06:15
PO	: ---	Issue Date	: 19-Apr-2021 14:15
C-O-C number	: ---		
Sampler	: ---		
Site	: ---		
Quote number	: Vancouver Cash Clients		
No. of samples received	: 1		
No. of samples analysed	: 1		

This report is automatically generated by the ALS LIMS (Laboratory Information Management System) through evaluation of Quality Control (QC) results and other QA parameters associated with this submission, and is intended to facilitate rapid data validation by auditors or reviewers. The report highlights any exceptions and outliers to ALS Data Quality Objectives, provides holding time details and exceptions, summarizes QC sample frequencies, and lists applicable methodology references and summaries.

Key

Anonymous: Refers to samples which are not part of this work order, but which formed part of the QC process lot.
CAS Number: Chemical Abstracts Services number is a unique identifier assigned to discrete substances.
DQO: Data Quality Objective.
LOR: Limit of Reporting (detection limit).
RPD: Relative Percent Difference.

Summary of Outliers

Outliers : Quality Control Samples

- No Method Blank value outliers occur.
- No Duplicate outliers occur.
- No Laboratory Control Sample (LCS) outliers occur
- No Matrix Spike outliers occur.
- No Test sample Surrogate recovery outliers exist.

Outliers: Reference Material (RM) Samples

- No Reference Material (RM) Sample outliers occur.

Outliers : Analysis Holding Time Compliance (Breaches)

- No Analysis Holding Time Outliers exist.

Outliers : Frequency of Quality Control Samples

- No Quality Control Sample Frequency Outliers occur.

RIGHT SOLUTIONS | RIGHT PARTNER

Analysis Holding Time Compliance

This report summarizes extraction / preparation and analysis times and compares each with ALS recommended holding times, which are selected to meet known provincial and /or federal requirements. In the absence of regulatory hold times, ALS establishes recommendations based on guidelines published by organizations such as CCME, US EPA, APHA Standard Methods, ASTM, or Environment Canada (where available). Dates and holding times reported below represent the first dates of extraction or analysis. If subsequent tests or dilutions exceeded holding times, qualifiers are added (refer to COA).

If samples are identified below as having been analyzed or extracted outside of recommended holding times, measurement uncertainties may be increased, and this should be taken into consideration when interpreting results.

Where actual sampling date is not provided on the chain of custody, the date of receipt with time at 15:00 is used for calculation purposes.

Where only the sample date without time is provided on the chain of custody, the sampling date at 15:00 is used for calculation purposes.

Matrix: **Water**

Evaluation: * = Holding time exceedance ; ✓ = Within Holding Time

Analyte Group / Container / Client Sample ID(s)	Method	Sampling Date	Extraction / Preparation				Analysis			
			Preparation Date	Holding Times Rec	Holding Times Actual	Eval	Analysis Date	Holding Times Rec	Holding Times Actual	Eval
Bacteriological Tests : Total Coliforms and E. coli (Enzyme Substrate)										
Sterile HDPE (Sodium thiosulphate)										
Riley's Cidery	E010	12-Apr-2021	—	—	—		12-Apr-2021	30 hrs	12 hrs	✓

Legend & Qualifier Definitions

Rec. HT: ALS recommended hold time (see units).

Appendix B. First reading report as published after the meeting.

Quality Control Parameter Frequency Compliance

The following report summarizes the frequency of laboratory QC samples analyzed within the analytical batches (QC lots) in which the submitted samples were processed. The actual frequency should be greater than or equal to the expected frequency.

Matrix: **Water**

Evaluation: × = QC frequency outside specification; ✓ = QC frequency within specification.

Quality Control Sample Type / Analytical Methods	Method	QC Lot #	Count		Frequency (%)		
			QC	Regular	Actual	Expected	Evaluation
Laboratory Duplicates (DUP)							
Total Coliforms and E. coli (Enzyme Substrate)	E010	177484	1	1	100.0	10.0	✓
Method Blanks (MB)							
Total Coliforms and E. coli (Enzyme Substrate)	E010	177484	1	1	100.0	5.0	✓

Methodology References and Summaries

The analytical methods used by ALS are developed using internationally recognized reference methods (where available), such as those published by US EPA, APHA Standard Methods, ASTM, ISO, Environment Canada, BC MOE, and Ontario MOE. Reference methods may incorporate modifications to improve performance (indicated by "mod").

Analytical Methods	Method / Lab	Matrix	Method Reference	Method Descriptions
Total Coliforms and E. coli (Enzyme Substrate)	E010 Vancouver - Environmental	Water	APHA 9223 (mod)	The enzyme substrate test simultaneously detects Total Coliforms and E. coli in a 100 mL sample after incubation at 35.0 ±0.5°C for either 18 or 24 hours (dependent on reagent used).

Appendix B. First reading report as published after the meeting.

Appendix B. First reading report as published after the meeting.

ALS Environmental

QUALITY CONTROL REPORT

Work Order	:VA21A6689	Page	: 1 of 3
Client	: Cash Clients Canada	Laboratory	: Vancouver - Environmental
Contact	: Riley's Cider Christine Hardie	Account Manager	: Email: ALSEV.CC@alsglobal.com
Address	: 8081 Lougheed Highway Burnaby BC Canada V5A 1W9	Address	: 8081 Lougheed Highway Burnaby, British Columbia Canada V5A 1W9
Telephone	[redacted]	Telephone	: 604-253-4188
Project	: ---	Date Samples Received	: 12-Apr-2021 06:15
PO	: ---	Date Analysis Commenced	: 12-Apr-2021
C-O-C number	: ---	Issue Date	: 19-Apr-2021 14:15
Sampler	: ---		
Site	: ---		
Quote number	: Vancouver Cash Clients		
No. of samples received	: 1		
No. of samples analysed	: 1		

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Quality Control Report contains the following information:

- Laboratory Duplicate (DUP) Report; Relative Percentage Difference (RPD) and Acceptance Limits
- Matrix Spike (MS) Report; Recovery and Acceptance Limits
- Reference Material (RM) Report; Recovery and Acceptance Limits
- Method Blank (MB) Report; Recovery and Acceptance Limits
- Laboratory Control Sample (LCS) Report; Recovery and Acceptance Limits

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is conducted in accordance with US FDA 21 CFR Part 11.

Signatories	*Position*	*Laboratory Department*
Lindsay Gung	Supervisor - Water Chemistry	Microbiology, Burnaby, British Columbia

Appendix B. First reading report as published after the meeting.

General Comments

The ALS Quality Control (QC) report is optionally provided to ALS clients upon request. ALS test methods include comprehensive QC checks with every analysis to ensure our high standards of quality are met. Each QC result has a known or expected target value, which is compared against predetermined Data Quality Objectives (DQOs) to provide confidence in the accuracy of associated test results. This report contains detailed results for all QC results applicable to this sample submission. Please refer to the ALS Quality Control Interpretation report (QCI) for applicable method references and methodology summaries.

Key :

Anonymous = Refers to samples which are not part of this work order, but which formed part of the QC process lot.
CAS Number = Chemical Abstracts Services number is a unique identifier assigned to discrete substances.
DQO = Data Quality Objective.
LOR = Limit of Reporting (detection limit).
RPD = Relative Percentage Difference
# = Indicates a QC result that did not meet the ALS DQO.

Laboratory Duplicate (DUP) Report

A Laboratory Duplicate (DUP) is a randomly selected intralaboratory replicate sample. Laboratory Duplicates provide information regarding method precision and sample heterogeneity. ALS DQOs for Laboratory Duplicates are expressed as test-specific limits for Relative Percent Difference (RPD), or as an absolute difference limit of 2 times the LOR for low concentration duplicates within ~ 4-10 times the LOR (cut-off is test specific).

Sub-Matrix: **Water**

					Laboratory Duplicate (DUP) Report						
Laboratory sample ID	Client sample ID	Analyte	CAS Number	Method	LOR	Unit	Original Result	Duplicate Result	RPD(%) or Difference	Duplicate Limits	Qualifier
Bacteriological Tests (QC Lot: 177484)											
VA21A6689-001	Riley's Cidery	coliforms, Escherichia coli [E. coli]	—	E010	1	MPN/100mL	<1	<1	0	Diff <2x LOR	—
		coliforms, total	—	E010	1	MPN/100mL	<1	<1	0	Diff <2x LOR	—

Method Blank (MB) Report

A Method Blank is an analyte-free matrix that undergoes sample processing identical to that carried out for test samples. Method Blank results are used to monitor and control for potential contamination from the laboratory environment and reagents. For most tests, the DQO for Method Blanks is for the result to be < LOR.

Sub-Matrix: **Water**

Analyte	CAS Number	Method	LOR	Unit	Result	Qualifier
Bacteriological Tests (QCLot: 177484)						
coliforms, Escherichia coli [E. coli]	—	E010	1	MPN/100mL	<1	—
coliforms, total	—	E010	1	MPN/100mL	<1	—

Page : 3 of 3
Work Order : VA21A6689
Client : Cash Clients Canada
Project : —

ALS Environmental

Chain of Custody / Analytical Request Form

Canada Toll Free: 1 800 668 9878

www.alsglobal.com

Page ____ of ____

Report To	Report Format / Distribution
Company: Riley's Cidery	Standard: Other (specify):
Contact: Christyne Harding	Select: PDF Excel Digital Fax
Address:	Email 1:
Phone: (604) [redacted] Fax:	Email 2:
Invoice To: Same as Report ? (circle) Yes or No (if No, provide details)	Client / Project Information
Copy of Invoice with Report? (circle) Yes or No	Job #:
Company:	PO / AFE:
Contact:	LSD:
Address:	
Phone: Fax:	Quote #:
If Work Order # (lab use only)	ALS Contact: Sampler:

Service Request: (Rush subject to availability - Contact ALS to confirm TAT)

- Regular (Standard Turnaround Times - Business Days)
- Priority (2-4 Business Days) - 50% surcharge - Contact ALS to confirm TAT
- Emergency (1-2 Business Days) - 100% Surcharge - Contact ALS to confirm TAT
- Same Day or Weekend Emergency - Contact ALS to confirm TAT

Analysis Request

(Indicate Filtered or Preserved, F/P)

Sample Identification (This description will appear on the report)	Date (dd-mmm-yy)	Time (hh:mm)	Sample Type	VA21A2278 for Reference	Number of Containers
Riley's Cidery			water		

Environmental Division
Vancouver
Work Order Reference
VA21A6689

Telephone : +1 604 253 4188

Special Instructions / Regulation with water or land use (CCME-Freshwater Aquatic Life/BC CSR-Commercial/AB Tier 1-Natural/ETC) / Hazardous Details

SAMPLES RECEIVED WITHOUT CHAIN OF CUSTODY (CofC)

Failure to complete all portions of this form may delay analysis. Please fill in this form LEGIBLY.

By the use of this form the user acknowledges and agrees with the Terms and Conditions as specified on the back page of the white - report copy.

SHIPMENT RELEASE (client use)			SHIPMENT RECEPTION (lab use only)				SHIPMENT VERIFICATION (lab use only)			
Released by:	Date:	Time:	Received by:	Date:	Time:	Temperature:	Verified by:	Date:	Time:	Observations: Yes / No ? If Yes add SIF
						2.4 °C	DB CJW	April 12, 2021	6:15 am	

no ice

REFER TO BACK PAGE FOR ALS LOCATIONS AND SAMPLING INFORMATION

WHITE - LABORATORY COPY YELLOW - CLIENT COPY

GENF 16.01 Front

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APPENDIX D

Aquifer #749 Information

BRITISH COLUMBIA Groundwater Wells and Aquifers

Aquifer Search / Aquifer Summary

Aquifer 749 Summary

Aquifer number	749	**Year of mapping**	2006
Aquifer name		**Litho stratigraphic unit**	Lower Jurassic to Middle Jurassic Bowen Island Group
Descriptive location	Bowen Island - SW	**Vulnerability**	Moderate
Material type	Bedrock	**Subtype**	Fractured crystalline bedrock
Quality concerns	Isolated	**Productivity**	Moderate
Size (km²)	4.1	**Calculated well density**	High

Well Information

Number of wells correlated to the aquifer	12
Number of uncorrelated wells within mapped aquifer extent	68
Artesian wells	0 artesian wells in aquifer

Well info last updated 2/2/2021

Documentation

Factsheets

Appendix B-4 First reading report as published after the meeting.

- AQ_00749_Aquifer_Factsheet.pdf

Other Documents

- AQ_00749_Aquifer_Mapping_Report.pdf

Licensing Information

The licensing summaries should be considered estimates. Due to complexities in the structure of the licensing data, reported values should be confirmed through the e-licensing portal (https://j200.gov.bc.ca/pub/ams/Default.aspx?PossePresentation=AMSPublic&PosseObjectDef=o_ATIS_DocumentSearch&PosseMenuName=WS_Main).

Number of groundwater licences	0
Water withdrawal volume (annual)	No information available.

Licensing information is obtained from the Water Rights Licence - Public data layer (https://catalogue.data.gov.bc.ca/dataset/water-rights-licences-public).

Unique licenses are counted once for each aquifer that they are associated with.

The total licensed volume is counted once for each licence (the total volume may be shared between wells if there are multiple wells in a licence). In cases where specific volumes are licensed for multiple purposes, individual volumes are summed.

Knowledge Indicators

Advanced mapping	No information available.
Artesian advisory	No information available.
Observation wells	No information available.
Numerical model	No information available.
Pumping stress index	o Stress Index Report (https://services1.arcgis.com/ubm4tcTYICKBpist/arcgis/rest/services/Aquifer_180613_NA/FeatureServer/0/235/attachments/235)
Water budget	No information available.
Water quality information	4 wells with an EMS ID
Hydraulically connected (screening level)	Less likely
Groundwater Surface Water Interactions	No information available.
Other Information	No information available.

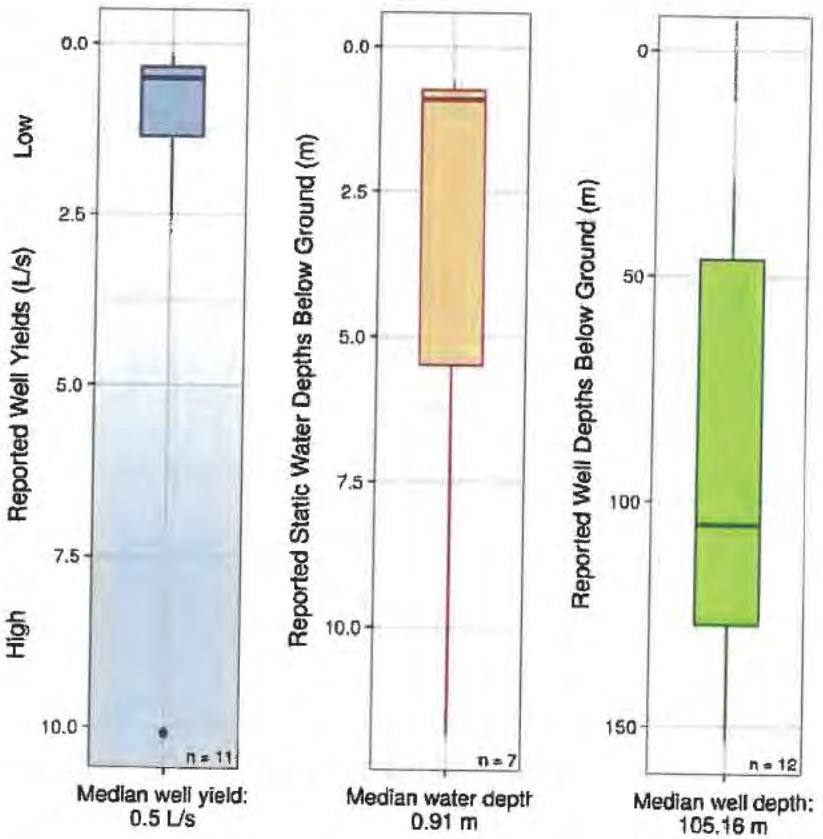
Appendix B-4 First reading report as published after the meeting.

Aquifer #749

Aquifer Description (**Mapping Report - 2006**): Fractured crystalline (igneous intrusive or metamorphic, meta-sedimentary, meta-volcanic, volcanic) rock aquifer (subtype = 6b).

Aquifer Details	
Region	South Coast
Water District	Vancouver
Aquifer Area	4.1 km^2
No. Wells Correlated to Aquifer	12
Vulnerability to Contamination	Moderate
Productivity	Moderate
Aquifer Classification	IB
Hydraulic Connectivity[1]	Not Likely
Aquifer Stress Index	Method not applicable - confined aquifer
No. Water Licences Issued to Wells	Unknown
Observation Wells (**Active**, Inactive)	None

[1] Based on broad regional assessment



Disclaimer: Use of information from Aquifer factsheets (accessed by BC government website) is subject to limitation of liability provisions (further described on that website). That information is provided by the BC government as a public service on an "as is" basis, without warranty of any kind, whether express or implied, and its use is at your own risk. Under no circumstances will the BC government, or its staff, agents and contractors, be responsible or liable to any person or business entity, for any direct, indirect, special, incidental, consequential or any other loss or damages to any person or business entity based on this factsheet or any use of information from it.

Detailed methods for all figures are described in the companion document (Aquifer Factsheet - Companion Document.pdf).

AQUIFER CLASSIFICATION WORK SHEET

DATE: January 1, 2006

AQUIFER MAPPER: A.P. Kohut

AQUIFER LOCATION: Tunstall – Bowen Bay, Southwest side of Bowen Island.

AQUIFER NUMBER: 749

NTS MAP SHEETS: 92G/6

BCGS TRIM Maps (1:20,000): 092G.033

CLASSIFICATION: IB **RANKING: 12**

Aquifer Size:
Area of aquifer is approximately 4.1 km^2.

Aquifer Boundaries:
The aquifer boundary has been delineated using water well record information (area of development), topography, surface drainage features and major geologic structural (fault/lineament) features. The aquifer forms part of the larger fractured crystalline bedrock aquifer system that underlies Bowen Island.

Geologic Formation (overlying): Pleistocene and Holocene deposits including clay, till, boulders, silt, sand and gravel, see Ministry of Environment (1978).

Geologic Formation (aquifer): Fractured crystalline bedrock including Lower Jurassic to Middle Jurassic *Bowen Island Group* around Tunstall Bay comprised of argillite, greywacke and conglomerate turbidites, and Late Jurassic quartz diorite around Bowen Bay. See Roddick and Woodsworth (1979) and British Columbia Geological Survey (2005).

Confined/Partially Confined/Unconfined: Confined and partially confined.

Vulnerability:
Moderate. The geometric mean (geomean) depth to static water level is 0.4 metres (1.3 feet). The geometric mean thickness of the confining layer is 6.81 metres (22.3 feet). The range of thickness of the confining layer is from 0.61 to 34.75 metres (2.0 to 114.0 feet).

Productivity:
Highly variable from low to high and **moderate overall** for fractured bedrock. Well yields reported in the well records range up to 2.52+ L/s (40+ USgpm). The geometric mean of 12 reported well yields is 0.43 L/s (6.8 USgpm) and the median well yield is 0.41 L/s (6.5 USgpm).

Depth to Water Table:

The geometric mean static water level is 0.4 metres (1.3 feet) and the median static water level is 0.7 metres (2.3 feet) based on 8 well records. Flowing conditions are reported in three wells near the coast.

Direction of Groundwater Flow:
Groundwater likely moves from eastern upland areas towards the west discharging into Tunstall Bay and Bowen Bay.

Recharge:
Precipitation and infiltration from eastern upland surface sources.

Domestic Well Density:
Moderate. Approximately 4 wells/km^2. Wells are concentrated along the coastal part of the aquifer area.

Type of Water Use:
Domestic for individual properties and community water supplies.

Reliance on Source:
Important source for individual properties and community supplies including Bowen Bay Water System and Tunstall Bay Water System.

Conflicts Between Users:
Unknown.

Quantity Concerns (type, source, level of concern):
Downward trend reported in water levels in some wells, (Bowen Island Municipality, 2005a). This may need further investigation.

Quality Concerns (type, source, level of concern):
Elevated TDS, Iron and Chlorides in some wells along southern boundary of aquifer. Two flowing wells reported with high pH (9.4). Source water quality protection is of interest for community water systems (Bowen Island Municipality, 2005a and 2005b).

Comments:
The geometric mean depth of water wells in this aquifer is 82.98 metres (272.3 feet). The median depth of wells is 105.15 metres (345.0 feet) and the range of well depths is from 28.95 to 153.0 metres (95.0 to 502.0 feet).

The statistics quoted for this aquifer are based on 8 to 14 water well records.

References:

Berardinucci, J. and K. Ronneseth. 2002. *Guide to Using the BC Aquifer Classification Maps for the Protection and Management of Groundwater.* Water, Air and Climate Change Branch. BC Ministry of Water, Land and Air Protection. Victoria, B.C. 54 pp.

British Columbia Geological Survey. 2005. *Geology Map* at Map Place.ca

http://webmap.em.bc.ca/mapplace/minpot/bcgs.cfm

Bowen Island Municipality. 2005a. Tunstall Bay Water System, Drinking Water Quality, Annual Report - Final, Calendar Year 2004.

Bowen Island Municipality. 2005b. Bowen Bay Water System, Drinking Water Quality, Annual Report - Final, Calendar Year 2004.

Brown, W.L., and R.B. Erdman. 1970. Groundwater Development, Tunstall Bay, Bowen Island for Deecee Projects Ltd. Robinson, Roberts and Brown Ltd., North Vancouver, British Columbia. NTS File 092G/06-57 Ministry of Environment, Victoria, British Columbia.

Buble, G. 1989. part of a report on Bowen Bay Improvement District's water sources. Municipal Engineering Services, Ministry of Municipal Affairs, Province of British Columbia, Victoria, British Columbia.

Erdman, R.B., and H.W. Reed. 1976. Completion Report on a Deep Production Well for Mary B. Adams, Bowen Island, British Columbia. Piteau Gadsby Macleod Ltd., Vancouver, British Columbia.NTS File 092G/06-50 Ministry of Environment, Victoria, British Columbia.

Journeay, J.M. and Dunster, J., 2002. *The Bowen Island GeoLibrary; Spinning the web of Community Knowledge (v1.0)*. A project of the Bowen Island Forest and Water Management Society. Available on CD and online at: www.bowenisland.info

Ministry of Environment. 1978. *Bowen Island: a resource analysis for land use planning, Volumes 1 and 2*, The Islands Trust, Ministry of Muncipal Affairs and Housing, Victoria, British Columbia. NTS File 092G/06-13, Ministry of Environment, Victoria, British Columbia.

Reed, H.W. 1979. Production Well Aquifer Test for Mary B. Adams, Bowen Island, British Columbia. Brown, Erdman & Associates Ltd., Vancouver, British Columbia.NTS File 092G/06-50 Ministry of Environment, Victoria, British Columbia.

Roddick, J.A., and G.J. Woodsworth 1979. Geology of Vancouver West Half and Mainland Part of Alberni, Geological Survey of Canada O.F. 611

AQUIFER CLASSIFICATION AND RANKING

AQUIFER LOCATION: Tunstall – Bowen Bay, Southwest side of Bowen Island.

AQUIFER NUMBER: 749

CLASSIFICATION: IB **RANKING VALUE:** 12

Classification Component:

Level of development: **Heavy** - ***High*** level of demand in relationship to ***moderate*** level of aquifer productivity and water availability. Additional development of the aquifer should be carefully assessed.

Level of Vulnerability: **Moderate:** ***Moderate*** level of vulnerability to surface contamination.

Ranking Component:

	Ranking Value
Productivity:	2
Vulnerability:	2
Size:	1
Demand*:	3
Type of Use:	2
Quality Concerns:	1
Quantity Concerns:	1
Total:	**12**

- Demand has been assessed subjectively. Demand is based on domestic well density, number and type of wells, and general knowledge of well use and land use in the area. Demand assumes that the reported well capacity is the amount of water used, which can be misleading. The reported well capacity can be higher than actual use.

Number of water wells available for aquifer delineation = 14
Statistical Summary of Well Record Data for Aquifer # 749

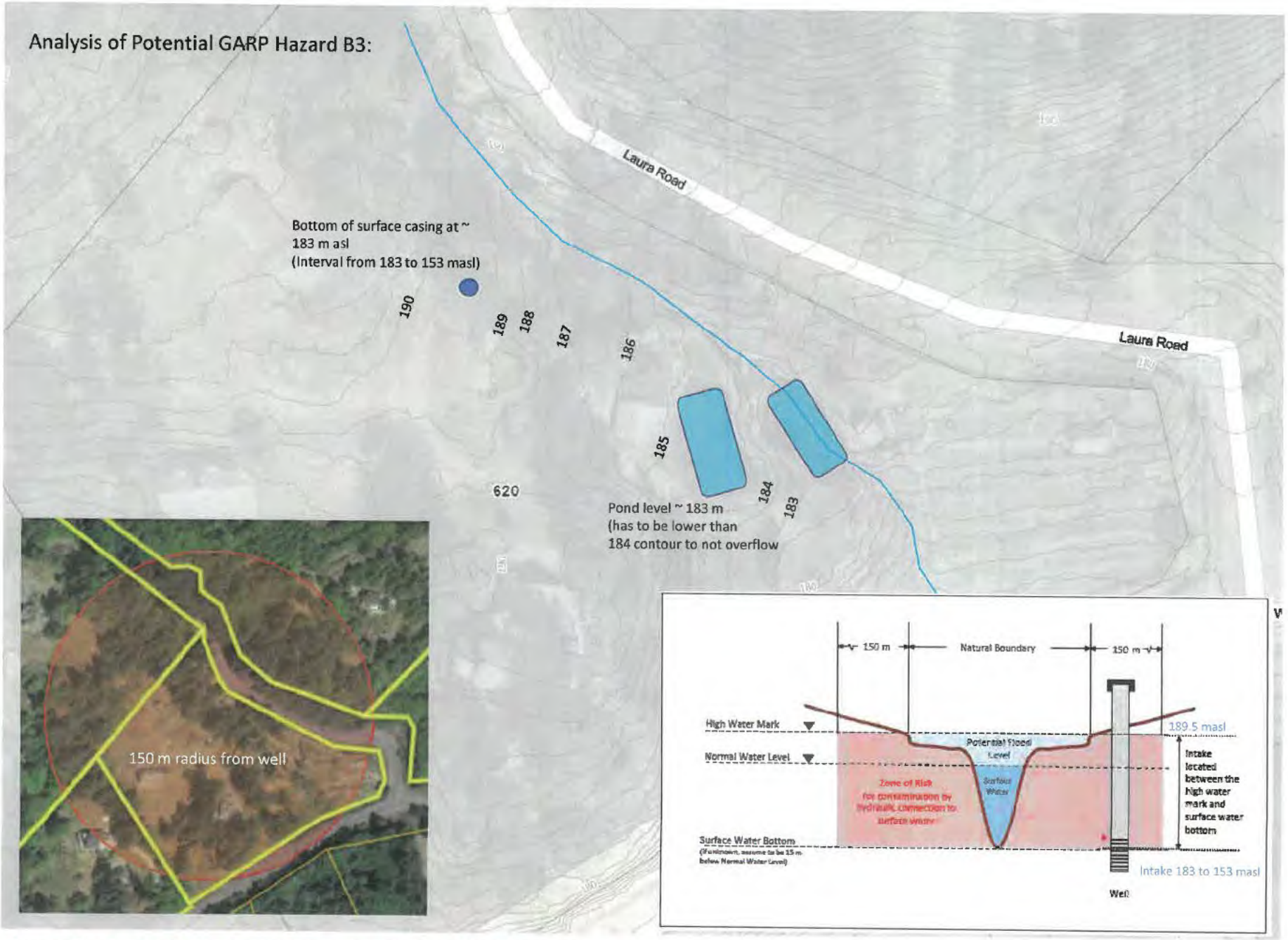
	Well Depth		Depth to Water		Depth to Bedrock		Reported Well Yield *		Estimated Thickness of Confining Materials **	
Number of Wells	14	14	8	8	14	14	12	12	14	14
	m	ft	m	ft	m	ft	L/s	gpm	m	ft
Maximum	153.00	502.0	11.89	39.0	34.75	114.0	2.52	40.0	34.75	114.0
Minimum	28.95	95.0	0.03	0.1	0.61	2.0	0.01	0.2	0.61	2.0
Average	95.40	313.0	2.3	7.5	10.73	35.2	0.69	11.0	10.73	35.2
Median	105.15	345.0	0.7	2.3	6.40	21.0	0.41	6.5	6.40	21.0
Geometric Mean	82.98	272.3	0.4	1.3	6.81	22.3	0.43	6.8	6.81	22.3

* - USgpm

** Does not include surficial wells where bedrock was not encountered.

APPENDIX E

Analysis of Well Intake vs. Surface Water Elevations



Appendix E – Analysis of Well Intake vs. Surface Water Elevations

APPENDIX F

Statement of Limitations

Statement of Limitations

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Contact
Michael Florendo, MS, PEng, Project Manager
604-838-0953
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McElhanney

BEST MANAGED COMPANIES CANADA

Vancouver CoastalHealth

RECORD OF SEWERAGE SYSTEM

Filing # (OFFICE USE ONLY)

1. Property Information

☒ New Construction ☐ Alteration ☐ Repair ☐ Amendment – Original Filing #

Tax Assessment Roll #: **00028.100**

PID #: **015-026-701**

Legal Description (Plan, Lot, District Lot, Block Numbers): **Lot 1, Block D, Plan VAP22501, District Lot 492.**

Street (Civic) Address or General Location: **620 Laura Road**

City: **Bowen Island**

2. Owner Information

Name of Legal Owner: **Rob Purdy**

Mailing Address: **620 Laura Road**

Phone: [redacted]

City: **Bowen Island**

Prov: **BC**

Postal Code: **V0N 1G2**

3. Authorized Person Information

Name of Authorized Person: **Michael Florendo, P.Eng.**

Mailing Address: **Suite 200, 858 Beatty Street**

Phone: **1-604-838-0953**

City: **Vancouver**

Prov: **BC**

Postal Code: **V6B 1C1**

Registration #: **EGBC P.Eng. 30052**

Email: **mflorendo@mcelhanney.com**

4. Structure Information

Sewerage System Will Serve:

☐ Single Family Dwelling ☒ Other Structure *(specify)* Cidery ☐ Other Dwelling *(specify)*

The sewerage system is designed for an estimated minimum daily domestic sewage flow of *(check one)*

☒ Less than or equal to 9,100 litres ☐ More than 9,100 litres but less than 22,700 litres

5. Site Information

Depth of native soil to seasonal high water table or restrictive layer *(cm)*: **100**

Information respecting the type, depth and porosity of the soil is attached ☒ Yes ☐ No

GPS Location of System *(decimal degrees)* Latitude **49.362248°** Longitude **-123.401498°**

Horizontal Accuracy *(m)* **89.7** ☐ Recreational GPS ☒ Differential GPS

6. Drinking Water Protection

Will the sewerage system be located less than 30 m from a well? ☐ Yes ☒ No

If yes, attach a professional's report and specify the intended distance *(m)*

Distance of proposed sewerage system to the closest body of surface water **50** *(m)*

7. System Information

Sewerage treatment method ☐ Type 1 ☐ Type 2 ☐ Type 3

8. Legal or Regulatory Considerations

☒ Construction of the proposed sewerage system will not conflict with legal instruments registered on the property.

Is this filing submitted as the result of an order from the Health Authority? ☐ Yes *(attach a copy of the order)* ☒ No

9. Plot Plan and Specifications

Plot Plan (to scale) and specifications are attached ☒ Yes ☐ No

☒ The plans and specifications are consistent with Standard Practice

Source of Standard Practice: ☐ Ministry of Health Standard Practice Manual ☒ Other

10. Authorized Person's Signature

Signature *(email submission does not require a signature)* [redacted]

Date (dd / mm / yyyy) 25 Jun. 2021

25 June 2021

OFFICE USE ONLY

Filing Accepted Date

Receipt Number

Vancouver CoastalHealth

SEWERAGE SYSTEM LETTER OF CERTIFICATION

Filing #	Folio or PID # 015-026-701	Date (dd/mm/yyyy) 25/06/2021
Civic Address 620 Laura Road, Bowen Island, B.C. V0N 1G2		
Legal Description Lot 1, Block D, Plan VAP22501, District Lot 492, Group 1, New WestMinster Land District		
The construction of the proposed sewerage system on the above property was completed on:		Date (dd/mm/yyyy) 23/06/2021

This system was installed:

	Name	Registration #
☒ By or under the supervision* of a professional	**Michael Florendo, P.Eng.**	**EGBC 30052**
☐ By a Registered Onsite Wastewater Practitioner Installer	Name	Registration #
☐ By the property owner under the supervision* of	Name	Registration #

I am an "Authorized Person" as defined in the Sewerage System Regulation "BC Reg. 326/2004."
The signature and seal of the undersigned on this document certifies that:

1. The Owner has been provided with:
   - ☒ A copy of the sewerage system plans and specifications as filed with the Health Authority;
   - ☒ A maintenance plan for the sewerage system that is consistent with standard practice;
   - ☒ A copy of this Letter of Certification as filed with the Health Authority;
2. The sewerage system has been constructed in accordance with standard practice as indicated in the Sewerage System Filing Form filed on **25/06/2021** *(dd/mm/yyyy)*;
3. The sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority;
4. The estimated daily domestic sewage flow through the sewerage system will be less than 22,700 liters;
5. If operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

* Where the authorized person is a professional, "supervision" means conducting field reviews of the construction of the above system that the professional in his or her professional discretion considers necessary to ascertain whether the construction substantially complies with the plans and specifications filed with the Health Authority.

Appended to this document is a plan of the sewerage system as it was built and a copy of the maintenance plan.

Name *(please print)* **Michael Florendo, P.Eng.**	**Health Authority Use Only**
Signature	
Authorized Person's Seal	

The Directives Only Checklist for Bylaw No. 726: staff comments and the record

Heather Miller
August 20, 2026.

Prepared for the Islands Trust Executive Committee. Section references are to the accompanying "*Submission on the referral of Bylaw No. 726, 620 Laura Road, Bowen Island*", submitted as Bylaw_726_620_Laura_Road_Submission_2026-08-20.pdf.

Every staff comment in the checklist now attached to the first reading report, in the order it appears, with the directive it answers and what the record shows.

Ten policies are marked consistent. Twenty-eight are marked not applicable. Nothing is marked inconsistent. The finding of compliance across all three Parts of the Policy Statement rests on five comments. One sentence answers four of the ten policies, including the forest ecosystems directive, and describes a covenant that does not exist. Two water directives are answered by a single comment resting on a pathogen screening of one well.

Part III, Ecosystem Preservation and Protection

3.1.3 — identification and protection of environmentally sensitive areas and significant natural sites, features and landforms. Marked consistent.

> *"The rezoning application includes a protective covenant around Murray Creek riparian area."*

Bylaw No. 726 contains no covenant. None was before Council. What Council resolved was to direct staff to seek protection of the riparian areas as a condition of rezoning approval, and the councillor who moved that wording said she liked it because it did not require a conservation covenant. Section 10.

3.1.4 — planning, establishment and maintenance of a network of protected areas preserving representative ecosystems. Marked consistent.

> *"The rezoning application includes a protective covenant around Murray Creek riparian area."*

The same sentence. It does not address a network of protected areas.

3.2.2 — protection of unfragmented forest ecosystems from the adverse impacts of growth, development and land use. Marked consistent.

> *"The rezoning application includes a protective covenant around Murray Creek riparian area."*

The same sentence again, answering the forest ecosystems directive.

3.3.2 — means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones, and to protect aquatic wildlife. Marked consistent.

> *"The rezoning application includes a protective covenant around Murray Creek riparian area."*

The same sentence a fourth time. Sections 5 and 10.

3.1.5 — regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species. Marked not applicable.

The property discharges process effluent to ground within a Development Permit Area designated for watershed, aquifer and stream protection. Section 8.

Part IV, Stewardship of Resources

4.1.4 — identification and preservation of agricultural land for current and future use. Marked consistent.

> *"Rezoning application includes provision for cidery use to provide a viable economic model to support ongoing use of agriculture land as productive apple orchards."*

4.1.5 — preservation, protection and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses. Marked consistent.

> *"Rezoning application includes provision for cidery use to provide a viable economic model to support ongoing use of agriculture land as productive apple orchards."*

The same sentence. It treats the two plantings as one thing. The production planting is a block of cider varieties planted around 2018; the heritage orchard is a collection of about a thousand varieties on cordon and espalier, valued, in the applicants' own words, *"primarily for its heritage and genetic diversity"*. The bylaw sets no minimum planting, no harvest requirement and no tie between production and the land. Section 6.

4.1.8 — land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land. Marked consistent.

> *"Rezoning application includes a protective covenant for agriculture land that it be used for that purpose. The cidery operation provides economic viability for the ongoing orchard operation."*

No such covenant exists, and Council did not resolve to obtain one. Its direction on the agricultural side was to seek ongoing protection of the biodiversity of the heritage orchard, which the planner told Council was *"not about protection of the agricultural land"*. Section 10.

4.4.2 — measures that ensure neither the density nor intensity of land use is increased in areas known to have a problem with the quality or quantity of the supply of freshwater; that water quality is maintained; and that existing, anticipated and seasonal demands for water are considered and allowed for. Marked consistent.

> *"Hydrogeologist report provided as part of the report outlines water sustainability. Water is provided from a groundwater source for cidery operations and a creek licence for irrigation."*

The report is a GARP hazard assessment of one well. It screens for pathogens, not sustainability, and expressly excludes quantity, drawdown, neighbouring wells and the creek. The creek licence is for irrigation only, seasonal, over 2.5 acres. The groundwater source is unlicensed. Section 4.

4.4.3 — measures that ensure water use is not to the detriment of in-stream uses. Marked consistent.

> *"Hydrogeologist report provided as part of the report outlines water sustainability. Water is provided from a groundwater source for cidery operations and a creek licence for irrigation."*

The same sentence. The report does not address in-stream uses. No Environmental Flow Needs assessment exists for Murray Creek or Bowen Brook. Section 5.

Part V, Sustainable Communities

5.7.2 — economic opportunities that are compatible with conservation of resources and protection of community character. Marked consistent.

> *"Cidery operations provide an economic opportunity on Bowen Island to support agricultural [sic] on Bowen Island."*

The comment addresses the opportunity. The directive asks whether it is compatible with conservation of resources. Section 8.

5.2.3 — policies related to the aesthetic, environmental and social impacts of development. Marked not applicable.

The Official Community Plan contains policies on each of those matters, and none was applied across five reports on this application. Section 9.

5.2.4 — growth rate and strategies for growth management ensuring land use is compatible with preservation and protection of the environment, natural amenities, resources and community character. Marked not applicable.

5.2.6 — identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability. Marked not applicable.

What the checklist concludes

The ten policies marked consistent are 3.1.3, 3.1.4, 3.2.2, 3.3.2, 4.1.4, 4.1.5, 4.1.8, 4.4.2, 4.4.3 and 5.7.2. Every one carries a comment; no policy is ticked without one. The remaining twenty-eight are marked not applicable, and nothing is marked inconsistent. The compliance box at the end of the checklist is ticked *"COMPLIANCE WITH TRUST POLICY"*, and the row for *"NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons"* is blank.

One sentence answers four separate policies, including the forest ecosystems directive. Two water directives receive the same sentence, resting on a document that addresses neither. Both covenant statements describe an instrument that does not exist and that Council did not resolve to obtain.

From: Rob Purdy <[redacted]>
Sent: Tuesday, August 25, 2026 2:23 PM
To: Executive Admin; Laura Patrick; Tobi Elliott; David Maude; Timothy Peterson
Cc: [redacted] Daniel Martin; Judith Gedye; Sue Ellen Fast
Subject: Bylaw 726 Bowen Island - 620 Laura Road - Applicant Context

Dear Executive Committee,

Thank you in advance for your consideration of our application, which is on the agenda for tomorrow's meeting following a referral from Bowen Island Municipality. We are the owners of the property and the applicants.

We are writing to provide some context that we hope will be helpful in your discussion, particularly regarding the scale and purpose of the existing cidery operation and the proposed covenants that have recently become associated with the application.

Our property is a five-acre parcel containing a very unique orchard. Over approximately 30 years, the previous owners assembled a collection of nearly 1,000 apple varieties, making it one of the most diverse apple orchards in Canada. The orchard was established primarily as a historical and preservation collection rather than as a conventional productive orchard. Many of the varieties are grafted onto dwarf rootstock and require considerable ongoing care and maintenance for their long-term survival.

We first became involved with the orchard in 2017. We were living nearby at the time and were invited to tour the property because the owners were looking for someone interested in helping continue its unique legacy. Over the following two years, we worked at the orchard several times a week, learning about the collection and what would be required to maintain it over the long term.

We concluded that a small, community-scale cidery was the most natural way to help support the orchard financially while also giving it a purpose beyond its origins as a private hobby collection. Our objective was to improve the likelihood that the orchard could be maintained for future generations.

We subsequently purchased the property and established the cidery. Its size and scale were very intentional. We wanted an operation that fit within the neighbourhood and reflected the character of Bowen Island: a small place where people could gather, learn about the orchard and its diversity, and socialize.

The cidery first opened in 2020 and has now operated successfully for six years. We repurposed an existing tractor shed rather than constructing a new commercial building. The tasting room itself is approximately 150 square feet and our capacity is limited to 30 people. The existing RR2 zoning already permits a modest degree of commercial activity, and we have intentionally kept

the cidery small in both physical scale and intensity.

Water sustainability — including water use, storage and quality — has also been central to how the property is operated. When we purchased the property, an irrigation licence was already in place for a small surface-water source, and we have continued to use that water for irrigation in substantially the same manner as the previous owners.
A seasonal creek runs through the property and is dry for approximately six months of the year, making water storage important. We have approximately 5,000 gallons of water storage on the property. The cidery building is supplied by our well. Water is not an ingredient in the cider itself, so the cidery's water requirements are very modest.
Water used in the cidery is captured through our wastewater system and reused for irrigation on the property rather than being discharged off-site. Our potable-water and wastewater systems are subject to Vancouver Coastal Health requirements and oversight.

We would particularly appreciate the Executive Committee's perspective on two covenants that have recently been proposed in connection with the rezoning: an environmental covenant over an area surrounding the seasonal creek and an agricultural covenant over the heritage orchard. These covenants were not proposed as part of our rezoning application and we have not yet agreed to them. While we strongly support the underlying objectives of protecting the orchard and the environmental features of the property, we have concerns about whether permanent covenants on title are necessary or proportionate to the modest land-use change being requested, particularly where many of the relevant activities can already be addressed through zoning, existing regulation and the conditions incorporated into the proposed bylaw. A covenant is already registered on the property restricting any further subdivision/density – which was registered when the lot was subdivided in the 1980s – and any changes on the property are subject to riparian protections and development permit areas, so strong controls are already in place.

Given the Executive Committee's broader experience with land-use applications and small agricultural businesses throughout the Islands Trust Area, we would value your consideration of whether these additional instruments are necessary to achieve the planning objectives associated with this application.

Our hope is ultimately quite simple: that this unique orchard and the small cidery that helps support it are given the opportunity to continue long into the future.
Additional background on the orchard and cidery can be found here:

www.rileyscider.com/pages/about-us
www.instagram.com/rileyscidery

We plan to attend tomorrow’s meeting by Zoom and would be pleased to answer any questions or provide further context that may assist the Committee.
Thank you for your time and consideration.

Rob Purdy & Christine Hardie
Owners 620 Laura Road & Riley's Cidery

From: Laura Patrick <lpatrick@islandstrust.bc.ca>
Sent: Thursday, July 30, 2026 7:02 PM
To: Jon Spalding <[redacted]>
Cc: Kristina Evans <kevans@islandstrust.bc.ca>; Dag Falck <dfalck@islandstrust.bc.ca>; Kim Stockdill <kstockdill@islandstrust.bc.ca>; SouthInfo <SouthInfo@islandstrust.bc.ca>
Subject: Re: Shoreline construction zoning

Jon,

Thank you for taking the time to share your thoughtful observations and recommendations regarding shoreline management in the Gulf Islands. I appreciate the depth of experience you bring, both professionally and personally, and the perspective you have gained through your work with the Board of Variance.

You have identified an important challenge that extends well beyond any single application or local trust area. As climate change, sea level rise, coastal erosion, and geotechnical hazards continue to affect our shorelines, it is becoming increasingly important that the Islands Trust considers these issues through a coordinated, Trust Area-wide lens rather than through a patchwork of individual bylaws and policies developed over many years.

I agree that this is an area where we should be looking ahead. A comprehensive review of shoreline planning, hazard management, and regulatory approaches would help us better understand where our current framework is working well, where improvements may be needed, and what opportunities exist to provide greater clarity and consistency for both property owners and decision-makers. Such a review should also consider the diversity of shoreline conditions across the Trust Area, climate adaptation, environmental protection, and the role of nature-based solutions alongside engineered approaches.

As a new Trust Council is elected this fall, it will be important that trustees receive a robust assessment of the key strengths, weaknesses, opportunities, and threats facing the organization before they establish strategic priorities. In my view, the future management of our shorelines and coastal hazards is one of the strategic issues that deserves consideration as part of that broader discussion.

I have copied our staff so that your comments can be captured on the record.

Thank you again for taking the time to write and for contributing constructively to this important conversation. I value your insights and hope they will help inform future discussions about how the Islands Trust can proactively respond to the changing challenges facing our coastal communities.

Laura Patrick

On Jul 30, 2026, at 1:48 PM, Jon Spalding <[redacted]> wrote:

I wanted to bring a suggestion forward regarding a more proactive approach to managing construction in shoreline areas susceptible to erosion, flooding, etc caused by the rising ocean high-water levels, in the Gulf Islands. By way of background, I sit on several Boards of Variance and recently the North Pender Board heard an application for a relaxation of setback to use several methods to manage erosion of the shoreline, which had already resulted in the destruction of several structures. I think that the Board in this case made several important observation and I would recommend that decision makers and staff at the Trust acquaint themselves with those observations. As it is not the role of a Board to make recommendations, I want to ensure that it is understood that I do not speak for the Board, but rather from the perspective of over 70 years living on the waterfront in the Gulf Islands. I also have had mixed professional experience with the jurisdictional framework for shoreline development in my career as a port and airport planner, amongst other endeavours.

As an observation, many waterfront properties in the gulf islands, particularly those sited on unconsolidated sediments, demonstrate significant erosion, loss of property and undermining of well established buildings/residences. A case in point is the house that my grandparents built on South Pender in the early 1950's. The impact of higher and more intense winter storms has undermined the shoreline, washed away several meters of property and caused the foundation of the house to move quite significantly. I would add that these changes have occurred noticeably in the past 10-15 years.

In the case of the recent BOV application on North Pender, the applicant invested 7 months of time and man undisclosed multiple tens of thousands of dollars in three different disciplines of engineering to put together an application. While each of the Board members has had professional exposure to shoreline management, none of us would claim engineering expertise in managing erosion or marine geohydrology. In my case, I had to make a decision based on my perception that the shore was eroding, was causing damage to structures and would continue if unchecked. I and other members of the BOV were immediately concerned that the delays caused by the planning decision making process could have resulted in significant further damage to this individual's property, particularly if they missed a window for construction of the various remediation options.

I understand from conversations with Trust planners that strategy of the Trust is to have a baseline of construction and design guidelines (setbacks) to generally support development. Exceptional cases, like the hardship of a rapidly eroding shoreline, are dealt with by putting the onus on the property owner to both identify and quantify the issue, as well as to develop a design, engineering and construction solution. While this precautionary approach is understandable, it creates a tremendous cost, and not necessarily value on the property owner, while not directly addressing the immediate risk of further loss in a timely fashion.

Understanding that simple and universal solutions are unlikely to exist, I had an idea that may be help manage both the community development standards via planning policy and bylaws, as well as the risk to affected property owners. Given that climate change and subsequent increases in ocean levels is generally an accepted reality, the Trust, Like many other coastal local governments, should be getting out in front of the increasing requirements for shoreline management and/or remediation that have begun and will likely increase over time. My suggestion is that the trust work towards establishing a zone and/or policy framework that establishes specific requirements for construction of shoreline management solutions, as well as reconstruction of damaged shoreline structures.
In my perfect world, the zone and/or policy would apply to identified shoreline properties, areas where the geology was affected by stormwater and overland flow. In areas which are sustained by longshore drift, a different approach would be necessary. The policies would not apply to the typical rocky shorelines of many of the gulf islands. I would anticipate that the policies would require that a property owner continue to undertake data gathering to identify the hazardness of the site as well as appropriate solutions, which would need to be certified by a designated professional.

I believe that the value of this approach would be to cut out the BOV and enable staff to deal with specific technical issues related to the safe remediation and reconstruction of a site. Where the properties are not currently developed it could enable staff to address the potential risks and hazards proactively, before site development occurs. Finally, having a specific shoreline remediation zone would enable staff to create clear and concise standards for design, layout and construction, that would ultimately help satisfy community perceptions of the appropriateness of various shoreline remediation initiatives.

From: Friends of the Gulf Islands <friendsofthegulfis@gmail.com>
Sent: Monday, August 10, 2026 7:56 PM
To: Executive Admin
Subject: Infrastructure Projects Act

Dear Executive Committee

On behalf of the Friends of the Gulf Islands Society, I am writing in regard to the recent disclosure that the provincial Infrastructure Projects Act will not exempt the Trust Area as has some other recent provincial legislation.

We are very concerned about the "expedited environmental assessments" that could occur under this legislation. Further, CAO Bronee stated at the July 29th EC meeting and as was reported in the August 5 issue of the SSI Driftwood, "...under the legislation, local trust committees would essentially be treated the same as local government boards and councils." and that the "legislation also then gives the Minister of Infrastructure the ability to essentially impose a solution" on the proponents and the LTC.

We see in the briefing prepared for the July 29 EC meeting, that two key sections of the legislation are mentioned:

There are two key sections of the legislation that are most directly relevant to Islands Trust:

- Division 2 enables a "specified authority" to ask the Province to exempt or modify certain provincially legislated land-use planning requirements for a designated project. This effectively allows local governments to ask the province to temporarily waive provincial land use planning rules, such as official community plan updates, to avoid delays on designated projects supported by the local government.

- Division 3 requires a local government to enter into a process with a proponent of a provincially designated project to resolve/remove any of its bylaws or policies that might be a constraint on a designated project. But if an agreement cannot be reached between the parties, then the Province would have the ability to impose a solution.

Reducing the environmental reviews of projects and eliminating jurisdiction of local OCPs goes directly against the Preserve and Protect Mandate. This legislation would seem to present a serious threat to the essential special protections intended by the Islands Trust Act and mandate. We urge you to put this item on the agenda for the Trust Council meeting and recommend that Trust Council officially request that the application of this legislation to the Islands Trust area be removed from this legislation.

Sincerely,

Jennifer Margison
President

Submission to Trust Council regarding policy 1.3.1 “Policy Statement Implementation”.

August 14, 2026

Trustees,

On June 5, 2026, I was provided the opportunity by Trust Executive Committee to make a delegation presentation on three issues: (1) deficiencies in the 2025 draft Trust Policy Statement amendment, (2) deficiencies in the 2025-26 budget, and (3) revision of administrative policy 1.3.1 to bring it into full compliance with section 15(4) of the *Islands Trust Act* and section 478 of the *Local Government Act*.

On June 16th I provided an oral presentation to Trust Council on the first two issues and my speaking notes for those issues are attached at the end of this submission. I agreed with the Trust Executive Coordinator to make my submission on policy 1.3.1 in writing to provide the necessary analysis to document the deficiencies in this policy and to recommend corrective measures for Trust Council’s consideration.

Trust administrative policy 1.3.1 “Policy Statement Implementation” provides the procedures for the Trust Executive Committee to approve bylaw referrals. This submission identifies several key deficiencies in policy 1.3.1.

- It provides an incomplete legal interpretation of the “contrary to or at variance with” test In Section 15(4) of the Islands Trust Act without reference to the “at variance with” part of that test,

- It relies on a simple checklist of directive policies from the Trust Policy Statement to review a bylaw referral without including the appliable Official Community Plan provisions that have been approved by the Minister of Municipal Affairs.

- It allows Trust Executive Committee to circumvent the requirement in section 478 of the Local Government Act to ensure that all bylaws are consistent with the Local Trust Area's Official Community Plan provisions.

This submission calls for reform of Trust administrative policy 1.3.1 by:

- revising the “absolute and direct collision” interpretation for the application of the “contrary to or at variance with” test in section 15(4) of the *Islands Trust Act* to address the “at variance with” part of that test,

- including the relevant Official Community Plan provisions that implement applicable directive policies directly into the review process for review of land use bylaws to ensure compliance with section 478 of the *Local Government Act*.

- incorporating the needed revisions to policy 1.3.1 into the Trust Policy Statement so the public can comment on the proposed changes, and the finalized changes can be reviewed and approved by the Minister of Municipal Affairs.

The ecological mandate of the Trust

Islands Trust Council is responsible for carrying out its legal duty to preserve and protect the unique amenities and environment of the Trust Area for the benefit of the residents of the Trust Area and of British Columbia generally. In his April 28, 2025, letter to Trust Council, former Minister of Municipal Affairs, the Honourable Ravi Kahlon reminded Trust Council that their core priority is to carry out this "ecological mandate of the Trust." Minister Kahlon added:

> *It is my expectation that the Trust Council recognizes that this requires careful deliberation and consideration of perspectives to manage expectations of growth, development and local economies without exceeding the carrying capacity of local ecosystems and preserving unspoiled natural amenities.*

The Trust Policy Statement is the main tool used by Trust Council to carry out its statutory duty to uphold the ecological mandate of the Trust. The purpose of the Policy Statement is to articulate the specific priorities and policies to preserve and protect the unique amenities and environment of the Trust Area. As Minister Kahlon pointed out, managing growth and development within the ecological mandate of the Trust Area is the primary responsibility of Trust Council along with preserving its "unspoiled natural amenities."

The current Trust Council has attempted to redefine the concept of "unique amenities" to dilute the current priority on protecting the unique environment and the unspoiled natural amenities of the Trust Area and to place a higher priority on development focused issues. Council has persisted in attempting to insert "housing, infrastructure, tourism and livelihoods" into the meaning of unique amenities and rewriting the Trust Policy Statement to place more emphasis on development issues and less on the ecological mandate of the Trust.

Former trustee David Greer's February 1, 2026, letter to Trust Council provides a detailed history of the preserve and protect mandate of the Trust, and Trust Council's misguided attempt to redefine unique amenities focusing on development issues rather than the

preserve and protect object of the Islands Trust Act. In his February 17, 2026, letter to Trust Council, municipal law expert Don Lidstone has called into question Council's misinterpretation of "unique amenities" and the failure of the draft Policy Statement to prioritize the ecological mandate of the Trust. Both the Greer and Lidstone documents offer special insights in understanding how the current Trust Council has lost its focus on the ecological mandate of the Trust.

Official Community Plans apply Trust Policy at the local level.

To understand the application of policy 1.3.1, it is necessary to examine the role Official Community Plans play in the process. Section 15(2)(b) of the *Act* authorizes the Trust to establish different policy applications for different parts of the Trust Area. The Trust Policy Statement includes directive policies that identify general policy objectives and requires each Local Trust Committee to address each directive policy objective in its Official Community Plan (OCP). This flexibility allows each Local Trust Area to apply the directive policy objective in an OCP provision that is responsive to the unique conditions of the Island(s) in that Local Trust Area.

The Trust Executive Committee will approve that OCP provision if it is not contrary to or at variance with Trust Policy and the ecological mandate of the Trust. Once the Executive Committee approves the OCP provision, it is referred to the Minister for final approval. With the Minister's approval, the OCP provision implementing the general directive policy becomes the applicable Trust policy for that Local Trust Area.

Land use bylaws must be consistent with the OCP.

Section 478 of the *Local Government Act* establishes that all bylaws enacted by a Local Trust Committee must be consistent with the OCP that was approved by the Minister. This means that every bylaw that is enacted by the LTC must be consistent with the applicable OCP provision.

As an example, Trust directive policy 5.2.4 states:

> *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.*

South Pender Local Trust Committee implements this general policy directive with the following OCP requirements which were approved by the Minister of Municipal Affairs. The South Pender OCP requires trustees:

2.2.2 To protect the natural features and biological diversity of the island and its immediate surroundings,

2.2.4 To ensure land use, development, and associated servicing are compatible with the rural island character and that their growth is gradual and sustainable;

South Pender OCP provision 2.2.2 and 2.2.4 become the applicable policy implementation for Trust policy directive 5.2.4. Any subsequent land use bylaw enacted by the South Pender LTC must be consistent with these OCP provisions as provided by the *Local Government Act*.

Policy 1.3.1: Policy Statement implementation.

As noted above, Policy 1.3.1 provides administrative guidance for trustees and staff to review and approve Local Trust Area bylaws enacted under the Trust Policy Statement.

Section 15(4) of the Islands Trust Act states that:

> A bylaw submitted to the executive committee…must not be approved by the executive committee or the trust council… if it is contrary to **or at variance with the trust policy statement.** (emphasis added)

Section A.4 of policy 1.3.1 which was initially approved in 1994 states:

> As interpreted by the courts, "contrary to or at variance with," means that there is an absolute and direct collision between the local trust committee or island municipality bylaw and the Policy Statement.

It is my respectful submission that administrative policy 1.3.1 fails to give full effect to section 15(4) of the Islands Trust Act by not fully considering the "at variance with" portion of the statutory test.

Policy 1.3.1 relies on a check list of all general directive policies but fails to include specific reference to the applicable OCP provisions that have been approved by the Minister and which implement the directive policies for application in that Local Trust Area.

Based on recent court judgements (Vavilov and Auer), the above policy interpretation of "absolute and direct collision' is correct with respect to the "contrary to" part of the test. However, the absolute and direct collision application does not address the "or at variance with" part of the test. Words in a statute must be given their normal meaning. The "at variance with" part of the test does not bear the same meaning as "contrary to". Contrary to means "the opposite of", while at variance with means "inconsistent with." The fact that

"contrary to" is joined to "at variance with" by the article "or" emphasizes that the two parts of the test have a different but related meaning.

As prescribed by the *Local Government Act*, any bylaw enacted by trustees must be consistent with applicable OCP provisions. Policy 1.3.1 relies on a check list of general directive policies without reference to the specific OCP provisions that implement applicable directive policies. This omission leaves a gap in the analysis and allows the Executive Committee to "skip over" the appliable OCP policy requirement and only reference the general Trust wide policy objective contained in the directive policy framework when approving a bylaw.

The requirement in section 478 of the *Local Government Act* that bylaws be "consistent with" the OCP provision reflects the not "at variance with" part of the section 15(4) test that bears a parallel meaning to the "consistent with" requirement. The "absolute and direct collision" interpretation in policy 1.3.1does not give meaning to the not "at variance with" part of the test and therefore fails to apply a relevant provision in section 15(4) of the *Islands Trust Act*.

The example of Bylaw 129.

The South Pender LTC recently passed Bylaw 129 which increases house size allowance depending on lot size and reduces side lot setbacks. The current average house size on South Pender is approximately 1,850 ft^2, based on assessment data records which is one of the indicators of the rural character of South Pender. Bylaw 129 will increase house size allowance to between 3,000 ft^2 on smaller lots under an acre and up to 4,500 ft^2 on larger lots. The predictable result of this bylaw over time is that the smaller rural style homes will be replaced by much larger houses impacting the rural character of South Pender. Bylaw 129 will accelerate growth and development and impact the rural community character of South Pender, one of the unique amenities requiring preservation and protection under the ecological mandate of the Trust.

Because residential development occurs predominantly along the coastal zone on South Pender, increased growth and development will impact the unspoiled natural amenities and the biological diversity of the sensitive ecosystems in that zone. We have seen the results of overdevelopment in the Muskoka region that has fundamentally changed the environmental and economic values of that region. The Islands Trust Act guards against a similar scope of development for the Trust Area and its communities.

In approving Bylaw 129, referred to by some as "build bigger houses closer together", the Trust Executive Committee relied on the "contrary to" part of the statutory test in section 15(4) of the Act and found that the increased house size allowances in Bylaw 129 were not in absolute and direct collision with the general directive policies in the Trust Policy Statement.

The Executive Committee did not address whether the Bylaw 129 was at variance with: (a) "*protection of the natural features and biological diversity"* of the island's Coastal zone (required by OCP 2.4.2), *or* (b) *whether the increased development is compatible with the rural island character and that the resulting growth will be gradual and sustainable* (OCP 2.4.4). The Executive Committee failed to address whether Bylaw 129 was at variance with these OCP provisions that had been approved by the Minister.

Nor did the Executive Committee address whether Bylaw 129 was consistent with these OCP provisions as required by the Local Government Act.

However, the decision of the Executive Committee to adopt Bylaw 129 is a decision of the Trust and is now part of the South Pender Land Use Bylaw. The issue is not what to do about Bylaw 129. The only way to challenge that decision is by judicial review, an expensive proposition. The issue, rather, is what to do with the flawed policy 1.3.1 that allowed Bylaw 129 to slip through the statutory protections that, in my view, should have prevented its adoption.

The Islands Trust is a fiduciary trust

It is not unusual for bureaucracies to adopt policies that may seem convoluted by some community members and may leave open loopholes that can allow decisions that appear inconsistent with the object of the legislation. However, the Islands Trust is more than a bureaucracy. It is a fiduciary trust, and trustees have a legal duty to uphold the ecological mandate of the Trust for residents of the Trust Area and British Columbians generally.

It is my submission that the outdated administrative policy 1.3.1 fails to give full effect to the "contrary to or at variance with" test in section 15(4) of the Islands Trust Act and it fails to apply the Local Government Act requirement that all bylaws must be consistent with the OCP. In my view the time is long overdue to review and revise the 1994 policy 1.3.1 to bring it into full compliance with applicable legislation.

Perhaps more importantly, the policy for reviewing and approving bylaws is pivotal for implementing Trust policy and should be incorporated into the Trust Policy Statement. That would allow for public comment on the policy before it is finalized and require approval by the Minister of Municipal Affairs before its adoption.

Based on the foregoing, I recommend:

1. That Trust Council initiate a review of administrative policy 1.3.1 to amend the "absolute and direct collision" interpretation which now only addresses the "contrary to" portion of the test in section 15(4) of the *Islands Trust Act* and include provision to also address the "at variance with" portion of the test.

2. That Trust Council revised policy 1.3.1 to include the relevant Official Community Plan provisions for the Local Trust Area that apply to the bylaw under review to address the consistency requirement in section 478 of the *Local Government Act*.

3. That the revised policy 1.3.1 incorporate the needed revisions to policy 1.3.1 into the Trust Policy Statement so the public can comment on the proposed changes, and the finalized changes can be reviewed and approved by the Minister of Municipal Affairs.

Thank you for considering my views.

Paul Petrie
South Pender Island

The Object of the Trust

The Islands Trust was established in 1974 to control the surge of development and the carving up of sensitive ecosystems for real estate parcels. The purpose of the Trust then, and remains today, to limit growth and development to avoid degradation of the unique amenities and environment that these special islands are blessed with.

Minister Kahlon's April 2025 letter to Trust Council affirmed that the "ecological mandate" of the *Act* is still the core priority of the Trust and that Trust Council must "manage expectations of growth, development and local economies without exceeding the carrying capacity of local ecosystems and preserving unspoiled natural amenities." Despite this, following its May 6, 2025, Trust Council meeting to review its 2023 interpretation of the object of the Trust, Trust Council reaffirmed its position that "unique amenities" also includes housing, livelihoods, infrastructure and tourism which must be "balanced" with preserving and protecting the environment.

The February 17, 2026, detailed letter to Trust Council from local government legal expert, Don Lidstone, clearly shows how that redefinition of "unique amenities" is at variance with the object of the *Act*. The current Trust Policy Statement "places priority on preserving and protecting the integrity of the environment and amenities in the Trust Area." It is my submission that Trust Council's redefinition of unique amenities weakens that priority with the inclusion of development leaning issues of housing, livelihoods, infrastructure and tourism.

Trust Policy Statement Review

Over the last two terms Trust Council has devoted considerable staff resources and budget allocation to reviewing and re-reviewing the Trust Policy Statement, the purpose of which, under section 15 of the Act is to direct how Trust Council will carry out the object of the Trust.

The current Trust Policy accurately reflects the object of the Trust, stating that "planning must account for the cumulative effects of existing and proposed development so as to avoid detrimental effects on watersheds, groundwater supplies and Trust Area species and habitats." Exceeding carrying capacity destroys the very natural beauty and rural character that draws islanders to these ecologically fragile islands in the first place and risks future ecological collapse.

Trust Council's latest draft to the Trust Policy Statement dilutes that ecological priority by redefining "unique amenities", and by implication failing to follow the guidance provided by the Minister responsible for the Islands Trust.

The 2025 draft Trust Policy Statement has increased the focus on preserving and protecting development issues rather than strengthening the priority on the ecological mandate and preserving and protecting the unspoiled natural amenities in the Trust Area in several ways including:

- it shifts away from limiting growth to managing it,
- it deletes the current Trust Policy Statement text that warns against the impact of increasing pressure from population growth and tourism,
- it omits the current Trust Policy Statement text that calls for respecting existing density limits to preserve rural community character,
- it directs LTCs to identify suitable locations where density could be increased.

The April 29, 2026, report to Trust Council from the "Be the Change" consultants summarized the results of the public consultation as follows:

> Across both the survey response and public correspondence, there is broad support for the overall goal of preserving and protecting the Islands Trust Area, including in relation to ecosystems, water, and land protection.

Given the strong support for maintaining the priority on the ecological mandate of the Trust and significant public opposition to the draft Trust Policy, it would seem prudent to leave the draft as is and allow a newly elected Trust Council to take a fresh look at the public response to the draft Trust Policy Statement feedback and determine whether the draft Trust Policy Statement accurately reflects the ecological mandate of the Act and to what extent the current Trust Policy Statement requires further amendment particularly in the areas of First Nations consultation, the impacts of climate change and "sustainable affordable housing".

Taxpayer subsidies and cuts to Environmental Protection

In the last decade the Trust Area has experience a population boom with a growth rate more than three times the provincial rate. This accelerated growth has intensified the pressure for development throughout the Trust Area. This pressure has increased the demand for housing and has led to an increase in development applications throughout the Trust Area.

Particularly concerning is the fact that the cost of processing these development applications far exceeds the fees collected to process them. Trust data shows that development application fees cover less than 15% of the processing costs for these applications.

This means that local island taxpayers are subsidizing development applications by approximately 85% to the tune of over a million dollars annually. Yet Trust Policy 5.6.1

expresses the intent "to recover from applicants' 100 percent of the average cost of processing the applications." It appears that the current Trust Council has pushed this issue forward to be dealt with by the new Trust Council in 2027.

In the recent budget debate Council voted to completely remove funding for the proposed permanent professional biologist position that was intended to provide consistent, scientifically backed environmental review of development applications. A small portion of the "unclaimed" development fees could easily have funded this critical position that would have provided expert guidance to ensure that development applications do not result in environmental degradation or compromise the carrying capacity of affected ecosystems.

As an established land trust, the Islands Trust has a moral and fiduciary responsibility to support Canada's binding international commitment to protect 30% of its lands by 2030 to reverse biodiversity loss and fight climate change. As of 2019 the Trust had protected 18% of the 7,000 ha. in the Trust Area. Over the last seven years the Trust has protected only 2% more of the Trust Area leaving a full 10% to be protected in the next four years to meet the Canadian and Provincial goal of protecting 30% by 2030. The recent reduction in the Conservancy's budget during the budget review has most certainly compromised the Conservancy's capacity to meet this important target.

To conclude, I urge Trust Council:

- to take positive and immediate steps to increase development application fees to more fully cover the cost to the Trust for processing these applications and end the subsidies to development applications by island taxpayers,
- identify additional savings in the budget to fund the permanent professional biologist position in the upcoming term,
- and identify the steps necessary to meet Canada's international commitment to protect 30% of land in the Trust Area by 2030.

Thank you for considering my views.

Paul Petrie
South Pender Island

From: Murray Reiss <[redacted]>
Sent: Friday, August 14, 2026 9:03 PM
To: information <information@islandstrust.bc.ca>
Subject: Infrastructure Project Act

Dear Trustees --

The recently passed Infrastructure Projects Act puts a huge hole in protection for the Trust area islands. The Act allows the Province to designate certain "infrastructure projects" for expedited approval, including reducing comment periods, waiving requirements for consistency with local Official Community Plans, and substituting analysis of private consultants for those by government staff. This includes projects delivered by the Province, local governments, First Nations, Crown agencies, or private proponents.

I implore you to urge the Province to strike the Islands Trust from this legislation.

Otherwise, it will make a mockery of the very essence and purpose of the Trust.

yours,

Murray Reiss

Salt Spring Island

From: Deborah Miller <[redacted]>

Sent: Friday, August 14, 2026 5:19 PM

To: information <information@islandstrust.bc.ca>

Subject: Infrastructure Project Act

To Whom It May Concern;

The Infrastructure Project Act seems ill conceived and I am requesting that you work to take the Islands Trust out of this legislation which could be devastating for our islands unique ecosystems.

Thank you.

Sincerely,

Deborah Miller

Sent from my iPad

-----Original Message-----

From: Judy Mitchell1 <[redacted]>

Sent: Saturday, August 15, 2026 7:48 PM

To: information <information@islandstrust.bc.ca>

Subject: Infrastructure Projects Act

Dear Trustees,

I am writing to urge you to press the provincial government to exclude the gulf islands from the above Act.

PLEASE and thank you. 🙏

Respectfully submitted,

Judy Mitchell

Salt Spring Island

From: SUSAN EVANS <[redacted]>
Sent: Saturday, August 15, 2026 5:59 PM
To: information <information@islandstrust.bc.ca>
Subject: Infrastructure Projects Act

To: Trust Council Trustees

I'm writing to urge Trust Council to ask the Province to exempt the Islands Trust from the Infrastructure Projects Act. Oversight must not be loosened on our provincially-protected islands.

Sincerely,

Susan Evans
Salt Spring Island

From: Elizabeth White <[redacted]>
Sent: Saturday, August 15, 2026 3:07 PM
To: information <information@islandstrust.bc.ca>
Subject: Infrastructure Project Act

Dear Trust Council,

Bill 15, the Infrastructure Projects Act passed in May 2025, introduces a gaping hole in protection for the Trust area islands. The Act allows the Province to designate certain "infrastructure projects" for expedited approval, including reducing comment periods, waiving requirements for consistency with local Official Community Plans, and substituting analysis by private consultants for analysis by government staff. Included are projects delivered by the Province, local governments, First Nations, Crown agencies, and private proponents. This law, pending associated regulations, is so vague that it allows wide discretion in what may be considered subject to its parameters. Its reach includes mines, pipelines, and private housing projects.

Our provincially-protected islands are not a place to loosen oversight of development.

This is an urgent matter that in my view requires action at your September meeting.

I urge you to request the Province exclude the Islands Trust area from this legislation.

Yours truly,

Elizabeth White
Salt Spring Island, BC
[redacted]

sent from the unceded territories of Hul'qumi'num and SENĆOŦEN speaking peoples

From: John Moore <[redacted]>
Sent: Saturday, August 15, 2026 2:26 PM
To: information <information@islandstrust.bc.ca>
Subject: Infrastructure Project Act

Dear Islands Trustees:

The Infrastructure Project Act represents dangerous overreach of government action. It certainly has no place in the Gulf Islands and accordingly should not apply to us. I urge you to press the Province to, at vey least, exempt us from this measure.

With best regards,

John Moore
[redacted]
Salt Spring Island
BC Canada [redacted]

Mobile: [redacted]
[redacted]

From: Phil Vernon <[redacted]>
Sent: Saturday, August 15, 2026 10:18 AM
To: information <information@islandstrust.bc.ca>
Subject: Infrastructure Project Act

To the Trustees,
Islands Trust

I am writing out of concern regarding the BC government's passing the Infrastructure Project Act which will enable it to override local bylaws and regulations.

This poses a serious threat to the effectiveness as well as the core mandate of the Islands Trust.

I urge Trustees to immediately call upon the Province to remove the Islands Trust from the Infrastructure Project Act
legislation.

Sincerely,

Philip Vernon
[redacted]
Salt Spring Island, BC
[redacted]

From: Lynne Raymond <[redacted]>

Sent: Saturday, August 15, 2026 8:30 AM

To: information <information@islandstrust.bc.ca>

Subject: Trust

I am asking that the Trustees take the Islands Trust from Bill 15!!! I have lived on the island for 31 years and have relied on the trust not to wreck this beautiful part of the world . We have a finite amount of water that developers would soon forget and an over densification that would not suit an island. Please protect The Islands Trust, we must keep it strong and in place. Lynne Raymond Sent from my iPad

From: Charles Kahn <[redacted]>
Sent: Saturday, August 15, 2026 7:41 AM
To: information <information@islandstrust.bc.ca>
Subject: Bill 15

Hello:

This new bill when passed could allow much destruction to the BC environment. Please ask the province to strike the Islands Trust from the legislation. The new act would be counter to the preserve and protect strictures of the Islands Trust Act.

Thank you for your consideration and help with this important issue.

Charles Kahn

[redacted]

Salt Spring Island, BC [redacted]

[redacted]

I respectfully acknowledge that I live and work within the ancestral and unceded territory of the Hul'qumi'num and SENĆOŦEN speaking people.

From: Nancy Wigen <[redacted]>
Sent: Saturday, August 15, 2026 2:36 AM
To: information <information@islandstrust.bc.ca>
Subject: BC. Bill 15.

Dear Trustees

I am disturbed by Bill 15 which seems to allow the Province to disregard environmental protection and to designate certain "infrastructure projects"(what does that mean?) for expedited approval.

I urge our Island's Trustees to make sure the Trust Islands are excluded from this legislation.

We are an area of unique ecological importance that must be protected.

Thank you,

Nancy Wigen, <[redacted]> [redacted]

From: Pam Brain <[redacted]>
Sent: Sunday, August 16, 2026 10:57 AM
To: information <information@islandstrust.bc.ca>
Cc: Rob.Botteral.MLA@leg.bc.ca
Subject: Bill 15 - request to remove the Islands Trust from this legislation

I'm writing to urge the Trustees to request that the Province remove the Islands Trust from this potentially dangerous legislation.

The recently passed Infrastructure Projects Act (Bill 15) contains a huge hole in protections for the Trust area islands. It allows the Province to designate certain 'infrastructure projects' for expedited approval, reduces comment periods, waives requirements for consistency with local Official Community Plans and substitutes analysis by private consultants for those by government staff.

The law is so vague that it allows for wide discretion in what may be considered subject to its parameters, including pipelines and private housing projects. This poses a potential dangerous threat to our islands, and therefore we must be omitted from the legislation.

Thank you for your attention and support in this matter.

Sincerely,

Pamela Brain

Salt Spring Island, BC

From: Erna <[redacted]>

Sent: Monday, August 17, 2026 9:48 AM

To: information <information@islandstrust.bc.ca>

Subject: Infrastructure Project Act

Dear Trustees,

I am writing to urge you to request that the Province strike the Islands Trust from Bill 15.

The Act allows the Province to designate certain “infrastructure projects” for expedited approval, including reducing comment periods, waiving requirements for consistency with local Official Community Plans, and substituting analysis of private consultants for those by government staff. This includes projects delivered by the Province, local governments, First Nations, Crown agencies, or private proponents.

This would take the decision making process away from the Trust and the people who live here. It would place that authority in the hands of those who may not understand the mandate of “Preserve and Protect” or appreciate the sensitive nature of our environment.

Please stand up for the Trust and everything that it represents. Request that the Province strike the Islands Trust from Bill 15.

Thank you,

Erna Robertson

From: [redacted] <[redacted]>
Sent: Monday, August 17, 2026 2:22 PM
To: information <information@islandstrust.bc.ca>
Subject: Bill 15

The proposed BC Bill 15 is outrageous and would seriously conflict with the Trust's legislative mandate- to preserve and protect the islands in the Islands Trust.

Take the opportunity at the September Trust Council to strike the Islands Trust from proposed Bill 15.

Peter Lamb

From: Jean Gelwicks <[redacted]>

Sent: Monday, August 17, 2026 1:52 PM

To: information <information@islandstrust.bc.ca>

Subject: Bill 15

The proposed provincial Bill 15 is seriously inconsistent with the Trust mandate and current legislation.

You have an opportunity at the upcoming Trust Council meeting in September to request the provincial Government to exempt the Islands Trust from Bill 15.

Jean Gelwicks

From: elissa poole <[redacted]>

Sent: Tuesday, August 18, 2026 11:03 AM

To: information <information@islandstrust.bc.ca>

Subject: Infrastructurek Project Act

To Trust Council of the Islands Trust and all Trustees:

It is hard to see how Bill 15 is in any way compatible with the Islands Trust Act. Not only would it open our fragile island ecosystems to development from both private and public sectors, to mining, and to a host of unspecified infrastructure projects that can be fast-forwarded without the careful environmental studies and community engagement that our very special governing system ensures, but it treats the Islands as municipalities - the very thing Salt Spring Island in particular has voted strongly against in two referendums on incorporation.

The Islands are more under threat now than they ever have been, with climate-change drought and scarce water resources, with almost constant pressure to increase development without regulated guarantees for affordability. Bypassing our bylaws? Waiving requirements to be consistent with our Official Community Plans? Using private consultants, many of whom have very little familiarity with those bylaws, or even with the Islands Trust Act itself?

A one-size fits all approach to expediting infrastructure projects without specifying precisely what is and what is not appropriate in environmentally sensitive areas like the Islands, could spell the end of the islands we have been trying so hard to protect for the last 50 years under Provincial regulation.

I urge Trust Council to request that the islands in the Islands Trust be exempt from Bill 15.

Elissa Poole

[redacted]

Salt Spring Island, BC[redacted]

From: R Wright <[redacted]>
Sent: Tuesday, August 18, 2026 4:06 PM
To: Executive Admin
Cc: Rob.Botterell.MLA@leg.bc.ca; HMA.Minister@gov.bc.ca
Subject: Infrastructure Projects Act & the Islands Trust

Follow Up Flag: Follow up
Flag Status: Completed

Dear Trust Executive Committee and Council,

I write to express deep concern about potential effects on the Islands Trust Area of the recently passed Infrastructure Projects Act (IPA). As described in the press, this new enabling act gives the BC government extraordinary powers to: a) override existing environmental legislation throughout the province, b) drastically reduce required public comment periods, and c) grant Local Trust Committees the authority to waive their Land Use Bylaws and Official Community Plans, thus bypassing the powers of Trust Council and the Ministry of Municipal Affairs.

All of this would be in direct contravention of the Islands Trust Act and its "ecological mandate" to preserve and protect our islands as stated in the Trust Act's "Object" (Section 3). The newly-minted Ministry of Infrastructure could trump the power of the Municipal Affairs Ministry, which has overseen the preservation and protection of our islands for more than half a century.

While the IPA has received royal assent, it will not come into force until its regulatory framework has been developed. I therefore call on Trust Executive and Council to request strongly and urgently that the BC government exempt the Islands Trust area from the writ of the IPA. A precedent for such was set in 2024, when the province exempted the Islands Trust Act from the densification requirements of Bill 44.

Sincerely,

Ronald Wright,

Salt Spring Island

cc: Hon. Christine Boyle, Minister of Housing & Municipal Affairs

Rob Botterell MLA

From: Kirsty Barclay <[redacted]>
Sent: Tuesday, August 18, 2026 12:16 AM
To: information <information@islandstrust.bc.ca>
Subject: Infrastructure Project ACT: A Dangerous Provincial Act

Dear Sir or Madam,

I am very concerned about the following:

“

Bill 15 - A Danger to the Trust Islands

The BC Legislature has fallen to new lows in its disregard for the environment. The recently passed Infrastructure Projects Act puts a huge hole in protection for the Trust area islands. The Act allows the Province to designate certain “infrastructure projects” for expedited approval, including reducing comment periods, waiving requirements for consistency with local Official Community Plans, and substituting analysis of private consultants for those by government staff. This includes projects delivered by the Province, local governments, First Nations, Crown agencies, or private.

This law is so vague that it allows wide discretion in what may be considered subject to its parameters. Its reach could include mines and pipelines, even private housing projects. “

I strongly request that you (the Islands Trust Council) request that the Province strike the Islands Trust from this legislation.

Our provincially protected islands are not a place to loosen oversight of development.Thank you, sincerely,

Kirsty M Barclay

[redacted]SSI)

From: PJ Bahr <[redacted]>
Sent: Wednesday, August 19, 2026 9:38 AM
To: Executive Admin
Subject: Bill 15

From:
Penelope J. Bahr
[redacted]
Gabriola, BC
[redacted]

August 19, 2026

Attn: Trust Council

Bill 15 sets a dangerous precedent in my opinion and I strongly urge you to instruct the Province to exempt the Islands Trust Area from this legislation.

This Act allows the Province to use expedited approval and waives requirements for consistency with local Official Community Plans among other 'fast track' methods. Bill 15 covers private projects and those delivered by the Province, local governments, First Nations, Crown agencies. Bad enough for the province as a whole, but horrible for the Gulf Islands.
The islands in the Trust Area are not a place to relax oversight. Please notify the government that you strongly oppose including the Islands Trust Area under this legislation.

Penelope J. Bahr

Dear Trust Council members,

I want to bring to your attention the opportunity to join me, (and Laura Patrick and Deb Morrison) as individual trustees, in signing on to the Joint Statement made by mayors, councillors and local elected leaders across Canada at the June 4 *Elbows up for Climate* Summit, June 4, 2026 in Edmonton, Alberta.

The *Elbows Up for Climate* is a growing alliance of mayors and councillors representing more than half of all Canadians, who hosted an urgent Climate Summit in Edmonton, Alberta, ahead of another devastating wildfire season, to discuss how to protect their communities from fossil fueled disasters and economic shocks. They issued the following joint statement after their deliberations. You can sign on at: https://elbowsupforclimate.ca/support/

There may be an opportunity for Islands Trust to participate in the campaign as an organization, and, if so, I will report verbally at the Trust Council meeting in September.

Thank you for considering this invitation,

Joint Statement

Exhaustion. Fear. Frustration. Worry. Anger. These are just a few of the emotions that we, as municipal leaders, and our residents are feeling as our communities experience wave after wave of climate disasters—with no end in sight. Drought in the B.C. interior. Flooding across northeastern Ontario and western Quebec. Heat warnings in Nova Scotia. Out-of-control wildfires in several provinces.

This is a snapshot of the climate disasters that have swept across our country in the first five months alone of 2026, impacting a staggering 1 in 5 Canadians—and as we brace for another season of wildfires, deadly smoke, heat waves and floods.

As municipal leaders from every region of this country, we have a message for the Prime Minister: **Our local communities and economies are burning**. **We need federal leadership on climate, not backsliding.**

The current government appears to understand climate change as a distant problem, to be addressed at some point in an undefined future. But communities across this country are living a different reality. Climate change is part of our daily lives: toxic air, water shortages, harrowing evacuations and mass displacement. It's costing us $8.8 billion each year to rebuild our roads,

bridges, wastewater systems and infrastructure. Two-thirds of these costs are falling on municipal budgets, making life even more expensive for our residents, on top of rising energy costs and gas prices.

We can't keep rebuilding after the fires, floods, storms and droughts. **We need to prevent them in the first place.** Our way of life as Canadians depends on the well-being of our land, water, air and communities. That is why we are calling on the federal government to urgently invest in nation**-building not** nation**-burning** projects that lower household bills, create hundreds of thousands of jobs, and safeguard our communities:

1. **A national East-West-North clean electric grid**, powered by renewable energy not fossil gas, to make Canada a clean energy super power and secure our energy sovereignty;
2. **At least two million non-market homes** that are zero polluting, efficient and built to the highest standards, creating more affordable, transit-linked communities;
3. **Retrofits and mass heat pump and solar installations** across the country, that will cut energy bills and pollution, and spur economic activity in every community;
4. **A clean transportation system** with a national high-speed rail network, extended with Canadian-made electric buses connected to local transit; it begins by reversing cuts to federal transit funding, and scaling up investments;
5. **A national resilience, response and recovery strategy** to rebuild from the disasters already baked in, funded by a tax on excess oil and gas profits from the war in Iran. This follows the lead of our European Union allies and ensures polluters pay for the damages caused by their activities, and could generate up to $46 billion in revenue.
6. **We are asking the federal government to stand with us**: to reject fossil fuel projects that divide us, and get to work on practical and popular projects that won't burn down our country – but build us up, Canada Strong.

Thanks for taking the time to read this and I hope you will consider adding your name to the hundreds that have already signed.

Judi

Judith Gedye | she/her

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

Nex̲wlélex̲wm (Bowen Island) Municipal
Council | jgedye@bimbc.ca | bowenislandmunicipality.ca |

Nex̲wlélex̲wm (Bowen Island) is located in the Territory of the Squamish Nation

Dear Relatives,

Canada is introducing even more resource extraction projects that will dramatically increase fossil fuel transport to, and across, the Salish Sea. This will without any doubt accelerate the denaturing of our lands and waters and threaten the Southern Resident Orca Whales with functional extinction. These projects illustrate a disregard and disrespect on behalf of the Canadian Nation for the health of the Salish Sea, the inherent rights of the First Peoples on both sides of the border, and our sacred obligation to the salmon, the orca and all of the Creation, to the Ancestors, and to future generations.

I extend my hand to invite you to join us from 6:00-8:00 on September 21 at St; Andrew's Wesley United Church in Vancouver for, *The Seven Sisters on the Salish Sea: Our Sacred Duty*. Into this sacred space we have placed the all-Indigenous Seven Sisters to honor our Sacred Duty to the Salish Sea. The transborder, intergenerational Seven Sisters will raise up the vision, voices, and leadership to call out the dangerous and misguided principle of domination, and bring in nurturing matriarchal principles of deep remembrance, continuity of the spirit, familial ties and community, and an empathic relationality with the greatness of nature.

Please join by standing up for the Salish Sea, sharing the event on social media, and inviting your friends to join us. For more information contact:

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Islands Trust

Print Date: August 19, 2026

Follow Up Action List

Active Projects Report

Executive Committee

1. *Finish and adopt Islands Trust Policy Statement in accordance with project work plans (Strategic Plan key initiative 1.1.1)*	Responsible	Dates
Activity: Project underway guided by Trust Council project charter.	Clare Frater	Rec'd: 26-Feb-2020 Target: 29-Jun-2029

2. *Update and implement Indigenous Relations Action Plan (Strategic Plan 5.1.1)*	Responsible	Dates
Activity: Initiation timeline: Staff drafting underway	Clare Frater	Rec'd: 02-Sep-2020 Target: 31-Mar-2028

3. *Guide the development and implementation of the Islands Trust Strategic Plan. New Strategic Plan approved by Trust Council March 2025.*	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-2028

Islands Trust

Print Date: August 19, 2026

Follow Up Action List

Future Projects Report

Executive Committee

1. *Pay Transparency Report Submission & Posting*	Responsible	Date Received
The Pay Transparency Act became law on May 11, 2023. Under the legislation, beginning in 2026, Islands Trust must prepare and submit a Pay Transparency Report by November 1 annually. These reports must be posted publicly on the Islands Trust website. To be presented at September August 26, 2026 EC meeting.	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)*	Responsible	Date Received
Initiation timeline TBD	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)*	Responsible	Date Received
Initiation timeline: 2026/27: (May 2023 EC asked for priority to Ministry of Transportation and Infrastructure)	Clare Frater Rueben Bronee	12-Mar-2025

4. *Design a plan to advocate to enhance community access to funding for housing in the Trust Area (Strategic Plan Initiative 2.3.2)*	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025

5. *Advocate for the development and implementation of a fallow deer strategy, including advocacy for deer harvesting (Strategic Plan Initiative 3.1.1)*	Responsible	Date Received
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025

Future Projects Report

Executive Committee

	Responsible	Date Received
6. ***Create a grant program to increase public understanding of the impact of climate change to the unique amenities and environment of the Islands Trust Area (Strategic Plan Initiative 4.2.2)***		
Initiation timeline: TBD	Clare Frater	12-Mar-2025
7. ***Amend legislation to increase the percentage of NAPTEP to act as an incentive for the protection of forest cover for climate change (Strategic Plan Initiative 4.2.4)***	**Responsible**	**Date Received**
Initiated	Clare Frater	12-Mar-2025
8. ***Clarify opportunities for co-governance and co-management of the Trust Area (Strategic Plan Initiative 5.1.2)***	**Responsible**	**Date Received**
Initiation timeline: Priority for this Council term	Clare Frater Rueben Bronee	12-Mar-2025
9. ***Develop a schedule and plan for leader-to-leader meetings with Indigenous Governing Bodies (Strategic Plan Initiative 5.1.3)***	**Responsible**	**Date Received**
Initiation timeline: 2026/27	Clare Frater Rueben Bronee	12-Mar-2025
10. ***Develop tailored public engagement processes that acknowledge preferred engagement methods of Indigenous Peoples (Strategic Plan Initiative 5.2.2)***	**Responsible**	**Date Received**
Initiation timeline: Priority for this Council term	Clare Frater	12-Mar-2025
11. ***Implement activities assigned by the future Reconciliation Action Plan (2025-2028) implementation plan (To be assigned by TC) (Strategic Plan Initiative 5.1.5)***	**Responsible**	**Date Received**

Future Projects Report

Executive Committee

New Indigenous Relations Action Plan approved by Trust Council. Staff are assessing implementation activities and related budget implications.	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)***	**Responsible**	**Date Received**
To be determined. Regional Planning Committee is evaluating the Freshwater Sustainability Strategy. TC did not support business case for developing an Implementation Plan.	Clare Frater Stefan Cermak	12-May-2025