



Trust Programs Committee Agenda

Date: Wednesday, January 23, 2019
Time: 10:00 am - 3:00 pm
Location: Paramount Executive Centre
300-848 Courtney Street, Victoria, BC

	Pages
1. CALL TO ORDER	
2. ROUNDTABLE	
Staff and trustees: who I am and why I am interested in TPC work	
3. ELECTIONS	
3.1 Election of Chair	
3.2 Election of Vice Chair	
3.3 Financial Planning Committee appointee	
4. APPROVAL OF AGENDA	
4.1 Introduction of New Items	
4.2 Approval of Agenda	
5. ORIENTATION	
5.1 TPC Terms of Reference	3 - 4
5.2 Council Committee Toolkit	5 - 19
5.3 Getting items on the TPC agenda	
6. ADOPTION OF MINUTES/COORDINATION	
6.1 Resolutions Without Meeting - TPC-RWM-04-2018 and TPC-RWM-05-2018	20 - 21
6.2 Follow Up Action List	22 - 24
7. TRUST COUNCIL BUSINESS	
8. BUSINESS	
8.1 Community Stewardship Awards - Briefing	25 - 30
8.2 Secretariat Services - Briefing	31 - 32
8.3 Policy Statement Amendment Project - Briefing	33 - 48
8.4 TPC Service Integration work - Briefing	49 - 53
8.5 Agreements Monitoring Chart - Briefing	54 - 70

8.6	TPC Sea Level Rise Project - Briefing	71 - 73
8.7	Roles and Responsibilities under Water Sustainability Act - Briefing	74 - 77
8.8	Baynes Sound Lambert Channel Learning Exchange Project Charter - RFD	78 - 82
8.9	Crown Land Agreements Amendment Project - Briefing	83 - 86
9.	NEW BUSINESS	
9.1	Anchorage Advocacy (verbal)	
9.2	Communications (verbal)	
10.	WORK PROGRAM	
10.1	Trust Programs Committee Work Program	87 - 88
11.	NEXT MEETING	
	That the Trust Programs Committee adopt the following meeting dates for 2019:	
	May 15, 2019 - location?	
	August 21, 2019 - location?	
	October 21, 2019 - location?	
12.	ADJOURNMENT	
	*Approximate time is provided for the convenience of the public only and is subject to change without notice.	



Policy:	2.3.4
Approved By:	Trust Council
Approval Date:	June 11, 1994
Amendment Date(s):	March 6, 1998; December 8, 2000; March 7, 2003
Policy Holder:	Director of Trust Area Services

TRUST PROGRAMS COMMITTEE TERMS OF REFERENCE

Purpose

To outline the Trust Programs Committee's role in providing policy and planning advice to Islands Trust Council as one of three standing committees of Trust Council (See Policy 2.3.1).

A. Definitions

n/a

B. Policy

1. The Trust Programs Committee provides advice to the Islands Trust Council and management by:
 - 1.1 Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction.
 - 1.2 Maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council.
 - 1.3 Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.
 - 1.4 Preparing recommendations for inter-agency initiatives and feedback on proposed inter-agency agreements.
 - 1.5 Providing input to the continued development and maintenance of a useful research and information system.
 - 1.6 Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation.
 - 1.7 Maintaining a liaison with the Islands Trust Conservancy Board.
2. The responsibilities stated apply to the following areas:
 - 2.1 Resource Management - promoting sustainability in the use of natural resources of the Trust Area.
 - 2.2 Land Conservation - promoting protection and preservation of ecosystems throughout the Trust Area.

- 2.3 Water Management - promoting protection and preservation of groundwater and surface water supply and quality.
- 2.4 Marine Environment - promoting protection and preservation of coastal and deep water marine ecosystems.
- 2.5 Sustainable Communities - promoting liveable communities:
- with sustainable and viable local economies;
 - with housing that accommodates socio-economic diversity;
 - with regard for the carrying capacity of supporting island environments.
- 2.6 Conservation Strategy - developing strategies beyond regulatory tools to achieve the Islands Trust's Object.
- 2.7 Public Awareness/Education - promoting enhanced public awareness of environmental, economic and social sustainability in island communities and opportunities for their improvement.

C. Legislated References

Policy and Procedures Manual: Council Committee System Policy (2.3.1)

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

n/a



Council Committee Toolkit

October 2018

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Composition

The Local Planning Committee (LPC) and Trust Programs Committee (TPC) consist of trustees appointed by the Council Chairperson with one Executive Committee member as assigned by the Council Chairperson. The Trust Council Chairperson is an ex-officio (non-voting) member of the LPC and the TPC.

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).

Council committee members elect their Committee Chairperson and Vice-Chairperson. The Council Chairperson may appoint an interim Council committee Chairperson when required. The Committee Chairperson will normally chair the Committee meeting. However, the Chairperson may designate the Vice-Chairperson to act as Chairperson. In the absence of the Chairperson and Vice-Chairperson, the committee shall choose a Committee member to act as Chairperson 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. Trust Council has assigned roles and responsibilities of Council committees by policy. 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.

Trust Council [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 requiring reporting 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 2.3.3 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 appointed trustees who are not members of Trust Council, an Annual Audit Committee for the purposes of the annual audit;
- Providing advice to the Islands Trust Conservancy on financial services and support available from the 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 2.3.2 Local 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;
- Maintaining liaison with Trust Fund Board and Trust Programs Committee, 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 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.

Relevant Policies

Requests for Decision (RFD)

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

Communications

Trust Council [Policy 6.10.ii – Communications](#) establishes designated spokespeople and responsibilities in regards to organizational communications.

Advocacy

Trust Council [Policy 6.10.iii – 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.

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.

Work Program

Council committee work is managed through Work Programs, as per Trust Council [Policy 6.7.i. Work Program, Follow-up Action Lists and Priorities Chart](#). There are two general components to the Work Program: the Top Priorities and the Long List.

Top Priorities

Council committees may identify up to three 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, must have an approved project charter and budget before any significant work can begin.

Projects List or Long List

Council committees' On-going Items List or Long List is a record that lists projects the committee has been assigned by Trust Council or those 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.i](#), 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 LTC 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.

First Nations

The Islands Trust has a strong desire and vision for enduring relationship and reconciliation with First Nations based on respect, trust, honour and goodwill. Trust Council [Policy 6.1.1 - First Nations Engagement](#) guides all actions of Trust Council, council committees and local trust committees. The Islands Trust is committed to changing its organizational approach to relations with the many First Nations with interests in the lands and waters in the Trust Area. The goal is to move beyond formality and have interactions rooted in a sincere and genuine relationship of mutual respect.

Projects may have a significant First Nations engagement component, including meaningful engagement and consideration of First Nations concerns in regards to new policy and regulation.

Resources

Staff Support

The Director of 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 Chairperson to the Chief Administrative Officer. Unresolved matters shall be dealt with by the Executive Committee.

Budget Support

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

Budget Category	2018/19 Budget	What is this used for?
Meeting Expenses	\$7,000 FPC \$4,000 LPC \$5,000 TPC	Room rentals, travel, meals, teleconference charges, etc.
Strategic Plan program budget	\$25,000 TPC \$25,000 LPC	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 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.

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 all 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 have provided 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 teleconferencing or web-conferencing arranged by staff as a cost efficient, low-carbon means of conducting meetings. A teleconference or 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 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 Chairperson. 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) and emails it to all staff/trustees who have a task assigned to them.

Section 26 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 open meeting rules. RWMs are not conducted in public (though 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. Debating changes to the minutes between two trustees, including by email, is not lawful as it constitutes as quorum. As such, if each trustee has 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 back 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 Trust Council entitled to vote on the resolution inform the Secretary or his/her designate of their approval in person, or by telephone, or by other means of telecommunication. A trustee may vote either "yes", "no", or abstain from voting. An abstention vote is recorded "yes", but there is also a notation of the name of the trustee who abstained. A trustee may also withdraw from voting if there is a perceived conflict of interest.

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

The procedures to follow are as described in [Policy 2.2.3](#).

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.

Contact Information

Main Office (Victoria): Telephone: 250-405-5151 Fax: 250-405-5155	Russ Hotsenpiller, CAO Telephone: 250-405-5160 Email: rhotsenpiller@islandtrust.bc.ca
Financial Planning Committee	
Julia Mobbs Director of Administrative Services Telephone: 250-405-5150 Email: jmobbs@islandtrust.bc.ca	Jas Chonk Legislative Services Clerk Assigned Secretary for the FPC Telephone: 250-405-5164 Email: jchonk@islandtrust.bc.ca
Local Planning Committee	
David Marlor Director of Local Planning Services Telephone: 250-405-5169 Email: dmarlor@islandtrust.bc.ca	Island Planner assigned to LPC Telephone: 250-405-5189 Email: Robert Barlow Bylaw Enforcement Administrative Assistant, Assigned Secretary for the LPC Telephone: 250-405-5175 Email: rbarlow@islandtrust.bc.ca
Trust Programs Committee	
Clare Frater Director of Trust Area Services Telephone: 250-405-5192 Email: cfrater@islandtrust.bc.ca	Senior Policy Advisor Telephone: Email: Jas Chonk, Legislative Services Clerk Assigned Secretary for the TPC Telephone: 250-405-5164 Email: jchonk@islandtrust.bc.ca

TRUST PROGRAMS COMMITTEE
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-04-2018

The following matter is considered urgent and necessary in order to hold the regular scheduled August 20, 2018 meeting of Trust Program Committee as an electronic meeting. The Chair has requested this as the expected reports from the Salt Spring Community Alliance and Positively Forward that the committee wished to discuss in person are not yet available.

It was Moved by Trustee Dan Rogers and Seconded by Trustee Sue Ellen Fast:

That the Trust Programs Committee hold its scheduled August 20, 2018 meeting as an electronic meeting to start at 10 a.m.

TRUSTEES CONTACTED

DATE VOTE RECEIVED

VOTE

Dan Rogers	August 16, 2018	In Favour
Sue Ellen Fast	August 16, 2018	In Favour
Paul Brent	August 16, 2018	In Favour
Heather O'Sullivan	August 16, 2018	In Favour
David Critchley	August 16, 2018	In Favour
Peter Grove	August 16, 2018	In Favour
Tony Law	August 16, 2018	In Favour
George Grams	August 17, 2018	In Favour

TRUSTEES VOTE NOT AVAILABLE

Brian Crumblehulme

FINAL VOTE COUNT

8 IN FAVOUR
OPPOSED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON AUGUST 17, 2018.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

**TRUST PROGRAMS COMMITTEE
RESOLUTION WITHOUT MEETING**

RESOLUTION WITHOUT MEETING NO. RWM-05-2018

The following matter is considered urgent and necessary in order to adopt the October 15, 2018 Trust Programs Committee Minutes of Meeting by this term's Trust Program Committee.

It was Moved by Trustee Paul Brent and Seconded by Trustee Peter Grove:

That the Trust Programs Committee minutes of October 15, 2018 be adopted.

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
Heather O'Sullivan	October 23, 2018	In Favour
Paul Brent	October 23, 2018	In Favour
Dan Rogers	October 23, 2018	In Favour
Peter Grove	October 23, 2018	In Favour
Brian Crumblehulme	October 23, 2018	In Favour
David Critchley	October 23, 2018	In Favour
George Grams	October 25, 2018	In Favour
Sue Ellen Fast	October 25, 2018	In Favour

TRUSTEES VOTE NOT AVAILABLE

Tony Law

FINAL VOTE COUNT

8 IN FAVOUR
OPPOSED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON OCTOBER 25, 2018.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

Follow Up Action Report

Trust Programs Committee

29-Feb-2016

No	Activity	Responsibility	Target Date	Status
1	Implement Crown Land Protocol project charter V2, circulate past RFD to TPC members, keep charter on future agendas until project is complete and consider inventory of current referrals, if it helps demonstrate the need for updating the letter of understanding.	Clare Frater	14-Nov-2016	On Going
2	Implement the State of the Islands Project, and return the project charter to TPC until project is complete.	Clare Frater	31-Aug-2016	On Going

14-May-2018

No	Activity	Responsibility	Target Date	Status
1	that the Trust Programs Committee request staff to post to the IT website the material presented at the Islands Freshwater Forum as a resource for the community and trustees.	Clare Frater William Shulba	31-Aug-2018	Done
2	that the Trust Programs Committee request staff to develop a report on the roles and responsibilities of Islands Trust, regional districts, improvement districts, provincial ministries and First Nations under the Water Sustainability Act.	Clare Frater William Shulba	15-Oct-2018	Done

Follow Up Action Report

20-Aug-2018

No	Activity	Responsibility	Target Date	Status
1	that the Trust Programs Committee recommend to the next Trust Council that the service integration work continue under Trust Programs Committee.	Clare Frater Russ Hotsenpiller	12-Dec-2018	On Going
2	that the Trust Programs Committee recommend to the next Trust Council that if the service integration work continues under Trust Programs Committee that it be given priority next term under the Strategic Plan.	Clare Frater Russ Hotsenpiller	12-Dec-2018	On Going
3	that if examination of service integration issues proceeds as priority of Trust Programs Committee for next term the Committee recommends that the impact of the Ministry of Transportation and Infrastructure road standards agreement on village roadscapes be examined as a potential pilot project or case study.	Clare Frater David Marlor	12-Dec-2018	On Going
4	that Trust Programs Committee request staff to enter into a contract to provide "secretariat" type services for the Howe Sound Community Forum and related Task Forces for the current fiscal year to a maximum of \$3,000 paid for out of the current Trust Programs Committee budget.	Clare Frater		Done

Follow Up Action Report

15-Oct-2018

No	Activity	Responsibility	Target Date	Status
1	that the Trust Programs Committee remove item 1 dated January 24, 2018 re the use of \$125,000 for the improvement of the provision and integration of government services from the Trust Programs Committee's follow up action list.	Jas Chonk	19-Oct-2018	Done
2	that the Trust Programs Committee requests staff to prepare a draft project charter, in consultation with World Wildlife Fund, for Phase 2 of the Baynes Sound Ecosystem Forum, together with a budget proposal.	Clare Frater Lisa Wilcox	31-Dec-2018	Done
3	that the Trust Programs Committee request staff to bring forward the Agreement Monitoring Report to the first meeting of Trust Programs Committee to next term.	Clare Frater	31-Dec-2018	Done
4	that the Trust Programs Committee approve the Sea Level Rise project charter dated October 15, 2018.	William Shulba Clare Frater	31-Oct-2018	Done
5	that the Trust Programs Committee recommend to the Executive Committee that advocacy to request an extension to the groundwater licencing deadline be pursued for the Trust Area.	William Shulba Clare Frater	31-Dec-2018	Done
6	that the Trust Programs Committee request staff to send thank you letters to Association for Denman Island Marine Stewards (ADIMS) and World Wildlife Fund Canada for their delegations to the Trust Programs Committee	Lisa Wilcox Jas Chonk	22-Oct-2018	Done
7	that the Trust Programs Committee's priority #1 Improve the Delivery and Integration of Services be moved to the Projects List; priority #3 Review the Islands Trust Policy Statement be moved to priority #1 and Sea Level Rise Workshops be added as priority #3.	Clare Frater Jas Chonk	19-Oct-2018	Done

To: Trust Programs Committee **For the Meeting of:** January 23, 2019
From: Clare Frater, Director Trust Area Services **Date prepared:** January 9, 2018

SUBJECT: ISLANDS TRUST COMMUNITY STEWARDSHIP AWARDS 2019

PURPOSE: To provide the Trust Programs Committee with background on the Community Stewardship Award Program and an opportunity to discuss the program before launching it for 2019.

BACKGROUND:

In 2019, the Islands Trust will offer the sixteenth annual Community Stewardship Awards (CSA) Program. It provides an opportunity for the Islands Trust to engage island communities in promoting stewardship that advances the Object of the Islands Trust. In a closed meeting in May, 2019, Trust Programs Committee will decide which nominees to recommend to Trust Council for an award. This briefing is to advise Trust Programs Committee of the process for delivering the 2019 awards program.

- The purpose of the CSA program is to recognize and encourage the actions of individuals and organizations that support the mandate of the Islands Trust.
- Since its inception in 2002, 83 awards have been given to individuals and organizations across the entire Trust Area. Nominated and award-winning projects have addressed a wide range of issues including: land, water and marine conservation, agriculture, wildlife rescue and rehabilitation, community news publication, and the compilation and management of community records.
- Trust Programs Committee is responsible for reviewing CSA nominations in May and recommending award recipients to Trust Council in June.

Islands Trust will request nominations from the public and other agencies through a news release, the Islands Trust website, twitter 'tweets', notices to subscribers, and posters. The deadline for award nominations will be in April, 2019. The Islands Trust Council Chair will send all nominees a congratulatory letter and the Islands Trust will announce the names of all nominees in a news release. Typically, local trust committees and Bowen Island Municipality host on-island recognition events for recipients and nominees.

Administration of the CSA program is established in [Community Stewardship Awards Program policy \(2.1.11\)](#). Trust Council amended this policy in December 2016 by adding two new criteria:

- time and effort
- on-going public service

Proposed Awards Timeline and Process

February:	Announce award program (news release with broad distribution to media and potential nominators, notice board posters, web page information, etc.).
March:	Provide posters to trustees for local promotion.
Mid-April:	Close of nominations, followed by initial staff screening of nominations for eligibility.
Late-April	All nominees will receive a letter from the Chair.
Mid-April to Early May	Staff develop profiles of each nomination in consultation with nominee and nominator and post to website with news release.
Late April:	Staff seek input on nominations from local trustees.
Late April:	Nominations forwarded to Trust Programs Committee members for consideration.
May:	Trust Programs Committee reviews nominations and forwards recommendations to Trust Council. Nominees are assessed according to the following criteria: 1) relationship of project or work to the Islands Trust Policy Statement, 2) benefits to the community or Trust Area, 3) collaboration with others, innovation, and community support.
June:	Trust Council decision regarding awards and award recipients notified.
June:	News release issued and names of recipients posted to website.
Aug:	If needed, Trust Programs Committee review of the program and process.
Fall:	Awards presentations at local trust committee or island municipality meetings. Each award recipient is presented with an award and a letter of congratulations from the Islands Trust Council Chair. In previous years, recipients have been honoured at a special event arranged by local trustees, where family, friends, interested community members, local media and others are present. Guidelines for arranging a CSA event (either special or during a regularly scheduled meeting) will be provided to the relevant trustees and staff after Trust Council decides on the recipients.

Budget and Resources

- The cost for each award will not exceed \$100.
- Local trust committees may use up to \$100 from their local trust committee budgets to cover the costs of a public presentation ceremony.
- Trust Area Services staff provide support to the Trust Programs Committee in implementing the awards program, which can require up to two weeks of staff time spread over five months.

FOLLOW-UP:

Staff will administer the 2019 Community Stewardship Award program as directed by policy / Trust Programs Committee.

ATTACHMENT: Community Stewardship Award Program Overview - 2002-2017.

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services, January 18, 2019

Community Stewardship Award Program Overview 2002-2017

Number of Nominations - Since 2002, there have been 196 nominations with an average of 13 nominations per year. This year we received the highest number of nominations (19). The lowest number of nominations (6) occurred in 2010. There were 17 nominations in 2015, the last time the program was offered.

Number of Recipients – Since 2002, there have been 76 Community Stewardship Awards recipients. There has been a range in the number of awards given each year, ranging from three awards in 2002 to seven awards in 2014 and 2015.

Nominations per Island	196		Recipients per Island	76
North and South Pender Islands	45		Salt Spring Island	17
Salt Spring Island	35		North and South Pender Islands	14
Hornby Island	20		Bowen Island	4
Denman Island	15		Denman Island	6
Mayne Island	13		Hornby Island	6
Saturna Island	12		Saturna Island	7
Galiano Island	9		Mayne Island	6
Gabriola Island and Mudge Island	19		Gabriola Island	6
Lasqueti Island	10		Lasqueti Island	3
Bowen Island + Bowyer/Passage	9		Galiano Island	4
Thetis Island	4		Gambier Island	2
Gambier Island	3		Thetis Island	1
Trust-wide	2		Trust-wide	1

2002- 2017 LIST OF NOMINEES/ISLANDS

Bullet and bold font indicates award recipients

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
2017	Bob Turner, Bowen Island Bob Weeden, Salt Spring Island Brenda Guiled, Salt Spring Island Everhard van Lidth de Juede, Bowen Island Jacinthe Eastick, Gabriola Island John Peirce, Gabriola Island Karen Ethridge, Hornby and Denman Islands Laura Matthias, Salt Spring Island Liz Ciocea, Gabriola Island Michelle Catherine Nelson, Bowen Island	Denman Island Memorial Society Gabriola Arts Council (two nominations) Hornby and Denman Community Health Care Society Lasqueti Islands Emergency Dispatch Advisory Committee Mayne Island Assisted Living Society Mudge Island Citizens Society Salt Spring Seniors Services Society Saturna Community Club	Bowen (3) Denman (1) Denman and Hornby (2) Gabriola (5) Lasqueti (1) Mayne (1) Mudge (1) Salt Spring (4) Saturna (1) Total = 19
2015	• Leigh Ann Milman, Gabriola Island • Susan Yates, Gabriola Island • Michael Dunn, Mayne Island	• Island Futures Society, Gabriola Island • Mayne Island Agricultural Society • Saturna Island Marine Research and	Denman (1) Gabriola (6) Gambier (1)

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
	Marguerite Lee, Salt Spring Island Richard Bauer, Lasqueti Island Jan Kirkby, North Pender Island Andrew Fall, Lasqueti Island Grant Scott, Hornby Island	Education Society • Protect Grace Islet Group, Salt Spring Island Denman Opposes Coal Gabriola Land and Trails Trust Gabriola Rescue of Wildlife Society Keats Island Fire Equipment Group, Gambier LTA Watercliff Farm, Gabriola Island	Hornby (1) Lasqueti (2) Mayne (2) Penders (1) Salt Spring (2) Saturna (1) Total = 17
2014	• David Denning, Salt Spring Island • Brian Hollingshead, Saturna Island • Barrie Morrison and Nancy Waxler-Morrison (posthumous) of North Pender Island • Paul and Monica Petrie, Pender Islands • Christa Grace-Warrick, Pender Islands	• Association of Denman Island Marine Stewards • Galiano Conservancy Association	Denman (1) Galiano (1) Penders (3) Salt Spring (1) Saturna (1) Total = 7
2013	• Richard Blagborne, Saturna Island • Chris and Judith Plant, Gabriola Island • Jan Slakov, Salt Spring • Ana Miriam Leigh (posthumous), Denman Island Dr. Peter Carter and Julie Johnston, North Pender Island Mike Hoebel, Galiano Island Patrick Smith, South Pender Jill Treewater, Salt Spring	• Lasqueti Island Forage Fish Team • Mayne Island Conservancy • Salt Spring Island Water Council Bowen Island Golf Association Denman Island Volunteer Fire Department Salt Spring Island Water Preservation Society	Bowen (1) Denman (2) Gabriola (1) Galiano (1) Lasqueti (1) Mayne (1) Penders (2) Salt Spring (4) Saturna (1) Total = 14
2012	• Stuart Watson, Gambier Island • Margot Venton, North Pender Island • Anne Macey, Salt Spring Island • Dr. Donald Marshall, Bowen Island • Peter Karsten, Denman Island Michael Dunn, Mayne Island Patricia Forbes, Lasqueti Island Lindsay Hamson, South/North Pender Islands Shirley LePers, South/North Pender Islands Ken Millard, Galiano Island Monica and Paul Petrie, South/North Pender Islands Dr. John Sprague, Salt Spring Island Bob Watson, Salt Spring Island John Wiznuk, Saturna Island	• Gabriola Island Health Care Foundation, Society and Auxiliary • Hornby Quilters Group • Saturna Island Ecological Education Centre Denman Island Residents Association's Parks Committee	Bowen (1) Denman (2) Gabriola (1) Galiano (1) Gambier (1) Hornby (1) Lasqueti (1) Mayne (1) Penders (4) Salt Spring (3) Saturna (2) Total = 18
2011	• Sue Ellen Fast, Bowen Island • Barry Mathias, Pender Islands	• Hornby New Clinic Committee, Hornby Island	Bowen (1) Denman (1)

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
	• Sara Steil, Pender Islands • Jane Wolverton, Galiano Island Henning Nielsen, Denman Island Gisele Rudischer, Gabriola Island Nadia Krebs, Galiano Island Wayne Hewitt, Salt Spring Island	• Pender Island Fire Rescue Department, Pender Islands	Gabriola (1) Galiano (2) Hornby (1) Penders (3) Salt Spring (1) Total = 10
2010	• Tekla Deverell, North Pender • Patti Willis, Denman • Jon Guy, Saturna • Sylvia Pincott, North Pender • Dorothy Cutting, Salt Spring Pat Ropars, Saturna	None	Denman (1) Pender (2) Salt Spring (1) Saturna (2) Total = 6
2009	• Kelsey Mech, Salt Spring • Patricia McLaughlin, Denman • Jacqueline Booth, Salt Spring (Posthumous nomination) Andrew Carmichael, Hornby Linda and Peter George, Gabriola Janice Oakley and Martine Paulin, Galiano	• Hornby Island Residents and Ratepayers' Association • Salt Spring Island Conservancy Lasqueti Internet Access Society Mayne Island Early Childhood Society Mayne Island Agricultural Society and Fall Fair Pender Islands Community Service Society Pender Organic Community Garden Society	Denman (1) Galiano (2) Hornby (2) Mayne (2) Lasqueti (1) Pender (2) Salt Spring (3) Total = 13
2008	• Mary Cooper, Mayne • Maureen Moore, Salt Spring • Geri Crooks, Saturna • Alasdair and Nancy Gordon, Lasqueti Peter Askin, Mayne John Arthur Money, Saturna Patricia McLaughlin, Denman Lon Wood, Thetis Grant Gordon, Thetis Patti Willis, Denman Bowie Keefer, Galiano Tekla Deverell, Pender	• Lasqueti Island Nature Conservancy • Lyall Creek Salmon and Trout Enhancement Project, Saturna Island Saturna Scribbler Volunteers Land Trust Alliance of British Columbia Pender Islands Animal Welfare Society	Denman (2) Galiano (1) Lasqueti (2) Mayne (2) Pender (2) Saturna (4) Salt Spring (1) Thetis (2) All islands (1) Total = 17
2007	• Ursula Poepel - Pender Islands • Karl Hamson - Pender Islands • Jennifer Brown MacLeod - Gabriola Derek Hopzapfel - Pender Islands Sara Steil – Pender Islands David Rae – Pender Islands Beverley Vreeswijk - Thetis	• The Pender Post - Pender Islands • Gambier Island Conservancy • SSI Alternative Gypsy Moth Control Program Pender Islands Conservancy Association	Pender (7) Salt Spring (2) Gambier(1) Gabriola (1) Thetis (1) Total = 12
2006	• Bob Burgess, Thetis • Anne Johnson, Mayne David Manning, Pender Glenna Borsuk, Gabriola Jan Kirby, Pender Michelle Marsden, Pender	• Michelle Marsden and the B.C. Coastal Clean Up Campaign, Pender Islands • Salt Spring Island Conservancy, Mount Erskine Campaign	Pender (4) Salt Spring I(1) Thetis (1) Mayne (1) Gabriola (1)

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
			Total = 8
2005	• Hilary Brown, Hornby • Katherine Dunster, Bowen Nicholas/Naomi Wilde, North Pender (honourable mention) Christa Grace-Warrick, North Pender Darlene Gage, Hornby Dave and Florence Davidson, North Pender Leigh-Ann Millman, Gabriola Maureen Moore, Salt Spring Newell Smith, North Pender Robert Weeden, Salt Spring Sylvia Pincott, North Pender	• Hornby Water Stewardship Project • Mayne Island Japanese Gardens Denman Conservancy Association (honourable mention) Hornby Island Community Economic Enhancement Corporation	North Pender (5) Hornby(4) Salt Spring (2) Bowen (1) Gabriola (1) Denman (1) Mayne (1) Total = 15
2004	• Kenneth Millard, Galiano • Tom Gossett, Salt Spring Susan Crowe Hornby Island Andrew Carmichael/Dale Chase, Hornby Darlene Gage, Hornby Don Herbert, Mayne David Work, Hornby	• Island Stream and Salmon Enhancement Society, Salt Spring Island • Salt Spring Island Residents for Responsible Land Use	Hornby (4) Salt Spring (3) Galiano (1) Mayne (1) Total = 9
2003	• Jenny Balke, Denman • Tony Quin, Hornby Margaret Taylor, Gabriola Giles Bassett, Hornby Chris Ferris, Lasqueti Pat Forbes, Lasqueti Donald Twohey, Passage Kathy Reimer, Salt Spring	• Bowen Forest & Water Management Society • Islands in the Salish Seas Mapping Project - All Islands Conservancy Hornby Island Hornby Residents & Ratepayers Assn Mayne Agricultural Society and Fall Fair The Pender Islands Museum Society The Pender Islands Parks Commission Whalewch Farm, Pender Island Salt Spring Island Monetary Foundation	Hornby (4) Penders (3) Lasqueti (2) Salt Spring (2) Bowen (1) Denman (1) Gabriola (1) Mayne (1) Passage (1) All Islands (1) Total = 17
2002	• Maureen Milburn, Salt Spring Tony Quin, Hornby David Spalding, South Pender Bev Bullen, Hornby Earl Hastings, Pender Islands Helen Allison, North Pender Island The Late Allan Brooks, South Pender David and Mary Dennis, North Pender	• Community of Trincomali – North Pender Island • Island Wildlife Natural Care Centre - Salt Spring Island Pender Islands Recycling Society Salt Spring Island Monetary Foundation Salt Spring Women – Preserve /Protect Salt Spring Women – Fund raising	Penders (7) Salt Spring (5) Hornby (2) Total = 14

BRIEFING

To: Trust Programs Committee **For the Meeting of:** January 23, 2019
From: Clare Frater **Date Prepared:** January 18, 2019
SUBJECT: Secretariat role for Islands Trust -research

PURPOSE: To inform Trust Programs Committee of Islands Trust Council's request that staff research and prepare a report on the potential of providing administrative support and coordination for regional forums in the Island Trust Area.

BACKGROUND:

In June 2018, Trustee Stamford brought a request for decision to the Islands Trust Council and, in response, Trust Council passed the following resolution:

That Trust Council request staff to provide a report to Trust Council with information about the implications of the Islands Trust taking on a secretariat role for the Howe Sound Community Forum that considers the needs of existing and potential regional coordination processes in the Baynes Sound/Lambert Channel and Saanich Inlet regions.

On January 2, 2019, to inform a report to Trust Council, Trust Area Services sent a survey to the following to request input on the Secretariat role:

- Howe Sound Community Forum – response received
- Saanich Inlet Network – no response yet
- CDFCP – response received
- Ocean Watch Task Force - response received

The survey questions were:

About your coordination body/group:

1. What is the name of your coordinating body/group?
2. Please describe the history and mandate of the coordinating body/group?
3. Does your coordinating body/group have terms of reference or agreements in place? If so, please provide.
4. Who belongs or is involved to the coordinating body/group?

Meetings:

5. How often and where/how do you meet?
6. Who decides on agenda content?
7. How many people attend?
8. Who takes minutes?
9. Who facilitates meetings?
10. Are meetings inclusive to the general public or exclusive to the members of the coordinating body?

Information sharing/communications:

11. Does the coordination body/ group have access to shared documents (e.g. Google Drive)?
12. Does the coordination body/ group have a website?
13. How does the coordinating body currently disseminate information?

Costs:

14. How much funding do you receive and where does it come from?
15. What costs are associated with meetings of your coordination body/group?
16. What human resources are required to support administration and meetings for the coordination body/ group? (Please include an estimate of paid and volunteer hours per year)

Future outlook and Reconciliation:

17. What are the strengths of your coordination body?
18. What concerns do you have about the future of your coordination body?
19. Would there be interest in having the Islands Trust play a role in arranging meetings, minutes etc.?
20. In what capacity does your coordinating body work with or engage with First Nations?
21. Does the work your coordinating body do impact or have a possible impact on First Nations interests or reconciliation?

ATTACHMENT(S):

1. None.

FOLLOW-UP: Over the next month, staff will be analyzing the responses and preparing a report to Trust Council with a recommendation. Staff will be speaking with Kimberley Dunn of the World Wildlife Fund Canada about methods to identify potential coordination needs for Baynes Sound Lambert Channel. Staff will also be undertaking an environmental scan to identify if there are lessons to learn from other local governments that undertake similar initiatives.

Staff will prepare a report for the Islands Trust Council's meeting in March 2019.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date:

BRIEFING

To:	Trust Programs Committee	For the Meeting of:	January 23, 2019
From:	Trust Area Services	Date Prepared:	January 10, 2019
SUBJECT:	Policy Statement Amendment Process Update		

PURPOSE: To inform Trust Programs Committee about the Policy Statement Amendment Project process.

BACKGROUND:

Since the Policy Statement was adopted in 1994, communities have changed, and new issues and challenges have emerged. Like any plan, it needs to be dynamic and reflect the changing needs of society and ecology in order to maintain legitimacy with the public and with other levels of government. While Trust Council has made some technical amendments, there has not been an island-wide review of the Policy Statement since it was adopted.

There has always been a high level of interest in the Policy Statement – both from islanders and from leaders of other jurisdictions. Many local governments in British Columbia share the values, aspirations and concerns it expresses, but the Islands Trust was among the first to enshrine these statements in public policy. The original 1994 Policy Statement was developed over a period of two years, through a comprehensive public consultation process involving all thirteen local trust areas. Trust Council received input from individuals, community groups and government agencies through open houses and more than 400 written submissions. Given that the previous review didn't involve e-mail, or on-line engagement processes, a significantly higher level of public engagement can be expected in any future reviews.

The review and amendment activities will be conducted in accordance with the Policy Statement Amendment Policy, adopted by Trust Council in March 2016. The Minister of Municipal Affairs and Housing must approve the Policy Statement Bylaw that amends the Policy Statement. Ministerial approval will be contingent on demonstrating sufficient, meaningful engagement with First Nations, Trust Area community members, and the 80+ referral agencies.

Trust Council has recognized that embarking on this work will trigger an obligation for “early and meaningful” engagement with First Nations. The Islands Trust has begun laying the groundwork necessary to be able to have meaningful conversations about the Policy Statement with First Nations and will be providing methodologies that incorporate strategies on how to move forward effectively based on the current provincial, federal, and local government engagement principles.

By focusing the review/ amendment process on the preamble and definitions sections as Phase One, Trust Council will promote better understanding of the Islands Trust, enable inclusion of a preamble, that acknowledges First Nations cultural, spiritual, and economic connections to the lands and waters within the Islands Trust Area, and provide an opportunity for all parties to the amendment process (such as, Islands Trust staff, provincial staff, First Nations, referral agencies and the public) to familiarize themselves with the Policy Statement and amendment processes. By postponing consideration of Parts III, IV AND V of the Policy Statement which contain the Council commitments, recommendations and

directive policies, Trust Council is keeping this initial project within a manageable scope. Should strong themes emerge relating to Council commitments or directive policies, staff will advise Trust Council.

In March 2010, Trust Council established a Policy Statement Assessment Task Force as a subcommittee of the Trust Programs Committee to conduct a preliminary assessment of the Trust Policy Statement and make recommendations regarding further actions. In 2011, the Policy Statement Assessment Task Force recommended that the next Trust Council review the Policy Statement. Trust Council did not initiate any work on the Policy Statement in the 2011-2014 term.

The Islands Trust 2014-2018 Strategic Plan contains the goals: review the Islands Trust Policy Statement, strengthen relations with First Nations; improve community and agency understanding and support of the Islands Trust; and improve community engagement and participation in Islands Trust work.

In December 2016 Trust Council adopted the First Nations Engagement Principles Policy. The principles will underpin all Policy Statement activities.

1. **Listening and Learning:** Understanding that there is much we do not know about the connections our local First Nations have with these islands
2. **Being Authentic:** Expressing a sincere desire to have real relationships with our local First Nations
3. **Facilitating Island Reconnections:** Doing what we can to help local First Nations connect meaningfully with these islands again.

On June 21, 2017, Trust Council resolved:

that the Islands Trust Council assign the Executive Committee, with involvement from Trust Programs Committee as appropriate, to co-ordinate a review of the Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement.

In November 2017, the Executive Committee adopted a Policy Statement Engagement Plan, which outlines the many activities that will be part of the Policy Statement amendment process, including engagement with First Nations. The plan is funded with \$48,000 budgeted by Trust Council.

The objectives of the plan are:

1. To increase awareness and knowledge about Islands Trust
2. To increase awareness of, and develop amendments, on the content and function of the Policy Statement
3. To develop stronger relationships with First Nations
4. To empower communities to contribute to the success of Islands Trust through meaningful engagement
5. To gain experience with the Policy Statement amendment process to inform future processes.
6. Final adoption by Trust Council of a bylaw amending Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement that includes up-to-date, historically-accurate information.

On November 20, 2017, Chair Peter Luckham sent a letter to thirty First Nations, who have asserted Aboriginal rights and title, and/or treaty rights to the islands, inviting them to engage with Islands Trust about the Policy Statement amendment process. The letter invited First Nations to have an open dialogue with Islands Trust about strategic directions and represents part of Islands Trust's efforts towards reconciliation by inviting early and meaningful input, and building respectful relationships. Some initial meetings have happened and more are planned for Spring 2019.

In June 2018, the Islands Trust Council requested staff to prioritize advocacy activities over the Policy Statement Amendment Project.

In October 2018, Trust Programs Committee endorsed a work program for Trust Council proposing that it become the top priority project and in January 2019 Trust Council endorsed the Executive Committee work program with the Policy Statement as their third priority project. With the election and orientation process concluded, the project is the main focus of the Trust Area Services team.

Over the last year the Provincial focus on reconciliation has become fulsome. On January 18, 2019 staff met with four members from the Ministry of Municipal Affairs and Housing to discuss the approach to the project. It became apparent that more dialogue is needed to assess the Province's role in the project. Islands Trust staff and Ministry staff committed to a follow-up meeting to discuss the matter further.

ATTACHMENT(S):

- 1) Policy Statement Amendment Project Engagement Plan, November 2017

FOLLOW-UP:

Trust Area Services staff, with input and guidance from Local Planning Services staff, will continue to meet with provincial staff, and with their input, develop detailed approaches to the various facets of the previously approved Engagement Strategy, particularly the First Nations engagement approaches and a newly suggested provincial role. Staff will be providing a revised/updated Engagement Plan to the Executive Committee for approval.

Staff will continue to brief Executive Committee and Trust Programs Committee on the Policy Statement engagement process on a regular basis.

Prepared By: Clare Frater, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, January 17, 2018



Engagement Plan

**for amendments to
Introduction, Part I, Part II and Schedule 1 - Definitions sections
of the Islands Trust Policy Statement**

November 22, 2017

Introduction

On June 21, 2017, the Islands Trust Council voted to assign the Executive Committee, with involvement from Trust Programs Committee as appropriate, co-ordination of a review of the Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement. By limiting the review/ amendment process to the preamble and definitions sections, Trust Council provides an opportunity to update sections of the document while promoting better understanding of the Islands Trust and an opportunity for all parties in the amendment process (Islands Trust staff, provincial staff, First Nations, referral agencies and the public) to familiarize themselves with the Policy Statement and amendment processes. In addition to resulting in updates to a portion of the Policy Statement, this process is intended to prepare all parties for the more complex engagement required to amend the commitment, recommendation and directive policies of Trust Council in Part Three of the Policy Statement.

Trust Council's Policy Statement Amendment Policy outlines the required steps for Trust Council to review and amend the Policy Statement Bylaw. Key considerations for the amendment process are that the Policy Statement Bylaw may be amended by Trust Council only with the approval of the Minister responsible for local government, and such Ministerial approval will be based on ensuring no conflicts with Provincial interests and adequate engagement with First Nations.

The Policy Statement Amendment Policy defines the required sections and audiences for a plan for engaging First Nations and stakeholders on the Policy Statement. These are addressed below.

The First Nations Engagement Principles Policy sets out that Trust Council is committed to proving sincere desire for reconciliation with First Nations. The policy states that the principles expressed in the policy should underpin every activity of Islands Trust.

Context

The current Policy Statement was developed over a period of two years from 1991 to 1993, through a comprehensive public consultation process that generated a high level of public participation and interest. Trust Council considered input from individuals, groups and other government agencies through presentations and more than 400 written submissions that outlined values, hopes and concerns. The Islands Trust Council adopted the Policy Statement bylaw in June 1994, following approval by the Minister of Municipal Affairs. Trust Council made updates to the Policy Statement in 1996, 1998, and 2002, following further consultation and ministerial approval.

In March 2010, Trust Council established a Policy Statement Assessment Task Force to conduct a preliminary assessment of the Trust Policy Statement and make recommendations regarding further actions. The task force produced a final report in May 2011. In March 2012, Trust Council decided not to

undertake a three year comprehensive Policy Statement review process with funding from Canada's Gas Tax Fund.

There has been a growing understanding in recent years of the complexity of First Nations' asserted rights and title and treaty rights in the Trust Area. In 2016, Trust Council recognized that its relationship with First Nations needed to deepen. Trust Council has spent a year supporting activities that help trustees and staff develop sincere and meaningful connections with many of these First Nations.

Objectives

- To increase awareness and knowledge about Islands Trust
- To increase awareness of, and develop amendments, on the content and function of the Policy Statement
- To develop stronger relationships with First Nations
- To empower communities to contribute to the success of Islands Trust through meaningful engagement
- To gain experience with the Policy Statement amendment process to inform future processes.
- Final adoption by Trust Council of a bylaw amending Introduction, Part I, Part II and Schedule 1 - Definitions sections of the Policy Statement that includes up-to-date, historically-accurate information.

Key messages

In keeping with Islands Trust Public Engagement Principles (August 2016) and the [December 2016 First Nations and Public Engagement project charter](#) this engagement strategy aims to be inclusive, respectful of First Nations, accessible, transparent and adaptable. Initial key messages will be those below, recognising that these messages may evolve as we go through the process and adapt to input as received, especially from First Nations:

- The Islands Trust Policy Statement is fundamental to the operations of the Islands Trust, guiding decisions about land use planning and advocacy.
- The 20-year-old Policy Statement continues to offer a positive vision for the Trust Area but is overdue for some updates.
 - Updating the Policy Statement will enable Trust Council to address new issues and challenges in the Trust Area and better recognize First Nations' history, rights and title.
- The Policy Statement Amendment Project will offer diverse opportunities for community members and First Nations to raise issues they are passionate about.
 - Trust Council's current Policy Statement Amendment Project is focused on the introduction and definition sections.

Trust Council will record suggestions for amending or creating specific policies for consideration in future phases of the project.

Interested parties

- Trust Area community members
- Islands Trust trustees
- Islands Trust staff
- Ministry of Municipal Affairs and Housing staff
- Honourable Selina Robinson, Minister of Municipal Affairs and Housing
- Media
- Referral agencies: (listed below)

Islands Trust bodies

1. Ballenas-Winchelsea Island LTC
2. Bowen Island Municipality
3. Denman Island LTC
4. Gabriola Island LTC
5. Galiano Island LTC
6. Gambier Island LTC
7. Hornby Island LTC
8. Lasqueti Island LTC
9. Mayne Island LTC
10. North Pender Island LTC
11. Salt Spring Island LTC
12. Saturna Island LTC
13. South Pender Island LTC
14. Thetis Island LTC
15. Trust Fund Board

First Nations

16. Cowichan Tribes
17. Esquimalt First Nation
18. Halalt First Nation
19. Homalco First Nation
20. K'omoks First Nation
21. Klahoose First Nation
22. Lake Cowichan First Nation
23. Lyackson First Nation
25. Malahat First Nation
26. Musqueam First Nation
27. Pauquachin First Nation
28. Penelakut Tribe
29. Qualicum First Nation
30. Scia'new (Beecher Bay) First Nation
31. Semiahmoo First Nation

32. shíshálh (Sechelt) First Nation
33. Snaw-naw-as (Nanoose) First Nation
34. Snuneymuxw (Nanaimo) First Nation
35. Songhees First Nation
36. Squamish First Nation
37. Stz'uminus (Chemainus) First Nation
38. Tla'amin (Sliammon) First Nation
39. T'Sou-ke (Sooke) First Nation
40. Tsartlip First Nation
41. Tsawout First Nation
42. Tsawwassen First Nation
43. Tseil-Waututh (Burrard Inlet) First Nation
44. Tseycum First Nation
45. We Wai Kai (Cape Mudge First Nation)
46. Wei Wai Kum (Campbell River First Nation)

For information only (cc):

48. Hul'quim'num Treaty Group
49. Laich-kwil-tach Treaty Society
50. Nanwakolas Council
51. Te'mexw Treaty Association

Regional districts

52. Capital Regional District
53. Comox Valley Regional District
54. Cowichan Valley Regional District
55. Metro Vancouver Regional District
56. Nanaimo Regional District
57. Powell River Regional District
58. Sunshine Coast Regional District

School district boards

59. School District No. 45 (West Vancouver) (Gambier)
60. School District No. 46 (Gambier)
61. School District No. 79 (Thetis)
62. School District No. 68 (Ballenas-Winchelsea)
63. School District No. 69 (Ballenas-Winchelsea/Lasqueti)
64. School District No. 71 (Denman/Hornby)
65. School District No. 64 (Gulf Islands – Galiano/Mayne/North Pender/Salt Spring/Saturna/South Pender)

Improvement district boards

66. Gabriola (Fire Protection District)
67. Graham Lake (Improvement District)
68. Schmidt (Improvement District)

69. Galiano Estates (Improvement District)
70. Gossip Island (Improvement District)
71. Montague (Improvement District)
72. Spanish Hills (Improvement District)
73. Wise Island (Improvement District)
74. Bennett Bay (Waterworks District)
75. Campbell-Bennett Bay (Improvement District)
76. Lighthouse Point (Waterworks District)
77. Mayne Island (Improvement District)
78. Village Point (Improvement District)
79. Georgina (Improvement District)
80. Razor Point (Improvement District)
81. Trincomali (Improvement District)
82. Harbour View (Improvement District)
83. Mount Belcher (Improvement District)
84. North Salt Spring (Waterworks District)
85. Piers Island (Improvement District)
86. Salt Spring Island (Fire Protection District)
87. Scott Point (Waterworks District)
88. Secret Island (Waterworks District)
89. Saturna Shores (Improvement District)
90. Thetis Island (Improvement District)
91. Vaucroft (Improvement District)

Provincial government

92. Ministry of Agriculture
93. Ministry of Municipal Affairs and Housing (Intergovernmental Relations and Planning Branch)
94. Ministry of Municipal Affairs and Housing (Housing Policy Branch)
95. Ministry of Energy, Mines and Petroleum Resources
96. Ministry of Environment and Climate Change Strategy
97. Ministry of Environment and Climate Change (BC Parks and Conservation Officer Service Division)
98. Ministry of Forests, Lands, Natural Resource Operations and Rural Development – South Coast Office
99. Ministry of Forests, Lands, Natural Resource Operations and Rural Development – West Coast Office
100. Ministry of Transportation and Infrastructure
101. Ministry of Indigenous Relations and Reconciliation (West Coast Office)
102. Ministry of Indigenous Relations and Reconciliation (South Coast Office)
103. Ministry of Health
104. BC Ferries
105. Agricultural Land Commission

Federal government

- 106. Environment Canada
- 107. Transport Canada
- 108. Fisheries and Oceans Canada
- 109. Parks Canada

Engagement activities and timing

The Policy Statement amendment project will engage First Nations, community members and referral agencies using a variety of on-line and in-person methods as outlined below. Updating the Policy Statement is a similar process to updating an Official Community Plan. The proposed timeline will be flexible and adjustable so as to accommodate a fulsome First Nations engagement process.

Activity	Intent	Date*
Referral letter to all First Nations Chiefs and Councils: inviting First Nations to be involved in process of reviewing the Policy Statement including offer of meetings with other FNs	Letter will give FNs the opportunity to define their participation in a way that suits them- from receiving information to active participation in meetings.	Mid-November 2017
Meetings with First Nations: Meetings with FN designated participants from those FN who wish active involvement with the Islands Trust.	Meetings with FNs to discuss amendment process and provide input to revisions of the text in the spirit of reconciliation. (Budget designed for up to four group meetings.)	January 2018 - ongoing
Develop and implement communications plan A communications plan will support proactive planning for activities listed below and will provide messages for use in social media.	Defined and scheduled methods for keeping island residents, stakeholders and First Nations informed about project activities. This includes keeping island residents informed about First Nations engagement processes.	January 2018 - ongoing
Launch dedicated page on website: A webpage on the Islands Trust website will be developed that will be updated regularly to include updates and information on Policy Statement process with video, comments area, survey.	Provide timely, accessible and useful information on the process that enables community members of all ages to be informed on the project and provide input	February 2018
Videos for website: Videos of Islands Trust, First Nations history and issues, successful community projects, community leaders discussing ideas relevant to themes in the introduction section.	Videos will provide information on Islands Trust, the Policy Statement amendment process and inspiring ideas for change	April 2018*
Provide information and consultation products and opportunities:	Communication products and processes that provide clear	April 2018* - ongoing

Establish and monitor dedicated in-box, news release/subscriber notice, information sheets for LTCS meetings, infographics, copies of Policy Statement to island libraries and Islands Trust offices, display boards, brochures, speaking notes for various spokespersons, etc.	messages on the process and explain easy ways for community members to offer input and contributions.	
Online Survey: An opportunity for community to provide input on themes within the Policy Statement	Gather significant amount of data and information from community members on specific elements of Parts I, II and Definitions	2018*
Online Forum: Panel of featured speakers (Trustees, authors, community leaders) with in-house audience as well as online presence for viewing and questions. Perhaps FaceBook Live. Lots of behind scenes people and planning. 2 months to plan	Provide an opportunity to celebrate Islands Trust and the islands and to discuss in a congenial format ways to make positive change with the organisation and on the islands. Moderated and questions from audience and online through the moderator to the panel.	2018*
Tea and Conversation for Change - Tour of the Islands: Staff-hosted weekend events at community halls with tea, coffee and desserts will provide a fun opportunity to explain the Policy Statement amendment process as well as celebrate what is and isn't working, and hear from community members about their ideas for change and hopes for the future of the islands.	Islands Trust is on 13 islands to hear directly from community members in a collaborative environment.	Summer 2018*
Gulf Islands Secondary School Event- Youth involvement: In collaboration with teachers, Islands Trust staff will meet with high school students to hear about their hopes and dreams for their island communities as well as provide information on local governance.	To gain youth input in an environment they are comfortable in. (This discussion may fit well into Social Studies classes. Input from teachers will be the first step. Providing refreshments will be helpful.)	2018*
Early Outreach and Referral letters to Agencies: As required by provincial statutes: LTCs; First Nations; local, regional, provincial and federal government agencies will be sent referral letters inviting input on the draft amendments to the Policy Statement	To meet provincial requirements.	2018 or 2019*

*Timeline subject to change based on FN engagement

Approach to First Nations engagement

The engagement plan includes early discussions with representatives from the First Nations in the Trust Area. This initial engagement with First Nation representatives will be the first ever invitation to open a dialogue about strategic direction for Islands Trust, and that the “vehicle” for that dialogue will be the Policy Statement amendments. The First Nations engagement component will be focused on relationship development. It is anticipated that the initial meetings will likely focus on how to engage, communication expectations, and how to ensure that the leadership of participating Nations fully understands the purpose of the work, as this will set the stage for ongoing Policy Statement amendment discussions and other strategic governance tools. The intention is that no topic would be off limits and Islands Trust staff would commit to recording and handling input by considering it for the project, conveying it to the province or local planning services, or recording it for future phases of the project in the Policy Statement Topic Review Inventory, or taking other actions as necessary.

The Islands Trust will offer to pay First Nations \$150 per meeting plus travel costs associated with attending project meetings. There is no plan at this time to make a similar offer for other referral processes in future. This is a novel approach which would put Islands Trust among one of the first local governments in BC to take this approach.

The engagement with First Nations would begin before public engagement activities and continue throughout the entire project, and would ideally include First Nations participation in the public engagement activities. Because this is a new approach with no pre-conceived process or timeline, the scheduling for the start of public engagement is uncertain.

Risks and mitigations

1. **Lack of First Nations Capacity to Participate:** Feedback from FNs may include refusal to participate due to previously stated capacity challenges to deal with the volume of referrals Islands Trust sends them (to date, significantly negative feedback about referrals has been received by Lyackson FN, Chemainus FN, Tla’amin Nation, Snuneymuxw FN and Tsawout FN). Requesting additional involvement in amending the Policy Statement may further damage the relationship between Islands Trust and those Nations and/or the gains made in improving the reputation of Islands Trust to those Nations who have already explicitly said to us that they have capacity issues. It is also possible that other FNs are struggling with capacity issues and a request to participate in this project may elicit more negative feedback than the five FNs who already have.

Additionally, the Regional Conservation Plan and Trust Fund Board Plan were sent out to First Nations in early October.

Given we are in the earliest years of an era of Reconciliation initiatives, many First Nations are currently experiencing the highest-ever level of requests from non-Indigenous agencies for participation in a wide range of projects/initiatives. Capacity to participate in optional projects may be more acute in 2017/18 and 2018/19 than at a future time.

Mitigation Plan: The letter of invitation to participate in this project assures First Nations that the strategic objective is to start discussions with First Nations about strategic issues and it is the intent of Islands Trust that this be an ongoing effort;

- that the vehicle to start this strategic dialogue is the Policy Statement but the dialogue may reach beyond that document; and
- that a written record of the discussions will be sent to a FN if requested due to limited capacity to participate in person.

- 2. Too Few First Nations Want to Participate:** FNs have made it very clear that silence from them is not acquiescence, nor does it assume a lack of interest. They deal with multiple pressures and may not be able to match the timelines or expectations that Islands Trust has for expressed interest.

Mitigation Plan: If by the end of 45 days, a First Nation has not expressed their interest or lack of interest in this project, staff will call the band office to ask for verbal feedback.

- 3. Too Many First Nations Want to Participate in the Project:** The project budget assumes that not all nations will wish to participate in meetings and that nations will send only a limited number of representatives.

Mitigation Plan: If many Nations wish to participate with multiple participants and there is high interest in ongoing meetings, then staff will work with the Nations to explore cost saving options. Possible strategies would include:

- A more rigorous reporting out to all interested First Nations
- Use of webinar/on-line meetings to reduce travel costs
- Process open to written submission in lieu of in-person meetings

- 4. Protocol Agreements are a Typical Prerequisite for First Nations to Begin Meaningful and Ongoing Dialogue with Government Agencies:** Currently Islands Trust only has Protocol Agreements with two out of Trust Area First Nations. The timelines, process and budget for the Policy Statement Amendment project does not accommodate the necessary resources to set up Protocol Agreements if any of the remaining First Nations request this as a preliminary step before engagement on this project.

Mitigation Plan: Staff will explain the lack of resources for this and commit to advising Trust Council of a Nation's interest in establishing a protocol agreement.

- 5. Lack of Islands Trust Capacity to Maintain Momentum:** Gains in relationship building with First Nations, as well as gains made in improving the reputation of Islands Trust with First Nations may be lost if momentum drops off on the Policy Statement Amendment project. Generally speaking, First Nations have a mistrust of government agencies and can be skeptical on engagement. To lose momentum on this project would be perceived as "not keeping our word".

Mitigation Plan: Staff will ensure messaging with First Nations includes a focus on long-term relationship building that is not contingent on the adoption of a Policy Statement amendment bylaw.

6. **Divergence of First Nations and Public focus for amendments:** With regard to making the introductory sections of the Policy Statement better reflect an accurate historical context for Islands Trust, First Nations may consider this considerably more important than the actual policy topics and may want to attach more importance than Islands Trust staff, trustees or island communities' may. One of the key messages First Nations have been consistent about in this era of reconciliation is that acknowledgement of the tragedies suffered by their Nations must be acknowledged by mainstream Canadian culture. The importance attached to this section may slow the process and delay the public engagement phase.

Mitigation Plan: Staff will propose adjustments to the project timeline if deemed necessary to the success of the project and positive relationship-development with First Nations. Staff will also prepare communication/educational materials for islanders to help them understand the need to provide an accurate historical context that recognizes First Nations' history.

7. **The First Nations engagement costs more than available in project budget:** As this approach to engagement with all the First Nations in the Trust Area is new, and because the process is undefined, there is considerable range in possible costs.

Mitigation Plan: Should it become apparent that the project requires additional funding to be successful and fulfil commitments to First Nations, Executive Committee will approach Financial Planning Committee with an enhanced budget request for 2018-19.

8. **Trust Council does not view the project as a priority in the 2018-2022 term:**

Mitigation Plan: Staff will provide an overview of the project, and the history of the project, during orientation of new trustees. Any draft amendment language proposed for first reading will first be provided to Council committees for comment prior to the Trust Council meeting in order to identify any areas of concern.

9. **Referral agencies do not understand the Policy Statement or purpose of referral:** It has been many years since Islands Trust referral agencies have had to consider changes to the Policy Statement. In addition, they may question why their input is being sought on the introduction and definition sections only, rather than the policies that they may be more familiar with.

Mitigation Plan: Staff will undertake an assessment and, as necessary, contact referral staff before the referral is sent to explain the project. Staff will also draft a clear, easy-to understand, referral letter.

Resources

The project will be supported by the following elected officials:

Position	Role
Chair	Spokesperson and participant in First Nations meetings
Vice Chairs	Participant in First Nations meetings, as required, and spokespeople as required.
Trustees	Participants in public engagement processes on their islands.

This project will be supported by the following staff positions:

Position	Role
Chief Administrative Officer	General project oversight and participant at meetings with First Nations
Director, Trust Area Services	Project manager, note taker at First Nations meetings as required, project reporting
Senior Intergovernmental Policy Advisor	Delivery of First Nations engagement, support to public engagement, note taker at First Nations meetings as required, project reporting
Senior Policy Advisor	Delivery of public engagement and support to First Nations engagement, note taker at First Nations meetings as required, project reporting
Communications Specialist	Communications planning and implementation
Program Coordinator	Project coordination, correspondence mgm't, meeting logistics, referral mgmt, tracking of project milestones/ costs/reporting, comms support
Finance Officer	Processing of service contracts
Finance Clerk	Processing of invoices
Director, Local Planning Services	Advisor on public engagement processes

Budget

First Nations engagement – travel, lunch, gifts, \$150/meeting, facilitator as needed	\$18,000
Video production	\$4,000
Tea and Conversation for Change – 13 island workshops	\$9,000
Online forum	\$3,000
High School event(s)	\$ 500
Legal review	\$8,000
Display and handouts	\$2,000
Advertising	\$2,000
Mailing costs	\$500
Copies of amended Policy Statement to each library and for each First Nation community	\$1,000
Total	\$48,000

If the amount allocated to First Nations engagement is not needed, the Executive Committee may reallocate these funds towards public engagement processes.

Appendices

Appendix A – Draft timeline (subject to change based on feedback from FN engagement meetings)

Appendix B – Engagement Principles

Appendix C – Draft Invitation Letter to First Nations Chief and Council

BRIEFING

To:	Trust Programs Committee	For the Meeting of:	January 23, 2019
From:	Clare Frater	Date Prepared:	January 18, 2019
SUBJECT:	Trust Programs Committee's Service Integration research in 2017-2018		

PURPOSE: To provide background on the service integration research done by the Trust Programs Committee in 2017 and 2018 and associated resolutions.

BACKGROUND:

On March 7, 2017, the Minister of Community, Sport and Cultural Development ordered a municipal incorporation vote for Salt Spring Island electors on September 9, 2017. On September 9, 2017, the Incorporation vote failed (opposed by 62% of voters).

In September 2017, Trust Council confirmed ***support for innovations that would address issues raised during the recent Salt Spring Incorporation vote and that Trust Council direct the Executive Committee to discuss with the Province and report to Trust Council at the December Trust Council meeting on a process to identify potential governance and/or operational change that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.***

In September 2017, Trust Council also asked the Trust Programs Committee to: ***Identify potential governance or operational changes that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area. (2017-09-12, TC resolution).***

The working group focused on listening to communities and defining the problem(s). The working group also gathered anecdotal information from trustees about the experiences and challenges of service integration on their islands, and also input from local trust committee and Bowen Island Municipality. The committee held a Town Hall in Ganges and another in Nanaimo where Salt Springers and Gabriolans voiced their concerns.

Former committee members Heather O'Sullivan, Brian Crumblehulme, Dan Rogers, Peter Luckham, Paul Brent, and Sue Ellen Fast attended the Capital Regional District's Forum on Service Delivery on August 13, 2018 in Sidney, BC with the CAO and Director of Trust Area Services. TPC Vice-Chair O'Sullivan spoke to the forum.

In September 2018, Trust Programs Committee provided a briefing on its work and findings related to work on service integration. The briefing described that the committee has discussed the following themes:

- In support of the mandate to preserve and protect the trust area, the Islands Trust's primary authority under the *Islands Trust Act* is to regulate land use development.
- The Islands Trust is uniquely positioned to work with other agencies; unlike other forms of local government, it has the mandate. The object of the Trust includes working "in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the

Government of British Columbia". Section 9 of the *Islands Trust Act* provides the legislated ability to enter into agreements with other agencies to coordinate activities.

- The committee received a complete inventory of current and past agreements that relate to service integration or cooperation including: Protocol Agreements, Letters of Understanding, Memorandum of Understanding and Administrative Agreements. (On October 15, 2018 the Committee requested that the inventory report be provided to the first Trust Programs Committee meeting of the new term.)
- The Islands Trust is based on separation of services - specifically the separation of land use planning from the suite of services that are generally delivered by regional districts or municipalities. The rationale for the separation is to allow land use planning decisions to be free of any financial incentive to rezone, develop, or approve applications, so that in practice the Preserve and Protect mandate and trustees' interpretation of it is what steers decision-making.
- While people may find the overlapping jurisdictions confusing and frustrating, they've stated time and time again that they appreciate the Trust and they value the Trust. People feel that their governance model is not perfect, not by a long stretch, but there is a real concern about throwing the baby out with the bathwater.
- Any models or solutions which are developed for one island will either translate directly or provide inspiration for other islands.

Examples of suggestions about how island communities may benefit from increased cooperation or coordination between agencies include:

- Increased information and coordination of information to communities on services such as waste services, wharves, planning and building inspection;
- The potential for greater coordination of budgeting and annual priority setting between local service providers;
- Cooperation between the Islands Trust land use planning function and respective building inspection and planning services of regional districts;
- Water resource management and water servicing;
- Working together on bylaw enforcement, nuisances and unsightly premises; and
- Developing a coordinated approach to addressing the condition and function of rural roads.

The committee also discussed that island communities would also benefit from:

- Authentic and coordinated public engagement where appropriate; and
- Coordination and information exchange with First Nations communities.

The committee consistently mentioned two themes for future consideration:

- as appropriate, for topics of concern, identifying and refreshing protocol agreements and letters of understanding and the relationships that support them; and,
- focusing efforts on a topical issue where real progress can be made such as affordable housing or water resources, in cooperation with others on a project basis.

In August, TPC considered the road standards agreement and passed a resolution stating that if examination of service integration issue proceeds as priority of Trust Programs Committee for next term. Then the Committee recommends that the impact of the Ministry of Transportation and Infrastructure road standards agreement on village roadscapes be examined as a potential pilot project or case study.

At the August meeting, TPC also passed a resolution to recommend to the next Trust Council that the service integration work continue under Trust Programs Committee and that it be given priority next term.

In October 2018, the TPC received responses to its request that local trust committees and Bowen Island Municipality create inventories of barriers experienced in engaging service providers and other agencies. The lists below are not in any order of priority.:

1) Bowen Island Municipality:

- i. “The request for input on Islands Trust service integration concerns was referred to the Islands Trust Municipal Trustees Morse and Fast for comment directly back to Islands Trust.”
 - i. Trustee Morse: “We do not have service integration issues with our Regional District or the Ministry of Transportation as we provide the services that they provide in the local trust areas, such as, subdivision, building inspection, parks and recreation, noise bylaw enforcement, road standards and road building and maintenance, so we decide what level of service and how much we will pay to provide it and deliver the service so one stop shopping. The fire department is also a department of the municipality and our library is a municipal library as well as the 7 water systems and a sewer system which BIM owns and operates so not dealing with improvement districts or regional district. We also own the public docks and operate them rather than a regional district as with some of the islands.”
 - ii. Trustee Fast: “BIM has experienced barriers to engaging service providers, specifically the province, when addressing the following topics:
 1. Logging on crown lands
 2. Inaccessibility of rural grant funding”

2) Denman Island LTC:

- i. Affordable Housing
- ii. Roads
- iii. Aquaculture Practices

3) Gabriola Island LTC:

- i. Working with other agencies such as Ministry of Transportation and Infrastructure and the Regional District of Nanaimo with respect to Village Core planning;
- ii. Working with the Regional District of Nanaimo with respect to park planning;
- iii. Affordable housing specifically in relationship to the Regional District of Nanaimo, which has the power to hold land;
- iv. The question of responsibility shared by BC Ferries and the Ministry of Transportation and Infrastructure in regards to Gabriola’s ferry line issues;
- v. Enforcement of Regional District of Nanaimo bylaws, which impact on or are impacted by land use planning (i.e. noise);
- vi. Scheduling of meetings as per protocol agreements with other agencies; and
- vii. Receiving written referral responses from other agencies (i.e. Agriculture Land Commission).

4) Gambier Island LTC:

- Gambier trustees had previously provided input on Regional District concerns as follows:
- i. Dock maintenance/long term ownership and funding *****
 - ii. Communication to and from islanders
 - iii. Taxation inequity and un-relatable tax function percentages
 - iv. Parks and trails planning, funding and engagement process
 - v. Enforcement on regional district issues such as parking on docks

5) Hornby Island LTC:

Determined that there are no concerns at this time.

6) Lasqueti Island LTC:

- i. Road safety
- ii. Nuisance and noise
- iii. Derelict vehicles on island roads

7) Mayne Island LTC:

- i. IT vs. CRD Bylaws: need clearer delineation, clarification; Bylaw officers should work together.
- ii. BC Ferries consultation with IT regarding future plans, population forecasts, services needed.
- iii. Water management, licensing authorities, CRD, Improvement Districts, sustainability, consumption patterns.
- iv. Solid Waste Disposal – intergovernmental gaps.

8) North Pender Island LTC:

- i. First Nations Engagement, collaboration with other agencies to reduce the strain on their capacity
- ii. Road Right of Ways (Ministry of Transportation and Infrastructure)
- iii. Public Transportation (Transportation Services)
- iv. Access to alternative transportation corridors (Parks Canada)
- v. Solid waste and sewage (Waste Services)
- vi. Access routes to Magic Lake Subdivision (Fire and Safety)
- vii. Housing affordability and increased stock
- viii. Building inspections (CRD)

9) Salt Spring Island LTC: (not in priority)

- i. Affordable Housing
- ii. Water Provision
- iii. Sewage provision
- iv. Roads
- v. Marine Issues and Building Inspection

12) Thetis Island LTC:

- i. Foreshore leases
- ii. Nuisance issues

The Galiano, Saturna Island and South Pender LTCs considered the briefing and had no resolutions.

In October 2018, the Trust Programs Committee agenda included the Salt Spring Island Positively Forward Report on Service Delivery and the Salt Spring Alliance Governance Working Group Report. The Committee had committed to the groups not to make any recommendations before receiving the reports. The Committee received the reports for information. The Trust Programs Committee decided to move the service integration project from its top priorities into its projects list.

ATTACHMENT(S):

- 1. None. Additional background documents are available upon request from the Director of Trust Area Services.

FOLLOW-UP: Staff will proceed as directed.

Prepared By: Clare Frater, Director, Trust Area Services, January 16, 2019

Reviewed By/Date:

BRIEFING

To: Trust Programs Committee **For the Meeting of:** January 23, 2019
From: Clare Frater **Date Prepared:** January 13, 2019
SUBJECT: Agreements Monitoring

PURPOSE: The Agreements Monitoring Report provides an inventory and monitoring schedule of the Islands Trust and Trust Fund Board agreements (excluding property management agreements).

BACKGROUND:

Governments often enter into agreements to ensure cooperation over time beyond the term of individual politicians or staff. To be effective, the agreements must be supported by ongoing inter-agency relationships and the agreements need to be perceived as valid and relevant.

The Islands Trust has agency agreements with federal, provincial, and regional entities, as well as agreements with others such as San Juan County, First Nations and the Bowen Island Municipality. The Islands Trust has four types of agreements:

- **Protocol Agreements (PA):** agreements that the Islands Trust Council or a Local Trust Committee enters into with other agencies or organizations at a political level.
- **Letters of Understanding (LOU):** agreements that the Islands Trust Council or a Local Trust Committee endorse and the Chief Administrative Officer enters into with other agencies at an administrative level.
- **Memorandum of Understanding (MOU):** agreements that Trust Council or a Local Trust Committee enters with another corporate entity of the Islands Trust at a political level.
- **Administrative Agreements (AA):** agreements that Islands Trust CAO or Directors enter with external agencies in support of administration of existing agreements, processes or instruments.

On an annual basis between 1997 and 2008 (except in 1998 and 2007), the Islands Trust Council received an interagency agreements briefing. It listed agreements undergoing review or being developed and all agreements with their upcoming review dates. The briefing on the agreements was prepared by Trust Area Services

The July 28, 2009 Executive Committee minutes note under “Agency Agreements – status monitoring chart” that “Discussion ensued on the usefulness and value of these agreements and the resources required to keep them current.” Since that date there has been no further effort to maintain the agreements chart and or report to Trust Council.

Agreements are posted to the Islands Trust website with separate pages listing the agreements with [regional](#), [provincial](#), [federal](#) agencies, [First Nations](#) and [others](#).

In January 2018, staff provided the Trust Programs Committee with a rough update of the 2008 document to include agreements developed since that time for illustrative purposes so the committee could understand the purpose and function of the document.

On October 15, 2018, the Trust Programs Committee resolved to request staff to bring forward the Agreement Monitoring Report to the first meeting of Trust Programs Committee to next term.

The report, still incomplete, is attached for review and discussion by Trust Programs Committee.

ATTACHMENT(S):

1. Agreements Monitoring Report, January 2019
2. Trust Council's Coordination Agreement Process Policy

FOLLOW-UP: Trust Programs Committee may wish to forward the report to Trust Council for information or request other actions. Staff will follow-up as directed.

Prepared By: Clare Frater, January 13, 2019

Reviewed By/Date:



Islands Trust

DRAFT Agreements Register, January 2018

RECENT ACTIVITY/AGREEMENTS IN PROCESS

AGENCY	TYPE	ISSUE	ACTIVITY	WHO	STATUS
ILMB (Ministry of Agriculture and Lands: Crown Land Administration Division)	PA	Crown land	Subject of Crown Land Agreement Projects	DTAS	Negotiation of new consolidate agreement underway
	LOU (x2)	Use, protection and admin. of crown land			
ILMB (previously MAFF)	PA	Aquaculture consultation processes			
BC Assets and Land Corporation	LOU	Use and Protection of Crown Land Resources through Balancing Local and Provincial Interests.			
Ministry of Forests and Range	LOU	Consultative process when est. woodlot boundaries in IT Area			
Ministry of Environment, Lands and Parks Lands Regional Operations Department	PA	Crown Land Administration within the Islands Trust Area			
	LOU				

ISLANDS TRUST AGREEMENTS INVENTORY AND MONITORING

AGENCY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION (as of 2008)	WHO as of 2008)	LAST REVIEW (as of 2008)	NEXT REVIEW (as of 2008)
OTHER AGREEMENTS							
Bowen Island Municipality	PA	Bylaw to adopt a protocol	June 28, 2000: Islands Trust Council Bylaw No. 72 - A bylaw to adopt a Protocol with the Bowen Island Municipality	Annual review and update (staff meeting)	DTAS	2007	2009
San Juan Council	A	Transborder island agreement	April 2007: San Juan County – trans-border agreement to work together on certain issues of common interest	Annual review and update	CAO	2008	April 2009
	PA	Transborder Marine Protection Area	June 15 2000 PA: San Juan County – Transborder Marine Protection Area Among Islands	Annual review and update	CAO	2008	April 2009
FEDERAL AGREEMENTS							
Department of Fisheries and Oceans	LOU	Protection of ESAs	Aug 9 1996 LOU between DFO and the ITC concerning Protection of ESAs through the Integration of Mapped Information and Policy Development and Land Use Planning	-annual update cadastral portion of ESA database -annual meeting	CAO	?	?
	LOU	¹ Dock Divestiture	June 18 1996 LOU on Department of Fisheries and Oceans Dock Divestiture within the Islands Trust Area between Small Craft Harbours Branch (SCHB) and Islands Trust Council (The Islands Trust)	LOU to be reviewed annually	CAO	?	?
Transport Canada	LOI	Snug Cover	March 12 1998 LOI: Transport	None required by	CAO	-	-

¹ 2008 note: This agreement outlines a consultation process to be used within the context of the Divestiture program. While there are three divestitures still in process: Denman (final stages), Mayne (stalled), Saturna (stalled) the components of the program captured by the original agreement are now obsolete. Consultation with DFO staff indicates that a letter would be sufficient to formally terminate the agreement. Contact: Ken Smith, Regional Director of Small Craft Harbours, Department of Fisheries and Oceans; 200-401 Burrard St.; Vancouver BC, V6C 3S4

² 2008 note: This program has been extended to 2012.

		wharfs and floats	Canada/Snug Cove Wharf and Floats, within Block C, Water Lot No. 6055, New Westminster Land District, Bowen Island, BC	LOI; delete from website and listings and transfer to BIM			
	LOU	² Dock Divestiture	July 12 1996 LOU on Transport Canada Harbours Dock Divestiture within the Islands Trust Area between Harbours and Port Ranch, Department of Transport Canada, Government of Canada (TCHP) and Islands Trust Council (The Islands Trust)	LOU to be reviewed annually	CAO/RPM	?	-
AGENCY							
TYPE							
TOPIC							
INVENTORY							
REQUIRED ACTION (as of 2008)							
WHO (as of 2008)							
LAST REVIEW (as of 2008)							
NEXT REVIEW (as of 2008)							
PROVINCIAL AGREEMENTS							
Province of British Columbia, UBCM	Charter	Climate change	Sept. 26, 2007: BC Climate Action Charter between The Province of BC and UBCM and Signatory Local Governments	None specified by agreement	-	-	-
ILMB (Ministry of Agriculture and Lands: Crown Land Administration)	PA	Crown land	June 28, 1994 PA on Crown Lands in the Trust Area between MELP Lands Regional Operations Department and IT	Review pending	DTAS	pending	NA
	LOU	Crown land admin.	June 28 1994 LOU on Crown Land Administration within the Islands Trust Area between MELP Lands Regional Operations Department and the Islands Trust	Review pending	DTAS	pending	start of fiscal year
ILMB (Former BC Assets and Lands)	LOU	Crown land resources	Nov. 16 1999 LOU: BCAL, Balancing Local and Provincial Interests, use and protection of Crown land resources	Review pending	DTAS	pending	
ILMB (previously MAFF)	PA	Aquaculture consultation	Jan. 27 1997 PA on Aquaculture uses in the Islands Trust Area between Provincial Ministry of Agriculture, Fisheries and Food and Islands Trust	Pending?	DTAS	Ongoing from 2007	

Agricultural Land Commission	PA	ALR consultation and agreement development	Feb. 12 1996 PA on Agricultural Land Reserve in the Trust Area between Islands Trust and the Provincial Agricultural Land Commission	Completed	DTAS	?	NA
	LOU	Processes for ALR consultation & agreement	Feb. 12 1996 LOU on Agricultural Land Reserve within the Islands Trust Area between Provincial Agricultural Land Commission (the Commission) and Islands Trust Council (the Islands Trust)	Requires annual meeting between senior staff in April or May	DTAS	2007	
British Columbia Ferry Corporation	PA	Ferry service	Sept. 16 1994 PA on Ferry Service in the IT Area between British Columbia Ferry Corporation and Islands Trust	None required by PA; may wish to review annually	CAO	?	2008
	LOU	Ferry service	Sept. 16 1994 LOU on Ferry Service in the IT Area between British Columbia Ferry Corporation and Islands Trust	-agreement to be reviewed every three years -annual meeting among senior staff	CAO	?	2008
British Columbia Parks	LOU	Bodega Ridge Provincial Park	April 17 2007 LOU between BC Parks, West Coast Region and Galiano LTC regarding the management direction BC Parks has for Bodega Ridge Provincial Park		DTAS		
British Columbia Parks	LOU	New Land	July 29 2015 LOU between BC Parks, West Coast Region and Galiano LTC confirming and affirming the direction BC Parks has for existing and new lands at the north end of Galiano Island, in the vicinity of Dionisio Point Provincial Park and Galiano Bog Reserve		DTAS		
British Columbia Assets and Land Corporation	LOU	Crown Land Resources	Nov. 26 1999 LOU between BC Assets and Land Corporation and Islands Trust concerning the Use and Protection of Crown Land Resources Through Balancing Local and Provincial Interests		DTAS		
Ministry of Community Services	PA	Provincial unding process	Jan. 17 1996 PA between the Islands Trust and the Ministry of Municipal Affairs	None specific to agreement; may be obsolete	CAO		

	PA	Establish a framework for incorporating municipalities	Feb. 20 1996 Agreement between the Trust Council and the Ministry of Municipal Affairs	As required by restructuring studies	CAO		
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AGENCY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION (as of 2008)	WHO (as of 2008)	LAST REVIEW (as of 2008)	NEXT REVIEW (as of 2008)
PROVINCIAL AGREEMENTS							
Land Reserve Commission (contact Ministry of Forests)	PA	Forest land uses	Feb. 6 1998 PA: Provincial Forest Land Commission	Contact MOF to discuss forest use issues	DTAS	?	-
Ministry of Forests and Range	LOU	Consultative process when est. woodlot boundaries in IT Area	June 21 1999 LOU between the Ministry of Forests and Range and Islands Trust regarding the Establishment of Woodlots that Respect the Object of the IT While Supporting the Island Forest Economic Base	Annual implementation review at the request of the ED of the IT	DTAS	?	2008
Ministry of Forests and Range	PA	Forest Land uses in the Islands Trust Area	Dec. 10 1997 PA between Provincial Forest Land Commission and Islands Trust		DTAS		
Ministry of Transportation	PA	Road standards, classification and consultative process	Dec. 9 1996 Mending Ministry of Transportation and Highways Agreement: Road Standards, Classification, and the Consultative Process in the Islands Trust Area	Annual review and update (and review Appendix C)	DTAS	2007	2008
	LOU	Road standards, classification and consultative process	Dec. 8 1992 LOU between MOT and IT regarding Road Standards, Classification and Consultative Process in the Islands Trust Area	Annual review and update	DLPS	2007	2008

	LOU	Subdivision review process in the Islands Trust Area	Sept. 27 1996 LOU between MOTH represented by the Provincial Approving Officer and District Highways Manager and the Office of the Executive Director of the Islands Trust	Annual review and update	DLPS	2007	2008
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AGENCY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION (as of 2008)	WHO (as of 2008)	LAST REVIEW (as of 2008)	NEXT REVIEW (as of 2008)
REGIONAL AGREEMENTS							
Bowen Island Forest and Water Management Society	PA	Forests and water	Oct. 21 1996 PA: Bowen Island Forest and Water Management Society and Bowen Island LTC	Request to transfer to BIM website – complete?	-	-	-
Capital Regional District	PA	Provision of parkland on South Pender	Nov. 19 1996 PA Regarding the Provision of Parkland Between the S. Pender Island LTC and the Pender Islands Parks and Recreation Commission Representing the CRD	None specified by agreement – annual review	DLPS	?	2008
	PA Bylaw	Bylaw to allow protocols	June 17 2000: Islands Trust Council Bylaw No. 63 – A Bylaw to adopt a Protocol with the Sunshine Coast Regional District	NA	-	-	-
	LOU	Building permit litigation	Feb. 6, 2002 LOU between Staff Administrations of the IT and the CRD	None specified by agreement – annual review	DLPS	?	2008
	PA	Parkland on Galiano	Nov. 6 1996 PA: Galiano Is. LTC and the Galiano Parks and Recreation Commission (CRD)	annual review?	DLPS	?	2008
	PA	Parkland on N. Pender	June 20, 1996 PA Regarding the Provision of Parkland Between the N.Pender LTC and the Pender Islands Parks and Recreation Commission Representing the CRD	Triennial review	DLPS	2005?	2008
	PA	Parkland on Mayne	Aug. 2, 1995 PA Regarding the Provision of Parkland Between the Mayne LTC and the Mayne Parks and	Annual review	DLPS	?	2008

			Recreation Commission Representing the CRD				
	PA	Parkland on SSI	July 12, 1994 PA Regarding the Provision of Parkland Between the SSITC and the SS Parks and Recreation Commission Representing the CRD	Annual review	DLPS	?	2008
	LOU	Withholding of building permits	Oct. 21 1993 LOU: Withholding of Building Permits Letter of Administrative Understanding Between Staff Administrations of the IT and CRD	None specified by LOU – annual review	DLPS	?	2008
Powell R. Regional District	LOU	Administrative	May 20, 1999 LOU: Lasqueti Island Local Trust Committee and the Powell River Regional District Board	Annual meeting of staff	DLPS	?	2008
	PA		Nov. 20, 1998 PA: Powell River Regional District Board/LTC	Annual review	DLPS	?	2008

AGENCY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION (as of 2008)	WHO (as of 2008)	LAST REVIEW (as of 2008)	NEXT REVIEW (as of 2008)
Agreements with First Nations							
Snuneymuxw First Nation	PA	Land Use	Aug. 21 2000 PA between the Islands Trust and Snuneymuxw First Nation		-	-	-
Lyackson First Nation	Bylaw	Thetis Island Local Trust Area and Lyackson Traditional Territory	Dec. 4 2008 Bylaw No. 64: Islands Trust enter into an agreement with First Nations, respecting the coordination of activities within the Trust Area				

AGENCY			TYPE		TOPIC		INVENTORY		REQUIRED ACTION (as of 2008)		WHO (as of 2008)		LAST REVIEW (as of 2008)		NEXT REVIEW (as of 2008)	
			Other Types of Agreements													
Ratepayers Association			Protocol		The Protection of Forest and Water Resources		Feb 18 1997 Protocol between the Denman Island Ratepayers’ and residents’ Association for the Landscape Assessment Project Group and the Denman LTC concerning the protection of forest and water resources on Denman Island through development of an information base to be used in community decision-making				DLPS					
San Juan County			PA		Transborder Marine Protection Area		June 15 2000 PA between Islands Trust Council (Islands Trust) and San Juan Country Board of Commissioners				DTAS					
San Juan County			Agreement		Transborder Island Agreement		June 12 2007 Transborder Island Agreement between Islands Trust and San Juan County				DTAS					
Parks Canada			MOA		National Park Reserve		May 9 2003 MOA between BC and Canada regarding the establishment of the Gulf Islands National Park Reserve				CAO					
Islands Trust			Partnership		CDFCP		March 7 2013 Islands Trust endorsed the Coastal Douglas-fir and Associated Ecosystem Conservation Partnership				DTAS					
Bowen Island Municipality			PA		Coordinate efforts with Islands Trust and Bowen Island Municipality.		Feb. 6 2014 PA between Islands Trust Council and Bowen Island Municipality				CAO					
Bowen Island Municipality			LOU		NAPTEP		Sep. 14 2015 LOU between Bowen Island Municipality and Islands Trust				CAO					

			Council concerning the administration of the natural area protection tax exemption program (NAPTEP)				
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AGENCY	TYPE	TOPIC	INVENTORY	REQUIRED ACTION (as of 2008)	WHO (as of 2008)	LAST REVIEW (as of 2008)	NEXT REVIEW (as of 2008)
REGIONAL AGREEMENTS							
Comox Valley Regional District	LOU	Denman and Hornby LTCs	July 24, 1996 LOU: Denman LTC and Hornby LTC and the RD of Comox-Strathcona Board	Annual meeting of staff	DLPS	?	2008
	PA		July 24, 1996 PA	'regular meetings' – annual review	DLPS	?	2008
	PA	Denman and Hornby LTCs	Sept. 8' 2011 PA between Denman LTC, Hornby LTC and Comox Valley RD Board		DLPS		
Regional District of Nanaimo	LOU	Gabriola LTC	July 24, 1996 LOU: Gabriola LTC and the RDN	Annual meeting of staff	DLPS	2008	2009
	PA		July 27, 2006 PA between RDN/Gabriola LTC (replaces Oct. 4 1996 RDN/LTC PA)	'regular meetings' – annual review	DLPS	2006	2008
Regional District of Nanaimo	LOU	Gabriola LTC	LOU between Gabriola LTC and the Regional District of Nanaimo Board		DLPS		
Sunshine Coast Regional District	PA		Oct. 2, 1996 PA: Gambier LTC and RD of Sunshine Coast Board	'regular meetings' – annual review	DLPS	?	2008
	PA	Gambier LTC	Dec. 14 2009 PA between Gambier LTC and Sunshine Coast RD Board		DLPS		
	LOU	Staff admin.	Oct. 2, 1996 LOU: Gambier LTC and the RD of Sunshine Coast Board	Annual meeting	DLPS	?	2008
	PA Bylaw	Bylaw	Sept. 15, 2000: ITC Bylaw No. 62. A Bylaw to adopt a Protocol with the Sunshine Coast Regional District	NA	-	-	-
	LOU	NAPTEP	Nov. 28, 2002 LOU between IT and the SCRD Concerning the Administration of the NAPTEP	None specified by agreement – annual review	DTAS	?	2008

AGENCY	TYPE	INVENTORY	REQUIRED ACTION (as of 2008)	WHO (as of 2008)	LAST REVIEW (as of 2008)	NEXT REVIEW (as of 2008)
TRUST FUND BOARD AGREEMENTS						
Islands Trust Council	Bylaw	Sept. 11, 2002 ITC Bylaw No. 86	Council and TFB to meet annually	MTFB		2008
	MOA	Nov. 5 1996 MOA between Thetis Island LTC and the TFB				
	MOA	Oct. 26 1996 MOA between Lasqueti LTC and the TFB				
	MOA	Oct. 7 1996 MOA between South Pender LTC and the TFB				
	MOA	Oct. 5 1996 MOA between Gambier LTC and the TFB				
	MOA	Sep. 23 1996 MOA between Denman LTC and the TFB				
	MOA	Sep. 21 1996 MOA between Mayne LTC and the TFB				
	MOA	Sep. 17 1996 MOA between Saturna LTC and the TFB				
	MOA	July 19 1996 MOA between Salt Spring LTC and the TFB				
	MOA	July 18 1996 MOA between North Pender LTC and the TFB				
	MOA	July 17 1996 MOA between the Executive Committee Local Trust Committee and the TFB				
	MOA	June 24 1996 MOA between Hornby Island LTC and the TFB				
	MOA	June 17 1996 MOA between Galiano LTC and the TFB				
	MOA	June 14 1996 MOA between the Gabriola LTC and the TFB				
	MOA	April 11, 1996 MOA between ITC and TFB	Council and Board to meet annually	MTFB		2008
	MOA	April 11, 1996 MOA between the ITC and TFB concerning the coordination of activities among the Trust Fund Board and Local Trust Committees	Coordinate with procedural certainty	MTFB		2008
All LTC's & BIM	MOA	June-Nov 1996 MOA: LTC / BIM and TFB	Coordinate with procedural certainty	MTFB		2008

2.1.iv. Policy**COORDINATION AGREEMENTS PROCESS**

Trust Council: September 9, 1994

(Amended: March 8, 1997; December 10, 1999;

December 8, 2000; June 10, 2004; September 11, 2013)

A: PURPOSE:

1. To delineate the process for:
 - Trust Council to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and first nations under the authority of Section 9 of the *Islands Trust Act*;
 - local trust committees to enter into protocol agreements with municipalities, regional districts, boards of school trustees or francophone education authorities under the authority of Section 24 (2) of the *Islands Trust Act*;
 - local trust committees to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and first nations under the authority of Section 9 of the *Islands Trust Act*, where Trust Council has adopted a bylaw delegating this authority to a local trust committee;
 - the Chief Administrative Officer to enter into letters of understanding with other agencies at an administrative level; and
 - Trust Council, or a local trust committee, to enter into memoranda of understanding with another corporate entity of the Islands Trust.
2. To enhance the understanding and achievement of the Islands Trust object by integrating relevant Islands Trust Policy Statement policies into coordination agreements.

B: REFERENCES:

1. ***Islands Trust Act***
 - 1.1 Section 9 Coordination Agreements with other Government Bodies
 - 1.2 Section 24 (2) Responsibilities of Local Trust Committees
 - 1.3 Section 10 Delegation of Powers by Trust Council
2. **Islands Trust Policy Statement**
 - 2.1 Guiding Principles
 - 2.2 Policy 3.1.9

3. **Islands Trust Policy Manual**

3.1 Executive Committee Terms of Reference (2.4.i.)

4. **Islands Trust Operations Manual**

4.1 Protocol Agreement/Letter of Understanding Administrative Procedures (A.1.v.)

4.2 Protocol Development Process Checklist Appendix C

4.3 Administrative Processing Checklist Appendix C (i)

4.4 Protocol Agreement Outline Appendix C (ii)

4.5 Letter of Understanding Outline Appendix C (iii)

4.6 Memorandum of Understanding Appendix C (iv)

C: **TERMINOLOGY:**

1. **Protocol** – A protocol agreement refers to an agreement that an Islands Trust body may enter into, under the authority of Sections 9 or 24(2)(c) of the *Islands Trust Act*, with other agencies or organizations at a political level.
2. **Letter of Understanding** – A letter of understanding refers to an agreement that the Chief Administrative Officer may enter into with other agencies at an administrative level. Trust Council, or a local trust committee, shall endorse the letter of understanding as appropriate.
3. **Memorandum of Understanding** – A memorandum of understanding refers to an agreement that Trust Council, or a local trust committee, enters into with another corporate entity of the Islands Trust at a political level.

D: **POLICY:**

1. **PROTOCOL AGREEMENTS under the AUTHORITY OF SECTION 9**

The process for the Trust Council to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and first nations, at a political level includes the following:

- 1.1 **Initiation** - Executive Committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advise the ministry responsible for the *Islands Trust Act* of the intention to create a protocol agreement.
- 1.2 **Draft Protocol Agreement** - Islands Trust staff prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ministry responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.

- 1.3 Proposed Protocol Agreement** - Staff prepare a Request for Decision that includes the proposed protocol agreement and place it on the Trust Council agenda for approval to execute the agreement.
- 1.4 Ministerial Approval** - A protocol agreement under Section 9 of the *Islands Trust Act* is forwarded to the minister responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.
- 1.5 Final Protocol Agreement** – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the Trust Council.

Where the Trust Council has delegated authority to a local trust committee to enter into coordination agreements pursuant to Section 9 of the *Islands Trust Act*, the process for the local trust committee to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and first nations, at a political level includes the following:

- 1.6 Initiation** – A local trust committee that has been delegated powers under Section 9 of the *Islands Trust Act* passes a resolution instructing its staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advise the ministry responsible for the *Islands Trust Act* of the intention to create a protocol agreement.
- 1.7 Draft Protocol Agreement** - Staff assigned to the initiating local trust committee prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ministry responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.
- 1.8 Proposed Protocol Agreement** - Staff assigned to the initiating local trust committee prepare a Request for Decision that includes the proposed protocol agreement and place it on the local trust committee agenda for approval to execute the agreement.
- 1.9 Ministerial Approval** - A protocol agreement under Section 9 of the *Islands Trust Act* is forwarded to the minister responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.
- 1.10 Final Protocol Agreement** – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the initiating local trust committee.

2. **PROTOCOL AGREEMENTS under the AUTHORITY OF SECTION 24(2)**

The process for local trust committees to enter into a protocol agreement with municipalities, regional districts, boards of school trustees and francophone education authorities at a political level includes the following:

- 2.1 Initiation** – The local trust committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications.
- 2.2 Draft Protocol Agreement** – Staff prepare a draft protocol agreement and circulate it to the local trust committee, the Executive Committee and the other parties to the agreement for review and comment.
- 2.3 Proposed Protocol Agreement** - The local trust committee approves the proposed protocol agreement and then refers it to the Executive Committee for approval.
- 2.4 Final Protocol Agreement** – Once Executive Committee approval has been received, the Chair of the local trust committee signs the final protocol agreement.

3. **LETTERS OF UNDERSTANDING**

The process to enter into a letter of understanding at an administrative level includes the following:

- 3.1 Initiation** - Trust Council instructs staff to prepare a draft letter of understanding, either through an approved protocol agreement or through a separate Request for Decision from appropriate corporate entity(s), and reviews the work program with regard to timeframes and resource implications.
- 3.2 Draft Letter of Understanding** - Staff prepare the draft letter of understanding and circulate it to appropriate corporate entity(s) and the other parties to the agreement for review and comment.
- 3.3 Proposed Letter of Understanding** - Staff prepare a Request for Decision that includes the proposed letter of understanding and place it on the Trust Council agenda for approval to execute the agreement.
- 3.4 Final Letter of Understanding** – Once Trust Council has approved the letter of understanding, the Chief Administrative Officer signs the final letter of understanding.

4. MEMORANDUM OF UNDERSTANDING

The process to enter into a memorandum of understanding agreement between corporate entities of the Trust includes the following:

- 4.1 Initiation** – The appropriate Trust corporate entity(s) passes a resolution instructing staff to prepare a draft memorandum of understanding and reviews the work program (s) with regard to time frames and resource implications.
- 4.2 Draft Memorandum of Understanding** - Staff prepare a draft memorandum of understanding for review and comment by appropriate Trust corporate entity(s), including the Executive Committee.
- 4.3 Proposed Memorandum of Understanding** - The appropriate Trust corporate entity(s) approve the proposed memorandum of understanding.
- 4.4 Final Memorandum of Understanding** – Once approval is given, then the relevant Chairs of the affected corporate entities of the Trust are the signing authorities for the memorandum of understanding.

5. GENERAL GUIDELINES

- 5.1 Agreements Monitoring** - Staff will file all agreements in the Islands Trust Legislative and Reference Handbooks. Trust Area Services is responsible for cataloguing and monitoring the agreement processes through the Islands Trust Agreements Monitoring Chart.
- 5.2 Amendments** - Amendments to an agreement are proposed, processed, and finalized in the same fashion as the base agreement.
- 5.3 Agreement Format** - Trust Area Services will standardize the format for all agreements and ensure that the process satisfies legislative, legal and policy requirements.
- 5.4 Legislative Reference** - All agreements will acknowledge the Islands Trust legislative object "... to preserve and protect ..." as provided for in the *Islands Trust Act*.
- 5.5 Process** - Staff will negotiate the coordination agreements with political direction. The agreements will conclude at a political level for staff implementation.
- 5.6 Concessions** - Coordination agreement should not make concessions to another party that prevent the Islands Trust from seeking legal recourse against that party.



BRIEFING

To: Trust Programs Committee **For the Meeting of:** January 23, 2019
From: Trust Area Services **Date Prepared:** January 9, 2019
SUBJECT: Sea Level Rise Workshop Update

PURPOSE: To provide an update on the Trust Programs Committee's Sea Level Rise Workshop project.

BACKGROUND:

In June 2018, staff heard from the Living Oceans Society that they were interested in partnering with the Islands Trust to host sea level rise workshops in the Trust Area. Living Oceans was interested in having an Islands Trust staff person on the advisory group and assistance with workshop organizing.

On August 12, 2018, the Trust Programs Committee (TPC) endorsed partnering with the Living Oceans Society to deliver sea level rise workshops, requested staff to develop a project charter and provided up to \$3,000 from TPC's budget to support workshop delivery.

On October 15, 2018, TPC endorsed the attached Sea Level Rise Workshops Project Charter to guide the project.

The workshops are designed to help communities begin planning for the impacts of sea level rise. The goal is to share information on sea level rise by presenting a slide show on what sea level rise is, its impacts on our communities and the potential adaptation measures available for communities with limited resources. It is also to make communities aware of the different steps needed to start the planning process through interactive exercises and to offer some tools and resources to help with the next steps.

The Islands Trust is offering support in the form of booking, paying for meeting halls, catering, and promotion. Planning and Trust Area Services are also in attendance.

The first workshop was offered on December 10, 2018 on Galiano Island. Forty people attended with a note-taker to record concerns and follow-up items. The Director of Planning attended.

Islands Trust will host two more workshops in January: Monday, January 28, 2019, 6 pm to 9 pm on Salt Spring Island and Pender Island Sea Level Rise Workshop, Tuesday, January 29, 2019, 6 pm to 9 pm

Two more workshops are being planned for Bowen Island and Lasqueti Island before the end of March, 2019.

Each workshop is being promoted with posters distributed on-island, via the Islands Trust website, emails to the Islands Trust subscriber list, Living Ocean Society's Facebook page as well as email invitations.

Invitations were sent to First Nations communities, along with posters. Islands Trust staff created a welcome/acknowledgement slide for each workshop to be shown before the beginning of the workshop.

Notes from each workshop will be compiled to provide an overview of concerns and follow-up requests from attendees, and so Islands Trust staff can gauge the success and community outreach.

To date, the project is within budget.

1 ATTACHMENT(S):

- a. Sea Level Rise Workshops Project Charter, October 15, 2018

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor, Trust Area Services

Reviewed By/Date: Clare Frater, Director, Trust Area Services, January 18, 2019

Sea Level Rise Workshops - Charter v1

Trust Area Services

Date: 2018-10-15

Purpose To guide delivery of sea level rise workshops in partnership with the Living Oceans Society.

Background Living Oceans requested that Islands Trust provide a staff person to sit on the project advisory group and provide assistance with organizing sea level rise workshops. The workshop presentations will focus on topics such as causes of sea level rise, prediction ranges, types of impact, how to calculate appropriate setbacks, tools to mitigate/adapt, and helpful resources. The workshops will be delivered by the end of March 2019. Living Oceans had initially suggested up to two workshops but there may be the potential for four or five if the Islands Trust provides funding. Living Oceans has not yet selected islands for the workshops and is open to advice from Islands Trust.

Objectives

- Education on impacts, mitigation, and adaptation to sea level rise
- Education on climate change
- Raise awareness of Island Trust

In Scope

- Booking meeting halls and catering
- Advertising
- Invitations to regional districts
- Review of workshop materials.
- TAS and LPS staff travel and attendance
- Notetaking
- Reporting to Trust Programs Committee

Out of Scope

- Planning advice at the workshops
- New publications
- Advice on land use planning tools
- Honoraria for workshop presenters

Workplan Overview

Deliverable/Milestone	Date
<i>[this is a short list of key deliverables/milestones. The detailed charter for internal use only will have more items.]</i>	
Booking of locations, invitations, and outline of workshop plan	November 2018
Outline of workshop presentations and activities, promotion	December, January 2018/19
Invitations to Regional Districts, Delivery of first workshops	January to March 2019
Recording and compiling of comments and outcomes	March to April 2019
Final report and outcomes for policy and procedure development	April 2019

Project Team

Karen Wristen, Living Oceans/Clare Frater, Islands Trust	Project Managers
Bylaw Enforcement Manager	Advisory Group
Living Oceans Consultant	Workshop Delivery
Senior Policy Advisor	Secretariat Support

Staff Approval:

Clare Frater

Date: Oct. 9, 2018

TPC Endorsement:

Resolution #:

Date:

Budget

Budget Source: Trust Programs Committee

Fiscal	Item	Cost
2018/19	Advertising	\$800
2018/19	Meeting hall Costs	\$500
2018/19	Staff travel costs	\$1,000
2018/19	Catering	\$200
2018/19	Contingency	\$500
	Total	\$3,000 73

BRIEFING

To: Trust Programs Committee **For the Meeting of:** January 23, 2019
From: William Shulba **Date Prepared:** January 14, 2019
SUBJECT: An Update Briefing on the Roles and Responsibilities of Islands Trust and Other Jurisdictions in the implementation of the Water Sustainability Act

PURPOSE: To provide Trust Programs Committee with an update of staff work to identify roles and responsibilities of Islands Trust with the implementation of the *Water Sustainability Act*.

BACKGROUND: In May 2018, the Trust Programs Committee passed the following resolution:

TPC-2018-015

It was MOVED and SECONDED,

Trust Programs Committee request staff to develop a report on the roles and responsibilities of Islands Trust, regional districts, improvement districts, provincial ministries and First Nations under the *Water Sustainability Act*.

The resolution passed by Trust Programs Committee requested staff to develop a report on the roles and responsibilities of Islands Trust and other agencies with respect to the *Water Sustainability Act*. Staff have been working to understand the involvement of these agencies and their interactions with the Islands Trust mandate and island communities in the implementation of the *Water Sustainability Act*.

As of February 29, 2016 the *Water Sustainability Act* was enacted in the Province replacing the previous *Water Act* and as such has enacted significant changes for existing and new surface water and groundwater users. The Act legislates stronger protection for aquatic systems, increased dam safety, and that all non-domestic groundwater use must be authorized via allocation license by the Ministry of Forests, Lands, Natural Resources, and Rural Development (FLNR) to lawfully utilize the resource. The Act also hosts an array of regulations that will benefit water sustainability in the Islands Trust Area, such as the [Groundwater Protection Regulation](#).

The Senior Freshwater Specialist has engaged with Islands Trust planning staff, regional districts, and the Province of British Columbia in elements of the implementation of the *Act*, including but not limited to, existing non-domestic groundwater license referral in land-use applications, dam safety initiatives, data information frameworks, watershed protection initiatives, and issues relating to water rights in general.

There are vast differences in the bylaw requirements and datasets for the different local trust areas and Bowen Island that creates vagueness in the role of Islands Trust information, programs, and planning services as they relate to the implementation of the *Water Sustainability Act*. Examples of these differences are consequence are the lack of an Islands Trust wide framework to guide proof of water for subdivision, aquifer protection planning, watershed protection planning, and water budgets to determine carrying capacity of islands. As these topics are considered on the local trust committee level throughout different moments in history, there is disharmony on the approaches to water sustainability in land-use bylaws, public facing documentation, and official community plans.

These differences seem to result from the amount of on-island coordination of freshwater initiatives and the historical top priorities of the LTC/BIMs. Significant differences exist between Islands Trust, the

regional districts, and the Province with respect to watershed mapping, streams, water use data, and policy. Harmonization of freshwater information is on-going, yet data gaps exist and requires a strategy to solve.

Ensuring the future sustainability of water resources depends on evidence-based decisions making using appropriate watershed and water use data. At this time, the Islands Trust Information Services and Local Planning Services has data and information limitations to support evidence-based decision making regarding freshwater.

The roles and responsibilities of Islands Trust is to ensure pathways to up hold the Preserve and Protect mandate and the official community plans of LTCs/BIM. Senior Freshwater Specialist outlines several basic themes that may define the roles and responsibilities of Islands Trust as they relate to water sustainability.

The watersheds in the Islands Trust Area holds significant ecological, cultural, and spiritual abundance for First Nations. As such any land-use changes in watersheds should deeply consider engagement with First Nations. Government agencies with various jurisdiction in and around the Islands Trust Area with respect to water use and watershed protection including the Islands Trust, the Province, BC Parks, and regional districts should develop a coordination agreements for the preservation and protection of watershed amenities and water resources.

WATERSHED ECOSYSTEMS

For communities and ecosystems in the Trust Area to be sustainable it is crucial that they have reliable source of water into the future. To understand the water systems that support island communities and ecosystems it is important to identify information and data strategies relating to watershed ecosystems. Watershed protection focuses on the natural landscape that contributes to healthy watershed ecosystems including protection of aquifers, salmon-bearing habitat, and water users.

Watershed protection is focused on inventorying watershed ecosystems to support land-use decisions and monitoring needs to protect the natural function of watershed hydrology and ecology that support freshwater resources by creating evidence-based policies.

Watershed ecosystems are the interconnectivity and interactions between biotic and aquatic components of a watershed. Watershed functions are the vital cyclic events that are necessary for the continuation of life in aquatic and terrestrial systems. These functions are essential sources of ecological services that support water quality in drinking water lakes.

Watershed inventory and mapping can be accomplished in several ways including delineating topographic divides of drainage basins, mapping watershed ecosystem functions, and modelling storm water drainage. Watersheds are inventoried using either as a desktop or field-based processes. Determination of the boundary is dependent on the purpose of the project.

Stream, lakes, and wetlands are essential watershed ecosystem features and there are many ways to identify their location, function, and nature. It would be reasonable to assume that watershed impacts such as clear cutting, contamination and other landscape alterations can have impacts on the function of watersheds by disrupting contiguous biotic, fungal, and aquatic ecosystems that are difficult to study and identify on a localized scale.

Role and Responsibility: Under the Water Sustainability Act, the Province has designated a “Sensitive Stream” designation that protects fish populations that are at risk from damage to the stream’s aquatic ecosystem. An example of a stream in the Islands Trust Area is Fulford Creek on Salt Spring Island. Authority to divert and use water from a sensitive stream or from a well that is hydraulically connected to a sensitive stream may be granted, but with terms, conditions and restrictions applied. Aquatic and watershed ecosystem mapping has been completed by the Province of BC under the TRIM program and other initiatives from the Watershed Protection division of the Ministry of Forests, Lands, Natural

Resources, and Rural Development. Regional districts and Islands Trust have engaged in their own watershed boundary mapping. In some cases there is lack of consensus over the boundary polygons as watershed boundary delineation can be determined from drainage divides which can be dependent on the quality of topographic modelling or determined from ecosystem function which is a more esoteric science. Islands Trust should coordinate with the Province and regional districts to develop a common data-set relating to watershed ecosystems.

WATER RIGHT AUTHORIZATIONS AND HYDROLOGICAL MONITORING

Preserving and protecting water supply requires regulating its use so that water is available to sustain environmental, economic and human needs. One of the significant changes introduced by the WSA is that authorization is required to use groundwater for anything other than domestic use. Regulating groundwater use allows surface water and groundwater to be managed and protected as one interconnected resource, and clarifies the rights of groundwater users.

A water right is the authorized use of surface water or groundwater under a water licence or approval. There are authorized uses of water outside of licensing, for example the use of unrecorded water, or the use of groundwater for domestic purposes. The *Act* and regulations provide rules, guidance and standards for gaining the right to use water, and for using water safely, responsibly and sustainably.

During times of water scarcity or drought, the B.C. government can apply a number of regulatory options, alone or in combination to protect the rights of water users, essential household needs and aquatic ecosystems. Licensees, holders of use approvals and groundwater users (whether they have an authorization or not) as well as domestic groundwater users can have their water diversion and use restricted or curtailed under a First in Time, First in Right (FITFIR) order from the Province.

As a requirement of water-use licences, there is hydrological monitoring in water bodies that are salmon-bearing and in major lakes that are used as drinking water sources.

Role and Responsibility: Real-time water monitoring can be located on the Provincial database, called Aquarius. Environment Canada also has hydrometric monitoring program although both of the programs have limited coverage in the Islands Trust Area and is specific to certain projects. Regional districts may also have monitoring programs. For example, the Regional District of Nanaimo Watershed and Drinking Water Protection Program has an extensive hydrometric monitoring program. Islands Trust does not have specific mandate to require or accept hydrological monitoring outside of unique initiative or directives.

AQUIFER PROTECTION

To effectively manage groundwater use and the impacts of land development on groundwater availability and quality, it is essential to understand the existence and characteristics of B.C.'s aquifers. To ensure the preservation of water authorizations and ecosystem health, aquifers must be protected from impacts from land-use changes and climate change.

The Provincial Groundwater Observation Well Network program collects, interprets and reports information about groundwater quantity and chemistry. Approximately 186 observation wells provide data from various developed aquifers in B.C. The network was established in 1961, and archived data from previous years allows for the monitoring of groundwater patterns and trends.

The network monitors water conditions of key aquifers across the province to support the effective management, protection and sustainable use of our groundwater resources and associated ecosystems and is recording on many of the islands in the Islands Trust Area.

Within the provincial network, groundwater levels are continuously monitored using pressure transducers. Almost two-thirds of the observation wells in the network transmit information through satellite telemetry, allowing decision makers and the public to observe groundwater levels as they rise and fall in near real time.

Roles and Responsibilities: The Province plays a role in determining the capacity of an aquifer to provide groundwater to inform their authorizations. The Province has a long history of engagement of aquifer mapping and other groundwater focused projects; identifying aquifer carrying capacity and recharge zones is important for protecting groundwater resources. Creating land-use policies to protect aquifers and other ecological amenities in the Islands Trust Area is the responsibility of local trust committees and Bowen Island Municipality.

It is the role and responsibility of the regional districts and Islands Trust to assist the Province by participating in initiatives to increase the groundwater monitoring. Examples of these projects are the Regional District of Nanaimo Watershed and Drinking Water Protection Program wells monitoring project on Gabriola Island and the Salt Spring Island Watershed Protection Alliance groundwater monitoring pilot project that is supported by the Capital Regional District, the Ministry of Forests, Lands, Natural Resources, and Rural Development and Islands Trust. Historical monitoring events were held on Hornby Island from coordination of multiple ministries, Islands Trust, and community organizations.

Aquifer vulnerability mapping has been completed for certain considerations by the Province and members of academia. Implementation of these mapping products and others will support Local Trust Committees and Bowen Island Municipality in the protection of sensitive recharge zones by the way of land-use planning such as Development Permit Areas and conservation areas. There are many significant groundwater recharge zones in the Islands Trust Area that have largely not been delineated or protected by policy. Dedicated groundwater recharge mapping has occurred on Galiano, Gabriola, and Hornby Islands. On these islands, groundwater recharge mapping supported the adoption of land-use bylaws that protect these areas and these LTCs and Bowen Island Municipality continue to play a leading role in protecting aquifers for their communities.

FOLLOW-UP: Staff will continue to analyze the roles and responsibilities of local trust committees, Bowen Island Municipality, Trust Council and other agencies with respect to the implementation of the *Water Sustainability Act*. Staff anticipates undertaking further work in the following areas that relate directly to Islands Trust jurisdiction:

- A review of the watershed mapping to identify errors in the Islands Trust Area.
- Encouraging harmonization of streams, lakes, wetlands and watershed boundary mapping between the regional districts and Islands Trust;
- Encouraging registration of groundwater well records located in the Islands Trust land-use applications; and
- Analysis of carrying capacity of the major islands with respect to future water resource availability and zoning build out projections.
- Staff will also continue to coordinate with regional districts and the Province to improve data quality and to mutually harmonize technical information, methodologies, and other related content where possible.

First Nations: When undertaking work on freshwater initiatives, Staff will ensure processes and initiatives align with Trust Council's policies in relation to First Nations engagement and reconciliation.

Prepared By: William Shulba, Senior Freshwater Specialist

Reviewed By/Date: Clare Frater, Director, Trust Area Services/January 18, 2019
David Marlor, Director, Local Planning Services/January 18, 2019

ATTACHMENT(S): None

REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** January 23, 2019

From: Clare Frater **Date Prepared:** January 17, 2019

SUBJECT: BAYNES SOUND/LAMBERT CHANNEL LEARNING EXCHANGE – CO-HOSTED WITH WORLD WILDLIFE FUND

RECOMMENDATION: That the Trust Programs Committee endorse the Baynes Sound/Lambert Channel Learning Exchange Project Charter dated January 23, 2019.

DIRECTOR COMMENTS: This recommendation supports Islands Trust's commitment to healthy marine ecosystems and the Denman and Hornby Islands LTCs commitment to a healthy Baynes Sound and Lambert Channel. The participation of First Nations and other governments and diverse stakeholders in the forum, bodes well for the event resulting in continued dialogue and solution building amongst diverse partnerships.

1 PURPOSE:

To provide Trust Programs Committee with a draft project charter for the proposed the Baynes Sound/Lambert Channel Learning Exchange Project and related background information.

2 BACKGROUND:

The communities and LTCs of Hornby and Denman Islands have long been concerned about the health of the Baynes Sound and Lambert Channel: the marine environment -- and the many fish, birds and mammals that are dependent on healthy marine ecosystems. This concern is shared amongst many First Nations, government agencies, resource based industries, and community groups who live and work in and around Baynes Sound and Lambert Channel.

The land and waters of Baynes Sound and Lambert Channel include federally recognized bird habitat, vital herring and other forage fish habitat, and 13 salmon bearing streams. Many of these important habitats are threatened by a variety of local human activities, including industrialized shellfish aquaculture as well as global human activities resulting in increased ocean temperatures and acidification.

The Baynes Sound/Lambert Channel Ecosystem Forum was held May 22-23, 2018 at the Kingfisher Oceanside Resort in Courtenay. Participants considered the event a success and all requested that the group meet again as soon as possible. The event was unique in that it brought together First Nations, federal, provincial, regional and local governments in dialogue with industry and conservation groups to collaboratively discuss challenges and opportunities for change. Islands Trust was appreciated as the co-sponsor of the event.

The Baynes Sound/Lambert Channel Ecosystem Forum theme group and plenary discussions have been summarized into a document by the co-leads from Islands Trust and World Wildlife Fund Canada (attached). From the document:

Key outcomes:

Each of the theme groups and the Plenary discussions were in agreement that improving the health of Baynes sound is vital for the ecosystem and collectively agree that maintaining the status quo will result in the continued ecological degradation of this important marine area, more conflict, and decreased benefits for all, and called for:

1. Continued dialogue regarding the health of the Baynes Sound ecosystem Continuation of the BS/LC Ecosystem Forum group through ongoing dialogues and to meet again relatively soon.
2. Creation of a shared vision to guide an integrated approach to managing human use in Baynes Sound.
3. Integration of various planning and management efforts currently underway and across multiple levels of government, so that ecosystem risks can be understood, avoided, and mitigated for all current and future human use.

Next Steps

The participants discussed the need to investigate ways to support continuation of BS/LC Ecosystem Forum group, including possibilities for secretariat support and new governance body. Possible next steps were identified as:

1. Investigate possibilities for leadership of the BS/LC Ecosystem Forum provided by K'omoks First Nation, supported by other governments and secretariat.
2. Gather as group to create a common, shared vision – that will guide and inspire collaborative actions.
3. Collaborate on actions to improve the health of the BS/LC Ecosystem.
4. Initiate collaborative research on understanding the challenges and improving the health of BS/LC ecosystem, including innovations in aquaculture methods.
5. Initiate shared space for gathering and sharing of data, information and knowledge.
6. Initiate research and discussion on concurrent law models to address responsibility overlap among Indigenous/federal/provincial laws.

The full summary report is available upon request from the Director of Trust Area Services.

On October 15, 2018, the Trust Programs Committee received two delegations regarding next steps following the May 2018 Baynes Sound Lambert Channel Forum. At that meeting, the Trust Programs Committee passed the following resolution:

TPC-2018-26

It was MOVED and SECONDED,

that the Trust Programs Committee requests staff to prepare a draft project charter, in consultation with World Wildlife Fund, for Phase 2 of the Baynes Sound Ecosystem Forum, together with a budget proposal.

This proposed project builds on three past events dedicated to Baynes Sound/ Lambert Channel ecosystem: 1) Simon Fraser University April 2014 three-day event and, 2) Association of Denman Island Marine Stewards (ADIMS) March 2017 one-day event, and most notably 3) the Islands Baynes Sound-Lambert Channel Ecosystem Forum hosted by Islands Trust and WWF-Canada in 2018.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This project would be primarily organized by World Wildlife Fund Canada staff. TAS staff would support the co-hosting partnership by advising on general matters, attendance at the event, processing of invoices and, as necessary, through preparation of a service contract with the forum facilitator. As the Policy Statement Amendment Project and Community Stewardship Award engagement activities are expected to be underway at the same time, there is risk of competing priorities for staff. However, given the limited role proposed for Islands Trust it seems achievable to deliver on all three initiatives, unless the Trust Programs Committee or Executive Committee request other events or advocacy work.

Islands Trust Trustees and planners from Hornby and Denman Islands will be invited to the Forum.

FINANCIAL: The Islands Trust will contribute \$6,000 from TPC's 2018-19 project funds, which will be used towards room rental and catering, staff and trustee travel, materials and the final report. Once this project charter is approved, TPC will have at least \$8,600 remaining from the 2018-19 project budget. At this time, there is no plan for further projects.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: World Wildlife Fund Canada and Islands Trust would co-host the learning exchange event in March 2019. The event would be by invitation only and the co-hosts would endeavor to keep participant numbers up to 40 so that it is an active working event. The Forum would be facilitated by a professional facilitator with dispute resolution experience. A goal would be to ensure the Forum is a safe place for dialogue that will foster a spirit of cooperation and collaboration amongst the First Nations, governmental, industry and community groups based on shared values and concerns.

Any materials for meetings, Forum and invitations would have both Islands Trust and WWF logos. All communications products and meeting materials/invitations would be created by WWF in-house graphic design team.

A summary report with recommendations would be written by World Wildlife Fund and Islands Trust. The document will be designed and prepared by World Wildlife Fund. If a report is approved by the Trust Programs Committee in May 2019 it will be made public.

FIRST NATIONS: First Nations with asserted Aboriginal title, rights and/or treaty rights will be invited to the event. Chief Mike Recalma of the Qualicum First Nations and former Councillor Melissa Quocksister of the K'ómoks First Nation attended the Baynes Sound Lambert Channel Forum.

OTHER: None.

4 RELEVANT POLICY(S):

No directly relevant policies. However, the Islands Trust Strategic Plan 2014-2018 includes "*Goal A - 'To Foster preservation and protection of the Trust Area's ecosystems with the objective of Protecting coastal shorelines and marine areas with land use planning tools and by advocating.... for reducing the impacts of shellfish aquaculture practices and industrial marine activities.*"

The Denman Island and Hornby Island *Official Community Plans* include many policies that contribute to the health of Baynes Sound and Lambert Channel.

- 5 **ATTACHMENT(S): Baynes Sound/Lambert Channel Learning Exchange Project Charter dated January 23, 2019.**
-

RESPONSE OPTIONS

Recommendation: That the Trust Programs Committee endorse the Baynes Sound/Lambert Channel Learning Exchange Project Charter dated January 23, 2019.

Alternative:

- 1) Defer consideration of the project charter until a future date (with the understanding the WWF Canada may not have funding/staff resources available at that time).
 - 2) No action.
-

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Kimberley Dunn, World Wildlife Fund Canada, January 18, 2019

Purpose The purpose of the Learning Exchange is to facilitate continued dialogue and solution-building amongst the governments and stakeholder groups with an interest in the health of the Baynes Sound-Lambert Channel ecosystem. Islands Trust will co-host with WWF-Canada a one-day event focused on learning from other regionally focused marine ecosystem initiatives.

Background On October 15, 2018 the Trust Programs Committee requested staff to *prepare a draft project chart in consultation with World Wildlife Fund, for Phase 2 of the Baynes Sound/Lambert Channel Ecosystem Forum, together with a budget proposal*. Hornby and Denman Island OCPs have many policies related to ecological care. Baynes Sound/Lambert Channel coordination events build on past events dedicated to Baynes Sound/Lambert Channel ecosystem, including Simon Fraser University April 2014 3-day event, Association of Denman Island Marine Stewards March 2017 event, and most notably the Islands Baynes Sound-Lambert Channel Ecosystem Forum hosted by Islands Trust and WWF-Canada in 2018.

Objectives

- Establish an opportunity for up to 40 participants to have a shared learning experience, based on the next steps identified in the 2018 Ecosystem Forum
- Foster a continued spirit of cooperation and collaboration amongst the First Nations, governmental, industry and community groups based on shared values and concerns
- Identify next steps for collaborative action

In Scope

- One-day learning exchange event (including participant meals)
- Facilitator
- Involvement of First Nations in meetings and Forum
- Consideration to stakeholder and expert travel assistance, including honoraria for First Nations participation as appropriate
- Summary report with highlights and recommendations for next steps

Out of Scope

- Event that is open to the general public
- Public education or outreach
- Primary research or data collection
- Overnight accommodations for participants

Workplan Overview

Deliverable/Milestone	Date
Schedule and plan Learning Exchange event	February/March 2019
Issue invitations and finalize agenda	March 2019
Host event	March 2019
Summary report to Trust Programs Committee	May 2019

Project Team

Clare Frater and Kim Dunn (WWF)	Project Sponsors
Gillian Nicol and Kim Dunn (WWF)	Project Managers
Kim Dunn (WWF)	Logistics Coordinator

Approved by:

Date:

Endorsement:

Resolution #:

Date:

Budget

Budget Source:

Item	Cost
Event venue and catering	\$3,000
Islands Trust staff/travel	\$1,000
Participant/expert travel assistance	\$5,000
Event materials and final report	\$ 500
Facilitator	\$1,500
Total (WWF \$5,000 + TPC \$6,000)	\$11,000
	82

To: Trust Programs Committee

For the Meeting of: January 23, 2019

From: Clare Frater, Director, TAS

Date prepared: January 15, 2019

SUBJECT: CROWN LAND AGREEMENT PROJECT UPDATE

DESCRIPTION OF ISSUE: The purpose of the Crown Land Agreement Project is to replace outdated agreements with a more comprehensive agreement that establishes a framework for Province of British Columbia ministries and Islands Trust, along with Bowen Island Municipality to cooperate, collaborate, and exchange information in a more effective and efficient manner.

BACKGROUND:

During the late 1990s and early 2000s, Islands Trust entered into agreements with provincial agencies to address communication and coordination on a variety of issues. Four of these agreements relate to Crown lands and all of them are out of date.

Islands Trust has interests related to the following: private moorage and docks; seawalls and shoreline structures; compliance; land and water tenure renewals; designated use areas; forestry; and the disposition of Crown land. In order to align the Islands Trust mandate of preserve, protect, and stewardship it is important to work with Provincial Ministries that have Crown land authorization for land and water tenures. Upon review of the key agreements related to these issues, Islands Trust staff found that the agreements noted below could be combined into one agreement to create better communication, efficiency, and effective management of information sharing in relation to Crown land.

Agreements:

1. Letter of Understanding on Crown Land Administration within the Islands Trust Area between Ministry of Environment, Lands and Parks Lands Regional Operations Department and Islands Trust June 28, 1994
2. Protocol Agreement on Crown Lands In the Trust Area between Ministry of Environment, Lands and Parks Lands Regional Operations Department and Islands Trust June 28, 1994
3. Protocol Agreement on Aquaculture Uses in the Islands Trust Area Provincial Ministry of Agriculture, Fisheries and Food and Islands Trust January 27, 1997
4. Letter of Understanding between BC Assets and Land Corporation and the Islands Trust concerning the Use and Protection of Crown Land Resources through Balancing Local and Provincial Interests November 26, 1999
5. Letter of Understanding between the Ministry of Forests and the Islands Trust concerning the Establishment of Woodlots in the Islands Trust Area that respect the Object of the Islands Trust while Supporting the Local Island Forest Economic Base, June 21, 1999.

We previously began a process to renew these agreements, but to date have had little success. Following meetings between Islands Trust Staff and the Ministry of Forest, Lands, Natural Resource Operations and Rural Development (FLNRORD) staff on December 9, 2016, FLNRORD provided a draft agreement. Islands Trust staff has significantly revised the draft agreement provided by FLNRORD staff by incorporating desired

processes that accommodate current concerns, statements that acknowledge Trust Council's First Nations engagement principles, as well as relevant concepts and commitments from the agreements.

Staff is also planning to work collaboratively with Bowen Island Municipality and FLNRO staff to refine the 70+ clauses in the current draft version. The new agreement is currently drafted as a letter of understanding between the Islands Trust CAO and a FLNRO representative.

The following timeline outlines the work and progress from 2015 to 2018: January 2019, revised Project Charter V4 and briefing:

- 2017-2018, emails regarding process and meetings, review outline of concerns and terms of reference for moving forward. Provincial staff changes resulted in some changes and challenges.
- December 9, 2016, FLNRO staff provided Islands Trust staff with a draft agreement that addresses Crown land and forestry matters.
- July 2016, the Director of Trust Area Services met with staff from the Ministry of Forests, Lands and Natural Resource Operations about the project. In November 2016, TPC received version 3 of the project charter.
- February 2016, TPC approved version 2 of the project charter.
- November 2015, the Trust Programs Committee (TPC) received version 1 of a Crown Land Agreement Protocol project.

Staff has provided a revised Project Charter that reflects the new timeline and team leads for engagement with Provincial Ministries and Islands Trust.

ATTACHMENT(S): Revised Crown Land Protocol Agreement Project Charter, V4
Original Crown Land Protocol Agreement Project Charter, V3

FOLLOW-UP:

- Staff will meet with provincial ministries in January, 2019.
- Staff will continue to implement the project, incorporating the advice from TPC members.
- Staff intend to provide the Trust Programs Committee a draft RFD for Trust Council that recommends adoption of the new letter of understanding and cancellation of the four agreements listed above at the appropriate conclusion of discussions with provincial ministries.

Prepared By: Lisa Wilcox, Senior Intergovernmental Policy Advisor

Reviewed By/Date: David Marlor, Director, Local Planning Services/Jan 17, 2019

Crown Land Protocol Agreements - Revised Project Charter v.4

Date: January 15, 2019

Purpose

The purpose of the Crown Land Agreement Project is to enter into a more comprehensive agreement that establishes a framework for Province of BC Ministries and Islands Trust, along with Bowen Island Municipality to cooperate, collaborate, and exchange information in a more effective and efficient manner to realize objectives that align with the Islands Trust Act, and Policy Statement.

Background

Islands Trust has been interested in updating and consolidating three letters of understanding and three protocol agreements dating from 1994-1999. Ministry of Forest, Lands, Natural Resource operations and Rural Development (FLNRORD) interest was triggered in 2012 by Assistant Deputy Minister (ADM) sponsorship of a review of all legacy agreements, which involved consulting with the parties to all those agreements. 2017-2018, emails regarding process and meetings, review outline of concerns and terms of reference for moving forward. Provincial staff changes resulted in some challenges. December 2016, FLNRORD staff provided Islands Trust staff with a draft agreement that addresses Crown land and forestry matters. July 2016, the Director of Trust Area Services met with staff from the Ministry of Forests, Lands and Natural Resource. November 2016, TPC received version 3 of the project charter. February 2016, TPC approved version 2 of the project charter. November 2015, the Trust Programs Committee (TPC) received version 1 of a Crown Land Agreement Protocol project. February 2015, the newly elected Bowen Island Municipal Council authorized its staff to work on a 3-party agreement with Islands Trust and FLNRORD staff.

Objectives

Formal and consistent consideration of the Islands Trust Object during provincial decisions about Crown Land within the Islands Trust Area.

In Scope

Update the 1999 Letter of Understanding between BC Assets and Land Corporation and Islands Trust to include elements of existing agreements defining roles in coordination, communication, data-sharing, referral and decision-making regarding Crown Land.

Out of Scope

- External communications
- Community engagement

Workplan Overview

Deliverable/Milestone	Target dates
Consult with BIM, affected LTCs, ITF, and planning staff about needs	April-May 2019
Advise MCSCD of intention to revise agreement(s) and scope of change	April 2019
Revise agreements in cooperation with MFLNRO staff and executive	February-March 2019
Drafts to BIM, Trust Programs and Executive Committees for review	April 2019
Draft to Trust Council for approval	End-March 2019
Forward approved draft to MCSCD for approval	June 2019

Project Team

David Marlor	Director —Islands Trust
Clare Frater	Director —Islands Trust
Vera Vukelich	— MFLNRO
Lisa Wilcox	SIPA—Islands Trust

Approved by:

Date:

Endorsement:

Resolution #:

Date:

Budget

Budget Source: Islands Trust (TAS Projects)

Item	Cost
Meetings, conference calls and to share documents, First Nations engagement costs if required	100.00
Legal review if required	3,000.00
Total	3,100.00

Crown Land Protocol Agreements - Project Charter

Date: July 28, 2016

Purpose

The purpose of this project is to enter an agreement to establish a framework for the Parties to cooperate, collaborate and exchange information in order to realize common objectives.

Background

Islands Trust has been interested in updating and consolidating three letters of understanding and three protocol agreements from 1994-1999, but lacked staff capacity until now. MFLNRO interest was triggered in 2012 by ADM sponsorship of a review of all legacy agreements, which involved consulting with the parties to all those agreements. The Islands Trust asked that our agreement be high priority, and agreed to seek Bowen Island's level of interest in participating. In 2012 there were preliminary revisions to the letter of understanding but work stalled due to lack of staff capacity. In Sept 2014, the Islands Trust Council added to its 2011-2014 Strategic Plan a new item: "Negotiate a new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations," and recommend that the next Trust Council retain this item as a strategic priority." On Feb 23, 2015, the newly elected Bowen Island Municipal Council authorized its staff to work on a 3-party agreement with Islands Trust and MFLNRO staff.

Objectives

Formal and consistent consideration of the Islands Trust Object during provincial decisions about Crown Land within the Islands Trust Area.

In Scope

Update the 1999 Letter of Understanding between BC Assets and Land Corporation and Islands Trust to include elements of existing agreements defining roles in coordination, communication, data-sharing, referral and decision-making regarding Crown Land.

Out of Scope

- External communications
- Community engagement

Workplan Overview

Deliverable/Milestone	Target dates
Consult with BIM, affected LTCs, ITF, and IT planning staff about needs	Ongoing
Advise MCSCD of intention to revise agreement(s) and scope of change	Complete —July 2016
Revise agreements in cooperation with MFLNRO staff and executive ctte	July-November 2016
Drafts to BIM, Trust Programs and Executive Committees for review	November 2016
Draft to Trust Council for approval	December 2016
Forward approved draft to MCSCD for approval	Jan 2017

Project Team

Lisa Gordon	Project Manager — Islands Trust
Garth Webber-Atkins	Project Manager — MFLNRO
	Project Manager — BIM
	Project Support— MFLNRO

Approved by:

Date:

Endorsement:

Resolution #:

Date:

Budget

Budget Source: Islands Trust (TAS Projects)

Item	Cost
Go-to meeting for conference calls and to share documents	100.00
Legal review if required	3,000.00
Total	3,100.00

**Top Priorities****Trust Programs Committee**

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Review the Islands Trust Policy Statement	Implement Policy Statement engagement plan State of the Islands project		Clare Frater	
2	Trust Secretariat	Provide a report to Trust Council with information about the implications of the Islands Trust taking on a secretariat role for the Howe Sound Community Forum that considers the needs of existing and potential regional coordination processes in the Baynes Sound/Lambert Channel and Saanich Inlet regions.	20-Jun-2018	Clare Frater Russ Hotsenpiller	
3	Sea Level Rise Workshops	Provide opportunity to bring sea level rise information to islands in the Trust Area and raise the profile of the Islands Trust.	15-Oct-2018	Clare Frater	

Projects**Trust Programs Committee**

Description	Activity	R/Initiated
Improve cooperation and integration with other levels of government.	Explore opportunities and benefits of cooperating with First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve.	
Amend Crown Land Cooperation Agreements	Engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements into one. (Consider implications for First Nations relationships.)	

Trust Programs Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Enhance (protect / restore) community character, socio-economic diversity and economic sustainability	Develop advocacy program for sustainable, appropriate agriculture			
		Facilitate exploration of intra and inter-island transportation routes			
	Improve the Delivery and Integration of Services	Identify changes that could improve the delivery and integration of services			