



Trust Programs Committee Agenda

Date: Monday, February 20, 2017
Time: 10:30 am - 3:00 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 November 14, 2016 Minutes	2 - 6
3.2 Follow Up Action List	7 - 9
4. TRUST COUNCIL BUSINESS	
4.1 Community Stewardship Awards - Briefing	10 - 15
5. BUSINESS	
5.1 Water Conservation Advocacy and Education - Revised Project Charter - RFD	16 - 19
That the Trust Programs Committee approve the Water Conservation Advocacy and Education Project Charter, dated February 14, 2017.	
5.2 State of the Islands Project Update - Briefing	20 - 22
5.3 Crown Land Protocol Project Update - Briefing	23 - 24
5.4 Trust Programs Committee Water and Marine Program Funding 2017-18 - RFD	25 - 27
That the Trust Programs Committee request the Committee Chair to advise the Financial Planning Committee and the Islands Trust Council that the Trust Programs Committee recommends that the proposed \$25,000 budget for 2017-2018 TPC Water and Marine Conservation project budget remain unchanged.	
6. WORK PROGRAM	
6.1 Trust Programs Committee Work Program	28 - 29
7. NEXT MEETING - May 29, 2017, 10am, Ladysmith City Hall	
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 Meeting

Date of Meeting: Monday, November 14, 2016

Location: Islands Trust Victoria Boardroom
200-1627 Fort Street, Victoria, 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 (from 11:30 a.m. onwards)
George Grams, Salt Spring Island Local Trustee (EC Rep)
David Critchley, Denman Island Local Trustee
Peter Luckham, Islands Trust Chair (ex officio)

Members Absent: None

Staff Present: Lisa Gordon, Director, Trust Area Services
Clare Frater, Policy Advisor
Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Local Planning Services
Carmen Thiel, Legislative Services Manager
Fiona MacRaild, Senior Intergovernmental Policy Advisor
Emma Restall, Executive Coordinator
Robert Barlow, Recorder

Media and Others Present: None

1. CALL TO ORDER

Vice-Chair Crumblehulme called the meeting to order at 11:00 a.m.

2. ELECTION

2.1 Election of Chair

Legislative Services Manager Carmen Thiel called for nominations for the position of Chair.

TPC-2016-018

It was MOVED and SECONDED,
that election of the Chair be tabled until Trustee Rogers arrives to join the meeting.

CARRIED

3. APPROVAL OF AGENDA

3.1 Introduction of New Items - None

3.2 Approval of Agenda

By general consent, the agenda was approved as presented.

4. ADOPTION OF MINUTES

4.1 Minutes of Meeting

4.1.1 August 22, 2016 TPC Minutes

TPC-2016-019

It was **MOVED** and **SECONDED**,
that the minutes of August 22, 2016, be adopted as presented.

CARRIED

4.2 Follow Up Action List

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

5. TRUST COUNCIL BUSINESS

5.1 First Nations and Public Engagement - Draft RFD for Trust Council from Executive Committee

Staff explained that the RFD proposes a comprehensive, integrated approach which addresses a number of Trust Council priorities:

- First Nations engagement principles;
- Communication/engagement about the Islands Trust and the Policy Statement;
- Anticipated local trust committee work with First Nations;
- Advocacy about archaeology;
- Coordination on marine protection priorities.

Staff described the proposed First Nations Engagement Principles that would underpin all the work of Islands Trust bodies.

Item was paused when Trustee Rogers arrived at 11:30 a.m.

2. ELECTION (continued)

2.1 Election of Chair

Nominated: Trustee Brian Crumblehulme

Elected by Acclamation: Trustee Brian Crumblehulme

2.2 Election of Vice-Chair

Nominated: Trustee Heather O'Sullivan

Elected by Acclamation: Trustee Heather O'Sullivan

The meeting was recessed at 12:15 p.m. and reconvened at 12:43 p.m.

5. TRUST COUNCIL BUSINESS (continued)

5.1 First Nations and Public Engagement - Draft RFD for Trust Council from Executive Committee (continued)

Discussion ensued.

TPC-2016-020

It was MOVED and SECONDED,

that Trust Programs Committee recommends that the draft First Nations and Public Engagement Request For Decision be amended with consideration of the following comments made by Committee members:

- concern about comments relating to fee simple interests;
- concern about the words “inherent bias”; and
- a new principle in policy that addresses shared interest.

CARRIED

5.2 Strategic Plan Updates by Council Committees - Briefing

TPC-2016-021

It was MOVED and SECONDED,

that the Trust Programs Committee recommends that the Islands Trust Council amend the Strategic Plan by moving item T.6.2.2 in 2017/18 “Develop project charter and budget request to build organization capacity (knowledge and time) related to advocacy for archaeological site protection”, to section 9 (Improve community and agency understanding).

CARRIED

TPC-2016-022

It was MOVED and SECONDED,

that the Trust Programs Committee recommends that Trust Council amend the Strategic Plan by moving item T.5.6.1 in 2017/18 “Develop a project charter and budget request regarding facilitation of exploration of intra and inter-island transportation routes” to 2018/19.

CARRIED

TPC-2016-023

It was MOVED and SECONDED,

that the Trust Programs Committee recommends that Trust Council amend the Strategic Plan by moving item T.5.4.2 in 2017/18 “Develop project charter for sustainable and appropriate agricultural advocacy” to 2018/19.

CARRIED

TPC-2016-024

It was MOVED and SECONDED,

that the Trust Programs Committee recommends that Trust Council amend the Strategic Plan by moving item T.5.4.1 in 2016/17 “Develop project charter and budget requests to build organization capacity (knowledge and time) regarding advocacy for sustainable and appropriate agricultural advocacy” to 2017/18.

CARRIED

5.3 Recommending 2017/18 budget needs to FPC re Strategic Plan priorities

TPC-2016-025

It was MOVED and SECONDED,

that the current \$25,000 budget request be defined to support water conservation research and advocacy and marine protection including UN Biosphere Reserve.

CARRIED

5.4 Community Stewardship Award Evaluation

TPC-2016-026

It was MOVED and SECONDED,

that the Trust Programs Committee recommends that Trust Council change the Community Stewardship Award Policy by deleting the criterion ‘collaboration with others’.

DEFEATED

TPC-2016-027

It was MOVED and SECONDED,

that the Trust Programs Committee recommends that Trust Council change the Community Stewardship Award Policy by adding a new criterion: time and effort expended by the nominee.

CARRIED

TPC-2016-028

It was MOVED and SECONDED,

that the Trust Program Committee recommends that Trust Council change the Community Stewardship Award Policy by adding a new criterion: record of ongoing public service by the nominee.

CARRIED

TPC-2016-029

It was MOVED and SECONDED,

that the Trust Program Committee recommends to Trust Council to change the Community Stewardship Award Policy by adding a new criterion: whether the nominee has been previously nominated.

DEFEATED

5.5 Crown Land Protocol Agreements – Project Charter

Staff provided a verbal update on the project and reported that the project was behind schedule.

6. NEW BUSINESS

No new business.

7. WORK PROGRAM

7.1 Trust Programs Committee Work Program

TPC-2016-030

It was MOVED and SECONDED,

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

1. Move “Amend Crown Land Cooperation Agreements” to the number one priority;
2. Move “Review the Islands Trust Policy Statement” to the number two priority;
3. Add “Support First Nations and Public Engagement” as a second activity for “Review the Islands Trust Policy Statement”.

CARRIED

8. NEXT MEETING – February 20, 2017, 10:00 am, Victoria – in person

9. ADJOURNMENT

The Trust Programs Committee meeting was adjourned at 2:20 p.m.

Brian Crumblehulme, Chair

CERTIFIED CORRECT:

Robert Barlow, 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

14-Nov-2016

Activity	Responsibility	Target Date	Status
First Nations and Public Engagement	Clare Frater		Done
TPC recommends that the draft First Nations and Public Engagement Request For Decision be amended with consideration of the following comments made by Committee members: - concern about comments relating to fee simple interests; - concern about the words inherent bias; and - a new principle in policy that addresses shared interest.			

Follow Up Action Report

Strategic Plan updates by Council Committees

Clare Frater

Done

That the TPC recommends that the Islands Trust Council amend the Strategic Plan by moving item T.6.2.2 in 2017/18 Develop project charter and budget request to build organization capacity (knowledge and time) related to advocacy for archaeological site protection, to section 9 (Improve community and agency understanding).

That the TPC recommends that Trust Council amend the Strategic Plan by moving item T.5.6.1 in 2017/18 Develop a project charter and budget request regarding facilitation of exploration of intra and inter-island transportation routes to 2018/19.

That the TPC recommends that Trust Council amend the Strategic Plan by moving item T.5.4.2 in 2017/18 Develop project charter for sustainable and appropriate agricultural advocacy to 2018/19.

That the TPC recommends that Trust Council amend the Strategic Plan by moving item T.5.4.1 in 2016/17 Develop project charter and budget requests to build organization capacity (knowledge and time) regarding advocacy for sustainable and appropriate agricultural advocacy to 2017/18.

Recommending 2017/18 budget needs to FPC re Strategic Plan priorities

Clare Frater

Done

That the current \$25,000 budget request be defined to support water conservation research and advocacy and marine protection including UN Biosphere Reserve.

Community Stewardship Award Evaluation

Clare Frater

Done

TPC recommends that Trust Council change the Community Stewardship Award Policy by adding a new criterion: time and effort expended by the nominee.
TPC recommends that Trust Council change the Community Stewardship Award Policy by adding a new criterion: record of ongoing public service by the nominee.

Follow Up Action Report

TPC Work Program

Clare Frater

Done

Trust Programs Committee forward its work program to the Islands Trust Council with the Top Priorities items as amended:

1. Move Amend Crown Land Cooperation Agreements to the number one priority;
 2. Move Review the Islands Trust Policy Statement to the number two priority;
 3. Add Support First Nations and Public Engagement as a second activity for Review the Islands Trust Policy Statement.
-

06-Dec-2016

Activity	Responsibility	Target Date	Status
December Trust Council - Budget Discussion	Clare Frater	10-Mar-2017	On Going
Review expenditures related to budget item TPC Water and Marine Conservation project and investigate potential reductions for 2017/18	Cindy Shelest		

To: Islands Trust Council

For the Meeting of: February 20, 2017

From: Trust Programs Committee

Date: February 10, 2017

SUBJECT: ISLANDS TRUST COMMUNITY STEWARDSHIP AWARDS

DESCRIPTION OF ISSUE:

This year will be the 15th Islands Trust's annual awards program designed to recognize individuals and organizations that are pursuing actions in the islands that have made a significant contribution towards the object of the Islands Trust. This briefing is to advise Trust Council of the tasks currently underway to deliver the 2017 awards program.

BACKGROUND:

- The purpose of the Community Stewardship Awards (CSA) program is to recognize and encourage the actions of individuals and organizations that support the mandate of the Islands Trust.
- Since its inception in 2002, 76 awards have been given to individuals and organizations across the entire Trust Area. Nominated and award-winning projects have addressed a wide range of issues including: land, water and marine conservation, agriculture, wildlife rescue and rehabilitation, community news publication, and the compilation and management of community records.
- Trust Programs Committee is responsible for reviewing CSA nominations in May and recommending award recipients to Trust Council in June.
- Administration of the CSA program is established in [Community Stewardship Awards Program policy](#) (2.1xi). Trust Council amended this policy in December 2016 by adding two new criteria:
 - time and effort
 - ongoing public service.

Proposed Awards Timeline and Process

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

Budget and Resources

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

ATTACHMENT: Community Stewardship Award Program Overview - 2002-2015.

FOLLOW-UP: Staff will administer the 2017 Community Stewardship Award program as directed by policy / Trust Program Committee.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date:

Chief Administrative Officer

Community Stewardship Award Program Overview 2002-2015

Number of Nominations - Since 2002, there have been 177 nominations with an average of 14 nominations per year. The highest number of nominations (18) occurred in 2012 and the lowest number of nominations (6) occurred in 2010.

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

Nominations per Island	177		Recipients per Island	76
North and South Pender Islands	45		Salt Spring Island	17
Salt Spring Island	31		North and South Pender Islands	14
Hornby Island	19		Bowen Island	4
Denman Island	13		Denman Island	6
Mayne Island	12		Hornby Island	6
Saturna Island	11		Saturna Island	7
Galiano Island	9		Mayne Island	6
Gabriola Island	13		Gabriola Island	6
Lasqueti Island	9		Lasqueti Island	3
Bowen Island + Bowyer/Passage	6		Galiano Island	4
Thetis Island	4		Gambier Island	2
Gambier	3		Thetis Island	1
Trust-wide	2		Trust-wide	1

2002- 2015 LIST OF NOMINEES/ISLANDS

Bullet and bold font indicates award recipients

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
2015	- Leigh Ann Milman, Gabriola Island - Susan Yates, Gabriola Island - Michael Dunn, Mayne Island - Marguerite Lee, Salt Spring Island - Richard Bauer, Lasqueti Island - Jan Kirkby, North Pender Island - Andrew Fall, Lasqueti Island - Grant Scott, Hornby Island	- Island Futures Society, Gabriola Island - Mayne Island Agricultural Society - Saturna Island Marine Research and Education Society Protect Grace Islet Group, Salt Spring Island - Denman Opposes Coal - Gabriola Land and Trails Trust - Gabriola Rescue of Wildlife Society - Keats Island Fire Equipment Group, Gambier LTA - Watercliff Farm, Gabriola Island	Denman (1) Gabriola (6) Gambier (1) Hornby (1) Lasqueti (2) Mayne (2) Penders (1) Salt Spring (2) Saturna (1) Total = 17
2014	- David Denning, Salt Spring Island - Brian Hollingshead, Saturna Island - Barrie Morrison and Nancy Waxler-	- Association of Denman Island Marine Stewards - Galiano Conservancy Association	Denman (1) Galiano (1) Penders (3)

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
	Morrison (posthumous) of North Pender Island • Paul and Monica Petrie, Pender Islands • Christa Grace-Warrick, Pender Islands		Salt Spring (1) Saturna (1) Total = 7
2013	• Richard Blagborne, Saturna Island • Chris and Judith Plant, Gabriola Island • Jan Slakov, Salt Spring • Ana Miriam Leigh (posthumous), Denman Island Dr. Peter Carter and Julie Johnston, North Pender Island Mike Hoebel, Galiano Island Patrick Smith, South Pender Jill Treewater, Salt Spring	• Lasqueti Island Forage Fish Team • Mayne Island Conservancy • Salt Spring Island Water Council Bowen Island Golf Association Denman Island Volunteer Fire Department Salt Spring Island Water Preservation Society	Bowen (1) Denman (2) Gabriola (1) Galiano (1) Lasqueti (1) Mayne (1) Penders (2) Salt Spring (4) Saturna (1) Total = 14
2012	• Stuart Watson, Gambier Island • Margot Venton, North Pender Island • Anne Macey, Salt Spring Island • Dr. Donald Marshall, Bowen Island • Peter Karsten, Denman Island Michael Dunn, Mayne Island Patricia Forbes, Lasqueti Island Lindsay Hamson, South/North Pender Islands Shirley LePers, South/North Pender Islands Ken Millard, Galiano Island Monica and Paul Petrie, South/North Pender Islands Dr. John Sprague, Salt Spring Island Bob Watson, Salt Spring Island John Wiznuk, Saturna Island	• Gabriola Island Health Care Foundation, Society and Auxiliary • Hornby Quilters Group • Saturna Island Ecological Education Centre Denman Island Residents Association's Parks Committee	Bowen (1) Denman (2) Gabriola (1) Galiano (1) Gambier (1) Hornby (1) Lasqueti (1) Mayne (1) Penders (4) Salt Spring (3) Saturna (2) Total = 18
2011	• Sue Ellen Fast, Bowen Island • Barry Mathias, Pender Islands • Sara Steil, Pender Islands • Jane Wolverton, Galiano Island Henning Nielsen, Denman Island Gisele Rudischer, Gabriola Island Nadia Krebs, Galiano Island Wayne Hewitt, Salt Spring Island	• Hornby New Clinic Committee, Hornby Island • Pender Island Fire Rescue Department, Pender Islands	Bowen (1) Denman (1) Gabriola (1) Galiano (2) Hornby (1) Penders (3) Salt Spring (1) Total = 10
2010	• Tekla Deverell, North Pender • Patti Willis, Denman • Jon Guy, Saturna • Sylvia Pincott, North Pender	None	Denman (1) Pender (2) Salt Spring (1) Saturna (2)

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
	• Dorothy Cutting, Salt Spring Pat Ropars, Saturna		Total = 6
2009	• Kelsey Mech, Salt Spring • Patricia McLaughlin, Denman • Jacqueline Booth, Salt Spring (Posthumous nomination) Andrew Carmichael, Hornby Linda and Peter George, Gabriola Janice Oakley and Martine Paulin, Galiano	• Hornby Island Residents and Ratepayers' Association • Salt Spring Island Conservancy Lasqueti Internet Access Society Mayne Island Early Childhood Society Mayne Island Agricultural Society and Fall Fair Pender Islands Community Service Society Pender Organic Community Garden Society	Denman (1) Galiano (2) Hornby (2) Mayne (2) Lasqueti (1) Pender (2) Salt Spring (3) Total = 13
2008	• Mary Cooper, Mayne • Maureen Moore, Salt Spring • Geri Crooks, Saturna • Alasdair and Nancy Gordon, Lasqueti Peter Askin, Mayne John Arthur Money, Saturna Patricia McLaughlin, Denman Lon Wood, Thetis Grant Gordon, Thetis Patti Willis, Denman Bowie Keefer, Galiano Tekla Deverell, Pender	• Lasqueti Island Nature Conservancy • Lyall Creek Salmon and Trout Enhancement Project, Saturna Island Saturna Scribbler Volunteers Land Trust Alliance of British Columbia Pender Islands Animal Welfare Society	Denman (2) Galiano (1) Lasqueti (2) Mayne (2) Pender (2) Saturna (4) Salt Spring (1) Thetis (2) All islands (1) Total = 17
2007	• Ursula Poepel - Pender Islands • Karl Hamson - Pender Islands • Jennifer Brown MacLeod - Gabriola Derek Hopzapfel - Pender Islands Sara Steil – Pender Islands David Rae – Pender Islands Beverley Vreeswijk - Thetis	• The Pender Post - Pender Islands • Gambier Island Conservancy • SSI Alternative Gypsy Moth Control Program Pender Islands Conservancy Association	Pender (7) Salt Spring (2) Gambier(1) Gabriola (1) Thetis (1) Total = 12
2006	• Bob Burgess, Thetis • Anne Johnson, Mayne David Manning, Pender Glenna Borsuk, Gabriola Jan Kirby, Pender Michelle Marsden, Pender	• Michelle Marsden and the B.C. Coastal Clean Up Campaign, Pender Islands • Salt Spring Island Conservancy, Mount Erskine Campaign	Pender (4) Salt Spring I(1) Thetis (1) Mayne (1) Gabriola (1) Total = 8
2005	• Hilary Brown, Hornby • Katherine Dunster, Bowen Nicholas/Naomi Wilde, North Pender (honourable mention) Christa Grace-Warrick, North Pender Darlene Gage, Hornby Dave and Florence Davidson, North	• Hornby Water Stewardship Project • Mayne Island Japanese Gardens Denman Conservancy Association (honourable mention) Hornby Island Community Economic Enhancement Corporation	North Pender (5) Hornby(4) Salt Spring (2) Bowen (1) Gabriola (1) Denman (1) Mayne (1)

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

To: Trust Programs Committee

For the Meeting of: February 20, 2017

From: Clare Frater

Date: February 10, 2017

SUBJECT: Water Conservation Advocacy and Education Project Charter

RECOMMENDATION:

That the Trust Programs Committee approve the Water Conservation Advocacy and Education Project Charter, dated February 14, 2017.

DIRECTOR COMMENTS: This project, as proposed, requires additional staff resources to implement so is reliant on Trust Council approval of the \$25,000 TPC program budget request. The project will offer an opportunity to bring water conservation partners to the islands for workshops, and raise the profile of the Islands Trust. FLNRO staff have already advised that they are unable to participate in workshops on weekends and evenings, due to overtime limitations, so have suggested that the workshops be held on Fridays.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Implementing this project as laid out in the charter requires additional staff or contractor support. Hosting workshops on the islands will require coordination with local trustees and local planning staff.

FINANCIAL: Staff recommend that TPC use its \$25,000 program budget to support this project. The recommendation would not require any changes to the 2017-2018 proposed budget.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff will implement the activities in the charter as proposed which will include public communication activities.

OTHER: N/A

BACKGROUND

The 2014-2018 Strategic Plan includes strategy 4.3 “Advocate for and educate about water conservation measures (e.g. rainwater catchment, greywater recycling)” and associated activity T.4.3.2 “Develop project charter for water conservation advocacy and education”.

In November 2015, the Trust Programs Committee approved the project charter for Phase 1 of the Water conservation advocacy and education project with the understanding that the project would simply be about gaining organizational capacity for future advocacy and education activities.

In February 2016, the Trust Programs Committee heard from staff that the project had not progressed due to a lack of staff capacity. Discussion ensued about whether the project should include both general and agricultural water conservation measures, and whether the project could be a vehicle for stimulating cross-agency conversations about watershed management. Trustees suggested additional resources, including a Bowen Island Municipality survival guide for well users.

TPC-2016-005

It was MOVED and SECONDED,

That the Trust Programs Committee amend the revised Water Conservation Advocacy and Education project charter, version 2, by adding a notation that the out of scope items will be addressed in Phase 2 of the project.

REPORT/DOCUMENT: Project Charter Phase 1 and 2

KEY ISSUE(S)/CONCEPT(S): 2017-2018 draft budget; timely delivery of Trust Programs Committee projects.

RELEVANT POLICY:

DESIRED OUTCOME: Effective and efficient use of resources in support of timely implementation of Strategic Plan objectives.

RESPONSE OPTIONS

Recommended:

That the Trust Programs Committee approve the Water Conservation Advocacy and Education Project Charter, dated February 14, 2017.

Alternative:

That the Trust Programs Committee approve the Water Conservation Advocacy and Education Project Charter, dated February 14, 2017, as amended.

That Trust Programs Committee request staff to prepare a revised project charter.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, February 14, 2017

Water conservation advocacy and education, phase 1 Project Charter v 2.0

Purpose Phase 1: to build organizational capacity (knowledge and time) related to advocacy and education re water conservation tools, such as through rainwater catchment and greywater recycling.
Phase 2: deliver water conservation advocacy and education on behalf of Trust Council

Background The Strategic Plan has the strategy 4.3 “Advocate for and educate about water conservation tools (e.g. rainwater catchment and greywater recycling). In order to support informed and effective advocacy and education on water conservation tools in 2016/2017, Trust Area Services staff need to first learn about water conservation tools and current regulatory environments that hinder or support their use.

Objectives

Increase staff time available for and expertise about:

- regulations applying to water in the trust area
- conservation practices such as rainwater catchment, greywater recycling, composting toilets
- existing and upcoming initiatives within island jurisdictions
- develop a network of resource people

In Scope

- Understand water needs for structures in the trust area
- Understand BC Building Code
- Liaise with other jurisdictions with authority over water (eg province, health authorities, regional districts and SSIWPA) about their initiatives
- Explore solutions and educational materials from other jurisdictions
- Attend workshops/conferences

Out of Scope

- Agricultural water use
- First Nations liaison
- Advocacy advice
- Climate change
- Saltwater intrusion
- New educational methods and materials
- Web content updates
- Land use planning tools

Workplan Overview

Deliverable/Milestone	Date
Staff learn about water conservation issues and projects within the Trust Area and catalogue	Feb - April 2016
Staff have developed a network of at least 15 strong resource people	Feb - April 2016
Staff complete phase 1 and report to TPC	May 16, 2016
Staff develop phase 2 project charter, deliver to TPC and seek direction to proceed, using existing 2016/17 budget. Print publications would require additional budget.	May 16, 2016

Project Team

TPC	Project Sponsor
Lisa Gordon	Project Manager
Clare Frater	Researcher
Pamela Hafey	Researcher

Approved by:

Lisa Gordon

Date: Feb 16, 2016

Endorsement:

Resolution #:

Date:

Budget 2015/16

Budget Source: Existing TAS budget

Item	Cost
Travel to workshops	\$2,000
Purchase of publications	\$500
Total	2,500

DRAFT Water conservation advocacy and education, phase 2 project charter

Purpose Deliver water conservation advocacy and education on behalf of Trust Council.

Background The Strategic Plan includes strategy 4.3 “T.4.3.2 Develop project charter for water conservation advocacy and education”. Subject to budget approval . TPC approved a phase 1 project charter in February 2016, which informed the development of Phase 2 activities.

Objectives

- Increase island residents’ understanding of water conservation issues in the Islands Trust Area.
- Influence senior government actions that affect water conservation in the Trust Area

In Scope

- Develop/collect education materials on water conservation options toilets and groundwater protection.
- Co-organize and deliver 11-12 well owner education workshops with MFLNRO, local groups
- Update water info on website
- Liaise with new Freshwater Specialist (likely to start in June)
- Advocacy re water conservation via Executive Committee

Out of Scope

- Advice on land use planning tools
- Organizing Trust Council session on *Water Sustainability Act* (although connected)
- Honoraria for workshop presenters

Workplan Overview

Deliverable/Milestone	Date
Project staff learn about water conservation issues and projects within the Trust Area and book workshops (facilities, trustees, presenters, IT staff, local groups)	March-April 2017
Project staff team develop /collect educational materials and update website	April –May 2017
Deliver workshops and make educational materials available, and advocacy	Late-May 2017—August 2017
Final report to Trust Programs Committee in August	August 21, 2017

Project Team

TPC	Project Champion
Clare Frater	Project Manager
Staff/contractor	Coordinator/researcher
Pamela Hafey	Communications

Approved by:

Date: Feb 14, 2016

Endorsement:

Resolution #:

Date:

Budget 2015/16

Budget Source: TPC program budget

Item	Cost
Workshop costs (ads, venue, food, travel)	\$5,000
Educational material	\$2,000
Total activity costs:	\$7,000
Staff/contractor time	Up to \$12,000 from TPC program budget

To: Trust Programs Committee **For the Meeting of:** February 20, 2017
From: Clare Frater, Director, Trust Area Services **Date prepared:** February 13, 2017

SUBJECT: STATE OF THE ISLANDS PROJECT UPDATE

DESCRIPTION OF ISSUE: This briefing provides an update of the State of the Islands project and highlights further planned work.

BACKGROUND:

In February 2016, the Trust Programs Committee approved a project charter for the State of the Islands project (attached) with the following purpose: *to provide a snapshot of Islands Trust Area indicators (ecological and socio-economic) to assist Trust Council to clarify its vision for sustainability in the Islands Trust Area and measure its progress in achieving that vision.*

At the May 16, 2016 Trust Programs Committee meeting, Committee members stated their preferences for certain indicators to be included in the State of the Islands project and provided feedback to staff on the methods, audience and format of the project reporting. After the May meeting, staff reviewed available data for the preferred indicators and developed charts and narratives for the most achievable indicators. Staff stopped developing some indicators if data was unavailable, too expensive or required more staff time than was available. For indicators that did not have available data, staff contracted a statistically valid public opinion poll in August.

In August 2016, Trust Programs Committee reviewed the poll results and the draft interim State of the Islands indicator report for Trust Council. In September 2016, in support of its visioning session, Council received an interim State of the Islands project report, including the results of the “Life on the Islands” poll. The poll and the vision workshop revealed that preserving and protecting the natural environment remains a top priority and that there is an increasing need for attention to water, housing and First Nations.

A contractor will be hired in February to produce trend charts on the following topics, using recently released data:

- CO2 Emissions by Source (2007-2012)
- Population growth (1991-2016)

These charts will be provided to planning staff for inclusion in reports and will also be posted to the Indicator program webpage.

As time and resources permit, staff proceed with development public education materials (graphics, displays, webpages) about trends in the Islands.

The next 2016 Census product release dates are:

May 3, 2017	Age and sex
	Type of dwelling
August 2, 2017	Families, households and marital status
	Language
September 13, 2017	Income
October 25, 2017	Immigration and ethnocultural diversity
	Housing
	Aboriginal peoples
November 29, 2017	Education
	Labour
	Journey to work
	Language of work
	Mobility and migration

Note: As a result of Islands Trust staff advocacy in 2014, the 2016 Census results are now available by Local Trust Area. This change means that the Islands Trust no longer needs to purchase custom Census data and that island information is made available at the same time as other communities.

ATTACHMENT(S): State of the Islands Project Charter, V2

FOLLOW-UP: Staff will continue to implement the project, incorporating the advice from TPC members.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Chief Administrative Officer – February 14, 2017

Policy Statement – State of the Islands Project Project Charter v 2.0

Purpose: Snapshot of Islands Trust area indicators (ecological and socio-economic) to assist Trust Council to clarify its vision for sustainability in the Islands Trust Area and measure its progress in achieving that vision.

Background: Trust Council's Strategic Plan T.9.1 directs TPC to develop a project charter regarding 'State of the Islands' communications in 2016 in support of planned community engagement to identify a Vision and Policy Statement topics for amendment by March 2017. The last time a similar project occurred was the "Measuring our Progress" report done for each island in 2003 which focused on sustainability indicators. An indicator is simply a factor we can measure to provide objective information and clues about conditions and trends.

Objectives

- The 'State of the Islands' report will offer a base-line of important indicators that will support public engagement and help future Councils to measure progress in achieving its vision.
- This project supports the Policy Statement update project.

In Scope

- Reporting on Trust-wide indicators and trends that measure progress towards TC vision
- Collating existing data (e.g. ecosystem mapping, water studies, Salt Spring Island Incorporation Report, Economic Sustainability displays, 2011 and 2016 Census data)
- Data relevant to Policy Statement
- Displaying the information in ways that support public communications at meetings and on the web-site

Out of Scope

- ~~Purchasing data~~
- ~~Original research~~
- Analyzing the reasons for changes in indicators
- Prescribing responses to poor indicators
- ~~Data that is available only for a few islands~~

Workplan Overview

Deliverable/Milestone	Date
Recruit contractor or temporary staff	April-May 2016
Phase 1— collect data and produce reports	June-Aug 2016
Report to Trust Council	Sept 2016
Phase 2— Consolidate 2016 Census with phase 1	2017

Project Team

TPC	Project Sponsor
Lisa Gordon	Project Manager
Contractor/Island Planner/Policy Advisor	Project Lead
Pamela Hafey	Communications

Approved by:

Trust Programs Ctte

Date: Feb 29, 2016

Endorsement:

Resolution #:

Date:

Budget 2016/17

Budget Source: 2016/17 approved budget

Item	Cost
Contractor / Co-op student	\$25,000
Communications materials / display	\$10,000
In-kind staff time	
Total	\$35,000

BRIEFING

To: Trust Programs Committee **For the Meeting of:** February 20, 2017
From: Clare Frater, Director, Trust Area Services **Date prepared:** February 13, 2017

SUBJECT: CROWN LAND PROTOCOL PROJECT UPDATE

DESCRIPTION OF ISSUE: This briefing provides an update of the Crown Land Agreement Protocol project and highlights further planned work.

BACKGROUND:

In November 2015, the Trust Programs Committee (TPC) received version 1 of a Crown Land Agreement Protocol project. In February 2016, TPC approved version 2 of the project charter.

In July 2016, the Director of Trust Area Services met with staff from the Ministry of Forests, Lands and Natural Resource Operations about the project. In November 2017, TPC received version 3 of the project charter.

On December 9, 2016, FLNRO staff provided Islands Trust staff with a draft agreement that addresses Crown land and forestry matters. Islands Trust staff have not yet met to consider the proposed agreement and have not yet shared the draft agreement with Bowen Island Municipal staff. In early January, Islands Trust staff advised FLNRO staff that the project would be delayed due to changes in staffing at the Islands Trust, but that the Islands Trust remains committed to the project.

Currently, staff are exploring opportunities to integrate the First Nations Engagement Principles into this project. Staff aim to provide Trust Programs Committee with a draft agreement in May 2017.

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

FOLLOW-UP: Staff will continue to implement the project, incorporating the advice from TPC members.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date:

Crown Land Protocol Agreements - Project Charter

Date: July 28, 2016

Purpose

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

Background

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

Objectives

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

In Scope

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

Out of Scope

- External communications
- Community engagement

Workplan Overview

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

Project Team

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

Approved by:

Date:

Endorsement:

Resolution #:

Date:

Budget

Budget Source: Islands Trust (TAS Projects)

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

To: Trust Programs Committee

For the Meeting of: February 20, 2017

From: Clare Frater

Date: February 10, 2017

SUBJECT: Trust Program Committee Water and Marine Program Funding for 2017-2018

RECOMMENDATION:

That the Trust Programs Committee request the Committee Chair to advise the Financial Planning Committee and the Islands Trust Council that the Trust Programs Committee recommends that the proposed \$25,000 budget for 2017-2018 TPC Water and Marine Conservation project budget remain unchanged.

DIRECTOR COMMENTS:

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The decision to retain a \$25,000 budget request will enable Trust Programs Committee to fully implement projects relating to water and marine conservation.

FINANCIAL: The recommendation would not require any changes to the 2017-2018 proposed budget.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: The Chair would convey the message to Financial Planning Committee at the February 28, 2017 meeting, and at Trust Council's March 14-16, 2017 meeting. Staff will proceed with planning implementation of Trust Programs Committee work in 2017-2018, subject to final budget approval by Trust Council in March 2017.

OTHER: N/A

BACKGROUND

In November 2016, Trust Program Committee passed the following resolution:

TPC-2016-025

It was MOVED and SECONDED,

that the current \$25,000 budget request be defined to support water conservation research and advocacy and marine protection including UN Biosphere Reserve.

In December 2016, Trust Council passed the following resolution:

TC-2016-102**MOVED by Trustee Crumblehulme, SECONDED by Trustee Brent,**

that the Financial Planning Committee and the Trust Programs Committee review the expenditures related to budget item TPC Water and Marine Conservation project and investigate potential reductions for 2017-2018.

At the December 2016 Trust Council meeting, trustees discussed that the proposed creation of a new Senior Freshwater Specialist position might offer an opportunity to reduce the Trust Programs Committee program budget request as it relates to water education because the proposed new position might be able to provide some of these services. Staff has now developed a draft project charter for the Water Conservation Education and Advocacy project. As proposed, the project timelines and activities do not fit with the hiring schedule and proposed duties of the proposed new Senior Freshwater Specialist.

Staff has also reviewed the proposed Trust Area Services work program for 2017 and determined that additional part-time staff/contractor support is required between April – July to support Trust Programs Committee work including water education/advocacy, and marine conservation project planning. The \$25,000 program budget would be allocated as follows:

Item	Amount
TPC project staff or contractor support (part-time) (April - July)	\$14,000
Travel costs	\$2,000
Water/marine conservation project costs	\$9,000

REPORT/DOCUMENT: None attached.

KEY ISSUE(S)/CONCEPT(S): 2017-2018 draft budget; timely delivery of Trust Programs Committee projects.

RELEVANT POLICY: Budget Process Policy (6.3.i)

DESIRED OUTCOME: Effective and efficient use of resources in support of timely implementation of Strategic Plan objectives.

RESPONSE OPTIONS**Recommended:**

That the Trust Programs Committee request the Committee Chair to advise the Financial Planning Committee and the Islands Trust Council that the Trust Programs Committee recommends that the proposed \$25,000 budget for 2017-2018 TPC Water and Marine Conservation project budget remain unchanged.

Alternative:

That Trust Programs Committee reduce the proposed \$25,000 Water and Marine Conservation project budget amount and reduce proposed activities accordingly.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Chief Administrative Officer, February 14, 2017

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

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Amend Crown Land Cooperation Agreements (Strategic plan 8.1)	Engage Bowen Island Municipality and the Province of B.C. in updating and consolidating six existing agreements into one. Consider implications for First Nations relationships.		Pamela Hafey Clare Frater	
2	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 Pamela Hafey	
3	Protect Quality and Quantity of Water Resources (Strategic plan 4.3)	Prepare to advocate for and educate about water conservation measures (phase 1 staff training and assessment of capacity and scope).		Clare Frater Pamela Hafey	

Projects**Trust Programs Committee**

Description	Activity	R/Initiated
Protect quality and quantity of water resources	Advocate for and educate about water conservation measures (phase 2 e.g. rainwater catchment, greywater recycling) (2017-18)	
Enhance (protect / restore) community character, socio-economic diversity and economic sustainability	Work with other agencies to promote economic sustainability (2016-18) Facilitate exploration of intra and inter-island transportation routes (2018-19)	



Islands Trust

Print Date: February 9, 2017

Trust Programs Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Strengthen relations with First Nations				
		Improve protection of archaeological and First Nations cultural resources (2017-20)			
	Improve cooperation and integration with other levels of government				
		Explore opportunities and benefits of working with UNESCO and the TFB and others re: UN Biosphere Reserve. (2017-18)			
	Improve community and agency understanding and support of the Islands Trust				
		Policy statement amendment process (2017-18)			