



Trust Programs Committee Agenda

Date: Monday, August 20, 2018
Time: 10:00 am - 3:00 pm
Location: WebEx Conference Call

	Pages
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Introduction of New Items	
2.2 Approval of Agenda	
3. ADOPTION OF MINUTES/COORDINATION	
3.1 Minutes of Meeting	
3.1.1 May 14, 2018	3 - 8
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3.2 Resolutions Without Meeting	
3.2.1 May 25, 2018	11 - 11
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3.3 Follow Up Action List	13 - 15
4. TRUST COUNCIL BUSINESS	
4.1 Service Integration - Briefing	16 - 84
4.2 MOTI-IT Road Standards - Briefing (referred)	85 - 89
5. BUSINESS	
5.1 Baynes Sound Lambert Channel Ecosystem Forum Update – Briefing	90 - 121
6. NEW BUSINESS	
6.1 Trust Programs Committee Toolkit - Briefing	122 - 139
6.2 2019-20 TPC Budget Request - RFD	140 - 141
That the Trust Programs Committee request that Trust Council include \$25,000 for Trust Programs Committee Strategic Plan projects in the 2019-20 fiscal year budget.	
6.3 Sea Level Rise Workshops - RFD	142 - 149
That Trust Programs Committee endorse partnering with Living Oceans Society to deliver sea level rise workshops, request staff to develop a project charter and provide up to \$3,000 to support workshop delivery.	

6.4 Interim Funding for Howe Sound Community Forum - Trustee Rogers - RFD

150 - 156

That Trust Programs Committee request staff to enter into a contract to provide “secretariat” type services for the Howe Sound Community Forum and related Task Forces for the current fiscal year to a maximum of \$3,000 paid for out of the current Trust Programs Committee budget.

7. WORK PROGRAM

7.1 Trust Programs Committee Work Program

157 - 158

8. NEXT MEETING - October 15, 2018

9. ADJOURNMENT

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



DRAFT

Trust Programs Committee Minutes of Regular Meeting

Date of Meeting: Monday, May 14, 2018

Location: Board Chambers, Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo

Members Present: Brian Crumblehulme, Mayne Island Local Trustee (Chair)
Tony Law, Hornby Island Local Trustee
Sue Ellen Fast, Bowen Island Municipal Trustee (via phone until 12:50)
Heather O'Sullivan, Gabriola Island Local Trustee (Vice-Chair) (until 2:48)
David Critchley, Denman Island Local Trustee
Dan Rogers, Gambier Island Local Trustee (until 2:48)
Peter Luckham, Islands Trust Chair (ex officio)
Peter Grove, Salt Spring Island Local Trustee (via phone until 12:50)
Paul Brent, Saturna Island Local Trustee (via phone)

Members Absent: George Grams, Salt Spring Island Local Trustee (EC Rep)

Staff Present: Clare Frater, Director of Trust Area Services
Russ Hotsenpiller, Chief Administrative Officer
Karen Hurley, Senior Policy Advisor
Robert Barlow, Recorder

Media Present: None

1. CALL TO ORDER

Chair Crumblehulme called the meeting to order at 10:33 a.m. and acknowledged the meeting was being held on unceded territory of the Coast Salish First Nations. Trustees and Staff were introduced.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

The following additions were presented for consideration:

- 7.1 Microplastics
- 8.3 Sea Level Rise Workshops - email from Karen Wristen, Executive Director, Living Oceans Society

2.2 Approval of Agenda

By **General Consent**, the agenda was approved as amended.

3. TOWN HALL AND QUESTIONS

Five members of the public from Gabriola Island were present.

Steven Earle – Village Vision planning committee, Gabriola Island. Village Vision has conducted a three year community led planning process which included the topic of roads. Steven spoke about the need for a renewal of the 1992 LOU with Islands Trust and MoTI on road standards and classification as he felt that the LOU limits what can be accomplished because of island road standards. He urged Islands Trust to work with MoTI to change the 1992 road standards agreements so that village areas can be made safe and welcoming to pedestrians, cyclists and motorists. They have met with MoTI to discuss their vision but MoTI is not able to accommodate their request due to the MOU.

Howard Houle – Regional District of Nanaimo Director, Electoral Area B (Gabriola and Surrounding Islands). Howard indicated that the Regional District of Nanaimo is hoping for some resolution with MoTI in regards to road-side trail standards.

Note: These are not verbatim minutes but rather summarized for public information.

4. ADOPTION OF MINUTES

4.1 April 16, 2018 Minutes

It was suggested to add “These are not verbatim minutes but rather summarized for public information.” to the minutes in the Town Hall and Questions section.

By **General Consent**, the Trust Programs Committee Minutes of April 16, 2018, were adopted as amended.

4.2 Resolution Without Meeting

RWM-01-2018 was received for information.

4.3 Follow Up Action List

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

5. TRUST COUNCIL BUSINESS

CAO Hotsenpiller discussed his review of the Trust Council committee structure: he has met with the Executive Committee; engaged with staff; sent out a survey to trustees; and reviewed finances and performance outcomes. He is hoping to have a report for the June meeting of the Trust Council which will likely suggest some changes.

Trustee O’Sullivan asked about frequency of meetings as meeting quarterly doesn’t allow quick response to issues but more frequent meetings can be a challenge to staff. CAO Hotsenpiller suggested that working groups meetings might be more effective than committee meetings to deal with some issues. He is focusing on committee outcomes and whether the current structure supports desired outcomes.

6. BUSINESS

6.1. Service Integration Review – Verbal Briefing

CAO Hotsenpiller indicated that Salt Spring Island community groups are working on solutions and wishes Trust Programs Committee to wait until they provide those results.

The Committee meeting was recessed at 12:19 pm. Trustees Fast and Grove left the meeting. The Committee meeting was reconvened at 12:50 p.m.

TPC-2018-010

It was MOVED and SECONDED,

that as part of the report out to Trust Council, Trust Programs Committee request Local Trust Committees and Bowen Island Municipality to create inventories of barriers experienced in engaging service providers and other agencies and to provide those responses to Trust Programs Committee.

CARRIED

TPC-2018-011

It was MOVED and SECONDED,

that the Trust Programs Committee request staff to produce a brief report to Trust Council consisting of an amalgamation of the administrative report provided by CAO Hotsenpiller, and the town hall comments of today’s meeting and the meeting of April 14, 2018 on Salt Spring.

CARRIED

6.2. Annual Report – Approval of Trust Programs Committee section – RFD

Trustee O’Sullivan indicated that her surname needs to be corrected on the submission.

TPC-2018-012

It was MOVED and SECONDED,

that the Trust Programs Committee approve the attached text, as amended, for inclusion in the 2017-2018 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.

CARRIED

6.3. Baynes Sound Lambert Channel Ecosystem Forum Update – Briefing

Senior Policy Advisor Hurley presented the Briefing and will provide a report to Trust Programs Committee at the next meeting.

- 6.4. Freshwater Forum Update – Briefing**
Director Frater presented the Briefing.

TPC-2018-013

It was MOVED and SECONDED,

that the Trust Programs Committee request staff to post to the Islands Trust website the material presented at the Islands Freshwater Forum as a resource for the community and trustees.

CARRIED

- 6.5. Freshwater Forum Follow-up Steps – RFD for Trust Council**

TPC-2018-014

It was MOVED and SECONDED,

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

CARRIED

TPC-2018-015

It was MOVED and SECONDED,

that the Trust Programs Committee request staff to develop a report that analyzes freshwater data gaps in the Islands Trust Area and proposes recommendations to address those gaps.

CARRIED

- 6.6. State of the Islands – Project Charter v 2.0**

Director Frater indicated that a final product might be available for the next Trust Programs Committee meeting in August.

- 6.7. Crown Land Protocol Agreements – Project Charter**

Director Frater indicated that there will be a meeting with the Province in late May. The Project Charter will be updated for the next Trust Programs Committee meeting in August.

- 6.8. Policy Statement Amendment Process Update – Briefing**

Director Frater presented the briefing.

- 6.9. Strategic Plan Assignments and Trust Programs Committee Budget – Briefing**

Director Frater presented the briefing.

6.10. Reflections and Advice for Future Council Committees – Briefing

TPC-2018-016

It was MOVED and SECONDED,

that the Trust Programs Committee meet in person in the Committee Room of the Nanaimo Regional District at the next meeting on August 20, 2018.

CARRIED

Trustees O'Sullivan and Rogers left the meeting at 2:48 p.m. which resulted in no quorum.

7. NEW BUSINESS

7.1. Microplastics

Members discussed on-going interest in this topic.

8. CORRESPONDENCE

8.1 Governance Working Group of the Salt Spring Community Alliance

Email of April 19, 2018, received for information.

8.2 Positively Forward Group re governance and service delivery

Letter of April 22, 2018, received for information. Committee members suggested that staff forward to Executive Committee.

8.3. Sea Level Rise Workshops

Email of May 3, 2018 from Karen Wristen, Executive Director, Living Oceans Society, received for information and members suggested staff provide to the Executive Committee. Members discussed that staff may make a recommendation via Resolution Without Meeting in regards to potential partnership.

9. WORK PROGRAM

9.1 Trust Programs Committee Work Program Report

The members discussed priorities for the next quarter that would need to be approved by Resolution Without Meeting.

10. NEXT MEETING

August 20, 2018 – at the Nanaimo Regional District; 10:45 a.m. start.

11. ADJOURNMENT

By General Consent, the meeting was adjourned at 2:56 p.m.

Brian Crumblehulme, Chair

CERTIFIED CORRECT:

Robert Barlow, Recorder



Trust Programs Committee Minutes of Electronic Meeting

Date of Meeting: Tuesday, July 24, 2018

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

Members Present: Brian Crumblehulme, Mayne Island Local Trustee (Chair) (via phone)
Tony Law, Hornby Island Local Trustee (via phone)
Heather O'Sullivan, Gabriola Island Local Trustee (Vice-Chair) (via phone)
Dan Rogers, Gambier Island Local Trustee (via phone)
David Critchley, Denman Island Local Trustee (via phone)
Peter Grove, Salt Spring Island Local Trustee (via phone)
Peter Luckham, Islands Trust Chair (ex officio) (via phone)
Paul Brent, Saturna Island Local Trustee (via phone)

Members Absent: Sue Ellen Fast, Bowen Island Municipal Trustee
George Grams, Salt Spring Island Local Trustee (EC Rep)

Staff Present: Clare Frater, Director of Trust Area Services/Recorder
David Marlor, Director of Local Planning Services

Media and Others Present: None

1. CALL TO ORDER

Chair Crumblehulme called the meeting to order at 9:30 a.m. He asked the committee Vice-Chair Heather O'Sullivan to chair the meeting for item 3.1.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items

By General Consent, the committee agreed to add Trust Programs Committee reporting to Trust Council regarding service integration to the agenda under New Business as item 4.1.

2.2 Approval of Agenda

By General Consent, the agenda was approved as amended.

3. BUSINESS

3.1 CRD Southern Gulf Islands Community Economic Sustainability Commission's Forum on Service Delivery – August 13, 2018

Trustee Crumblehulme advised that 35 people had confirmed participation but so far there was not much participation from northern islands.

TPC-2018-017

It was Moved and Seconded,

That the Trust Programs Committee support the attendance of Trustees Heather O’Sullivan, Brian Crumblehulme, George Grams, Dan Rogers, Peter Luckham, Paul Brent, and Sue Ellen Fast at the Capital Regional District’s Forum on Service Delivery on August 13, 2018 in Sidney, BC.

CARRIED

4. NEW BUSINESS

4.1. Trust Programs Committee reporting re service integration

Discussion ensued about potential content of a Trust Programs Committee report about its service integration work. The committee discussed that it could be based on previous staff reports and include consideration of the possibility of refreshing protocols and Letters of Understanding and the Ministry of Transportation Infrastructure road standards agreement.

5. NEXT MEETING – August 20, 2018, 10:45 am, Nanaimo

6. ADJOURNMENT

The Trust Programs Committee meeting was adjourned at 10:30 a.m.

Brian Crumblehulme, Chair

CERTIFIED CORRECT:

Clare Frater, Recorder

TRUST PROGRAMS COMMITTEE
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-02-2018

The following matter is considered urgent and necessary in order to forward the Trust Programs Committee Work Program to June Trust Council.

It was Moved by Trustee Tony Law and Seconded by Trustee Heather O'Sullivan:

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

- 1. Review the Islands Trust Policy Statement**
- 2. Identify changes that could improve the delivery and integration of services**
- 3. Promote the marine health of Baynes Sound/Lambert Channel**

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
Heather O'Sullivan	May 25, 2018	In Favour
Peter Grove	May 25, 2018	In Favour
Dan Rogers	May 25, 2018	In Favour
Paul Brent	May 25, 2018	In Favour
Tony Law	May 25, 2018	In Favour
George Grams	May 25, 2018	In Favour
Sue Ellen Fast	May 26, 2018	In Favour
David Critchley	May 27, 2018	In Favour
Brian Crumblehulme	May 29, 2018	In Favour
Tony Law	May 29, 2018	In Favour

TRUSTEES VOTE NOT AVAILABLE

FINAL VOTE COUNT

10 IN FAVOUR
OPPOSED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON MAY 29, 2018.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

TRUST PROGRAMS COMMITTEE
RESOLUTION WITHOUT MEETING

RESOLUTION WITHOUT MEETING NO. RWM-03-2018

The following matter is considered urgent and necessary so that Trust Programs Committee member participation in the Capital Regional District Southern Gulf Islands Community Economic Sustainability Commission's Forum on Service Delivery can be decided prior to the event on Monday, August 13th at the Mary Winspear Centre in Sidney, BC.

It was Moved by Trustee Dan Rogers and Seconded by Trustee George Grams:

That the Trust Programs Committee conduct a Special Meeting by electronic means on July 24, 2018 beginning at 9:30 a.m. to consider the Trust Programs Committee member participation in the Capital Regional District Southern Gulf Islands Community Economic Sustainability Commission's Forum on Service Delivery on Monday, August 13th at the Mary Winspear Centre in Sidney, BC.

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
Heather O'Sullivan	July 10, 2018	In Favour
Dan Rogers	July 10, 2018	In Favour
George Grams	July 10, 2018	In Favour
Paul Brent	July 10, 2018	In Favour
Brian Crumblehulme	July 10, 2018	In Favour
Sue Ellen Fast	July 10, 2018	In Favour
Tony Law	July 10, 2018	In Favour
Peter Grove	July 10, 2018	In Favour
David Critchley	July 10, 2018	In Favour

TRUSTEES VOTE NOT AVAILABLE

FINAL VOTE COUNT

9 IN FAVOUR
OPPOSED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON JULY 10, 2018.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

Follow Up Action Report

Trust Programs Committee

29-Feb-2016

No	Activity	Responsibility	Target Date	Status
1	Implement Crown Land Protocol project charter V2, circulate past RFD to TPC members, keep charter on future agendas until project is complete and consider inventory of current referrals, if it helps demonstrate the need for updating the letter of understanding.	Clare Frater	14-Nov-2016	On Going
2	Implement the Water Conservation Advocacy and Education project charter V2.	Clare Frater	16-May-2016	Done
3	Implement the State of the Islands Project, and return the project charter to TPC until project is complete.	Clare Frater	31-Aug-2016	On Going

06-Nov-2017

No	Activity	Responsibility	Target Date	Status
1	Implement Baynes Sound/Lambert Channel Forum Project Charter dated October 31, 2017, as amended.	Clare Frater	22-Nov-2017	Done

24-Jan-2018

No	Activity	Responsibility	Target Date	Status
1	Staff to submit a Business Case to the Minister of Municipal Affairs and Housing for the use of \$125,000 for the improvement of the provision and integration of government services within the Trust Area.	Russ Hotsenpiller Clare Frater	19-Feb-2018	On Going

Follow Up Action Report

14-May-2018

No	Activity	Responsibility	Target Date	Status
1	that as part of the report out to Trust Council, Trust Programs Committee request Local Trust Committees and Bowen Island Municipality to create inventories of barriers experienced in engaging service providers and other agencies and to provide those responses to Trust Programs Committee.	Clare Frater Russ Hotsenpiller	06-Jun-2018	On Going
2	that the Trust Programs Committee request staff to produce a brief report to Trust Council consisting of an amalgamation of the administrative report provided by CAO Hotsenpiller, and the town hall comments of today's meeting and the meeting of April 14, 2018 on Salt Spring.	Clare Frater Russ Hotsenpiller	06-Jun-2018	Done
3	that the Trust Programs Committee approve the attached text, as amended, for inclusion in the 2017-2018 Annual Report for approval by Trust Council and submission to the Minister of Municipal Affairs and Housing.	Clare Frater Andrew Templeton	06-Jun-2018	Done
4	that the Trust Programs Committee request staff to post to the IT website the material presented at the Islands Freshwater Forum as a resource for the community and trustees.	Clare Frater Jas Chonk	27-Jun-2018	On Going
5	that the Trust Programs Committee request staff to develop a report on the roles and responsibilities of Islands Trust, regional districts, improvement districts, provincial ministries and First Nations under the Water Sustainability Act.	Clare Frater William Shulba	27-Jun-2018	On Going
6	that the Trust Programs Committee request staff to develop a report that analyzes freshwater data gaps in the Islands Trust Area and proposes recommendations to address those gaps.	Clare Frater William Shulba	31-Jul-2018	On Going
7	that the Trust Programs Committee meet in person in the Committee Room of the Nanaimo Regional District at the next meeting on August 20, 2018.	Jas Chonk	20-Aug-2018	Done

Follow Up Action Report

24-Jul-2018

No	Activity	Responsibility	Target Date	Status
1	that the Trust Programs Committee support the attendance of Trustees Heather O'Sullivan, Bryan Crumblehulme, George Grams, Dan Rogers, Peter Luckham, Paul Brent, and Sue Ellen Fast at the Capital Regional District's Forum on Service Delivery on August 13, 2018 in Sidney, BC.	Clare Frater		Done

BRIEFING

To: Trust Programs Committee,
Working Group on Service
Integration

For the Meeting of: August 20, 2018

From: Clare Frater

Date Prepared: August 15, 2018

SUBJECT: Service Integration

PURPOSE: To update Trust Programs Committee on developments relating to work on service integration.

BACKGROUND:

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

In May 2018, TPC requested staff to produce a brief report to Trust Council consisting of an amalgamation of the administrative report provided by CAO Hotsenpiller, and the town hall comments of this meeting and the meeting of April 14, 2018 on Salt Spring. That report is attached and summarizes the committee's work to May 2018.

Also, in May 2018, TPC requested that local trust committees and Bowen Island Municipality create inventories of barriers experienced in engaging service providers and other agencies and to provide those responses to Trust Programs Committee for its report out to Trust Council. The briefing requesting this information was sent by staff on July 16, 2018 and is attached. At the time of writing, two responses have been submitted:

- 1) Denman Island LTC advised it has experienced barriers to engaging service provider/other agencies when addressing the following topics:
 1. Affordable Housing
 2. Roads
 3. Aquaculture Practices
- 2) The Mayne Island LTC provided the following list:
 1. Bylaw Enforcement Islands Trust/CRD responsibilities - need to work together when possible.
 2. Solid waste disposal
 3. Include Islands Trust in BC Ferries planning
 4. Responsibility for Groundwater management
- 3) Lasqueti Island LTC advised it has experienced barriers to engaging service providers and agencies when addressing the following topics:
 1. road safety,
 2. nuisance and noise, and
 3. derelict vehicles on island roads.

On July 24, 2018, TPC supported the attendance of Trustees Heather O'Sullivan, Brian Crumblehulme, George Grams, Dan Rogers, Peter Luckham, Paul Brent, and Sue Ellen Fast at the Capital Regional District's Forum on Service Delivery on August 13, 2018 in Sidney, BC. These trustees as well as the CAO and Director of Trust Area Services attended the

forum. The agenda for the forum is attached. At the forum, participants learned the governance report from the Salt Spring Island Community Alliance will be released by the first week of September. TPC Vice-Chair O’Sullivan spoke to the forum (speaking notes attached).

In June 2018, the Islands Trust Council passed a motion requesting that as part of the service integration review, Trust Programs Committee consider service integration around Ministry of Transportation and Infrastructure (MoTI) road standards. These standards are attached with an amending agreement for TPC consideration.

ATTACHMENT(S):

1. June 20, 2018 briefing from TPC working group to Trust Council providing a summary of the service integration review and follow-up/recommended next steps.
2. July 16, 2018 briefing from TPC to LTCs/Bowen Island Municipality requesting input on service integration concerns
3. August 13, 2018 CRD Forum on Service Delivery Agenda
4. Trust Programs Committee Vice-Chair Speaking Notes for August 13, 2018 CRD Forum
5. Letter of Agreement between the Ministry of Transportation and Highways and the Islands Trust. Subject: Road Standards, Classification and MOTH/IT Consultative Process In The Islands Trust Area (link: <http://www.islandstrust.bc.ca/media/69227/loumothroadstandards1992.pdf>)
6. Amending Agreement to the Letter of Agreement between the Ministry of Transportation and Highways and the Islands Trust. Subject: Road Standards, Classification and the Consultative Process in the Islands Trust Area (link: <http://www.islandstrust.bc.ca/media/69224/loumothamendingroadstandards1996.pdf>

FOLLOW-UP:

TPC has indicated it would like to report to Trust Council in September. TPC will need to consider whether this reporting will be verbal or written and how the report is to be prepared and approved.

This reporting should address the following:

- What has been learned to date?
- Should the work continue into the next term? If so what should the goal(s) be?
- How should the importance of service integration work be communicated to island communities?
- If so, should this be through a special-purpose task force or TPC? How should the work be resourced (staff and budget)?
- Should TAS revitalize the agreements monitoring reporting to Trust Council? (Every quarter Trust Council would receive either the legislative monitoring report or the agreements monitoring report).
- Should Trust Council consider re-focusing its advocacy program to service integration issues (e.g encouraging/supporting more regional district and provincial focus on island services (e.g water, building inspection, bylaw enforcement)?
- Could local trust committees put greater emphasis on local advocacy regarding services delivery/integration and intergovernmental relationships?
- Is there need to review the road standards agreement or can the objectives be achieved in another manner?

Prepared By: Clare Frater

Reviewed By/Date: Russ Hotsenpiller, CAO, August 15, 2018



BRIEFING

To: Trust Council

For the Meeting of: June 20, 2018

From: Trust Programs Committee, Working
Group on service integration

File No.: NA

SUBJECT: SUMMARY REPORT ON SERVICE INTEGRATION REVIEW

DESCRIPTION OF ISSUE: To provide a summary of the service integration review being conducted by a working group of the Trust Programs Committee (TPC).

BACKGROUND:

At their May 14 meeting, Trust Programs Committee passed the following resolution:

TPC-2018-11

It was MOVED and SECONDED,

Trust Programs Committee request staff to produce a brief report to Trust Council consisting of an amalgamation of the administrative report provided by CAO Hotsenpiller, and the town hall comments of today's meeting and the meeting of April 14, 2018 on Salt Spring.

CARRIED

The TPC working group has had three meetings:

Wednesday, January 24, 2018 in Victoria

Monday, February 19, 2018 in Nanaimo

Monday, April 16, 2018 on Salt Spring Island

The working group has been meeting to consider potential improvements to service delivery by the various government service providers, including the Islands Trust, to Salt Spring Island and the wider Trust area. This work was initiated in response to the incorporation process on Salt Spring Island in 2017, and specifically, to address a critique of the governance model on Salt Spring Island that is characterized by multiple agencies delivering community services in a non-coordinated manner.

The working group itself does not have specific terms of reference; rather Trust Council (TC) has tasked the working group to:

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

As such, the working group is a forum for Trustees to review and discuss issues and to formulate recommendations to TPC and Trust Council. There is no specific budget allocated to this function.

The working group has been informed by Executive Committee's meeting with Selena Robinson, the Minister of Municipal Affairs and Housing, in January 2018, during which the Executive Committee requested that the Province play a leadership role with regard to better service integration on Salt Spring Island, in particular with brokering discussions between the Capital Regional District (CRD), Islands Trust, other relevant Ministries and improvement districts. The Islands Trust is also in receipt of two letters - post incorporation vote - from the Minister, that recommend **'the local agencies to seek opportunities to address the concerns that caused some voters to wish to see a change in governance,'** and **'for the local planning and service agencies to work together.'** Both in the meeting and through her communications, the Minister appears to be encouraging the various service providers to self-organize to address any governance or servicing issues.

A request was also made to the Minister for access to \$125,000 of transition funding to aid in the service integration enquiry. The response by the Ministry to the financial request was non-committal and the Executive Committee was told that any funds would require a full business case.

Key developments:

1. **Problem Solving Model:** The working group considered a six stage problem solving model and has been working towards defining the specific problems or challenges associated with multiple agencies delivering different services to communities.
2. **Agreements Monitoring Report:** Staff prepared a complete list of current and past agreements that relate to service integration or cooperation including; Protocol Agreements, Letters of Understanding, Memorandum of Understanding and Administrative Agreements. The working group received a list indicating that while some agreements are current and working well, there are many agreements that have lapsed, are not being followed by the Trust and/or the other signee, are obsolete, or the legislative framework is no longer applicable.
3. **List of real world service integration problems:** Working group members compiled an anecdotal list of service integration problems throughout the Trust Area. This material was collated and assisted in describing the general experience of service delivery across the region and established some common issues for the working group to focus upon.
4. **Working Group meeting on Salt Spring:** In support of community engagement and to better understand specific community concerns, Trust Programs Committee convened a public meeting on Salt Spring on April 16, 2018. Some key outcomes:
 - a. Approximately 40 members of public attended.
 - b. Several groups who are doing community based work on the island identified themselves and provided testimonials.
 - c. Extensive work is being done on island with regard to service integration and local governance i.e. Community Alliance, Positively Forward, Salt Spring Island Community Economic Commission, Salt Spring Islands Housing Council.
 - d. A request was made repeatedly to the working group to allow these various committees of the community to conclude their work prior to Trust Council contemplating any changes to agreements or process.
 - e. The Islands Trust can function to bring all agencies together to coordinate services.

- f. There should be more formal engagement between the Islands Trust, the CRD and improvement districts.
- g. Request was made to the working group to continue to work with community groups to affect changes.

Other notes are available through the TPC meeting minutes dated April 16, 2018.

Trends/Concepts

A number of key themes have developed over the course of the three meetings of the working group:

- The working group has primarily focused on problem identification and determining root causes associated with service integration and, has not advanced potential solutions.
- Willing partners: at this point there does not seem to be any specific initiatives being advanced to address service integration by other local service providers on Salt Spring, certainly none that have invited Islands Trust participation, including the CRD, Fire Department, improvement districts, and Ministry of Transportation and Infrastructure (MOTI). The next step for the working group may be to engage with other elected officials or senior decision makers in order to agree on common problems and identify appropriate solutions.
- The working group, as it looks to preliminary solutions, has discussed whether future success is best served by the focusing upon :
 - i. refreshing and resigning the regional protocol agreements and letters of understanding or;
 - ii. emerging issues in cooperation with others on a project model basis, i.e. affordable housing or water resourcing/management issues.
- There has been a request from the community groups working on service/integration issues on Salt Spring to have the Islands Trust not implement any policy or process changes before the community itself has published its work and engaged with the wider community.
- While the working group was tasked by Trust Council with addressing issues that would relate across the Trust Area, it appears that there is general agreement that the Salt Spring example is timely, has regional significance and should be the focus of initial efforts by the Islands Trust.
- Community members have made the distinction between what they would call hard services versus land use planning services and have requested that the Islands Trust be clear in its communication when it references, “service integration,” primarily that service integration does not contemplate the Islands Trust integrating the land use function and water and sewer servicing.
- At the community meeting on Salt Spring there was repeated reference to look at how to better intersect planning and servicing around affordable housing, water service integration, options for water use, climate action, and bylaw enforcement.

ATTACHMENT(S):

Appendix A - Excerpt from the minutes of Trust Program Committee minutes of April 16, 2018.

Appendix B - Excerpt from the minutes of Trust Program Committee minutes of May 14, 2018.

FOLLOW-UP/NEXT STEPS:

The following recommended steps are provided for the working group to consider for its next actions:

- Wait for the Salt Spring island community groups to conclude their work.
 - Engage with other politicians/decision makers/agencies to determine if there is potential for cooperation on program and service delivery.
 - Develop an issue/findings paper for Trust Council that describes the problem being contemplated and includes a recommendation on the role the Islands Trust can play in the future; including:
 - The core issue being addressed or solved;
 - Describing the goals of any future work;
 - The extent of work and related resourcing;
 - Relaying the importance of service integration to the Islands Trust communities;
 - Putting the work into a strategic context for Trust Council.
-

Prepared By: Trust Programs Committee, Working Group on service integration

Reviewed By: Chief Administration Officer, Russ Hotsenpiller

Date: May 31, 2018

Appendix A

Excerpt from the minutes of Trust Program Committee minutes of April 16, 2018 consisting of input from the public on Salt Spring Island to the working group on service integration throughout the Trust Area.

3. TOWN HALL AND QUESTIONS

These are not verbatim but rather summarized for the public.

Maxine Litner – Chair, Positively Forward Group - (a sub-group of the larger group on Salt Spring) will report out in July on Capital Regional District (CRD) service delivery and requested that the Islands Trust's existing separation between land use planning and service delivery be maintained.

Peter Lamb – felt that scope of the term “services” needed to be defined and spoke to various studies which have been done and joint coordination agreements which are in place.

Gail Acre – Representative, Salt Spring Community Alliance and Governance Group. She reported that six major themes have emerged from the group's work including housing, health, micro-economics, infrastructure, environment and governance. The Governance Group will be presenting some results of their work at their June 25, 2018 meeting.

Darryl Martin, former Chair of the Salt Spring Island Community Economic Commission, and member of the Governance Group, reiterated an intention to present an analysis of governance options to the community.

Linda Adams – elaborated on the work of the Governance Group which will analyze options against criteria and diagram out different governance models for consideration to present at its June meeting.

Donald McLennan – with the Positively Forward group. He summarized three requests to Islands Trust: maintain separation between land use planning and service delivery; actively collaborate with current governments; and take advantage of the work being done by community groups.

Tim Hunt – a long time island resident. He asked that the Islands Trust consider changes to land use lease agreements and farm workers housing regulations to assist young people, and that Islands Trust be the cohesive gel that brings together all jurisdictions for service delivery.

Kisae Peterson – Chair of the Salt Spring Island Housing Council. She has been attending several regional and provincial meetings regarding housing issues in the Gulf Islands. She hopes to see improvements in the area of cooperation and coordination between land use planning and services.

Gary Holman – speaking as an individual. He noted the complexity of Islands Trust becoming a regional district and noted that improvement districts should be directly involved with the CRD and Islands Trust. He emphasized that coordination is key to integration across sectors.

John Davies – gave his perspective on island culture asking that freedom and creativity for young people be nurtured through accessible services and cooperation.

Richard Kerr – hopes that Islands Trust will work with the Salt Spring Island community to explore the governance framework with the Positively Forward and Community Alliance Working Group as suggested by the Minister of Municipal Affairs and Housing in a letter following the referendum outcome.

Gay Gardner – spoke on farming and a need for the Capital Regional District to get onboard with the latest innovations on water recycling.

Trustee Law commented that on Hornby Island where groups have come together in a unified voice to present a common concern, instead of fractured interests, outside agencies tend to respond by gathering together all groups every six months to review and connect with the aim of keeps groups informed and coordinated. He acknowledged that Salt Spring Island is a larger community to coordinate.

The meeting was recessed at 11:54 a.m. and recalled to order at 12:45 p.m.

Appendix B

Excerpt from the minutes of Trust Program Committee minutes of May 14, 2018 consisting of input from the public (Gabriola Islands) to the working group on service integration throughout the Trust Area.

3. TOWN HALL AND QUESTIONS

Five members of the public from Gabriola Island.

Note: These are not verbatim minutes but rather summarized for public information.

Steven Earle – Village Vision planning committee, Gabriola Island. Village Vision has conducted a three year community led planning process which included the topic of roads. Steven spoke about the need for a renewal of the 1992 LOU with Islands Trust and MoTI on road standards and classification as he felt that the LOU limits what can be accomplished because of island road standards. He urged Islands Trust to work with MoTI to change the 1992 road standards agreements so that village areas can be made safe and welcoming to pedestrians, cyclists and motorists. They have met with MoTI to discuss their vision but MoTI is not able to change their road standards.

Howard Houle – Regional District of Nanaimo Director, Electoral Area B (Gabriola & Surrounding Islands). Howard indicated that the NRD is hoping for some resolution with MoTI in regards to road-side trail standards. They have been working with Mike Ferris.

BRIEFING

To: Local Trust Committees/Bowen Island Municipality **For the Meeting of:** Various

From: Trust Programs Committee **Date Prepared:** July 16, 2018

SUBJECT: Service Integration

PURPOSE: To request input from local trust committees/Bowen Island Municipality about any service integration concerns.

BACKGROUND: The Trust Programs Committee working group has been meeting to consider potential improvements to service delivery by the various government service providers, including the Islands Trust, to Salt Spring Island and the wider Trust area. This work was initiated in response to the incorporation process on Salt Spring Island in 2017, and specifically, to address a critique of the governance model on Salt Spring Island that is characterized by multiple agencies delivering community services in a non-coordinated manner. Trust Council (TC) has tasked the working group with: ***Identifying potential governance or operational changes that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area.***

TPC would like local trust committees and Bowen Island Municipality to create inventories of barriers experienced in engaging service providers and other agencies and to provide those responses to TPC via the Director of Trust Area Services. A suggested resolution for conveying any concerns is as follows:

That the XX Island LTC/BIM advises Trust Programs Committee that the LTC/BIM has experienced barriers to engaging service providers/other agencies when addressing the following topics:

- 1.
- 2.
- 3.

ATTACHMENT(S):

1. None.

FOLLOW-UP: TPC will consider responses received by August 20, 2018 meeting. At its August 20, 2018 meeting, TPC will discuss how to handle responses received after August 20.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Brian Crumblehulme, TPC Chair
David Marlor, Director, Local Planning Services

Agenda: Forum on Service Delivery to the islands

9:30am Opening:

- 1 Welcome: Brian Crumblehulme
- 2 First Nation welcome: Mavis Underwood

9:45am Community Presentations:

- 3 Gabriola Village Development - Jim Ramsay
- 4 Vancouver Island University - Steven Earle
- 5 SSI Alliance - Gayle Baker
- 6 CRD SSI Alternate Director - Darryl Martin
- 7 SSI Positively Forward - Maxine Lechter
- 8 SSI CEDC - Francine Carlin
- 9 SGI CESC - Mike Hoebel
- 10 SGI CESC - Mami Hutt-Temoana
- 11 Mayne Island Housing Society - Deb Goldman

11:15am Coffee Break

11:30am Service Agencies

- 12 CRD - Bob Lapham
- 13 CRD - Kristen Morely
- 14 RD Nanaimo - Julie Sperba
- 15 Islands Trust TPC - Heather O'Sullivan
- 16 MOTI - Jake Roder
- 17 BC Government - Shawn Haley

12:15pm Lunch Break

1:00pm Q&A

Where do we go from here? Can we collaborate better?

Open forum

Close 2:30-3:00pm

Additional delegates

- 18 CRD SGI Director - David Howe
- 19 CRD SGI Alternate Director - Ben Maberly
- 20 CRD - Melody Pender
- 21 CRD - Andrea Mills
- 22 CESC Saturna - Priscilla Zimmerman
- 23 CESC Pender - Ben McConchie
- 24 CRD SSI Director - Wayne McIntyre
- 25 Islands Trust - Clare Frater
- 26 Islands Trust - Russ Hotsenpiller
- 27 Islands Trust - David Marlor
- 28 Islands Trust - Peter Luckham
- 29 Islands Trust TPC - Paul Brent
- 30 Islands Trust - George Gramms
- 31 Islands Trust - Dan Rogers
- 32 Positively Forward - Gary Holman
- 33 SSI - Maggie Squires
- 34 SSI - Laura Patrick
- 35 Mayne Chamber of Commerce - Bill McCance
- 36 Gabriola Housing Society - Nancy Hetherington Peirce
- 37 Mayne Chamber of Commerce - Candida Kitka
- 38 MLA - Adam Olsen
- 39 Islands Trust - Robin Williams

Speaking Notes

In support of our mandate to preserve and protect the trust area, the Islands Trust's primary authority under the Islands Trust Act is to regulate land use development.

It's interesting as Islands Trust to be having this conversation about integration of services, because if you think about that, in a way the IT is really based on separation of services - specifically the separation of land use planning from the suite of services that are generally delivered by Regional Districts or Municipalities. Of course, as we all know, there's a very good reason for this separation, and that's to allow land use planning decisions to be free of any financial incentive to rezone, develop, or approve applications, so that in practice the Preserve and Protect mandate and our interpretation of it is what steers our decision-making.

And while people may find the overlapping jurisdictions confusing and frustrating, they've told us time and time again that they appreciate the Trust and they value the Trust. We heard this particularly clearly in the Salt Spring Referendum. People feel that their governance model is not perfect, not by a long stretch, but there is a real concern about throwing the baby out with the bathwater.

In response to what we heard in the SS referendum, the IT established a working group with the aim of "identifying potential governance or operational changes that could be adopted in order to improve the delivery and integration of all the types of services that are delivered to the Islands Trust Area." So a fairly lofty goal. But we like a challenge :).

The working group is at this stage very much focused on listening to our communities. We have gathered anecdotal information from Trustees about the experiences and challenges of service integration on their

islands, and are engaged in a more formal process of information gathering from each Local Trust Committee. We held a Town Hall in Ganges and another in Nanaimo where we heard directly from Salt Springers and Gabriolans about their concerns. And we are very excited about hearing and receiving the reports from the Salt Spring Community groups who have been discussing governance.

From the Islands Trust perspective we believe that there are areas of local service delivery that could improve. We have heard of a number of examples where community may benefit from increased cooperation or coordination between agencies. Here are some examples

- Increased information and coordination of information to communities on services such as waste services, wharves, planning and building inspection
- The potential for greater coordination of budgeting and annual priorities between local service providers
- Cooperation between the Islands Trust land use planning function and respective building inspection and planning services of regional districts
- Water resource management and water servicing
- Working together on bylaw enforcement, nuisances and unsightly premises
- Developing a coordinated approach to addressing the condition and function of rural roads, which of course are critical to our communities and impacted by changing demographics and evolving transportation requirements.

Communities would also benefit from:

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

As the Islands Trust, we are also uniquely positioned to work with other agencies. In fact, unlike other forms of local government, it's baked right into our mandate. We have the legislated ability under Section 9 of the Islands Trust Act to enter into agreements with other agencies to coordinate activities, and in fact the object of the Trust includes working "in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia".

As such, our staff also prepared for the working group a complete inventory of current and past agreements that relate to service integration or cooperation including; Protocol Agreements, Letters of Understanding, Memorandum of Understanding and Administrative Agreements. I'm sure that a number of agencies represented in this room are on it. This list indicated that while some agreements are current and working well, there are many that are not currently relevant for a variety of reasons.

Because the Working Group arose directly out of the SS referendum, and because the conversation about service integration was already very much underway on Salt Spring, that island has been a particular focus. However, much like this forum, we believe that any models or solutions which are developed for one island will either translate directly or provide inspiration for other islands.

As the working group considers ways forward, a couple of the ideas that keep percolating to the top include identifying and refreshing key regional protocol agreements and letters of understanding, or possibly focusing on emerging issues such as affordable housing or water resources in cooperation with others on a project basis. We are sure that as we move through the process of investigating the issues, more ideas and approaches will surface. First and foremost though, we are committed to working closely with our communities on this issue

LETTER OF AGREEMENT

between

THE MINISTRY OF TRANSPORTATION & HIGHWAYS (MOTH)

and

THE ISLANDS TRUST (IT)

SUBJECT:

**ROAD STANDARDS, CLASSIFICATION
AND MOTH/IT CONSULTATIVE
PROCESS IN THE ISLANDS TRUST AREA**

October 20, 1992

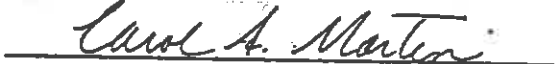
WHEREAS, pursuant to Section 8(2)(a) of the *Islands Trust Act*, for the purpose of carrying out the object of the trust, the Islands Trust Council may, subject to the approval by the Minister of Municipal Affairs, Recreation and Housing, enter into agreements with the Province and agents of the Province respecting the coordination of administrative activities within the trust area;

WHEREAS, roads in the Trust Area form part of the unique amenities of the Trust Area and require extraordinary measures to protect their unique character and to encourage safe use, both the Islands Trust Council and the Minister of Transportation and Highways are desirous of entering into an agreement for ongoing consultation respecting road standards, road classification, and posted speed limits;

THEREFORE, both parties commit to respect the attached Letter of Agreement, dated October 20th, 1992.

1. ASSENTED TO THIS 12th DAY OF November, 1992 BY:


The Honourable Art Charbonneau
Minister of Transportation
and Highways


Carol Martin, Chairperson
Islands Trust Council

2. APPROVED, PURSUANT TO SECTION 8(2)(a) OF THE *ISLANDS TRUST ACT*,
THIS 24th DAY OF DECEMBER, 1992 BY:

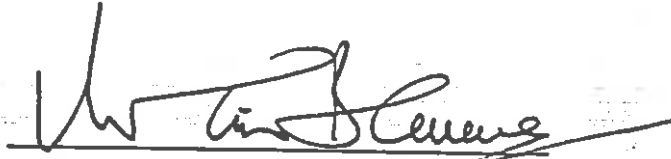

The Honourable Robin Blencoe
Minister of Municipal Affairs,
Recreation and Housing

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A. PURPOSE

The purpose of this agreement is:

1. To establish an ongoing consultative process between the agencies.
2. To establish an agreement on road standards and road classification in the Trust Area and;
3. To establish a procedure for the designation of scenic/heritage roads and bicycle route plans in the Trust Area.

B. OBJECTIVES

1. To establish a functional classification of rural roadways which:
 - a) classifies rural Island roads recognizing the relative importance of their role in servicing traffic between ferry linkages and major destinations on an island, and relates the classification to the road's importance and role in serving through traffic or providing access to land;
 - b) ensures all rural settlement areas, resource areas, recreational areas, commercial areas and other activity areas are provided with safe rural road service based on the level of traffic generating activity and rural traffic volumes;
 - c) classifies routes to maintain a safe and efficient relationship between the needs of road users and the users of adjacent land;
 - d) ensures that appropriate planning and design standards are used as agreed upon.
2. To establish the road standards for new roads, including new subdivision roads, and for existing roads when upgrading is required.
3. To establish scenic/heritage road designations for unique and valued roadways which recognize the objectives of the Islands Trust, and the process to be followed when improvements are to be undertaken.
4. To establish cycle route plans and roadway standards to accommodate safe cycling.
5. To establish a regular consultative process between the agencies on issues of common interest such as rehabilitation and maintenance programs and new road site-specific consultation.

6. To develop and agree upon cycle route plans and scenic/heritage designations to be in place by September 1993 to supplement this agreement.

C. CONSULTATIVE PROCESS

The Ministry of Transportation and Highways and the Islands Trust agree to the establishment of a consultative process to foster common understanding and hereby agree to facilitate the process by arranging meetings between respective staff and Local Trust Committees as required.

To facilitate ongoing dialogue the consultative process will be fostered through:

- An annual meeting of Ministry of Transportation and Highways staff and Islands Trust planning staff held in the fall at the call of the Manager of Local Planning of the Islands Trust to review with Ministry of Transportation and Highway staff any current issues such as proposed upgrading and maintenance programs and classification of proposed new subdivision roads.
- Routine exchange of information regarding specific concerns between the Islands Trust as represented by its local planning staff and Ministry of Transportation and Highways local staff as represented by the District's Highways Manager and/or their Area Managers.
- The establishment by the Trust of Local/Island Advisory Transportation Committees appointed by each Local Trust Committee to make recommendations to the Trust Committee and MoTH as specific issues arise and to assist in the development of bicycle route and Heritage/Scenic route plans. Special meetings may be called by either the Islands Trust or the Ministry of Transportation and Highways, as specific issues arise.
- Jointly reviewing the road classification networks and road standards every five years (effective in 1997.)
- Discussion in 1992 and 1993 of bicycle routes and Scenic/Heritage route designations.
- Ministry of Transportation and Highways routinely consulting with the Islands Trust prior to upgrading of designated scenic/historic routes.

D. ROAD CLASSIFICATIONS AND BICYCLE AND SCENIC/HERITAGE ROUTE DESIGNATION

1. Road Classifications of Island Roads

A hierarchy of road classes for the designated islands is set out in the Island-specific maps attached to the document (Appendix A). The Islands Trust will facilitate a timely process for each local trust committee to review, negotiate, revise or approve the maps attached in Appendix A. Until such time as the local trust committee approves the road classification map for their island, the Appendix A map will be used within the context of the consultative process.

The designated islands for purposes of road classification and standards are:

- Saltspring
- Gabriola
- North and South Pender
- Saturna
- Galiano
- Denman
- Hornby
- Mayne
- Lasqueti
- Thetis
- Keats
- Bowen
- Gambier
- Thormanby

The nomenclature used for road classes in this document is terminology suggested by the Islands Trust. The equivalent terminology normally used by the Ministry for functional classification is:

Islands Trust Nomenclature

Major Rural
Main Rural
Minor Rural
Residential Rural/Local

Ministry of Transportation and Highways Nomenclature

Secondary Highway
Major road
Minor Road
Local Road

The road standard for the applicable classifications as set out in Section E will be applied for new roads, including subdivisions, and to existing roads when being upgraded.

2. Cycle Route Plans

The Islands Trust will prepare proposals for cycle route plans on the islands. Consultation on these proposals will occur with the Ministry of Transportation and Highways.

A negotiated agreement on the cycle route plan for the Islands Trust area is to be achieved between the Islands Trust and Ministry of Transportation and Highways by September 1993 and will subsequently form a component of this letter of understanding (Proposed Appendix B).

The agreed-to cycle route plan, when adopted by resolution or bylaw by the Local Trust Committee, may be forwarded to the Ministry of Highways and Transportation for registration.

The approved plan, for the designated cycle routes, will trigger adjustment of the shoulder standards for new roads and for existing roads when they are to be upgraded as indicated in section E. The requirements for safely accommodating cyclists will be recognized when prioritizing roads for upgrading.

3. Scenic Heritage Designation

The Islands Trust will prepare proposals for scenic/heritage designation to recognize roadways having unique and significant scenic and/or heritage value. Only a limited portion of roadways on an island will qualify for such designation.

3. Scenic Heritage Designation Continued

Consultation will occur between the Ministry of Transportation and Highways and the Islands Trust on the criteria for evaluation of scenic and heritage values and the proposals for scenic/heritage road designations. The agreed upon criteria shall be incorporated as part of this agreement.

A negotiated agreement on scenic/heritage designation of roads in the Island Trust area is to be achieved between the Islands Trust and Ministry of Transportation and Highways by September 1993 and will subsequently form a component of this letter of understanding (Proposed Appendix C).

The Ministry of Transportation and Highways will be consulted, and its agreement obtained, on a proposed scenic/heritage road designation plan for an island prior to adoption of the plan, by resolution or bylaw, by the Local Trust Committee.

Planned work on roads designated as Scenic/Heritage will trigger a consultative process between the Islands Trust and the Ministry of Transportation and Highways prior to the initiation of upgrading.

E. ROAD STANDARDS FOR ISLAND ROADS

It is recognized that road standards in the Islands Trust Areas have been lowered in response to the Trust objective to maintain the Rural character of the islands and in recognition of the size of Islands and their unique character and the need for a gentler approach in harmony with the land. With the exceptions of Denman, North Pender and Saltspring in the Trust Area, island roads do not carry travellers to any points beyond.

However, the standards must recognize a requirement for safe transportation facilities.

The standards to be utilized for construction on each of the road classifications are outlined in the following paragraphs and table.

NOTE: Where the Islands Trust and the Ministry of Transportation and Highways identify a need for cycling facilities, as established by the agreed to cycle route plan, the standards for shoulders shall be adjusted as noted in the footnotes in the road standards table which follows. (See Figure 1, page 8).

1a) Major Rural

This classification of road applies only to a limited section of road on Salt Spring Island.

The road in this class typically carries substantially higher volumes of traffic at higher speeds than a Main Rural road.

This classification will have a paved travel-way width of 6.7 m except on crest and horizontal curves where a 7.3 m width will apply.

A 1.2 m paved width on each side of the travel way will provide for cycling, pedestrian and emergency parking use.

The bicycle route plan will incorporate all sections classified as Major Rural road as an element in the cycle plan.

Posted speed shall not exceed 80 km/hr.

1b) Main Rural

This classification of road applies to all designated islands within the Islands Trust except for South Pender, Gambier, Lasqueti, Keats, Thormanby and the undesignated Islands.

This classification of road will have a paved travel-way width of 6.7 m except on crest and horizontal curves where a 7.3 m top paved width will apply.

A 0.6m paved shoulder on each side will be provided.

The bicycle route plan will designate road sections requiring adjustment of the shoulder width to safely accommodate cycling demands. The constructed top width for each bicycle shoulder lane can range from 0.6 to 1.2 metres on both

sides in recognition of safety and travel demand requirements, as designated in Island specific cycle route plans.

The posted speed shall not exceed 60 km/hr.

1c) Minor Rural

This classification of road applies to all designated islands within the Islands Trust, but does not include the undesignated islands.

This classification of road will have a paved top width of 6.1m.

Paved shoulders are not required unless identified in the cycle route plan. The bicycle route plan will designate road sections requiring adjustment of the shoulder width to safely accommodate cycling demands. Constructed top width for each bicycle shoulder lane can range from 0 to 1.2 metres on both sides in recognition of safety and travel demand requirements, as designated in Island specific cycle route plans.

The posted speed shall not exceed 50 km/hr.

1d) Residential Rural/Local

This classification applies to all designated Islands and the undesignated Islands within the Islands Trust.

This classification applies to most new roads in small subdivisions.

This classification of road will have a paved top width of 5.5 m.

The posted speed may be in the range of 30 to 50 km/hr

2a) Illustrative Cross-Sections by Road Standard

The Island Road standards and illustrative cross-sections are shown on the following pages.

2b) Heights and Clearance Zone

Height of vegetation within the brushing and utility zone shall be controlled to maintain sight distance on curves and intersection sight triangles for traffic safety reasons.

Figure 1

ISLAND ROAD STANDARDS

Islands Trust Nomenclature	R/W Width	Design Speed	Cleared Width	Driving Lanes	Constructed (Top) Width	Surfaced Shoulder Standard	Gravel Shoulder	Cycle Lanes
Residential Rural/Local	20m(66')	50km/hr	13.9m(45.6')	5.5m(18.0')	6.7m(22')	not required	0.6m	No lanes
Minor Rural	20m(66')	50km/hr	14.5m(47.6')	6.1m(20')	7.3m(24')	not required	0.6m	2 lanes *
Main Rural	20m(66')	60 km/hr	15.6m(51.1')	6.7m(22') 7.3m(24') crest/curve	9.1m(29.8') or 9.7m crest/curve	0.6m/lane	0.6m	2 lanes **
Major Rural	25m/80'	80km/hr	18.1m(59.4')	6.7m(22') 7.3m(24') crest/curve	10.3m(34.8') or 10.9m crest/curve	1.2m/lane (3.9')	0.6m	2 lanes

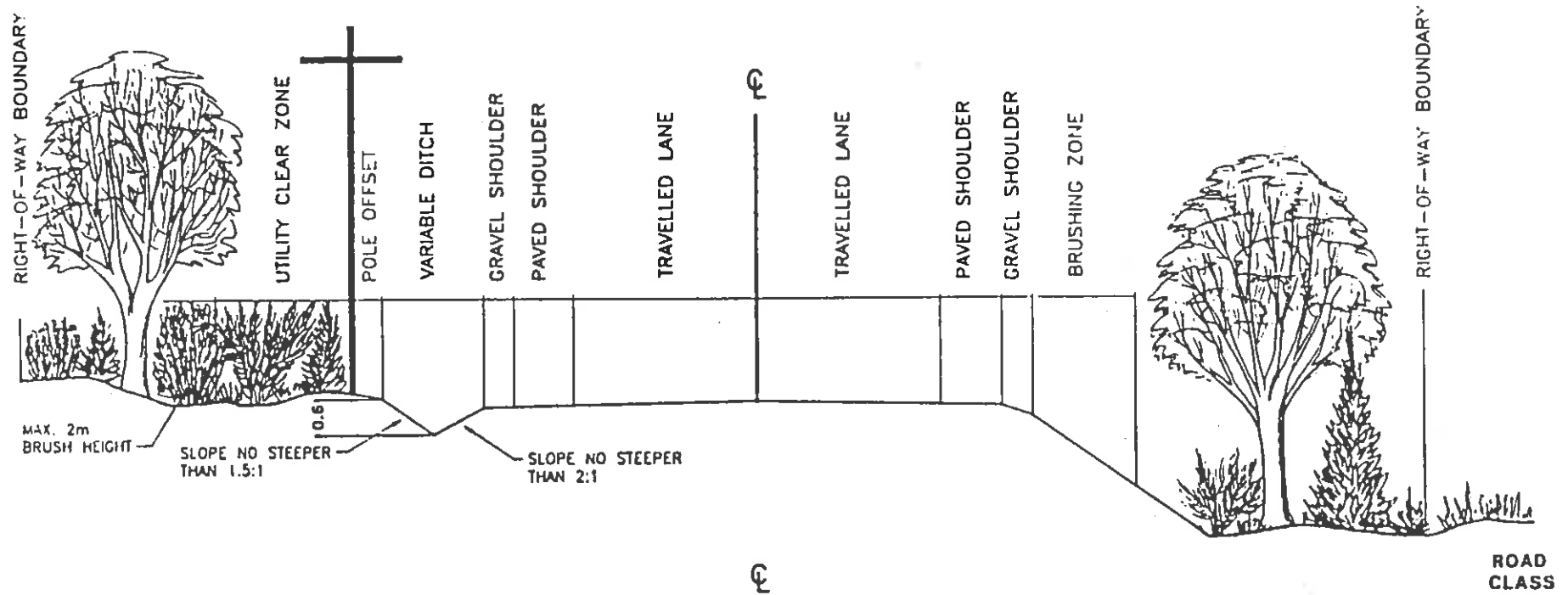
* Constructed top width for each bicycle shoulder lane can range from 0 to 1.2 meters on both sides for each section as designated in an Island Specific Cycle route plan.

** Constructed top width for each bicycle shoulder lane can range from 0.6 to 1.2 meters on both sides for each section as designated in an Island Specific Cycle route plan.

Figure 2

Typical Cross Section (Metric)

TYPICAL CROSS SECTION (METRIC)



										ROAD CLASS
2.75	0.6	MIN. WIDTH 2.1	0.6	0	2.75	2.75	0	0.6	2.0	RESIDENTIAL
2.75	0.6	MIN. WIDTH 2.1	0.6	0*	3.05	3.05	0*	0.6	2.0	MINOR RURAL
2.75	0.6	MIN. WIDTH 2.1	0.6	0.6*	3.35 CURVES 3.65	3.35 CURVES 3.65	0.6*	0.6	2.0	MAIN RURAL
2.75	0.6	MIN. WIDTH 2.1	0.6	1.2	3.35 CURVES 3.65	3.35 CURVES 3.65	1.2	0.6	2.0	MAJOR RURAL

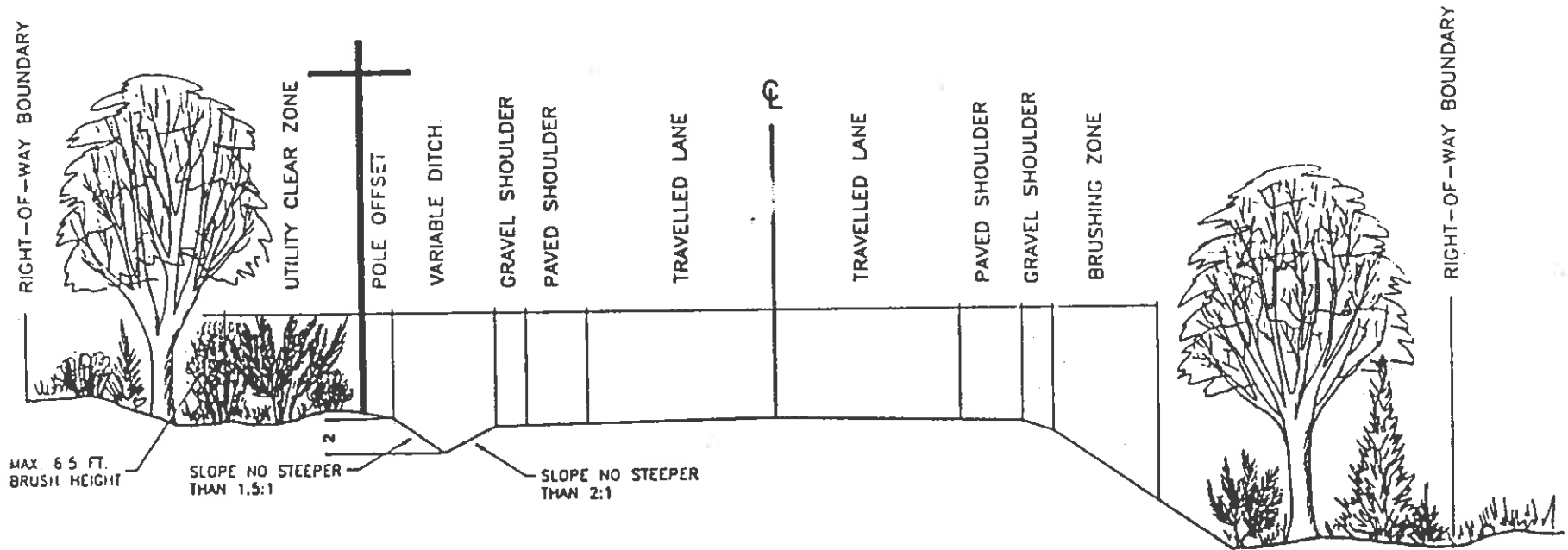
NOTE:

- DIMENSIONS IN METRES
- REQUIRED DITCH WIDTH VARIES DEPENDING UPON THE DEPTH OF DITCH REQUIRED FOR DRAINAGE.
- * DESIGNATION AS CYCLE ROUTE INCREASES SHOULDER WIDTH TO 1.2m
- R.O.W. WIDTH 20m FOR ALL CLASSES EXCEPT MAJOR RURAL WITH A WIDTH OF 25m.

Figure 2b

Typical Cross Section (Imperial)

TYPICAL CROSS SECTION (IMPERIAL)



										ROAD CLASS
9	2	MIN. WIDTH 6.9	2	0	9	9	0	2	6.5	RESIDENTIAL
9	2	MIN. WIDTH 6.9	2	0*	10	10	0*	2	6.5	MINOR RURAL
9	2	MIN. WIDTH 6.9	2	2*	11 CURVES 12	11 CURVES 12	2*	2	6.5	MAIN RURAL
9	2	MIN. WIDTH 6.9	2	4	11 CURVES 12	11 CURVES 12	4	2	6.5	MAJOR RURAL

NOTE:

- DIMENSIONS IN FEET.
- REQUIRED DITCH WIDTH VARIES DEPENDING UPON THE DEPTH OF DITCH REQUIRED FOR DRAINAGE.
- * DESIGNATION AS CYCLE ROUTE INCREASES SHOULDER WIDTH TO 4FT.
- R.O.W. WIDTH 65.6FT. FOR ALL CLASSES EXCEPT MAJOR RURAL WITH A WIDTH OF 82FT.

Roadside vegetation will be retained where possible unless it becomes a hazard to public safety or interferes with utility or drainage requirements. Trees will be permitted to encroach within the road right of way if they do not interfere with Hydro and Telephone services, or where utility poles will not be within a right of way. The brushing zone will be a minimum of 2.0 m from the shoulder. The height clearance area for utilities will be 2.75 m beyond the utility pole to meet Worker's Compensation Board requirements. Low brush up to 2 m in height is allowed in the utility clearance area except at intersection sight triangles (including driveways).

The clearing width for construction will be only to the width required to contain the roadworks and utilities. Trees and brush can be retained beyond this width.

Maintenance programs for brush cutting will be discussed as part of the yearly consultative process.

2c) Ditches

The ditch, one or both sides as required, would typically be designed for a depth of 0.6m with a back slope of 2:1 and side slope of 3:1. This would require 2.1m of width to accommodate such a ditch configuration.

The side slopes of ditches may be steeper in order to minimize the clearance width up to a maximum back slope of 1.5:1 and maximum side slope of 2:1 where safety and geotechnical engineering concerns do not prevail.

Proposed and existing ditch systems entering fresh water lakes used for potable water supply are of special concern. The Ministry of Transportation and Highways will advise the Islands Trust of proposed drainage works in proximity to fresh water lakes or of plans for drainage of wetlands which may have groundwater recharge value.

F. UTILITY PERMITS

Ministry of Transportation and Highways will put a condition in a new utility permit requiring that the applicant must notify Islands Trust of his/her intentions (for information only).

APPENDICES

APPENDIX A: ROAD CLASSIFICATION BY ISLAND

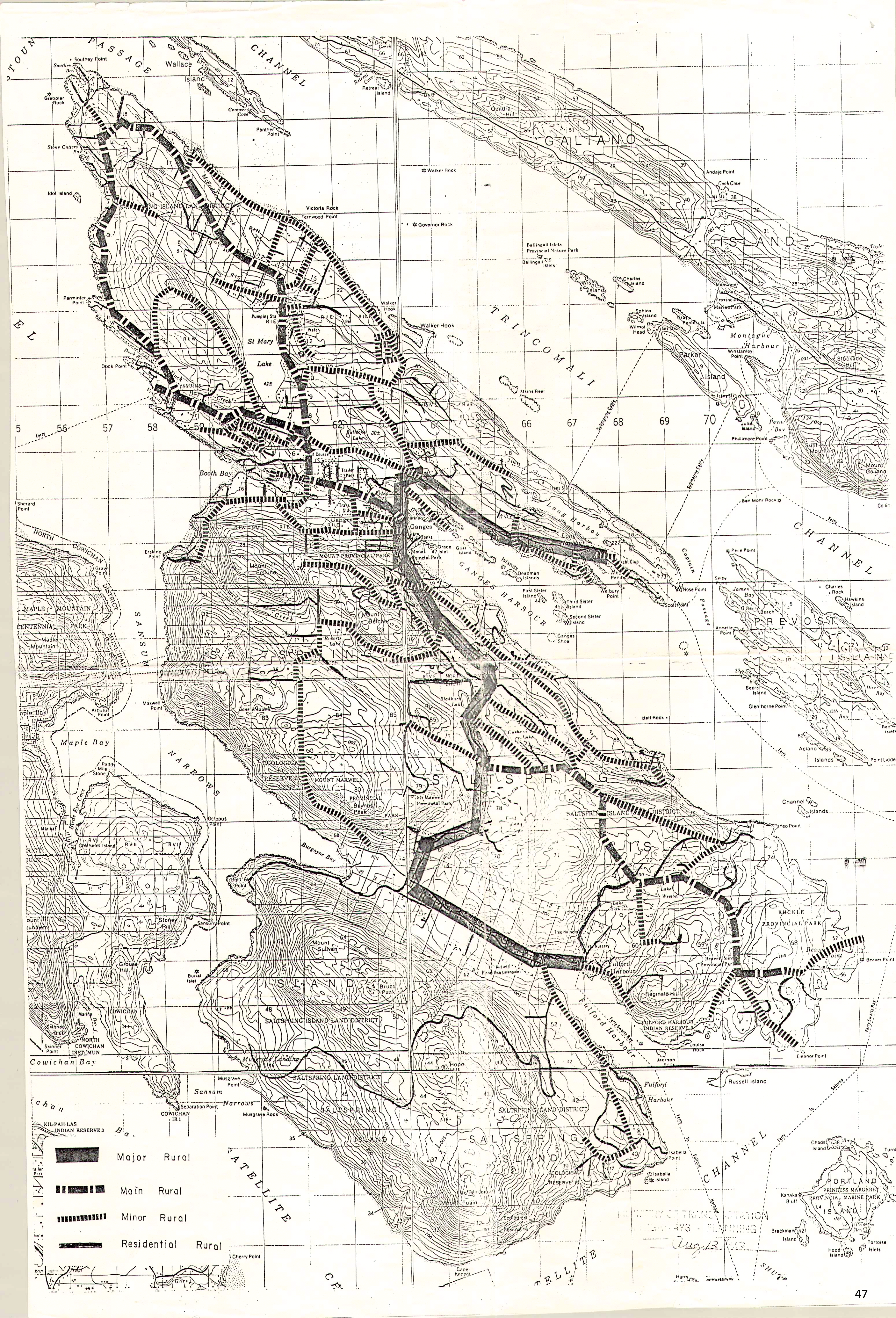
Salt Spring
Gabriola
North and South Pender
Saturna
Galiano
Denman
Hornby
Mayne
Lasqueti
Thetis
Keats
Bowen
Gambier
Thormanby

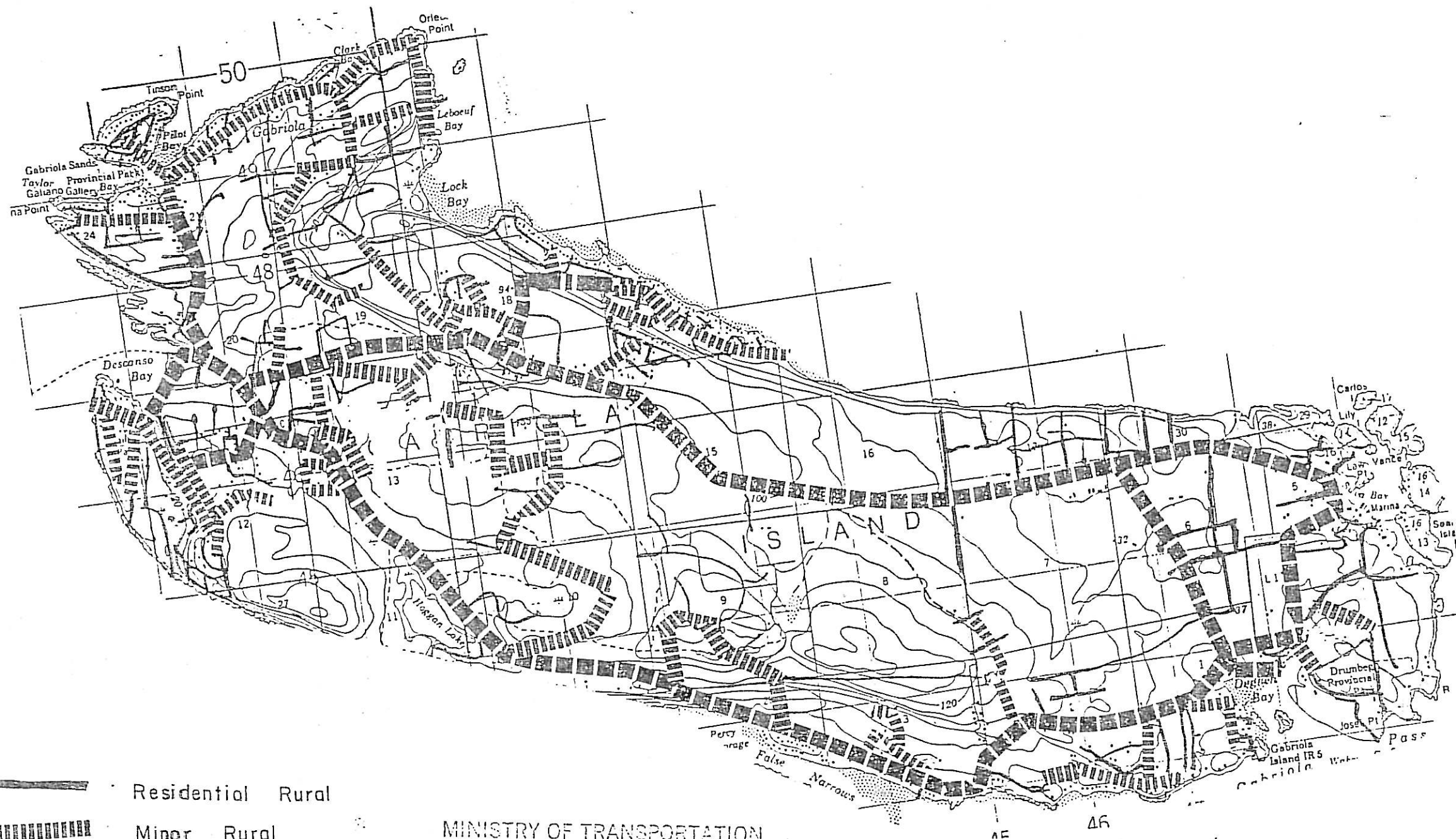
APPENDIX B: CYCLE ROUTE PLAN (to be developed in 1992/93)

APPENDIX C: SCENIC/HERITAGE ROUTE PLAN (to be developed in 1992/93)

APPENDIX A

ROAD CLASSIFICATION

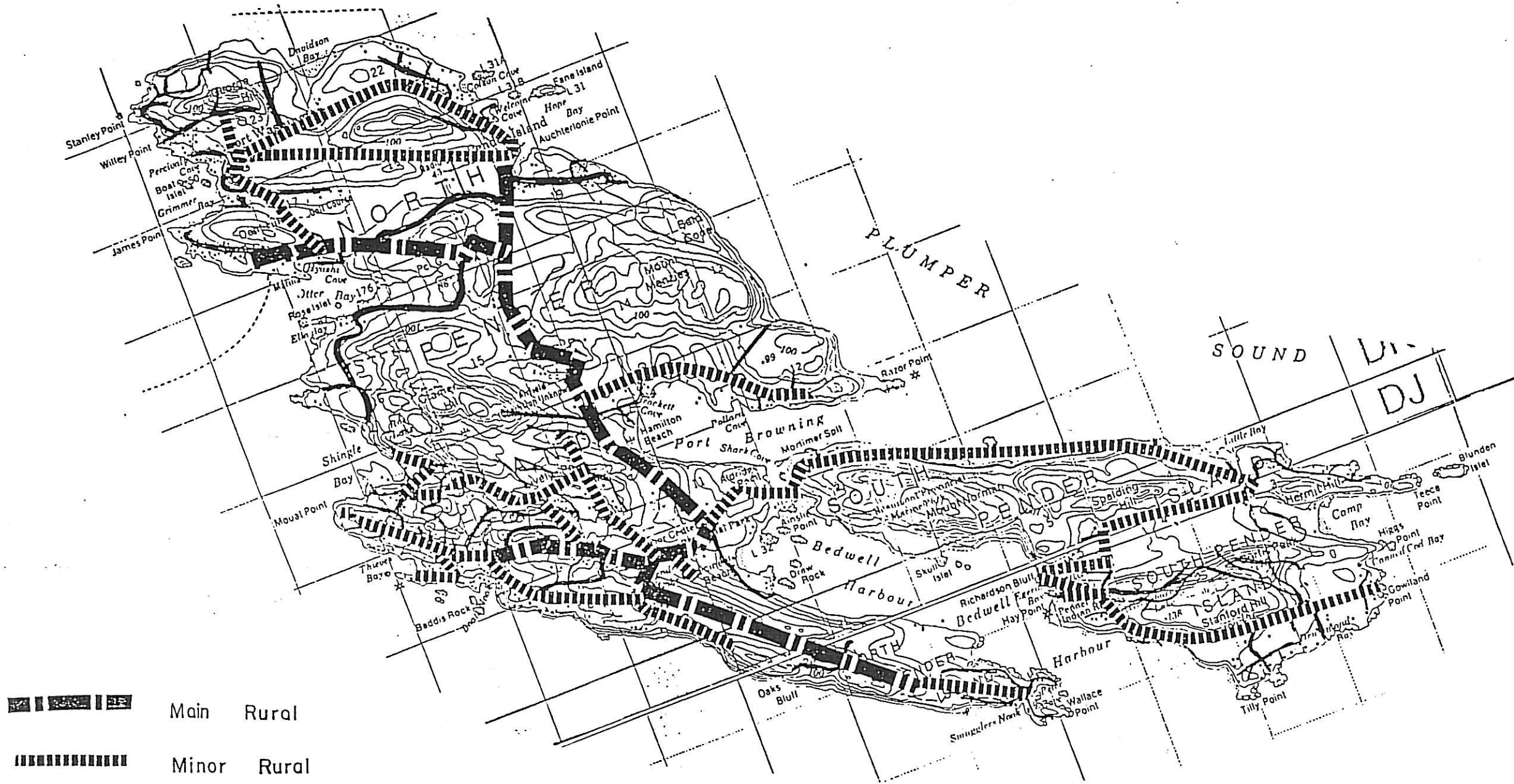




-  Residential Rural
-  Minor Rural
-  Major Rural

MINISTRY OF TRANSPORTATION
& HIGHWAYS - PLANNING

: Aug 13/92



Main Rural



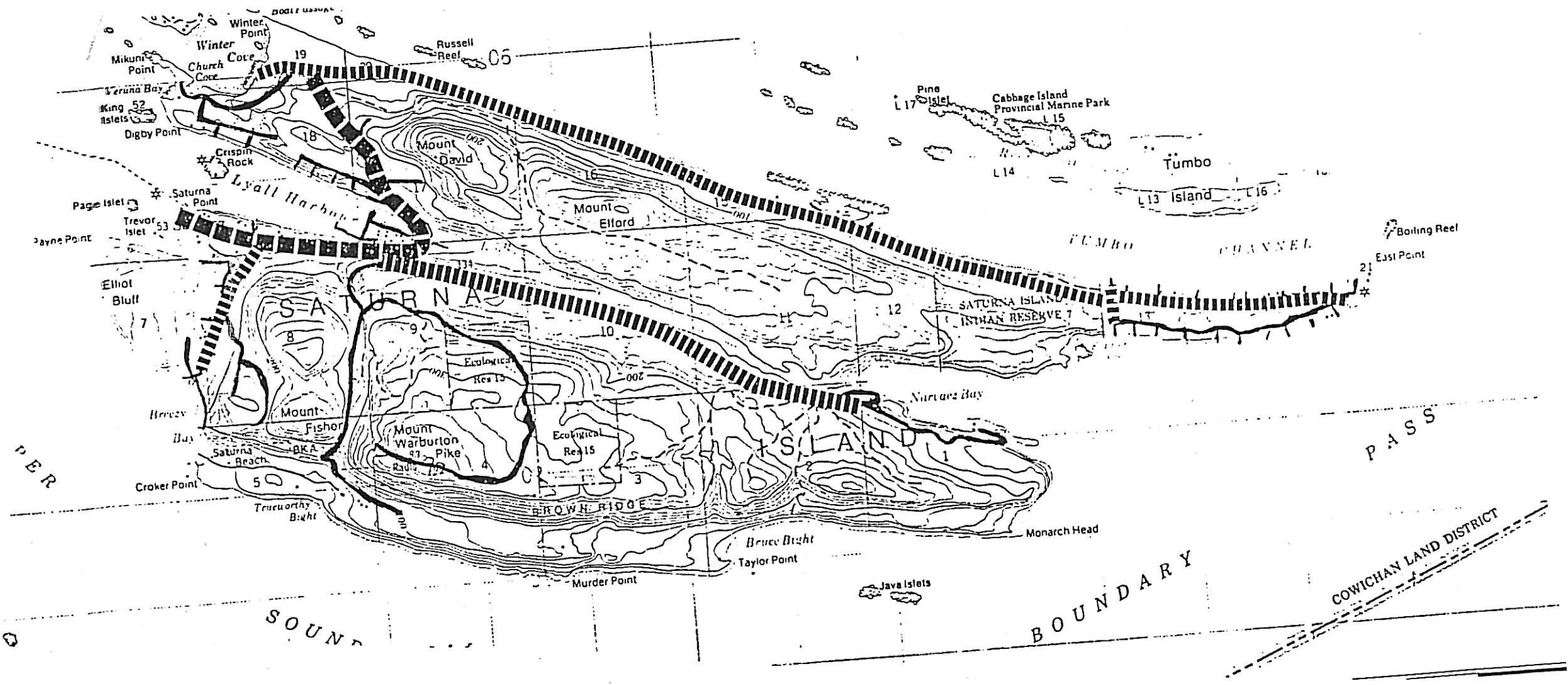
Minor Rural



Residential Rural

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& HIGHWAYS - PLANNING

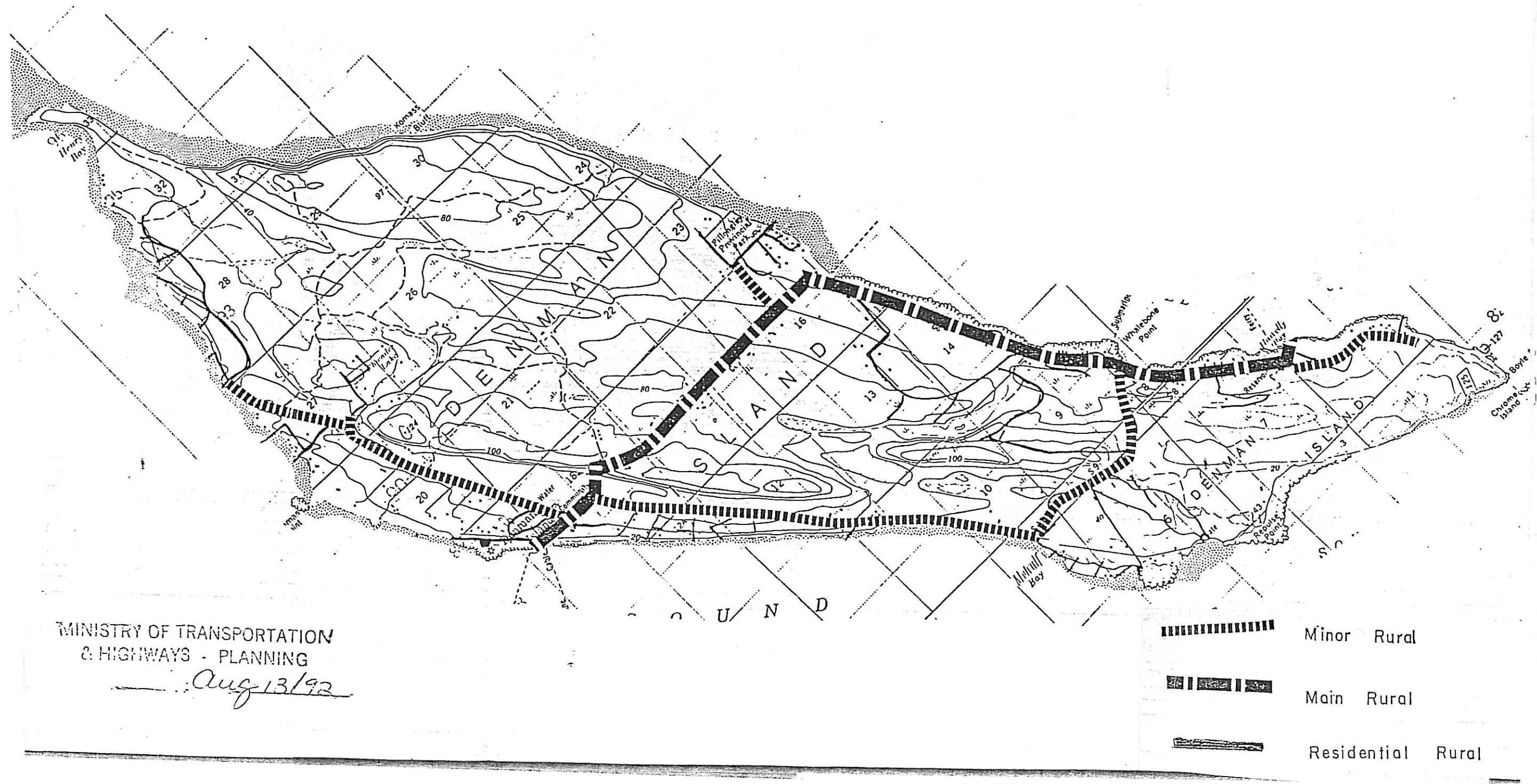
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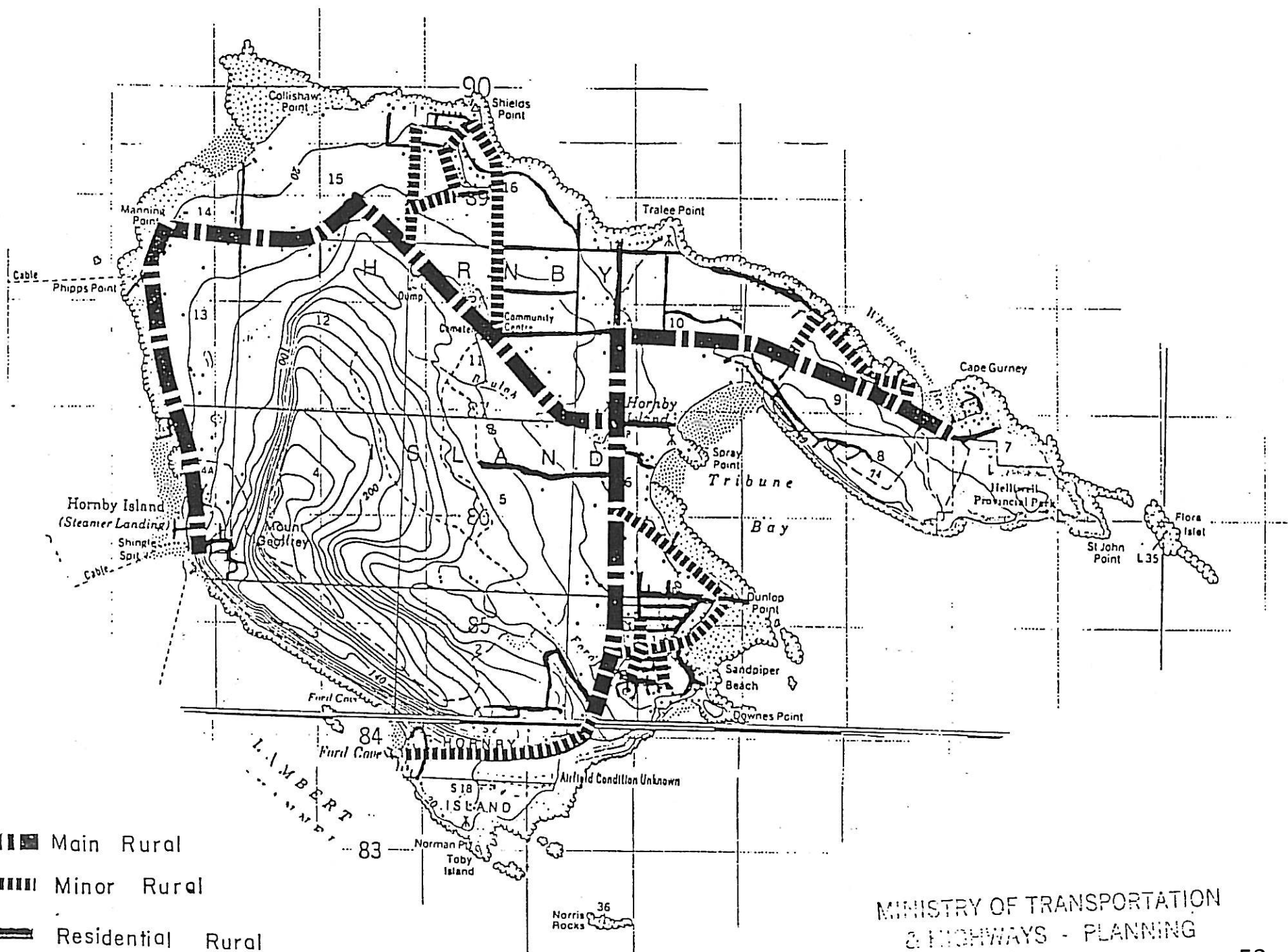


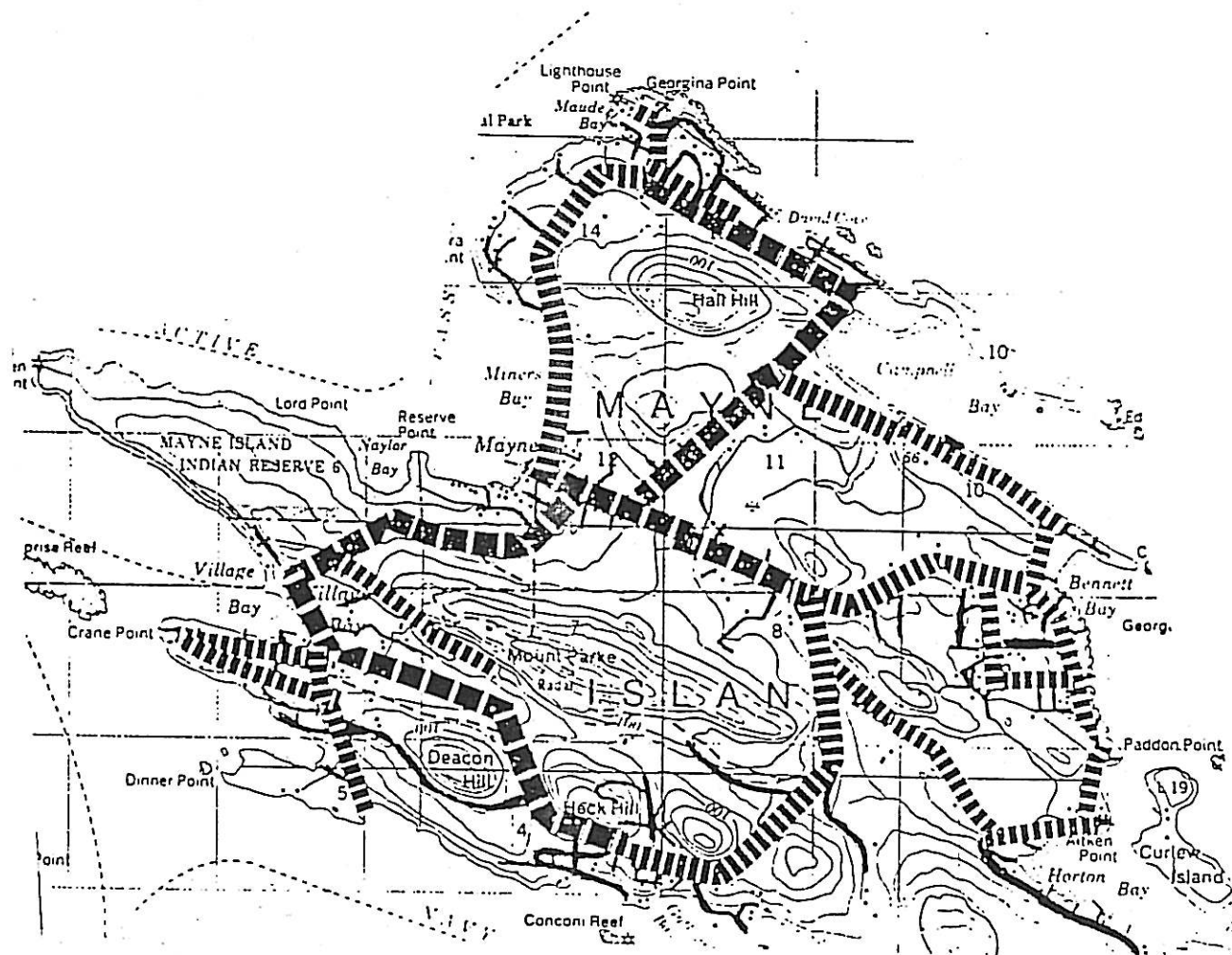
-  Main Rural
-  Minor Rural
-  Residential Rural

MINISTRY OF TRANSPORTATION
& HIGHWAYS - PLANNING

: - Aug 13/92







Main Rural



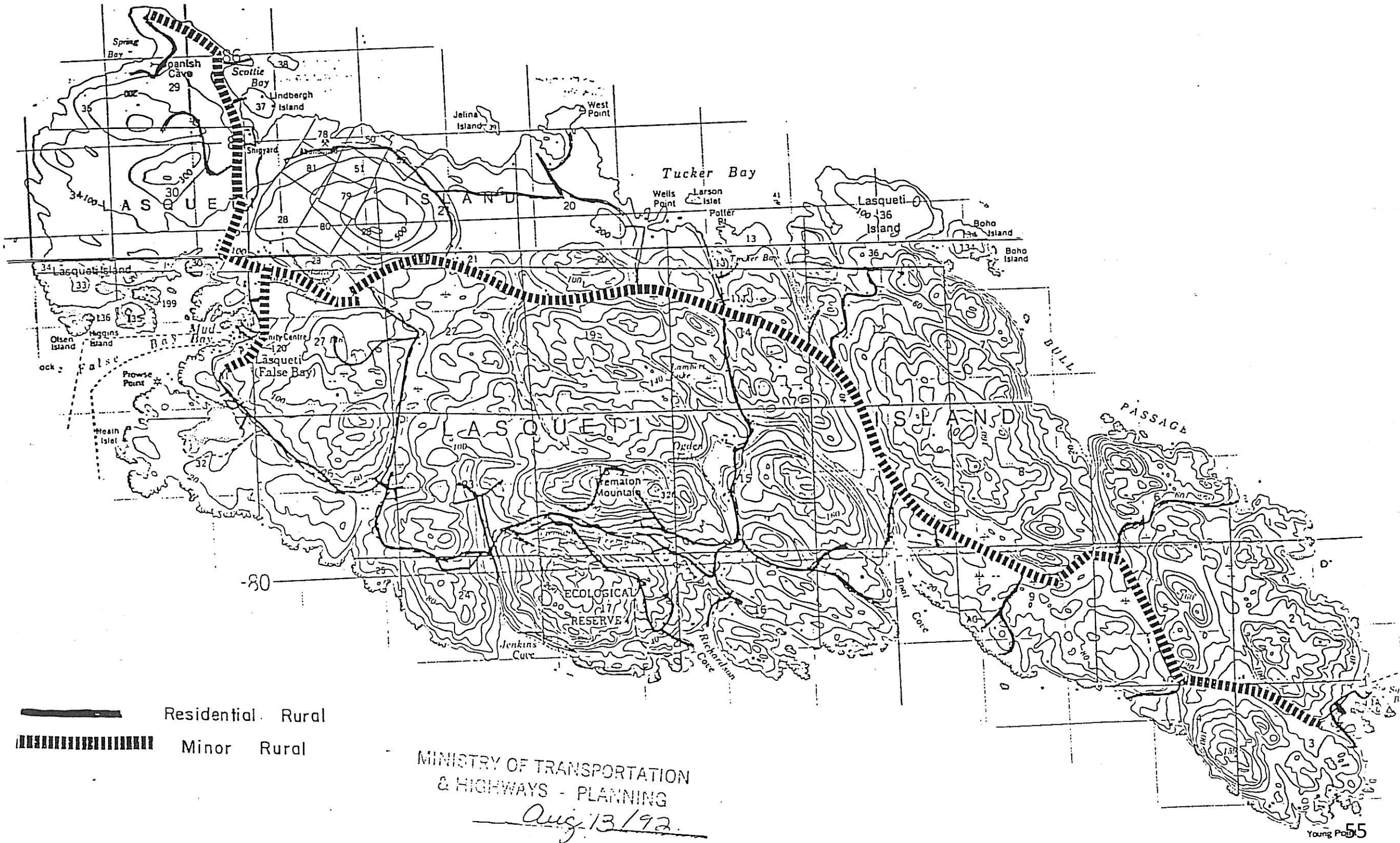
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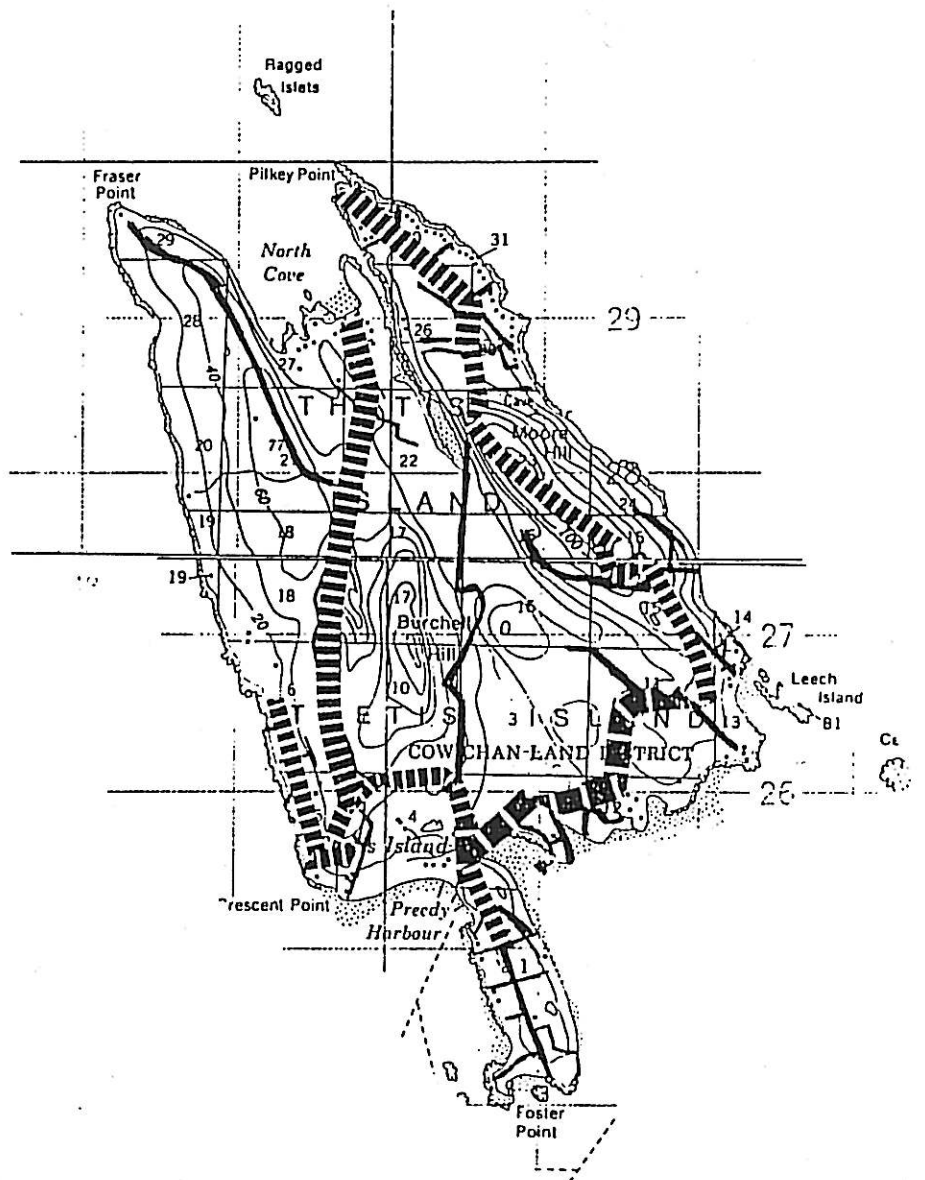


Residential Rural

MINISTRY OF TRANSPORTATION
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Aug 13. 192





Minor Rural

Main Rural

Residential Rural

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Aug 13/92

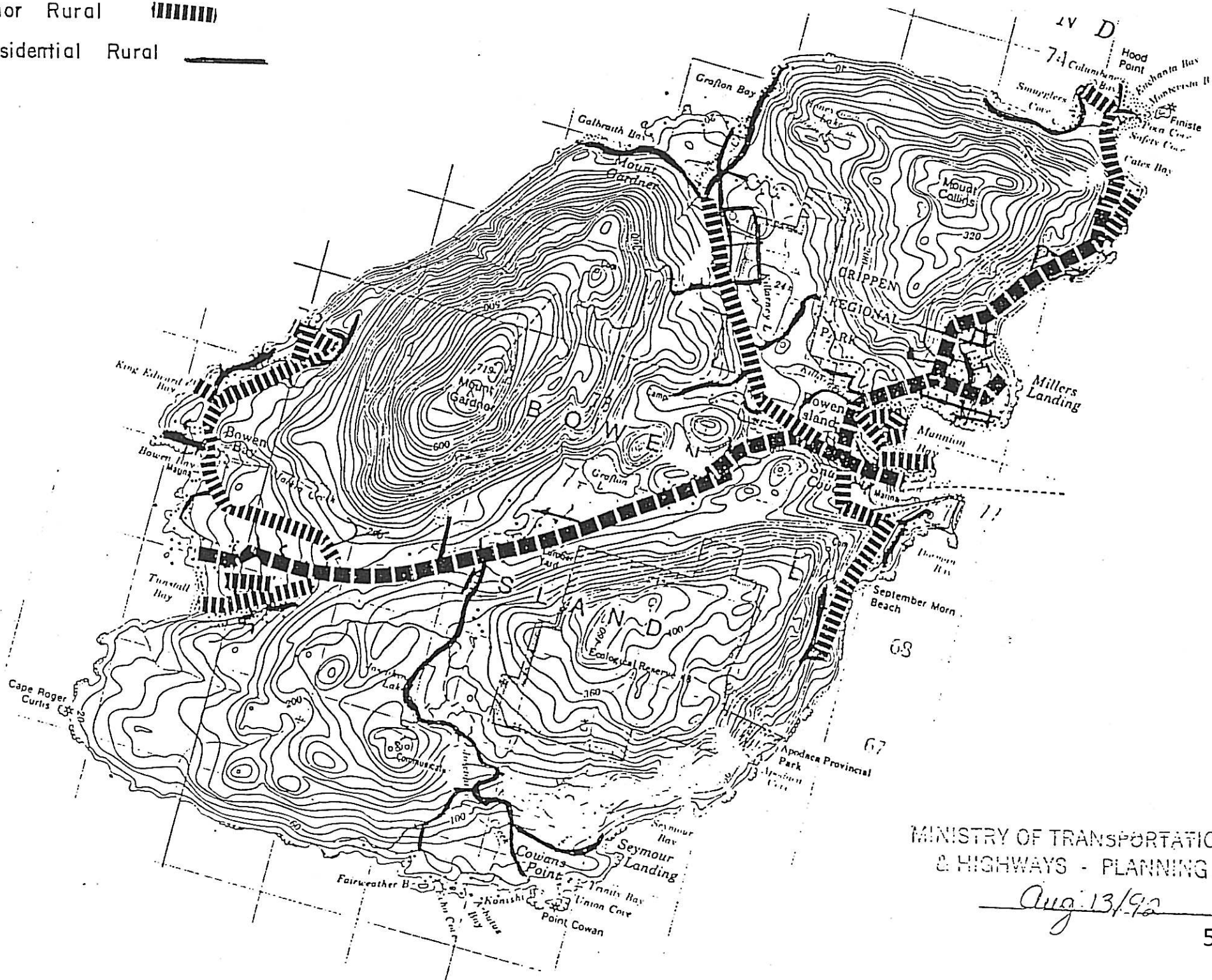
Main Rural



Minor Rural



Residential Rural



MINISTRY OF TRANSPORTATION
& HIGHWAYS - PLANNING

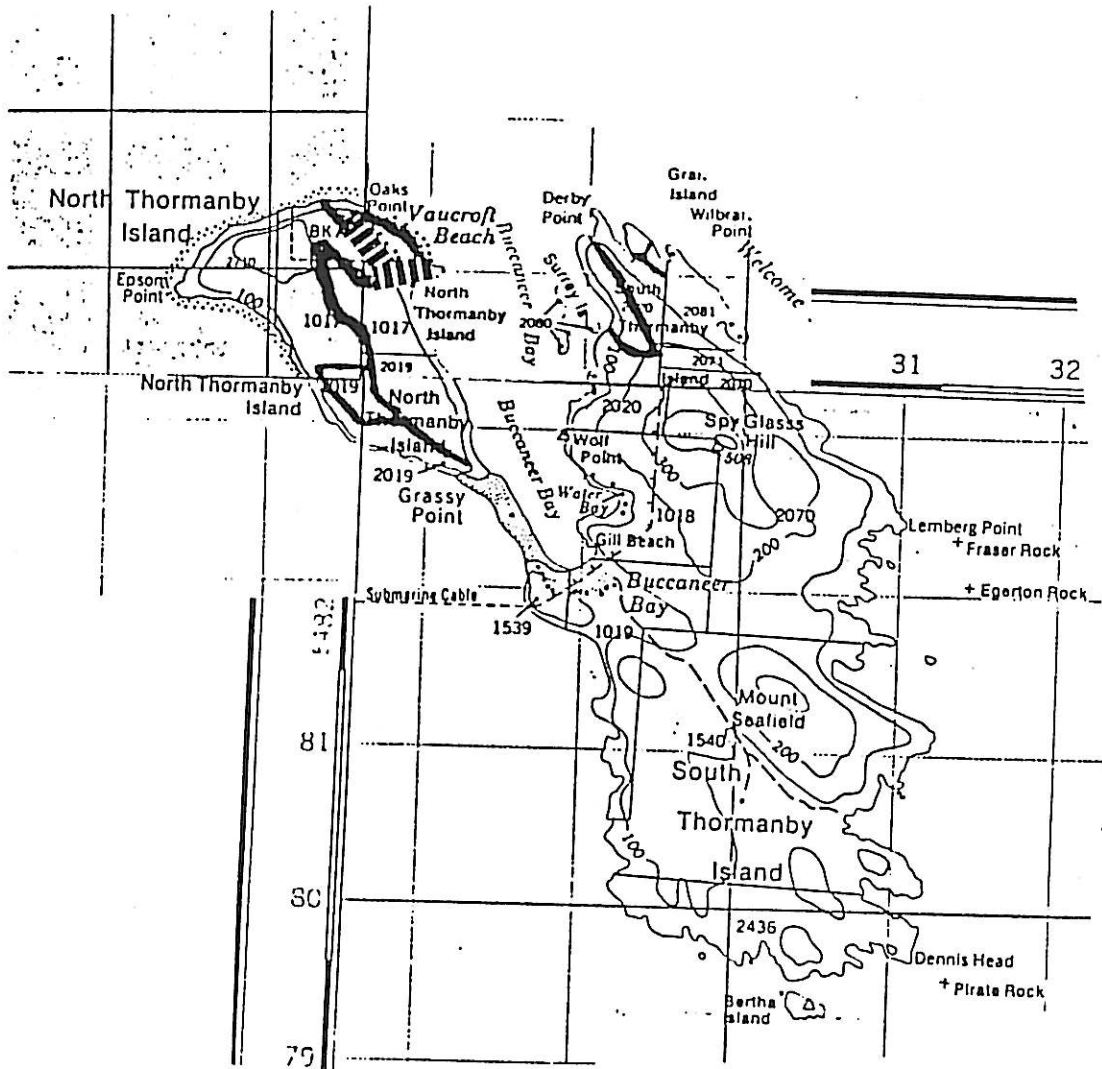
Aug. 13/92

Aug 13/93



Minor Rural 

Residential Rural 



Minor Rural



Residential Rural



MINISTRY OF TRANSPORTATION
& HIGHWAYS - PLANNING

Aug. 13 / 93



Province of
British Columbia

Ministry of
Transportation
and Highways
Vancouver Island Region
Planning

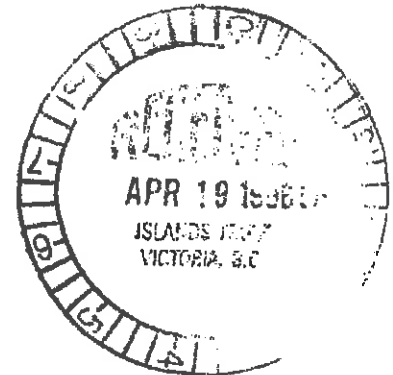
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Islands Trust
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Victoria, BC V8R 1H8

April 16, 1996
R6-361

Attention Mr. Gordon MacIntosh, Executive Director

Dear Sir:



Re: Cycle Routes

Further to your Nov. 28/95 memo we have reviewed the proposed additions for cycle route designation and are in general concurrence with your proposals. Based on your proposals for Mayne and Hornby Islands as well as those previously discussed in T. Quinn's Nov. 13/94 memo, to which we previously responded, we would propose the following list of cycle routes, table 1 attached, for consideration for immediate designation pursuant to the Memorandum of Understanding. I suggest this be an item for confirmation at our forthcoming May 16th meeting.

It should be noted that this table represents our views for a designated long term network to accommodate cyclists, but does not imply any intent to immediately reconstruct such roads.

The design standards for the paved shoulders on these cycle routes will be 1.2 metres width. The only exception will be a 1.8 metre shoulder width on Fulford/Upper Ganges/Lower Ganges route from Fulford Harbour to Long Harbour on Saltspring Island.

While we would support a future addition, we have not included cycle path access to Dionisio Provincial Park on Galiano at this time, until the matter of public road access is clarified.

- 2 -

For the islands of Bowen, North Pender, and Denman, cycle route proposals could be developed in conjunction with forthcoming official community plan development.

For smaller islands with less than 750 population, we do not see a requirement for cycle route plans. However, if some of these islands wish to put forward cycling issues, we are willing to discuss pursuant to the consultative mechanism.



N. Hope, P. Eng.
Regional Director
Vancouver Island Region

TP/r/p

Attachments

cc: T. Pollock, Vancouver Island Region
Maria Szalay, Howe Sound District
P. Wightman, Central Island District
M. Perkins, Vancouver Island Region
W. Bedford, South Island District
M. Proudfoot, North Island District

Table 1: Gulf Island Cycle Routes

No.	Island Location	Functional Class
<u>Hornby Island - North Island District</u>		
1	Central, Shingle Spit to Strachon Valley, Elementary School	Main Rural
2	Shingle Spit Rd.	Main Rural
3	St. Johns, Central to Ostby	Main Rural
<u>Gabriola - Central Island District</u>		
1	North Rd., Elementary School	Main Rural
2	South Rd.	Main Rural
3	Taylor Bay, North to Berry Point Rd.	Main Rural
4	Berry Pt. Rd., to Orlebar Pt.	Minor Rural
5	Barrett, North to Bluewater	Main Rural
6	Bluewater, Barrett to Bond	Minor Rural
7	Bond, Bluewater to Strand	Minor Rural
8	Strand, Bond to Sandwell Park	Rural Residential
9	Coast Rd., South Rd. to Stalker	Main Rural
10	Stalker Rd., Coast to Drumbeg Park	Minor Rural
11	Ricardo, Berry Point to Twin Beaches	Minor Rural
12	Stephens Rd., South to Pat Burns	Main Rural
13	Barrett Rd. Bluewater to Watercliff	Main Rural
<u>Galliano - South Island District</u>		
1	Sturdies Bay Rd., Elementary School	Main Rural
2	Georgeson Bay Rd., Sturdies Bay to Montague Harbour Rd.	Main Rural
3	Montague Harbour Rd.	Main Rural
4	Montague Park Rd.	Main Rural
5	Porlier Pass Rd.	Main Rural

Note: All cycle routes will have as a design standard a paved shoulder width of 1.2 m. The only exception will be the 1.8 m paved shoulder width on the Fulford/ Ganges/Long Harbour Route

Table 1: Gulf Island Cycle Routes

No.	Island Location	Functional Class
<u>Saltspring Island - South Island District</u>		
1	Fulford - Ganges Rd., including Ganges Bypass	Major Rural
2	Upper Ganges, Lower Ganges to Robinson - Long Harbour	Major Rural
3	Lower Ganges & Vesuvius Bay Rds.	Main Rural
4	Sunset Drive	Main Rural
5	North End Rd.	Main Rural
6	North Beach Rd.	Minor Rural
7	Fernwood Rd., Fernwood School	Minor Rural
8	Robinson	Minor Rural
9	Upper Ganges, Robinson to North End	Minor Rural
10	Canal Rd., Lower Ganges to Rainbow	Minor Rural
11	Rainbow, Canal to Fulford-Ganges & Saltspring School, etc.	Minor Rural
12	Beddis, Ganges-Fulford to Stewart	Minor Rural
13	Stewart, Beddis to Horel	Minor Rural
14	Stewart, Horel to Beaver Pt. Rd.	Main Rural
15	Beaver Pt. Rd., Ganges-Fulford to Stewart	Rural Residential
16	Beaver Pt. Rd., Stewart to Ruckle Park	Main Rural
17	Cranberry Rd., Fulford Ganges to Nobb Hill	Minor Rural
18	Nobb Hill, Cranberry to Maxwell Rd.	Minor Rural
19	Maxwell	Minor Rural
20	Walker's Hook Rd.	Minor Rural
21	Southridge, Fulford School	Rural Residential
22	Blackburn, Saltspring Centre School	Rural Residential

Note: All cycle routes will have as a design standard a paved shoulder width of 1.2 m. The only exception will be the 1.8 m paved shoulder width on the Fulford/ Ganges/Long Harbour Route

Table 1: Gulf Island Cycle Routes

No.	Island Location	Functional Class
	<u>Mayne Island - South Island District</u> 1 Deacon, Ferry Terminal to Dalton Drive 2 Dalton, Deacon to Village Bay Rd. 3 Village Bay Rd., Dalton to Fernhill 4 Fernhill, Village Bay Rd. to Georgina Point Rd. 5 Georgina Point Rd., Fernhill Rd. to Lighthouse 6 Waugh Rd, Georgina Pt Rd. to Campbell Bay Rd. 7 Campbell Bay Rd., Waugh Rd. to Fernhill Rd. 8 Fernhill, Campbell Bay Rd. to Bennett Bay, Elementary School 9 Horton Bay Rd, Fernhill to Steward Drive 10 Gallagher, Horton Bay Rd. to Marine Drive 11 Marine Drive, Gallagher to Mariner's Way 12 Mariner's Way, Marine Drive to Dalton Drive 13 Dalton Drive, Mariner's Way to Deacon	Main Rural Main Rural Main Rural Main Rural Minor Rural Main Rural Main Rural Main Rural/Minor Rural Minor Rural Minor Rural Minor Rural Main Rural Main Rural

Note: All cycle routes will have as a design standard a paved shoulder width of 1.2 m. The only exception will be the 1.8 m paved shoulder width on the Fulford/ Ganges/Long Harbour Route

Table 2: Proposed Cycle Routes Requiring Further Review

N/A = Not Available yet or Not applicable

MoTH = Ministry of Transportation and Highways

IT = Islands Trust

Island Location	Origin	Functional Class	Proposed Heritage Approval Rating	Proposed Heritage Road	Bikeway Recommended	Design Speed (km/hr)	Area Manager
Hornby Island - North Island District							
St John's, Ostby to Hellwell Park	MoTH	Minor Rural	Yes	Yes	Suggested	50	Robin Storkey
Central, Stracon Valley to Ford Cove	MoTH	Minor Rural	Yes	Yes	Suggested	50	Robin Storkey
Galiano - South Island District							
Cycle access to Dionisio Park	IT	Main Rural?	N/A	No	Yes	60	Mark Stevens



Province of
British Columbia

Ministry of
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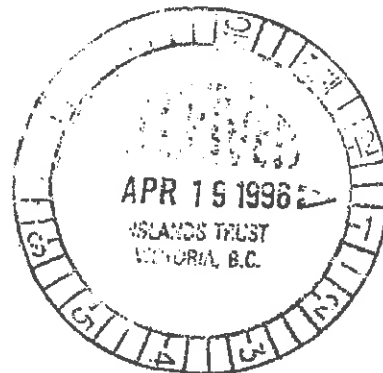
Islands Trust
2nd Floor
1627 Fort Street
Victoria, BC V8R 1H8

April 16, 1996
R6-361

Attention Mr. Gordon MacIntosh, Executive Director

Dear Sir:

Re: Scenic/Heritage Roads



Your submission of Nov. 28, 1995 which suggested further additions to the scenic/heritage road designations has been reviewed.

We can accept a substantive portion of the proposals. These have been consolidated with the previously accepted listing into the consolidated table 1 attached which is proposed for immediate designation pursuant to the Memorandum of Understanding. These include the islands of Denman, Hornby, Gabriola, Lasqueti, Saltspring, Galiano, N. Pender, S. Pender, Saturn and Gambier. I suggest this be an item for confirmation at our forthcoming May 16th meeting.

Some of your proposals, particularly those involving our South Coast Region, require further review and have not been processed at this point, namely Bowen Island and Keats. These have been listed in Table 2 attached.

We continue to have concerns about the extensiveness of scenic/heritage road designation on some islands. We have placed some roads from these islands into table 3 for further discussion for elimination of some roads or adjustment of the road terminus to cover only the most significant length. This applies to the following islands: Saltspring, Gabriola, South Pender and Saturna. On Saturna, we would suggest either Cliffside or Tumbo Channel be dropped.

The heritage maple in Georgeson Bay Road on Galiano by itself and the heritage Arbutus on Polier Pass Drive does not warrant scenic heritage road designation of the adjoining roadway sections. To address the Trust's concern

about this issue, we would accept that the consultative process will be invoked prior to our Ministry taking any action on these trees.

On Gambier, several unopened road allowances seem to have been proposed for scenic/heritage road designation. Where there is no existing road, designation is inappropriate.

On Lasqueti, Main Road does not appear to have enough special features to warrant designation and therefore has not been included in the table 1 listing.



N. Hope, P. Eng.
Regional Director
Vancouver Island Region

TP/rlp

Attachments

cc: T. Pollock, Vancouver Island Region
Maria Szalay, Howe Sound District
P. Wightman, Central Island District
M. Perkins, Vancouver Island Region
W. Bedford, South Island District
M. Proudfoot, North Island District

Table 1: Scenic/Heritage Roads - Islands Trust

Road	Location	Functional Class
<u>Denman</u>	<u>Vancouver Island Region - North Island District</u>	
East	from N. boundary Lindsay-Dickson Park to Owl Crescent (and Mallard Way)	main rural
Central	all, from North West Rd. to Pickles	minor rural
Pickles	all, from Denman Rd. to Central Rd.	minor rural
Beadnell	all, along Fillongley Provincial Park to end	residential rural
<u>Hornby Island</u>	<u>Vancouver Island Region - North Island District</u>	
St. Johns Pt.	intersection with Ostby to 300 m east of High Salal Strata Title Access Rd.	main rural
Central	from Strachon Valley Rd. to End at Ford Cove	minor rural
St. Johns Pt.	from Central Rd. to Ostby Rd.	main rural
<u>Gabriola</u>	<u>Vancouver Island Region - Central Island District</u>	
Wharf Rd.	all	residential rural
Berry Pt. Rd.	east from Norwich Rd. to end at Leboeuf Bay past Clarendon	minor rural
Easthom Rd.	from ferry parking lot to Harrison Way	main rural
Coates Drive	from South Rd. to end at Weldwood Land	residential rural
Gray Rd.	all	minor rural
<u>Lasqueti</u>	<u>Vancouver Island Region - Central Island District</u>	
Venables	all of road in Section #15, approx. from Hazelwood to Richardson Bay Rd.	minor rural

Table 1: Scenic/Heritage Roads - Islands Trust

Road	Location	Functional Class
Galiano	Vancouver Island Region - South Island District	
Southwind	all	residential rural
Active Pass Drive	from Georgeson Bay beach access and beyond to end	residential rural
Bluff	from Georgeson Bay Rd. through Bluff Park to Warbler	minor rural
Retreat Cove	all, from Porlier Pass Rd. to end	residential rural
Morgan Rd.	all	residential rural
Gardner Rd.	all	residential rural
N. Pender	Vancouver Island Region - South Island District	
Hoosen	all - Bedwell Harbour to end	residential rural
Razor Pt.	all - Bedwell Harbour to end	minor rural
Amies	all - Otter Bay Rd. to Corbett	residential rural
S. Pender	Vancouver Island Region - South Island District	
Gowlland Pt.	all - Egeria Bay to end	minor rural
Higgs	all	residential rural
Kloshe	all	residential rural
Jennens	all	residential rural
Saturna	Vancouver Island Region - South Island District	
East Pt. Rd.	950 m east from intersection with Winter Cove Rd. to 2,654 m east, from Winter Cove Rd. (about west intersection of Dark Horse Logging Rd. to east intersection Dark Horse and Howghquia Wind)	minor rural
Staples Rd.	Harris Rd. to top of Mt. Warbuton at radio communication tower about 4.015 km	residential rural
Boot Cove Rd.	all	minor rural
Cliffside	all	rural residential

Table 1: Scenic/Heritage Roads - Islands Trust

Road	Location	Functional Class
Saltspring	Vancouver Island Region - South Island District	
Southey Pt. Rd.	all	residential rural
Arbutus Dr.	all	residential rural
North Beach	all - North End to Fernwood	minor rural
Walker's Hook	all - Fernwood to Robinson	minor rural
Churchill Rd.	all - Upper Ganges Rd. to end	minor rural
Old Scott	all - Long Harbour to Welbury	mnr rrl/res.rrl.
Welbury	Terminus to Old Scott Rd.	mnr rrl/res.rrl.
Scott Point Dr.	all - Long Harbour to end	mnr rrl/res.rrl.
Cusheon Lk. Rd.	Fulford-Ganges Rd. to Stewart	minor rural
Beaver Pt. Rd.	Stewart to Ruckle Park	main rural
Isabella Pt. Rd.	all - Fulford-Ganges Rd. to end	minor rural
Roland	all - Isabella Pt. Rd. to end	residential rural
Maxham	all - Isabella Pt. Rd. to end	residential rural
Baker Rd.	Upper Ganges to end	residential rural
Morningside	Ferry dock to IR (including Strata Title portion)	minor rural

Table 1: Scenic/Heritage Roads - Islands Trust

Road	Location	Functional Class ^a
Gambier Bowen View Rd.	South Coast Region - Howe Sound District HWM to High Hawk	rural residential

Table 2: Proposed Scenic/Heritage Roads - Islands Trust - Region 1 Under Review

No.	Road	Location	Proposed Approval Rating	Functional Class	Area Manager	Development Approvals
	<u>Keats</u>	<u>South Coast Region - Howe Sound District</u>				
1	Keats Rd.	Ferry terminal to km 0.6. Area Manager reports in dispute	Doubts	minor rural	Dorian Gregory	Ray DeGraff
	<u>Bowen</u>	<u>South Coast Region - Howe Sound District</u>				
1	Miller Rd.	Bowen Trunk to Scarborough	????	main rural	Yvonne Lyager	Mesrine Martins
2	Barton Rd.	all	????	residential rural	Yvonne Lyager	Mesrine Martins
3	Woods Rd.	all	????	residential rural	Yvonne Lyager	Mesrine Martins
4	Mt. Gardner	all - Woods to end	????	residential rural	Yvonne Lyager	Mesrine Martins
5	Mt. Gardner	all - Bowen Trunk to Woods	????	minor rural	Yvonne Lyager	Mesrine Martins
6	Finisterre	Poca to Smugglers Cove	????	minor rural	Yvonne Lyager	Mesrine Martins
7	Smugglers Cove	Finisterre to Campbell Rd.	????	minor rural	Yvonne Lyager	Mesrine Martins
8	Eagles Cliff	Cove Rd. to Finisterre	????	minor rural	Yvonne Lyager	Mesrine Martins
9	Dorman Rd.	Bowen Trunk to Taylor Rd.	????	minor rural	Yvonne Lyager	Mesrine Martins
10	Grafton	all	????	main rural	Yvonne Lyager	Mesrine Martins
11	Cowan Rd.	Grafton to Willies Way	????	residential rural	Yvonne Lyager	Mesrine Martins

Table 3: Proposed Scenic/Heritage Roads - Islands Trust - Requiring Further Rationalization

Road	Location	Proposed Approval Rating	Proposed Cycle Route	Functional Class	Area Manager	Development Approvals
Islands	Vancouver Island Region - Central Island District					
North Rd.	West of Seawind intersection for 3,740 m approximately	Doubts	Yes	main rural	Ed Hemmingsen	Marcel Cyr
North Rd.	northwest of Fairbairn intersection for 900 m approximately	Doubts	Yes	main rural	Ed Hemmingsen	Marcel Cyr
South Rd.	900 m southwest of Fairbairn intersection approximately	Doubts	Yes	main rural	Ed Hemmingsen	Marcel Cyr
South Rd.	300 m west of intersection with Wharf and South Rd. to Coast Rd. and South Rd.	Doubts	Yes	main rural	Ed Hemmingsen	Marcel Cyr
Lasqueti	Vancouver Island Region - Central Island District					
Main Rd.	all of road in Section #3	Doubts	N/A	residential rural	Richard Crossley	Nick Vandermolen
Saltspring	Vancouver Island Region - South Island District					
Robinson	all - Walker's Hook to Upper Ganges	Doubts	Yes	minor rural	Mark Stevens	Bill Hickman
Sunset	Southey Pt. Rd. to Vesuvius Bay Rd.	Doubts	Yes	main rural	Mark Stevens	Bill Hickman
Vesuvius Bay	Sunset to end	Doubts	Yes	main rural	Mark Stevens	Bill Hickman
Upper Ganges	North End to Robinson Rd.	Doubts	Yes	minor rural	Mark Stevens	Bill Hickman
Galiano	Vancouver Island Region - South Island District					
Heritage Maple	500 m either side of tree in middle of Georgeson Bay Rd., Near Morgan Rd. intersection	Doubts	Yes	N/A	Mark Stevens	Bruce Hacking
Heritage Arbutus	all	Doubts	Yes	main rural	Mark Stevens	Bruce Hacking
S. Pender	Vancouver Island Region - South Island District					
Spalding	Canal to Gowlland Pt.	Doubts	N/A	minor rural	Jerry Higgins	Leonor Jolly
Saturna	Vancouver Island Region - South Island District					
Turnbo Channel	Loop at end	Doubts	N/A	residential rural/m	Jerry Higgins	Bruce Hacking
Quarry Rd.	from Saturna Beach to Taylor Beach.	Doubts	N/A	residential rural	Jerry Higgins	Bruce Hacking
Swanberg	South Coast Region - Howe Sound District					
High Hawk	Bowen View to Beach	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff
Beach	High Hawk to end	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff
Twin Point	Avalon Bay Area, Maintenance Class 8, Druid Bay to Avalon Bay Rd.?	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff
Druid Bay Rd.	Avalon Bay Area, Maintenance Class 8, Twin Point to end ?	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff
McBride	Avalon Bay Area, Maintenance Class 8, Twin Point to end ?	Doubts	N/A	rural residential	Dorian Gregory	Ray DeGraff

**Amending Agreement
to the
Letter of Agreement**

between

The Ministry of Transportation and Highways

and

The Islands Trust

Subject:

**Road Standards, Classification and
The Consultative Process in the Islands Trust Area**

Dated July 18, 1996

WHEREAS, the Ministry of Transportation and Highways and the Islands Trust Council (the Parties) signed a Letter of Understanding on November 12, 1992, respecting road standards in the Islands Trust Area; and

WHEREAS, the Parties wish to amend this agreement in the following areas only:

- Principles;
- Gravel Road Classification;
- Access-By-Water Only Classification;
- Variance Referral Process within the Subdivision Approval Process; and
- Road System Planning

NOW THEREFORE, the parties agree as follows:

PRINCIPLES *(addition to Section A - Purpose)*

The authorities of MOTHS and the Islands Trust involve the planning and development of road systems in the Trust Area as provided for through:

- the object of the Islands Trust is "to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of the Province generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of the Province". (*Islands Trust Act, Section 3*);
- the mandate of the Ministry of Transportation and Highways is: "To facilitate the safe and efficient movement of people and goods, and the realization of government objectives by planning, delivering and operating British Columbia's highways infrastructure, and, by licensing and regulating its users."
- the Islands Trust is comprised of the following corporate entities:
 - **Trust Council** is responsible for managing the resources of the Islands Trust and providing general policies to guide land use planning throughout the Trust Area [Islands Trust Act Section 5];
 - **Local Trust Committees** are responsible for regulating the development and use of land within each local trust area [Islands Trust Act Section 22]; and

- **Islands Trust Fund Board** is responsible for acquiring, holding and managing lands and assets to preserve and protect significant sites and features of the environment within the Trust Area [Islands Trust Act Section 37]; and

- the parties agree that the following principles shall form the basis for cooperation and consultation among the Parties.

- **SAFETY**

Safety for road system users and the public safety shall be given significant importance in the evaluation of road location, design and construction proposals and activities.

- **ENVIRONMENTAL PROTECTION**

The parties are committed to respond to environmental matters arising from road system design and construction activities within their exclusive areas of jurisdiction, while respecting the jurisdiction of the other, to protect, and conserve the environment for use by present and future generations.

- **AFFORDABILITY**

Either party proposing a significant change in road location, design or construction practices that affects the other party, the developer and the community will ensure that overall road costs, including capital, rehabilitation and maintenance will be taken into consideration.

- **PUBLIC/APPLICANT INPUT**

To ensure that a broad range of views regarding the community's future is heard, MOTU and the Islands Trust will provide the applicant and the public with appropriate opportunities to provide input to decisions which have significant road system impact.

- **SUSTAINABILITY**

Both parties are committed to integrating the environmental, economic and social values of an island community in evaluating road system proposals.

- **COMMUNITY ASSET**

Effective evaluation of road design and construction proposals will consistently consider:

- the rural character of an Island;
- impact on the environment;
- maintaining roads as a safe and affordable asset; and
- provision of equitable levels of mobility and accessibility for Island residents and visitors.

- **COOPERATION**

Effective cooperation between MOTH and the Islands Trust will lead to certainty in road system planning and development, coordinated responses from the parties, and the harmonization of relevant legislation, bylaws, policies and programs.

ROAD CLASSIFICATIONS

(Addition to Section E - Road Standards for Island Roads)

E.3 GRAVEL ROADS

1. The intent of allowing gravel road standards is to balance road safety and development/maintenance costs with preservation of the rural atmosphere of Trust Area islands.
2. To deal equitably with minor developments where the cost of utilizing the usual pavement standard would be disproportionate, the Ministry of Transportation and Highways allows the developer the option of using a crushed gravel surface for construction of local (residential) road class, rather than the usual provision of pavement when the number of lots to be created is fewer than four and when all lot sizes are more than two hectares and there is no potential for the future connection to a further subdivision. This will be applicable for the local road class on all islands in the Trust Area.
3. As well, on islands not served by car ferries, the lower level of car usage and the presence of gravel roads makes the use of gravel roads possible. For clarity these include islands such as Lasqueti, Gambier, Keats, Coal, DeCourcy, Moresby, Mudge, Piers, Valdes, Portland, Reid, Ruxton, Sidney, Thormanby, Wallace, and other lesser islands.

4. The Ministry of Transportation and Highways will consult with the appropriate local trust committee prior to the change of any gravel road to a pavement surface, preferably through the annual consultation process.

E.4 ACCESS-BY-WATER ONLY

The required minimum standard for a water access only road with ditches is a road having a 3.6 metre top width, and gravel or crushed granular surfacing acceptable to the District Highways Manager.

This standard for access-by-water only will be applicable only where a limited number of lots are to be served, and there is no potential for the future connection to an existing public road in the foreseeable future. The normal road standards established by the Memorandum of Understanding will be applicable otherwise.

VARIANCE REFERRAL PROCESS

(New Section G)

G. VARIANCE REFERRAL PROCESS

The variance referral process within the subdivision approval process provides for Islands Trust input on road system proposals, road designs and road construction within MOTH's approval and monitoring process to enable both agencies to achieve the stated principles for road standards in the Trust Area.

1.0 REFERRAL PROCESS

- 1.1 Within the MOTH's Road System Proposal Review process, variances will be noted and referred to the Islands Trust prior to: 1) Preliminary Layout Conditions being established; 2) Road Design Approval; and 3) during the monitoring of construction (See Display G.1).
- 1.2 The Islands Trust and MOTH will prepare and distribute applicant guidelines for road construction in the Trust Area.
- 1.3 MOTH will encourage applicants to consult with the Islands Trust to deal with variances prior to submitting their application.

2.0 VARIANCES

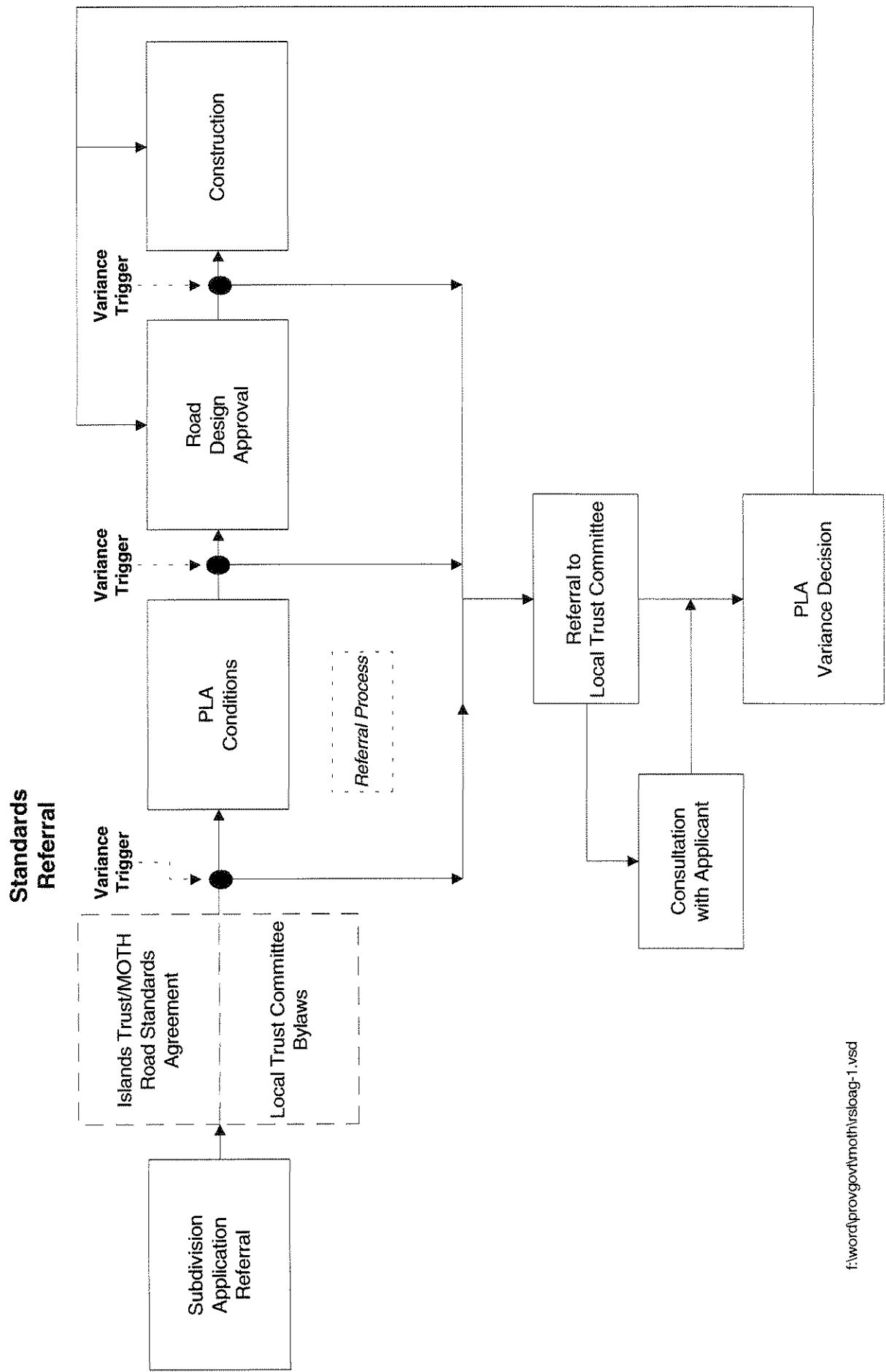
- 2.1 Road standards within the agreement are to be considered as providing the maximum right of way width for the following road classifications:
- 20 meters for Residential Rural/Local, Minor Rural and Main Rural Classifications; and
 - 25 meters for the Major Rural Classification.
- 2.2 Right of way widths which exceed those in the road standards for a distance greater than 20% of the total proposed road length; and/or a continuous road length greater than 75 meters will be considered as a variance, unless otherwise mutually agreed to by way of an agreed addendum to this agreement.

3.0 PLA CONDITIONS

- 3.1 MOTH will note any anticipated variances to the Islands Trust in its referral of the Subdivision Application.
- 3.2 MOTH will request the applicant to meet with the Islands Trust to discuss the anticipated variances.
- 3.3 The Islands Trust and/or the applicant may put forth options to MOTH to deal with variances such as:
- accept the variance and ensure the public is aware of the proposal and reasons for the variance;
 - utilize landscaping techniques to repair the impact of road clearing activities;
 - employ different construction techniques which do not compromise safety;
 - relocate the proposed road which may require modification of subdivision layout requirements; and
 - request MOTH to modify the road standards.
- 3.4 MOTH, unless otherwise mutually agreed to by the applicant and Islands Trust, will provide 30 working days for the applicant/Islands Trust to meet and prepare a joint submission to deal with variances.

ISLANDS TRUST AND MINISTRY OF TRANSPORTATION AND HIGHWAYS ROAD STANDARDS VARIANCE REFERRAL PROCESS

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- 3.5 Within 5 working days following the above deadline, the applicant and/or Islands Trust may submit their own proposals in writing and request a meeting with MOTB to present their views.
- 3.6 Both parties acknowledge that MOTB retains the authority to make all final road construction decisions and that the Ministry's role in any applicant/Islands Trust consultations will be to provide access to information.

4.0 ROAD DESIGN APPROVAL

- 4.1 MOTB will require the applicant to notify MOTB of any variances to the standards or variances stated in the Preliminary Layout Approval (PLA) which arise during the road design approval stage.
- 4.2 MOTB will refer any variances to the Islands Trust which arise during the road design approval stage.
- 4.3 The parameters outlined in Section 2.0 will apply to applicant/Islands Trust consultations within 10 working days for a joint applicant/Islands Trust submission or 15 working days for individual submissions by the applicant and/or the Islands Trust.

5.0 ROAD CONSTRUCTION MONITORING

- 5.1 MOTB will require the applicant to notify MOTB of any variances which arise during the construction stage to standards and/or variances stated in the Road Design Approval.
- 5.2 MOTB will refer any variances to the Islands Trust which arise during the road construction stage.
- 5.3 MOTB may request the applicant to halt construction and it may conduct a meeting of the applicant/Islands Trust to deal with unresolved variances.

H. ROAD SYSTEM PLANNING

(New Section H)

1. MOTH will assist, subject to the availability of resources, local trust committees in developing Road System Plans as a component of the Official Community Plan.
2. The Road System work program will be established at the annual interagency meeting.

C. INTERAGENCY LIAISON

(addition to section C - Consultative Process)

The parties agree to maintain an Interagency Task Force for the purposes of:

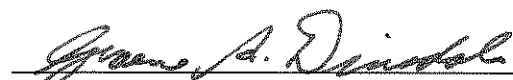
- dealing with arising issues;
- establishing an annual work program to: ensure staff liaison; develop further the road standards agreement; and review agency initiatives - legislation, bylaws, and programs of mutual interest; and
- meet at least twice annually for the above purposes.

THEREFORE, both parties commit to respect the above terms of the Amending Agreement,
dated 18 day of July, 1996.

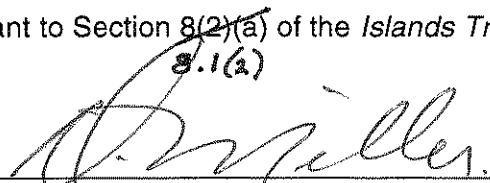
1. Approved by the Islands Trust Council on this 7 day of June, 1996.
-

2. Assented to this 4 day of October, 1996.


Honourable Lois Boone
Minister of Transportation and Highways


Graeme Dinsdale
Chairperson, Islands Trust Council

-
3. Approved, pursuant to Section 8(2)(a) of the *Islands Trust Act*, this 9 ^{Dec.} day of 1996.


Honourable Dan Miller
Minister of Municipal Affairs and Housing

BRIEFING

To: Executive Committee **For the Meeting of:** June 6, 2018

From: Ann Kjerulf
Regional Planning Manager
LPS Northern Team **Date Prepared:** May 18, 2018

SUBJECT: Ministry of Transportation and Infrastructure / Islands Trust Letters of Agreement (1992, 1996) Regarding Road Standards

PURPOSE: The Executive Committee is asked to consider the attached referral from the Gabriola Island Local Trust Committee (LTC); this encompasses a submission and supporting letter from the Gabriola Village Vision group requesting amendments to the Ministry of Transportation and Infrastructure (MOTI)/Islands Trust agreements regarding road standards to include “specific standards for village area streetscapes as rural complete multi-modal streets.”

BACKGROUND: The Islands Trust and MOTI have road standard agreements which date back to 1992 and 1996 respectively:

- 1992 Letter of Agreement Ministry of Transportation and Highways (MOTH) and the Islands Trust (IT) <http://www.islandstrust.bc.ca/media/69227/loumothroadstandards1992.pdf>
- 1996 Amending Agreement to the Letter of Agreement <http://www.islandstrust.bc.ca/media/69224/loumothamendingroadstandards1996.pdf>

Following a delegation of Village Vision representatives at the January 18, 2018 Gabriola Island LTC meeting, the LTC passed the following resolution:

GB-2018-002

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee refer point 1 in the Village Vision Delegation’s submission, “Amend the Letter of Agreement between the Ministry of Transportation and the Islands Trust to include specific standards for village area streetscapes as rural complete multi-modal streets”, to the Executive Committee with the inclusion of a supporting letter to be received from Village Vision.

CARRIED

Staff notes that an interagency meeting of MOTI and Islands Trust staff was held on April 25, 2018. Participants discussed the existing interagency road standard agreements and MOTI suggested that amending the agreements today would necessitate inclusion of current engineering standards for roads which would likely run counter to the Islands Trust’s and residents’ notion of “rural island roads”. Staff also indicated that the Ministry does not do “curb and gutter”.

If the Executive Committee directs staff to undertake this advocacy, Staff envisions initial staff-to-staff discussions with MOTI on the specific issues raised by Village Vision with a report back to the Executive Committee with further recommendations.

ATTACHMENT(S):

1. Letter from Gabriola Village Vision Group dated May 17, 2018
2. Submission from Gabriola Village Vision Group dated January 3, 2018

FOLLOW-UP:

As directed by Executive Committee.

Prepared By: Ann Kjerulf, MCIP, RPP, Regional Planning Manager (Northern)

Reviewed By/Date: David Marlor, MCIP, RPP, Director of Local Planning Services/May 18, 2018

Date: May 17, 2018

To: Executive Committee, Islands Trust

On January 18, 2018, the Gabriola Island Local Trust Committee passed the following motion:

It was MOVED and SECONDED that the Gabriola Island Local Trust Committee refer point 1 in the Village Vision Delegation's submission, "Amend the Letter of Agreement between the Ministry of Transportation and the Islands Trust to include specific standards for village area streetscapes as rural complete multi-modal streets", to the Executive Committee with the inclusion of a supporting letter to be received from Village Vision. CARRIED

We are pleased to provide this letter in support of the motion.

Over the past five years, the volunteer Village Vision committee has facilitated a grassroots, community-led planning process for the future of Gabriola's village core. The community has made it clear that the Village core streetscapes need to be enhanced to ensure safe shared use among pedestrians, cyclists and motorists. One impediment to the development of appropriate streetscapes is the absence of specific regulatory standards that allow for the shared use of the Village-area roadways.

Based on a recent discussion we had with members of the Programs Committee, we believe that Gabriola's concerns are shared by other islands in the trust area.

In our case, North Road bisects Gabriola's village core. In the current Letter of Agreement (dated October 20, 1992) between The Ministry of Transportation and Highways and The Islands Trust, North Road is classified as "Major Rural". The objective of this classification is to facilitate through traffic. Unfortunately, because of this objective, MoTI has been reluctant to consider reduced speed limits or other traffic calming measures.

We are asking The Islands Trust to work with MoTI to amend the current agreement so that roadways can be modified to allow pedestrians, cyclists and motorists to travel comfortably and safely in or through the village core areas of all Trust islands. This would enable community groups to work with their Local Trust Committees and Regional Districts to make recommendations for reduced speed limits and other calming measures in areas that they have designated as "village-like". Such changes should reflect the need to maintain the rural character of roads but in a practical way to meet the realities of village life in the 21st century.

Given that this is a Trust-wide issue, the Executive Committee may wish to request input from Trust Council. We also propose that Gabriola be used as a pilot project in developing new standards with MoTI.



Jim Ramsay (for) Village Vision Planning Committee



January 3, 2018

Gabriola Local Trust Committee Members
700 North Road
Gabriola Island BC V0R 1X3

Dear Trustees,

As you will recall, we appeared before you on September 7, 2017 to present the Village Vision Summary Report (the "Report"). Thank you for that opportunity and for posting the Report on your website. We are here today to ask you to take action on a number of specific aspects of the Report.

We understand that you are currently in Phase 1 of a two-part Housing Review. As you develop Terms of Reference for Phase 2, we ask that you require the findings and strategies in the Report to be analyzed in regard to their implications for the development of a housing strategy for Gabriola. This would include a consideration of whether the area scope identified in the OCP for potential rezoning applications for multi-dwelling affordable housing is in alignment with the Report's vision and principles (see Appendix B, Figures 3 and 7).

We also ask that as part of your annual cross-government meeting, you prioritize the following issues for resolution and action.

1. Amend the Letter of Agreement between the Ministry of Transportation and Infrastructure("MOTI") and the Islands Trust to include specific standards for village area streetscapes as rural complete multi-modal streets.
2. Adopt a co-ordinated inter-agency (Islands Trust, RDN and MOTI) approach to:
 - a. the development of a Master Plan for the development of accessible, safe, pedestrian friendly routes not only in the village core but also down North Road to the ferry. This was found to be the community's number one priority;
 - b. the development of standards, processes and shared funding programs to allow rural community Regional Districts to more efficiently and successfully collaborate with MOTI on rural village complete street improvements; and

- c. the development of standards that would allow for the safe rainwater harvesting for potable use in multi-family, commercial and institutional settings.

The Village Vision Committee continues to be willing to assist with any public discussions or consultations necessary to addressing issues critical to the sustainable development of Gabriola's village core.

We look forward to working with you.

Dyan Dunsmoor-Farley
for the Village Vision Committee

BRIEFING

To: Trust Programs Committee **For the Meeting of:** August 20, 2018
From: Clare Frater **Date Prepared:** July 23, 2018
SUBJECT: Baynes Sound Lambert Channel Ecosystem Forum Update

PURPOSE: To update Trust Programs Committee on the Baynes Sound Lambert Channel Ecosystem Forum.

BACKGROUND:

At the November 6, 2017 meeting Trust Programs Committee endorsed an amended Baynes Sound/Lambert Channel Ecosystem Forum Project Charter dated October 31, 2017.

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

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

Key outcomes:

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

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

Next Steps

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

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

ATTACHMENT(S):

- 1) Baynes Sound Lambert Channel Ecosystem Forum Summary Document

FOLLOW-UP:

1. Co-leads will provide the report to each participant.
2. In June, the Islands Trust Council requested staff to provide a report to Trust Council with information about the implications of the Islands Trust taking on a secretariat role for the Howe Sound Community Forum that considers the needs of existing and potential regional coordination processes in the Baynes Sound/Lambert Channel and Saanich Inlet regions and authorized the Trust Programs Committee to provide initial support if it deems it advisable out of its existing budget.

Prepared By: Karen Hurley, Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services, August 12, 2018



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Islands Trust

Summary Report:
Baynes Sound /Lambert Channel
Ecosystem Forum 2018

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Purpose

The purpose of this report is to provide background information and a summary of the discussions that took place at the Baynes Sound / Lambert Channel Ecosystem Forum 2018. Please note that this is summary of the Forum discussions and that formal consensus was not sought for each point, although there was general agreement within the discussions.

Importance of the Baynes Sound / Lambert Channel Ecosystem

Baynes Sound and Lambert Channel—a thermally stratified inland sea, internationally recognized Important Bird Area and nationally designated Ecologically and Biologically Significant Marine Area—is a highly productive ecosystem, home to a regionally unique combination of diverse marine and coastal habitats.

Baynes Sound / Lambert Channel is the highest ranked cumulative spawning and rearing area for herring in Strait of Georgia ecoregion, producing one-third of all herring in BC’s waters—positioning this area as a critical linchpin in terms of the ecosystem health of the BC Coast.

Seabirds, juvenile salmon, mollusks and other forage fish find shelter in the ecologically-distinct elements of Baynes Sound/ Lambert Channel. The Sound is a summer moulting area for sea ducks, and has globally and nationally significant aggregations of waterfowl, shorebird and gull species during herring spawn. Several at-risk bird species use Baynes Sound for feeding or stop-overs.

Baynes Sound / Lambert Channel contains important foraging and haul out sites for Pacific Harbour seals and Steller sea lions. The Sound has been consistently used as spawning grounds during herring spawn runs. The estuaries and riparian areas of the Sound provide spawning and rearing habitat for Coho, chum, coastal cutthroat trout and likely some steelhead. Fifteen salmon bearing streams drain into Baynes Sound/ Lambert Channel. Intertidal eelgrass beds act as nurseries and provide protection and valuable food sources for these salmon. Significant quantities of both wild and cultured shellfish are produced within the waters of the Sound.

Baynes Sound / Lambert Channel Ecosystem Forum 2018

The Baynes Sound/ Lambert Channel Ecosystem Forum was jointly hosted by Islands Trust and World Wildlife Fund Canada (WWF) in Royston, BC, 22-23 May 2018. This two-day event brought together approximately forty participants from local, regional, provincial, federal and First Nations governments, as well as private sector and conservation group representatives. A complete list of participants can be found at Appendix A. The Forum was a focused and collaborative discussion of the challenges facing Baynes Sound and Lambert Channel and the solutions needed for a healthy marine ecosystem.

The Baynes Sound/ Lambert Channel Ecosystem Forum had the following three aims:

- Create an opportunity for collaborative dialogue amongst the diverse interests in the Baynes Sound / Lambert Channel ecosystem,
- Share knowledge and experience that can inform solutions,
- Identify ongoing collaborative actions and processes to support the health of the Baynes Sound / Lambert Channel ecosystem.

Advisory Committee

In order to ensure the relevance and utility of the Baynes Sound/ Lambert Channel (BS/LC) Ecosystem Forum, WWF and Islands Trust invited a subset of First Nations and local governments as well as key stakeholders to form an Advisory Committee. Membership included local First Nations, local governments, , community groups, Vancouver Island University, West Coast Environmental Law, as well as representatives from the shellfish aquaculture and herring industries. This committee met three times since its formation in January 2018, and played a significant role in shaping the content and participation in the BS/LC) Ecosystem Forum.

Responsibilities of the Advisory Committee included:

- Guiding development of the Forum structure, format, and content
- Identifying participants for attendance at the Forum

Approach to Dialogue

In order to deliver on the three aims listed above, the Ecosystem Forum was largely comprised of small-group dialogue focused on four main themes, with a fifth theme emerging for solutions dialogues:

- Nearshore/intertidal areas
- Offshore/open water areas
- Water quality
- Marine debris (challenges only; most participants joined Nearshore/intertidal for solutions)
- Governance (ad hoc addition for solutions discussion)

These themes emerged through preparatory discussions with Advisory Committee, but were intended to be an adaptable foundation for any additional key issues identified during the BS/LC Ecosystem Forum. Participants explored these themes according to their interests, first through a deep characterization of the challenges, and second by discussion of possible short- and long-term solutions. Following the challenges discussion, an additional discussion theme (Governance) was suggested by participants and became a part of the round of solutions-based dialogues. Plenary sessions were used to explore the interconnections and synergies between and among the themes. Experts were available and engaged throughout the various dialogues but did not make formal presentations because the focus of the BS/LC Ecosystem Forum was intentionally placed on collaborative dialogue. The complete agenda can be found at Appendix B.

Key Outcomes

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

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

Next Steps

Investigate ways to support continuation of BS/LC Ecosystem Forum group, including possibilities for secretariat support and new governance body.

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

Summary of Forum Discussions (plenary session notes integrated)

Subtidal/Open Water

Describe the challenges facing Baynes Sound / Lambert Channel ecosystem

1. Lack of common vision and plan amongst FN, federal, provincial, regional and local governments and stakeholders. How to prioritize without vision/plan?
 - Different perspectives of impacts and trade-offs.
 - How do we motivate people to want to change/move to a common vision/build trust?
 - Will the plan and commitment to implementation be binding for authorities?

2. Herring fishery impacts of ecosystem including: eel grass beds, spawning, aquaculture, roe, ecotourism.
3. Lack of understanding of what is the baseline of a healthy functioning ecosystem for Baynes Sound / Lambert Channel ecosystem (now? pre-colonisation?)
4. What are the cumulative ecosystem impacts? How to mitigate? Proactive mitigation
5. Data and knowledge gaps;
 - Do we have data to look at for long term issues?
 - Challenges with sharing data and trustworthiness of data from each other.
 - How to gather data across boundaries and agencies/groups with openness
 - How do we integrate data and knowledge at ecosystem level to support governance? E.g. Fish and birds
 - Lots of data – but not central area to understand why of data
6. Governance gaps; community level feels disconnected from government (e.g. herring) – how to involve general public (real commitment and intent) to understand community priorities .

Are the challenges being addressed now, by whom?

1. Challenges are not currently being addressed by organisations: don't have mandates, or common plan -- being addressed informally on an issue basis rather than a geographic/ecosystem
2. K'omoks First Nation may assert control over Baynes Sound for protection

What are the sticking points? What may be preventing successful resolution?

1. Mistrust between parties/individuals being able to see the bigger picture
2. Lack of collaboration between parties; lack of common vision – many people are not comfortable with the industrialization of natural areas
3. Governance scales and gaps in jurisdiction: local to coast wide; ecosystem vs government boundaries; competing priorities and resources; no entity to lead collaboration for particular area
4. Information/data differs on different scales: large data gaps; projects happening but not integrated; data integrity

What would happen if the challenge was not addressed?

1. Environmental impacts worsen/more confrontation/ more conflict
2. Things will get pushed out (i.e. Shellfish farms, herring fish)
3. Things will be ruined for everybody, even residential
4. Potentially existing problems could be exacerbated
5. Ecosystem and industry will suffer

What does a 'good outcome' look like?

1. Having a group or process in place to connect all the divergent, but common interests and break down barriers to bring everyone together in collaborative communication
 - Multiple user groups consent to sustainable use – not impacting others
 - Common vision created
2. A place to bring together all the research/information/data for comparison/analysis and to address data/understanding gaps;
 - conduct research into areas that previously had herring and now do not;
 - understand Cumulative impacts;
 - establish baseline data: pre-colonization;
 - DFO projection – Prediction models accurate (1980's stock models did not work for all areas but used until 2018)
 - ecosystem health/process are well understood
 - DFO – research – shift from fisheries to ecosystem
 - bring together DFO data with other sources
 - Herring: Salish Sea DFO believe to be same stock: Whereas Tony Becher, UBC – believes herring return to home streams
3. Healthy, thriving herring habitat/populations and bird habitat/populations (rigorously monitored and biologically assessed to prevent loss of species)
 - Look at broader area – South Island beyond Baynes Sound – less herring in Areas 15/17
 - Or smaller area/ smaller groups
4. Moratorium on herring fishery in place until better understanding (reduce sein herring fishery)
5. DFO #1 Core conservation; #2 Fisheries
 - Take action at upper stock areas
 - 20% rarely applied – choose not to for various reasons

Who is involved presently in this challenge (directly or indirectly)?

1. Governments, including First Nations
 - First Nations; list
 - Fisheries and Oceans Canada (DFO): Resource management; Aquaculture Enviro Operations; Enforcement; Oceans; Fisheries Protection; Habitat Assessment
 - Environment Canada (closures)
 - Provincial government – MAPP, networks
 - Local and regional governments
2. BC Shellfish Grower's Association; plus other aquaculture operators (DFO has database of all)

3. Academia: VIU; SFU; UBC
4. Underwater Harvesters
5. Herring Industry Advisory Board
6. Conservation groups
7. Upland folks
8. Marinas

Who else needs to be involved in the solution? In addition to list above:

1. Agricultural and upland (development) jurisdiction
2. Marina management
3. Transport Canada
4. Individuals with long term knowledge on the area in question
5. Politicians

Are there some simple actions that could happen in the next 1-2 years?

1. Group or process to create a common vision: connect action to intention
 - Expand diversity/ end goals
 - Do it soon to build on momentum
 - Connect vision to governance
 - Vision to inspire and guide plan
2. Gather all existing data and information; who knows what; known/unknown
 - Identify research that has been done
 - Communications in place to keep all individuals up to date and informed
 - Data gaps identified and research to address gaps is beginning
 - Understand herring/forage fish needs
3. DFO builds on core conservation objective that is in place while also taking into consideration sustainable fisheries
 - Reshaping of models on biomass vs productivity – already in motion
 - Need objectives to test against (measurable objectives)
 - Indication of what decision can be made; reality check; govt aspirations to policy
 - build trust with community – slow to react to losses
 - In 2019: DFO conducting Management procedure review – MSE Marine Strategy Evaluation: Multiyear process, 20% harvest rate reviewed, talking to FNs, evaluate management procedures against objectives/interests, Probabilities: Science Branch to meet for each management strategy/ objectives, prioritisation:trade-off, decision- politics/balancing act, DFO research: why low productivity? Reference points? Higher standards applies in 2019

What actions might be needed for the longer term?

1. Continuing work from vision/process into plan and implementation: focus on positive; energy to drive collaborative process
2. Recognition of the authority of the Baynes Sound/ Lambert Channel Ecosystem Forum as a collective group on decision making (may be challenging to people and organisations but continue)
3. Funding to keep collaborative organisation active/ continuation of process
4. Recognition of healthy ecosystem = healthy industry
5. Take action for children – fearful if no action – including climate change; microplastics

Will any of these actions have co-benefits for other identified challenges?

1. This action to develop a collaborative group, which will gather/share information and share decision making, will benefit many separate problems
2. Energy to drive process
3. Create hope for children – climate change, microplastics

Shore and Nearshore

Describe the challenge

1. Aquaculture issues – potential safety to citizens and wildlife: entanglement in predator nets; lead lines breaking downs with lead balls consumed by birds; rebar erosion to points; loss of gear in storms; Right to farm legislation insulates aquaculture bad practices (gear, noise, what is “nuisance”).
2. Jurisdiction confusion/ overlap / consideration of climate change
 - DFO ability to respond impaired by lack of staff/resources and Regulatory and enforcement of regulations limits ability to enforce;
 - Limited Jurisdictions (authorities) of local government – for example Islands Trust with land-use planning function of zoning and conditions (zone/no zone) has a lack of authority to regulate aquaculture methods (i.e. no predator nets) but Islands Trust is concerned about environment Thirty years ago Islands Trust supported aquaculture, but not in existing industrial form; thought upland owners would be involved in approvals.
 - Expectations: Waterfront viewscape, 20 years ago vs shellfish operator bought 20 years ago
 - First Nations jurisdiction unclear
 - Province not on the same page: conditions of licences are too broad.
3. Aquaculture reaching balance between industry and community – solutions of research? changes to rafts? Debris?

4. Maintenance of intertidal forage fish habitats and subtidal areas used to spawn herring: eel grass and other substrates that herring spawn on; spartina removal/removal of invasive species.
5. Many sources of pollution: sewage treatment systems, septic treatment, surface run (urbanised and agriculture); septic from vessels; log storage; dredging – ports; sonar; forestry (silt and pesticides in runoff); spills (gas, oil, hydraulic fluid); creosote pilings/zincs; Historical industry Union Bay (coal, cadmium); garbage dumping.
6. Geoduck aquaculture potential impacts: pvc pipes; predator netting; residents safety and community values
7. Ecosystem challenges: loss of habitat; changes in shoreline around Comox Estuary; balance in species diversity; poor water quality may be affecting marine species health and recreational use; Poor management on properties – a need for education; shoreline hardening by waterfront residents

Who is involved in this challenge (directly or indirectly)?

1. DFO: licences; lack of the ability to respond/ enforce
2. First Nations governments: must be involved in management, monitoring, documenting change
3. Islands Trust: lack of authority with aquaculture practices; has available forage fish and eel grass maps and development guidelines
4. Regional Districts: development guidelines; noise
5. Aquaculture – BS Shellfish Growers Association; individual operators
6. Deep Bay – research and initiative
7. FLNRORD – Tenures (First come/First served); Anything below low tide – provincial issue with zoning; right to farm legislation (aquaculture)
8. Underwater Harvestors Association (wild geoduck industry)
9. Environment Canada
10. public and residents
11. Industry: tourism; shellfish/fish; forestry; mining
12. Schools

Is the challenge being addressed now, by whom?

1. Hakai, VIU research on water quality
2. Deep Bay VIU – aquaculture solutions including rafts
3. First Nations and Local Government are working on sewage/septic issues
4. First Nations – habitat restoration: Guardians
5. Safety – a challenge that is not being addressed
6. Shellfish Management Aquaculture Committee

7. Islands Trust various efforts for protection of intertidal habitats
8. Association of Denman Island Marine Stewards
9. Conservancy Hornby Island
10. CVRD

Who needs to be involved in the solutions that are not in the above list?

1. DFO – upper management – Pacific Regional manager
2. Enforcement staff (C & P) – advocates for higher levels
3. Need more management – Ottawa reps
4. Ministry of Environment (MAPP)
5. Farm complaints review board

What are the sticking points? What may be preventing successful resolution?

1. Money – funding for solutions
2. Willingness – someone needs to be willing to lead
3. Monitoring – lack of baseline data
4. Enforcement – need enforcement of rules with appropriate consequences
5. Lack of research/information
6. Lack of education
7. Lack of visibility of the problem
8. Safety – barriers to solutions with industry
9. Authority
10. Role of First Nations in management
11. Jurisdiction over aquaculture: terms and conditions in the tenure; not sure who runs it or will be part of the solutions
12. Farm practices review board: best practises into a regulatory framework
13. Geoducks – decision makers- not open to input
14. Maintenance of Intertidal zone: residents not wanting to be seen as making a complaint; hard to restore; shoreline hardening especially with sea level rises; lack of marine protection areas
15. Lack of unbiased research – most research is industry driven
16. Aquaculture industry operator does not have to belong to the BCSGA

What would happen if the challenge was not addressed?

1. What we value will disappear
2. Ecosystem health, social license will get worse
3. Barriers to reconciliation
4. Lack of coordination between agencies with jurisdiction and interest may lead to duplication of activity, fractured initiatives, and lack of forward progress.

5. Good work that has been done does not move forward.
6. If we don't have a standard for sea water quality we will have a hard time maintaining or improving quality.
7. Without adequate research we won't understand the interplay between complex variables.
8. Uncertainty
9. A lot of unhappy people and loss of forage fish because of cumulative destruction of the environment and loss of spawning habitat -- loss of herring.
10. More camps become separate the longer the challenge/issue resolution will become challenging
11. Lack of clarity – gaps – not knowing what they are

Ways forward to improve the health of Baynes Sound/Lambert Channel ecosystem

What does a 'good outcome' look like?

1. No complaints about aquaculture industry – limited/reduced irritants/complaints and conflicts between residents and aquaculture industry. Ways to accomplish include: reduce noise by starting at a reasonable hour; establishing designated areas for power washing and waste areas/clean up areas; improve best practices options rebar and netting; improve aesthetics, getting rid of avoidable nuisances; tagging waste/infrastructure.
2. Collaborative and constructive conversations are supported amongst: First Nations, aquaculture industry and association, communities, DFO, Islands Trust, CVRD, and others. Hearing and working on solutions as a collective – exchanges of information -- avoid polarization.
3. DFO able to manage complaints and enforcement
 - Mapping and policy for cool/hot spots
 - Good information flow – better communication – horizontal approach – citizens/governance
 - Avoid putting islanders in the position of being complainers
 - People complaining and not hearing back – placing an annual report and meetings with DFO to discuss the issues (triaging complaints)
 - Better complaints process – clarity with who to call
4. Clear Research & Development for aquaculture best practices involving industry, VIU Research Centre, Deep Bay and individuals. Looking for solutions/answers with applied research
5. Solving the multiple jurisdictions issue
 - Better complaints meeting process/avoid pass around from complaints

- Cool, medium, hot spots – identify those areas of high sensitivity and have more sensitivity/provide education and support within it (mapping and policy)
 - Pilot project – to test solutions
 - DFO provides recognition of the importance of BS/LC for shellfish with adequate staff and funding resources; clarity regarding staffing - defining clear roles and responsibilities; Officers and assessment staff to check and enforce
 - Shellfish industry acknowledges environmental values and community expectations
 - Achieving balance industry and community-- balance of healthy seafood production with views
 - Development and discussion of site-specific licence conditions or specific hot spots
 - Finding ways to bring into all into compliance (not just specific members) involve all who conduct aquaculture
6. Baynes Sound Pilot Project created: create/trial best management practices.
 7. Good communication between DFO and tenures – reminders or education process to lead to a solution: conditions of licences; create better understanding of how licensing, regulation and conditions occur.

Are there some simple actions that could happen in the next 1-2 years?

1. Create shared vision: Group or process – visioning process that would lead to longer term actions
2. Action towards creating an on-going group/forum. Forums like this reduce conflicts – getting to the values and allow us to reach a resolution
 - Not to ease momentum after this meeting – pursuing actions
 - Has resources rather than volunteer based to avoid burn out
 - Frequency of meetings – semi annual or annual
 - Presentations from other Forums (Howe Sound and Saanich Inlet) on how they work, relationships and information relations and information being presented
 - Gather information on how agencies make a group like this happen
 - What are the biggest things we need to tackle?
 - Identify possible organizational sponsors i.e. Islands Trust; CVRD; partnerships; WWF, MP/MLA; DFO
 - Hold regular meetings – information sharing, conflict resolution, build up of knowledge of who to talk to/where to go with information
 - Research details building on relationships from BC/LC Ecosystem Forum and create: Terms of Reference, membership, budget, steps for getting organized
 - Share information and identify research groups
 - Need someone to keep championing this idea -all need to get together to work together (government involvement – help lead)

- Central place for data and knowledge to be gathered to interpret and use
 - Acknowledge DFO has a lot of data – easier accessibility
 - Look at PEI and their experiences (marine use planning)
3. Explore governance – perhaps political leadership from K’omoks First Nation and other FNS
- Concurrent models – 3 governing bodies – First Nations/ Federal/ Province
 - Concurrent law model – covenant as part of treaty
 - Agreements
 - Different levels of government with different levels of authority that overlap
 - Direct coordination of information and processes
 - Very progressive
4. DFO – shellfish AMAC workshop
- Environmental performance
 - Outline all the jurisdictions/provide clarity
 - Report out to local areas
 - DFO lead – normal meetings like this forum
5. Explore jurisdictional possibilities ongoing forum
- Government as ex-officio
 - Role of FNs governments, especially KFN; First Nations Guardians (partnering with DFO);
 - Share decision making and have everyone contribute
 - Memberships/who is involved? FN, Federal /Provincial governments, Islands Trust, CVRD, Recreation users, Conservancies, NGOs, Shellfish industry, fisheries
6. Consider creating local version of standard aquaculture license
- If everyone agrees, DFO can create BS/LC specific version that is business friendly and gain approval from Minister
7. Explore research: what is the problem we are solving? what studies need to be done? i.e. environmentally friendly options (E.g. predator nets; do they work? What are the other options)
- R&D funding? Bayne Sound industry members to pay a tax?
8. Multi-faceted approach to aquaculture debris.
- Have someone (opportunity) – picking up debris – with industry
 - Have forum have an employee to be this person (summer student grant)
 - Have university student for the summer to do analysis on the debris (what needs to be cleaned, costs, how to dispose (recycle) of it all; research to see pros and cons of different systems
 - Paying extra (problem that it will be hard to sell) Cost benefit analysis including analysis of costs of debris and infrastructure loss
 - Streamline approach – endorsed by DFO; makes it easier to be in business

- Long term outcomes are of interest to larger shellfish industry
9. Initiate pilot project re best management practices as well as mapping and identification of high value areas of foreshore – aesthetic, habitat, archeology; try out no rebar, no predator nets, do monitoring.

What actions might be needed for the longer term?

1. On-going forum – meeting on a regular basis; Budget in place for staff to keep the forum running – continuation of discussions/actions
2. Defining metrics to monitor the “poop index” (quarterly report on fecal coliform count; better understanding of trends; flag sites for action; identify what can be done locally to address problems).
3. Identify existing sources of data and information; create collective database; identify and address data gaps.
4. Communities collaborate with BCSGA to celebrate the shellfish industries to break down the barriers and build positive relationships between industry and island residents: making industry a part of the culture
5. Review of tenure policy and processes: homeowners given right of first refusal if tenure is for sale? (if homeowners aware of what they are buying into); conservation groups buying tenures?: Diligent use of provision (province); agreement to move expired tenures to a less sensitive site
6. Explore development of Marine use plan
7. Healthy herring and healthy ecosystems -- a long term goal –all data and research regarding these things can be tackled by this forum.

Will any of these actions have co-benefits for other identified challenges?

1. Potential actions and interactions
2. Communication

Water Quality

Describe the challenge

1. Vessel discharges- cruise ship, fishing boats, pleasure craft
2. Septic/Sewage/ storm drains (land) treating sewage is a challenge (microplastics, medications)
3. We don't know enough (baseline data)
4. How to best monitor best monitor/research/study
5. Jurisdiction over water quality (something the K'omoks First Nation is asking for)
6. Mountains – Estuaries -Marine = all interconnected!
7. Erosion of waterfront
8. Overfishing in small areas (unlike sustainable management by First Nations)
9. Destruction of habitat

10. Balance
11. Food chain is contaminated as it moved up the trophic levels (e.g. Orcas get sick because they eat contaminated seals)
12. Effect of recreation use
13. Climate change impacts
14. Erosion of waterfront
15. Balance
16. Sharing Resources
17. What is "normal" water quality?
18. Climate change (temperature, acidification)
19. History of river and water quality/pattern approx. 500 years ago
20. Loss of biodiversity (crab, bullheads, seaweed etc.)
21. First Nations can't exercise their rights when, for example, it is dangerous/unhealthy to live off this land/sea
22. Point spills
23. Surface runoff
24. Forestry pesticide siltation
25. Agricultural waste/pesticide
26. Marinas
27. Creosote pilings (zines)
28. Historical industrial activity
29. Dredging
30. Garbage dumping
31. Log storage

Who is involved in this challenge (directly or indirectly)?

1. Vancouver Aquarium (Dr. Peter Ross)
2. Deep Bay Marine Station (VIU)
3. Haka
4. K'omoks First Nation
5. Stewardship Groups
6. Local Government (policy and land use/development)
7. Provincial government (Riparian areas)
8. Federal government
9. General public and residents (e.g. Their desire to pay for solutions to septic challenges)
10. Industry (shellfish aquaculture, fishing, mills, tourism, forestry)
11. Outreach to students in schools (elementary, high school)
12. Education/School boards

Is the challenge being addressed now, by whom?

1. HAKAI is monitoring water quality (measure dissolved O₂, salinity, temperature, PH, trace metals, trace minerals)
2. Archaeological records are being assessed

3. Deep Bay Marine Stations (VIU) slowly establishing baseline data and making it available for others to use
4. Membrane bioreactor to address microplastics of sewage
5. K'omoks FN has a Marine Use Plan and Guardians working on own initiatives and with local stewardship groups
6. Vancouver Aquarium establishing baseline data
7. Regional District looking for alternative solutions for sewage, including education
8. Islands Trust involved in advocacy directed towards other levels of government, and Denman/Hornby Island have policies in their Official Community Plans

What are the sticking points? What may be preventing successful resolution?

1. Lack of education/awareness in the general public of the issues that currently exist
2. Lack of regulation and rules for people to be required to obey (how to complain if nobody sees the rules being broken – lack of visibility/enforcement)
3. Clash of values/willingness – this is my home and I want to do everything I can to protect it. Have to want responsibility: Individual consequences vs. collective consequences
4. Lack of funding (at all gov't levels) -- hard to get funding for initiatives (chances are much better if local groups partner w/K'omoks FN Guardians)
5. Lack of pump-out locations (free)
6. Lack of monitoring/baseline information
7. Sewage plants currently don't work to protect water quality

What would happen if the challenge was not addressed?

1. Things likely would only get worse
2. Fracturing of integrity/authority (competing views/perspectives)
3. Risk that things will get to a point where they are irreversible
4. There will be no checks to keep things in balance
5. Uncertainty

Ways forward to improve the health of Baynes Sound/Lambert Channel ecosystem

What does a 'good outcome' look like?

1. Birds, fish and other species/ecosystems come back to a more sustainable level
2. Healthier condition of ecosystems
3. Develop this area for recreation (ecotourism)
4. Restoration of destroyed/damaged areas
5. People to be held accountable for their actions that are negatively affecting water quality

6. All septic are in working order or property treated sewage that isn't being pumped directly into the ocean
7. That vessel discharge be enforced (threat of getting caught)
8. A central place for people to access the data that exists (e.g. One person from each organization that comes together to create a monthly newsletter or something)
9. For the public to value water quality on the same level as other environmental concerns
10. Treating sewage for more than what is currently used; for viruses (not pumped into the ocean)
11. Baseline monitoring for water quality done by community engagement i.e. Locals collecting data and reporting observations
12. Dedicated team/research to analyse conditions/trends in water quality in Baynes sound
 - Sharing information between multiple organizations
 - One local area where anyone can access available data on water quality.

Who needs to be involved in the solution?

1. Transport Canada (enforce a vessel discharge; regulate vessel transport)
2. Health authorities
3. Senior levels of government, including First Nations
4. First Nations and public – data collection and reporting on water quality issues to DFO and other
5. Municipalities (governance)
6. Provincial government, including Ministry of Environment – need higher government control to enforce better sewage treatment
7. Health Canada – hazards with sewage in water
8. Need a team – have a conference with people from all involved parties: Transport Canada, municipalities, the province, Health Canada, high level government (to have some authority)
 -= Baynes Sound Round table

Are there some simple actions that could happen in the next 1-2 years?

1. Senior levels of government need to take action by creating legislation and regulations for lower levels of government to comply with:
 - Approved systems that are affordable alternatives to treat sewage on lots instead of septic. E.g. Composting toilets, greywater treatment
2. Media involvement to spread awareness
3. Current monitoring project (working with Hakai, VIU, and Oceans network Canada) to be improved to monitor more parameters
4. Media/public education on the scale of the problem of sewage in the water
 - Correct information, not misinformation

- Education for “older” residents, people who have always had septic and think it works great
 - Education of children with respect to values (environmental, social etc.)
 - Show residents visually how bad septic is (Dye that shows where water flushed from the toilet goes)
 - Education for newcomers
5. Coalition (forum/team etc.) of a sort with people invested in the sewage issue that can focus and solve these problems
 - A team to organize and bring people’s attention to this (also a long term solution)
 - Could get grants, funding, and resources to fix this problem
 6. Communication between communities and municipalities that are involved with this issue – Union Bay, Royston, Cumberland etc.
 7. Investigating and implementing environmentally beneficial solutions, i.e. getting rid of septic, without referendum
 8. Research and raise awareness for health concerns from sewage leakages
 9. Swimming advisory based on level of fecal coliforms
 - Increase public awareness of the problem – local government would be responsible? Determine who should be responsibility for monitoring this – it should be those responsible for switching from septic to sewage
 10. A more organized effort:
 - Public education and awareness
 - Government regulations and legislation
 - Adequate funding from various sources
 - Enforcement of the rules

What actions might be needed for the longer term?

1. Government/politicians who champion sewage treatment; implementing monitoring for septic systems already in place
2. Government implements regulation – enforcement of regulation - implement fines
3. Public education is also a long term issues; including a program for educating young children who will inform their parents
4. Measurements are being taken on fecal matter in Baynes sound, but need to share information and have a goal for how to use it to solve water quality problems
5. Fully understanding how climate change and its effects on animals/fish/ecosystem – more research
6. Implementation and enforcement of water usage regulations
 - Better water storage
 - Meters to prevent over usage

3 step process for dealing with sewage

1. Put together a coalition of people to organize/champion/get funding for dealing with sewage problems
2. Put together and analyze the available data on fecal matter in Baynes Sound
3. Put together cohesive advertising/media/education to show people how important this problem is – all levels of government, stakeholders etc. need to have consistent advertisement.

Will any of these actions have co-benefits for other identified challenges?

1. Monitoring water quality and having a centre with open information will benefit everyone in Baynes sound; aquaculture, residents, DFO, etc.
2. Treating and cleaning the water to improve quality will result in indirect removal of debris such as microplastics.

Debris (challenges only)

Describe the challenge

1. Lack of accountability for garbage waste
2. Cross-jurisdiction (who's waste is going where, and who is responsible for which piece of land)
 - Land tenure vs licence
 - Whether individuals will take responsibility for their errant waste
 - Regulations/licences/conditions surrounding the waste within or leaving the tenure
 - Not much upkeep of making sure individuals follow regulations
3. Many contributors to marine debris
 - How to determine who is contributing the most – shellfish industry appears to be the biggest contributor but cannot identify specifically who made what debris (again, lack of accountability)
4. Extensive marine debris on the bottom of the ocean, where we don't see
5. Aquaculture debris
 - no data collection for how much equipment is used and how much is lost (not feasible give the labour and funding costs)
 - Current equipment – trays, exposed Styrofoam, etc increase likelihood of marine debris
 - Types of shellfish industry garbage: trays, net of every variety, rebar, fences
 - Cost of recovery of lost equipment

- Maintenance of predator nets/ held by rebar – are they even effective? Potential to harm wildlife and humans and released as debris

Who is involved in this challenge (directly or indirectly)?

1. Industry – the most involved as they are the biggest contributors
 - Island scallop, Mac Oyster, Taylor Farms, and many “mom and pop” small shops
2. People living on the coast
3. Every person on the planet either produces, uses, or is impacted by plastic and plastic is the main marine debris

Is the challenge being addressed now, by whom?

1. The trays in oyster shell fishing – use electric fence to deter sea lions, or lash trays in a way to deter sea lions from using your raft
2. General public – cleaning up
3. Industry – practical innovation
4. NGOs
5. Academia – research into solutions
6. Several people involved: industry, NGOs, academia/universities, the general public, DFO
 - Reacting – not effectively addressing

What are the sticking points? What may be preventing successful resolution?

1. Enforcement of regulation
2. Difficulty in tagging equipment
 - Increased cost of identification and less convenience for plastic producers
3. Expense of alternative is a deterrent
4. Attitude – whether people are aware of or care about reducing debris
5. Money – both investing in better equipment and clearing up waste
6. Cannot eliminate plastic, it is too useful (but can use better/less plastic by improving equipment)
 - Lack of innovation – use of the best alternative now may prove to be bad in the future
 - Government not approving innovations

What would happen if the challenge was not addressed?

- Social licence goes down – people no longer accept the shellfish industry
- A huge pile of garbage in the ocean

Governance (ways forward only)

Ways forward to improve the health of Baynes Sound/Lambert Channel ecosystem

What does a 'good outcome' look like?

1. Secretariat to keep it alive/ Baynes Sound/Lambert Channel Round Table
 - Councillor Quocksister will follow-up with KFN members/leadership if possible to align with their process
 - frequency – from FN perspective not too many meetings
 - requires champion
 - all governments and stakeholders as a unit
 - K'omoks First Nation's (KFN) take political leadership but need other entity to be the secretariat
2. KFN could seek a broader adoption of their marine use (MU) plan (with some updates- being revisited in the near future) – attract funding
 - Invitation to others (CVRD, Islands Trust etc.) into a revision process – possible alignment with other plans
 - Consent – part of treaty language (late-stage draft) for KFN – could have implications for implementation of MU plan
 - Add missing/complimentary pieces to KFN plan
3. FN inherent responsibility for stewardship complimentary but support needed
 - Additional recognition of FNs plans and authority (validation from federal/provincial government)
 - IT – possibility to harmonize with KFN and other local use plans (FN leadership, values)
4. (DFO) Discussion of advantages and disadvantages of MAPP/PNCIMA governance models (advisory committee power; coop management/development of plan
 - Does not work for KFN – has already been through MAPP – don't repeat work
 - Federal government can't assume North Coast approach works for all First Nations (even regionally)
 - Also scale issues (Boyer – MAPP/PNCIMA)
 - Federal government leadership appropriate/best
 - Challenge in implementation: need for local enforcement at the local level
5. More certainty/clarity/accountability re: various jurisdictional responsibilities
 - Could feed into joint solutions
6. Multiple plans vs single plan
 - Multiple plan ok as long as not conflicting
 - Process/inclusion is key

- Strength in collective problem solving
- 7. Process model that is replicable/scalable/adaptable
- 8. Baseline question – to what standard/level are we managing/governing
 - Finding balance is key

Are there some simple actions that could happen in the next 1-2 years?

1. Learning exchange re KFN and other treaties
 - KFN Marine plan – with all government stakeholders
 - Input from stakeholders/government in review of KFN marine use plan. (timeline of review TBD – schedule)
2. Lessons from the Howe Sound/Saanich Inlet/Cowichan River joint management board
 - What/how?
 - Part of learning exchange with KFN
 - Salish Sea? Other area of similar scale?
 - SFU 2014 conference core studies, including international examples
 - KFN/BC/Fed – to promote collaborative decision making model (does not currently include local government)
3. BS/LC Ecosystem Forum/ Round Table continuation
 - Set regular schedule of meetings to not lose momentum
 - Do it soon! Invite and we will come
 - Further discussion on governance
 - TOR in early stages – purpose/vision
 - Could break meetings into forum themes
 - Quarterly not realistic/feasible – semi annual or annual (unless tiered/thematic)
 - Coordinate with existing regular meeting (e.g. KFN band council meetings) (e.g. June IT/DFO herring meeting)
 - Consider creating Executive Committee and working groups/ technical teams
4. Education -where we live, issues
5. Community events – share info between groups e.g. cleanups

What actions might be needed for the longer term?

1. “New” governance body jointly tackle some of the issues
 - Protocol agreement? MOU Bilateral or possibly. Multiple governments
2. Secretariat function of joint governance established and resourced. (volunteer basis not sustainable)
3. Pulling together all knowledge, information, data
 - understanding data gaps, further research needed

- Shared vision, guidelines
 - Level of integration of research
 - Guided by governments/decision making need
4. Establish Concurrent law models
 - Indigenous Law/Federal/ Provincial = responsibility overlap
 - Concept as part of treaty
 5. Expansion and/or integration into larger scale marine governance/planning power (eg. Salish sea)
 6. Someone has to own it and drive it (especially until government structures are established/sustained)
 - Without undermining authority of First Nations (honour spirit of reconciliation)
 7. Action plan/work plan (for longer term)
 8. Consider legal rights of nature; eco-centric approach: Nature as “legal person” (vs anthropological approach)
 9. 2025 shellfish licenses up for renewal
 - Time is good to come up with new ideas and conditions
 - site specific or geographic specific conditions

Will any of these actions have co-benefits for other identified challenges?

1. Foundation for long-term action/coordination of other challenges

Appendix A: List of participants

Name	Organization
Alex Munro	Fanny Bay Oysters
Amber Neuman	Fisheries and Oceans Canada
Bill Veenhof	Regional District of Nanaimo
Brenda McQuorkdale	Fisheries and Oceans Canada
Brenda Spence	Fisheries and Oceans Canada
Carl Butterworth	Vancouver Island University
Catherine Gray	Conservancy Hornby Island
Chief Mike Recalma	Qualicum First Nation
Christina McLeod	West Coast Environmental Law
Councillor Melissa Quocksister	K'ómoks First Nation
Darlene Winterburn	BC Shellfish Growers Association
Darry Monteith	Comox Valley Regional District
David Critchley	Islands Trust - Trustee
Dorrie Woodward	Association of Denman Island Marine Stewards
Greg Thomas	Herring Conservation and Research Society
Karen Hurley	Islands Trust - Staff
Kim Dunn	WWF-Canada
Kristy Marks	Regional District of Nanaimo
Laura Busheikin	Islands Trust - Trustee
Leslie Fettes	Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Libardo Amaya	Fisheries and Oceans Canada
Liz Johnston	Association of Denman Island Marine Stewards
Melodie Suchy-Tancon	Denman Hornby Canoes and Kayaks
Phil Robertshaw	Friends of Baynes Sound

Robin Waldford	Conservancy Hornby Island
Robyn Holme	Comox Valley Regional District
Shelley Jepps	Fisheries and Oceans Canada
Teresa Rittemann	Island Trust - Staff
Tony Law	Islands Trust - Trustee

Appendix B: Agenda

AGENDA
Baynes Sound / Lambert Channel Ecosystem Forum
Kingfisher Resort, Royston
Kingfisher Room
May 22–23, 2018

Aims of the Forum

- Create an opportunity for collaborative dialogue amongst the diverse interests in the Baynes Sound / Lambert Channel ecosystem
- Share knowledge and experience that can inform solutions
- Identify ongoing collaborative actions and processes to support the health of the Baynes Sound / Lambert Channel ecosystem

Tuesday, May 22

10:30 am	Registration and networking
11:00 am	Welcome from K'ómoks First Nation, Councillor Melissa Quocksister
11:15 am	Welcome from Islands Trust and WWF-Canada
	Review of the day's agenda
	Roundtable: Introductions
11:45 am	Sharing our concerns about the challenges facing the Baynes Sound and Lambert Channel ecosystem (groups of 3)
12:30 pm	Lunch – Buffet provided
1:15 pm	Overview of Baynes Sound / Lambert Channel ecosystem, human use, and governance (WWF-Canada)

1:35 pm	Small group discussions of challenges facing the Baynes Sound and Lambert Channel ecosystem. These are the types of questions we will discuss for each challenge: • Describe the challenge • Who is involved in this challenge (directly or indirectly)? • Is the challenge being addressed now? By whom? • What are the sticking points? What may be preventing successful resolution? • What would happen if the challenge was not addressed?
3:15 pm	Break
3:30 pm	Plenary discussion of challenges: An opportunity to discuss the connected nature of challenges within Baynes Sound / Lambert Channel, including governance. • What overlaps/connections emerged? • Are there challenges that have common root causes, or perhaps common sticking points? • What will happen if the challenges are not addressed? How will the ecosystem be affected? How will people be affected?
4:30 pm	Wrap up of Day 1
4:45 pm	End of Day 1
6:00 pm	Networking dinner – 3-course dinner in Kingfisher Room Keynote speaker: Hugh MacDonald Stewart, author of <i>Views of the Salish Sea: One Hundred and Fifty Years of Change Around the Strait of Georgia</i>

Wednesday, May 23

8:30 am	Breakfast – Buffet provided
9:15 am	Welcome and review of the day's agenda
9:30 am	Sharing our hopes for the Baynes Sound and Lambert Channel ecosystem (groups of 3)
10:30 am	Break
11:00 am	Small group discussions of solutions to challenges facing the Baynes Sound and Lambert Channel ecosystem. These are the types of questions we will discuss for each challenge: • Review the challenge discussion from previous day • What does a 'good outcome' look like? • Who needs to be involved in the solution? • Are there some simple actions that could happen in the next 1-2 years? • What actions might be needed for the longer term? • Will any of these actions have co-benefits for other identified challenges?
12:00 pm	Lunch – Buffet provided
12:40 pm	Meet at ocean edge – behind Kingfisher
1:00 pm	Continued small group discussions of solutions to challenges facing the Baynes Sound and Lambert Channel ecosystem
2:00 pm	Break

2:15 pm	Plenary discussion of potential actions and interconnections: Working through the solutions within the Baynes Sound and Lambert Channel ecosystem, including governance. • What are some realistic actions that could take place that would improve the health of the marine ecosystem? • What are some of the 'simple' short term actions that the groups identified? • What are some of the longer term actions identified? • How are they interconnected? Do any of these actions overlap? Are there actions that address multiple themes? • How can the solutions become more than the sum of their parts?
3:30 pm	Next steps: Where do we go from here?
4:15 pm	Closing remarks from co-hosts
4:30 pm	Meeting ends



BRIEFING

To: Trust Programs Committee **For the Meeting of:** August 20, 2018
From: Clare Frater **Date Prepared:** August 12, 2018
SUBJECT: TPC Orientation Toolkit

PURPOSE: To seek trustee feedback on the TPC Orientation toolkit.

BACKGROUND:

Staff produced an orientation toolkit for TPC in 2015. Staff are considering updating the toolkit for the incoming TPC members and would benefit from TPC member input on potential areas of improvement.

ATTACHMENT(S):

1. TPC Orientation Toolkit (2015)

FOLLOW-UP: Stall will follow-up on feedback provided.

Prepared By: Clare Frater

Reviewed By/Date:



Trust Programs Committee Toolkit

May, 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 1.3.i – Policy Statement Implementation 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. It also 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 and 'continuing list' is a record of projects the TPC has been assigned by Trust Council. Action does not generally occur until Trust Council approves the item to be in the top three of 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

The staff serving Trust Programs Committee are the same staff who serve Executive Committee, Trust Council and provide liaison to island municipalities.

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 and public engagement 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 and minutes for past TPC meetings.

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)

Main office: Telephone: 250-405-5151 Fax: 250-405-5155	Linda Adams, CAO Telephone: 250-405-5160 Cell: 250-882-0555 Email: ladams@islandtrust.bc.ca
Trust Area Services Team	
Lisa Gordon, Director, Trust Area Services Telephone: 250-405-5174 Email: lgordon@islandtrust.bc.ca	Clare Frater, Policy Advisor Telephone: 250-405-5192 Email: cfrater@islandtrust.bc.ca Pamela Hafey, Communications Specialist Telephone: 250-405-5156 Email: phafey@islandtrust.bc.ca Jas Chonk, Secretary Telephone: 250-405-5164 Email: jchonk@islandtrust.bc.ca

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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.



REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** August 20, 2018
From: Clare Frater **Date Prepared:** August 14, 2018
SUBJECT: Budget request for 2019/20 fiscal year

RECOMMENDATION: That the Trust Programs Committee request that Trust Council include \$25,000 for Trust Programs Committee Strategic Plan projects in the 2019-20 fiscal year budget.

DIRECTOR COMMENTS: This request is in alignment with the Budget Process Policy and would allow the Trust Programs Committee to undertake work assigned to it in Trust Council's Strategic Plan.

1 PURPOSE: To seek a decision from Trust Programs Committee (TPC) about the budget funding the committee estimates will be required in 2019-20 to undertake work program items.

2 BACKGROUND:

Prior to fiscal 2018-19, the Trust Programs Committee sought funding for specific projects it intended to undertake in the fiscal year. In 2018-19 the Trust Programs Committee received a sum of \$25,000 for Strategic Plan projects. Five months into the current fiscal year the Trust Programs Committee has spent approximately \$5,500. The incoming Trust Council will adopt a new Strategic Plan and may assign additional activities to the TPC for 2019-20.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: This recommendation would result in an inclusion of funds for TPC work in the 2018/19 Fiscal year budget.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: The Trust Programs Committee budget request would be forwarded to the Financial Planning Committee. Staff would develop a work plan and refined budget breakdown for consideration by December Trust Council.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):

1. 6.3.1 Budget Process Policy
2. Islands Trust Council Strategic Plan 2014-2018

5 ATTACHMENT(S): None.

RESPONSE OPTIONS

Recommendation: That the Trust Programs Committee request that Trust Council include \$25,000 for Trust Programs Committee Strategic Plan projects in the 2019-20 fiscal year budget.

Alternative:

- 1) Request a different amount of funding.
- 2) Request funding for defined projects/purpose.
- 3) Defer decision until October 15, 2018 meeting.
- 4) Do not request funding.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Julia Mobbs, Director, Administrative Services



REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** August 20, 2018
From: Clare Frater **Date Prepared:** August 12, 2018
SUBJECT: Sea Level Rise Workshops

RECOMMENDATION: That Trust Programs Committee endorse partnering with Living Oceans Society to deliver sea level rise workshops, request staff to develop a project charter and provide up to \$3,000 to support workshop delivery.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

1 PURPOSE: To seek direction from Trust Programs Committee on a potential partnership with Living Oceans Society to deliver sea level rise workshops in the Trust Area.

2 BACKGROUND:

In June 2018, staff heard from the Living Oceans Society that they were interested in partnering with the Islands Trust to host sea level rise workshops in the Trust Area (see attached e-mail). Living Oceans was interested in having an Islands Trust staff person on the advisory group and assistance with workshop organizing. The presentations would focus on topics such as causes of sea level rise, prediction ranges, types of impact, how to calculate appropriate setbacks, tools to mitigate/adapt, and helpful resources.

In order to appoint a staff person to the advisory committee in June without initiating a special meeting of the Trust Programs Committee staff approached the Executive Committee in June with the proposal concept. The Executive Committee passed a resolution to endorse a partnership with Living Oceans on the Rising Tides Initiative. Staff subsequently appointed the Bylaw Enforcement Manager to the advisory committee.

The workshops would be delivered by the end of 2018. Living Oceans had initially suggested up to two workshops but there may be the potential for four or five if the Islands Trust provides funding. Living Oceans has not yet selected islands for the workshops and is open to advice from Islands Trust.

Islands Trust support could be in the form of booking and paying for meeting halls and catering, promotion and/or mailouts to oceanfront property owners.

Additional detail on the proposed workshops is available in the attached briefing note from Living Oceans. The workshops would be similar to workshops previously held on the east coast of Canada (see <http://www.sealevelrise.ca/workshops.html>).

Any promotions materials produced would need to recognize the support of Fisheries and Oceans Canada and the ECoAS Project.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This project is expected to take 3-10 days of staff time depending on the extent of support to be offered and whether Islands Trust staff attend the workshops.

FINANCIAL: TPC has approximately \$19,500 remaining in its 2018/19 budget. Other potential uses for TPC funding this fiscal year include secretariat support for coordinating bodies, further Baynes Sound/Lambert Channel programming and Community Stewardship Award promotion.

POLICY: None. Delivery of an additional workshop series will allow staff to refine and finalize internal procedures that guide delivery of workshops.

IMPLEMENTATION/COMMUNICATIONS: Staff will prepare and project charter for TPC approval and, as necessary, begin working with Living Oceans staff on workshop planning. Staff will use the draft procedure developed after delivery of the well water workshop series in 2017 to guide planning and delivery of sea level rise workshops.

FIRST NATIONS: The project may offer opportunities for relationship building with First Nations.

OTHER: None.

4 RELEVANT POLICY(S): Procurement Policy (6.5.3)

5 ATTACHMENT(S):

1. June 2018 correspondence re Sea Level Rise workshop project
2. August 2018 briefing note from Living Oceans to Trust Programs Committee

RESPONSE OPTIONS

Recommendation: That Trust Programs Committee endorse partnering with Living Oceans Society to deliver sea level rise workshops, request staff to develop a project charter and provide up to \$3,000 to support workshop delivery.

Alternative:

- 1) Do not undertake the project
- 2) Offer a different level of financial support
- 3) Request additional information from staff or Living Oceans Society

Prepared By: Clare Frater

Reviewed By/Date:

Clare Frater

From: Karen Wristen <kwristen@livingoceans.org>
Sent: Thursday, June 07, 2018 12:08 PM
To: Clare Frater
Cc: ctremblay@livingoceans.org; Miles Drew
Subject: Re: Sea level rise workshops

Wonderful, Clare. Thank you!

Claude and I will prepare the briefing note and be in touch next week re: workshops.

Karen

On Wednesday, 6 June 2018, Clare Frater <cfrater@islandstrust.bc.ca> wrote:

Hi Karen,

I'm pleased to let you know that the Islands Trust would be pleased to support:

- 1) the participation of Miles Drew, Bylaw Enforcement Manager, on the advisory group. He can be reached at mdrew@islandstrust.bc.ca and by cell phone at 250-886-6716.
- 2) Delivery of sea level rise workshops in the Trust Area. Please be in touch me about organization of the workshops.

It would be ideal for us to provide a briefing with more information to our Trust Programs Committee for their August 20 meeting. We would need to have this finalized by August 8.

Looking forward to talking more soon and to working together on this important topic,

Clare

From: Karen Wristen [mailto:kwristen@livingoceans.org]
Sent: Thursday, May 03, 2018 3:05 PM

To: Clare Frater
Cc: ctremblay@livingoceans.org
Subject: Sea level rise workshops

Hi, Clare—

Good to connect with you today about our new sea level rise project, which we call “Rising Tides”. We’ve actually been retained by Ecology Action Centre of Halifax to deliver the west coast portion of a pan-

Canadian project supported by the Department of Fisheries and Oceans, called “Educating Coastal Communities about Sea Level Rise”. The project has already been delivered on the east coast in several locations and has begun to build a website of resources, found at www.sealevelrise.ca. Our job is to customize the programme for B.C.’s regulatory framework, tease out some issues that will be common to many communities and deliver 4 community workshops. The learning from those workshops will be contributed to a guidance document that will live on the website alongside the other resources already there.

Our workshops will be open to local governments, planning staff and residents and so will cover quite a range of issues. In order to be sure we’re incorporating as many local issues and resources as possible, we plan to create and convene a working group of relevant professionals to help advise us at the outset.

I reached out to you primarily to see if you thought that there were communities in the Islands Trust that might benefit from such workshops; and to see if you could facilitate introductions to appropriate trustees and/or staff. As we discussed briefly on the phone, it appears that you may also have some resources that might assist the project—specifically, mapping of vulnerable coastal areas within the Trust. That would be of enormous benefit in deciding where we might locate a workshop, to take advantage of the number and variety of issues faced by both private and public landowners.

We discussed the possibility of the Trust providing some input to the professional working group we intend to convene and I am quite interested in the idea you had about involving someone from the bylaw enforcement perspective. I think that would be a great way to ground the workshops in practical concerns that are relevant today, as much as in the long-range planning horizon. We would welcome any input that Trust staff may be able to offer.

We expect to convene the working group in June, before everyone disperses for the summer, to provide some advice and direction at the outset of the project. The working group commitment will entail preparation for and attendance at that one meeting and a commitment to be available to us for any followup questions as we prepare the community workshops. We intend to deliver the community workshops between October and February. The project ends with the federal fiscal year end, March 31, by which time we will have completed the B.C. website resources and guidance document.

We have funding in place to cover our staff time to develop and deliver the project, as well as basic expenses for the workshops. We might ask participating communities to contribute the meeting space required, as a means of defraying some of the cost; but we would not otherwise be seeking financial support for workshop delivery.

I've copied this message to Claude Tremblay, who is our campaigner on the project. Please feel free to 'reply to all' with any feedback you might have after reviewing this with your Committee.

Thanks, as always, for your time and your good advice,

Karen

Karen G. Wristen

Executive Director

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Briefing Note

To: Islands Trust Programs Committee
From: Living Oceans Society
Date: July 31, 2018



This note proposes to offer up to 2 workshops on planning for sea level rise (SLR) in Trust communities. We seek assistance in identifying communities that may wish to hold such workshops; in outreach and securing venues. Trust staff participation in the workshops would be ideal and most welcome.

Purpose of the workshops: To encourage communities to take action on planning for SLR

Intended Participants: property owners, planners, Trustees and other interested community members

Intended Outcomes: Participants will have:

- the opportunity to have their own questions about SLR addressed
- regionally accurate SLR information
- understanding of potential impacts of SLR in their community
- an overview of potential adaptation measures
- access to local tools and resources (handout)
- a network of support for moving forward with SLR planning

Workshop content/format:

- open space for participant questions
- presentation on SLR, future projections and impacts
- introduction to SLR interactive map on the project website <http://sealevelrise.ca/map.html>, where participants can share local observations with communities across the country
- identification of at-risk areas in the community (participants working with MapIT)
- exploration of potential solutions

Outputs:

- Workshop proceedings document will be circulated to participants and posted on the project website
- Workshop proceedings will be compiled with others to help inform a Guidance Document that will distill best practices and creative solutions--anticipated by March, 2019

Workshop delivery:

- Half-day workshops held in the communities
- Fall/winter 2018/19



The Educating Coast Communities about Sea Level Rise (ECoAS) project is undertaken in collaboration with Ecology Action Centre of Halifax. The project is supported partially by a financial contribution from Fisheries and Oceans Canada; and is also made possible by a grant from the Real Estate Foundation of B.C.



Ecology Action Centre



TRUSTEE SPONSORED REQUEST FOR DECISION

To: Trust Programs Committee **For the Meeting of:** August 20, 2018
From: Trustee Dan Rogers **Date Prepared:** August 14, 2018
SUBJECT: Interim Funding for Howe Sound Community Forum and related Task Forces

RECOMMENDATION: That Trust Programs Committee request staff to enter into a contract to provide “secretariat” type services for the Howe Sound Community Forum and related Task Forces for the current fiscal year to a maximum of \$3,000 paid for out of the current Trust Programs Committee budget.

Director, Trust Area Services comments: Developing contracts and overseeing contractors providing administration to the Howe Sound Community Forum and the Ocean Watch Task Force will be a new, additional activity for Trust Area Services. As proposed in the resolution the support would be provided until March 31, 2019. In the coming months, staff will be preparing a briefing for Trust Programs Committee/ Trust Council on options and implications associated with offering secretariat services to coordinating bodies on an ongoing basis. Should Trust Council not wish to undertake this function into the next fiscal year on an ongoing basis, the Islands Trust would have to withdraw its support for contractors and provide explanation to the forum/task force partners.

1 **PURPOSE:** To provide tangible and much needed support to the volunteers that are producing the valuable work of the Howe Sound Community Forum and the related Ocean Wise Task Force.

2 **BACKGROUND:**

- Section 8.2(b) of the *Islands Trust Act* gives the Islands Trust Council the power to coordinate and assist in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies for the preservation and protection of the trust area and its unique amenities and environment.
- The Howe Sound Community Forum has been operating since 2002. It brings together the various local governments around Howe Sound along with the local First Nations and the provincial and federal governments. It operates under a Principles of Cooperation (POC) document (attached). The purpose is to provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations. (The POC is currently under review to make it more inclusive of First Nations issues and include the Squamish name for Howe Sound – Alt’kitsem.)
- The Gambier Island Local Trust Committee was an original signatory to the Principles of Cooperation and the Islands Trust was instrumental in getting the Forum initially established.

- In addition during this term, representatives of the Executive Committee (including the Chair on a number of occasions) have been invited and have attended the Forum.
- The Forum meets every six months and the “host” community rotates. For example, the Gambier Island Local Trust Committee hosted the Forum in 2016 on Gambier Island.
- Attendance at the forum of “official attendees” (i.e .elected officials) is usually about 35 but there are often another 40 to 50 attendees who are either observers or speakers/presenters at the Forum. These people may be staff from a level of government or representatives of public interest groups or industry etc.
- While the costs of the Forum in terms of location and food are covered by the host community, the preparation and delivery of the actual Forum is done strictly by volunteers. For the most part this has been entirely coordinated by one person Ruth Simons, who is a resident of Lions Bay and Gambier Island. Her contribution has been immense.
- It has become obvious over the past two years that the Forum cannot continue to operate on this “volunteer” model for much longer. While Ruth and her assistants are devoted to the Sound and the Forum, the time involved in preparing for the Forum is substantial.
- In addition, approximately 15 months ago, Ocean Wise (Vancouver Aquarium) prepared a study of the health of the Sound and presented its findings to the Forum along with a number of recommendations for action steps the communities and the Forum could take to improve the sustainability of the Sound and its surrounding areas.
- The Task Force has been meeting regularly to provide action steps for the Forum. Trustee Kate-Louise Stamford is the co-chair of the task force. Again most of the work being done by the Task Force is done by volunteers (elected officials and others) and the time invested has been substantial.
- Both the Forum itself and its sub group, the Task Force, have identified administrative tasks as the main need for assistance. In other words the work of a “secretariat” which could include minute taking, correspondence, publishing of documents, document management, etc.
- At the June Trust Council meeting, Islands Trust Council passed the following resolution:

That Trust Council request staff to provide a report to Trust Council with information about the implications of the Islands Trust taking on a secretariat role for the Howe Sound Community Forum that considers the needs of existing and potential regional coordination processes in the Baynes Sound/Lambert Channel and Saanich Inlet regions and that the Trust Programs Committee is authorized to provide initial support if it deems it advisable out of its existing budget.

- It is the latter part of that motion that this Request for Decision addresses. The research into the “secretariat role” may take some time for staff to complete and for Trust Council to implement any recommendations. It is proposed to provide some interim assistance to the Howe Sound Forum and the task force in the meantime.
- What is proposed is that staff contract until the end of the current fiscal year to assist with the tasks identified.
- It is suggested that a maximum of \$3000 be allocated to this task out of the Trust Programs Committee budget that is yet to be allocated.
- These funds would allow for much of the preparation for the next forum (which due to the election will not be until March or April of 2019) and assist with the administrative tasks of the Task Force and hopefully bridge to what may be a longer term solution.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This would be a new function for the Islands Trust and would be administered by Trust Area Services. Undertaking this function for the next six months would allow the organization to gain some experience with the time and costs involved.

FINANCIAL: This would allocate up to \$3000 of the Trust Programs Committee budget for 2018/2019.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff would be required to develop the contract, monitor the deliverables, and process the invoices related to the contract. Trustees would communicate the decision to Howe Sound Community Forum members.

FIRST NATIONS: First Nations are regular attendees at the Forum and speak positively about the experience.

OTHER: None.

- 4 **RELEVANT POLICY(S):**
Procurement Policy (6.5.3)
Islands Trust Act

- 5 **ATTACHMENT(S):** Principles of Cooperation

RESPONSE OPTIONS

Request staff to enter into a contract to provide “secretariat” type services for the Howe Sound Community Forum and related Task Forces for the current fiscal year to a maximum of \$3,000 paid for out of the current Trust Programs Committee Budget.

Alternative:

- 1) **Do not approve the request**

Prepared By: Dan Rogers

Reviewed By/Date: Clare Frater, Director, Trust Area Services, August 14, 2018

Principles For Cooperation

Howe Sound Community Forum

To provide an overview of the need, purpose and structure for cooperative efforts by interested local governments and First Nations in the Howe Sound area.

1. Statement of Purpose

To provide a forum for local governments, Regional Districts and First Nations discussion to maintain and enhance the economic, environmental, cultural and social well being of the Howe Sound for the benefit of present and future generations.

2. Rationale (The Need)

The Howe Sound Community Forum will enhance collective action among local governments, regional districts and First Nations by:

- Providing a common forum for dialogue
- Sharing knowledge and information to avoid duplication of effort and to enhance any single organization's capacity for action
- Promoting the use of transparent processes that encourage awareness and involvement.

3. Scope (The area)

The Howe Sound area includes the marine waters and all the municipal, regional district, local trust committee and First Nation lands that drain into these waters, the surrounding airshed on the east side of the Strait of Georgia between Point Atkinson and Gower Point, and interested adjacent communities.

4. Common Vision

The Howe Sound Community Forum envisions that communities within the Howe Sound area can be healthy, productive and sustainable by:

- promoting compact and complete communities;
- encouraging safe and livable communities;
- encouraging an integrated transportation system;
- preserving a healthy and natural environment;
- nurturing cultural heritage
- supporting sustainable use of resources;
- fostering a vibrant and dynamic economy;
- raising awareness about land use; and
- ensuring the public is informed and encouraged to be active.

5. Shared Values

The Howe Sound Community Forum will involve the collective efforts of a wide variety of governments, First Nations, non-government organizations, the private sector, educational institutions and individuals to pursue the following values and objectives. The Forum shares the following values and objectives.

Value...Spirit of Sharing

Objective – The many interests and organizations in the Howe Sound can strengthen the effectiveness of programs by openly sharing information and knowledge.

Value... Action Orientation

Objective – The Howe Sound Community Forum will encourage groups to take actions that produce positive observable results and public benefit to communities.

Value...Efforts towards Sustainability

Objective - The Howe Sound Community Forum members recognize the need to effectively manage and maintain a balanced relationship between community development and the protection of unique biophysical and cultural qualities of the region.

Value.. The need for Cooperation

Objective –Governments, First Nations and organizations will be encouraged to work together.

Value...Stewardship

Objective – Voluntary action of individuals and organizations as a powerful and effective tool for achieving positive results is an objective of the Forum.

Value... Transcending Jurisdictions

Objective – The Forum will encourage communities to work together for the greater good because territorial lines on a map mean nothing in terms of sustainability.

Value...Focus and Transparency

Objective – Forum member programs will encourage clear objectives and use accountable processes that are available to Howe Sound Community Forum members and the public.

Value... Respect for Diversity

Objective – It is recognized that while every member of the Howe Sound Community Forum may have a different focus or interest, they are encouraged to acknowledge a shared interest in the sustainability of Howe Sound.

6. Structure (The Members)

A hosting community from the membership will act as the focal point and be responsible to coordinate meetings and agenda material.

The hosting community will rotate among the Howe Sound Community Forum members and meetings will be held annually, or more frequently, as requested by any member or as predicated by local issues.

Task forces or sub forums may be established to focus on specific projects.

Charter members of the Howe Sound Community Forum include elected representatives of:

District of Squamish	Greater Vancouver Regional District
Resort Municipality of Whistler	Squamish-Lillooet Regional District
Squamish Nation	Village of Lions Bay
District of West Vancouver	Sunshine Coast Regional District
Gambier Island Local Trust Committee	Bowen Island Municipality
Village of Pemberton	Town of Gibsons

7. Activities (Action and Results)

The Howe Sound Community Forum members are not expected to make decisions as a body and will achieve its objectives through activities that build on the talents, knowledge and actions of its individual members by:

- Facilitating information exchange about local or regional projects
- Supporting members by sharing information, research and best practices
- Apprise the public of topical and important matters that affect us all
- Identifying areas of public policy that require attention and projects that deserve the support of the Forum members
- Assessing progress through benchmark, monitoring, and program assessments; and
- Promoting transparency and accessibility by the Forum members.

Therefore, all the parties of the Howe Sound Community Forum commit to respect the Principles for Cooperation

Approved by the District of Squamish this ____ day of ____, 2013 by _____
Rob Kirkham, Mayor

Approved by the Bowen Island Municipality this ____ day of ____, 2013 by _____
Jack Adelaar, Mayor

Approved by the Squamish Nation this ____ day of ____, 2013 by _____
Bill Williams, Chief

Approved by the Gambier Island Local Trust Committee this ____ day of ____, 2013 by _____
David Graham, Chair

Approved by Metro Vancouver this ____ day of ____, 2013 by _____
Greg Moore, Chair

Approved by the Town of Gibsons this ____ day of ____, 2013 by _____
Wayne Rowe, Mayor

Approved by the Village of Lions Bay this ____ day of ____, 2013 by _____
Brenda Broughton, Mayor

Approved by Squamish Lillooet Regional District this ____ day of ____, 2013 by _____
Patricia Heintzman, Chair

Approved by the Sunshine Coast Regional District this ____ day of ____, 2013 by _____
Garry Nohr, Chair

Approved by the Resort Municipality of Whistler this ____ day of ____, 2013 by _____
Nancy Wilhelm-Morden, Mayor

Approved by the Village of Pemberton this ____ day of ____, 2013 by _____
Jordan Sturdy, Mayor

Approved by the District of West Vancouver this ____ day of ____, 2013 by _____
Michael Smith, Mayor

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

No.	Description	Activity	R/Initiated	Responsibility	Target Date
1	Improve the Delivery and Integration of Services	Identify changes that could improve the delivery and integration of services		Clare Frater Russ Hotsenpiller	
2	Trust Secretariat	Provide a report to Trust Council with information about the implications of the Islands Trust taking on a secretariat role for the Howe Sound Community Forum that considers the needs of existing and potential regional coordination processes in the Baynes Sound/Lambert Channel and Saanich Inlet regions.	20-Jun-2018	Clare Frater Russ Hotsenpiller	
3	Review the Islands Trust Policy Statement	Implement Policy Statement engagement plan State of the Islands project		Clare Frater Karen Hurley	

Projects**Trust Programs Committee**

Description	Activity	R/Initiated
Improve cooperation and integration with other levels of government.	Explore opportunities and benefits of cooperating with First Nations and others to seek nominations of the Trust Area as a UN Biosphere Reserve.	

Trust Programs Committee

No.	Description	Activity	R/Initiated	Responsibility	Target Date
	Amend Crown Land Cooperation Agreements	Engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements into one. (Consider implications for First Nations relationships.)			
	Enhance (protect / restore) community character, socio-economic diversity and economic sustainability	Develop advocacy program for sustainable, appropriate agriculture Facilitate exploration of intra and inter-island transportation routes			