



Islands Trust

A NOTICE OF A BUSINESS MEETING OF THE GAMBIER ISLAND LOCAL TRUST COMMITTEE

to be held at 10:30 AM on Thursday, May 24, 2012
at Gibsons & Area Community Centre, 700 Park Road,
Gibsons, BC

AGENDA

	Page No.	*Approx. Time*
1. CALL TO ORDER		10:30 am
2. APPROVAL OF AGENDA		
3. MINUTES		10:35 am
3.1 Local Trust Committee Meeting Minutes dated April 12, 2012 – <i>attached</i>	1-9	
3.2 Section 26 Resolutions Without Meeting - <i>none</i>		
3.3 Gambier Island Advisory Planning Commission Minutes - <i>none</i>		
4. BUSINESS ARISING FROM MINUTES		10:45 am
4.1 Follow-up Action List dated May 14, 2012 - <i>attached</i>	10-11	
5. CHAIR'S REPORT		
6. TRUSTEES' REPORT		
7. DELEGATIONS		11:00 am
8. TOWN HALL SESSION		11:15 am
9. CORRESPONDENCE <i>Correspondence specific to an active development application and/or project will be received by the Gambier Island Local Trust Committee when that application and/or project is on the agenda for consideration.</i>		
10. LOCAL TRUST COMMITTEE PROJECTS		11:30 am
10.1 GM-LUB-2011.2 (Associated Islands Land Use Bylaw Review Project) 10.1.1 Island Site Visits – <i>for discussion</i>		
BREAK		12:30 pm
11. APPLICATIONS AND PERMITS - <i>none</i>		
12. BYLAWS - <i>none</i>		

13.	REPORTS		12:40 pm
13.1	Work Program Reports		
	Top Priorities Report and Projects List dated May 14, 2012 - <i>attached</i>	12-14	
13.2	Applications Log		
	Report dated May 14, 2012 - <i>attached</i>	15-19	
13.3	Trustee and Local Expenses		
	Expenses posted to Fiscal Yearend March 31, 2012 - <i>attached</i>	20	
14.	NEW BUSINESS		1:30 pm
14.1	Proposed BURNCO Aggregate Mine Project – <i>verbal update</i>		
14.2	General Information on Grants to Local Trust Committees	21-34	
	Email dated May 2, 2012 from Marion Grau regarding Available Grants Summer/Fall 2012 - <i>attached</i>		
14.3	British Columbia Food Network Gathering on Gambier Island – <i>attached for discussion</i>	35-36	
15.	ISLANDS TRUST WEBSITE		
15.1	Gambier page – <i>attached</i>	37	
16.	NEXT MEETING		
	Thursday, July 5, 2012 at 10:30 am at Gambier Island Community Centre, Andy's Bay Road, Gambier Island, BC		
17.	ADJOURNMENT		2:30 pm

*Approximate time is provided for the convenience of the public only and is subject to change without notice.

DRAFT

**MINUTES OF THE GAMBIER ISLAND LOCAL TRUST COMMITTEE MEETING
HELD ON THURSDAY, APRIL 12 AT 10:30 AM
AT GAMBIER ISLAND COMMUNITY CENTRE
ANDY'S BAY ROAD, GAMBIER ISLAND**

PRESENT:	David Graham	Chair
	Kate-Louise Stamford	Local Trustee
	Jan Hagedorn	Local Trustee
	Sonja Zupanec	Island Planner
	Colleen Nystedt	Delegation, Place Speak (in part)
	Diane Corbett	Recorder

There were six (6) members of the public in attendance.

1. CALL TO ORDER

Chair Graham called the meeting to order at 10:35 a.m.

2. APPROVAL OF AGENDA

The Agenda was adopted as amended by consensus, with the following change and additions:

- 14.1 Parking at New Brighton – Bring forward to after item 8.
- 10.2 RAR report
- 10.3 Sustainability checklist
- 14.4 Funding for electric car charging stations
- 14.5 Potential dock divestiture
- 14.6 Protocol meeting with Sunshine Coast Regional District and Ministry of Transportation and Infrastructure
- 14.7 Gambier Island pay telephone

3. MINUTES

3.1 *Local Trust Committee Meeting Minutes dated March 1, 2012*

The minutes of the Gambier Island Local Trust Committee meeting dated March 1, 2012 were approved as amended by consensus, with the following changes:

- Page 4, first line under Town Hall: replace “Graham” with “Graeme”
- Page 5, line 7: replace “Harvesty” with “Hardisty”
- Page 8, line 10: replace “Lee” with “Lei”

3.2 *Section 26 Resolutions Without Meeting*

There was no *Resolutions Without Meeting*.

3.4 *Gambier Island Advisory Planning Commission Minutes*

There were no Gambier Island Advisory Planning Commission minutes.

4. **BUSINESS ARISING FROM MINUTES**

4.1 *Follow-up Action List dated March 29, 2012*

Planner Zupanec provided an update on the Follow-Up Action List dated March 29, 2012.

5. **CHAIR'S REPORT**

Chair Graham announced that, at its recent meeting on Gabriola Island, the Trust Council passed a resolution that the budget be held at a zero percent property tax increase; Trust Council also had said no to a Gas Tax grant for a policy statement review in the 2011-2014 term. The Executive Council will be attending the Annual General Meeting of the Association of Vancouver Island and Coastal Communities where topics of discussion will include Smart Meters, Qualified Environmental Professionals, and removal of abandoned and derelict vessels.

6. **TRUSTEES' REPORT**

Trustee Hagedorn noted that, at the Gabriola Council meeting, Trust Council had requested issuance of a Natural Area Exemption Certificate for a property on Pender Island.

Trustee Hagedorn attended a walkabout at New Brighton with members of the Gambier Island Community Association, Sunshine Coast Regional District (SCRD) Electoral Area F, the Ministry of Transportation and Infrastructure and a local developer about the parking situation in New Brighton.

Thanks were extended to past Advisory Planning Commission members for their time, dedication and commitment to the community, and to those that put their names forward as potential members of the APC this term.

At Keats Landing, the Sunshine Coast Regional District is issuing warning tickets to vehicles on the docks on an individual basis, meaning each vehicle or vessel will receive a warning ticket prior to a ticket that carries a fine. For more information, the public can contact Cal Bowles, Transit and Ports Manager, Sunshine Coast Regional District.

Trustee Stamford noted that trustees had been sending out their report to the Gambier community list and people on Keats and other Associated Islands prior to the Local Trust Committee meeting.

Thanks were offered to the people who applied for the Advisory Planning Commission this term, and to those were not appointed who expressed an interest in participating. A full slate of nine individuals was appointed that included representation from the SCRD Associated Islands and included new participants.

A big challenge for the Gambier Trust Area Advisory Planning Commission is how to meet effectively within such a large geographical area. Trustee Stamford had asked about electronic meetings as well as attendance by phone but the *Local Government Act* currently does not permit this flexibility for an Advisory Planning Commission.

Trustee Stamford did not vote for Gas Tax funding in light of the large cost and the impact on Islands Trust staff members' ability to work on local projects.

On March 12th Trustee Stamford facilitated the walkabout meeting that was mentioned by Trustee Hagedorn regarding the parking situation in New Brighton. She noted it was valuable to "ground truth" how the current roads are placed in relation to private properties and see precisely where parking spots could be added. The parking issue, which has been going on for 15 years, is being worked on to get the issue sorted out.

Trustee Stamford visited Keats Island and spent a few hours with former Islands Trustee Kim Benson touring the central part of the island as well as the beautiful Pebble Beach. Kim also outlined various strategies for working on the potential dock divestiture issue and approaches to the BURNCO mine proposal.

7. **DELEGATIONS**

7.1 *Colleen Nystedt – PlaceSpeak Presentation*

Colleen Nystedt represented PlaceSpeak, an online consultation platform that is linked to geographic place that was launched over the past year (placespeak.com). It provides the ability to consult and receive feedback from people through polls, surveys, and forums, informed by where they live, and leverages social media, broadening the reach of consultation.

Ms. Nystedt described her initiative's activities in public consultation projects in the Vancouver area, and explained the registration process required and how to participate online. She noted that this platform would encourage younger populations, moms, seniors and others to participate in public consultations. It would allow people to weigh in on issues, after proving that they live somewhere, while ensuring privacy of personal information.

Through feedback received through online polls, surveys, and forums, hard data that is spatially oriented would be produced that could be translated into a report for elected officials and staff. The intent of the

process is that the outcome becomes hard data that is part of government so it is actionable.

Ms. Nystedt said that PlaceSpeak lent itself to organizations like Islands Trust because of the distribution of the constituents and the ability of the platform to gather information from different locations. She encouraged the Local Trust Committee to look at what the opportunities were and gave examples of questions to consider when looking at the public consultation possibilities.

Chair Graham thanked Ms. Nystedt for her presentation.

8. TOWN HALL SESSION

Lou Byers and **Beth Feldman** described the work and challenges they were experiencing in their subdivision application on Gambier Island that had been going on for a number of years and that involved a main road going through the property, a riparian area, and a covenant.

Chair Graham and Trustees urged the couple to request technical information and clarity of next steps from an Islands Trust Planner and to request a site visit.

Kathy McTaggart, Gambier Island resident, commented on and inquired about stream mapping on Gambier Island.

Staff explained that previous stream mapping work done through the Conservancy was useful as background information but was not to the specific standards required for designating Riparian Areas Regulation buffers.

Chair Graham noted there was no budget for this kind of mapping in this Trust Area in this term.

Graeme Wickham, Gambier Island resident, inquired if the area where the old dock was situated had been considered to create more spaces for parking in New Brighton.

Trustee Stamford said the Gambier Island Community Association was presently looking at an area closer to the current parking. If this did not work, they would look for other potential pockets that could be used.

(MOVED FORWARD for convenience of members of the public in attendance: Item of New Business)

14.1 Parking at New Brighton

Trustees, staff and members of the public discussed potential creation of parking “pockets” at New Brighton, Gambier Island.

Staff explained that the Ministry of Transportation and Infrastructure had

not submitted a preliminary plan with supporting documents to the Local Trust Committee as per a letter of agreement with the Islands Trust. Thus, there was nothing available that the Local Trust Committee could comment on in regard to parking spaces in New Brighton.

Trustee Stamford requested clarification of the trustee role in advocacy for parking spaces with the Ministry and regarding a Grant In Aid pertaining to parking that had been submitted from the Gambier Island Community Association to the Sunshine Coast Regional District. Staff clarified that advocacy could not be done on behalf of the Local Trust Committee in the current situation, and urged trustees to encourage that a plan be put on paper.

Joyce Clegg of New Brighton noted that a developer had sent out an email offering to do the work of creating the parking spaces. Sunshine Coast Regional District Electoral Area F (West Howe Sound) Director Lee Turnbull was reported to have been in discussions with staff at the SCRDC regarding funding the creation of parking on Gambier.

Kathy McTaggart commented that there was a general consensus on Gambier Island that development of parking spaces at New Brighton must happen.

There was agreement by trustees that the planned meeting with the Ministry of Transportation and Infrastructure be scheduled as soon as possible.

9. CORRESPONDENCE

Correspondence specific to an active development application and/or project will be received by the Gambier Island Local Trust Committee when that application and/or project is on the agenda for consideration.

- 9.1 *Email dated February 2, 2012 from John Rowlandson of Velo Village, Island Pathways to Sheila Malcolmson regarding Request for Support for Rural Cycling*

The email dated February 2, 2012 from John Rowlandson regarding a request for support for rural cycling was received for information.

10. LOCAL TRUST COMMITTEE PROJECTS

- 10.1 *GM-LUB-2012 (Associated Islands Land Use Bylaw Review Project)*

10.1.1 Project Charter

Planner Zupanec reviewed the new updates on the draft Project Charter and received further feedback and suggested edits from Trustees.

GM-O22-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee endorses the GM-LUB-2011.2 Land Use Bylaw Review Project Charter as amended.

CARRIED

10.1.2 Communications Plan Matrix

The Communications Plan Matrix was reviewed by Planner Zupanec, who will update the document to reflect items from discussion and will post it to the website.

10.1.3 Draft Newsletter

It was noted that the newsletter would be the first communication of the Land Use Bylaw Review process to land owners, promoting the first chance for people to come together to discuss the Bylaw.

Staff received feedback from the Local Trust Committee on the draft newsletter and draft notice.

GM-O23-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee requests staff to send the notice of the GM-LUB-2011.2 Land Use Bylaw Review as amended to the property owners in the Land Use Bylaw Review area as well as the first project newsletter as amended.

CARRIED

The meeting recessed at 12:30 pm and re-convened at 12:45 pm.

10.2 Compliance with Provincial Riparian Areas Regulation

Planner Zupanec gave an overview of the staff report dated April 5, 2012 regarding compliance with the Provincial *Riparian Areas Regulation* (RAR). She noted the Islands Trust Northern Office was attempting to coordinate *Riparian Areas Regulation* implementation.

GM-O24-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee directs staff to proceed with establishing a northern working group made up of northern trustees and staff in order to develop community consultation options and education materials for RAR implementation.

CARRIED

10.3 Sustainability Checklist

There was consensus that the Local Trust Committee would forward a project to the Advisory Planning Commission to develop a brochure that would enhance and promote peoples' consideration of sustainable

alternatives when developing their property. Discussion ensued on logistics related to the convening of the Advisory Planning Commission.

GM-O25-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee requests the Advisory Planning Commission to convene regarding the development of a draft sustainability checklist brochure for the Gambier Island Local Trust Area.

CARRIED

11. **APPLICATIONS AND PERMITS – None**

12. **BYLAWS – None**

13. **REPORTS**

13.1 *Work Program Reports*

13.1.1 *Draft Annual Work Program Summary Report*

13.1.2 *Top Priorities Report and Projects List dated March 29, 2012*

GM-O26-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee submit the draft Annual Program Summary Report as presented;

AND THAT this is submitted to the director for inclusion in the Annual Report.

CARRIED

13.2 *Applications Log*

Regarding the topic of foreshore stewardship and protection, Trustee Hagedorn noted that many walls already exist on the foreshore on the islands. She wondered if there was something that could be put in place, like a bylaw, to support the repairs in an environmentally sensitive way and to provide some regulation and education.

Planner Zupanec responded to Trustees' inquiries regarding the Applications Log dated March 29, 2012.

13.3 *Trustee and Local Expenses*

13.3.1 *Expenses posted to February 23, 2012*

13.3.2 *Expenses posted to March 31, 2012*

The expenses reports posted to February 23 and March 31, 2012 were received for information.

GM-O27-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee recommends that the March 2012 budget amounts be adopted as the 2012-2013 budget.

CARRIED

14. NEW BUSINESS

14.1 *Parking at New Brighton, Gambier Island – Discussed previously*

14.2 *Memorandum dated February 21, 2012 from Director of Local Planning Services regarding A Strategic Approach to Islands Trust Communications*

The memorandum regarding a strategic approach to Islands Trust communications from the Director of Local Planning Services dated February 21, 2012 was received for information.

Trustees considered PlaceSpeak. It was agreed by consensus that if a situation arose when it could be used that a quote would be requested from Ms. Nystedt.

14.3 *Proposed BURNCO Aggregate Mine Project – Request for Decision*

Planner Zupanec provided an overview of the Request for Decision from the Islands Trust Policy Analyst.

GM-O28-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee request that BURNCO Rock Products Ltd., the British Columbia Environmental Assessment Office, and the Canadian Environmental Assessment Office host an independent information session in West Vancouver about the proposed BURNCO Aggregate Project.

CARRIED

14.4 *Funding for Electric Car Charging Stations*

Trustee Hagedorn expressed her interest in the idea of electric car charging stations for Gambier Island and provided information about the Community Charging Infrastructure Fund.

Chair Graham thanked the trustee for bringing this to the Trust Committee's attention.

14.5 *Potential Dock Divestiture*

Trustee Stamford said she had not heard anything back from Transport Canada since the visit of a federal dock divestiture group, and requested clarity regarding the role of Islands Trust in this circumstance.

Trustee Hagedorn recommended that Trustee Stamford speak with past Local Trustee Kim Benson and Sunshine Coast Regional District Manager of Transit and Ports Cal Bowles.

14.6 *Meeting with Sunshine Coast Regional District and Ministry of Transportation and Infrastructure regarding Protocol*

GM-O29-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee requests staff to arrange a protocol meeting with the Sunshine Coast Regional District.

CARRIED

GM-030-2012

It was **MOVED** and **SECONDED** that the Gambier Island Local Trust Committee requests staff to arrange a protocol meeting with the Ministry of Transportation and Infrastructure as soon as possible.

CARRIED

14.7 *Gambier Island Pay Telephone*

Trustee Hagedorn discussed an email response she had received from Sunshine Coast Regional District Chair Garry Nohr regarding a Gambier Island pay telephone; the Regional District was still in discussions with Telus in this matter.

15. ISLANDS TRUST WEBSITE

Planning staff noted that the following items would be added to the Islands Trust website: GM-LUB-2011.2 Land Use Bylaw Review Project Charter; Communications Plan Matrix; newsletter; and staff reports on recent rezoning applications.

16. NEXT MEETING

16.1 *Next Local Trust Committee Regular Business Meeting*

The next Local Trust Committee meeting will be held on Thursday, May 24, 2012 at 10:30 am at Gibsons and Area Community Centre, 700 Park Road, Gibsons, BC.

17. ADJOURNMENT

The Gambier Island Local Trust Committee meeting was adjourned by consensus at 2:05 pm.

Recorder

Chair



Islands Trust

Follow Up Action Report w/ Target Date

Gambier Island Jun-23-2010

No.	Activity	Responsibility	Target Date	Status
6	Archaeological Management - staff requested to contact First Nations in response to their invitation to arrange for a meeting to explore interim strategies to address management of archaeological and heritage sites.	Sonja Zupanec		On Going

Feb-03-2011

No.	Activity	Responsibility	Target Date	Status
4	Draft LUB - SCRD Islands - Planners to continue work on draft LUB and consult with individual property owners.	Sonja Zupanec		On Going

May-12-2011

No.	Activity	Responsibility	Target Date	Status
1	Staff to prepare a report to GMLTC and Application Fee Committee of TC on the options available to recover costs associated with staff time processing requests for planning work outside the scope of applications (SRW request as example).	Chris Jackson Sonja Zupanec	May-27-2011	On Going

Mar-01-2012

No.	Activity	Responsibility	Target Date	Status
1	GM-RZ-2011.1 (Camp Fircom,Gambier) GM-RZ-2011.2 (Thunderbird Yacht Club,Gambier) GMLTC resolution: First reading given to Proposed Bylaw No. 117, 118, 119. Staff to proceed with agency referrals, notification and scheduling of CIM/public hearing on Gambier Island in July. Update bylaws and post to website.	Jacque Hill Sonja Zupanec	Mar-23-2012	On Going

Apr-12-2012

No.	Activity	Responsibility	Target Date	Status
1	Staff to send to D. Marlor the 2011/12 annual report submission for the GMLTC.	Sonja Zupanec	Apr-13-2012	Done
1	Update GMLTC webpage with new LUB review documents; reports; RAR implementation info.	Sonja Zupanec	Apr-20-2012	On Going
1	Schedule the annual meeting with SCR D re: protocol and Regional Planning Manager Schedule annual meeting with MOTI (Don Legault) Jeff Moore? and Capilano as soon as possible.	Chris Jackson Theresa Vieau	Apr-27-2012	On Going
1	Update applications log to show PIDs; most recent activity and SUB file on Gambier that now falls under RAR (lot line adjustment). PID's have been added - Becky. GM-SUB-2009.1 status updated - Linda	Becky McErlean Linda Prowse	Apr-27-2012	Done
1	BURNCO: LTC resolution requesting BURNCO; BC EAO and CEAO to host independant info session in West Van; request TAS Policy Analyst monitor BURNCO project and report to GMLTC and Executive Committee.	Sonja Zupanec	Apr-27-2012	On Going
1	GMLTC meeting minutes of March 1, 2012 adopted as amended.	Theresa Vieau	Apr-27-2012	On Going
1	GM-LUB-2011.2 Associated Island LUB Review Staff to update Project Charter and Communications Matrix and post on website. Letter and Spring 2012 newsletter to be mailed to property owners (with endorsed changes).	Sonja Zupanec	Apr-27-2012	On Going
1	RAR Implementation: LTC Resolution: requesting staff to proceed with establishing a northern working group made up of northern trustees and staff in order to develop community consultation options and education materials for RAR implementation.	Chloe Fox Chris Jackson	Apr-27-2012	On Going
1	LTC Resolution: request the APC to convene regarding the development of a draft sustainability checklist brochure for the GMLTC area.	Kate-Louise Stamford Sonja Zupanec	Apr-27-2012	On Going



Islands Trust

Top Priorities

Gambier Island

No.	Description	Activity	Received/Initiated	Responsibility	Target Date	Status
1	LUB for SCRD Islands	Initiate new LUB review process for SCRD islands.	Feb-02-2006	Sonja Zupanec	Apr-07-2011	On Going
2	Riparian Areas Regulation Implementation Project for Gambier Island Local Trust Area.		Oct-26-2011	Sonja Zupanec	Dec-31-2012	On Going
3	Foreshore protection/stewardship and clarity; implementation of Development Approval Information Bylaw (DAI) or Development Permit Areas (DPA's).	Investigate and recommend options for protection/stewardship within the local trust area through the use of existing land use planning tools.	Jan-31-2012			On Going



Gambier Island

No.	Description	Activity	Received/Initiated	Status
1	Keats Island OCP Map Amendment - add trail map used during public process developing OCP.		Mar-08-2007	On Going
1	Staff to prepare an issues outline with respect to Gambier Island Comprehensive Land Use Planning Project. (Address community planning and environmental protection issues) Gambier dp and comprehensive planning - subject to alternate funding and resources. To include: 1. Road issues - road network, and parking issues 2. Gambier forest tenure and reallocation - Gambier Island Crown lands. Gambier LUB follow-up: Definition of recreation in Area 3, CD1 Zone. Subdivision and use of common property in a bare land strata plan. Legal non-conforming - information note. ssociated secondary dwelling - definition and use. Potable water requirements.		Jun-23-2010	On Going
1	Consider a mechanism to recognize authorizations of additional dwellings as permitted by s. 4.4.10 of Keats LUB		Aug-04-2010	On Going
1	GHG Emissions - examine as part of next OCP reviews more proactive approaches to plan for GHG reductions especially in relation to Policies 6.1 and 6.2 in consultation with SCRD. Initiative arises from recommendation of SCRD in comments about bylaws 111 & 112.		Oct-06-2010	On Going
1	Sustainability Checklist in consultation with Sunshine Coast Regional District.		Feb-03-2011	On Going

1 Food Security: Based on the November 2010 'Exploring Food Security in the Islands Trust Area' - explore opportunities to implement policies and regulations to address food security in the Gambier Trust Area. On Going

1	Development Approval Information Bylaw	Develop and adopt a D.A.I bylaw for the Gambier Trust Area.		On Going
1	Consultation with Squamish First Nation	Scope interim strategies pending completion of a possible protocol agreement to address protection of archaeological and heritage resources.	Jan-31-2012	On Going
1	Strategic Planning Review for Howe Sound		Jan-31-2012	On Going



Applications w/ Status - Gambier Island Status: Open

Applications

Development Variance Permit

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2002.1	Land Plan Group Inc. Planner: Sonja Zupanec	Jan-24-2002	PID: 014-385-694 Keats Island - Keats Camp cottage lots - siting variances DL 696

Planning Status

Status Date: Apr-10-2008

still on hold pending rezoning

Status Date: Aug-13-2007

on hold pending rezoning application

Status Date: May-16-2006

Met with applicant. Outstanding items forwarded for attention. May be add'l fees.

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2009.4	Jonathan Ehling Planner: Linda Prowse	May-13-2009	PID: 010-528-199 Gambier Island - workshop height variance (principal building on lot)

Planning Status

Status Date: Mar-28-2011

Awaiting further information from applicant

Status Date: Nov-17-2010

Sent memo to Island Planning asking advice on how to proceed with this file and the related Building Permit referral

Status Date: Oct-06-2010

Received update from applicant noting that he would not be pursuing the Variance as DFP will not relax covenant requirements.

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2009.8	David & Carolyn/Doug & Sue/Pat & Mary Philip/Lane/Willmott Planner: Linda Prowse	Jun-24-2009	PID: 026-162-890 Gambier Island - Proposed variance to the ocean setback requirement. District Lot 1259.

Planning Status

Status Date: Jan-25-2012

There is a covenant held by Ministry of Transportation and Infrastructure and Department of Fisheries and Oceans restricting land clearing and other disturbance of land and vegetation within 15 metres of the natural boundary of the sea. DFO said they will not relax or discharge the covenant on file, therefore a DVP is not an option, and this is an enforcement issue. Memo forwarded to Bylaw Enforcement officer

Status Date: Apr-28-2011

Memo sent to RPM requesting advice on how to proceed

Status Date: Mar-28-2011

Deck is already constructed. DFO will not relax setback. DVP is not an option given DFO will not relax setback. Letter to be written to file and LTC. Enforcement issue

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2011.2	Elena and France Corin and Larouche Planner: Marnie Eggen	Mar-22-2011	PID: 024-212-041 1250 Taki-Te-Si Road, Gambier Island vary the setback to the natural boundary of the sea for retaining wall

Planning Status

Status Date: Jan-06-2012

No change.

Status Date: May-04-2011

Awaiting further info from applicant.

Status Date: Apr-18-2011

Staff site visit

File Number	Applicant Name	Date Received	Purpose
GM-DVP-2012.2	Liebenberg William Planner: Marnie Eggen	Mar-06-2012	PID: 026-954-419 Gambier Island Development variance as deck to be built up to rear lot line

Planning Status

Rezoning

File Number	Applicant Name	Date Received	Purpose
GM-RZ-2004.1	LandPlan Group Inc. Planner: Sonja Zupanec	Jun-16-2004	PID: 014-385-694 Keats Island - Keats Camp rezoning application DL 696

Planning Status

Status Date: Oct-23-2009

Representative provided verbal update at LTC meeting

Status Date: Sep-18-2009

Email to applicant and owner sent re: request for status update in time for Oct. 23,2009 GMLTC meeting.

Status Date: Nov-24-2008

Letter sent to applicant with LTC resolution and requesting status update

File Number	Applicant Name	Date Received	Purpose
GM-RZ-2011.1	Camp Fircom Planner: Sonja Zupanec	Nov-08-2011	PID: 009-393-358 Gambier Island To redesignate and rezone an undeveloped parcel of land adjacent to the existing camp Fircom from SR (Settlement Residential) to S3 (Recreational Service).

Planning Status

Status Date: Apr-12-2012

First Reading Proposed Bylaws 117 and 118 to PH July 2012

Status Date: Jan-09-2012

Preliminary staff report for LTC January 31 meeting prepared.

Status Date: Nov-23-2011

Applicant advised that reference plan still required an too costly

File Number	Applicant Name	Date Received	Purpose
GM-RZ-2011.2	Les Morton Planner: Sonja Zupanec	Nov-10-2011	To rezone the foreshore and yacht club zoning

Planning Status

Status Date: Apr-12-2012

Proposed Bylaw 119 to PH July 2012

Status Date: Jan-10-2012

Preliminary staff report prepared for LTC meeting Jan 31.

Subdivision

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2000.1	LANDPLAN GROUP INC.	May-04-2000	PID: 014-385-694 Keats Island - 111 bare land strata subdivision, 2 camp lots, and remainder(Keats Camp); nature reserve, park dedication, parking lot. DL 696

Planner: Sonja Zupanec

Planning Status

Status Date: Jun-06-2007

On hold pending rezoning application.

Status Date: May-16-2006

Met with applicant - revised plan to come based on LUC. May be add'l fees.

Status Date: Dec-21-2005

MOT issues Prelim Layout NOT APPROVED with conditions.

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2009.1	Don Smith	Aug-10-2009	2 lot subdivision. District Lot 847, Gambier Island.

Planner: Linda Prowse

Planning Status

Status Date: May-01-2012

Applicant is disputing the requirement for a RAR report or a 30 metre covenant. e-mails being sent between applicant and staff planner, with cc's to Island Planner and LTC.

Status Date: Apr-10-2012

Applicant's legal counsel is drafting a 30 metre no build and no soil disturbance covenant to satisfy RAR

Status Date: Feb-24-2012

Was contacted by applicant's legal counsel asking about the subdivision process. They were advised that the Islands Trust requires receipt of the FINAL plan of subdivision to review for compliance with Gambier bylaws prior to sending a letter to the Ministry of Transportation and Infrastructure stating the proposed subdivision meets our requirements

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2010.1	Venture Management Ltd	May-25-2010	PID: 015-980-324 7 residential lots

Planner: Sonja Zupanec

Planning Status

Status Date: Jan-06-2012

No further action until applicant finalizes final plan of subdivision.

Status Date: Mar-16-2011

Comments sent to MoTI. Depth to width information was received.

Status Date: Feb-23-2011

Waiting for applicant to confirm that lots comply with depth to width ratio. Revised comments to be sent to MoTI.

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2011.2	EDWARD TRAFF Planner: Marnie Eggen	Jul-21-2011	014-111-888 and 014-111-896 Lot Line adjustment on Gambier Island

Planning Status

Status Date: Oct-31-2011

Referral Report to MOTI

File Number	Applicant Name	Date Received	Purpose
GM-SUB-2012.1	570601 BC Ltd. (Andrew Strang) Planner: Sonja Zupanec	Jan-23-2012	PID: 024-664-235 Lot 10 Halkett Bay - Gambier Island 2 lot subdivision

Planning Status

From: Nancy Roggers
Sent: April-26-12 10:54 AM
To: David Graham; Jan Hagedorn; Kate-Louise Stamford; Sonja Zupanec; Becky McErlean
Cc: Cindy Shelest
Subject: Gambier Expense report - final year end to March 31/12

Islands Trust
LTC EXP SUMMARY REPORT F2012
 Invoices posted to March 31, 2012

630 Gambier	Invoices posted to March 31, 2012	Budget	Spent	Balance
65000	LTC "Trustee Expenses"	1,500.00	2,647.45	(1,147.45)
65200	LTC Local Exp LTC Meeting Expenses	4,000.00	3,440.76	559.24
65210	LTC Local Exp APC Meeting Expenses	200.00	418.80	(218.80)
65220	LTC Local Exp Communications	200.00	-	200.00
65230	LTC Local Exp Special Projects	400.00	100.00	300.00
65240	LTC Local Exp Miscellaneous	700.00	-	700.00
TOTAL LTC Local Expense		5,500.00	3,959.56	1,540.44
72300	Project OCP update	-	-	-
72310	Project Associated Islands OCP/LUB update	8,000.00	5,216.00	2,784.00

Thanks!

Nancy Roggers
 Finance Officer

Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5154
 Fax: (250) 405-5155
www.islandstrust.bc.ca

Preserving *island communities, culture and environment*

Please consider the environment before printing this email.

From: Marion Grau
Sent: May-02-12 3:23 PM
To: Trustees
Cc: Planners; Lisa Gordon; Cindy Shelest; 'kblow@bimbc.ca'
Subject: Available Grants Summer/Fall 2012

Dear Trustees,

Listed below are a number of funding opportunities that might support your LTC or other committees' work, all with deadlines in summer or fall 2012. Please note the timelines for internal Expressions of Interest (EOI); instructions for an EOI are attached.

Local Government Agricultural Planning Program: Investment Agriculture Foundation of BC funds 50% of the cost for the development of agricultural area plans, update of area plans, or pre-plans, up to a maximum of \$45,000. LTC's need to raise, or budget for 50% of the cost. Currently, the Denman Agriculture Area Plan is being prepared with funding from this program. Applications are accepted throughout the year. Submit EOI to Grants Administrator anytime for initial review with the funder.

Real Estate Foundation of BC: Provides support for sustainable real estate and land use practices. Past grants included studies for Affordable Housing Studies on Salt Spring and Gabriola, and Green Shores for Homes. Deadlines are August 17 and November 16. EOI to Grants Administrator due on June 15, or September 15.

Federation of Canadian Municipalities, Green Municipal Fund:

1. Grants to develop neighbourhood action plans, community brownfield action plans and greenhouse gas (GHG) reduction plans. (Must have sustainable community plan in place already.)
2. Feasibility Studies and Field Tests; Assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project that contributes to cleaner air, water, or soil, or reduces GHG emissions.

Fund covers 50% of costs to a maximum of \$175,000. Apply year round. Provide EOI to Grants Administrator who will contact the funder to discuss and ascertain eligibility of the project.

BC Hydro's QuickStart provides 1.5 day workshops to help local governments in achieving the GHG reduction and energy conservation targets that they have set in their Official Community Plans or Regional Growth Strategies. Apply anytime. No EOI required as no cash is available, but please inform the grants administrator if you are pursuing this.

Vancouver Foundation Grants and Community Initiatives – Environment: Focus on freshwater and habitat protection. Projects that advance innovative policy and practice which address root causes of environmental issues; increase public awareness, understanding and engagement in key environmental issues; ensure that people and communities closest to environmental challenges are included in the development of solutions. July 27 deadline.

Please provide an EOI to Grants Administrator by May 31, regardless of the amount requested. Islands Trust is now eligible to apply as we received confirmation of "qualified donee" status from CRA. An application would need to be preceded by a conversation with the funder to convey the changes and ensure clarity.

Marion Grau
 Grants Administrator
 Islands Trust
 #200 1627 Fort Street
 Victoria, B.C. V8R 1H8
 Phone: (250) 405-5190
 Fax: (250) 405-5155
www.islandstrust.bc.ca

Grants Administration Policy Background and FAQs

Background:

In December, 2009, Trust Council adopted a new policy to guide how Islands Trust bodies seek and receive alternative sources of funding. They wanted to ensure that grant applications are handled in a manner that ensures fairness, clarifies administrative roles and procedures, and provides cost-effectiveness for taxpayers.

Previous grant seeking practices presented a number of challenges for staff and trustees that were at times time-consuming and difficult to address. In the past, Islands Trust bodies pursued funding independently, resulting in an inefficient use of staff and trustee time, lost opportunities, and at times lack of compliance with granting agency requirements and Islands Trust procedures. Having a policy in place is expected to prevent similar difficulties by clarifying roles and legislated responsibilities, streamlining procedures, providing equal opportunities to all Islands Trust bodies and improving funder relations.

The purpose of this policy is:

1. To facilitate a process for seeking external funding that supports the legislated responsibilities of Trust Council, the Executive Committee, Council Committees, local trust committees and island municipalities and that is cost-effective for taxpayers.
2. To clarify roles and streamline procedures for seeking and receiving grants throughout the Islands Trust in order to efficiently and effectively use staff and trustee resources.
3. To ensure all grant applications and funded projects meet strategic, financial and legal requirements of the Islands Trust and funding agencies.
4. To ensure trustees and staff units are aware of grant opportunities, consider the potential for collaborative projects, and have equal opportunity to apply.
5. To preserve the Islands Trust's reputation among funders by presenting a cohesive strategy and avoiding an excess of solicitations to any one source.

Please see Appendix 1 at the end of this document for a quick reference guide to the procedures of the new policy. It can also be found as an appendix to the new policy.

Frequently Asked Questions:

If I apply for a grant under \$5,000, do I still notify the Grants Administrator or get assistance from them?

While it is not required, it is still useful to let the Grants Administrator know so that you can be made of aware of other potential grant opportunities or if there is someone else planning to apply. The Grants Administrator will provide assistance wherever possible.

If I am looking for funding for a particular project, can the Grants Administrator provide information on grants available?

Yes. The Grants Administrator can research grant opportunities for specific projects or assist you in that search. You will also have access to a list of grants currently available and the Grants Administrator can help you judge the applicability of the grant(s) for your project or suggest alternative funding options.

What happens if you learn of a grant application after the EOI deadline has passed?

All trustees and staff will receive notification of upcoming grants at the same time to ensure the deadline is the same for all parties. The timelines are set to ensure everyone has the same opportunity to apply. Ideally not all members of a committee or supporting staff members will be away at the same time, so that one member is able to respond with general knowledge on the potential project if the primary person is away. Ideally, the primary person will return to enhance the Expression of Interest before decisions are finalized.

Please note, that if no EOI's are received by our internal deadline, the grant may still be pursued on a first-come, first-serve basis subject to the terms of the new policy.

Why does the Grants Administrator act as the primary contact for the funder?

Multiple calls from different people on behalf of the Islands Trust is confusing for the funder who often does not understand the Trust's unique role. The Grants Administrator can facilitate consistent communication for the funder, which can include referring them to speak to a trustee or staff person associated with the project when necessary.

Who writes a grant application?

The grant application should be written by the staff, trustee or community group most closely involved with the proposed project. In some cases, the Grants Administrator may take the lead where appropriate. Please discuss with the Grants Administrator the level of support you require. The Grants Administrator will also provide review and feedback on all grant applications to help ensure the greatest possibility of success.

Who submits a grant application?

The Grants Administrator will submit grant applications to the funder on behalf of a staff unit or committee. Grants under \$5,000 are not required to go through the Grants

Administrator, however you are encouraged to seek whatever assistance is needed and advise the Grants Administrator of your intention to apply.

What if more than one staff unit or committee is interested in the same grant?

The Expression of Interest phase will help determine if there are more than one interested party. If so, the Grants Administrator will contact the funding agency to see if more than one proposal can be submitted and/or approved. If only one proposal may be submitted, the multiple grant adjudication process outlined in section 2.10 will apply to ensure a fair and timely process.

At what stage of the process should the committee pass a resolution to proceed with committee-initiated grant applications?

If there are no other applicants interested in submitting a grant application, a resolution in support of the grant application is only required before the grant application is finalized. Section 2.12 reads, “*Committees must pass a resolution to proceed with committee-initiated grant applications before grant applications are finalized, taking into consideration the factors listed in 2.14 of this policy.*”

However, if there are multiple applicants interested in applying for the same grant, a resolution to proceed with the grant application is required per section 2.10 (d) during the multiple applicant grant adjudication phase. Section 2.10 (d) reads, “*Committees must pass a resolution indicating they want to proceed with the grant application. Applicants will then advise the Grants Administrator of the decision.*” This will ensure there is committee support for all potential projects.

Staff are also encouraged to pursue grants in support of their projects. When is Executive Committee approval required for staff-initiated projects?

In the following circumstances Executive Committee approval is required:

- Grant exceeds \$10,000 in value;
- Project is not related to the goals of the Policy Statement, Trust Council’s strategic plan or the legislated responsibilities of the Islands Trust;
- Proposal requires formal Trust Council endorsement; and,
- Issues remain that cannot be resolved under the grant adjudication process in section 2.10 of the policy.

Who is responsible for meeting grant reporting requirements?

The project manager, whether staff or consultant, is responsible. The Grants Administrator will provide guidance and support throughout the project to ensure deadlines and granting agency criteria are met in a timely fashion. The Grants Administrator will also provide review and feedback on all interim and final reports prior to submitting them on your behalf. The Grants Administrator will also negotiate with the funding agency any project extensions or changes to the project budget.

Appendix 1. Grants Administration Policy Matrix

ADMINISTRATION PROCESS	
GRANT NOTIFICATION	
On-line database of current grants available maintained.	Grants Administrator
GRANT RESEARCH	
Research priorities	Trust Council's Strategic Plan, Policy Statement, Legislated Responsibilities
Request for research from Grants Administrator	Trustee/Committee/Staff → Grants Administrator
Resolution required?	No. Significant research is subject to a review of work program priorities
Research & advice provided	Grants Administrator → Trustee/Committee/Staff
Independent research by trustees	Inform Grants Administrator of topic Existing research will be provided to trustee(s)
Funder contact re: project inquiries	Grants Administrator, unless otherwise agreed by primary applicant
EXPRESSIONS OF INTEREST (EOI)	
EOI Submissions	Staff/Trustee → Committee/Grants Administrator
Deadline for submissions	60 calendar days prior to granting agency deadline, unless sections 2.7 b, c, or d apply
Review of submissions	Grants Administrator → Committee/Staff/Trustee <ul style="list-style-type: none"> ▪ Feedback/solutions provided when funding criteria not met ▪ Applicants with collaborative potential notified ▪ Multiple applicants referred to grant adjudication process in section 2.10
MULTIPLE GRANT ADJUDICATION	
Confirm funder limits re: multiple applications	Grants Administrator
Multiple applications allowed	All eligible applications will proceed
One application allowed	Grants Administrator will use EOI to discuss project viability with funder
Notification of granting agency recommendations	Grants Administrator → Committee/Staff/Trustee
Decision to proceed or not	Committee/Staff/Trustee → Grants Administrator
Resolution required to proceed with application?	Yes
Too many eligible applications remaining?	Final decision made by Executive Committee according to criteria listed in section 2.10 (e)
PROJECT REVIEW	
Determining project costs	Prior to finalization of grant application, committees will determine project costs through: <ul style="list-style-type: none"> ▪ Input from senior management staff for staff-initiated proposals or regional planning managers for trustee-initiated proposals

	<ul style="list-style-type: none"> ▪ Review of related revenue and expenditure lines in the Trust Council budget ▪ Potential for in-kind or cash funds from other project partners
Resolution required for committee-initiated projects?	Yes, by the relevant committee, before grant applications are finalized
Resolution required for staff-initiated projects?	Executive Committee resolution is required in the following cases: <ul style="list-style-type: none"> ▪ exceeding \$10,000 ▪ not related to the goals of the Policy Statement, Trust Council's strategic plan or legislated responsibilities ▪ funder requires resolution with application ▪ subject to issues that cannot be resolved under section 2.10
Factors to consider when debating resolutions	<ul style="list-style-type: none"> ▪ Budget and staff resources allow ▪ Complies with Islands Trust legislation and policies ▪ Does not compete with an island stakeholder ▪ Self-sustaining project ▪ Investment required does not exceed 25% of amount raised
GRANT DEVELOPMENT & SUBMISSION	
Budget adjustments required?	Refer to Budget Control and Adjustment Authority Policy 6.5.ii
Writing of grant application	Committees/Staff to assign trustee or staff to coordinate Requests for Grants Administrator's assistance can be made to TAS Director.
Grant submission	Grants Administrator, unless otherwise agreed with primary applicant
Grant outcome notification	Funder → Grants Administrator → Committee/Staff
Contact with funder	Grants Administrator, unless otherwise agreed with primary applicant
GRANT TRACKING & IMPLEMENTATION	
Receiving, administering and disbursing	Administrative Services
Project manager	Staff or contractor to be assigned as project manager
When using contractors for staff, committee or community-initiated projects	Refer to Purchasing Procedure 6.5.iii Direct awards may be available for community-initiated projects
Interim and final reporting	Project Manager → Committee/Senior Management/Grants Administrator
Funder contact for project revisions & report submissions	Grants Administrator, unless otherwise agreed with primary applicant
USE OF EXCESS FUNDS	
Surplus funds upon completion of project	Refer to section 4
RELATIONSHIP TO OTHER ISLAND TRUST BODIES	
Islands Trust Fund, Island Municipalities	Refer to section 5

6.5.iv Policy

GRANTS ADMINISTRATION POLICY

Trust Council: December 9, 2009

A: PURPOSE

1. To facilitate a process for seeking external funding that supports the legislated responsibilities of Trust Council, the Executive Committee, Council Committees, local trust committees and island municipalities and that is cost-effective for taxpayers.
2. To clarify roles and streamline procedures for seeking and receiving grants throughout the Islands Trust in order to efficiently and effectively use staff and trustee resources.
3. To ensure all grant applications and funded projects meet strategic, financial and legal requirements of the Islands Trust and funding agencies.
4. To ensure trustees and staff units are aware of grant opportunities, consider the potential for collaborative projects, and have equal opportunity to apply.
5. To preserve the Islands Trust's reputation among funders by presenting a cohesive strategy and avoiding an excess of solicitations to any one source.

B: BACKGROUND

The *Islands Trust Act* provides Trust Council with the authority to levy property taxes to fund the operations of Islands Trust bodies. To provide cost effectiveness for taxpayers, Trust Council may also seek and receive alternative sources of funding. In 2008, Trust Council created a Grants Administrator staff position in response to trustee requests to increase effectiveness at receiving grants and this policy provides guidance to that position. This policy does not apply to the Trust Fund Board, which is governed by Policy TFB 06001.

C: REFERENCES

Islands Trust Act: Responsibilities of Local Trust Committees (8 [2]; 21[1]; 24[2])

Islands Trust Strategic Plan

Island Trust Fund Fundraising and Donations Policy (TFB 06001)

Policy Manual: Executive Committee Terms of Reference (2.4.i)

Policy Manual: Associated Islands Project Prioritization Criteria (4.1.xii)

Policy Manual: Priority Setting/Review Guidelines (6.2.i)

Policy Manual: Budget Control and Adjustment Authority (6.5 ii)

Policy Manual: Purchasing Procedure (6.5.iii)

Policy Manual: Local Trust Committee Expense Account (7.2.i)

Additional References:

Ethical Fundraising and Financial Accountability Code, Canadian Centre for Philanthropy, 2005.

AFP Code of Ethical Principles and Standards of Professional Practice, Association of Fundraising Professionals, 2004.

D: DEFINITIONS

In this policy,

“**Committees**” refers to Executive Committee, Council Committees (including Trust Programs Committee, Financial Planning Committee, Local Planning Committee and any other committee struck by Trust Council), local trust committees and island municipalities. Island municipalities are not bound by this policy unless they are seeking support from islands trust staff or committees (see section 5.).

“**Legislated Responsibilities**” refers to the roles of Islands Trust bodies as defined in the *Islands Trust Act* per sections 8 (2), 21 (1) and 24 (2).

“**Staff Units**” refers to the management team, Local Planning Services, Trust Area Services and Administrative Services, including Victoria, Salt Spring and Northern offices.

“**Grants Administrator**” refers to the person designated by the Chief Administrative Officer or the Director of Trust Area Services to fulfill this role.

“**Primary Applicant**” refers to the entity legally responsible for execution of the funded project and meeting the granting agency terms and conditions.

“**Project Manager**” refers to the staff person or contractor assigned by a committee or senior management staff to manage a project.

E: POLICY and PROCEDURES**1. General Guidelines**

- 1.1 This policy applies to all grant applications seeking \$5,000 and over.
- 1.2 This policy applies to grant applications wherein the Islands Trust is named as the primary applicant. It does not apply to grants where community groups are named as the primary applicant with the Islands Trust and/or its committees as supporting partners.
- 1.3 Trust Council and its staff will ensure that the Islands Trust adheres to professional standards such as those developed by the Canadian Centre for Philanthropy and the Association of Fundraising Professionals.

2. Grant Seeking***Grant Notification***

- 2.1 The Grants Administrator will maintain a current inventory of grants available to local government agencies including: the grant title, source, eligibility, description, application deadline, funds available, funding guidelines and Islands Trust work program key words.

Grant Research

- 2.2 The Grants Administrator will regularly review the Islands Trust Council Priorities Chart and be prepared to provide information on grants relevant to those priorities upon request.
- 2.3 A single trustee or staff member may ask the Grants Administrator to research grant opportunities on specific topics. The research must be in support of Trust Council’s strategic plan, the Policy Statement or the legislated responsibilities of the Islands Trust body. Significant research requests are subject to a review of work program implications by the Trust Area Services Director.

- 2.4 The Grants Administrator's research and advice will be reported to the trustee(s) who initiated the request and the staff member assigned to the relevant committee in a timely manner.
- 2.5 Trustees may also choose to independently research grant opportunities. The Grants Administrator should be informed about this research so they may provide information on existing relevant grant research for reasons of efficiency and effectiveness.
- 2.6 Contact with the funder should be done by the Grants Administrator, unless otherwise agreed by the primary applicant for reasons of efficiency and effectiveness.

Expressions of Interest

- 2.7 A brief expression of interest/project summary will be submitted to the appropriate committee and Grants Administrator according to the following schedule, which takes into account varying granting agency deadlines. This will provide equal opportunity to apply for limited grant funding, while maintaining confidentiality.
 - a) Expressions of interest will be submitted 60 calendar days prior to granting agency's deadline, unless sections 2.7 b, c or d apply. If no expressions of interest are received 60 days before the agency's deadline, the grant may be pursued on a first-come, first-serve basis subject to the criteria and practices recommended in this policy.
 - b) When a grant is announced with fewer than 60 calendar days to apply, the Grants Administrator will notify all staff and trustees at the same time. Expressions of interest are required within 5 business days following this notification.
 - c) Where no deadline exists or ongoing applications are accepted until the program is fully allocated, expressions of interest should be received as soon as a decision is made. If the project is community-initiated, the Grants Administrator will keep the project topic confidential. The Grants Administrator will notify committees and staff that other expressions of interest must be received within 10 business days of receiving notification. Objections to the revised deadline must be received within 2 business days. If objections are noted, the Grants Administrator will seek a deadline acceptable to all interested applicants or request direction from the Executive Committee.
 - d) If special circumstances require a grant application to begin before the above deadlines, a request for a shorter deadline may be submitted to the Grants Administrator. If the project is community-initiated, the Grants Administrator will keep the project topic confidential. The Grants Administrator will notify committees and staff of the new deadline. Objections to the revised deadline must be received within 2 business days. If objections are noted, the Grants Administrator will seek Executive Committee's direction about whether to make an exception to the steps outlined in 2.7 a, b and c of this policy.
- 2.8 The Grants Administrator will review expressions of interest according to the granting agency criteria. Submissions that do not meet funder criteria will receive feedback and suggestions for potential remedies in a timely manner. Applicants with collaborative potential will be notified so they may consider a joint application.
- 2.9 If a grant opportunity is of interest to multiple applicants, an adjudication process will occur under section 2.10.

Multiple Grant Adjudication Process

- 2.10 When a grant opportunity is of interest to multiple primary applicants within the Islands Trust, the following steps apply:
- a) The Grants Administrator will contact the granting agency to see if more than one proposal can be submitted and/or approved.
 - b) When only one submission is allowed, the Grants Administrator will use the applicant's expression of interest/project summary to discuss all projects with the funder to help determine those that are most feasible. If more detailed information is required by the funder on a potential project, the Grants Administrator will direct them to the appropriate trustee or staff member.
 - c) The Grants Administrator will contact applicants with the granting agency recommendations.
 - d) Committees must pass a resolution indicating they want to proceed with the grant application. Applicants will then advise the Grants Administrator of the decision.
 - e) If too many eligible proposals remain, a final decision will be made by the Executive Committee in a timely manner as to which grant proposal will be submitted. This decision will consider the following factors:
 - i. Urgency: to deal with issues in the short term or meet required legislation;
 - ii. Risk: the need to manage potential negative implications;
 - iii. Impact: a project's potential to manage or change a strategic priority on a regional rather than local level;
 - iv. Community Partners: has identified community project partners;
 - v. Need: meets needs of an island community and other agencies; and
 - vi. Funder Advice: meets priorities and recommendations of funder.

Project Review

- 2.11 Committees will determine the project costs and staff resources needed before grant applications are finalized through:
- a) Input from senior management staff for staff-initiated proposals or regional planning managers for trustee-initiated proposals;
 - b) Review of related revenue and expenditure lines in the approved Trust Council budget; and
 - c) Potential for in-kind or cash funds from other project partners.
- 2.12 Committees must pass a resolution to proceed with committee-initiated grant applications before grant applications are finalized, taking into consideration the factors listed in 2.14 of this policy.
- 2.13 Executive Committee approval is required for staff-initiated projects in the following circumstances:
- a) Grant exceeds \$10,000 in value;
 - b) Project is not related to the goals of the Policy Statement, Trust Council's strategic plan or the legislated responsibilities of the Islands Trust;
 - c) Proposal requires formal Trust Council endorsement; or
 - d) Issues remain that cannot be resolved under section 2.10 of this policy.

- 2.14 When Executive Committee approval is required for staff-initiated projects, the committee will consider the following factors:
- a) Budget and staff resources allow for its appropriate administration;
 - b) Project activities comply with all relevant legislation and policies;
 - c) Grant proposal does not compete with island-based stakeholder proposals to the same funder, to the best of trustee and staff knowledge;
 - d) Grant proposal supports the relevant committee's work program; and
 - e) Project will be self-sustaining or not require additional resources upon its completion.
- 2.15 If it appears that the investment in fundraising required (including staff salaries) for a special project may exceed 25% of the amount to be raised, Islands Trust staff will seek direction from Executive Committee.

Grant Development & Submission

- 2.16 Prior to grant submission, committees and staff units will explore the implications for budget adjustments according to Trust Council's Budget Control and Adjustment Authority Policy 6.5.ii.
- 2.17 Committees and staff units will assign a trustee or staff representative to coordinate the writing and development of the draft project proposal, seeking the assistance of the Grants Administrator as needed. In consultation with the Director of Trust Area Services, the level of assistance provided by the Grants Administrator will take into account work program implications and the factors outlined in section 2.10 (e) of this policy.
- 2.18 Submissions to the funding agency must be made by the Grants Administrator on behalf of committees and staff units, unless otherwise agreed by the primary applicant for reasons of effectiveness and efficiency.
- 2.19 The Grants Administrator will provide notification to the relevant committees and staff of the outcome and terms of the grant if successful. If unsuccessful, the Grants Administrator will seek feedback from the funder to improve future proposals.
- 2.20 Contact with the funder will be done by the Grants Administrator, unless otherwise agreed by the primary applicant for reasons of efficiency and effectiveness.

3. Tracking & Implementation of Grants

- 3.1 Grants must be administered, received and disbursed by Islands Trust Administrative Services.
- 3.2 The Grants Administrator will use the following procedures to track and implement grants:
- a) Ensure project activities comply with legislation and Islands Trust policies;
 - b) Maintain an accurate database of grants received and provide quarterly updates to the Executive Committee and Trust Council on project status;
 - c) Maintain a financial tracking and reporting system for grants received that complies with individual granting agency terms and conditions; and
 - d) Assist committees and staff units in monitoring performance, auditing costs, meeting deliverables, and complying with reporting requirements.
- 3.3 The Grants Administrator must be notified of all funds (cash and in-kind) committed by project partners.

- 3.4 Each project must have a project manager assigned, whether staff or contractor, who will be responsible for implementing the project, complying with reporting requirements, and liaising with the Grants Administrator.
- 3.5 If grant funds are to be used to hire contractors or procure services, procurement is to follow practices consistent with Trust Council Purchasing Procedure 6.5.iii.
- 3.6 Project managers in consultation with a senior manager will submit interim and final reports to the committee or senior staff person who initiated the project and the Grants Administrator for review in a timely manner. The Grants Administrator will ensure that required reporting is complete and submitted to the granting agency according to agency deadlines.
- 3.7 The Grants Administrator will represent the Islands Trust to funding agencies, partners and stakeholders to negotiate increases in funding or extensions in deadlines, unless otherwise agreed by the Grants Administrator and the primary applicant.

4. Use of Excess Funds

- 4.1 Interest earned on funds from special project grants will be used only for those same purposes or as determined in agreement with the granting agency.
- 4.2 When a special project fails to be completed for any reason, any grant funds will be returned according to the terms and conditions of the granting agency.
- 4.3 When a special project has been completed with excess grant funds remaining, the funds will be returned or administered according to the terms and conditions of the granting agency.

5. Relationship to Other Islands Trust Bodies

- 5.1 The Islands Trust will seek to collaborate on initiatives of the Islands Trust Fund and island municipalities wherever possible and avoid competing for the same funding sources when so recommended by the granting agency.
- 5.2 The Grants Administrator will maintain communication with the Islands Trust Fund and island municipalities to keep each other informed of potential grant opportunities, areas for collaboration and the status of funding proposals.
- 5.3 If island municipalities choose to use the Grants Administrator's services, or collaborate on a joint proposal with another local trust committee, the same principles and steps outlined in this policy apply.

Addendum

Grants Administration Policy Matrix

Appendix 1. Grants Administration Policy Matrix

ADMINISTRATION PROCESS	
GRANT NOTIFICATION	
On-line database of current grants available maintained.	Grants Administrator
GRANT RESEARCH	
Research priorities	Trust Council's Strategic Plan, Policy Statement, Legislated Responsibilities
Request for research from Grants Administrator	Trustee/Committee/Staff → Grants Administrator
Resolution required?	No. Significant research is subject to a review of work program priorities
Research & advice provided	Grants Administrator → Trustee/Committee/Staff
Independent research by trustees	Inform Grants Administrator of topic Existing research will be provided to trustee(s)
Funder contact re: project inquiries	Grants Administrator, unless otherwise agreed by primary applicant
EXPRESSIONS OF INTEREST (EOI)	
EOI Submissions	Staff/Trustee → Committee/Grants Administrator
Deadline for submissions	60 calendar days prior to granting agency deadline, unless sections 2.7 b, c, or d apply
Review of submissions	Grants Administrator → Committee/Staff/Trustee <ul style="list-style-type: none"> ▪ Feedback/solutions provided when funding criteria not met ▪ Applicants with collaborative potential notified ▪ Multiple applicants referred to grant adjudication process in section 2.10
MULTIPLE GRANT ADJUDICATION	
Confirm funder limits re: multiple applications	Grants Administrator
Multiple applications allowed	All eligible applications will proceed
One application allowed	Grants Administrator will use EOI to discuss project viability with funder
Notification of granting agency recommendations	Grants Administrator → Committee/Staff/Trustee
Decision to proceed or not	Committee/Staff/Trustee → Grants Administrator
Resolution required to proceed with application?	Yes
Too many eligible applications remaining?	Final decision made by Executive Committee according to criteria listed in section 2.10 (e)
PROJECT REVIEW	
Determining project costs	Prior to finalization of grant application, committees will determine project costs through: <ul style="list-style-type: none"> ▪ Input from senior management staff for staff-initiated proposals or regional planning managers for trustee-initiated proposals

	<ul style="list-style-type: none"> ▪ Review of related revenue and expenditure lines in the Trust Council budget ▪ Potential for in-kind or cash funds from other project partners
Resolution required for committee-initiated projects?	Yes, by the relevant committee, before grant applications are finalized
Resolution required for staff-initiated projects?	Executive Committee resolution is required in the following cases: <ul style="list-style-type: none"> ▪ exceeding \$10,000 ▪ not related to the goals of the Policy Statement, Trust Council's strategic plan or legislated responsibilities ▪ funder requires resolution with application ▪ subject to issues that cannot be resolved under section 2.10
Factors to consider when debating resolutions	<ul style="list-style-type: none"> ▪ Budget and staff resources allow ▪ Complies with Islands Trust legislation and policies ▪ Does not compete with an island stakeholder ▪ Self-sustaining project ▪ Investment required does not exceed 25% of amount raised
GRANT DEVELOPMENT & SUBMISSION	
Budget adjustments required?	Refer to Budget Control and Adjustment Authority Policy 6.5.ii
Writing of grant application	Committees/Staff to assign trustee or staff to coordinate Requests for Grants Administrator's assistance can be made to TAS Director.
Grant submission	Grants Administrator, unless otherwise agreed with primary applicant
Grant outcome notification	Funder → Grants Administrator → Committee/Staff
Contact with funder	Grants Administrator, unless otherwise agreed with primary applicant
GRANT TRACKING & IMPLEMENTATION	
Receiving, administering and disbursing	Administrative Services
Project manager	Staff or contractor to be assigned as project manager
When using contractors for staff, committee or community-initiated projects	Refer to Purchasing Procedure 6.5.iii Direct awards may be available for community-initiated projects
Interim and final reporting	Project Manager → Committee/Senior Management/Grants Administrator
Funder contact for project revisions & report submissions	Grants Administrator, unless otherwise agreed with primary applicant
USE OF EXCESS FUNDS	
Surplus funds upon completion of project	Refer to section 4
RELATIONSHIP TO OTHER ISLAND TRUST BODIES	
Islands Trust Fund, Island Municipalities	Refer to section 5

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BC Food Systems Network



BC Food Systems Network

The 2012 Gathering of the BC Food Systems Network: Call for Proposals

Planning is now underway for the B.C. Food Systems Network Gathering that is taking place from July 5th through the 8th, 2012. In preparation for the event, the Gathering Committee is putting out a request for:

- proposals, workshops, roundtables and discussion topics;
- potential sources for funding; and
- ideas for making the gathering a meaningful and enriching experience for all.

This will be the 14th Annual Gathering of the BC Food Systems Network and we hope you will be able to join us at Camp Fircom on beautiful Gambier Island. Gambier Island is in the Howe Sound, in the traditional territory of the Coast Salish people. The camp is on the south west side of the island and is only accessible by water taxi from Horseshoe Bay, about 30 minutes from downtown Vancouver or a 90 minute ferry ride from Nanaimo. The camp has been recently renovated and offers many recreational opportunities, including beach access and hiking trails.

The theme of the Gathering is Reclaiming our Food Systems: Policy and Practice. A food system is defined as the resources and processes that are required to feed a population. It includes producing, processing, shipping, storing, selling and consuming food, as well as the management of waste associated with all of these processes. Most of our current food policy supports the industrial food system. One of the goals of the Network is to develop and advocate policies to redesign food systems to alleviate hunger and promote sustainability - food policy that places community food security as the highest priority.

The Gathering will blend scheduled workshops, presentations and activities with unstructured time and space to encourage informal sharing, socializing or quiet contemplation. During the Gathering there will be opportunities to explore exciting initiatives that reclaim elements of the food system as well as discussions about the network's policy priorities, including water rights and access, food labeling and GMOs, agricultural land use and urban agriculture, to name a few.

The purpose of the Gathering is to bring the Network together to share their experiences and initiatives, to build new relationships and to strengthen existing ones. The Gathering is about connecting people and drawing on the wisdom and expertise that exists within the Network. The Gathering Committee encourages all of you to share your knowledge and ideas on how to create a valuable experience for everyone.

Registration will begin in late April. If anyone would like to participate in planning for the Gathering or to volunteer during the event please [contact us](#). The Gathering Committee is especially interested in new ideas for funding sources.

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We are very excited about the Gathering this year and hope to make it meaningful and memorable experience for everyone. The committee is looking forward to hearing from you!

About Camp Fircom

Located just north of Bowen Island in Howe Sound, Camp Fircom has its roots in the downtown east side of Vancouver. The camp began as an outreach program for First Presbyterian Church (the forerunner of First United Church) and Community Services (the forerunner of Social Services). The name came from these two institutions: FIR from "First" and COM from "Community".

We hope this site will feel "retreat-like", but will also be easily accessible. We'll be arranging water taxis from Horseshoe Bay.

Camp Fircom is serious about food. From their website:

Camp Fircom is creating a sustainable micro-agriculture farm and orchard so that in the next few years food can be grown and eaten on site. The food philosophy of Fircom follows the intention living lightly upon the land: all waste is composted, not taking more than one can eat, and preparing food from fresh ingredients.

They are in the process of rehabilitating their onsite farm and orchard, so its a great time to be hosting the BCFSN!

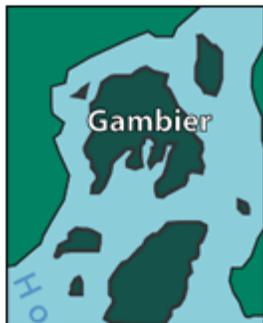
[Check out their website.](#)

Networking, our reality. The BC Food Systems Network was founded with a clear understanding of how important it is for us to work together and to support each other, each in our own communities. We came together in Sorrento in 1999 and realized that we both wanted and needed to perpetuate the connections formed at this first Gathering. Doing so in person was clearly not possible on a frequent basis and so we have used this website and a listserv to maintain those connections year round. Over the years we have expanded our roster of listservs, fostering conversations in bio-regions and on particular topics. Please visit our new [Networking](#) page to read about the many conversations we are supporting through our listservs.

The BC Food Systems Network was formed in September, 1999, to link people all over the province involved in community-level action related to food. In keeping with the holistic perspective of the local food security and food policy organizations, the Network emphasizes the way in which food issues cross cultures, sectors, and age groups. Through an email network and annual meetings, we share insights, initiatives, strategies and critical analysis of events in the food system and our own work. We have held an Annual Gathering in September of each year since 1999, during which the Network's Annual General Meetings are held.



The BC Food Systems Network became a registered B.C. Society in October, 2004. Membership (and access to our electronic list serve) is open to anyone who supports our



Population (2011):
Approximately 275

Size:
6,893 hectares (17,032 acres)

Location:
10 kilometres north of Horseshoe Bay in Howe Sound.

[Land Use Planning](#)
[Related Planning Services](#)
[Related Resources](#)
[Trust Area Mapping](#)
[Related Links](#)

Gambier Island Local Trust Committee

Latest News

In this section you will find current news items that are relevant to your Local Trust Area and your community. [Subscribe](#) to the Gambier Island Latest News updates and receive the latest information on official community plan reviews, staff reports, notifications and other documents published in the latest news section.

May 2012

- [Associated Islands Land Use Bylaw Review Project – Spring Newsletter](#)

April 2012

- [Gambier Island Local Trust Committee Business Meeting Schedule - 2012](#)

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Gambier Island Local Trust Committee Projects

GM-LUB-2011.2 - Land Use Bylaw Development for the Associated Islands

- [Project Charter – April 2012](#)
- [Communications Plan – April 2012](#)
- [Letter to Property Owners – May 2012](#)

Staff Reports

- [Staff Report dated September 2011](#)
- [Staff Report dated January 2011](#)

Draft Land Use Bylaw

- [Land Use Bylaw dated February 2011](#)

Applications

GM-RZ-2011.1 (Camp Fircom, Gambier Island)

- [Staff Report - April 2012](#)
- [Staff Report - January 2012](#)

GM-RZ-2011.2 (Thunderbird Yacht Club, Gambier Island)

- [Staff Report - April 2012](#)
- [Staff Report - January 2012](#)

Trustee Newsletters

- [Trustee Newsletter - February 2012](#)

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