Trust Fund Board
Regular Meeting Agenda

Date: Tuesday, April 3, 2018

Time: 10:00 am - 2:30 pm

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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7. NEW BUSINESS

8. NEXT MEETING

9. ADJOURNMENT

Trust Fund Board
Minutes of Regular Meeting

Date:	Tuesday, January 30, 2018
Time:	10:00 am
Location:	Islands Trust Victoria Boardroom 200-1627 Fort Street, Victoria, BC
Board Members Present	Tony Law, Chair Ronald Bertrand Kate-Louise Stamford (by teleconference) Susan Morrison Hoops Harrison Robin Williams
Staff Present	Jennifer Eliason, Islands Trust Fund Manager Kate Emmings, Ecosystem Protection Specialist Nuala Murphy, Property Management Specialist Corlynn Strachan, Administrative Assistant Crystal Oberg, Communications & Fundraising Specialist Clare Frater, Director, Trust Area Services Julia Mobbs, Director, Administrative Services joined the meeting at 11:20 am and left the meeting at 11:45 am Russ Hotsenpiller, Chief Administrative Officer joined the meeting at 11:20 am and left the meeting at 11:45 am

1. CALL TO ORDER

The Islands Trust Fund Manager called the meeting to order at 10:04 am and acknowledged that the meeting was being held in Coast Salish First Nations territory.

1.1 Election of Trust Fund Board Chair

The Islands Trust Fund Manager called for nominations for Trust Fund Board Chair. Trustee Law was elected by acclamation as Trust Fund Board Chair.

2. APPROVAL OF AGENDA

The following additions to the agenda were presented for consideration:

- 6.2.2 Report on Islands Trust Meeting with the Minister
- 7.1.1 Agricultural Land Commission Review

By general consent, the agenda was approved as amended.

3. CLOSED MEETING

TFB-2018-001
It was MOVED and SECONDED,
that the meeting be closed to the public pursuant in accordance with the Community Charter, Part 4, Division 3, section 90(1) (e) the acquisition, disposition or expropriation of land or

improvements; and that Jennifer Eliason, Kate Emmings, Nuala Murphy, Crystal Oberg and Corlynn Strachan, and Clare Frater be invited to remain in the meeting.

CARRIED

The Trust Fund Board convened the closed portion of the meeting at 10:07 am and resumed in open meeting at 10:50 am to Rise and Report.

4. RISE AND REPORT

The Trust Fund Board reported on the following items:

- The Trust Fund Board accepted the conservation proposal submitted by the Lasqueti Island Nature Conservancy regarding the acquisition of the property known as Salish View and directed staff to draft a Fundraising and Acquisition Agreement for review and approval by both Lasqueti Island Nature Conservancy and Trust Fund Board.
- The Trust Fund Board agreed to contribute $32,000 from the Lasqueti Island Acquisition Fund to the purchase of Salish View, on the condition that the donors to this Fund support the use of the funds for this project.

5. MINUTES/COORDINATION

5.1 Minutes of Meetings/Resolutions without Meetings

5.1.1 Approval of the November 21, 2018 Regular Meeting Minutes

By general consent, the Trust Fund Board meeting minutes of November 21, 2017 were adopted.

5.2 Follow-up Action List

The Trust Fund Board Manager provided an update on each of the items in the Follow-up Action List.

6. BUSINESS

6.1 Items for Approval

6.1.1 RFD Trust Fund Board Meeting Procedure Bylaw Amendment

Board members reviewed the suggested amendments.

TFB-2018-002
It was MOVED and SECONDED,
that Trust Fund Board Bylaw No. 2, cited as “Trust Fund Board Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2018” be read a first time.

CARRIED

TFB-2018-003
It was MOVED and SECONDED,
that Trust Fund Board Bylaw No. 2, cited as “Trust Fund Board Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2018” be read a second time.

CARRIED

TFB-2018-004
It was MOVED and SECONDED,
that Trust Fund Board Bylaw No. 2, cited as "Trust Fund Board Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2018" be read a third time.

CARRIED

6.1.2 RFD Retreat Island Covenant Research Request

The Property Management Specialist presented the request to board members.

TFB-2018-005
It was MOVED and SECONDED,
that the Trust Fund Board approve the request from a Master's student to perform research on Retreat Island Covenant that involves digging three shallow soil pits, provided that:

1. The owners of the Retreat Island Nature Reserve, the Galiano Conservancy Association, and the adjacent landowners provide written permission for access and this research;
2. The dimensions of the three soil pits do not exceed 30 centimetres length by 30 centimetres width by 30 centimetres depth;
3. All work takes place between February 2018 and February 2019 with any extension to be reviewed at the end of that time; and,
4. The disturbance caused by digging the soil pits is minimized and the pits are filled in immediately.

CARRIED

6.1.3 RFD Approval of 2018-2027 Regional Conservation Plan

Board members welcomed the new Islands Trust Administrative Services Director, Julia Mobbs, to the meeting. The Ecosystem Protection Specialist provided a general overview of the Regional Conservation Plan and 5 year plan, and highlighted changes made since the board last reviewed the plan.

Chair Law suggested the island profiles could be added to Local Trust Committee (LTC) web pages.

The Chief Administrative Officer briefed Board members on a recent meeting with the Cowichan Nation Alliance, noting a positive response from the Halalt First Nation to the RCP workshop invitation provided by the Islands Trust Fund.

TFB-2018-006
It was MOVED and SECONDED,
that the Trust Fund Board approve the 2018-2027 Regional Conservation Plan subject to insertion of "Map 6. Priority Lands for Conservation in the Islands Trust Area" and the relevant derivative maps for each local trust area/island municipality within the Island Profiles section of the plan.

CARRIED

6.2 Items for Discussion/Direction

6.2.1 Briefing 2018-2020 Regional Conservation Plan Work Plan

The Ecosystems Protection Specialist reviewed the work plan with Board members.

Board members discussed sharing priority conservation lands maps publically. The ITF Manager noted that these maps are not focussed on individual parcels.

Staff highlighted the importance of revising policies on how we engage with First Nations and that building relationships with First Nations will take dedicated time.

6.2.2 Report on Islands Trust Meeting with the Minister

Trustee Morrison and the Director of Trust Area Services briefed Board members on a recent meeting with the Minister of Municipal Affairs and Housing regarding the potential changes to the Islands Trust Act and the Trust Fund Board name change request. Ministry staff indicated there was no policy barrier to the name change request and that the request could possibly be achieved in a miscellaneous statutes amendment.

Trustee Williams suggested the Trust Fund Board start planning in anticipation of legislative change, and have a strategy prepared for the launch of the new name prepared in advance.

6.3 Correspondence

6.3.1 Chair Luckham letter re: CDF Land Use Protection Order

The Trust Fund Board accepted the letter for information.

6.4 Updates for Information

6.4.1 Public Acquisitions Report

The Trust Fund Board reviewed the Public Acquisitions Report for information and voted on the following resolution.

TFB-2018-007
It was MOVED and SECONDED,
that the Trust Fund Board request staff remove Crown Lands from the public acquisitions update report.

CARRIED

6.4.2 Public Covenants Report

The Trust Fund Board reviewed the Public Covenants Report for information.

6.4.3 Communication and Fundraising Report

The Trust Fund Board reviewed the Communication and Fundraising Report for information.

The Communications and Fundraising Specialist highlighted the completion of the Fairyslipper Forest campaign, advised of an upcoming board-to-board event on February 24, 2018, and noted a public celebration will be held on Thetis on April 21, 2018. It was also noted the next issue of the Heron will go out in March instead of February.

6.4.4 Property Management Specialist Report

The Trust Fund Board reviewed the Property Management Specialist Report for information. The Property Management Specialist briefed Board members on a recent open house held on Denman for public consultation for the revised management plan for Morrison Marsh, noting a positive public response, and advised that the Elder Cedar boardwalk construction is almost complete.

6.4.5 Budget Report

The Trust Fund Board reviewed the Budget Report for information.

7. NEW BUSINESS

7.1.1 Agricultural Land Commission (ALC) Review

The Trust Area Services Director advised Trust Fund Board members of an invitation from the Ministry of Agriculture Advisory Committee to Islands Trust to participate in an upcoming meeting as part of the current review of the ALC. Board members discussed Trust Fund Board representation.

Trustee Bertrand offered to review materials prior to the meeting and highlighted the importance of letting the review panel know that some of our conservation priorities are on ALR lands or lands adjacent to ALR lands, and that the TFB is interested in exploring working lands stewardship partnership.

Trustee Bertrand suggested the Board could invite a guest speaker to a future TFB meeting to discuss agricultural environmental goods and services programs, such as the Farmland Advantage Program.

TFB-2018-008
It was MOVED and SECONDED
that the Trust Fund Board approve one board member to attend the Minister of Agriculture's advisory committee meeting on February 6th 2018 in Nanaimo, if available.

8. NEXT MEETING

The next meeting will take place on April 3, 2018 at 10:00 am.

9. ADJOURNMENT

By general consent, the meeting adjourned at 1:08 pm.

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Tony Law, Chair

Certified Correct:

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Corlynn Strachan, Recorder

Follow Up Action Report

Trust Fund Board

24-Sep-2010

Activity	Responsibility	Target Date	Status
Staff to work with landowners to clarify wording of Cunningham Covenant regarding vegetation removal, while maintaining conservation as a priority.	Jennifer Eliason	30-Sep-2011	On Going

26-May-2011

Activity	Responsibility	Target Date	Status
Staff to continue working with senior Islands Trust staff to find an opportunity to put forward a request to amend the Islands Trust Act to create the Islands Trust Conservancy.	Jennifer Eliason	30-Jun-2017	On Going

31-Mar-2015

Activity	Responsibility	Target Date	Status
Staff to prepare possible revisions to the Trust Council Procedure 2.1.xxi Administration of the Crown Land Acquisition Initiative.	Jennifer Eliason	31-Dec-2016	On Going

28-Sep-2015

Activity	Responsibility	Target Date	Status
Seek injunction by submitting a Notice of Application re TFB-IC-2015-043	Jennifer Eliason Nuala Murphy	31-Dec-2015	On Going

07-Feb-2017

Activity	Responsibility	Target Date	Status

The Trust Fund Board will consult the Thetis Island Nature Conservancy (ThINC) during the development of a management plan for the nature reserve on Moore Hill.	Nuala Murphy Jennifer Eliason	31-Mar-2017	On Going

20-Jun-2017

Activity	Responsibility	Target Date	Status
TC-2017-029 Investigate options for increased use of federal or provincial stewardship agreements for species at risk in the Islands Trust Area.	Jennifer Eliason	12-Sep-2017	On Going

18-Jul-2017

Activity	Responsibility	Target Date	Status
Staff to provide a report regarding the organizational implications of acting on the Trust Council request to investigate provincial and federal stewardship agreements as a protection tool	Clare Frater Jennifer Eliason	21-Nov-2017	On Going

30-Jan-2018

Activity	Responsibility	Target Date	Status
The Trust Fund Board approves one board member to attend the Minister of Agriculture's advisory committee meeting regarding ALC/ALR revitalization on February 6th 2018 in Nanaimo, if available.	Tony Law	06-Feb-2018	Done

REQUEST FOR DECISION

To:	**Trust Fund Board**	**For the Meeting of:**	April 3, 2018
From:	**Staff**	**Date Prepared:**	March 13, 2018

SUBJECT: Covenant Initiation – Fairyslipper Forest Nature Reserve, Thetis Island

RECOMMENDATION: That the Trust Fund Board approves negotiation of a conservation covenant with the Thetis Island Nature Conservancy and Cowichan Community Land Trust Society on Fairyslipper Forest Nature Reserve (Lot A, District Lots 6 and 10, Township Thetis, Cowichan District, Plan EPP76866, PID:030-332-184).

1 **PURPOSE:** Authorization for staff to negotiate a conservation covenant over the Fairyslipper Forest Nature Reserve, Thetis Island, with Thetis Island Nature Conservancy (ThINC) and the Cowichan Community Land Trust Society (CCLT).

2 **BACKGROUND:** The Fairyslipper Forest Nature Reserve on Thetis Island was transferred to the TFB in December, 2017. The acquisition of the land was the result of a partnership between the Islands Trust Fund, ThINC, and CCLT.

In 2014, ThINC initiated a community campaign to purchase the property on lower Burchell Hill. Over three years, Thetis Island residents and other individual supporters raised over half the purchase amount. The campaign also received generous contributions from the Sitka Foundation, the Ministry of Transportation and Infrastructure's Environmental Enhancement Fund, and the Gosling Foundation. The campaign finally reached its goal through a generous contribution by CCLT from an endowment fund created by a bequest from the estate of Syd Watts and Barbara Dowd. A section 99 subdivision was approved by the Registrar of BC Land Title and Survey Authority to create the 16.6 hectare nature reserve, leaving one of the vendors a 1.2 hectare remainder.

The property is Thetis Island's first publicly accessible nature reserve, offering residents and visitors opportunities for walking and hiking on nature trails through the forest. To maintain the natural features of the land, only low-impact activities will be permitted.

Several species at risk have already been identified on the property, and the new nature reserve includes suitable habitat for several other species of concern. The Islands Trust Fund will collaborate with ThINC, the CCLT, First Nations and community members to develop a comprehensive management plan for the reserve to address trail location, signage and protection of ecological features.

During the acquisition campaign, ThINC, CCLT and the Islands Trust Fund discussed registering a conservation covenant on the land in favour of ThINC and CCLT to offer another layer of protection.

3 **IMPLICATIONS OF RECOMMENDATION**

ORGANIZATIONAL: Staff are currently negotiating five conservation covenants. With work on the development of the regional conservation plan winding up, staff have capacity to initiate this covenant negotiation. The timeline is flexible and there is no urgency to registration.

FINANCIAL: The legal review, registration of this covenant and associated right of way will cost approximately $2,000 - $3,000. A baseline report for the property will range between $3,000 and $6,000 depending on the level of contractor work required. Staff hope to keep baseline report costs low because of some biological surveys have already been completed for the property.

POLICY: Registration of a covenant on this nature reserve is consistent with policy.

IMPLEMENTATION/COMMUNICATIONS: Staff will communicate the TFB's decision to ThINC and CCLT and will begin covenant negotiations.

FIRST NATIONS: There are no archaeological sites registered on the property.

The ITF Securement Strategy states:
Where possible, the Trust Fund Board will work with First Nations who have traditional territory in the Islands Trust area to ensure that their traditional practices can take place on Trust Fund Board nature reserves.

Staff included language to allow for traditional practices in the Moore Hill Nature Reserve covenant and will consider using this as a template for the Fairyslipper Forest Nature Reserve covenant.

OTHER: CCLT and ThINC have board meetings prior to the TFB meeting and staff will confirm their willingness to hold a covenant on the Fairyslipper Forest Nature Reserve at the April TFB meeting.

There is currently no management plan for the Fairyslipper Forest Nature Reserve, but staff will initiate development of the management plan in 2018. Negotiation of the covenant will contemplate the upcoming management plan.

4 **RELEVANT POLICY(S):** 2.3 Acquisition and Management of Land

5 **ATTACHMENT(S):** None

RESPONSE OPTIONS

Recommendation: as above

Alternative: none identified

Prepared By: Kate Emmings, Ecosystem Protection Specialist

Reviewed By/Date: Jennifer Eliason / March 14, 2018

ISLANDS TRUST FUND

STAFF REPORT

File No.: Dragonfly Commons

DATE OF MEETING:	April 3, 2018
TO:	Trust Fund Board
FROM:	Kate Emmings, Ecosystem Protection Specialist
SUBJECT:	Conservation Proposal - Covenant, Dragonfly Commons, Salt Spring Island
	Applicant: Fernando and Tammy Dos Santos
	Location: PID 001-750-581, 221 Drake Rd., Salt Spring Island

RECOMMENDATION

That the Trust Fund Board decline the Conservation Proposal submitted by Fernando and Tammy Dos Santos regarding a proposed conservation covenant on approximately 2.3 ha of the land known as Dragonfly Commons, PID 004-750-581, Lot A, Section 20, Range 3 East, North Salt Spring Island, Cowichan District, Plan 28650.

REPORT SUMMARY

The Trust Fund Board has received a Conservation Proposal to covenant approximately 2.3 ha of a 4.26 parcel in what is proposed as a high density, affordable housing development known as Dragonfly Commons. The proposed development would include 30 strata lots on about 2 ha, leaving approximately 2.3 ha for a conservation covenant area. The natural values on the site include a young to mature forest that is within both the Coastal Western Hemlock, very dry, eastern variant (CWHxm1) and the Coastal Douglas-fir, moist maritime subzone (CDFmm) as well as a section of Ganges Creek within a very steep ravine. Due to the complexity of the proposal, the small size of the protected area and likely challenges to ongoing covenant management, staff recommend against approving the proposal.

PROPERTY INFORMATION

Property Description: PID 004-750-581, Lot A, Section 20, Range 3 East, North Salt Spring Island, Cowichan District, Plan 28650

Property size: 4.26 ha

Proposed protected area size: approximately 2.3 ha

Partners: None identified

Property notes: The ITF Manager and Ecosystem Protection Specialist visited the property on March 15, 2018 with the applicants. Observations are noted in relevant sections below.

BACKGROUND

The applicant is planning a 30 unit affordable housing strata development on 4.26 ha of land. Rezoning of the land requires a parkland dedication. The landowner is proposing a conservation covenant over a proposed protected area. This proposal may not meet the requirements for the rezoning application (see discussion in development considerations below). The applicant has also indicated a wish to covenant the land independently of the rezoning application.

The proposed protected are contains a section of Ganges Creek and young to mature forest. Ganges Creek is located at the base of a deep ravine. To the north there is nearby Mouat Community Park, managed by SSI PARC. No other protected areas border the land (Figure 1).

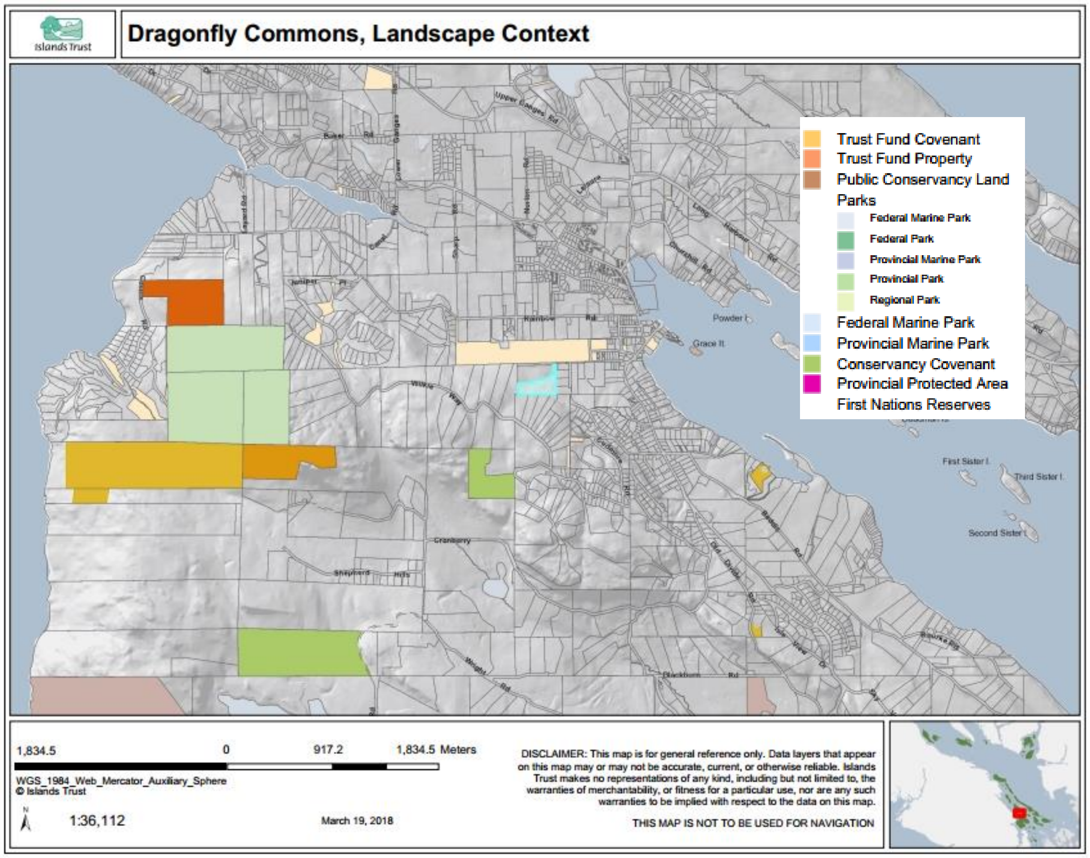


Figure 1. Landscape context of Dragonfly Commons (blue outline) indicating surrounding protected areas.

ANALYSIS

Natural Values

Due to the contours and aspect of the property, the land is on the cusp of the Coastal Western Hemlock, very dry maritime, eastern variant (CWHxm1) and the Coastal Douglas-fir zone, moist maritime subzone (CDFmm) (Figure 2). Its northeast-facing, 52 m to 172 m slope is rich in Western redcedar with a sword fern understory (Figure 3) and contains with Douglas-fir, grand fir, red alder and coastal western hemlock in suitable sites. The forest contains stumps from springboard logging and more recent chainsaw logging and borders on young to mature in age class. The forest has some significant mature features, such as large woody debris (Figure 4) and standing dead trees (snags). These features provide significant habitat components for plants, fungi and animals.

The proposed protected area also contains a section of Ganges Creek (Figure 5) which is seasonal in this stretch and non-fish bearing due to its seasonal nature and barriers downstream (see attached Riparian Area Assessment). The creek and its riparian area is likely habitat for amphibians and insects and provides a water source for birds and mammals.

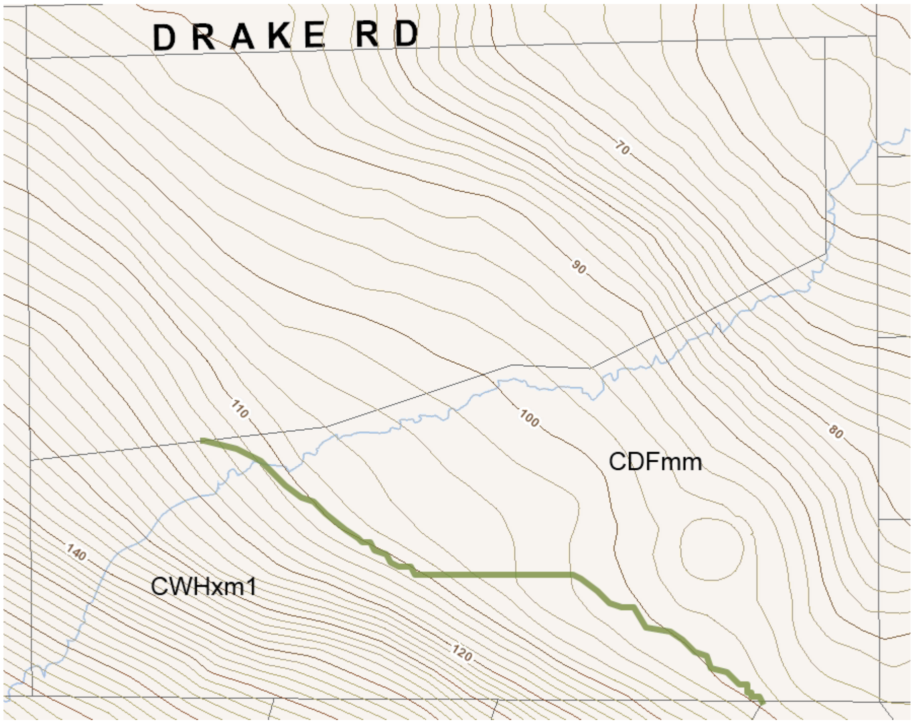


Figure 2. Approximate location of CDFmm/CWHxm1 boundary on Dragonfly Commons property with contour lines ranging from 52m to 170 m.

Figure 3. Western redcedar forest with sword fern understory. Forest is young to mature in age.

Figure 4. Large woody debris on the forest floor provides homes for amphibian adults, such as salamander, insects, fungi.

Figure 5. Ganges Creek on the Dragonfly Commons property. Photo: David Gooding, RAR Assessment Report for Dragonfly Commons.

Ecosystems and Species at Risk

The following rare species and ecosystems were observed during the site visit:

- red-legged frog (Provincially blue-listed)
- Western redcedar – Douglas-fir / Oregon beaked-moss Ecological Community (Provincially red listed)
- Western redcedar / sword fern Very Dry Maritime Ecological Community (Provincially blue listed)

There are no mapped species-at-risk on the property.

Sensitive Ecosystems

Mature Forest ecosystems are mapped and were observed on the land (Figure 6). A creek and very narrow riparian area are also present (Figure 6) and aren't captured in the Sensitive Ecosystems Mapping, but are noted in stream mapping for Salt Spring Island.

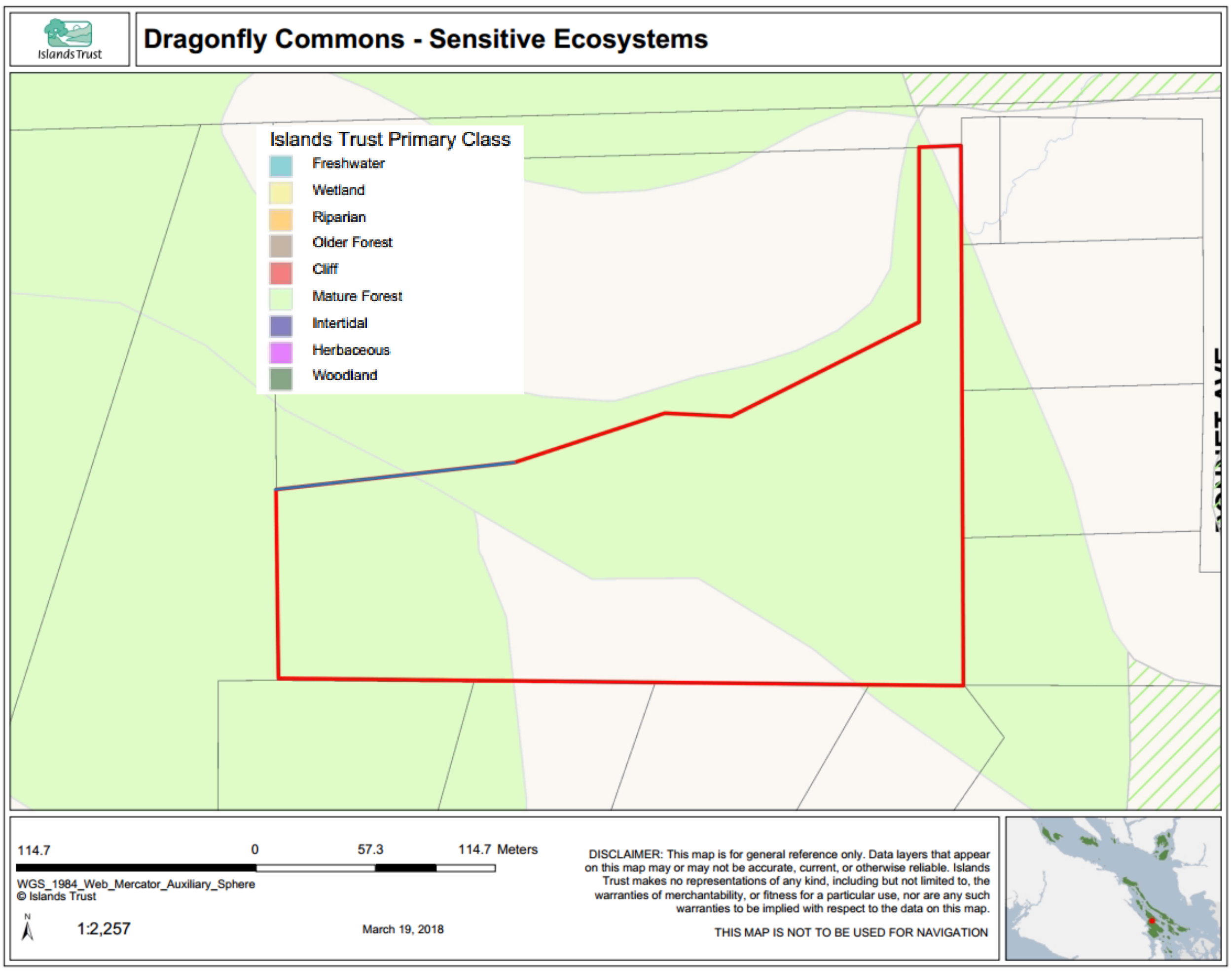


Figure 6. Mapped sensitive ecosystems on the Dragonfly Commons property.

Regional Conservation Plan Context

The proposed protected area is identified in the Regional Conservation Plan as having a medium priority area for conservation on Salt Spring Island. It contains biodiversity priorities identified in the Regional Conservation Plan as follows:

- Sensitive Ecosystems: The proposed protected area contains a stream and narrow riparian area as well as mature forest ecosystems. On Salt Spring Island 12.7% of riparian areas and 25.4% of mature forests are protected.
- Healthy Forests: The proposed protected area contains approximately 2.3 ha of forest area with mature structural components.
- Species and ecosystems at risk: the proposed conservation area is habitat for blue listed species and blue and red listed ecological communities.

Securement Strategy Assessment

Assessment category	Score	Comments
Representation:	15/15	Riparian areas and mature forest are under-represented in protected areas in the Islands Trust. Less than 13% of riparian areas and less than 20% of mature forests are in protected areas in the region.
Site Condition:	15/15	Within the proposed protected area, the condition of Ganges Creek and the surrounding Mature Forest was good. There were good woody debris levels and the banks of the creek were in good condition with overhanging vegetation and an intact riparian zone.
Viability:	5/15	Due to the small size of the proposed protected area, it’s proximity to Ganges and the surrounding residential land uses, viability of the proposed protected area is anticiapted to be poor. Additionally, Ganges Creek, which flows through the property, is highly urbanized, culverted, ditched and channeled through the town of Ganges at lower reaches. There are several existing barriers to fish and the creek dries out in the summer.
Known Rare Species:	5/15	A red-legged frog was observed during the site visit in the sediment catchment and retention basin.
Ecological Value Subtotal:	**40/60**	
Management Ease:	2/10	Communication with 30 strata unit owners for covenant monitoring and enforcement would be onerous. Likelihood of covenant breach would be higher than on other properties due to the high density of the proposed adjacent land development.
Time/Urgency	2/10	Large portions of the proposed protected area are covered by development permit areas and would require some protection of natural features should development occur. The applicants have no current plans to develop the common lands and could consider protections through strata bylaws or a local trust committee covenant.
Threat Subtotal:	**4/20**	
Total:	**44/80**	

Organizational Consideration

Because the proposal is related to a development, it is anticipated that it will require more staff time then other voluntary conservation proposals and the management of the protected area during construction may require staff resources. The proposed protected area is likely to require high property management resources and the applicants have stated that they are unable to provide an endowment to support protected area management in the long term. Use of staff time and TFB resources for Dragonfly Commons will detract from other land securement and management activities.

Policy Consideration

Assessment of conservation proposals is done according to TFB Policy 2.2 Assessing Conservation Proposals. The assessment of this proposal is consistent with Policy 2.2.

Current TFB policy for development related conservation proposals requires that the applicant submit both an archaeological assessment and an ecological assessment of the entire property. The landowner has submitted the archaeological assessment and a Riparian Areas Assessment that covers the creek and the sediment catchment and retention basin. No ecological assessment of the remainder of the property has been provided. Initial staff assessment of the area is that the proposed development will have negative impacts on red-listed and blue-listed ecological communities. Should the TFB wish to pursue a covenant on the land, staff recommend that the landowner provide an ecological assessment of the entire property, including the areas to be developed, for TFB consideration.

TFB policy also allows the TFB to require an endowment or restricted donation to cover future land management as a part of a development related application. The practice of the TFB with recent development related applications has been to require endowment contributions in the range of $10,000 to $35,000. The applicants have indicated that they are unable to provide an endowment.

Financial Consideration

Costs of registering the conservation covenant and preparation of the baseline report would be borne by the applicants. The TFB would be required to cover legal costs associated with review of the conservation covenant and these costs might range between $400 and $1,000. Ongoing covenant monitoring will be approximately $500 per year. The TFB may be required to dedicate funds to enforcement of covenant restrictions. Staff cannot accurately estimate amounts for covenant enforcement, but they are likely to be high.

Property Management Consideration

Property management for the proposed conservation covenant would be complex. The Property Management Specialist and the ITF Property Monitor would need to manage communications with at least 30 landowners due to the proposed strata title structure. The number of nearby residents would increase the likelihood of covenant violations and management issues due to possible vegetation removal or recreational use of the area. Additionally, should enforcement of the covenant be required, it would need to be levied against at least thirty landowners.

Land Title and Relevant Land Status Information

There are no charges on the land title, but there is a water license on the sediment catchment and retention basin (Figure 7) in favour of the applicant. The water may be used for domestic and storage purposes on the land at the dwelling indicated and the owner may divert up to 500 gallons a day. The water currently drains into the creek and any water diversion would result in removal of water from the Ganges Creek system. The owner has indicated that this is not the likely water source for the development and they have a well that they are anticipating as the water source for the 30 proposed units.

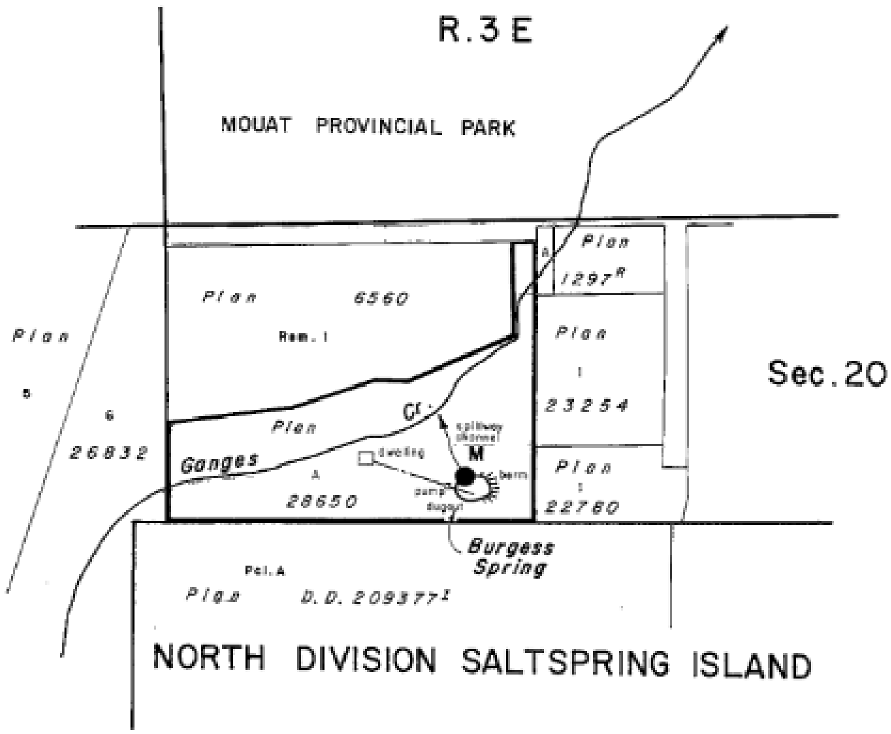


Figure 7. Map of Water Licence over Burgess Spring, Salt Spring Island.

First Nations Consideration

The landowner has conducted an archaeological assessment of the property and has submitted it as part of his conservation proposal. The assessment does not identify any archaeological sites but notes its proximity to the Shiya'hwt settlement (Ganges Harbour) indicating that the land would have been significant for uses that occurred in the periphery of village sites. If a covenant on the land were pursued, staff would consider inserting archaeological sites language developed in recent covenant drafts.

Development Considerations (if this is a Conservation Proposal related to a development application)

The development proposal, received in February 2017 by planning staff and considered by the SSI LTC in July 2017, is for a 30 unit, strata titled, affordable housing development (Figure 8). Proposed units will be one and two bedroom units of 480 sq. ft. and 640 sq. ft. respectively on lots ranging from 248 m^2 to 432 m^2. There will also be associated parking and roads, a Community Building, and associated septic and water infrastructure on the site. Development will be confined to approximately 2 ha, leaving 2.3 ha of protected area.

The creation of the affordable housing development requires re-designation of the lot under the SSI OCP from Rural Neighbourhoods (RL), which allows a density of one lot per two hectares, to Residential Neighbourhoods (RN), which allows for medium density development, such as the proposed seven lots per hectare. The SSI LTC has OCP policies that support rezoning for affordable housing projects. The project also requires rezoning under the LUB from Rural (R) to Residential Four (R4) to allow for the uses and density proposed. Parkland dedication is required as part of the rezoning and the landowner has indicated that the covenant may meet this requirement, but that is yet to be determined. The SSI LTC has given first reading to proposed bylaws 504 and 505 which will amend the OCP and LUB respectively to allow for development of Dragonfly Commons (see SS-RZ-2017.2 in SSI current applications). SSI planning staff are currently working on agency and First Nations referrals which will inform changes to the proposed bylaws prior to second reading. The Islands Trust will schedule a Community Information Meeting and a Public Hearing after second reading of the bylaws. A housing agreement for the development also needs to be negotiated. The applicant anticipates that the application process will take at least two years.

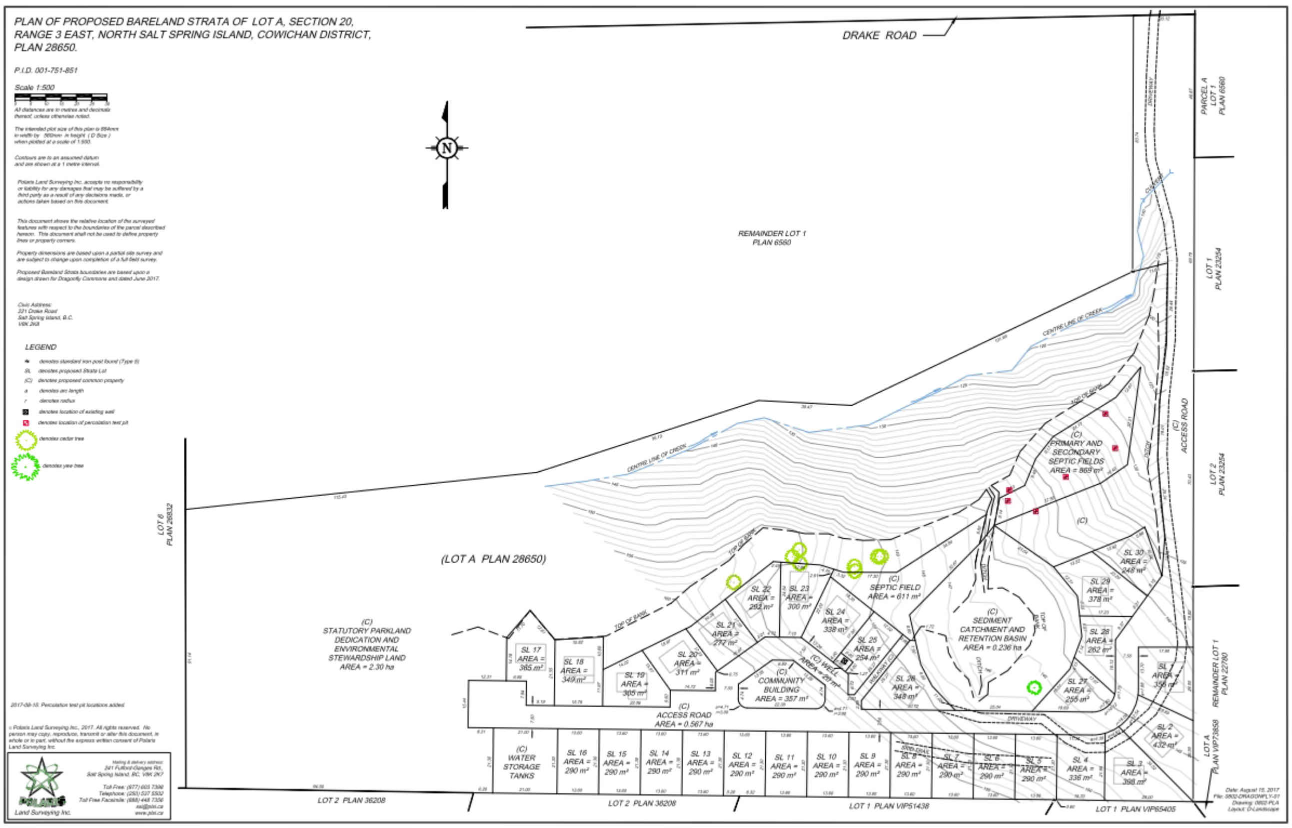


Figure 8. Proposed Survey for Dragonfly Commons, indicating layout of lots and proposed protected area.

The proposed conservation area is currently covered by two development permit areas (Figure 9):

- DPA 6 – High Slope Instability: Development permit required to remove trees with a diameter greater than 20 cm, clear vegetation from an area greater than 9 m^2, install septic field, alter drainage courses, subdivision.
- DPA 7 – Riparian: Development permit required for construction of buildings or impervious/semi-impervious surfaces, removal of vegetation, soil disturbance, creation of drainage systems, subdivision, 'Development' as defined in the Riparian Areas Regulation.

Before development can occur in a development permit area a permit application must be submitted and approved.

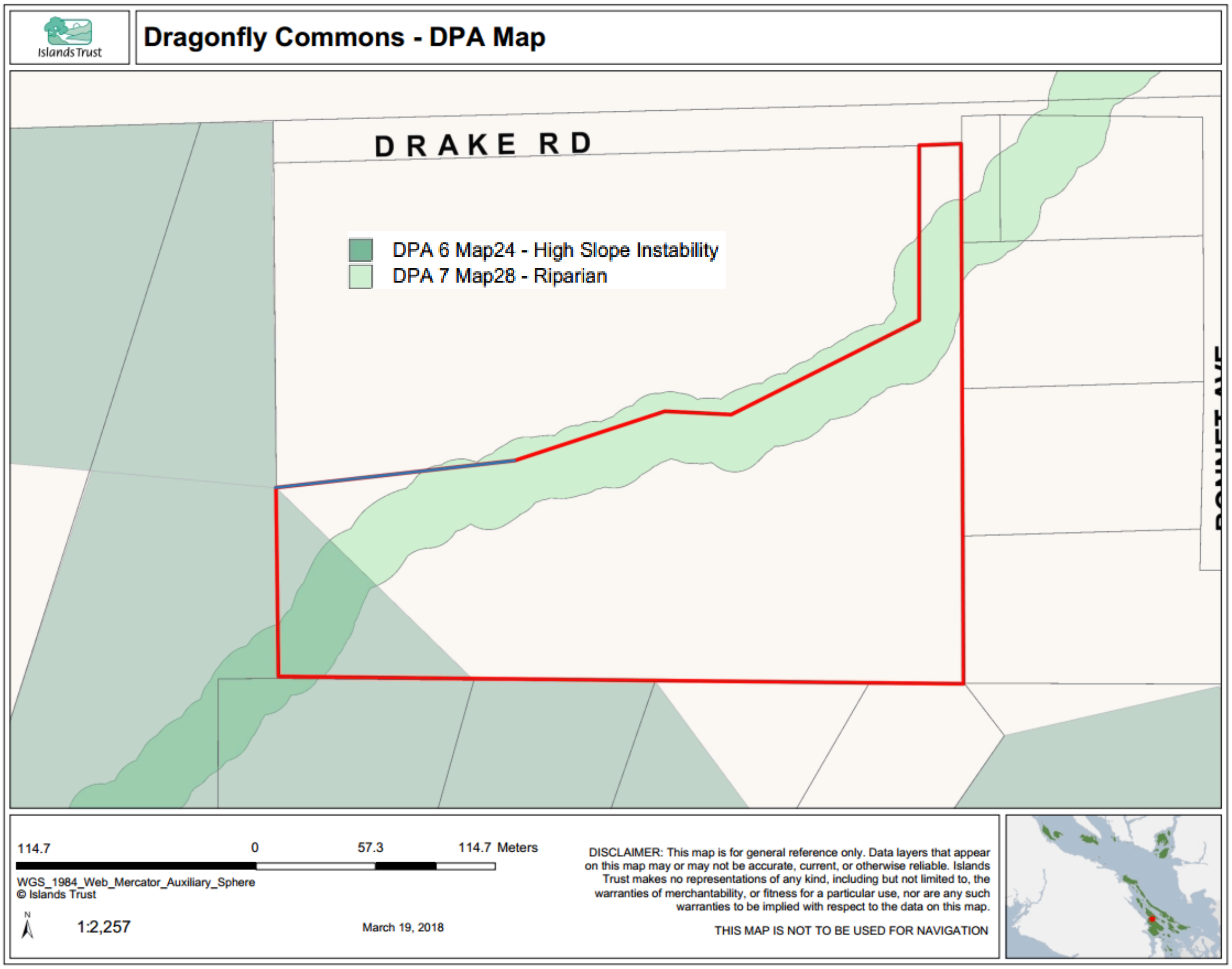


Figure 9. Development Permit Areas on the Dragonfly Commons property.

Referrals

No referrals are suggested at this time. Should the TFB wish to proceed with a covenant, staff may wish to contact First Nations.

Other Issues and Opportunities

To date the Islands Trust has only received one letter raising concerns about the proposed development. It is unknown at this time if the rezoning will be controversial. If it does become contested in the community, the TFB does have some exposure to reputational risk. Alternatively, participation in an affordable housing project may show a willingness on behalf of the TFB to engage in creative and unique projects with social and community benefits.

Rationale for Recommendation

Staff recommend that the TFB decline the application for the following reasons:

- Size of protected area and management concerns (low securement assessment score) – the proposed protected area is 2.3 ha in size and is relatively isolated from other protected areas. The land to the north has been logged and the proposed housing development will further erode the connectivity of the proposed protected area to other natural spaces. The presence of 30 lots with their associated uses in close proximity to the proposed protected area will increase the chances of covenant violations and will increase the likelihood of covenant enforcement actions. Additionally, the affordable housing development is proposed as a strata development with the proposed protected area as common land. This structure would result in at least 30 landowners associated with the land title making notifications and communications to landowners labour intensive and enforcement complicated.

- Existing Development Permit Areas (DPAs) – there are existing DPAs which cover a significant portion of the proposed protected area. Development within these DPAs would be complicated and a level of natural protection is present in the DPA guidelines.
- Insufficient information – the applicant has not submitted an ecological report for the entire property. Staff anticipate negative impacts from the development on red and blue listed ecological communities and further information is required for the TFB and staff to assess these impacts.
- Lack of potential endowment – the applicants have indicated that they are unwilling to provide an endowment. The TFB has requested endowments as part of other development related applications. While this development offers potential benefits for the Salt Spring Island community, the management concerns associated with the potential covenant area would need to be offset with an endowment.
- Staff resources – staff do currently have capacity to take on additional conservation projects; however, development related applications typically require more staff resources than voluntary proposals. Time spent on the Dragonfly Commons proposal may impact staff capacity to take on other potential conservation proposals and to do outreach in high priority areas identified in the Regional Conservation Plan.

ALTERNATIVES

The Trust Fund Board may consider the following alternative to the staff recommendation:

Request further information

Because the proposal is development related, the TFB could direct staff to request a full ecological assessment of the property so that the impacts of the proposal on both the proposed development and the protected area can be assessed by staff and presented to the TFB. It is unlikely that staff will change their recommendation based on the outcomes of an environmental report, but it would provide the TFB with a full application for consideration at a future meeting. The application as submitted is missing this report, but staff did not want to request that the applicant undertake the expense unnecessarily prior to TFB consideration of the application.

NEXT STEPS

Staff will provide the decision of the TFB to the applicants and to the Island Planner for Salt Spring Island.

Submitted By:	Kate Emmings, Ecosystem Protection Specialist	March 20, 2018
Concurrence:	Jennifer Eliason, ITF Manager	March 20, 2018

ATTACHMENTS

1. Conservation Proposal
2. Riparian Areas Assessment
3. Archaeological Assessment

ISLANDS TRUST FUND

200 - 1627 Fort Street, Victoria, BC V8R1H8
Telephone: 250.405.5186
Fax: 250.405.5155
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC 1.800.663.7867
Email: itfmail@islandstrust.bc.ca
Website: www.islandstrustfund.bc.ca

Conservation Proposal Form

Conservation Covenant or Land Transfer Connected to a Development Application

OFFICE USE ONLY

File Number: ____________

(Please Check ✓ One Item to the right) | ☑ **Conservation Covenant** (Development Related) | ☐ **Land Transfer** (Development Related)

SECTION 1: OWNER INFORMATION

(ADD ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

First Owner Information

Name: Fernando Dos Santos
Street Address: 416 Old Scott Rd
City: Salt Spring Island Region: BC
Postal/Zip Code: V8K 2L7
Telephone: 250-931-7434
Cell:
E-mail: f.dos.santos111@gmail.com

Second Owner Information

Name: Tammy Dos Santos
Street Address: 416 Old Scott Rd
City: Salt Spring Island Region: BC
Postal/Zip Code: V8K 2L7
Telephone: 250-931-7434
Cell:
E-mail: rustad.santos@gmail.com

SECTION 2: APPLICANT INFORMATION

(IF DIFFERENT FROM OWNER)

Name: Dragonfly Commons Housing Society Street Address: 416 Old Scott Rd
City: Salt Spring Island Region: BC Postal/Zip Code: V8K 2L7
Telephone: 250-931-7434 Cell: E-mail: dragonflycommons@gmail.com

SECTION 3: DESCRIPTION OF PROPERTY

(AS INDICATED ON STATE OF TITLE CERTIFICATE)

Lot/Parcel: A Plan: 28650 Block: District Lot/Section: Lot 20
Range: 3 East Other Description: North Salt Spring Island, Cowichan District
Street Address or General Location: 221 Drake Rd
Jurisdiction and Folio Number: 764-Gulf Islands Rural 000703.060 (From Property Assessment/Tax Notice)
Parcel Identifier (PID): 001 - 751 - 581 (From State of Title Certificate)
Proposed Covenant or Land Donation Size: 2.3 *hectares*

SECTION 4: Please summarize your development application and indicate what is required (i.e., conservation covenant or land transfer).

The project will be a bareland strata development accomodating 30 small affordable homes on a 4.26 hectare property which is currently zoned R (Rural). We seek to rezone and to redesignate the land to allow for the development of the affordable housing project. We would like to place a conservation covenant on 2.3 hectares of the property.

For more information about the rezoning application, please see the attached Islands Trust staff report prepared by Rob Milne, Island Planner, for the October 5, 2017 Local Trust Committee meeting.

SECTION 5: Please provide a description of special features on the property (e.g., plants, trees, animals, birds, geology, views, lakes, wetlands, etc.). Maps, sketches, photos, studies or reports can be attached to this proposal to further illustrate these features.

Please Note: The Trust Fund Board will only consider proposals for which there is a recent (within one [1] year of the submission of the development proposal) ecological assessment by a qualified ecologist/biologist and archaeological review of both the covenant/land transfer areas and the proposed development. For covenants or land transfers that are the result of a density bonus program or amenities rezoning application, this assessment is required for both the density receiving or down-zoned area and the density sending or up-zoned areas.

The proposed protection area is dominated by a large and attractive forested ravine and a man made, year round, spring fed pond. Running along the northern border of the property, Ganges Creek is a stable, mossy rocked, confined 2.2 m wide step pool seasonal stream, with a full approx 100 year old treed riparian area. The creek is potentially accessible to fish, with culvert improvements, but dries up in the spring and is not good rearing habitat for that reason. This stream corridor represents a sensitive ecosystem and is a pristine habitat for local flora and fauna. The protected area also features one of the largest and healthiest yew trees on Salt Spring.

Please find attached a report from David Gooding, P.Eng. a Qualified Environmental Professional, as well a comprehensive archaeology report from Chris Arnett, PhD, both of which were prepared in the past year.

SECTION 6: Please provide a description and a sketch map of the location of the proposed covenant or land donation and any improvements on the area (e.g., buildings, structures, docks, trails, roads, driveways, septic fields, wells, utility lines, water lines, etc.).

The proposed covenant area is undeveloped and does not have any buildings or structures of any sort. The only man made element is the pond which was dug in the distant past and is now a healthy ecosystem providing a habitat for many local species, with particular emphasis on dragonflies (hence the name of the project). Please find attached a site map indicating the proposed area for the covenant.

SECTION 7: Please provide a description of any water licences, tenancies, charges on title or other agreements (e.g., other covenants, rights of way, easements, etc.).

There is an existing water licence #C072299 on the property but not within the proposed covenant area, allowing water to be used for domestic purpose. We do not intend to use t his water licence for the development's water supply. We have applied for a new Ground water Licence for the well that was drilled last year, which is also not within the proposed covenant area, vFCBC Tracking No. 100217238, Water File No. 20005796. There are cur rently no tenancies, charges on title, covenants, rights of way or easements. We will b e required to put a right-of-way for BC Hydro before the subdivision is completed.

SECTION 8: Please provide a description of lands surrounding the property and their use (e.g., undeveloped, residential park, commercial, etc.)

Please find attached a comprehensive description of lands surrounding the property and their use.

SECTION 9: Is this property or a portion of the property in the Agricultural Land Reserve or Private Managed Forest Land

AGRICULTURAL LAND RESERVE	NO ☑	YES ☐	If yes, size of area: ________	hectares
PRIVATE MANAGED FOREST LAND	NO ☑	YES ☐	If yes, size of area: ________	hectares

SECTION 10: If this is a covenant proposal, do you wish to have this covenant co-held with another organization/conservancy? Note that such an organization/conservancy must be authorized to accept covenants under Section 219 of the *Land Title Act* and authorized to accept a statutory right of way under Section 218 of the *Land Title Act*.

NO ☑ YES ☐ ____________________

Name of the Organization/Conservancy

SECTION 11: OWNER/APPLICANT CONSENT AND AUTHORIZATION

(Signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet).

In order to assist the Islands Trust Fund in the review and evaluation of my conservation proposal, by signing below, I authorize an Island Trust Fund Representative to enter onto the land at reasonable times, after making reasonable efforts to arrange to schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Island Trust Fund Representative on the site visit.

By signing below, if applicable, I also authorize the Applicant named in Section 2 of this application to represent this application.

(1)	(2)
Consent and Authorization Signature	**Consent and Authorization Signature**
Fernando Dos Santos	
Print Name	**Print Name**
(1) Jan 18 / 2018	(2)
Date	**Date**

NEXT STEPS:

After a site visit is complete, the Trust Fund Board will review your proposal as well as a staff report. A decision about your conservation proposal will be made at the next Trust Fund Board meeting. All Conservation Proposals associated with Development Applications will be considered in a public meeting and not in closed meetings. Landowners transferring land or registering covenants associated with Development Applications do not qualify for an income tax receipt.

Islands Trust

STAFF REPORT

File No.: SS-RZ-2017.2

DATE OF MEETING: October 5, 2017

TO: Salt Spring Island Local Trust Committee

FROM: Rob Milne, Island Planner
Salt Spring Island Team

COPY: Stefan Cermak, Regional Planning Manager

SUBJECT: Dragonfly Commons Affordable Housing Application
Applicant: Fernando & Tammy Dos Santos
Location: 221 Drake Road

RECOMMENDATION

1. That the Saltspring Island Local Trust Committee has reviewed the Directives Only Policy Checklist and determined that proposed Draft Bylaw Nos. 504 and 505 are not contrary to or at variance with the Islands Trust Policy Statement.
2. That the Saltspring Island Local Trust Committee Bylaw No. 504, cited as "Saltspring Island Official Community Plan Bylaw No. 108, 2017, Amendment No. 4, 2017", be read a first time.
3. That the Saltspring Island Local Trust Committee Bylaw No. 505, cited as "Saltspring Island Land Use Bylaw, 1999, Amendment No. 4, 2017", be read a first time.
4. That the Saltspring Island Local Trust Committee directs staff to refer Bylaw Nos. 504 and 505 as per attached Attachment 4.

REPORT SUMMARY

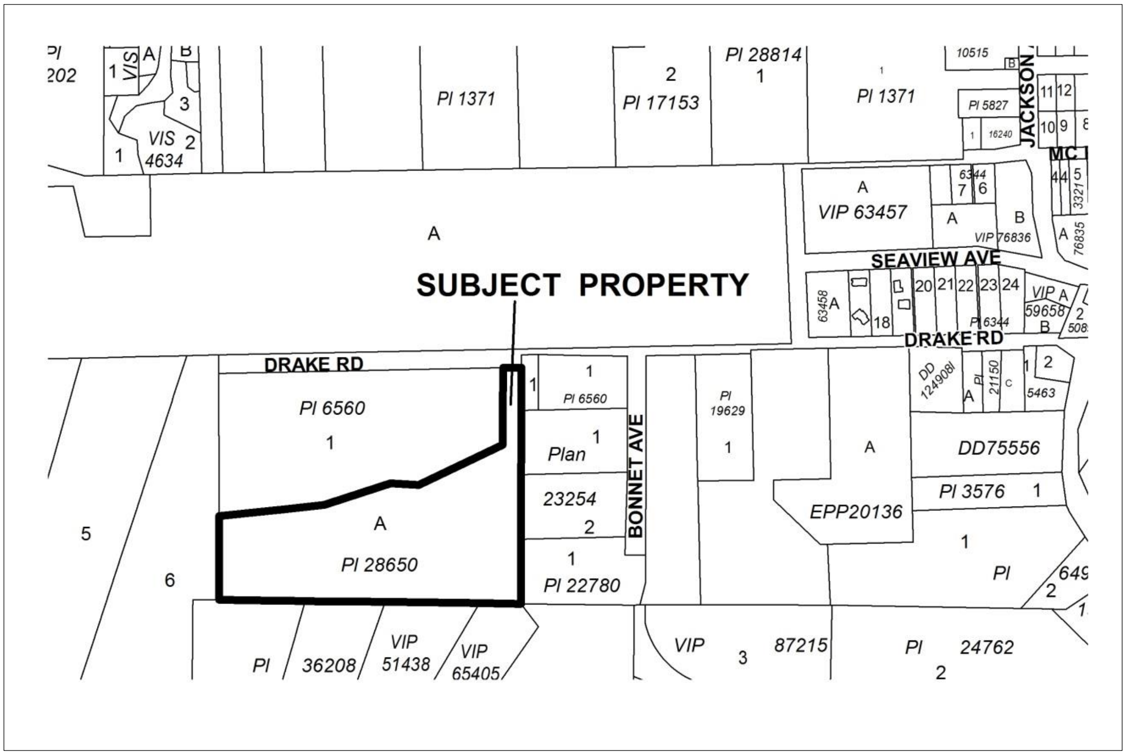
The purpose of this report is to introduce draft bylaws which, if adopted, would allow for the implementation of rezoning application SS-RZ-2017.2 which seeks to rezone and redesignate lands to allow for the development of a 30 unit affordable housing project at 221 Drake Road.

BACKGROUND

At their regular meeting of July 20, 2017 the Saltspring Island Local Trust Committee (LTC) gave considerations to a staff report date June 29, 2017 which was accompanied by a number of reports and studies which confirmed the onsite conditions necessary for the provision of potable water and the onsite disposal of liquid waste. Subsequent to that consideration the LTC adopted the following motion.

> SS-2017-114
> that the Salt Spring Island Local Trust Committee direct staff to prepare draft bylaws for the review and consideration of the Local Trust Committee.

The requested draft bylaws are attached to this report for the consideration of the LTC.



ANALYSIS

Policy/Regulatory

Islands Trust Policy Statement:

The Islands Trust Policy Statement contains a number of policies which are relevant to this application. It is the view of staff that the subject application is not in conflict with those policies and that the application materials address the intent of those policies. A completed copy of the Directives Only Checklist is attached to this report (Attachment 1).

Official Community Plan

The property is designated Rural Neighbourhoods (RL) in the Saltspring Island Official Community Plan (OCP). The Rural Neighbourhoods designation is identified as being intended to "allow for larger lot developments to provide for a variety of rural activities without impinging on neighbours". New zones created in this designation will not generally have a density that exceeds 1 lot per 2 ha. As such there will be a need to redesignate the subject property to Residential Neighbourhoods (RN) which allows for medium density development such as is being proposed (approx. 7 lots/hectare or 3 lots/acre).

The following OCP objectives and policies are of relevance to this application.

B.2 RESIDENTIAL LAND USE OBJECTIVES AND POLICIES

B.2.1.1 Objectives

B.2.1.1.1 To support a mix of housing types in appropriate locations without compromising protection of the natural environment.

B.2.1.1.2 To develop zoning that allows many different types of housing and accommodates a diverse population.

B.2.1.1.3 To acknowledge that a framework that limits growth may restrict housing choices as supply is limited; to respond to the challenge of fostering socioeconomic diversity within such a framework.

B.2.1.2 Policies

B.2.1.2.1 Zoning changes should be avoided if they would likely result in a larger island population than is expected under the development potential zoned in 2008. Exceptions to this policy are to be few and minor and only to achieve affordable housing and other objectives of this Plan.

B.2.2 AFFORDABLE, RENTAL AND SPECIAL NEEDS HOUSING

B.2.2.1 Objectives

B.2.2.1.1 To provide opportunities for the creation of affordable, rental and special needs housing.

B.2.2.1.2 To integrate affordable, rental and special needs housing into appropriate residential areas where community services are most accessible.

B.2.2.2 Policies

B.2.2.2.3 All rezoning applications for affordable housing projects should include evidence of:

a. need for the housing.
b. an adequate water supply for potability and for fire protection.
c. means of sewage disposal.
d. energy and water efficient building design.
e. not degrading a sensitive ecosystem.
f. not being sited in an area subject to hazardous conditions.

<u>Land Use Bylaw:</u>

<u>Lot size and setbacks</u>

The subject property is currently zoned Rural (R). As the planned development does not comply with the provisions of the Rural zone, a land use bylaw (LUB) amendment will be required to permit the development. It is proposed that a variation of the Residential Four (R4) zone, which aligns with the uses and density being considered would be an appropriate zone.

As per Section 9.9.2 of the Saltspring Island LUB the Residential 4 (R4) zone allows for a maximum density of 12 dwelling units per ha, provided community sewage collection service is provided, as is being proposed by this application. Section 5.8.1 of the LUB provides a formula for calculating average lot area as follows:

the sum of:

the areas of the proposed lot*s, plus*

the area of land dedicated for park *land or school* use*, plus*

the area of land dedicated for environmental stewardship purposes

divided by:

the number of proposed lot*s*

Based upon the combined areas of the proposed lots and parkland dedication this formula would technically allow for up to 38 lots on the subject property, more than is being proposed by this application (Attachment 2).

However, notwithstanding the R4 allowance for a density of 12 dwelling units per hectare, Section 9.9.3 of the LUB only allows for a minimum lot size area of 1.0 ha, most likely focusing upon the allowance for multi-family dwellings permitted in the R4 zone rather than the single family dwellings which are also permitted. This will require the inclusion of a property specific exception to the current R4 zone provisions to allow for a reduction of the minimum area of an individual lot which is connected to community water and sewage treatment systems.

Although this proposed change would represent a significant reduction in the permitted minimum lot size it would allow for the creation of affordable lots at a density below that which is permitted by the R4 zoning and result in a 2.3 ha parkland dedication, which is well beyond the 5% park dedication required by the *Local Government Act* and which could be achieved by a multi-family development. This significant dedication of lands would also provide for improved protection for the stretch of Ganges Creek which runs along the northern border of the property.

Also, whereas the applicants are intending to achieve the permitted density through the use of smaller, affordable lots the applicants are also seeking to reduce front and rear setbacks to 5.0 m from the currently required 7.5 m. Both of these requested changes are reflected in attached draft LUB Bylaw No. 505.

Common Building
One of the features of the proposed development is a common building which is located on an area of common property which is centrally located on the westerly portion of the development area. For clarity the building is not intended to be used as a "Community Building" as defined by the Salt Spring Island zoning bylaw as:

> *a building used for recreational, social, charitable, educational, entertainment and cultural activities and intermittent commercial uses, open to the public and owned or operated by a non-profit group or government agency.*

The building will be owned by the strata and the applicants advise that the structure is intended for the use of the residents for such things as strata council meetings, potlucks and other social events such as birthday parties.

Parking
As per Table 3 of Part 7, "Parking Requirements" of the Salt Spring Island zoning bylaw for Multi Family use a total of 1.25 parking spaces are required per unit as well as one parking space designed for the disabled per 10 lots. Given the project's proposed 30 lot yield a total of 37.5 parking spaces as well as three parking spaces for the disabled are required. The parking plan for the development (Attachment 3) shows a total of 40 parking spaces including one designed for the disabled, that space being located on the common property housing the community building. Conversion of two standard lots for disabled use will result in compliance with the zoning bylaw requirements for vehicle parking. The proposal also includes a bicycle shed which is located adjacent to the proposed community building.

Issues and Opportunities

This application represents a reasonable opportunity to provide affordable housing on Salt Spring Island. The Dragonfly Commons Zoning Proposal document which accompanied the application shows that significant thought has gone into this project and provides insight into the vision, and the target group, for the project.

OCP Policy B.2.2.2.3 which was listed in the OCP discussion identifies six items that should be addressed in the consideration of applications which are intended to provide affordable housing. Items (a) and (d) of that policy are addressed in detail in the zoning proposal document and onsite testing by qualified professionals has confirmed the presence of an adequate onsite water supply as well the presence of a suitable site for onsite waste disposal (items (b) and (c)) .

The stream corridor represents a sensitive ecosystem and there is an area of the property which represents a low to moderate hazard risk. Both of these areas are captured within development permit areas 7 and 6 respectively. Concerns and risks related to these areas can be addressed through the development permits that would be required prior to any development of the property.

Given the intended affordability aspect of the subject application there will be a need for the applicant to work with the Islands Trust to prepare a housing agreement which would be adopted by bylaw as part of any approval of the subject application. This bylaw is considered to be an "administrative" bylaw and, as such, need not be referred out to agencies. It does, however, need to be available for public review prior to, and as part of, the statutory public hearing process. The applicants are currently working on the development of that agreement. Once a draft of that document has been reviewed and approved by the Islands Trust lawyers it will be brought forward for the review of the LTC and the community.

Consultation

Any land use bylaw and OCP amending bylaws will require a public hearing and the approval of the Executive Committee and, in the case of the OCP amendment, approval by the Minister of Municipal Affairs and Housing.

As the project would involve an OCP amendment, the LTC is required under s. 475(2) of the *Local Government Act* to consider opportunities for consultation with persons, organizations and authorities it considers will be affected including First Nations. The LTC is also required under s. 476(a) to consult with the local school district.

A table of suggested Referral Agencies and groups is included in this report as Attachment 4.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendations:

1. **Request further information**

The LTC may request further information be provided prior to making a decision. If selecting this alternative, the LTC should describe the specific information needed. Recommended wording for the resolution is as follows:

> *That the Saltspring Island Local Trust Committee request that the applicant submit to the Islands Trust [list information required].*

2. **Choose to proceed no further**

   The LTC may choose to proceed no further with the application. If this alternative is selected, the LTC should state the reasons for this choice. Recommended wording for the resolution is as follows:

   That the Saltspring Island Local Trust Committee proceed no further with application SS-RZ-2017.2 for the following reasons [insert reasons].

3. **Hold the application in abeyance**

   The LTC may choose to hold the application in abeyance pending completion of a significant study or receipt of other information. If this alternative is selected, the LTC should state the reasons for this choice. Recommended wording for the resolution is as follows:

   That the Saltspring Island Local Trust Committee holds application SS-RZ-2017.2 in abeyance until the following information has been received [list information required].

NEXT STEPS

Possible next steps include

1. Agency and First Nations referral
2. Amending bylaws as considered necessary in response to referral submissions and giving second reading to Bylaw Nos. 504 and 505.
3. Community Information Meeting and Public Hearing

4. Consideration of third reading of Bylaw Nos. 504 and 505.
5. Consideration of the bylaws by Islands Trust Executive Committee
6. Consideration of Bylaw No. 504 by the Minister of Municipal Affairs and Housing
7. Consideration of Adoption of Bylaw Nos. 504 and 505.

Submitted By:	Rob Milne, MA, RPP, MCIP Island Planner	August 10, 2017
Concurrence:	Stefan Cermak Regional Planning Manager	September 12, 2017

ATTACHMENTS

1. Directives Only Checklist
2. Site Plan
3. Site Plan with parking
4. Referral Agency Table
5. Draft OCP Bylaw
6. Draft Land Use Bylaw

Attachment 1

Islands Trust

ISLANDS TRUST POLICY STATEMENT
DIRECTIVES ONLY CHECKLIST

File No.: SS-RZ-2017.2
Bylaw Nos. 504 & 505

PURPOSE

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

POLICY STATEMENT

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

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

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

DIRECTIVES ONLY CHECKLIST

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

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

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

PART III: POLICIES FOR ECOSYSTEM PRESERVATION AND PROTECTION

Consistent	No.	Directive Policy
	3.1	**Ecosystems**
✓	**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.
✓	**3.1.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	**Forest Ecosystems**
N/A	**3.2.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	**Freshwater and Wetland Ecosystems and Riparian Zones**
✓	**3.3.2**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	**Coastal and Marine Ecosystems**
N/A	**3.4.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	**3.4.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: POLICIES FOR THE STEWARDSHIP OF RESOURCES

Consistent	No.	Directive Policy
	4.1	**Agricultural Land**
N/A	**4.1.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	**4.1.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	**4.1.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.
Consistent	**No.**	**Directive Policy**
N/A	**4.1.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture.
N/A	**4.1.8**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	**4.1.9**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	**Forests**
✓	**4.2.6**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	**4.2.7**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	**4.2.8**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.

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

PART V: POLICIES FOR SUSTAINABLE COMMUNITIES

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	**Aesthetic Qualities**
N/A	**5.1 3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	**Growth and Development**
✓	**5.2.3**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
✓	**5.2.4**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
✓	**5.2.5**	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
✓	**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**
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.
N/A	**5.8**	**Health and Well-being**
	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

	POLICY STATEMENT COMPLIANCE
✓	***In compliance with Trust Policy***
	Not in compliance with Trust Policy for the following reasons:

PLAN OF PROPOSED BARELAND STRATA OF LOT A, SECTION 20, RANGE 3 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 28650.

P.I.D. 001-751-851

Scale 1:500

0 5 10 15 20 25 30

All distances are in metres and decimals thereof, unless otherwise noted.

The intended plot size of this plan is 864mm in width by 560mm in height (D Size) when plotted at a scale of 1:500.

Contours are to an assumed datum and are shown at a 1 metre interval.

Polaris Land Surveying Inc. accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This document shows the relative location of the surveyed features with respect to the boundaries of the parcel described hereon. This document shall not be used to define property lines or property corners.

Property dimensions are based upon a partial site survey and are subject to change upon completion of a full field survey.

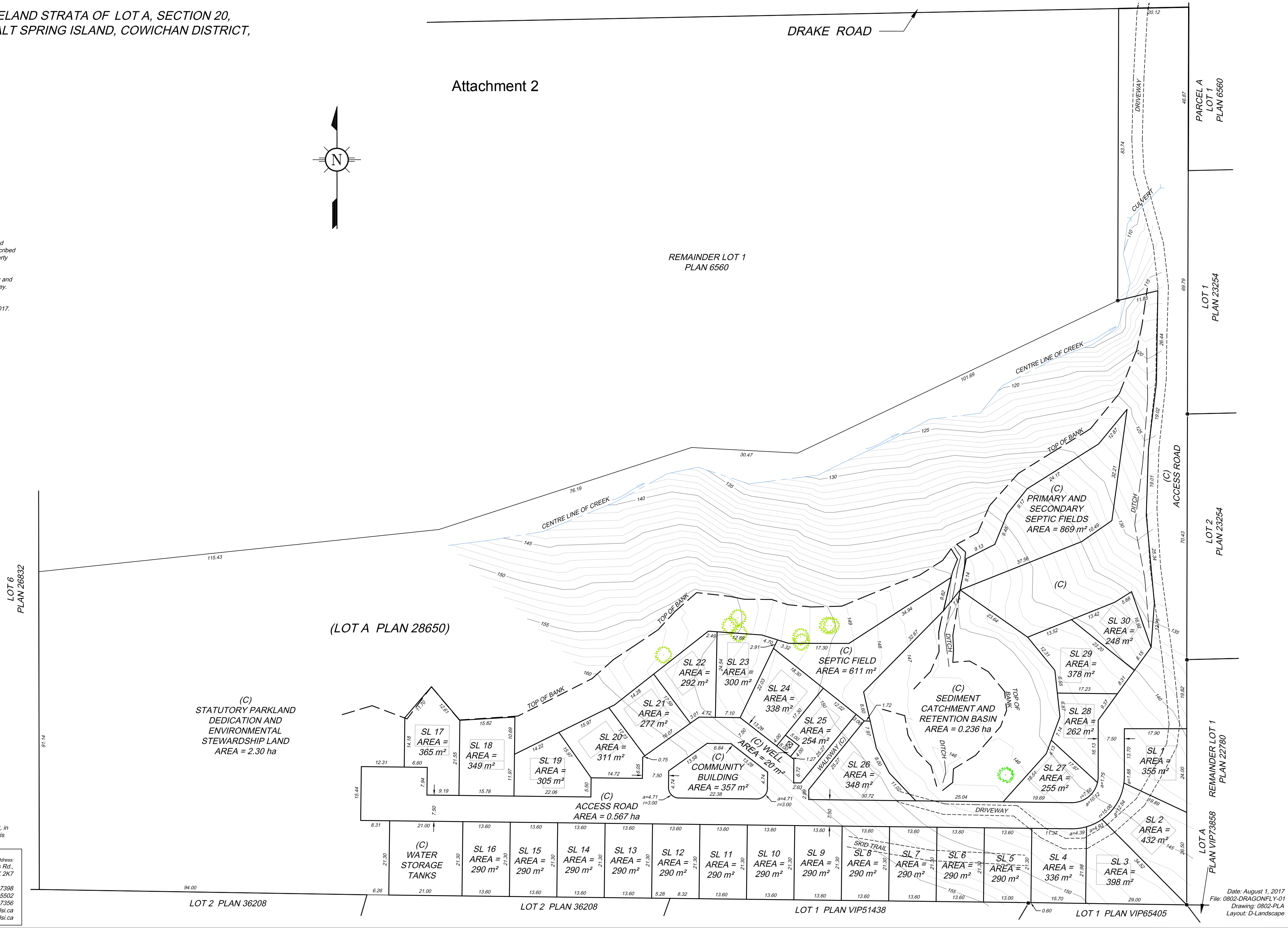
Proposed Bareland Strata boundaries are based upon a design drawn for Dragonfly Commons and dated June 2017.

Civic Address:
221 Drake Road
Salt Spring Island, B.C.
V8K 2K8

LEGEND

- ● denotes standard iron post found (Type 5)
- SL denotes proposed Strata Lot
- (C) denotes proposed common property
- a denotes arc length
- r denotes radius
- ⊠ denotes location of existing well
- denotes cedar tree
- denotes yew tree

Attachment 2

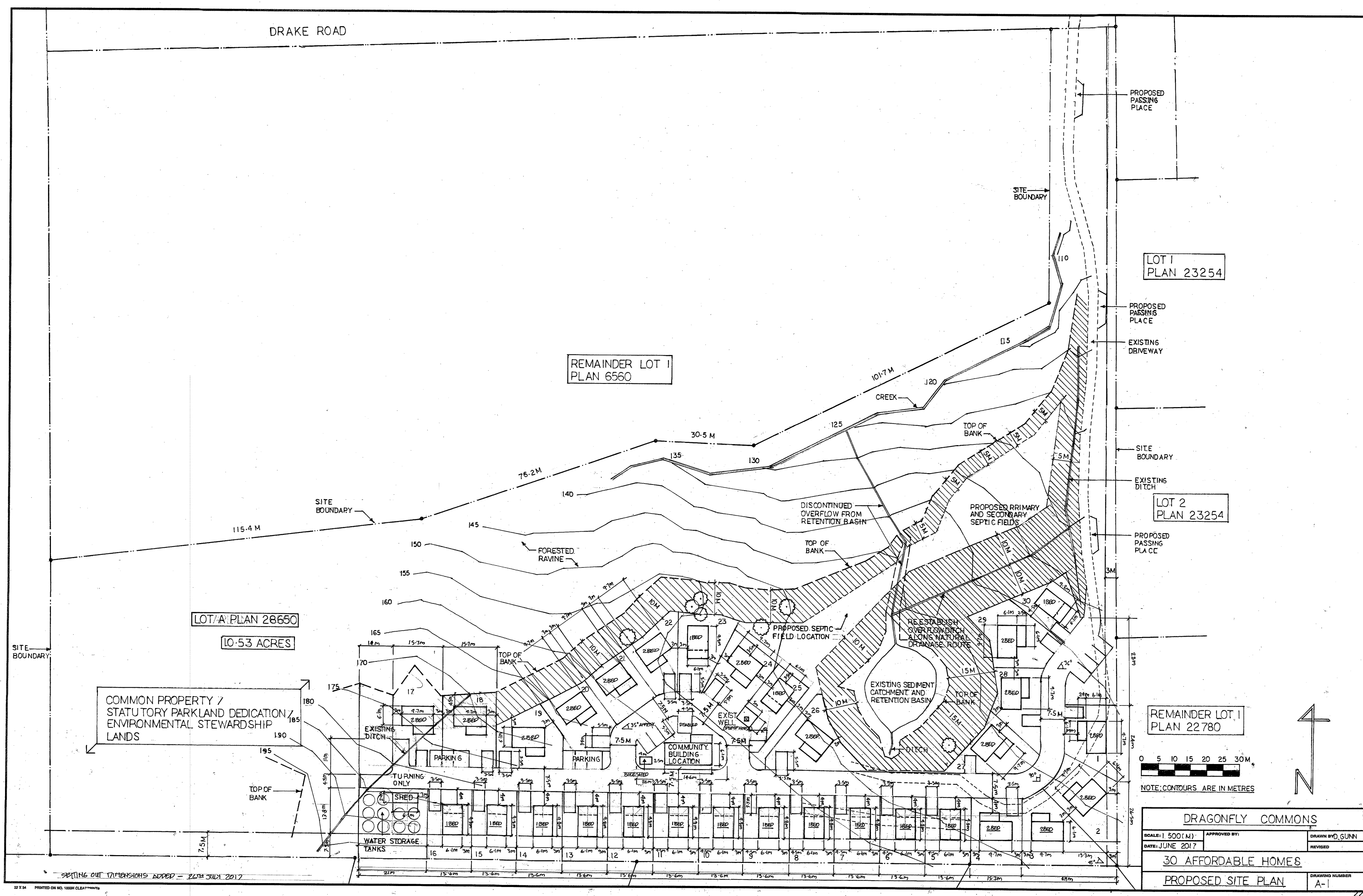


POLARIS
Land Surveying Inc.

Mailing & delivery address:
241 Fulford-Ganges Rd.,
Salt Spring Island, BC, V8K 2K7

Toll Free: (877) 603 7398
Telephone: (250) 537 5502
Toll Free Facsimile: (888) 448 7356
ssi@plsi.ca
www.plsi.ca

Date: August 1, 2017
File: 0802-DRAGONFLY-01
Drawing: 0802-PLA
Layout: D-Landscape


DRAKE ROAD
REMAINDER LOT 1
PLAN 6560
LOT/A PLAN 28650
10.53 ACRES
COMMON PROPERTY / STATUTORY PARKLAND DEDICATION / ENVIRONMENTAL STEWARDSHIP LANDS
SITE BOUNDARY
FORESTED RAVINE
CREEK
TOP OF BANK
DISCONTINUED OVERFLOW FROM RETENTION BASIN
PROPOSED PRIMARY AND SECONDARY SEPTIC FIELDS
PROPOSED SEPTIC FIELD LOCATION
RE-ESTABLISH OVERFLOW DITCH ALONG NATURAL DRAINAGE ROUTE
EXISTING SEDIMENT CATCHMENT AND RETENTION BASIN
DITCH
EXISTING DITCH
TURNING ONLY
SHED
WATER STORAGE TANKS
PARKING
COMMUNITY BUILDING LOCATION
EXIST. WELL
PROPOSED PASSING PLACE
EXISTING DRIVEWAY
EXISTING DITCH
LOT 1
PLAN 23254
LOT 2
PLAN 23254
REMAINDER LOT 1
PLAN 22780
0 5 10 15 20 25 30M
NOTE: CONTOURS ARE IN METRES
DRAGONFLY COMMONS
SCALE: 1 500 (M)
DATE: JUNE 2017
DRAWN BY D. GUNN
30 AFFORDABLE HOMES
PROPOSED SITE PLAN
DRAWING NUMBER A-1
SETTING OUT DIMENSIONS ADDED – 26th JULY 2017

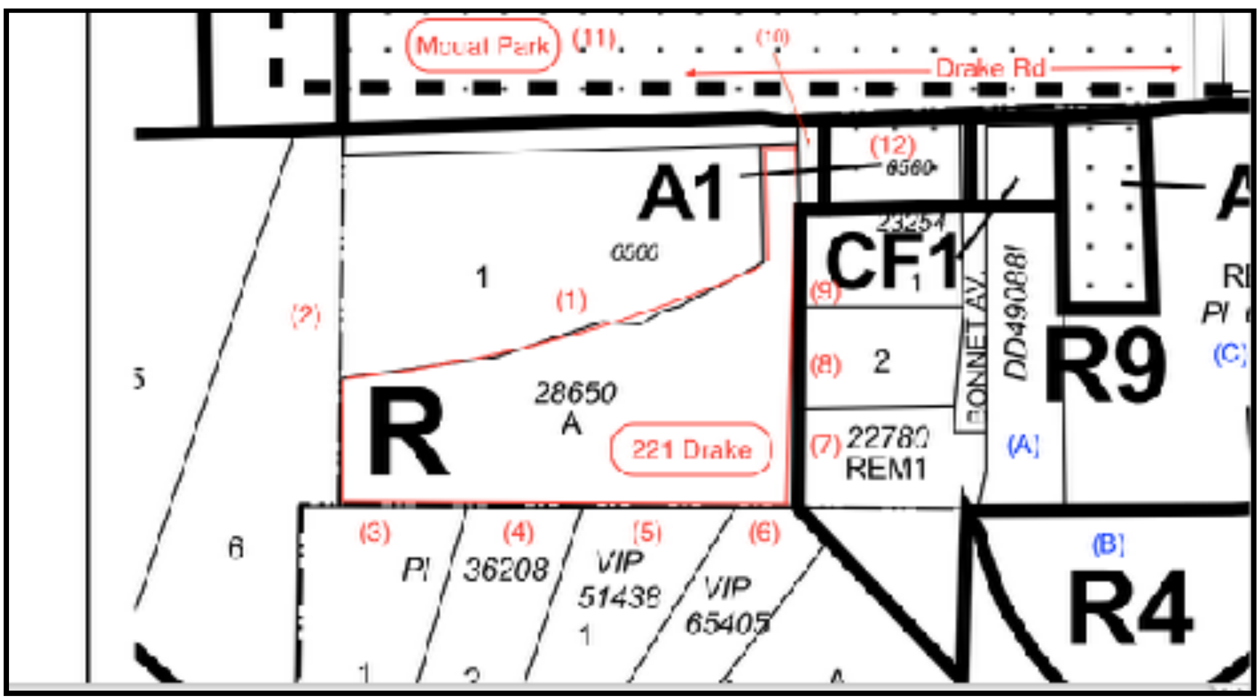
Current Use of Adjacent Properties

Current uses of adjacent properties 1 to 12 are listed below, with locations identified on the map.

1) 10 acre lot on the other side of the creek to the north, zoned R
2) single family residential to the west, house located on and accessed from Wilkie Way
3) single family residential to the south, accessed from Wilkie Way
4) single family residential to the south, accessed from Wilkie Way
5) single family residential to the south, accessed from Wilkie Way
6) single family residential to the south, accessed from Wilkie Way
7) vacant lot to the east, accessed from Bonnet, zoned R9
8) vacant lot to the east, accessed from Bonnet, R9
9) vacant lot to the east, accessed from Bonnet, R9 (numbers 7, 8 and 9 have single owner)
10) small single family residential at the bottom of the driveway, east side
11) Mouat Park across Drake Rd to the north
12) single family residential, zoned A1 agricultural

Other nearby non-profit housing sites A-C identified on the map include the following:

A) Lion's Club - 3 acres (est.), zoned R9
B) Community Services Society - 5 acres, zoned R4
C) proposed affordable housing by "School District / CRD" in rezoning process



Riparian Areas Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date: 2017-08-20

I. Primary QEP Information

First Name	David	Middle Name	Douglas		
Last Name	Gooding				
Designation	P.Eng.	Company	Gooding Hydrology		
Registration #	22102	Email	dgooding@saltspring.com		
Address	681 Rainbow Rd				
City	Saltspring Island	Postal/Zip	V8K 2M6	Phone #	250 538-1869
Prov/state	B.C.	Country	Canada		

II. Secondary QEP Information (use **Form 2** for other QEPs)

First Name		Middle Name			
Last Name					
Designation		Company			
Registration #		Email			
Address					
City		Postal/Zip		Phone #	
Prov/state		Country			

III. Developer Information

First Name	Fernando & Tammy	Middle Name	
Last Name	Dos Santos		
Company			
Phone #	250 9317434	Email	f.dos.santos111@gmail.com
Address	416 Old Scott Rd		
City	Saltspring Island	Postal/Zip	V8K 2L7
Prov/state	BC	Country	Canada

IV. Development Information

Development Type	Strata Development		
Area of Development (ha)	2.4	Riparian Length (m)	1192
Lot Area (ha)	4.21	Nature of Development	new
Proposed Start Date	2018-05-01	Proposed End Date	2018-11-01

V. Location of Proposed Development

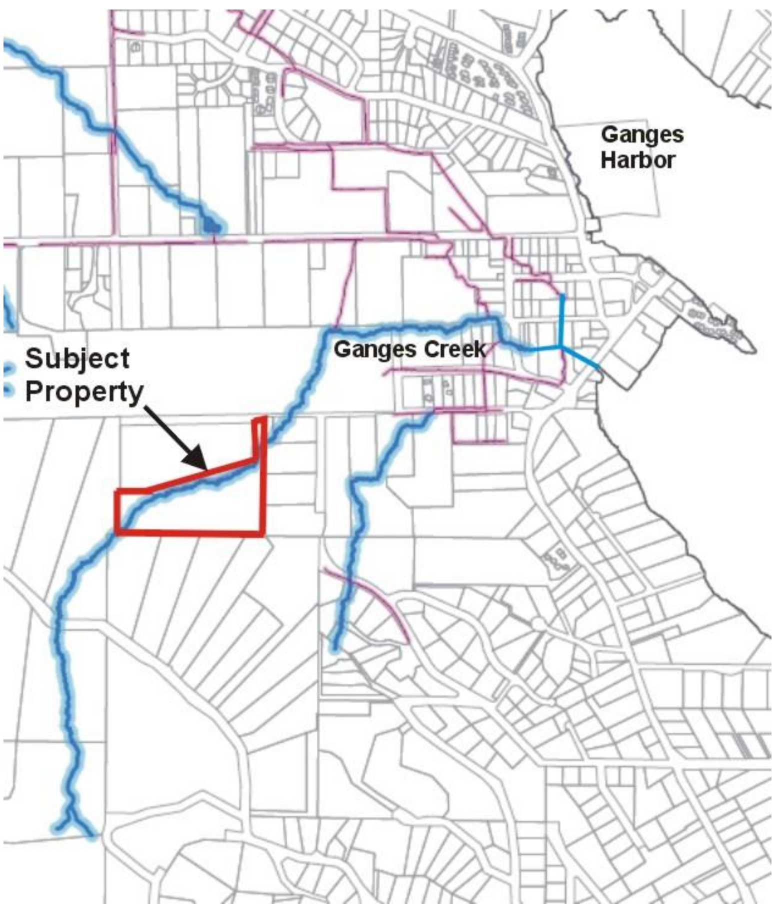
Street Address (or nearest town)	221 Drake Road					
Local Government	Capitol Regional District			City	Ganges	
Stream Name	Ganges Creek					
Legal Description (PID)	LotA PlanVIP28650 Sect 20 R 3E Cowichan LD (001-751-581)			Region	1	
Stream/River Type	Stream			DFO Area	South Coast	
Watershed Code	925-258500-69591 id 1097260					
Latitude	48	50	57.7	Longitude	123	30	37.0

Table of Contents for Assessment Report

Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

Ganges Creek runs into Ganges Harbour through the town of Ganges on the east coast of Saltspring Island. There is no data available for Ganges Creek in the FISS database. Colloquial information has a few salmon (Chum?) spotted returning to spawn in Ganges Creek, and personal conversation with the most knowledgeable of fish biologists on the island (Kathy Reimer, RPBio) has sea run trout utilizing the Ganges Creek's Swanson Creek tributary lower reach for spawning and incubation. Nearly the entire Ganges Creek mainstem stream system downstream of the subject property is urbanized, with most downstream channels modified, extensive culverting, and many ditch lines diverting and extending the channel system.

At the downstream end of the property a perched 1 m dia culvert blocks upstream fish passage (photo 1). Through the property Ganges Creek is a stable, mossy rocked, confined 2.2 m wide step-pool seasonal stream, with a full approx 100 yr old treed riparian area.
In the section 2 detailed riparian assessments, this reach 1 is treated as one reach, as the SPEA is the same for the full length, and the channel confined throughout. Reach 1 could be sub-divided into 3 segments; Reach 1A above the driveway culvert has a ravine width <60 m, 1B upstream has a ravine width over 60 m, and reach 1C has a lower gradient south side slope with benches. Channel width was very similar in all three segments, so only one set of width measurements was made mid-reach. While the SPEA is the same for all three segments, the south side RAAs and protection measures for slope stability vary between segments.



Ganges Creek mainstem through and above the ravine on this property is potentially accessible to fish, with culvert improvements, but dries up in the spring and is not good rearing habitat for that reason. Approx 120 m of ditch runs down along the driveway and feeds down the 4 m high 85% gradient ravine bank into the creek just upstream of the culvert.

On the bench above the ravine along the south side of Ganges Creek, a 25 m diameter pond has been dug into an area of high groundwater flow and seasonal seepage, with an overflow ditch, which flows periodically during high rainfall events, excavated to the edge of the ravine. From there a channel has eroded down the 60% gradient ravine side slope to the creek 18 m below.

During the wet season seepage from groundwater flow also occurs to the east of the pond, some of which is gathered by the driveway ditch down to the creek. Previous to the initial development which occurred on this property most of the high groundwater flow and the seepage were gathered by a swale, which runs NE from the excavated pond to the property line, where it entered a gulley leading downhill to the NNE towards Ganges Creek, further downstream. Approximately 25 m down the swale to the NE of the excavated pond, a seasonal spring emerges and flows 20 m further down the swale to also be diverted by the driveway ditch to where the ditch flow drops into the ravine. Natural drainage patterns will be partially restored during development by installing a cross culvert and flow split structure to send some of the swale and the upper ditch's flow across the driveway and down the gulley which continues to the NNE. Due to the gradients and heights of their channels' drops down into the ravine, the driveway ditch, and the excavated pond and its outflow ditch, are not accessible to fish.

Proposed development is a multi-dwelling strata, with 30 small 500 to 600 sq ft residences, to supply secure housing for low to middle income working class residents on Saltspring, and a common building with laundry and gathering facilities. Temporary or permanent fencing will be in place around the SPEA and management measures zones prior to construction. A stormwater drainage report is submitted with this report. Individual residential units will be pre-fabricated, installed on poured foundations. This will have the effect of reducing level and duration of construction activity compared to conventional construction.

Due to the complexity of the development, three site plans are provided, site plan 1 showing the detailed RAR assessment, site plan 2 showing the planned development with preliminary SPEA and management measures RMZ boundaries, and a third showing silt control, permanent and temporary construction fencing.

Section 2. Results of Detailed Riparian Assessment

Refer to Chapter 3 of Assessment Methodology

Date: 2017-08-20

Description of Water bodies involved (number, type): Ganges Creek & inflows

Stream	2
Wetland	
Lake	
Ditch	3
Number of reaches	5
Reach #	1 Creek

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)		Gradient (%)
starting point	2.1		14
upstream	1.8		12
	2.1		12
	1.8		13
	2.1		13
downstream	2.1		12
	3.2		12
	3.0		10
	2.1		12
	2.1		14
	2.7		15
Total: minus high /low	20.1		112
mean	2.23		12.4
	R/P	C/P	S/P
Channel Type			X

I, David D Gooding PEng , hereby certify that:

a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos ;
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	X		Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

I, David D Gooding PEng , hereby certify that:

a) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
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c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Polygon No: R1-S

	LC	SH	TR
SPVT Type			X

Method employed if other than TR

Polygon No: R1-N

	LC	SH	TR
SPVT Type			X

Method employed if other than TR

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	R1-S	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10						
Litter fall and insect drop ZOS (m)	10						
Shade ZOS (m) max	6.69	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report		
SPEA maximum	**10**	(For ditch use table3-7)					

Segment No:	R1-N	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	10					
Litter fall and insect drop ZOS (m)	10					
Shade ZOS (m) max	0	South bank	Yes		No	X
SPEA maximum	**10**	(For ditch use table3-7)				

I, David D Gooding PEng , hereby certify that:

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b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos ;
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
d) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Comments

Ganges Creek through the property is confined with a similar gradient, and is treated as 1 reach for SPEA calculation. Note that on the site plan the lower portion of the reach (1A) is a ravine <60 wide, with an RAA of 30 m from top of ravine, the middle portion (reach 1B) is a ravine >60 m, with an RAA of 10 m from top of ravine, and the upstream end of the reach (1C) in the property has a south slope <3:1, and does not fit the definition of a ravine. While the ravine slopes of all three sub-reaches are similar semi-mature fir, cedar, and alder, the vegetation on the bench upslope of the top of bank where development will occur varies from young alder with a beginning understory of fir in 1A to semi-mature cedar and fir in reach 1C. Therefore, due both to different heights and slopes of the ravine, and the ages of bench vegetation, different measures to protect the 10 m SPEA are prescribed for these three sub-reaches.

Vegetation Segment and SPEA specification is given for the north side of Ganges Creek but are only drawn on the site plan where R1A crosses the driveway on the lot panhandle, as no development is possible or proposed on the north side of the ravine upstream of the driveway.

Reach # R2-ditch

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)		Gradient (%)
starting point	1.1		
upstream	1.0		
	.95		
	.91		20
	.76		
downstream	1.1		
	1.22		
	1.68		
	1.37		
	1.52		
	1.4		
Total: minus high /low	10.57		
mean	1.17		
	R/P	C/P	S/P
Channel Type			

I, David D Gooding PEng , hereby certify that:
e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
f) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos ;
g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
h) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	X		Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

I, David D Gooding PEng , hereby certify that:
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g) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
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Polygon No: R2E

	LC	SH	TR	Method employed if other than TR
SPVT Type			X	

Polygon No: R2W

	LC	SH	TR	Method employed if other than TR
SPVT Type			X	

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	R2E	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	2						
Litter fall and insect drop ZOS (m)	2						
Shade ZOS (m) max	2	South bank	Yes		No	x	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)	Excavated ditch beside a driveway, seasonal flow					
Ditch Fish Bearing	Yes		No	x	If non-fish bearing insert no fish bearing status report		
SPEA maximum	**2**	(For ditch use table3-7)					

Segment No:	R2W	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	2					
Litter fall and insect drop ZOS (m)	2					
Shade ZOS (m) max	2	South bank	Yes		No	x
SPEA maximum	**2**	(For ditch use table3-7)				

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)						
Litter fall and insect drop ZOS (m)						
Shade ZOS (m) max		South bank	Yes		No	
SPEA maximum		(For ditch use table3-7)				

I, David D Gooding PEng, hereby certify that:

e) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
f) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos;
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Comments

Ditch R2 is given a 2 m SPEA. On the east side, between the ditch and the driveway, it is not possible to increase protection. On the west side, a minimum 3 m management measures zone with no tree removal is added. Near the upstream end of the ditch, this management measures zone (RMZ) is increased in a triangle shape to include an area of groundwater seepage. This area of groundwater seepage will be included inside the fencing around upper ditch R2 and the swale R5.

Reach # R3-detention pond

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)		Gradient (%)
starting point			
upstream			
downstream			
Total: minus high /low			
mean			
	R/P	C/P	S/P
Channel Type			

I, David D Gooding PEng , hereby certify that:
i) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
j) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos ;
k) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
l) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	X		Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

I, David D Gooding PEng , hereby certify that:
i) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
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Polygon No: R3A

	LC	SH	TR
SPVT Type			X

Method employed if other than TR

Polygon No: R3B

	LC	SH	TR
SPVT Type			X

Method employed if other than TR

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	R3A	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	2					
Litter fall and insect drop ZOS (m)	2					
Shade ZOS (m) max	2	South bank	Yes		No	x
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)	Manmade excavated pond with seasonal inflow from groundwater				
Ditch Fish Bearing	Yes		No	x	If non-fish bearing insert no fish bearing status report	30 m 60% gradient down to creek
SPEA maximum	**2**	(For ditch use table3-7)				

Segment No:	R3B	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	2					
Litter fall and insect drop ZOS (m)	2					
Shade ZOS (m) max	2	South bank	Yes	x	No	
SPEA maximum	**2**	(For ditch use table3-7)				

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
Shade ZOS (m) max		South bank	Yes		No	
SPEA maximum		(For ditch use table3-7)				

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Comments

This excavated storage pond only has an occasional outflow by surface flow around rainfall events during less than 6 months of the year. The pond will be utilized as a detention pond for stormwater, and a green space and water feature. The 2 m SPEA will have an additional 8 to 13 m management zone where a pathway (existing and grandfathered) will be allowed but no excavation, felling of trees or clearing of native vegetation is allowed. Excavation of a detention basin outlet structure and spillway in this management zone is proposed. Observation of water levels in the pond after rain events during the upcoming winter wet season, before construction, will determine final design. On the south side of the pond, more mature trees in the no falling management zone between the pond and the grandfathered driveway shade the pond in summer, and during the wet season when outflow occurs the pond is shaded by the tall steep hillside to the south.

Reach # R4 pond outflow

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)		Gradient (%)
starting point	0.9		3
upstream	1.0		
	0.95		
	0.5		
	1.2		
downstream	0.8		
	0.4		
	0.95		
	1.1		
	0.9		
	0.85		
Total: minus high /low	7.95		
mean	0.88		
	R/P	C/P	S/P
Channel Type			

I, David D Gooding PEng , hereby certify that:
m) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
n) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos ;
o) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
p) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	X		Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

I, David D Gooding PEng , hereby certify that:
m) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
n) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos;
o) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
p) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Polygon No: 4W

	LC	SH	TR
SPVT Type			X

Method employed if other than TR

Polygon No: 4E

	LC	SH	TR
SPVT Type			X

Method employed if other than TR

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	4W	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	2						
Litter fall and insect drop ZOS (m)	2						
Shade ZOS (m) max	0	South bank	Yes		No	x	
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)	Manmade excavated outlet ditch from the manmade excavated pond, occasional seasonal flow					
Ditch Fish Bearing	Yes		No	x	If non-fish bearing insert no fish bearing status report		
SPEA maximum	**2**	(For ditch use table3-7)					

Segment No:	4E	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	2					
Litter fall and insect drop ZOS (m)	2					
Shade ZOS (m) max	0	South bank	Yes		No	x
SPEA maximum	**2**	(For ditch use table3-7)				

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)						
Litter fall and insect drop ZOS (m)						
Shade ZOS (m) max		South bank	Yes		No	
SPEA maximum		(For ditch use table3-7)				

I, David D Gooding PEng, hereby certify that:
m) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
n) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos;
o) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
p) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Comments

This ditch is to be modified to drain into the vegetated swale to the NE, instead of current ditch's path to the edge of the ravine, to halt erosion occurring down the side of the ravine and restore original surface and groundwater flow paths. Flow will be occasional, for less than 6 months of the year. An additional 5 to 8 m no tree falling or excavation zone is specified, which will join with the detention pond's similar management zone on the SE side of the new ditch. An 8 m similar buffer strip will be added on the north side of the ditch down to where the boundary meets the 10 m swale channel SPEA. A spillway and an outlet structure to enable drawdown of the pond between rain events to decrease peak outflows is proposed, with the final design of the structure dependant on this winters pond water level observations.

Reach # R5-swale

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)		Gradient (%)
starting point upstream	0.3		15
	0.28		13
	0.25		13
	0.3		15
	0.2		15
downstream	0.35		16
	0.3		16
	0.42		16
	0.3		18
	0.55		18
	0.6		18
Total: minus high /low	3.05		142
mean	0.33		16
	R/P	C/P	S/P
Channel Type			x

I, David D Gooding PEng , hereby certify that:
q) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
r) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos ;
s) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
t) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons	X		Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

I, David D Gooding PEng , hereby certify that:
q) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
r) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos;
s) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
t) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

Polygon No: 3N

	LC	SH	TR
SPVT Type			X

Method employed if other than TR

Polygon No: 3S

	LC	SH	TR
SPVT Type			X

Method employed if other than TR

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	3N	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	10					
Litter fall and insect drop ZOS (m)	10					
Shade ZOS (m) max	0	South bank	Yes		No	x
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes		No	x	If non-fish bearing insert no fish bearing status report	
SPEA maximum	**10**	(For ditch use table3-7)				

Segment No:	3S	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	10					
Litter fall and insect drop ZOS (m)	10					
Shade ZOS (m) max	1	South bank	Yes	x	No	
SPEA maximum	**10**	(For ditch use table3-7)				

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)						
Litter fall and insect drop ZOS (m)						
Shade ZOS (m) max		South bank	Yes		No	
SPEA maximum		(For ditch use table3-7)				

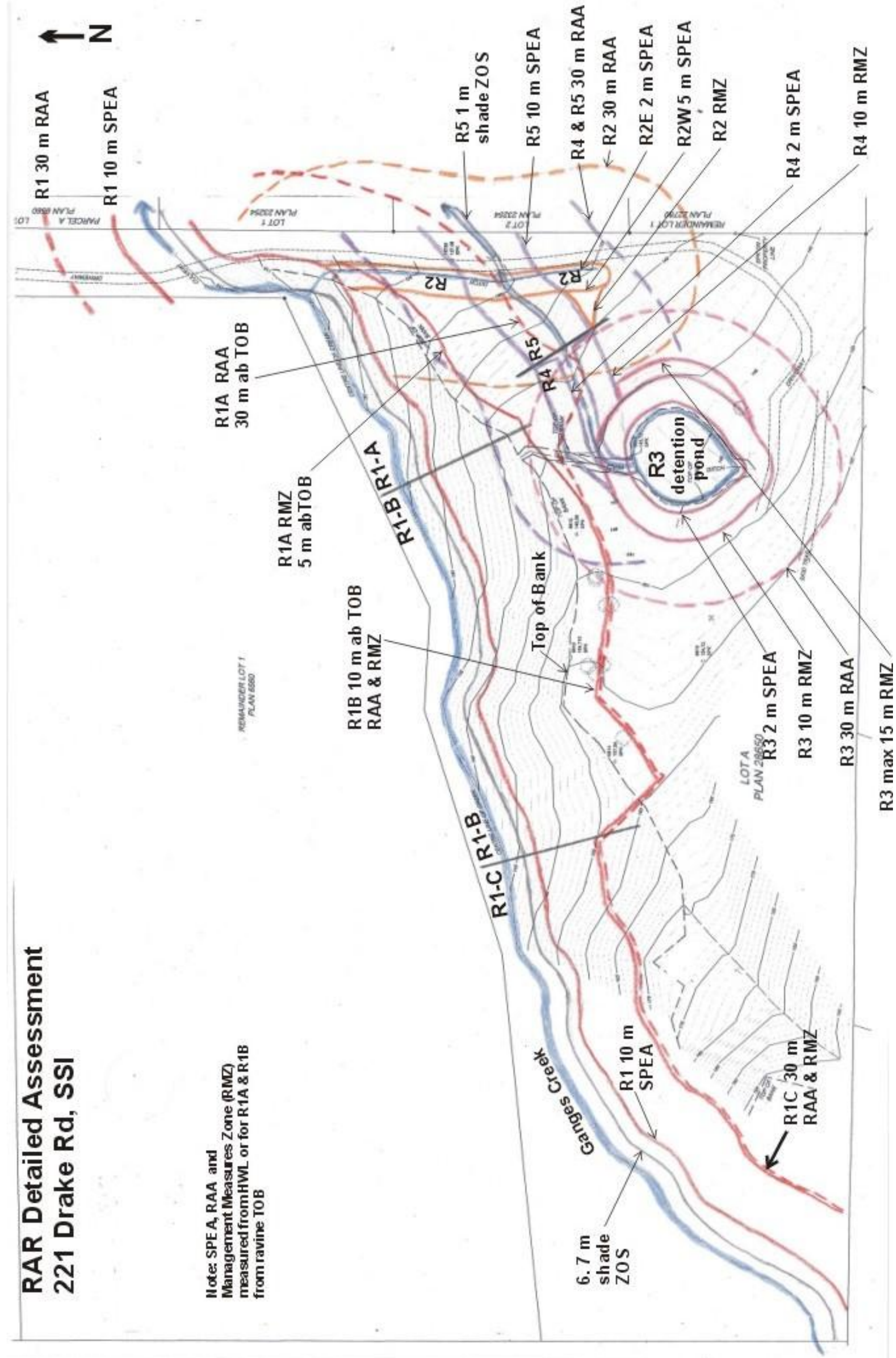
I, David D Gooding PEng, hereby certify that:

q) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
r) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos;
s) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
t) In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation.

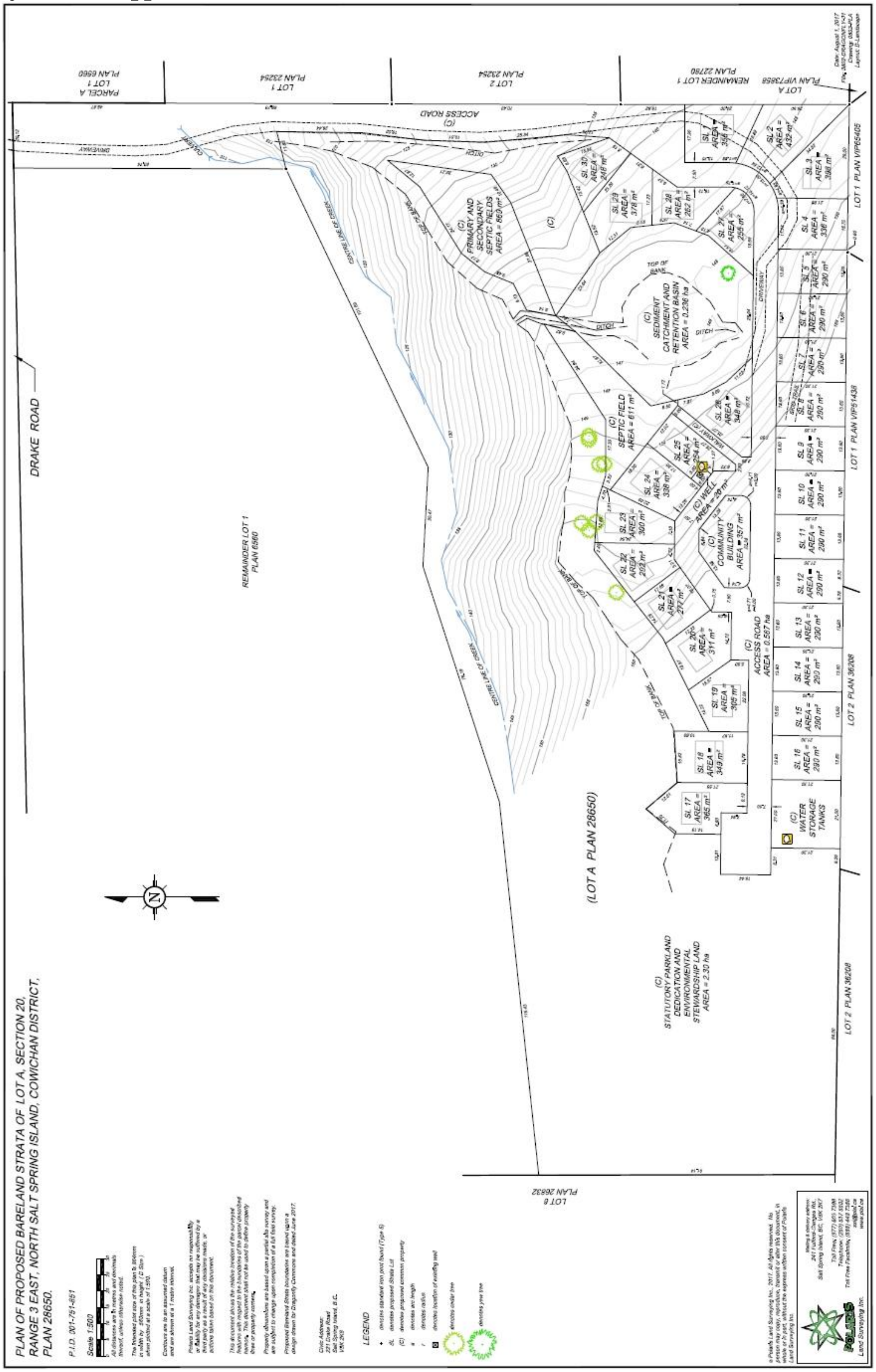
Comments

The existing natural channel in the swale only exists for the lower 20 m above the driveway ditch, where fed by seepage from uphill both from high seasonal groundwater to the south, and seepage from pond infiltration to the west. Width measurements were taken at 2 m intervals. No step pool morphology is apparent, only a narrow shallow alluvial channel of varying width. Prior to the driveway's construction 20 to 30 years ago, and the ditch's diversion of surface and shallow groundwater flows to the north and directly to Ganges Creek mainstem, surface and groundwater flow from this swale continued NE in a gulley and took a slower route to the creek. A culvert will be installed across the driveway and a portion of flows from the swale and upstream ditch will be returned to its original flow path. The deepening swale downstream of the culvert on the east side of the driveway is included in this reach.

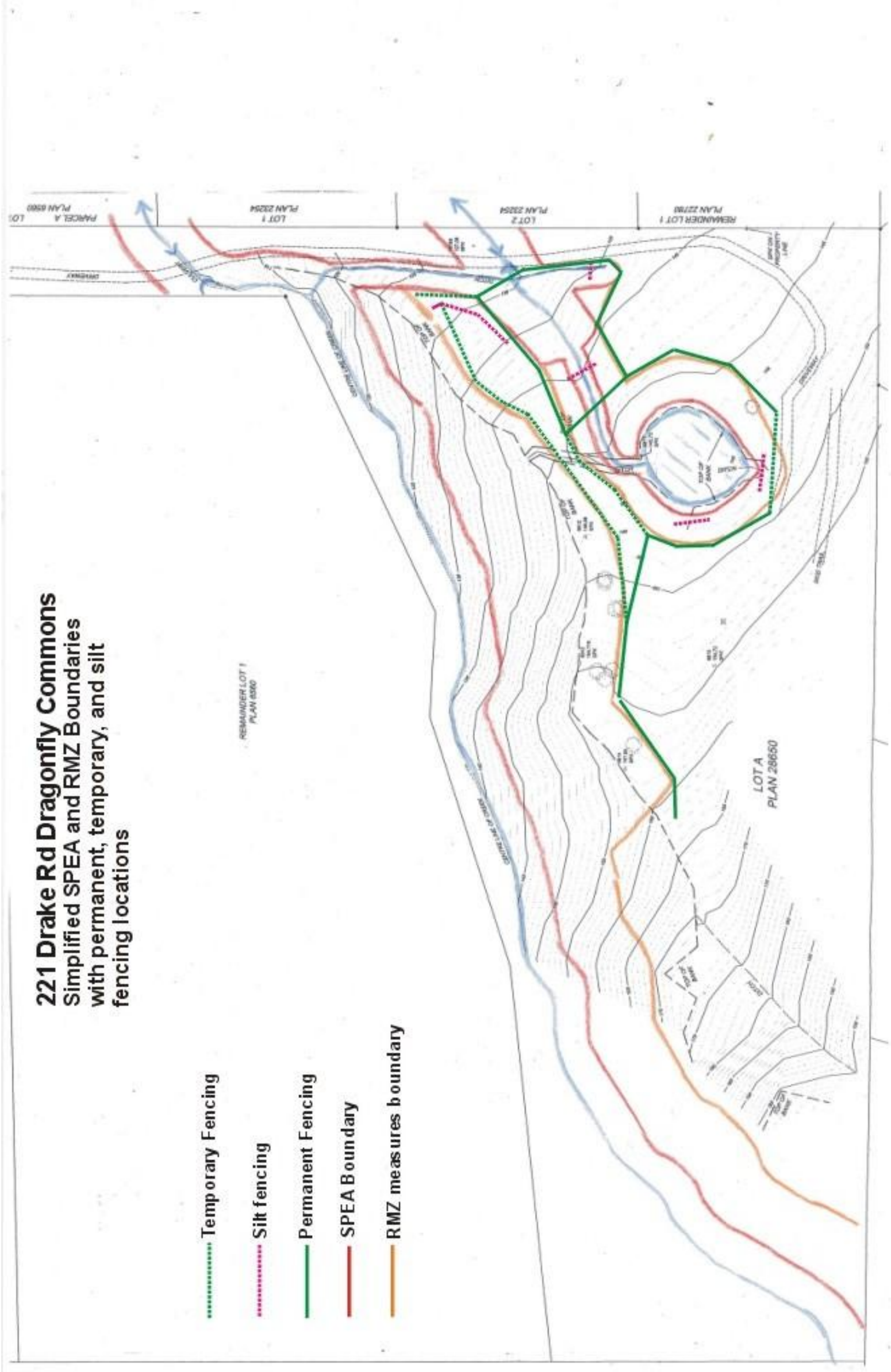
Section 3: Site plan 1 RAR detailed assessment



Site Plan 2 Lot layout with approximate SPEA and RMZ boundaries



Site Plan 3 Permanent, temporary and silt control fencing



Section 4. Measures to Protect and Maintain the SPEA

1. Danger Trees	There are 3 or 4 small alder (<5" dia) leaning over the driveway from the ditch R2 SPEA which will have to be felled onto the driveway for safety and access space for pre-fab units. However, the understory conifers and shrub provide the main protection for R2 (see photo 8) and impact on protection of R2 will be minimal. There are no other obvious danger trees within the remaining SPEAs or management zones for measures to protect the SPEA.
I, David D Gooding P.Eng. , hereby certify that: u) I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*; v) I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos ; w) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
2. Windthrow	Clearing for development should create no increase in windthrow exposure for trees in the ravine (R1). While the buffer strip along the top of bank of the ravine, and the smaller trees around the pond R3 will have slightly increased exposure, roots are in firm ground, and increased risk is minimal. The upper driveway ditch R2 will have no increased exposure, however the north side of the swale R5 SPEA will be slightly more exposed by clearing of the septic field, and soils in the swale are moister, with some of the larger alders (up to 8 " dia) leaning. Windthrow from that SPEA is unlikely to reach any residence, and would have little impact on the septic field. Any windthrow within this fenced SPEA should be left in the SPEA, with only the necessary section moved if the windfall is significantly adversely affecting drainage.
I, David D Gooding P.Eng. , hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos ; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation	
d. Slope Stability	There are no significant indicators of slope instability on the ravine slopes, other than the erosion of a channel down the slope to the creek from the constructed outflow from the excavated pond. No trees will be felled within the ravine, and no developments are proposed for the north side of the ravine. A 5 to 10 m buffer strip along the south side of the top of bank of the ravine will be protected from tree removal or excavation to further protect slope stability. An additional 5 m no tree or brush cutting management measures zone is added to the protected area on the east side of the pond R3 to protect slope stability on the steeper downslope side of the excavated pond.
I, David D Gooding P.Eng. , hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer	

Fernando Dos Santos (*name of developer*) ;
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation

e. Protection of Trees	Trees within the Ganges Creek R1 SPEA are well protected by the upslope trees and relatively steep sides of the ravine. The upslope trees, and trees along the top of bank of the ravine which protect the slope, are protected by the 5 to 10 m buffer strip discussed in d. Slope Stability above. Temporary fencing during construction will be erected 2 m outside of the R1 buffer strip to protect trees and their roots. Temporary fencing will also be erected 1 m outside the boundary of the detention pond R3 management measures zone during construction, and along the north side of the swale R5 10 m SPEA during septic field construction.

I, David D Gooding P.Eng. , hereby certify that:
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos ;
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation

d. Encroachment	For Reach 1 Ganges Cr the SPEA boundary along the development is midslope in a steep (50 to 60%) ravine, discouraging any access to the SPEA. A permanent fence will be built around the swale R5 10 m SPEA and management zone, to extend up the swale to include the outlets for drainage from the detention pond and the SE corner of the property. Lower swale fencing to include the uphill ditch R2 and seepages on the steeper slope between the upper R2 and the swale. The lower R2 driveway ditch is thick young conifer along the driveway which will discourage entry, with foot traffic through the SPEA directed to the (existing grandfathered) footpath along the bench, approximately 2 m back from the edge of the R1 ravine. The detention pond R3 is steep sided, and for both safety and to prevent erosion along the bank a permanent fence will be built 2 m back from the top of bank at the SPEA boundary. Permanent fencing will also be erected along the boundary of the detention pond's management measures zone in locations where it meets strata lots. Fencing is marked on the site plan 3.

I, David D Gooding P.Eng. , hereby certify that:
a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos (*name of developer*) ;
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation

e. Sediment and Erosion Control	The majority of stormwater from the development area is channeled through the detention basin, which will also act as a sediment settlement basin. Land contours for the proposed areas of ground disturbance all channel down either the existing vegetated driveway ditch or the swale. Sediment filter fencing will be constructed at potential inflow

	locations around the detention pond, near the top of the ditch R2 and the swale alluvial channel R4, and along the down slope side of septic field construction, above the lower ditch R2 SPEA, prior to ground disturbance in those areas. Native grasses will be planted on all disturbed ground as soon as possible after construction. Silt fencing will be maintained until grasses are established. See site plan 3 for locations.

I, David D Gooding P.Eng.   , hereby certify that:

a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos   ;
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation

d. Stormwater Management	A stormwater management report “Dragonfly Stormwater Drainage.pdf” is submitted separately

I, David D Gooding P.Eng.   , hereby certify that:

a. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos   ;
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation

e. Floodplain Concerns (highly mobile channel)	Ganges Creek channel is within a deep ravine, 10 to 25 m below any developments, and is confined. The swale downhill of the detention pond which will carry flows is more than adequate to convey all flows without flood impacts to developments.

I, David D Gooding P.Eng.   , hereby certify that:

f. I am a qualified environmental professional, as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
g. I am qualified to carry out this part of the assessment of the development proposal made by the developer Fernando Dos Santos   ;
h. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation

Section 5. Environmental Monitoring

During the wet season of 2017-18 prior to construction the environmental monitor will monitor water levels in the detention pond before, during and after rainfall events to determine the existing drawdown from infiltration out of the detention pond, to assist in determination of a final design for the drawdown outlet structure.

Prior to construction, monitor will oversee placement and construction of siltation fencing and temporary tree protection fencing. For the section of silt fencing below the septic field, above the ditch R2 SPEA, silt fencing should be installed after falling of trees but prior to earthworks. Monitor will confirm revegetation prior to removal of silt fencing.

Prior to pouring of concrete foundations, monitor will be informed of the proposed schedule and locations of pours, to determine whether there is a risk of runoff from the sites, during the pour and first 48 hrs of curing, entering Ganges Creek. While there is no significant risk of this occurring for the western or central lots, the lots around and in the higher groundwater and more direct flow path portion of the development in the SE corner of the property will need to have runoff diversion or pumping established prior to pour, and a ‘no rain’ weather forecast for the two days following the pours.

Monitor will oversee placement and confirm completion of permanent fencing, and any pathways within the management measures zones. Monitor will consult with hydrologist to assist with setting operational settings and procedures for both the flow split structure at the ditch R2 swale R5 confluence, and the outflow drawdown structure from the excavated pond R3, are operating in a manner to reduce the peaks of stormwater from the property, and augment low flows in Ganges as much as possible. Monitor will confirm that adjustments and an operational manual are completed.

A final report from the environmental monitor is required upon completion of construction and revegetation of grasses is established.

Section 6. Photos

Photo 1: Ganges Creek outfall from driveway culvert near east boundary

Photo 2: Ganges Creek R1 seasonal flow in ravine

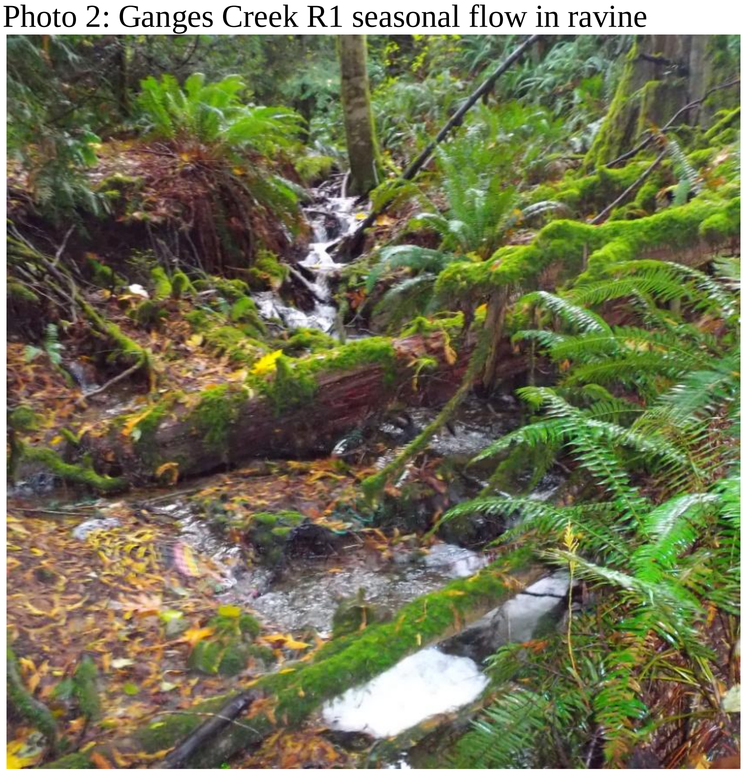


Photo 3: Excavated pond near natural low water level

Photo 4: Current pond outflow ditch

Photo 5: Erosion under stump and down ravine slope from pond outflow ditch

Photo 6: Proposed route to swale for new pond outflow ditch bottom to mid center

Photo 7: Swale channel near bottom end of swale

Photo 8: small alder on left side leaning over road from ditch R2 above swale confluence SPEA, with conifer understory

Photo 9: Outfall of ditch R2 to Ganges Creek

Section 7. Professional Opinion

Assessment Report Professional Opinion on the Development Proposal's riparian area.

Date 2017-08-20

1.I/We David D Gooding PEng

Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.)

hereby certify that:

a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Regulation made under the *Fish Protection Act*;
b) I am/We are qualified to carry out the assessment of the proposal made by the developer Fernando Dos Santos , which proposal is described in section 3 of this Assessment Report (the "development proposal"),
c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
d) In carrying out my/our assessment of the development proposal, I have/We have followed the assessment methods set out in the Schedule to the Riparian Areas Regulation; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

a) [ ] if the development is implemented as proposed by the development proposal there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed, **OR**

(Note: include local government flex letter, DFO Letter of Advice, or description of how DFO local variance protocol is being addressed)

b) [X] if the streamside protection and enhancement areas identified in this Assessment Report are protected from the development proposed by the development proposal and the measures identified in this Assessment Report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area in which the development is proposed.

[NOTE: "qualified environmental professional" means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if
(a) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association,
(b) the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and
(c) the individual is acting within that individual's area of expertise.]

Archaeological Assessment and Historical Context for Lot A, Section 20, Range 3 East, North Salt Spring Island, Cowichan District.

by Chris Arnett, PhD

Archaeologist, Ethnohistorian and Heritage Consultant
460 Walker's Hook Road, Salt Spring Island V8K 1N7
email: chrisarnett@shaw.ca
cel: 604-838-1597

Figure 1. **Lot A Section 20, Range 3 (outlined in yellow) showing areas of archaeological potential (light brown squares).**

This report was prepared for Fernando and Tami Dos Santos to give an archaeological assessment and historical perspective of Lot A (Plan 28650) a subdivision of Section 20, Range 3 East Salt Spring Island, the proposed site of Dragonfly Commons at 221` Drake Road (Figure 1).

Salt Spring Island has evidence of human occupation dating back 4,000 years and possibly more. [1] Despite its size and the number of archaeological sites very little work has been done on the island to gain a proper understanding of the past. Coastal sites (shell middens, burials, clam gardens, etc) are numerous and while inland areas of Salt Spring Island are less likely to have substantial archaeological remains they do occur. At least 6 inland shell middens have been identified at elevations equal and greater to that of the subject property. Other cultural remains such as cairns, culturally modified trees and isolated finds of lithics (stone tools and/or remnants of their manufacture) may also be encountered in remote inland areas.

Ganges Harbour was utilized over the millennia by First Nations people from different language and family groups, who either lived in established villages on Ganges Harbour or came seasonally from off island villages to access the rich maritime resources of herring, sea mammals, waterfowl and shellfish and no doubt inland resources of land mammals, particularly deer and elk, and various flora including cedar and other tree resources, as well as food and medicinal plants.[2]

Lot A, Section 20 occupies a steep forested topography of deep colluvial deposits of coarse textured outwash material (glacial til) with a 24 m deep ravine that cuts across the north half of the property. The latter forms a natural travel corridor from lower elevations (Figure 1). With the increase in elevation a series of waterfalls occurs in the wetter seasons. Water is observed in pools only in the creek bed in July.

The vegetation of Lot A, Section 20 is typical of Coastal Douglas Douglas Fir Biotic zone with many species represented. Of note is a large yew tree located at 146 m elevation in the southwest corner of the property. Other large cedars and occasional large firs are also present towards the steeper western perimeter. The area has been selectively logged and burned in the past (see historical section below). Various stumps and logging roads are evident particularly in the ravine (Figure 2). Variability in the

[1] Kahn 1998:17-18.

[2] Henry Edwards, Irene Griffiths, personal communication. Rozen,1985. One village site is located at Churchill beach (DfRu-4). Another settlement which lasted up to at least 1860, was located at the head of the harbour (DfRu-3) and was visited by the Anglican Bishop Hills, on September 3 of that year (Bradshaw,1996:223). Permanent villages came and went over the millennia. The full extent of pre-contact population centres on Salt Spring Island is poorly known.

stumps is indicative of different logging technologies over time. Stumps of larger older trees show spring board notches suggesting that they were logged from the late 19th century into the 1930's. Later logging activity is identifiable by shorter stumps, generally 1 meter high, cut with two man powersaws. Logging activity may have effectively erased or impacted any indigenous cultural features.

Figure 2. Historic logging on Lot A. Cedar stump 30 cm diameter with cable mark. Shows evidence of burning (upper left). Douglas fir stump 130 cm diameter at edge of ravine(upper right). Logging road with campsite rock pile and table (lower left). Large cedar stump 160 cm diameter with springboard notch on edge of creek in ravine (lower right).

A large alder grove flourishes in the wet lower slopes of the property. An artificial pond and drainage ditch to drain the upper level land is located at the approximate centre of the property (Figure 3). To the immediate south east of the pond an area has been cleared and excavated for a driveway, well-head and the eventual construction of Dragonfly Commons residences (Figure 4).

Due to the nature of the terrain it is expected that Lot A, Section 20 would have a low probability of archaeological sites. However, the ravine at the north edge of the property may have provided access from the shoreline to this area or other areas inland. The creek and particularly the "falls" at one time may have been of special interest (as a bathing area) to the seashore residents of Shiya'hwt, the Hul'qumi'num' name for Ganges.

.

Figure 3. Artificial pond. Drainage ditch leads from pond north to the edge of the ravine

Figure 4 Area cleared for well head. Note colluvial deposits.

On July 22 and August 5, 2017 the footprint of the development and surrounding areas were surveyed on foot for evidence of archaeological materials. These areas included those suggested by the Archaeology Branch as having archaeological potential (See Figure 1). In addition, the entire exposed creek bed (a potential travel corridor and artifact location) was examined from the northeast entrance of the drainage ditch outlet to the northwest corner of the property—an area known as “the falls”. The upper edge of the ravine was also surveyed. Careful attention was made to logged cedar stumps to determine if they were culturally modified (bark-stripped) in the past.

Examination of 60 meters of exposed colluvial strata along the south edge of the driveway and well- head area inside the development footprint showed no evidence of indigenous cultural features (Figure 4). Concentrations of rock were noted and determined to be a product of campsite clearings or hearths (Figure 2 lower left and Figure 5) by resident “homeless” people who have lived on the lot for a number of years. A weathered cow skull, various rocks and other objects were collected and placed by unknown persons on a cedar stump in the same vicinity (Figure 6). Cattle lived on the property in the late 1890's when it was known as the Tolson Ranch (see below). The cattle remains may date from this time period.

Figure 5. Rock hearth, southeast corner of Lot A.

Figure 6. Fragments of cattle skull and other unidentified bones arranged on cedar stump.

Three percolation tests made by a backhoe on the northeast side of the pond allowed examination of subsurface areas in the future waste disposal area (Figure 7) in the alder grove. Careful attention was paid to the shallow topsoil deposits of these excavations. No indigenous cultural materials were encountered.

Figure 7. Percolation test northeast of the pond in septic field showing young alder forest, topsoil and colluvial deposits.

While no items of archaeological significance were identified on Lot A, Section 20, this does not mean that native people did not use the space. Ideally one keeps an eye out in developing land anywhere on Salt Spring Island where people have lived for at least 4,000 years and probably longer.

Some cultural background to Section 20

Prior to colonization by non-native settlers in late 1859-60, the forests and shorelines surrounding Ganges Harbour were accessed by various First Nations families including Sencoten-speaking people from the Saanich Peninsula, and Hul’q’umi’num’ – speaking people from East Vancouver Island, Valdez Island (Lyackson) and Penelakut Island for at least 5,000 years and possibly more. The commercial center of Ganges, particularly Mouat's Home Hardware, Grace Point Square, and Fulford - Ganges Road to the base of Ganges Hill, overlays a large and registered archaeological site (DfRu- 9) consisting of a large shell midden (stl'ulnup "ancient ground") and burial sites (shmukw'elu). This area is known as Shiya'hwt which means "be cautious of it " possibly in reference to a two headed snake (sinulqi) that lived at the head of the harbor (Jenness 1934). Indigenous people related to Hul'qumi'num and Sencoten (Saanich) lived on the site into the 1860's. According to contemporary Sencoten –speaking people, Shiya'hwt has special significance as an ancient Sencoten population centre.[3] A number of two thousand year old burials and ceremonial roasting features were recovered recently in Ganges with new development on the old village site. Grace Islet was the burial ground of this village for at least 2,000 years as well.

Extensive fire-cracked rock is scattered along the beach in the inter-tidal zone at the base of Ganges Hill and evidence of midden material extends from the high tide mark to the road. This portion of the DfRu-9 midden is probably associated with one end of an overland canoe route that connected Ganges Harbour with Booth Canal. People from Penelakut (formerly Kuper) Island utilized an overland "canoe-skid" from the head of Booth Inlet that followed Okano Creek, through the site of the present-day Hydro station on Atkins Road, and continued parallel north of present day Rainbow Road before heading east parallel to Seaview Road through what is now Ganges Creek into Ganges Harbour. Inland traces of this canoe skid, including remnants of cedar logs over which the canoes were skidded, were visible into the 1930's[4]

In 1859 the 10 year old colonial government of Vancouver Island authorized non-native settlers to occupy portions of Salt Spring Island including Ganges Harbour, without formal agreements with First Nations leaders.[5] This is not to imply that there were no informal agreements as settlers were, by and large, unmolested , save for occasional "thefts" of their crops or use of their occupied "pre-emptions." The 1859 land system initiated by the Colonial government was designed to allow non-native males of

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[3] Earl Claxton Sr., personal communication

[4] Henry Edwards, personal communication

[5] Arnett,1999

limited means to acquire land.[6] The pre-emption system was a three-part process by which a prospective landowner could take up an area of up to 150 acres of un-surveyed land or 200 acres if married. Applications were to be accompanied by descriptions of the land and once surveyed the settler had three years in which to pay $1.25 per acre for the price of the survey. If the settler could demonstrate two years of occupation and improvements to the value of fifty cents an acre, through clearing, fencing and the construction of buildings, he would be issued a “certificate of improvement”. After this the settler would be allowed to mortgage, transfer, or purchase his land at a special price of approximately $2.50 per acre. The emphasis was on occupation. If the prospective settler vacated his property for two months his claim was denied and passed on to another.

After 1870 improvements had to made to the amount of $2.50 per acre and the settler had to occupy the land himself as opposed to the earlier edict in which he might appoint someone else to occupy the claim. Purchase price after improvement dropped to $1.00 per acre and a crown grant of full ownership obtained after all surveying and other fees paid.

Portions of Salt Spring Island were informally surveyed in 1859-1860 by John Tait who produced a rough map showing the approximate locations of the 200 acre sections taken up by various settlers in what became known as the Ganges Harbour Settlement.[7] The two hundred acre sections were arranged vertically on a north south oriented map in adjacent ranges marked east and west across the center of the island. Section 20, Range 3 East, the subject of this report, formed part of the 200 acre claim of a J. Dunlevy. Present-day Drake Road formed the north boundary of this section. Little is known of Dunlevy and it is likely that he, in common with the majority of persons who pre-empted land at this time, never fulfilled the obligation of the pre-emption system. By 1861 his name disappears from the records. He may have never occupied the land.

Of the 153 pre-emptions recorded for Salt Spring Island in 1859, 147 were abandoned within a short time.[8] Nevertheless, despite a large turnover of pre-emptors, the Ganges Harbour Settlement, by April 1863, boasted “eighteen occupied claims, well-

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[6] Following summary based on Sandwell, 2005:28-30

[7] See Arnett,1999:80

[8] Sandwell, 1997:346

cleared and skillfully worked" with a population of "twenty-four persons."[9] There is no record for anyone on Section 20 at this time although the neighbouring lots of Section 1, Ranges 2 and 3 East were occupied by "a coloured person", Mr.George Richardson , whose 200 acre claim (Section 1 ,Ranges 2 and 3 East) was bordered by Drake Road to the south, and Rainbow Road to the north, and included most of the the present site of the town of Ganges.[10] The Anglican Bishop George Hills, who visited Richardson's claim in September, 1860, reported that Richardson had "shown great diligence & is successfully overcoming the land. Several acres showed abundant crops."[11]

Section 20, Range 3 East, is historically significant for being part of "The Ranch" a property which for a short time between 1890 and 1903 encompassed up to 300 acres, including Sections 1, Ranges 3 and 4 East, Section 20, Ranges 3 and 4 East, and Section 19, Range 4 East including most of what would become the town of Ganges. [12]

In 1888 the Tolson brothers, John and Charles arrived on Salt Spring Island from England, followed a year later by their 19 year old sibling, Leonard. [13]Originally from Yorkshire, their father and uncle leased cotton mills from the Peels, siblings of the first Sir Robert Peel. Their father died in 1876 leaving a widow and 10 children who established themselves in a family home "Tasely" in Staffordshire. John returned to England but Charles remained and acquired 160 acres of Section 1 range 3 and 4 east, where he lived in "the old log house that stood in the middle of the orchard", possibly George Richardson's original cabin. In 1890 Charles pre-empted adjacent Sections 19 and 20 Range 4 East and "the north thirteen (13) chains of Section 20, Range 3 East,"

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[9] The British Colonist, Victoria, April 10, 1863

[10] Bradshaw,1996:224,The British Colonist, May 8, 1861. Richardson stayed on his claim until at least 1863 (British Colonist, May 20, 1863). During the "war" with the Lamalchi First Nation of Kuper Island in 1863, Richardson reported "that the Indians told him and other settlers that the Lamalchas would come and secret themselves in the bush and shoot them while they were at work."(British Colonist, May 20, 1863)

[11] Bradshaw,1996:224

[12] See Wilson,1895:8 for original acreage estimate of Tolson holdings.. See Toynbee,1978:90 for photo of Tolson ranch,c irca 1900.

[13] The following information is gleaned from the Tolson family file in the Salt Spring Island Archives, The file contains notes by Nora Nixon, daughter of Leonard Tolson, a manuscript by Leonard Tolson, entitled "Salt Spring Early Days" and "To Nora, Margaret, Edith, and Others", as well as various land records, indenture statements, etc. This file is an excellent resource for further research on the Tolson family. See also Tolson references in Kahn, 1999

purchasing the land and receiving a Crown Grant on December 28, 1894.[14] Charles, and his brother Leonard settled into a life of mixed farming, tending orchards, livestock, and poultry unencumbered, thanks to monthly payments from home, by the desperate need to make a living by farming. Most of the bottom land fronting Ganges Harbour was cleared while the north-facing forest, save for selective logging by Charles Horel in the late 1880's, remaining largely forested. With the help of Charles Beddis, the Tolsons built a proper house later to become the Formby House school and eventually Goodman's funeral home, on Jackson Avenue.[15]

With the death of their father's brother, Joseph, in 1895, the family inherited a fortune. In September 1895 Charles married Evelyn, the daughter of the well-known Reverend E. Wilson. They lived on the only house, known as "The Ranch", sequestered on their extensive 300 acre holdings. Leonard's portion of the inheritance allowed him to purchase the Section 1 property from his brother in 1897 .As Leonard later recalled, "That money enabled me to buy my brother's farm at Salt Spring and have a trip around the world." Charles and his wife moved to Victoria only to return the following year to take up residence on his remaining acreage of Sections 19 and 20, Range 3 East where, in 1898, they built a home which stood until the mid 90's in decayed condition on the waterfront side of Ganges Hill uphill from the entrance to Drake Road.[16] Charles became sick with TB and returned to England where he died on December 20, 1899.

Leonard continued the life of a country gentleman farmer employing Japanese workers, one of whom, while Tolson was away, "spent the night on the roof with a bucket of water because there was a forest fire nearby."

Within a few years he tired of the life-style: "I began to realize," he later wrote." That with $6,000 invested something was wrong with the works. The only advantage was cheap living –milk, eggs, butter, vegetables, fruit cost nothing, and as I was quite a good shot, we seldom had to buy meet." In 1903 Leonard sold "the Ranch"(Section 1 Ranges 3 and 4 East) to Arthur Ward, and Sections 19 and 20 Ranges 3 and 4 to Reid Bittancourt and George Baradaile who occupied Charles Tolson's home on Ganges Hill. Leonard kept three acres and a cabin at the base of Ganges Hill below Charles' house

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[14] See Tolson Family File, Salt Spring Island Archives.

[15]Beth Hill et al, 1983:45-46, Toynbee,1978:90, Kahn,1999:238

[16] John and Leonard Tolson sold this house and property to George Boradaille , in 1904 (Hill et al, 1983:47-48)

and left for Jersey, Channel Islands in 1903 where he began a teaching career. Reverend Wilson “begged” him to return to Salt Spring to open a school. They returned in 1906 and moved into the cottage while their new home, Fair Acres, later Fernhill, was being built on the waterfront at the base of Ganges Hill. The week before their return, Edward Cartwright had opened a school with seventeen pupils just down the road in a shed at the recently built Ganges Creamery (now Embe Bakery). Undaunted, Leonard opened the “Ganges Private School” with two boys, his daughter Nora and another girl cousin. The school remained open until 1917.

In 1912 Arthur Ward, subdivided the land bought from Leonard Tolson and sold all the lots within a year. These properties formed the nucleus of the Ganges Townsite. The site for the aforementioned Creamery was purchased from Arthur Ward in 1903 for $100 by the recently established Salt Spring island Creamery Association. It was in full operation by February,1904. In 1912 Arthur Drake took over the operation of the Creamery and ran it for the next 37 years. He married Lydia Mouat and they lived in the first house on the right on what became known as Drake Road directly above the Creamery where Arthur worked for so many years.

The archaeological assessment identified several cedar and douglas fir stumps with springboard notches (see Figure 2, lower right) indicating that they were logged using springboards and crosscut saws, the common method of falling trees prior to the gradual introduction of gasoline-driven power saws in the 1940’s.[17] Springboards were four foot long fir boards with a metal sleeve on one end that was inserted into a rectangular hole chopped from the trunk of the tree two or more feet above the ground. The faller was thus able to fall the tree by standing on the springboard above the undergrowth and, using cross-cut saws, cut the tree above the “swell” of the trunk to produce a uniform log.

Bob Rush, a knowledgeable old timer, states that back in the 30's the upland portions of Section 20 was “mature forest" and was logged approximately 1937-39 by either a Mr. Campbell or Mr. Seymour. He adds that the forest was not clear-cut, but selectively logged according to an island custom of taking only what was necessary according to the needs of the owners. Of course, these “needs” varied over the years

[17] Arnett et al, 1990:140

according to the individuals.It is likely that the area was logged selectively and in clearcut patches by various owners over the last century beginning with the Tolsons. As Bob Rush recalls, Drake Road, during the 1930's and 1940's, beyond what is now the RC church, was "just a skid road" for logs.

Aside from the significance of the property being on the periphery of important First Nation settlements and activities associated with Shiya'hwt (Ganges), Lot A, Section 20, Range 3 East is perhaps most historically significant for being part of the original Ganges Harbour Settlement of 1859 and, later, the historic Tolson "ranch" which, upon its subdivision between 1903 and 1912, by new owner Arthur Ward, formed the nucleus of the present-day town of Ganges. It is interesting to note, as well, that, over the years, at least four private schools, Leonard Tolson's Ganges Private School,(later Nicholl's Gulf Island School for Girls), Edward Cartwright's 17 pupil school in the Creamery shed, and the Formby House School on Jackson Avenue, and the Phoenix Alternative School all operated within the boundaries of the old Tolson properties.

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Tolson Family File, Salt Spring Island Archive

REQUEST FOR DECISION

To: **Trust Fund Board** | **For the Meeting of:** April 3, 2018

From: **Jennifer Eliason** | **Date Prepared:** March 19, 2018

SUBJECT: **Amending Trust Fund Board Meeting Procedures Bylaw, 2004**

RECOMENDATION:
That Trust Fund Board Bylaw No. 2, cited as "Trust Fund Board Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2018" be approved.

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1 **PURPOSE:** To update Trust Fund Board Meeting Procedures Bylaw, 2004 to allow for more flexibility for trustees to attend meetings electronically and to further clarify procedures for electronic meeting attendance.

2 **BACKGROUND:** Trust Fund Board Meeting Procedures Bylaw, 2004 was updated in 2010 to allow limited electronic meeting attendance. The Trust Fund Board has expressed an interest in removing some of the limitations around electronic meeting attendance, while maintaining a preference for in-person meeting whenever possible. Other housekeeping and corrective amendments are proposed as well.

The Trust Fund Board gave the amendment bylaw first, second and third reading at its January 30, 2018 meeting.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The bylaw amendments would provide the ability for board members to participate in Trust Fund Board meetings electronically with fewer restrictions. Improved facilities for videoconferencing are pending, and will make electronic participation by board members more workable.

FINANCIAL: Electronic meeting attendance does reduce the travel costs associated with Trust Fund Board meetings. However, these bylaw amendments are not being proposed as a cost saving measure.

POLICY: The proposed bylaw changes are consistent with existing policies and regulation.

IMPLEMENTATION/COMMUNICATIONS: Staff would prepare a Request for Decision for the Trust Fund Board to consider final adoption of Amendment Bylaw No. 1 at the April 3, 2018 meeting (or by RWM if the TFB determines there is urgency to adopting the amendment bylaw).

FIRST NATIONS: None.

OTHER: The proposed amendments regarding electronic meeting attendance (sec. 10) are generally consistent with other units of the Trust but offer slightly more flexibility.

4 **RELEVANT POLICY(S):**
Islands Trust Act, Islands Trust Electronic Meeting Regulation
Local Government Act s.225

5 **ATTACHMENT(S):**
1. A Bylaw to Amend Trust Fund Board Meeting Procedures Bylaw, 2004
2. Amended Trust Fund Board Meeting Procedures Bylaw, 2004(markup)

RESPONSE OPTIONS

Recommendation: That the Trust Fund Board approve the amendment bylaw.

Alternative: That the Trust Fund Board request further amendments
That the Trust Fund Board choose to leave the bylaw as is, without amendments.

Prepared By: Jennifer Eliason, Manager, Islands Trust Fund

PROPOSED

TRUST FUND BOARD
BYLAW NO. 2

A Bylaw to Amend the
Trust Fund Board Meeting Procedures Bylaw, 2004

The Trust Fund Board, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. Trust Fund Board Meeting Procedure Bylaw, 2004, is amended as follows:

1.1 By deleting section 2.1, and replacing it with the following:
"2.1 The first regular Board meeting of each calendar year shall be held in January."

1.2 By deleting section 2.2, and replacing it with the following:
"2.2 At the last regular meeting of each calendar year, the Board shall establish the schedule of the date, time and place of regular Board meetings for the following calendar year, scheduling six meetings spread evenly over the year (e.g. January, March, May, July, September, and November), and the meeting schedule and any revision to the schedule shall be posted at the places specified in Part 9 of this bylaw."

1.3 By deleting "10" and replace it with "9" in Section 4.2 (b).

1.4 By deleting the second sentence in Section 5.1.

1.5 By deleting section 5.2 and replacing it with the following:
"5.2 If there is a quorum of the Board but the Chair is not present within 15 minutes of the scheduled meeting starting time, the Islands Trust Fund Manager must call the meeting to order and by resolution the Board must appoint a trustee to act as Chair for that meeting until the Chair arrives. The Acting Chair of a meeting has the powers and duties of the Chair in respect of that meeting until the Chair arrives."

1.6 By deleting Section 5.4 (c) and replacing it with the following:
"5.4 (c) be provided to each trustee electronically at least seven (7) days before the scheduled meeting date."

1.7 By deleting section 8.12 and replacing it with the following:
"8.12 Each trustee voting on a question must do so by raising his or her hand, or by yeas and nays if attending the meeting by phone/teleconference."

1.8 By replacing the word "member" with the word "trustee" in all instances in section 8.14.

1.9 By deleting section 10.1 and replacing it with the following:
"10.1 (a) An individual trustee of the Board who is not able to be at the physical location of a Trust Fund Board regular meeting due to special circumstances may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.

(b) An individual member trustee of the Trust Fund Board may not participate by means of electronic communication facilities in:

(i) two consecutive regular meetings of the Trust Fund Board, or

(ii) more than three regular meetings of the Trust Fund Board in one calendar year.

(c) The Trust Fund Board may waive the restrictions in 10.1 (b) by unanimous resolution, provide the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

(d) A special Trust Fund Board meeting may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the trustees of the Board have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements."

1.10 By adding the following new sections after 10.2:

"10.3 Where a trustee of the Trust Fund Board is participating in a meeting electronically, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.

10.4 If communication is lost to one or more electronic participants during a meeting:

(a) the affected participants will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting, and this will be recorded in the minutes;

(b) if there is not a quorum, the Trust Fund Board Chair or person presiding will call a recess until the link is reestablished; and

(c) if, after 30 minutes, a link cannot be reestablished and there is not a quorum of the Trust Fund Board, the meeting will be deemed adjourned and the remaining items for discussion at the time of loss of communication will be added to the next Trust Fund Board meeting agenda.

10.5 The costs of electronic participation in a Trust Fund Board (or Trust Fund Board Committee) meeting will be borne by the Islands Trust Fund if the trustee is participating from a location within Canada or has otherwise received the approval of the majority of the Trust Fund Board."

Citation
This bylaw may be cited for all purposes as "Trust Fund Board Meeting Procedures Bylaw, 2004, Amendment No. 1 2018"

READ A FIRST TIME THIS	30	DAY OF	JANUARY	, 2018
READ A SECOND TIME THIS	30	DAY OF	JANUARY	, 2018
READ A THIRD TIME THIS	30	DAY OF	JANUARY	, 2018
APPROVED BY THE TRUST FUND BOARD THIS	4	DAY OF	APRIL	, 2018
ADOPTED THIS	4	DAY OF	APRIL	, 2018

CHAIRPERSON

SECRETARY

TRUST FUND BOARD

BYLAW NO. 1

A Bylaw to Regulate the Meetings of the Trust Fund Board

Adopted May 14th, 2004
Revised May 13th, 2010
Revised April 3, 2018

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TRUST FUND BOARD

BYLAW NO. 1

****
A Bylaw to Regulate the Meetings of the Trust Fund Board
****

The Trust Fund Board, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

PART 1 - INTERPRETATION

Definitions

1.1 In this bylaw

"Act" means the *Islands Trust Act*;

"Chair" means the Chair of the Trust Fund Board;

"Board" means the board of trustees constituted as the Trust Fund Board as provided in Part 6 of the Act;

"improper conduct" includes conduct which obstructs the deliberations of the Board, or statements considered by the Chair or person presiding as defamatory or profane;

"meeting" means the assembly of trustees as duly constituted under Parts 2 and 3 and called to order by the Chair in accordance with Part 6;

"point of order" means an interruption of the debate or proceedings, during a meeting of the Board, with an inquiry whether something being said or done is in or out of order according to a statute, this bylaw or rules referred to in this bylaw;

"point of privilege" means an interruption of the debate or proceedings, during a meeting of the Board, with an inquiry respecting privilege under Section 7.5 of this bylaw or under the rules of order referred to in Section 7.6 of this bylaw;

"quorum" means at least one half of the members of the Board;

"Secretary" means the Islands Trust employee appointed and acting as Secretary to the Board and includes, for the purposes of the provisions of this bylaw dealing with minutes, an employee designated by the Secretary for that purpose; and

“trustee’s address” means the address given to the Secretary by each trustee.

Incorporation of Act's Definitions

1.2 Any term defined in the Act and used in this bylaw has the meaning given to it in the Act as of the date of adoption of this bylaw.

Interpretation of Bylaw

1.3 (a) Nothing in this bylaw, and no failure to comply with this bylaw, affects the validity of an act of the Board.

Severability

1.4 If any section or lesser portion of this bylaw is held invalid by a Court of competent jurisdiction, the invalid portion shall be severed from the bylaw without affecting the validity of the remainder.

Citing this Bylaw

1.5 This bylaw is to be cited as "Trust Fund Board Meeting Procedures Bylaw, 2004".

PART 2 – REGULAR MEETINGS

Schedule and Notice of Regular Meetings

2.1 The first regular meeting of the Board of each calendar year shall be held January.

2.2 At the last meeting of each calendar year, the Board shall establish the schedule of the date, time and place of regular Board meetings for the following calendar year, scheduling six meetings spread evenly over the year (e.g. January, March, May, July, September, and November), and the meeting schedule and any revision to the schedule shall be posted at the places specified in Part 9 of this bylaw.

Quorum

2.3 Once the meeting is called to order, the Chair is responsible to ensure a quorum is maintained for the purposes of conducting the meeting.

Postponement if no Quorum

2.4 If there is no quorum of trustees at the meeting within three hours of the time set for the beginning of the meeting:

(a) the regular meeting is cancelled;

(b) all business on the agenda for that regular meeting is cancelled; and

(c) all business on the agenda for that regular meeting must be dealt with at the next regular meeting or a special meeting.

PART 3 - SPECIAL MEETINGS

Calling a Special Meeting

3.1 (a) The Chair, or two trustees, may direct the Secretary to conduct a vote by resolution without meeting for the purposes of the Trust Fund Board calling a special meeting. Within seven (7) days, the Secretary shall conduct a vote on whether the Board should hold a special meeting for a specified purpose at a specified time and place.

(b) In the event the resolution without meeting referred to in Section 3.1(a) is passed by a majority of trustees, the Secretary shall give notice of the special meeting to every trustee in writing at the place to which the trustee has directed that notices be sent, and to the public by posting a copy of the notice at places specified in Section 9, at least 48 hours before the time of the meeting. The notice will indicate the day, hour, place and purpose of the special meeting.

Postponement if no Quorum

3.2 Section 2.4 applies to special meetings.

PART 4 - OTHER MATTERS REGARDING MEETINGS

Recessing and Reconvening a Meeting

4.1 The Board may by resolution adjourn any special or regular meeting for purposes of reconvening on a date and at a time and location specified in the resolution.

Cancellation of Regular Meetings

4.2 The Board may by resolution at a regular or special meeting or by resolution without meeting cancel any regular meeting by causing the Secretary to provide:

a) written notice to trustees confirming cancellation of the meeting 48 hours before the scheduled start of the meeting, using procedures stated in Section 3.1 (b) and (c); and

b) public notice of the cancellation of the regular meeting by posting notice of the cancellation at the regular meeting location and the places specified in Part 9 of this bylaw.

Cancellation of Special Meetings

4.3 The Chair and/or any two Trustees may request a cancellation of a special meeting of the Board following the procedures outlined in Section 4.2.

PART 5 - PROCEDURE FOR BOARD MEETINGS

Chair to Open Meetings

5.1 If there is a quorum of the Board, the Chair must call the meeting to order.

Appointment of Acting Chair

5.2 If there is a quorum of the Board but the Chair is not present within 15 minutes of the scheduled meeting starting time, the Islands Trust Fund Manager must call the meeting to order and by resolution the Board must appoint a trustee to act as Chair for that meeting until the Chair arrives. The Acting Chair of a meeting has the powers and duties of the Chair in respect of that meeting until the Chair arrives.

Regular Meeting Agenda

5.3 The Board may by resolution adopt a standard agenda format.

5.4 The Secretary must prepare an agenda for each regular meeting, which must:

(a) be consistent with any standard agenda format as determined in Section 5.3;

(b) state the general nature of each business item to be dealt with at the regular meeting; and

(c) be provided to each trustee electronically at least seven (7) days before the scheduled meeting date.

5.5 Any trustee or the Trust Fund Manager may propose an item of business for the agenda of a regular meeting by giving written notice of the item, in reasonable detail, to the Secretary three (3) weeks prior to the meeting, for agenda consideration by the Chair.

Special Meeting Agenda

5.6 The Chair shall provide the trustees with an agenda stating the specific items of business to be considered at a special meeting.

Addition of Agenda Items

5.7 The Board may by resolution place urgent items on the agenda at the beginning of the meeting during agenda adoption.

Notice to Secretary of Petitions and Delegations

5.8 A person who wishes to present a petition to, or a delegation who wants to appear before the Board at a regular meeting of the Board shall, at least three weeks prior to the meeting, deliver the request in writing to the Secretary. The request shall include the name of each petitioner with his or her residential address and the subject of the petition or delegation.

5.9 At the discretion of the Chair, the petitioner or delegation may be given a space on the agenda.

5.10 No petition may be presented to, nor delegation appear before the Trust Fund Board unless Section 5.8 and 5.9 has been complied with unless otherwise agreed to by resolution of the Board at the meeting.

Correspondence

5.11 Anyone who wishes correspondence to be considered at a meeting of Board shall, at least three weeks prior to the meeting, deliver the correspondence to the Secretary. At the discretion of the Chair, the correspondence shall be attached to the agenda or where it deems it appropriate, the correspondence shall be identified on the agenda and copies made available to trustees who request it at the meeting.

Time Allowed for Petitions and Delegations

5.12 The maximum time for presentation of a petition or appearance of a delegation before the Board is ten (10) minutes unless otherwise approved by resolution of the Board at the meeting.

Confidential Resolutions Without Meeting

5.13 The Chair may direct the Secretary to conduct a resolution without meeting in a confidential manner where the matter to be considered comes within the scope of s.90 of the *Community Charter*, and to record the resolution without meeting in a minute book to which the public may not have access.

Minutes

5.14 The Secretary shall keep legible minutes of every regular and special meeting of the Board and shall record any declarations made in relation to a conflict of interest and any resolutions closing a meeting to the public.

5.15 The minutes of every meeting must be adopted by resolution of Board. If each trustee has received a copy of the minutes of a meeting, those minutes may be adopted by resolution of the Board. Any changes to the minutes as stipulated by a Board resolution must first be made by the Secretary before adoption. All approved Board minutes shall be distributed to all Trustees.

Inspection and Copying of Board Approved Minutes

5.16 The minutes for every Board meeting are open for inspection by any person. Any person may make copies of minutes at reasonable times. This Section does not apply to a meeting from which the public has been excluded or a resolution without meeting that has been recorded in the manner specified in Section 5.12.

PART 6 - RULES OF CONDUCT

Recognition of Speakers

6.1 A trustee may speak in a meeting after the trustee has raised his or her hand and the Chair has recognized the trustee. If two or more trustees wish to speak, the Chair may designate the order in which each is to speak. If the Chair wishes to speak in a meeting, the Chair need only address the meeting.

Rules Regarding Trustees When Speaking

6.2 Except as otherwise resolved by the Board, a trustee may:

(a) speak only to a matter being debated by the Board;

(b) speak only to a motion that has been moved and seconded;

(c) not speak to a matter already resolved by the Board and;

(d) not speak when called to order by the Chair.

Enquiries by Guests of the Board and Members of the Public Attending the Meeting

6.3 At the discretion of the Chair, or by resolution of Board, any person attending a meeting may address the Board to enquire about any item of business on the agenda in the manner set out in Section 6.2.

PART 7 - POINTS OF ORDER AND PRIVILEGE

No Interruption of Speaker or Meetings

7.1 No trustee may interrupt another trustee who is speaking except to raise a point of order.

Chair to Keep Order

7.2 The Chair is to preserve order at every meeting of the Board and has the power to make such rulings as are necessary to do so, including the power to rule on all points of order and expel a trustee for improper conduct.

Chair to Give Basis for Rulings

7.3 At the time any ruling is made by the Chair on a point of order, the Chair must inform the Board of the ground upon which the ruling is made.

Appeal to the Board on Point of Order

7.4 A trustee may appeal any ruling of the Chair on a point of order to the Board. The Chair must put to the Board the question "Should the ruling of the Chair be sustained?”. The question must be put to the meeting at once by the Chair and the question must be immediately voted upon by the Board without debate. If the votes for and against the question are equal, the chair is sustained. The Chair is governed by the vote of the trustees on the question.

Points of Privilege

7.5 A trustee may:

(a) require that a motion being debated be read for the trustee's information, but may not interrupt another trustee who is speaking unless that other trustee consents;

(b) require the Chair to state the reasons for the Chair's ruling on a point of order, which the Chair must do at once without debate; and

(c) put a question to the Chair regarding any matter connected to the affairs of the Board, which the Chair may require be put in writing.

Robert's Rules of Order Apply

7.6 All matters of order or privilege not provided for in this bylaw are governed by the rules in the current edition of *Robert's Rules of Order*.

PART 8 - RESOLUTIONS

Resolutions and Bylaws

8.1 (a) Resolutions may be passed on a motion moved by a trustee and seconded by another trustee.

(b) Resolutions for consideration at a Board meeting must be received in writing by the Secretary for consideration by the Board.

Effect of Question Under Consideration

8.2 When a question is under consideration, no motion may be made except a motion to:

(a) call the question;

(b) postpone the question indefinitely;

(c) table or postpone the question for a specified time;

(d) amend the question;

(e) refer the question to a committee;

(f) limit or extend debate on the question; or

(g) put a previous question to the vote.

Motion to Table

8.3 A trustee may make a motion to table a matter at any time unless a motion to adjourn has already been made. The Board may debate the motion to table, but may not debate the matter which is the subject of the motion to table.

Motion to Adjourn

8.4 A trustee may make a motion to adjourn a meeting at any time. The motion must be put to a vote at once without debate. If a motion to adjourn is defeated, no further motion to adjourn may be made unless some business or another matter intervenes between the defeat of the first motion to adjourn and the further motion.

Motion to Postpone a Question

8.5 A trustee may make a motion to postpone consideration of a question until later in the same meeting, to another meeting, or indefinitely. A motion to postpone until later in the same meeting must be put to a vote without debate. A motion to postpone until another meeting or indefinitely may be debated and, if that motion is passed, the question which is postponed may not be considered again during that meeting.

Inadmissible Motion

8.6 If the Chair or a trustee considers that a motion is contrary to a bylaw or the Act, the Chair must inform the Board at once and may refuse to put the question to a vote. The Chair must give reasons for any such refusal at once.

Recording and Reading of Motions

8.7 The Secretary must record in the minutes the text of every motion. After a motion has been recorded and seconded by another trustee, the Secretary, if requested by a trustee, must read the motion aloud to the meeting before the motion is debated or put to the vote by the Chair. A motion may not be withdrawn after it has been voted on by the Board at that meeting.

Amendment of Motions

8.8 (a) A trustee may move to amend a motion being considered by the Board, but the amendment must be seconded before further consideration. That trustee may not move any further amendments to that motion. A trustee may move to amend an amendment already moved, but only one motion to amend an amendment may be made.

(b) No motion to amend a motion may be made if the amendment negates the motion which would be amended. If any trustee asserts that a proposed amendment to a motion would negate that motion, the Chair must at once rule whether that would be the case. That ruling may be appealed to the Board as a ruling on a point of order.

Effect of Motion to Amend

8.9 If a motion to amend a motion is:

(a) carried, the motion is to be voted on as amended; or

(b) defeated, the motion is to be voted on unamended.

8.10 A motion to amend must either be withdrawn, with the permission of the seconder, or voted on before the motion which would be amended may be voted on.

Question to be Put After Debate

8.11 The Chair must put every question to a vote immediately after debate on that question is closed. Where the votes of the trustees, including the vote of the chair or other person presiding, are equal for and against a question, the motion shall fail, and it shall be the duty of the Chair or other presiding person to so declare.

Voting by Show of Hands

8.12 Each trustee voting on a question must do so by raising his or her hand, or by yeas and nays if attending the meeting by phone/teleconference.

Recording of Votes

8.13 A trustee may require his or her vote on any question to be recorded by the Secretary. The Secretary in such case must record in the meeting minutes the name of the trustee and which way the trustee voted.

Recording Abstentions

8.14 When a trustee abstains from voting on any question, he or she shall be regarded as having voted in the affirmative and at the request of the trustee abstaining, or the Chair, the abstention must be recorded in the minutes of the meeting. When a trustee leaves the meeting temporarily after declaring a conflict of interest, the trustee shall not be regarded as having abstained.

Resolutions Without Meeting

8.15 (a) Trustees moving or seconding a motion to be considered as a resolution without meeting shall inform the Chair, or in the absence of the Chair, a Vice Chair, in writing or by telephone.

(b) The Chair shall direct the Secretary to conduct the vote, which the Secretary or his/her delegate may then conduct in writing or by telephone by providing trustees with a copy of the resolution in accordance with Section 3.1 (d).

(c) The Secretary or his/her delegate shall record the results of the resolution without meeting vote.

PART 9 - PUBLIC ACCESS

Open to the Public

9.1 Regular meetings of the Board will be open to the public, and no person may be excluded except when the Board resolves to exclude members of the public in accordance with Section 90 of the *Community Charter*.

Public Notice

9.2 Notices of the meetings of the Board and of other Board business shall be posted at the principal office of the Islands Trust in Victoria and on the Islands Trust website.

Part 10 – PARTICIPATION IN BOARD OR COMMITTEE MEETINGS USING ELECTRONIC COMMUNICATION METHODS

10.1 (a) An individual trustee of the Board who is not able to be at the physical location of a Trust Fund Board regular meeting due to special circumstances may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.

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(b) A trustee of the Trust Fund Board may not participate by means of electronic communication facilities in:

(i) two consecutive regular meetings of the Trust Fund Board,

or

(ii) more than three regular meetings of the Trust Fund Board in one calendar year.

(c) The Trust Fund Board may waive the restrictions in 10.1 (b) by unanimous resolution, provide the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

(d) A special Trust Fund Board meeting may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the trustees of the Board have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.

10.2 (a) A regular or special meeting of a Trust Fund Board committee may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the committee have agreed by resolution that the meeting may be conducted in this way and provide the Secretary has received sufficient notice and can make the necessary arrangements.

(b) If an individual committee member is not able to be at the physical location of a regular or special committee meeting, he or she may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.

10.3 Where a trustee of the Trust Fund Board is participating in a meeting electronically, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.

10.4 If communication is lost to one or more electronic participants during a meeting:

(a) the affected participants will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting, and this will be recorded in the minutes;

(b) if there is not a quorum, the Trust Fund Board Chair or person presiding will call a recess until the link is reestablished; and

(c) if, after 15 minutes, a link cannot be reestablished and there is not a quorum of the Trust Fund Board, the meeting will be deemed adjourned and the remaining items for discussion at the time of loss of communication will be added to the next Trust Fund Board meeting agenda.

10.5 The costs of electronic participation in a Trust Fund Board (or Trust Fund Board Committee) meeting will be borne by the Islands Trust if the trustee is participating from a location within Canada or has otherwise received the approval of the majority of the Trust Fund Board.

READ A FIRST TIME THIS	30	DAY OF	JANUARY, 2018
READ A SECOND TIME THIS	30	DAY OF	JANUARY, 2018
READ A THIRD TIME THIS	30	DAY OF	JANUARY, 2018
ADOPTED THIS	3	DAY OF	APRIL, 2018

___________________________________ ______________________________

SECRETARY CHAIR

ISLANDS TRUST FUND

REQUEST FOR DECISION

To:	**Trust Fund Board**	**For the Meeting of:**	April 3, 2018
From:	**Jennifer Eliason, Manager**	**Date Prepared:**	March 15, 2018

SUBJECT: **Regional Conservation Plan and Local Trust Committees**

RECOMMENDATION: That the Trust Fund Board request that the Executive Committee direct staff to include an item on all upcoming local trust committee agendas requesting that consideration be given to incorporating elements of the 2018 - 2027 Regional Conservation Plan (including associated data and mapping) into Official Community Plans.

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1 **PURPOSE:** To promote the Regional Conservation Plan and associated data and mapping to Local Trust Committees and Bowen Island Municipality to support preservation and protection of the Trust Area's ecosystems through land use planning.

2 **BACKGROUND:**

The 2018-2027 Regional Conservation Plan contains significant information about conservation priorities that local trust committees/Bowen Island Municipality may wish to address when making land use planning decisions. This is information is informed by conservation area modelling.

The 2018-2027 Regional Conservation Plan was endorsed by Trust Council at its March 2018 meeting.

Trust Council, local trust committees (LTCs) and Bowen Island Municipality (BIM) can use the RCP as a resource and local trust area profiles have been created for each local trust area as a resource in Appendix II.

The 2018-2027 RCP does not set specific objectives for local trust committees/BIM, but was developed with input from LTCs, BIM and planning staff to ensure if included information relevant and useful to land use planning. Goal 3 includes an objective about working collaboratively with LTCs/BIM to meet conservation goals/objectives.

RCP Goal 3. Continue to secure and manage Trust Fund Board lands and conservation covenants to maximize ecological integrity:

Objective 3.6. Participate in significant ecosystem conservation opportunities related to land use planning in collaboration with local trust committees and Bowen Island Municipality.

Local Planning Services Staff Report template includes consideration of the Regional Conservation Plan under "Issues and Opportunities". A copy of the new Regional Conservation Plan will be available to planners, and the plan will be addressed in planning reports to local trust committees.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Requesting that Executive Committee direct staff to add an item on all upcoming LTC agendas to consider how the RCP and related data and mapping could be used in official community plans is intended to identify options to improve integration of conservation data and mapping into OCPs to advance the protection of Trust Area ecosystems through land use planning. A potential implication is that it may be challenging to fit this onto LTC agendas and staff workplans as the end of the term draws near. Local trust committees may choose not to proceed.

FINANCIAL: None.

POLICY: The RCP is consistent with Trust Fund Board policy and directly supports the Islands Trust Policy Statement Goal: *to Foster preservation and protection of the Trust Area's ecosystems.* The RCP and the data collected to develop the RCP and associated mapping could be used to assist LTCs/BIM in effectively meeting the following directive policies:

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.

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

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.

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.

IMPLEMENTATION/COMMUNICATIONS: A request for decision will be provided to the Executive Committee.

FIRST NATIONS: No implications identified.

OTHER: Planning staff will likely look for support in preparing an agenda item for LTCs.

4 **RELEVANT POLICY(S):** TFB Policy 3.1 Islands Trust Fund and Local Planning Services Coordination

MOAs between Trust Fund Board and Local Trust Committees

5 **ATTACHMENT(S):** Example MOA between Trust Fund Board and Local Trust Committees (all are the same)

RESPONSE OPTIONS

Recommendation: That the Trust Fund Board request that the Executive Committee (or Trust Council) direct staff to include an item on all upcoming local trust committee agendas requesting that consideration be given to incorporating elements of the 2018-2027 Regional Conservation Plan (including associated data and mapping) into Official Community Plans.

Alternatives: That the Trust Fund Board request that the Executive Committee (or Trust Council) direct staff to undertake a review of current Official Community Plans to evaluate the extent to which they address Policy Statement directive policies 3.1.3, 3.1.4, 3.2.2, 3.3.2, 3.4.4 and 3.4.5, and provide the Regional Conservation Plan, the evaluation of Official Community Plans, and related options to the 2018-2022 Trust Council as part of its orientation program.

Prepared By: Jennifer Eliason, Manager, Islands Trust Fund

MEMORANDUM OF AGREEMENT
between the
HORNBY ISLAND LOCAL TRUST COMMITTEE
and the
TRUST FUND BOARD (BOARD)
concerning the
COORDINATION OF ACTIVITIES AMONG
THE TRUST FUND BOARD
AND THE HORNBY ISLAND LOCAL TRUST COMMITTEE

WHEREAS pursuant to section 22(2) of the *Islands Trust Act* each Local Trust Committee may enter into agreements with municipalities, regional districts and boards of school trustees, respecting the coordination of activities in the local trust area;

NOW THEREFORE the Hornby Island Local Trust Committee, and the Trust Fund Board agree as follows:

1.0 PURPOSE

1.1 The purpose of this memorandum is to assist the Islands Trust Fund Board ("Board") in the discharge of its statutory responsibilities while ensuring that the Hornby Island Local Trust Committee is able to discharge its statutory responsibilities and duties. This protocol is also intended to promote procedural certainty and fairness for land owners and land use applicants involved in the land use regulation process on any island within the Islands Trust Area.

1.2 This memorandum seeks to promote cooperation and communication between the Board and the Hornby Island Local Trust Committee in order to achieve the purposes set out in section 1.1.

2.0 ROLES AND RESPONSIBILITIES

2.1 Under the *Islands Trust Act* the Board is a corporation with the responsibility to carry out the object of the Islands Trust by administering and managing property of the Islands Trust Fund. The Board is required by the *Islands Trust Act* to create and implement a plan for the acquisition, management and disposal of land.

2.2 The Hornby Island Local Trust Committee is given the responsibility under the *Islands Trust Act* to carry out the object of the Islands Trust by regulating the development and use of land within the Hornby Island Local Trust area and by enforcing bylaws of the Hornby Island Local Trust Committee.

3.0 CONSULTATION PROCESS

Local Trust Committee Bylaws

3.1 Where the Hornby Island Local Trust Committee considers a draft bylaw may have an impact on the responsibilities of the Board, the Hornby Island Local Trust Committee will refer the draft bylaw to the Board for comment by the Board before any public hearing is held regarding the bylaw. The Hornby Island Local Trust Committee will consider Board comments on the bylaw received by the Hornby Island Local Trust Committee before the public hearing.

Trust Fund Plan

3.2 The Board will refer to the Hornby Island Local Trust Committee any revisions to or replacement of the Trust Fund Plan for comment before the plan is submitted for approval in accordance with the *Islands Trust Act*.

Donations Intended for Board

3.3 If a land owner who has made an application to the Hornby Island Local Trust Committee proposes to donate an interest in land or money to the Board in connection with the application, the Hornby Island Local Trust Committee will refer the proposal to the Board for comment. This section applies to interests in land including fee simple, conservation covenants under section 215 of the *Land Title Act* and statutory rights of way under Section 214 of the *Land Title Act.*

Board Management Plans

3.4 Where the Board considers a draft management plan or program for a specific property or for an island in the Islands Trust Area may have an impact on the jurisdiction of the Hornby Island Local Trust Committee, the Board will refer the draft plan or program to the Hornby Island Local Trust Committee for comment by the Hornby Island Local Trust Committee before the plan or program is adopted by the Board. The Board will consider the Hornby Island Local Trust Committee comments on the plan or program.

4.0 COMMUNICATIONS

4.1 The Board and the Hornby Island Local Trust Committee will use the Executive Committee as the medium through which they communicate concerns and initiate joint projects.

4.2 The Board will ensure that the Executive Committee receives copies of all communications between the Board and the Hornby Island Local Trust Committee.

4.3 The staff liaison between the Board and Hornby Island Local Trust Committee will be the Board Coordinator and the Manager of Local Planning and/or appropriate Planner.

5.0 COORDINATION

5.1 Any program or initiative that is to be undertaken jointly by the Board and the Hornby Island Local Trust Committee will be initiated by a resolution of each of those bodies, with any communications between them regarding that initiative being communicated from Chairperson to Chairperson.

6.0 RESOURCES

6.1 The Hornby Island Local Trust Committee and/or the Board may allocate its reasonable staff and other resources, subject to agreement between the Board and the Hornby Island Local Trust Committee regarding such allocations before work on the joint initiative proceeds.

7.0 TERMS

7.1 The Key contacts for administering this memorandum are the:

- Executive Director or designate; and
- Trust Fund Board Coordinator.

7.2 The parties may agree to amend or terminate this protocol.

1. Assented to this _____ day of _____________, 1996 By

Melinda Auerbach	David Essig
Trust Fund Board Chairperson	Hornby Island Local Trust Committee Chairperson

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BRIEFING

To: Trust Fund Board | **For the Meeting of:** April 3, 2018

From: Staff | **Date Prepared:** March 19, 2018

SUBJECT: **Evaluation of Regional Conservation Plan Development Project**

PURPOSE: To provide an evaluation of the Regional Conservation Plan development for consideration by the TFB and other staff when contemplating similar projects.

BACKGROUND: ITF Staff followed a Project Management framework for the development of the Regional Conservation Plan in 2017/2018. Part of the framework includes a project close out and development of a 'lessons learned' type evaluation. Staff have followed the Lessons Learned/Post Evaluation Report template provided by the Provincial Government for BC Government staff. Evaluation included a review meeting with ITF staff and a questionnaire to planners involved in the RCP planner working group. TFB members are invited to review the Regional Conservation Plan Development Lessons Learned/Post Evaluation Report and add their own feedback.

ATTACHMENT(S):

1. Regional Conservation Plan Development Lessons Learned/Post Evaluation Report
2. Regional Conservation Plan Development Project Charter

FOLLOW-UP: Staff will:

1. Add feedback from TFB members as directed;
2. Provide the evaluation report to the TAS Director; and
3. Offer the evaluation report to Local Planning Services working group members.

Prepared By: Kate Emmings, Ecosystem Protection Specialist

Reviewed By/Date: Jennifer Eliason, ITF Manager / March 19, 2018

Regional Conservation Plan (RCP) Development
Lessons Learned/Post Evaluation Report

Prepared by: *Kate Emmings, Ecosystem Protection Specialist*	*Date:* *March 13, 2018*

Purpose: This document serves to improve future project delivery by identifying, documenting and analyzing the lessons learned with the team and other stakeholders of the above project and sharing its information widely.

1. **How many core team members worked on the project?**

   Six – ITF Manager, Ecosystem Protection Specialist, Property Management Specialist, Communications and Fundraising Specialist, Administrative Assistant, GIS Coordinator

   There was also an Local Planning Services (LPS) working group, with representatives from each planning office, that met 3 times over the course of the project in an advisory capacity. The Trust Fund Board also provided valuable input at key points in the development of the RCP.

2. **What were the biggest successes of the project?**

   The facilitated workshops in May 2017 were successful in bringing conservation agencies together with a number of First Nations. Workshops were well attended and feedback received was very positive.

   The level of First Nations input helped to mould the second goal of the Regional Conservation Plan and provided good insight into objectives and terms used.

   Attendance at local trust committee meetings, while time consuming and costly, was important to show island trustees a willingness to take feedback and answer questions. It was also appreciated by planning staff who often feel that they don't have expertise to answer questions regarding regional conservation planning.

   The project ran very close to on schedule and on budget and drew in important knowledge experts from planning staff.

3. **What are these successes accredited to (ideas, relationships, actions...)?**

   Using a Project Management framework helped staff to keep the project on track and on budget and provided a process to evaluate increases to scope/budget and an official avenue for project approval by the Trust Fund Board.

   Having an LPS focus group and conducting a trustee survey were excellent mechanisms for identifying actions that needed to be scoped in to the project, e.g. attendance at LTC and BIM meetings. The LPS focus group also helped to focus ITF objectives on items that could be accomplished by ITF, while providing opportunities to engage in further work with LTCs and BIM.

Staff think that personalizing letters to each First Nation invited to RCP workshops increased engagement and participation by First Nations. Opening each workshop with comments from a First Nations elder also helped to set a tone of reconciliation with First Nations.

4. **How accurately did the Initiation documents (PID or Charter) predict deliverable and project/phase—time, scope, budget and resource requirements? What should be done differently?**

   The Project Charter required one revision to extend the timeline, increase the communications budget items and to scope in attendance at local trust committee meetings. Challenges in project timelines and budget were identified early and were corrected with TFB approval. While the timeline was extended by 2 months, this was not found to have a negative effect on the project overall. Budget increases were due to a decision to contract document design. If the recommendations for future RCP development projects (see 14 below) are contemplated, future projects will require increases to scope, human resources, budget and timelines.

5. **How accurately did the Project Planning documents (WBS, Workplan, Budget, Communications Matrix) predict deliverable and project/phase—time, scope, budget, resource and communication requirements? What should be done differently?**

   The only project planning documents developed other than a Project Charter, were a project budget and a communications plan. The project budget was expanded to include development of design elements for the RCP and predicted the costs well. The Communications Plan predicted the required work activities, but required several timeline adjustments. A better workplan or WBS might help to predict the required communications elements; however, these items require time commitment from the project team and may expand the overall project timeline further.

6. **What (strategies) contributed to the success of the project?**

   Having regular project team meetings ensured that the project remained on track.

   Doing outreach to First Nations helped us to initiate relationships where few existed before. Staff developed correspondence personalized to each First Nation and offered to share information and mapping data in the letters. As a result, data was shared with three First Nations and one agency that does mapping on behalf of First Nations. It is hard to gauge whether the techniques used or the topic of conservation planning drew the six First Nations to the workshops held in May, but it would be worthwhile to follow up informally with the Halalt First Nation, Tsleil-Waututh Nation, Esquimalt Nation, Lyackson First Nation, Tla'amin Nation and Cowichan Tribes to determine why the attended workshops.

   Having an LPS focus group was key in identifying needs of planning services and LTCs.

7. **What (strategies) did not go well in the project?**
   The initial RCP workshops were successful; however, follow up communications to partners and First Nations received minimal response. Staff provided the draft Regional Conservation Plan to workshop attendees and partner agencies and asked for input. Very little was received. A revised follow up strategy is needed for future projects.

Information received from initial Workshops was not very specific or detailed. This is likely because they were conducted before goal and objective setting. Follow up communications are key for more specific feedback.

Despite attendance at LTC and BIM meetings, there was little uptake in consideration of RCP priorities in land use planning work programs. Only one LTC invited ITF staff to partner on community outreach.

The RCP roll out planning could have been developed sooner. Timing for roll out was tight.

8. **For future teams are there any must dos for any project or similar project at the Islands Trust?**

   Invite key internal partners meaningfully and early. Consider focus groups or advisory groups.

   Establish mode of FN contact early. Established contacts and personalized letters may or may not have been helpful, so this approach is difficult to evaluate. Funding for First Nations travel is a must. Providing an honorarium should be considered for future projects.

   Build in time to review digital file review in project close as well as a communications roll out plan for reporting our on the project.

   Contemplate a public outreach component to promote the work of the Islands Trust Fund. Regional projects provide an opportunity to increase public understanding of the work of the Islands Trust outside of their LTCs.

   Contemplate an internal peer review for any reports, communications pieces or documents. Contemplate whether another Islands Trust committee or should be consulted or involved in the project.

9. **Is there any templates or document templates that your team developed that other teams would benefit from using?**
   We developed a Communications Plan which could be used as a guideline for other Islands Trust staff conducting regional projects. It included an outline for key stakeholder communications.

10. **How did communications go in the project—internally and externally?**
    The feedback on internal and external communications was positive; however, staff identified inclusion of communications for project roll out/completion as an area that could be better developed. ITF and LPS staff found that the LPS focus group provided a good mechanism for staff in different units to better understand each other's' work and opened opportunities for better collaboration.

11. **With respect to Project Risk—what are the lessons learned in your Risk Planning and Management?**

    Very little Risk Planning and Management was done for this project; however, reputational risk to the ITF and the Islands Trust was considered early on when determining the extent of outreach to First Nations and LTCs/BIM. A desire to show a willingness to listen to other internal agencies and to First Nations encouraged a broader project scope than in previous RCP development.

12. **What types of teams would benefit most from this information?**

TAS and teams doing regional scale projects (e.g. LPC, Mapping Services)

13. **What recommendations would you make for other similar projects?**

Ensure that the Project Charter includes time and scope of communications roll out at the end of the project.

Select and book time with other staff to do an internal peer review prior to project roll out.

Contemplate a public outreach/education component, e.g. presentations in community meetings. Regional projects are an opportunity for the public to be educated about the broader mandate of the Islands Trust and how their Island fits into the Islands Trust region.

Consider inclusion of time and travel to educate LTCs about regional projects and provide staff recommendations that provide options for LTC actions.

Contemplate internal work groups or focus groups to provide advice on linkages to other Islands Trust projects and work.

Do more robust planning for how to include First Nations in your project, including budget, staff and timeline requirements. If you wish to have First Nations do an introduction to your meetings or workshops, include a budget and be sure to allow adequate time to determine an appropriate First Nations invitation and to convey the invitation. Also consider whether to provide a gift.

14. **If you were to do this project over again, what would you do differently?**

A more robust budget for First Nations engagement might have increased involvement, especially if it included a budget to provide honoraria to First Nations to participate in workshops and Regional Conservation Plan review. It may have also been helpful to contract one or more First Nations to provide a more robust review of the Regional Conservation Plan document.

A science peer review panel or working group would have added rigor to the plan.

Consider expanding the scope to include a public outreach component and associated time/budget allocations.

Consider inclusion of consultation and increase involvement of Local Planning Committee (LPC) to promote mechanisms for including RCP in LTC/BIM land use planning work programs.

Circle back with workshop attendees in small group settings to review a draft RCP.

Regional Conservation Plan Development - Charter

Trust Fund Board — Date: February 7, 2017 (updated May 30, 3017)

Purpose

Develop a Regional Conservation Plan (RCP), with input from partners & key knowledge holders, that supports decisions and guides activities that protect Islands Trust area ecosystems in order to further the Islands Trust object and the Trust Fund Board mission

Background

The ITF has had two iterations of 5-year RCPs. The current RCP runs from 2011-2017 and is available at http://www.islandstrustfund.bc.ca/initiatives/conservation-planning.aspx. To maintain workflow, the new RCP will span 10 years.

Objectives

- Develop a baseline, process and standards for evaluating and communicating progress
- Identify achievable goals and objectives
- Seek input from decision makers and key knowledge holders to create a more robust RCP
- Ensure that the RCP is relevant and useful to land use planning and conservancy partners

In Scope

- ID of comms. needs
- Identification of data needs & budget & org. impacts
- Input from current partners
- Seek feedback from the public before finalizing the plan
- Input from BIM, LTCs and TC, in person where possible
- Seek & consider First Nations interests
- BRF to EC to inform LTC Chairs

Out of Scope

- Extensive consultation (e.g. meetings on each island)
- Attendance at all LTC/BIM meetings to present the RCP where impractical
- Extensive marine conservation planning (i.e. beyond shoreline)
- Detailed action items for the next 10 yrs. These will be done over shorter periods (i.e. 3 yrs.)

Workplan Overview

Deliverable/Milestone	Date Completed
Communications Plan Completed	March 31, 2017
Background Research Complete	March 31, 2017
Preliminary Consultations (planners & partners)	May 15, 2017
Trust Council presentation	June 20-22, 2017
First Draft for TFB Review	September 26, 2017
Mapping and Data Analysis Complete	April 1—August 31, 2017
LTC Referrals Complete	October 31, 2017
Final Plan Approved by TFB	January, 2018

Project Team

Kate Emmings	Project Manager
Jennifer Eliason	Project Champion
Mark van Bakel	Mapping and Data Support
ITF Staff	Subject Leads
LPS Representatives	Key Users and Advisors

Approved by:

Jennifer Eliason

Date: Jan 12, 2017

Endorsement:

Res #: TFB-2017-003

Date: Feb 7, 2017

Budget

Budget Source: Base Budget

Fiscal	Item	Cost
2017/2018	Partner Meetings	$4,000
2017/2018	Graphics & advertising	$4,000
2016/2017 & 2017/2018	Data acquisition	$35,000
2017/2018	Travel	$500

ISLANDS TRUST FUND

BRIEFING

To: Trust Fund Board

For the Meeting of: April 3, 2018

From: Crystal Oberg

Date Prepared: March 20, 2018

SUBJECT: **Salish View Campaign Plan**

PURPOSE: For Information

BACKGROUND: Salish View is 10-month joint fundraising campaign to between the Islands Trust Fund and the Lasqueti Island Nature Conservancy to purchase 28 –hectares (11.61 acres) of imperiled Coastal Douglas fir ecosystems adjacent and contiguous to Squitty Bay Provincial Park on Lasqueti Island.

The campaign launched on Lasqueti Island in the summer of 2017 with an announcement at the local Squitty Bay Day celebrations. Additional soft launch announcements have been made on Lasqueti Island through a December 2017 end of year appeal and March newsletter.

An official launch with a joint-press release will be issued in April 2018, after the successful adoption of the Fundraising and Acquisition Agreement between the Trust Fund Board and the Lasqueti Island Nature Conservancy.

The Salish View Communications and Fundraising Plan is a planning document to guide the work of the Islands Trust Fund's staff to meet the Regional Conservation Plan Goal 3, Objective 3.3. Using conservation area modelling and the Trust Fund Board's Securement Strategy as guides, conserve land with high levels of biodiversity priorities and manageable threat levels, in nature reserves and through conservation covenants.

ATTACHMENT(S):

1. Salish View Communications and Fundraising Plan

FOLLOW-UP:

A) The Trust Fund Board receives the plan for information
B) The Trust Fund Board provides suggestions or directs staff to update the plan with recommended changes

Prepared By: Crystal Oberg

Reviewed By/Date: Jennifer Eliason

Salish View Nature Reserve Campaign Plan between Lasqueti Island Nature Conservancy (LINC) and the Islands Trust Fund (ITF)

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1.0 Purpose

The purpose of this plan is to coordinate fundraising and communication efforts between the Lasqueti island Nature Conservancy ("the Conservancy") and the Islands Trust Fund Board (the "Board") on the Salish View acquisition project. This plan accompanies and supports the Fundraising and Acquisition Agreement.

2.0 Background

Salish View is a ten-month joint fundraising campaign to purchase Salish View on Lasqueti Island, British Columbia to protect 11.61-hectares (28 acres) of imperilled Coastal Douglas fir ecosystems and add continuity and buffer to the existing Squitty Bay Provincial Park. Together, the Lasqueti Island Nature Conservancy (LINC) and the Islands Trust Fund (ITF), aim to raise $250K to acquire the property known as Salish View, conserving its forests for the appreciation and enjoyment of the Lasqueti Island community and for the ecological services contributed to both the island and the region. LINC has requested the TFB hold title to the land and grant LINC a conservation covenant. The Nanaimo Area Land Trust may be asked to co-hold the covenant.

3.0 Partners

ITF	The Islands Trust Fund (ITF) was established under the Islands Trust Act along with the Islands Trust. The Islands Trust Fund is a conservation land trust, protecting land through voluntary measures. The Island Trust Fund is a qualified donee under CRA's *Income Tax Act*. This means that donations are tax deductible for individuals and organizations. The Islands Trust Fund's operating expenses are paid for with tax revenue from the Islands Trust. All donations are allocated to acquiring and protecting land with the exception of a small percentage fee charged by PayPal for online donation processing. Donations will be held in the Lasqueti Island Acquisition Fund (Salish View).
LINC	LINC is an incorporated non-profit society in B.C, having society number S-52106. LINC accepts pledges and tax-receipt issued donations. Registered charity under the *Income Tax Act*, having registration number BN84848 5595.
Nanaimo and Area Land Trust	May be asked to co-hold the covenant. TBD.

If the Nanaimo and Area Land Trust is selected and agrees to co-hold a covenant on Salish View before the completion of the purchase agreement and successful acquisition, this plan will be shared with them and any and all final announcements of the project will be coordinated with LINC and ITF.

4.0 Fundraising

Fundraising Goals:

The purchase agreement is for $230,000 in order to purchase the Lands under the Purchase Agreement by December 21, 2018. The public fundraising goal is to raise a total of $250,000 to purchase Salish View on Lasqueti Island by December 21, 2018, as follows:

Cooperation in Fundraising:

Regular monthly check-ins with all partners will ensure that we can adequately, timely and consistently report to the public and media on campaign goals and progress. Using the public campaign price of $ 250,000, regular cross reporting of grants applied for, pledges, donations and gifts will occur on: the first of the month (April - December), increasing to bi-monthly, 1st and 15th (October-November), and finally weekly (December). Check-ins can occur by email, phone or other means acceptable to the partners.

The partners will share funding applications to granting organizations, charities and foundations with each other for review, edits and agreement on 'ask' amounts.

5.0 Communications

ITF Communication Goals

- Create a strong and positive reputation for the Islands Trust Fund in the IT Area primarily and BC secondarily
- Engage and retain current supporters and partners (donors, conservancy partners, other levels of government, internal stakeholders) and foster relationships with expanded base of supporters (including First Nations)
- Enhance reputation and relations with the media
- Strengthen relationships with all levels of government including internal and external elected officials, municipalities, provincial and federal ministries and First Nations
- Build relationships with businesses and foundations to support fundraising and land conservation objectives
- Enhance internal engagement to streamline program and project delivery for staff and board members

Salish View Campaign Communication Goals

- To increase awareness and support of the Salish View campaign
- Increase donor support for Salish View

- Celebrate and share a ‘good news’ conservation success story

6.0 Key Messages

The primary audience for communications and campaign messaging are previous ITF and LINC donors to conservation efforts on Lasqueti Island, on-island and off-island Lasqueti residents, and regular ITF and LINC donors and supporters.

- Campaign details: 11.61 hectares (28 acres), $250,000 purchase amount, December 21, 2018 fundraising goal
- Give the Gift of Nature - help purchase Salish View, a sea to sky protected area near the Squitty Bay Provincial Park
- Salish View Nature Reserve, named after the spectacular 270 degree vista of the Salish Sea
- The 11.61 hectare Salish View property has regionally important Douglas-fir forest, including provincially red-listed plant communities and sensitive ecosystems
- The Coastal Douglas-fir Biogeoclimatic Zone is one of the most biologically diverse and sensitive ecosystems in British Columbia
- Pine, cedar, hemlock, arbutus and veteran Douglas-fir, some at least 350 years old, occupy the site
- Once the Trust Fund Board acquires the property as a nature reserve, the TFB and Lasqueti Islands Nature Conservancy will jointly hold a conservation covenant to ensure its permanent protection. The terms of the covenant will allow only low impact recreational, scientific and educational activities on the land

Messaging opportunities:

- New matching campaign (Possible)
- Holiday campaigns and National Giving campaigns
- #salishview #savesalishview
- Promoting on-island Lasqueti Island events
- Published – Gulf Islands Aqua magazine article

Messaging Risks:

- Liability with people hiking on the land, if we are seen to be promoting it
- Buy –In, not achieving buy in for the campaign
- Donor fatigue – too many asks, or not enough asks at the right time
- Donor appreciation – make sure to acknowledge key donors in a timely and sincere way
- Coordination – communicating different dates and amounts raised, confusion

7.0 Timeline and Tools
Timeline

Soft Launch activities: Summer 2017 - announcement at 2017 Squitty Bay Days
October to December 2017 - Letter to conservationists: email to LINC list serve for year-end giving appeal

Dec (2017)	Jan	Feb	Mar	Apr	May	Jun
Campaign announcement (soft launch) on Lasqueti Island (end of year appeal, e-news)	Partnership-Conservation Proposal accepted by TFB	Partnership – Fundraising and Acquisition Agreement drafted	Sitka Proposal ($60,000) Coop Grant PRRD Grant AQUA magazine article Salish View Hike LINC Newsletter	New ITF budget Opportunity Fund call for proposals Partnership-joint News Release Hikes	Leave a Legacy Month Free Will Month May 29 TFB Meeting ITF Mailout to past Lasqueti donors Dinners/lunches	LINC House and Garden Tour ($5,000 exp.)
July	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**
	Squitty Bay Day dinner and auction Aug. 12 ($20,000 exp.)	Opportunity Fund calls for proposals Squitty Bay Day (Sept 2)	Potential matching campaign	Giving Tuesday Major social media last month push for donors – fundraising goal	Major social media last month push for donors – fundraising goal Dec 21 -100% funding goal	Follow up with donors and public – thanks!

Communication and Fundraising Tools

Vehicle	Purpose	Frequency	Numbers
ITF E-news	Inform and solicit donations	Launch, and as needed. Increase frequency Oct-Nov with Giving Tuesday and year-end appeals	809 Major donors – 50
LINC Listserve	Inform and solicit donations	As needed	Island wide
LINC membership list	Inform and solicit donations	As needed	126
ITF Heron Newsletter	Educate and inform, create sense of community	Summer (Apr 2018) Winter (Nov 2018)	920
LINC Newsletter	Educate and inform, create sense of community	Spring, Summer, Fall	175
ITF Social Media	Inform and solicit donations	Determined by specific campaigns – guided by social media plans	785 – Twitter 271 – Facebook
LINC Social Media	Inform and solicit donations	Determined by specific campaigns – guided by social media plans	69 - Facebook
ITF Website	To provide a repository of information public can access at their convenience. Create a Salish View campaign page	Monthly review, updates as necessary. Campaign end (3 months) –increase to monthly, and weekly updates with new fundraising goals and numbers	Track metrics: News Release, social media campaigns, e-news

LINC Website	To provide a repository of information public can access at their convenience	Monthly review, updates as necessary. Campaign end (3 months) –increase to monthly, and weekly updates	Track metrics: News Release, social media campaigns, e-news
ITF Special Reports	Provide LTC's with campaign updates	Quarterly TFB reports to LTC's and staff notifications of site visits to local Trustees	Fundraising updates provided on request
Canada Helps	To facilitate online donations	LINC to maintain during campaign. Note campaign end date states Nov. 30 2018	NA
Joint News Release	To build broader support and awareness of the campaign	As needed – large campaign developments and key timelines. Note, the Board and Conservancy will discuss and agree on any media releases before release	Track metrics: campaign and webpage metrics following news release (same day)
Joint Campaign Promotional Material	Promote awareness of the campaign	Update brochures and develop ad content as required	Print 100 rack card-style brochures
Joint Special Events	Solicit donations	As required, on request of LINC	TBD
Joint Calendar of Events – ITF& LINC	To coordinate social media and encourage attendance at LINC events	Provide ITF staff with updated calendar of events with monthly fundraising report updates	Fundraising update

8.0 Evaluation – Measuring Success

Success will be measured in monthly reports between LINC and ITF and in reports to the Trust Fund Board. Metrics that will guide these reports include:

Media coverage - How much coverage received?

- Number of earned media and corresponding readership of publications

- Tone of the coverage (positive/negative)?
- Which media outlets the coverage is in, placement, key audiences
- Desired visuals?
- Did they pick up your key messages?
- Spokespeople accurately quoted?
- Mentions of initiative the focus of the coverage, or a side note?

Webpage Interactions - How many visitors saw the content?

- Time spent on the page
- What pages visited
- Did they hit specific landing pages?
- Bounce rate
- Conversion rate

Social media – how much engagement?

- Comments, shares, likes
- Twitter followers and Facebook page likes

E-News and Heron Newsletter

- Track donations close to e-news and publications
- Open and click through rates

9.1 Monthly Financial Check-in and Campaign Progress Update Template

Month, Day, Year Check-in

Fundraising Summary for Salish View Fundraising Project to Month, Day, Year

Total LINC Pledges $0.00

Donations

Lasqueti Island Acquisition Account	$ 0.00
LINC Land Acquisition Account	$ 0.00
Sitka Foundation (To LINC)	$ 0.00
ITF/ThINC Land Acquisition	$ 0.00
Subtotal donations	**$0.00**
Subtotal grants	**$0.00**
Total Pledges and Donations and Grants	**$0.00**

Left to raise of total goal $250,000 -$0.00= $0.00 (Public – communications plan target)

ISLANDS TRUST FUND

Public Acquisitions Update
April 3, 2018

Property Name and Island	Date (yyyy/mm/dd)	Notes
PUBLICLY CONSIDERED PRIVATE LAND ACQUISITIONS		
Crystal Mountain (Galiano) 18.3 ha.	2017/11/21	TFB has previously considered a conservation covenant proposal and land transfer proposal for this property.
	2017/11/21	TFB-2017-031 It was MOVED and SECONDED, that the Trust Fund Board accept the updated Conservation Proposal from the Crystal Mountain Society, agreeing to accept transfer of approximately 18.3 hectares of Lot 9, District Lot 90, Galiano Island, Cowichan District, Plan 31200, (PID 000-851-035) and part of Lot A, District Lots 88 and 89, Galiano Island, Cowichan District, Plan VIP68079, (PID 024-351-041), subject to: 1. The release of the rent charge and related easements on the title of Lot A and any other charges determined, through legal review, to be problematic for the Trust Fund Board; 2. Establishing legal access for the Trust Fund Board to the most eastern part of Lot A; 3. Receipt of $30,000 upon transfer of the land, with at least $15,000 to be held in a pooled Nature Reserve Management Fund, and $10,000 to $15,000 to be put towards the development of a management plan and management activities for the nature reserve; 4. Staff reaching mutual agreement with the water license holders to limit the impact of accessing and maintaining the permitted water works; 5. Agreement with the Society that the portion of the proposed Emergency Access over the nature reserve would be used only in the case of emergency; 6. Written agreement with the Society about the use and maintenance of the pagoda; 7. Installation of boundary and corner pin markers at the time of survey at the expense of the applicant (locations to be determined in consultation with ITF staff); and 8. Final approval of the Trust Fund Board of the final survey plan, transfer agreement and all other associated agreements.
	2018/03/01	Contacted by CMS re: next steps, and confirmed importance of having preliminary survey completed, and ensuring proposed layout is registrable.
Valens Brook Nature Reserve addition (Hermanutz-Innes	2014/09/18	It was MOVED and SECONDED, that the Trust Fund Board accept the conservation proposal submitted by Henning Nielsen on behalf of Luise Hermanutz and David Innes, to transfer approximately 2.545 hectares of Lot 17, Plan 6404, Section 6 Denman Island, Nanaimo District, PID 005-851-122 to the TFB to be

proposal) (Denman) 2.55 ha.		protected as a nature reserve.
	2017/05/22	Landowners informed ITF rezoning is complete and they wish to proceed with land donation.
	2017/06/07	Draft transfer agreement provided to landowners for review
	2017/07/18	It was MOVED and SECONDED that the Trust Fund Board direct a board member to sign a transfer agreement between the Trust Fund Board and the owners of Lot 17, Section 6, Denman Island, Nanaimo District, Plan 6404 PID 005-851-122 and authorize staff to move forward with the transfer of approximately 2.54 hectares of this property, using section 99 of the Land Titles Act.
	2017/09/05	Landowner working with surveyor, notary and credit union to prepare land for transfer.
	2017/09/27	Landowner submitted application to Ecological Gifts program (EGP).
	2018/02/26	Updates from appraiser submitted to EGP appraisal review panel(ARP) in response to queries.
	2018/03/14	EGP ARP was not satisfied with the response to the memo and requires additional information. Staff are working with EGP staff and the landholders to determine next steps.
Sandy Beach (Area E) (Keats) 3.3 ha.	2014/09/18	It was MOVED and SECONDED, that the Trust Fund Board approve the conservation proposal submitted by the Convention of Baptist Churches of British Columbia to transfer Area E (Sandy Beach), approximately 3.3 hectares of DL 696, Group 1 NWD, Keats Island (PID: 014-385-694) to the Trust Fund Board for protection as a nature reserve.
	2015/03/02	Consultant has indicated that the landowners would like a covenant registered on the land at the time of transfer. ITF has approached Gambier Island Conservancy (GIC) and Sunshine Coast Conservation Association (SCCA). GIC has declined, but SCCA is potentially interested. Landowner currently seeking confirmation from Islands Trust and SCRD that transfer will count as park allocation for future subdivision approval; MOTI has confirmed.
	2015/05/07	SCCA agrees to hold covenant; suggests TLC as a co-holder as they have worked together before.
	2015/08/18	Draft conservation covenant provided to ITF staff for review.
	2015/08/26	Edits to covenant provided to applicant and covenant holders for review.
	2015/12/15	Comments on covenant draft received from TLC.
	2015/01/12	Covenant revised with TLC edits and returned to TLC and SCCA for comment. TLC is happy with the draft. SCCA has sent the covenant for legal review, still awaiting SCCA comments.
	2016/02/10	SCCA comments received.
	2016/03/04	ITF responded to SCCA edits. SCCA reviewing with lawyer.
	2016/04/11	Requested that landowner contract development of baseline report for covenant. Transfer not likely to occur until spring 2017.

	2016/06/05	SCCA comments received for covenant.
	2016/10/05	Draft 3 covenant sent to covenant holders for review. TLC and SCCA have agreed to the draft. Awaiting update from applicant on baseline and timeline for transfer from applicant.
	2016/02/10	Draft Bylaws for DL 696 received.
	2017/03/02	Covenant sent for legal review.
	2017/04/13	Revised covenant draft sent to TLC and SCCA. Comments received from both agencies.
	2017/08/31	Edits made to covenant and reviewed by legal. Draft 5 sent to TLC and SCCA for review. TLC has no further comment; awaiting SCCA comment. Both TLC and SCCA have requested a site visit.
	2017/09/07	Draft baseline report received from the applicant.
	2017/10/24	Feedback on baseline report submitted to applicant and revisions requested.
	2018/03/13	Email from Island Planner indicates that the rezoning application will move to a community information meeting and public hearing for bylaw 143 on April 18, 2018. The Island Planner has requested that the applicant contact ITF staff regarding requirements for land transfer and covenant prior to April 18.
	2018/03/19	Staff are arranging a site visit for all the project partners for end of May /beginning of June.
Current Total TFB Acquisitions:		**28**

ISLANDS TRUST FUND

PUBLIC COVENANTS UPDATE
April 3, 2018

Property Name and Island	Date (yyyy/mm/dd)	Notes
NAPTEP COVENANTS		
24 NAPTEP Covenants on title, 1 current application.		
Swift Family Link Island NAPTEP Covenant Link Island ECOGIFT (Gabriola LTA) (19.3 ha)	2016/04/05	TFB-2016-011 It was MOVED and SECONDED that the Trust Fund Board approve Elizabeth Working Swift's proposal to covenant approximately 20 ha of the land described as "Section 25, Nanaimo District (Part of DeCourcy Group of Islands), Parcel Identifier 009-772-138" through the Natural Area Protection Tax Exemption Program (NAPTEP).
	2016/04/07	Request sent to the Nanaimo & Area Land Trust inquiring about their willingness to co-hold covenant.
	2016/04/15	TFB decision letter sent to landowner.
	2016/05/26	Briefing received by Gabriola LTC.
	2016/05/27	Site visit with landowner and co-covenant holder. Co-covenant holder will send for board approval August 3.
	2016/06/16	Trust Council approves NAPTEP application.
	2016/07/13	Draft Covenant and Phase 2 letter sent to applicant for review.
	2016/12/12	Revised covenant draft sent to the applicant for review.
	2017/01/06	Survey completed, residential area will be 2.15 ha. The family is contemplating potential contractors for the baseline report and intend to apply to the Ecological Gifts Program.
	2017/01/25	NALT agrees to co-hold NAPTEP covenant with the TFB.
	2017/04/24	Draft covenant sent for legal review.
	2017/05/01	Field work for baseline report completed and report underway.
	2017/05/16	Legal review received.
	2017/06/21	Draft baseline report received and reviewed by ITF staff. Currently under review by landowner and NALT.
	2017/07/13	Revised covenant sent to landowner and NALT for review with suggested timeline to approve Covenant for Sept 26 TFB meeting. Owner has elected to take a bit more time to review with her family and has agreed to submit it after the NAPTEP deadline for 2017 (2018 tax savings).
	2018/01/12	Landowner working with Ecological Gifts program coordinator to complete appraisal of covenant by end of March 2018.
	2018/02/28	NALT board agrees to covenant language in Link Island NAPTEP covenant draft
	2018/03/06	Covenant sent for final legal review.

Property Name and Island	Date (yyyy/mm/dd)	Notes
REGULAR COVENANTS UPDATE		
(51 regular covenants on title, 1 regular public covenants in progress, 3 in-camera covenants in progress.)		
Brooks Point Covenant South Pender Island (1.17 ha, 6.02 ha if combined with surrounding covenants)	2014/03/23	It was MOVED and SECONDED, that the Trust Fund Board agrees to hold a covenant on the 2010 addition to Brooks Point Regional Park, South Pender Island, subject to agreement on the terms of the covenant and a satisfactory baseline report, and directs staff to continue working with CRD Parks and partners to determine the best way to covenant the three protected areas at Gowlland and Brooks Points.
	2014/04/08	Staff provide CRD staff with a template covenant for review.
	2014/04/15	Staff met with partners to discuss combining covenants for the Brooks Point and Gowlland Point properties.
	2014/05/22	Covenant Draft 1 sent to PICA, Friends of Brooks Point, HAT and CRD.
	2014/08/01	CRD response to Covenant Draft 1 received.
	2014/08/19	ITF/HAT/PICA express concerns to CRD with respect to Management Plan approval and other selected clauses.
	2014/08/20	Baseline Report completed.
	2014/08/22	CRD respond to ITF/HAT/PICA concerns.
	2014/09/17	ITF/HAT/PICA response sent to CRD. CRD staff have indicated they will respond after Nov 17, 2014.
	2014/10/08	Kate Emmings appointed to the Brooks Point Management Plan advisory group by the CRD.
	2014/10/16	ITF staff attended CRD Parks Open House for public review of the Brooks Point Management Plan update. Draft plan to be approved by CRD Parks Board Nov. 19 and by the CRD Board in December.
	2014/12/03	CRD submit revised covenant draft to ITF and HAT.
	2014/12/10	CRD Board approves revised Management Plan.
	2014/12/12	Covenant sent to legal counsel for review.
	2014/12/18	Covenant and comments sent to CRD.
	2015/07/29	Met with the CRD to discuss the covenant. There are several unresolved clauses.
	2015/08/28	Met with PICA and HAT to discuss unresolved clauses. Agreed that we were at an impasse and required more direction from PICA.
	2015/09/02	CRD returned a covenant draft for review, staff are concerned with several clauses, including the strength of restrictions and the enforcement mechanisms.
	2015/09/09	Staff provided a briefing to PICA requesting information about the type of covenant contemplated. Staff updated the CRD that a response to the covenant draft would be post-poned until further information is

Property Name and Island	Date (yyyy/mm/dd)	Notes
		available from PICA. The PICA Board meets September 21.
	2015/09/24	Staff met with HAT, Friends of Brooks Point (Paul Petrie) and the CRD to discuss covenant concerns. CRD staff agreed to revise covenant and circulate
	2015/10/28	Staff met with HAT and CRD staff to review revised covenant draft and CRD will do further revision and circulate by mid-November. 17/12/2015 Update: CRD staff still working on revisions.
	2015/12/18	CRD Staff provided revised covenant.
	2016/01/25	ITF/HAT responded to CRD revisions. Awaiting further communications.
	2016/07/15	CRD Staff provide a revised version of the covenant for further review.
	2016/08/16	HAT/ITF/CRD staff meet to discuss CRD edits. HAT/ITF agree to add definition regarding the permitted activities and will forward legal edits. CRD to re-approach NCC and TLC regarding process for discharge of prior covenants.
	2016/11/28	ITF/HAT forwarded the draft list of restricted and permitted uses for CRD review.
	2016/01/11	CRD response received, ITF/HAT to forward revised covenant draft for CRD review.
	2017/09/07	Brooks Point covenant revised and reviewed by legal and HAT.
	2017/09/21	Revised Brooks Point covenant sent to CRD Parks for review, CRD staff have indicated that they are reviewing the covenant, but have not responded
ITF NATURE RESERVES WITH COVENANTS OUTSTANDING		
(22 Nature Reserves have covenants, 6 Nature Reserves are without covenants, 1 TFB Nature Reserve covenant (proposed) in progress .		
Proposed Sandy Beach Nature Reserve Keats Island (3.3 ha.)	2017/01/10	ITF staff are currently negotiating a conservation covenant concurrently with the Sandy Beach Conservation Proposal (see Public Acquisitions Updates).
Total	**75 covenants registered**	

Regional Conservation Plan Progress Report to the Trust Fund Board
January 20 to March 31, 2018

Goal 1. Identify, investigate and communicate about important natural areas to generate action on conservation priorities
1.1 Identify data that will support better decision making for land securement and land management and collaborate with partners to source and acquire it
• Partner identified for forage fish mapping, investigating need for contract • Protected areas data updated to March 31, 2018
1.3 Investigate opportunities for protection of important conservation areas with appropriate partners
• Met with applicant of Dragonfly Commons for site visit • Ongoing contact with several landholders considering conservation options
1.4 Share information with partners and others through Islands Trust online data and mapping repositories where practical and through data sharing agreements if needed
• Provided shoreline mapping to Salish Sea Nearshore Restoration Project and WWF Canada • New protected areas provided and mapping updated with data from BC NGO protected areas database
1.5 Seek opportunities to provide information to land holders to support voluntary conservation initiatives
• developing E-News with information about updated RCP
Upcoming
• Staff to update Species at Risk Critical Habitat data upon finalization of Western Painted Turtle Recovery Plan • Staff to determine contractor for forage fish mapping for Gabriola Island • developing Heron newsletter with information about May 'Free Will Month' and planned giving
Goal 2. Strengthen relationships with First Nations to identify and collaborate on shared conservation goals
2.1 Amend or redraft policies, procedures, plans, document templates and reports to include acknowledgement and consideration of First Nations
• Amending baseline report template for use in Management Plans to better reference First Nation history, cultural significance and ecological knowledge.

2.5 Continue to share information and engage with new conservation projects in partnership with First Nations as resources permit
• Letters to First Nations to be sent by end of March 2018 with information about the new RCP and available mapping for sharing. ITF will offer to meet with Nations that indicated an interest in the RCP.
2.6 Research options for protection of cultural sites and culturally important species
• Language developed for covenants that further protect existing and potential archaeological sites.
Upcoming
• Subject to response to letters about RCP, ITF staff will arrange meetings with First Nations.
Goal 3. Continue to secure and manage Trust Fund Board lands and conservation covenants to maximize ecological integrity
3.1 Manage Trust Fund Board conservation areas responsibly and strategically for ecological integrity, species and ecosystems at risk, known threats, public safety and protection of identified features using the Property Management Strategy
• Finalizing Morrison Marsh (Denman) and Medicine Beach (North Pender) management plans • Finalizing contract for 2018-2019 Monitoring • Updating Baseline Report template for Management Plans for the end of March 2018
3.3 Using conservation area modelling and the Trust Fund Board's Securement Strategy as guides, conserve land with high levels of biodiversity priorities and manageable threat levels, in nature reserves and through conservation covenants
• Supporting campaign for Salish View • Negotiating subdivision and transfer of Salish View • NAPTEP mailout to high priority landowners included personal notes to landowners who have previously indicated an interest in ITF programs (see 3.5). • RCP planning process evaluation provided at April TFB meeting
3.4 Explore increasingly complex strategies for land securement, including those that would protect biodiversity priorities on working landscapes (i.e. agriculture and forestry lands) and those that proactively engage land holders in stewardship activities

• Working with covenant applicant to covenant land in the ALR
3.5 Promote Islands Trust Fund land conservation programs to land use planners, decision makers and land holders
• NAPTEP information mailed out to Gambier, Lasqueti and Thetis LTAs and BIM
3.6 Participate in significant ecosystem conservation opportunities related to land use planning in collaboration with local trust committees and island municipalities
• Evaluated conservation proposal for Dragonfly Commons (SSI)
3.7 Continue to support land conservation projects of partner agencies through the Opportunity Fund
Upcoming
• Researching an information storage tool (database) to manage property information • Contract revision of management plans for all three Gambier Island nature reserves with additional funding from Trust Council • Finalize Link Island NAPTEP Covenant to be finalized • Conduct site visit with project partners to proposed Sandy Beach Nature Reserve (Keats Island) • Work with Sandy Beach, Keats Island applicant to finalize baseline report for a proposed Nature Reserve • Revise Management Plan Template
Goal 4. Continue to build internal and shared organizational strength and resilience to ensure long-term nature conservation in the Islands Trust Area
4.2 Share funding and learning opportunities with partners working on nature conservation in the Islands Trust Area
• Assisted with LINC's funding proposal to Sitka Foundation for Salish View • Provided letter of support for biologists seeking federal funding for further Species at Risk work on Lasqueti Island • Provided letter for support Salt Spring Island Conservancy's application to federal Habitat Stewardship Program
4.3 Continue to develop the Islands Trust Fund brand and promote organizational recognition through telling of the Islands Trust Fund story
• ITF cover story published in AQUA magazine • Upgrading signage on all 3 Denman Island nature reserves with new logo and property signs
4.4 Focus, refine and creatively enhance outreach using up to date tools and strategies

• Completed webinar on donor advocacy tools and use of paid ads
4.5 Engage audiences and partners beyond the Islands Trust Area to increase support for species and ecosystem conservation within the region
• Social media posts and information sharing on ITF Facebook and Twitter accounts
4.7 Explore ways in which the provincial object to preserve and protect the Islands Trust Area can be manifested through support of the work of the Islands Trust Fund
• Working with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to develop resources for land use planners working in the CDF
Upcoming
• Work with LPC staff to create planning resources for Islands Trust planners and LTCs to assist them to protect island ecosystems in the CDFCP region

Trust Fund Board Budget Tracking 2017-2018

GL	Description	Budget	Revenue	Total Available	Spent	Remaining	% Remaining	Additional Commited Funds
50700-210	Admin Support Services	$ 184,005		$ 184,005	$ 128,184	$ 55,821	30%	
54500-210	Communications	$ 13,000		$ 13,000	$ 8,677.69	$ 4,322	33%	*$ 4,086*
56000-210	Contingency	$ 2,500		$ 2,500		$ 2,500	100%	
61100-210	Board Honoraria	$ 8,000		$ 8,000	$ 6,450	$ 1,550	19%	
61200-210	Board Meeting Expense	$ 10,000		$ 10,000	$ 12,133	$ (2,133)	-21%	
61210-210	Board Training & Conferences	$ 2,000		$ 2,000	$ 1,398	$ 602	30%	
61300-210	Property Management	$ 65,000		$ 65,000	$ 62,349	$ 2,651	4%	*$ 2,576*
61500-210	Conservation Planning / Land Securement	$ 18,000		$ 18,000	$ 8,068	$ 9,932	55%	*$ 4,083*
63000-210	Legal	$ 15,000		$ 15,000	$ 9,689	$ 5,311	35%	*$ 2,500*
61600-210	Ecosystem Mapping	$ 15,000		$ 15,000	$ 18,981	$ (3,981)	-27%	*$ -*
80300-210	Mobile Devices	$ 1,500		$ 1,500	$ 1,528	$ (28)	-2%	
81300-210	Training & Conferences	$ 7,000		$ 7,000	$ 2,210	$ 4,790	68%	
81305-210	Travel for Training	$ 2,500		$ 2,500	$ 19	$ 2,481	99%	
82300-210	Travel	$ 4,000		$ 4,000	$ 3,517	$ 483	12%	
		$ 347,505	$ -	$ 347,505	$ 263,203	$ 84,302	24%	*$13,245*
		Opening Balance						
	Alton Maintenance Account	$ 53,482	$ 14,434	$ 67,916	$ 2,100	$ 65,815		*$ 425*
	Ruby Alton Endowment Fund			$ 138,065				
	Opportunity Fund	$ 34,144	$ 4,900	$ 39,044	$ 10,061	$ 28,983		*$ -*
	Covenant Mgmt and Defence Fund	$ 103,890	$ 58	$ 103,948	$1	$ 103,947		
	Lasqueti Island Acq Fund	$ 33,345	$ 768	$ 34,112	$0	$ 34,112		
	Gambier Island Acq Fund			$ 116,096				
	Morrison Waxler Legacy Fund	$ 20,062	$ 7	$ 20,070	$0	$ 20,070		
	Thetis Island Acq Fund	$ 45,043	$ 511,613	$ 556,656	$555,371	$ 1,285		
	McFadden Creek	$ 24,327	$10	$ 24,337	$900	$ 23,437		*$ 900*

ISLANDS TRUST FUND
A Conservancy for Canada's Islands in the Salish Sea

March 14, 2018

Conservation Planning Unit, Canadian Wildlife Service – Pacific Region
Environment and Climate Change Canada
5421 Robertson Road, Delta, BC, V4K 3N2
Sent via email to: ec.planificationduretablissement-recoveryplanning.ec@canada.ca

Dear Western Painted Turtle Recovery Team,

Re: Recovery Strategy for the Western Painted Turtle (*Chrysemys picta bellii*) Pacific Coast population in Canada [Proposed]

Thank you for your invitation to provide input into the Recovery Strategy for the Western Painted Turtle. Islands Trust Fund staff have reviewed the information and Critical Habitat mapping provided.

The Islands Trust Fund is the conservation land trust for Canada's islands in the Salish Sea. We work with property owners to protect habitat on private land and own and manage nature reserves throughout the region. The work of the Islands Trust Fund is guided by its Regional Conservation Plan which identifies six biodiversity priorities for our region, one of which is protection of Species and Ecosystems at Risk. We would be pleased to work with the Canadian Wildlife Service to incorporate species at risk planning into our conservation planning and land management.

After reviewing proposed Critical Habitat mapping for the Western Painted Turtle on Salt Spring Island, we have noted that Critical Habitat is present on two of our Nature Reserves and seven properties with Islands Trust Fund conservation covenants. We have incorporated this information into our property management tracking systems and plan to provide information about the Painted Turtle to our covenant landowners with proposed Critical Habitat on their lands.

The Islands Trust Fund also works with the Islands Trust to map island ecosystems. We have added Critical Habitat Mapping for other species at risk to our internal mapping system and make it available to land use planners when they are assessing development applications. We would be interested in obtaining final Critical Habitat mapping for Wester Painted Turtle when it is available.

We are grateful for the opportunity to provide feedback to the Recovery Planning Process and hope that you will continue to engage island communities as you proceed with recovery plans for other species at risk. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Jennifer Eliason
Manager, Islands Trust Fund

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