

Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Regular Meeting Agenda

Date: March 6, 2019
Time: 10:00 am
Location: Snaw-Naw-As Health Centre Boardroom
700 Capilano Road
Lantzville, BC

Pages

1. **CALL TO ORDER** 10:00 AM - 10:05 AM

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."
2. **APPROVAL OF AGENDA**
3. **MINUTES** 10:05 AM - 10:10 AM
 - 3.1 **Local Trust Committee Minutes dated December 12, 2018 - for adoption** 3 - 8
 - 3.2 **Section 26 Resolutions-Without-Meeting - none**
4. **BUSINESS ARISING FROM MINUTES** 10:10 AM - 10:25 AM
 - 4.1 **Follow-up Action List dated February 26, 2019** 9 - 9
5. **TOWN HALL** 10:25 AM - 10:35 AM
6. **APPLICATIONS AND REFERRALS - none**
7. **LOCAL TRUST COMMITTEE PROJECTS** 10:35 AM - 11:00 AM
 - 7.1 **Presentation on the Ecological Significance of the Islands and Islets in the Ballenas-Winchelsea Archipelago**
 - 7.2 **First Nations Engagement - discussion**
8. **DELEGATIONS - none**
9. **CORRESPONDENCE - none**

(Correspondence received concerning current applications or projects is posted to the LTC webpage)

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| 10. | NEW BUSINESS | | |
| 11. | REPORTS | 11:00 AM - 11:30 AM | |
| 11.1 | Trustee Reports | | |
| 11.2 | Chairs Report | | |
| 11.3 | Trust Conservancy Report dated November, 2018 | | 10 - 12 |
| 11.4 | Regional District of Nanaimo Electoral Area E Director Update | | |
| 11.5 | Snaw-Naw-As (Nanoose) First Nation Representative Report (verbal report) | | |
| 11.6 | Applications Report - none | | |
| 11.7 | Trustee and Local Expense Report - none | | |
| 11.8 | Adopted Policies and Standing Resolutions | | 13 - 13 |
| 11.9 | Local Trust Committee Webpage | | |
| 12. | WORK PROGRAM | 11:30 AM - 12:00 PM | |
| 12.1 | Top Priorities Report dated February 26, 2019 | | 14 - 14 |
| 12.2 | Projects List Report dated February 26, 2019 | | 15 - 15 |
| 13. | CLOSED MEETING - none | | |
| 14. | UPCOMING MEETINGS | 12:00 PM - 12:05 PM | |
| 14.1 | Next Regular Meeting Scheduled for Wednesday, July 10, 2019 at 10:00 am at Snaw-Naw-As Health Centre Boardroom, 700 Capilano Road, Lantzville, BC | | |
| 15. | ADJOURNMENT | 12:05 PM - 12:05 PM | |

Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Minutes of Regular Meeting

Date: December 12, 2018
Location: Islands Trust Victoria Office Boardroom
200-1627 Fort Street, Victoria, BC

Members Present: Peter Luckham, Chair
Sue Ellen Fast, Vice Chair
Laura Patrick, Vice Chair
Dan Rogers, Vice Chair

Staff Present: Sonja Zupanec, Island Planner (via telephone)
Ann Kjerulf, Regional Planning Manager (via telephone)
Russ Hotsenpillier, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Lori Foster, Recorder

Public Present: One member of the public called in to the electronic meeting

1. CALL TO ORDER

"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."

Chair Luckham called the meeting to order at 8:50 AM. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

3. MINUTES

3.1 Local Trust Committee Minutes for Adoption - none

3.2 Section 26 Resolutions-Without-Meeting Report dated December 4, 2018

Planner Zupanec answered questions on the Mt. Arrowsmith Biosphere Region Roundtable coming up in February where she sits as a member. The roundtable meets every two months.

4. BUSINESS ARISING FROM MINUTES

4.1 Follow-up Action List dated December 4, 2018

Presented for information.

5. APPLICATIONS AND REFERRALS

5.1 Denman Island Local Trust Committee Referral regarding Bylaw Nos. 228 and 229

Planner Zupanec provided information on the referral bylaw which, in general terms, supports the 2012 Denman Farm Plan Implementation Project by re-designating lands and regulating dwellings within the Agricultural Land Reserve lands.

EX-2018-001

It was Moved and Seconded,

that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) consider its interests are unaffected by Denman Island Local Trust Committee Bylaw Nos. 228 and 229.

CARRIED

6. DELEGATIONS - none

7. TOWN HALL

Chair Luckham opened the floor to the public.

A resident from Mistaken Island addressed the Executive Committee acting as a Local Trust Committee (LTC) regarding bylaw contravention and grandfathering of structures and moorage that had been in place prior to the existence of the current bylaws.

Planner Zupanec suggested that he meet with her to discuss his site specific inquiries.

8. LOCAL TRUST COMMITTEE PROJECTS - none

9. CORRESPONDENCE - none

(Correspondence received concerning current applications or projects is posted to the LTC webpage)

10. NEW BUSINESS

10.1 Local Trust Committee (LTC) Meeting Schedule - 2019 – Memorandum

Discussion ensued and the following points were made:

- Meetings are typically scheduled in Nanoose.
- Meetings with First Nations in Nanoose, Parksville and Nanaimo.
- Attempts have been made in the last three years and staff will continue to try to arrange.

EX-2018-002

It was Moved and Seconded,

that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) schedule its regular business meetings on the following dates in 2019: March 6, July 10, and October 16.

CARRIED

10.2 Establishing a Bylaw Enforcement Notice and Dispute Adjudication System for the Ballenas-Winchelsea Local Trust Area - Staff Report

Director Marlor presented the Staff Report, and pointed out that the system gives the ability to ticket the potential offender.

EX-2018-003

It was Moved and Seconded,

that Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 34, 2018, cited as “Islands Trust Executive Committee Acting as a Local Trust Committee Bylaw Enforcement Notification Bylaw No. 34, 2018”, be read a first time.

CARRIED

EX-2018-004

It was Moved and Seconded,

that Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 34, 2018, cited as “Islands Trust Executive Committee Acting as a Local Trust Committee Bylaw Enforcement Notification Bylaw No. 34, 2018”, be read a second time.

CARRIED

EX-2018-005

It was Moved and Seconded,

that Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 34, 2018, cited as “Islands Trust Executive Committee Acting as a Local Trust Committee Bylaw Enforcement Notification Bylaw No. 34, 2018”, be read a third time.

CARRIED

EX-2018-006

It was Moved and Seconded,

that Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) Bylaw No. 34, 2018, cited as “Islands Trust Executive Committee Acting as a Local Trust Committee Bylaw Enforcement Notification Bylaw No. 34, 2018”, be forwarded to the Secretary of the Islands Trust for approval by the Executive Committee.

CARRIED

10.3 Incorporating the Regional Conservation Plan into Land Use Planning - Briefing

Discussion ensued. Director Marlor will be attending all Council meetings in the Bowen municipality.

10.4 Coastal Douglas-fir & Associated Ecosystems Toolkit - Staff Report

<http://www.islandstrust.bc.ca/media/346674/cdf-toolkit-final-web.pdf>

Planner Starke presented the Staff Report. Received for information. Will consider when the work program comes up.

10.5 Farm Industry Review Board and Aquaculture – Memorandum

Director Marlor presented the Memorandum. Discussion ensued and the following points were made:

- Farm Review Board has not received any complaints.
- Chair Luckham spoke regarding Nanoose First Nations' concern regarding restrictions on aquaculture and stated that hopefully if someone complains this will give mediation.
- Received for information.

10.6 Approval Process for Water Supply Systems on Salt Spring Island – Memorandum

Director Marlor presented the Memorandum and it was received for information

11. REPORTS

11.1 Trustee Reports

None

11.2 Chair's Report

Chair Luckham reported the following:

- New council is now in place and going through orientation.
- Currently in budget cycle.
- Encouraged everyone to participate.

11.3 Trust Conservancy Reports dated November 2017 to September 2018

No specific activity on Ballenas-Winchelsea at this time. Chair Luckham gave a brief on the current staff changes

11.4 Regional District of Nanaimo Electoral Area E Director Update

None.

The following point was noted:

- The previous area director did attend these meetings and the new director will be invited to the next meeting.

11.5 Snaw-Naw-As (Nanoose) First Nation Representative Report

Chair Luckham made the following points:

- An invitation to the First Nations Representative did not go out.
- Suggested organizing a boat tour to the Islands to conduct a site visit, as there is a lot of development potential.
- There is a conservation property adjacent to Ballenas-Winchelsea which has some interest to the Islands Trust Conservancy Board.

- Reach out to this Local Trust Area, Mt. Arrowsmith Biosphere and Nanoose First Nations.

11.6 Applications Report - no applications

11.7 Trustee and Local Expense Report dated June, 2018

Received.

11.8 Adopted Policies and Standing Resolutions dated November 14, 2018

Received

11.9 Local Trust Committee Webpage

12. WORK PROGRAM

12.1 List of Top Priorities

Planner Zupanec made the following points:

- Protect Crown Islets and reach out to associated interests i.e. Nanoose First Nations.
- Concerns around recreational use including fires and garbage.
- Mt. Arrowsmith Biosphere Region – February 1, 2019 meeting date.
- Promote First Nations relationship building by holding meetings in Nanoose.

Other points discussed:

- A trustee suggested that the Coastal Douglas fir item be added to the Top Priorities List.

EX-2018-007

It was Moved and Seconded,

that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) consider implementation of the report *Protection of the Coastal Douglas-fir and Associated Ecosystems: An Islands Trust Tool Kit (2018)* as a project work program item and add the Regional Conservation Plan as projects to the work program.

CARRIED

12.2 List of Projects

Director Marlor stated that there is funding available for First Nations site visits with regard to a boat tour.

Chair Luckham commented that Nanoose First Nations has a centre that can be rented to host meetings.

Planner Zupanec confirmed that staff have made inquiries regarding facility rental, but has not received clarity on whether this is feasible. She will discuss with Lisa Wilcox and seek her assistance with the Nanoose First Nations outreach.

Trustee Fast joined the meeting at 9:50 AM and Chair Luckham reviewed the status of the agenda items for her benefit.

EX-2018-008

It was Moved and Seconded,

that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) request staff to forward agenda packages to the Nanoose First Nations and Regional District of Nanaimo Electoral Area Director one week prior to each meeting, and remind them of the opportunity to provide verbal, written or phone in updates to the Local Trust Committee.

CARRIED

13. CLOSED MEETING - none

14. UPCOMING MEETINGS

14.1 Next Regular Business Meeting - TO BE DETERMINED

The next regular business meeting will be held on March 6, 2019, location TBD.

15. ADJOURNMENT

By general consent the meeting was adjourned at 10:04 AM.

Peter Luckham, Chair

Certified Correct:

Lori Foster, Recorder

Follow Up Action Report

Ballenas-Winchelsea Islands

01-Nov-2017

Activity	Responsibility	Target Date	Status
Staff to develop a presentation profiling the BW LTA and important ecological features for the MABR roundtable, including recent mapping and data from the Islands Trust Fund Regional Conservation Strategy.	Sonja Zupanec		Done

12-Dec-2018

Activity	Responsibility	Target Date	Status
Staff to prepare referral response to the DE LTC that interests are unaffected by Proposed Bylaw Nos. 228 and 229.	Sonja Zupanec		Done
LTC endorsed 2019 meeting schedule (Mar 6, Jul 10 and Oct 16)	Wil Cottingham		Done
Proposed Bylaw 34 given 1st, 2nd and 3rd readings. Forward to EC for approval.	Miles Drew Becky McErlean Robert Barlow		Done
Send Nanoose FN and RDN Electoral Area director a link to the BW LTC meeting agenda packages one week prior to each meeting and remind them of the opportunity to provide verbal or written or phone in updates to the LTC.	Sonja Zupanec Wil Cottingham		On Going
Move the boat tour project to the Top Priorities List - include MABR and FN and other local government members.	Sonja Zupanec		Done
Add protection of Coastal Douglas fir and Associated Ecosystems to the Project List. Implementation of toolkit and IT Conservation Plan.			Done



Islands Trust Conservancy Report to Local Trust Committees and Bowen Island Municipality November 2018

New Islands Trust Conservancy Board Members and Chair

The Islands Trust Conservancy board has two new members from the new 2019-2023 Islands Trust Council. Doug Fenton, a first-time trustee from Thetis, was elected to sit on ITC and the Board also welcomes Trustee Sue Ellen Fast as the appointed representative of the Islands Trust's Executive Committee. The Conservancy also re-welcomes returning trustee Kate-Louise Stamford, who was elected to the Board for a second term by the Islands Trust Council.

The Islands Trust Conservancy Board is comprised of two islands trustees elected to their positions by the Trust Council; one appointed Islands Trustee from the Trust Council executive and three provincially appointed board members from the islands at large.

The Islands Trust Conservancy Board

Richard “Hoops” Harrison – Saturna Island

Robin Williams – Salt Spring Island

Linda Adams – Salt Spring Island

Doug Fenton – Thetis Island

Sue Ellen Fast – Bowen Island

Kate-Louise Stamford – Gambier Island

At the November 27th meeting, Trustee Stamford was elected by acclamation by the ITC Board as their chair. This position is reviewed on an annual basis.

Islands Trust Conservancy Budget Submission

The Islands Trust Conservancy board received the Islands Trust Conservancy budget for information.

2019 Islands Trust Conservancy Board Meeting Dates

The Islands Trust Conservancy board approved the 2019 meeting schedule.

Regional Conservation Plan Reporting

The Islands Trust Conservancy board discussed ways to communicate the Regional Conservation Plan to local trust committees, the Bowen Island Municipality, Executive Committee and Trust Council.

Incorporation of Regional Conservation Plan into Land Use Planning

The Islands Trust Conservancy board discussed ways to communicate incorporating the Islands Trust Conservancy's 2018-2027 Regional Conservation Plan and associated mapping and data into Official Community Plans, Land Use Bylaws and local planning initiatives and projects and agreed to discuss further strategies for work with local trust committees and the Bowen Island Municipality at its January meeting.

Bylaw Amendment

The Islands Trust Conservancy board directed staff to provide recommendations for revision of Islands Trust Conservancy Bylaw 1 to add options for an alternate chair as there can be extra travel challenges when crossing from the mainland to the Victoria office.

New Name: Islands Trust Conservancy

ITC staff provided a briefing note about the status of the Islands Trust Conservancy name change and budget.

Summary of Current Island-by-Island Activities

Bowen

Trustee Fast reported that New Zealand MP Eugenie Sage came to Bowen Island and requested Islands Trust Conservancy covenant program information.

Denman

The Islands Trust Conservancy board received correspondence from the Cowichan Valley Regional District regarding the Denman Cross Island Trail. Invasive species removal and trail clearing, sign installation, and tree protection for forest restoration continue at three ITC nature reserves on Denman.

Gambier

Public consultation for the updated management plans of three Gambier Island Nature Reserves (Brigade Bluffs, Long Bay Wetland, Mount Artaban) is underway with a public survey and a public, open-house webinar on December 12, 2018.

Lasqueti

The Salish View campaign continues, in partnership with the Lasqueti Island Nature Conservancy (LINC).

Please feel free to contact members of the Islands Trust Conservancy or Islands Trust Conservancy staff for more details.

Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca
Islands Trust Conservancy itcmail@islandstrust.bc.ca

Link Island (Gabriola Island Local Trust Area)

The Islands Trust Conservancy and the Nanaimo Area Land Trust registered a NAPTEP covenant over 19.3 ha of Link Island. The Natural Area Exemption Certificate providing the property tax exemption was registered in October. The covenant has significant ecological value and is a good model of land conservation under the NAPTEP program.

North Pender Island

The Islands Trust Conservancy board received correspondence sent to North Pender LTC from Islands Trust Conservancy staff regarding Medicine Beach Nature Reserve.

Thetis

The Islands Trust Conservancy is negotiating a conservation covenant for Fairyslipper Forest Nature Reserve with the Thetis Island Nature Conservancy and the Cowichan Community Land Trust. Ecological information is being collected for the covenant baseline report and the management plan and a public open house was held on Thetis Island on October 13, 2018. Islands Trust Conservancy staff and Trustee Fenton met with representatives from the Penelakut Tribe, the Thetis Island Nature Conservancy and the Cowichan Community Land Trust to discuss property management on Thetis Island.

Please feel free to contact members of the Islands Trust Conservancy or Islands Trust Conservancy staff for more details.

*Kate-Louise Stamford, Chair kstamford@islandstrust.bc.ca
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Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea) Policies & Standing Resolutions

No	Meeting Date	Resolution No.	Issue	Policy
1.	May 19, 2015	EX-LTC-2015-007	Adoption of Minutes via RWM	It was MOVED and SECONDED that the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea) request staff to issue an Resolution Without Meeting for adoption of the minutes on a regular basis.



Ballenas-Winchelsea Islands

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Advocacy for the protection and appropriate use of Crown islets.	To work with Nanoose First Nation, provincial agencies and other agencies to facilitate appropriate public use of the islands. -develop a presentation to MABR roundtable on the ecological significance of the islands and islets within the BW LTA.	19-May-2015		
2	Nanoose First Nation Relationship Building.	- coordinate BW meeting rotation at Nanoose FN meeting facility	26-Jul-2011		
3	Implement the Protection of Coastal Douglas fir and association ecosystems toolkit and Islands Trust Conservancy Regional Conservation Plan.	Review the OCP and LUB.	12-Dec-2018		



Projects

Ballenas-Winchelsea Islands

Description	Activity	R/Initiated
Coordinate a boat tour of the BW islands and islets inviting FN representatives, MABR members and Regional District Electoral Area representative.		12-Dec-2018