



Trust Programs Committee Agenda

Date: Wednesday, January 24, 2018
Time: 10:00 am - 2:00 pm
Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
2.2 Approval of Agenda	
3. ADOPTION OF MINUTES/COORDINATION	
3.1 Minutes of Meeting - November 6, 2017	2 - 5
4. TRUST COUNCIL BUSINESS	
4.1 Identifying changes that improve delivery and integration of services - Briefing	6 - 12
4.2 Agreements monitoring chart - Briefing	13 - 28
5. BUSINESS	
5.1 Water Conservation Advocacy and Education - Revised Project Charter - RFD	29 - 31
6. NEW BUSINESS	
7. NEXT MEETING	
7.1 Working Group meetings	
7.2 Next regularly scheduled TPC meeting: February 19, 2018, 10am, Regional District of Nanaimo Boardroom	
8. ADJOURNMENT	

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



Trust Programs Committee Minutes of Regular Meeting

Date of Meeting: Monday, November 6, 2017

Location: Ladysmith City Hall
410 Esplanade, Ladysmith, BC

Members Present: Brian Crumblehulme, Mayne Island Local Trustee (Vice Chair)
Tony Law, Hornby Island Local Trustee
Sue Ellen Fast, Bowen Island Municipal Trustee
Heather O'Sullivan, Gabriola Island Local Trustee
Dan Rogers, Gambier Island Local Trustee
George Grams, Salt Spring Island Local Trustee (EC Rep)
Peter Luckham, Islands Trust Chair (ex officio)

Members Absent: David Critchley, Denman Island Local Trustee

Staff Present: Clare Frater, Director of Trust Area Services
Russ Hotsenpiller, Chief Administrative Officer
Fiona MacRaid, Senior Intergovernmental Policy Advisor
Karen Hurley, Senior Policy Advisor
David Marlор, Director of Planning Services (by phone)
Emily Kozak, Recorder

Media and Others Present: None

1. CALL TO ORDER

Chair Crumblehulme called the meeting to order at 10:48 a.m. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

1. 6.1 Bowen Island Municipality position regarding logging of Crown land

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

3. ADOPTION OF MINUTES

3.1 August 17, 2017 Minutes

By **General Consent**, the minutes of the August 21, 2017 Trust Programs Committee Meeting were adopted as presented.

3.2 Follow Up Action List

The Follow-Up Action List was provided for information and review.

4. TRUST COUNCIL BUSINESS

4.1 Policy Statement Amendment Engagement Planning - RFD

The request for decision provided a detailed description of the proposed program, an overview of the process so far, and a budget and timeline for the project.

TPC-2017-019

It was MOVED and SECONDED,

that the Trust Programs Committee recommend that the Executive Committee adopt the draft Policy Statement Amendment Engagement Plan, as amended, dated October 30, 2017.

CARRIED

TPC-2017-020

It was MOVED and SECONDED,

that the Trust Programs Committee recommend to Trust Council that funding for the Senior Intergovernmental Policy Advisor position be extended for two further years to facilitate the Policy Statement engagement process.

DEFEATED

The meeting recessed at 12:08 p.m. and resumed at 12:37 p.m.

TPC-2017-021

It was MOVED and SECONDED,

that the Trust Programs Committee request the Executive Committee to request staff to make recommendations to Trust Council regarding how to fund and resource the Policy Statement engagement process.

CARRIED

4.2 Establishment of Working Group on Area Wide Service and Operations Integration - RFD (EC referring for comment)

The report details the objective of establishing the working group.

TPC-2017-022

It was MOVED and SECONDED,

that the Trust Programs Committee recommends:

1. that a working group be established through the Trust Programs Committee; and
2. that all relevant information on service delivery and governance options throughout the Trust Area, including outcomes of the Salt Spring Island post-incorporation community discussions be forwarded to Trust Programs Committee for their consideration.

CARRIED

5. BUSINESS

5.1 Baynes Sound Forum - RFD

The report provides an overview of the proposed forum.

TPC-2017-023

It was MOVED and SECONDED,

that the Trust Programs Committee endorse the Baynes Sound/Lambert Channel Forum Project Charter dated October 31, 2017, as amended.

CARRIED

5.2 TPC budget request – Briefing to FPC

The briefing was received for information.

5.3 Trust Area Freshwater Sustainability Forum Project - Briefing

The briefing was received for information.

5.4 Crown Land Agreements Project (verbal update)

The update was received for information.

6. NEW BUSINESS

6.1 Bowen Island Municipality position regarding logging of crown land

Committee member Sue Ellen Fast presented a letter, dated September 18, 2017, from Bowen Island Municipality to the Minister of Forests, Lands, Natural Resource Operations and Rural Development regarding opposition to the logging of Crown land on Bowen Island.

TPC-2017-024

It was **MOVED** and **SECONDED**,

that the Trust Programs Committee receive the letter regarding industrial logging on Bowen Island dated September 18, 2017 and forward it to the Executive Committee.

CARRIED

7. WORK PROGRAM

7.1 Trust Programs Committee Work Program Report

TPC-2017-025

It was **MOVED** and **SECONDED**,

that the Trust Programs Committee amend its top priorities list to read:

1. Review the Islands Trust Policy Statement
2. Protect Quality and Quantity of Water Resources
3. Baynes Sound Forum

and to move Amend Crown Land Cooperation Agreements into the ongoing projects list.

CARRIED

8. NEXT MEETING

8.1 2018 Proposed Dates

Staff will look into new proposed dates for 2018.

9. ADJOURNMENT

The Trust Programs Committee meeting was adjourned at 2:00 p.m.

Brian Crumblehulme, Chair

CERTIFIED CORRECT:

Emily Kozak, Recorder

BRIEFING

To: Trust Programs Committee **For the Meeting of:** January 24, 2018
From: Russ Hotsenpiller, CAO **Date Prepared:** January 18, 2018
SUBJECT: Identifying changes that improve delivery and integration of services

PURPOSE: To review operational and procedural options regarding the Trust Programs Committee working group tasked with consideration of potential improvements to delivery and integration of services in the Islands Trust Area.

BACKGROUND:

In September 2017, the Islands Trust Council adopted the following resolutions:

TC-2017-054

That Trust Council confirm 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.

TC-2017-055

That Trust Council direct the Executive Committee to work with Trust Programs Committee to create a working group drawn from the full membership of Trust Council 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.

Working Group of TPC

Logistics:

The Islands Trust Chair has appointed the following trustees to the Trust Programs Committee: Trustee Mamoser, Trustee Grove, Trustee Brent with the intent that a subset of trustees will participate in a working group of TPC.

It is staff's understanding that the newly appointed trustees may or may not participate in all TPC meetings, or parts of TPC meetings that relate to topics other than service integration, although they are welcome to do so.

Working group only meetings can proceed if TPC does not have quorum so long as they are properly advertised meetings open to the public and no decisions are made (any proposed resolutions would need to be ratified by a quorum of Trust Programs Committee).

The working group will be supported by the existing TPC budget and staff resources, with additional support from the CAO as needed.

Mandate:

The working group's task is to identify potential governance or operational changes that would improve delivery and integration of all types of service delivered in the Trust Area and report to Trust Council with recommendations based on its findings.

Suggestion discussion questions:Scope:

- What types of services will the working group consider (e.g. water distribution planning, land use planning, health care, Crown land leases, affordable housing, library services, fire protection, transportation, building inspection, garbage removal, enforcement, parkland acquisition planning)?
- To what degree will the working group aim to advance solutions for Salt Spring Island vs the Trust Area?
 - The Salt Spring Incorporation has played a large part in identifying and raising issues associated with service integration between various service providers throughout the Trust. Following the incorporation vote the Salt Spring Island community is back to its original situation and contemplating questions about what to do about ongoing service integration concerns.

Issue Definition:

- What problem(s) is the working group trying to solve?
 - What are specific examples of inefficient/uncoordinated service delivery or identified challenges of working with others re delivery of services?
 - What are the impacts for communities and businesses?
 - What kind of drag on efficiency is represented by the status quo?
 - What are specific examples of excellent/innovative/efficient service delivery/integration in the Trust Area?
 - Are these examples replicable?
 - What were the foundational elements that led to successful outcomes?
 - Are there themes/categories?

Information needs:

- What is the current status of our working relationships?
 - Regional Districts
 - Improvement areas
 - Provincial ministries
 - Federal departments
 - Non Profit agencies/partnerships
 - First Nations
- What additional information is needed to identify issues and define scope?
 - Governance options within the rural framework (e.g. local community commission)
 - Legislation
 - Decision-making inputs/structures for service delivery

ATTACHMENT(S):

- 1) September 21, 2017 letter from Minister of Municipal Affairs to Chairs of the Capital Regional District and Islands Trust re Salt Spring Incorporation vote
- 2) November 30, 2017 letter from Minister of Municipal Affairs to SSI trustees and electoral area director re Salt Spring Incorporation vote

FOLLOW-UP: Consider next steps for the working group and the frequency and type of future meetings.

Prepared By: Russ Hotsenpiller, CAO

Reviewed By/Date:



September 21, 2017

Ref: 207058

Peter Luckham
Chair
Islands Trust
200 - 1627 Fort St
Victoria BC V8R 1H8



Dear Chair Luckham:

As Minister of Municipal Affairs and Housing, I am writing to express my appreciation to the Islands Trust for your support in the governance review process recently concluded on Salt Spring Island. As you know, on September 9, 2017, after a highly engaged local debate, the voters of Salt Spring Island indicated a desire to remain within the rural governance framework.

With incorporation now not an option, I anticipate that the local agencies that provide the backbone of local services and governance on Salt Spring Island – the Capital Regional District and Islands Trust – will take stock of the issues raised and seek opportunities within the rural framework to potentially address the concerns that caused some voters to seek a change in governance structure.

The Ministry of Municipal Affairs and Housing remains committed to sustainable and accountable governance for communities generally, as well as to supporting the Islands Trust and the Capital Regional District as they respond to the community interests and concerns raised in the incorporation study process.

I would like to acknowledge your collective commitment to collaboration and resilience in furthering the preservation and protection of the Gulf Islands and their multiple communities. On behalf of the Province of British Columbia, please extend my appreciation to the staff of the Islands Trust and your colleagues on the Trust Council for their support throughout this process, and for their ongoing assistance in supporting the community on Salt Spring Island in exploring its governance framework.

Sincerely,

Selina Robinson
Minister

.../2

Peter Luckham

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pc: George Grams, Trustee, Salt Spring Island Local Trust Area
Peter Grove, Trustee, Salt Spring Island Local Trust Area
Russ Hotsenpiller, Chief Administrative Officer, Islands Trust

From: "Minister, MAH MAH:EX" <MAH.Minister@gov.bc.ca>

Date: November 30, 2017 at 3:41:18 PM PST

Ref: 207229

Wayne McIntyre, Director

Capital Regional District

George Grams, Trustee

Islands Trust

Peter Grove, Trustee

Islands Trust

Email: directorssi@crd.bc.ca
ggrams@islandstrust.bc.ca
pgrove@islandstrust.bc.ca

Dear Wayne McIntyre, George Grams and Peter Grove:

Following the September 9, 2017, Salt Spring Island incorporation vote, I wrote to the Chairs of the Capital Regional District and Islands Trust to acknowledge the outcome of the vote and the corporate work supporting the process, and to draw the formal process to a close. I am writing today to thank you individually and collectively for your stewardship of the governance study process over the past five years, and to share some thoughts about moving forward.

Your commitment to seeing both studies through to completion provided the Salt Spring Island electorate with objective information about the current governance system and the costs and impacts of governance change. I understand that Salt Spring Island residents had many opportunities to provide feedback during both studies, public meetings were well attended and a high voter turnout was achieved. These successes are noteworthy; I sincerely thank you for the role you played in community engagement.

The clear outcome of the vote does close the door to further examination of incorporation for quite some time. At the same time, I can appreciate that now may be an opportunity for yourselves, as the locally elected representatives on the study committee, to reflect on how to move forward within the scope of the existing authorities of the Capital Regional District, the North Salt Spring Waterworks District, the Salt Spring Island Fire Protection District, and the Islands Trust Local Trust Committee.

As you are aware, the governance and incorporation studies documented a number of gaps in the current system. Issues such as service coordination among agencies and recognition of inter-related mandates (such as water availability and development approvals) appear to be essential for the community. As well, you no doubt heard from many residents, some of whom have expectations for more complex and varied services. Looking to the future, it will be important for the local service and planning agencies as well as the local government – Capital Regional District – to work together to address gaps and manage expectations.

It may be of interest to electors on Salt Spring Island to see further examples of how the various elected representatives on the Island can work together. For example, forging ongoing communications between Islands Trust, Capital Regional District and Improvement District representatives may create

greater understanding of the service gaps and issues identified and generate potential approaches to address these concerns. Ministry of Municipal Affairs and Housing staff remain available to support this work as you collectively move forward.

Thank you again for your commitment to the extensive governance study process.

Sincerely,

Selina Robinson
Minister of Municipal Affairs
and Housing

BRIEFING

To: Trust Programs Committee **For the Meeting of:** January 24, 2018
From: Russ Hotsenpiller **Date Prepared:** January 18, 2018
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](#).

Staff have updated the 2008 document to include agreements developed since that time.

ATTACHMENT(S):

1. Draft Agreements Monitoring Report 2008
2. Trust Council's Coordination Agreement Process Policy

FOLLOW-UP: Staff will follow-up as directed.

Prepared By: Russ Hotsenpiller, January 18, 2018

Reviewed By/Date:



Islands Trust

DRAFT Agreements Monitoring Chart, 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)

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*,
 - 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
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)

ISLANDS TRUST POLICY MANUAL

4.6 Memorandum of Understanding Appendix C (iv)

C: TERMINOLOGY:

1. **Protocol** – A protocol agreement refers to an agreement that Trust Council may enter into on its own behalf or on behalf of one or more local trust committees 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 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 of Community, Aboriginal, and Women's Services 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 of Community, Aboriginal, and Women's Services 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 *Islands Trust Act* is forwarded to the Minister of Community, Aboriginal, and Women's Services for approval consideration.
- 1.5 Final Protocol Agreement** – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the Islands Trust.

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.

REQUEST FOR DECISION

To: Trust Programs Committee

For the Meeting of: January 24, 2017

From: William Shulba

Date: January 16, 2018

SUBJECT: REVISION TO FRESHWATER SUSTAINABILITY FORUM PROJECT CHARTER – NEW DATE

RECOMMENDATION: That the Trust Programs Committee adopt the revised Freshwater Sustainability Forum project charter, V 1.2 that reflects the new freshwater forum date of March 22, 2018.

DIRECTOR COMMENTS: This request reflects the current process underway to plan the forum, including complex scheduling arrangements for speakers.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The March 22nd date conflicts with a North Pender Local Trust Committee.

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS:

Once the revised project charter is approved, staff will continue to implement the project according to the scope and work plan outlined in the charter. Staff will develop communication messages that support the project and will provide an interim report to Trust Programs Committee in February.

OTHER: None.

BACKGROUND

At their August 21, 2017 meeting, Trust Program Committee
endorsed the Trust Area Freshwater Sustainability Forum Project Charter dated August 8, 2017 as amended.

As staff have planned the forum it has become clear that for logical reasons and speaker availability reasons, it is better to hold the forum in March. March 22nd is World Water Day.

REPORT/DOCUMENT: Trust Area Freshwater Sustainability Forum Project Charter 1.2 dated January 18, 2018

KEY ISSUE(S)/CONCEPT(S):

- Smooth delivery of an Islands Trust event with stakeholders

Foster a collaborative approach to promoting advocacy and education about freshwater sustainability in the Trust Area.

- Facilitate networking, information sharing, and relationship building amongst those working on freshwater sustainability initiatives throughout the Trust Area.
- Better understand freshwater needs and challenges.
- Identify tools to assist with achieving freshwater objectives

RELEVANT POLICY: none

DESIRED OUTCOME:

New date for Forum accepted by Trust Programs Committee

RESPONSE OPTIONS

Recommended:

That the Trust Programs Committee adopt the revised Freshwater Sustainability Forum project charter, V 1.2 that reflects the new freshwater forum date of March 22, 2018.

Alternative:

That the Trust Programs Committee recommend an alternative date for the Forum.

Prepared By: Clare Frater, Director, Trust Area Services, January 18, 2018

Reviewed By/Date:

Purpose: To pursue education, connection, and collaboration between Islands Trust and community organizations who have a vested interest in Freshwater Sustainability in the Islands Trust Area. Development of information and tools for achieving collaborative approaches to freshwater sustainability objectives and a conference to convene community groups and agencies to share information on freshwater sustainability challenges and solutions in the Trust Area.

Background: The Islands Trust Strategic Plan 2014-2018 Policy Statement B states *"To ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of trust area ecosystems"* with the related goal of *"Protect water quality and quantity"*. Until March 31, 2018, the Islands Trust has a Senior Freshwater Specialist on temporary assignment to support research into common freshwater sustainability obstacles faced in the Islands Trust Area. This forum will highlight and strengthen research, outreach, and education of the local trust committees, regulators, and community groups in the Trust Area.

Objectives

- Chronicle freshwater sustainability approaches throughout the Trust Area.
- Create linkages between agencies, First Nations, individuals, and community groups working on freshwater management solutions.
- Share information, tools, research, data, mapping, and regulations.
- Identify strengths, weaknesses, opportunities, and challenges to meeting Trust Area Community Freshwater needs.
- Make recommendations for improving Islands Trust's ability to meet community freshwater needs in the Trust Area.

In Scope

- Baseline analysis of freshwater projects in Trust Area.
- One day forum on freshwater sustainability with community groups, government bodies, professionals, islanders, and San Juan agencies.
- Presentations by community organizations and government.
- Venue costs and food provided.
- Follow up report gap analysis and recommendations to Trust Council.
- Include Indigenous elders and water keepers from the Trust Area.

Out of Scope

- Multi day forum.
- Forum that is open to general public.
- Honorariums for participants.
- Immediate Data deliverables and interpretations.
- Travel costs for participants.

Work Plan Overview

Deliverable/Milestone	Date
• Outline of Trust Area freshwater projects: Baseline analysis and forum agenda.	Dec-Jan 2017
• Service Contract for logistics • Schedule event, invite participants, organize logistics.	Dec-Jan 2017
• Plan event's content (e.g.: presentations, round tables, group discussion). Includes arranging speakers and coordination of presentations. • Interim report to Trust Programs Committee in November, 2017.	February 2017 February 2017
• Host event: Facilitation and coordination	Late March 2018
• Final Report to Trust Programs Committee and Trust Council	April 15, 2018

Project Team

David Marlor and Clare Frater	Project Sponsors
William Shulba	Project Manager
Andrew Templeton	Communications
Contractor	Logistics coordinator
Contractor	Graphic Designer

Budget

Item	Cost
Venue (estimate)	\$500
Food	\$3,500
Staff Travel	\$1,000
Administration/Logistics	\$2,000
Graphic Design	\$1,000
First Nation Gifts and Contingency	\$2,000
Total (out of pocket):	\$10,000.00

Approval:
Clare Frater
Date: January 18, 2018 (CF)

TPC Endorsement:
Charter v. 1.0
Date: Jan. 24, 2018