



Trust Programs Committee Agenda

Date: Monday, November 6, 2017
Time: 10:30 am - 3:00 pm
Location: Ladysmith City Hall, 410 Esplanade (Hwy 1)

	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 - August 17, 2017	3 - 5
3.2 Follow Up Action List	6 - 7
4. TRUST COUNCIL BUSINESS	
4.1 Policy Statement Amendment Engagement Planning - RFD	8 - 28
4.2 Establishment of Working Group on Area Wide Service and Operations Integration -RFD (EC referring for comment)	29 - 31
5. BUSINESS	
5.1 Baynes Sound Forum - RFD	32 - 36
That the Trust Programs Committee endorse the Baynes Sound/Lambert Channel Forum Project Charter dated October 31, 2017.	
5.2 TPC budget request – Briefing to FPC	37 - 37
5.3 Trust Area Freshwater Sustainability Forum Project - Briefing	38 - 39
5.4 Crown Land Agreements Project (verbal update)	
6. NEW BUSINESS	
7. WORK PROGRAM	
7.1 Trust Programs Committee Work Program	40 - 41
8. NEXT MEETING	
8.1 2018 Proposed Dates - for approval	
Tuesday, February 13, 2018	
Tuesday, May 22, 2018	
Tuesday, August 21, 2018	
Tuesday, October 9, 2018	

9. ADJOURNMENT

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



Trust Programs Committee Minutes of Electronic Meeting

Date of Meeting: Monday, August 21, 2017

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, BC

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

Members Absent: Tony Law, Hornby Island Local Trustee

Staff Present: Clare Frater, Director of Trust Area Services
David Marlor, Director of Local Planning Services
Karen Hurley, Senior Policy Advisor
Jas Chonk, Recorder

Media and Others Present: None

1. CALL TO ORDER

Chair Crumblehulme called the meeting to order at 10:00 a.m.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

1. Eclipse - 10 minute break
2. 7.1 Fisheries and Oceans Canada – Fish Habitat

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

3. ADOPTION OF MINUTES

3.1 May 29, 2017 Minutes

By General Consent, the Minutes of the May 29, 2017 Trust Programs Committee Meeting were adopted as amended.

3.2 Follow Up Action List

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

4. CLOSED MEETING

TPC-2017-013

It was MOVED and SECONDED,

that the meeting be closed to the public subject to Section 90(1)(b), of the Community Charter in order to consider matters related to: personal information about an identifiable individual who is being considered for an award or honour and that staff attend the meeting.

CARRIED

The meeting was closed at 10:10 a.m. and reconvened in open meeting at 10:11 a.m. without report.

5. TRUST COUNCIL BUSINESS

5.1 Water Conservation and Advocacy Project Update - Briefing

The briefing provides an overview of the Wells and Groundwater Workshops series offered during summer 2017.

TPC-2017-014

It was MOVED and SECONDED,

that the Trust Programs Committee forward the Water Conservation and Advocacy Project Update briefing to Trust Council as amended.

CARRIED

The meeting recessed at 10:18 a.m. and resumed at 10:31 a.m.

6. BUSINESS

6.1. Crown Land Agreement Project Update

Staff provided verbal update on the Crown land agreement project.

6.2 Island Freshwater Forum Project Charter - RFD

TPC-2017-015

It was MOVED and SECONDED,

that the Trust Programs Committee endorse the Trust Area Freshwater Sustainability Forum Project Charter dated August 8, 2017 as amended.

CARRIED

6.3 2018/19 TPC Budget Request - RFD

TPC-2017-016

It was MOVED and SECONDED,

that the Trust Programs Committee request that Financial Planning Committee include \$25,000 for Trust Programs Committee Strategic Plan projects in the 2018/19 fiscal year budget.

CARRIED

7. NEW BUSINESS

7.1 Fisheries and Oceans Canada – Fish Habitat Consultation

Committee member Sue Ellen Fast asked how the Islands Trust can better respond to these types of consultation requests. Staff noted due to staff resources and the short deadline notice, a request to prepare a response to the Fisheries and Ocean's fish habitat consultation by the deadline cannot be filled.

8. WORK PROGRAM

8.1 Trust Programs Committee Work Program Report

TPC-2017-017

It was MOVED and SECONDED,

that the Trust Programs Committee add Marine Advocacy/Education Project to Trust Programs Committees projects list.

CARRIED

TPC-2017-018

It was MOVED and SECONDED,

that the Trust Programs Committee forward its work program to the Islands Trust Council with the top three items as amended:

1. Protect Quality and Quantity of Water Resources
2. Amend Crown Land Cooperation Agreements
3. Review the Islands Trust Policy Statement

CARRIED

9. NEXT MEETING – November 6, 2017, 10:30 a.m., Ladysmith, BC.

10. ADJOURNMENT

The Trust Programs Committee meeting was adjourned at 11:47: p.m.

Brian Crumblehulme, Chair

CERTIFIED CORRECT:

Jas Chonk, Recorder

Follow Up Action Report

Trust Programs Committee

29-Feb-2016

Activity	Responsibility	Target Date	Status
TPC-2016-004 - 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
TPC-2016-005 - Implement the Water Conservation Advocacy and Education project charter, version 2.	Clare Frater	16-May-2016	On Going
TPC-2016-006 - 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

21-Aug-2017

Activity	Responsibility	Target Date	Status
TPC forwarded the Water Conservation and Advocacy Project Update briefing to September Trust Council as amended.	Clare Frater	01-Sep-2017	Done
TPC endorsed the Trust Area Freshwater Sustainability Forum Project Charter dated August 8, 2017 as amended.	Clare Frater William Shulba		On Going
TPC requested that Financial Planning Committee include \$25,000 for Trust Programs Committee Strategic Plan projects in the 2018/19 fiscal year budget.	Clare Frater		On Going
TPC added Marine Advocacy/Education Project to Trust Programs Committees projects list.	Clare Frater		Done

Follow Up Action Report

TPC forwarded its work program to the September Trust Council with the top three items as amended:

Clare Frater

Done

1. Protect Quality and Quantity of Water Resources
 2. Amend Crown Land Cooperation Agreements
 3. Review the Islands Trust Policy Statement
-

REQUEST FOR DECISION

To: Trust Programs Committee

For the Meeting of: November 6, 2017

From: Clare Frater, Director, Trust Area Services

Date: October 31, 2017

SUBJECT: DRAFT ENGAGEMENT PLAN - POLICY STATEMENT AMENDMENT

RECOMMENDATION: That the Trust Programs Committee recommend that the Executive Committee adopt the draft Policy Statement Amendment Engagement Plan, dated October 30, 2018.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The proposed engagement plan strikes a balance between seeking meaningful public and First Nations input for the introduction and definitions sections and staying within the modest project budget.

The engagement plan, as drafted, offers a significant opportunity for the Islands Trust to undertake relationship-building with First Nations, however, true development of neighbour-to-neighbour friendships will depend on continuing prioritization of First Nations relationships as well as political and staff commitment to on-going dialogue.

The First Nations engagement component of the strategy may result in requests for many meetings between elected officials and/or staff of First Nations and the Islands Trust Chair/Vice-Chairs and the CAO. These meetings may delay previously assigned work in early 2018.

The proposed First Nations engagement approach presupposes that the project timelines and activities will be responsive to feedback from First Nations about process and discussion topics.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

This Engagement Strategy will support and complement the activities in Trust Council's First Nations and Public Engagement Project Charter adopted in December 2016. Staff and trustees will need to remain cognizant of staff capacity limitations within Trust Area Services during times of peak activities as there will be reduced ability to undertake advocacy activities.

The timeline proposed in the attached Engagement Plan has the project completing in May 2019, beyond this term of office.

FINANCIAL:

Trust Council has allocated \$48,000 in fiscal year 2017/18 for Policy Statement Review. Trust Area Services also has separate funding for contractors and communications that may be used for activities that complement and support this project. For 2018/19 budgeting purposes, staff have estimated that \$13,000 will be used in 2017/18 for First Nations engagement and preliminary public engagement materials. Staff expect that \$35,000 allocated to this project in 2017/18 will be returned to the General Revenue Surplus Fund. The balance of funds not used in this fiscal year will be requested for 2018/19.

Existing funding for the Senior Intergovernmental Policy Advisor ends March 31, 2018, which may affect implementation of the First Nations component of the Engagement Plan. The plan also relies on Trust Area Services having a dedicated administrative support position into 2018/2019. Should the Financial Planning Committee or Trust Council not support continued funding for the Senior Intergovernmental Policy Advisor or the proposed TAS Program Coordinator position for 2018/19 the project budget would need to be increased to support these functions.

POLICY: This project will result in proposed amendments to the Policy Statement.

IMPLEMENTATION/COMMUNICATIONS:

The Draft Engagement Strategies includes two streams of engagement: one for First Nations and one for the general public, including a special session for youth at the Salt Spring High School. Once Executive Committee has approved the Engagement Plan, staff will develop a detailed work plan and budget to guide project implementation. A focus will be on raising the profile of Islands Trust generally as well as seeking input on the Policy Statement.

As this will be the Islands Trust's first experience with amending the Policy Statement in more than 20 years there may be unanticipated process issues. If necessary, staff will advise the Executive Committee, Trust Programs Committee and/or Trust Council of any concerns with the implementation of the Engagement Plan or the Policy Statement Amendment Policy requirements.

As the project is implemented, staff will be aware of the potential for impacts to the project resulting from any engagement activities about potential changes to the Islands Trust Act and the October 2018 local government elections.

OTHER:

If First Nations have significant concerns or objection with the timing or implementation of the Engagement Plan, staff will provide advice to the EC about potential changes to activities and/or timing.

BACKGROUND

There has always been a high level of interest in the Policy Statement – both from island residents 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, higher levels of public engagement can be expected in any future reviews.

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.

The Policy Statement Amendment Policy states that:

As soon as practicable after the initiation of a Policy Statement amendment process, the Executive Committee must adopt an engagement plan per Section C.1., and must consider whether the opportunities for engagement with one or more of the persons, organizations and authorities listed in the plan should be early and ongoing.

On October 11, 2017, the Executive Committee considered a draft engagement plan that was premised on the principle, as articulated in the Strategic Plan. Executive Committee decided to:

- receive the draft Engagement Plan for the Policy Statement Amendment Project
- request that staff provide a revised Engagement Plan to Trust Programs Committee for comment
- revise the First Nations Engagement letter to include input from the Executive Committee
- draft communications to inform Trust Area residents
- return to the Executive Committee with a revised Engagement Plan

Staff have now revised, for TPC consideration and comment, the Engagement Plan to reflect the input of the Executive Committee.

This draft Engagement Plan outlines activities to engage with First Nations, island community members, and other interested parties on potential changes to the Policy Statement.

REPORT/DOCUMENT:

1. Draft Engagement Plan
2. Draft letter to First Nations inviting conversation about Policy Statement and other topics
3. Draft project timeline
4. Link: [2015 Truth and Reconciliation Commission of Canada calls to action](#) for local government authorities (see #43/#47)
5. Link: Trust Council policy 1.2.i [Policy Statement Amendment Policy](#)

KEY ISSUE(S)/CONCEPT(S):

1. Policy Statement amendment
2. Increased public and First Nations' understanding of the Islands Trust and the role of the Policy Statement
3. Engagement of First Nations on topics of importance to them

RELEVANT POLICY:

- *Islands Trust Act*
- Island Trust Policy Statement
- Trust Council Policy 6.1.1- First Nations Engagement Principles
- Trust Council Policy 1.2.i Policy Statement Amendment Policy
- Islands Council Policy 6.10.2 Communications Policy

DESIRED OUTCOME:

- Advance the Islands Trust Object through updating of the Islands Trust Policy Statement
- Incorporate values identified through Trust Council's visioning process in 2016-2017
- Sustained long-term relationships with First Nations
- Experience with Policy Statement amendment processes that will result in improvements to engagement methods, First Nations working relationships and project management that will inform plans for engagement on subsequent amendments to Part III

RESPONSE OPTIONS:

Recommended:

That the Trust Programs Committee recommend that the Executive Committee adopt the draft Policy Statement Amendment Engagement Plan, dated October 30, 2018.

Alternatives:

1. That the Trust Programs Committee recommend that the Executive Committee adopt the draft Policy Statement Amendment Engagement Plan, dated October 30, 2018, as amended.
2. That the Trust Programs Committee recommend that the Executive Committee take a different course of action.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, October 31, 2017



DRAFT Engagement Plan (v2)

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

October 30, 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 is outdated and 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)

For information only (cc):

- Hul'quim'num Treaty Group
- Laich-kwil-tach Treaty Society
- Nanwakolas Council
- Te'mexw Treaty Association

Regional districts

46. Capital Regional District
46. Comox Valley Regional District
47. Cowichan Valley Regional District
48. Metro Vancouver Regional District
49. Nanaimo Regional District
50. Powell River Regional District
51. Sunshine Coast Regional District

School district boards

46. School District No. 45 (West Vancouver) (Gambier)
47. School District No. 46 (Gambier)
48. School District No. 79 (Thetis)
49. School District No. 68 (Ballenas-Winchelsea)
50. School District No. 69 (Ballenas-Winchelsea/Lasqueti)
51. School District No. 71 (Denman/Hornby)
52. School District No. 64 (Gulf Islands – Galiano/Mayne/North Pender/Salt Spring/Saturna/South Pender)

Improvement district boards

46. Gabriola (Fire Protection District)
47. Graham Lake (Improvement District)
48. Schmidt (Improvement District)
49. Galiano Estates (Improvement District)
50. Gossip Island (Improvement District)
51. Montague (Improvement District)
52. Spanish Hills (Improvement District)
53. Wise Island (Improvement District)
54. Bennett Bay (Waterworks District)
55. Campbell-Bennett Bay (Improvement District)
56. Lighthouse Point (Waterworks District)
57. Mayne Island (Improvement District)
58. Village Point (Improvement District)
59. Georgina (Improvement District)
60. Razor Point (Improvement District)
61. Trincomali (Improvement District)
62. Harbour View (Improvement District)
63. Mount Belcher (Improvement District)
64. North Salt Spring (Waterworks District)
65. Piers Island (Improvement District)
66. Salt Spring Island (Fire Protection District)
67. Scott Point (Waterworks District)
68. Secret Island (Waterworks District)
69. Saturna Shores (Improvement District)
70. Thetis Island (Improvement District)

Provincial government

71. Ministry of Agriculture
72. Ministry of Municipal Affairs and Housing
73. Ministry of Environment and Climate Change Strategy
74. Ministry of Forests, Lands, Natural Resource Operations and Rural Development – South Coast Office
75. Ministry of Forests, Lands, Natural Resource Operations and Rural Development – West Coast Office
76. Ministry of Transportation and Infrastructure
77. Ministry of Energy, Mines and Petroleum
78. BC Ferries
79. Agricultural Land Commission

Federal government

80. Environment Canada
81. Transport Canada
82. Fisheries and Oceans Canada
83. 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. 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.	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: 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.	Communication products and processes that provide clear messages on the process and explain easy ways for community members to offer opinions.	April 2018* - ongoing
Online Survey:	Gather significant amount of data and	2018*

An opportunity for community to comment directly on themes within the Policy Statement	information from community members on specific elements of Parts I, II and Definitions	
Online Town Hall Meeting: 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 afternoon 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 opinions 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 comments 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. **Mismatch of First Nations and Public focus for amendments:** With regard to making the introductory sections of the Policy Statement better reflect an acute 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 an acute 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	Coordination of First Nations engagement, support to public engagement, note taker at First Nations meetings as required, project reporting
Senior Policy Advisor	Coordination and 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
TAS Administrative Assistant/Program Coordinator	Correspondence mgm't, meeting logistics, referral mgmt, tracking of project milestones/ costs/reporting
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
Town Hall Online meeting	\$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



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Email information@islandstrust.bc.ca

Web www.islandstrust.bc.ca

DRAFT November X, 2017

File No.:

Cowichan Tribes
Esquimalt First Nation
Halalt First Nation
Homalco First Nation
K'omoks First Nation
Klahoose First Nation
Lake Cowichan First Nation
Lyackson First Nation
Malahat Nation
Musqueam First Nation
Pauquachin First Nation
Penelakut Tribe
Qualicum First Nation
Scia'new (Beecher Bay) First Nation
Semiahmoo First Nation

Shíshálh (Sechelt) First Nation
Snaw-naw-as (Nanoose) First Nation
Snuneymuxw (Nanaimo) First Nation
Songhees First Nation
Squamish First Nation
Stz'uminus (Chemainus) First Nation
Tla'amin (Sliammon) First Nation
T'Sou-ke (Sooke) First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseil-Waututh (Burrard Inlet) First Nation
Tseycum First Nation
We Wai Kai (Cape Mudge First Nation)
Wei Wai Kum (Campbell River First Nation)

Dear Chief and Council,

Re: Invitation to participate in conversations with Islands Trust

My name is Peter Luckham. I am a resident of Thetis Island where I am elected to the Islands Trust. The Islands Trust is a unique federation of special-purpose local governments serving the islands in the Salish Sea. The Islands Trust Council has elected me as Chair.

The Islands Trust is mandated through the provincial *Islands Trust Act* to:

"preserve and protect the trust area and its unique amenities and environment for the benefit of residents of the trust area and of the province generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia."

I am writing to invite you to join in conversations with us that will provide your Nation with an opportunity for meaningful engagement on possible amendments to our Policy Statement. I sincerely hope that this process will lead to ongoing and meaningful discussions about strategic directions for Islands Trust and provide an opportunity for us to learn what is important to your Nation.

Our intent is for our meetings to focus on positive, constructive ways to move forward together, based on the common objectives we all share for the islands. We appreciate advice on the best methods for engaging with the many Nations in the Trust Area (map attached).

.../2

The Policy Statement, approved by the Minister of Municipal Affairs and Housing, is fundamental to the operations of the Islands Trust. It guides the development of land use planning and regulatory bylaws of local trust committees and Bowen Island Municipality as well as Trust Council's strategic plan and advocacy program. In some ways it is similar to the Regional Growth Strategies that guide land use planning documents in other parts of British Columbia. Within the Islands Trust Area, Regional Growth Strategies do not apply; instead, official community plans and land use bylaws must be consistent with the Policy Statement. We have limited this project to the first and last parts of the Policy Statement: the introduction and definition sections. We are particularly interested in revising the introduction to establish an accurate historical context of First Nations settlement, governance and traditional uses. This work will set the stage for the process of amending the other parts of the Policy Statement in future years.

We are aware of the 2015 Truth and Reconciliation Commission of Canada's Calls to Action for local government authorities. We see this project as part of our movement towards meaningful reconciliation. We hope you will as well. It is our intention that no topic would be off limits during the meetings. It may be useful for you to know that we are at early stages of developing a process for identifying potential changes that we might ask the provincial government to make to the *Islands Trust Act* to benefit the land, waters, and communities within the Salish Sea. It is too soon for us to detail what our requests or processes might look like but we look forward to incorporating First Nations' input into our early formative work.

We anticipate that our first meetings will focus on how we might engage, how and to whom we will communicate, what expectations each of us may have, and how we can ensure that the leadership of participating Nations and Islands Trust Council understand the purpose and limitations of the project. It is our intention to have discussions with First Nations before embarking on a general public engagement program. We would be pleased if First Nations representatives chose to join us in public engagement activities as they unfold throughout the region.

We welcome the opportunity to work with your Nation in the way that works best for you. We are prepared to participate in one-on-one meetings with each Nation as well as small group meetings, involving many Nations. At this time, we anticipate that I, or an Islands Trust Vice-Chair, would attend the meetings with our Chief Administrative Officer and possibly a note taker. We also recognize that some First Nations may simply wish to be informed as we progress or may wish to provide written comments only.

Finally, we recognize that one of the most pressing issues for First Nations in this early stage of reconciliation for Canada and Indigenous Peoples is the challenge to find adequate capacity to respond to the increasing requests from non-Indigenous agencies. To that end, Islands Trust would like to offer each participating First Nation \$150 per meeting. We are also willing to pay travel costs for each representative attending project meetings. Unfortunately, we cannot extend this funding for normal business matters such as referrals on bylaws.

DRAFT Islands Trust Area First Nations

November X, 2017

Page 3

We would like to hold initial meetings in early 2018. We would greatly appreciate hearing from you before then regarding your interest in participating. Please feel free to contact me or staff listed below if you have any questions.

We would like to build a lasting friendship with your Nation. I look forward to hearing from you.

Respectfully,

Peter Luckham
Chair, Islands Trust Council
pluckham@islandstrust.bc.ca
250-210-2553

Staff contact: Russ Hotsenpiller, CAO, (e-mail via Emma Restall at erestall@islandstrust.bc.ca)

cc. Hul'quim'num Treaty Group
Laich-kwil-tach Treaty Society
Nanwakolas Council
Te'mexw Treaty Association
Islands Trust Council
Bowen Island Municipal Council
Eric Nicholls, Manager, Planning and Land Use, Ministry of Municipal Affairs and Housing
Islands Trust website

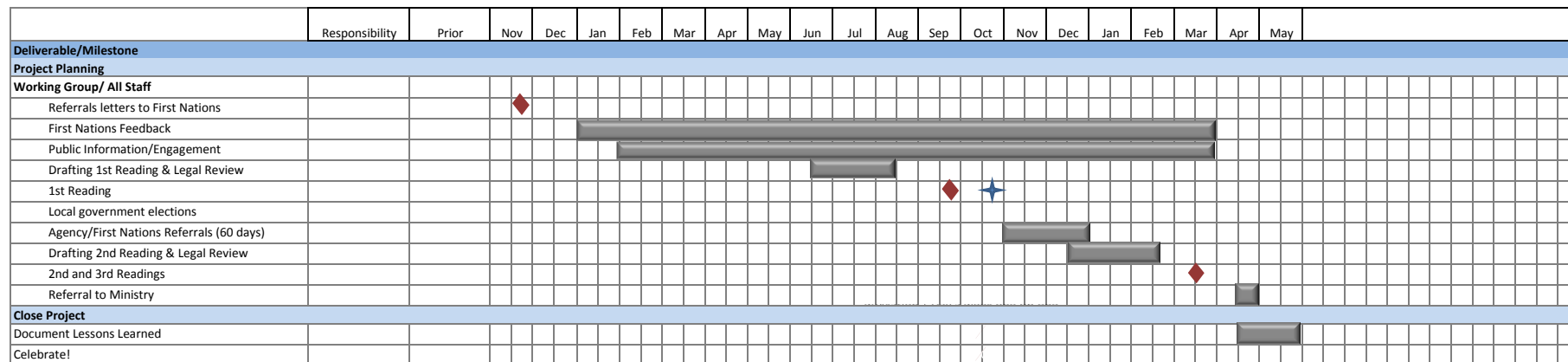
Attachments:

1. Map of Islands Trust Area (printed copies available upon request)
2. Islands Trust Policy Statement (2003) (printed copies available upon request)

DRAFT Policy Statement Amendment Project Timeline

(timeline subject to change in response to First Nations engagement feedback)

8020



Legend:



REQUEST FOR DECISION

To: Executive Committee

For the Meeting of: November 1, 2017

From: Russ Hotsenpiller
CAO

Date Prepared: October 30, 2017

SUBJECT: Establishment of Working Group on Area wide service and operations integration

RECOMMENDATION: That Executive Committee directs:

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

CHIEF ADMINISTRATIVE OFFICER COMMENTS: This approach ensures Trust Programs Committee involvement at the initial stages of this work program item and in advance of December Trust Council. At this point discussions at the community level on Salt Spring have not advanced enough for Trust Programs Committee to have an informed opinion on Salt Spring solutions, but they could turn to issues and opportunities common across the Trust area that they think should be addressed.

1 **PURPOSE:** To consider advancing Trust Council's direction for Executive Committee and Trust Programs Committee to work together to improve governance and operational changes to benefit the Trust area.

2 **BACKGROUND:**

Executive Committee is in receipt of direction from Trust Council based upon the following:

2017-09-12 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.

2017-09-12 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.

Trust Programs Committee may be interested in advancing this matter at their November meeting. Therefore it is recommended that the following actions be implemented to support Trust Program Committee's discussion:

1. That Trust Programs Committee be informed that the establishment of the working group is via appointment of new Trustees to the Trust Programs Committee as the discretion of the Chair of the Islands Trust. It is recommended that the working group be formed by Trustees being notified that a number of new appointments to Trust Programs Committee are available (5?) and that volunteers are urged to contact Chair Luckham.

2. That there is no need at this point to establish distinct terms of reference for the working group.
3. That Trust Programs Committee be forwarded a copy of the report from the CAO to Executive Committee from the October 11, 2017 Executive Committee meeting where a request was made to have the CAO engage with other organizations in reviewing issues of integration of services on Salt Spring. This would inform Trust Programs Committee of what is going on on Salt Spring at this time.
4. That Trust Programs Committee be made aware of the status of other work, such as the *Islands Trust Act* amendment process that may affect their work on governance and operational integration across the Trust Area, and any actions or meetings had by the CAO with other entities.
5. That Trust Programs Committee then be asked, once the working group has been created, to begin discussion on issues it deems relevant to the direction of Trust Council. These discussions will fold into the minutes of the Trust Programs Committee and can be reported to Trust Council as part of the regular update by Committee process.
6. Executive Committee and Trust Programs Committee may wish to consider whether or when they wish to advance a public engagement process that would be associated with any substantial change in service delivery or integration.
7. That the CAO be directed to attend the November 6 Trust Programs Committee meeting to discuss this matter with the Committee on Executive Committee's behalf.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: If the working group is realized as part of an expansion of Trust Programs Committee, the organization would provide more support to administration of Trust Programs Committee.

FINANCIAL: Extra costs will be incurred to expand Trust Programs Committee and to provide travel expenses and other incidentals for new members of the Committee.

POLICY: There is no specific policy that speaks to the formation of working groups or informal Committees at the Islands Trust, however as a body with corporate powers, Trust Council can form different groups as it sees fit.

IMPLEMENTATION/COMMUNICATIONS: Trust Programs Committee would be forwarded this report if endorsed by Executive Committee.

FIRST NATIONS: First Nations issues will be interwoven into the working groups consideration and would be reflected in any recommendations that are made by Trust Programs Committee to Trust Council.

OTHER: N/A

4 RELEVANT POLICY(S): N/A

5 ATTACHMENTS: N/A

RESPONSE OPTIONS

Recommendation:

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

Alternative: Some other direction by Executive Committee.

Prepared By: Russ Hotsenpiller, CAO

Reviewed By/Date: October 30, 2017

To: Trust Programs Committee

For the Meeting of: November 6, 2018

From: Karen Hurley, Senior Policy Advisor

Date: October 31, 2018

SUBJECT: BAYNES SOUND/LAMBERT CHANNEL 1.5 DAY FORUM – CO-HOSTED WITH WORLD WILDLIFE FUND

RECOMMENDATION: That the Trust Programs Committee endorse the Baynes Sound/Lambert Channel Forum Project Charter dated October 31, 2017.

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 identification of long-term solutions.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

This project will be primarily organized by World Wildlife Fund-Canada staff. TAS staff will support the co-hosting partnership by advising on general matters, preparing a service contract with the forum facilitator and co-facilitate the Advisory Group. This project is not expected to result in impacts to other projects except there may be reduced availability for the Senior Policy Advisor to support the Policy Statement Amendment project during peak periods.

Islands Trust Trustees and planners from Hornby and Denman Islands will be invited to the Forum. One Trustee will be invited to represent Islands Trust on the Advisory Group, with staff support through TAS.

FINANCIAL:

The Islands Trust will contribute \$2,000 from TPC's 2017-18 water and marine project funds, which will be used towards room rental and hospitality for the Advisory Group meetings and staff travel. Staff recommend that TPC support the use of up to \$3,500 from the requested \$25,000 for TPC project funding in 2018-19 towards the Forum Facilitator service contract.

Once this project charter is approved, TPC will have \$6,500 remaining from the 2017-18 water/marine project funding. At this time, there is no plan for further projects.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS:

World Wildlife Fund and Islands Trust will co-host the Forum and co-facilitate the preparatory meetings of the Advisory Group. The meetings and Forum will be by invitation only and the co-hosts will endeavor to keep participant numbers up to 30 so that the Forum is an active working event. The Forum will be

facilitated by a professional facilitator with dispute resolution experience. A goal is that 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.

The first step will be the creation of an Advisory Group of up to 10 people, to guide the Forum process, structure, participant invitations, and some preliminary issue identification. It is anticipated that the Advisory Group will meet once per month through January-March 2018, prior to the Forum in April or May 2018. Non-government membership on the Advisory Group will be selected by the co-hosts. The intention is for the selection process to be transparent and inclusive and result in representation from diverse groups. The selection process is not confirmed but consideration is being giving to placing an ad in the local papers and a flyer in libraries. The focus will be on organizational representation rather than individual participation.

The Forum will be held in April or May at a hotel in the Baynes Sound area. The Forum will be in the format of a dialogue, plenary and break-out group conversations – not presentations. This format is intended to provide an opportunity for participants to agree on priority issues and problems sites, and to collaboratively develop solutions for implementation across many governments, communities, and industries. The Forum will be a discussion amongst the representatives from First Nations, government agencies, resource-based industries and community groups; it is not designed to be an event of listening to experts. However, experts will be invited to participate as resource people, if the Advisory Group decides they would be helpful to the Forum process.

The 1.5 day format has been chosen so that the first afternoon can focus on participants meeting one another, and discussion about the issues and areas of concern identification undertaken by the Advisory Group. Relationship building will then continue over a shared dinner. The next day will focus on developing solutions across jurisdictional lines and recommendations.

The planning and organization of the Advisory Group meetings and Forum will be done, predominantly, by Kim Dunn, World Wildlife Fund, with support from the Senior Policy Advisor, Islands Trust. Kim Dunn is an experienced project manager, having successfully planned and executed a variety of similar projects. Many of these diverse projects were developed and run in partnership with other organizations. The Island Trust Policy Advisor has experience as the local government lead on two integrated watershed planning processes, both with extensive community involvement; and the federal government lead on Demonstration Watersheds interest-based planning process. A facilitator will be hired to lead the Forum discussions. Islands Trust will administer this service contract.

A communications plan will be created for this project by the co-hosts. Any materials for meetings, Forum and invitations will have both Islands Trust and WWF logos. All communications products and meeting materials/invitations will be created by WWF in-house graphic design team.

The Advisory Group and Forum will be limited to selected participants, therefore, public communications will be limited. Media will not be invited to the Forum so that the co-hosts and Facilitator can create a private space to build trust and collaborative relationships.

A summary report with recommendations will be designed and prepared by World Wildlife Fund. Once the report is approved by the Trust Programs Committee in August 2018 it will be made public.

If there is limited interest by First Nations, other governments and stakeholders in the Advisory Group or Forum the co-hosts will reconsider the project, Staff will provide an update to the Trust Programs Committee in February 2017.

OTHER:

No other implications

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.

This project builds on two 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. Both these events were focused on presentations by experts with little discussion time dedicated to collaborative solutions building. A previous provincial government staff led process resulted in a Baynes Sound Coastal Plan for Shellfish Aquaculture December 2002. This document will be used as resource by the Advisory Group. The recommendations in the plan have not yet been implemented.

WWF and Islands Trust staff have collaborated on planning for the Forum to date and both have spoken with staff at Comox Valley Regional District.

Dates for the Forum have considered timing re fishing/harvesting seasons openings.

REPORT/DOCUMENT: Baynes Sound/Lambert Channel Forum Project Charter dated October 31, 2017,

KEY ISSUE(S)/CONCEPT(S):

- Establish an opportunity for up to 30 participants to have a collaborative dialogue on their concerns and ideas for change.
- Foster a spirit of cooperation and collaboration amongst the First Nations, governmental, industry and community groups based on shared values and concerns.
- Creating a space for participants to share information, research, data, mapping, and solutions that will continue past the forum.
- Establish agreed upon next steps for long-term action.

RELEVANT POLICY:

The Islands Trust Strategic Plan 2014-2018 *“Goal A - ‘To Foster preservation and protection of the Trust Area’s ecosystems. 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.

DESIRED OUTCOME:

1. Broadly-supported, implementable recommendations that result in a wide range of actions to improve the health of Baynes Sound
2. Open, collaborative, and congenial communications among the many levels of governments, including First Nations governments and stakeholders.

RESPONSE OPTIONS

Recommended: That the Trust Programs Committee endorse the Baynes Sound/Lambert Channel Forum Project Charter dated October 31, 2017.

Alternative: That Trust Programs Committee not endorse the Project Charter and direct staff to develop another project.

Prepared By: Karen Hurley, Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, TAS, October 31, 2017

Baynes Sound/Lambert Channel Advisory Forum

Purpose: To improve the health of local marine ecosystem and establish lasting working relationships dedicating to solving problems through co-hosting, with World Wildlife Fund, a series of meetings with representatives from First Nations and other governments, shellfish and fishing industries, ecotourism industry, environmental groups and others concerned about Baynes Sound / Lambert Channel — culminating in a 1.5 day Forum.

Background: The TPC work program includes the activity: Undertake a project using funds from the \$25,000 Water/Marine project budget for 2017/18. Hornby and Denman Island OCPs have many policies related to ecological care. This initiative builds on past events dedicated to Baynes Sound/ Lambert Channel ecosystem, including Simon Fraser University April 2014 3-day event and ADIMS March 2017 event.

Objectives

- Establish an opportunity for up to 30 participants to have a collaborative dialogue on their concerns and ideas for change
- Foster a spirit of cooperation and collaboration amongst the First Nations, governmental, industry and community groups based on shared values and concerns
- Creating a space for participants to share information, research, data, mapping, and solutions that will continue past the forum.
- Establish agreed upon next steps for long-term action.

In Scope

- Establish an Advisory Group to guide the Forum structure/content
- Three pre-Forum meetings of Advisory Group
- 1.5 day Forum (including participant accommodation and meals)
- Facilitator for Forum
- Involvement of First Nations in meetings and Forum
- Consideration to stakeholder travel assistance
- Summary report with highlights and recommendations for next steps

Out of Scope

- Forum that is open to the general public
- Public education or outreach
- Honourariums for participants
- Primary research or data collection

Work Plan Overview

Deliverable/Milestone	Date
• Establish Advisory Group and Communication Plan	December 2017
• Pre-Forum meetings	January, February, March 2018
• Schedule Forum and plan event; hire Facilitator; develop program with Advisory Group; arrange any needed materials and mapping	March/April 2018
• Host event	April/May 2018
• Summary report to Trust Programs Committee	August, 2018

Project Team

Clare Frater and Kim Dunn, WWF	Project Sponsors
Kim Dunn and Karen Hurley	Project Managers
Kim Dunn	Logistics coordinator
WWF in-house staff	Graphic Designer

Budget

Item	Cost
Pre-Forum meetings hospitality/day	\$1,500
Islands Trust Staff travel /accomm	\$1,000
Forum Participant accomm/meals	\$10,500
Facilitator	\$3,000
Materials, mapping and report	\$1,000
Travel cost for experts (if needed)	\$2,000
Total (WWF \$13,000 and TAS 5,500)	\$19,000. (\$5,500 TAS)

TAS Approval:
Clare Frater

Date: October 30, 2017 (CF)

TPC Endorsement:
Charter v. 1.0

Date: 10,31,2017

BRIEFING

To: Financial Planning Committee

For the Meeting of: October 18, 2017

From: Clare Frater, DTAS

Date Prepared: September 22, 2017

PURPOSE:

To advise Financial Planning Committee of \$25,000 budget requests for 2018/19 Fiscal Year from the Trust Programs Committee

BACKGROUND:

On August 21, 2017 the Trust Programs Committee passed the following motion:

That the Trust Programs Committee request that Financial Planning Committee include \$25,000 for Trust Programs Committee Strategic Plan projects in the 2018/19 fiscal year budget.

The \$25,000 will be used to advance the following Strategic Plan projects assigned to Trust Programs Committee:

- Advocacy on agricultural policies (T.5.4.1, T.5.4.2, T.5.4.3)
- Facilitation of exploration of intra and inter-islands transportation routes (T.5.6.1, T.5.6.2)
- exploring opportunities and benefits of cooperating with First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve. (T.8.2.1, T.8.2.2)

TPC also discussed that Trust Council may wish to add activities regarding species at risk to the Strategic Plan for 2018-2019 but the scope of those activities and TPC's potential role are as yet unknown.

ATTACHMENT(S):

No attachments

FOLLOW-UP:

Advise Trust Programs Committee of Financial Planning Committee recommendations.

Prepared By: Clare Frater, Director, Trust Area Services/September 22, 2017

Reviewed By/Date:

BRIEFING

To: Trust Programs Committee **For the Meeting of:** November 6, 2017

From: William Shulba, Senior Freshwater Specialist **Date prepared:** October 31st, 2017

SUBJECT: ISLANDS TRUST AREA FRESHWATER SUSTAINABILITY FORUM PROJECT – OCT 2017
UPDATE

DESCRIPTION OF ISSUE:

This briefing provides an update on the planning for the Islands Trust Area Freshwater Sustainability Forum Project.

BACKGROUND:

The Islands Trust Area Freshwater Sustainability Forum Project, under the direction of Trust Area Services, is to pursue education, connection, and collaboration between Islands Trust, government ministries, First Nations, and community organizations that have a vested interest in Freshwater Sustainability in the Islands Trust Area.

The keystone deliverable from this project is a one-day Islands Freshwater Sustainability Forum to facilitate a deeper connection to freshwater on the islands by the attendees and to develop tools for achieving collaborative approaches to freshwater sustainability objectives across the Islands Trust Area.

To date the deliverables and milestones outlined in the Project Charter for September and October 2017 have been either completed or are in progress with the exception for Service Contract for logistics. An appropriate venue has been identified in Cowichan Bay due to its proximity to local First Nations communities and equal ease of access from northern and southern islands.

Basic agenda structure has been outlined, including two keynote speakers whom have been identified and have expressed interest in offering a keynote talk, including a First Nations water expert and one of the top water regulators in the province who was instrumental in designing the *BC Water Sustainability Act*. Several water experts in the Islands Trust Area have expressed interest in presenting at breakout sessions, including islander-owned small water utilities, water stewardship groups, and freshwater researchers.

The actual date of the event is to be determined as scheduling of keynote speakers is on-going. A date will be firmed up by the end of November with advertising for the event beginning in early December 2017.

ATTACHMENTS: Islands Trust Area Freshwater Sustainability Forum Project Charter

FOLLOW-UP: Staff will continue to plan the forum and associated activities as outlined in the project charter.

Prepared By: William Shulba, Senior Freshwater Specialist

Reviewed By/Date: Clare Frater, Director, Trust Area Services, October 31st 2017

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 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.	September 2017
• Service Contract for logistics • Schedule event, invite participants, organize logistics.	October 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.	October 2017 November 2017
• Host event: Facilitation and coordination	Late January 2018
• Final Report to Trust Programs Committee and Trust Council	February 15, 2018

Project Team

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

Budget

Item	Cost
Venue (estimate)	\$500
Food (estimated @ 200 ppl)	\$3,500
Staff Travel (est. 5 ppl @ \$200)	\$1,000
Administration/Logistics (estimate)	\$2,000
Graphic Design (estimate)	\$1,000
First Nation Gifts and Contingency	\$2,000
Total (out of pocket):	\$10,000.00

DLPS and TAS Approval:
David Marlor & Clare Frater

Date: August 11, 2017 (CF)

TPC Endorsement:
Charter v. 1.0

Date: Aug, 21, 2017

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

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Protect Quality and Quantity of Water Resources (Strategic Plan 4.3)	Deliver water education workshops and related education, advocacy (Phase 2 project charter).		Clare Frater William Shulba Pamela Hafey	
2	Amend Crown Land Cooperation Agreements (Strategic Plan 8.1)	Engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements into one. Consider implications for First Nations relationships.		Clare Frater	
3	Review the Islands Trust Policy Statement (Strategic Plan 9.1)	a) State of the Islands project b) Support First Nations and public engagement related to this project		Clare Frater Karen Hurley Fiona MacRaid Pamela Hafey	

Projects**Trust Programs Committee**

Description	Activity	R/Initiated
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	
Strengthen relations with First Nations	Improve protection of archaeological and First Nations cultural resources	



Trust Programs Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	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.			
	Marine advocacy/education project				
		Undertake a project using funds from the \$25,000 Water/Marine project budget for 2017/18.			