



<b>Policy:</b>	2.1.11
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	March 7, 2003
<b>Amendment Dates:</b>	December 5, 2003; September 16, 2005; December 8, 2006; March 11, 2009; September 16, 2009; September 10, 2014; December 7, 2016; September 15, 2020; December 2, 2021
<b>Policy Holder:</b>	Director of Trust Area Services

## ADMINISTRATION OF THE COMMUNITY STEWARDSHIP AWARDS PROGRAM

### Purpose

1. To define policies that will ensure a fair and effective Community Stewardship Awards program in accordance with related policies of Islands Trust Council.
2. To provide an opportunity for Islands Trust to proactively and positively engage island communities in promoting stewardship within Islands Trust Area.

### A. Definitions

Not applicable.

### B. Policy

#### 1. Intentions

- 1.1 Islands Trust Council has established an Islands Trust Community Stewardship Awards Program to recognize and encourage the actions of individuals and organizations that support the mandate of Islands Trust.
- 1.2 Islands Trust Council offers the Community Stewardship Awards program in the final year of each term.
- 1.3 Islands Trust Programs Committee of Trust Council is responsible for initiating Islands Trust Community Stewardship Awards Program in February in the final year of each term.
- 1.4 Trust Council may alter the timing and frequency of the award program by resolution of Trust Council, to address unanticipated circumstances that may affect the schedule.

#### 2. Nomination Eligibility

- 2.1 The program is open to any individual, First Nation community or organization, school (or classroom), community group, non-profit or business entity that has demonstrated efforts to enhance a community or its environment in Islands Trust Area in a manner consistent with the mandate of Islands Trust. A nominee does not need to live on an

Islands Trust island to qualify for nomination.

- 2.2 A nominee who is subject to an open bylaw enforcement action with a confirmed land-use bylaw violation for which Islands Trust is seeking compliance is not eligible to be nominated as an individual nominee.
- 2.3 A nominee cannot nominate themselves, or a business or committee/organization to which they belong. This policy is not intended to discourage nominations for broad community-type nominations from individuals who are part of that community, e.g. an Island resident, or a First Nation community or band.
- 2.4 Current staff members, contractors, and trustees are not eligible as an individual nominee and only become eligible twenty-four months after receiving final payment from Islands Trust.
- 2.5 Organizations are not eligible as nominees if current staff members, contractors or trustees played a leadership role in the organization during the implementation of the nominated project or work.
- 2.6 Organizations that provide goods or services to Islands Trust are eligible so long as the nominated project did not receive payment from Islands Trust.
- 2.7 Projects that have received support from Islands Trust Conservancy Board are eligible if the value of Islands Trust Conservancy cash and in-kind support is less than 50% of the project's budget.
- 2.8 Nominations can relate either to a single project or to work carried out over a period of time.
- 2.9 At the time of nomination, the project or work must be ongoing or must have been completed within the previous twenty-four months.
- 2.10 Nominations must be received by the deadline established by Islands Trust. Nominations submitted after the deadline will not be accepted unless the delay is due to a technical or logistical error on the part of Islands Trust.

### **3. Nomination Process**

- 3.1 Nominations will be invited under the categories of individuals, organizations, or additional. The 'additional' category may include, but is not limited to awards for enduring achievement, reconciliation, climate change (adaptation and/or mitigation), youth, or posthumous recognition.
- 3.2 Members of the public and other agencies may nominate individuals or organizations.
- 3.3 Each nominator may make one nomination per category every two years.
- 3.4 All nominators will be required to fill out Islands Trust Community Stewardship Awards Nomination Form.
- 3.5 Each individual or organization nominated for an award must indicate acceptance of

the nomination by signing the nomination form or by sending an email accepting the nomination and confirm the information provided in their nomination form is accurate.

- 3.6 After the close of nominations, each nominee will receive a letter from Islands Trust Chair recognizing their nomination.

#### **4. Nomination Evaluation**

- 4.1 In May of the final year of the each term, Islands Trust Programs Committee will evaluate and recommend award recipients to Trust Council for up to two awards in each of the individual and organizational categories, and for up to two additional awards in those or other categories while considering:

4.1.1 the confidential comments provided by local trustees; and

4.1.2 the following criteria:

4.1.2.1 benefits to the community or Trust Area,

4.1.2.2 relationship of project or work to Islands Trust Policy Statement,

4.1.2.3 collaboration with others,

4.1.2.4 innovation,

4.1.2.5 community support,

4.1.2.6 time and effort, and

4.1.2.7 ongoing public service.

- 4.2 In June of the final year of each term, Islands Trust Council will decide upon the Community Stewardship Award recipients while considering the items above, as well as Islands Trust Programs Committee's recommendations.

- 4.3 Nominations will be evaluated based on the information in the nomination form. Letters of support or other supporting materials will not be part of the evaluation.

#### **5. Award Presentation**

- 5.1 Local trust committees and/or island municipalities will present the awards to the recipients. If an Islands Trust Council meeting is scheduled on an island in September, the local trust committee may choose instead to present the award(s) at that meeting.

- 5.2 The Awards will consist of framed certificates and/or small mementoes that represent the unique nature of Islands Trust Area and, where practical, are constituted from products distinct to Islands Trust Area.

#### **6. Program Costs and Fees**

- 6.1 The cost for each award will not exceed \$100.

- 6.2 Local trust committees may use up to \$100 from their local trust committee budgets to cover the costs of a public presentation ceremony.

**C. Legislated References**

1. Islands Trust Policy Statement, Part II - Islands Trust Object and Its Meaning

*“To achieve its object, Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While Islands Trust can provide the necessary leadership, responsibility for stewardship of Islands Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities.”*

2. Islands Trust Council Policy 6.5.3 Procurement

3. Islands Trust Council Policy 6.1.1 First Nations Engagement Principles

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

Attachment: Nomination Form



Islands Trust

# Islands Trust Community Stewardship Awards

## Nomination Form

Deadline for submission: **[INCLUDE DATE AND TIME]**.

Trust Council uses the Community Stewardship Awards Program to recognize any individual, First Nation community or organization, school (or classroom), community group, non-profit or business entity that has demonstrated efforts to enhance a community or its environment in Islands Trust Area in a manner consistent with the mandate of Islands Trust. A nominee does not need to live on an Islands Trust island to qualify for nomination.

Instructions: Please ensure that you have read the [Frequently Asked Questions](#) document before nominating a potential candidate, and ensure that your nominee has agreed to be nominated.

### Nominator Information

Name of Nominator or Nominating Organization:	
Contact person for Nominating Organization (if applicable):	
Address:	
Phone Number:	
Email:	

### Nominee Information

Name of project or accomplishment:	
Name of Nominee or Nominated Organization:	
Contact person for Nominated Organization (if applicable):	
Address:	
Phone Number:	
Email:	

### Acceptance of Nomination

The nominee or representative of a nominated organization should sign below to accept the nomination and to confirm the information provided is accurate. By signing below, the nominee also provides consent for staff to access bylaw enforcement records to determine if the nominee or nominated organization is subject to an open bylaw enforcement action with a confirmed land-use bylaw violation for which Islands

Trust is seeking compliance. Alternatively, if this form is submitted via email, the nominee may send an email to: [csa@islandstrust.bc.ca](mailto:csa@islandstrust.bc.ca) to accept the nomination, to confirm the information provided is accurate, and provide consent for staff to access the nominee's bylaw enforcement records to determine if the nominee or nominated organization is subject to an open bylaw enforcement action with a confirmed land-use bylaw violation for which Islands Trust is seeking compliance.

Signature:	Date:
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**Project Description**

Please provide the following information about the nominated individual, project and/or body of work.

1. What was/is the overall purpose of the project or body of work?

*Please describe the activities and events of the project or body of work, including the timeline. Provide details about who was involved in the project—planning, promoting and funding it. (250 words max)*

2. Describe how the individual, project and/or body of work relates to the preserve and protect object of Islands Trust:

*How did the project or body of work encourage activities consistent with the mandate of Islands Trust as outlined in the [Islands Trust Policy Statement](#)? (e.g. did the work protect, enhance or restore the natural environment? Did the work support the protection and conservation of cultural, sacred, or archaeological areas?) (150 words max)*

3. Describe the benefits of the project to community or the regional Islands Trust Area.

*Describe how the project was or will be meaningful and lasting to the local community, or to the entire Islands Trust Area. Who benefits? How much? How long will the benefits last? (150 words max)*

4. Describe how the nominee collaborated with others.

*How did the nominee collaborate with others and broaden support for the project? How many people were involved in the project or body of work? Did the nominee share knowledge and create learning for the community and others? (150 words max)*

5. Describe how the project or body of work was particularly innovative.

*How did the project or body of work create new ways of doing things or develop new solutions? Was there innovation in the degree or type of community participation? (150 words max)*

6. Describe the degree to which the community supported and became involved in the project or body of work.

*How broadly did members of the community support the project or body of work, and become involved in it to achieve success? Did the nominee build community connections and reach out to those who might not be natural supporters of the project or body of work? (150 words max)*

7. If the project or body of work addresses climate change, describe how the project or body of work prepares your community to adapt or mitigate to climate change. (150 words max)

8. How or did the project or body of work support Reconciliation or raise awareness of Reconciliation within the community. (150 words max)

9. How or did the project or body of work incorporate understanding about, or enhance education of, Indigenous Traditional Knowledge regarding stewardship. (150 words max)

10. Is or did the project or body of work connect or reach out to First Nations communities or Indigenous Peoples within Islands Trust Area. (150 words max)

We recommend that you keep a record of your nomination.

**Submit by email to [csa@islandstrust.bc.ca](mailto:csa@islandstrust.bc.ca).** You may also submit by fax to (250) 405-5155, or by mail to:

Community Stewardship Awards  
Islands Trust  
200-1627 Fort Street  
Victoria BC V8R 1H8

***Collection Notice:*** *Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the 2019 Community Stewardship Awards program.*

*Enquiries about the collection or use of information in this form can be directed to Carmen Thiel, Legislative Services Manager, at 250-405-5188.*