Trust Programs Committee Agenda
Teleconference participants dial 1-866-222-0249, followed by 8623188#

Date	Monday, August 12, 2013
Time	10:45 am - 3:00 pm
Location:	Islands Trust Victoria Boardroom
	200-1627 Fort Street, Victoria, BC

Pages

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. MINUTES/COORDINATION
   - 3.1. Minutes of Meeting and Resolutions Without Meeting
     - 3.1.1. May 13, 2013 — 2 - 7
   - 3.2. Follow Up Action List — 8 - 9
4. TRUST COUNCIL BUSINESS
   - 4.1. Briefing - Recommended Policy Amendments related to Trust Council Delegation Bylaw 154 — 10 - 29
   - 4.2. RFD - Water education materials inventory and information gaps — 30 - 45
   - 4.3. Dec 2013 Trust Council session on economic development linkages — 46 - 48
   - 4.4. RFD - BC Ferries Advocacy Research Program
5. NEW BUSINESS
6. WORK PROGRAM
   - 6.1. Trust Programs Committee Work Program Report
7. CLOSED MEETING
8. NEXT MEETING
   - 8.1. Monday, November 4, 2013 (Ladysmith)
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 13, 2013**
Location: **Ladysmith City Hall, 410 Esplanade (Hwy 1)**

Members Present:
Paul Brent, Saturna Island Local Trustee (Chair)
Laura Busheikin, Denman Island Local Trustee
George Grams, Salt Spring Island Local Trustee (Vice-Chair)
Tony Law, Hornby Island Local Trustee
Liz Montague, South Pender Island Local Trustee
Sheila Malcolmson, Gabriola Island Local Trustee (ex officio)
Kate-Louise Stamford, Gambier Island Local Trustee (via phone)
Alex Allen, Hornby Island Local Trustee

Regrets:
Andrew Stone, Bowen Island Local Trustee
Ken Hancock, North Pender Island Local Trustee (EC Rep)

Staff Present:
Linda Adams, Chief Administrative Officer (only items 1 to 4.1)
Lisa Gordon, Director, Trust Area Services
Clare Frater, Policy Analyst - Recorder
Laura Stringer, Communications Specialist (only item 4.7 - via phone)

Media and Others Present: Peter Grove, Salt Spring Island Local Trustee (only items 1 to 4.1)

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1. CALL TO ORDER

The meeting was called to order at 10:45 am.

2. APPROVAL OF AGENDA

By general consent the agenda was amended to remove item 4.7 - Trust Programs Committee Advocacy, and was then approved as amended.

3. MINUTES/COORDINATION

3.1 Minutes of previous Meetings

3.1.1 February 4, 2013

By general consent the Trust Programs Committee Minutes of February 4, 2013 were adopted.

3.2 Follow-up Action List

The follow-up action list was provided for information and review, with an update from Director, Lisa Gordon . There was no discussion.

4. TRUST COUNCIL BUSINESS ITEMS

4.1 Draft RFD – Draft Trust Council Bylaw to delegate powers to the Salt Spring Island Local Trust Committee

Linda Adams, Chief Administrative Officer, provided an update about a draft Trust Council bylaw delegating powers to the Salt Spring Island Local Trust Committee. She asked for comments from the Committee on the draft Request for Decision document and the attachments. Committee members suggested various small amendments to the documents, discussed the length of the documents and asked questions. The Chief Administrative Officer said she would incorporate the feedback into the next draft of the documents which would be reviewed by the Salt Spring Island Local Trust Committee and the Executive Committee. The Committee considered a late item from Island Planner Justine Starke regarding Bylaw 154. By general consent the Committee decided to refer the decision about including this item in the Council package to the Executive Committee.

Resolution TPC 104/13

It was MOVED and SECONDED:
That the Trust Programs Committee recommend that the RFD – Draft Trust Council Delegation Bylaw 154 – Delegation of Certain Powers to the Salt Spring Island Local Trust Committee be forwarded to the Islands Trust Council with suggested changes for clarification.

CARRIED

Resolution TPC 105/13

It was MOVED and SECONDED:
That the Trust Programs Committee recommend that the Islands Trust Council approve Bylaw 154 –Delegation of Certain Powers to the Salt Spring Island Local Trust Committee (SSILTC).

CARRIED

4.2 Community Stewardship Awards

Resolution TPC 106/13

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

CARRIED

The meeting closed to the public at 11:35 a.m.
The meeting was re-opened to the public at 12:35 p.m.

Resolution TPC 109/13

It was MOVED and SECONDED:
That the Trust Programs Committee forward the Community Stewardship Award briefing to Trust Council.

CARRIED

4.3 Legislative Monitoring Chart

Staff provided an overview of the legislative monitoring chart. Committee members suggested the addition of information about community contribution companies and small changes.

Resolution TPC 110/13

It was MOVED and SECONDED:
That the Trust Programs Committee forward the legislative monitoring chart to Trust Council as amended.

CARRIED

4.4 2012-2013 Annual Report Section

Staff provided an overview of the Trust Programs Committee section of the 2012-13 Annual Report.

Resolution TPC 111/13

It was MOVED and SECONDED:
That the Trust Programs Committee accept the Trust Programs Committee report for inclusion in the 2012-2013 Islands Trust Annual Report.

CARRIED

4.5 Indicator Program Update

Staff provided an update about work on developing Census indicators done since Trust Program Committee's November 2012 meeting. Staff explained that Census data had been ordered and received and that planners were going to provide input to proposed interpretation options at their May 22 meeting. As time permits, staff plan to make the data freely available on the Islands Trust's website.

4.6 Review Project Charter for Water Education Documents

Staff introduced the Request for Decision document and requested feedback. Committee members suggested various amendments to the documents, including adding information about drought and alternatives to septic systems. The Communications Specialist said she would incorporate the feedback into the final document for review by the Chair.

Resolution TPC 112/13

It was MOVED and SECONDED:
That the Trust Programs Committee endorse the Water Education Materials project charter as discussed and delegate final confirmation to the Trust Programs Committee Chair.

CARRIED

4.7 Trust Programs Committee Advocacy

This item was removed from the agenda.

4.8 Discuss Plans for December 2013 Trust Council Session with Electoral Area Directors Regarding Economic Sustainability

Staff introduced the Request for Decision document and requested more direction about the goals of the Economic Development session planned for December 2013. The committee discussed inviting Chamber of Commerce representatives, tying in the BC Ferries and indicators program work, and highlighting effective island projects such as a Hornby Island case study. Committee members suggested that the session be renamed to Healthy Economies and that the session examine how business costs could be reduced. Committee members requested that staff prepare a briefing that outlines work program options for steps after the session. Committee members also suggested video recording the session as one option for capturing the learning for future trustees and staff.

Resolution TPC 113/13

It was MOVED and SECONDED:
That the Trust Programs Committee direct staff to develop a project charter for the economic development session planned for the Islands Trust Council meeting in December 2013 for consideration by the Trust Programs Committee in August 2013.

CARRIED

Trustee Stamford left the meeting at 1:35 p.m.

5. NEW BUSINESS

There was no new business.

6. WORK PROGRAM

6.1 Trust Programs Committee Work Program Report

Resolution TPC 114/13

It was MOVED and SECONDED:
That the Trust Programs Committee forward its work program to the Islands Trust Council with the top three items as follows: 1) Encourage understanding and voluntary stewardship of water resources; 2) Create linkages to share economic development models; and 3) Develop and implement a research program in support of the BC Ferries advocacy program; and with four continuing items as follows: community stewardship awards, legislative monitoring, indicator program and vacant crown land profiles.

CARRIED

7. CLOSED MEETING

8. RISE AND REPORT

There were no items to report from the Closed Session.

9. NEXT MEETING

The next meeting will take place on August 12, 2013.

10. ADJOURNMENT

By general consent the meeting adjourned at 2:10 p.m.

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Paul Brent, Chair

CERTIFIED CORRECT:

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Clare Frater, Recorder

Trust Programs Committee Follow Up Action List

May 13, 2013 meeting

No.	Activity	Responsibility	Target Date	Status
104/13	Forward to the Islands Trust Council the RFD – Draft Trust Council Delegation Bylaw 154 – Delegation of Certain Powers to the Salt Spring Island Local Trust Committee with suggested changes for clarification.	LA	May-13	Done
105/13	Convey that the Trust Programs Committee recommend that the Islands Trust Council approve Bylaw 154 – Delegation of Certain Powers to the Salt Spring Island Local Trust Committee (SSILTC).	LA	May-13	Done
109/13	Forward the Community Stewardship Award briefing to Trust Council	CF	May-13	Done
110/13	That the Trust Programs Committee forward the legislative monitoring chart to Trust Council as amended.	CF	May-13	Done
111/13	Staff to include TPC report in the 2012-2013 Islands Trust Annual Report.	LS	May-13	Done
112/13	Finalise Water Education Materials project charter, seek Chair approval and implement.	LS	Aug-13	In-progress
113/13	Develop a project charter for the economic development session planned for the Islands Trust Council meeting in December 2013 for consideration by the Trust Programs Committee in August 2013	CF/LG	Aug-13	Done
114/13	Forward work program to the Islands Trust Council with the top three items as follows: 1) Encourage understanding and voluntary stewardship of water resources; 2) Create linkages to share economic development models; and 3) Develop and implement research program in support of BC Ferries advocacy program; and with four continuing items as follows: community stewardship awards, legislative monitoring, indicator program and vacant crown land profiles.	CF	May-13	Done

November 5, 2012 meeting

No.	Activity	Responsibility	Target Date	Status
3.5	Develop proposal for Trust Council session in December 2013 on community economic sustainability.	CF / LG	Aug-13	In progress
3.5	Contact water conservation groups for existing materials and initiatives	LS	May-13	Done
3.5	Research further high-priority indicators, such as census and housing	CF		data received for 1991-2006
3.5	Deliver 2013 Community Stewardship Awards program	CF	Dec-13	On-going
3.5	Monitor legislative changes and report to Trust Council	CF	Jun-13	Complete

Earlier meetings

Date.	Activity	Responsibility	Target Date	Status
Dec-00	Trust Council directed Management to update Crown land information profiles in text format for on-island review through Local Trust Committees and the Bowen Island Municipality by April, 2001.	LG		On-hold - Still incomplete: Bowen Island, Gambier Island LTA, Ballenas - Winchelsea

BRIEFING

To: Trust Programs Committee

From: Linda Adams
Chief Administrative Officer

For the Meeting of: August 12, 2013

Date prepared: July 30, 2013

File No.: Bylaw 154

SUBJECT: PROPOSED POLICY AMENDMENTS FOLLOWING ADOPTION OF TRUST COUNCIL DELEGATION BYLAW 154 (DELEGATION OF POWERS TO THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE)

DESCRIPTION OF ISSUE: Amendment of Trust Council policies as a consequence of the delegation of additional powers to the Salt Spring Island Local Trust Committee regarding water resource protection.

BACKGROUND:

- In July 2013, Trust Council adopted Bylaw 154, which delegates certain Trust Council powers to the Salt Spring Island Local Trust Committee in relation to the preservation and protection of water resources on Salt Spring Island. For these purposes, Bylaw 154 expands the role of the Salt Spring Island Local Trust Committee, beyond the land use planning and regulatory powers of a local trust committee that are provided for in s. 24 of the *Islands Trust Act*.
- Also in July 2013, Trust Council passed the following resolution:
  That the Islands Trust Executive Committee be requested to recommend consequential amendments to the Islands Trust Council policies in regards to Bylaw 154, as outlined in the document entitled '<u>Appendix 3 – Initial Identification of Consequential Policy Amendments related to Draft Bylaw 154 – April 11, 2013</u>'.
  Appendix 3 is attached for information (Attachment 1 to <u>this</u> briefing).
- Staff have begun work on the identification of potential policy amendments, in accordance with Trust Council's resolution.
- Prior to further discussion by the Executive Committee, input from the Trust Programs Committee is sought, specifically in regards to those Trust Council policies that are related to the Trust Programs Committee's terms of reference, or policies that were originally sponsored by the Trust Programs Committee Those policies are:

Policy No.	Policy Name	Purpose of Policy	Nature of Potential Amendments
2.1.iv	**Coordination Agreement Process**	Guides the process through which Islands Trust bodies enter into coordination agreements with other agencies	Amend to reflect that an LTC could enter into protocol agreements under s. 9 of the *Islands Trust Act*, where Trust Council has delegated this authority to it
6.10.iii	**Advocacy Policy**	Guides advocacy activities of Islands Trust bodies	Where Trust Council has delegated formal advocacy authority to an LTC, ensure this is reflected in the policy

<u>Policy 2.1.v – Coordination Agreement Process</u>

- Policy 2.1.v (Coordination Agreement Process) outlines the processes to be followed by various Islands Trust bodies, when they are developing and entering into coordination agreements with other bodies, either external or internal to the Islands Trust.

- Policy 2.1.v currently specifies different processes for coordination agreements that Trust Council enters into (pursuant to s. 9 of the *Islands Trust Act*) and those that a local trust committee may enter into (pursuant to s. 24 of the *Islands Trust Act*).
- The suggested amendments relate to situations where Trust Council has delegated (to a local trust committee) the power to enter into coordination agreements pursuant to s. 9 of the *Islands Trust Act,* as Trust Council Bylaw 154 has done. Where such powers have been delegated, suggested amendments to Policy 2.1.v indicate that the local trust committee must follow the same process as Trust Council would follow in developing coordination agreements pursuant to s. 9 of the *Islands Trust Act*. This reflects s. 4(a) of Bylaw 154, which indicates that the Salt Spring Island Local Trust Committee must exercise powers delegated to it in accordance with the procedures that would apply to Trust Council's exercise of the same powers.
- Some other minor amendments to Policy 2.1.v are proposed for clarity and updating.

Policy 6.10.iii – Advocacy Policy

- Policy 6.10.iii is a relatively recent policy adopted by Trust Council in September 2012 to guide its advocacy work. The policy currently identifies the different roles for Trust Council and local trust committees in regards to advocacy.
- The suggested amendments recognize that, where Trust Council delegates additional advocacy powers to a local trust committee, it would have the ability to advocate beyond its land use planning role. Other suggested amendments clarify that responsibility for the related work would primarily rest with the staff assigned to the local trust committee.

Other Policy Amendments

- Proposed amendments to other policies identified in Appendix 3 are being referred to the Local Planning Committee and the Financial Planning Committee for comment. Once comments from all committees have been received, the Executive Committee will recommend policy amendments to Trust Council.

ATTACHMENT(S):
1. Appendix 3 to a Request for Decision, originally received by Trust Council in June 2013 – '*Initial Identification of Consequential Policy Amendments related to Draft Bylaw 154 – April 11, 2013'*
2. Policy 2.1.iv – Coordination Agreement Process – illustrating potential amendments related to Trust Council Delegation Bylaw 154 – July 30, 2013
3. Policy 6.10.iii – Advocacy Policy -- illustrating potential amendments related to Trust Council Delegation Bylaw 154 – July 30, 2013

AVAILABLE OPTIONS:
- Recommend that the Executive Committee forward to Trust Council the proposed amendments to Policies 2.1.iv and 6.10.iii as illustrated in Attachments 2 and 3.
- Recommend other potential amendments to Policies 2.i.iv and 6.10.iii, related to adoption of Bylaw 154.
- Recommend that Trust Council request the Trust Programs Committee to propose other amendments to Policies 2.i.iv and 6.10.iii (in addition to those related to Bylaw 154) as a separate work program item.

FOLLOW-UP: To be determined by the Trust Programs Committee.

Prepared By: Linda Adams, Chief Administrative Officer
Reviewed By/Date: L. Gordon, Director of Trust Area Services

cc. Islands Trust Executive Committee
Salt Spring Island Local Trust Committee

ATTACHMENT 1 to TPC Briefing dated July 30, 2013

Appendix 3
Initial Identification of Consequential Policy Amendments related to
Draft Trust Council Bylaw 154 – May 23, 2013
(Delegation of powers to assist in the preservation and protection of water resources in the Salt Spring Island Local Trust Area)

Policy No.	Policy Name	Purpose of Policy	Nature of Potential Amendments	Extent of Potential Amendments related to draft Bylaw 154	Comments
2.1.iv	**Coordination Agreement Process**	Guides the process through which Islands Trust bodies enter into coordination agreements with other agencies	Amend to reflect that an LTC could enter into protocol agreements under s. 9 of the *Islands Trust Act*, where Trust Council has delegated this authority to it	Minor	Some minor housekeeping amendments could be made at the same time, if desired.
4.1.vi	**LTC Guidelines for Authorizing Decisions**	Provides guidelines for LTC decisions, indicating whether they must be made by bylaw or resolution	Review to determine if the guidelines should be applied to any new types of decisions, related to delegated powers	Minor	These guidelines are out-of-date, so a review may bring to light other amendments that should be considered in order to update them.
4.1.viii	**LTC Local Expense Accounts**	Defines procedures for planning, accounting and administration of LTC Local Expense funds.	Determine if amendments are necessary to reflect potential expenditures related to delegated powers	Minor	This policy has already been identified for other amendments which could be accomplished at the same time.
5.9.i	**Best Management Practices for Delivery of Local Planning Services to LTCs**	Guides LTC use of local planning staff in relation to their responsibilities for land use planning and regulation	Where Trust Council has delegated additional powers to an LTC, provide for the use of staff resources in regards to those powers	Medium	
6.3.ii	**Special Property Tax Requisition**	Guides the process by which an LTC can request a special property tax requisition for 'additional operations'.	Reflect sections of draft Bylaw 154 that indicate costs related to delegated powers will always be recovered through a special property tax requisition	Medium	Need to determine if $5000 should remain the minimum amount that would be subject to a special property tax

Policy No.	Policy Name	Purpose of Policy	Nature of Potential Amendments	Extent of Potential Amendments related to draft Bylaw 154	Comments
					requisition
6.5.i	**General Revenue Fund Surplus Policy**	Establishes a framework for managing annual year end surplus	Ensure consistency with s. 6 of Policy 6.3.ii, so that funds acquired through special property tax requisition in one LTA cannot be transferred to another LTC	Minor	
6.5.ii	**Budget Control and Adjustment Authority**	Guides the process for periodic adjustments to the approved annual operating budget	Ensure consistency with s. 6 of Policy 6.3.ii, so that any unspent funds acquired through special property tax requisition in one LTA are retained for the use of the relevant LTC	Minor	
6.10.iii	**Advocacy Policy**	Guides advocacy activities of Islands Trust bodies	Where Trust Council has delegated formal advocacy authority to an LTC, ensure this is reflected in the policy.	Medium	

2.1.iv. Policy

(ILLUSTRATING POTENTIAL AMENDMENTS RELATED TO TRUST COUNCIL DELEGATION BYLAW 154 – JULY 30, 2013)

COORDINATION AGREEMENTS PROCESS

Trust Council: September 9, 1994
(Amended: March 8, 1997; December 10, 1999;
December 8, 2000; June 10, 2004; September 11, 2013)

A: PURPOSE:

1. To delineate the process for:
   - Trust Council to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and first nations under the authority of Section 9 of the *Islands Trust Act*,
   - local trust committees to enter into protocol agreements with municipalities, regional districts, boards of school trustees or francophone education authorities under the authority of Section 24 (2) of the *Islands Trust Act*,
   - local trust committees to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and first nations under the authority of Section 9 of the *Islands Trust Act*, where Trust Council has adopted a bylaw delegating this authority to a local trust committee,
   - the Chief Administrative Officer to enter into letters of understanding with other agencies at an administrative level; and
   - Trust Council, or a local trust committee, to enter into memoranda of understanding with another corporate entity of the Islands Trust.

2. To enhance the understanding and achievement of the Islands Trust object by integrating relevant Islands Trust Policy Statement policies into coordination agreements.

B: REFERENCES:

1. ***Islands Trust Act***
- 1.1 Section 9 Coordination Agreements with other Government Bodies
- 1.2 Section 24 (2) Responsibilities of Local Trust Committees
- 1.3 Section 10 Delegation of Powers by Trust Council

2. Islands Trust Policy Statement
- 2.1 Guiding Principles
- 2.2 Policy 3.1.9

3. Islands Trust Policy Manual

3.1 Executive Committee Terms of Reference (2.4.i.)

4. Islands Trust Operations Manual

4.1 Protocol Agreement/Letter of Understanding Administrative Procedures (A.1.v.)
4.2 Protocol Development Process Checklist Appendix C
4.3 Administrative Processing Checklist Appendix C (i)
4.4 Protocol Agreement Outline Appendix C (ii)
4.5 Letter of Understanding Outline Appendix C (iii)
4.6 Memorandum of Understanding Appendix C (iv)

C: TERMINOLOGY:

1. **Protocol** – A protocol agreement refers to ~~-~~an agreement that ~~Trust Council~~an Islands Trust body may enter into, under the authority of Sections 9 or 24(2)(c) of the *Islands Trust Act*, ~~on its own behalf or on behalf of one or more local trust committees~~ with other agencies or organizations at a political level.

2. **Letter of Understanding –** A letter of understanding refers to an agreement that the Chief Administrative Officer may enter into with other agencies at an administrative level. Trust Council, or a local trust committee, shall endorse the letter of understanding as appropriate.

3. **Memorandum of Understanding –** A memorandum of understanding refers to an agreement that Trust Council, or a local trust committee, enters into with another corporate entity of the Islands Trust at a political level.

D: POLICY:

1. PROTOCOL AGREEMENTS under the AUTHORITY OF SECTION 9

The process for the Trust Council to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and first nations, at a political level includes the following:

1.1 Initiation - Executive Committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advise the ~~Ministry~~ ministry ~~of Community, Aboriginal, and Women's Service~~responsible for the *Islands Trust Acts* of the intention to create a protocol agreement.

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1.2 Draft Protocol Agreement - Islands Trust staff prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ~~Ministry~~ ministry ~~of Community, Aboriginal, and Women's~~

~~Services~~responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.

1.3 **Proposed Protocol Agreement -** Staff prepare a Request for Decision that includes the proposed protocol agreement and place it on the Trust Council agenda for approval to execute the agreement.

1.4 **Ministerial Approval** - A protocol agreement under Section 9 of the I*slands Trust Act* is forwarded to the ~~Minister~~ minister ~~of Community, Aboriginal, and Women's Services~~responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.

1.5 **Final Protocol Agreement** – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the ~~Islands Trust~~Trust Council.

Where the Trust Council has delegated authority to a local trust committee to enter into coordination agreements pursuant to Section 9 of the *Islands Trust Act*, the process for the local trust committee to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and first nations, at a political level includes the following:

1.6 **Initiation –** A local trust committee that has been delegated powers under Section 9 of the *Islands Trust Act* passes a resolution instructing its staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advise the ministry responsible for the *Islands Trust Act* of the intention to create a protocol agreement.

1.7 **Draft Protocol Agreement -** Staff assigned to the initiating local trust committee prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ministry responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.

1.8 **Proposed Protocol Agreement -** Staff assigned to the initiating local trust committee prepare a Request for Decision that includes the proposed protocol agreement and place it on the local trust committee agenda for approval to execute the agreement.

1.9 **Ministerial Approval** - A protocol agreement under Section 9 of the I*slands Trust Act* is forwarded to the minister responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.

1.10 **Final Protocol Agreement** – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the initiating local trust committee.

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2. PROTOCOL AGREEMENTS under the AUTHORITY OF SECTION 24(2)

The process for local trust committees to enter into a protocol agreement with municipalities, regional districts, boards of school trustees and francophone education authorities at a political level includes the following:

2.1 **Initiation –** The local trust committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications.

2.2 **Draft Protocol Agreement –** Staff prepare a draft protocol agreement and circulate it to the local trust committee, the Executive Committee and the other parties to the agreement for review and comment.

2.3 **Proposed Protocol Agreement -** The local trust committee approves the proposed protocol agreement and then refers it to the Executive Committee for approval.

2.4 **Final Protocol Agreement** – Once Executive Committee approval has been received, the Chair of the local trust committee signs the final protocol agreement.

3. LETTERS OF UNDERSTANDING

The process to enter into a letter of understanding at an administrative level includes the following:

3.1 **Initiation** - Trust Council instructs staff to prepare a draft letter of understanding, either through an approved protocol agreement or through a separate Request for Decision from appropriate corporate entity(s), and reviews the work program with regard to timeframes and resource implications.

3.2 **Draft Letter of Understanding** - Staff prepare the draft letter of understanding and circulate it to appropriate corporate entity(s) and the other parties to the agreement for review and comment.

3.3 **Proposed Letter of Understanding** - Staff prepare a Request for Decision that includes the proposed letter of understanding and place it on the Trust Council agenda for approval to execute the agreement.

3.4 **Final Letter of Understanding –** Once Trust Council has approved the letter of understanding, the Chief Administrative Officer signs the final letter of understanding.

4. MEMORANDUM OF UNDERSTANDING

The process to enter into a memorandum of understanding agreement between corporate entities of the Trust includes the following:

4.1 **Initiation** – The appropriate Trust corporate entity(s) passes a resolution instructing staff to prepare a draft memorandum of understanding and reviews the work program (s) with regard to time frames and resource implications.

4.2 **Draft Memorandum of Understanding** - Staff prepare a draft memorandum of understanding for review and comment by appropriate Trust corporate entity(s), including the Executive Committee.

4.3 **Proposed Memorandum of Understanding** - The appropriate Trust corporate entity(s) approve the proposed memorandum of understanding.

4.4 **Final Memorandum of Understanding** – Once approval is given, then the relevant Chairs of the affected corporate entities of the Trust are the signing authorities for the memorandum of understanding.

5. GENERAL GUIDELINES

5.1 **Agreements Monitoring -** Staff will file all agreements in the Islands Trust Legislative and Reference Handbooks. Trust Area Services is responsible for cataloguing and monitoring the agreement processes through the Islands Trust Agreements Monitoring Chart.

5.2 **Amendments -** Amendments to an agreement are proposed, processed, and finalized in the same fashion as the base agreement.

5.3 **Agreement Format -** Trust Area Services will standardize the format for all agreements and ensure that the process satisfies legislative, legal and policy requirements.

5.4 **Legislative Reference -** All agreements will acknowledge the Islands Trust legislative object "... to preserve and protect ..." as provided for in the *Islands Trust Act*.

5.5 **Process -** Staff will negotiate the coordination agreements with political direction. The agreements will conclude at a political level for staff implementation.

5.6 **Concessions -** Coordination agreement should not make concessions to another party that prevent the Islands Trust from seeking legal recourse against that party.

6.10.iii Policy & Procedure

(ILLUSTRATING POTENTIAL AMENDMENTS RELATED TO TRUST COUNCIL DELEGATION BYLAW 154 – JULY 30, 2013)

ADVOCACY POLICY

Trust Council: September 12, 2012; September 11, 2013

A: PURPOSE:

1. To provide guidelines for advocacy activities in the context of legislation and policy.
2. To define policies and procedures for effective advocacy.
3. To ensure that advocacy positions are credible and supported by public process.
4. To clarify roles and responsibilities for implementing this policy, for the benefit of Islands Trust as well as the public and agencies involved in advocacy in the Islands Trust area.

B: BACKGROUND

1. The *Islands Trust Act* establishes that the Object of the Islands Trust is to preserve and protect the Trust Area and its unique amenities and environment in cooperation with others. Based on this legislated mandate, Trust Council encourages cooperation by all levels of government, First Nations, industry, business, not-for-profit and community groups to act in ways that advance the Object, using a variety of strategies, such as protocol agreements, letters of understanding and advocacy. All levels of government, First Nations, non-profit agencies, businesses, property owners, residents and visitors share responsibility for the preservation and protection of the unique environment and amenities of the Trust Area.

C: REFERENCES:

1. The *Islands Trust Act* defines the Islands Trust's purpose, referred to in the legislation as its "object" and defines Trust Council's advocacy roles in section 8 and 9. Trust Council may, by bylaw, delegate its advocacy role to another party.

2. Islands Trust Policy Statement, section on Roles and Responsibilities

> *The Islands Trust Council cannot effectively implement the Policy Statement without the support of all stakeholders. Assistance, cooperation and collaboration are required from local trust committees, island municipalities, the Trust Fund Board, the Provincial Government, other government agencies, non-government organizations, communities, First Nations, property owners, residents and visitors. In the spirit of the legislated object of the Islands Trust, it is expected that all corporate entities of the Islands Trust will consult with other agencies on matters involving potential conflict between the legislated object of the Trust and the legislated mandate of other agencies.*

3. Islands Trust Policy Statement, Part 1: Purpose and implementation of the Trust Policy Statement, Roles and Responsibilities, Role of Other Government and Non-Government Organizations.

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

4. Islands Trust Policy Statement, Part II - The Islands Trust object and its meaning

   to achieve its object, the Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While the Islands Trust can provide the necessary leadership, responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities.

5. Islands Trust Policy Statement, Part II - The Islands Trust object and its meaning, Guiding Principles:

   - *The primary responsibility of the Islands Trust Council is to provide leadership for the preservation, protection, and stewardship of the Trust Area's amenities, environment, and resources.*
   - *When making decisions and exercising judgment, Trust Council will place priority on preserving and protecting the integrity of the environment and amenities in the Trust Area.*
   - *Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard.*
   - *Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.*
   - *Trust Council will implement a plan for the advancement of the Policy Statement as part of its annual budget process, and the Executive Committee of Trust Council will report to Council on progress in achieving the goals of the Policy Statement.*

6. Islands Trust Policy Statement, Part III Ecosystem Preservation and Protection, Policy 3.1.9

   Trust Council encourages actions and programs of other government agencies which:

- *place priority on the side of protection for Trust Area ecosystems when judgment must be exercised,*
- *protect the diversity of native species and habitats in the Trust Area, and*
- *prevent pollution of the air, land and fresh and marine waters of the Trust Area.*

7. Trust Council Policy 1.3.i Policy Statement Implementation Policy

8. Trust Council Policy 2.1.i Statutory Rules of Conduct

9. Trust Council Policy 2.1.ii Standards of Conduct

10. Trust Council Policy 2.4.i Executive Committee Terms of Reference

11. Trust Council Policy 2.4.iv Trust Programs Committee Terms of Reference

12. Trust Council Policy 3.2.ix Islands Trust/Trust Fund Board Communications

13. Trust Council Policy 5.4.ii Procedural Fairness in Rezonings

14. Trust Council Policy 6.3.i Budget Process

15. Trust Council Policy 6.10.i Annual Report

16. Trust Council Policy 6.10.ii Communications

17. Trust Council Policy 6.12.ii UBCM/AVICC Membership and Resolutions

18. Trust Council Policy 7.1.iii Use of Local Trustee letterhead

19. Trust Council Policy 7.1.vii. Receipt of Confidential Information from External Governmental Organizations and Agencies

20. Trust Council Policy 7.1.iv & vi Use of Islands Trust letterhead and logo

21. Trust Council Policy 7.1.vii Receipt of Confidential Information from External Government Organizations and Agencies

22. Trust Council Strategic Plan

23. Local Trust Committee Official Community Plans

24. Trust Fund Board Policy 03008 Consulting Trust Council, Local Trust Committees, Island Municipalities, and Local Trustees on Trust Fund Board Matters

25. Trust Fund Board Policy 96009 Roles and Responsibilities

26. Trust Fund Board Policy 03006 Relationships with External Groups

27. Trust Fund Board Policy 03008 Consulting Trust Council, Local Trust Committees, Island Municipalities, and Local Trustees on Trust Fund Board Matters

28. Best Election Practices for Staff and Trustees - Guidelines

D. DEFINITIONS

In this policy,

1. **"Advocacy"** is the act of influencing and/or seeking cooperation with other agencies and decision-makers about laws, regulations, policies, programs, budgets, priorities, and other decisions relevant to the Islands Trust mandate.

2. **"Islands Trust bodies"** are the legal entities within the organizational structure of the Islands Trust, including Trust Council, local trust committees, council committees and the Trust Fund Board.

3. **"Consultation"** is the act of seeking comment on a proposed position or program, or other decision and then considering input received.

E. GENERAL POLICIES

1. From Communications Policy 6.10.ii: "In all communications, staff and trustees should identify whether they are representing a Local Trust Committee, the Executive Committee, Trust Council, or the Trust Fund Board" or speaking as an independent elected official or private citizen."

2. Islands Trust bodies will conduct their advocacy activities in a manner that enhances Islands Trust's reputation as an organization that works proactively, constructively and collaboratively to advance the Object in an informed, organized, respectful, and transparent way.

3. Islands Trust bodies will ensure that their advocacy positions are consistent with the *Islands Trust Act*, the Object and established policy and are supported by a resolution of Trust Council, Executive Committee, Trust Fund Board or local trust committee.

4. Islands Trust bodies will ensure that their advocacy positions consider the roles and needs of all other bodies of the Islands Trust. When practical, Islands Trust bodies will coordinate their advocacy efforts through the Executive Committee so that related issues can be advanced strategically, in the context of Trust Council's Strategic Plan.

5. When making decisions about new advocacy positions and actions, Islands Trust bodies will base those decisions on research, such as: a) a review of related past Trust Council and Executive Committee decisions and actions; b) consistency with the Islands Trust Policy Statement; c) consistency with Official Community Plan policies; d) relevant evidence; e) contextual information; f) an assessment of partnership opportunities; g) implications of proceeding or not proceeding with certain courses of action; and h) potential workload implications for staff and trustees.

6. When practical, Islands Trust bodies will proactively monitor the legislation and policy development activities of other levels of government so that advocacy actions can be undertaken early in the policy development process when they might be most effective.

7. When developing an advocacy position, or substantially changing an advocacy position, Islands Trust bodies will consult other Islands Trust bodies that could be affected. The consulted body will consider adding the item to its next public agenda and convey through a resolution whether or not there are any concerns, the nature of the concern and, if appropriate measures that would resolve or address the concern. In the case of an urgent matter, an Islands Trust body may wish to comment through a resolution without meeting process.

8. Islands Trust bodies will adapt their advocacy strategies in response to changing political and economic contexts and new information.

9. Islands Trust bodies will consider the impact on existing work programs when considering advocacy positions.

10. Islands Trust bodies will ensure their advocacy positions and strategies:

    - respect the roles and needs of other stakeholders, and demonstrate a sincere attempt to build lasting relationships, even during conflict;
    - are non-partisan;
    - respect the public policy process by targeting requests to decision-making bodies with the mandate to act on the request and; demonstrate adequate knowledge and expertise, using scientific knowledge where appropriate.

11. Advocacy letters from Islands Trust bodies to elected officials should be signed by an elected official and be grounded in a resolution made at a public meeting.

12. Before announcing an advocacy position, Islands Trust bodies will prepare a strategic communications plan, and prepare for media attention and comment from constituents, stakeholders or partners. Community outreach may be considered before and/or after taking a position.

13. When entering partnerships for the purpose of advocacy Islands Trust bodies will consider broader implications such as:
    - conflicts may arise between the requirements of statutes such as the *Community Charter* or *Local Government Act* and the practices of non-governmental groups;
    - partnerships may require employees to receive confidential information requiring prior authorization by Trust Council or the Executive Committee consistent with Trust Council Policy 7.1.vii Receipt of Confidential Information from External Government Organizations and Agencies; and
    - partners may expect commitments for a longer duration than a one-year budget cycle or three-year election cycle.

14. Islands Trust bodies will ensure that advocacy strategies involving partnerships, especially those using the Islands Trust logo, include agreement among all partners on the provisions in E.12, the roles and responsibilities within the partnership and the decision-making processes.

F. ROLES AND RESPONSIBILITIES:

Trust Council

1. The Islands Trust Council establishes overall advocacy direction through the Islands Trust Policy Statement, sets priorities through its strategic plan and takes advocacy positions by resolution.

Executive Committee

2. The Executive Committee coordinates Trust Council's advocacy direction.

3. Executive Committee members encourage a coordinated approach to advocacy and external liaison as part of their appointment to local trust committees and the Trust Fund Board.

4. The Executive Committee appointee will notify Executive Committee when a local trust committee or the Trust Fund Board passes a resolution related to advocacy.

5. The Executive Committee directs individual advocacy actions in accordance with the advocacy direction set by Trust Council through resolutions and the strategic plan.

6. The Executive Committee may assist local trust committees, island municipalities and the Trust Fund Board with advocacy if a request for support is referred to the Executive Committee by resolution of those bodies.

7. The Executive Committee will seek a resolution of support from a local trust committee before engaging in advocacy on a local trust area issue.

8. The Executive Committee will include a report on advocacy activities in its quarterly report to Trust Council.

9. The Executive Committee will use their annual joint meeting with the Trust Fund Board and Bowen Island Municipality to discuss current and emerging advocacy topics of mutual interest.

Local Trust Committees

10. Local trust committees conduct advocacy based on the Islands Trust Object, the Islands Trust Policy Statement and their Official Community Plan(s).

11. Local trust committees may, by resolution, undertake advocacy on land use issues specific to their local trust area and consistent with the official community plan after considering whether the position may fetter their discretion on current or future land use planning decisions.

12. Where the Islands Trust Council has adopted a bylaw pursuant to Section 10 of the *Islands Trust Act* that delegates powers under Section 8(2)(b),(c), (d) or (e) of the *Islands Trust Act* to a local trust committee, the local trust committee may, by

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resolution, undertake related advocacy, subject to any restrictions or conditions specified in the bylaw.

13. The duties of elected office to make unbiased decisions about land use planning will take precedence when an advocacy topic overlaps with those duties.

14. When a local trust committee adopts an advocacy position, it will inform the Executive Committee, and will consider how the item relates to the staff work program.

15. If a local trust committee wishes to advocate on an issue not related to land use planning or not consistent with its Official Community Plan, the local trust committee Chair will seek approval from the Executive Committee to allocate staff time to the project.

16. If a local trust committee wishes to advocate on an issue overlapping with the jurisdiction of another Islands Trust body or island municipality, it will consult with the affected body. After considering the advice from that body it may take an independent position that is consistent with the object of the Islands Trust and the Islands Trust Policy Statement, and will inform that body of the position.

Trust Fund Board

17. Trust Fund Board advocacy is governed by Trust Fund Board policies TFB 96009 Trust Fund - Roles and Responsibilities, TFB 03006 Relationships with External Groups and TFB 03008 Consulting Trust Council, Local Trust Committees, Island Municipalities, and Local Trustees on Trust Fund Board Matters. If the Trust Fund Board wishes to advocate on an issue overlapping with the jurisdiction of another Islands Trust body or island municipality, it may consult with the affected body as described in those policies. After considering the advice of that body it may take an independent position consistent with the object of the Islands Trust, and will inform the affected body of the position.

Individual trustees

18. Only the Chair of Trust Council may represent Trust Council advocacy positions to the media unless the Chair designates this role to a trustee.

19. Individual trustees may advance advocacy positions that are established by local trust committee policy, resolution or bylaw.

20. Trustees will comply with policies on communications, letterhead and logo when communicating about advocacy or other topics.

21. Local trustees are encouraged to notify the Executive Committee of any upcoming meetings with provincial or federal ministers to ask if there is an opportunity to promote the broader interests of the Islands Trust. The likelihood of success increases when positions are sponsored by the broader organization, and are consistent with other positions being advocated to that same minister.

22. Before advancing an advocacy position as a private individual, a trustee must ensure he or she is taking into account the principles of administrative fairness and he or she is acting in accordance with Trust Council Guidelines on Statutory Rules of Conduct and section 103 of the *Community Charter* which imposes restrictions regarding conflict of interest and outside influence.

23. Municipal trustees will be responsible for liaison between Trust Council and the municipality on advocacy issues in between the annual joint meeting between the municipality and Executive Committee.

Staff

24. The Chief Administrative Officer will be responsible for the Islands Trust's advocacy policies and procedures.

25. Staff who become aware of emerging legislative or other issues relevant to the Islands Trust mandate will notify their Director, who will raise the topic at the subsequent team meeting. If the issue warrants further action, the request will be forwarded to the Trust Area Services Director for discussion at Executive Committee.

26. Trust Area Services staff are responsible to alert the Executive Committee to new issues that directly affect Islands Trust operations or mandate and to seek political direction before investing staff time exploring the issue.

27. ~~Local planning S~~staff assigned to work for a local trust committee are responsible for research on issues identified by the local trust committee~~s~~ relating to land use planning, ~~and~~ the official community plan and any advocacy topics that are related to additional powers delegated to the local trust committee by Trust Council.

28. When a local trust committee passes a resolution related to advocacy, local planning staff will notify the Director of Local Planning, who will then notify the Director of Trust Area Services.

29. When a local trust committee considers an advocacy issue that is relevant to the whole Trust Area, including Bowen Island Municipality, the Director of Local Planning Services may ask Executive Committee for support from Trust Area Services. Executive Committee will consider the requests for service and the advice of the CAO, and decide on staff support to carry out the local trust committee direction as time allows.

30. When researching background about a potential advocacy position, staff will convey to contacts that the inquiry is for research purposes only.

31. When researching advocacy positions, staff will work with external contacts at the staff-to staff level, and will communicate with non-Islands Trust elected officials only with the permission of the appropriate Chair and/or the Chief Administrative Officer.

32. When participating in advocacy partnerships that involve the receipt of confidential information, staff will comply with the Trust Council Policy 7.1.vii Receipt of

Confidential Information from External Governmental Organizations and Agencies (See E12).

33. When Trust Area Services staff are involved in advocacy work related to Trust Fund Board activities or interests, they will notify the Trust Fund Board Manager, and as appropriate, work with Trust Fund Board staff to prepare briefing and decision documents for the Trust Fund Board.

G. SPOKESPEOPLE:

1. Communications Policy 6.10.ii. will guide decisions about spokespeople.

2. As the official representative of the Islands Trust Council, the Chair of the Islands Trust Council may independently and immediately state advocacy positions that are consistent with the Object, the Policy Statement or previous resolutions of Islands Trust bodies.

3. Spokespeople should keep their comments as concise as possible, limit their comments to their own scope of knowledge and, when practical, should indicate that their statements are in support of the Object, Policy Statement policies or resolutions of an Islands Trust body. Where additional technical detail is desired, a staff or consultant report or comment can support the spokesperson.

4. Spokespeople should advance advocacy positions in a manner that is consistent with Trust Council's policy on standards of conduct.

5. Spokespeople should notify the Chief Administrative Officer (CAO) and Executive Committee of public statements made on an advocacy topic as soon as possible, and provide copies of any printed materials used to the directors of units with a relevant work program.

H. REPORTING

1. The Director of Trust Area Services will prepare a summary of advocacy activities for inclusion in the Islands Trust annual report.

2. The Executive Committee will report advocacy activities to each quarterly Trust Council meeting and seek updates from other Islands Trust bodies involved in advocacy.

3. Annually, the Executive Committee will report to the Trust Council on advocacy actions and highlights from conventions of the Association of Vancouver Island and Coastal Communities and Union of British Columbia Municipalities.

I. BUDGET

1. Funding for advocacy activities will be considered in accordance with the Islands Trust Council's policy on budget process.

J. EVALUATION

1. Islands Trust bodies are encouraged to celebrate positive results by thanking or congratulating key decision-makers.

2. In the last year of every Islands Trust Council term the Executive Committee will review and evaluate the effectiveness of the advocacy work undertaken during the term, considering the general policies in section E.

ISLANDS TRUST
REQUEST FOR DECISION

To: TRUST PROGRAMS COMMITTEE **For the Meeting of:** August 12, 2013

From: Laura Stringer **Date:** Aug 2, 2013

SUBJECT: ISLANDS TRUST WATER EDUCATION RESOURCES PROJECT

RECOMMENDATION:

1. **That the Trust Programs Committee direct staff to proceed with a survey of water organizations based on the attached proposal, including seeking input on the degree of interest in participating in a workshop in 2014 to provide input on developing an ongoing water stewardship program.**

2. **That the Trust Programs Committee delegate approval of the survey to the Chair.**

3. **That the Trust Programs Committee direct staff to post links to online information resources regarding water as per the attached table.**

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff estimates that approximately five weeks [194 hours] of staff time is required to conduct online research, compile contact information for the survey, conduct initial phone calls, create the survey, analyze results and make recommendations to the Trust Programs Committee, with a few additional days from the TAS Director and/or CAO to review work before presenting to Trust Council.

FINANCIAL: Until a product is determined via input through the survey no funds are required. If a product is required the Executive Committee may allocate funds from the communications budget.

IMPLEMENTATION/COMMUNICATIONS: Staff anticipates that there is adequate time available for the Communication Specialist to undertake this project, which will be completed in the 2013/14 fiscal year, without interrupting on-going projects. If the survey indicates support for the concept of a workshop in the 2014/2015 fiscal year, staff would then seek approval from Trust Council for the project, including estimates of time and funding required.

BACKGROUND

The issue of water quality and quantity has been a long standing issue on the Gulf Islands. As development pressures increase and as understanding grows about the impacts of climate

change on the Islands so does the concern over water supply and the need for adequate quantity and quality of water.

There are a number of issues that impact the quality and quantity of groundwater such as saline intrusion, land use impacts, well interference, surface contamination, topography, recharge rates, soils, geology and seasonal water shortage. Climate change may also have an impact on groundwater supplies. The protection of existing groundwater supplies is significantly easier than finding alternative water sources on the islands. Groundwater also plays an important role in maintaining base flows in rivers and streams, which are critical in providing wildlife habitat and maintaining fish spawning areas and wetlands.

The Islands Trust has a role to play in water protection within its authority over long-range development (OCPs) and land use planning, zoning, development permit areas, bylaw enforcement and subdivision servicing bylaws. Regional districts and Ministry of Transportation and Infrastructure have authority over water utilities and subdivision approvals.

The Islands Trust can play an important role in educating islanders about water issues and options to promote the sustainable use of water such as low flow toilets, showers, rainwater collection, etc. Previously the Islands Trust partnered with other agencies to create the Gulf Islands Waterscape poster (2004). In 2009 the Islands Trust also created a series of posters, featuring island artist's work, about special considerations on the islands, including water conservation. In 2006, the Trust Fund Board sponsored a rainwater catchment demonstration project on Salt Spring Island. Staff and Executive Committee have made two formal submissions to the BC Government during its review of the *Water Act.*

Current Islands Trust Council strategy includes the following:

Strategic Plan Direction: Policy Statement Goal B: Stewardship of Island Resources...

Objective: 3. PROTECT quality and quantity of water resources

Strategies: 3.1 Encourage understanding and voluntary stewardship of water resources

Potential Activities and Phases

FY 2013/14

3.1.1 Compile educational materials about water resources done by local groups and identify gaps

3.1.2 Fill identified gaps with new educational materials about water resources

FY 2014/15

3.1.3 Develop an on-going water stewardship program

Trust Programs Committee

On November 5, 2012 Trust Program Committee supported the idea of asking island water groups for their water education materials and best practices. Members discussed that regional districts focus their education initiatives on community water services and there is a gap in both groundwater regulation and education. Staff brought an initial inventory of local water education materials to the May 2013 TPC meeting, and will present the complete collection at the August 2013 meeting.

Related Projects/Initiatives

Local Planning Committee is responsible for Strategic Plan item 3.3.1: Development of Water

Quality and Quantity Tool Kit. Staff presented a draft project charter at LPC's May 2013 meeting.

REPORT/DOCUMENT:

1. Revised project charter
2. Inventory of Water Education Resources
3. Proposed draft survey of water groups / organizations

KEY ISSUE(S)/CONCEPT(S): Addressing water public education needs in the Islands Trust Area.

RELEVANT POLICY: Related to Islands Trust Policy Statement (3.3.3; 4.4.1; 4.4.4; 4.4.7).

DESIRED OUTCOME: Islands Trust will provide an inventory of water-related resources accessible via the web site; work as a catalyst to establish a network for water groups in the Islands Trust Area to share information and provide input; create a product(s), if necessary, that will meet the information needs of islanders; form partnerships with water groups; and, through collaboration develop an ongoing water stewardship program.

RESPONSE OPTIONS

Recommended:

1. That the Trust Programs Committee direct staff to proceed with a survey of water organizations based on the attached proposal, including seeking input on the degree of interest in participating in a workshop in 2014 to provide input on developing an ongoing water stewardship program.
2. That the Trust Programs Committee delegate approval of the survey to the Chair
3. That the Trust Programs Committee direct staff to post links to online information resources regarding water as per the attached table.

Alternative:

1. That Trust Programs Committee direct staff to make recommendations for filling information gaps without further consulting water groups.
2. That Trust Programs Committee direct staff to plan the 2014/15 water stewardship program without consulting water groups.
3. That the Trust Programs Committee direct staff not to post links on the web site.

Prepared by: Laura Stringer, Communications Specialist

Reviewed by: Lisa Gordon, Trust Area Services Director

Islands Trust Water Resource Education Materials Project – phase 1

DRAFT Project Charter (with track changes)

Creation Date: April 29, 2013 Last Updated: ~~May~~ August 2, 2013

Role	Name	Approval Signature	Approval Date
Project Champion	Lisa Gordon		
Project Sponsor	Trust Programs Committee		
Project Manager	Laura Stringer		

Purpose

To identify existing local water education materials by creating an inventory; to identify information gaps; and to develop options for addressing those gaps, if necessary.

Background

The issue of water quality and quantity has been a long standing issue on the Gulf Islands. As development pressures increase and as understanding grows about the impacts of climate change on the Islands so does the concern over water supply and the need for adequate quantity and quality of water.

There are a number of issues that impact the quality and quantity of groundwater such as saline intrusion, land use impacts, well interference, surface contamination, topography, recharge rates, soils, geology and seasonal water shortage. Climate change may also have an impact on groundwater supplies. The protection of existing groundwater supplies is significantly easier than finding alternative water sources on the islands. Groundwater also plays an important role in maintaining base flows in rivers and streams, which are critical in providing wildlife habitat and maintaining fish spawning areas and wetlands.

The Islands Trust has a role to play in water protection as it controls long-range development (OCPs)and land use planning, zoning, development permit areas, bylaw enforcement, subdivision servicing bylaws and in coordination with the CRD and Ministry of Transportation and Infrastructure deals with water utilities and subdivision approvals. In addition to land use controls, there are several practices (e.g. low flow toilets, showers, rainwater collection, etc.) for residential home owners that can help to conserve water.

The Islands Trust can play an important role in educating islanders about water issues and options to promote the sustainable use of water. Previously the Islands Trust partnered with other agencies to create the Gulf Islands Waterscape poster (2004). In 2009 the Islands Trust also created a series of posters, featuring island artist's work, about special considerations on the islands, including water conservation.

TAS staff are liaising with LPS staff on the development of two new initiatives:

1. *The water education project*
2. *The water quality and quantity planner tool kit (see below).*

Islands Trust Council Strategy includes the following:

Strategic Plan Direction: Policy Statement Goal B: Stewardship of Island Resources...

Objective: 3. PROTECT quality and quantity of water resources

Strategies: 3.1 Encourage understanding and voluntary stewardship of water resources

Potential Activities and Phases

FY 2013/14

3.1.1 Compile educational materials about water resources done by local groups and identify gaps

3.1.2 Fill identified gaps with new educational materials about water resources

FY 2014/15

Develop an on-going water stewardship program

Trust Programs Committee

Initial direction from the November 5, 2012 meeting provided the following direction:
Committee members supported the idea of asking island water groups for their water education materials and best practices. Members discussed that regional districts focus their education initiatives on community water services and there is a gap in both groundwater regulation and education. Staff committed to bringing an inventory of local water education materials to the February or May 2013 meeting with a report about water stewardship education initiatives that local groups suggest.

Related Projects/Initiatives

Strategic Plan item 3.3.1: Development of Water Quality and Quantity Tool Kit. This project has been assigned to Local Planning Committee. A draft project charter is scheduled for the committee's May 2013 meeting. The project includes a communications element which may link to the Trust Programs Committee project, namely developing communications materials (brochures, website, etc.) for the model water conservation development permit area (DPA) bylaw and the planner's toolkit.

Provincial Water Act: Staff and Executive Committee have made submissions to the province about proposed changes to the Water Act. In response to an Islands Trust question at the 2012 UBCM Conference, BC Environment Minister Terry Lake said Water Act consultation has been extended; a white paper will be ready in spring 2013 and legislation is now planned for 2014.

Objectives

- Identify island water groups and related agencies by March 29
- Conduct research via the internet on water education materials and best practices by March 29
- Contact groups to request any printed materials that are not posted on web sites by June 15
- Create categories for organizing materials in an inventory by July
- Organize inventory materials by category by September
- Identify information gaps by September
- Develop options for addressing gaps, if necessary, by October.

Scope

In Scope	Out of Scope
"Compile educational materials about water resources done by local groups that encourage understanding and voluntary stewardship and identify gaps" Documents (websites, pamphlets, booklets, posters, videos, etc.) produced since 2010 about: ▪ Local Island water groups ▪ Drinking water on the Islands ▪ Private wells / hydrofracturing ▪ Contaminants (e.g. septic systems, pesticides, agricultural run-off) ▪ Salt water intrusion ~~(including climate change?)~~ ▪ Rainwater collection and storage ▪ Drought	Documents about: ▪ Fisheries / Fish enhancement ▪ Streamkeepers ▪ Regulations / Legislation (LPC is doing this) ▪ ~~Agriculture / Pesticides~~ ▪ Lake water quality) ▪ Shorelines Subsequent strategic plan activities: • Fill identified gaps with new educational materials about water resources • Develop an on-going water stewardship program

Deliverables

Deliverable / Milestone	Target Completion Date
Create Project Management Charter for TPC approval	~~May 2013~~Done
Identify island water groups and conduct online research Produce document tracking table	~~May 2013~~Done
Assemble / collect materials identified by TPC as being within scope	~~June-July 2013~~Done
Produce inventory ~~/gap report~~	July 2013 (for Aug TPC)
Post available materials on Islands Trust website	Fall 2013
Survey of local water groups re current educational needs	Fall 2013
Produce gap report	November 2013
Develop options for next steps to be considered by TPC	November 2013

Stakeholders

Stakeholder	Represented by	Interests, expectations, concerns
Trust Council	Trust Programs Committee	• Provision of good quality and quantity of water for all island residents • Islands Trust leadership in public education
Local Planning Committee	Kris Nichols / David Marlor	• Regular collaboration to avoid duplication of effort and to produce complementary results • Developing public education/outreach materials on surface and groundwater protection.
Islanders	Local Trustees	• To have an adequate supply and quality of water. • To protect water sources through awareness.
CAO/Management Team	Lisa Gordon	• Provision of good quality and quantity of water for all island residents • Islands Trust leadership in public education.
Island Water Groups	Specific Group Contacts	• To share materials and to provide input on the development of public education materials. (Possible survey?)
Island Media	Specific media contacts	• Interest in issues that affect islanders, such as water. • Expectation of clear, proactive communications on initiatives.
Others (Regional Districts, BC Ministry of Environment)		• Information sharing

Project Team Resources

Name	Project Role	Organization	Duration	FTE Hours
Laura Stringer	Project Manager	TAS	November 2012 – November 2013	20 days (13 remaining as of May 2)
Lisa Gordon	Project Champion	TAS	November 2012 – November 2013	2 days

Project Governance

Role	Responsibility
Project Champion	At May 2013 TPC Meeting • Approval of/revisions to Project Charter • Discuss and document TPC specific interests, expectations and potential project issues or concerns • Identify CAO/Management team interests, expectations, potential project issues/concerns • Provide direction to Project Manager
Project Sponsor - Trust Programs Committee	Review documents, options, provide direction
Project Manager	Prepare Project Management Charter, conduct research, contact groups as necessary, prepare inventory documentation and options for next steps

Project Budget

Item	Details	Fiscal 13/14
Unknown pending research results	Funded by base budget	?
Totals		

Critical Success Factors

This project will be a success if the inventory and gap analysis are complete, options for next steps are identified and a decision made on the preferred option(s).

Links and Dependencies

- Approval of Project Charter by TPC
- Clear direction by TPC
- Availability of Project Manager due to other workload demands
- Liaison with LPC on Development of Water Quality and Quantity Tool Kit (LPC) and any related communications products.

Risk Assessment

Risk Description	Probability	Impact	Risk Rresponse Strategy
Unclear direction	L	M	Seek clarification via Project Champion based on RFD to Sponsor
Project Manager's time is limited	M-H	H	Determine priorities with Director TAS, revise timeline

Inventory of Islands Trust Area Water Education Resources (on-line as of July 2013)
Sorted by category Trust Programs Committee approved as "in scope"
In total 42 web sites were searched and 100 plus initiatives/resources explored.

GROUPS	Drinking water	Private Wells/ Hydro fracturing	Drought (water conservation)	Contaminants (septic systems, pesticides, agricultural run-off)	Saltwater Intrusion	Rainwater Collection and Storage
Island Water Groups						
Bowen – none						
Denman – none						
Gabriola Groundwater Management Society		Submission to the Gabriola Local Trust Committee: OCP Review June 2010 Water Storage, Climate Change, Water Regulation, Hydro fracturing				Two articles on rain harvesting from the *Watershed Sentinel* See website
Galiano – none						
Gambier/Keats - none						
Hornby Water Stewardship Project Nothing posted on web site (E-mail request for copies sent July 15)			Brochure on water conservation	Brochure on septic systems		Brochure/workshops
Lasqueti - none						
Mayne Island Integrated Water Systems Society	Well mapping/testing	Well mapping/testing	Booth at fall fair Online Library – links to books available for online purchase Seasonal water awareness sign Articles on water awareness/conservation published in Saturna Scribbler, Galiano Active Page and Pender Post	workshops on septic systems		workshops on rainwater collection, links to books available for online purchase
North Pender – none						

GROUPS	Drinking water	Private Wells/ Hydro fracturing	Drought (water conservation)	Contaminants (septic systems, pesticides, agricultural run-off)	Saltwater Intrusion	Rainwater Harvesting
Salt Spring Island Water Council	Series of technical reports on potable water, etc.	Well Owners' Workshop				Rainwater Harvesting Open House
Salt Spring Island Water Preservation Society	*St. Mary Lake How you can help brochure*					
Saturna Island Property Owners Association and Saturna LTC			Brochure on water conservation (not posted – hard copy only)			
Saturna Water Conservation Committee	Placemats based on waterscape poster				Saline intrusion information on web site	Rainwater collection information on web site
South Pender - none						
Thetis - none						

LTCs and Bowen Municipality						
Bowen Island Municipality						
Denman						
Gabriola						
Galiano	Galiano Groundwater Study- Phase One (Waterline Resources Inc. March 31, 2011) Galiano Groundwater Study - Phase Two (Waterline Resources Inc. - May 10 2012					

GROUPS	Drinking water	Private Wells/ Hydro fracturing	Drought (water conservation)	Contaminants (septic systems, pesticides, agricultural run-off)	Saltwater Intrusion	Rainwater Harvesting
LTCs continued						
Hornby			Living on Hornby Information Pamphlet (May 2012) – refers to wise water use			
Lasqueti			(Undated) Best Practices for Building and Living on Lasqueti Island Chapter on: Water Management: Fresh Water is a Precious Resource			
Mayne						
North Pender						
Salt Spring						
Saturna (see above brochure Saturna Island Property Owners Association)						
South Pender						
Thetis			Thetis Island Sustainability Guide Reference to water management			
Islands Trust	Groundwater Regulation Advocacy Chair Correspondence February 25, 2011 – submission to BC Water Act					
Island Trust Fund						Conserve Fresh Water – Rainwater Harvesting

GROUPS	Drinking water	Private Wells/ Hydro fracturing	Drought (water conservation)	Contaminants (septic systems, pesticides, agricultural run-off)	Saltwater Intrusion	Rainwater Harvesting
Regional Districts						
Capital			Conservation, Homeowner's Guide to outdoor Water Use			
Comox Valley	Guidelines for Canadian Drinking Water Quality					
Cowichan Valley		Well Smart (How Safe is Your Water – provincial government brochure; Variety of provincial government publications i.e. water well disinfection		how to find a septic tank Septic Savvy (variety of resources)		
Nanaimo	water quality	wellSMART	Team WaterSmart (water conservation Kidzone workshops & events	septic systems, septic system workshops Reports on water contamination	Various reports on saltwater intrusion	Rainwater Harvesting Rainwater Harvesting Incentive Program and Best Practices Guidebook workshops & events
Sunshine Coast		Sampling Your Private Well (Vancouver Coastal health sheet)	Water Conservation Facts and Tips; One Minute Water Calculator; Your Water Footprint; Water Efficiency Assessment Toolkit; Water Wise Gardening; Water Supply & Distribution Interactive Map; Awards Programs			
Powell River						
Metro Vancouver			Residential water conservation			

GROUPS	Drinking water	Private Wells/ Hydro fracturing	Drought (water conservation)	Contaminants (septic systems, pesticides, agricultural run-off)	Saltwater Intrusion	Rainwater Harvesting
BC Government	Ministry of Environment Water Quality guidelines and reports Living Water Smart – Groundwater Resources Ministry of Health Drinking Water Program	Ministry of Environment Best Practices for Dug Wells Guide to Conducting Well Pumping Tests Well Protection and Ground Water Stewardship for Rural Areas Well Protection Poster How Well Do You Know Your Well?, Well Construction Considerations and Risks Well Protection Tool Kit The Well Data Base BC Water Resource Atlas Observation Well Network		Ministry of Environment Variety of technical reports on well contamination Tackling Non-point source Water Pollution in British Columbia How to Find A Septic Tank	Ministry of Environment Variety of technical reports on saltwater intrusion Sodium in Groundwater February 2007 Information Sheet	
National Water Stewardship Council Composed of senior government official from every province and territory. Provides information and advice to Premiers. Promotes the Water Charter.						

GROUPS	Drinking water	Private Wells/ Hydro fracturing	Drought (water conservation)	Contaminants (septic systems, pesticides, agricultural run-off)	Saltwater Intrusion	Rainwater Harvesting
Polis – UVIC Began in 2003 as part of the POLIS Project on Ecological Governance. It works to develop innovative legal, institutional, and practical approaches that embody the principles of ecological governance, providing the foundation for a comprehensive legal and policy framework for sustainable water management. Variety of reports on water. New Report released July 17	Variety of reports on water. New Report released July 17 The State of Water Movement in BC					
The Partnership for Water Sustainability in BC	Waterbucket Website Water Video		Water Conservation Calculator (scroll down to bottom of page			December 3, 2013 Workshop on Rainwater Harvesting This one day workshop will provide information on how with the right controls in place, harvested rainwater can be used for irrigation, outdoor cleaning, flushing toilets, washing clothes and drinking water.

GROUPS	Drinking water	Private Wells/ Hydro fracturing	Drought (water conservation)	Contaminants (septic systems, pesticides, agricultural run-off)	Saltwater Intrusion	Rainwater Harvesting
Federation of BC Naturalists	2002 On the Living Edge – Your handbook for Waterfront Living – includes sections on drinking water, water quality, septic systems, conservation			On the Living Edge - handbook for Waterfront Living – includes section on septic systems, conservation		
WellAware (Ontario)	Well Aware booklet guides you through the life cycle of a well, how to maintain your well, and shows you how your well affects water quality; Factsheets: Inspiring Your Neighbour; Conserving Water in Your Home; Water Filter Systems; Rural Water Stewardship Checklist; Cost Comparison; DVD companion					

DRAFT Proposed Survey of Water Groups/Organizations
Fall 2013

Introduction

Water in the Islands Trust Area is a precious and sometimes scarce resource. The issue of water quality and quantity has been a long standing issue on the Gulf Islands. As development pressures increase and as understanding grows about the impacts of climate change on the Islands so does the concern over water supply and the need for adequate quantity and quality of water.

The Islands Trust can play an important role in educating islanders about water issues and options to promote the sustainable use of water. Previously the Islands Trust partnered with other agencies to create the Gulf Islands Waterscape poster (2004). In 2009 the Islands Trust also created a series of posters, featuring island artist's work, about special considerations on the islands, including water conservation.

One of the Islands Trust Council's strategic plan objectives is to: "protect quality and quantity of water resources and to encourage understanding and voluntary stewardship of water resources." To that end a project has been initiated to:

Compile educational materials about water resources done by local groups and identify gaps and to
Fill identified gaps with new educational materials about water resources

Staff's online research has resulted in an inventory of existing materials under the following categories approved by Trust Programs Committee in May, 2013: drinking water; private wells and hydro fracturing; drought and water conservation; contaminants (septic systems, pesticides, agricultural run-off); saltwater intrusion; and rainwater collection and storage. In order to consult with water organizations on priorities for new educational materials about water resources and to identify what skills, knowledge or tools would be most useful, staff propose that a survey be conducted. This could also be used to provide insight to another strategic plan objective for fiscal year 2014-2015: 3.1.3. Develop an on-going water stewardship program.

Proposed Method:

A list of water organizations has been identified in the initial research. Contact persons, including their telephone number and/or email address will need to be identified. These individuals will be initially contacted by telephone and asked if they would be interested in taking part in the survey. The introductory phone call could also be used to introduce groups to the recently completed inventory of online information resources about water issues. The survey will consist of approximately 10 questions and will be designed and distributed using Survey Monkey, a free online survey software and questionnaire tool. If the person is willing to take part in the survey, the phone call will be followed up with an email containing the Survey Monkey web link and a request to complete the survey. The survey should only take a few minutes to complete. A reminder of the deadline will be sent a few days before it expires.

Islands Trust Council members will be asked to review the proposed participants in the survey to identify gaps and additional groups that should be contacted, and to assist with contact information.

Proposed Survey Participants:

Islands Trust Council
Bowen Island Municipality – staff representative
Hornby Water Stewardship Project
Mayne Island Integrated Water Systems Society
Salt Spring Island Water Council
Salt Spring Island Water Preservation Society
Salt Spring Island Watershed Protection Authority (formerly the St Mary Lake Working Group)
Saturna Island Property Owners Association
Saturna Water Conservation Committee
Other groups as suggested by Trust Programs Committee and the Islands Trust Council
- e.g. Islands Trust/Trust Fund staff
- e.g. Regional District Electoral Area Directors
- e.g. Ministry of Environment Water Stewardship Division
- e.g. Partnership for Water Sustainability in BC

Proposed Questions:

1. What is the name of your organization?
2. What triggered the formation of your group?
3. Funding sources?
4. What is the top priority/focus of your group?
5. What are the main activities of your organizations?
6. Is there broad stakeholder involvement? (I.e. members of the public, groups other than one sector such as environmental groups, tourist, commerce, First nations?)
7. What skills, knowledge or tools does your organization need to help meet your organization's goals (other than funding)?
8. Are there water topics that your group would like to see public education materials address? (Please specify)
9. What type of public education materials would best meet you organization's needs? (Brochure, Fact Sheet, Newsletter, Poster, Video, Workshop(s), Other?)
10. Would you be interested in participating in a one-day workshop in 2014 on water issues in the Islands Trust Area; to exchange ideas with similar groups from across the area; and to provide input/participate in developing an ongoing water stewardship program with the Islands Trust?
11. If yes to #10, how many representatives would you like to send (assuming expenses paid)?
12. Has your group been involved in efforts to amend / update the BC Water Act, or might this be of interest for the future?

Trust Council Economic Development Session—Dec 2013 - Project Charter v 1.0

Last Updated: July 23, 2013

Purpose

Create linkages between islands and regional districts to share effective and appropriate economic development models.

Background

The Strategic Plan has the goal "Create linkages between islands and Regional Districts to share effective and appropriate economic development models." In Sept 2012 Trust Area Electoral Area directors discussed shared interests and possibility of expanded cooperation and information sharing re economic development in the Trust Area and the Islands Trust Chair noted that the Islands Trust is uniquely positioned to facilitate communication and cross germination of ideas and possible joint initiatives.

Objectives

- Create linkages (relationships) between trustees, electoral area directors and economic development commission/advisory committee chairs
- Participants learn about:
  - Islands Trust and LTC roles re economic development;
  - Regional District roles in island economic development;
  - Effective and appropriate projects and models; and
  - Island demographic and economic trends.

In Scope

- Develop session outline
- Use of PechaKucha presentation format
- Select and invite Electoral Area Directors and Regional Economic Development Commission/Advisory Committee Chairs
- Development of demographic trend charts and other indicator data for presentation via PowerPoint
- Gathering & copying existing reports on effective island projects / models
- Thank you letters from Chair

Out of Scope

- Paying travel costs for external participants
- New non-indicator research
- New reporting on effective island projects / models
- Follow-up report
- Booking separate meeting space for regional district representatives to host their own side meeting

Budget

Item	Cost
Total	

Critical Success Factors

- Participants bring helpful examples of "effective and appropriate economic development models"
- External participants agree to attend and pay travel costs
- Electoral area directors willing to prepare presentation
- Venue must be suitable for desired activities

Links & Dependencies

- Sept. 2013 Islands Trust breakfast with Electoral Area directors at UBCM convention
- Oct. 2013Vancouver Island State of the Island Economic Summit

Project Team

Project Role: Name	Duration	% FTE
Champion: Chair, Trust Programs Committee	Aug 12, Nov 4, Dec TC	
Sponsor: Lisa Gordon	mid-Aug-Dec	5%
Project Manager: Clare Frater	mid-Aug-Dec	20%

Stakeholders

Name	Organization
Trustees	Islands Trust
Electoral Area Directors	Regional Districts
Economic Development Commissions / Advisory Councils	Regional Districts
Chambers of Commerce	various
San Juan County Councillors	San Juan County

Workplan Overview

Deliverable/Milestone	Targeted Completion
Session Outline complete	September 2013
Session Outline review by EAs at UBCM	September 2013
Invitations sent	September 2013
Indicator charts developed	November 4 TPC
PowerPoint about indicators	November 2013
Public speaking points for Chair and media	November 2013
Thank you letters	December 2013

Governance

Name/Project Role	Responsibility
Trust Programs Committee	Charter development
Trust Programs Committee	Project scope and objectives
Executive Committee	Approval of session outline.
Executive Committee	Oversight of detailed planning and delivery

Risk Assessment

Risk	Probability	Impact	Response Strategy	Residual Risk
Key invitees cannot attend—already committed	Med	High	Issue invitations early	Low
Key invitees cannot attend—travel costs	Med	High	Consider web/Skype hookups	Low
Public criticism of Islands Trust role in economic development (doing too much or too little)	High	Med	Prepare speaking points re roles	Low

Project Sponsor Approval:
_____Date_____

Trust Programs Committee Review:
_____Date_____

Executive Committee Approval:
_____Date_____

December 2013 Islands Trust Council
Session X

Economic Development

8:30 a.m. – 12:00 p.m., Wednesday, December 4, 2013

Purpose: To provide a unique opportunity for electoral area directors, elected economic development leaders and trustees to share effective and appropriate economic development models for the Islands Trust Area.

Chair: Sheila Malcolmson, Chair, Islands Trust Council

Guests: Trust Area Regional District Electoral Area Directors; Trust Area Economic Development Commission/Advisory Council Chairs; San Juan County Councillors and Economic Development

Resources: Lisa Gordon, Director, Trust Area Services
Linda Adams, Chief Administrative Officer

8:30 – 8:40	**Welcome and Introductions**	S. Malcolmson
8:40 – 9:10	**Demographic and economic trends**	L. Gordon
9:10 – 9:30	**Roles re: economic development**	L Adams
9:30 – 10:30	**Presentations by regional district representatives (Petcha Kucha style)**	XXX
10:30 – 11:00	**~Networking Break~**	
11:00 – 11:30	**Break out sessions**	All
11:30 – 11:45	**Reporting out from break out sessions**	All
11:45 – 12:00	**Summary/Next steps discussion**	S. Malcolmson

Relevant Islands Trust Policy Statement goal:
Part V: To sustain island character and healthy communities

Relevant Islands Trust Policy Statement policy:
5.2.1 *Trust Council holds that growth and development in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.*
5.7.1 *Trust Council holds that economic opportunities should be compatible with the conservation of resources and protection of community character.*

DRAFT

DRAFT for discussion at TPC Aug 12, 2013
Economic Development Session Potential Invitees

Electoral Area Directors	
Capital Regional District	Wayne MacIntyre (SSI)
	David Howe (SGI)
Comox Valley Regional District	Mel Dorey
Cowichan Valley Regional District	Bruce Joliffe
Metro Vancouver Regional District	Maria Harris (Bowyer, Passage)
	Andrew Stone (Bowen)
Nanaimo Regional District	Howard Houle (Gabriola)
	George Holme (Executive Islands)
Powell River Regional District	Merrick Anderson
Sunshine Coast Regional District	Lee Turnbull (Gambier/Keats)
	Garry Nohr (Thormaby)

<u>Chairs of Economic Development Commissions, Societies, Advisory Committees</u>

Capital Regional District

- Salt Spring Island Community Economic Development Commission
  - John Tylee (Chair)
- Southern Gulf Islands Economic Development Commission
  - Michael Hoebel (Chair)

Comox Valley Regional District

- Comox Valley Economic Development Society
  - Ian Whitehead (President)
- Denman WORKS! Economic Enhancement Society
  - Simon Palmer (President)
- Hornby Island Community Economic Enhancement Corporation
  -

Cowichan Valley Regional District

- Economic Development Cowichan
  - Mr. George Robbins (Chair)

Metro Vancouver

- Bowen Island Economic Development Advisory Committee
  - Gordon Ganong (Chair)

Nanaimo Regional District

- Nanaimo Economic Development Corporation
  - A.J. Hustins (Chair)

Powell River Regional District

- Powell River Regional Economic Development Society
  - Jay Yule (President) (Superintendent, School District #47) – no Trust Area representative

Sunshine Coast Regional District

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