



Regional Planning Committee Revised Agenda

Date: Wednesday, August 24, 2022
Time: 10:00 am - 3:00 pm
Location: Electronic Zoom Meeting

Pages

1. **CALL TO ORDER**
2. **AGENDA**
 - 2.1. **New Items and Re-Ordering of the Agenda**
 - 2.2. **Approval of Agenda**
3. **PUBLIC COMMENT PERIOD**
4. **DELEGATIONS**

None.
5. **CORRESPONDENCE**

None.
6. **ADMINISTRATIVE COORDINATION**
 - 6.1. **Draft Minutes of Previous Meetings**
 - 6.1.1. **Regional Planning Committee Minutes of May 18, 2022** 4 - 10

For review and approval
 - 6.2. **Resolutions Without Meeting**

None.
 - 6.3. **Follow up Action List** 11 - 18

For review
7. **BUSINESS - WORK PROGRAM ITEMS**
 - 7.1. **Strategic Plan and Budget for next Fiscal - Verbal Update**

7.2. Heritage Conservation Overlay Mapping - Verbal Update

Top Priority #1

Strategic Plan item #4.8- develop heritage conservation overlay mapping - Phase 1 completed, Phase 2 budgeted for 2022/23 but not yet started.

7.3. Freshwater Sustainability Strategy Frequently Asked Questions Document - Discussion

Top Priority #1

Strategic Plan Item 2.4 - Freshwater Sustainability Strategy

8. BUSINESS - OTHER

8.1. Denman Island Local Trust Committee Bylaw No. 245 Amendments regarding the model fees bylaw - Discussion 19 - 24

EC passed the following resolution at its July 7th EC meeting:

That Executive Committee refer the Denman Island Local Trust Committee Bylaw No. 245 amendments regarding the model fees bylaw to the Regional Planning Committee for reference.

8.2. Trust Council Policies 6.2.1, "PRIORITY SETTING/REVIEW GUIDELINES", and 6.7.1, "WORK PROGRAM, FOLLOW-UP ACTION LIST AND PRIORITIES MATRIX" - Briefing 25 - 35

8.3. Temporary Freshwater Technical Coordinator, university co-op student position in Summer 2023 - RFD 36 - 44

8.4. First Nation engagement - obtaining implied consent in regards to OCP and LUB projects and large development applications - Discussion

Trustee Patrick to introduce the discussion item

8.5. Housing Advocacy working group - Verbal Update and a RFD 45 - 51

Resolution at the TC meeting of December 2, 2021:

That we refer the motion on the table (TC-2021-128) to the Regional Planning Committee for further consideration.

Motion TC-2021-128:

It was Moved by Trustee Colbourne and Seconded by Trustee Patrick,

That Islands Trust Council:

Make the following recommendations to British Columbia's Lieutenant Governor in Council, in accordance with S. 8(2)(e) of the Islands Trust Act;

1) That the Province of British Columbia develop the necessary mechanisms to create, fund, govern, and administer an Islands Housing Authority-type entity that will develop housing solutions across the Islands Trust area that:

a. Support equitable access to housing as a fundamental human right and an act of

Reconciliation with First Nations and Indigenous Peoples;

b. recognize that there is critical need for a diversity of housing across the Islands Trust Area, and that the islands are particularly lacking in purpose-built rental housing;

c. fosters preservation and protection of at-risk ecosystems, cultural heritage sites, and large tracts of forests and farmland;

d. recognize that intensifying development of new single-user, market-valued homes poses a clear threat to the natural environment and cultural heritage sites, and is not the best use of the remaining residential land on the islands;

e. recognize that compact and clustered residential development can make more efficient use of land, resources and infrastructure, produce lower greenhouse gas emissions, and be more affordable than resource intensive single-user homes;

f. support a socially and economically diverse population and healthy communities across the Islands Trust Area;

g. allow for islands within the current Islands Trust area to opt into the entity.

h. recognize the value of island specific solutions, traditions and approaches to providing housing options.

Note: 'It was discussed that the intent of the referral motion to Regional Planning Committee could bring improvements to the motion for consideration at March Trust Council.'

Resolution at the RPC meeting of May 18, 2022:

that Regional Planning Committee designate a working group of Committee members to work with staff to draft a letter to the Province for recommendation to Trust Council regarding the housing equity and workforce shortage crisis in the Trust Area.

8.6. Term End Review - Draft Letter

52 - 53

9. BUSINESS - NEW

10. WORK PROGRAM

For review and referral to Trust Council before each quarterly TC meeting

10.1. Current Work Program (Top Priorities and Projects)

54 - 57

11. NEXT MEETING

Wednesday, November 16, 2022 from 10:00 a.m. - 3:00 p.m.

12. ADJOURNMENT

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



Regional Planning Committee Minutes of a Regular Meeting

Date: May 18, 2022
Location: Electronic Meeting

Members Present: Laura Busheikin, Chair
David Maude, Vice Chair
Scott Colbourne, Local Trustee
Jeanine Dodds, Local Trustee
Doug Fenton, Local Trustee
Kees Langereis, Local Trustee
Laura Patrick, Executive Committee Representative
Timothy Peterson, Local Trustee
Kate-Louise Stamford, Local Trustee
Jane Wolverton, Local Trustee
Peter Luckham, Ex Officio Member

There were internet connectivity issues during the meeting for a number of trustees.

Staff Present: David Marlor, Director, Legislative Services
Clare Frater, Director, Trust Area Services
Robert Kojima, Regional Planning Manager, Southern Office
Heather Kauer, Regional Planning Manager, Northern Office
Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: no member of the public was present

1. CALL TO ORDER

The meeting was called to order at 10:04 a.m. Chair Busheikin acknowledged that participants of the meeting were attending from traditional, treaty and unceded territories of many First Nations.

2. AGENDA

2.1 New Items and Re-Ordering of the Agenda

No new items or re-ordering of the agenda.

2.2 Approval of the Agenda

By general consent the Regional Planning Committee approved the agenda as presented.

3. PUBLIC COMMENT PERIOD

No member of the public indicated a desire to speak.

4. DELEGATIONS

None

5. CORRESPONDENCE

5.1 2022-01-22 Riane da Silva

Executive Committee requested the correspondence be forwarded to RPC for consideration on its work in the housing area. The letter originally appeared at the Denman LTC meeting of March 22, 2022, and references the United Nations Declaration of the Right to Adequate Housing (UNDRAH) that was adopted by the Canadian government on June 21, 2019, in the form of the [National Housing Strategy Act](#).

RPC-2022-013

It was MOVED and SECONDED,
that Regional Planning Committee forward the January 22, 2022,
correspondence from Riane da Silva regarding housing rights to all trustees.

CARRIED

It was MOVED and SECONDED,

that Regional Planning Committee forward the January 22, 2022,
correspondence from Riane da Silva regarding housing rights to the Islands 2050
engagement team.

RPC-2022-014

It was MOVED and SECONDED,
to amend the motion “that Regional Planning Committee forward the January
22, 2022, correspondence from Riane da Silva regarding housing rights to the
Islands 2050 engagement team.” by adding “and recommend that policies that
recognize housing as a human right be added to the TPS”.

CARRIED

RPC-2022-015

It was MOVED and SECONDED,
that Regional Planning Committee forward the January 22, 2022,
correspondence from Riane da Silva regarding housing rights to the Islands 2050
engagement team and recommend that policies that recognize housing as a
human right be added to the TPS.

CARRIED

RPC-2022-016

It was MOVED and SECONDED,

that the Regional Planning Committee Chair reply to the correspondent with an update to actions taken.

CARRIED

6. ADMINISTRATIVE COORDINATION

6.1 Draft Minutes of Previous Meeting

6.1.1 Regional Planning Committee minutes of February 9, 2022

By general consent the Regional Planning Committee minutes of February 9, 2022, were adopted as presented.

6.2 Resolutions Without Meeting

None

6.1 Follow-up Action List

Director Marlor reviewed the items in progress, noting that there are limited staff resources available to address all the items and that staff would welcome the Committee setting priorities.

The Committee discussed the action items relating to the tabled Trust Council motion TC-2021-128 (in regards to a housing authority entity) that was referred from Trust Council to RPC. The intention of the referral to RPC, as noted in the Trust Council minutes, is to potentially bring improvements to the motion for consideration at a future Trust Council meeting. Discussion included:

- possibility of returning to Trust Council without any recommendations for changes to the motion
- possibility of requesting Trust Council provide further direction for RPC
- the viability of the proposal in the motion
- the possible response from the Province to the current motion if Trust Council were to adopt it
- the intention of the motion
- the issues or problems that the motion is attempting to address
- the priority of the motion

RPC-2022-017

It was MOVED and SECONDED,

that Regional Planning Committee designate a working group of Committee members to work with staff to draft a letter to the Province for recommendation to Trust Council regarding the housing equity and workforce shortage crisis in the Trust Area.

CARRIED

RPC-2022-018

It was MOVED and SECONDED,

that Regional Planning Committee appoint Trustees Busheikin, Patrick, Wolverton and Colbourne to the working group on housing equity and workforce shortage crisis.

CARRIED

7. BUSINESS - WORK PROGRAM ITEMS

7.1 ShoreZone Polygon Mapping Summary Report "Eelgrass in the Gulf Islands Trust Area"

Director Marlor indicated that the report and maps complete Strategic Plan item #2.2 and that trustees could indicate to himself if they wish it shared with third parties.

RPC-2022-019

It was MOVED and SECONDED,

that Regional Planning Committee forward the ShoreZone Polygon Mapping Summary Report "Eelgrass in the Gulf Islands Trust Area" to Trust Council.

Committee recessed at 12:00 p.m. and returned at 12:31 p.m.

7.2 Freshwater Sustainability Strategy - Verbal Update

Island Planner Chadwick provided an overview of the Strategy, indicating that an implementation strategy hasn't been worked on yet due to lack of staffing resources.

7.3 Healthy Watersheds Initiative Funding Outcomes – Briefing

Island Planner Chadwick referenced an eight minute video in regards to Indigenous perspectives on water but was unable to show it due to connectivity issues. She will provide a link to members of the RPC.

7.4 Groundwater Sustainability Science Program – Verbal Update

Senior Freshwater Specialist Shulba spoke to the Program and indicated that he will provide a briefing that provides details at the next RPC meeting.

7.5 Heritage Mapping Project - Verbal Update

Director Marlor indicated that a briefing will be provided to RPC at the next meeting. The work was being done by the former Strategic Intergovernmental Policy Advisor and that position is currently vacant.

7.6 Other Strategic Plan Items

Director Marlor indicated that:

- 1.2 (Model Coastal Douglas-fir Ecosystem bylaws) has not been started but does have a budget;

- 2.3 (Shoreline Review) was completed and referred to LTCs;
- 4.4.iii (Using Floor Area Ratio for affordable housing) was completed;
- 4.4.1v (Model density bonus bylaws for affordable housing) hasn't been started and doesn't have resources attached to it.

8. BUSINESS - OTHER

8.1 2021/22 Annual Report: Approval of RPC Section - RFD

Director Marlor introduced the text of the RPC section of the annual report. Committee discussion included removing the words "Model Bylaw" from the "Residential Floor Area Ratio Report Model Bylaw" and from the "Shoreline Protection Model Bylaw Report"

RPC-2022-020

It was MOVED and SECONDED,

that Regional Planning Committee approve the attached text as amended for inclusion in the 2021/22 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.

CARRIED

8.2. Both EC and RPC are scheduled to meet on November 23, 2022

It was noted that this would result in a conflict for the next term's Islands Trust Chair and the assigned Executive Committee representative.

RPC-2022-021

It was MOVED and SECONDED,

that Regional Planning Committee reschedule the November 23, 2022 meeting to November 16, 2022.

CARRIED

8.3 Delegation of Development Permits - RFD

Regional Planning Manager Kojima presented the RFD, indicating that the purpose is to provide draft policy and a draft bylaw that would enable local trust committees to delegate the issuance of development permits to staff. He noted that this delegation would be considered as part of the LPS Renewal project and is consistent with Trust Council's request of the Minister to allow local trust committees to be able to delegate issuance of permits to staff, and the subsequent amendments to the Islands Trust Regulation to allow this. It is also consistent with recommendations in the 2022 Governance Review commissioned by Trust Council. It was noted that this policy would enable, but not require, LTCs to delegate the issuance of development permits.

Committee discussion included a number of comments, clarifications and suggested amendments to the policy including:

- section 4.5: replace the words "...the application should be refused..." with the words "...the application shall be refused..."

- section 2.1: there is a need for regular reviews of some Development Permit Areas (DPA) to ensure that the DPA is accurate and current, such as within 5 years, and staff should be required to report to the appropriate LTC if mapping of DPAs is found to be out of date
- section 1.4: needs consistency between policy and bylaw in regards to whether authority to issue permits go to the Director and the RPM or just to the Director (and the RPM in the Director's absence)

RPC-2022-022

It was MOVED and SECONDED,

that Regional Planning Committee forward the attached draft 'Delegation of Land Use Permits' policy and bylaw template as amended to the June Trust Council meeting with a recommendation that the policy be adopted and that local trust committees be requested to consider adopting delegation bylaws.

CARRIED

8.4 Review of Trust Council Policy 5.9.1 Best Management Practices For Delivery of Local Planning Services To Local Trust Committees - RFD

Regional Planning Manager Kauer indicated that the draft policy presented at the last RPC meeting was amended to incorporate UNDRIP and DRIPA concerns and that the amended policy was presented to and discussed by TC in March. She indicated that she was not aware of any written comments from that TC discussion and Director Marlor also indicated that he had not received any feedback directly from trustees.

RPM Kauer noted that appendices may not be needed to be included with the policy as they may prove to be more operational in nature and more flexible if they are presented to each LTC or Committee in a way that is geared toward individual projects.

Committee discussion included:

- section 9.2 uses the words "Early and meaningful engagement in the process is encouraged..." rather than "...is required..." or some other wording because the bylaw will be a guide and not a requirement; legislation in regards to Official Community Plans speaks to each LTC turning it's mind to whatever kind of engagement it wants; and because minor technical amendments would be allowed to occur without having to engage with First Nations
- the process used to create the policy has been to edit the current policy rather than creating an ideal process by exploring questions such as "what should it be" and identification of partners in the development of policy
- Phase 0 (Defining the Project) could explicitly indicate engagement with First Nations, government agencies and other stakeholders
- protocol agreements might need to be developed with First Nations and other partners prior to developing policy
- the Committee needs to be clear as to what they are asking the TC to do with the draft policy

RPC-2022-023

It was MOVED and SECONDED,

that Regional Planning Committee endorse the draft policy “5.9.1 Best Management Practices For Delivery of Local Planning Services to Local Trust Committees” in principle with a detailed staff report to contextualize the intent to Trust Council, and forward to Trust Council for approval.

CARRIED

9. BUSINESS - NEW

None

10. WORK PROGRAM

RPC-2022-024

It was MOVED and SECONDED,

that Regional Planning Committee add to its Work Program the development of an Islands Trust Freshwater Sustainability Strategy policy document and recommendations for implementation of the Freshwater Sustainability Strategy, under section 4 of the Projects list.

CARRIED

11. NEXT MEETING

Wednesday, August 24, 10:00 a.m. - 3:00 p.m.

12. ADJOURNMENT

By general consent the meeting adjourned at 3:04 p.m.

Laura Busheikin, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk

Minutes are not official until adopted at a subsequent meeting.

Follow Up Action Report

Regional Planning Committee

09-Nov-2020

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff to report on the Trust Programs Committee affordable housing discussions on the next Regional Planning Committee agenda.	Stefan Cermak	Target: 18-May-2022	In Progress

12-May-2021

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff to bring back further analysis on fee-per-lot structure, including consideration of a cap and park dedication.	Narrisa Chadwick Stefan Cermak	Target: 18-May-2022	In Progress

25-Aug-2021

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request that Staff draft consequential amendments to Trust Council Policy "6.2.1 Priority Setting/Review Guidelines" and "Policy 6.7.1 Work program, Follow-up Action List and Priorities Matrix."	Heather Kauer	Target: 18-May-2022	In Progress

03-Nov-2021

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Regional Planning Committee

03-Nov-2021

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff to return with an Islands Trust Freshwater Sustainability Strategy policy document for approval following Trust Council review.	Narrisa Chadwick Stefan Cermak William Shulba	Target: 18-May-2022	In Progress
2 that Regional Planning Committee defer the business case for Strategic Plan Item No. 2.4 - to implement Freshwater Sustainability recommendations related to the development of a Freshwater Stewardship Outreach Plan to the 2023/24 budget year.	Stefan Cermak	Target: 21-Sep-2022	In Progress

01-Dec-2021

Activity	Responsibility	Dates	Status
1 That Islands Trust Council request that the Regional Planning Committee add to its work program the development of an Islands Trust Freshwater Sustainability Strategy policy document and recommendations for implementation of the Freshwater Sustainability Strategy.	David Marlor	Target: 18-May-2021	Completed

02-Dec-2021

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Regional Planning Committee

02-Dec-2021

Activity	Responsibility	Dates	Status
1 Referred by Trust Council to RPC: Make the following recommendations to British Columbia's Lieutenant Governor in Council, in accordance with S. 8(2)(e) of the Islands Trust Act; 1) That the Province of British Columbia develop the necessary mechanisms to create, fund, govern, and administer an Islands Housing Authority-type entity that will develop housing solutions across the Islands Trust area that: a. Support equitable access to housing as a fundamental human right and an act of Reconciliation with First Nations and Indigenous Peoples; b. recognize that there is critical need for a diversity of housing across the Islands Trust Area, and that the islands are particularly lacking in purpose-built rental housing; c. fosters preservation and protection of at-risk ecosystems, cultural heritage sites, and large tracts of forests and farmland; d. recognize that intensifying development of new single-user, market-valued homes poses a clear threat to the natural environment and cultural heritage sites, and is not the best use of the remaining residential land on the islands; e. recognize that compact and clustered residential development can make more efficient use of land, resources and infrastructure, produce lower greenhouse gas emissions, and be more affordable than resource	Stefan Cermak	Target: 18-May-2022	In Progress

Follow Up Action Report

Regional Planning Committee

02-Dec-2021

Activity	Responsibility	Dates	Status
intensive single-user homes; f. support a socially and economically diverse population and healthy communities across the Islands Trust Area; g. allow for islands within the current Islands Trust area to opt into the entity. h. recognize the value of island-specific solutions, traditions, and approaches to providing housing options.			

13-Jan-2022

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff to report on incorporating Local Trust Committee strategic planning within the Trust Council strategic plan.	Stefan Cermak	Target: 18-May-2022	In Progress

09-Feb-2022

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff develop an Islands Trust Freshwater Sustainability Strategy policy document.	Narrisa Chadwick Stefan Cermak William Shulba	Target: 18-May-2022	In Progress

Follow Up Action Report

Regional Planning Committee

09-Feb-2022

Activity	Responsibility	Dates	Status
2 that Regional Planning Committee request staff to identify options for the implementation of the Freshwater Sustainability Strategy.	Narrisa Chadwick Stefan Cermak William Shulba	Target: 18-May-2022	In Progress
3 that Regional Planning Committee request staff to obtain a legal opinion on using S. 8(2)(e) of the Islands Trust Act	Clare Frater Stefan Cermak	Target: 18-May-2022	In Progress
4 that Regional Planning Committee request staff to bring back issue identification and simplified recommendations in regards to a Housing Authority-type entity to British Columbia's Lieutenant Governor in Council at our next meeting.	Stefan Cermak	Target: 18-May-2022	In Progress
5 that Regional Planning Committee include a review of the term's projects as an agenda item towards the end of term.	Narrisa Chadwick Stefan Cermak	Target: 18-May-2022	In Progress

18-May-2022

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee forward the January 22, 2022, correspondence from Riane da Silva regarding housing rights to all trustees.	Stefan Cermak	Target: 25-Aug-2022	In Progress

Follow Up Action Report

Regional Planning Committee

18-May-2022

Activity	Responsibility	Dates	Status
2 that Regional Planning Committee forward the January 22, 2022, correspondence from Riane da Silva regarding housing rights to the Islands 2050 engagement team and recommend that policies that recognize housing as a human right be added to the TPS.	Robert Barlow	Target: 25-Aug-2022	Completed
3 that the Regional Planning Committee Chair reply to the correspondent with an update to actions taken.	Stefan Cermak	Target: 25-Aug-2022	In Progress
4 that Regional Planning Committee designate a working group of Committee members to work with staff to draft a letter to the Province for recommendation to Trust Council regarding the housing equity and workforce shortage crisis in the Trust Area.	Stefan Cermak	Target: 25-Aug-2022	In Progress
5 that Regional Planning Committee forward the ShoreZone Polygon Mapping Summary Report "Eelgrass in the Gulf Islands Trust Area" to Trust Council.	David Marlor	Target: 25-Aug-2022	Completed
6 Island Planner Chadwick referenced an eight minute video in regards to Indigenous perspectives on water but was unable to show it due to connectivity issues. She will provide a link to members of the RPC.	Narrisa Chadwick	Target: 25-Aug-2022	In Progress
7 Senior Freshwater Specialist Shulba will provide a briefing that provides details Groundwater Sustainability Science Program at the next RPC meeting.	William Shulba	Target: 25-Aug-2022	In Progress

Follow Up Action Report

Regional Planning Committee

18-May-2022

Activity	Responsibility	Dates	Status
8 Director Marlor indicated that a briefing in regards to the Heritage Mapping Project will be provided to RPC at the next meeting.	Stefan Cermak	Target: 25-Aug-2022	In Progress
9 that Regional Planning Committee approve the attached text as amended for inclusion in the 2021/22 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs.	David Marlor	Target: 25-Aug-2022	Completed
10 that Regional Planning Committee reschedule the November 23, 2002 meeting to November 16, 2022.	Robert Barlow	Target: 25-Aug-2022	Completed
11 that Regional Planning Committee forward the attached draft 'Delegation of Land Use Permits' policy and bylaw template as amended to the June Trust Council meeting with a recommendation that the policy be adopted and that local trust committees be requested to consider adopting delegation bylaws.	David Marlor Robert Kojima	Target: 25-Aug-2022	Completed
12 that Regional Planning Committee endorse the draft policy "5.9.1 Best Management Practices For Delivery of Local Planning Services to Local Trust Committees" in principle with a detailed staff report to contextualize the intent to Trust Council, and forward to Trust Council for approval.	David Marlor Heather Kauer	Target: 25-Aug-2022	Completed

Follow Up Action Report

Regional Planning Committee

18-May-2022

Activity	Responsibility	Dates	Status
13 that Regional Planning Committee add to its Work Program the development of an Islands Trust Freshwater Sustainability Strategy policy document and recommendations for implementation of the Freshwater Sustainability Strategy, under section 4 of the Projects list.	Robert Barlow	Target: 25-Aug-2022	Completed

PROPOSED

DENMAN ISLAND LOCAL TRUST COMMITTEE

BYLAW NO. 245

A bylaw to prescribe fees for amending bylaws, issuing permits, examining applications for subdivision, and examining other referrals and applications.

WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose fees related to applications and inspections; Section 41 of the *Liquor Control and Licensing Act* and Section 35 of the *Cannabis Control and Licensing Act* provides that a local government may, by bylaw, impose fees for referral of a license under that Act;

NOW THEREFORE the Denman Island Local Trust Committee being the Local Trust Committee having jurisdiction in respect of the Denman Island Local Trust area, in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

Citation

1.1 This bylaw may be cited as the "Denman Island Local Trust Committee Fees Bylaw, 2022".

Interpretation

2.1 In this bylaw:

"Applicant" means:

- 2.1.1 the person authorized under the Denman Island Local Trust Committee Development Procedures Bylaw No. 71, 1992 to make an application in respect of a bylaw or permit under the Islands Trust Act or Part 14 or Part 15 of the Local Government Act;
- 2.1.2 an applicant for a license under the Liquor Control and Licensing Act in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.3 an applicant for a license under the Cannabis Control and Licensing Act in respect of which the Local Trust Committee is requested or required to provide comments or recommendations;
- 2.1.4 an applicant for subdivision review under the *Land Title Act* or the *Strata Property Act*;
- 2.1.5 an applicant for the conversion of a previously occupied building to strata lots under the *Strata Property Act*;
- 2.1.6 an applicant for a soil deposit permit or soil removal permit issued pursuant to a bylaw enacted under Part 14 of the *Local Government Act*; or
- 2.1.7 an applicant to a board of variance established under Part 14 of the *Local Government Act*.

PROPOSED

“Application Processing Fee” means the initial amount payable to the Islands Trust in respect of any application under this bylaw.

“Community Benefit” refers to an application that results in provision of an amenity that is of value to the community, and identified in the Official Community Plan as a community amenity

“General Service Cost” includes average hourly cost of each staff position involved in processing the applications multiplied by the average number of hours taken to complete processing of that type of application, and includes administrative overhead costs.

“Estimated Direct Costs” for bylaw amendments listed in Table 1 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including:

1. newspaper advertising for one community meeting,
2. notifications, postal and delivery costs of statutory notifications for one public hearing,
3. rental of premises for one community meeting meetings and/or one public hearing,
4. contract minute-taker costs recording or preparation of minutes of one community meeting and/or one public hearing and,
5. staff travel expenses for one site visit, one community meeting and one public hearing.

“Estimated Direct Costs” for temporary use permits listed in Table 2 means the Islands Trust’s estimate of its actual average cost of disbursements associated with the processing of an application, including

1. one newspaper advertisement, notifications, postal and delivery costs of statutory notifications for one community meeting,
2. rental of premises for one community meeting,
3. contract minute-taker costs recording or preparation of minutes of one community meeting, and
4. staff travel expenses for one site visit, one community meeting.

“Islands Trust” means the Director of Local Planning Services or their authorized representative.

Application Fees

- 3.1 Prior to the processing of an application listed in Column 1 of Table 1, Table 2, Table 3 or Table 4, the applicant must deliver to Islands Trust the corresponding application processing fee in the amount shown in Column 2 subject to section 4. The application fee includes general service costs and estimated direct costs.

TABLE 1 – Bylaw Amendments (OCP and Zoning Bylaw	
Column 1: Type of Application	Column 2: Fee
Major (e.g. change to density or OCP)	\$7,800
Minor (e.g. regulation change without changing density or OCP amendment)	\$4,600
Affordable housing	\$1,500

PROPOSED

TABLE 2 – Permits		
Column 1: Development Permit in Respect of:		Column 2: Fee
1.	Protection of Natural Environment, Ecosystems and Biological Diversity	\$1,000
2.	Protection of Development from Hazardous Conditions (Development Area DP6)	\$1,000
3.	Protection of Farming	\$1,000
4.	Objectives for Form and Character	\$1,700
5.	Objectives to Promote Energy Conservation	\$1,000
6.	Objectives to Promote Water Conservation	\$1,000
7.	Objectives to Promote the Reduction of Greenhouse Gas Emissions	\$1,000
8.	Development Permit Amendment	\$1,000
Type of Development Variance Permit		
9.	Development variance permit (commercial, industrial or institutional development)	\$1900
10.	Development variance permit (residential development)	\$1900
Type of Temporary Use Permit		
11.	Temporary Use Permit (residential/commercial/industrial)	\$2150
12.	Temporary Use Permit for residential uses or commercial uses under 95 square metres that provide secondary dwellings.	\$440
13.	Temporary Use Permit Renewal	\$700
14.	Temporary Use Permit Renewal for secondary dwellings	\$165
Other Permits		
15.	Siting and Use Permit	\$250
16.	Heritage Alteration Permit	\$1,700
Combination Applications		
17.	Development Permit in respect of a protection area or water and energy conservation in combination with a companion application for a Development Variance Permit	\$2,500
18.	Development Permit in respect of form and character in combination with a companion application for a Development Variance Permit	\$3,000

PROPOSED

TABLE 3 – Subdivision Referrals	
Column 1	Column 2: Fee
1. Application for Subdivision Review – base fee	\$1,100
2. Application for Subdivision Review – per additional lot created	\$110
3. Application for Subdivision Review – parcel line adjustments only, creating no additional parcels	\$500

TABLE 4 – Other Applications	
Column 1: Type of Application	Column 2: Fee
1. Board of Variance	\$2,200
2. Land Use Contract amendment	\$2,000
3. Liquor & Cannabis Regulation Branch – Retail License Application and Process and referrals requiring local government consultation	\$1,500
4. Liquor & Cannabis Regulation Branch – Temporary License Change	\$500
5. Strata Conversions	\$1,500

4. Fee for After-the-Fact Application

- 4.1 An application for a permit or bylaw amendment to authorize work or an activity already undertaken, or in operation as of the date the application is made, the rate in 3.1 will be subject to a 20% surcharge.

5. Collection and Refund of Application Processing Fee Amounts

- 5.1 The total application processing fee must be received before the processing of the application can begin.
- 5.2 An applicant may withdraw their application at any time through written notice to the Planning Assistant and/or the Planner responsible for processing the application.
- 5.3 If an applicant withdraws an application before staff undertakes any planning work on the application, the Islands Trust must refund to the applicant the Application Fee, less \$100.
- 5.4 For an application in Table 1, or a Temporary Use Permit in Table 2, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned by the regional planning manager to the planner; 50% refund if the first staff report has been submitted to the LTC; 25% refund once public notice of a public hearing or permit has been sent out, no refund will be provided after a Public Hearing or after consideration of the Permit by the local trust committee.
- 5.5 For applications in Table 2 (except for Temporary use Permit applications), Table 3 and Table 4, the applicant will be eligible for: 75% refund if the application is withdrawn once the file has been assigned to the planner; no refund will be provided if the first staff report has been submitted to the LTC, Board of Variance, or formal referral response submitted to the relevant agency.

PROPOSED

6. Extraordinary Service Costs (ESC)

- 6.1 Extraordinary Services Costs will be paid by the Applicant through a cost recovery agreement, entered into with Islands Trust, in addition to the application processing fee.
- 6.2 Where legal work is required for the preparation of covenants, registration of covenant at Land Title Offices, registration of notice of a permit or housing agreement at the Land Title Office or for other purposes related to the application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.3 Where site visits involving First Nations are required for the processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.4 Where there may be need for additional community information meeting or public hearing not covered by the application processing fee, staff will provide the Applicant with an estimate of costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.5 Where other additional costs beyond the general service costs and estimated direct costs not specified above are required for processing of an application, staff will provide the Applicant with an estimate of the costs. The Applicant will pay a deposit of 150% of this estimate.
- 6.6 If the amount paid by Islands Trust in respect of Extraordinary Service Costs is less than the deposit provided to the Islands Trust, the Islands Trust shall provide the Applicant with the amount and the applicant shall pay the amount upon receipt. The local trust committee may withhold the consideration of issuance of any permit or hold the consideration of adoption of any bylaw in abeyance until the amount has been paid.
- 6.7 Islands Trust must refund the unused portion of any Extraordinary Service Costs deposit to the applicant if it is unused for any reason.

7. Annual Fee Increases

- 7.1 Fees in section 3.1 increase by 2% on April 1st of each year following the date of adoption of the bylaw.
- 7.2 The Denman Island Local Trust Committee will maintain a record of annual 2% increases and make that record available for public inspection.

PROPOSED

8. Application Fee Sponsorship

- 8.1 Pursuant to Islands Trust Policy 4.1.13, Guidelines for Executive Committee Sponsored or Local Trust Committee Initiated Development Applications, an applicant may apply to the Executive Committee of Islands Trust for development application fee sponsorship.

9. Severability

- 9.1 In the event a portion of this bylaw is set aside by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw remains in force and in effect.

10. Repeal

- 10.1 “Denman Island Local Trust Committee Fees Bylaw No. 181, 2007” is repealed upon adoption of this bylaw.
- 10.2 Any application for which a fee has been fully paid at the time this bylaw comes into force shall be processed to completion in accordance with the fee provisions of the repealed bylaw.

READ A FIRST TIME THIS 31ST DAY OF MAY, 2022

READ A SECOND TIME THIS 31ST DAY OF MAY, 2022

READ A THIRD TIME THIS 31ST DAY OF MAY, 2022

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS

_____ DAY OF _____, 202X

ADOPTED THIS _____ DAY OF _____, 202X

CHAIR

SECRETARY



BRIEFING

To: Regional Planning Committee **For the Meeting of:** August 24, 2022
From: Heather Kauer
Regional Planning Manager **Date Prepared:** August 18, 2022
SUBJECT: Updates to Trust Council Policies 6.2.1 and 6.7.1

PURPOSE:

To brief the Regional Planning Committee (RPC) on recommended updates to Trust Council Policies 6.2.1, "Priority Setting / Review Guidelines" and 6.7.1, "Work Program, Follow-Up Action Lists, and Priority Charts."

BACKGROUND:

As detailed in an August 3, 2022 briefing to the Executive Committee (attachment 1), staff is proposing amendments to two Trust Council policies that will further the Local Planning Services (LPS) Renewal project. The Executive Committee passed the following resolution:

That the Executive Committee refer the staff briefing regarding 6.21 and 671 to RPC for consideration.

Staff is providing the proposed amendments to the Regional Planning Committee for information. Due to the pending close of the term, staff propose to present the amendments to these policies to Trust Council at their last quarterly meeting in September, 2022, for consideration of adoption. This would result in the policies being amended and ready for the new Trust Council to implement rather than delaying adoption as new Trustees get up to speed.

The RPC has the option of requesting that staff keep consideration of these policies on the RPC workplan for consideration by the next term's members of RPC prior to the policies being forwarded to Trust Council. This likely would delay the policy amendments at least another year.

ATTACHMENTS:

1. August 3, 2022 briefing to Executive Committee w/proposed amendments
2. Draft RFD to Trust Council for September, 2022 quarterly meeting

FOLLOW-UP:

Staff will forward to Trust Council for consideration, unless otherwise directed by the RPC.

Prepared By: Heather Kauer, Regional Planning Manager, Northern Team

Reviewed By/Date: David Marlor, Director, Legislative Services/August 18, 2022



BRIEFING

To: Executive Committee **For the Meeting of:** August 3, 2022

From: Heather Kauer,
Regional Planning Manager **Date Prepared:** July 27, 2022

SUBJECT: Amendments to Trust Council Policies 6.2.1 and 6.7.1

PURPOSE: *For the Executive Committee to consider staff recommendations for additional changes to Trust Council policies 6.2.1 and 6.7.1 to implement changes to how project work is identified and to reduce the gap between planning resources and LTC/Committee project requests.*

BACKGROUND:

1. Trust Council adopted amendments to Trust Council Policy 5.9.1 at their June, 2022 meeting. These amendments had the effect of:
 - a. Establishing Minor, Major, and Extraordinary project categories;
 - b. Establishing a Regional Planning Team dedicated to Major and Extraordinary Project work;
 - c. Establishing that Local Planning Teams will resource Minor projects and process development applications.
2. Staff have noted additional amendments to Trust Council policies are needed to further manage the work done by the Regional and Local planning teams. The list of policies include:

Policy	Amendment Needed / Reason
a. 6.2.1 Priority Setting / Review Guidelines	Reduce the number of projects allocated to each committee to move towards a project model that prioritizes regional and LTC project cooperation and overlap; rename the “projects” list
b. 6.7.1 Work Program, Follow Up Action Lists, and Priority Charts	
c. 6.3.1 Budget Process Policy	Amendments needed to recognize the role of the RPC in the annual budget process recommending a list of planning projects to be prioritized for the next fiscal as well as the need for business cases for projects over \$5,000
d. 6.3.2 Special Tax Requisition	
e. 6.5.1 Reserves and Surplus	
f. 6.5.2 Budget Controls and Adjustment	
g. 6.5.3 Procurement	

3. Amendments to Budget related policies (c through g) are recommended but are not time sensitive in the short term to implement the Regional Planning Team. In addition, staff recognize that the Administrative Services Director may want to make additional amendments to these policies upon her return to leave so recommend that amendments be postponed until all of them can be done at once.
4. Staff are recommending consideration of amendments to policies 6.2.1 and 6.7.1 in the short term to ensure that in-coming Trustees are clear on resourcing around planning work programs starting in the new term.
5. The key elements of the changes are these:
 - a. Removal of a specific number of projects for EC/Council Committees. The number of these projects would be determined by i) Trust Council direction and/or budget and ii) resources, both financial and staff, under the control of the Committee.
 - b. For LTCs, a change from 3 projects each to:
 - i. up to one minor project per Local Trust Committee at a time; and
 - ii. a list of major and extraordinary projects identified through the Trust Council budget process. This list would generally reflect rotational OCP amendment projects for LTCs so that the Islands Trust can begin to update all of its long range planning documents.
 - iii. It is recommended that the Salt Spring LTC be allotted up to 3 projects, as an ongoing exception, in support of its large population base and more complex planning environment. This change is not reflected in the amended policies at this time, but would be included if supported by Executive Committee.

ATTACHMENT(S):

1. **Track Changes version of staff recommended changes to TC Policy 6.2.1**
2. **Track Changes version of staff recommended changes to TC Policy 6.7.1**

FOLLOW-UP: as requested by Executive Committee.

Prepared By: Heather Kauer, Regional Planning Manager, Northern Office

Reviewed By/Date: R Hotsenpiller, July 28, 2022



Policy:	6.2.1
Approved By:	Trust Council
Approval Date:	June 6, 1992
Amendment Date(s):	June 10, 2004
Policy Holder:	Chief Administrative Officer

PRIORITY SETTING/REVIEW GUIDELINES

Purpose

1. To outline priority setting and review, within the Islands Trust's strategic planning function.
2. To focus political and administrative attention, in a results-oriented fashion, to the realistic pursuit and achievement of the Trust's policies and organizational strategic plans, long term goals, objectives and current issues/opportunities.
3. To provide a basis for budgeting, resource allocation and work programming decisions by the Trust's political bodies and management.
4. To monitor, adjust and evaluate the Trust's progress toward and achievement of performance targets.

A. Definitions

Action Plan - an outline of activities, considerations and resource requirements to implement a specific strategy.

Organizational Units - the following specific bodies of the Islands Trust which have some form of direction-setting authority including political units: Trust Council, Local Trust Committees (13), Council Committees (3), and Executive Committee; and the Management Unit: Directors and the Chief Administrative Officer.

Priorities - matters which have been assessed as being of key importance for response.

Priorities/Strategies Matrix Report - the summary document of ~~Trust Council~~ the Islands Trust's structural units' endorsed strategies to respond to key priority areas in pursuit of the Trust's identified policy statements, policies, goals, objectives and current issues/opportunities.

Strategy - a preferred course of action among alternative responses to respond to and/or implement a priority.

Work Programs - the working document of specific organizational units of the Trust outlining their key priorities and listing of future topics to be considered.

B. Policy

1. Priorities/Strategies ~~Matrix~~Report

- 1.1 The priorities/strategies ~~matrix-report~~ summarizes the top priorities of the Islands Trust's various structural units work programs:
 - 1.1.1 ~~3 from~~ the Executive Committee;
 - 1.1.2 ~~3 from~~ each of Trust Council's 3 committees;
 - 1.1.3 ~~3 from each of~~ the Islands Trust's 13 local trust committees as follows:
 - a. up to one minor project per Local Trust Committee; and
 - b. a list of major and extraordinary projects identified through the Trust Council budget process
 - 1.1.4 ~~3 from~~ the Islands Trust Conservancy Board.
- 1.2 The top priorities of an organizational unit must be those of the Trust Council's top priorities that fall within their terms of reference.
- 1.3 At each quarterly Trust Council meeting, the Trust Council will review and update the ~~matrix-report~~ based on recommendations from the above organizational units via the Executive Committee in consideration of management's advice.
- 1.4 The Chief Administrative Officer is responsible for coordinating the priority setting/review process.
- 1.5 The Executive Committee is responsible for monitoring and reviewing the priority setting/review process.

2. Work Programs

- 2.1 Each of the Trust's organizational units is required to develop and maintain a work program to reflect:
 - 2.1.1 those items which it has identified;
 - 2.1.2 items referred to it by Trust Council;
 - 2.1.3 those of Trust Council's top priorities that fall within its terms of reference.
- 2.2 Work program priorities of each organizational unit including activities, responsibilities, targets and status must be reported to Council on a quarterly basis.
- 2.3 Work program processes are coordinated by designated staff in consultation with the appropriate chair.

2.4 Concerns regarding local planning team work programs are to be addressed first by the regional planning manager, the Director of Local Planning Services and then by the Regional Planning Committee, if required.

2.5 Concerns regarding all other work programs are to be addressed by the Chief Administrative Officer and then the Executive Committee, if required.

3. Action Plans

3.1 Action plans for the implementation of specific strategies may be prepared and/or requested, as necessary, to enhance decision-making.

4. The Process

4.1 On a quarterly basis, all organizational units are required to submit to the Chief Administrative Officer their current work programs with their top priorities provided on page 1 of this document.

4.2 The Chief Administrative Officer will consolidate the top priorities of each organizational unit into the Priorities/Strategies ~~Matrix~~ Report for review by the Executive Committee.

4.3 The Executive Committee will present a Priorities/Strategies ~~Matrix~~ Report; a consolidation of each operational unit's priorities with a recommendation at each quarterly Trust Council meeting.

4.4 At the September quarterly Trust Council meeting, Council will conduct a major review of the Priorities/Strategies ~~Matrix~~ Report, in particular its top priorities, as the basis for the annual budget process.

4.5 Any organizational unit may, at any time, make a recommendation to Trust Council at its quarterly meeting, via the Executive Committee, for reconsideration and/or change to Trust Council's top three priorities.

C. Legislated References

Islands Trust Policy 6.7.1 *Work Program, Follow-up Action Lists and Priorities Chart*

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

n/a



Policy:	6.7.1
Approved By:	Management Group
Approval Date:	December 17, 1992
Amendment Date(s):	
Policy Holder:	Chief Administrative Officer

WORK PROGRAM, FOLLOW-UP ACTION LIST AND PRIORITIES ~~MATRIX~~REPORT

Purpose

To provide guidelines for the use of Work Program, Follow-up Action List and Priorities ~~Matrix~~Report formats as tools to allocate resources to tasks and projects, to prioritize work activities relative to available resources and to focus on the achievement of specific results.

A. Definitions

1. The Islands Trust's work program system is comprised of three working documents which are linked to the Trust's annual budget and organizational strategic planning process in terms of day-to-day and/or short range activity projections.
 - 1.1 The **Follow-up Action List** is designed to deal with matters to be dealt with during the next three months that arise from meetings, to highlight matters arising from day-to-day activities, and to define specific tasks associated with work program items.
 - 1.2 The **Work Program** is designed to identify a long list of specific projects or activities that are not items for the Follow-up Action List, for potential future work, to identify the top priority ~~items-projects for attention~~approved for current work, and to define specific tasks to be accomplished for the top ~~three~~-priority items.
 - 1.3 The **Priorities ~~Matrix~~Report** is designed to highlight the specific activities to be pursued for the organizational unit's top priorities that are consistent with available resources for endorsement by Trust Council at its quarterly meetings.
 - 1.4 The **Organizational Unit** includes any political or staff entity identified on the Priorities Matrix.

B. Policy

1. Follow Up Action List

- 1.1 The Follow-up Action List (FUAL) should only include specific tasks that can be reasonably accomplished over the next three months.
- 1.2 The FUAL entry should include only the key words required to prompt recall of the item and/or a reference (i.e. report, resolution number or minutes) as to where to obtain information that is more detailed.

- 1.3 FUAL entry notations should only be completed - key words, responsibility assignment, target date and time budget estimates - upon agreement between the person responsible to complete the task, and the person(s) or entity responsible for reviewing the task to ensure it has been completed.
- 1.4 Whenever possible, FUAL entries should note the expected ~~time date~~ to complete the task in the responsibility assignment column ~~as [1 hour or 2 days] and/or actual time to complete the task in the Target/Status column as [1 hour or 2 days]~~.
- 1.5 The FUAL should be updated on a continual basis, distributed on a regular basis as determined by the relevant organizational unit, and reviewed at regular meetings of the relevant organizational unit.
- 1.6 FUAL entries should not be ~~deleted~~ archived as complete or no longer required, and/or transferred to the work program, ~~unless so decided~~ until received by the organizational unit (not an individual).
- 1.7 FUAL entries should be separated chronologically according to the organizational unit's regular or ~~bi-weekly~~ special meetings, to easily track when they were identified.

2. Work Program

- 2.1 The Work Program is comprised of two components - top ~~priorities~~ priority and ~~long future projects~~ list.
- 2.2 The ~~long future projects~~ list may be categorized by broad topic areas for the convenient indexing of specific potential work program topics.
- 2.3 Any potential project or future discussion topic may be included in the ~~long future projects~~ list for the purposes of maintaining a record of topics raised.
- 2.4 Action on the ~~long top priority or future projects~~ list items is subject to the organizational unit's assignment of its available time and/or assigned resources.
- 2.5 The Work Program's top ~~three~~ priorityies should be identified within the ~~long future project~~ list and then listed on the top page of the Work Program.
- 2.6 Specific activities that are to be pursued over the next 3-6 months to complete an element of a priority should be highlighted for the top ~~three priority~~ies ~~on in page 1 of~~ the Work Program.
- 2.7 Implementation of activities for top priorities is subject to available staff resources and assigned fiscal resources through the annual budget.
- 2.8 A Work Program should be forwarded by the organizational unit's designated staff person to the ~~Administrative Secretary~~ administrative staff when it is updated.

3. Priorities Matrix

- 3.1 Each organizational unit ~~is assigned~~identifies a number of ~~three~~ priorities ~~(Trust Council and Islands Trust Conservancy Board have five)~~ which it may present on a quarterly basis for Trust Council's input and endorsement.
- 3.2 The top priorities of each organizational unit are extracted from the top page of the organizational unit's current Work Program.
- 3.3 An organizational unit may update its portion of the Priorities Matrix Report at any time ~~through the Administrative Secretary~~.
- 3.4 The Executive Committee will review the current Priorities Matrix Report prior to presentation to quarterly Trust Council meetings for its recommendations relative to the listed priorities' compatibility with available resources.
- ~~3.5 — The Accomplishments Matrix is intended to document the accomplishments of priorities previously listed on the Priorities Matrix.~~

C. Legislated References

Policy and Procedures Manual: Priority Setting/Review Guidelines (6.2.1)

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

n/a



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** September 20, 2022

From: Heather Kauer
Regional Planning Manager **Date Prepared:** August 16, 2022

SUBJECT: Amendments to Trust Council Policies 6.2.1 and 6.7.1

RECOMMENDATION:

That Trust Council approve amended Trust Council policies 6.2.1, "Priority Setting / Review Guidelines" and 6.7.1, "Work Program, Follow-Up Action Lists, and Priority Charts" as presented in Attachments 2 and 3.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

1 PURPOSE: To update two existing Islands Trust policies regarding management of projects and work programs of Trust Council Committees and Local Trust Committees.

2 BACKGROUND:

As indicated in an August 3, 2022 staff briefing to the Executive Committee (attachment 1), Trust Council adopted amendments to Trust Council Policy 5.9.1 at their June, 2022 meeting as a first step in updating policies to implement changes anticipated by the LPS Renewal project. At their August meeting, the Executive Committee considered amendments to two additional Trust Council policies that would further implement operational changes anticipated by LPS Renewal.

At that meeting the Executive Committee considered endorsing the amendments and forwarding them to Trust Council for consideration. The rationale included a consideration that if the current Trust Council adopted these amendments, the policies would set the stage for a clear understanding for the new Trust Council regarding long-range work programs. However, a motion of this nature received a split vote and was therefore defeated. The rationale for defeating the motion was that these policies started with the RPC and affect their work so should be considered by the Committee before going to Trust Council.

The Executive Committee consequently passed the following resolution unanimously:

That the Executive Committee refer the staff briefing regarding 6.2.1 and 6.7.1 to RPC for consideration.

The RPC considered the amendments at their August 24, 2022 meeting.

Staff are recommending that Trust Council approve the recommended amendments to policies

6.2.1 and 6.7.1 consistent with rationale provided in the August 3, 2022 briefing to the Executive Committee.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Amendments would clarify the purpose of “Projects” lists by renaming them to “Future Projects.” Additionally, elimination of a specific number of projects assigned to each committee would be more reflective of the reality of allocation of staffing resources and a move toward more inter-committee cooperation with regards to project management.

FINANCIAL: None.

POLICY: Amendments to Trust Council Policies.

IMPLEMENTATION/COMMUNICATIONS: An implementation and communication plan would be required to implement changes to these policies.

FIRST NATIONS: An organizational movement towards a cooperative model of project management would allow for a more coordinated system regarding early and meaningful engagement with First Nations.

OTHER:

4 RELEVANT POLICY(S):

5 ATTACHMENT(S):

- a. August 3, 2022 Briefing to EC
- b. August 24, 2022 Briefing to RPC
- c. Recommended amended Trust Council Policy 6.2.1
- d. Recommended amended Trust Council Policy 6.7.1

RESPONSE OPTIONS

Recommendation: That Trust Council approve amended Trust Council policies 6.2.1, “Priority Setting / Review Guidelines” and 6.7.1, “Work Program, Follow-Up Action Lists, and Priority Charts” as presented in Attachments 2 and 3.

Alternative: That Trust Council refer Trust Council Policies 6.2.1 and 6.7.1 to the work program of the incoming Regional Planning Committee for consideration of amendments.

Prepared By: Heather Kauer, Regional Planning Manager

Reviewed By/Date:

REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** August 24, 2022

From: William Shulba, P.Geo
Senior Freshwater Specialist **Date Prepared:** August 18, 2022

Subject: Business Case for a temporary Freshwater Technical Coordinator, university co-op student position in Summer 2023

RECOMMENDATION:

1. That Regional Planning Committee endorse the business case for a Freshwater Technical Coordinator co-op student position for the summer 2023 term.
2. That Regional Planning Committee request staff to advise the Financial Planning Committee to adjust the budget by \$18,000 to accommodate Freshwater Technical Coordinator co-op student position for the summer 2023 term.

DIRECTOR OF LOCAL PLANNING SERVICES COMMENTS:

This co-op position will provide capacity for the development of the Technical Coordinator position under the Islands Trust Freshwater Sustainability Strategy (FWSS) and provide capacity for the Senior Freshwater Specialist to manage the various projects and deliverables of the Freshwater Sustainability Strategy as well as inquiries.

1 PURPOSE

The purpose of the Request For Decision is to provide background on the proposed Freshwater Technical Coordinator co-op student position for summer 2023. The intention of the position is to support the Senior Freshwater Specialist in the delivery of the implementation projects of the FWSS as well as local trust committee top priorities relating to freshwater.

2 BACKGROUND

Trust Council recognized the importance of protecting freshwater in the 2019 -2022 Strategic Plan, which identifies freshwater stewardship as a top priority. By declaring a climate emergency, Islands Trust acknowledges the need to address increasing vulnerabilities. The initiation of the Groundwater Sustainability Science Program in 2019 and the development of the FWSS in 2020 by the Regional Planning Committee (RPC) demonstrates a commitment to addressing the critical need to address threats to freshwater vulnerability.

The Islands Trust Freshwater Sustainability Strategy provides a framework for action to be taken over the next decade (2022 to 2032) and beyond to protect water resources over the longer term. It harmonizes the efforts of groundwater-focused projects, expands this work to other islands in the Trust Area, supports the translation of the science into land use policy and regulation and identifies ways to enhance community stewardship and support for measures that will address

freshwater vulnerabilities. It includes overarching goals, objectives, programs, specific actions, and outlines an implementation plan.

The FWSS identified staffing needs, specifically a Technical Coordinator. Staff have also identified the need for a Freshwater Technical Coordinator to assist the Senior Freshwater Specialist to undertake data management services and other technical deliverables in anticipation of the amount of staff time needed for the successful implementation of the FWSS and associated implementation projects.

In addition to existing projects, current applications, and inquiries, the Senior Freshwater Specialist could focus more on strategic goals if a Freshwater Technical Coordinator is retained through a university co-op program in the summer of 2023. A benefit of this position is to continue to engage in a university student co-op program that over the years has provided excellent exposure of Islands Trust projects to academia and ultimately provides an exceptional opportunity for a student.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The Freshwater Technical Coordinator will enable the Senior Freshwater Specialist to dedicate more time resources to projects, inquiries, and strategies under the FWSS. The Freshwater Technical Coordinator will be instrumental in assisting in sharing freshwater information with the public and will help develop materials for a Freshwater Forum. The Freshwater Technical Coordinator will undertake data management and other technical tasks that can consume a considerable amount of the Senior Freshwater Specialist's time. The Freshwater Technical Coordinator will have experience in GIS and will support the reinstatement of the Islands Trust Freshwater Atlas.

FINANCIAL:

Co-op students tend to bring new ideas, new technologies, and other emerging knowledge from academia. They tend to be very receptive to handling a wide range of tasks. They may be unfamiliar with the complex organizational structure of the Islands Trust and detailed hydrogeology of the current projects. However, the co-op placement is an excellent learning opportunity, especially in this time of need of economic drivers and creative ways of undertaking Islands Trust strategic projects.

Quantitatively speaking, this position is a less expensive option with less risk than hiring a permanent staff member as a Technical Coordinator as per the Freshwater Sustainability Strategy.

Qualitative speaking, this position will help inform the future of the Technical Coordinator role in the FWSS at a significant cost saving compared to a permanent or temporary full staff member or a consultant. The benefit of coordination with academia goes beyond the position and tends to positive relationships with universities that can attract qualified employees in the future.

POLICY:

There are no policy implications of the recommendation.

IMPLEMENTATION/COMMUNICATIONS:

Implementation and communications will be through the regular Trust Council budgetary process.

FIRST NATIONS:

The universities in British Columbia all state in their own way a responsibility and a role to play in creating an equitable, diverse and inclusive community. They state that embedding equity is not only the right thing to do but essential for attracting and retaining people with the knowledge, perspectives and skills that they need to achieve excellence. The universities in British Columbia share an equitable employment process that intends to support and engage women, Indigenous peoples, persons with disabilities and members of visible minorities. Islands Trust will coordinate with the universities' co-op program to support these initiatives if available for this opportunity.

Further, if the recommendations of this request for decision are endorsed, Senior Freshwater Specialist resources may become available to engage in First Nation initiatives as they relate to freshwater sustainability, groundwater licensing, and other similar projects.

4 RELEVANT POLICY(S):

Trust Council policy 6.3.1 Budget Process

5 ATTACHMENTS:

1. Freshwater Technical Coordinator Co-Op Student Business Case.
2. Freshwater Technical Coordinator Co-Op Student Job Description.

RESPONSE OPTIONS

Recommendation:

1. That Regional Planning Committee endorse the business case for a Freshwater Technical Coordinator co-op student position for the summer 2023 term.
2. That Regional Planning Committee request staff to advise the Financial Planning Committee to adjust the budget by \$18,000 to accommodate Freshwater Technical Coordinator co-op student position for the summer 2023 term.

Alternative:

1. That Regional Planning Committee not endorse the business case for a Freshwater Technical Coordinator co-op student position for summer 2023, and request the Director of Local Planning Services to limit the amount of time the Senior Freshwater Specialist allocates to current planning applications, public inquiries, and coordination with other agencies/governments to allow for appropriate amount of time for data management and advocacy for strategic freshwater programs.

Prepared By: William Shulba, P.Geo, Senior Freshwater Specialist

Reviewed By/Date: Stefan Cermak, Director, Local Planning Services



**Budget Funding Request
Short-Form Business Case**

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR	
Initiated by (name, title): William Shulba, P. Geo Senior Freshwater Specialist	Budget Source (select all that apply): ☐ Specific Project Funding (select all that apply) ☐ Third Party Contractors ☐ Staff Travel Expense ☐ Staff Overtime Expense ☐ New Staff Member – Temporary for project ☐ Computer Hardware/Software ☐ Furniture & Equipment ☐ Computer Hardware/Software/Supplies ☒ New Staff Resources (see Staff Costing Tool) ☐ Permanent ☒ Temporary Temp Duration: 01 May- 01 Sept 2023 ☐ Other – please describe: _____
Business Area: Local Planning Services	
Name of Request: Freshwater Technical Coordinator Co-op Student for term Summer 2023	
Date of Funding Request Submission: August 19, 2022	Funding Required for (date range): 01 May- 01 Sept 2023
ISSUE/OPPORTUNITY: Trust Council recognized the importance of protecting freshwater in the 2019 -2022 Strategic Plan, which identifies freshwater stewardship as a top priority. By declaring a climate emergency the Islands Trust acknowledge the need to address increasing vulnerabilities. The initiation of the Groundwater Sustainability Science Program in 2019 and the development of the Freshwater Sustainability Strategy in 2020 by the Regional Planning Committee (RPC) demonstrates a commitment to addressing the critical need to address threats to freshwater vulnerability.	

The Islands Trust Freshwater Sustainability Strategy provides a framework for action to be taken over the next decade (2022 to 2032) and beyond to protect water resources over the longer term. It harmonizes the efforts of groundwater-focused projects, expands this work to other islands in the Trust Area, supports the translation of the science into land use policy and regulation as well as identifies ways to enhance community stewardship and support for measures that will address freshwater vulnerabilities. It includes overarching goals, objectives, programs, specific actions, and outlines an implementation plan.

Staff has identified the need for a Freshwater Technical Coordinator to assist the Senior Freshwater Specialist to undertake coordination activities relating to education of staff, trustees, and public with respect to mapping, data management, and other strategy deliverables.

A promising goal of this position is to continue to engage with university student co-op programs, which over the years has provided excellent exposure of Islands Trust project to academic and ultimately provides an exceptional opportunity for a student.

PROJECTED RESULTS/DELIVERABLES: *(How does this address the issue/opportunity described above?)*

The Freshwater Technical Coordinator will enable the Senior Freshwater Specialist to dedicate more time resources to projects, inquiries, and strategies under the FWSS. The Freshwater Technical Coordinator will be instrumental in assisting in sharing freshwater information with the public and will help develop materials for a Freshwater Forum. The Freshwater Technical Coordinator will undertake data management and other technical tasks that can consume a considerable amount of the Senior Freshwater Specialist's time. The Freshwater Technical Coordinator will have experience in GIS and will support the reinstatement of the Islands Trust Freshwater Atlas.

RISK ASSESSMENT:

The Freshwater Technical Coordinator will likely be a co-op student with 2-4 years post-secondary experience. There is likely to be front end time needed to support this position by the Senior Freshwater Specialist.

ALTERNATIVES CONSIDERED: *(What other options/alternative courses of action were considered? List and discuss each alternative separately. Each option must be supported by a succinct and realistic presentation of the benefits, risks, financial implications, resource requirements and other implications to allow for an informed decision among the options. One option should reflect the status quo - ie. do nothing - and the anticipated results of that action.)*

Option 1: Create a permanent staff position (STO24/LSO2) to support the Technical Coordination function described in the Freshwater Sustainability Strategy.

Option 2: Not approve funding = lost opportunity to attract and retain qualified and trained staff in the future

Option 3: Limit the amount of time the Senior Freshwater Specialist allocates to current planning applications, public inquiries, and coordination with other agencies/governments to allow for appropriate amount of time for data management and advocacy for strategic freshwater programs.

CRITICAL SUCCESS FACTORS:

Co-op students tend to bring new ideas, new technologies, and other emerging knowledge from academia. They tend to be very receptive to handling a wide range of tasks; they may be unfamiliar with the complex organizational structure of the Islands Trust and detailed hydrogeology of the current projects. However, the co-op placement is an excellent learning opportunity, especially in this time of need of economic drivers and creative ways of undertaking Islands Trust strategic projects.

RECOMMENDED OPTION: *(State your recommendation, and summarise why you chose it over others.)*

Approve the funding as requested, as on-boarding a co-op student is a familiar process with the Islands Trust and will be informed by the success of the 2021 Watershed Ecosystems Technologist position.

COST/BENEFIT ANALYSIS: *(Discuss both quantitative and qualitative considerations of this initiative. Quantitative discussion should include financial costs as well as benefits (savings). Qualitative considerations include non-quantifiable costs and benefits.)*

Quantitative Analysis:

Less expensive and less risk than hiring a permanent staff member as a Technical Coordinator as per the Freshwater Sustainability Strategy.

Qualitative Analysis:

This position will help inform the future of the Technical Coordinator role in the Freshwater Sustainability Strategy at a significant cost saving from a permanent or temporary full staff member or a consultant. The benefit of coordination with academia goes beyond the position and tends to positive relationships with universities and can attract qualified employees in the future.

PURCHASING PROCEDURE: *(Describe any purchasing processes that will be needed to support this initiative (ie. Direct Award, RFP, ITQ to qualified vendor)*

Establishment of a new Co-op Freshwater Technical Coordinator position for Summer 2023

PROPOSED IMPLEMENTATION STRATEGY:

Following the establishment of a new Co-op Freshwater Technical Coordinator position for Summer 2023, the Senior Freshwater Specialist will assist the co-op student in orientation to the organization and will provide a two-week intensive workshop in the Freshwater Sustainability Strategy and then weekly meetings to track progress.

STAFF RESOURCING:

- Senior Freshwater Specialist will assist the co-op student in orientation to the organization (35 Hours)
- Provide a two-week intensive workshop in the Freshwater Sustainability Strategy (70 Hours)
- Weekly meetings to track progress (5 hours/wk).

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

- None

William Shulba, P.Geo,
Senior Freshwater Specialist

Initiator Name, Title

August 18,2022

Date

Stefan Cermak, Director, Local Planning Services

Reviewed by Department Lead: Name, Title

August 19, 2022

Date

REVIEWED BY MANAGEMENT TEAM:	
Date received:	Accepted by Management: ☐ YES ☐ NO
Next steps: • If accepted by management: ○ the business case will be forwarded to FPC for review in October of each year. ○ the funding for the request will be included in Draft 1, Version 1 of the budget which is reviewed by FPC in October of each year, and the business case forwarded to FPC. • If not accepted by management: ○ the business case will be forwarded to FPC for information in October of each year, but not included in the budget draft.	

TITLE: FRESHWATER TECHNICAL COORDINATOR

ISLANDS TRUST, MINISTRY OF MUNICIPAL AFFAIRS

SUPERVISOR TITLE: SENIOR FRESHWATER SPECIALIST

WORK UNIT: LOCAL PLANNING SERVICES

JOB OVERVIEW

The Islands Trust mandate is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally. Islands Trust guiding principles commit watershed ecosystems and groundwater recharge areas of the Islands Trust Area be identified, protected and, where possible, restored or rehabilitated. In official community plans and regulatory bylaws, Islands Trust 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.

The Freshwater Technical Coordinator will contribute to watershed protection and freshwater sustainability initiatives to help achieve these commitments, specifically relating to communicating freshwater sustainability science and mapping services. The focus of the position will be to provide scientific and technical support in collating geographical information systems data, processing monitoring data, creating maps, creating a Freshwater Atlas, and drafting educational documents under the direct and indirect supervision of the Islands Trust Senior Freshwater Specialist and Director of Local Planning Services.

KEY ACCOUNTABILITIES

- Assisting in freshwater management programs and projects.
- Implementing scientific components of the Freshwater Sustainability Strategy.
- Working with other provincial agencies to integrate data into Freshwater Sustainability Strategy.
- Assisting in the creation of an ArcOnline GIS Freshwater Atlas.
- Compiling, estimating and analyzing freshwater sustainability science.
- Coordinating with research agencies, freshwater science professionals, and other specialists.
- Writing and presenting technical reports.
- Writing procedural manuals.
- Assist in the development and management of freshwater sustainability science databases.
- Creating educational materials for elected officials, staff, and the public.

EDUCATION AND SKILLS

- An undergraduate or graduate student eligible for a Co-Op Program in watershed in a related field in physical geography, earth sciences, or environmental studies or geographical information systems.
- Interest in one or more related water sciences including but not limited to watershed sciences, hydrology, geomorphology, water resource engineering, and/or hydrogeology.
- Experience in a geospatial information software (ArcGIS or QGIS) with a focus on landscape analysis.
- Experience interpreting and analyzing data related to natural resources and/or water management.
- Experience with R-Studio, Python, or other program languages is an asset.
- Experience with 3D visualization software and hardware (VR) is an asset.
- Experience producing scientific reports.

BEHAVIOURAL COMPETENCIES

Problem Solving and Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Innovation indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.

Conceptual Thinking is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning.

Decisive Insight combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.

Listening, Understanding and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

Information seeking is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include digging or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental scanning for potential opportunities or miscellaneous information that may be of future use.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.



REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** August 24, 2022
From: RPC Housing working group **Date Prepared:** August 23, 2022
SUBJECT: Advice to Trust Council on advocacy to the Province re housing affordability supports

RECOMMENDATION:

That Regional Planning Committee request the RPC Chair to work with staff to develop an RFD to Trust Council recommending that Trust Council

- a. write to the Province to:
 - outline the particular housing affordability challenges in the Trust Area and
 - request that the Province explore what can be done to create housing solutions specific to rural islands in the Trust Area, including options for stable, secure funding;
- b. request the Executive Committee to develop communications strategy and materials to support awareness of the housing affordability advocacy request and rationale;
- c. host a session with a panel about affordable housing challenges and solutions in the Trust Area as part of trustee education; and
- d. coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Unavailable.

1 PURPOSE: To provide RPC with recommendations from the RPC working group on housing equity and workforce shortage crisis.

2 BACKGROUND:

In December 2021, Trust Council tabled the following motion and referred it to Regional Planning Committee for further consideration. Trust Council discussed that the intent of referring the tabled motion to Regional Planning Committee is to get improvements to the motion for consideration by Trust Council (in March 2022).

That Islands Trust Council:

Make the following recommendations to British Columbia's Lieutenant Governor in Council, in accordance with S. 8(2)(e) of the Islands Trust Act;

1) That the Province of British Columbia develop the necessary mechanisms to create, fund, govern, and administer an Islands Housing Authority-type entity that will develop housing solutions across the Islands Trust area that:

- a. Support equitable access to housing as a fundamental human right and an act of Reconciliation with First Nations and Indigenous Peoples;*
- b. recognize that there is critical need for a diversity of housing across the Islands Trust Area, and that the islands are particularly lacking in purpose-built rental housing;*
- c. fosters preservation and protection of at-risk ecosystems, cultural heritage sites, and large tracts of forests and farmland;*
- d. recognize that intensifying development of new single-user, market-valued homes poses a clear threat to the natural environment and cultural heritage sites, and is not the best use of the remaining residential land on the islands;*
- e. recognize that compact and clustered residential development can make more efficient use of land, resources and infrastructure, produce lower greenhouse gas emissions, and be more affordable than resource intensive single-user homes;*
- f. support a socially and economically diverse population and healthy communities across the Islands Trust Area;*
- g. allow for islands within the current Islands Trust area to opt into the entity.*
- h. recognize the value of island specific solutions, traditions and approaches to providing housing options.*

On May 18, 2022 RPC considered the referred tabled motion and passed two resolutions

1. *That Regional Planning Committee appoint **Trustees Busheikin, Patrick, Wolverton and Colbourne** to the working group on housing equity and workforce shortage crisis.*
2. *That Regional Planning Committee designate a working group of Committee members to work with staff to draft a letter to the Province for recommendation to Trust Council regarding the housing equity and workforce shortage crisis in the Trust Area.*

The working group met once and decided to recommend the above noted recommendations. The committee also developed preliminary key messages that could be included in a letter from the Chair of Trust Council (attached)

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: A few hours of Trust Area Services staff time to support development of an RFD. The implications of recommendations would be explained in the RFD to Trust Council.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will work with the RPC Chair to develop Request for Decision to Trust Council. The RFD would mention that any facts in a Chair letter would be checked prior to sending.

FIRST NATIONS: The implications of recommendations would be explained in the RFD to Trust Council.

OTHER: N/A

4 RELEVANT POLICY(S): Advocacy Policy

- 5 **ATTACHMENT(S):** Draft key messages for inclusion in a potential Chair advocacy letter to the Province
-

RESPONSE OPTIONS

Recommendation: That Regional Planning Committee request the RPC Chair to work with staff to develop an RFD to Trust Council recommending that Trust Council

- a. write to the Province to:
 - outline the particular housing affordability challenges in the Trust Area and
 - request that the Province explore what can be done to create a housing solution specific to the rural Trust Area, including a tax devised specifically as a way to provide stable, secure ongoing funding;
- b. request the Executive Committee to develop communications strategy and materials to support awareness of the housing affordability advocacy request and rationale;
- c. host a session with an expert panel on affordable housing challenges and solutions in the Trust Area as part of trustee education; and
- d. hold a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.

Alternative: As directed by RPC.

Prepared By: Laura Busheikin, RPC Chair and member of RPC working group on housing equity and workforce shortage crisis.

Reviewed By/Date:

Attachment:

**Potential content for Islands Trust Chair letter to
the Attorney General and Minister Responsible for Housing and the Minister of Municipal Affairs
regarding provincial support for housing affordability actions**

Request

- Request that the Province of British Columbia explore what can be done to create a housing solution specific to the rural islands in the Trust Area, including a way to provide stable, secure ongoing funding
- Invite further dialogue on this topic

Background

- The Islands Trust has the mandate from the Province of BC to preserve and protect the Islands Trust Area in cooperation with others.
- In December 2021, the Islands Trust Council declared that a Housing Equity and Workforce Shortage Crisis exists in many of the islands within the Islands Trust Area.
- In March 2021, the Islands Trust Council voted to affirm its understanding that the object (and thus the mandate) of the Trust contained in s. 3 of the Islands Trust Act includes the concept of and protection of healthy and inclusive communities including (but not limited to) housing and transportation.
- In July 2021 the Islands Trust Council voted to affirm its understanding that preservation and protection of the natural terrestrial and marine environment is central to the mandate of the Islands Trust and that this responsibility must be given special and profound consideration in all our decisions and in all we do.
- Housing needs assessments have been completed for the Islands Trust Area. All demonstrate that more affordable housing is desperately needed on the islands, and there is a lack of rental housing stock.
- The Islands Trust Area is facing an acute shortage of affordable housing options needed to support the long-term sustainability and resilience of local communities.

Context

- Household incomes in the Islands Trust Area are generally well below the provincial median household income, and poverty rates and child vulnerability rates are high in many of the islands.
- Many islands have homelessness rates above the provincial average and many islanders are perilously close to homelessness
- The islands are particularly lacking in purpose-built rental housing, and a diverse housing stock;
- The islands have a strong market for vacation rentals.
- Most affordable housing projects are initiated by non-profit community volunteers with limited experience navigating re-zoning, finance and BC Housing requirements. These volunteers need more resources to get projects to the point of being “shovel-ready” so that they are able to access the bulk of affordable housing funding intended for construction.

- Businesses needing staff generally need staff to live on island as few will travel by ferry to an island to work. Essential services such as firefighting and health care provision as well as key community functions such as cultural production, community education, and conservation and environmental initiatives have traditionally been provided by volunteers and/or people working for low wages.

Conclusion

- Trust Council appreciates that the Province of BC has undertaken measures to address the affordability crisis, including rent increase freezes, a 10-year Homes for BC housing plan, homelessness strategy, enacting legislation giving local trust committees and island municipalities rental tenure zoning authority, supporting Housing Hub partnerships, and other measures. However, many of these initiatives largely cater to high-density urban areas that have good access to the companion resources and support services.
- It is vital that the Province also provide capacity building support to rural communities in British Columbia to address their unique housing affordability challenges.
- Trust Council does not know the best solution but that we have discussed ideas such as a discrete program within BC Housing, a separate housing-authority-type entity, a “navigator” service to help non-profit housing organizations in the Gulf Island achieve their goals, and the necessity of stable, long-term, sufficient funding.
- Any solution in the Trust Area needs to foster preservation and protection of at-risk ecosystems, cultural heritage sites, and large tracts of forests and farmland; support a socially and economically diverse population and healthy communities across the Islands Trust Area; and recognize the value of island specific solutions, traditions and approaches to providing housing options.

The letter could also include quotes such as the following:

From the CRD “SGI Updated Housing Market Analysis Report” Feb 2022:

“The 2018 Housing Needs Assessment showed that incomes and costs of housing were misaligned. This gap appears to have widened in the last 4 years.

The rental situation on the islands is desperate and is adversely impacting the local economy and the ability to deliver services.

Primary market rental stock is limited. The majority of rental units are through the secondary market which leads to insecurity for the renter. Renters are often precariously housed with a lack of proper renter protections. Rental pressures across the region are high, and this pressure is heightened across the SGI due to a lack of primary rental stock.

Hidden homelessness is being experienced by individuals across all islands. This continues to be an issue with individuals couch surfing, living out of cars and boats, and camping.

Housing supply is limited and lacks diversity, with development lagging, this has resulted in a persistent challenge for owners and renters trying to source affordable, adequate, and suitable housing.”

From CRD “SGI Housing Feasibility Analysis” May 2022:

“Characterized by rural landscapes and relative remoteness, these islands are only accessible by water transportation. They have experienced unprecedented population growth over the last few years, yet minimal increase in the number and diversity of housing units. These and other factors have exacerbated existing affordability issues on the SGIs, leading to increased home purchase and rental prices. Recent reports have found that high housing costs are disproportionately affecting vulnerable populations, including seniors and people with disabilities. In addition, the SGIs are struggling to retain workers and families, who are discouraged by the low availability and high cost of rentals.”

From CRD “Southern Gulf Island Housing Strategy” 2022:

“The predominant land use on the islands is residential and the majority of the land is privately owned. Housing in the islands exists within the context of a rural settlement pattern of large lots, single family homes, cottages, and secondary suites.

Household incomes lag behind CRD and provincial averages, and the most substantial difference is in income for families with children, where the SGI median incomes are much lower than the CRD and BC averages.

Housing challenges on the islands impact other aspects of community life such as school enrollment, volunteerism, stability for employees, and year-round viability for business.”

From 2021 Census Profile for Salt Spring Island:

Salt Spring Island's rate of household inequality, as measured by the Gini coefficient, is the highest of any rural area on Vancouver Island and one of the highest in the province.

From the SGI Tourism Partnership Society and SGI Housing Coalition: “CMHC Housing Supply Challenge” 2022

“Feedback highlighted the challenges of building new multi-unit development on the SGIs. The regulatory framework is generally not permissive of this form of development and site constraints related to water limit the extent to which larger housing projects can proceed. It was shared that a smaller project on the SGIs may cost similar to a mid-size project on Vancouver Island or the mainland. This makes it difficult to access funding, given the SGIs are competing for funding from BC Housing and CMHC with urban projects with lower per-unit costs.

Feedback focused on the feasibility challenges associated with housing development in an island setting. Given materials and professional services are often sourced from the mainland or Vancouver Island, there are additional costs that come with building on-island. These additional costs can make project viability and fundraising challenging, especially when island non-profits are competing with Vancouver Island or mainland housing projects where the cost of construction is lower.

Participants outlined the challenges that arise in exploring innovative housing solutions (e.g., ecovillage, higher step code housing models), as these approaches are portrayed as conflicting with the Islands Trust mandate while proponents actually favour these approaches because of their reduced environmental impact. Many participants expressed frustration that large, detached homes with higher environmental impacts allowed outright by the Islands Trust do not meet the same amount of political and NIMBY opposition.”

From RDN / Gabriola Local Trust Committee Social Needs Assessment report:

"Housing, childcare, income supports, employment opportunities, access to mental health care, and access to child and youth developmental supports were highlighted throughout the data gathering as

areas of critical need in the region. Gabriola Island... in particular identified child and youth care programs, supportive housing, and health care as unavailable, limited, or unaffordable for those who need it."

From individual (permission to be sought to publish name)

"I live and work on Gabriola. I work with Island Heath as a social worker; I see firsthand how housing instability affects residents. Affordable housing is almost non-existent on Gabriola. Housing instability has a negative effect on families and children, and increases risk of interpersonal violence. Gabriola Island already has 39% of its children living in poverty and the high price of housing and lack of purpose built rental housing makes that worse. Housing instability causes stress, limited ability to access basic needs of daily living, and increased exposure to violence. People living in violence have limited options to leave the violence because there is no affordable rental housing on Gabriola; it's often difficult to find even expensive rental housing. Gabriola is in desperate need of affordable rental housing."

Hello 2022 – 2026 term Regional Planning Committee members,

Congratulations and welcome! Thank you for taking on this important work on behalf of island communities and ecosystems.

I am writing as chair of RPC during the 2018 – 2022 term to provide a brief review of the term, and a few thoughts and suggestions.

The Local Planning Committee (LPC) provides policy and planning advice to Trust Council by identifying and reporting on emerging issues related to the committee’s areas of responsibility: development management, community planning, and sustainable community. The committee also develops guidelines, policies, and models for use by staff and local trust committees.

My experience as RPC Chair and member has been that most of what we do is indicated in the final sentence of that paragraph. RPC is mostly a working group, taking on tasks and goals on behalf of Trust Council and stewarding them through their journey from idea to penultimate draft. As an RPC member you will be offered opportunities to shape Trust-wide policies, strategies, and regulations pertaining to our main function: land use planning.

Early in the 2018 – 2022 term RPC changed its name (actually, it was Trust Council that changed the name, responding to a recommendation from RPC; this is an important detail because it illustrates how RPC works in relation to Trust Council). Formerly, it was Local Planning Committee. The name change reflects the core function of RPC’s work: to oversee and optimize planning approaches that serve the whole Trust Area—the region.

For me, being an RPC member has always involved thinking hard about the relationship between individual LTCs and the Islands Trust as an entity.

Participation in RPC so often brings up the vital question, “Is the Islands Trust primarily a federation in which 13 LTCs come together, or is it one government agency with 13 local branches?” I believe there is no one definitive answer to this question.

Here is a list of RPC work in the 2018-2022 term (based on Islands Trust Annual Reports for each year):

- Creation of a model strategy to assist Local Trust Committees to effectively and efficiently assess antenna system proposals within their own unique contexts
- Completion of Saltwater Intrusion Risk Mapping
- Creation of a Application Processing Services Policy and Model Fees Bylaw that can be adopted (with modifications if desired) by each Local Trust Committee, to guide fee increases so that they contribute more significantly to the costs of processing applications
- Mapping of the Coastal Douglas-fir zone, which will support the creation of development permit areas throughout the Trust Area to enhance forest protection
- Identification of water budgets for the Southern Gulf Islands
- Completion of a report on shoreline protection that can serve as a resource for LTCs embarking on shoreline protection work
- Completion of a report examining options for using floor area ratio to increase housing options
- Completion of a Freshwater Sustainability Strategy

- Ongoing involvement with the Planning Service Delivery Review, a comprehensive review of how planning services are delivered by the Islands Trust, focussing on increasing efficiency, transparency, and regional collaboration

In particular, the Freshwater Sustainability Strategy (FWSS) stands out as a major accomplishment. The process brought together numerous agencies, experts, stakeholders and First Nations who worked collaboratively with Trustees, trust staff, and our consultant to create an ambitious strategy that provides a roadmap to better freshwater protection in a time of deepening climate crisis.

This strategy is of limited value until it is implemented. Making that happen will require resources—primarily staff. RPC has the responsibility of bringing forward and championing budget requests for this and other major projects.

I also wanted to mention a project that is partly done: the heritage overlay mapping, which will map sites of key Indigenous heritage throughout the Trust Area. This is a highly significant and timely project that when complete will take the Islands Trust a big step forward towards our reconciliation goals. It is also a sensitive project because these sites thus far have mostly not been public. Completion of this will be a major achievement, but also it is important to state that reconciliation needs to be more than one project, or several projects—it needs to underpin everything we do and how we do it. Reconciliation is not easy, but it is the great work of our time and is an honour to participate in.

As I wrap up my term as RPC Chair, I will leave you with some of the questions I have been pondering in this role:

- How can RPC better facilitate sharing of information, and better collaboration, between LTCs?
- Is the creation of model bylaws worthwhile? Are some types of model bylaws more likely to be useful than others?
- How can the Islands Trust best help address the housing crisis? We have many reports, which include recommendations, and quite a few LTCs are gaining experience dealing with affordable housing rezoning applications. What are we doing right? What else can we do? What is our role?
- How to achieve efficiencies through standardization while still protecting LTC's autonomy to respond to local conditions?
- How can we apply a climate action lens to all our work?

These are challenging questions, and I have no doubt more will arise. You will have plenty to think about and work on as members of RPC. Again, I thank you for stepping up and being engaged.

I invite you to contact me at any time with questions or simply to have a discussion.

Regards,
 Laura Busheikin
 RPC Chair 2018 – 2022
 RPC member 2014 – 2018

Top Priorities Report

Regional Planning Committee

1. *Manage Trust Council Strategic Plan Action Items 1.2., 2.2., 2.3., 2.4., 2.5., 4.4iii., 4.4 iv., and 4.8*

Strategic Plan item #2.5 - Groundwater Mapping - continuing mapping project

David Marlor
Narrisa Chadwick
William Shulba

Rec'd: 29-Jul-2020
Target: 31-Mar-2022

Strategic Plan item #4.4 iv- housing - planner forum - not started - budgeted for 2022/23

Strategic Plan item #4.8- develop heritage conservation overlay mapping - Phase 1 completed, Phase 2 budgeted for 2022/23 but not yet started.

Projects Report

Regional Planning Committee

1. *Shoreline Marine Planning*

Responsible

Date Received

Trust Council - 2015-2018 Strategic Plan Item

09-Nov-2017

Conduct a working group session to brainstorm possible directions.

2. *Preserve, protect and advocate for forest and terrestrial ecosystems*

Responsible

Date Received

1. Map contiguous tracts of the Coastal Douglas-fir zone (CDF) and associated ecosystems to aid in protection of that zone and its associated ecosystems (underway by contractor for completion March 31, 2020) (2018-2022 Strategic Plan item 1.1).

12-Feb-2020

2. Create a model development permit area for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas-fir zones throughout the Trust Area (2018-2022 Strategic Plan item 1.2).

3. *Preserve and protect marine ecosystems*

Responsible

Date Received

1. Map the extent of eelgrass and kelp beds throughout the Trust Area (2018-2022 Strategic Plan item 2.2).

12-Feb-2020

2. Undertake a review of Local Trust Committee- Bowen Islands Municipality foreshore policies and regulatory bylaws and develop model policy and regulatory bylaws for the protection of the foreshore and nearshore (2018-2022 Strategic Plan item 2.3).

4. *Protect quality and quantity of fresh water resources of the Trust Area*

Responsible

Date Received

Projects Report

Regional Planning Committee

1. Map and develop water budgets for groundwater aquifers in the Trust Area (2018-2022 Strategic Plan item 2.5)
2. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling (2018-2022 Strategic Plan item 2.6).
3. -Develop an Islands Trust Freshwater Sustainability Strategy policy document and recommendations for implementation of the Freshwater Sustainability Strategy
4. - Develop an Islands Trust Freshwater Sustainability Strategy policy document and recommendations for implementation of the Freshwater Sustainability Strategy

12-Feb-2020

5. *Strengthen housing affordability throughout the Islands Trust Area*

Responsible

Date Received

Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council:

12-Feb-2020

1. Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws (2018-2022 Strategic Plan item 4.4 iii).
2. Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws (2018-2022 Strategic Plan item 4.4 iv).
3. Develop model bylaws to address the use of building stratas as a tool for affordable housing (2018-2022 Strategic Plan item 4.4 v).

6. *Mitigate and adapt to climate change impacts*

Responsible

Date Received

1. Amend Official Community Plans and land use bylaws to foster climate change resilience, including measures to protect Coastal Douglas fir, foreshore and nearshore environments and groundwater. (2018-2022 Strategic Plan item 3.2).

12-Feb-2020

Projects Report

Regional Planning Committee

7. *Update the model strategy for antennae systems*

Responsible

Date Received

09-Feb-2022