



Trust Programs Committee Agenda

Date: Tuesday, February 17, 2015
Time: 12:30 pm - 3:30 pm
Location: Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC

Pages

1. CALL TO ORDER
2. ROUNDTABLE
Staff and trustees: who I am and why I am interested in TPC work
3. ELECTION
 - 3.1 Election of Chair (includes candidate presentations)
 - 3.2 Election of Vice-Chair
 - 3.3 Election of Financial Planning Committee appointee
4. APPROVAL OF AGENDA
5. ORIENTATION
 - 5.1 Terms of Reference/Council Policy 3 - 4
 - 5.2 Strategic Plan and the Trust Programs Committee
 - 5.3 Getting items onto the Trust Programs Committee agenda
 - 5.4 Trust Programs Committee Work Program Format
 - 5.5 Staff Resources (in toolkit)
 - 5.6 Draft - Trust Programs Committee toolkit 5 - 21
 - 5.7 2011 - 2014 TPC Chair Report to the Incoming TPC 22 - 23
6. ADOPTION OF MINUTES/COORDINATION
 - 6.1 Resolutions Without Meeting - RWM-01-2014 24 - 24
 - 6.2 Minutes of Meeting - August 11, 2014 (already adopted) 25 - 29
 - 6.3 Follow Up Action List 30 - 31
7. TRUST COUNCIL BUSINESS
 - 7.1 Briefing - Community Stewardship Awards 32 - 36
 - 7.2 Briefing - BC Ferries Advocacy 37 - 41
 - 7.3 RFD - Crown Land Profile Project Charter - Discovery Phase 42 - 46
 - 7.4 Briefing - Indicator Program 47 - 48
8. NEW BUSINESS

9. WORK PROGRAM

9.1 Trust Programs Committee Work Program Report

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10. NEXT MEETING (Proposed)

Monday, June 1st in Ladysmith

Monday, August 24th in Ladysmith

Monday, November 16th - location TBD - maybe Victoria

11. ADJOURNMENT

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

2.3.iv. Policy

TRUST PROGRAMS COMMITTEE TERMS OF REFERENCE

Trust Council: June 11, 1994

(Amended: March 6, 1998, December 8, 2000 and March 7, 2003)

A: PURPOSE:

1. To outline the Trust Programs Committee's role in providing policy and planning advice to Islands Trust Council as one of three standing committees of Trust Council. (see 2.3.i. Attachment 1)

B: REFERENCES:

1. Policy Manual: Council Committee System Policy (2.3.i.)

C: POLICY:

- 1. The Trust Programs Committee provides advice to the Islands Trust Council and management by:**
 - 1.1. Identifying and reporting to Council on emerging issues related to the Committee's areas of responsibility for Trust Council direction;
 - 1.2. Maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council;
 - 1.3. Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council;
 - 1.4. Preparing recommendations for interagency initiatives and feedback on proposed interagency agreements;
 - 1.5. Providing input to the continued development and maintenance of a useful research and information system;

ISLANDS TRUST POLICY MANUAL

K:\Manuals\Policy\Chapter02\23iv TPC Terms of Reference.doc

- 1.6. Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation; and
- 1.7. Maintaining a liaison with the Trust Fund Board.
- 2. The responsibilities stated apply to the following areas:**
 - 2.1. **Resource Management** - promoting sustainability in the use of natural resources of the Trust Area;
 - 2.2. **Land Conservation** - promoting protection and preservation of ecosystems throughout the Trust Area;
 - 2.3. **Water Management** - promoting protection and preservation of groundwater and surface water supply and quality;
 - 2.4. **Marine Environment** - promoting protection and preservation of coastal, and deep water marine ecosystems;
 - 2.5. **Sustainable Communities** - promoting liveable communities:
 - with sustainable and viable local economies
 - with housing that accommodates socio-economic diversity
 - with regard for the carrying capacity of supporting island environments;
 - 2.6. **Conservation Strategy** - developing strategies beyond regulatory tools to achieve the Islands Trust's object; and
 - 2.7. **Public Awareness/Education** - promote enhanced public awareness of environmental, economic and social sustainability in island communities and opportunities for their improvement.



DRAFT Trust Programs Committee Toolkit

February, 2015

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Trust Programs Committee Composition

The Trust Programs Committee (TPC) consists of trustees appointed by the Council Chairperson with one Executive Committee member as assigned by the Council Chairperson. TPC members hold their seats until their replacements are elected after the next election. The Trust Council Chairperson is an ex-officio (non-voting) member of the TPC.

TPC members elect their Committee Chairperson and Vice-Chairperson. The Council Chairperson may appoint an interim Council Committee Chairperson when required. The TPC Chairperson will normally chair the Committee meeting. However, the Chairperson may designate the Vice-Chairperson to act as Chairperson. In the absence of the Chairperson and Vice-Chairperson the Committee shall choose a Committee member to act as Chairperson of the meeting.

Trust Programs Committee Responsibilities and Authorities Assigned by Trust Council

Council committee responsibilities are assigned by policy or resolution of the Islands Trust Council. Assignments made by Trust Council resolution are recorded in the minutes and Follow Up Action List and generally relate to short-term tasks. Trust Council uses the policies below to assign longer-term tasks to the TPC.

Trust Council [Policy 2.3.i – Council Committee System](#) sets out that the role of Council committees' is:

- To provide policy advice to Trust Council in response to Council's referrals, Committee initiatives and external requests of the Trust.
- To provide feedback to staff on matters going to Trust Council.
- To implement and maintain a Committee - specific work program.
- To make recommendations to Trust Council on interagency liaison or protocol initiatives.

- To create subcommittees (or task forces) which may be comprised of Trustees, staff or external persons as required for a specific duration to examine a particular Committee matter upon approval by Trust Council.
- To provide input and feedback to the annual budget process.
- To provide input to Trust Council's organizational strategic planning process

TPC TERMS OF REFERENCE

- Trust Council [Policy 2.3.iv – Trust Programs Committee Terms of Reference](#) provides an overview of the TPC's role, as assigned by Trust Council.

ISLANDS TRUST POLICY STATEMENT

Topic Review Inventory

- Trust Council [Procedure 1.3.ii. - Policy Statement Topic Review Framework](#) states that the TPC will complete an Annual Policy Statement Report that includes a Policy Statement Topic Review Inventory, and that it will maintain a Policy Statement Topic Review Inventory that will include the review topics, brief descriptions, and the source of the suggested topics.
- Trust Council [Policy 1.2.i – Policy Statement Amendment Policy](#) assigns TPC the role of compiling all suggestions for amendment to the Policy Statement from all sources for review to recommend areas for amendments to Council via the Executive Committee. [Policy 1.3.i – Policy Statement Implementation](#) states that requests for clarification regarding the Policy Statement will be reviewed by Trust Area Services staff and may be in the annual TPC Topic Review Inventory for Council consideration.

Monitoring Activities

- Trust Council [Policy 1.3.i – Policy Statement Implementation](#) assigns TPC the role of monitoring the implementation of the Policy Statement in a report to Trust Council on a quarterly basis.
- The TPC is also responsible for monitoring and reporting on the implementation of the Policy Statement Implementation Policy to Trust Council on an annual basis for inclusion in the Islands Trust Annual Report.

RELEVANT POLICIES

REQUESTS FOR DECISION

Trust Council [Policy 2.2.i – Requests for Decision](#) establishes a process and format for presenting Requests for Decision to Trust Council..

ADVOCACY

Trust Council [Policy 6.10.iii – Advocacy](#) assigns the Executive Committee and the Chair several responsibilities in coordinating the Islands Trust’s advocacy program, including considering requests from trust bodies for advocacy assistance and management of the related staff resources.

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

Trust Programs Committee Work Program

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

TOP PRIORITIES

The Trust Programs Committee may identify up to three work priorities.

Projects can be significant and long-term, such as the development of a new policy, or may be relatively minor. At the initiation of a significant project, staff will prepare a “project charter” for TPC endorsement. Project charters are a means of managing projects by identifying the objectives, timeline, budget, roles and responsibilities and deliverables. The staff assigned to the project will use the timeline, milestones and deliverables in the project charter in proceeding with the project. Regular staff reports are provided to the TPC with updates, analysis, options and recommendations as the principle mechanism by which the TPC reviews the progress of the project and makes decisions as needed.

LONG LIST

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

Work Program points to consider:

- Early in the term, the TPC should identify potential top priorities in consultation with staff.
- Senior staff review potential projects and report back to the TPC on the feasibility of the project including: options, availability of resources, project scope and timeline, budget requirements, consistency with policies, legislation and the Islands Trust Strategic Plan.
- If additional resources are required, the project will need to be included as a budget request.
- Once a project is approved, staff will proceed with the work, reporting quarterly to TPC. The Director of Trust Area Services ensures that there are sufficient resources assigned to the project and that the timeline is being met.

FOLLOW-UP ACTION LIST

The Follow up Action List (FUAL), as per Trust Council [Policy 6.7.i](#), details actions arising from decisions and directions the TPC made at a meeting and is the principle mechanism for ensuring that TPC directions are carried out in a timely manner by the appropriate staff. Follow up action lists are drafted by Trust Area Services staff after a TPC meeting, with target completion dates and tasks assigned to the relevant staff person. Occasionally a member of the TPC will be requested by the TPC to undertake an action and that can be noted on the FUAL. Once an action is done, it is noted as completed on the FUAL. A FUAL report is generated for each TPC meeting agenda.

PROJECT CHARTERS

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

Trust Program Committee Resources – Staff and Budgets

STAFF SUPPORT TO THE TRUST PROGRAMS COMMITTEE

The Trust Area Services Director and Policy Advisor provide the main staff support to the TPC. The TPC shares these staff resources with Executive Committee and Trust Council, and in some instances has limited access to staff time. A brief description of staff support available to the Trust Programs Committee is outlined below.

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

TRUST AREA SERVICES UNIT

Director – Trust Area Services (DTAS)

Reporting to the CAO, the Director of Trust Area Services supports the Trust Programs Committee in addition to supporting the Executive Committee and the Trust Fund Board and for supervising Trust Area Services staff. In particular, the DTAS provides advice and implements EC and TPC's decisions that relate to the Islands Trust Policy Statement, Trust Fund Board and Trust Programs Committee liaison, Bowen Island Municipality liaison, legislative changes and requests, annual report, advocacy and communications.

Policy Advisor

Reporting to the DTAS, the Policy Advisor provides support to EC in addition to responsibilities to the Trust Programs Committee. In particular, the Policy Advisor provides advice and assists in implementing Trust Council and EC's decisions related to legislative matters and advocacy.

Communications Specialist

Reporting to the DTAS, the Communications Specialist provides support to the TPC in regards to communications strategies for projects.

Secretary

The Secretary provides administrative and logistical support to Trust Area Services on a half time basis, serving the Chief Administrative Officer and the Executive Committee for the other half.

RESOURCE ALLOCATION

Excluded staff

The Director of Trust Area Services is 'excluded' or outside the BCGEU with significant duties in addition to their support of TPC which must be considered when work is requested.

Overtime

The other Trust Area Services staff that provide support to the TPC are members of the BC Government Employees Union and have a collective agreement with overtime payable outside of regular working hours, including for time spent in travel. These staff include the Policy Advisor, Communications Specialist, and Secretary. Although some overtime is an expectation of the job, employees can decline overtime. Employees can choose to take overtime as either cash or compensatory time off (CTO). While overtime is budgeted for within the overall Islands Trust budget based on historical cost, scheduling meetings outside of regular work hours can impact TPC and Executive Committee work programs: typically employees take the majority of overtime as time off, reducing the hours that would otherwise be available for work. Excessive overtime demands can also impact work-life balance and affect employee recruitment and retention.

TRUST PROGRAMS COMMITTEE BUDGET

Trust Council allocates a meeting expense budget for Council committees, which does not include funding for special projects.

| Budget Category | 14/15 budget | Comments |
|------------------------|---------------------|--|
| Meeting Expense | \$2500 | Room rental, travel, meals, teleconference charges, etc. |

Special projects (e.g. education/public awareness initiatives) of the TPC require a program request during the annual budget process. Such funding would cover the costs of items such as meetings, travel, contractor time, consultation and communications,

advertising, legal review, and any statutory notifications associated with a project. Staff time, the largest single cost, is not included in these budgets. Project funding requests for an upcoming fiscal period are reviewed by the Financial Planning Committee and recommended projects are forwarded to Trust Council for inclusion in the annual budget. If the TPC wishes to re-allocate a budget amount to a different project once the budget is adopted, this may be approved, along with a briefing to Financial Planning Committee.

Any hiring of contractors for a project or application must be tendered and awarded consistent with Trust Council [purchasing policy](#).

Islands Trust Website

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

TPC members are encouraged to take a look at the TPC webpages as this will be the main source of information throughout the term. The website contains meeting schedules, agendas, minutes.

The TAS unit manages the Islands Trust website and establishes standards and consistency. The Policy Advisor and Secretary manage TPC web pages.

Trust Programs Committee Meetings

TYPES OF MEETINGS

Trust Council [Policy 2.1.ix Meeting Procedure Guidelines](#) provide some guidance on conduct of TPC meetings.

Open Meetings

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

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

Typically, the regular business meetings are where all TPC business is conducted; this includes consideration of briefing and request for decision documents, along with

routine business such as adoption of minutes, and a work program. All meetings are open to the public unless specifically closed. The Trust Programs Committee rarely receives delegations, but has provided an opportunity for them when requested.

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

Closed Meetings

The *Community Charter* allows local governments to conduct some business within a closed meeting, where the TPC can choose who can attend (closed meetings are often referred to as 'in-camera') and excludes all others. The *Community Charter* is very specific as to what business can and cannot occur within a closed meeting. The most common reason for the TPC to go '*in-camera*' is discussion of Community Stewardship Award nominations.

Electronic Meetings

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

SCHEDULING TPC MEETINGS

Trust Council [Policy 2.3.i. Council Committee System](#) sets out that Council committees will have four meetings per year and that any further meetings must be planned within the approved Committee's meeting expense account. Any requested changes to the Master Meeting Schedule of regularly scheduled Committee meetings to the Executive Coordinator.

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

- The TPC members' preferred meeting day (typically the same day of the week), held quarterly,
- Meetings are adjusted for statutory holidays, conflicts with Trust Council, Executive Committee, and LTC meetings.

- Meetings are not scheduled for late in December and early in January due to Christmas office closure and potential weather-related cancellations.
- Meeting start and end times accommodate ferry schedules and regular office hours to reduce overtime.

Arranging and coordinating TPC meetings requires a significant amount of staff resources. Moving, cancelling and postponing regular business meetings will happen, and it is a normal part of business. Staff will accommodate TPC requirements; however, please bear in mind any change to a business meeting date requires a significant amount of 'unseen' staff resources.

The staff time required to prepare and follow up on special meetings may be similar to that of a regular business meeting.

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

- consideration of staff resourcing (including staff responsible for putting the agenda together and staff required for meeting attendance), and availability of the all TPC members and minute-takers.
- support staff are responsible for tracking all meetings, producing meeting notices, posting meeting schedule on the website, booking meeting venues, arranging for minute takers, ensuring that minutes are signed and filed, as well as prepare, distribute and file agenda packages.
- meetings are scheduled on a regular basis to provide certainty for all participants, to ensure ongoing business moves forward, and to ensure staff resources are available to prepare for and attend the meeting.
- The annual meeting schedule is adopted by a resolution of the TPC (including by RWM).
- all TPC decisions are conducted in meetings (or the occasional RWM).

MEETING AGENDAS

Agendas are prepared well in advance of all meetings and complete agenda packages are distributed and posted at least 10 full days before the meeting per the Islands Trust Council [Policy 2.3.i. Council Committee System](#). At a minimum, the agenda should include:

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

Committee meetings agendas will be prepared by the designated staff in consultation with the Chairperson.

The following is a guide to the timeline used for TPC regular business meeting agenda preparation.

- Days BEFORE the Meeting:

| | |
|----------------|--|
| 14 days | Deadline for staff and trustees to identify agenda topics |
| 12-13 days | Staff provide the draft agenda to the Committee Chairperson |
| 11 days | Cut-off for approved agenda items to be submitted to Director, Trust Area Services (1 p.m.) |
| 10 days | Agenda Packages are compiled and published in eSCRIBE, circulated to trustees and relevant staff and posted to the website (4:30 p.m.) |
| 1-9 days | Chair is consulted if a late agenda is requested. Late agenda items are discouraged and should be for pressing matters only. Routine or minor additions to existing agenda items may be distributed by email and added at the meeting. |
| During meeting | Late Items are discouraged; however, with TPC approval at the meeting, late items may be added. These items must be provided to staff, to ensure that the agenda package can be updated with the additions after the meeting. |

MOTIONS AND RESOLUTIONS

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

Some important guidelines to keep in mind:

- Requests for Decision include wording in the form of a resolution; trustees making motions should use this wording as the basis of the motion, even if it is amended somewhat. Staff reports also contain alternative options, usually worded in the form of a motion.
- Where a TPC resolution is sought, but a Request for Decision document has not been prepared (e.g. for minor items), staff will add 'Agenda Context Notes' that may include a recommended resolution.

- Motions brought to the table by an individual trustee should be written out, prior to the meeting if possible, circulated to the other members of the TPC and provided to the minute taker.
- Motions are moved and seconded. Motions can be seconded for discussion or the Chair can second a motion
- Direction to staff should be in the form of a resolution.
- Discussion should occur after the motion has been moved and seconded.
- All resolutions must be voted on within a business meeting (except RWMs, see below).
- Resolutions must stand alone and be as specific as practical by not referring to ‘attached documents’, although if required, documents should be referenced by title, date, and where appropriate, author.
- The Chair should always ask the minute taker to read-back the motion before voting and ensure the minute taker has the resolution recorded correctly.

MEETING FOLLOW UP

After a TPC meeting, the Secretary updates and completes the TPC Follow Up Action List (FUAL) and emails it to all staff/trustees who have a task assigned to them

SECTION 26 RESOLUTIONS-WITHOUT-MEETING

As described in [Policy 2.2.iii – Trust Council Resolutions without Meeting](#), the *Islands Trust Act* grants Islands Trust bodies a unique authority to make decisions outside of meetings (by phone, email or fax). This power was given in consideration of the relative infrequency of meetings compared to meetings of municipal councils and regional district boards, and the need to make some decisions in a timely manner. Use of resolutions-without-meeting (RWM), rather than making decisions in an open meeting, should be considered only for routine matters.

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

When minutes are being adopted via RWM, trustees are able to review the draft minutes and reply to the Trust Area Services Secretary with comments. Debating changes to the minutes between two trustees, including by email, is not lawful as it constitutes as quorum. As such, if each trustee has only minor changes, then the minutes will be updated and sent back out for adoption by RWM. If staff receives conflicting, complex or debatable comments back from individual trustees, then the process stops and the unaltered draft minutes will wait until the next TPC meeting for discussion.

‘RESOLUTION WITHOUT MEETING’ PROCEDURE

When a RWM is initiated the following steps should be taken:

1. Staff send the Call for the Vote form to the TPC, asking TPC members to move and second the motion (whoever responds first is the Mover and the other is the Secunder).
2. Once the motion has been moved and seconded, staff advise the Chair and ask for her/him to direct staff to conduct the vote.
3. Staff send the Conduct the Vote form to TPC members and ask them to vote.
4. Once at least a majority of votes have been received the resolution can be signed off by the Secretary.

Note: if all trustees respond before the Secretary has signed off on the RWM, all votes should be recorded on the Conduct the Vote portion.

5. Once the Conduct the Vote has been signed off by the Secretary, a copy will be scanned and emailed to the relevant director, as necessary.
6. Enter the details of the Resolution in the RWM Database and file the original RWM forms in the fire-proof cabinet. If the votes have been received via email, the emails are printed out and attached to the RWM.
7. Generate a RWM report and add it to the next TPC agenda.

Minutes and Minute Taking

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

TPC minutes are normally taken by the Secretary, with back up as necessary by the Policy Advisor.

Once draft minutes have been prepared by the Secretary they must be reviewed by the Chair of the Trust body for informal feedback before circulation to members and posting on the Islands Trust website. The Chair may make suggestions to enhance the clarity and accuracy of the minutes, but may not alter the draft minutes to modify decisions with which she or he disagrees. Any substantive changes must be brought to the next meeting for formal amendment by the body.

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

Once the TPC has approved the minutes, the adopted set of minutes are posted to the website and form part of the public record. The adopted minutes will be circulated to the Chair for signature and filing.

Committee Effectiveness

In 2008, the Executive Committee endorsed a set of recommendations for Group and Committee Effectiveness and requested staff to include them in future orientation materials for Executive Committee members. These are included as Appendix 1.

Contact Information (February 2015)

| | |
|---|--|
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| Trust Area Services Team | |
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1. We will focus on achieving good decisions, on reaching them together and within a reasonable amount of time.
2. We will work to ensure that we do not rush our decisions; to that end we will minimize late agenda items and ensure staff have sufficient time to provide professional advice before we consider an important decision or forward a decision request to Trust Council; we will ask all trustees and staff to help us avoid late agenda items, impromptu motions, and rushed decisions at all meetings (except if we believe there is an absolute emergency).
3. We will ensure that, where there are minority opinions on any decision before us, that we provide adequate time and opportunities to listen to such opinions, learn from them, integrate them into our thinking, and reach a decision that is balanced, fair and objective.
4. Once we have reached a decision, even if unanimity has not been possible, we will respect the legitimacy of our collective decision-making process and move on.
5. Although we recognize that re-visiting decisions can erode confidence in the decision-making process, we also recognize that it may occasionally be necessary to do so when significant new information surfaces.
6. We will support our Chair as a facilitator and spokesperson of our shared decision-making. Conversely, the Chair will continue to work to ensure that all his/her actions are consistent with and supportive of collectively made decisions and organizational policies.
7. We will support one another by maintaining an atmosphere of civility and respect in our meetings at all times, making room for all opinions, encouraging each other's strengths, and ensuring that our choice of words, gestures and demeanour does not inhibit the communication and understanding that are necessary for our work. We will carry that support beyond our meetings and refrain from making negative or personal comments about one another (see item 13 about sharing feedback).
8. We recognize and value all members of our staff and will support and expect them to provide us with their best professional advice, recognizing that, after considering that advice we are free to collectively make decisions that differ from staff recommendations.
9. We will direct action by staff through appropriate resolutions based on our collective decisions; we will avoid engaging staff in work related to our individual objectives.
10. We will foster a constructive working environment and organizational culture that supports and encourages staff to achieve excellence. We will avoid undermining staff members by negative or personal remarks about them or their work either in public or in private to other trustees, staff or members of the public. If we believe we have legitimate concerns about staff matters, we will raise them in appropriate venues (usually via our CAO) where they can be considered and addressed in a fair, objective, balanced and constructive manner; we will encourage others within the organization to do the same.
11. We will ensure that we seek a good understanding from staff about the implications of our decisions for work programs, other organizational priorities and the routine but necessary work that staff must complete.
12. We will remain in the political realm, providing vision, leadership and political direction; we will refrain from doing staff work or involving ourselves in organizational management, administration or personnel matters except when explicitly directed to do so by the appropriate decision-making body. Nevertheless, we recognize the value that individual trustees have brought to the Islands Trust through their contributions of knowledge, expertise and energy and will continue to encourage and recognize those contributions.
13. We will regularly evaluate our success in meeting these commitments, both individually and as a committee; we will not withhold our feedback from others and will share it in a constructive and timely manner; conversely, we will welcome feedback (including critical comments) and seek to learn from it and improve our performance.
14. We will recognize our shared responsibility to our collective success, by proactively raising any concerns we may have during meetings.

**2011 – 2014 TPC Chair Report to the Incoming Trust Programs Committee
By Paul Brent, August 2014**

Term 2011 (actually 2012) through 2014 held some interesting challenges for the Trust Programs Committee (TPC). The single biggest test was the management of scarce resources (staff time and budget) when faced with Trust Council's escalating demand for advocacy support in response to a variety of current and emerging issues. The Islands Trust Council responded to diverse issues with different advocacy approaches, from simple consideration with no action through letter writing to in-depth research and communication outreach.

Trust Program Committee reviewed a few draft advocacy related briefings for Trust Council relating to:

- more ferry funding to stop fare increases & service decreases;
- oil carrying bulk tankers in the Salish Sea;
- establishment of a Southern Strait of Georgia National Marine Conservation Area Reserve; and
- proposed frameworks to improve Trust Council's decision-making about advocacy.

In addition to helping Trust Programs Committee advise Trust Council on advocacy topics, Trust Area Services staff managed Trust Program Committee topics such as:

- Encouraging understanding and voluntary stewardship of water resources through guiding a water education materials project, leading to an Inventory of Water Education Resource Materials linked from the Water Conservation page on the Trust website.
- Guiding the design of a session on economic sustainability delivered at a Trust Council session with 50 island members (MLA's, electoral area directors, Chambers of Commerce, San Juan county staff, trustees, etc. to share experiences, initiatives and best practices).
- An assessment of a full-fledged review of the Island Trust Policy Statement (which did not proceed).
- Providing advice to Trust Council about a draft bylaw to transfer some of Trust Council's powers to the Salt Spring Local Trust Committee.
- Providing recommendations on the Indicator program (statistics) for the Islands Trust area, complicated by the reduction in data collection by government agencies.
- Reviewing legislative monitoring briefings destined for Trust Council.
- Managing the process of the Community Stewardship Awards program (which proved quite variable during the term, with 18 nominations one year followed by only seven nominations two years later).

Due to other priorities, the Trust Programs Committee chose not to complete the Crown Land Profiles project. The incomplete Crown land profiles for Bowen Island, Gambier Local Trust

Area, and Ballenas-Winchelsea Islands did not progress this term. In particular, the profile for the Gambier Local Trust Area might have been useful to the Gambier Local Trust Committee during its advocacy about proposed woodlots on Gambier Island.

Thoughts for the 2015-2018 Trust Programs Committee

It is important to understand the resources available to the Trust Programs Committee and specifically the potential resource draw that the Executive and Trust Council may make regarding advocacy (and other) issues. It is crucial that the remaining resources are both adequate and efficiently allocated to enable Trust Programs to fulfill its core functions.

With rejection of a full-fledged Island Trust Policy Statement review in 2011 -14, the incoming Trust Programs Committee may want to reconsider some level of Policy Statement amendment or review (targeted, partial or full) in its term.

The next TPC might also consider the continuation of this term's BC Ferries advocacy work. We end our term not only by advocating for more equitable (with other modes like transit, roads & inland ferries) funding for BC Ferries.

Trust Council has endorsed taking a longer view that would see the Trust advocate (to the Province) to develop a 30 year plan for ferries, including vessel and terminal replacement.

It is recommended that the new TPC reconsider an initiative to design a session at Trust Council with representatives of island and coastal communities to discuss potential (future) models of marine transportation integrated with land-based transportation. TPC asked Council to endorse this initiative in June 2014. That Council decided not to endorse it, but discussed referring the initiative back to the next TPC for its discussion.

**TRUST PROGRAMS COMMITTEE
RESOLUTION WITHOUT MEETING**

RESOLUTION WITHOUT MEETING NO. RWM-01-2014

It was Moved by Trustee Paul Brent and Seconded by Trustee George Grams:

"That the Trust Programs Committee minutes of August 11, 2014 be adopted."

| <u>TRUSTEES CONTACTED</u> | <u>DATE VOTE RECEIVED</u> | <u>VOTE</u> |
|---------------------------|---------------------------|-------------|
| Alex Allen | November 3, 2014 | In Favour |
| Andrew Stone | November 3, 2014 | In Favour |
| Kate-Louise Stamford | November 3, 2014 | In Favour |
| Liz Montague | November 3, 2014 | In Favour |
| Paul Brent | November 3, 2014 | In Favour |
| Tony Law | November 3, 2014 | In Favour |
| Laura Busheikin | November 5, 2014 | In Favour |

TRUSTEES VOTE NOT AVAILABLE

David Graham
George Grams

FINAL VOTE COUNT

7 IN FAVOUR
0 OPPOSED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON NOVEMBER 5, 2014.



CHAIR'S SIGNATURE



RECORDER'S SIGNATURE



Trust Programs Committee Minutes of Regular Meeting

Date of Meeting: Monday, August 11, 2014
Location: Victoria Boardroom (by teleconference)

Members Present: Paul Brent, Saturna Island Local Trustee (Chair)
Laura Busheikin, Denman Island Local Trustee
David Graham, Denman Island Local Trustee (EC Rep)
George Grams, Salt Spring Island Local Trustee (Vice-Chair)
Tony Law, Hornby Island Local Trustee
Liz Montague, South Pender Island Local Trustee
Sheila Malcolmson, Gabriola Island Local Trustee (ex officio)
Kate-Louise Stamford, Gambier Island Local Trustee
Andrew Stone, Bowen Island Local Trustee

Regrets: Alex Allen, Hornby Island Local Trustee

Staff Present: Lisa Gordon, Director, Trust Area Services
Clare Frater, Policy Advisor - Recorder

Media and Others Present: None

1. CALL TO ORDER

The meeting was called to order at 10:50 am.

2. APPROVAL OF AGENDA

TPC-2014-14

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

That the Trust Programs Committee August 11, 2014 agenda be approved as amended.

CARRIED

3. MINUTES/COORDINATION

3.1 Minutes of Previous Meetings

3.1.1 May 12, 2014

TPC-2014-15

It was MOVED and SECONDED,

That the Trust Programs Committee minutes of May 12, 2014 be adopted as presented.

CARRIED

3.2 Follow-up Action List

The follow-up action list was provided for information and review. There was no discussion.

Trustee Stamford left the meeting at 11:10 a.m.

4. TRUST COUNCIL BUSINESS ITEMS

4.1 BC Ferries Advocacy - Briefing

Committee members discussed the recommendations in the briefing. They noted that staff had not proposed advocacy regarding the recent drop in traffic on BC Ferries following the service reductions. There was also discussion about the lack of information from the Province regarding whether the 2014 BC Ferries service reductions were resulting in the desired cost savings.

TPC-2014-16

It was MOVED and SECONDED,

That the Trust Programs Committee recommend to the Executive Committee to request a report from the Province on the impact of service reductions on ridership, revenue and costs on a route-by-route basis for all BC Ferries' routes, and that the Executive Committee proceed with the proposed staff recommendations on page 3 of the July 31, 2014 BC Ferries Advocacy briefing.

CARRIED

5. NEW BUSINESS

5.1 Community Stewardship Awards Policy – RFD

Staff explained that it has been more than five years since the Administration of the Community Stewardship Awards Program policy has been amended and that the proposed amendments result from staff's experience administering the program.

Trustee Stamford returned to the meeting at 11:35 a.m.

By general consent, the Trust Programs Committee requested that the term 'biannually' in the draft Community Stewardship Awards RFD be replaced with 'every two years'.

The Committee discussed changing:

- the frequency of offering the program;
- provisions for support letters;
- program eligibility;
- how to recognize all nominees;
- the number and type of awards specified in the policy; and
- other wording in the draft policy to enhance clarity.

TPC-2014-17

It was MOVED and SECONDED,

That the Trust Programs Committee request that staff amend the draft Policy 2.1.xi Administration of the Community Stewardship Awards Program presented in the August 11, 2014 TPC agenda package to offer the program in odd-numbered years rather than even-numbered years.

CARRIED

TPC-2014-18

It was MOVED and SECONDED,

That the Trust Programs Committee recommend forwarding the draft Policy 2.1.xi Community Stewardship Awards Program dated September 9, 2014 as amended to the Islands Trust Council to replace Procedure 2.1.xi Administration of Community Stewardship Awards Program September 16, 2009.

CARRIED

Trustee Law left the meeting at 12:07 p.m.

5.2 Chair Report

Committee members suggested edits to the document for clarity.

TPC-2014-19

It was MOVED and SECONDED,

That the Trust Programs Committee Chair's 2011-2014 term report as amended be appended to the TPC Work Program for the Islands Trust Council.

CARRIED

6. WORK PROGRAM

6.1 Trust Programs Committee Work Program Report

TPC-2014-20

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. BC Ferries Advocacy Program
2. Community Stewardship Award Program
3. Vacant Crown Land Profiles (resources required)

with two continuing items as follows: Indicator Program and Legislative Monitoring.

CARRIED

7. CLOSED MEETING

TPC-2014-21

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 closed to the public at 12:40 p.m.

Trustee Montague left the meeting at 12:40 p.m.

By general consent, the Trust Programs Committee meeting was re-opened to the public at 12:41 p.m.

8. RISE AND REPORT

There were no items to report from the Closed Session.

9. NEXT MEETING

By general consent, the Trust Programs Committee agreed that the Committee Chair would arrange for a meeting of the Committee in November 2014 if he determines there is a need to discuss BC Ferries advocacy topics.

10. ADJOURNMENT

TPC-2014-22

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

That the Trust Programs Committee meeting be adjourned at 12:45 p.m.

CARRIED

Paul Brent, Chair

CERTIFIED CORRECT:

Clare Frater, Recorder



Islands Trust

August 11, 2014 meeting

Trust Programs Committee Follow Up Action List

| No. | Activity | Responsi- bility | Target Date | Status |
|--------------|---|---------------------|-------------|--------|
| TPC -2014-20 | That the Trust Programs Committee forward its work program to the Islands Trust Council with the top three items as amended: 1. BC Ferries Advocacy Program 2. Community Stewardship Award Program 3. Vacant Crown land profiles (resources required) with two continuing items as follows: Indicator Program and Legislative Monitoring. | LG | Aug-14 | Done |
| TPC-2014-19 | That the Trust Programs Committee Chair's 2011-2014 term report as amended be appended to the TPC Work Program for the Islands Trust Council. | LG | Aug-14 | Done |
| TPC-2014-018 | That the Trust Programs Committee recommend forwarding the draft policy 2.1.xi Community Stewardship Awards Program dated September 9, 2014 as amended to the Islands Trust Council to replace Procedure 2.1.xi Administration of Community Stewardship Awards Program September 16, 2009. | CF | Aug-14 | Done |
| TPC-2014-17 | That the Trust Programs Committee request that staff amend the draft Policy 2.1.xi Administration of the Community Stewardship Awards Program presented in the August 11, 2014 TPC agenda package to offer the program in odd-numbered years rather than even-numbered years. | CF | Aug-14 | Done |

| | | | | |
|-------------|--|----|--------|------|
| TPC-2014-16 | Recommend to the Executive Committee to request a report from the Province on the impact of service reductions on ridership, revenue and costs on a route-by-route basis for all BC Ferries' routes, and that the Executive Committee proceed with the proposed staff recommendations on page 3 of the July 31, 2014 BC Ferries Advocacy briefing. | CF | Aug-14 | Done |
|-------------|--|----|--------|------|

February 3, 2014 meeting

| No. | Activity | Responsi- bility | Target Date | Status |
|--------------|--|---------------------|-------------|--------|
| TPC-2014-004 | That the Trust Programs Committee request that the Trust Programs Committee Chair prepare a report highlighting the key activities of the Trust Programs Committee over the 2011-2014 term to be available to the next term's Trust Council and posted on the Islands Trust website. | Chair | Aug-14 | Done |

November 5, 2012 meeting

| No. | Activity | Responsi- bility | Target Date | Status |
|-----|---|---------------------|-------------|---------|
| 3.5 | Research further high-priority indicators, such as census and housing | CF | On-going | On-hold |

Earlier meetings

| Date. | Activity | Responsibility | Target Date | Status |
|--------|--|----------------|-------------|-------------------------|
| Dec-00 | Trust Council directed Management to update Crown land information profiles in text format for on-island review through Local Trust Committees and the Bowen Island Municipality by April, 2001. | LG | | RFD to Feb 2015 meeting |

ISLANDS TRUST BRIEFING

DATE: January 15, 2015

TOPIC: ISLANDS TRUST COMMUNITY STEWARDSHIP AWARDS

DIRECTED TO: Trust Programs Committee

CONFIDENTIAL: NO

DESCRIPTION OF ISSUE:

This year will be the fourteenth year of the 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 Programs Committee of the tasks staff are now completing to deliver the 2015 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, 69 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 September 2014 and the amendments are summarized as follows:
 - Program to be offered every two years, on odd numbered years, rather than annually:
 - This change takes advantage of the new four-year term length. It is expected to increase the number of applicants in each round and reduce costs.
 - Changes to evaluation process:
 - These changes reflect current proven practices, such as seeking confidential trustee comments on nominees.
 - These revisions explicitly discourage support letters which can be time consuming for the nominators, and tend to favour islands with larger populations.
 - A Chair letter will recognize each nominee instead of a certificate:
 - This change eliminates the risk of the Islands Trust issuing a mandatory congratulatory certificate to an inappropriate project.
 - Change to eligibility:
 - Trust Fund Board appointees are now listed explicitly as being ineligible.
 - Former staff, trustees and contractors are now eligible twenty-four months after they have received their last payment for services.
 - Organizations that provide goods or services to the Islands Trust are eligible so long as the nominated project did not receive payment from the Islands Trust.
 - Projects that have received support from the Trust Fund Board are eligible if the value of the Islands Trust Fund cash and in-kind support is less than 50% of project budget.

In 2014, the Trust Programs Committee directed staff to pilot an April 15 deadline for the 2014 CSA applications, instead of April 30. This mid-April timeline significantly improved staff processes and has been included in the revised staff procedures.

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 - 2002-2014.

FOLLOW-UP: Staff will initiate the 2015 Community Stewardship Award program as directed by policy / Trust Program Committee.

PREPARED BY: _____ Clare Frater

SUBMITTED BY: _____ Lisa Gordon

REVIEWED BY: _____
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:

OTHER REVIEW:

Community Stewardship Award Program Overview

2002-2014

Number of Nominations - Since 2002, there have been 160 nominations with an average of 12 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 69 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.

| Nominations per Island | 160 | | Recipients per Island | 69 |
|--------------------------------|-----|--|--------------------------------|----|
| North and South Pender Islands | 44 | | Salt Spring Island | 16 |
| Salt Spring Island | 29 | | North and South Pender Islands | 14 |
| Hornby Island | 18 | | Bowen Island | 4 |
| Denman Island | 12 | | Denman Island | 6 |
| Mayne Island | 10 | | Hornby Island | 6 |
| Saturna Island | 10 | | Saturna Island | 6 |
| Galiano Island | 9 | | Mayne Island | 4 |
| Gabriola Island | 7 | | Gabriola Island | 3 |
| Lasqueti Island | 7 | | Lasqueti Island | 3 |
| Bowen Island + Bowyer/Passage | 6 | | Galiano Island | 4 |
| Thetis Island | 4 | | Gambier Island | 2 |
| Gambier | 2 | | Thetis Island | 1 |
| Trust-wide | 2 | | Trust-wide | 1 |

2002- 2014 LIST OF NOMINEES/ISLANDS

- **Bullet and bold font** indicates award recipients

| Year | Individual Nominated & Island | Group Nominated & Island | Island Nominees |
|-------------|---|--|--|
| 2014 | <ul style="list-style-type: none"> David Denning, Salt Spring Island Brian Hollingshead, Saturna Island Barrie Morrison and Nancy Waxler-Morrison (posthumous) of North Pender Island Paul and Monica Petrie, Pender Islands Christa Grace-Warrick, Pender Islands | <ul style="list-style-type: none"> Association of Denman Island Marine Stewards Galiano Conservancy Association | Denman (1) Galiano (1) Penders (3) Salt Spring (1) Saturna (1) Total = 7 |
| 2013 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 |

| Year | Individual Nominated & Island | Group Nominated & Island | Island Nominees |
|------|--|--|--|
| 2012 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Gabriola Island Health Care Foundation, Society and Auxiliary • Hornby Quilters Group • Saturna Island Ecological Education Centre Denman Island Residents Association's Parks Committee | <p>Bowen (1) Denman (2) Gabriola (1) Galiano (1) Gambier (1) Hornby (1) Lasqueti (1) Mayne (1) Penders (4) Salt Spring (3) Saturna (2)</p> <p>Total = 18</p> |
| 2011 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Hornby New Clinic Committee, Hornby Island • Pender Island Fire Rescue Department, Pender Islands | <p>Bowen (1) Denman (1) Gabriola (1) Galiano (2) Hornby (1) Penders (3) Salt Spring (1)</p> <p>Total = 10</p> |
| 2010 | <ul style="list-style-type: none"> • Tekla Deverell, North Pender • Patti Willis, Denman • Jon Guy, Saturna • Sylvia Pincott, North Pender • Dorothy Cutting, Salt Spring Pat Ropars, Saturna | None | <p>Denman (1) Pender (2) Salt Spring (1) Saturna (2)</p> <p>Total = 6</p> |
| 2009 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <p>Denman (1) Galiano (2) Hornby (2) Mayne (2) Lasqueti (1) Pender (2) Salt Spring (3)</p> <p>Total = 13</p> |
| 2008 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <p>Denman (2) Galiano (1) Lasqueti (2) Mayne (2) Pender (2) Saturna (4) Salt Spring (1) Thetis (2) All islands (1)</p> <p>Total = 17</p> |
| 2007 | <ul style="list-style-type: none"> • Ursula Poepel - Pender Islands • Karl Hamson - Pender Islands • Jennifer Brown MacLeod - Gabriola Derek Hopzapfel - Pender Islands Sara Steil - Pender Islands David Rae - Pender Islands | <ul style="list-style-type: none"> • The Pender Post - Pender Islands • Gambier Island Conservancy • SSI Alternative Gypsy Moth Control Program Pender Islands Conservancy Association | <p>Pender (7) Salt Spring (2) Gambier(1) Gabriola (1) Thetis (1)</p> |

| Year | Individual Nominated & Island | Group Nominated & Island | Island Nominees |
|------|--|---|--|
| | Beverley Vreeswijk - Thetis | | Total = 12 |
| 2006 | <ul style="list-style-type: none"> • Bob Burgess, Thetis • Anne Johnson, Mayne David Manning, Pender Glenna Borsuk, Gabriola Jan Kirby, Pender Michelle Marsden, Pender | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Hilary Brown, Hornby • Katherine Dunster, Bowen Nicholas/Naomi Wilde, North Pender (honourable mention) Christa Grace-Warrick, North Pender Darlene Gage, Hornby Dave and Florence Davidson, North Pender Leigh-Ann Millman, Gabriola Maureen Moore, Salt Spring Newell Smith, North Pender Robert Weeden, Salt Spring Sylvia Pincott, North Pender | <ul style="list-style-type: none"> • Hornby Water Stewardship Project • Mayne Island Japanese Gardens Denman Conservancy Association (honourable mention) Hornby Island Community Economic Enhancement Corporation | North Pender (5) Hornby(4) Salt Spring (2) Bowen (1) Gabriola (1) Denman (1) Mayne (1) Total = 15 |
| 2004 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Bowen Forest & Water Management Society • Islands in the Salish Seas Mapping Project - All Islands Conservancy Hornby Island Hornby Residents & Ratepayers Assn Mayne Agricultural Society and Fall Fair The Pender Islands Museum Society The Pender Islands Parks Commission Whalewch Farm, Pender Island Salt Spring Island Monetary Foundation | Hornby (4) Penders (3) Lasqueti (2) Salt Spring (2) Bowen (1) Denman (1) Gabriola (1) Mayne (1) Passage (1) All Islands (1) Total = 17 |
| 2002 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Community of Trincomali – North Pender Island • Island Wildlife Natural Care Centre - Salt Spring Island Pender Islands Recycling Society Salt Spring Island Monetary Foundation Salt Spring Women – Preserve /Protect Salt Spring Women – Fund raising | Penders (7) Salt Spring (5) Hornby (2) Total = 14 |



BRIEFING

To: Trust Programs Committee

For the Meeting of: February 17, 2015

From: Clare Frater, Policy Advisor

Date prepared: February 3, 2015

SUBJECT: BC FERRIES ADVOCACY

DESCRIPTION OF ISSUE: In June 2014 Trust Council accepted Trust Programs Committee's May 2014 recommendation and assigned new advocacy work about BC Ferries fares and services to staff. This briefing is intended to summarize BC Ferries advocacy work since June 2014 and outline upcoming advocacy opportunities.

BACKGROUND: In June 2014 Trust Council passed the following resolution:

That the Islands Trust Council prioritize BC Ferries advocacy with a focus on:

- *BC Ferries' long-range plan (30 years);*
- *the need for the Province to fund BC Ferries costs, including capital costs, at a level that will keep future fare increases in line with, or lower than, CPI while meeting essential transportation needs of ferry dependent communities; and*
- *BC Ferries Commissioner's pre-performance term four process.*

Summary of advocacy about BC Ferries since June 2014:

On August 11, 2014, the Trust Programs Committee recommended that the Executive Committee request a report from the Province on the impact of service reductions on ridership, revenue and costs on a route-by-route basis for all BC Ferries' routes, and that the Executive Committee proceed with the proposed staff recommendations on page 3 of the July 31, 2014 BC Ferries Advocacy briefing (see August 12 Executive Committee resolutions below).

On August 12, 2014 the Executive Committee passed the following resolutions:

- Direct the Islands Trust Chair to write to the BC Ferry Commissioner to seek a meaningful, robust public consultation process regarding the performance term four price cap;
 - **Status:** *not done as the Commissioner announced a consultation process before the Chair drafted a letter)*
- Direct the Islands Trust Chair to write to the BC Budget process advocating for the Province to fund BC Ferries costs, including capital costs, at a level that will keep future fare increases in line with, or lower than, CPI while meeting essential transportation needs of ferry dependent communities
- Direct staff to ensure the letter to the BC Budget Process regarding BC Ferries fares also request that the Province provide funds to return fares to a level that would be in line with cost of living increases since enactment of the *BC Coastal Ferries Act*;
 - **Action:** October 3, 2014 [Letter by Chair Sheila Malcolmson](#) to Select Standing Committee on Finance and Government re: BC Ferries funding.

- **Result:** Select Standing Committee on Finance and Government Services Budget 2015 [Consultations Report](#) included a summary of Islands Trust request (see pages 33).
- Direct the Islands Trust Chair to write to the Premier and Minister of Transportation and Infrastructure to seek a meaningful, robust public consultation process regarding the performance term four Coastal Ferry Contract
 - **Action:** October 31, 2014 [Letter by Chair Sheila Malcolmson](#) to BC Premier Christy Clark and to BC Minister of Transportation and Infrastructure
- Request staff to prepare a session proposal about BC Ferries for the 2015 Association of Vancouver Island and Coastal Communities (AVICC) Convention;
 - **Action:** Session proposal submitted on November 26, 2014.
 - **Result:** The session has been approved by AVICC Executive as a plenary session. The session is still under development. The current plan is to have Director Colin Palmer of the Powell River Regional District and Trustee Alison Morse (Co-Chair of the Ferry Advisory Committee Chairs) speak and answer questions. The session is tentatively scheduled for Friday, April 10, 2015 starting at approximately 4:15 pm for 55-60 minutes in the Florence Filberg Centre.
- Direct the Islands Trust Chair to proceed with arranging a meeting with the BC Ferries CEO to discuss BC Ferries' long-range plan, provincial funding levels, the pre-performance term four process and updating the Islands Trust-BC Ferries protocol agreement;
 - **Status:** *Not started*
- Request a report from the Province on the impact of service reductions on ridership, revenue and costs on a route-by-route basis for all BC Ferries' routes
 - **Action:** Staff spoke with provincial staff and were informed that the requested information is not available.

On September 22-26, 2014, Chair Sheila Malcolmson, Vice-Chair Luckham and Vice-Chair Graham attended the Union of BC Municipalities (UBCM) convention where UBCM released UBCM Policy Paper #1: Report on Socio-Economic Impacts of BC Ferries Service Reductions. A session was held to introduce the UBCM's Policy Paper #1 regarding BC Ferries, in advance of a resolution to consider endorsing the paper's recommendations. The [presentation](#) ('Boatswains to the Bollards') was introduced by Mayor Larry Cross and Councillor Claire Moglove who detailed the events that led up to the report. Peter Larose, the principle author of the report, summarized and defended the findings of his report with pertinent details, citing best practices and principles used in the methods of interpreting the data available from government, ferries and other sources. Some of the highlights of his remarks were:

- That the decline in ridership associated with ferry fare increases was enormous for a transportation service of this type.
- That the minor routes had experienced a 75% average fare increase over 10 years and a 37% decline in ridership.
- That these trends contrasted to every other comparable mode of transportation.
- That BC Ferries has an enormous organizational impact on the economy, even though his report had not fully investigated the impacts of businesses 'downstream' of ferries.
- That he had investigated over twenty different variables to explain the decrease in ridership, following tried and true data modelling approaches. These clearly demonstrate the elasticity of ridership in relation to fares.
- That despite suggestions quoted in the media, the analysis had modelled all the relevant factors.

- The report demonstrates significant impacts on business incorporations, housing starts, population levels, real estate prices and population out-migration, all of which can have catastrophic impacts on communities.
- That ridership is only likely to rebound if there is a significant and well-publicised reduction in fares.
- That the general taxpayer only contributes about 24% of the costs of BC Ferries, including capital costs.
- That he found it very shocking that the province had not done this type of analysis before making decisions about its contributions to BC Ferries.

During the UBCM resolution session, the Executive Committee members voted to endorse the Policy Paper. The Policy Paper was unanimously endorsed by the UBCM membership.

During the UBCM resolution session, Chair Sheila Malcolmson participated in the Regional Directors Chairs' meeting with Premier Christy Clark, Minister of Transportation and Infrastructure Todd Stone and Minister of Jobs, Tourism and Skills Training Shirley Bond. Islands Trust Council was one of three local governments delegated by the 12-member Ferry Advisory Committee Chairs (FACC) group to address the Premier and Ministers. Collectively the local government representatives spoke to the resolution proposed by UBCM executive on BC Ferries.

- **Responses:**

- The Premier reiterated that the provincial credit rating would be harmed by re-assuming BC Ferries' debt, so it could not be absorbed back into the provincial highway system.
- The Premier indicated that the LNG "Prosperity Fund" would be 1/3 dedicated to paying down BC Ferries' debt to give ferry-dependent communities some relief from rate increases in the future.
- Minister Stone said fare hikes would have been even higher without government intervention, and that he didn't agree with the UBCM study's findings.
- Minister Bond said she hadn't understood the UBCM resolution to be consensus that BC taxes be raised to pay for coastal ferries (it wasn't).
- The Premier agreed with Chair Malcolmson's point that ferry users are frustrated that no information is being released on whether the service cuts realized the predicted savings (FACC has asked and been refused such data), and said this might be a lesson and outcome of the meeting, that users need the financial reporting available.
- The Premier agreed to meet with Powell River Regional District Chair Colin Palmer in late 2014.
- There was a lot of media attention following the meeting.

On November 18, 2014 the Executive Committee responded to the provincial consultation on the 10-year provincial transportation plan by directing the Chair to submit to *BC on The Move Consultation* a cover letter and the October 3, 2014 letter to the Select Standing Committee regarding BC ferries funding.

- **Action:** November 28, 2014 [Letter by Chair Sheila Malcolmson](#) to BC Minister of Transportation and Infrastructure

On September 18, 2014 The Ministry of Transportation and Infrastructure announced a contract to CH2M Hill Canada Limited to study the feasibility of a fixed link between Gabriola Island and Vancouver Island that would replace existing ferry service. CH2M Hill will examine potential locations for a fixed link, provide cost estimates and undertake a cost comparison between a fixed link and the existing ferry service. The consultant will not be assessing the level of public support for a bridge. The Province stated that this study is in response to a petition signed by a significant number of Gabriola Island residents, and is consistent with government's goals of both connecting coastal communities in a sustainable manner and finding innovative ways to

reduce the upward pressure on coastal ferry fares. The Ministry committed to reporting out on the feasibility study in summer 2015.

- **Action:** September 19, 2014 [letter by Chair Sheila Malcolmson](#) to BC Minister of Transportation and Infrastructure expressing concern about a feasibility study for a bridge to Mudge and Gabriola Islands.
- **Response:** [Response from Honourable Todd Stone, Minister of Transportation and Infrastructure](#)
- **Action:** The Gabriola LTC members and staff will meet with Ministry of Transportation and Infrastructure staff in Nanaimo on February 19, 2014.

On January 14, 2015, the Executive Committee appointed Vice Chair George Grams to be a representative on Ferry-dependent Communities Regional Chairs Group and Chair Luckham to be alternate.

Upcoming advocacy opportunities:

- 1) The British Columbia Ferries Commissioner is seeking [public comment](#) until February 28, 2015 on:
 - a. the regulatory quarterly and annual reports maintained by BC Ferries and provided to the commissioner under sections 65 and 66 of the Coastal Ferry Act
 - b. the [submission by BC Ferries for the next performance term](#) including information on the current performance term, a [10 year capital plan](#) and an [efficiency plan](#);
 - c. any other information on the commissioner's website that relates to the commissioner's powers and duties relative to the establishment of price caps for subsequent performance terms under section 40 of the Act.

The commissioner will review the comments received as part of the process of making a preliminary decision on price caps for the next performance term which covers the period April 1, 2016 to March 31, 2020. The commissioner's preliminary decision must be made by March 31, 2015.

- 2) February 23, 2015: Association of Vancouver Island and Coastal Communities /Union of British Columbia Municipalities 2015 resolution deadline
 - The Executive Committee has already decided to submit a resolution regarding provincial funding for the Coastal Douglas-fir Conservation Partnership.
- 3) April 1, 2015 - 3.9 per cent ferry fare increase
- 4) April 10-12, 2015: Association of Vancouver Island and Coastal Communities convention – BC Ferries session
- 5) April-June 2015: Province develops the Coastal Ferry Contract (and determines the service fee) while communities react to the preliminary price cap.
- 6) By June 30, 2015: Coastal Ferry Services Contract is submitted to BC Ferry Commissioner and, shortly thereafter, made public with any changes to core services or the government service fee that may have resulted from public input.
- 7) By September 30, 2015: BC Ferry Commissioner publishes the final fare cap that will take effect April 1, 2016.

BC Ferries related activities directed by the Executive Committee, but not yet complete:

- Assist the Chair in requesting meeting with BC Ferries CEO (October 8, 2013; August 12, 2014)
- Draft a letter for the Chair's signature to BC Ferries encouraging them to recommit to the review of the 1994 [protocol agreement](#) and [letter of understanding](#) (from October 14, 2009 EC meeting)
 - Note: Correspondence on this already occurred in 2009. On June 12, 2009, David Hahn, former BC Ferries CEO advised Islands Trust staff: *"After careful consideration I don't want to change the existing agreement. We are very much open to open communication and making sure the Islands Trust is well informed and given a heads up. I don't see any real need or requirement to tighten this agreement up the way it is crafted."*

ATTACHMENT(S): None

AVAILABLE OPTIONS:

- 1) Recommend additional advocacy activities to the Executive Committee or Trust Council.

FOLLOW-UP:

- 1) Staff will convey any Trust Programs Committee recommendations to the Executive Committee on February 25, 2015.

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Lisa Gordon, Director, Trust Area Services, February 4, 2015

REQUEST FOR DECISION

To: Trust Programs Committee

For the Meeting of: February 17, 2015

From: Clare Frater, Policy Advisor

Date Prepared: February 6, 2015

SUBJECT: DRAFT CROWN LAND PROFILES - DISCOVERY PHASE PROJECT CHARTER

RECOMMENDATION: That the Trust Programs Committee approve the Crown Land Profiles – Discovery Phase Project Charter, dated February 5, 2015, in principle but defer starting work until Trust Council clarifies its priorities.

SENIOR STAFF COMMENTS: In August 2014, Trust Programs Committee returned this project to its priority list after many years of dormancy, and directed staff to assess the resources required to complete it. During initial project scoping, staff discovered significant changes since completion of the last reports. Mapping technologies have evolved substantially in the last decade as well as expectations for consultation with affected communities (including First Nations). These factors affect the cost, timing and process for defining and gathering the information as well as the format for the information. Staff need more time to assess the implications for completing current assignments before proceeding.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This phase of the project, if started now, is expected to require up to 10 days / 20% of the Policy Advisor's available time between now and the next TPC agenda package, and could constrain the ability of Executive Committee and Trust Council to complete existing assignments. As Project Manager, the Director of Trust Area Services expects to commit up to four days to the project, which would not impact existing or expected work.

FINANCIAL: Up to \$2,000 from the Trust Area Services budget for contract services.

POLICY: N/A

IMPLEMENTATION/COMMUNICATIONS: TAS staff will work with the GIS Coordinator and other planning staff as needed to implement the work described in the project charter. A communications plan will be developed with key messages about this phase of the initiative. Affected local trust committees, Bowen Island Municipal Council, Islands Trust Fund and planning staff will be consulted about their Crown Land information needs.

OTHER: None.

BACKGROUND

In 1999, the Islands Trust Council undertook the Public Lands Strategy to provide certainty regarding the future use of vacant Crown land in the Trust Area. This program was created as an innovative partnership between local and provincial governments to protect values of significance on Crown lands in the Trust Area. The process was co-ordinated through the

Vancouver Island Interagency Management Committee. Participants included representatives from Islands Trust, the Pacific Marine Heritage Legacy, Land Use Co-ordination Office, Crown Lands, Ministry of Environment, Ministry of Forests and BC Parks. Provincial agencies participated in the study of the parcels and in community meetings. The strategy was to assess existing vacant Crown lands for the presence of features and values considered significant by all participants and recommendations on the future of those lands was to be formulated. The process produced an inventory and mapping of vacant Crown land in the Trust Area, a collation of existing data for each parcel and a technical analysis of future land use potential.

The Strategy was considered important because:

- Many small Crown islets provide important migratory wildfowl habitat and breeding areas.
- Undeveloped Crown lands on larger islands can be important for the maintenance of biodiversity and healthy ecosystems and the protection of groundwater and surface water resources.
- There was interest on some islands in assigning Crown lands to a forest woodlot tenure managed by the local community to provide a sustainable forest use with local economic benefits.

The Trust Fund Board was also interested in the identification of specific sites for conservation as required by Section 44 of the Islands Trust Act. There was thought that identification of sites could be used to:

- increase the Trust Fund Board land holdings of significant areas;
- enlarge existing Trust Fund Board land holdings;
- facilitate donations of private land adjacent to Crown land; and
- provide focus for interagency strategies on land conservation.

The objectives of the Strategy were to identify:

- significant values to be protected;
- areas requiring protection;
- areas where sustainable resource use can benefit the community and the Crown; and
- residual lands where the community and the province can agree on other uses compatible with community land use goals and objectives

The 1999 study excluded data for parcels that contained the following interests:

- Parcels included in existing treaty offers;
- Land Act leases and licenses;
- Ministry of Transportation and Highways gravel reserves;
- Properties owned by Crown Corporations (BCBC., BC Ferries);
- Provincial, Regional, Municipal Parks;
- Active mineral claims, Crown granted mineral claims;
- Woodlot licenses; and
- Pacific Marine Heritage Legacy acquisitions.

Following the community meetings, the Islands Trust made a commitment to return to island communities with more detailed profiles that incorporated agency information, additional information from published reports and local knowledge presented during the consultation process. Trust Council initiated the Islands Trust Crown Land Study Program in 2001 which was to include Vacant Crown Land Profiles for each major island.

The intention of the Vacant Crown Land Profiles was to represent the most complete collation of current knowledge regarding vacant Crown land parcels in the Trust Area.

In September 2004, Trust Council directed staff to initiate the Phase II Vacant Crown Land Profiles as follows: Gabriola, Salt Spring, Valdes, Bowen, Gambier, Anvil, and Ballenas-

Winchelsea Islands. The September 2004 Trust Council minutes noted: “Once Phase II is complete, then Trust Council could consider the more southern Trust Area islands for a final Phase of Profiles be prepared as resources are available.”

The following Phase One Crown land profiles are complete:

- Lasqueti Island (March 2005)
- Denman and Hornby Islands (July 2005)
- Galiano Island (January 2006)
- Valdez Island (May 2007)

These reports are available on the [Islands Trust Crown Land Profiles webpage](#).

In December 2006, the Islands Trust Council re-endorsed the following Crown Land Strategy General Principles (amended to include community social services):

- There is a **societal need** to protect the quantity and quality of potable water for current and future generations over any other potential use of Crown land.
- There is an **ecological need** to utilize a precautionary principle whereby uses other than conservation will not be considered until an ecological inventory has been completed for the sake of identifying and protecting significant ecological sites and species at risk.
- There is a **Provincial need** to retain the current inventory of Crown land in the Trust Area in order to achieve a necessary representation of the seriously under-protected Coastal Douglas Fir and Coastal Western Hemlock biogeoclimatic zones in accordance with the Protected Areas Strategy for all citizens of BC.
- There is a **community need** to retain the current inventory of scarce Crown lands for ecological and recreational purposes, and community social services to sustain the valued qualities of island communities for residents, property owners, and visitors alike.
- There is a **legislative need** to retain Crown land parcels, in precedence over other Provincial mandates, where these contain values consistent with attaining the legislated object of the Islands Trust.

Since 2008, the Phase Two profiles for Bowen Island, and Gabriola Island and Gambier Island and Ballenas-Winchelsea have been sidetracked favour of other Trust Council priorities. The Bowen Island profile was completed in draft form in 2008, but received substantial comments from the Bowen Island Municipal Council’s Greenways Advisory Committee. The profile was put on hold pending a decision about a proposed National Park on Bowen. Staff attempted to complete the Gambier profile in 2011 but encountered difficulty mapping the interests / encumbrances on the Crown land.

In August 2014, Trust Programs Committee returned this project to its priority list and asked staff to return with a report on the resources required to complete the work. Since then, staff discovered significant changes since completion of the last reports. Mapping technologies have evolved substantially in the last decade as well as expectations for consultation with affected communities (including First Nations). These factors affect the cost, timing and process for defining and gathering the information as well as the format for the information, and staff need time to assess the implications before seeking further direction.

REPORT/DOCUMENT:

1) Draft Crown Land Profiles – Discovery Phase Project Charter, dated February 5, 2015

KEY ISSUE(S)/CONCEPT(S): Crown land; First Nations relations; project planning

RELEVANT POLICY:

1) [Islands Trust Policy Statement](#)

Guiding Principles

- Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard.
- Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.

Role of Other Government and Non-Government Organizations

- Government agencies and non-government organizations can contribute greatly to the preservation and protection of the environment and amenities of the Trust Area through cooperative actions based on the Policy Statement. Cooperative actions such as protocols and mutually supportive strategies and action plans are necessary for the sustainability of the Trust Area.”

5.8.1 Trust Council holds that public participation should be part of the decision-making processes of all levels of government.

5.8.2 Trust Council encourages Provincial, Federal and local governments to provide information and databases to local trust committees and communities to assist them in land use planning.

2) [Communications Policy \(6.10.ii\)](#)

3) [Advocacy Policy \(6.10.iii\)](#)

DESIRED OUTCOME: Informed recommendations regarding next steps for the Island Trust Council’s Crown Land Profiles project.

RESPONSE OPTIONS

Recommended: That the Trust Programs Committee approve the Crown Land Profiles – Discovery Phase Project Charter (as amended), dated February 5, 2015 in principle, but defer starting work until after Trust Council clarifies its priorities.

Alternative:

- 1) Approve the project charter and request Executive Committee to free up staff time to commence work immediately.
- 2) Do not approve the charter and lower the priority of the project on TPC’s work program.

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Lisa Gordon, Director, Trust Area Services, February 6, 2015

Vacant Crown Land Profiles - discovery phase - Project Charter

Trust Programs Committee

Date: Feb. 5, 2015

Purpose To develop recommendations regarding compiling information about vacant Crown Lands in the Ballenas-Winchelsea, Gambier and Gabriola LTAs and Bowen Island Municipality.

Background In 2001, the Islands Trust Council initiated the Vacant Crown Land Profiles project. By 2007, reports were complete for Denman, Galiano, Hornby, Salt Spring and Valdes Islands. In August 2014, TPC returned this project to its priority list. During initial project scoping, staff have discovered significant changes since completing the last reports. Mapping technologies have evolved substantially in the last decade as well as expectations for consultation with affected communities (including First Nations). These factors affect the cost, timing and process for defining and gathering the information as well as the format for the information, and staff need time to assess the implications before seeking further direction.

Objectives

- Assess need for the project
- Assess cost, availability and format of existing Crown Land data
- Assess costs and types of communication
- Liaise with BC and First Nations about the project
- Develop recommendations

In Scope

- Review of available data sets, including previous drafts
- Identify affected First Nations and liaise re interests, data sharing and treaty lands
- Comm plan for this phase
- Identify communication methods / plan for project
- Seek planner and LTC input

Out of Scope

- Editing previous drafts
- Drafting of Crown Land Profiles/maps
- Community engagement
- Communications methods at project completion
- Mayne, Saturna, Thetis, Penders

Workplan Overview

| Deliverable/Milestone | Date |
|---|---------------------|
| Review publicly available information on Crown lands | February-April 2015 |
| Consult with BIM, affected LTCs, ITF, and planning staff about needs | February-May 2015 |
| Consult with First Nations staff about project and their interests / needs | February-May 2015 |
| Identify community engagement options for the project | March-May 2015 |
| Review information presentation methods (e.g report, on-line maps) | March-May 2015 |
| Develop recommendations for TPC re next steps (incl engagement, budget, staff time, format and scope of Crown Land information) | Late May 2015 |

Project Team

| | |
|----------------|-----------------|
| Lisa Gordon | Project Manager |
| Clare Frater | Project Lead |
| Pamela Hafey | Communications |
| Mark van Bakel | Mapping advice |

Budget

Budget Source: TAS Projects (\$8000)

| Item | Cost |
|---|----------------|
| Contractor support re access and interpretation of external data sets | \$2,000 |
| | |
| | |
| Total | \$2,000 |

Approved by:

Lisa Gordon

Date:

Endorsement:

Resolution #:

Date:

To: Trust Programs Committee

For the Meeting of: February 17, 2015

From: Clare Frater, Policy Advisor

Date prepared: February 3, 2015

SUBJECT: INDICATOR PROGRAM UPDATE

DESCRIPTION OF ISSUE: As time permits, the Policy Advisor acquires and interprets data that describe trends in the Islands Trust Area. This briefing provides an overview of the Indicator Program.

BACKGROUND:

During the 2011-2014 term, the Trust Programs Committee consistently included the Indicator Program on its Work Program. Trust Programs Committee placed the Indicator Program in the Continuing Items (non-priority) list, except for the Work Programs presented to Trust Council in August 2012 and February 2013.

The Indicator Program supports statistical and trend information about the people, ecosystems, economies and communities of the Trust Area. This information is intended to be a resource that:

- Serves the needs of Islands Trust area communities and organizations,
- Informs residents, businesses, planners and decision-makers, and
- Furthers the mandate of the Islands Trust to uphold the [Islands Trust object](#), and implement the [Islands Trust Policy Statement](#).

During the 2011-2014 term, Trust Area Services staff produces three sets of information in support of the Indicator Program.

1. Custom 1991-2011 Census data

In 2012, Islands Trust staff created spreadsheets by Islands Trust Area and local trust area/island municipality using data from a custom order of Islands Trust Area Census data (100% sample information only). Due to custom geographic boundaries, this data may differ from data on the Statistics Canada and BC Stats websites. The spreadsheets are available for download on the [Islands Trust Indicator Program webpage](#).

2. Demographic/Economic Trend Charts

On December 3, 2013, the Islands Trust Council hosted a session to discuss the economic sustainability of island communities. At the session the Islands Trust presented Indicator Program [trend charts](#) (attached) to inform the discussion.

1. Population, Islands Trust Area, 1966 – 2011
2. Five-Year Population Growth Rate, BC vs Islands Trust Area, 1971-2011
3. Five-Year Population Growth Rate, Local Trust Areas/Island Municipalities, 1971-2011
4. Five-Year Population Growth Rate, BC vs Islands Trust Area, 1971-2011
5. % of Population 65+ Years, BC vs Islands Trust Area, 1991-2011
6. Median Age of the Population, BC vs Islands Trust Area, 1991-2011

7. Age/Gender Distribution, BC vs Islands Trust Area, 2011
8. Median Census Family Income, BC vs Islands Trust Area, 2005
9. Full Time vs. Part Time Employment, BC vs Islands Trust Area, 2005
10. Composition of Family Income, BC vs Islands Trust Area, 2005
11. Place of Work, BC vs Islands Trust Area, 2005
12. Classes of Employment, BC vs Islands Trust Area, 2005
13. % of Farms by Gross Farm Receipts, BC vs Islands Trust Area, 2005
14. Total labour force by occupation, BC vs Islands Trust Area, 2005
15. Assessed Property Values - Rate of Change, BC vs Islands Trust Area, 2010-2012
16. Natural Ecosystem vs. Human Use of Land, BC vs Islands Trust Area, 2007
17. % of land in Protected Area, BC and Canada, Islands Trust Area 2003-2013
18. % Change in Folio Numbers Between 2009 and 2012, Islands Trust, BC, Strathcona Regional District, Regional District of Mt. Waddington, and District of Central Saanich.

3. Protected areas

In 2012, the Islands Trust Executive Committee approved a [Protected Area Indicator Report](#) that reported changes in protected areas in the Islands Trust Area from 2003/04 to 2011/12.

ATTACHMENT(S): [Islands Trust Area Trend charts produced for the December 2013 Islands Trust Council Economic Sustainability Session](#) (hyperlink only)

AVAILABLE OPTIONS:

- 1) Receive for information.
- 2) Request a briefing on options for further Indicator Program reports/activities
- 3) Include/ do not include Indicator Program on the Trust Programs Committee Work Program.

FOLLOW-UP: Staff will proceed as directed and will continue to respond to public and trustee enquiries related to Census and other indicator data.

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Lisa Gordon, Director, Trust Area Services

TRUST PROGRAMS COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: Sept 2014 Trust Council

WORK PROGRAM

1. **BC FERRIES ADVOCACY PROGRAM (Strategic Plan 4.2)**
 - Support engagement by Trust Council and trustees on BC Ferries issues
2. **COMMUNITY STEWARDSHIP AWARDS**
 - Amend and implement policy changes post September council
3. **VACANT CROWN LAND PROFILES**
 - Evaluate the resources required to complete the profiles for Bowen Island, Gambier LTA, and Ballenas-Winchelsea Islands

CONTINUING ITEMS

INDICATOR PROGRAM

- Research high-priority indicators, such as census and housing

LEGISLATIVE MONITORING

- Monitor changes and report to Trust Council (March 2015)

Lisa Gordon
Designate Staff

Paul Brent
Chair

NOTE: Trust Programs Committee did not meet in November 2014 so this report is for information only. It has not changed since it was approved by Trust Council in September 2014 (TC-2014-097).

