

Regional Planning Committee Agenda

Date: Wednesday, February 1, 2023
Time: 10:00 am - 3:00 pm
Location: Electronic Zoom Meeting

Pages

1. **CALL TO ORDER**
2. **AGENDA**
 - 2.1 **Review of the Agenda**

Late items, new items and re-ordering of the agenda
 - 2.2 **Approval of Agenda**
3. **PUBLIC COMMENT PERIOD**
4. **DELEGATIONS**
5. **CORRESPONDENCE**
6. **ADMINISTRATIVE COORDINATION**
 - 6.1 **Draft Minutes of Previous Meetings**

For review and approval

 - 6.1.1 **Regional Planning Committee Minutes of January 17, 2023** 3 - 8

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

None.
 - 6.3 **Follow up Action List** 9 - 12

For review.
7. **BUSINESS - WORK PROGRAM ITEMS**
 - 7.1 **Freshwater Sustainability Strategy (FWSS) Business Case - RFD** 13 - 24
 - 7.2 **Housing - RFD** 25 - 29
8. **BUSINESS - OTHER**

8.1	LTC Project Prioritization	30 - 36
8.2	Review of Funding Requests	37 - 39
8.3	DELTC Electronic Meeting Costs	40 - 44
9.	BUSINESS - NEW	
10.	WORK PROGRAM	
	For review and referral to Trust Council before each quarterly TC meeting	
10.1	Work Program Briefing	45 - 64
	(note hyperlinks in briefing including to Annex 1 of Governance Report)	
10.2	Current Work Program (Top Priorities and Projects)	65 - 69
11.	NEXT MEETING	
11.1	Expectations and Preparation	
12.	CLOSED MEETING	
	If desired:	
	That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s.90, (quote the pertinent section here, for example, (1)(a) personal information about...) and that the recorder and staff [attend/not attend] the meeting.	
13.	RISE AND REPORT	
	If desired	
14.	ADJOURNMENT	



Regional Planning Committee Minutes of a Special Meeting

Date: January 17, 2023
Location: Electronic Meeting

Members Present: Alex Allen, Local Trustee
Mairead Boland, Local Trustee
Sam Borthwick, Local Trustee
Aaron Campbell, Local Trustee
Tobi Elliot, Executive Committee Representative
David Graham, Local Trustee
Mikaila Lironi, Local Trustee
Laura Patrick, Local Trustee
Peter Luckham, Ex Officio Member

Staff Present: Russ Hotsenpiller, CAO
Stefan Cermak, Director, Planning Services
Clare Frater, Director, Trust Area Services
Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist
Chloe Cookson, Administrative Assistant/Recorder

Others Present: Timothy Peterson, Local Trustee

1. CALL TO ORDER

In the absence of a Chair, Director Cermak called the meeting to order at 9:03 a.m. and acknowledged that participants of the meeting were attending from traditional, treaty and unceded territories of many First Nations.

2. AGENDA

2.1 Review of the Agenda

The following late items to the agenda were presented for consideration:

- 8.3 Follow Up Action List (FUAL)
- 11 Work Program

The following re-ordering of the agenda was presented for consideration:

- Address agenda item 4 Committee Orientation prior to agenda item 3 Election of Regional Planning Committee (RPC) Chair and Vice Chair.

2.2 Approval of the Agenda

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

3. COMMITTEE ORIENTATION

3.1 Meeting Orientation

The presentation was provided for information.

3.2 Council Committee Toolkit

Provided for information.

3.3 Council Committee Policy 2.3.1

Provided for information.

3.4 RPC Terms of Reference Policy 2.3.2

Provided for information.

3.5 Previous RPC Chair advice

Director Cermak presented the letter from the Outgoing RPC Chair for information.

4. ELECTION OF RPC CHAIR AND VICE CHAIR

Director Frater described the election process and initiated the election for the RPC Chair and Vice Chair.

Trustee Patrick was nominated for Chair and accepted her nomination.

Director Frater declared Trustee Patrick elected Chair by acclamation.

Trustee Borthwick was nominated for Vice Chair and accepted his nomination.

Director Frater declared Trustee Borthwick elected Vice Chair by acclamation.

Trustee Patrick assumed the role of RPC Chair for the remainder of the meeting.

5. PUBLIC COMMENT PERIOD

No member of the public indicated a desire to speak.

6. DELEGATIONS

None.

7. CORRESPONDENCE

None.

8. ADMINISTRATIVE COORDINATION

8.1 Draft Minutes of Previous Meeting

None. Previous minutes approved by outgoing RPC before term-end.

8.2 Resolutions Without Meeting (RWM)

8.2.1 RPC RWM 2022-01 Adopt RPC Minutes of August 24, 2022

Provided for information.

8.2.2 RPC RWM 2022-02 Cancel RPC Meeting of November 16, 2022

Provided for information.

8.2.3 RPC RWM 2022-03 Schedule RPC Special Meeting of January 17, 2023

Provided for information.

8.3 Follow-up Action List

- Provided for information.

9. BUSINESS - OTHER

9.1 RPC 2023 Meeting Schedule – Request for Decision (RFD)

Director Cermak presented the Request for Decision.

RPC 2023-001

It was MOVED and SECONDED,

that Regional Planning Committee adopt the meeting dates of February 1st, September 6th, and November 15th electronically for the 2023 calendar year.

CARRIED

RPC 2023-002

It was MOVED and SECONDED,

that Regional Planning Committee request staff to poll committee members for a date in April or May for an in-person meeting in Nanaimo.

CARRIED

10. BUSINESS - OTHER

10.1 Local Trust Committee (LTC) Business Case Prioritization – RFD

Director Cermak presented the Local Trust Committee Business Case Prioritization.

Committee discussion included concern whether there would be enough Staff resources available to accomplish the goals of the funding. It was indicated that there are sufficient staff resources available to accomplish the revised goals.

RPC 2023-003

It was MOVED and SECONDED,

that Trust Council approves specific Local Trust Committee project business case requests for FY2023/24 as follows:

- a. \$18,000 Denman Island Local Trust Committee Housing Review,
- b. \$18,500 Gabriola Island Local Trust Committee Official Community Plan and Land Use Bylaw Review,
- c. \$16,000 Gambier Island Local Trust Committee Official Community Plan and Land Use Bylaw Review,
- d. \$15,000 Hornby Island Local Trust Committee Official Community Plan Review,
- e. \$86,500 Salt Spring Island Local Trust Committee Official Community Plan Review, Ganges (Shiya'hwt/SYOW T) Village,
- f. \$131,500 Salt Spring Island Local Trust Committee Official Community Plan and Land Use Bylaw Review.

CARRIED

10.2 RPC Project Funding for Freshwater Sustainability Strategy (FWSS) Implementation for 2023/24 – RFD

Director Cermak presented the Project Funding Request for Decision. Committee discussion included:

- some Regional Planning Committee members questioned the economic value of a web-based portal and of the Co-op student for the Freshwater Sustainability Strategy,
- some Regional Planning Committee members expressed concern that too many staff hours would be required to support the Co-op student
- some Regional Planning Committee members wondered who the audience is for the web portal project and if the project can be implemented in phases
- some Regional Planning Committee members expressed that Freshwater is essential to the Local Trust Area therefore Freshwater Sustainability Strategy is an important field of work,
- some Regional Planning Committee members recalled that past Co-op students were valuable assets to Islands Trust,
- Staff stated a Freshwater Co-op Student would advance the Freshwater Sustainability Strategy and enable staff to get more work done,
- Staff stated that the development of the web portal project would be a collaborative process,
- Staff stated the web portal would help regional and provincial governments to better understand Islands Trust's needs, and
- The implementation of the Freshwater Sustainability Strategy can potentially attract provincial funding from the Watershed Security Fund and other grants.

RPC 2023-004

It was MOVED and SECONDED,

That Regional Planning Committee request to Financial Planning Committee for \$50,000 as a placeholder for the Fiscal Year 2023/24 Budget.

CARRIED

RPC 2023-005

It was MOVED and SECONDED,

that Regional Planning Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget, the implementation of the business case for \$22,000 for the Freshwater Coop Student.

CARRIED

RPC 2023-006

It was MOVED and SECONDED,

that Regional Planning Committee request staff to report back with:

- a. more information and details outlining what a web-based knowledge sharing portal connected to the Islands Trust webpage would look like, how it would function, who the audience is, and why it should or should not be separate from the current one webpage dedicated to the Freshwater Sustainability program
- b. greater breakdown of how \$25,000 in the draft business case would be used to develop a portal and what maintenance costs may or may not occur, and can it be phased
- c. examples of similar portals
- d. if there is a possibility of obtaining a grant to support this project
- e. how this project could be used to leverage future grant funding

CARRIED

11. WORK PROGRAM

11.1 Work Program Briefing

RPC 2023-007

It was MOVED and SECONDED,

that Regional Planning Committee defer discussion of the Work Program Briefing until the subsequent meeting of February 1st, 2023

CARRIED

12. NEXT MEETING

The next meeting is scheduled for Wednesday, February 1st, 2023.

13. CLOSED MEETING

The Committee did not close the meeting.

11. RISE AND REPORT

As the Committee did not close the meeting, there was no need for the Committee to discuss this option.

12. ADJOURNMENT

By general consent the meeting adjourned at 12:47 p.m.

Laura Patrick, Chair

Certified Correct:

Chloe Cookson, Planning Services Admin Assistant

Follow Up Action Report

Regional Planning Committee

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: 16-Nov-2022	In Progress

03-Nov-2021

Activity	Responsibility	Dates	Status
1 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: 16-Nov-2022	In Progress

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: 16-Nov-2022	In Progress

09-Feb-2022

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Regional Planning Committee

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: 16-Nov-2022	In Progress
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: 16-Nov-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: 16-Nov-2022	In Progress

18-May-2022

Activity	Responsibility	Dates	Status
1 Senior Freshwater Specialist Shulba will provide a briefing that provides details Groundwater Sustainability Science Program at the next RPC meeting.	William Shulba	Target: 16-Nov-2022	In Progress

24-Aug-2022

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff to create a Freshwater Sustainability Strategy Frequently Asked Questions document.	Stefan Cermak William Shulba	Target: 16-Nov-2022	In Progress



Follow Up Action Report

Regional Planning Committee

24-Aug-2022

Activity	Responsibility	Dates	Status
2 that Regional Planning Committee request staff to bring back a proposal for a budget request for next steps for the Freshwater Sustainability Strategy.	Stefan Cermak William Shulba	Target: 16-Nov-2022	In Progress

17-Jan-2023

Activity	Responsibility	Dates	Status
1 that Regional Planning Committee request staff to poll committee members for a date in April or May for an in-person meeting in Nanaimo.	Chloe Cookson	Target: 17-Feb-2023	In Progress
2 that Regional Planning Committee request staff to report back with: a. More information and details outlining what a web-based knowledge sharing portal connected to the Islands Trust webpage would look like, how it would function, who the audience is, and why it should or should not be separate from the current one webpage dedicated to the Freshwater Sustainability program. b. Greater breakdown of how \$25,000 in the draft business case would be used to develop a portal and what maintenance costs may or may not occur, and can it be phased. c. Examples of similar portals. d. If there is a possibility of obtaining a grant to support this project. e. How this project could be used to leverage future grant funding.	Narrisa Chadwick Stefan Cermak William Shulba	Target: 01-Feb-2023	In Progress



Follow Up Action Report

REQUEST FOR DECISION

To: Regional Planning Committee

For the Meeting of: February 1, 2023

From: Narissa Chadwick, Island Planner
William Shulba, Senior Freshwater Specialist

Date Prepared: January 24, 2023

Subject: Freshwater Sustainability Strategy Implementation Funding Request

RECOMMENDATION:

1. That Regional Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget, the business case for \$35,000 to support communications related the implementation of the Islands Trust Freshwater Sustainability Strategy.

DIRECTORS COMMENTS:

In December 2021, the Islands Trust Council received the Islands Trust Freshwater Sustainability Strategy. This document sets out a vision and actions to address freshwater supply challenges, support climate action, and protect water resources over the longer term. The strategy also identifies how Islands Trust will work with key partners in other government agencies, First Nations, community groups, and island residents. The draft business case attached to this RFD would begin implementation of the strategy and to maintain the momentum of the ongoing work sponsored by the Islands Trust Council and lead by the Regional Planning Committee.

1 PURPOSE

The purpose of this request for decision is to clarify recommended steps to inform budgeting for fiscal year 2023/24 for the implementation of the Islands Trust Freshwater Sustainability Strategy.

2 BACKGROUND

Freshwater is inherently vulnerable in the Islands Trust Area. As impacts of a changing climate intensify, freshwater vulnerabilities for island communities, economies, Indigenous heritage, and ecological systems increase. Recognizing this, Trust Council made freshwater sustainability a priority for the 2018-2022 term. The 2018-2022 Islands Trust Strategic Plan called for the development of a regional freshwater management strategy, determining recharge and water budgets for groundwater aquifers, and development of land use regulations regarding freshwater sustainability. The creation of the Senior Freshwater Specialist in 2017 contributed to the Islands Trust the capacity to initiate a groundwater sustainability science program and freshwater-related projects for several local trust committees. These projects informed the development of the Freshwater Sustainability Strategy. The attached business case begins implementation of the strategy starting with developing communications to educate residents and to provide technical information to assist and enhance agency partnerships. The attached business case has been amended to address both the Regional Planning Committee's and Financial Planning Committee's questions and concerns.

Freshwater Sustainability Strategy Development

In December 2020, the Islands Trust received a grant of \$245,000 of provincial funding through the Healthy Watersheds Initiative (HWI) to develop a Freshwater Sustainability Strategy and for related projects. The development of the FWSS (\$125,000) involved Indigenous Knowledge Holders and representatives of several government agencies including the Province, water purveyors, consultants, community organizations, Islands Trust Staff and Trustees as part of an advisory committee that contributed to the development of goals, objectives and actions.

The Islands Trust Freshwater Sustainability Strategy was developed with the overarching goals:

- Protect ecosystems and the health of watersheds and groundwater,
- Collaborate with First Nations and Indigenous organizations to create understanding of cultural and spiritual values of water and how they interrelate to ecosystems and community well-being in decision making,
- Preserve or enhance quantity and quality of drinking water sources for current and future Trust Area residents, and
- Enable British Columbians to enjoy the islands' water for recreation, aesthetic, and spiritual purposes.

At their December 2021 quarterly meeting, Islands Trust Council received the Freshwater Sustainability Strategy (FWSS) and requested staff to develop a policy document and recommendations for the implementation. At the same meeting, Trust Council deferred business cases that focused on the development of a communications and outreach plan associated with implementation. As a result, communications and outreach related to FWSS implementation for fiscal year 2022/23 was limited to specific local trust committee (LTC) and Regional Planning Committee (RPC) projects that were in process.

The FWSS document is on the Islands Trust website:

<https://islandstrust.bc.ca/document/freshwater-sustainability-strategy/>

At their January 17, 2023 meeting, the Regional Planning Committee discussed the implementation of the Freshwater Sustainability Strategy and requested staff to report back with:

- More information and details outlining what a web-based knowledge sharing portal connected to the Islands Trust webpage would look like, how it would function, who the audience is, and why it should or should not be separate from the current one webpage dedicated to the Freshwater Sustainability program,*
- Greater breakdown of how \$25,000 in the draft business case would be used to develop a portal and what maintenance costs may or may not occur, and can it be phased,*
- Examples of similar portals,*
- If there is a possibility of obtaining a grant to support this project, and*
- How this project could be used to leverage future grant funding.*

3 ANALYSIS

To address the request from the Regional Planning Committee the following sections will address each resolution directly.

Details of Web-based Knowledge

RPC Resolution: *More information and details outlining what a web-based knowledge sharing portal connected to the Islands Trust webpage would look like, how it would function, who the audience is, and*

why it should or should not be separate from the current one webpage dedicated to the Freshwater Sustainability program,

What will it look like?

The intention for advancing communications related to Freshwater Sustainability is to improve access to information on the Islands Trust website.

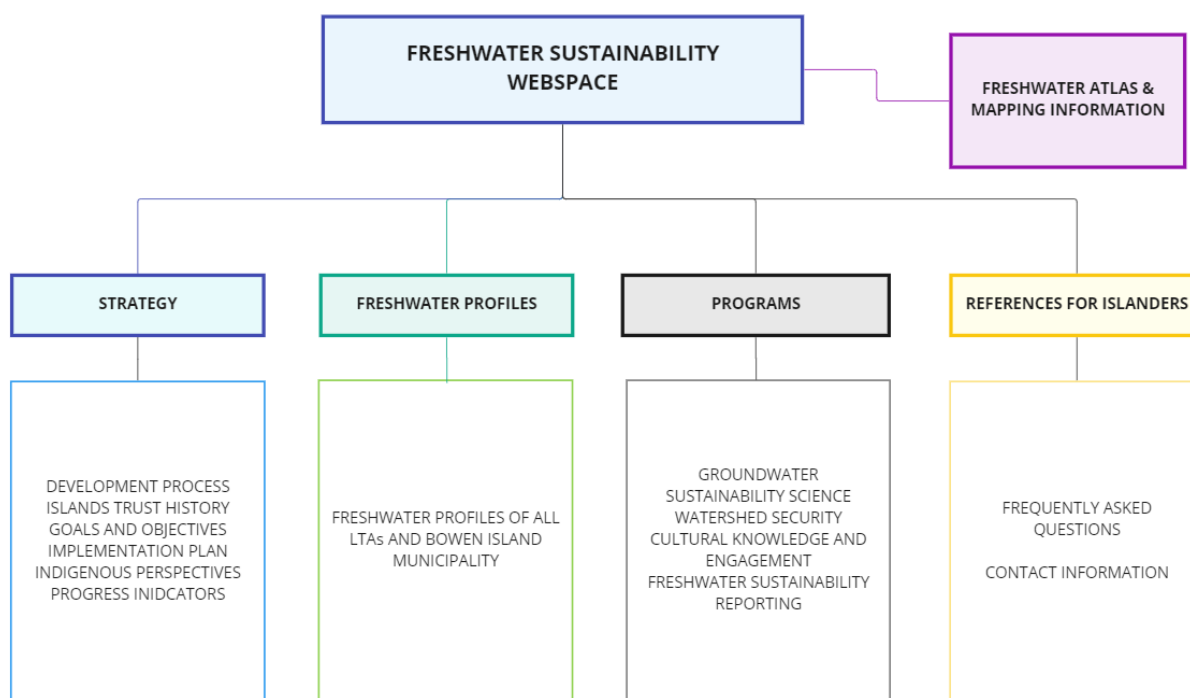
Currently the Freshwater Sustainability webpage in the “Programs” section of the Islands Trust website lacks navigation and appropriate organization features to successfully manage the volume of information and data that was generated by past projects.

Developing an organizational structure to the freshwater webpage is important because:

- Information needs to be easy to find for residents, trustees, staff and other agencies,
- Providing access to information and data increases the value of projects, and
- Providing transparency to the implementation of the Freshwater Sustainability Strategy.

The diagram below is a snap shot of the proposed initial layers of information that will be contained on the improved Freshwater web-based interface. This is not an exhaustive list of information within the associated pages. The intention of the project is to work with staff, the Regional Planning Committee, and communications specialist to determine the volume of information provided and appropriate structure.

Figure 1: Layers of information for Freshwater Sustainability Webspace



How it would function?

The Web-based presence for Freshwater will not be an independent site. It will be integrated into the Islands Trust Website and maintained through existing resources with Islands Trust Information Services. Webpage content will be generated as part of the project. Staff can handle once created minor updates internally and any major updates would be presented as future projects (if needed).

The Freshwater Atlas and associated mapping apps will be developed using ArcOnline tools already implemented and managed by Information Services. There is initial effort to generate the atlas and other mapping apps. Following their development maintenance is limited since information and mapping databases are already maintained by Information Services. The Freshwater Atlas will not duplicate these efforts but rather leverage the data management that is already occurring.

Who is the intended audience?

Through inquiries for information and data, staff are aware that the current webpage is being accessed by Islands Trust residents, trustees, planning staff, researchers, and other agency staff. Inquiries to information are split between those who are seeking general information on watersheds, aquifers, and drinking water resources and to those who are seeking detailed information and data regarding scientific projects and policies relating to freshwater in the Islands Trust Area.

The Freshwater Atlas and associated mapping apps is a flexible tool that can provide a visual exploration of freshwater information to general inquiries. Another feature can be dedicated mapping apps to support RPC/LTC projects.

It is possible to do statistical analysis or public surveys to address the volume and type of traffic to the website if that is requested in the future.

Why it should or should not be separate from the current one webpage dedicated to the Freshwater Sustainability program?

As stated, the Freshwater Sustainability page on the Programs section of the website is where the webpages will live. Currently the one page structure for the Freshwater Sustainability Strategy has grown to be overfull with information. The intention of this request for decision is to develop within the website, not create an independent one.

High volumes information and data inquiries by Islands Trust residents, trustees, planning staff, researchers, and other agency staff are directed to the general freshwater page and not directly to the information they are seeking. Providing a thoughtful organizational structure of this information is needed to provide appropriate direction to these inquiries. Access to information and data provides transparency to past projects, generates organizational memory of the work, and will reduce staff inquiry time.

Breakdown of Budget in Business Case

RPC Resolution: *Greater breakdown of how \$25,000 in the draft business case would be used to develop a portal and what maintenance costs may or may not occur, and can it be phased.*

Following the resolutions of the RPC in their January meeting several options have been developed for Fiscal Year 2023/24. Although a phased approach is not provided, depending on the option the RPC wishes to consider, a phased approach will be provided for future communications and technical work.

The technical work required includes:

1. Development of accessibility and organization within the existing Islands Trust website.
2. Information and data collation for island freshwater profiles.
3. Development of Freshwater Atlas and associated mapping applications.

Options to undertake this work are below, that include options of hiring a consultant or back filling the position of an Information Systems specialist to do lower level job while there time is used to develop web-based applications and web page interface.

Option	Cost \$\$	Staff Time (FTE)		Communications work	Technical work
1	\$35,000	SWFS RPT IS Co-Op TAS (comm)	0.25 0.10 0.15 0.5 0.01	• Plain Webpage Branding • Language Webpage Content • Graphics • Island Freshwater Profile Design \$25,000 (Communications Consultant)	• Develop web-based community engagement interface on Islands Trust website • Pre-design island freshwater profiles information and data • Develop Freshwater Atlas and associated mapping apps • Data sharing dashboard and portal • \$10,000 (Staff Backfill)
2	\$10,000	SWFS RPT IS Co-Op TAS (comm)	0.25 0.10 0.15 0.75 .01	• Plain Webpage Branding • Language Webpage Content • Graphics • Island Freshwater Profile Design • \$0	• Develop web-based community engagement interface on Islands Trust website • Pre-design island freshwater profiles information and data • Develop Freshwater Atlas and associated mapping apps • Data sharing dashboard and portal • \$10,000 (staff backfill)
3	\$50,000	SWFS RPT IT Co-Op TAS (comm)	0.25 0.10 0.05 0.8 .01	• Plain Webpage Branding • Language Webpage Content • Graphics • Island Freshwater Profile Design • \$25,000 (Communications Consultant)	• Develop web-based community engagement interface on Islands Trust website • Pre-design island freshwater profiles information and data • Develop Freshwater Atlas and associated mapping apps • Data sharing dashboard and portal • \$25,000 (Technical consultant)

Examples of similar information portals

Freshwater science generates a wealth of information. Water-focused initiatives in the Regional Districts like Drinking Water and Watershed Protection Programs need dedicated web space to present the

resulting data. The following is a listing of those types of websites. The LidarBC Data Portal is an example of an ArcOnline product that is the same tool the Freshwater Atlas will be developed in.

Regional District of Nanaimo – Drinking Water and Watershed Protection Program

- Main Webpage: <https://www.rdn.bc.ca/drinking-water-and-watershed-protection>
- Action Plan Page: <https://www.rdn.bc.ca/dwwp-action-plan>
- Water Budget Project: <http://rdnwaterbudget.ca/>
- Water Rebates: <http://rdnrebates.ca/>

Okanagan Basin Water Board

- Main Webpage: <https://www.obwb.ca/>
- Water Supply and Demand: <https://www.obwb.ca/wsd/>
- Water Quality Database: <https://www.obwb.ca/wqdb/>
- Well Owner Information: <https://www.obwb.ca/well/>
- Water Wise Program: <https://okwaterwise.ca/>

LiDARBC

- Launch Webpage:
 - <https://www2.gov.bc.ca/gov/content/data/geographic-data-services/lidarbc>
- LiDARBC – Open LiDAR Data Portal
 - <https://governmentofbc.maps.arcgis.com/apps/MapSeries/index.html?appid=d06b37979b0c4709b7fcf2a1ed458e03>

Future Funding Opportunities and Grant Support

Staff are unaware of current grant opportunities for this type of work this year. However, the Province has dedicated millions of dollars to the Watershed Security Strategy and Fund with initiatives that relate directly to modernizing land use planning and to consider cumulative effects. The Freshwater Sustainability Strategy came out of the Healthy Watersheds Initiative, a \$25 million dollar case study to the Watershed Security Strategy.

Providing access to the information and implementation planning to the Freshwater Sustainability Strategy will help demonstrate to the Province that the Islands Trust is caretaking the investment from the Healthy Watersheds Initiative and taking steps to implement the Freshwater Sustainability Strategy. This is fundamental to providing a pathway to receive more funding from the Watershed Security Fund and other funding sources.

4 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL

Supporting the sustainability of freshwater resources is at the core of the Regional Planning Committee's work that it has championed and advanced extensively over the last few years. The work itself implements the Islands Trust Councils Strategic Plan's goals and objectives to protect the quality and quantity of fresh water resources of the Trust Area. The FWSS is a unique trust wide strategy that is at the implementation stage. The success of implementing the FWSS could be instrumental in learning and developing other trust wide strategies such as to address housing issues.

Approving the attached business case would also allocate time of the Senior Freshwater Specialist (0.25 FTE), and team Regional Planning Team member (0.10FTE).

FINANCIAL

Strengthening communications and information tools could attract potential provincial support and funding from the proposed Watershed Security Strategy and Fund and other funds that may emerge. Funding is essential for the successful development and implementation of policies and processes to support freshwater sustainability in the Islands Trust Area into the future.

POLICY

Developing a policy and procedures related to the Freshwater Sustainability Strategy remains on the RPCs follow up action list.

IMPLEMENTATION/COMMUNICATIONS

The Freshwater Sustainability Strategy provides a framework for implementation of actions that will contribute to the sustainability of freshwater in the Islands Trust Area. The intention of the strategy is to be a living document that can be revised and updated by the RPC to meet the strategic priorities of Trust Council. Communication materials will be reviewed for consistency and harmony with trust wide communications products.

FIRST NATIONS

The Islands Trust focus on freshwater sustainability supported by Healthy Watershed Initiative funding facilitated relationships with First Nations Elders, Youth and Cultural Knowledge Holders. The Islands Trust partnered with Naut'sa maut Tribal Council to deliver an "Aspiring Leaders Workshop Series" for Indigenous Youth. An Indigenous Youth watershed restoration project with the Islands Trust Conservancy on Salt Spring Island was also supported by Healthy Watersheds Initiative funding. In addition, Islands Trust was able to support an Indigenous lead eco-cultural mapping project on Galiano Island and engage Cultural Knowledge Holders, Indigenous Youth and Elders in the creation of a film on Indigenous perspective on water.

Provincial funding for freshwater sustainability emphasizes engagement with Indigenous peoples and First Nations. The FWSS positions the Islands Trust to take advantage of opportunities that will advance goals related to reconciliation in the context of freshwater sustainability. For example, the FWSS recently attracted interest from the Centre for Indigenous Environmental Resources (CIER) who have extensive resources and the potential to assist the Islands Trust in reconciliation actions.

RESPONSE OPTIONS

Recommendations

- 1. That Regional Programs Committee forward to the Financial Planning Committee, for inclusion in the Fiscal Year 2023/24 Budget, the business case for \$35,000 to support communications related the implementation of the Islands Trust Freshwater Sustainability Strategy.**

Prepared By:

Narissa Chadwick, Island Planner

William Shulba, Senior Freshwater Specialist

Reviewed By/Date:

Stefan Cermak, Director of Planning Services / January 26, 2023



**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:

Regional Planning Committee
c/o Stefan Cermak, Director, Planning Services

Business Area:

Freshwater Sustainability Strategy

Name of Request:

Freshwater Sustainability Implementation

\$35,000 – Increase web presence for the Freshwater Sustainability Strategy and related programs and projects

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: _____
- ☐ **Other – please describe:** _____

Date of Funding Request Submission:

February 1, 2023

Funding Required for (date range):

FY 2023/24

ISSUE/OPPORTUNITY:

The 2018-2022 Islands Trust Strategic Plan called for the development of a regional freshwater management strategy, the development of water budgets for groundwater aquifers in the Trust Area, and the development of a model land use regulation addressing freshwater sustainability that includes groundwater, rainwater catchment and greywater recycling. This direction contributed to the initiation of the Groundwater Sustainability Science Program and the development of the Freshwater Sustainability Strategy (FWSS).

Freshwater Sustainability Strategy (FWSS) was developed in 2021. It involved representatives of different levels of government, water purveyors, consultants, community organizations, Islands Trust Staff and Trustees, and Indigenous Knowledge Holders as part of the advisory committee contributing to the development of goals,

objectives and actions. In December 2021, the FWSS was received by Trust Council. At the same time Trust Council deferred business cases that focused on the development of a communications and outreach plan and related resources.

The FWSS can be found here:

<https://islandstrust.bc.ca/document/freshwater-sustainability-strategy/>

Communications and outreach is a priority. This was recognized by the former regional planning committee. While many steps have been taken to improve data to inform decision making related to supporting the sustainability of groundwater resources, easy access to the information in an accessible form for planners, trustees and the public is critical for gaining support and implementing freshwater sustainability projects, successful collaboration with other jurisdictions and encouraging individual action. Effective and accessible communication tools will also provide an opportunity for transparent monitoring and evaluation of the FWSS actions.

Financial and staff resource commitments are critical to the development of, and improved access to, the information related to freshwater sustainability strategy implementation. These include dedicated time of the Senior Freshwater Specialist (SFWS) (0.25 FTE), Regional Planning Team (RPT) (0.10FTE) and a senior level co-op student (1 FTE for 4 months, \$18,000 (separate business case)).

PROJECTED RESULTS/DELIVERABLES:

- Improved website access to access to freshwater sustainability resources
- A platform to share the Freshwater Atlas to be developed by a Freshwater Technical Coordinator (a co-op position)
- Freshwater profiles for all islands
- Other educational materials (eg: Q&A document)

RISK ASSESSMENT:

This project can only move forward with funding and dedicated staff time. In the absence of funding, materials available to share will remain technical in nature and accessed from a variety of locations on the Islands Trust website (e.g. mapping page, separated LTC projects pages, the Freshwater projects page). Numerous trustees, staff and public have expressed concern about challenges finding information related to programs under the FWSS.

RECOMMENDED OPTION AND ALTERNATIVES:

See chart on following page. It includes the following acronyms:

SWFS = Senior Freshwater Specialist

RPT = Regional Planning Team

IS = Information Services

Co-op = Co-op Student (Masters level)

FTE= Full Time Equivalent

Option	Cost \$\$	Staff Time	Communications work	Technical work
1 – Recommended Funding for	\$35,000	SWFS 0.25 RPT 0.10	• Plain Webpage • Branding Language	• Develop web-based community engagement

communications professional and back fill of IS staff doing technical work for website		IS 0.01 Co-op 0.50 TAS 0.01 (comm)	• Webpage Content • Graphics • Island Freshwater Profile Design • \$25,000	interface on Islands Trust website • Pre-design island freshwater profiles information and data • Develop Freshwater Atlas and associated mapping apps • \$10,000 (staff backfill)
2 – No funding for communications professional, technical work only	\$10,000	SFWS 0.25 RPT 0.10 Co-op .75 IS 0.15 TAS 0.01 (comm)	• \$0	• Develop web-based community engagement interface on Islands Trust website • Pre-design island freshwater profiles information and data • Develop Freshwater Atlas and associated mapping apps • \$10,000 (staff backfill)
3 – Funds for communications with consultant doing technical work to include the development of a data sharing dashboard and portal	\$50,000	SFWS 0.25 RPT 0.10 Co-op 0.8 IS 0.05 TAS 0.01 (comm)	• Plain Webpage • Branding Language • Webpage Content • Graphics • Island Freshwater Profile Design • \$25,000 (Communications Consultant)	• Develop web-based community engagement interface on Islands Trust website • Pre-design island freshwater profiles information and data • Develop Freshwater Atlas and associated mapping apps • Data sharing dashboard and portal • \$25,000 (Technical consultant)

CRITICAL SUCCESS FACTORS:

- Communications products developed
- Improved web presence for Freshwater Program
- Freshwater Atlas and Freshwater Island Profiles posted in web portal in addition to other plain language material as well as detailed maps and reports.

RECOMMENDED OPTION:

Funding for communications professional and back fill of staff doing technical work for website.

Funding required: \$35,000

Estimated staff time: FTE: 0.25 + 0.10 + 0.10 + 0.10 + 0.50 co-op

COST/BENEFIT ANALYSIS:

Quantitative Analysis:

Creating accessible communications products and demonstrating implementation of priorities in the FWSS has the potential to attract more funding for other FWSS actions (Funding freshwater sustainability projects is currently a Provincial priority). It is also valuing the investment in the work that has been done through the Groundwater Sustainability Science Program .

Qualitative Analysis:

Having easy to access plain language resources and strong visual communication tools will:

- Make it easier for trustees, staff and the public to understand how groundwater mapping and data can be applied to land use decision making by facilitating understanding of groundwater vulnerability and measures needed to support freshwater sustainability.
- Encourage island residents to protect and conserve water resources by identifying in plain language the impacts of their actions
- Help facilitate collaboration with other levels of government, First Nations, community organizations and other relevant agencies by making data, research and project information easy to find
- Attract potential funding by demonstrating commitment to implementing the Islands Trust's Freshwater Sustainability Strategy

Improved web-based presence is important because:

- High volumes of inquiries related to freshwater information and data by Islands Trust residents, trustees, planning staff, researchers, and other agency staff consume staff time,
- Access to information and data increases transparency to past project and will reduce staff time,
- Providing access to information and data increases the value of previous project work by facilitating its use, and
- Providing transparency demonstrates the Freshwater Sustainability Plan is being implemented.

PURCHASING PROCEDURE:

- Technical website work will be added to existing contract of current website maintenance and development
- Standard procurement procedure via RFP will be followed for hiring of communications professional

PROPOSED IMPLEMENTATION STRATEGY:

- RPC will be able to provide input into deliverables at each regularly scheduled meeting.
- Work will be completed by March 30th 2024.

STAFF RESOURCING:

Product/Job	Financial Resources	Human Resources
Q + A, Management of Atlas and development of educational / communication materials		0.25 Senior Freshwater Specialist (with co-op) 0.50 co-op
Plain language documents, groundwater profile templates and writing, graphic design	\$25,000 for Communications Professional	0.10 Regional Planning Team (Project Management) 0.01 TAS member review/coordination
Webpage technical work	\$10,000	0.15 Back file Information Systems Staff position

		Annual upkeep will be part of overall site upkeep
Total for FWSS Implementation 23/24	\$35,000	0.55 FTE across organization + co-op student

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

The Senior Freshwater Specialist and Regional Planning Team member will work closely with Information Services staff as well as a Trust Area Services staff.

Initiator Name, Title

Date

Reviewed by Department Lead: Name, Title

Date



REQUEST FOR DECISION

To: Regional Planning Committee **For the Meeting of:** February 1, 2023
From: Narissa Chadwick, Island Planner **Date Prepared:** January 20, 2023
SUBJECT: Housing Needs

RECOMMENDATION:

1. The Regional Planning Committee recommend staff schedule a staff lead online education session focusing on housing challenges and solutions for Trust Council following the update of the Islands Trust Community Housing “Toolkit”.
2. That the Regional Planning Committee recommend to Trust Council that actions related to addressing housing, such as the organization of a roundtable and advocacy, be considered as priorities in the Trust Council Strategic Plan.

DIRECTOR OF PLANNING SERVICES COMMENTS:

The proposed online training session on housing for Trustees will help Trust Council identify strategic priorities for housing, and provide a process and options for Local Trust Committee considering housing projects. By delegating the identification of actions related to advocacy and collaboration with other agencies and organizations to the Trust Council Strategic Plan development process these actions will be prioritized in the context of other Islands Trust strategic priorities.

1 PURPOSE:

The purpose of this staff report is to identify some of the resolutions that have been made by the Regional Planning Committee and Trust Council related to housing, identify work that staff is doing to support these directions and offer recommendations on how to move forward.

2 BACKGROUND:

The Islands Trust has initiated several projects over the past two decade focused on addressing housing needs. One of these *Options for Affordable Housing: New Solutions to the Housing Crisis in the Islands Trust Area* (Daniels, N, 2003) identifies a number of recommendation that were carried forward in subsequent staff reports for local trust committees and in the *2010 Housing Tool Kit*.

Staff are in the process of compiling a list of all the needs assessments, reports and strategies relating to housing in the Islands Trust that have been produced for Local Trust Committees, Trust Council and committees as well as by other agencies. The most recent Trust Wide work related to housing includes the Islands Trust Community Housing Forum held on June 13, 2016, in Cowichan Bay.

At the 2016 Community Housing Forum recommendations for improving Islands Trust's ability to meet community housing needs were made. These recommendation are contained in two documents produced by former Islands Trust Planner Justine Starke (Community Housing in the Islands Trust Area (2016) and Baseline Report: Affordable Housing in the Islands Trust Area (2016 with 2019 update)).

Housing was identified as a strategic focus in the 2014-2018 Islands Trust Strategic Plan. The related objectives and actions identified in the box below.

BOX 1: Islands Trust Strategic Plan 2018-2022 Affordable Housing Objectives and Actions

Objective: Strengthen housing affordability throughout the Islands Trust Area

Actions:

- i. Review the Islands Trust Policy statement and give consideration to: a) giving affordable housing a greater profile for its role in sustainable communities b) including a reference to affordable housing in its policy direction to LTCs and municipalities.*
- ii. Review the Islands Trust Policy statement to ensure that it: a) includes clear and well-thought out definition of 'affordability' b) includes clearly articulated vision, goal and objectives for affordable housing c) gives affordable housing a greater profile for its role in sustainable communities d) includes a reference to affordable housing in its policy direction to LTCs and municipalities.*
- iii. Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws*
- iv. Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws.*
- v. Develop model bylaws to address the use of building stratas as a tool for affordable housing.*

Items "i" and "ii" are being address through the Islands Policy Statement review process. Funding was allocated to "iii – "v". At the September 29, 2021 when funding for "iv" was being contemplated staff identified that given the unique nature of the islands stand alone model bylaws developed by consultants are not very useful to the Planners providing direction to Local Trust Committees and that a focused workshop with Islands Trust Planners could help advance the development of model bylaws in the context of Local Trust Committee projects. This lead to the RPC passing the following resolution:

"That Regional Planning Committee forward to the Financial Planning Committee for inclusion in the Fiscal Year 2022/23 the business case for Strategic Plan Item No. 4.4iv , as amended, to organize a workshop for planning staff to focus on the development of model bylaws to address housing options suitable to the Islands Trust area".

Trust Council approved the business case for \$5,000 to support a workshop for planners focussing on housing options and model bylaws. To capitalize on time and budget staff have organized this workshop as one of the three Planning Services learning days which occur annually with spate budget for planner training.

At their August 24, 2022 meeting the Regional Planning Committee past a resolution which included requesting the RPC Chair to work with staff to develop an RFD to Trust Council recommending a number of housing related actions. As a result, Trust Council passed the following resolutions at their September 2022 meeting:

“That Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education”, and

“That Trust Council 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”. It was discussed that the roundtable be coordinated within six months, not necessarily held within six months of the new term.

In the analysis below, staff identify outcomes related to the workshop for planner as well as timing for an education session for trustees and rational for alternative timing for the development of a round table on housing.

ANALYSIS

Planning Staff Workshop and Housing Toolkit Update

The Planning Staff workshop is scheduled for March 1, 2023. The \$5,000 of allocated funding will be used for pre and post shop work leading to the update of the *Islands Trust Community Housing “Toolkit” (2010)*. The revised Toolkit will include:

- Baseline analysis identifying existing model bylaws.
- A list of land use planning tools available to address affordable housing needs.
- A draft process for engaging community and LTCs in identifying and prioritizing housing related land use planning options.
- A draft process for working with LTCs to implement options and develop related bylaws.
- An annotated bibliography of useful resources.

The toolkit will be designed as a “living document” to be improved and added to as more housing projects are implemented and model bylaws are developed in the Trust Area.

It is anticipated that components of the toolkit and suggestions related to the initiation of community conversation and process for the prioritization, analysis and implementation of options will be ready to share with Trustees by May 2023.

Trustee Education

Staff recommend scheduling an online education session focusing on housing challenges and solutions for Trust Council following the update of the *Islands Trust Community Housing “Toolkit”*. This will provide the opportunity to share analysis of problems, an inventory of recommendations that have been made in the past, a list of land-use options and tools and a process for LTCs to engage with. As the workshop will be designed and delivered online by staff there would be no budget requirement.

Roundtable on Housing

Staff recommend that the RPC have a clear idea of what will be achieved by a roundtable before staff time and funding is directed toward this activity. A discussion of the purpose of a roundtable and whether it should be a priority action to advance housing interests in the Trust Area can be had as part of the *Islands Trust Strategic Plan* development.

Leading up to discussions related to strategic plan development there will be opportunities for Trustees and Staff to learn more about existing challenges and opportunities impacting housing options in the Trust Area. One of these is the recently announced UBCM province-wide housing summit April 4-5, 2023. Islands Trust staff are talking with UBCM staff about the development of a focused sessions for islands and small coastal communities. Trust Area Services is exploring budget for supporting Trustee participation. The issue is tentatively scheduled for consideration by the Executive Committee on February 13, 2023.

The document review work to be done leading up to the update of the Housing Toolkit will identify past recommendations related to land use planning as well as advocacy, financing, collaboration and other actions that could be the focus of a multi-jurisdictional, multi-sectoral roundtable. The information to be provided at the proposed Trustee education online education session may help seed the discussion of strategic priorities for housing.

Staff recommend that if the development of a roundtable on housing is identified to be a an action to support Trust Council strategic objectives related to housing, the RPC consider requesting staff develop a draft business case for the 2024/25 fiscal at the May RPC meeting to be finalized at the September RPC meeting.

3 IMPLICATIONS OF RECOMMENDATIONS

ORGANIZATIONAL:

Trustee education on what has already been done to address housing in the Trust Area and an analysis of tools and options will help to identify what can be done at the LTC level. It will also help to identify gaps and needs to be address at the Trust Council level though advocacy and collaboration with other agencies and organizations.

Focusing on the Islands Trust Strategic Plan as the tool to guide the implementation of actions related to housing will help provide transparency and focus.

FINANCIAL:

There are no additional financial requirements needed to support the recommendations in the 2023/24 fiscal year.

Initiating discussion related the development of business cases to actions that might be strategic priorities in 2023-2027 Island Trust Strategic Plan in May will help to ensure clarity on outcomes when budget discussions begin in the fall. Business cases for updating Housing Needs Assessments will also be presented at this time.

POLICY:

The Islands Trust Strategic Plan development can be used to help define goals and objectives and prioritize actions. One of the goals could be the development of a Housings Strategy. Much of the background work required for the development of a Housing Strategy will already be done through the Housing Toolkit update process.

IMPLEMENTATION/COMMUNICATIONS:

The online education workshop for Trustees will be the first opportunity to highlight where the Islands Trust is with respect to addressing housing and provide the starting point for conversation related to next steps for implementation and communication.

RESPONSE OPTIONS

Recommendation:

The Regional Planning Committee recommend staff schedule a staff lead online education session focusing on Affordable Housing challenges and solutions for Trust Council following the update of the Islands Trust Community Housing “Toolkit”.

Alternative: The RPC could choose a different focus for the education session on housing challenges and solutions. The RPC will need to provide a clear indication of what they would like to see and who they would like to be involved. As there are currently no funds allocated to supporting an alternative staff time will be redirected from other programs and projects.

Recommendation:

That the Regional Planning Committee recommend to Trust Council that actions related to addressing housing, such as the organization of a roundtable and advocacy, be considered as priorities in the Trust Council Strategic Plan.

Alternative: The RPC could choose to support Trust Council’s original request. In this case staffing and financial resources to support this direction will need to be identified. It is likely that it will require some shifting of these resources.

Prepared By: Narissa Chadwick (RPP), Island Planner

Reviewed By/Date: Stefan Cermak, Director, Planning Services / January 23, 2023

To: Regional Planning Committee **For the Meeting of:** February 1, 2023

From: Robert Kojima,
Regional Planning Manager **Date Prepared:** January 25, 2023
Narissa Chadwick,
Island Planner

SUBJECT: Planning Services Renewal Project Implementation

PURPOSE:

To report on the implementation of Trust Council policy to establish criteria for prioritization of Major LTC projects. The briefing includes:

- A summary of the policy amendments from the Local Planning Services (LPS) Renewal project.
- Criteria for evaluating prioritization of Major LTC projects.

BACKGROUND:

In 2022 Trust Council approved amended policies to increase transparency in the allocation of funding for Local Trust Committee projects and to increase efficiency in how projects are undertaken.

The amended policies are intended to support the systematic update of OCPS and LUBs on a regular basis, support co-ordination of LTC projects with regional initiatives, support realistic expectations for volume and timing of project completion, and promote the fair, efficient and equitable allocation of staff and financial resources for major LTC projects. An overview of relevant Trust Council Policies 5.9.1, 6.2.1 and 6.7.1 is provided below.

5.9.1 Best Practices for Delivery of Local Planning Services

- Establishes a Regional Planning Team dedicated to Major and Extraordinary Project work and identifies the responsibilities of the Regional Planning Team.
- Establishes that Local Planning Teams will undertake day-to-day planning functions of assigned local trust committees, including managing minor projects, processing of major applications and referrals, responding to enquiries, and administering local trust committee meetings.
- Establishes a Current Planning Team across the regional offices to undertake the processing of routine referrals and land use permits.
- Establishes Minor, Major and Extraordinary project categories and includes the definitions identified below.

Minor Policy/Regulatory Work – amendments to an official community plan and/or land use bylaw that are expected to take six to 12 months to complete, and/or requires a budget of less than \$5,000.

Major Policy/Regulatory Work – amendments to an official community plan and/or land use bylaw that are expected to take between six and 18 months to complete and/or includes a budget request of more than \$5,000.

Extraordinary Policy/Regulatory Work - a review of an official community plan and/or land use bylaw that includes discretionary activities that exceed required processes, and would require external consultants and/or additional funding considerations.

- Establishes that maximum of two full reviews of official community plans and land use bylaws be started each fiscal year to ensure adequate resourcing is available to complete.

Policy 6.2.1 Priority Setting/Review Guidelines

Policy 6.2.1 establishes a process for supporting LTC projects that considers the allocation of funding and staff time in a way that is fair, efficient and supportive of the priorities of the Islands Trust as a whole. The key elements of amendments include a change from 3 projects per LTC each to:

- Up to one minor project per Local Trust Committee at a time, excluding Salt Spring which is allotted up to 3 projects in support of its large population base and more complex planning environment; and
- Major projects that will be identified and approved through the Trust Council budget process and would generally reflect rotational OCP/LUB amendment projects for LTCs so that the Islands Trust can begin to update all of its long range planning documents.

Implementation of Policies 5.9.1 and 6.2.1

The implementation of Policies 5.9.1 and 6.2.1 necessitates the following:

1. Maintenance of a checklist of the ‘health’ of OCPs and LUBs.
2. Criteria for the evaluation and prioritization of proposed LTC Major Projects.
3. A timeline for submission and evaluation of business cases for LTC Major Projects.
4. Monitoring of the status of on-going projects supported by the Regional Planning Team

OCP/LUB Health

One of the reasons the LPS Renewal Project was initiated was to address the need for OCP and LUB updates. Most OCPs are out of date, some much more than others.

Policy 5.9.1 (1.3) states that *“Regional Planning Team Staff will maintain a checklist of the “health” of official community plans, and will use this to recommend to Trust Council via Regional Planning Committee prioritization of OCPs for review and update as part of Trust Council’s budget process”*.

The attached ‘OCP/LUB Tracking Matrix’ has been drafted to evaluate the “health” of OCPs and LUBs. Key criteria include when the current OCP and LUB were adopted, or had a major update, whether OCP policies have been implemented through LUB amendments, the extent to which OCPs include required content, whether the OCP includes First Nations recognition, and the extent to which OCPs include content that is consistent with the Islands Trust Policy Statement or Trust Council Strategic Priorities. Regional Planning Team staff will review OCPs and LUBs and populate the document.

Evaluation and Prioritization of Major Projects

In order for Trust Council to make decisions regarding which LTC major and extraordinary projects will be supported, LTCs are required to submit business cases. As indicated in Policy 5.9.1 (2.1): *The Regional*

Planning Team will undertake major policy/regulatory projects of LTCs and the Regional Planning Committee. A set of criteria will be used by Regional Planning Team staff to recommend to Trust Council via the Regional Planning Committee prioritization of these projects.

Staff have drafted the attached 'Major Project Review Matrix' to assist in evaluating proposed major projects based on Trust Council Policies 5.9.1 and 6.2.1. In future fiscal years, staff will evaluate proposed LTC projects using this matrix to assist Regional Planning Committee in recommending new projects. The same criteria would be used to evaluate proposed 'Extraordinary Projects'. The criteria included are as follows:

Criteria 1 – Date of Most Recent Major Project

One of the goals of Trust Council policy 5.9.1 is to ensure that "resource allocation is efficient, fair and equitable." Noting the recently completed Major Projects of the LTC submitting a business case will assist the committees and Trust Council evaluate whether the proposed project should be supported.

Criteria 2 – OCP/LUB Health

One of the goals of the Trust Council policy is to ensure that "OCPs and LUBs are systematically updated on a regular basis." Identifying if a proposed Major project would replace or substantially amend an outdated bylaw would assist in evaluating a proposed project.

Criteria 3 – Implementation of Provincial Requirements

From time to time amendments to the *Local Government Act* result in new required content in OCPs and/or LUBs. Implementation of such requirement content would be identified for any proposed project.

Criteria 4 – Project is Consistent with Trust Council Priorities

As indicated in Policy 5.9.1 "*The top priorities of an organizational unit must be those of the Trust Council's top priorities*". LTC project business cases that would implement Trust Council's Strategic priorities would be identified.

Criteria 5 – Project is Implementing Recent Data and/or Mapping Work or Toolkit

One of the goals of Trust Council policy 5.9.1 is to ensure that planning "implements Trust-wide planning initiatives and tools (e.g. strategies, model bylaws)." For important or emerging issues, data has often been acquired or products like toolkits have been created. Projects that would implement model bylaws or use existing data or toolkits in LTC projects would be identified for evaluation.

Criteria 6 – Project will Benefit Multiple LTCs

Efficiencies can be gained when LTCs work on creating policies and regulations that are transferable to other LTCs, or where multiple LTCs would prioritize the similar projects. The evaluation criteria would identify whether a proposed project would potentially benefit multiple LTCs or if other LTCs have identified the same issue.

Criteria 7 - Staff resource are available

As indicated in Policy 5.9.1 (2.2) *Staff resources will limit the number and type of major policy/regulatory work that can start in any one year. This limit will be considered when recommending OCP/LUB reviews.*

An evaluation of ongoing projects and available staff time for additional projects will be undertaken by the Director of Planning Services annually and be presented along with the other evaluation criteria for review of proposed projects.

Depending on the scope and timing of projects a Regional Planning Team member devoted full time would be expected to be assigned 3-4 projects concurrently. Presently, the Regional Planning Team is not resourced to the full 3.0 Full-time equivalents; there are currently 2.6 FTEs available.

Process for Approval of Major and Extraordinary Project Support

Policy 5.9.1 (2.3): *The local trust committee must submit a business case as part of the budget process that sets out the scope, timelines and budget (including estimated staff resources required) to the proposed project. The business case must be endorsed by the local trust committee.*

The following timeline considers the existing annual budget decision-making process.

April - June - LTCs Identify major and extraordinary project proposals for the following fiscal year and request that Planning staff develop business cases.

June – August – Business cases endorsed by LTCs, to be submitted through the Director of Planning Services for evaluation by the Regional Planning Team.

September –Director of Planning Services provides priority project recommendations (based on evaluation criteria) to the Regional Planning Committee. The annual evaluation of Regional Planning Team resources will be presented with priority project recommendations.

October– Regional Planning Committee recommends priority projects to Financial Planning Committee.

November– Recommended priority projects referred to Executive Committee and Trust Council for budget decision-making.

April – New projects commence. New business cases for following year are identified.

Tracking of Major and Extraordinary Projects

Policy 6.2.1(2.1) requires that each organizational unit develop and maintain a work program. While the Regional Planning Team is not a formal organizational unit for the purposes of this policy, tracking, managing and reporting on the status of Major Projects both internally and to the Regional Planning Committee will be necessary. Staff have developed the attached 'Local Trust Committee Major Project Tracking' document to record and track the progress, status and funding of Projects being supported by the Regional Planning Team. The attached Matrix has been populated with the Projects currently resourced and those proposed to continue or to be initiated in the coming 2023-24 fiscal year.

Evolution of Criteria and Process

Staff expect that over time evaluation criteria and the steps and timing of the approval process for major and extraordinary project support will evolve based on the experiences of implementing the major and extraordinary project selection process.

Prepared By: Robert Kojima, Regional Planning Manager
Narissa Chadwick, Island Planner/Regional Planning Team

Reviewed By/Date:

Attachments:

1. OCP/LUB Tracking Matrix
2. Major Project Review Matrix
3. LTC Major Project Tracking Matrix

LTC	Bylaw area	OCP adoption date	LUB adoption date	OCP major update	LUB major update	Over 15 Years Since Major Update	10-15 years Since Major Update	Unimplemented OCP policies	Missing Prov. Requirements	First Nations recognition	Missing Policy Statement directives or Strategic Priorities	On LTC Work Program	Notes
BW	BW	2013	2013										
Denman	Denman	2008	2008										
Gabriola	Decourcy	2001	2001										
Gabriola	Mudge	2007	2007										
Gabriola	Gabriola	1997	1999										
Galiano	Galiano	1995	1999										
Gambier	Gambier	2001	2004										
Gambier	Gambier Associated Islands	2009	2013										
Gambier	Keats	2002	2002										
Gambier	Bowyer and Passage		2011										
Hornby	Hornby	2014	2014										
Lasqueti	Lasqueti	2005	2005										
Mayne	Mayne	2007	2009										
North Pender	North Pender Associated Islands	2003	2004										
North Pender	North Pender	2008	1999										
Salt Spring	Salt Spring	2008	1999										
Salt Spring	Piers Island	1982	2003										
Salt Spring	Prevost & Associated Islands		1972										
Saturna	Saturna	2001	2019										
South Pender	South Pender	2011	2017										
Thetis	Thetis Associated Islands	2014	2014										
Thetis	Thetis	2011	2011										
Thetis	Valdes		1998										

<u>LTC</u>	<u>Proposed Project</u>	<u>Date of last major project or bylaw update</u>	<u>Would update older OCP or LUB</u>	<u>Would meet Prov. Requirement</u>	<u>Implement Trust Council Strategic Priority</u>	<u>Data, toolkit, or model bylaw available</u>	<u>Benefit Multiple LTCs</u>	<u>Resources available</u>	<u>On LTC Work Program</u>	<u>Notes</u>
BW										
Denman										
Gabriola										
Galiano										
Gambier										
Hornby										
Lasqueti										
Mayne										
North Pender										
Salt Spring										
Saturna										
South Pender										
Thetis										

Local Trust Committee Major Project Tracking Matrix
2022- 2026 Term
Updated: January 2023

Local Trust Committee	Name	Project Manager	Project Phase	Current Status	Date Initiated	Date Completed	Budget Allocation	Budget Expended	Budget Request - 2023-24	Est. Planner Hours: 2023-24	Notes
DE	Housing Review	Narissa Chadwick	Initiation	On-going			\$ 13,500	\$ 494	\$ 18,000	400	VIU report by march 31st
GB	OCP/LUB	Narissa Chadwick	Pre-project	Pending					\$ 18,000	400	Project to start April 1st
GL	Groundwater Implementation	Narissa Chadwick	Legislative	On-going			\$ 2,000	\$ 156	-	0	completion by March 31st
GM	OCP/LUB Targeted Amendments	Sonja Zupanec	Consultation	On-going			\$ 17,000	\$ 18,419	\$ 16,000	250	Auxiliary support?
HO	OCP Amendments	Sonja Zupanec	Consultation	On-going			\$ 15,000	\$ 8,080	\$ 15,000	250	Auxiliary support?
MA	Flex Housng	Narissa Chadwick	Implementation	Finalizing			\$ 1,500	\$ 1,395	-	0	Implementation completed by Mar 31
NP	LUB Review	Kim Stockdill	Legislative	On-going			\$ 2,000	\$ 639	-	200	any 2023-24 expenses funded as a minor project
NP	Groundwater Implementation	Narissa Chadwick	Drafting	On-going			\$ 2,000	\$ -	-	100	any 2023-24 expenses funded as a minor project
SS	Ganges Village Area Plan	Louisa Garbo	Consultation	On-going			\$ 19,000	\$ 15,423	\$ 86,500	600	
SS	OCP/LUB (CDF and Housing)	Louisa Garbo	Pre-project	Pending			\$ 57,000	\$ 3,569	\$ 96,000	600	
RPC	Freshwater Sustainability Strategy	Sonja Zupanec	Analysis	On-going					\$ 50,000	100	William Shulba to support
									\$ 299,500	2900	

BRIEFING

To: Regional Planning Committee **For the Meeting of:** February 1, 2023
From: Financial Planning Committee **Date Prepared:** January 25, 2023
SUBJECT: Draft Budget 2023/24 Review of Funding Requests

PURPOSE:

To request that the Regional Planning Committee review their funding request(s) for the 2023/24 fiscal year and report back to Financial Planning Committee with additional information and identified reductions where possible.

BACKGROUND:

At its regular meeting on January 18, 2023, Financial Planning Committee (FPC) reviewed the latest version of the draft 2023/24 budget, which reflects the following:

- Total proposed planned spending of \$9.8M:
 - Operating budget \$9.0M
 - Projects budget \$700,000
 - Capital budget \$127,000
- A proposed local trust area general tax increase of 2.75% plus an additional 8.0% in tax revenue generated from new construction and development in the Trust Area.
- A proposed Bowen Island Municipal tax increase of 3.0% plus an additional 6.6% in taxes generated from new construction and development on Bowen Island.
- A proposed draw from the General Revenue Surplus Fund of \$269,000, resulting in a potential deficit to the minimum balance required to be held in the fund of approximately \$115,000.
- A proposed draw from the LTC Project Reserve Fund of \$52,000.

During its budget discussions, FPC received as a late item from a Committee member, a list of budget items for potential reduction (attached). FPC discussed the items and felt additional information was needed from Committees and staff prior to making decisions on any specific item. To this end, the Committee made the following resolution:

that Financial Planning Committee (FPC) request that Regional Planning Committee, Trust Programs Committee, Governance Committee, Executive Committee, [the] Islands Trust Conservancy Board and staff review the budget areas in the draft budget revision list proposed by a trustee on January 18, 2023, and not yet voted on by the FPC, and propose possible reductions for Financial Planning Committee's consideration and respond with their respective views by February 7, 2023.

A specific desire was expressed by some Trustees at FPC that Council committees and the Islands Trust Conservancy Board review each of their funding requests and provide information on the following:

- Does the Committee/Board believe the proposed work/funding request is urgent or essential in the next fiscal year, or could the work be deferred to a future year?
- Does the Committee/Board believe the proposed work/funding request should be given priority in the 2023/24 budget?
- Could the funding request associated with the work be reduced? Please provide the impacts of doing so, if any.

A response with respective Committee/Board's views should be provided for FPC's consideration. If a Committee/Board identifies amendments to their proposed work/funding request in terms of rationale or requested dollars, a revised business case should be prepared and forwarded to FPC for their review.

Directors Comments

Staff have reviewed the list and have made the following notations:

- Line 38: 'Senior Policy Advisor' should be 'Senior Intergovernmental Policy Advisor'
- The assumption that staff hours saved as a result of suspending activities can be reassigned to new duties needs to be considered in the context of collective agreements.
- The estimated staff hours for Trust Area Services did not come from staff who are still finalizing work plans to determine available resources.
- The ecosystem mapping amount should read \$13,800.
- Line 127: "Freshwater Technical Coordinator – Coop Student" was sponsored by the Regional Planning Committee
- Line 123: "Planning Services Admin Adjustment". This is part of an ongoing review of Planning Services that has been ongoing for several years. Numerous communications have been had with staff within the last six months specifically regarding the business case.

ATTACHMENT(S):

1. Trustee-proposed Draft Budget Revisions List

FOLLOW-UP:

Staff will amend funding request documents as directed by the Committee and forward the revised information to FPC as requested.

Prepared By: Director, Administrative Services

Reviewed By/Date: Director, Planning Services / January 25, 2023
Chief Administrative Officer/ January 25, 2023

Page in FPC Agenda Jan 2023	Notes	Name	Business Area	Source	Proposed Reduction	Staff Hours Associated	Staff Resource	Notes re staff hours
38	Pause until Senior Policy Advisor position is filled and this implementation plan can be created.	Reconciliation Action Plan Implementation		GR Surplus	30000		TAS	Fulltime Senior Policy Advisor
37	Suspend and redeploy the staff hours.	History and Heritage Funding Grant in Aid		GR Surplus	10000	100		
48	Further action to be determined by Trustees.	Policy Statement Amendment Project	Trust Council - Trust Area Services	GR Surplus	50000	1100	TAS	Fulltime Senior Policy Advisor
53	Suspend. Stabilise the (existing) communications position. Redeploy resources released by suspended activities. Consider delivering this program digitally with existing materials.	Stewardship Education Program	Trust Programs Committee	GR Surplus	20000	50	TAS	50 hours of Program Coordinator.
62	IT is short of resources to manage meetings and general administration. Pause. Redeploy resources released by suspended activities.	Secretariat Services	Trust Council - Trust Area Services	GR Surplus	15000	100	TAS	100 hours Program coordinator
56	Business Case for Freshwater Communications portal considered. (\$50K and .5FTE) No business case for other activities of Regional Planning Committee.	Bookmark for Regional Planning Committee	Regional Planning	GR Surplus	50000	550	Regional Planning	estimated .5FTE
61	No external experts required for the moment. If legal advice is required the regular budget can be used.	Funding for Governance Committee		GR Surplus	15000	40	TAS	
111	This resource is requested to manage live meetings for LTAS. Suspend and deploy staff hours (TAS and LPS) released by suspended programs. Consider the positive impact of filling positions which are currently vacant.	Meeting Administrator (Fulltime)	Legislative Services serving Local Trust Committee Services	Taxes	65700			
119	This resource is requested for increased administrative support. Suspend and deploy staff hours (TAS and LPS) released by suspended programs. Consider the positive impact of filling positions which are currently vacant.	Administrative Coordinator	Administration	Taxes	75250			
123	A challenge to support this year due the financial situation. (6 staff involved. To what degree has this been discussed with the staff affected?)	Planning Services Admin Adjustment	Planning Services	Taxes	33000		Regional Planners and Freshwater Specialist	
127	Focus on using existing staff resources for all activities. (est. 285 hours of senior staff time in addition) Not supported until vacancies are resolved and staff hours ((TAS and LPS)) released by suspended programs are deployed.	Freshwater Technical Coordinator - Co-op Student	Local Planning Services	Taxes	21993	285	Freshwater Specialist	on-boarding, planning workshop etc
	Focus on using existing staff resources for all activities. Deploy staff hours ((TAS and LPS)) released by suspended programs.	Planning Staff - Co-op Student	Local Planning Services	Taxes	22000			
138	Reduce by \$12800 Ecosystem mapping (\$18000) partially funded by Species at Risk (SAR) grant (\$5200) (Is co-op student (\$19399) funded by SAR grant ?)	ITC Budget Request	ITC	Taxes	12800			
				TOTAL (savings)	420743	2225		
						Staff Hours (savings)	Tax Reduction based on 1% = \$75K	
				Surplus (savings)	190000	1940		
				Taxes (savings)	230743	285	3.1	

BRIEFING

To: Regional Planning Committee & Financial Planning Committee **For the Meeting of:** February 1, 2023

From: Denman Island Local Trust Committee **Date Prepared:** January 23, 2023

SUBJECT: DE LTC Referral Regarding Electronic Meetings and Staff Time

PURPOSE:

To receive a memorandum forwarded by the Denman Island Local Trust Committee (DE LTC). The memorandum was a staff response requested by the DE LTC in regards to potential cost savings on digital or hybrid (in person and digital) meetings.

BACKGROUND:

On September 27, 2022 the DE LTC received a memo it had requested regarding potential cost savings on digital or hybrid (in person and digital) meetings. The memo focused on the cost of providing Wi-Fi and staff time for LTC meetings. After consideration, the DE LTC passed the following motions:

DE-2022-095

that the memorandum from Regional Planning Manager Kauer “Electronic Meetings and Staff Time” dated September 27, 2022 be referred to the Trust Council Financial Planning Committee for information.

DE-2022-096

that the memorandum from Regional Planning Manager Kauer “Electronic Meetings and Staff Time” dated September 27, 2022 be referred to the Regional Planning Committee for information.

Staff acknowledge that the memo is somewhat confusing in its presentation of data in the table and how it assesses cost savings for all LTCs in the northern region versus just the DE LTC. Finance staff were not involved in putting this data together nor have they reviewed the information subsequently. Regardless, it is a clear and an expected conclusion that avoiding staff travel to LTC meetings saves both staff hours spent traveling and the related travel expenses (meal per diems and mileage).

Staff further acknowledge that the memo does not assess numerous related issues. For example, the memo does not capture the additional use of administrative and technical staff to conduct electronic meetings nor the value of in person meetings such as improved in person communications and increased familiarity with the islands.

ATTACHMENT(S):

1. Memorandum – DE LTC Electronic Meeting and Staff Time – Sept. 27, 2022

Prepared By: Stefan Cermak, Director, Planning Services
Date: January 23, 2023

MEMORANDUM

File No.: 6500-02 Project Planning

DATE OF MEETING: September 27, 2022
TO: Denman Island Local Trust Committee
FROM: Heather Kauer, Regional Planning Manager
Northern Team
SUBJECT: Electronic Meetings and Staff Time

PURPOSE

The purpose of this memorandum is:

- To respond to the LTCs request for information regarding providing wifi and staff time for LTC meetings

Staff Time

At their July 19, 2022 meeting, the LTC passed the following resolution:

DE-2022-088

It was MOVED and SECONDED,

that the Denman Island Local Trust Committee request staff to bring a brief report on cost savings on hybrid and digital meetings to the next Local Trust committee meeting.

CARRIED

Staff have created the following table that depicts the differences in staffing costs for in-person and electronic meetings. These costs include overtime salary, mileage, per diem meal costs, and ferries and are shown on a per meeting basis. Annual subtotals assume 41 regular LTC meetings per year in the northern office of Islands Trust. Costs for special meetings held in-person would be in addition to those shown.

Additional costs not capture by this table include overtime for administrative or technical staff that may be administering electronic meetings and licensing for electronic meeting software.

Activity	Island Planner		Minute-Taker		Total	
	In-person meeting	Elec. Meeting	In-person Meeting	Elec. Meeting	In-Person	Elec.
Meeting attendance	\$135	\$135	\$73.80	\$73.80	\$208.80	\$208.80
Non-overtime travel hours to and from meeting (Home to DE Return)	\$270	\$0	\$49.20	\$0	\$319.2	\$0
Overtime for travel outside of normal work hours	\$135	\$0	\$0	\$0	\$135	\$0
Mileage	\$108.24	\$0	\$26.73	\$0	\$135	\$0
Ferries	\$36	\$0	Carpool	\$0	\$36	\$0
Per Diem	\$27.50	\$0	\$0	\$0	\$27.50	\$0
Subtotal staffing costs not including regular salary:	\$306.74	\$0	\$75.93	\$0	\$382.67	\$0
Annual Subtotal not including regular salary:	\$12,576	\$0	\$3,113	\$0	\$15,689	\$0
Total staffing cost for one LTC meeting:	\$711.74	\$135	\$149.73	\$73.80	\$861.47	\$208.80
Annual Total:	\$29,181	\$5,535	\$6,139	\$3,026	\$32,207	\$8,561
Annual northern office staff hours spent travelling for LTC meetings instead of doing other work:					328	0

WIFI

The LTC asked staff to report back on options for upgrading wifi bandwidth on-island. The following options were considered:

Option 1: Islands Trust pays for on-going, upgraded internet service for each of the venues used for LTC meetings.

Islands Trust could, in theory, pay for increased internet speeds for each of the venues used for LTC meetings. This would mean an on-going contract with internet providers on each island for internet that would be available for any users of the venue throughout the year. This option isn't really feasible given Islands Trust budgets and procurement regulations that would prevent the organization from using tax revenues to benefit other organizations.

Option 2: Starlink

There is a mobile, satellite-linked internet service called Starlink that may be available to Islands Trust and is being explored as an option by Information Services staff. This service costs \$170 per month on an on-going basis. It also includes a one-time equipment charge of \$759 per unit.

Option 3: Wait for fibre-optic.

The LTC has the option of continuing to hold in-person meetings with a Planner in attendance until installation of fibre-optic lines are completed and Island venues connect to these lines.

Submitted By:	Heather Kauer, MPA, RPP, MCIP, AICP Regional Planning Manager	September 13, 2022
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ATTACHMENTS

1. None

BRIEFING

To: Regional Planning Committee **For the Meeting of:** January 17, 2023

From: Stefan Cermak, Director
Planning Services **Date Prepared:** December 13, 2022

SUBJECT: RPC Work Program

PURPOSE: To provide a summary of the Regional Planning Committee's previous accomplishments and current work program.

BACKGROUND:

The Regional Planning Committee's Terms of Reference, relevant legislation and policies and other resources are included in the Council committee Toolkit (attached). The Toolkit provides the following background information about committee work programs:

Work Program

Council committee work is managed through Work Programs, as per Trust Council [Policy 6.7.1. Work Program, Follow-Up Action Lists and Priorities Chart](#). There are two general components to the Work Program: the Top Priorities and the projects List.

TOP PRIORITIES

Council committees may identify prioritized work items that are then listed under Work Program in order of priority. Work items can be significant and long-term, such as the development of a new policy, or may be relatively minor. However, a committee may only have the capacity to undertake one major or significant project at a time. The Top Priority projects, unless very minor, should have a project charter and budget before any significant work can begin.

PROJECTS LIST

Council committees' projects list is a record of work the committee has been assigned by Trust Council or those items it may wish to initiate in the future, once current priorities have been addressed. Action does not generally occur until the item is approved and moved to the Priority list, subject to available time and resources.

WORK PROGRAM MANAGEMENT:

- Early in the term, the committee should identify potential work program priorities in consultation with staff. This is proposed to start February 1, 2023 for the RPC.
- Senior staff review potential projects and report back to the committee on the feasibility of the project including: options; availability of resources; project scope and timeline; budget requirements; and consistency with policies, legislation and the Islands Trust Strategic Plan.
- If additional resources are required, the project will need to be included as a budget request.
- Once a project is approved, staff will proceed with the work, reporting quarterly to the committee. The Director manages the staff resources to complete the project within the projected timeline, budget and scope.

FOLLOW-UP ACTION LIST

The Follow-Up Action List (FUAL), as per [Trust Council Policy 6.7.1](#), details actions arising from decisions and directions the committee made at a meeting and is the principle mechanism for ensuring that committee directions are carried out in a timely manner by the appropriate staff. Follow up action lists are drafted by staff after a committee meeting, with target completion dates and tasks assigned to the relevant staff person. Occasionally a member of the committee or the Chair will be requested by the committee to undertake an action and that can be noted on the FUAL. Once an action is done, it is noted as 'Done' on the FUAL, reported to the next committee meeting, and then removed from the FUAL. A FUAL report is generated for each committee meeting agenda.

RPC 2018-2022 Work Program Review

[Islands Trust Annual Reports](#) highlight work done by each trust body throughout the fiscal year. Work done throughout last term is presented as bulleted items below under respective Islands Trust Council [Strategic Plan 2018-2022](#) objectives. Objective headings are hyperlinked to relevant "program" webpages - where one existed, hosted by the Islands Trust.

[Preserve, Protect and Advocate for Forest and Terrestrial Ecosystems](#)

- Completed a Coastal Douglas-fir and associated ecosystem toolkit
- Completed mapping contiguous tracks of the Coastal Douglas-fir zone and its associated ecosystems in partnership with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership
- Salt Spring Island LTC advancing Wildfire DPA as means to protect elements of CDF and associated ecosystems

[Protect Quality and Quantity of Fresh Water Resources of the Trust Area](#)

- Completed Saltwater Intrusion Risk Mapping
- Nearly Completed groundwater mapping project (concludes March 2023)

- Completed a [Freshwater Sustainability Strategy](#)
 - Implementation plans, policies, budgets - ongoing

Preserve and Protect Marine Ecosystems

- Completed a Shoreline Protection Report

Strengthen Housing Affordability Throughout the Islands Trust Area

- Completed Housing Needs Reports (require updating)
- Completed a Residential Floor Area Ratio Report

Strengthen Relations with First Nations

- Completed Phase 1 Heritage Overlay Mapping

To Improve and Modernize the Ability of the Islands Trust to Regulate Land Use Activity and Work with Others

- Sponsored amending various Islands Trust Council policies to increase efficiency and effectiveness of Planning Services:
 - Application Processing Services ([Policy 5.6.1](#)). Adopted June 2021
 - Best Management Practices for Delivery of Local Planning Services to Local Trust Committees. [Policy 5.9.1](#). Adopted June 2022.
 - Delegation of Land Use Permits ([Policy 4.1.15](#)). Adopted June 2022 Priority Setting/Review Guidelines. [Policy 6.2.1](#). Adopted Sept. 2022.
- Model Development Approvals Information Bylaw – draft begun
- Produced a model Antenna System Siting and Consultation Protocol
 - example of application ([SS LTC Antenna System Siting and Consultation Protocol](#))

Current Work Program

Current work program reports are included elsewhere in the agenda but are summarized here for convenience and relevance.

The RPC has listed managing [Islands Trust Council Strategic Plan](#) Action Items #1.2, 2.2, 2.3, 2.4, 2.5, 4.4iii, 4.4iv, and 4.8 as its top priority/active project. Staff have broken these up into the four strategic plan objectives that are to be pursued over the next 3-6 months and one that needs reconsideration.

Protect Quality and Quantity of Fresh Water Resources of the Trust Area

- The Freshwater Sustainability Strategy has been completed. Groundwater mapping is concluding in March 2023. Staff are drafting business cases to support development of communications and education materials to assist with implementation plans. These should be presented elsewhere in the agenda package.

Strengthen Housing Affordability Throughout the Islands Trust Area

- A Housing Forum is being scheduled as part of Planning Services Professional Development Day in March 2023. A Housing Forum is very tentatively being scheduled for later in March 2023 for elected officials as result of Trust Council resolution for a forum with housing experts and a round table with key partners.

Strengthen Relations with First Nation

- Heritage Conservation Overlay Mapping – phase 1 – was completed. Phase 1 concluded with a report illustrating the importance of the work, approach, and data required to develop planned project approach toward managing heritage. It defined the study area, cultural heritage, legislation, and a data dictionary. Phase 1 also drafted a project and engagement plan for phase 2. Phase 2 was proposed to include engagement with First Nations and gathering of publically available data to create cultural heritage overlay maps. Phase 2 was not started due to loss of key staff, loss of consultants, and feedback from various First Nations.

Preserve, Protect and Advocate for Forest and Terrestrial Ecosystems

- The Salt Spring Island Local Trust Committee (SS LTC) had preserve and protect the Coastal Douglas-fir (CDF) and associated ecosystems as a top priority in the last term. As part of this project, the SS LTC commissioned education materials. See:
 - [CDF Summary](#)
 - [CDF Carbon Storage](#)
 - [CDF Freshwater](#)
 - [CDF Wildfire](#)
 - [CDF Biodiversity](#)
- The SS LTC has since focused its efforts on protecting the CDF zone via developing a wildfire protection development permit area.

Follow-Up Action List (FUAL)

Items outstanding on the FUAL include:

Freshwater Sustainability Strategy (FWSS):

- Request staff develop an Islands Trust Freshwater Sustainability Strategy policy document.
 - No actions have been taken.
- Request staff to identify options for the implementation of the Freshwater Sustainability Strategy.
 - Staff are drafting business cases to support development of communications and education materials to assist with implementation plans. These should be presented elsewhere in the agenda package.
- Request staff to create a Freshwater Sustainability Strategy Frequently Asked Questions document.
 - This is included in the communications and education materials within the proposed business case.
- 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.
 - Business case being submitted to RPC for FY 2023/24
- Senior Freshwater Specialist Shulba will provide a briefing that provides details Groundwater Sustainability Science Program at the next RPC meeting.
 - At time of drafting this briefing, it is unclear if this happened.

Other:

- Request staff to bring back further analysis on fee-per-lot structure, including consideration of a cap and park dedication.
 - No actions have been taken.
- Request staff to report on incorporating Local Trust Committee strategic planning within the Trust Council strategic plan.
 - Staff have been encouraged to recommend LTCs include strategic planning early in their term.
 - All Trustees participate in Islands Trust Council strategic planning.
 - Otherwise, no actions have been taken.

Notes to consider[Islands 2050](#)

- The Islands 2050 Policy Statement Amendment Project was launched in 2019 and is designed to update the Islands Trust Policy Statement.
- Updating the Policy Statement to adapt to current and future challenges and opportunities and to reflect its commitments related to reconciliation, climate change, and affordable housing.
- The draft 2023/24 budget includes a budget request that would wrap up engagement activities and advance a newly drafted Policy Statement. All Islands Trust bylaws (OCPs and LUBs) must be in concurrence with the Policy Statement when those bylaws are amended.

The Islands Trust Council received a [Governance Review](#) dated February 2022

- The Islands Trust Council has created a Governance Committee to review the recommendations and other matters related to governance.
- Appendix A of the review is specific to Planning Services. The review includes numerous recommendations – several of which have been followed up with or were already in process as per the Planning Services Renewal Program.

Planning Services Renewal

- Planning Services have been reviewing and renewing service delivery since at least 2018.
- RPC supported policy updates to best practices, application processing, delegation of land use permits, and others.
- This work remains ongoing at an administrative or operational level (the RPC generally recommends policies and policy amendments to Trust Council whereas staff manage operational procedures). Future actions include:
 - Presenting RPC proposed amendments to the delegation policy in order to permit delegation of minor development variance permits,
 - Presenting RPC prioritization criteria for LTC business cases,
 - Further management review of administrative functions and tasks. A precursory review resulted in business cases submitted to the Islands Trust Council. The next phase includes managing retirements and transference of institutional knowledge, reviewing and updating orientation and training materials, reviewing

and updating operational procedures with a focus on “centralizing” efforts and reducing differences between office procedures.

- The Salt Spring office will be required to relocate by January 31, 2025.
- The Northern office may be required or recommend to relocate, wholly or partially, in 2025 as well.
- There has been significant staff turnover including in management. Regardless, it is still anticipated that the new functional teams (Regional Planning Team, Local Planning Team, and Current Planning Team) will be reasonably formed and functioning effective April 1, 2023.

ATTACHMENT(S):

- 1. Council Committee Toolkit, November 2022**

FOLLOW-UP:

Prepared By: Stefan Cermak, Director, Planning Services



Council Committee Toolkit

Executive Office

November, 2022

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1.0 Council Committees

1.1 Committee Composition

Membership and method of appointment to the four Trust Council committees is established by Trust Council policy.

The **Regional Planning Committee** (RPC) and **Trust Programs Committee** (TPC) consist of trustees appointed by the Trust Council chair with one Executive Committee member as assigned by the Trust Council Chair. The Trust Council Chair is an ex-officio (non-voting) member of the Regional Planning Committee and Trust Programs Committee.

Financial Planning Committee (FPC) consists of the Chair (or an appointee) from each of the other standing committees (2), all members of the Executive Committee (4), a member chosen by the Islands Trust Conservancy board (1), and three other locally elected or municipal trustees (3).

The **Governance Committee** includes a maximum of seven trustees elected by Trust Council by the March Trust Council meeting in the calendar year following the quadrennial trustee election, and one trust-council elected appointee of Islands Trust Conservancy Board as assigned by the Conservancy Board Chair as ex-officio. The Chair of Trust Council is an ex-officio (non-voting) member of the Governance Committee.

Council committee members elect their Committee Chair and Vice-Chair at the first meeting of the term or as required. The Trust Council Chair may appoint an interim Council committee Chair when required. The Committee Chair will normally chair the Committee meeting. However, the Chair may designate the Vice-Chair to act as Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a Committee member to act as Chair of the meeting.

Council committee members hold their seats until the end of their term as trustee unless they decide to step down.

Responsibilities and Authorities Assigned by Trust Council

Council committee responsibilities are assigned by policy or by resolution of the Islands Trust Council. Policies most frequently referenced by committees are summarized below.

Work assignments delegated to Council committees are made by Trust Council resolution and are recorded in the minutes and the Follow-Up Action List (FUAL). These assignments generally relate to short-term tasks.

Policy 2.3.1 – Council Committee System

Establishes that the role of Council committees is to:

- Provide policy advice to Trust Council in response to Council's referrals, committee initiatives and external requests of the Trust;
- Provide feedback to staff on matters going to Trust Council;
- Implement and maintain a committee-specific work program;
- Make recommendations to Trust Council on interagency liaison or protocol initiatives;
- Create subcommittees (or task forces) which may be comprised of Trustees, staff or external persons as required for a specific duration to examine a particular committee matter upon approval by Trust Council;
- Provide input and feedback to the annual budget process; and
- Provide input to Trust Council's organizational strategic planning process.

Council committee terms of reference provide an overview of specific Council committee roles and responsibilities, assigned by Trust Council, as follows:

Policy 2.3.2 Regional Planning Committee Terms of Reference

- Overseeing the procedures for processing of land use bylaws, permits etc.
- Responding to local trust committee planning needs applicable throughout the Trust Area;
- Advising on the provision and allocation of resources to deliver local planning services;
- Promoting opportunities for the enhanced public awareness of land use planning;
- Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction;
- Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council; and,
- Maintaining liaison with Islands Trust Conservancy and Trust Programs Committee, as required.

Policy 2.3.3 Financial Planning Committee Terms of Reference

- Facilitating Council's involvement in the annual budget process;
- Facilitating the linkage of the annual strategic planning process with the annual budget process;
- Reporting to and making recommendations to Council regarding the organization's financial management practices;
- Appointing from amongst its members, but excluding members of the Executive Committee and

trustees who are not members of Trust Council, an Annual Audit Committee for the purposes of the annual audit who will report directly to Council;

- Providing advice to the Islands Trust Conservancy on financial services and support available from Islands Trust; and,
- Monitoring and reviewing the Trust's financial management, budget and financial planning practices and to assess management's recommendations to Trust Council in these areas, through consultation with the Trust's auditors as required.

Policy 2.3.4 Trust Programs Committee Terms of Reference

- Identifying and reporting to Council on emerging issues related to resource management, land conservation, water management, marine environment, sustainable communities, conservation strategy, and public awareness/education (see Terms of Reference policy for details) for Trust Council direction;
- Developing guidelines, policies and models;
- Preparing recommendations for interagency initiatives and agreements;
- Providing input to research and information systems;
- Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation;
- Maintaining a liaison with the Islands Trust Conservancy.

Policy 2.3.5 Governance Committee Terms of Reference

The Governance Committee provides advice and recommendations to the Islands Trust Council and management by:

- Initially reviewing the Islands Trust Governance Report dated March 8, 2022 and submitting a prioritized list of the recommendations in that Report to Trust Council with advice as to possible actions.
- Identifying, evaluating and providing, on an on-going basis, advice to Trust Council on emerging governance and management issues with respect to areas of concern, best practices and appropriate structures and procedures to allow Trust Council to function most effectively.
- Maintaining a committee work program to manage committee initiatives and providing Trust Council with quarterly updates.
- Providing recommendations to Trust Council for legislation reform initiatives to improve Trust Council governance and management.

1.2 Relevant Legislation and Policies

1.2.1 Legislation

All provincial legislation can be found on the [BC Laws website](#). Committee members may find it useful to refer to a particular section of the [Islands Trust Act](#), [Local Government Act](#), or other legislation from time to time.

1.2.2 Requests for Decisions

Trust Council [Policy 2.2.1 – Requests for Decision](#) establishes a process and format for presenting Requests for Decision to Trust Council.

1.2.3 Communications

Trust Council [Policy 6.10.2 – Communications](#) establishes designated spokespeople and responsibilities in regards to organizational communications.

1.2.4 Advocacy

Trust Council [Policy 6.10.3 – Advocacy](#) assigns the Executive Committee and the Chair several responsibilities in coordinating the Islands Trust's advocacy program, including considering requests from trust bodies for advocacy assistance and management of the related staff resources.

1.2.5 Work Program

Council committee work is managed through Work Programs, as per Trust Council [Policy 6.7.1. Work Program, Follow-Up Action Lists and Priorities Chart](#). There are two general components to the Work Program: the Top Priorities and the projects List.

TOP PRIORITIES

Council committees may identify prioritized work items that are then listed under Work Program in order of priority. Work items can be significant and long-term, such as the development of a new policy, or may be relatively minor. However, a committee may only have the capacity to undertake one major or significant project at a time. The Top Priority projects, unless very minor, should have a project charter and budget before any significant work can begin.

PROJECTS LIST

Council committees' projects list is a record of work the committee has been assigned by Trust Council or those items it may wish to initiate in the future, once current priorities have been addressed. Action does not generally occur until the item is approved and moved to the Priority list, subject to available time and resources.

WORK PROGRAM MANAGEMENT:

- Early in the term, the committee should identify potential work program priorities in consultation with staff.
- Senior staff review potential projects and report back to the committee on the feasibility of the project including: options; availability of resources; project scope and timeline; budget requirements; and consistency with policies, legislation and the Islands Trust Strategic Plan.
- If additional resources are required, the project will need to be included as a budget request.
- Once a project is approved, staff will proceed with the work, reporting quarterly to the committee. The Director manages the staff resources to complete the project within the projected timeline, budget and scope.

FOLLOW-UP ACTION LIST

The Follow-Up Action List (FUAL), as per [Trust Council Policy 6.7.1](#), details actions arising from decisions and directions the committee made at a meeting and is the principle mechanism for ensuring that committee directions are carried out in a timely manner by the appropriate staff. Follow up action lists are drafted by staff after a committee meeting, with target completion dates and tasks assigned to the relevant staff person. Occasionally a member of the committee or the Chair will be requested by the committee to undertake an action and that can be noted on the FUAL. Once an action is done, it is noted as 'Done' on the FUAL, reported to the next committee meeting, and then removed from the FUAL. A FUAL report is generated for each committee meeting agenda.

PROJECT CHARTERS

A “project charter” is a document used by staff to communicate and track the scope, timeline, budget and deliverables of a project in a short, concise document. A project charter for a committee project is prepared by staff, approved by the Director, and presented to the committee for review and endorsement at the start of a project. The document is referred to throughout the life of a project to stay on track with the timeline, budget, scope and deliverables. All of these aspects of a project are liable to evolve and change over the life of the project and the charter can be revised accordingly. If a deliberate change is proposed, the impacts of changes should be carefully assessed. The committee reviews the progress of the project and makes decisions as needed.

1.3 Cooperating with First Nations

Islands Trust Council has committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples, and has stated that a commitment to Reconciliation is a long-term relationship-building and healing process.

Trust Council's [Reconciliation Declaration](#) and [First Nations Engagement Policy](#) guide actions of Trust Council, council committees and local trust committees. The work is also informed by:

- the [Truth and Reconciliation \(TRC\) Calls to Action](#),
- the [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#),
- the [BC Declaration on the Rights of Indigenous Peoples Act \(DRIPA\)](#), and,
- the [Missing and Murdered Indigenous Women and Girls \(MMIWG\) Calls for Justice](#).

Staff are also guided by:

- the [Draft Principles that Guide the Province of BC's Relationship with Indigenous Peoples](#) and
- the [Canadian Institute of Planning policy on Planning Practice and Reconciliation](#).

1.4 Resources

1.4.1 Staff Support

The Director of the relevant unit and an assigned planner/senior policy advisor/other staff provide the main staff support to the committee along with an administrative assistant. (See end of document for contact information).

Staff's primary function is to act in a support/advisory role and as such a committee may make requests of staff. It is the Chief Administrative Officer's role to manage and direct staff support to the committees. Concerns in this regard should be communicated by the Committee Chair to the Chief Administrative Officer. Unresolved matters shall be dealt with by the Executive Committee.

1.4.2 Budget Support

Trust Council allocates a meeting expense budget for Council committees separate from funding for special projects.

Budget Category	What is this used for?
Meeting Expenses	Room rentals, travel, meals, teleconference charges, etc.
Strategic Plan program budget	Strategic Plan projects (e.g. water workshop series, Coastal Douglas-fir toolkit)

Special projects (e.g. development of model bylaws, research, outreach publications, education programs) of the committee may require a funding request during the annual budget process. Such funding would cover the costs of items such as meetings, travel, contractor time, consultation and communications, advertising, legal review, and any statutory notifications associated with a project. Staff time, usually the largest resource required, is not allocated to these budgets.

Project funding requests for an upcoming fiscal period are reviewed by the Financial Planning Committee during the normal budget cycle and recommended projects are forwarded to Trust Council for inclusion in the annual budget.

Any hiring of contractors for a project or application must be tendered and awarded in a manner consistent with Trust Council [Policy 6.5.3 - Procurement Policy](#).

ISLANDS TRUST WEBSITE

The Islands Trust Website (www.islandstrust.bc.ca) contains webpages for the Council committees.

Committee members are encouraged to review their committee's webpages as they will be a useful source of information throughout the term. The website (What's Happening/Meetings and Events) contains meeting schedules, agenda packages, and draft or adopted minutes.

The Trust Area Services unit manages the Islands Trust website and establishes standards and consistency. Each committee's Director manages the committee web pages.

1.5 Meetings

TYPES OF MEETINGS

Trust Council [Policy 2.1.9 Meeting Procedure Guidelines](#) provide some guidance on conduct of committee meetings.

There are two types of open meetings, as per Provincial Legislation:

- Regular Business Meetings are scheduled for a whole calendar year at the start of each year. These meetings may be cancelled or rescheduled throughout the year, if needed.
- Special Meetings are organized on an as needed basis.

REGULAR MEETINGS

Typically, the regular business meetings are where committee business is conducted. This includes consideration of briefings and requests for decision documents, along with routine business such as adoption of minutes and a work program. All meetings are open to the public unless specifically closed. Council committees rarely receive delegations, but provide an opportunity for them when requested.

SPECIAL MEETINGS

Special meetings are organized as needed and usually contain only one or two business items and usually do not include routine business such as approval of minutes. However, Council committees are not limited as to what business they may conduct at a special meeting. As special meetings are primarily used to deal with an urgent matter, and as Council committees do not typically deal with urgent business, special meetings for Council committees are uncommon.

CLOSED MEETINGS

The *Community Charter* allows local governments to conduct some business within a closed meeting, where the committee can choose who can attend (closed meetings are often referred to as 'in camera') and excludes all others. The *Community Charter* is very specific as to what business can and cannot occur within a closed meeting. A potential reason for a Council committee to go in-camera could be for the receipt of legal advice.

ELECTRONIC MEETINGS

Committees are encouraged to utilize web-conferencing arranged by staff as a cost efficient, low-carbon means of conducting meetings. A web-conference meeting shall be considered a duly constituted meeting, provided it has been scheduled with at least one week notice and that an agenda package has been distributed for trustees' review.

SCHEDULING MEETINGS

Trust Council [Policy 2.3.1. Council Committee System](#) sets out that the Council committees will have four meetings per year and that any further meetings must be planned within the approved Committee's meeting expense account.

Adoption of the annual regular meeting schedule for a calendar year typically occurs at a regular meeting in the fall of the preceding year. In an election year, this occurs as soon as possible at the beginning of the new term. Meetings are scheduled based on the following factors:

- the committee's preferred meeting day (typically the same day of the week), held quarterly;
- meetings are adjusted for statutory holidays, conflicts with Trust Council, Executive Committee, Islands Trust Conservancy, and local trust committee meetings;
- meetings are not scheduled for late in December and early in January due to Christmas office closure and potential weather-related cancellations;
- meeting start times are set with consideration of ferry schedules to minimize the impacts of staff overtime.

Arranging and coordinating committee meetings requires a significant amount of staff resources. Moving, cancelling and postponing regular business meetings will happen as it is a normal part of business. Staff will accommodate committee requirements; however, please bear in mind any change to a business meeting date requires a significant amount of 'unseen' staff resources. The staff time required to prepare and follow up on special meetings may be close to that of a regular business meeting.

Some factors for committee members to keep in mind regarding meeting planning:

- consideration of staff resourcing (including staff responsible for putting the agenda together and staff required for meeting attendance), and availability of all committee members and minute-takers;
- support staff are responsible for tracking all meetings, producing meeting notices, posting the meeting schedule on the website, booking meeting venues including catering if necessary, arranging for minute takers, ensuring that adopted minutes are signed and filed, as well as preparing, distributing and filing agenda packages;
- meetings are scheduled on a regular basis to provide certainty for all participants, to ensure ongoing business moves forward, and to ensure staff resources are available to prepare for and attend the meeting;
- The annual meeting schedule is adopted by a resolution of the committee;
- All committee decisions are conducted in meetings or by Resolution without Meeting (RWM) (see below).

MEETING AGENDAS

Agendas are prepared well in advance of all meetings and complete agenda packages are generally distributed to the members of the committee and posted to the website one week before the meeting. At a minimum, the agenda should include:

- 1) Approval of minutes of the previous meeting;
- 2) Follow Up Action List;
- 3) Council referral items.

Committee meeting agendas will be prepared by the designated staff in consultation with the Chair. The following is a guide to the timeline used for committee regular business meeting agenda preparation.

Days Before the Meeting:

14-19 days	Staff holds teleconference with Committee Chair to review the draft agenda content and timings.
14 days	Deadline for staff and trustees to identify agenda topics.
12-14 days	Documents in regards to approved agenda items to be submitted to Director and staff compiles agenda package in eSCRIBE.
8 days	Cut-off for agenda items, including correspondence and delegations
7 days	Trustees and relevant staff are notified of agenda package in WebDAV.
6 days	Agenda package is posted to the website and hard copies printed for meeting and filing.
1-7 days	Director and Chair are consulted if a late agenda is requested. Late agenda items are discouraged and should be for pressing matters only.

Routine or minor additions to existing agenda items may be distributed by email and added at the meeting.

During Meeting:

Late Items are discouraged. However, late items may be added with committee approval at the meeting. These items must be provided to staff to ensure the items are included in the agenda record.

MOTIONS AND RESOLUTIONS

Resolutions are the official record of committee decisions and are recorded in the meeting minutes. The importance of a well prepared motion cannot be understated, and the time a trustee spends preparing the wording for a motion will pay off. A clear resolution will allow staff and the public to understand the committee's direction now and in the future, and an unclear resolution can create confusion, delays, and time spent working on something not intended by the committee.

Chairs receive formal training on Robert's Rules of Order and the resolution process, but committee members can help the process by keeping the following in mind:

- Requests for Decision include wording in the form of a resolution. Trustees making motions should use this wording as the basis of the motion, even if it is amended somewhat. Staff reports also contain alternative options, usually worded in the form of a motion.
- Where a committee resolution is sought, but a Request for Decision document has not been prepared (e.g. for minor items), staff may add 'Agenda Context Notes' that may include a recommended resolution.
- Motions brought to the table by an individual trustee should be written out, prior to the meeting if possible, circulated to the other members of the committee and provided to the minute taker.
- Motions are moved and seconded. Motions can be seconded for discussion and the Chair can second a motion.
- Direction to staff should be in the form of a resolution.
- Discussion should occur after the motion has been moved and seconded.
- All resolutions must be voted on within a business meeting except RWMs (see below).
- Resolutions must stand alone and be as specific as practical by not referring to 'attached documents', although if required, documents should be referenced by title, date, and where appropriate, author.
- The Chair should always ask the minute taker to read aloud the motion before voting and ensure the minute taker has the resolution recorded correctly.

MEETING FOLLOW UP

After a committee meeting, the Secretary updates and completes the Follow Up Action List (FUAL).

RESOLUTIONS WITHOUT MEETING

As described in [Policy 2.2.3 – Trust Council Resolutions without Meeting](#), the *Islands Trust Act* grants Islands Trust bodies a unique authority to make decisions outside of meetings (by phone, email or fax). This power was given in consideration of the relative infrequency of meetings compared to meetings of municipal councils and regional district boards, and the need to make some decisions in a timely manner. Use of resolutions-without-meeting (RWM), rather than making decisions in an open meeting, should be considered only for routine matters.

It is important to keep in mind that trustees cannot discuss or debate RWMs with other members of the committee as that would violate RWM rules. RWMs are not conducted in public (although a report of completed RWMs is included in the regular business meeting agenda) and the logistics can take up considerable staff time. For these reasons, RWMs should only be used in situations where the business cannot wait to the next business meeting or a business meeting is not scheduled within a reasonable time period. Some examples where a RWM may be appropriate: a discussion and debate has occurred at a meeting but the decision was deferred; scheduling a special meeting; or adopting minutes.

When minutes are being adopted via RWM, trustees are able to review the draft minutes and reply to staff with comments. If trustees have only minor changes, then the minutes will be updated and sent back out for adoption by RWM. If staff receives conflicting, complex or debatable comments from individual trustees, then the process stops and the unaltered draft minutes will wait until the next committee meeting for discussion.

Approval of a resolution is given where a majority of the members of the Council committee entitled to vote on the resolution inform the Secretary or their designate of their approval in person, or by telephone, or by other means of telecommunication. A trustee may vote either "in favour", "opposed", or abstain from voting. Pursuant to the legislation, an abstention vote is counted as being in favour. A trustee may also withdraw from voting if they perceive a conflict of interest.

Once the vote has been conducted, the Chair shall declare the vote to have carried (passed) or defeated (failed) in accordance with the results. The vote shall be recorded as a resolution without meeting of the Committee.

MINUTES

As described in [Trust Council Policy 6.13 – Islands Trust Minutes Guidelines](#), all committee meetings must have an official record, referred to as Minutes. Minutes are intended to be a record of decisions that were made, not a record of everything said at a meeting.

Once draft minutes have been prepared by the Secretary, they must be reviewed by the Chair of the committee for informal feedback before circulation to members and posting on the Islands Trust website. The Chair may make suggestions to enhance the clarity and accuracy of the minutes, but may

not alter the draft minutes to modify decisions with which they disagree. Any substantive changes must be brought to the next meeting for formal amendment by the body.

Once finalized, the draft minutes will be placed on the next committee meeting agenda for consideration of adoption. Occasionally, the minutes are forwarded to the trustees for comment by email and then adopted by RWM. Please see earlier section: Section 26 Resolutions-Without-Meeting (RWM).

Once the committee has approved the minutes, the adopted set of minutes are posted to the website and form part of the public record. The adopted minutes will be signed by the Chair and by the Secretary and filed.



Active Projects Report

Regional Planning Committee

<i>Strengthen housing affordability throughout the Islands Trust Area</i>	Responsible	Dates
Strategic Plan item #4.4 iv- Model Density Bylaw. Planner forum tentative March 1, 2023; Trustees tentative March 31, 2023		Rec'd: 12-Feb-2020 Target: 31-Mar-2023
<i>Strengthen relations with First Nations</i>	Responsible	Dates
Strategic Plan item #4.8: Heritage Conservation Overlay Mapping. Phase 1 complete. Phase 2 not started due to loss of key staff, loss of key consultants, and feedback from various First Nations.		Rec'd: 12-Feb-2020
<i>Preserve, protect and advocate for forest and terrestrial ecosystems</i>	Responsible	Dates
Strategic Plan item #1.1: Model CDF Protection DPA. SS LTC developed communications materials but changed tact to Wildfire DP (which could protect some CDF).		Rec'd: 12-Feb-2020 Target: 29-Mar-2024
0. <i>Manage Trust Council Strategic Plan Action Items 1.2 (CDF), 2.2 (eelgrass) 2.3 (shoreline), 2.4(freshwater), 2.5. (aquifers), 4.4.iii (FAR), 4.4 .v(strata), and 4.8 (heritage)</i>	Responsible	Dates
Top Priority broken out into list of relevant strategic plan actions items. Specific activities that are to be pursued over the next 3-6 months to complete an element of a priority are highlighted as per Islands Trust Council Policy 6.7.1	David Marlor Narrisa Chadwick William Shulba	Rec'd: 29-Jul-2020 Target: 19-Dec-2022

Active Projects Report

Regional Planning Committee

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

Responsible

Dates

Strategic Plan item #2.4: FWSS-completed; Implementation plans being developed.

Rec'd: 12-Feb-2020

Target: 31-Mar-2023

Strategic Plan item #2.5 - Groundwater Mapping & water budgets - To be completed March 2023.



Future 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 (Completed 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). Phase 1 (GIS and aerial data review) done. Phase 2 - groundtruthing - feasible next step.

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). Received Consultants Report.



Future Projects Report

Regional Planning Committee

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

Responsible

Date Received

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

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:

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). Received Consultants Report.
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).

12-Feb-2020

6. *Mitigate and adapt to climate change impacts*

Responsible

Date Received

Future Projects Report

Regional Planning Committee

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

7. *Update the model strategy for antennae systems*

Responsible

Date Received

09-Feb-2022