



Islands Trust Council Quarterly Meeting

Date: Tuesday, June 27, to Thursday, June 29, 2023

Time: See agenda for details

Location: The Haven Resort
240 Davis Road, Gabriola Island, BC

Pages

Tuesday, June 27, 2023

1. TERRITORIAL WELCOME 1:00 PM - 1:30 PM

Snuneymuxw Elder Geraldine Manson C'tasi:a

2. CALL TO ORDER / LAND ACKNOWLEDGEMENT 1:30 PM - 1:45 PM

2.1 APPROVAL OF AGENDA

3. GENERAL BUSINESS ARISING

3.1 Consent Agenda Items

By general consent, that Islands Trust Council adopts the recommendations as presented in items 3.1.1 to 3.1.4.

- 3.1.1 March 2023 Trust Council Quarterly draft meeting minutes 6 - 26

That Islands Trust Council adopt the minutes as presented.

- 3.1.2 March 28, 2023, Trust Council Special Electronic draft meeting minutes 27 - 29

That Islands Trust Council adopt the minutes as presented.

- 3.1.3 Trust Council Resolutions without Meeting (RWM) Report 30 - 32

Receive for information.

- 3.1.4 Trust Council Follow-up Action (FUAL) List 33 - 44

Receive for information.

3.2 Discussion / Decision Items

- 3.2.1 Trustee Roundtable 1:45 PM - 3:00 PM

BREAK
3:00 - 3:15

4. EXECUTIVE 3:15 PM - 5:00 PM

4.1 Consent Agenda Items

4.2	<u>Discussion / Decision Items</u>	
4.2.1	Chief Administrative Officer's Report	45 - 45
4.2.2	Executive Committee Work Plan Updates - Briefing	46 - 49
4.2.3	Overview of Strategic and Corporate Planning Projects - Briefing	50 - 51
4.2.4	Accessibility Committee Membership Recommendation for Trust Council - Briefing	52 - 87
4.2.5	Financial Planning Committee Membership - RFD	88 - 107
5.	GOVERNANCE COMMITTEE	5:00 PM - 5:25 PM
5.1	<u>Governance Committee Chair's Report</u>	108 - 110
	Work Program / Matrix	
6.	NOTICE OF ELECTION	111 - 112
	Islands Trust Conservancy Board	
	RECESS FOR THE DAY 5:30 PM (APPROXIMATE)	
	<u>Wednesday, June 28, 2023</u>	
7.	STRATEGIC PLANNING SESSION	8:30 AM - 11:30 AM
7.1	<u>SWOT and Strategic Planning Session Outline</u>	113 - 116
	SWOT = Strengths, Weaknesses, Opportunities, Threats	
	BREAK 10:30 - 10:45	
	STRATEGIC PLANNING SESSION - continued (10:45 - 11:30)	
8.	ADMINISTRATION FINANCE SERVICES	11:30 AM - 11:55 AM
8.1	<u>Consent Agenda Items</u>	
	By general consent , that Islands Trust Council adopts the recommendations as presented in items 8.1.1 and 8.1.2.	
8.1.1	Financial Planning Committee Work Program Report	117 - 118
	Approve the work program report as presented.	
8.1.2	Draft March 31, 2023 Financial Results - RFD	119 - 130
	Approve the report as presented.	
8.2	<u>Discussion / Decision Items</u>	
8.2.1	Administrative Services Director's Report	131 - 135

9.	ELECTION DECLARATION	11:55 AM - 12:00 PM	136 - 137
	Trustee Biography Presentation		
	BREAK FOR LUNCH		
	COMMUNITY FIELD TRIP		
	12:00 - 1:15		
10.	DELEGATIONS	1:30 PM - 2:30 PM	
10.1	<u>Islands' Forest Stewards re: Governance and Forests</u>		138 - 141
11.	PUBLIC COMMENT		
12.	TRUST AREA SERVICES	2:30 PM - 3:00 PM	
12.1	<u>Consent Agenda Items</u>		
	By general consent , that Islands Trust Council adopts the recommendation as presented in item 12.1.1. and 12.1.2.		
12.1.1	Trust Programs Committee Work Program Report		142 - 143
	Approve the work program report as presented.		
12.1.2	Census Infographics - Briefing		144 - 148
	Receive for information.		
12.2	<u>Discussion / Decision Items</u>		
12.2.1	Trust Area Services Director's Report		149 - 152
12.2.2	Islands Trust Conservancy Report		153 - 154
12.2.3	2022/23 Draft Annual Report - RFD		155 - 195
	BREAK		
	3:00 - 3:15		
13.	PLANNING SERVICES	3:15 PM - 4:00 PM	
13.1	<u>Consent Agenda Items</u>		
	By general consent , that Islands Trust Council adopts the recommendation as presented in item 13.1.1.		
13.1.1	Regional Planning Committee Work Program Report		196 - 200
	Approve the work program report as presented.		
13.2	<u>Discussion / Decision Items</u>		
13.2.1	Planning Services Director's Report		201 - 205
14.	PRESENTATION		

14.1	<u>Local Governments in Reconcili-Action - Session Outline</u>	4:00 PM - 5:30 PM	206 - 206
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Brent Mueller, Director Ministry of Municipal Affairs and guests.

**RECESS FOR THE DAY
5:30 PM (APPROXIMATE)**

Thursday, June 29, 2023

15.	CLOSED MEETING	8:30 AM - 9:30 AM	
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16.	RISE AND REPORT		
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17.	STRATEGIC PLANNING SESSION - continued	9:30 AM - 10:00 AM	
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17.1	<u>Extension of the Strategic Plan and consideration of any new strategic planning projects - RFD</u>		207 - 222
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**BREAK
10:00 - 10:15**

18.	ELECTION	10:15 AM - 10:30 AM	
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18.1	<u>Islands Trust Conservancy Board Member</u>		223 - 223
	Election Session Outline		

19.	NEW BUSINESS		
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19.1	<u>Trustee Gauvreau re: Islands Trust Referral process with Indigenous Communities - RFD</u>		224 - 226
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19.2	<u>Trustee Boland re: Improved Information Access for Trustees - RFD</u>		227 - 228
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19.3	<u>Trustee Boland re: Share view of Calendar of Trust Meetings with trustees - RFD</u>		229 - 230
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19.4	<u>Trustee Boland re: request for September agenda item email dated June 6, 2023</u>		231 - 232
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19.5	<u>Trustee Peterson re: Disposition of Delegations - Briefing</u>		233 - 233
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20.	DISPOSITION OF DELEGATIONS		
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21.	CORRESPONDENCE		
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21.1	<u>P. Johnson re: Xwe'etay Lasqueti Archaeology Project</u>		234 - 235
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21.2	<u>San Juan County Council to David Eby re: Comments on the Draft Provincial Conditions for the Roberts Bank Terminal 2 Project letter dated June 7, 2023</u>		236 - 239
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22.	SUMMARY/UPDATES		
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22.1	<u>First Nations Relations</u>		
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22.2	<u>Freighter Anchorages / Oceans Protection Plan Update</u>		
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22.3	<u>Shellfish Aquaculture Management Advisory Committee (SF AMAC) - April 27, 2023</u>		240 - 242
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22.4	<u>Salt Spring Island Watershed Protection Alliance (SSIWPA)</u>		
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22.5	<u>Southern Gulf Islands Forum</u>	
22.6	<u>Atl'ka7tsem/Howe Sound Community Forum</u>	
22.7	<u>Baynes Sound / Lambert Channel Ecosystems Forum</u>	
22.7.1	Baynes Sound/Lambert Channel Ecosystem Forum May 26, 2023	243 - 244
22.8	<u>BC Ferries Advisory Committees</u>	
22.8.1	BC Ferries - Ferry Advisory Committee (FAC) - Briefing	245 - 246
22.8.2	Gabriola FAC (Route 19) meeting with BC Ferries March 11, 2023	247 - 248
22.9	<u>UBCM Housing Summit April 4-5, 2023</u>	249 - 262
22.10	<u>Association of Vancouver Island Coastal Communities Conference (AVICC) April 14-16, 2023</u>	263 - 266
22.11	<u>Rural Islands Economic Partnership (RIEP) Forum April 25 - 27, 2023</u>	267 - 268
23.	Proposed September Trust Council 3-day Program	269 - 269
24.	NEXT MEETING	
	The next Trust Council Quartely meeting is scheduled to be held in-person, on the Penders, September 26-28, 2023.	
25.	ADJOURNMENT	



Trust Council Minutes of Regular Meeting

Date: March 7-9, 2023

Location: Coast Bastion Hotel - Ballroom
11 Bastion Street, Nanaimo, British Columbia

Executive Present:

1. Peter Luckham, Chair, Thetis
2. David Maude, Vice-Chair, Mayne
3. Tim Peterson, Vice-Chair, Lasqueti
4. Tobi Elliott, Vice-Chair, Gabriola

Trustees Present:

5. Deb Morrison, North Pender
6. Joe Bernardo, Gambier/Keats
7. Aaron Campbell, North Pender
8. Grant Scott, Hornby
9. Susan Yates, Gabriola
10. Dag Falck, South Pender
11. Ben Mabberley, Galiano
12. Jeanine Dodds, Mayne (periodically attended electronically)
13. Alex Allen, Hornby
14. Sam Borthwick, Denman
15. Ken Hunter, Thetis
16. Mikaila Lironi, Lasqueti
17. Lisa Gauvreau, Galiano
18. Judith Gedye, Bowen Municipal
19. Kristina Evans, South Pender
20. Laura Patrick, Salt Spring
21. Jamie Harris, Salt Spring
22. Mairead Boland, Saturna
23. Kate Louise Stamford, Gambier
24. Sue Ellen Fast, Bowen Municipal
25. Lee Middleton, Saturna
26. David Graham, Denman (attended electronically)

Staff Present:

Russ Hotsenpiller, Chief Administrative Officer
David Marlor, Director, Legislative Services
Clare Frater, Director, Trust Area Services
Julia Mobbs, Director, Administrative Services
Stefan Cermak, Director, Planning Services
Lori Foster, Executive Coordinator/Recorder

Tuesday, March 7, 2023

The in-person meeting was recorded, livestreamed and made available for electronic attendance. It was noted there were 80 live stream views from 1:00 p.m. to 5:30 p.m.

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

Chair Luckham opened the meeting stating his pleasure and honor to be holding the meeting on Snuneymuxw First Nation's territory and, that we all live broadly on Coast Salish territory. He thanked staff for their work then invited each member of Trust Council to introduce themselves roundtable where many gave land acknowledgments pertinent to their local trust areas.

Elder Lolly's, Snuneymuxw First Nation's welcome was delayed, see after item 3.2.

2. APPROVAL OF AGENDA

Chair Luckham noted new information regarding item 4.2.2., "Trust Council 2023 On Island Meetings" that, a June in-person meeting is now available which would have budget implications and to defer this to item 7.2.4. Budget Changes.

Trustee Scott requested to show a newly released video titled, "The Silver Highway" regarding the herring migration in the Hornby Island Local Trust Area. Chair Luckham suggested it could be shown Wednesday evening.

By general consent, the agenda was adopted as presented.

3. GENERAL BUSINESS ARISING

3.1 Consent Agenda Items

Trustee Morrison requested a status update on Chief Administrative Officer (CAO) Hotsenpiller's FUAL item #1 at 3.1.3 Trust Council Follow-up Action List re: approaching the Province of BC to request additional funding.

Chief Administrative Officer (CAO) Hotsenpiller responded, this item continues to be pursued.

By general consent, Islands Trust Council adopted the recommendations as presented in items 3.1.1 to 3.1.3.

3.1.1 November 2022 Trust Council draft meeting minutes
The minutes be adopted as presented.

3.1.2 December 2022 Trust Council draft meeting minutes
The minutes be adopted as presented.

3.1.3 Trust Council Follow-up Action List
Receive for information.

3.2 Discussion / Decision Items

3.2.1 Trustee Roundtable

Each trustee gave a verbal update about their local trust area committee meetings and advocacy work.

Chair Luckham asked trustees to provide email feedback regarding how valuable the “trustee roundtable” session is or would they like a more topic focused session rather than “local business”.

The meeting recessed for a break at 2:18 p.m. and reconvened at 2:22 p.m.

When the meeting reconvened, Chair Luckham welcomed Elder Lolly of Snuneymuxw First Nation thanking her for joining Trust Council on short notice.

Elder Lolly greeted Trust Council, ['uy' skweyul, uy kwunus 'i' lum'namu](#) (good day, it is good to see you). Elder Lolly offered blessings then, engaging with instruments handed out earlier, everyone sang a song called *'Uy' Skweyul* as taught by Elder Lolly.

Chair Luckham thanked Elder Lolly for bringing her leadership to Trust Council.

4. EXECUTIVE

4.1 Consent Agenda Items

Item 4.1.1 was pulled for discussion regarding the coordination and implementation of the Strategic Plan which does not appear on Executive Committee’s work program.

CAO Hotsenpiller spoke to strategic planning in 4.2.1; that Executive Committee is aware it needs to address this conversation; however, the Governance Committee is currently steering a review of these functions - corporate and strategic planning – as well as values questions.

By general consent, Islands Trust Council adopted the recommendation as presented in item 4.1.1.

4.1.1 Executive Committee Work Program Report

That Trust Council approve the report as presented.

4.2 Discussion / Decision Items

4.2.1 Chief Administrative Officer's Report

Chief Administrative Officer (CAO) Hotsenpiller spoke to his report and updated Trust Council regarding:

- Chair training for all standing committees, setting a date and consideration of vice-chair attendance,
- Surveying trustees about the ongoing education process; June’s Trust Council meeting to have survey results, consideration regarding “how” learning is delivered,
- Scheduling a special electronic Trust Council meeting to consider a draft protocol agreement between Snaw’naw’as/Nanoose First Nation and Lasqueti Island Local Trust Committee (LTC) is pending.

4.2.2 Trust Council 2023 on Island Meetings – BRF

Item 4.2.2 was deferred to item 7.2.4 Budget Changes pending new information regarding availability of a location on Gabriola for Trust Council's June meeting.

4.2.3 Revision of Sunshine Coast Regional District Funding Support Letter - RFD

Director of Planning Services (DPS) Cermak answered trustee questions regarding the request for support letter.

Discussion ensued on jurisdictional grant funding; grant funding available to the Islands Trust via Union of British Columbia Municipalities (UBCM) requirements and administrative processes regarding grants.

Discussion to remove the words from the recommendation in the request for decision (RFD) report "on behalf of the Islands Trust" ensued.

TC-2023-001

It was Moved by Trustee Stamford and Seconded by Trustee Bernardo,

That the Islands Trust Council request staff to write a letter of support under the Chair's signature stating that the Islands Trust Council supports the Sunshine Coast Regional District applying for, receiving, and managing the 2022 Community Emergency Preparedness – Disaster Risk Reduction-Climate Adaption Grant.

CARRIED

The meeting recessed for a break at 3:08 p.m. and reconvened 3:15 p.m.

4.2.4 Council Committee System Policy Update and Consolidation - RFD

Director of Legislative Services (DLS) Marlor spoke to the request for decision (RFD) which intends to consolidate standing committee terms of references and include a Governance Committee member on the Financial Planning Committee.

TC-2023-002

It was Moved by Trustee Gedye and Seconded by Trustee Peterson,

That Trust Council adopt the revised Trust Council Policy 2.3.1 [Council Committee System and Terms of References] dated March 7, 2023 that adds Governance Committee membership to the Financial Planning Committee, includes the terms of reference for all council committees and removes reference to the Executive Committee; and further move

That Trust Council rescind policies 2.3.2 [Regional Planning Committee Terms of Reference], 2.3.3 [Financial Planning Committee Terms of Reference], 2.3.4 [Trust Programs Committee Terms of Reference], and 2.3.5 (Governance Committee Terms of Reference).

CARRIED

4.2.5 Establishment of an Accessibility Committee – RFD

Director of Legislative Services (DLS) Marlor spoke to the request for decision, that the operating budget for this committee is proposed at \$2,500 and the committee could require a consultant to write a plan.

Trustees recommended the following minor changes to the policy as presented in the agenda package:

- Page 74 of the agenda package, (page 2 of the attachment) proposed section 1.1.8 as highlighted in yellow item 6. add the words “people with a disability” after the words “or support”,
- Page 73 of the agenda package, section 1.1.1., replace the word “four” with “five”,
- Page 74, section 1.1.2., add to the end, “and ratified by Trust Council.”,
- Section 1.1.3 replace the words, “by the March Trust Council” with “no later than the March Trust Council”,
- Section 1.1.8.
 - Item 1. after the words “with disabilities” add “or who have a disability”,
 - Item 2. Add “at least one person and” before the words “up to 3”.

The following discussions regarding substantive changes to the proposed policy ensued:

- The number of Trust Council members actually on the committee should be less,
- Section 1.1.9, for consistency, add to the end, “Trust Council will ratify the appointments under section 1.1.8 items 1, 2 and 3.”
- Section 1.1.8, items 1, 2, 3 and 4 prefaced with “up to” could be interpreted as zero and should be changed to read “a minimum of one and up to four”,
- Section 1.1.8, item 2 the number of Indigenous participants should not have a cap,
- Clarification on “organizations that support people with disabilities” and vetting of organizations requested,
- Interpretation of the new legislation.

TC-2023-003

It was Moved by Trustee Morrison and Seconded by Trustee Peterson,

That Trust Council request interested trustees to work with Director of Legislative Services Marlor to provide input and revision to the draft Accessibility Committee terms of reference and bring it back to the June Trust Council.

CARRIED

DLS Marlor will send an email to all trustees requesting further input from those interested.

4.2.6 Financial Planning Committee Membership - RFD

DLS Marlor spoke to the request for decision.

Discussion ensued that the wording “to ensure the Committee represents all 16 bodies of Trust Council” be removed from the recommendation as written.

TC-2023-004

It was Moved by Trustee Peterson and Seconded by Trustee Gedy,

That Trust Council ask the Governance Committee to review the current method of appointment and the make-up of membership for Trust Council standing committees.

CARRIED

4.2.7 Minister Cullen response re: Provincial Review request letter dated September 23, 2022 – BRF

Trust Council discussed a further response to the minister.

TC-2023-005

It was Moved by Trustee Elliott and Seconded by Trustee Yates,

That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the province revisit the provincial grant funding formula to the Islands Trust in light of its mandate and in light of the pressing needs of affordable housing, climate change and reconciliation with First Nations in the Trust Area.

TC-2023-006

It was Moved by Trustee Scott and Seconded by Trustee Campbell,

That **TC-2023-005** be amended as follows: after “in light of the pressing needs of” delete and replace with “increased responsibilities for reconciliation with First Nations in the Trust Area, climate change and affordable housing.”

CARRIED

TC-2023-005 as amended by TC-2023-006 to read as follows:

That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust in light of its mandate and increased responsibilities for reconciliation with First Nations in the Trust Area, climate change and affordable housing.

TC-2023-007

It was Moved by Trustee Boland and Seconded by Trustee Harris,

Amend **the above motion** by removing “in light of its mandate and increased responsibilities for reconciliation with First Nations in the Trust Area, climate change and affordable housing.”

CARRIED

Chair Luckham called the question on **TC-2023-005 as amended by 006 and 007.**

That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust.

CARRIED

Trust Council discussed updating the recently appointed Minister of Municipal Affairs, Anne Kang regarding revisiting a review of Islands Trust.

TC-2023-008

It was Moved by Trustee Boland and Seconded by Trustee Dodds,

That Trust Council respond to Minister Kang to the effect that Trust Council will revisit the request for a review of Islands Trust mandate, governance and structure, at September Trust Council and provide the minister with an update.

CARRIED

4.2.8 Governance Committee Chair Report

Chair of the Governance Committee, Municipal Trustee Gedye reported that the committee's work is in progress as presented in the attached report.

5. TRUST AREA SERVICES

5.1 Consent Agenda Items

Items 5.1.1 and 5.1.4 were pulled for discussion as noted.

By general consent, Islands Trust Council adopted the recommendations as presented in items 5.1.1. to 5.1.4.

5.1.1 Director of Trust Area Services (DTAS) Report

DTAS Frater gave a staffing update on the hiring of a Communications Specialist and Senior Indigenous Policy Advisor.

Received for information.

5.1.2 Trust Programs Committee Work Program Report

Trust Council approved the report as presented.

5.1.3 Islands Trust Conservancy Report 3rd and 4th Quarters 2022-2023

Received for information.

5.1.4 Legislative Monitoring Report, February 2023 - BRF

DTAS Frater responded that the frequency of providing this report every six months is under the current direction of Trust Council.

Received for information.

The meeting recessed for a break at 5:30 p.m. and reconvened at 7:00 p.m.

6. ENGAGEMENT / COLLABORATION

It was noted there were 137 live stream views during the delegations and public comments session with approximately 11 electronic attendees and 4 members of the public in-person.

At 7:00 p.m., Chair Luckham reconvened the meeting and trustees introduced themselves roundtable. First Nations land acknowledgements were given by many trustees representing their various local trust areas.

6.1 Delegations

The following delegations addressed Trust Council as published in the agenda package.

- 6.1.1 Gulf Islands Alliance re: Climate Emergency and Biodiversity Collapse
- 6.1.2 Raincoast Conservation Foundation re: Adopt Goals in Montreal Pledge
- 6.1.3 David Dunnison re: Valid Invalid Information
Addressed Trust Council in-person in Nanaimo.
- 6.1.4 Maxine Leichter re: Bylaw enforcement procedures Policy 5.5.1 being more effective and transparent
- 6.1.5 Riane da Silva re: How the Islands Trust and Bylaw Enforcement Violate the Human Right to Housing
Addressed Trust Council in-person in Nanaimo.
- 6.1.6 Eric Booth re: Application processing
- 6.1.7 Michael Sketch re: On a positive obligation give by the Act....
Addressed Trust Council in-person in Nanaimo

6.2 Public Comments

Approximately 10 members of the public were present electronically and three in-person.

The following members of the public addressed Trust Council as noted:

Elizabeth White, Salt Spring Island, spoke in opposition to Trustee Harris's request for decision (item 14.1 of the agenda). She urged council to vote no if the recommendation is put on the table.

Bob McKenzie and Don Elkington, Gabriola Island, spoke to a lack of consultation by NAV Canada's proposed flight path changes affecting Gabriola and other islands in the Trust Area requesting Trust Council follow the City of Port Moody's initiative in writing a formal response of opposition.

Jennifer Margison, Galiano Island, spoke to the trucking of fresh water to the islands as presented in her correspondence circulated as a late item and received at 12.9. in the merged agenda package.

Mary Beth Rondeau, North Pender Island, addressed the validity of science regarding mapping the Coastal Douglas-fir zone in the Trust Area.

Trustees Yates and Elliott left the meeting at 9:44 p.m.

By general consent, at 9:47 p.m., the meeting was recessed for the evening.

Wednesday, March 8, 2023

At 9:01 a.m., Chair Luckham called the meeting to order. All trustees were present. Trustee Graham attended electronically.

No members of the public were present electronically. It was reported there were 163 live stream views on March 8.

7. ADMINISTRATIVE SERVICES / FINANCE

7.1 Consent Agenda Items

By general consent, Islands Trust Council adopted the recommendations as presented in items 7.1.1 to 7.1.4.

7.1.1 Director of Administrative Services Report
Receive for information.

7.1.2 Financial Planning Committee Work Program Report
That Trust Council approve the report as presented.

7.1.3 Q3 Financial Report to December 31, 2022 - RFD
That Trust Council approve the December 31, 2022 financial report.

7.1.4 Financial Forecast as at December 31, 2022
Received for information.

7.2 Discussion / Decision Items

Chair of the Financial Planning Committee (FPC), Bernardo, spoke to the proposed budget on behalf of the work of FPC.

7.2.1 March 2023 Islands Trust Council 2023/24 Proposed Budget - Session Outline
Received for information as presented.

7.2.2 2023/24 Draft Budget Assumptions and Principles – BRF
Director of Administrative Services (DAS) Mobbs reviewed the briefing as presented and answered trustee questions.

7.2.3 Draft 2023/24 Budget Overview – BRF
DAS Mobbs reviewed the briefing as presented and answered trustee questions.

7.2.4 Financial Planning Committee (FPC) Budget Changes – BRF
Trust Council discussed item 4.2.2 Trust Council 2023 on-island meeting sin consideration of amending the budget to include funds for a June Trust Council in-person meeting, that space is now available on Gabriola Island at the Haven.

The briefing was received for information.

7.2.5 Budget Numeric Detail

Received for information.

7.2.6 Surplus Funds Allocation

DAS Mobbs answered questions regarding surplus funds allocation.

7.2.7 Business Case Summaries

Trust Council discussed the business case summaries as presented.

The meeting recessed for a break at 11:05 a.m. and reconvened at 11:21 a.m.

Discussion ensued on the budget requests as presented.

7.2.8 Strategic Plan Projects - Budget Requests

Received for information.

7.2.9 Local Trust Committee (LTC) Projects - Budget Requests and Feasibility

Received for information.

7.2.10 Operational Projects and Staffing - Budget Requests

DAS Mobbs spoke to the budget requests and answered trustee questions.

7.2.11 Islands Trust Conservancy (ITC) Board Budget Request

Received for information.

7.2.12 Business Cases Not Advanced

Received for information.

7.2.13 Results of the public consultation process for the proposed Special Tax Requisition 2023/24 budget – BRF

Received for information.

7.2.14 Salt Spring Island Local Trust Committee (SSI LTC) Special Tax Requisition Request – RFD

Director of Planning Services (DPS) Cermak addressed the request for decision as presented.

Discussion ensued that not all islands taxed in the Salt Spring Island Local Trust Area receive benefit from this special tax requisition.

The meeting recessed for lunch at 12:10 p.m. and reconvened at 1:00 p.m.

8. PLANNING SERVICES

Chair Luckham reconvened the meeting and welcomed all back.

8.1 Consent Agenda Items

Items 8.1.1. and 8.1.3 were pulled for discussion as noted.

By general consent, Islands Trust Council adopted the recommendations as presented in items 8.1.1. to 8.1.3.

8.1.1 Director of Planning Services Report

Director of Planning Services (DPS) Cermak answered questions regarding 1) the new CityView software for planning and referral tracking and, 2) groundwater assessment and recharge mapping.

Received for information.

8.1.2 Regional Planning Committee Work Program Report That Trust Council approve the report as presented.

8.1.3 Bylaw Enforcement Statistical Reports - Briefing

Bylaw Compliance and Enforcement Manager, Dingman answered trustee questions regarding the statistical reporting in the briefing.

Received for information.

8.2 Discussion / Decision Items

8.2.1 Bylaw Enforcement Policies and Practices Overview - Session Outline

Director of Planning Services (DPS) Cermak introduced the session and welcomed Matthew Jackson, Policy Analyst, Ministry of Attorney General's Office who shared a PowerPoint titled "Bylaw Notice Program" and answered trustee questions following the presentation.

Sara Darling and Jennifer Jones from the Office of the Ombudsperson shared a PowerPoint titled "The Office of the Ombudsperson: Administrative Fairness and Bylaw Complaints".

Both PowerPoint presentations were made available in the merged agenda package.

A question and answer session followed.

8.2.2 Bylaw Enforcement Policy and Practices Overview – Briefing

Received for information.

Trustee Dodds left the meeting at 2:28 p.m.

The meeting recessed for a break at 3:00 p.m. and reconvened at 3:15 p.m.

Discussion continued regarding bylaw enforcement practices and policies. Staff answered trustees' questions.

TC-2023-009

It was Moved by Trustee Bernardo and Seconded by Trustee Borthwick,
THAT the Director of Planning Services request the Office of the Ombudsperson to undertake a comprehensive review of the enforcement related policies and practices of the Islands Trust, and recommend such improvements and changes to them as may be required to bring the policies and practices into conformity with best practices for local government by law enforcement.

CARRIED

By general consent, Trust Council continued with discussion and considered amendments to the draft budget as presented.

TC-2023-010

It was Moved by Trustee Morrison and Seconded by Trustee Evans,
That Trust Council direct staff to specify that the Legislative Services, Meeting Administrator position be named as temporary for one year.

14 in favour

11 opposed

CARRIED

TC-2023-011

It was Moved by Trustee Morrison and Seconded by Trustee Boland,
That Trust Council direct staff to specify that the Administration, Administrative Coordinator position be named as temporary for one year.

12 in favour

13 opposed

DEFEATED

TC-2023-012

It was Moved by Trustee Evans and Seconded by Trustee Bernardo,
That Trust Council reduce the proposed Policy Statement Amendment Project budget from \$50k to \$30k in recognition of the fact that Executive Committee has proposed a project charter that has shifted public engagement to the 2024/25 fiscal year.

CARRIED

TC-2023-013

It was Moved by Trustee Yates and Seconded by Trustee Mabberley,
That Trust Council put back in to the budget for the 2023/24 year, \$27,500 for the June Trust Council meeting.

CARRIED

TC-2023-014

It was Moved by Trustee Yates and Seconded by Trustee Mabberley,

That the 2023/24 Trust Council meetings be held in-person at the following locations: June – Gabriola; September -1. The Penders or 2.Keats/Barnabas; December – Victoria; March (2024) - Salt Spring.

CARRIED

TC-2023-015

It was Moved by Trustee Peterson and Seconded by Trustee Yates,

THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$43,500 in its 2023/24 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee (LTC) in accordance with the additional powers granted to it under Bylaw 154 related to preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

TC-2023-016

It was Moved by Trustee Middleton and Seconded by Trustee Mabberley,

That the above motion **(TC-2023-015)** be modified from \$43,500 to \$22,000.

4 in favour

16 opposed

DEFEATED

Chair Luckham called the question on **TC-2023-015** as presented.

]

It was Moved by Trustee Peterson and Seconded by Trustee Yates,

THAT the Islands Trust Council include a special property tax requisition for the Salt Spring Island Local Trust Area in the amount of \$43,500 in its 2023/24 annual budget, to fund additional operations of the Salt Spring Island Local Trust Committee (LTC) in accordance with the additional powers granted to it under Bylaw 154 related to preserving and protecting the quality and quantity of water resources within the Salt Spring Island Local Trust Area.

14 in favour

8 opposed

CARRIED

By general consent, the meeting adjourned at 5:36 p.m.

Trustee Scott's video, "The Silver Highway" regarding the herring season in the Salish Sea was shown.

Thursday, March 9, 2023

Chair Luckham reconvened the meeting at 9:00 a.m. and acknowledged the meeting was being held on the Coast Salish territory Peoples of the Snuneymuxw First Nation.

Trustees Allen and Scott sent regrets. There were 24 trustees present.

It was noted there were 130 livestream views of the meeting on March 9, 2023.

9. CLOSED MEETING

At 9:02 a.m., the meeting was closed to the public.

TC-2023-017

It was Moved by Municipal Trustee Fast and Seconded by Trustee Yates,

That the meeting be closed to the public subject to Sections 90(1)(c)(g) and (i) of the Community Charter in order to consider matters related to employee relations, litigation affecting the Islands Trust and receipt of advice that is subject to solicitor-client privilege and that staff attend the meeting.

CARRIED

At 11:00 a.m. the meeting was reopened to the public. There was a 15-minute break. The meeting reconvened at 11:15 a.m.

10. RISE AND REPORT

Chair Luckham reported that the minutes of the September Trust Council closed meeting were adopted as presented.

By general consent, items under 5.2 were addressed next.

5.2 Discussion / Decision Items

5.2.1 Draft Revised Policy Statement Amendment Project Charter v6 - RFD

DTAS Frater spoke to the request for decision.

TC-2023-018

It was Moved by Trustee Morrison and Seconded by Municipal Trustee Fast,

That Trust Council approve Policy Statement Amendment Project Charter v6.

CARRIED

Discussion followed on timeline, communications, public engagement and holding special purpose meeting to further consider the draft Policy Statement.

5.2.2 Reconciliation Learning Group – RFD

Director of Trust Area Services (DTAS) Frater spoke to the request for decision (RFD).

TC-2023-019

It was Moved by Trustee Elliott and Seconded by Trustee Morrison,

That a reconciliation learning group be initiated comprised of trustees who indicate interest; and that a learning plan be developed and implemented through monthly, virtual meetings.

CARRIED

- 5.2.3 Recommended Islands Trust Council Representative and Alternate Attendee for DFO Shellfish Aquaculture Management Advisory Committee – RFD

TC-2023-020

It was Moved by Trustee Peterson and Seconded by Trustee Morrison,

That Trust Council recommend to Fisheries and Oceans Canada (DFO) that Trustee Lironi be appointed as Trust Council's representative to the DFO Shellfish Aquaculture Management Advisory Committee and that Trustee Graham be identified as the alternate attendee.

CARRIED

11. DISPOSITION OF DELEGATIONS

Re: Item 6.1.5 Riane da Silva re: How the Islands Trust and Bylaw Enforcement Violate the Human Right to Housing

Discussion ensued regarding whether the delegate is referring to a higher law that Islands Trust needs to be aware of.

TC-2023-021

It was Moved by Trustee Graham and Seconded by Trustee Morrison,

That Trust Council request Staff to seek a legal opinion regarding the Islands Trust's obligations to uphold collective and individual rights to housing.

CARRIED

Re: Item 6.1.3 David Dunnison re: Valid Invalid Information

Trustees offered the following statements for discussion which were projected onscreen:

- That the Executive Committee consult legal counsel with respect to the assertions made by David Dunnison to Trust Council on March 7, 2023, and also in the written materials he provided in support of his presentation, and obtain counsel's opinion concerning Trust Council's potential legal liability, if any, arising from any inaccurate scientific claims made on the Island Trust website.
- That Trust Council request staff to review language on the website and in publications regarding the Coastal Douglas-fir zone and amend as appropriate, with advice from provincial forest ecologists as needed.

- That Trust Council request the Executive Committee to arrange a presentation for trustees by provincial forest ecologists to provide background on forest classifications, forest health, and the significance of forests in the Islands Trust Area.
- That Trust Council direct staff to continue their work with David Dunnison pending his agreement, and to expand the scope of work to, validating the range and extent of the CDF zone and “species at risk” data on IT website and promotional data. Using (Del Meidinger, Will Mackenzie and Bob Green) the provincial experts David Dunnison cited in his Delegation Tuesday, March 7th as the final authority on the CDF zone range and extend to be presented to Trust Council (TC) for review prior to two weeks before September Trust Council meeting.

Comments regarding potential legal action against the Islands Trust ensued.

At 12:53 p.m., the meeting was closed to the public.

TC-2023-022

It was Moved by Trustee Morrison and Seconded by Trustee Bernardo,

That the Islands Trust Council close this meeting to the public subject to Section 90(1)(g) of the Community Charter in order to consider matters related to litigation or potential litigation affecting the municipality and that staff attend the meeting.

CARRIED

At 1:34 p.m. the meeting was reopened to the public.

By general consent, item 13. Bylaws for Approval was addressed next.

13. BYLAWS FOR APPROVAL

Director of Administrative Services (DAS) Mobbs presented to Trust Council, the draft budget as revised. The documents were circulated to trustees and added to the agenda package as 13.1.1 Revised.

13.1 Financial Plan Bylaw No. 191 – RFD (request for decision)

TC-2023-023

It was Moved by Trustee Bernardo and Seconded by Trustee Peterson,

That Islands Trust Council Bylaw 191, cited as the “Financial Plan Bylaw 2023-2024”, be Read a First Time.

CARRIED

TC-2023-024

It was Moved by Trustee Bernardo and Seconded by Trustee Gedye,

That Islands Trust Council Bylaw 191, cited as the “Financial Plan Bylaw 2023-2024”, be Read a Second Time.

CARRIED

TC-2023-025

It was Moved by Trustee Bernardo and Seconded by Trustee Fast,
That Islands Trust Council Bylaw 191, cited as the “Financial Plan Bylaw 2023-2024”, be
Read a Third Time.

CARRIED

TC-2023-026

It was Moved by Trustee Bernardo and Seconded by Trustee Campbell,
That Islands Trust Council Bylaw 191, cited as the “Financial Plan Bylaw 2023-2024”, be
forwarded to the Minister of Municipal Affairs for approval consideration.

CARRIED

13.2 Revenue Anticipation Borrowing Bylaw No. 192 – RFD

DAS Mobbs spoke to the request for decision (RFD) as presented.

TC-2023-027

It was Moved by Trustee Middleton and Seconded by Municipal Trustee Fast,
That Islands Trust Council Bylaw 192, cited as the “Revenue Anticipation Borrowing Bylaw
2023-2024”, be Read a First Time.

CARRIED

TC-2023-028

It was Moved by Trustee Morrison and Seconded by Municipal Trustee Fast,
That Islands Trust Council Bylaw 192, cited as the “Revenue Anticipation Borrowing Bylaw
2023-2024”, be Read a Second Time.

CARRIED

TC-2023-029

It was Moved by Trustee Middleton and Seconded by Trustee Stamford,
That Islands Trust Council Bylaw 192, cited as the “Revenue Anticipation Borrowing Bylaw
2023-2024”, be Read a Third Time.

CARRIED

TC-2023-030

It was Moved by Trustee Fast and Seconded by Municipal Trustee Fast,
That Islands Trust Council Bylaw 192, cited as the “Revenue Anticipation Borrowing Bylaw
2023-2024”, be forwarded to the Minister of Municipal Affairs for approval consideration.

CARRIED

By general consent, Trust Council continued with unfinished business under item 11.

11. DISPOSITION OF DELEGATIONS

Re: Item 6.1.2: Raincoast Conservation Foundation re: Adopt Goals in Montreal Pledge.

TC-2023-031

It was Moved by Trustee Morrison and Seconded by Trustee Yates,

That the Trust Council direct the Regional Planning Committee and the Trust Programs Committee to consider how the Montreal Charter on Biodiversity impacts the work of the Islands Trust and share their thinking back with Trust Council in this calendar year.

CARRIED

Re: Item 6.1.3 David Dunnison re: Valid Invalid Information

TC-2023-032

It was Moved by Trustee Stamford and Seconded by Trustee Bernardo,

That Trust Council request staff to review language on the website and other publications regarding the Coastal Douglas-fir zone and associated ecosystems and amend as appropriate, with advice from qualified provincial forest ecologists as needed.

TC-2023-033

It was Moved by Trustee Harris and Seconded by Trustee Evans,

Amend the above motion **TC-2023-032**, after “qualified provincial forest ecologists” add “including Will MacKenzie provincial custodian of the Biogeoclimatic Ecosystem Classification (BEC) system.” and remove “as needed.”

CARRIED

TC-2023-032 as amended by TC-2023-033

That Trust Council request staff to review language on the website and in publications regarding the Coastal Douglas-fir zone and associated ecosystems and amend as appropriate, with advice from qualified provincial forest ecologists, including Will MacKenzie provincial custodian of the Biogeoclimatic Ecosystem Classification (BEC) system.

CARRIED

TC-2023-034

It was Moved by Trustee Stamford and Seconded by Trustee Boland,

That Trust Council request the Executive Committee to arrange a presentation for trustees by qualified provincial forest ecologists to provide background on forest classifications, forest health, and the significance of forests in the Islands Trust Area as soon as conveniently possible.

TC-2023-035

It was Moved by Trustee Harris and Seconded by Trustee Morrison,

Amend the above motion **TC-2023-034**, add “including Will MacKenzie,” after “qualified provincial forest ecologists...”.

10 in favour

14 opposed

DEFEATED

Chair Luckham called the question on **TC-2023-034** as presented.

It was Moved by Trustee Stamford and Seconded by Trustee Boland,

That Trust Council request the Executive Committee to arrange a presentation for trustees by qualified provincial forest ecologists to provide background on forest classifications, forest health, and the significance of forests in the Islands Trust Area as soon as conveniently possible.

10 in favour

14 opposed

DEFEATED

TC-2023-036

It was Moved by Trustee Stamford and Seconded by Trustee Morrison,

That Trust Council refer the educational opportunity around the Coastal Douglas-fir zone and forest discussions to Trust Programs Committee for further consideration as an educational opportunity.

(See resolution TC-2023-034).

CARRIED

12. CORRESPONDENCE

12.1 Harlene Holm response to Freshwater Sustainability Report letter received February 14, 2023

TC-2023-037

It was Moved by Trustee Patrick and Seconded by Trustee Yates,

That correspondence item 12.1 “Harlene Holm response to Freshwater Sustainability Report letter received February 14, 2023” be referred to the Regional Planning Committee.

CARRIED

12.2 Mielle Chandler letter to Trust Council dated February 14, 2023

Director of Planning Services Cermak commented that regarding the Ombudsperson Review, see resolution **TC-2023-009**, that consideration of language as referenced in Mielle Chandler’s letter re: “replacing value-laden words ‘legal/illegal’ and ‘lawful/unlawful’ to describe residents’ land uses—especially our dwellings [with] terms ‘conforming’ and ‘non-conforming’” will be considered with regards to Trustee Boland’s request regarding language review of Bylaw Compliance and Enforcement Policy.

Received for information.

12.3 R. Schuster re: Report “Carbon and Biodiversity Mapping and Assessment for the Islands Trust Area” from 2014 letter dated February 28, 2023

Received for information.

12.4 D. Rogers re: Correspondence to Trustees letter dated March 6, 2023

Received for information.

12.5 McKechnie & Elkington re: NAV CAN Flight Path letter dated March 6 2023

Received for information.

12.6 E. Dishoeck re: Flight path changes proposed by NAV CAN letter dated March 6, 2023

Received for information.

14. NEW BUSINESS

14.1 Tree Cutting Advocacy - Rescind September 2020 Request to the Province - Trustee RFD

Trustee Harris spoke to his trustee request for decision (RFD) as presented. He spoke to education of different techniques of sustainable forestry and the impacts to communities.

TC-2023-038

It was Moved by Trustee Harris and Seconded by Trustee Morrison,

That Islands Trust Council request the Chair to promptly inform the Province that it no longer wishes to proceed with its request that the Province enhance the Trust's jurisdiction over tree cutting bylaws to make its jurisdiction equal to that of municipalities under section 8 of the Community Charter, and also request staff to remove the task from Trust Council's follow-up action list.

TC-2023-039

It was Moved by Trustee Elliott and Seconded by Trustee Mabberley,

That the above motion **TC-2023-038** be severed after "Community Charter" and two separate motions be presented for consideration by Trust Council.

9 in favour
11 opposed
DEFEATED

Chair Luckham called the question on **TC-2023-038** as presented.

17 in favour
6 opposed
CARRIED

14.2 Suspend Proactive Bylaw Enforcement - Notice of Motion

14.2.1 An Independent Review of Islands Trust Bylaw Enforcement Practices – RFD

This item was put on hold pending information to be brought back from the action requested in motion TC-2023-009.

15. TRUSTEE UPDATES

15.1 First Nations Relations - None

15.2 Freighter Anchorages/Oceans Protection Plan (OPP) Update

15.2.1 Trustee Lironi - Oceans Protection Plan Update

Received for information.

15.2.2 Trustee Campbell - Oceans Protection Plan Update

Received for information.

15.3 Salt Spring Island Watershed Protection Alliance (SSIWPA) - None

15.4 Southern Gulf Islands Forum

It was noted that electronic meetings have been held and with an in-person meeting scheduled in April.

15.5 Átl'ka7tsem/Howe Sound Biosphere Region

A forum is scheduled to be held in April.

15.6 Baynes Sound/Lambert Channel Ecosystem Forum - None

15.7 BC Ferries Advisory Committees - None

16. PRIORITIES CHART

Received for information.

17. STRATEGIC PLAN AMENDMENTS - None

18. PROPOSED JUNE TRUST COUNCIL PROGRAM

The meeting was approved to be held in-person.

19. NEXT MEETING

The next Trust Council meeting is scheduled to be held in person June 27-29, 2023, at The Haven on Gabriola Island.

20. ADJOURNMENT

By general consent, at 2:55 p.m. the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder



Trust Council Special Electronic Meeting Minutes

Date: March 28, 2023

Location: The meeting was conducted electronically from Islands Trust Victoria office boardroom #200 – 1627 Fort Street, Victoria BC where the public could see and hear the meeting.

Executive:

1. Peter Luckham, Chair, Thetis
2. David Maude, Vice-Chair, Mayne
3. Tim Peterson, Vice-Chair, Lasqueti
4. Tobi Elliott, Vice-Chair, Gabriola

Trustees Present:

5. Ben Mabberley, Galiano
6. Deb Morrison, North Pender
7. Dag Falck, South Pender
8. David Graham, Denman
9. Judith Gedy, Bowen Municipal
10. Kate Louise Stamford, Gambier
11. Ken Hunter, Thetis
12. Kristina Evans, South Pender
13. Laura Patrick, Salt Spring
14. Lee Middleton, Saturna
15. Lisa Gauvreau, Galiano
16. Mairead Boland, Saturna
17. Mikaila Lironi, Lasqueti
18. Sam Borthwick, Denman
19. Sue Ellen Fast, Bowen Municipal
20. Susan Yates, Gabriola

Trustee Regrets/Absent:

21. Alex Allen, Hornby
22. Joe Bernardo, Gambier/Keats
23. Aaron Campbell, North Pender
24. Jeanine Dodds, Mayne
25. Jamie Harris, Salt Spring
26. Grant Scott, Hornby

Staff Present:

Russ Hotsenpiller, Chief Administrative Officer (boardroom)
David Marlor, Director, Legislative Services (boardroom)
Clare Frater, Director, Trust Area Services (boardroom)
Stefan Cermak, Director, Planning Services
Lori Foster, Executive Coordinator/Recorder (boardroom)

**Electronic
Attendees:**

One member of the public attended electronically

Notice of this Special Electronic Meeting (SEM) was posted to the Islands Trust website and at all Islands Trust offices (Victoria, Salt Spring and Gabriola) on March 24, 2023, following carried resolution without meeting TC-RWM-2023-001 to schedule meeting.

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

At 1:02 p.m., Chair Luckham called the Special Electronic Meeting to order stating “it is a beautiful sunny day on Thetis Island where I live and am elected, on Lyackson and Penelakut First Nation territory and, that Trust Council is meeting broadly across Coast Salish territory.”

Chair Luckham conducted trustee introductions, there were 19 trustees present when the meeting was called to order.

2. APPROVAL OF AGENDA

TC-2023-040

It was Moved by Trustee Borthwick and Seconded by Trustee Graham,
That the agenda be adopted as presented.

CARRIED

3. BUSINESS ITEMS

3.1 Protocol Agreement between Islands Trust Council and Snaw-naw-as First Nation – RFD

Trustee Hunter left the meeting at 1:15 p.m.

Chair Luckham introduced the request for decision (RFD) as presented.

Chief Administrative Officer (CAO) Hotsenpiller and Director of Trust Area Services (DTAS) Frater also reviewed the RFD with trustees.

The motion was moved and seconded.

Trustee Middleton joined the meeting at 1:23 p.m.

Trustee Hunter joined the meeting at 1:31 p.m.

Discussion ensued regarding the following:

- Other First Nations having interests on Lasqueti Island.
- Duty to engage First Nations by law.
- Implementation, communications and other costs of the agreement.

TC-2023-041

It was Moved by Trustee Elliott and Seconded by Trustee Peterson,

That the Islands Trust Council approve the Protocol Agreement between Islands Trust Council and Snaw-naw-as First Nation and request staff to forward the Protocol Agreement to the Minister of Municipal Affairs for approval.

CARRIED

18 in favour 2 opposed

Trustee Hunter requested that his OPPOSED vote be recorded in the minutes.

4. ADJOURNMENT

By general consent, at 2:00 p.m., the meeting was adjourned.

Peter Luckham, Chair

Certified Correct

Lori Foster, Executive Coordinator/Recorder

Resolutions Without Meetings Log

Trust Council

Resolution Number	Action	Date
2023-001	Carried	22-Mar-2023
Schedule Trust Council Special Electronic Meeting It was Moved by Vice-Chair, Trustee Peterson and Seconded by Vice-Chair, Trustee Maude, That Trust Council schedule a Special Electronic Meeting to be held Tuesday, March 28th at 1:00 p.m. from the Victoria boardroom, #200, 1627 Fort Street, Victoria BC where the public may see and hear the meeting. The following matter is considered urgent and necessary in order for Trust Council to schedule a Special Electronic meeting for the purposes of consideration and approval of the Protocol Agreement between Islands Trust and Snaw-naw-as First Nation for forwarding to the Minister of Municipal Affairs for approval. WHEREAS under s.9(1)(e) of the Islands Trust Act, Islands Trust Council (not local trust committees) may enter into agreements with First Nations on behalf of one or more local trust committees. WHEREAS on March 20, 2023, the Lasqueti Island Local Trust Committee endorsed a draft protocol agreement with Snaw-naw-as First Nation. WHEREAS Snaw-naw-as First Nation has requested that Islands Trust make an effort to have the agreement negotiations concluded and approved by Trust Council by the end of March 2023. NOW THEREFORE to meet the deadline of March 31, 2023, for consideration of adoption of Snaw-naw-as / Islands Trust Protocol Agreement; At its March 22, 2023, Executive Committee business meeting, the following motion, to conduct a Trust Council resolution without meeting (RWM), was initiated:		

ISLANDS TRUST COUNCIL
RESOLUTION WITHOUT MEETING MINUTES

RESOLUTION WITHOUT MEETING NO. TC-RWM-2023-001

The following matter is considered urgent and necessary in order for Trust Council to schedule a Special Electronic meeting for the purposes of consideration and approval of the Protocol Agreement between Islands Trust and Snaw-naw-as First Nation for forwarding to the Minister of Municipal Affairs for approval.

WHEREAS under s.9(1)(e) of the Islands Trust Act, Islands Trust Council (not local trust committees) may enter into agreements with First Nations on behalf of one or more local trust committees.

WHEREAS on March 20, 2023, the Lasqueti Island Local Trust Committee endorsed a draft protocol agreement with Snaw-naw-as First Nation.

WHEREAS Snaw-naw-as First Nation has requested that Islands Trust make an effort to have the agreement negotiations concluded and approved by Trust Council by the end of March 2023.

NOW THEREFORE to meet the deadline of March 31, 2023, for consideration of adoption of Snaw-naw-as / Islands Trust Protocol Agreement;

At its March 22, 2023, Executive Committee business meeting, the following motion, to conduct a Trust Council resolution without meeting (RWM), was initiated:

It was Moved by Vice-Chair, Trustee Peterson and Seconded by Vice-Chair, Trustee Maude,

That Trust Council schedule a Special Electronic Meeting to be held Tuesday, March 28th at 1:00 p.m. from the Victoria boardroom, #200, 1627 Fort Street, Victoria BC where the public may see and hear the meeting.

Trustees were notified, via email, of the call for the vote on March 22, 2023.

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
1. Sue Ellen Fast	March 22, 2023	In Favour
2. Jeanine Dodds	March 22, 2023	In Favour
3. Mairead Boland	March 22, 2023	In Favour
4. Laura Patrick	March 22, 2023	In Favour
5. Lee Middleton	March 22, 2023	In Favour
6. David Maude	March 22, 2023	In Favour
7. Grant Scott	March 22, 2023	In Favour
8. Ben Mabberley	March 22, 2023	In Favour
9. Joe Bernardo	March 22, 2023	In Favour
10. Susan Yates	March 22, 2023	In Favour
11. Timothy Peterson	March 22, 2023	In Favour
12. Ken Hunter	March 22, 2023	Opposed
13. Tobi Elliott	March 22, 2023	In Favour
14. Peter Luckham	March 22, 2023	In Favour
15. Dag Falck	March 23, 2023	In Favour
16. Sam Borthwick	March 23, 2023	In Favour
17. Kristina Evans	March 23, 2023	In Favour
18. Kate-Louise Stamford	March 23, 2023	In Favour
19. David Graham	March 23, 2023	In Favour
20. Mikaila Lironi	March 23, 2023	In Favour

TRUSTEES VOTE NOT AVAILABLE

21. Deb Morrison 22. Lisa Gauvreau 23. Alex Allan 24. Judith Gedye 25. Jamie Harris
26. Aaron Campbell

FINAL VOTE COUNT (19) IN FAVOUR (1) OPPOSED DECISION **CARRIED**

THE CHAIR DECLARED THE ABOVE RESOLUTION **CARRIED** PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON March 23, 2023.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Kate Emmings Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 06-Dec-2023	In Progress
2 That Trust Council prioritize public engagement tools and approaches as a priority topic for future learning opportunities.	Russ Hotsenpiller	Meeting: 21-Sep-2021 Target: 06-Dec-2022	In Progress
3 Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater Russ Hotsenpiller	Meeting: 21-Sep-2022 Target: 27-Jun-2023	In Progress
4 In cooperation with Executive Committee, provide a list of needed resources in priority order to advance the Trust's reconciliation activity with First Nations in British Columbia that Council may debate and endorse for advocacy to British Columbia.	Clare Frater Russ Hotsenpiller	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
5 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
6 That Trust Council coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 23-Mar-2023	In Progress
7 Trust Council ask the Governance Committee to review the current method of appointment and the make-up of membership for Trust Council standing committees. (added to GC FUAL)	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
8 That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust.	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
9 Trust Council respond to Minister Kang to the effect that Trust Council will revisit the request for a review of Islands Trust mandate, governance and structure, at September Trust Council and provide the minister with an update.	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 26-Sep-2023	In Progress
10 THAT a reconciliation learning group be initiated comprised of trustees who indicate interest; and that a learning plan be developed and implemented through monthly, virtual meetings.	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 26-Mar-2024	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
11 That the 2023/24 Trust Council meetings be held in-person at the following locations: ·June: Gabriola ·September: 1. The Penders 2.Keats/Barnabas ·December: Victoria ·March: Salt Spring	Russ Hotsenpiller	Meeting: 08-Mar-2023 Target: 27-Jun-2023	In Progress

Director Legislative Services

Activity	Responsibility	Dates	Status
1 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 06-Dec-2023	In Progress
2 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 28-Jun-2023	In Progress
3 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 27-Jun-2023	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
4 That Trust Council adopt the revised Trust Council Policy 2.3.1 [Council Committee System and Terms of References] dated March 7, 2023 that adds Governance Committee membership to the Financial Planning Committee, includes the terms of reference for all council committees and removes reference to the Executive Committee; and further That Trust Council rescind policies 2.3.2 [Regional Planning Committee Terms of Reference], 2.3.3 [Financial Planning Committee Terms of Reference], 2.3.4 [Trust Programs Committee Terms of Reference], and 2.3.5 Governance Committee Terms of Reference].	David Marlor	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
5 That Trust Council request interested trustees to work with Director of Legislative Services Marlor to provide input and revision to the draft Accessibility Committee terms of reference and bring it back to the June Trust Council.	David Marlor	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
6 Trust Council request Staff to seek a legal opinion regarding the Islands Trust's obligations to uphold collective and individual rights to housing.	David Marlor	Meeting: 08-Mar-2023 Target: 27-Jun-2023	In Progress
7 Trust Council direct staff to specify that the Legislative Services, Meeting Administrator position be named as temporary for one year.	David Marlor Julia Mobbs	Meeting: 07-Mar-2023 Target: 01-Apr-2024	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
8 Staff to report back with options and implications of changing the selection process established in Trust Council Policy 2.3.1 Council Committee Systems for the Financial Planning Committee so that membership is determined by Trust Council election and; THAT Trust Council change the process for appointing the FinancialPlanning Committee established in Policy 2.3.1 Council CommitteeSystems, by limiting the appointment under current policy to 6 monthspending adoption of a new selection policy, at which time a new FinancialPlanning Committee could be decided by the new policy failing which, theexisting Financial Planning Committee will remain in office.	David Marlor	Meeting: 18-Nov-2022 Target: 27-Jun-2023	In Progress

Director of Planning Services

Activity	Responsibility	Dates	Status
1 Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress
2 Trust Council host a panel session about housing challenges and solutions in the Islands Trust Area as part of trustee education.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress
3 That Trust Council coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term.	Russ Hotsenpiller Stefan Cermak	Meeting: 22-Sep-2022 Target: 23-Mar-2023	In Progress

Follow Up Action Report

Trust Council

Director of Planning Services

Activity	Responsibility	Dates	Status
4 Director of Planning Services request the Office of the Ombudsperson to undertake a comprehensive review of the enforcement related policies and practices of the Islands Trust, and recommend such improvements and changes to them as may be required to bring the policies and practices into conformity with best practices for local government bylaw enforcement.	Stefan Cermak	Meeting: 08-Mar-2023 Target: 26-Sep-2023	In Progress
5 Forward March 9, 2023, Trust Council agenda correspondence item 12.1 re: Harlene Holm response to Freshwater Sustainability Report letter received February 14, 2023, to the Regional Planning Committee.	Stefan Cermak	Meeting: 09-Mar-2023 Target: 27-Apr-2023	Completed

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 That Trust Council request staff to recommend amendments to Trust Council Policy 6.3.2 to address the use of unspent special property tax requisition funds on new programs or initiatives when the original program or initiative remains ongoing.	David Marlor Julia Mobbs	Meeting: 15-Sep-2020 Target: 28-Jun-2023	In Progress
2 Trust Council direct staff to specify that the Legislative Services, Meeting Administrator position be named as temporary for one year.	David Marlor Julia Mobbs	Meeting: 07-Mar-2023 Target: 01-Apr-2024	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Kate Emmings Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 06-Dec-2023	In Progress
2 Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.	Clare Frater David Marlor	Meeting: 12-Mar-2020 Target: 06-Dec-2023	In Progress
3 That Trust Council request that the Executive Committee support Bowen Island Municipality in its efforts to oppose recreational use of motorized vehicles on Mount Gardner Crown land, subject to Bowen Island's Municipality First Nations consultation.	Clare Frater	Meeting: 17-Jun-2020 Target: 06-Dec-2022	In Progress
4 Cooperate and work with Dr. Tara Martin's delegation re data sharing of Coastal Douglas-fir.	Clare Frater	Meeting: 17-Jun-2020 Target: 06-Dec-2022	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
5 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 03-Dec-2020 Target: 06-Dec-2023	In Progress
6 Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.	Clare Frater David Marlor	Meeting: 10-Mar-2021 Target: 27-Jun-2023	In Progress
7 That Trust Council request staff to provide a report outlining potential options for how the Trust and local trust committees can engage and assist with the Coast Guard Oil Spill response planning process.	Clare Frater	Meeting: 22-Sep-2021 Target: 06-Dec-2022	In Progress
8 Proclaim June 8, 2022, to June 7, 2023 "Year of the Salish Sea", to raise public awareness about a healthy Salish Sea and learn from Indigenous Nations on how to improve its health and management for the benefit of future generations.	Clare Frater	Meeting: 08-Mar-2022 Target: 07-Jun-2023	In Progress
9 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 02-Dec-2021 Target: 28-Feb-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
10 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions.	Clare Frater	Meeting: 21-Sep-2022 Target: 07-Sep-2026	In Progress
11 Continue to build staff-to-staff relationships with First Nations who provided input to the Policy Statement Amendment Project in Phases 1 and 2 of early and meaningful engagement, and provide additional capacity funding to support continued First Nations engagement on this project.	Clare Frater	Meeting: 21-Sep-2022 Target: 14-Mar-2023	In Progress
12 Coordinate the provision of expert advice and training to the incoming Trust Council, early in the new term, on the theme of public engagement and consultation, building on lessons learned from the first three phases of Islands 2050 public engagement from 2019 - 2022.	Clare Frater Russ Hotsenpiller	Meeting: 21-Sep-2022 Target: 27-Jun-2023	In Progress
13 In cooperation with Executive Committee, provide a list of needed resources in priority order to advance the Trust's reconciliation activity with First Nations in British Columbia that Council may debate and endorse for advocacy to British Columbia.	Clare Frater Russ Hotsenpiller	Meeting: 22-Sep-2022 Target: 27-Jun-2023	In Progress
14 Executive Committee to develop a communications strategy and materials to support awareness of the housing affordability advocacy request and rationale.	Clare Frater Stefan Cermak	Meeting: 22-Sep-2022 Target: 14-Mar-2023	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
15 Extend the timeline for issuing the Natural Area Exemption Certificate for Natural Area Protection Tax Exemption Program application SS-NAP-2020.3 (Salt Spring Island) until December 2024.	Clare Frater Kate Emmings	Meeting: 06-Dec-2022 Target: 31-Dec-2024	In Progress
16 Staff to write a letter of support under the Chair's signature stating that the Islands Trust Council supports the Sunshine Coast Regional District applying for, receiving, and managing the 2022 Community Emergency Preparedness - Disaster Risk Reduction-Climate Adaption Grant.	Clare Frater	Meeting: 07-Mar-2023 Target: 22-Mar-2023	Completed
17 Trust Council request staff to review language on the website and other publications regarding the Coastal Douglas-fir zone and associated ecosystems and amend as appropriate, with advice from qualified provincial forest ecologists, including Will Mackenzie provincial custodian of the BEC system.	Clare Frater	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
18 Trust Council refer the educational opportunity around CDF and forest discussion to Trust Programs Committee .	Clare Frater	Meeting: 08-Mar-2023 Target: 26-Sep-2023	In Progress
19 Trust Council reduce the proposed Policy Statement Amendment Project budget from \$50k to \$30k in recognition of the fact that Executive Committee has proposed a project charter that has shifted public engagement to the 2024/25 fiscal year.	Clare Frater	Meeting: 07-Mar-2023 Target: 19-Mar-2024	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
20 That Trust Council recommend to Fisheries and Oceans Canada (DFO) that Trustee Lironi be appointed as Trust Council's representative to the DFO Shellfish Aquaculture Management Advisory Committee and that Trustee Graham (to be determined by Trust Council) be identified as an alternate attendee.	Clare Frater	Meeting: 08-Mar-2023 Target: 27-Jun-2023	Completed

Ecosystem Protection Specialist

Activity	Responsibility	Dates	Status
1 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 03-Dec-2020 Target: 06-Dec-2023	In Progress
2 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 02-Dec-2021 Target: 28-Feb-2023	In Progress

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
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Follow Up Action Report

Trust Council

Manager, Islands Trust Conservancy

Activity	Responsibility	Dates	Status
1 That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.	Clare Frater Kate Emmings Russ Hotsenpiller	Meeting: 17-Sep-2019 Target: 06-Dec-2023	In Progress
2 That Trust Council issue a NAPTEP certificate for the R. Leader property (Parcel Identifier 000-395-081) subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 03-Dec-2020 Target: 06-Dec-2023	In Progress
3 Trust Council approved issuance of an increased Natural Area Exemption Certification for the application to expand of the Nighthawk Hill NAPTEP area subject to registration of an appropriate expanded conservation covenant with the Islands Trust Conservancy.	Clare Frater Kate Emmings Kathryn Martell	Meeting: 02-Dec-2021 Target: 28-Feb-2023	In Progress
4 Extend the timeline for issuing the Natural Area Exemption Certificate for Natural Area Protection Tax Exemption Program application SS-NAP-2020.3 (Salt Spring Island) until December 2024.	Clare Frater Kate Emmings	Meeting: 06-Dec-2022 Target: 31-Dec-2024	In Progress



**CHIEF ADMINISTRATIVE OFFICER
2023 1st QUARTER REPORT**

Date: June 5, 2023

Trust Council, Gabriola 2023

This report summarizes initiatives undertaken by the Executive Office since the last Trust Council in March 2023.

Meetings were conducted between the Sunshine Coast Regional District, the LTC and staff on current issues and our protocol agreements. A similar meeting was held with the qathet Regional District and the Lasqueti LTC. Meetings are scheduled with the Comox Valley Regional District and the Nanaimo Regional District in the next 6 weeks. These meetings are opportunities to discuss emerging issues on the islands, understand regional district service priorities and to assess how well the Islands Trust/regional district formal agreements are functioning.

As usual, regular committee meetings were conducted over the last 3 months. The Governance Committee met twice, focused upon their priorities matrix, in particular the development of a corporate plan for the Islands Trust. A sub group of Financial Planning Committee has taken on drafting a framework for the plan, which will be presented to Trust Council after a workable draft is complete.

We have conducted two all staff meetings, one in Duncan and the other on Gabriola Island. These meetings are opportunities for staff to spend time together, discuss organizational priorities and understand Trust Council objectives. The next meeting will be a Zoom meeting in September following the Council meeting.

On May 19, a Chair training session was conducted with Lisa Zwarn, parliamentarian and organizational consultant. Vice-Chairs, Chairs of Committees, Vice-Chairs of committees and Conservancy Chairs were invited to the one day session. The focus was chairing meetings in public venues, Roberts's Rules of Order, committee functions, trouble shooting and decision making in a public forum.

Executive Committee (EC) updated their work plan, which has been submitted to the June Trust Council for review. Over two meetings, EC conducted an external analysis, reviewed priorities of the previous Executive Committee and identified key initiatives that require their focus. Key amongst these are ensuring that strategic priorities of the organization are advanced for the coming fiscal year, reconciliation, and engagement work.

From an internal perspective we remain active in the labour market with a number of recent hires. We have retained a new Senior Indigenous Relations Advisor and filled planning vacancies. We remain down a planner in the Northern Office, which is proving challenging. We have yet to hire for the new administrative positions that were funded in March. We conducted an administrative analysis of the organization in an effort to maximize these new resources and have made amendments to job descriptions based upon the results. We hope to have these positions filled in the next couple of months.

The bylaw enforcement review with the Office of the Ombudsperson is underway with the goal of having some reporting to Trust Council in September.

There is a particular focus upon our regional offices. The Salt Spring office's lease with BC Hydro is concluding and we have an active project to locate alternative space on island. The Gabriola office's lease will also be up for renewal in the next year. The change in how we work and the prevalence of work from home practice that we have adopted are factors in how we use office space for staffing and storage. Any changes to leases will trigger moving and possible leasehold improvement costs which will be returned to Council for consideration.

Russ Hotsenpiller

BRIEFING

To: Trust Council **For the Meeting of:** June 27, 2023
From: Executive Committee **Date Prepared:** May 15, 2023
SUBJECT: Executive Committee Work Plan Updates

PURPOSE: To update and seek endorsement from Trust Council for the Executive Committee work plan.

BACKGROUND: Executive Committee has updated its work plan to reflect Trust Council priorities and its responsibilities associated with its terms of reference. At the May 3 and May 10 Executive Committee (EC) meetings, the Committee reviewed the previous work plan, the status of ongoing projects and made adjustments to its Active Projects and Future Projects. Those work plans are attached here for review and subsequent endorsement by Trust Council.

Trust Council Policy 6.2.1 *Priority Setting Guidelines* and 6.7.1 *Work Program, Follow up Action List and Priorities Matrix* provide direction for EC, and other Committees, as they develop and implement work plans. These policies require that the top priorities of an organizational unit must be those of Trust Council that fall within their terms of reference.

Executive Committee has accordingly adopted the following Active Projects:

- To update the Islands Trust Policy Statement;
- To develop the Islands Trusts First Nations Reconciliation and engagement planning;
- To develop a strategy to increase the provincial financial contribution to the Islands Trust;
- To guide the development and implementation of the Islands Trust Strategic Plan;
- Development of an Islands Trust Communications Strategy.

In addition, the following Future Projects:

- To advance the preservation and protection of marine ecosystems;
- To engage with the Ministry of Transportation on a updated Memorandum of Understanding;
- Programming associated with the Climate Change declaration of the Islands Trust.

As noted, the previous work plan included Climate Change Declaration/Emergency as an Active Project. Executive Committee seeks direction from Trust Council on actions it wishes to endorse associated with the Climate Change Emergency and Islands Trust Climate Change declaration, and would seek a future session/engagement with Trust Council on specific outcomes.

ATTACHMENT(S):

1. Active Projects List
2. Future Projects List

FOLLOW-UP: as directed

Prepared By: Russ Hotsenpiller, Chief Administrative Officer

Reviewed By/Date: May 16, 2023

Future Projects Report

Executive Committee

1. *Marine Ecosystems*

Responsible

Date Received

Advance the preservation and protection of marine ecosystems.

03-May-2023

2. *MOTI MOU's*

Responsible

Date Received

To engage with the Ministry of Transportation on a updated Memorandum of Understanding.

03-May-2023

3. *Climate Change Emergency*

Responsible

Date Received

Programming associated with the Climate Change declaration of the Islands Trust.

03-May-2023

Active Projects Report

Executive Committee

1. Update Islands Trust Policy Statement

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process. Updated Project charter approved March 2023. (Strategic Plan 3.1, 4.4 , 5.6, 5.7)

Responsible

Clare Frater
Russ Hotsenpiller

Dates

Rec'd: 26-Feb-2020
Target: 26-Sep-2023

2. First Nations Reconciliation

Develop Islands Trust First Nations Reconciliation and engagement planning (Strategic Plan Items 4.5 & 4.6)

Responsible

Russ Hotsenpiller

Dates

Rec'd: 02-Sep-2020

3. Provincial Funding

Develop a strategy to increase the provincial financial contribution to the Islands Trust.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 07-Mar-2023

4. Strategic Planning

Guide the development and implementation of the Islands Trust Strategic Plan.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 03-May-2023

Active Projects Report

Executive Committee

5. *Communications*

Development of an Islands Trust Communications Strategy.

Responsible

Dates

Clare Frater

Rec'd: 03-May-2023

Russ Hotsenpiller

BRIEFING

To:	Trust Council	For the Meeting of:	June 27, 2023
From:	CAO	Date Prepared:	May 18, 2023
SUBJECT:	Overview of Strategic and Corporate Planning Projects		

PURPOSE: To provide Trust Council an overview of the strategic planning and corporate planning processes.

BACKGROUND: There are a number of projects currently underway at the Islands Trust to assist in the development of a strategic and corporate plan for the organization. This briefing provides the status of this work and also identifies important timelines in the annual planning cycle.

Context:

- The Governance Review, 2022, recommended that the Islands Trust “*adopt a four-or-five year corporate plan that integrates strategic and financial components, reviewed and updated annually, identifying the initiatives to be undertaken, the corresponding financial resources, along with performance metrics to measure achievement.*”
- The Governance Committee has adopted the development of a Corporate Plan as one of its priority projects, with the support of Trust Council.



- The graphic on page 1 illustrates how a strategic plan is part of a wider corporate planning process. Though this diagram is not definitive, it does summarize the interrelated elements that go into comprehensive planning for an organization like the Islands Trust.
- The Governance Committee has tasked a sub-group of Financial Planning Committee to develop an outline of a corporate plan for the Trust. There is no specific deadline for the work at this time, but it is progressing and it is anticipated that a new corporate planning process will be adopted in the near future.
- An important initial step in any organizational planning is determining a vision and shared values.
- Work continues on the current (2018-2022) Strategic Plan including those priority projects that Trust Council supported through the recent 2023/24 budget process.
- Despite progress on the Corporate Plan, there is an immediate need to plan for important projects for the coming year.
- As the Corporate Plan will eventually be adopted and guide future budgets (2022-2026), the strategic planning for 2024/25 could be considered as current strategic priorities for the coming year.
- The 2024/25 annual budget process has started with committees and staff identifying and budgeting for projects. To support organizational alignment and be as efficient as possible, it would be advisable for Trust Council to identify its strategic priorities in June 2023.
- Executive Committee, by policy, is responsible for coordination of the development, preparation and implementation of strategic planning.

Given the context above, Executive Committee has recommended that:

1. Trust Council undertake a strengths, weaknesses, opportunities, threats (SWOT) session so trustees can have an up to date, broad, informed context for their decisions and priorities. This was a recommendation from the FPC sub-group and the Governance Committee.
2. Trust Council review the major projects that are currently underway, identify any new projects, and then extend the strategic plan into the budgeting cycle for in 2024/25.
3. That Trust Council undertake a visioning, mission and values discussion, possibly for September based upon feedback from the Governance Committee.

Accordingly, the Trust Council meeting of June 2023 has schedule a SWOT session on Wednesday, June 28th to be followed by a session, supported by a briefing, to discuss current and potential projects for 2024/25 budget year.

ATTACHMENT(S):

1. None

FOLLOW-UP: as directed

Prepared By: CAO

Reviewed By/Date: May 18, 2023

To:	Executive Committee	For the Meeting of:	May 24, 2023
From:	David Marlor, Director, Legislative Services	Date Prepared:	May 1, 2023
SUBJECT:	Accessibility Committee – Membership Recommendation for Trust Council		

PURPOSE: To provide the Executive Committee an update on development of recommendations for Trust Council in relation to the membership of the Accessibility Committee.

BACKGROUND:

At its regular business meeting in March 2023, Trust Council received a Request for Decision (attached) with recommendations for the creation of a provincially mandated Accessibility Committee. The RFD included recommended membership for that Committee.

After deliberations, Trust Council did not adopt any resolutions but instead asked interested trustees to work with the Director of Legislative Services to refine the membership recommendations.

At its regular meeting in March, Trust Council suggested several edits and the attached policy has been revised as follows (shown in green in the attachment):

- Page 74 of the agenda package, (page 2 of the attachment) proposed section 1.1.8 as highlighted in yellow item 6. add the words “people with a disability” after the words “or support”,
- Page 73 of the agenda package, section 1.1.1., replace the word “four” with “five”,
- Page 74, section 1.1.2., add to the end, “and ratified by Trust Council.”,
- Section 1.1.3 replace the words, “by the March Trust Council” with “no later than the March Trust Council”,
- Section 1.1.8.
 - Item 1. after the words “with disabilities” add “or who have a disability”,
 - Item 2. Add “at least one person and” before the words “up to 3”.
- Section 1.1.9, for consistency, add to the end, “Trust Council will ratify the appointments under section 1.1.8 items 1, 2 and 3.”
- Section 1.1.8, items 1, 2, 3 and 4 prefaced with “up to” could be interpreted as zero and should be changed to read “a minimum of one and up to four”,
- Section 1.1.8, item 2 the number of Indigenous participants should not have a cap,

Trust Council also suggested the following, however, these need more direction and have not been added to the draft policy:

- The number of Trust Council members actually on the committee should be less
- Clarification on “organizations that support people with disabilities” and vetting of organizations requested,
- Interpretation of the new legislation.

Following the Trust Council meeting, on March 20, 2023 Staff sent out an email to all trustees asking for interest in participating on a working group to refine the membership recommendations that would then be taken back to Trust Council in June 2023.

No trustees expressed interest.

The *Accessible British Columbia Act* requests Islands Trust to have an Accessibility Committee in place by September 1, 2023. To meet this deadline, Trust Council must adopt a policy with the membership in June so staff can recruit the committee before September 1, 2023.

Staff will return the Request for Decision, with the amendments listed above, to Trust Council in June for a decision, however, the Executive Committee may wish to propose changes to the membership in the RFD as a means of addressing some of the issues heard during discussion at March Trust Council.

ATTACHMENT(S):

1. Accessibility Committee Request for Decision

FOLLOW-UP:

1. As directed by Executive Committee

Prepared By: David Marlor, Director, Legislative Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer, May 18, 2023

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** March 7, 2023

From: David Marlor, Director,
legislative Services **Date Prepared:** February 7, 2023

SUBJECT: Establishment of an Accessibility Committee

RECOMMENDATION:

THAT Trust Council amend Trust Council Policy 2.3.1 [Council Committee System and Terms of Reference] by adding a new Accessibility Committee, and terms of reference for the Accessibility Committee.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Accessible British Columbia Act mandates that all local governments, including the Islands Trust, have an Accessibility Committee and an accessibility plan. While local governments may work together to use one accessibility committee, the unique nature of the Islands Trust means that the proposed option is the most cost effective. While Trust Council can adjust the membership as it wishes (more members or less), it must ensure that half the membership are persons with a disability or support or work for an organization that supports people with disabilities, ideally with the Islands Trust Area, and at least one member is Indigenous.

1 PURPOSE:

To meet new Provincial legislation on the requirement to have an Accessibility Committee, and Accessibility Plan and a process to keep the plan up to date.

2 BACKGROUND:

At its regular meeting in March, Trust Council suggested several edits and the attached policy has been revised as follows (shown in green in the attachment):

- Page 74 of the agenda package, (page 2 of the attachment) proposed section 1.1.8 as highlighted in yellow item 6. add the words “people with a disability” after the words “or support”,
- Page 73 of the agenda package, section 1.1.1., replace the word “four” with “five”,
- Page 74, section 1.1.2., add to the end, “and ratified by Trust Council.”,
- Section 1.1.3 replace the words, “by the March Trust Council” with “no later than the March Trust Council”,
- Section 1.1.8.
 - Item 1. after the words “with disabilities” add “or who have a disability”,
 - Item 2. Add “at least one person and” before the words “up to 3”.
- Section 1.1.9, for consistency, add to the end, “Trust Council will ratify the appointments under section 1.1.8 items 1, 2 and 3.”
- Section 1.1.8, items 1, 2, 3 and 4 prefaced with “up to” could be interpreted as zero and should be changed to read “a minimum of one and up to four”,
- Section 1.1.8, item 2 the number of Indigenous participants should not have a cap,

Trust Council also suggested the following, however, these need more direction and have not been added to the draft policy:

- The number of Trust Council members actually on the committee should be less
- Clarification on “organizations that support people with disabilities” and vetting of organizations requested,
- Interpretation of the new legislation.

The *Accessible British Columbia* Act came into force in September 2022. Under the regulations, it applies to the Islands Trust beginning on September 1, 2023. From this date, the Islands Trust must have an established Accessibility Committee that:

- A. *assist the organization to identify barriers to individuals in or interacting with the organization, and*
- B. *advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization.*

An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:

- A. *at least half of the members are*
 - *persons with disabilities, or*
 - *individuals who support, or are from organizations that support, persons with disabilities;*
- B. *the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;*
 - *at least one of the members is an Indigenous person;*
 - *the committee reflects the diversity of persons in British Columbia.*

The legislation also requires that the Islands Trust develops an accessibility plan; this plan must identify, remove and prevent barriers to individuals in or interacting with the organization. Development of the plan must be in consultation with the organization's accessibility committee, and requires the consideration of the following principles:

- A. inclusion;
- B. adaptability;
- C. diversity;
- D. collaboration;
- E. self-determination;
- F. universal design.

This plan must be reviewed and updated every three years. When updating the accessibility plan, the legislation also requires that the Islands Trust establish a process for receiving comments from the public on the organization's accessibility plan, and barriers to individuals in or interacting with the organization

Establishing an Accessibility Committee

To guide the establishment and on-going maintenance of the Accessibility Committee, Trust Council should adopt, as an amendment to its "Council Committee System and Terms of Reference Policy", the establishment of a new Council Committee called "Accessibility Committee". A draft terms of reference based on the principles expressed by the legislation should be included as a starting point. These should address physical infrastructure used by the organization, such as offices, property owned by Islands Trust bodies and meeting locations, and ability for people to work and interact with the Islands Trust, such as printed and electronic materials, access to electronic meetings and accessibility of the Islands Trust website.

Membership of the Accessibility Committee

To meet legislation, the committee must have 50 per cent of its membership made up of people with a disability, or who support or are from an organization that supports people with disabilities. At least one member is to be Indigenous.

Staff recommend that the membership of the Accessibility Committee be made up as follows:

- up to 4 people from organizations that support people with disabilities in the Islands Trust Area;
- up to 3 people who are Indigenous;
- up to 2 people from the Islands Trust Area;
- up to 2 trustees appointed by Trust Council Chair and ratified by Trust Council;
- The Chair of Trust Council as an ex-officio member; and
- Half of the membership must be people with a disability, or support, or are from an organization that supports people with disabilities.

The term of membership is four years, same as the term of the Trust Council. That is, advertising and appointments would happen shortly after the election and would extend until a new Accessibility Committee is appointed, or a member has resigned. Given that Trust Council only meets once every three months, Staff recommends that Trust Council delegate the advertising process and selection of non-trustee members to the Executive Committee. This fits with the role of the Executive Committee to oversee the day-to-day operations of the Islands Trust.

Meetings, Plan and Support

The meeting schedule will be the same as for other council committees, meeting once per quarter, with reports to Trust Council as required. The Committee will initially take the lead on development of an Accessibility Plan, and once Trust Council adopts the plan, will then take the lead in maintaining, monitoring implementation, and updating, including overseeing public input.

Staff support would be from the new administrative position. Initially staff support would involve advertising, and setting up the Committee, supporting meetings through agenda preparation, undertaking work in either, research and writing the Plan, or management of a consultant to undertake research and management of the Plan.

Draft amendments to Trust Council Policy 2.3.1 Council Committee System and Terms of Reference Policy are included in Attachment 1.

Membership on Financial Planning Committee

The current policy includes on the Financial Planning Committee the Chair or designate from each of the Trust Council standing committees (an amendment is proposed for March 2023 Trust Council to add Governance Committee representation on the Financial Planning Committee).

Staff is not recommending adding the Accessibility Committee membership on the Financial Planning Committee for the following reasons:

- The Committee, development of an Accessibility Plan and review and public feedback every three years is a requirement of legislation and therefore funding for these actions must be provided and will be decided by Trust Council during the budget process;
- The Committee is made up of none Trust Council members; therefore membership on Financial Planning Committee would likely be limited to those trustees appointed to the Accessibility Committee;
- The Financial Planning Committee already has 11 members; while adding one more would not be problem, it does reach the maximum number possible, after which Trust Council quorum would be achieved.

If Trust Council wishes to have a representative from the Accessibility Committee on the Financial Planning Committee, Trust Council could add this to the policy such that one of the Trust Council appointed members is the FPC Representative. The trustee to be appointed as the Accessibility Committee representative on the Financial Planning Committee could be left to the Accessibility Committee to decide, or could be determined by the Trust Council Chair during the appointment process.

Amendments to Trust Council Policy 2.3.1 Council Committee System and Terms of Reference

To implement the new Accessibility Committee, Staff recommends the following amendments to the Trust Council Policy 2.3.1 Council Committee System and Terms of Reference:

1. Add new subsection "1.1.1.5 Accessibility" [list of Council Standing committees]
2. Add "Accessibility" to 1.1.5 [appointment of trust council members to committees]
3. Add new section 1.1.8 [accessibility membership] with the membership as detailed above
4. Add a new Section 1.1.9 that details the means to appoint non-trust council members to the committee, and delegate the authority to appoint them to the Executive Committee.
5. Add a new Section 1.1.10 that states the term of the appointments, and the process should a member resign.
6. Amend Attachment 1 to add the Accessibility Committee with a list of areas of functionality as described above
7. Add a new Attachment 6 [Terms of Reference] as follows:

The Accessibility Committee is a mandatory requirement under the Accessible British Columbia Act effective September 1, 2023.

The Accessibility Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

- 1. Identify barriers to individuals (public, employees, trustees) in or interacting with the organization in offices, owned or leased locations, Islands Trust Conservancy lands owned or leased, including meeting and public hearing locations.*
- 2. Identify barriers to individuals (public, employees, trustees) in or interacting with the organization electronically through the Islands Trust website, social media accounts, telephone, electronic meetings or other electronic means.*
- 3. Advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization.*
- 4. Develop an Accessibility Plan that address the issues identified, with options and recommendations to remove the barriers, and advise on implementation of the Plan.*
- 5. Review the Accessibility Plan every three years and seek public feedback on the Accessibility Plan; as part of the review, seek feedback generally from the public on potential accessibility barriers and how to remove and prevent barriers to individuals in or interacting with the organization.*

The responsibilities stated apply to the following area:

- 6. Trust Council Governance and Management*

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

A new committee that will require Staff support.

FINANCIAL:

Additional costs associated with staffing, and possible consultants to assist with research, development and writing of an accessibility plan.

POLICY:

Amendment to Trust Council Policy 2.3.1 Council Committee System and Terms of Reference required.

IMPLEMENTATION/COMMUNICATIONS:

Staff will implement through advertising and notifications through the Islands Trust website.

FIRST NATIONS:

Communication with First Nations for individuals interested in being a representative on the Accessibility Committee.

OTHER:

No other implications.

4 RELEVANT POLICY(S):

Provincial Legislation: *Accessible British Columbia Act*

5 ATTACHMENT(S):

Amended Trust Council Policy 2.3.1 to add Accessibility Committee and terms of reference.

RESPONSE OPTIONS

Recommendation:

THAT Trust Council amend Trust Council Policy 2.3.1 [Council Committee System and Terms of Reference] by adding a new Accessibility Committee, establishing the membership for the Accessibility Committee, and a terms of reference for the Accessibility Committee.

Alternative:

Trust Council must create an Accessibility Committee, and develop an Accessibility Plan as this is a mandatory requirement of all local governments in British Columbia. Trust Council may consider the representation on that Committee, and adjust it accordingly. The number and make-up of the Committee is entirely up to Trust Council, provided 50% of the membership has a disability or supports, or is from an organization that supports, people with disabilities, and at least one member is Indigenous.

Prepared By: David Marlor, Director, Legislative Services

Reviewed By/Date:



Policy:	2.3.1
Approved By:	Trust Council
Approval Date:	March 6, 1998
Amendment Date(s):	September 11, 2008; March 14, 2018; June 8, 2021; September 21, 2022, March ____2023
Policy Holder:	Chief Administrative Officer

COUNCIL COMMITTEE SYSTEM AND TERMS OF REFERENCE

Purpose

This Policy outlines the composition and general role of standing committees and select committees. The attachments include an overview of committee-specific functions for each established standing committee, and the terms of reference for each established standing committee.

A. Definitions

Governance means the structure and processes by which Trust Council, Executive Committee, local trust committees and council committees are directed, controlled, and held to account to achieve their goals and objectives.

Select Committee means a committee established and elected by Trust Council to consider or inquire into any matter and to report its findings, opinions and recommendations to Trust Council.

Standing Committee means a regular permanent committee of Trust Council.

Trustee means a “local trustee” or “municipal trustee” as defined in the *Islands Trust Act*

B. Policy

1. Establishment and Membership

1.1 Standing Committees

1.1.1 A Council Committee System is adopted by Trust Council comprised of four standing committees and the Executive Committee (see Attachment 1):

1.1.1.1 Regional Planning

1.1.1.2 Financial Planning

1.1.1.3 Trust Programs

1.1.1.4 Governance

1.1.1.5 Accessibility

- 1.1.2 Membership for the Regional Planning, Financial Planning and Trust Programs committees includes trustees who have been appointed by the Trust Council Chair.
- 1.1.3 The Governance Committee consists of seven members of Trust Council who have been elected by Trust Council. Election of the Governance Committee shall occur by the March Trust Council meeting in the calendar year following the quadrennial trustee election.
- 1.1.4 One Executive Committee member will be assigned by the Trust Council Chair to the Regional Planning Committee and the Trust Programs Committee.
- 1.1.4 The Financial Planning Committee is comprised of all members of the Executive Committee, the Chair (or designate) of the Regional Planning Committee, Trust Programs Committee, and the Governance Committee, a member chosen by the Islands Trust Conservancy Board and three (3) other local or municipal trustees.
- 1.1.5 By the second Trust Council meeting following the quadrennial trustee elections, or as required, the Chair of Trust Council will recommend appointments to the Regional Planning, Trust Programs, Accessibility and Financial Planning committees for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.
- 1.1.6 The Trust Council Chair is an ex-officio member of the Trust Programs, Regional Planning, and Governance committees.
- 1.1.7 One of the two Trust Council elected members of the Islands Trust Conservancy is an ex-officio member of the Governance Committee, as determined by the Chair of the Islands Trust Conservancy.
- 1.1.8 The Accessibility Committee membership must meet the requirements of the Accessible British Columbia Act. The Accessibility Committee membership is:
1. up to 4 people from organizations that support people with disabilities in the Islands Trust Area;
 2. up to 3 people who are Indigenous;
 3. up to 2 people from the Islands Trust Area;
 4. up to 2 trustees appointed by Trust Council Chair and ratified by Trust Council;
 5. The Chair of Trust Council as an ex-officio member; and
 6. Half of the membership in 1 through 4 above must be people with a disability, or support, or are from an organization that supports people with disabilities.
- 1.1.9 Appointments under 1, 2, and 3 of Section 1.1.8 will be by advertisement or other means as determined appropriate by the Executive Committee. Advertising will occur shortly after the local government general election. The

Executive Committee will appoint members from the advertising or other process as soon as possible after the local government general election.

- 1.1.10 Membership appointed under 1.1.9 will continue until new members have been appointed. In the event a member resigns, the Executive Committee will determine the appropriate process to replace that person.

1.2 Select Committees

- 1.2.1 Select committee membership is comprised of trustees who have been elected by Trust Council.
- 1.2.2 Select committees must have terms of reference established and approved by Trust Council.
- 1.2.3 If the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, they or designate shall be an ex-officio member of each select committee.
- 1.2.4 The agenda for select committees should include:
- 1.2.4.1 Approval of previous meeting minutes
 - 1.2.4.2 Follow-Up Action List (FUAL)
 - 1.2.4.3 Trust Council referral items
- 1.2.5 A select committee resolution is required to expend monies from the committee's budget account assigned by Trust Council, if any.
- 1.2.6 A select committee shall refer any reporting and findings, including resource needs, to Executive Committee prior to reporting to Trust Council.
- 1.2.7 A select committee will cease to exist once it has reported its findings, opinions and recommendations to Trust Council.

2. Committee Chair

- 2.1 Committee members shall elect the Committee Chair and Vice-Chair at the first meeting of the term or as required.
- 2.2 The Trust Council Chair may appoint an interim Committee Chair when required.
- 2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Committee Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of a meeting.

3. Available Resources

- 3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.
- 3.2 A standing or select committee resolution is required to expend monies from the committee's assigned committee projects or budget account, if any.

4. Staff Support

- 4.1 Staff's primary function to a committee is to act in a support/advisory role and as such, a committee may make requests of staff.
- 4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

5. Meetings

- 5.1 The number of standing committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.
- 5.2 Select committees will decide on a schedule of regular meeting dates at the first meeting convened after the establishment of the committee.
- 5.3 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be coordinated with the Executive Coordinator.
- 5.4 Committee meetings during the Trust Council quarterly meetings are to be avoided.
- 5.5 The practice of recessing committee meetings to continue at a future date and time should be used sparingly due to the impact of unplanned meetings on staff resources.

6. Agenda/Minutes Preparation

- 6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the Committee Chair.
- 6.2 The agenda will be distributed to committee members and the CAO at least five calendar days before the meeting.
- 6.3 The agenda shall be determined as follows:
 - 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members present at the meeting.
 - 6.3.2 The agenda shall be approved as the first item of business.
 - 6.3.3 The agenda for standing and select committees should include:

- 6.3.3.1 Approval of previous meeting minutes
- 6.3.3.2 Follow-Up Action List (FUAL)
- 6.3.3.3 Trust Council referral items

- 6.4 Minutes must be done in accordance with Trust Council Policy 6.13 Islands Trust Minutes Guidelines.
- 6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.
- 6.6 The FUAL is updated within seven days of the Committee meeting and subsequently placed on the agenda of the next scheduled meeting. The FUAL is to be distributed to designated staff within seven days of the committee meeting.
- 6.7 Draft minutes of a committee meeting are considered for approval at the next meeting.

7. Council/Committee Relationship

- 7.1 Each standing committee shall maintain a work program - which must include:
 - 7.1.1 Items referred to the committee from Trust Council (including referral date).
 - 7.1.2 Projects, new initiatives, ideas, and issues identified by the committee.
 - 7.1.3 The top three (3) priorities/strategies that it is working on, as approved by Trust Council, and must include any of Trust Council's priorities that it has assigned.
- 7.2 Each standing committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.
- 7.3 Standing committees are required to submit a Highlights Report to the Executive Coordinator in time for the Trust Council agenda package preparation deadline. The Highlights Report is to be presented by the Council Committee Chair (or designate).
- 7.4 All standing committee proposals and/or recommendations to be placed on the Trust Council agenda shall be referred to the Executive Committee to be placed on the Trust Council agenda. A select committee shall refer any reporting and findings, including resource needs, to the Executive Committee to be placed on the Trust Council agenda. These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.
- 7.5 The Committee Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.
- 7.6 It is the role of the Executive Committee members of Council Committees to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the Council Committee's directions and activities and vice versa.

8. Rules of Conduct/Voting

- 8.1 Trust Council Meeting Procedure Bylaw 101 governs the proceedings of committees as applicable. In cases not provided for under Bylaw 101, Robert's Rules of Order Newly Revised shall apply to the proceedings of committees.
- 8.2 The quorum of a council committee is a majority of all of its members.
- 8.3 The Executive Committee member designate on the Regional Planning Committee and Trust Programs Committee shall have the full voting privileges of a committee member.
- 8.4 The Trust Council Chair, as ex-officio member of the Regional Planning Committee, Trust Programs Committee and select committees, shall be a non-voting member and shall not be included in determining quorum of a meeting.

9. Liaison

- 9.1 Liaison with provincial, federal, and local government politicians shall be requested by a Committee Chair to the Trust Council Chair or the CAO so that the Trust's political liaison can be coordinated. The Council Committee is expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Islands Trust representation.
- 9.2 Liaison with provincial, federal, and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.
- 9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the Council Committee Chair.

10. General Role of Standing Committees

- 10.1 To provide policy advice to Trust Council in response to Trust Council's referrals, committee initiatives and external requests of the Trust.
- 10.2 To provide feedback to staff on matters going to Trust Council.
- 10.3 To implement and maintain a committee-specific work program.
- 10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.
- 10.5 To create sub-committees (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.
- 10.6 To provide input and feedback to the annual budget process.

10.7 To provide input to Trust Council's organizational strategic planning process.

C. Legislated References

Trust Council Meeting Procedure Bylaw 101

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Attachment 1: Standing Committee-Specific Functions

Attachment 2: Regional Planning Committee Terms of Reference

Attachment 3: Financial Planning Committee Terms of Reference

Attachment 4: Trust Programs Committee Terms of Reference

Attachment 5: Governance Committee Terms of Reference

Attachment 1: SUMMARY OF STANDING COMMITTEE-SPECIFIC FUNCTIONS

REGIONAL PLANNING COMMITTEE (RPC) 1. Growth Management Tools 2. Community Planning Tools 3. Development Management Tools 4. Local Planning Service Delivery	TRUST PROGRAMS COMMITTEE (TPC) 1. Environmental Policy 2. Research and Information Systems Program 3. Sustainable Communities Policy 4. Trust Area Program Initiatives
FINANCIAL PLANNING COMMITTEE (FPC) 1. Annual Budget 2. Long Term Financial Planning 3. Fiscal Controls 4. Annual Audit	GOVERNANCE COMMITTEE (GC) 1. Governance structure and processes 2. Governance Best Practices 3. Legislative Reform
ACCESSIBILITY COMMITTEE (AC) 1. Identify barriers to individuals in or interacting with the organization, 2. Advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization. 3. Develop an Accessibility Plan, and advise on implementation of the Plan. 4. Review the Accessibility Plan every three years and seek public feedback on the Accessibility Plan and how to remove and prevent barriers to individuals in or interacting with the organization.	

Attachment 2: Regional Planning Committee Terms of Reference

The Regional Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Development Management – overseeing the procedures for processing of land use bylaws, permits etc., in an efficient and effective manner.
2. Local Trust Committee Functions – responding to local trust committee planning needs applicable throughout the Trust Area.
3. Local Planning Services – advising on the provision and allocation of resources to deliver local planning services to island communities.
4. Public Awareness/Education – promoting opportunities for the enhanced public awareness of land use planning and the Islands Trust's local planning services.
5. Emerging Issues – Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction.
6. Policy Guidance – Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.
7. Liaison – Maintain liaison with Islands Trust Conservancy Board and Trust Programs Committee, as required.

Attachment 3: Financial Planning Committee Terms of Reference

The Financial Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Annual Budget Process

To facilitate Council's involvement in the annual budget process by:

1. providing direction to all program units, via management, in overseeing the process of budget preparation.
2. assisting Council in establishing the principles and assumptions for the development of the budget.
3. reviewing the base operating needs and all program requests against the principles and assumptions and make recommendations to Council.
4. representing the interests of Council, Executive Committee, and Council Committees throughout the budget process.

2. Budget and Financial Planning

To facilitate the linkage of the annual strategic planning process with the annual budget process through:

1. the interpretation of Council's priorities/strategies and related work programs into resource allocation requirements both for the annual budget and for long range planning practices.
2. direction to management in the development of long range financial planning and capital budgeting.
3. facilitating Council's involvement in the preparation of a three year operational and capital budget plan.

3. Financial Management

To report to and make recommendations to Council regarding the organization's financial management practices such as:

1. a regular financial reporting system.
2. development of financial management policies and procedures.
3. assessing/monitoring revenue generating and expenditure control practices, management recommendations for financial resource allocations within and during the annual budget.
4. review financial reporting documents for the Ministry/Treasury Board and/or public presentation via the Executive Committee.

4. Annual Audit

The Finance Committee will appoint from amongst its members, but excluding members of the Executive Committee and trustees who are not members of Trust Council, an Annual Audit Committee for the purposes of the annual audit and will report directly to Council by:

1. reviewing audit reports.
2. reviewing with management the management letter recommendations and determining necessary actions.
3. monitoring the implementation of the auditor's recommendations.
4. recommending an accounting firm to Trust Council, each year, to conduct the annual audit.
5. reviewing with the auditors the year end audit (and interim audit) work program.

5. Islands Trust Conservancy Support

To provide advice to the Islands Trust Conservancy Board on financial services and support available from the Islands Trust.

6. Management Advice

To monitor and review the Trust's financial management, budget and financial planning practices and to assess management's recommendations to Trust Council in these areas, through consultation with the Trust's auditors as required.

Attachment 4: Trust Programs Committee Terms of Reference

The Trust Programs Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction.
2. Maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council.
3. Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.
4. Preparing recommendations for inter-agency initiatives and feedback on proposed inter-agency agreements.
5. Providing input to the continued development and maintenance of a useful research and information system.
6. Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation.
7. Maintaining a liaison with the Islands Trust Conservancy Board.

The responsibilities stated apply to the following areas:

8. Resource Management - promoting sustainability in the use of natural resources of the Trust Area.
9. Land Conservation - promoting protection and preservation of ecosystems throughout the Trust Area.
10. Water Management - promoting protection and preservation of groundwater and surface water supply and quality.
11. Marine Environment - promoting protection and preservation of coastal and deep water marine ecosystems.
12. Sustainable Communities - promoting liveable communities:
 - with sustainable and viable local economies;
 - with housing that accommodates socio-economic diversity;
 - with regard for the carrying capacity of supporting island environments.
13. Conservation Strategy - developing strategies beyond regulatory tools to achieve the Islands Trust's Object.
14. Public Awareness/Education - promoting enhanced public awareness of environmental, economic and social sustainability in island communities and opportunities for their improvement.

Attachment 5: Governance Committee Terms of Reference

The purpose of the Governance Committee is to provide focus upon improvement of governance, to develop and recommend to the Trust Council good governance and management approaches and frameworks, and to lead processes to support and evaluate the effectiveness of Trust Council and its committees

The Governance Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Initially reviewing the Islands Trust Governance Report dated March 8, 2022 and submitting a prioritized list of the recommendations in that Report to Trust Council with advice as to possible actions.
2. Identifying, evaluating and providing, on an on-going basis, advice to Trust Council on emerging governance and management issues with respect to:
 - areas of concern;
 - best practices; and
 - appropriate structures and procedures;to allow Trust Council to function most effectively.
3. Maintaining a committee work program to manage committee initiatives and providing Trust Council with quarterly updates.
4. Providing recommendations to Trust Council for legislation reform initiatives to improve Trust Council governance and management
5. The Governance Committee may contract external expertise to provide advice subject to:
 - funding by Trust Council and
 - at the discretion of the committee.

The responsibilities stated apply to the following area:

6. Trust Council Governance and Management

Attachment 6: Accessibility Committee Terms of Reference

The Accessibility Committee is a mandatory requirement under the Accessible British Columbia Act effective September 1, 2023.

The Accessibility Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Identify barriers to individuals (public, employees, trustees) in or interacting with the organization in offices, owned or leased locations, Islands Trust Conservancy lands owned or leased, including meeting and public hearing locations.
2. Identify barriers to individuals (public, employees, trustees) in or interacting with the organization electronically through the Islands Trust website, social media accounts, telephone, electronic meetings or other electronic means.
3. Advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization.
4. Develop an Accessibility Plan that address the issues identified, with options and recommendations to remove the barriers, and advise on implementation of the Plan.
5. Review the Accessibility Plan every three years and seek public feedback on the Accessibility Plan; as part of the review, seek feedback generally from the public on potential accessibility barriers and how to remove and prevent barriers to individuals in or interacting with the organization.

The responsibilities stated apply to the following area:

7. Trust Council Governance and Management

Attachment 1: DRAFT Policy Amendments

Highlights in **YELLOW** are draft edits presented to Trust Council in March 2023

Highlights in **GREEN** are draft edits based on suggestions from Trust Council in March 2023



Policy:	2.3.1
Approved By:	Trust Council
Approval Date:	March 6, 1998
Amendment Date(s):	September 11, 2008; March 14, 2018; June 8, 2021; September 21, 2022, March __ 2023
Policy Holder:	Chief Administrative Officer

COUNCIL COMMITTEE SYSTEM AND TERMS OF REFERENCE

Purpose

This Policy outlines the composition and general role of standing committees and select committees. The attachments include an overview of committee-specific functions for each established standing committee, and the terms of reference for each established standing committee.

A. Definitions

Governance means the structure and processes by which Trust Council, Executive Committee, local trust committees and council committees are directed, controlled, and held to account to achieve their goals and objectives.

Select Committee means a committee established and elected by Trust Council to consider or inquire into any matter and to report its findings, opinions and recommendations to Trust Council.

Standing Committee means a regular permanent committee of Trust Council.

Trustee means a “local trustee” or “municipal trustee” as defined in the *Islands Trust Act*

B. Policy

1. Establishment and Membership

1.1 Standing Committees

1.1.1 A Council Committee System is adopted by Trust Council comprised of **four** **five** standing committees and the Executive Committee (see Attachment 1):

1.1.1.1 Regional Planning

1.1.1.2 Financial Planning

1.1.1.3 Trust Programs

1.1.1.4 Governance

Attachment 1: DRAFT Policy Amendments

Highlights in **YELLOW** are draft edits presented to Trust Council in March 2023
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1.1.1.5 Accessibility

- 1.1.2 Membership for the Regional Planning, Financial Planning and Trust Programs committees includes trustees who have been appointed by the Trust Council Chair, **and ratified by Trust Council.**
- 1.1.3 The Governance Committee consists of seven members of Trust Council who have been elected by Trust Council. Election of the Governance Committee shall occur **by no later than** the March Trust Council meeting in the calendar year following the quadrennial trustee election.
- 1.1.4 One Executive Committee member will be assigned by the Trust Council Chair to the Regional Planning Committee and the Trust Programs Committee.
- 1.1.4 The Financial Planning Committee is comprised of all members of the Executive Committee, the Chair (or designate) of the Regional Planning Committee, Trust Programs Committee, and the Governance Committee, a member chosen by the Islands Trust Conservancy Board and three (3) other local or municipal trustees.
- 1.1.5 By the second Trust Council meeting following the quadrennial trustee elections, or as required, the Chair of Trust Council will recommend appointments to the Regional Planning, Trust Programs, **Accessibility** and Financial Planning committees for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.
- 1.1.6 The Trust Council Chair is an ex-officio member of the Trust Programs, Regional Planning, and Governance committees.
- 1.1.7 One of the two Trust Council elected members of the Islands Trust Conservancy is an ex-officio member of the Governance Committee, as determined by the Chair of the Islands Trust Conservancy.

1.1.8 The Accessibility Committee membership must meet the requirements of the Accessible British Columbia Act. The Accessibility Committee membership is:

1. a minimum of one and up to four people from organizations that support people with disabilities, **or who have disabilities**, in the Islands Trust Area;
2. a minimum of one and up to 3 people who are Indigenous;
3. a minimum of one and up to two people from the Islands Trust Area;
4. a minimum of one and up to two trustees appointed by Trust Council Chair and ratified by Trust Council;
5. The Chair of Trust Council as an ex-officio member; and
6. Half of the membership in 1 through 4 above must be people with a disability, or support **people with disabilities**, or are from an organization that supports people with disabilities.

Attachment 1: DRAFT Policy Amendments

Highlights in **YELLOW** are draft edits presented to Trust Council in March 2023
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1.1.9 Appointments under 1, 2, and 3 of Section 1.1.8 will be by advertisement or other means as determined appropriate by the Executive Committee. Advertising will occur shortly after the local government general election. The Executive Committee will appoint members from the advertising or other process as soon as possible after the local government general election. Trust Council will ratify the appointments under section 1.1.8 items 1, 2 and 3.

1.1.10 Membership appointed under 1.1.9 will continue until new members have been appointed. In the event a member resigns, the Executive Committee will determine the appropriate process to replace that person.

1.2 Select Committees

- 1.2.1 Select committee membership is comprised of trustees who have been elected by Trust Council.
- 1.2.2 Select committees must have terms of reference established and approved by Trust Council.
- 1.2.3 If the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, they or designate shall be an ex-officio member of each select committee.
- 1.2.4 The agenda for select committees should include:
 - 1.2.4.1 Approval of previous meeting minutes
 - 1.2.4.2 Follow-Up Action List (FUAL)
 - 1.2.4.3 Trust Council referral items
- 1.2.5 A select committee resolution is required to expend monies from the committee's budget account assigned by Trust Council, if any.
- 1.2.6 A select committee shall refer any reporting and findings, including resource needs, to Executive Committee prior to reporting to Trust Council.
- 1.2.7 A select committee will cease to exist once it has reported its findings, opinions and recommendations to Trust Council.

2. Committee Chair

- 2.1 Committee members shall elect the Committee Chair and Vice-Chair at the first meeting of the term or as required.

Attachment 1: DRAFT Policy Amendments

Highlights in **YELLOW** are draft edits presented to Trust Council in March 2023

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2.2 The Trust Council Chair may appoint an interim Committee Chair when required.

2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Committee Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of a meeting.

3. Available Resources

3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.

3.2 A standing or select committee resolution is required to expend monies from the committee's assigned committee projects or budget account, if any.

4. Staff Support

4.1 Staff's primary function to a committee is to act in a support/advisory role and as such, a committee may make requests of staff.

4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

5. Meetings

5.1 The number of standing committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.

5.2 Select committees will decide on a schedule of regular meeting dates at the first meeting convened after the establishment of the committee.

5.3 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be coordinated with the Executive Coordinator.

5.4 Committee meetings during the Trust Council quarterly meetings are to be avoided.

5.5 The practice of recessing committee meetings to continue at a future date and time should be used sparingly due to the impact of unplanned meetings on staff resources.

6. Agenda/Minutes Preparation

6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the Committee Chair.

Attachment 1: DRAFT Policy Amendments

Highlights in **YELLOW** are draft edits presented to Trust Council in March 2023

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- 6.2 The agenda will be distributed to committee members and the CAO at least five calendar days before the meeting.
- 6.3 The agenda shall be determined as follows:
 - 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members present at the meeting.
 - 6.3.2 The agenda shall be approved as the first item of business.
 - 6.3.3 The agenda for standing and select committees should include:
 - 6.3.3.1 Approval of previous meeting minutes
 - 6.3.3.2 Follow-Up Action List (FUAL)
 - 6.3.3.3 Trust Council referral items
- 6.4 Minutes must be done in accordance with Trust Council Policy 6.13 Islands Trust Minutes Guidelines.
- 6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.
- 6.6 The FUAL is updated within seven days of the Committee meeting and subsequently placed on the agenda of the next scheduled meeting. The FUAL is to be distributed to designated staff within seven days of the committee meeting.
- 6.7 Draft minutes of a committee meeting are considered for approval at the next meeting.

7. Council/Committee Relationship

- 7.1 Each standing committee shall maintain a work program - which must include:
 - 7.1.1 Items referred to the committee from Trust Council (including referral date).
 - 7.1.2 Projects, new initiatives, ideas, and issues identified by the committee.
 - 7.1.3 The top three (3) priorities/strategies that it is working on, as approved by Trust Council, and must include any of Trust Council's priorities that it has assigned.
- 7.2 Each standing committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.
- 7.3 Standing committees are required to submit a Highlights Report to the Executive Coordinator in time for the Trust Council agenda package preparation deadline. The Highlights Report is to be presented by the Council Committee Chair (or designate).
- 7.4 All standing committee proposals and/or recommendations to be placed on the Trust Council agenda shall be referred to the Executive Committee to be placed on the Trust

Attachment 1: DRAFT Policy Amendments

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Council agenda. A select committee shall refer any reporting and findings, including resource needs, to the Executive Committee to be placed on the Trust Council agenda. These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.

7.5 The Committee Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.

7.6 It is the role of the Executive Committee members of Council Committees to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the Council Committee's directions and activities and vice versa.

8. Rules of Conduct/Voting

8.1 Trust Council Meeting Procedure Bylaw 101 governs the proceedings of committees as applicable. In cases not provided for under Bylaw 101, Robert's Rules of Order Newly Revised shall apply to the proceedings of committees.

8.2 The quorum of a council committee is 50% of all of its members.

8.3 The Executive Committee member designate on the Regional Planning Committee and Trust Programs Committee shall have the full voting privileges of a committee member.

8.4 The Trust Council Chair, as ex-officio member ~~of the Regional Planning Committee, Trust Programs Committee~~ of Council Committees and select committees, shall be a non-voting member and shall not be included in determining quorum of a meeting.

9. Liaison

9.1 Liaison with provincial, federal, and local government politicians shall be requested by a Committee Chair to the Trust Council Chair or the CAO so that the Trust's political liaison can be coordinated. The Council Committee is expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Islands Trust representation.

9.2 Liaison with provincial, federal, and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.

9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the Council Committee Chair.

10. General Role of Standing Committees

Attachment 1: DRAFT Policy Amendments

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- 10.1 To provide policy advice to Trust Council in response to Trust Council's referrals, committee initiatives and external requests of the Trust.
- 10.2 To provide feedback to staff on matters going to Trust Council.
- 10.3 To implement and maintain a committee-specific work program.
- 10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.
- 10.5 To create sub-committees (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.
- 10.6 To provide input and feedback to the annual budget process.
- 10.7 To provide input to Trust Council's organizational strategic planning process.

C. Legislated References

Trust Council Meeting Procedure Bylaw 101

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Attachment 1: Standing Committee-Specific Functions

Attachment 2: Regional Planning Committee Terms of Reference

Attachment 3: Financial Planning Committee Terms of Reference

Attachment 4: Trust Programs Committee Terms of Reference

Attachment 5: Governance Committee Terms of Reference

Attachment 1: DRAFT Policy Amendments

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Attachment 1: SUMMARY OF STANDING COMMITTEE-SPECIFIC FUNCTIONS

REGIONAL PLANNING COMMITTEE (RPC) 1. Growth Management Tools 2. Community Planning Tools 3. Development Management Tools 4. Local Planning Service Delivery	TRUST PROGRAMS COMMITTEE (TPC) 1. Environmental Policy 2. Research and Information Systems Program 3. Sustainable Communities Policy 4. Trust Area Program Initiatives
FINANCIAL PLANNING COMMITTEE (FPC) 1. Annual Budget 2. Long Term Financial Planning 3. Fiscal Controls 4. Annual Audit	GOVERNANCE COMMITTEE (GC) 1. Governance structure and processes 2. Governance Best Practices 3. Legislative Reform
ACCESSIBILITY COMMITTEE (AC) 1. Identify barriers to individuals in or interacting with the organization, 2. Advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization. 3. Develop an Accessibility Plan, and advise on implementation of the Plan. 4. Review the Accessibility Plan every three years and seek public feedback on the Accessibility Plan and how to remove and prevent barriers to individuals in or interacting with the organization.	

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Attachment 2: Regional Planning Committee Terms of Reference

The Regional Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Development Management – overseeing the procedures for processing of land use bylaws, permits etc., in an efficient and effective manner.
2. Local Trust Committee Functions – responding to local trust committee planning needs applicable throughout the Trust Area.
3. Local Planning Services – advising on the provision and allocation of resources to deliver local planning services to island communities.
4. Public Awareness/Education – promoting opportunities for the enhanced public awareness of land use planning and the Islands Trust's local planning services.
5. Emerging Issues – Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction.
6. Policy Guidance – Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.
7. Liaison – Maintain liaison with Islands Trust Conservancy Board and Trust Programs Committee, as required.

Attachment 1: DRAFT Policy Amendments

Highlights in **YELLOW** are draft edits presented to Trust Council in March 2023

Highlights in **GREEN** are draft edits based on suggestions from Trust Council in March 2023

Attachment 3: Financial Planning Committee Terms of Reference

The Financial Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Annual Budget Process

To facilitate Council's involvement in the annual budget process by:

1. providing direction to all program units, via management, in overseeing the process of budget preparation.
2. assisting Council in establishing the principles and assumptions for the development of the budget.
3. reviewing the base operating needs and all program requests against the principles and assumptions and make recommendations to Council.
4. representing the interests of Council, Executive Committee, and Council Committees throughout the budget process.

2. Budget and Financial Planning

To facilitate the linkage of the annual strategic planning process with the annual budget process through:

1. the interpretation of Council's priorities/strategies and related work programs into resource allocation requirements both for the annual budget and for long range planning practices.
2. direction to management in the development of long range financial planning and capital budgeting.
3. facilitating Council's involvement in the preparation of a three year operational and capital budget plan.

3. Financial Management

To report to and make recommendations to Council regarding the organization's financial management practices such as:

1. a regular financial reporting system.
2. development of financial management policies and procedures.
3. assessing/monitoring revenue generating and expenditure control practices, management recommendations for financial resource allocations within and during the annual budget.
4. review financial reporting documents for the Ministry/Treasury Board and/or public presentation via the Executive Committee.

4. Annual Audit

Attachment 1: DRAFT Policy Amendments

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The Finance Committee will appoint from amongst its members, but excluding members of the Executive Committee and trustees who are not members of Trust Council, an Annual Audit Committee for the purposes of the annual audit and will report directly to Council by:

1. reviewing audit reports.
2. reviewing with management the management letter recommendations and determining necessary actions.
3. monitoring the implementation of the auditor's recommendations.
4. recommending an accounting firm to Trust Council, each year, to conduct the annual audit.
5. reviewing with the auditors the year end audit (and interim audit) work program.

5. Islands Trust Conservancy Support

To provide advice to the Islands Trust Conservancy Board on financial services and support available from the Islands Trust.

6. Management Advice

To monitor and review the Trust's financial management, budget and financial planning practices and to assess management's recommendations to Trust Council in these areas, through consultation with the Trust's auditors as required.

Attachment 1: DRAFT Policy Amendments

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Attachment 4: Trust Programs Committee Terms of Reference

The Trust Programs Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Identifying and reporting to Council on emerging issues related to the committee's areas of responsibility for Trust Council direction.
2. Maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council.
3. Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.
4. Preparing recommendations for inter-agency initiatives and feedback on proposed inter-agency agreements.
5. Providing input to the continued development and maintenance of a useful research and information system.
6. Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation.
7. Maintaining a liaison with the Islands Trust Conservancy Board.

The responsibilities stated apply to the following areas:

8. Resource Management - promoting sustainability in the use of natural resources of the Trust Area.
9. Land Conservation - promoting protection and preservation of ecosystems throughout the Trust Area.
10. Water Management - promoting protection and preservation of groundwater and surface water supply and quality.
11. Marine Environment - promoting protection and preservation of coastal and deep water marine ecosystems.
12. Sustainable Communities - promoting liveable communities:
 - with sustainable and viable local economies;
 - with housing that accommodates socio-economic diversity;
 - with regard for the carrying capacity of supporting island environments.
13. Conservation Strategy - developing strategies beyond regulatory tools to achieve the Islands Trust's Object.
14. Public Awareness/Education - promoting enhanced public awareness of environmental, economic and social sustainability in island communities and opportunities for their improvement.

Attachment 1: DRAFT Policy Amendments

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Attachment 5: Governance Committee Terms of Reference

The purpose of the Governance Committee is to provide focus upon improvement of governance, to develop and recommend to the Trust Council good governance and management approaches and frameworks, and to lead processes to support and evaluate the effectiveness of Trust Council and its committees

The Governance Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Initially reviewing the Islands Trust Governance Report dated March 8, 2022 and submitting a prioritized list of the recommendations in that Report to Trust Council with advice as to possible actions.
2. Identifying, evaluating and providing, on an on-going basis, advice to Trust Council on emerging governance and management issues with respect to:
 - areas of concern;
 - best practices; and
 - appropriate structures and procedures;to allow Trust Council to function most effectively.
3. Maintaining a committee work program to manage committee initiatives and providing Trust Council with quarterly updates.
4. Providing recommendations to Trust Council for legislation reform initiatives to improve Trust Council governance and management
5. The Governance Committee may contract external expertise to provide advice subject to:
 - funding by Trust Council and
 - at the discretion of the committee.

The responsibilities stated apply to the following area:

6. Trust Council Governance and Management

Attachment 1: DRAFT Policy Amendments

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Attachment 6: Accessibility Committee Terms of Reference

The Accessibility Committee is a mandatory requirement under the Accessible British Columbia Act effective September 1, 2023.

The Accessibility Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Identify barriers to individuals (public, employees, trustees) in or interacting with the organization in offices, owned or leased locations, Islands Trust Conservancy lands owned or leased, including meeting and public hearing locations.
2. Identify barriers to individuals (public, employees, trustees) in or interacting with the organization electronically through the Islands Trust website, social media accounts, telephone, electronic meetings or other electronic means.
3. Advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization.
4. Develop an Accessibility Plan that address the issues identified, with options and recommendations to remove the barriers, and advise on implementation of the Plan.
5. Review the Accessibility Plan every three years and seek public feedback on the Accessibility Plan; as part of the review, seek feedback generally from the public on potential accessibility barriers and how to remove and prevent barriers to individuals in or interacting with the organization.

The responsibilities stated apply to the following area:

7. Trust Council Governance and Management

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 27, 2023

From: David Marlor, Director,
Legislative Services

Date Prepared: May 17, 2023

SUBJECT: Financial Planning Committee – Membership

RECOMMENDATION: That Trust Council continue with the existing policy of appointment to the Financial Planning Committee.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: As requested by Trust Council, this Request for Decision provides a review of options available for selection of the Financial Planning Committee. Staff has based the recommendation on an assumption that representation of all trust bodies is a goal of the Trust Council for the Financial Planning Committee; other options have been provided if this is not the case.

- 1 **PURPOSE:** To provide Trust Council with the consideration of changing the method of selecting membership for the Financial Planning Committee.
- 2 **BACKGROUND:** At its regular business meeting in November, 2022, Trust Council passed the following resolutions:

TC-2022-131

Staff to report back with options and implications of changing the selection process established in Trust Council Policy 2.3.1 Council Committee Systems for the Financial Planning Committee so that membership is determined by Trust Council election and;

THAT Trust Council change the process for appointing the Financial Planning Committee established in Policy 2.3.1 Council Committee Systems, by limiting the appointment under current policy to 6 months pending adoption of a new selection policy, at which time a new Financial Planning Committee could be decided by the new policy failing which, the existing Financial Planning Committee will remain in office.

Trust Council originally established a policy on appointment of the Financial Planning Committee on March 6, 1998. The policy automatically appoints all four members of the Executive Committee to the Financial Planning Committee; it also appoints the chairs of all council committees, as well as a representative from the Islands Trust Conservancy. Finally, the policy allows for three at large members appointed by the Chair of Trust Council, selected from those trustees who have expressed an interest of sitting on the Financial Planning Committee, and then ratified by Trust Council at a subsequent meeting.

The intent of this appointment process was to ensure that all Trust bodies had representation on the Financial Planning Committee. As the Executive Committee members are, by legislation, the chairs' of the local trust committees, having the Executive Committee members on the Financial Planning Committee ensured that each local trust committee interests and concerns were

represented at the Financial Planning Committee table. The appointment of the Committee Chairs ensures that major project/Trust Council priorities are represented in financial planning. Selection of three at large trustees ensures representation of general Trust Council business. Appointment of a representative from the Conservancy ensures collaboration with the other large financial actor within the Islands Trust.

The following are options for amending Trust Council Policy 2.3.1 regarding membership on the Financial Planning Committee.

Option 1: Election

Trust Council change the selection process for Financial Planning Committee membership to an at large election. In this case, each member of trust council could stand for election, and a closed vote would be held, following the same process as used for the election of the Executive Committee.

An advantage of this approach would be those trustees with interest, or knowledge in financial management, could be elected to the Financial Planning Committee. This would create a Financial Planning Committee that represents Trust Council by virtue of the election. However, there is a chance that not all local trust committees, council committees, or Islands Trust Conservancy will be represented on the Financial Planning Committee.

Another disadvantage of using an election process is the time required for trustees to express interest and then for staff to conduct the election. Unlike other committees, Financial Planning Committee has time constrained budget tasks, especially through the months of December to March. Delaying an election beyond December (for example to March) could make it difficult for Trust Council to consider and adopt an annual budget by the March 31 deadline. Therefore, if Trust Council were to elect the Financial Planning Committee, that election would have to occur by December in the election year.

Option 2: Hybrid

Trust Council change the selection of the Financial Planning Committee membership to elect three Trust Council members, and continue with membership containing the Executive Committee, Chairs or designate from council committees and a designate from the Islands Trust Conservancy. This approach preserves representation of all Trust bodies on the Financial Planning Committee, and allows Trust Council through an election to select the three at large members.

The disadvantages are the same as Option 1 in relation to the timing of the election. Failure to hold the election in a timely manner is not detrimental to the operation of the Financial Planning Committee; this is because there will be a quorum of membership by virtue of the automatic membership from other committees. This approach though, while representing Trust bodies, is likely to be less representative of Trust Council than Option 1.

Option 3: Mid-term Financial Planning Committee

A concern raised is that membership of Financial Planning Committee is determined before there is any knowledge of individual trustees following an election. This is likely more of an issue since the Province increased the term from three years to four years starting in 2018. In this option, Trust Council could select a Financial Planning Committee for half the term (two years) using Option 1, and then select a new Financial Planning Committee mid-term for the remainder of the term. This reduces commitment

by trustees as the time commitment is half, and gives opportunity for fresh input and ideas mid-term. However, it could lead to loss of continuity of financial ideas, and a mid-term election process could be disruptive to the work of the Financial Planning Committee. If Trust Council selected this option, the date for the mid-term election should not occur during the December to March period to ensure Financial Planning Committee work is uninterrupted during this period.

Option 4: Status Quo

Trust Council not change the selection process of the Financial Planning Committee. Appointment of Trust Council members within the first meetings of Trust Council for a four-year term has been identified as problematic because trustees do not yet know each other and what they can bring to the Financial Planning Committee table. Trust Council originally designed the Financial Planning Committee to represent all Trust bodies.

If the intent of Trust Council is a committee that is representative of all Trust bodies, then the current system of automatically appointing the Executive Committee, Chairs or designates from council committees and Islands Trust Conservancy appears to be the best approach. Election of the three Trust Council members would provide more control to Trust Council on membership, and may or may not result in better Trust Council representation than the current system of appointment by the Chair based on interest.

If Trust Council wishes to make a fresh start, and have Financial Planning Committee with membership based on interest, knowledge and skill, and representative of Trust Council (but not Trust bodies), then election of all members would be the best option. Operationally, the procedure for running the Financial Planning Committee would be the same, however, it may be somewhat more difficult to consider all local trust committee, council committee and Islands Trust Conservancy interests when developing the budget, depending on which trustees are elected; for this reason, additional procedures may need to be in place for consultation with Trust bodies in some way.

Based on this, and in absence of any policy direction regarding how Financial Planning Committee representation should be determined, staff recommends Option 4 (status quo) as this preserves representation of all trust bodies, with three additional Trust Council members who expressed interest, appointed by the Chair of Trust Council and ratified by Trust Council. Option 3 could be used in conjunction with Option 2; however, the mid-term election would only apply to the Trust Council representatives. This appears overly complicated and therefore not recommended.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

No organization implications. The existing Financial Planning Committee would continue as per policy and as per Trust Council resolution TC 2022-131.

FINANCIAL:

No financial implications.

POLICY:

No policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Policy 2.3.1 would be updated and posted on the Islands Trust website.

FIRST NATIONS:

No First Nations implications

OTHER:

No other implications.

4 RELEVANT POLICY(S):

2.3.1 Council Committee System and Terms of Reference

5 ATTACHMENT(S):

- [Linked - 2.3.1 Council Committee System and Terms of Reference](#)
- Alternative 1 and 2
- Alternative 3

RESPONSE OPTIONS**Recommendation:**

That Trust Council continue with the existing policy of appointment to the Financial Planning Committee.

Alternatives:**Alternative 1: Election of all members**

That Trust Council adopt the amended policy 2.3.1 Council Committee Systems and Terms of Reference in which membership of the Financial Planning Committee consists of up to nine members of Trust Council elected by Trust Council (Attachment 1).

Alternative 2: election of all members with mid-term election

That Trust Council adopt the amended policy 2.3.1 Council Committee Systems and Terms of Reference, in which membership of the Financial Planning Committee consists of up to nine members of Trust Council elected by Trust Council; and an election is held in December of the General Local Government election year, and a mid-term election is held in June of the second year of the term (attachment 1 - optional).

Alternative 3: Election of Trust Council Appointments

That Trust Council adopt the amended policy 2.3.1 Council Committee Systems and Terms of Reference, in which membership of the Financial Planning Committee consists of automatic appointments of Executive Committee, Chairs or designates of council committees and Islands Trust Conservancy, and elects the three at large Trust Council members (attachment 2).

Prepared By: David Marlor, Director, Legislative Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer/May 18, 2023
Executive Committee/May 24, 2023



Policy:	2.3.1
Approved By:	Trust Council
Approval Date:	March 6, 1998
Amendment Date(s):	September 11, 2008; March 14, 2018; June 8, 2021; September 21, 2022; March 7, 2023
Policy Holder:	Chief Administrative Officer

COUNCIL COMMITTEE SYSTEM AND TERMS OF REFERENCE

Purpose

This Policy outlines the composition and general role of standing committees and select committees. The attachments include an overview of committee-specific functions for each established standing committee, and the terms of reference for each established standing committee.

A. Definitions

Governance means the structure and processes by which Trust Council, Executive Committee, local trust committees and council committees are directed, controlled, and held to account to achieve their goals and objectives.

Select Committee means a committee established and elected by Trust Council to consider or inquire into any matter and to report its findings, opinions and recommendations to Trust Council.

Standing Committee means a regular permanent committee of Trust Council.

Trustee means a “local trustee” or “municipal trustee” as defined in the *Islands Trust Act*.

B. Policy

1. Establishment and Membership

1.1 Standing Committees

1.1.1 A Council Committee System is adopted by Trust Council comprised of four standing committees (see Attachment 1) and the Executive Committee:

1.1.1.1 Regional Planning

1.1.1.2 Financial Planning

1.1.1.3 Trust Programs

1.1.1.4 Governance

ALTERNATIVE 1 and 2 – ELECTION OF ALL FPC MEMBERS – WITH OPTIONAL MID_TERM ELECTION

- 1.1.2 Membership for the Regional Planning, ~~Financial Planning~~, and Trust Programs committees includes trustees who have been appointed by the Trust Council Chair.
- 1.1.3 The Governance Committee consists of seven members of Trust Council who have been elected by Trust Council. Election of the Governance Committee shall occur by the March Trust Council meeting in the calendar year following the quadrennial trustee election.
- 1.1.4 One Executive Committee member will be assigned by the Trust Council Chair to the Regional Planning Committee and the Trust Programs Committee.
- 1.1.5 The Financial Planning Committee consists of 9 members elected by Trust Council. Election of the Financial Planning Committee shall occur by the end of December Trust Council meeting in the calendar year of the quadrennial trustee election. is comprised of all members of the Executive Committee; the Chair (or designate) of the Regional Planning Committee, the Trust Programs Committee, and the Governance Committee; a member chosen by the Islands Trust Conservancy Board; and three (3) other local or municipal trustees. Trust Council shall conduct
- 1.1.6 By the second Trust Council meeting following the quadrennial trustee elections, or as required, the Chair of Trust Council will recommend appointments to the Regional Planning, and Trust Programs and Financial Planning committees for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.
- 1.1.7 The Trust Council Chair is an ex-officio member of the Trust Programs, Regional Planning, and Governance committees. If not elected to the Financial Planning Committee, Trust Council Chair is an ex-officio member of the Financial Planning Committee.
- 1.1.8 One of the two Trust Council elected members of the Islands Trust Conservancy is an ex-officio member of the Governance Committee, as determined by the Chair of the Islands Trust Conservancy.

1.2 Select Committees

- 1.2.1 Select committee membership is comprised of trustees who have been elected by Trust Council.
- 1.2.2 Select committees must have terms of reference established and approved by Trust Council.

ALTERNATIVE 1 and 2 – ELECTION OF ALL FPC MEMBERS – WITH OPTIONAL MID_TERM ELECTION

- 1.2.3 If the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, they or designate shall be an ex-officio member of each select committee.
- 1.2.4 The agenda for select committees should include:
 - 1.2.4.1 Approval of previous meeting minutes
 - 1.2.4.2 Follow-Up Action List (FUAL)
 - 1.2.4.3 Trust Council referral items
- 1.2.5 A select committee resolution is required to expend monies from the committee's budget account assigned by Trust Council, if any.
- 1.2.6 A select committee shall refer any reporting and findings, including resource needs, to Executive Committee prior to reporting to Trust Council.
- 1.2.7 A select committee will cease to exist once it has reported its findings, opinions and recommendations to Trust Council.

2. Committee Chair

- 2.1 Committee members shall elect the Committee Chair and Vice-Chair at the first meeting of the term or as required.
- 2.2 The Trust Council Chair may appoint an interim Committee Chair when required.
- 2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Committee Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of a meeting.

3. Available Resources

- 3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.
- 3.2 A standing or select committee resolution is required to expend monies from the committee's assigned committee projects or budget account, if any.

4. Staff Support

- 4.1 Staff's primary function to a committee is to act in a support/advisory role and as such, a committee may make requests of staff.
- 4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

ALTERNATIVE 1 and 2 – ELECTION OF ALL FPC MEMBERS – WITH OPTIONAL MID_TERM ELECTION

5. Meetings

- 5.1 The number of standing committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.
- 5.2 Select committees will decide on a schedule of regular meeting dates at the first meeting convened after the establishment of the committee.
- 5.3 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be coordinated with the Executive Coordinator.
- 5.4 Committee meetings during the Trust Council quarterly meetings are to be avoided.
- 5.5 The practice of recessing committee meetings to continue at a future date and time should be used sparingly due to the impact of unplanned meetings on staff resources.

6. Agenda/Minutes Preparation

- 6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the Committee Chair.
- 6.2 The agenda will be distributed to committee members and the CAO at least five calendar days before the meeting.
- 6.3 The agenda shall be determined as follows:
 - 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members present at the meeting.
 - 6.3.2 The agenda shall be approved as the first item of business.
 - 6.3.3 The agenda for standing and select committees should include:
 - 6.3.3.1 Approval of previous meeting minutes
 - 6.3.3.2 Follow-Up Action List (FUAL)
 - 6.3.3.3 Trust Council referral items
- 6.4 Minutes must be done in accordance with [Trust Council Policy 6.13 Islands Trust Minutes Guidelines](#).
- 6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.
- 6.6 The FUAL is updated within seven days of the Committee meeting and subsequently placed on the agenda of the next scheduled meeting. The FUAL is to be distributed to designated staff within seven days of the committee meeting.
- 6.7 Draft minutes of a committee meeting are considered for approval at the next meeting.

7. Council/Committee Relationship

ALTERNATIVE 1 and 2 – ELECTION OF ALL FPC MEMBERS – WITH OPTIONAL MID_TERM ELECTION

- 7.1 Each standing committee shall maintain a work program which must include:
 - 7.1.1 Items referred to the committee from Trust Council (including referral date).
 - 7.1.2 Projects, new initiatives, ideas, and issues identified by the committee.
 - 7.1.3 The top three (3) priorities/strategies that it is working on, as approved by Trust Council, and must include any of Trust Council's priorities that it has assigned.
- 7.2 Each standing committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.
- 7.3 Standing committees are required to submit a Highlights Report to the Executive Coordinator in time for the Trust Council agenda package preparation deadline. The Highlights Report is to be presented by the Council Committee Chair (or designate).
- 7.4 All standing committee proposals and/or recommendations to be placed on the Trust Council agenda shall be referred to the Executive Committee to be placed on the Trust Council agenda. A select committee shall refer any reporting and findings, including resource needs, to the Executive Committee to be placed on the Trust Council agenda. These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.
- 7.5 The Committee Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.
- 7.6 It is the role of the Executive Committee members of Council Committees to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the Council Committee's directions and activities and vice versa.

8. Rules of Conduct/Voting

- 8.1 Trust Council Meeting Procedure Bylaw 101 governs the proceedings of committees as applicable. In cases not provided for under Bylaw 101, Robert's Rules of Order Newly Revised shall apply to the proceedings of committees.
- 8.2 The quorum of a council committee is a majority of all of its members.
- 8.3 The Executive Committee member designate on the Regional Planning Committee and Trust Programs Committee shall have the full voting privileges of a committee member.
- 8.4 The Trust Council Chair, as ex-officio member of the Regional Planning Committee, Trust Programs Committee and select committees, shall be a non-voting member and shall not be included in determining quorum of a meeting.

9. Liaison

ALTERNATIVE 1 and 2 – ELECTION OF ALL FPC MEMBERS – WITH OPTIONAL MID_TERM ELECTION

- 9.1 Liaison with provincial, federal, and local government politicians shall be requested by a Committee Chair to the Trust Council Chair or the CAO so that the Trust's political liaison can be coordinated. The Council Committee is expected to provide an outline regarding the purpose of the meeting, a proposed discussion strategy and recommended Islands Trust representation.
- 9.2 Liaison with provincial, federal, and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.
- 9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the Council Committee Chair.

10. General Role of Standing Committees

- 10.1 To provide policy advice to Trust Council in response to Trust Council's referrals, committee initiatives and external requests of the Trust.
- 10.2 To provide feedback to staff on matters going to Trust Council.
- 10.3 To implement and maintain a committee-specific work program.
- 10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.
- 10.5 To create sub-committees (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.
- 10.6 To provide input and feedback to the annual budget process.
- 10.7 To provide input to Trust Council's organizational strategic planning process.

C. Legislated References

[Trust Council Meeting Procedure Bylaw 101](#)

[Trust Council Policy 6.13 Islands Trust Minutes Guidelines](#)

D. Attachments/Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

Attachment 1: Standing Committee-Specific Functions

Attachment 2: Regional Planning Committee Terms of Reference

Attachment 3: Financial Planning Committee Terms of Reference

Attachment 4: Trust Programs Committee Terms of Reference

Attachment 5: Governance Committee Terms of Reference

ALTERNATIVE 1 and 2 – ELECTION OF ALL FPC MEMBERS – WITH OPTIONAL MID_TERM ELECTION
Attachment 3: Financial Planning Committee Terms of Reference

The Financial Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities:

1. Annual Budget Process

To facilitate Council's involvement in the annual budget process by:

1. providing direction to all program units, via management, in overseeing the process of budget preparation.
2. assisting Council in establishing the principles and assumptions for the development of the budget.
3. reviewing the base operating needs and all program requests against the principles and assumptions and make recommendations to Council.
4. representing the interests of Council, Executive Committee, and Council Committees throughout the budget process.

2. Budget and Financial Planning

To facilitate the linkage of the annual strategic planning process with the annual budget process through:

1. the interpretation of Council's priorities/strategies and related work programs into resource allocation requirements both for the annual budget and for long range planning practices.
2. direction to management in the development of long range financial planning and capital budgeting.
3. facilitating Council's involvement in the preparation of a three year operational and capital budget plan.

3. Financial Management

To report to and make recommendations to Council regarding the organization's financial management practices such as:

1. a regular financial reporting system.
1. development of financial management policies and procedures.
2. assessing/monitoring revenue generating and expenditure control practices, management recommendations for financial resource allocations within and during the annual budget.
3. review financial reporting documents for the Ministry/Treasury Board and/or public presentation via the Executive Committee.

4. Annual Audit

The Finance Committee will appoint from amongst its members, ~~but excluding members of the Executive Committee and trustees who are not members of Trust Council,~~ an Annual Audit Committee for the purposes of the annual audit and will report directly to Council by:

1. reviewing audit reports;
2. reviewing with management the management letter recommendations and determining necessary actions;

ALTERNATIVE 1 and 2 – ELECTION OF ALL FPC MEMBERS – WITH OPTIONAL MID_TERM ELECTION

3. monitoring the implementation of the auditor's recommendations;
4. recommending an accounting firm to Trust Council, each year, to conduct the annual audit;
5. reviewing with the auditors the year end audit (and interim audit) work program.

5. Islands Trust Conservancy Support

To provide advice to the Islands Trust Conservancy Board on financial services and support available from the Islands Trust.

6. Management Advice

To monitor and review the Trust's financial management, budget and financial planning practices and to assess management's recommendations to Trust Council in these areas, through consultation with the Trust's auditors as required.

OPTION 2 – ELECTION OF THREE BY TRUST COUNCIL



Policy:	2.3.1
Approved By:	Trust Council
Approval Date:	March 6, 1998
Amendment Date(s):	September 11, 2008; March 14, 2018; June 8, 2021; September 21, 2022; March 7, 2023
Policy Holder:	Chief Administrative Officer

COUNCIL COMMITTEE SYSTEM AND TERMS OF REFERENCE

Purpose

This Policy outlines the composition and general role of standing committees and select committees. The attachments include an overview of committee-specific functions for each established standing committee, and the terms of reference for each established standing committee.

A. Definitions

Governance means the structure and processes by which Trust Council, Executive Committee, local trust committees and council committees are directed, controlled, and held to account to achieve their goals and objectives.

Select Committee means a committee established and elected by Trust Council to consider or inquire into any matter and to report its findings, opinions and recommendations to Trust Council.

Standing Committee means a regular permanent committee of Trust Council.

Trustee means a “local trustee” or “municipal trustee” as defined in the *Islands Trust Act*.

B. Policy

1. Establishment and Membership

1.1 Standing Committees

1.1.1 A Council Committee System is adopted by Trust Council comprised of four standing committees (see Attachment 1) and the Executive Committee:

1.1.1.1 Regional Planning

1.1.1.2 Financial Planning

1.1.1.3 Trust Programs

1.1.1.4 Governance

OPTION 2 – ELECTION OF THREE BY TRUST COUNCIL

- 1.1.2 Membership for the Regional Planning, ~~Financial Planning~~, and Trust Programs committees includes trustees who have been appointed by the Trust Council Chair.
- 1.1.3 The Governance Committee consists of seven members of Trust Council who have been elected by Trust Council. Election of the Governance Committee shall occur by the March Trust Council meeting in the calendar year following the quadrennial trustee election.
- 1.1.4 One Executive Committee member will be assigned by the Trust Council Chair to the Regional Planning Committee and the Trust Programs Committee.
- 1.1.5 The Financial Planning Committee is comprised of all members of the Executive Committee; the Chair (or designate) of the Regional Planning Committee, the Trust Programs Committee, and the Governance Committee; a member chosen by the Islands Trust Conservancy Board; and three (3) other local or municipal trustees selected by Trust Council election; such election shall occur by the end of December in the year of the quadrennial trustee election.
- 1.1.6 By the second Trust Council meeting following the quadrennial trustee elections, or as required, the Chair of Trust Council will recommend appointments to the Regional Planning, ~~and~~ Trust Programs ~~and Financial Planning~~ committees for ratification by Trust Council, based on an indication of interest by trustees and on Trust Area-wide considerations.
- 1.1.7 The Trust Council Chair is an ex-officio member of the Trust Programs, Regional Planning, and Governance committees.
- 1.1.8 One of the two Trust Council elected members of the Islands Trust Conservancy is an ex-officio member of the Governance Committee, as determined by the Chair of the Islands Trust Conservancy.

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1.2 Select Committees

- 1.2.1 Select committee membership is comprised of trustees who have been elected by Trust Council.
- 1.2.2 Select committees must have terms of reference established and approved by Trust Council.
- 1.2.3 If the Trust Council Chair is not an elected member of a select committee pursuant to section 1.2.1, they or designate shall be an ex-officio member of each select committee.
- 1.2.4 The agenda for select committees should include:

OPTION 2 – ELECTION OF THREE BY TRUST COUNCIL

1.2.4.1 Approval of previous meeting minutes

1.2.4.2 Follow-Up Action List (FUAL)

1.2.4.3 Trust Council referral items

1.2.5 A select committee resolution is required to expend monies from the committee's budget account assigned by Trust Council, if any.

1.2.6 A select committee shall refer any reporting and findings, including resource needs, to Executive Committee prior to reporting to Trust Council.

1.2.7 A select committee will cease to exist once it has reported its findings, opinions and recommendations to Trust Council.

2. Committee Chair

2.1 Committee members shall elect the Committee Chair and Vice-Chair at the first meeting of the term or as required.

2.2 The Trust Council Chair may appoint an interim Committee Chair when required.

2.3 The Committee Chair will normally chair the committee meeting. However, the Chair may designate the Vice-Chair to act as Committee Chair. In the absence of the Chair and Vice-Chair, the committee shall choose a committee member to act as Chair of a meeting.

3. Available Resources

3.1 Each committee, with the assistance of its management support, is responsible to conduct its activities within its assigned budget accounts.

3.2 A standing or select committee resolution is required to expend monies from the committee's assigned committee projects or budget account, if any.

4. Staff Support

4.1 Staff's primary function to a committee is to act in a support/advisory role and as such, a committee may make requests of staff.

4.2 It is the Chief Administrative Officer's (CAO) role to manage and direct staff support to the committees and concerns in this regard should be communicated by the Committee Chair to the CAO. Unresolved matters by the aforementioned means shall be dealt with by the Executive Committee.

5. Meetings

5.1 The number of standing committee meetings per year is four and any further meetings must be planned within the approved committee's meeting expense account.

OPTION 2 – ELECTION OF THREE BY TRUST COUNCIL

- 5.2 Select committees will decide on a schedule of regular meeting dates at the first meeting convened after the establishment of the committee.
- 5.3 Changes to the Master Meeting Schedule of regularly scheduled committee meetings must be coordinated with the Executive Coordinator.
- 5.4 Committee meetings during the Trust Council quarterly meetings are to be avoided.
- 5.5 The practice of recessing committee meetings to continue at a future date and time should be used sparingly due to the impact of unplanned meetings on staff resources.

6. Agenda/Minutes Preparation

- 6.1 Committee meeting agendas will be prepared by the designated staff in consultation with the Committee Chair.
- 6.2 The agenda will be distributed to committee members and the CAO at least five calendar days before the meeting.
- 6.3 The agenda shall be determined as follows:
 - 6.3.1 Additional items may be placed on the agenda by agreement of a majority of the committee members present at the meeting.
 - 6.3.2 The agenda shall be approved as the first item of business.
 - 6.3.3 The agenda for standing and select committees should include:
 - 6.3.3.1 Approval of previous meeting minutes
 - 6.3.3.2 Follow-Up Action List (FUAL)
 - 6.3.3.3 Trust Council referral items
- 6.4 Minutes must be done in accordance with [Trust Council Policy 6.13 Islands Trust Minutes Guidelines](#).
- 6.5 Each committee is required to maintain a FUAL using the Trust's standardized format.
- 6.6 The FUAL is updated within seven days of the Committee meeting and subsequently placed on the agenda of the next scheduled meeting. The FUAL is to be distributed to designated staff within seven days of the committee meeting.
- 6.7 Draft minutes of a committee meeting are considered for approval at the next meeting.

7. Council/Committee Relationship

- 7.1 Each standing committee shall maintain a work program which must include:
 - 7.1.1 Items referred to the committee from Trust Council (including referral date).
 - 7.1.2 Projects, new initiatives, ideas, and issues identified by the committee.

OPTION 2 – ELECTION OF THREE BY TRUST COUNCIL

7.1.3 The top three (3) priorities/strategies that it is working on, as approved by Trust Council, and must include any of Trust Council's priorities that it has assigned.

7.2 Each standing committee shall review and prioritize items within its work program, each Trust Council item referred to it, and shall report to Trust Council at the next quarterly Trust Council meeting on such items.

7.3 Standing committees are required to submit a Highlights Report to the Executive Coordinator in time for the Trust Council agenda package preparation deadline. The Highlights Report is to be presented by the Council Committee Chair (or designate).

7.4 All standing committee proposals and/or recommendations to be placed on the Trust Council agenda shall be referred to the Executive Committee to be placed on the Trust Council agenda. A select committee shall refer any reporting and findings, including resource needs, to the Executive Committee to be placed on the Trust Council agenda. These must be submitted for the Executive Committee's last meeting prior to when the Trust Council agenda package is distributed to trustees.

7.5 The Committee Chair (or designate) may request an opportunity to directly present committee matters to the Executive Committee.

7.6 It is the role of the Executive Committee members of Council Committees to ensure inter-committee liaison on relevant information, referrals, status on Council priorities/strategies, and to keep the Executive Committee apprised of the Council Committee's directions and activities and vice versa.

8. Rules of Conduct/Voting

8.1 Trust Council Meeting Procedure Bylaw 101 governs the proceedings of committees as applicable. In cases not provided for under Bylaw 101, Robert's Rules of Order Newly Revised shall apply to the proceedings of committees.

8.2 The quorum of a council committee is a majority of all of its members.

8.3 The Executive Committee member designate on the Regional Planning Committee and Trust Programs Committee shall have the full voting privileges of a committee member.

8.4 The Trust Council Chair, as ex-officio member of the Regional Planning Committee, Trust Programs Committee and select committees, shall be a non-voting member and shall not be included in determining quorum of a meeting.

9. Liaison

9.1 Liaison with provincial, federal, and local government politicians shall be requested by a Committee Chair to the Trust Council Chair or the CAO so that the Trust's political liaison can be coordinated. The Council Committee is expected to provide an outline

OPTION 2 – ELECTION OF THREE BY TRUST COUNCIL

regarding the purpose of the meeting, a proposed discussion strategy and recommended Islands Trust representation.

- 9.2 Liaison with provincial, federal, and local government staff shall be requested by the staff liaison member (in consultation with CAO when liaison is required with senior staff). It is expected that trustees, for the purpose of committee business, would meet other government staff with an Islands Trust staff member.
- 9.3 Liaison with the media shall be coordinated through the CAO and the Trust Council Chair who in turn may refer specific inquiries to the Council Committee Chair.

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- 10.1 To provide policy advice to Trust Council in response to Trust Council's referrals, committee initiatives and external requests of the Trust.
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- 10.3 To implement and maintain a committee-specific work program.
- 10.4 To make recommendations to Trust Council on inter-agency liaison or protocol initiatives.
- 10.5 To create sub-committees (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.
- 10.6 To provide input and feedback to the annual budget process.
- 10.7 To provide input to Trust Council's organizational strategic planning process.

C. Legislated References

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OPTION 2 – ELECTION OF THREE BY TRUST COUNCIL

Attachment 3: Financial Planning Committee Terms of Reference

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To facilitate Council's involvement in the annual budget process by:

1. providing direction to all program units, via management, in overseeing the process of budget preparation.
2. assisting Council in establishing the principles and assumptions for the development of the budget.
3. reviewing the base operating needs and all program requests against the principles and assumptions and make recommendations to Council.
4. representing the interests of Council, Executive Committee, and Council Committees throughout the budget process.

2. Budget and Financial Planning

To facilitate the linkage of the annual strategic planning process with the annual budget process through:

1. the interpretation of Council's priorities/strategies and related work programs into resource allocation requirements both for the annual budget and for long range planning practices.
2. direction to management in the development of long range financial planning and capital budgeting.
3. facilitating Council's involvement in the preparation of a three year operational and capital budget plan.

3. Financial Management

To report to and make recommendations to Council regarding the organization's financial management practices such as:

1. a regular financial reporting system.
1. development of financial management policies and procedures.
2. assessing/monitoring revenue generating and expenditure control practices, management recommendations for financial resource allocations within and during the annual budget.
3. review financial reporting documents for the Ministry/Treasury Board and/or public presentation via the Executive Committee.

4. Annual Audit

The Finance Committee will appoint from amongst its members, but excluding members of the Executive Committee and trustees who are not members of Trust Council, an Annual Audit Committee for the purposes of the annual audit and will report directly to Council by:

1. reviewing audit reports;

OPTION 2 – ELECTION OF THREE BY TRUST COUNCIL

2. reviewing with management the management letter recommendations and determining necessary actions;
3. monitoring the implementation of the auditor's recommendations;
4. recommending an accounting firm to Trust Council, each year, to conduct the annual audit;
5. reviewing with the auditors the year end audit (and interim audit) work program.

5. Islands Trust Conservancy Support

To provide advice to the Islands Trust Conservancy Board on financial services and support available from the Islands Trust.

6. Management Advice

To monitor and review the Trust's financial management, budget and financial planning practices and to assess management's recommendations to Trust Council in these areas, through consultation with the Trust's auditors as required.

BRIEFING

To: Trust Council **For the Meeting of:** June 27, 2023
From: J. Gedye, GC Chair, BIM Trustee **Date Prepared:** June 5, 2023
SUBJECT: Governance Committee Update

PURPOSE: Update Trust Council on the work of the Governance Committee.

BACKGROUND:

It was approximately one year ago (July 2022) when Trust Council established a Governance Committee. Its terms of reference were established in September 2022 and the current committee members were elected in November 2022. We prioritized the recommendations of the Governance Report at our February, 2023 meeting and that work was reported to Trust Council in March, 2023. Our priorities were strategic planning, clarifying and understanding our section 3 mandate, and to review and advise on our procedure bylaws as they relate to “informal” meetings.

We have made considerable progress on all three of those priorities.

The bulk of the work on strategic planning has come from a sub-committee of the Financial Planning Committee, with the help of our CAO Hotsenpiller and Director of Finance Mobbs. At our May 29, 2023, meeting we met with that sub-committee and staff to preview and discuss what they will be presenting to you later in this council meeting. They have our support and encouragement, and indeed a vote of thanks for their presentation. We have also endorsed a motion from the Executive Committee (EC) to work with the FPC & the EC to determine a visioning exercise for Trust Council in furtherance of the planning for such a strategic plan for the Trust.

Executive Committee motion passed at its May 3 business meeting:

“That Executive Committee work with the Governance Committee and Corporate Planning working group (Financial Committee) to determine a visioning exercise for Trustees for September Trust Council.”

Governance Committee motion passed at its May 29 business meeting:

“That Governance Committee work with Executive Committee and Financial Planning Committee subgroup to determine a visioning exercise for September Trust Council and request staff assistance to have the matter back on our agenda for the July 31, 2023 Governance Committee meeting.”

With respect to the Section 3 mandate of the *Islands Trust Act*, Executive Coordinator Foster collected a large dossier of legal opinions about the meaning and application of the mandate. That's the section that reads:

The object of the 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 British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.

We have summarized and discussed those legal opinions and wish to share that material with Trust Council. Trustee Bernardo has worked with CAO Hotsenpiller and Director Marlor to prepare a summary for Council, but because it deals exclusively with material subject to solicitor-counsel privilege that must continue to be discussed in a closed meeting.

Finally, our third priority was to discuss and clarify the legal boundaries and principles of what is known as the "open meeting rule". That rule is fundamental to open democratic decision-making but frequently there are questions and practices that are potentially problematic. Again, Executive Coordinator Foster pulled together several legal opinions which we have summarized and discussed.

We have decided to ask Trust Council to endorse a request for a legal opinion on a fundamental principle, which will help us to consider any policy changes or clarification to recommend to Council. Again, that comes out of and needs further discussion in a closed meeting because of the solicitor-client legal advice nature of it.

We continue to work with an "Important/Urgent" matrix and have added referrals to that priority list. This is a unique model for this committee to keep track and we have agreed to continue with its use, with a review at the end of every meeting, and apologize that it is outside the normal formatting for work plans. Regardless of our formatting, we welcome any and all referrals, with the proviso that the Governance Committee ultimately needs to decide where we can "slot" it into our existing work plan.

ATTACHMENT(S): Governance Committee Work Plan Matrix

Prepared By: Judith Gedye, Governance Committee Chair, Bowen Island Municipal Trustee

15 Recommendations of Governance Review (Feb/22) as categorized by Governance Committee (Feb/23)

Updated May 29 2023

>>>>>>URGENCY >>>>>>>>

NOT IMMEDIATE but IMPORTANT * Election of Executive Committee * Representational differences * Committees - clear mandates/ size & numbers/ champion proposals to TC * mandate of Conservancy more prominent * Secretariat - needs research	URGENT and HIGH PRIORITY * Section 3. Islands Trust Act/mandate * Strategic/Corporate Planning/Visioning process * Meeting process (bylaw 101 & policies)
NOT IMMEDIATE and LOWER PRIORITY * management review * info to candidates before election * compensation * recording of negative votes (forward to Executive Committee)	URGENT but LOWER PRIORITY (NOTE: these items considered urgent but need more preparation of other policies before effective to deal with) * Communications * Advocacy

MATTERS OUTSIDE OUR JURISDICTION WHICH WE CONSIDER URGENT & IMPORTANT

* First Nations representation (possible referral to 1st N cttee if it gets established, otherwise multiple protocol agreements not considered in report)

MATTERS OUTSIDE OUR JURISDICTION WHICH WE CONSIDER NEITHER URGENT OR A PRIORITY

* Representation of provincial interest on TC - simple idea, complex in execution, multiple solutions.

MATTERS WE CONSIDER IMPORTANT BUT NOT URGENT CZ BEING CLOSELY EXAMINED BY OTHER COMMITTEES

* Local planning issues - OCP numbers & updates (Regional Planning)

* Policy Statement (Trust Planning Committee and Executive Committee)



June 27, 2023 Islands Trust Council

NOTICE OF ELECTION

ISLANDS TRUST CONSERVANCY BOARD

An election for one (1) position on the Islands Trust Conservancy Board will be conducted on Thursday, June 29, 2023 at 10:15 a.m.

Election for a vacancy before the end of the term for the Islands Trust Conservancy Board will be conducted in accordance with s.40 (2) of the [Islands Trust Act](#).

(Refer to this policy for further information: [Islands Trust Conservancy – Roles and Responsibilities](#).)

NOTICE OF INTENT

Emails were sent to all trustees:

- May 3, 2023 from Director of Legislative Services Marlor Subject – Islands Trust Conservancy Board Vacancy (see attached email)
- May 23, 2023, from Executive Coordinator Foster – CALL FOR AGENDA ITEMS – June Trust Council
- May 29, 2023, from Executive Coordinator Foster - COUNTDOWN - one week to receive written submissions for June Trust Council including, a biography to declare early intention for vacant ITC Board position. Those who responded will be listed in the Candidates Presentation Session on the June Trust Council agenda.

Those trustees who have not yet indicated an interest and wish to do so, may give notice of their interest in the Islands Trust Conservancy Board position at 11:55 a.m., WEDNESDAY, JUNE 28, 2023.

The formal Call for Nominations will take place at 10:15 a.m., THURSDAY, JUNE 29, 2023. Candidates may not nominate themselves, and every nomination will require a seconder.

Any trustee may be nominated regardless of whether they indicated interest to run or not. Nominated candidates will have the opportunity to accept or decline the nomination before the nomination stands for election.

Note that under the legislation, no proxy voting is permitted. Trustees must be in the room to be eligible to run and to vote.

From: David Marlor <dmarlor@islandstrust.bc.ca>
Sent: Wednesday, May 3, 2023 8:59 AM
To: Trustees <Trustees@islandstrust.bc.ca>
Cc: Managers <Managers@islandstrust.bc.ca>
Subject: Islands Trust Conservancy Board - Vacancy

Trustees,

Trustee Scott has resigned as one of the two Trust Council elected representatives on the Islands Trust Conservancy Board.

Pursuant to s.40(2) of the *Islands Trust Act*, Trust Council must hold an election to fill the vacancy.

This is notice that this election will be held during the regular Trust Council meeting in June 2023. The process for this election will be the same as it was for electing the Islands Trust Council's two representatives in December; at the meeting we will ask for those interested in standing for election to state their interest; time will be provided for each interested member to speak; then we will ask for nominations followed by the vote by ballot. Please note that proxy voting is not permitted so trustees would need to be in attendance to stand and to vote.

If you are interested in standing for Trust Council's representative on the Islands Trust Conservancy Board, please let me or Lori know between now and June Trust Council, and provide any written information about yourself and your interest that we will circulate to trustees in advance of the June meeting. If you want to know more about the Islands Trust Conservancy please contact Kate Emmings.

This is one of two positions elected by Trust Council on the Islands Trust Conservancy. The other position is held by Trustee Yates.

David Marlor (he, him, his)

Director, Legislative Services

Islands Trust

200 1627 Fort Street | Victoria, BC V8R 1H8

T 250 405 5169 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421



Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

I am humbly thankful to live and work in the treaty lands and territories of the BOKEĆEN, K'ómoks, Lək'wəḡən, Lyackson, MÁLEXEŁ, Qualicum, Quw'utsun Tribes, scəwáθən məsteyəxʷ, Scia'new, səliw' ataʔt, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SʔÁUTW, Stz'uminus, ʔaʔəmen, toq qaymíxʷ, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, W̱JOŁEŁP, W̱SIKEM, Xeláltxw, Xwémalhkwu/ʔop qaymíxʷ, and xʷməθkʷəy̓ə m.



June 28, 2023
Islands Trust Council
SWOT and Strategic Planning Session

Purpose: A strengths, weaknesses, opportunities, and threats (SWOT) process is a building block for an organization to develop its corporate and strategic planning. The Governance Committee and the Financial Planning sub-group have recommended that Trust Council undertake a collective SWOT session in order to shape priorities and resources.

Background: Understanding the context in which an organization functions is essential to ensuring the determined vision, mission, values, goals, and implementation strategies included in the Strategic Plan are appropriate and achievable. A SWOT analysis provides the basis by which both internal factors and external factors are evaluated.

SWOT stands for Strengths (S), Weaknesses (W), Opportunities (O), and Threats (T). The SW of a SWOT represents factors internal to the organisation. The OT of a SWOT represents factors external to the organisation. A SWOT is a core business tool that serves to identify and assess how strengths and opportunities can be leveraged and how weaknesses and threats can be mitigated in the organisation's context. Examples of each may look as follows:

- S: Staff are skilled in their respective areas of expertise such that information received by Trust bodies for decision-making is generally reliable and of high quality
- W: Chronic high turnover in Planning Services and Trust Area Services coupled with slow hiring processes limit the ability to achieve full work programs in a term
- O: Federal and Provincial governments are directing new funds to activities important to the work of Islands Trust, such as reconciliation with First Nations
- T: Increasing populations and changing demographics on the islands challenge the Trust's ability to effectively deliver on aspects of the mandate

The SWOT analysis is the responsibility of Trust Council to undertake, bringing a political and community lens to the exercise, but staff play a role in providing input, especially as it relates to the internal factors (SW) of the assessment associated with operational processes. Staff may support Trust Council in this exercise by providing and commenting on relevant historical and current reports such as the existing strategic plan, legislative monitoring reports, results of public surveys and, First Nations engagement highlighting data gaps and notable trends in both internal and external factors, etc.

Senior staff have provided an example of a SWOT analysis, attached as Appendix A, as an illustration for Trust Council.

OBJECTIVE: To assist the corporate and strategic planning processes of the Islands Trust, understand its organizational context by conducting a SWOT analysis focused upon the following question:

What are Islands Trust's key strengths, weaknesses, opportunities and threats?

SCHEDULE

TIME	TOPIC	WHO
8:30-9:30	1. CONDUCT A SWOT ANALYSIS Trustees will organize into 4 breakout rooms and undertake a SWOT discussion. Staff will record each group's identified STRENGTHS, WEAKNESSES, OPPORTUNITIES, and THREATS.	Groups of 4-6 trustees and staff
9:30-10:00	2. COLLATE THE SWOT ANALYSIS RESULTS Results will be collated by staff during the break to create a Master SWOT.	Senior staff
10:00-11:30	3. ANALYSE THE SWOT ANALYSIS: - Trust Council will review and agree on final SWOT. - Trustees will then return to their groups to conduct an analysis exercise. Each group will take 1 quadrant to review. - Return to plenary session to share results	Trust Council Groups

INSTRUCTIONS

1. **CONDUCTING THE SWOT:** Each group will discuss the four SWOT categories and develop a chart similar to the one below. Staff will record the answers either electronically or on flipcharts. For each category, some suggested questions are included to prompt relevant conversation, but they are by no means comprehensive.

STRENGTHS	WEAKNESSES
1. What are we doing well? 2. What is our strongest asset(s)? 3. What do we know?	1. What are our limiting factors? 2. What are our lowest-performing outputs? 3. How well do we communicate? 4. Perception by constituents.
OPPORTUNITIES	THREATS
1. What trends are evident in the region? 2. What demographics are we not targeting? 3. What partnerships would assist our mission?	1. What is the effect of climate change on our mission and work? 2. How is the housing crisis impacting communities? 3. Are there new regulations that potentially could harm our operations?

2. COLLATING THE SWOT: Staff will take the products from each of the four groups and identify common, frequent, or priority comments and create an aggregated SWOT.

3. ANALYSIS:

Step 1: Trust Council agrees upon a final SWOT;

Step 2: By working the final SWOT through a matrix exercise, it is possible to understand relationships between categories and create a deeper understanding of the organization's context. The objective of this step is to examine the relationships between concepts and create action-based statements that provide direction or identify possibilities for the Islands Trust. It is not to create specific projects or approve funding.

Trustees will return to their work groups and each group will focus on one of four relationships:

STRENGTHS – OPPORTUNITIES

STRENGTHS – THREATS

OPPORTUNITIES – WEAKNESSES

WEAKNESSES – THREATS

Please use active language and create strategies or concepts that include both an object and a purpose in the sentence.

Example:

STRENGTH: The Islands Trust has an excellent mapping and geoinformatics capability

OPPORTUNITY: A number of First Nations governments have indicated an interest in developing freshwater mapping datasets for use within their territory

ACTION STATEMENT/STRATEGY: That Islands Trust engage in cooperative mapping exercises with interested First Nations governments in order to build relationships and deepen our understanding of water availability on the Islands

	STRENGTHS	WEAKNESSES
OPPORTUNITIES	How can strengths be used to take advantage of opportunities ?	How can opportunities be used to compensate for or overcome weaknesses ?
THREATS	How can strengths be used to mitigate or avoid threats ?	Can strong policies or processes be used to defend against areas of weakness and avoid or mitigate threats ?

Resources: Russ Hotsenpiller, CAO

APPENDIX 1

Example 1. Management SWOT

STRENGTHS	WEAKNESSES
1. The Object clause in the Islands Trust Act and the Policy Statement provides context and direction for the organization. 2. Dedicated, motivated and knowledgeable staff. 3. The Islands Trust has a reliable funding stream through the provincial requisition, which provides financial certainty. 4. The Trust Council policy framework provides a strong foundation to organize and deliver work across a challenging organizational structure.	1. The structure of the Islands Trust is complex and makes for difficult governance and operational decision making. 2. The Islands Trust has inadequate resourcing to effectively achieve anticipated workloads. 3. We are not as effective at project planning as we could be, leading to undefined work and objectives that are too general. 4. The administration is not clear on governance objectives, leading to lack of focus and direction. 5. Compensation for staff is under-market leading to challenges in hiring and retention.
OPPORTUNITIES	THREATS
1. The 50th anniversary of the Islands Trust in June 2024 provides an opportunity to celebrate and communicate the value of the organization. 2. First Nations have indicated some interest in working together, which will strengthen relationships and provide governance clarity in the region. 3. There are a number of compatible provincial initiatives including development approval improvements, the Coast Marine Strategy and the watershed security program that could benefit the Trust Area. 4. There are a number of grant programs available to fund projects and augment the budget.	1. The employment market place is competitive resulting in hiring challenges and lower retention. 2. Citizen activism through social media can be disruptive when misinformation is circulated and can negatively affect the Islands Trust. 3. The effects of climate change on the region are making it more challenging to plan for communities and protect the environment. 4. An increasing local population and changing demographic is challenging service levels and community wellness. 5. The challenges with housing for the island's population is impacting quality of life and environment.

Active Projects Report

Financial Planning Committee

1. <i>Annual Financial Statements & Audits: Islands Trust and Islands Trust Conservancy</i>	Responsible	Dates
·Audit planning with the appointed auditors, KPMG LLP - Complete ·Audit Committee meeting with KPMG on February 14, 2023 - Complete ·Preparation of Islands Trust and Islands Trust Conservancy financial statements and audit packages - Underway ·Audit fieldwork scheduled for July 2023 - Upcoming ·Audit Committee meeting in August 2023 with KPMG LLP to present audit findings - Upcoming	Julia Mobbs Kate Emmings Nancy Rogers	Rec'd: 08-Mar-2023 Target: 27-Sep-2023
2. <i>Corporate Planning Process</i>	Responsible	Dates
Refine and complete the draft corporate planning process for Governance Committee review and ultimate Trust Council approval.	Russ Hotsenpiller	Rec'd: 31-May-2023 Target: 30-Aug-2023
3. <i>Draft Budget Assumptions, Principles, Guidelines</i>	Responsible	Dates
Draft Budget 2024/25 Assumptions, Principles, Guidelines for Trust Council's review and approval.	Julia Mobbs	Rec'd: 28-Jun-2023 Target: 27-Sep-2023
4. <i>Financial Policy Review</i>	Responsible	Dates
Continued review of select Trust Council financial policies based on feedback from initial	Julia Mobbs	Rec'd: 16-Feb-2022 Target: 27-Sep-2023

Active Projects Report

Financial Planning Committee

reviews performed by the outgoing FPC :

- 6.3.2 Special Property Tax Requisitions (TC directed)
 - 6.5.2 Budget Control and Adjustment Authority (EC directed)
 - 7.2.1 Trustee Remuneration (FPC directed)
-

To: Trust Council

For the Meeting of: June 28, 2023

From: Administrative Services

Date Prepared: May 25, 2023

SUBJECT: DRAFT MARCH 31, 2023 FINANCIAL RESULTS

RECOMMENDATION:

That Trust Council approve the Draft March 31, 2023 Financial Results.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

1 PURPOSE:

To provide a high-level analysis of the unaudited draft financial results for the fiscal year ending March 31, 2023, with a focus on annual spending against the annual approved budget. The financial statement audit is scheduled to take place mid-July 2023, after which a full financial statement package with notes will be circulated to Financial Planning Committee and Trust Council. The draft financial results presented in this report will be updated between now and audit fieldwork for the following:

- Implementation of new accounting standards on Asset Retirement Obligations is expected to increase expenses and liabilities, and reduce general surplus balances.
- Recognition criteria for funds received from the province as part of the new Local Government Climate Action Program will determine if funds may be recognized when received, which may increase revenues and general surplus balances.

2 BACKGROUND:

That **statement of financial position** presents a snap shot in time of the Islands Trust financial state, reflecting values of assets, liabilities and accumulated surplus as at the fiscal year-end date, March 31, 2023. Significant year over year changes in balances reflected on this statement are as follows:

Cash and equivalents: Reduction of \$1.8M over the previous year, due to more funds invested in longer term investments at year-end 2022 versus year-end 2023. In 2022, interest rates offered on Trust bank accounts were higher than longer-term investments and as such more funds were retained as cash than placed in short-term investment vehicles.

Accounts Receivable: Increase of \$109,000 over the previous year, due primarily to approval of \$150,000 in new provincial grant funds for First Nations engagement work.

Investments: Increase of \$1.5M over the previous year, due to more funds held in longer-term investments at year-end.

Accounts payable and accrued liabilities: Reduction of \$67,000 over the previous year due primarily to timing of payables. In the prior year, significant payables associated with completion of work related to freshwater sustainability and the policy statement project deliverables were included in year-end payables that are not present in the current year payables.

Wages and Benefits payable: Reduction of \$150,000 over the previous year due to one less pay period included in payables at year end in the current year versus prior year.

Deferred Revenue: Increase of \$61,000 over the previous year due primarily to:

- Receipt of \$38,000 in new grant funds dispersed under the Local Government Climate Action Program, and
- Receipt of \$34,000 in new grant funds for First Nations eco-cultural mapping, accepted by Islands Trust on behalf of the Institute of Multidisciplinary Ecological Research in the Salish Sea.

Employee Benefits Obligations: Decrease of \$48,000 over the previous year due primarily to payouts of overtime and vacation banks to staff who retired or left Islands Trust in the year.

Obligations under capital lease: Increase of \$26,000 over the previous year due to renewed office equipment leases signed in the year.

Tangible capital assets: Reduction of \$50,000 over the previous year primarily due to amortization of assets in use throughout the year.

The Islands Trust consolidated **statement of financial operations** represents financial activities that have taken place over the course of the fiscal year. Financial operations for the fiscal year ending March 31, 2023 resulted in a reduction to accumulated surplus of \$75,045 for Islands Trust, broken down as follows:

~ Reduction in amounts invested in tangible capital assets	(75,719)
~ Contribution to general revenue fund	60,681
~ Contribution to LTC project specific reserve fund	(3,116)
~ Draw from Special Property Tax Requisition fund	(56,892)

Details of the actual activities and transfers between funds leading to these fund balance changes is outlined in this report.

The total accumulated surplus balance as of March 31, 2023 is \$2.5M. This accumulated surplus balance consists of the following balances by fund:

	2023	2022
Invested in tangible capital assets	\$ 193,163	\$ 268,882
General Revenue Fund	2,239,258	2,091,376
Local Trust Committee Project Specific Reserve Fund	102,751	105,867
Special property tax requisition fund	40,815	97,707
Accumulated Surplus	\$ 2,488,787	\$ 2,563,832

Amounts invested in tangible capital assets represent funds spent on capital assets that are not yet fully amortized, and thus not fully expensed through the Statement of Operations. This results in balances in accumulated surplus that are not readily accessible given they are tied up in non-financial assets. The change in this balance represents assets purchased in the year, less annual amortization expense, losses on disposal (if any) and amounts owing under capital lease. This balance decreased by \$75,719 in the

fiscal year, due mainly to amortization expense recognized on purchased assets in use less asset additions.

The General Revenue fund increased by \$17,082 due to underspending against budget, as well as the impact of activities associated with amounts invested in tangible capital assets.

The LTC Project Specific Reserve Fund balance increased by \$40,484. This reflects a transfer to the fund in the year of \$100,000 from the general fund (per the approved financial plan bylaw), less spending on LTC projects of \$103,116.

The Special Property tax requisition Fund (SSIWPA) decreased by \$56,892. This reflects the addition of the approved \$60,000 special tax requisition less SSIWPA spending of \$116,892.

CONSOLIDATED REVENUES

Total reported revenue is lower than budget by approximately \$2,600 (nil %) due to the following:

Property tax revenues, both general and special, from local trust areas and Bowen Island Municipality were fully received in the year, thus no variations from budget are noted.

Government transfers relates to funds received and recognized from other governing bodies, mainly within provincial and federal government. These transfers totaled approximately \$674,000 in the year, representing various grants received and spent. Total transfers were lower than budget by \$17,000 (11%) due primarily to underspending of funds related to the provincial LG Development Applications Approvals Program (\$173,000), which was offset by new unanticipated funds received for:

- Government of Canada's Species at Risk program (\$25,000 increase)
- BC Investment Agriculture Foundation grant for the Denman Island Farm Plan (\$7,500)
- Transport Canada Community Participation Funding Program (\$2,000), and

Fees and Sales revenues from land-use applications were approximately \$82,000 (25%) lower than budgeted, due primarily to less development permit applications than anticipated at budget time, indicating a slowdown in application volumes.

Investment income was approximately \$157,000 higher than budgeted due to higher than anticipated interest rates during this fiscal year. The approved budget anticipated lower interest rate recoveries due to low interest rate during the pandemic. However interest rates increased significantly this fiscal year and remained high, resulting in substantially higher earnings in this area than planned.

Other income primarily reflects smaller grants recognized in the year and NAPTEP fees received. The \$450 reported in the year relates to NAPTEP fees.

CONSOLIDATED EXPENSES

Total expenses in the financial statements is reported at \$8.7M which includes amortization expense and excludes capital spending that has been capitalized as tangible capital assets on the Statement of Financial Position, in accordance with Public Sector Accounting Standards. This is not the same methodology used to develop the budget, which treats capital spending as an expense. To adjust reported expenses to reflect a proper basis of comparison, we adjust as follows:

Total expenses per March 31, 2022 financial statements	\$8,811,282
Plus actual spending on capitalized assets	83,248
Total for budget comparison purposes	\$8,894,530

Vs. Total approved budget	9,302,357
Over (under) budget	(\$ 407,827)

Total actual spending was lower than budget by approximately \$408,000 (4.4%) due mainly to underspending in salaries and benefits due to staff vacancies in planning and bylaw services (\$340,000) and Trust Area Services (\$48,000) as well as underspending on projects due to delays in completion of work (\$305,000).

A breakdown of comparison between approved budget to actual results, by functional area, is as follows:

TRUST COUNCIL SERVICES

Council expenses include costs related to three main areas (outlined below) plus as an allocation of administrative expenses. Total expenses in this area came in lower than budget by approximately \$5,000 (0.3%).

Trust Council (TC) costs are comprised of TC meeting costs, Council committee costs (LPC, TPC, FPC, GC), elections and by-elections costs, insurance premiums associated with Council work, general legal costs relating to Trust Wide issues, memberships and training for trustees associated with their Council work, Trust Council portion of trustee remuneration and benefits, and trust council projects for the governance management and operations review.

Trust Council spending was higher than budget by approximately \$37,000 (8%) due mainly to:

- Overspending on Trust Council and Council Committee meetings
- Higher than anticipated costs of local elections
- Higher than anticipated legal opinion costs

Executive Committee (EC) costs are comprised of applications sponsored by EC, NAPTEP applications sponsored by EC, EC meeting expenses, EC mobile device costs, training, travel and conferences for EC members, and the EC portion of trustee remunerations and benefits.

Executive Committee costs were higher than budget by approximately \$7,000 (6%) due mainly to the number of applications sponsored by EC and for travel to conferences for EC members.

Trust Area Services (TAS) costs are comprised of grants in aid for history and heritage, trust-wide communications costs, contracted TAS services, legal costs relating to TC issues, memberships, subscriptions, mobile devices, training, travel, salaries and benefits for TAS staff, Policy Statement Review project costs, Secretariat Function project costs, Stewardship Education project costs, and Reconciliation project costs.

TAS expenses were lower than budget by approximately \$71,000 (12%) due to the following:

- Underspending on salaries and benefits (\$48,000, 10%) due primarily to the full year vacancy in the Senior Intergovernmental Policy Advisor position. This overspend is partially offset by staff overtime costs associated with policy statement review as well as higher than budgeted staff wage increases in the year.
- Underspending in Communications (\$17,000, 36%) due to project delays (website improvements/census data infographics) resulting from the partial year vacancy in the communications specialist role.
- Underspending on the Trusts' Reconciliation Action Plan (\$5,000, 40%) due primarily to the vacancy in the Senior Intergovernmental Policy Advisor position that oversees the reconciliation action plan program spending.

LOCAL TRUST COMMITTEE SERVICES

Local Trust Committee expenses include costs related to five main areas (outlined below) plus an allocation of administrative expenses. Total expenses in this area came in lower than budget by approximately \$524,000 (-8%).

Local Trust Committee costs are comprised of the LTC-engaged First Nation protocol funds, rent, phone, internet and office service for on-island trustee offices, the trustee portion of insurance costs, general legal costs, bylaw enforcement legal costs, legal litigation costs, statutory notices, trustee expenses, Executive expenses for travel to chair meetings of the LTC, LTC and APC meeting expenses, LTC communications and special project expenses, LTC statutory notices, and the LTC portion of trustee remuneration and benefits.

Local Trust Committee expenses were higher than budget by approximately \$109,000 (14%) due primarily to:

- Overspending on legal general costs associated with LTC bylaw interpretation (\$17,000)
- Overspending on legal litigation costs associated with new claims against LTCs (\$104,000)
- Underspending on legal costs associated with bylaw enforcement (\$15,000) due to delays in bylaw enforcement cases as a result of bylaw staff vacancies

Projects costs are comprised of all LTC projects, Heritage Overlay Mapping project costs, Housing Initiative project costs, Groundwater Recharge Mapping project costs, Local Government Development Approvals project costs, and includes all SSIWPA expenses.

LPS project spending was less than budget by approximately \$302,000 (38%) due mainly to:

- Underspending on the Groundwater Recharge Mapping (\$14,000) due to a change in plans to procure access to provincial water data via a secure portal.
- The Heritage Overlay Mapping project (\$74,000) was not advanced in the year due to an identification that deeper relationships are required with First Nations for the project to proceed.
- Underspending on the Local Government Development Approvals project (\$173,000) due to delay in the project start. The remaining work for this project is planned and budgeted for in the fiscal 2024 budget. This project is funded by a grant.
- Underspending on SSIWPA activities (\$12,000) as a result of First Nations engagement plans not proceeding on the Watershed Protection Plan project due to the vacant SIPA position, combined with savings on the Weston Lake project due to lower than anticipated project costs.
- Combined underspending on smaller LTC projects of \$33,000 due primarily to staff vacancies in planning services delaying the proceeding of projects, as well as new trustees taking time to be oriented to their roles after elections.

Planning staff costs are comprised of all salaries, benefits, training, and travel costs associated with Planning Services (PS) staff or contractors used to cover staff vacancies. Planning staff costs were lower than budget by approximately \$304,000 (11%) due mainly to:

- Underspending on PS salaries and benefits of \$306,000 due to the following staff vacancies:
 - Four month vacancy in the Director, Planning Services position
 - Full year vacancy in the Senior Intergovernmental Policy Advisor position (50% of the cost for this role is charged to Planning Services)
 - Three month vacancy in the northern office Regional Planning Manager position
 - Eight month vacancy in one northern office Island Planner position
 - A northern office Island Planner moving a full-time schedule to 0.6FTE hours
 - Five month vacancy in one Salt Spring office Island Planner position while they were acting in the Regional Planning Manager position

- Ten month vacancy in the Salt Spring office for Planner 1 position
- 7 month vacancy in the Salt Spring office for a Planner 2 position where these reduced costs were partially offset by hiring a temporary Planning Technician for six month.
- Underspending on contract services of \$4,500 due to delay in the hiring of a new Director of Planning Services that hindered the coordination of additional planning administrative services assistance.

***LPS facilities** costs are comprised of expenses associated with board of variance activities, land titles registrations, LPS staff meeting expenses, memberships, subscriptions, mobile devices, office rent and services, internet, postage/courier, telephone and supplies for the Gabriola Island and the Salt Spring Island offices, as well as a portion of the Southern office.

Total expenses in the year related to LPS facilities was \$23,000 (6%) higher than budget due primarily due to:

- A newly signed Gabriola office lease with higher lease costs to Islands Trust from the new landlord.
- Increased lease costs for the Victoria office location due to rising insurance and property tax costs incurred by the landlord and apportioned out to tenants.

Bylaw enforcement costs are comprised of all salaries, benefits, training, and travel costs associated with bylaw enforcement staff or contractors used to cover staff vacancies. Bylaw enforcement expenses were under budget by approximately \$31,000 (8%) due primarily to a vacancy in one Bylaw Enforcement Officer position which was partially offset by overtime costs for other bylaw staff.

ISLANDS TRUST CONSERVANCY (ITC) SERVICES

ITC expenses include costs related to three main areas (outlined below) plus as an allocation of administrative expenses. Total expenses in this area came in higher than budget by approximately \$38,000 (3%).

ITC Board costs are comprised of ITC board meeting expenses, honoraria and training for board members. Board expenses were over budget by approximately \$1,100 (11%) due to higher than anticipated board meeting expenditures for in person meetings.

Conservancy Staff & Associated Costs are comprised of ITC communications, ecosystem mapping, ITC legal costs, mobile devices, training, travel, contract services, salaries and benefits for ITC staff. These expenses were over budget by approximately \$33,000 (5%) due to:

- Increased spending in salaries and benefits resulting from staffing overlaps, whereby a temporary staff person brought on to cover another staff leave overlapped with the returning staff to ensure proper handover of work
- Increased legal costs (\$11,000) due to additional property management work performed due to receipt of grant funding.

These areas of overspending were partially offset by underspending in Ecosystem mapping (18,000).

Property Management costs are comprised of property management and conservation planning and land securement. These expenses were under budget by approximately \$24,000 (1%) due to:

- Contractor illness preventing progress on climate change initiatives (\$8,000)
- Lower surveying costs due to better contract pricing secured than anticipated (\$4,000)
- Deferral of property restoration work into fiscal 2024 due to shortage of labor for fence-building (\$7,000)
- Lower costs than anticipated for First Nations review of the new ITC management plan (\$5,000)

GENERAL ADMINISTRATION

General administrative expenditures include costs related to six main areas (outlined below) plus as an allocation of administrative expenses. General administration costs are allocated to the three functional areas of the Trust (Council, LTC Services, and ITC) based on their relative dollar magnitudes for the period.

Senior Management costs are comprised of contract services related to executive functions, electronic data management costs, meeting costs and membership costs, salaries and benefits, mobile devices, training and travel for executive office staff. Executive office expenses were over budget by approximately \$15,000 (3%) due mainly to higher than anticipated wage increases for excluded staff members.

Administrative services costs are comprised of contracted services for financial systems maintenance, Human Resource assistance and payroll processing services. Administrative services expenses were over budget by approximately \$32,000 (7%) due to backfilling of staff on extended leave, where staff on leave are paid 75% of their base salary and the staff backfilling the position is paid 100% base salary.

Office operations costs are comprised of audit fees, bank charges, carbon offset purchases, internet, insurance premiums associated with office contents and operations, office rent and outside services, office supplies and postage, recruitment costs, safety, telephone, organization-wide training, all staff meetings costs and staff recognition expenses. In the 2023 budget, Trust Council also included \$50,000 to secure contracted help to alleviate administrative pressures identified by staff at budget time. Office operations were lower than budget by approximately \$41,000 (12%) due to early departure of the hired worker brought on to address some of the identified pressures, as the worker secured a permanent full-time position elsewhere.

Information Systems costs are comprised of software licensing, third party technical support, computer supplies, mobile devices, and all salaries, benefits, training, and travel costs associated with Information Systems staff. Information systems expenses were over budget by approximately \$82,000 (14%) due to staff not taking their vacation or overtime leave in the year. Purchases of computer supplies have also been high for items such as headsets, mice, cables etc. to accommodate staff requests and new trustees.

***Computer, Furniture and Equipment** spending relates to purchases of hardware, software, furniture and equipment. Total spending in year for this area shows on the presented statements as \$95,000 reflecting computer equipment purchases in the year. This is 22% over budget primarily due to extra purchases of computer equipment for new trustees (approved by Executive Committee) and due to new server installation costs that were not budgeted for.

Amortization expense is an estimation of the use/wear and tear on capital assets in use for Islands Trust and Islands Trust Conservancy operations. Amortization expense was over budget by approximately \$9,000 (5.6%) due to increased capitalized assets associated with the new server installation charges.

CONSOLIDATED EXPENSES BY OBJECT

Public Sector Accounting Standards determine that financial reporting for government entities be reported “by function” (i.e.: service area) in the Statement of Financial Operations as discussed in the earlier section of this report. Expenses “by object” (i.e.: type) are reported in accompanying financial statements notes. For purposes of great transparency and understanding of Islands Trust financial results, March 31, 2023 expenses by object are shown as follows:

Description	Approved Budget	31-Mar-23	\$ over (under) budget	% over (under) budget
Staff Salaries and benefits	5,461,756	5,221,816	(239,940)	-4.4%
Office Operations	953,450	914,474	(38,976)	-4.1%
Council and trustee costs	882,054	907,609	25,555	2.9%
Elections	141,000	157,631	16,631	11.8%
Programs	1,244,230	835,059	(409,171)	-32.9%
Legal	232,980	358,911	125,931	54.1%
Travel/training and recruitment	141,187	155,198	14,011	9.9%
Amortization	168,000	177,337	9,337	5.6%
Total *	9,224,657	8,728,034	(496,623)	-5.4%
<u>Capital Purchases</u>	<u>77,700</u>	<u>83,248</u>	<u>5,548</u>	<u>7.1%</u>
Total including Capital	9,302,357	8,811,282	(491,075)	-5.3%

**Excludes \$77,700 in budgeted capital spending to align with March 31, 2023 actuals which capitalizes (removes) \$83,248 of actual capital spending from expenses*

Staff salaries and benefits were under budget due to vacancies in the year primarily in planning services and trust areas services

Office operations spending was above budget due primarily to increased spending on software support and licensing, increased office rent, and increased telecommunications charges. After capitalization of asset purchases which removes spending from this line and capitalizes it in accordance with generally accepted accounting principles, the expense reports at 7.1% of budget.

Council and trustee costs were over budget primarily due to high costs incurred for in person Trust Council meetings and increased insurance costs for Trust Council.

Elections were over budget due to higher costs than anticipated for staffing of election stations.

Programs were under budget due mainly to projects not progressing as planned as a result of new information, shifting timelines, or delays. Primary projects contributing to this significant underspend are: LG Development Approvals Program (work moved to fiscal 2024), Heritage Overlap Mapping (work not proceeding), Governance projects (not spent), ITC ecosystem mapping (deferred), ITC property management plans (delayed), administrative services assistance (not spent), groundwater recharge mapping (delayed), LTC projects (delayed).

Legal expenses were over budget primarily due to high litigation costs for legal actions against LTCs.

Traveling/training and recruitment costs were over budget primarily due to increased recruitment costs associated with staff turnover, increased training costs for the senior management, increased travel costs for the new Executive Committee due to location of elected vice-chairs, and increased travel costs for bylaw staff and the Director, Planning Services.

Amortization was over budget due to more spending on capital assets in the year driving up this expense from what was anticipated in the budget.

Capital spending was over budget due primarily due to unplanned purchases of computers for new trustees, and new server installation costs.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: None. Draft financials reflect expenditures within approved budget.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: None. Managing staff at Islands Trust and Islands Trust Conservancy will continue to receive financial reporting on their respective areas of oversight throughout the year.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):

Islands Trust Policy 2.3.3 Financial Planning Committee Terms of Reference
Bylaw No. 185, Islands Trust Financial Plan Bylaw, 2022-2023

5 ATTACHMENT(S):

Draft March 31, 2023 Financial Results

RESPONSE OPTIONS

Recommendation:

That Trust Council approve the Draft March 31, 2023 Financial Results.

Alternative: None.

Prepared By: Nancy Roggers, Finance Officer
Director, Administrative Services
FPC/May 31, 2023

Islands Trust

Statement of Financial Position
For The Year Ending March 31, 2023

	2023	2022	\$ change
Financial assets:			
Cash and cash equivalents	1,750,989	3,558,169	(1,807,180)
Accounts receivable	301,396	192,573	108,823
Investments	2,670,862	1,202,607	1,468,255
	4,723,247	4,953,349	(230,102)
Liabilities:			
Accounts payable and accrued liabilities	834,277	900,909	(66,632)
Wages and benefits payable	1,300,305	1,450,243	(149,938)
Deferred revenue	264,364	203,591	60,773
Employee benefit obligations	233,999	281,672	(47,673)
Obligations under capital leases	43,837	18,071	25,766
Cost recovery deposits	2,996	763	2,233
	2,679,778	2,855,249	(175,471)
Net financial assets	2,043,469	2,098,100	(54,631)
Non-financial assets:			
Tangible capital assets	237,000	286,953	(49,953)
Prepaid expenses	208,318	178,779	29,539
	445,318	465,732	(20,414)
Accumulated surplus	2,488,787	2,563,832	(75,045)

Islands Trust
Detailed Statement of Financial Operations

For The Year Ending March 31, 2023

Description	Approved Budget	March 31, 2023 Actuals	% of Budget		% over (under) budget
			Received/ Spent	Over (Under) budget \$	
Revenue:					
Fees & Sales	264,724	199,570	75%	(65,154)	-25%
Provincial Grant - Unrestricted	180,000	228,000	127%	48,000	27%
Federal and Provincial Grants - Restricted	580,500	445,642	77%	(134,858)	-23%
General Property Tax Levy - All LTAs	7,309,863	7,309,863	100%	-	0%
Special Property Tax Requisition - SSI LTA	60,000	60,000	100%	-	0%
Municipal Property Tax Levy - BIM	323,769	323,769	100%	0	0%
Investment Income + Other Income	20,001	169,393	847%	149,392	747%
Total Revenue	8,738,857	8,736,237	100%	(2,620)	0%
Trust Council Services					
Trust Council	461,562	498,132	108%	36,570	8%
Executive Committee	107,872	114,749	106%	6,877	6%
Trust Area Services	621,118	549,628	88%	(71,490)	-12%
General Admin Allocation - 17%	339,254	362,343	107%	23,089	7%
Total Trust Council Services	1,529,806	1,524,852	100%	(4,954)	0%
Local Trust Committee Services					
Local Trust Committees	767,575	876,734	114%	109,159	14%
Projects (Note 1)	804,800	502,944	62%	(301,856)	-38%
Planning Staff	2,858,258	2,553,895	89%	(304,363)	-11%
LPS Facilities	361,889	385,113	106%	23,224	6%
Bylaw Enforcement	371,410	340,603	92%	(30,807)	-8%
General Admin Allocation - 69%	1,471,492	1,452,254	99%	(19,238)	-1%
Total Local Trust Committee Services	6,635,424	6,111,543	92%	(523,881)	-8%
Islands Trust Conservancy Services					
Board	9,625	10,725	111%	1,100	11%
Conservancy Staff and Associated Costs	710,999	744,178	105%	33,179	5%
Property Management	164,330	140,803	86%	(23,527)	-14%
General Admin Allocation - 13%	252,173	279,182	111%	27,009	11%
Total Trust Conservancy	1,137,127	1,174,887	103%	37,760	3%
General Admin					
Senior Management	432,337	446,895	103%	14,558	3%
Administrative Services	493,394	525,488	107%	32,094	7%
Office Operations	326,855	286,315	88%	(40,540)	-12%
Information Systems	564,634	646,359	114%	81,725	14%
Computer/Furniture & Equipment	77,700	94,635	122%	16,935	22%
Computer/Furniture & Equipment - Capitalised	-	(83,248)			
Amortization Expense	168,000	177,337	106%	9,337	6%
General Admin Recovery	(2,062,920)	(2,093,780)	101%	(30,860)	1%
Net General Administration	-	0			
Total Expenses	9,302,357	8,811,282	95%	(491,075)	-5%
Surplus (Deficit) to date	(563,500)	(75,045)			
(Increase) decrease in amounts Invested in Capital Assets	168,000	75,719			
Transfer (to) from General Surplus Fund	183,500	60,681			
Transfer (to) from LTC Project Specific Reserve Fund	143,600	(3,116)			
Transfer (to) from Special Tax Requisition Fund	68,400	56,892			
Unallocated Annual Surplus (Deficit)	-	(0)			

Islands Trust
Detailed Statement of Operations
For The Year Ending March 31, 2023

Description	Approved Budget	March 31, 2023 Actuals	% of Budget Received/ Spent	Over (Under) budget \$	% over (under) budget
	Approved Budget	March 31, 2023 Actuals	% of Budget Received/ Spent	\$ budget not yet received/spent	% of budget received/spent
Note 1: LTC & Planning Services Project Spending					
LTC Projects funded by Reserve Fund	(8,214)	-	0%	8,214	0%
Denman Farm Plan	7,314	12,948	177%	5,634	177%
Denman Housing Review	13,500	7,161	53%	(6,339)	53%
Gabriola Housing Options & Impacts	1,500	-	0%	(1,500)	0%
Gabriola Ecological Protection Zone	1,500	1,008	67%	(492)	67%
Galiano Groundwater Strategy Implementation	2,000	156	8%	(1,844)	8%
Galiano Crown Lot Rezoning	1,000	2,141	214%	1,141	214%
Gambier OCP/LUB	17,000	19,920	117%	2,920	117%
Gambier Keats Island Shoreline Protection Review	3,500	264	8%	(3,236)	8%
Hornby OCP Amendment Review	15,000	13,596	91%	(1,404)	91%
Lasqueti OCP/LUB	3,000	-	0%	(3,000)	0%
Mayne OCP/LUB	1,000	2,146	215%	1,146	215%
Mayne Island Housing	1,500	1,458	97%	(42)	97%
North Pender OCP/LUB	2,000	793	40%	(1,207)	40%
North Pender Groundwater Strategy Implementation	2,000	391	20%	(1,609)	20%
Salt Spring Ganges Village Area Planning	19,000	16,424	86%	(2,576)	86%
Salt Spring Protect CDF Ecosystem	32,000	19,127	60%	(12,873)	60%
Salt Spring Housing Challenges & Solutions	25,000	3,570	14%	(21,430)	14%
SSIWPA - Coordination	60,000	59,599	99%	(401)	99%
SSIWPA - Weston Lake	30,000	27,294	91%	(2,706)	91%
SSIWPA - Water Protection Plan	38,400	30,000	78%	(8,400)	78%
Saturna OCP/LUB	1,000	1,284	128%	284	128%
South Pender OCP Minor Amendments	1,500	3,946	263%	2,446	263%
South Pender LUB Minor Amendments	1,500	4,099	273%	2,599	273%
Housing Initiatives	5,000	5,000	100%	-	100%
Groundwater Recharge Mapping	86,800	72,915	84%	(13,886)	84%
Regional Freshwater Management Strategy	-	3,851	100%	3,851	100%
Heritage Overlay Mapping	74,000	-	0%	(74,000)	0%
LG Development Approvals Program	367,000	193,857	53%	(173,143)	53%
Total LTC Project Spending	804,800	502,944		(301,856)	62%

1. GENERAL & FPC

In support of the Financial Planning Committee (FPC) we have completed work on the following standard annual areas of work:

- ~ **Budget 2024/25 Completion:** The Trust Council (TC)-approved financial plan bylaw was forwarded to the Minister who has issued approval. TC has successfully adopted the bylaw and the new budget is in play for the current fiscal year. Tax requisitions have been submitted to the Surveyor of Taxes and to Bowen Island Municipality.
- ~ **Draft 2022/23 Financial Statements & Audit preparation:** We have drafted the year-end financial statements for the Islands Trust, with audit fieldwork scheduled for mid-July with the appointed auditors, KPMG LLP. Staff continue to direct time to understanding the impact of new accounting standards on Trust financials, and to preparing the audit documentation packages for both Islands Trust and Islands Trust Conservancy.
- ~ **Corporate Planning Process:** At the request of the Governance Committee, FPC has formed a working group made up of select staff and FPC members, who are focused on drafting a corporate planning process for Islands Trust. The working group has met several times and has presented their draft corporate planning process to the Governance Committee for review.
- ~ **2024/25 Budget Cycle Timelines:** FPC has reviewed, discussed, and approved the budget cycle timelines for the upcoming 2024/25 budget cycle.

Additional work underway with FPC:

- ~ Upcoming planned review of Trust Council financial policies by FPC will include: [Policy 6.5.1 – Reserves and Surplus](#) and [Policy 7.2.1 Trustee Remuneration](#).
- ~ Draft recommended budget assumptions, principles, guidelines will be reviewed in August for presentation to Trust Council in September.
- ~ Investigation of options to pursue legislative changes that would permit revised distribution of special property tax requisitions within a single local trust area (LTA).
- ~ Investigation of options for recovering costs associated with building permit reviews.

2. FINANCE

In addition to day-to-day operations associated with financial functions at Islands Trust, the Finance team is focused on the following key areas of work:

- ~ **2022/23 Audit Packages:** These are prepared for both Islands Trust and the Islands Trust Conservancy. These packages include financial statements, financial statement notes, and supporting documentation for the auditors. Fieldwork for the audits is scheduled for July 2023 with completion expected in time for Trust Council's September meeting in line with legislated deadlines.

- ~ 2022/23 Allocated Financial Statements: These statements present the audited 2022/23 financial information by LTA, allocating revenues and expenses to each jurisdiction to provide an estimate of resource use and contribution by each LTA.
- ~ 2022/23 Statement of Financial Information: This statement provides additional financial detail not readily available in the year-end financial statements. Information includes: amounts paid to specific employees in the year and in total, as well as amounts paid to top suppliers in the year.
- ~ Implementation of new accounting standards: Two new accounting standards have taken effect for Islands Trust, resulting in significant work for senior finance staff to prepare for and implement. The new standards require a change in how legal obligations associated with Trust assets are accounted for, and a change in how financial investments are recorded. This work is detailed and very complex. Staff's analysis and implementation of these standards will be evaluated by the auditors in their upcoming fieldwork.
- ~ 2022 Local Government (LG) Climate Action Program reporting: The LGCAP program provides funding to Islands Trust for climate-related initiatives. Islands Trust is required to report on how these grant funds have been/will be spent. Also included in this reporting is a measurement of Greenhouse Gas Emissions from Islands Trust corporate operations, which finance staff are responsible to track, measure, and report. These reports will be finalised in time for the deadline of July 31.

Finance is involved in and supporting two specifically funded 2023/24 projects:

1. CityView Implementation: This new software system will allow for electronic payment of application fees by applicants. Finance staff are working with Information Services to evaluate and select a payment processing system that will integrate seamlessly into the Trust's accounting and other financial systems, as well as maintain key financial and reporting controls throughout the process. We are currently in the system evaluation phase and hope to have a selection made by the end of this quarter. Finance staff are also contributing to the workflow development for the system, to ensure the needs of finance are met in the new process that is developed, including key reporting needs.
2. Expense Claim Upgrades: This project will bring the Islands Trust expense claim system to a supported platform and will modernise the expense claim process to be fully electronic. External contractors will be completing this work, with staff providing a needs assessment (this is substantially complete), a desired workflow that supports internal processes (this is substantially complete), and contributing to design features of the platform.

Finance continues to dedicate time to the orientation and training of new staff on financial processes relevant to their work at the Trust, such as submission of electronic expense claims, travel policies, and procurement practices. Staff have also taken on the responsibility for training planning staff on proper use of the Trust's time tracking system to facilitate better use of the platform to generate more reliable, accurate, and complete data.

Since our last report Islands Trust staff has undertaken the following procurement processes:

- ~ Invitation to Quote: ITC Aquatic Ecological Assessment - closed May 17, 2023.

3. EMPLOYEE SERVICES/HUMAN RESOURCES (HR)

We have completed several hiring actions and internal position updates over the last quarter, resulting in the following changes to the Islands Trust team:

- ~ Jason Youmans, former Island Planner with the Salt Spring Island team returned to Islands Trust as a temporary 'As and When' Planner 2 for the southern team effective January 16, 2023. He has been focused on housing-related work for the regional planning team. Jason's last day will be June 28, 2023.

- ~ Carla Funk has been temporarily appointed into the new Strategic Fund Development Specialist role with the Islands Trust Conservancy as of April 1, 2023, until a formal competition can be completed for the role. Carla was formerly working as the ITC Communications and Fundraising Specialist.
- ~ Taryn Plater joined the northern office as a co-op student planner on May 8, 2023. Taryn is a University of British Columbia student currently completing her Masters of Community & Regional Planning. She will be with Islands Trust for a 4-month co-op term.
- ~ Eve Ruth joined the Islands Trust Conservancy team on May 2, 2023, as the Conservation and GIS Technician co-op student. Eve is enrolled at University of Victoria where she is completing a Bachelor of Science degree, double majoring in geography and environmental studies. She will be with Islands Trust for a 4-month co-op term.
- ~ Emily Bryant joined the southern planning team as the new Planning Team Assistant on May 19, 2023. Emily has strong administrative experience from her years working with the Ministry of Children and Family Development, as well as several other private company organisations. She has a Bachelor of Arts (with distinction), with a major in Sociology and a minor in English, from the University of Alberta. Emily is filling the role formerly held by Robin Ellchuk, who accepted a job offer from the University of Victoria. Robin's last day with Islands Trust was March 17, 2023.
- ~ Micaela Yawney joined the Islands Trust Conservancy team as the new Communications Specialist on May 1, 2023. Michaela has a Bachelor of Environmental Studies in Environmental, Resources, and Sustainability from the University of Waterloo and holds certificates in Digital Marketing, SEO (Search Engine Optimization) and Graphic Design Foundations.
- ~ Robyn Kefi will join the Trust on July 17, 2023 as the new Senior Intergovernmental Relations Advisor. Robyn has a PhD in Indigenous Governance from the University of Victoria, and a Masters in Resource and Environmental Management from Simon Fraser University. Robyn's experience includes working for the Ts'elxwéyeqw Tribe and Stó:lō Tribal Council as a researcher and policy advisor, and teaching in the Indigenous Studies programs at the University of Victoria and the University of the Fraser Valley. We look forward to welcoming Robyn to the team after a long vacancy in this role!
- ~ Chris Buchan transitioned from a Planner 1 to a Planner 2 with the SSI team on April 24, 2023.
- ~ Chloe Straw joined the Northern team as the new Planning Team Assistant on March 6, 2023. Chloe has a Bachelor of Education (English, French, Minor in Curriculum Development) from Simon Fraser University and a Bachelor of Arts (Major in English and Psychology / Minor in Community Development) from the University of Victoria. Chloe has worked with Community Development projects in Yellowknife, Costa Rica and Ghana.
- ~ Nadine Mourao joined the Northern Team as the new Legislative Clerk on March 1, 2023. Nadine holds a Non-Profit Management Certificate from Simon Fraser University as well as a Professional Office Assistant Diploma from Trend College in New Westminster. Nadine may be a familiar face to some, as she worked as the Islands Trust Gabriola Island Minute Taker since May 2018.

- ~ Jackie O’Neil, GIS Technician with the Information Systems team, accepted a temporary appointment to the role of Spatial Data Analyst for the period of April 24, 2023 to November 17, 2023.
- ~ Morgana van Niekerk accepted our offer to transition from a temporary backfill to a permanent role as Communications Specialist with the Trust Area Services team effective April 24, 2023. Morgana has been working in the role with a temporary status since February 1, 2023.
- ~ Rob Pingle, Planning Team Assistant for the Salt Spring team accepted the permanent position of Legislative Clerk for the Salt Spring office effective June 13, 2023. Rob has been temporarily acting in the Legislative Clerk role effective February 15, 2023.

We are currently in the process of hiring for several vacant, soon-to-be-vacant, and/or new positions:

- ~ Planner 1 for the Salt Spring Island team: This hiring process is in the recruiting phase. We hope to have the position filled by mid-July.
- ~ Temporary Planner 2 for the northern team: This competition is in the recruiting phase and -closes on June 15, 2023.
- ~ Temporary Senior Policy Advisor, Victoria office: This competition is to bring in a short-term backfill for staff on leave. We hope to have the temporary position filled by mid-July.
- ~ Manager, Finance and Accounting: This position has been classified and is moving forward to posting with PSA.

Our March All Staff Meeting took place in Duncan, BC. Staff gathered for an update on Trust Council work, updates on staff arrivals and departures, and the presentation of staff awards and recognition for the preceding quarter. After a hefty round of applause for all award recipients, staff broke for lunch followed by a team building activity of 6-pin bowling. Staff appreciated the extra chance to mingle given the usual December in-person meeting had been rescheduled as a virtual gathering.

INFORMATION SERVICES (IS)

Information Services continues to maintain base level technology services and support to staff and trustees as part of ongoing operations. Specific work completed with the help of third party technical support over the last quarter includes:

- ~ Procurement of 11 new laptops, nearly all of which have been deployed to the staff who require them.
- ~ Completed upgrade of Exchange server to the latest version (2019), ensuring improved performance and security for Trust email and communication systems.

Continued focus is being directed towards the following operational initiatives:

- ~ Ongoing transition from Windows 10 to 11 for work-from-home devices.
- ~ Ongoing virtual server operating system upgrades from Windows 2016 to 2019/2022
- ~ Procurement (ITQ) underway for physical server replacement.
- ~ Reporting capability enhancements for internal Trust application systems, as well as the addition of new features to improve user experience.
- ~ Ongoing development of internal and external web map replacements to replace the end-of-life Mapit and TAPIS Map. These replacements will provide enhanced functionality and usability for both internal and external users.

Information services staff are heavily involved in two specifically funded 2023/24 projects:

1. CityView Implementation: The CityView implementation project funded by the LG Development Application Approvals grant program is underway. Currently this project is in the review and documentation phase associated

with CityView system workflows, to ensure the system setup will meet the needs of Islands Trust staff and external users. This project has an expected completion date of December 15, 2023, extended from original timelines.

2. Expense Claim Upgrades: As described in the finance section of this report.



June 28, 2023
Islands Trust Council
ISLANDS TRUST CONSERVANCY BOARD
CANDIDATE PRESENTATIONS

Background: Candidates have the opportunity to make presentations to their fellow trustees and to respond to any questions they may have.

- Purpose:**
1. To provide those trustees who have expressed an interest in being nominated for a currently vacant Islands Trust Conservancy Board position an opportunity to address Trust Council
 2. To provide Trust Council members with an opportunity to ask questions of those trustees who have expressed an interest in being nominated the Islands Trust Conservancy Board positions

Resources: David Marlor, Director, Legislative Services (DLS)

TIME	TOPIC	WHO
11:55 a.m.	Election to the Islands Trust Conservancy Board 1. <u>Candidate presentations for Islands Trust Conservancy</u> *(1 vacant position to be elected) Biographies Received 1. Trustee Mairead Boland - attached	David Marlor, Director, Legislative Services (Presiding Officer)

From: Mairead Boland <mboland@islandstrust.bc.ca>

Sent: Tuesday, June 6, 2023 12:49 PM

To: Lori Foster <lfoster@islandstrust.bc.ca>; David Marlor <dmarlor@islandstrust.bc.ca>

Subject: ITC Board position

I would like to be considered for the currently vacant position of trustee elected to the ITC Board.

Mairead Boland - short Bio for ITC Board election:

I very much support the ITC Vision as expressed in the Regional Conservation Plan 2018 – 2027, Page 9.

"The vision of the Islands Trust Conservancy is that the islands and waters of the Strait of Georgia and Howe Sound will be a vibrant tapestry of culture and ecology where humans live and work in harmony with the natural world."

I have a good deal of experience in arranging community events including communication, managing technical data, memberships, budgets. I enjoy interactions with people and learning more about the area where we live. Recent, local, practical, and fun experiences include:

- Kelp bed mapping in cooperation with Mayne Conservancy
- Sea star Bioblitz on Saturna
- Managing the very successful Saturna Intertidal Safari for several years in cooperation with Saturna Marine Research and Education Society (SIMRES) and Parks Canada.
- Active volunteer in SIMRES SGI Whale sighting network and in SIMRES membership management.

In the more distant past, I was a campaigner with Malaysia Nature Society (Sarawak), to have a local area gazetted as a nature reserve. (Piasau Nature Reserve).

I would welcome an opportunity, as a trustee elected to the ITC Board, to contribute to the goal of a sustainable and healthy environment for all.

Thanks,
Mairead



APPLICATION FORM FOR DELEGATIONS TO ADDRESS ISLANDS TRUST COUNCIL OR A COUNCIL COMMITTEE

Overview

You may address Council (or a Council Committee) formally by: (a) presenting a petition or making a presentation as a delegation; or informally, by participating in (b) public comment sessions or (c) by correspondence. All correspondence, formal delegation presentations and petitions are treated as a public record.

Submissions

- Each delegation is required to complete this form and submit it to Islands Trust, along with any PowerPoint or video presentation that accompanies a delegation's written presentation by 4:30 pm at least 3 weeks prior to the meeting.
- If you miss this deadline, you may still submit this form; however, such requests will require approval by Executive Committee before the meeting or, 2/3 majority approval of Trust Council at the meeting.
- Each address shall be limited to 10 minutes unless a longer period is agreed to by approval of Executive Committee before the meeting or, of Trust Council at the meeting.
- *Application deadlines and approval requirements to address a Trust Council Committee may vary from the above. Contact ExecAdmin@islandstrust.bc.ca for guidance.*
- Rules governing delegations are outlined in the Islands Trust Council Meeting Procedures Bylaw 101.

All meetings are open to the public, are live streamed and recorded. Physical locations of the meeting are posted on the Islands Trust website.

Submit this form to ExecAdmin@islandstrust.bc.ca or mail to Islands Trust #200 – 1627 Fort St. Victoria B.C. V8R 1H8

I wish to address Islands Trust Council or _____ Council Committee

at the meeting of June 28, 2023

I REPRESENT Islands' Forest Stewards

(Name of Organization if applicable)

AS Spokesperson

(Capacity/Office)

NAME OF PRESENTER or Alternate Julia Nicholls

ADDRESS [REDACTED] Pender Island, V0N 2M1

TELEPHONE NO.(s) [REDACTED] E-MAIL [REDACTED]

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

See attached page and presentation.

(If more space is required, please attach an additional page to this form.)

- ☒ I will have a PowerPoint or video presentation and will submit it at least three weeks in advance of the meeting.
☒ I am aware that the meeting and my presentation will be live streamed via the Islands Trust website and recorded.

*Please note personal information contained on this form is collected under the authority of the *Local Government Act* and is subject to the *Freedom of Information and Protection of Privacy Act*. The personal information will be used for contact purposes only. Enquiries about the use of information in this form can be directed to the Legislative Services Manager at information@islandstrust.bc.ca

Date: June 5, 2023

Signed: *Julia Nicholls*

Islands Trust Delegation Application Form – page 2

Submitted by Islands' Forest Stewards, for the June 28th Trust Council meeting

June 5, 2023

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

This delegation is in response to the April 2023 decision by Islands Trust Council to rescind the request to the provincial government to enhance the Trust's jurisdiction over forest management, which would have given Island Trust the capability to oversee care of tree and forest environment similar to that of municipalities.

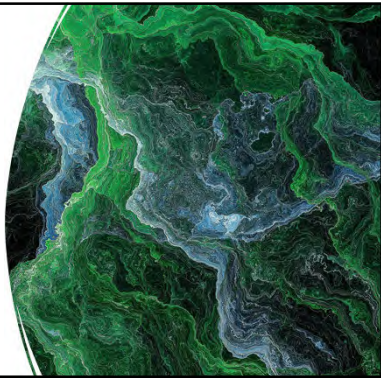
The presentation will share images of present day tree management practices on several Southern Gulf Islands that address this issue and will request the IT Council to revisit this topic with the aim of developing governance that will preserve and protect our natural island environments.

Signed by spokesperson, Julia Nicholls

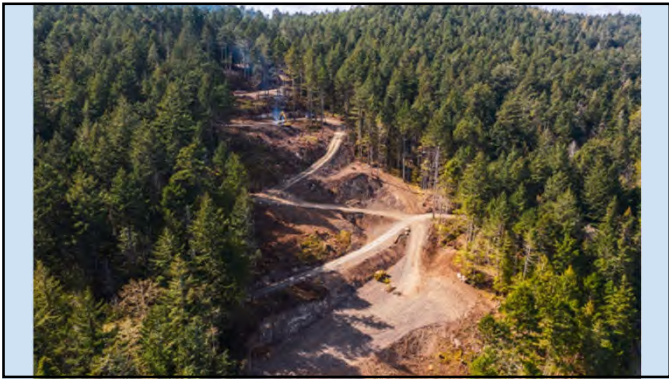
A handwritten signature in black ink, appearing to read "J Nicholls", is written over a horizontal line.

Governance and Forests

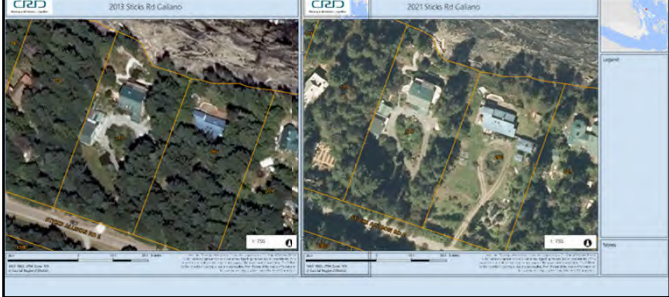
- Delegation to the Islands Trust Council
- June 28th, 2023
- Speaker: Julia Nicholls
- representing Islands Forest Stewards



Pender Island – 2017 and 2021



Galiano Island – 2013 and 2021



Salt Spring Island – 2017 and 2021





Salt Spring Island - Creekside Rainforest protected



Source: Driftwood newspaper April 19, 2023. Photo credit Pierre Mineau.

Immediately adjacent... Spring 2023



Active Projects Report

Trust Programs Committee

1. *Policy Statement Amendment Project*

Provide recommendations to Executive Committee on the content of the revised draft Policy Statement.

Responsible

Clare Frater
Dilani Hippola
Gillian Nicol

Dates

Rec'd: 21-Jun-2017
Target: 01-Oct-2026

2. *Stewardship Education Program*

Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area. (Strategic Plan strategy #4.3). This includes the Living in the Trust Area project guided by the project charter endorsed by TPC.

Responsible

Clare Frater

Dates

Rec'd: 13-Aug-2020
Target: 29-Mar-2024

3. *Secretariat Role to Forums within the Trust Area*

Administer Secretariat Services program. Strategic Plan item 5.2

Responsible

Clare Frater
Gillian Nicol

Dates

Rec'd: 20-Jun-2018
Target: 29-Mar-2024

Future Projects Report

Trust Programs Committee

1. *Update Crown Land Agreements*

Responsible

Date Received

Engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements into one.

19-Jun-2014

2. *Community Benefit Land Trust Concept*

Responsible

Date Received

Further consideration of the Community Benefit Land Trust Concept briefing presented to TPC on February 5, 2021.

05-Feb-2021

3. *Community Stewardship Awards Program*

Responsible

Date Received

Trust Council Policy 2.1.11 Administration of Community Stewardship Awards Program states: Islands Trust Programs Committee of Trust Council is responsible for initiating Islands Trust Community Stewardship Awards Program in February in the final year of each term.

02-Dec-2021

BRIEFING

To: Trust Council **For the Meeting of:** June 27-29, 2023
From: Trust Area Services **Date Prepared:** June 1, 2023
SUBJECT: Census infographics

PURPOSE: To provide Trust Council with infographics regarding trends in the Islands Trust Area.

BACKGROUND: To support accurate communications and informed decision-making, Trust Area Services staff, after consultation with Planning Services staff, contracted Statistics Canada to provide a set of infographics for both the Trust Area (see attached) and local trust areas/Bowen Island.

To develop the infographics, there was a need for Statistics Canada to undertake geocoding and custom tabulations of past Census years as local trust area Census boundaries have shifted through the decades. This work completes efforts that began in 2016 to identify trends in the Trust Area and improve Census data sets for the Islands Trust Area.

The custom 1971, 1976, 1981 and 1986 geocoding data cost \$2,500, and custom tabulations from 1971-2021 cost \$6,400 while the infographic design cost \$2,000. These costs were paid from the 2022/23 and 2023/24 Islands Trust communications budget.

After review by the Executive Committee the infographics were posted to the Islands Trust website's Trend Monitoring page and to each local trust area page. The full Census data sets are available to staff.

ATTACHMENT(S):

1. 2021 Census Infographics – comparisons across the Trust Area

See the [Trend Monitoring webpage](#) for infographics for Bowen Island and local trust areas

FOLLOW - UP: These products will inform work throughout the Islands Trust including land use planning, communications and advocacy. Staff will provide the relevant infographics to local trust committees, Bowen Island Municipality, Governance Committee, Trust Programs Committee, and Regional Planning Committee. Staff will also feature the infographics on Island Trust social media.

Since production of the infographics, planning staff have identified that it would be helpful to also seek an infographic showing the trend in number of dwellings in each jurisdiction over time. Staff intend to order this additional data set and associated infographics at a cost between \$275 and \$457 before applicable taxes.

Prepared By: Clare Frater, Director, Trust Area Services

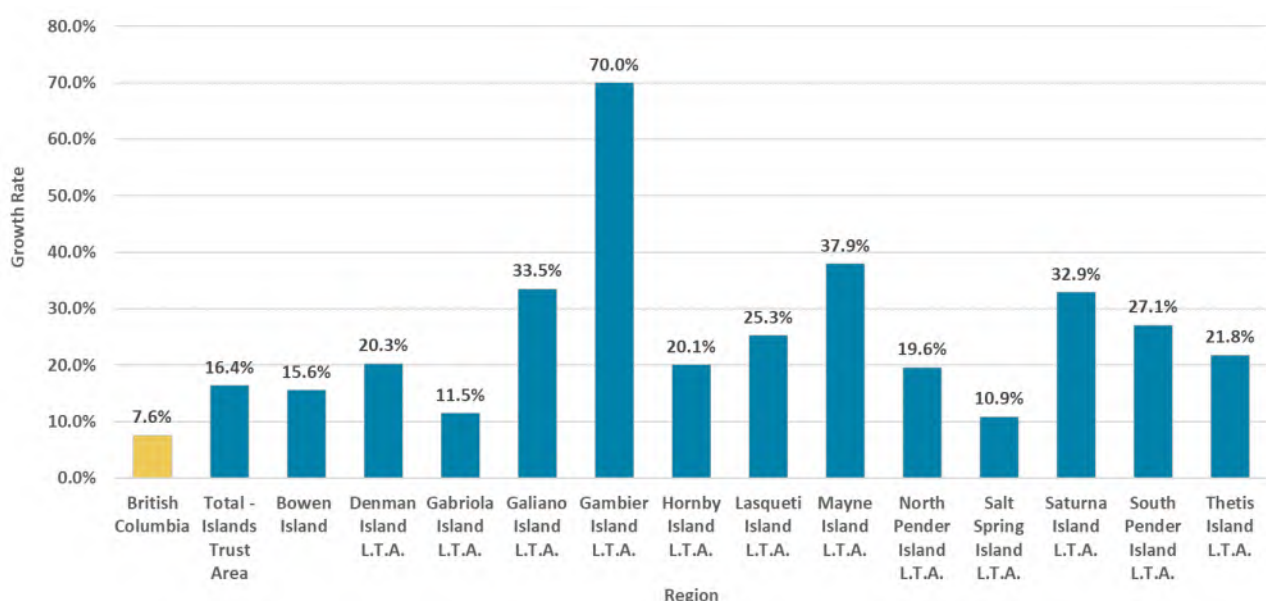
Reviewed By/Date: Russ Hotsenpiller, CAO/ June 6, 2023

Islands Trust Area Census Profile 2021

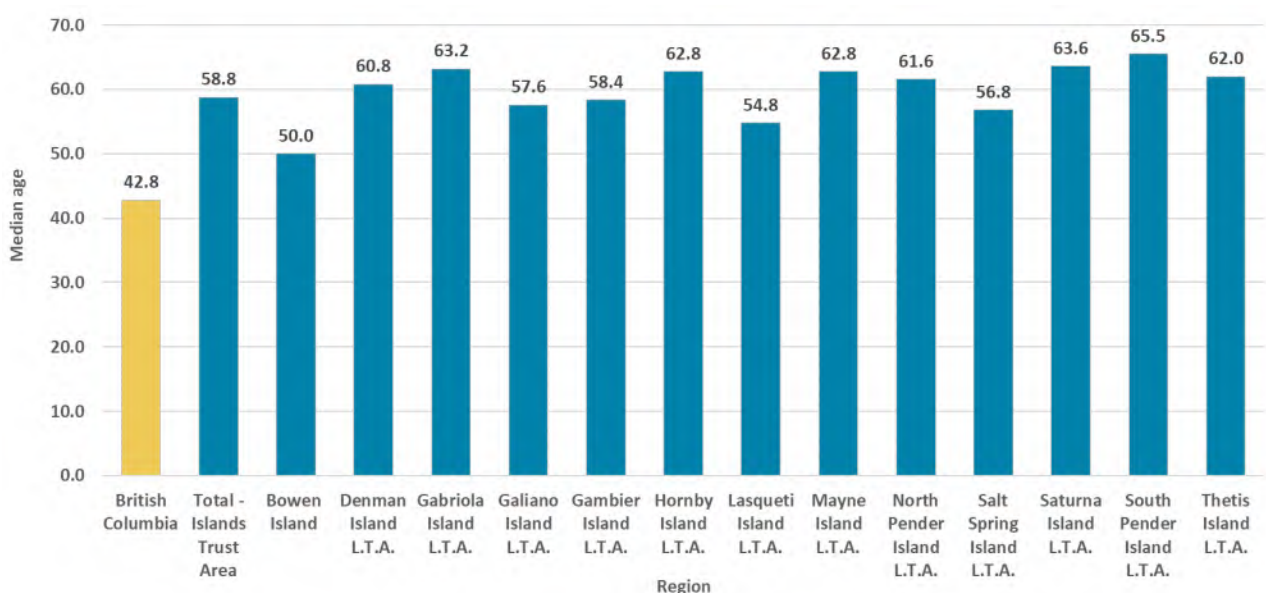


People

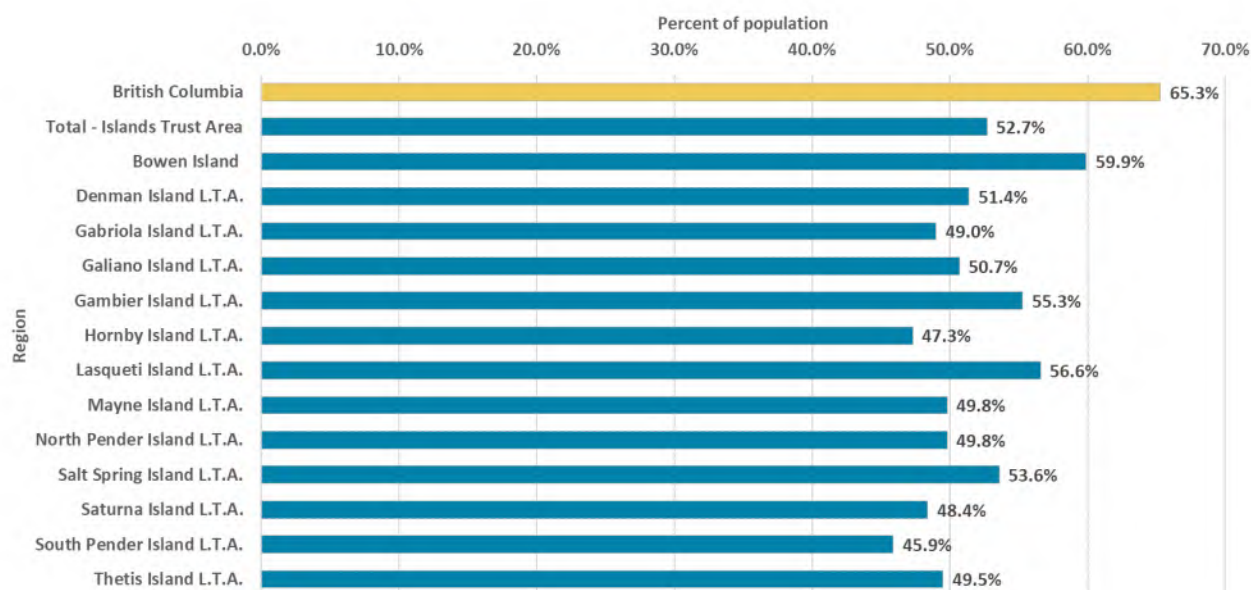
Population growth rate, 2016 to 2021



Median age of population, 2021

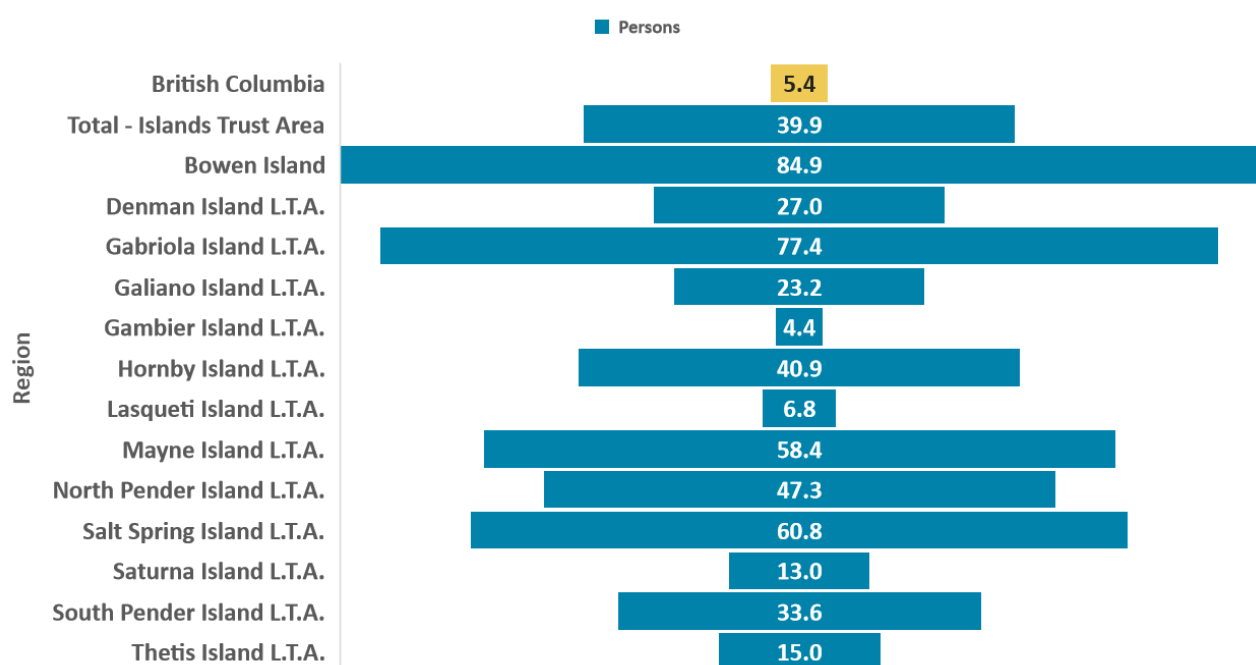


Working age population, 2021*



*Working age is 15 to 64 years old

Population density per square kilometer, 2021



Notes:

- With high global non-response rate, the 2016 Census data for Lasqueti Island Local Trust Area data should be used with caution as counts and estimates for this community have a high risk of non-response bias.
- To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10.' To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.
- The abbreviation 'L.T.A.' means 'Local Trust Area'.

Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data



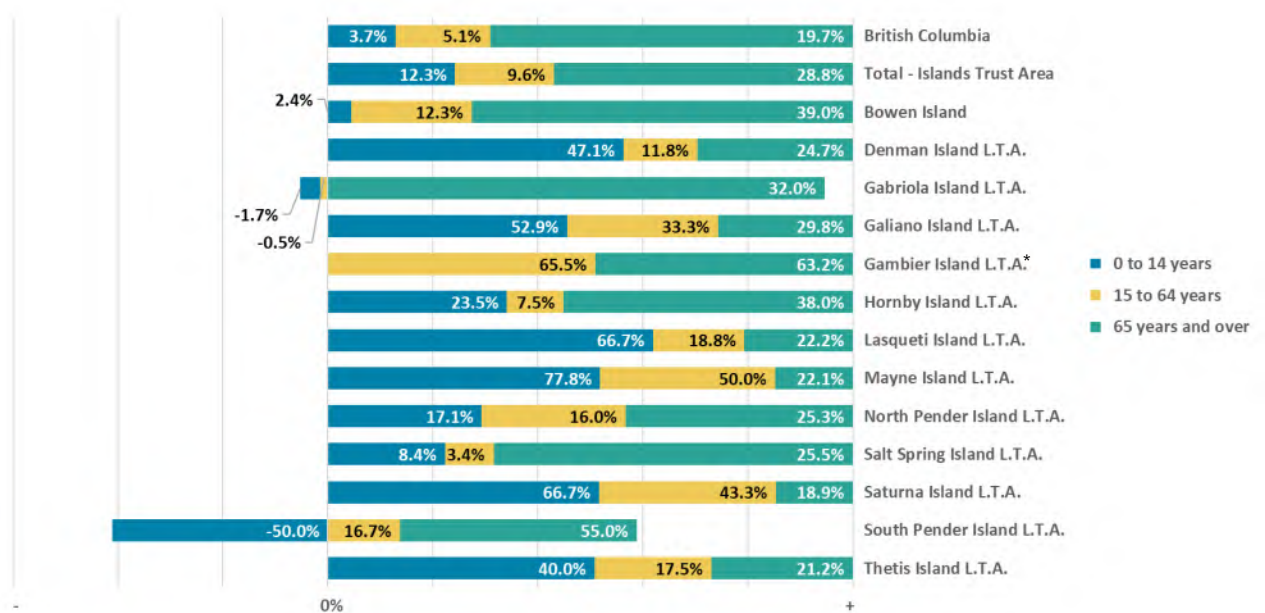
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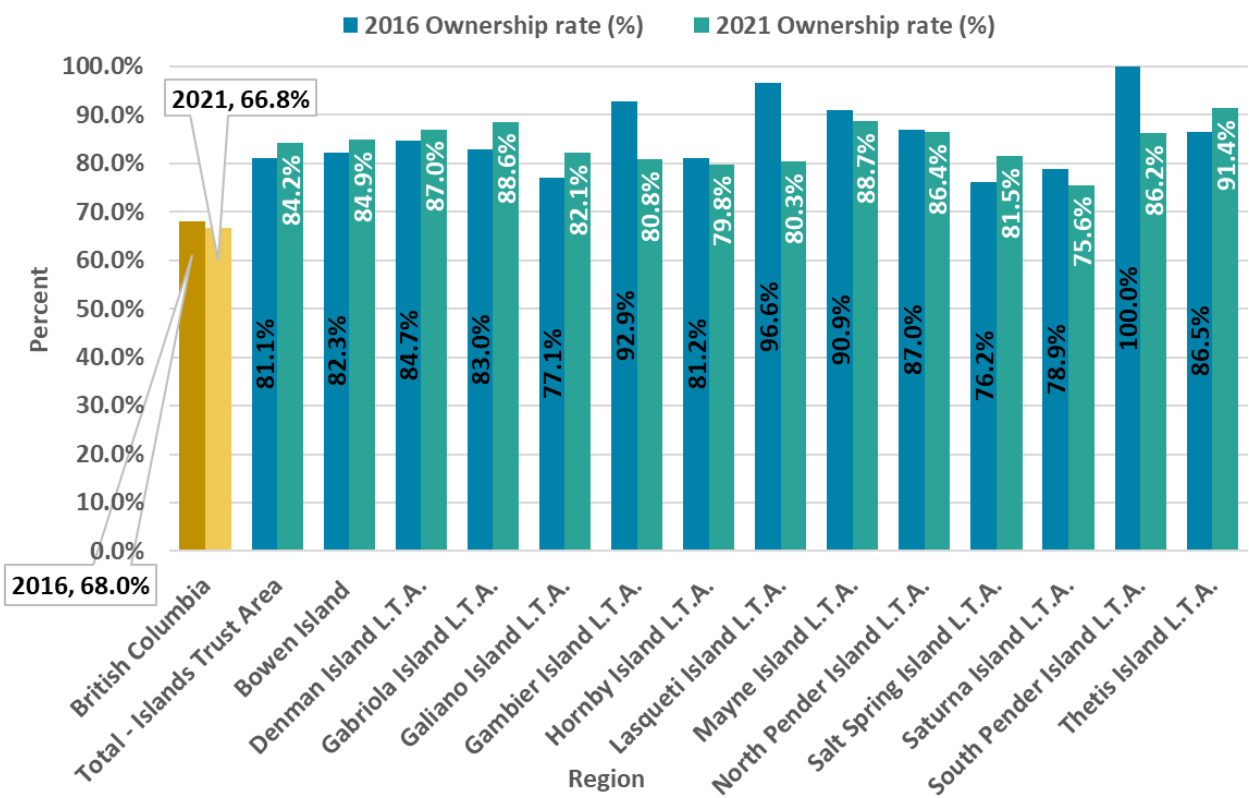
Population change by broad age group, 2016 to 2021



* The population change of 0 to 14 years age group was 250.0% in Gambier Island.

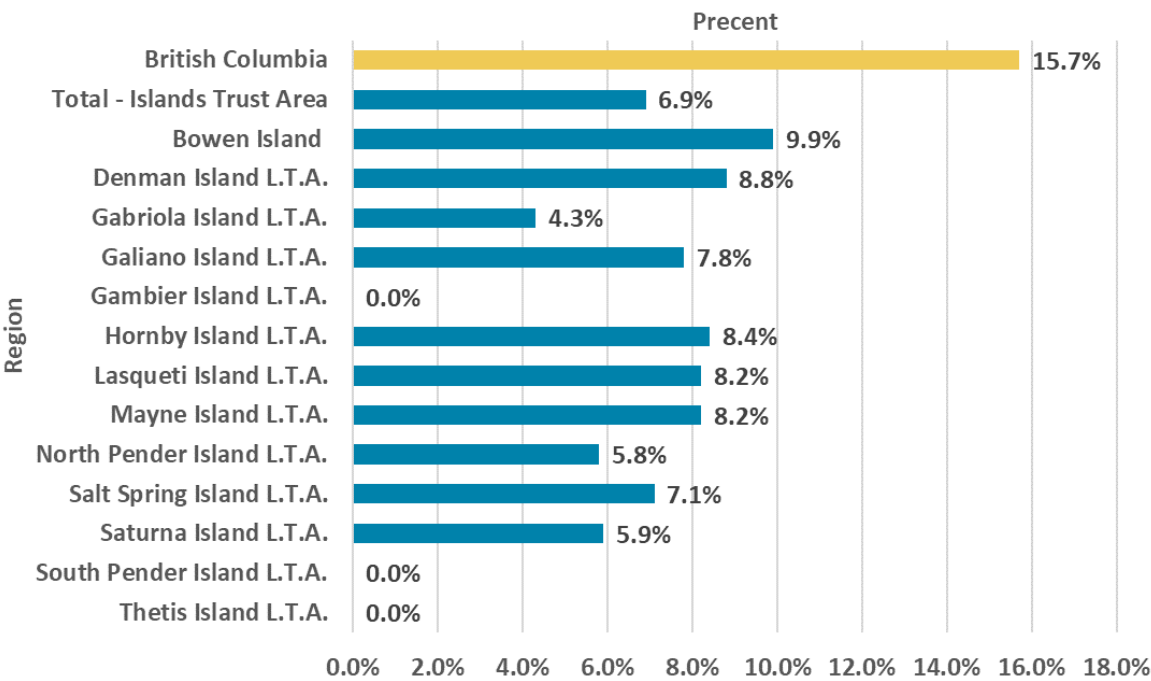
Dwelling

Homeownership rate, 2016 and 2021*

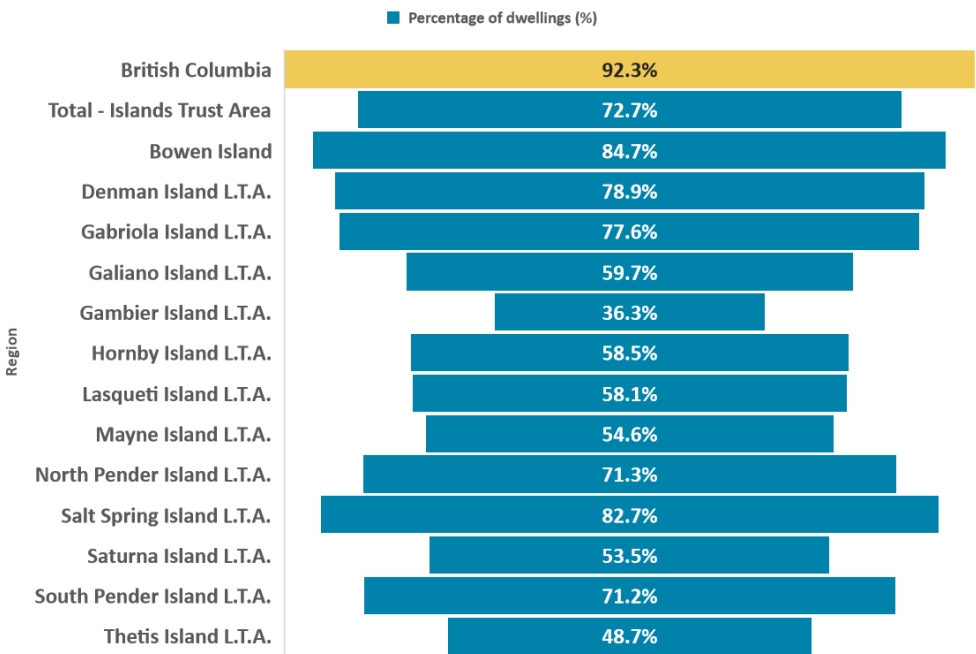


*Owner household refers to a private household where some member of the household owns the dwelling, even if it is still being paid for.

Homeownership rate among 25 to 39 year olds, 2021



Percentage of dwellings occupied by usual residents, 2021

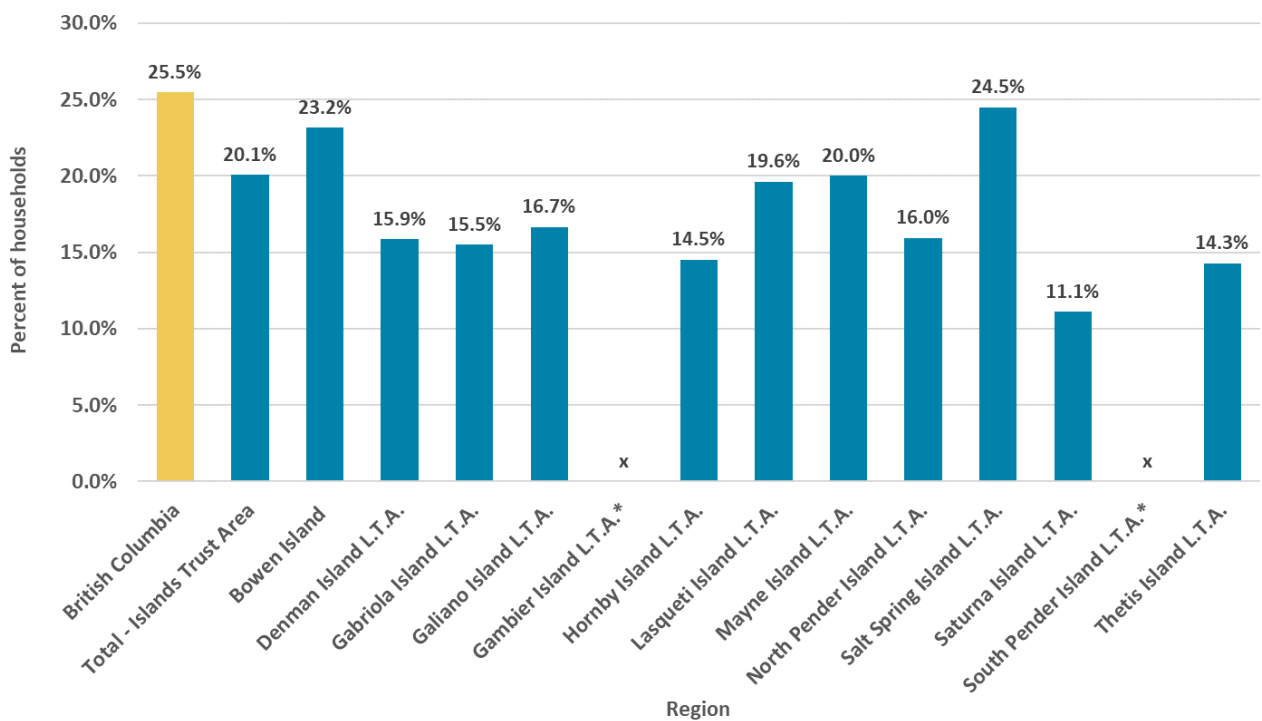


Notes:

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- To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10.' To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.
- The abbreviation 'L.T.A.' means 'Local Trust Area'.

Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data

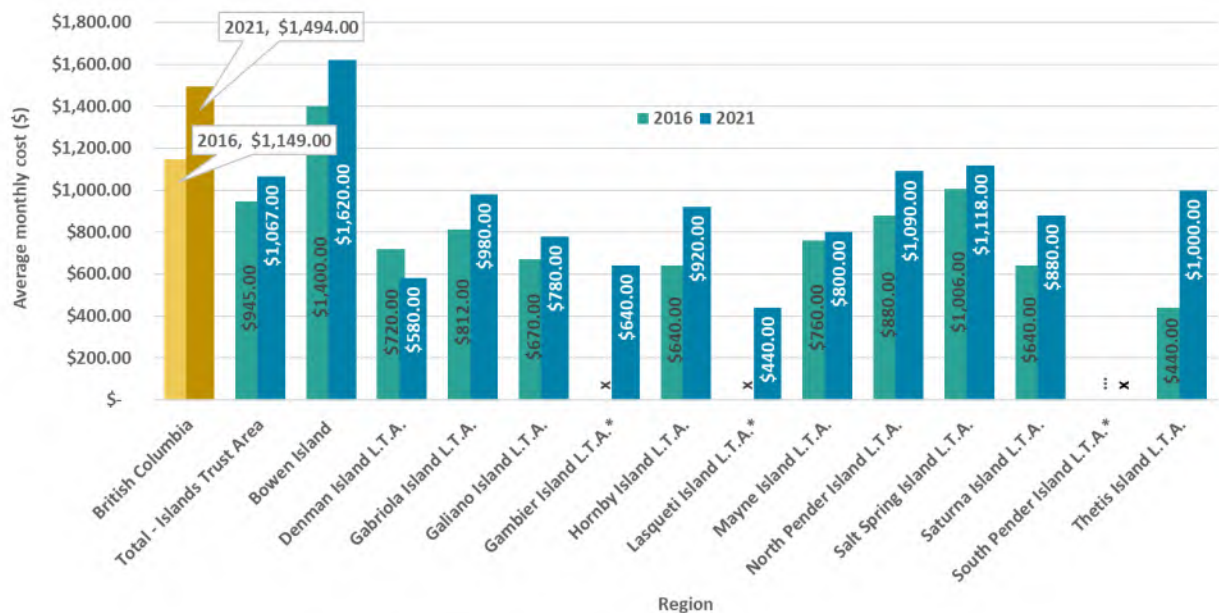
Percentage of households that spend 30% or more of income on shelter costs, 2021¹



*Data for Gambier Island Local Trust Area and South Pender Island Local Trust Area suppressed (x) to meet confidentiality requirements of the Statistics Act.

1. Total - Owner and tenant households with household total income greater than zero, in non-farm, non-reserve private dwellings by shelter-cost-to-income ratio.

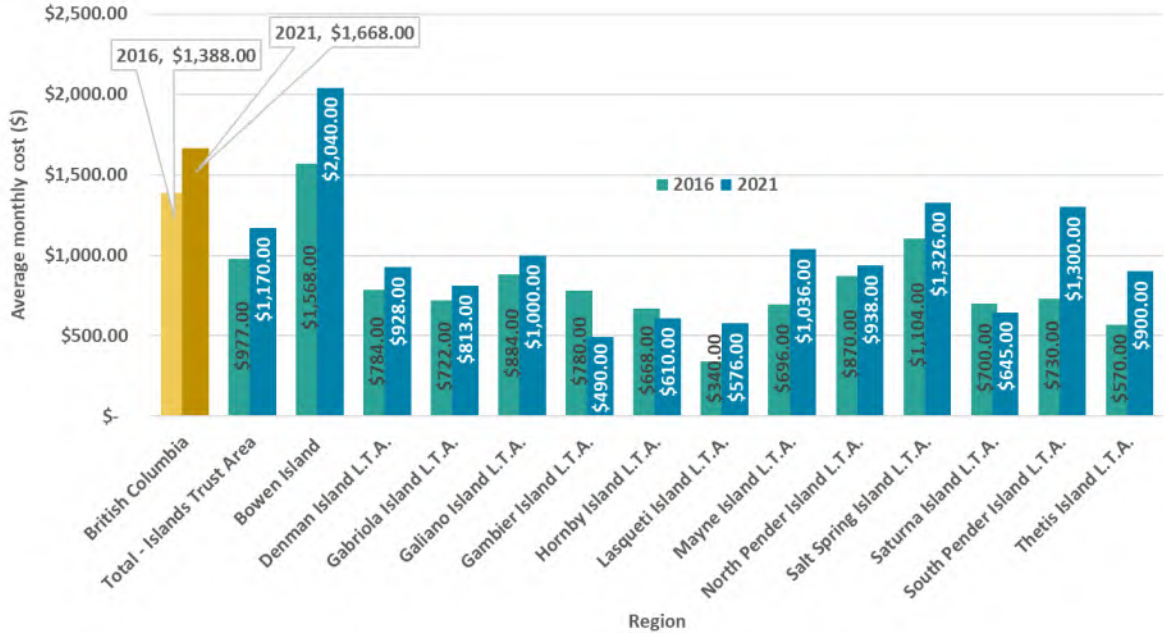
Average monthly shelter cost for renters, 2016 and 2021



Average monthly shelter costs for renters increased by 30.0% in B.C. while the Islands Trust Area saw an increase of 12.9%.

*2016 Census data for Gambier Island Local Trust Area and Lasqueti Island Local Trust Area suppressed (x) to meet confidentiality requirements of the Statistics Act. 2016 Census data for South Pender Island Local Trust Area not applicable (...). 2021 Census data for South Pender Island Local Trust Area suppressed (x) to meet confidentiality requirements of the Statistics Act.

Average monthly shelter cost for owners, 2016 and 2021



Average monthly shelter costs for owners increased by 20.2% in B.C. while the Islands Local Trust Area saw an increase of 19.8%.

Notes:

- With high global non-response rate, the 2016 Census data for Lasqueti Island Local Trust Area data should be used with caution as counts and estimates for this community have a high risk of non-response bias.
- To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10.' To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.
- The abbreviation 'L.T.A.' means 'Local Trust Area'.

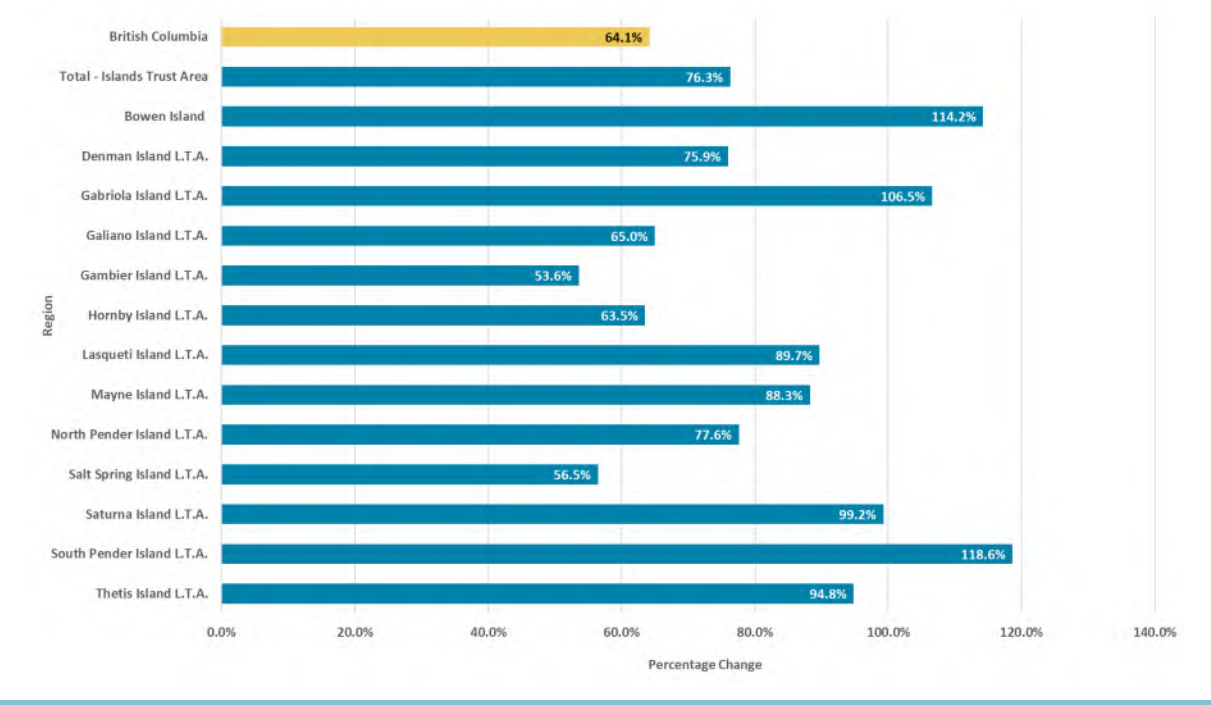
Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data



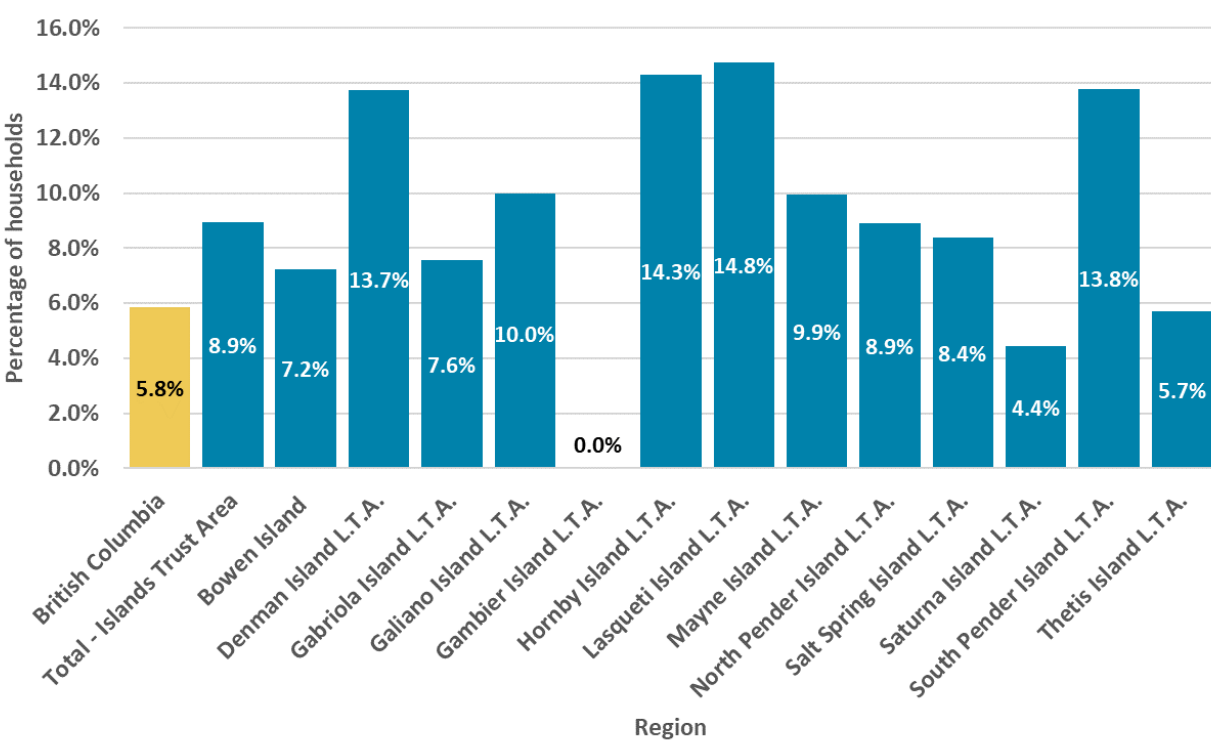
Statistics Canada
Statistique Canada

www.statcan.gc.ca

Percentage change in private dwellings occupied by usual residents, 1991 to 2021



Percentage of households with inadequate housing, 2021*



*Housing is considered adequate when it isn't in need of major repairs. Major repairs include defective plumbing or electrical wiring, or structural repairs to walls, floors, or ceilings.
<https://www.cmhc-schl.gc.ca/en/professionals/housing-markets-data-and-research/housing-research/core-housing-need/identifying-core-housing-need>



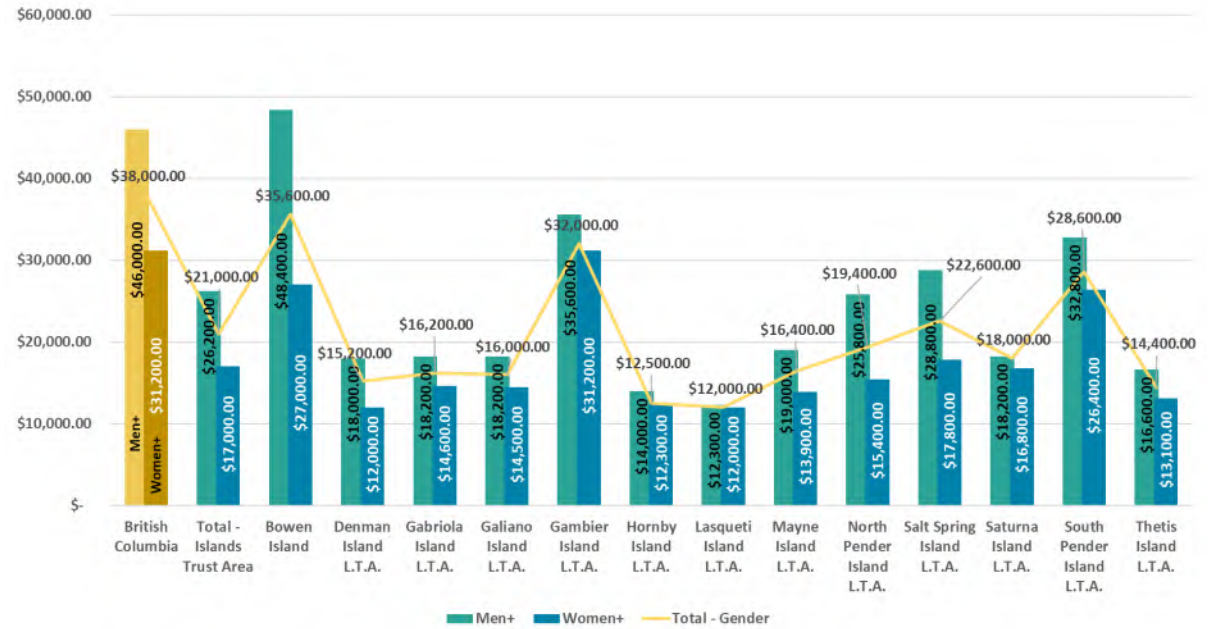
Income

Median after-tax income, 2020*



*For the 2021 Census, the reference period for income data is the calendar year 2020, unless otherwise specified.

Median employment income, 2020*



*For the 2021 Census, the reference period for income data is the calendar year 2020, unless otherwise specified.

- Notes:
- With high global non-response rate, the 2016 Census data for Lasqueti Island Local Trust Area data should be used with caution as counts and estimates for this community have a high risk of non-response bias.
 - To ensure confidentiality, the values, including totals, are randomly rounded either up or down to a multiple of '5' or '10.' To understand these data, you must be aware that each individual value is rounded. As a result, when these data are summed or grouped, the total value may not match the individual values since totals and sub-totals are independently rounded. Similarly, percentages, which are calculated on rounded data, may not necessarily add up to 100%.
 - The abbreviation 'L.T.A.' means 'Local Trust Area'.

Sources: Statistics Canada, 1991 to 2021 Census of Population, 100% Data; Statistics Canada, 2016 and 2021 Census of Population, 25% Sample-based Data



General

Trust Area Services (TAS) staff organized and supported two Trust Programs Committee (TPC) meetings, in April and May. Staff also completed a hiring process for a Senior Indigenous Relations Specialist and undertook efforts to backfill the Senior Policy Advisor position.

Islands 2050 (Policy Statement Amendment) Project

In March, Trust Council adopted a project charter, approved project funding and received a communications strategy. Staff work on this project is facing delays due to staff vacancies, and there may be a need to amend project timelines. Staff continue to work on the draft and will be able to provide a verbal update to Trust Council in June. Staff continue to monitor the Islands2050@islandstrust.bc.ca inbox and respond to enquiries, and update the [Islands 2050 website](#) as needed.

Stewardship Education Program

At its May meeting, Trust Programs Committee requested staff to:

- Consider methods to solicit topics from Trust Area residents for further stewardship education webinars
- Undertake a Living in the Trust Area Mailing Program Project Charter that will guide the mailing of information packages to an estimated 1,000 new residents and distribution to organizations and community locations that will provide additional packages to new renters
- Develop project charters for webinars about
 - Best practices when using a well and saltwater intrusion
 - Groundwater issues
 - Wildfire prevention webinars

Trust Programs Committee also requested staff to consider methods to solicit topics from Trust Area residents for further stewardship education webinars.

Advocacy/Coordination

Staff supported the Islands Trust Chair with the following letters:

- April 13, 2023 [letter to Minister Cullen re Feedback on Coastal Marine Strategy Intentions Paper](#)
- April 17, 2023 [letter to Minister Heyman re Feedback on Watershed Security Strategy and Fund Intentions Paper](#)

Delegation Letters

Seven thank-you letters were prepared for the Chair and sent to individuals/groups who made presentations to the March 2023 Trust Council Meeting.

Reconciliation

As mentioned above, staff have undertaken a hiring process for the Senior Intergovernmental Policy Advisor position. Staff have been working towards orientation for the new staff person and preparing a work plan based on organizational needs.

Staff are coordinating the drafting of a letter to First Nations to advise them of the outcomes of the election and to invite meetings. Staff will engage with trustees prior to sending the letters.

Staff met with Capital Regional District staff regarding a potential 'chance find' protocol for the Islands Trust to guide actions required if previously unknown heritage resources are encountered during project construction or operation.

Staff also contracted the development and delivery of a presentation about land acknowledgement for staff and trustees.

Staff undertook a project with contracted administrative support to organize the electronic records related to First Nations relations.

Legislative Monitoring

Staff monitored multiple sources for updates and new items since the February 2023 report. Staff provided time-sensitive items to the Executive Committee or senior staff.

Secretariat Services

At its May 2023 meeting, Trust Programs Committee voted to allocate \$9,400 of the \$12,000 budget as follows:

- \$1,000 to support the coordination of the Rural Island Economic Partnership
- \$2,600 to support the coordination of the Baynes Sound Lambert Channel Ecosystem Forum
- \$3,200 to support the coordination of the Átl'ka7tsem/Howe Sound Community Forum
- \$2,600 to support the coordination of the Southern Gulf Islands Forum

Staff issued four contracts to offer administrative support to coordination groups.

Staff attended the Bayne Sound Lambert Channel Ecosystem Forum on May 26th, 2023.

Grants Management

During this reporting period the Grants Program Manager supported planning staff and trustees with grant research. Focussed research included the Housing Accelerator Fund, the Complete Communities Fund and the Canada Community Building Fund. Staff also monitored grant funded projects. These includes grants to Islands Trust and to associated groups/agencies that are underway. Currently these

include: the Local Government Development Application Program Grant - \$367,795; Make Way Canada Grant - Xetthecum Eco-cultural Mapping Project – Flow through funding - \$38,000; Sunshine Coast Regional District Project - Coastal Flood Mapping Grant - \$510,000.

The Grant Manager liaises and negotiates with funding bodies as necessary. This included acquiring an implementation and final reporting extension for the Local Government Development Application Program Grant. The Grants Manager also responded to other grant enquiries from trustees and community members.

Communications/Engagement

Annual Report

Staff coordinated the annual process and the draft report is on the June Trust Council agenda.

Property Tax Notice Insert

Staff provided a final 2022 property tax insert notice to the Executive Committee and submitted an updated insert to the Province of BC by the April 1 deadline.

Website

Staff maintained the website and contracted improvements to the document library to improve retrieval of documents. Staff are also in the planning stage of a new webpage to address inaccuracies and provide clarification to island residents.

Media relations

Staff continued media relations.

Social media posting

Staff have continued posting to social media. A consistent posting schedule has been underway since March 2023, with a planned schedule of two posts per week, or more as necessary. Facebook followers have increased to a total of 781 followers, up from 769, while Twitter has 1178 followers, down from 1187. As of March 8, Islands Trust is active on LinkedIn and Instagram. While these platforms are still in the early stages with small follower numbers, the growth has been excellent. Instagram has 99 followers, and LinkedIn has 125 followers. A Linktree account has been created to support linking to the Islands Trust website from Instagram. The Linktree account has been effective in driving traffic to the website.

Identity Guide

Staff finalized an Islands Trust identity guide for staff to guide the writing and production of publications to ensure a consistent Islands Trust identity within the organization and in public.

Support for Planning Services

Staff provided communications support to the housing action toolkit project and assisted with social media for Salt Spring Island Local Trust Committee engagements.

Media clippings service

Staff continue to monitor media sources and provide a summary of Trust-relevant news stories to trustees. While staff aim to provide updates twice a week, this service is provided on a time-available basis. At the request of Bowen Island Municipality, staff are now providing public media articles in the clippings service to Bowen Island Municipal Council as a briefing.

Census data

Staff received Census data from Statistics Canada along with associated infographics for each local trust area/Bowen Island Municipality/Islands Trust Area that show trends over time, and distribution to Trust bodies for their information is underway. The data will be posted to the Trends Monitoring page of the website, and will be shared via social media in the fall.

Engagement

No public engagement in this period.

News Releases

Three news releases were distributed over the past two quarters:

- March 10, 2023 - Islands Trust Council Approves 2023/24 Budget
- April 13, 2023 - Islands Trust Receives Provincial Grant to Support Engagement with First Nations
- May 23, 2023 – June Islands Trust Council Meeting Program Announced

COMPLETED SINCE LAST REPORT (April – June 2023)	PLANNED FOR NEXT QUARTER (July – Sept 2023)
1. STRATEGIC PLANNING/ADMINISTRATION	
Provided orientation for new Communications Specialist and Co-op Student Assisted Information Systems Team to begin transition to CityView application Developed field protocols for contractors Submitted Species at Risk (SAR) Program Annual Report to Environment and Climate Change Canada and completed 2023/24 SAR Program Planning Welcomed and provided orientation to new Board member (Provincial Appointee, Ken Thomas) Attended Association of Gift Planner training and Garry Oak Ecosystem Eco-cultural Restoration Workshop Prepared documentation for ITC Audit	Recruit for Strategic Fund Development Specialist Develop internal guidelines to comply with new reserved practice for biology Participate in Contact Relationship Management software transition Complete Progress Report for ITC's Regional Conservation Plan 2018-2027 Update reporting procedures for contractors Host ITC Board / Executive Committee liaison meeting Provide orientation to new Provincial Board Appointee (Charles Kahn) and new elected Board member (Trust Council representative) Complete ITC Audit
2. COVENANT AND PROPERTY ACQUISITIONS	
Responded to enquiries (Lasqueti and Salt Spring) Finalized Sandy Beach Nature Reserve covenant (Keats) Approved conservation proposal for a covenant on 2.2 ha of land (Gabriola)	Register Brooks Point covenant and addition to Nighthawk Hill NAPTEP covenant (Penders) Continue negotiations on 50 ha of land Complete land transfers to create new 11.8 ha Nature Reserve (Salt Spring)
3. COVENANT AND PROPERTY MANAGEMENT	
Completed rare moss survey on Windthrow Covenant (Sidney Island) Initiated annual monitoring of 79 covenants and 33 nature reserves Continued Western Screech Owl surveys and wildlife tree inventory (Link Island and Thetis) Invasive plant removal in six covenants (North Pender, Salt Spring, Sidney)	Complete annual monitoring of 33 nature reserves and 79 conservation covenants Initiate Species at Risk surveys on Lasqueti nature reserves Update species and ecosystems at risk data for internal use by planning and ITC staff Work with partners to finalize one management plan (Salt Spring)

As of June 2023 the Islands Trust Conservancy protects 112 conservation properties, 33 nature reserves and 79 covenants (of which 27 have NAPTEP certificates)



ISLANDS TRUST CONSERVANCY REPORT TO TRUST COUNCIL 1st Quarter 2023-2024

3. COVENANT AND PROPERTY MANAGEMENT (Cont.)	
Management planning and First Nations engagement ongoing for two nature reserves (Link and Saturnina Islands) Nature reserve management: Restoration maintenance (Denman, Salt Spring, Lasqueti, Mayne); Invasive plant management (Denman, Gabriola, Link and Saturnina islands); Trail maintenance (Lasqueti, Thetis, Gabriola) Completed initial compilation of climate change impacts data applicable to Islands Trust Area	With First Nations' recommended archeologist, develop work plan to complete archeological assessments (Link and Saturnina islands) Continue management of the Garry oak pollinator restoration area at Mt. Tuam Protected Area (Salt Spring) Continue monitoring bat species on ITC properties Prairie oak (Garry oak) habitat restoration initiated in one covenant (Sidney Island) Invasive species removal in two covenants on islands in the North Pender Local Trust Area Continue participation in the Sidney Island Ecological Restoration Project and the Capital Region Invasive Species Partnership
4. COMMUNICATIONS AND OUTREACH	
Released a Spring edition of the Heron Newsletter and eNews Developed Draft ITC 2022/23 Annual Report Completed Species at Risk Speaker Series	Release Summer edition of the Heron and eNews Issue Livingstone NAPTEP Covenant News Release Ongoing social media management Public engagement webinar for Management Plans (Link and Saturnina islands) (September 12)
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Completed the 2022 Impact Report Created "Giving in your Will" presentation and delivered on Lasqueti Island (June 2023) Hosted small celebration for Moss Mountain covenant donor	Complete Tempest estate administration Ongoing stewardship with all donors Plan Willpower campaign to coincide with September national media campaign Report to Western Screech Owl research donor on impact/results of generosity

As of June 2023 the Islands Trust Conservancy protects 112 conservation properties, 33 nature reserves and 79 covenants (of which 27 have NAPTEP certificates)



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 27, 2023

From: Executive Committee

Date Prepared: June 8, 2023

SUBJECT: 2022/23 DRAFT ANNUAL REPORT

RECOMMENDATION:

That the Islands Trust Council approves the 2022/23 Draft Annual Report for submission to the Minister of Municipal Affairs.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Under the Islands Trust Act, each year Trust Council must prepare and file with the minister a report respecting the previous fiscal year that includes an audited balance sheet and statement of receipts and expenditures, a report of the operations of the Trust Council, the Executive Committee and the local trust committees, with the annual report of the Islands Trust Conservancy submitted to Trust Council.

-
- 1 PURPOSE:** To gain approval of the 2022/23 annual report text in order to meet legislative requirements for annual reporting.
 - 2 BACKGROUND:** At its February 22, 2023 meeting, the Executive Committee approved the format and outline of the 2022/23 Annual Report.

Each local trust committee and each standing Council committee reviewed and approved their sections (Gambier Island LTC will not review their report until June 20 – any changes to that draft report will be reported verbally at the Trust Council meeting).

Trust Council's Annual Report Policy 6.10.i. gives the Executive Committee responsibility for developing the outline, format, and template for all sections, and to ensure a consistent standard that meets legislative and other requirements for an annual report. Under Annual Report Policy 6.10.i Trust Council approves the content of the Annual Report.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Preparation of the Islands Trust Annual Report is coordinated by Trust Area Services staff, reporting to the Executive Committee, in a manner consistent with Trust Council's [Annual Report Policy 6.10.i](#).

FINANCIAL: \$2500 from communications budget for graphic design of annual report and \$800 for printing.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Once approved, and upon receipt of the Audited Financial Statements, this report will be copy edited and then formatted for printing and web-publishing, and sent to the Minister responsible for the Islands Trust along with other recipients listed in Policy 6.10.i. As time permits, staff will also strive to develop infographics to convey key trends and facts to include in the report and associated promotional products.

FIRST NATIONS: None. The report will be posted the website.

OTHER: None.

4 RELEVANT POLICY(S): Section 19 of the *Islands Trust Act*; Trust Council's Annual Report Policy 6.10.i.

5 ATTACHMENT(S): Draft 2022/23 Annual Report

RESPONSE OPTIONS

Recommendation: That the Islands Trust Council approves the 2022/23 Draft Annual Report for submission to the Minister of Municipal Affairs.

Alternative: That the Islands Trust Council approves the 2022/23 Draft Annual Report as amended for submission to the Minister of Municipal Affairs.

Prepared By: Clare Frater, Trust Area Services Director, June 8, 2023

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer, June 8, 2023
Executive Committee, June 14, 2023

Islands Trust 2022-23 Annual Report

>> Add cover image and logo

Reconciliation Declaration

Islands Trust Council acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial and honours the rich history, stewardship, and cultural heritage that embody this place we all call home.

The Islands Trust Council is committed to establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. Islands Trust states a commitment to reconciliation with the understanding that this commitment is a long-term relationship-building and healing process. The Islands Trust Council will strive to create opportunities for knowledge-sharing and understanding as people come together to preserve and protect the special nature of the islands within the Salish Sea.

Adopted: March 14, 2019 Trust Council on Gabriola Island

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Message from the Islands Trust Conservancy Board Chair

Islands Trust Conservancy

Appendix B: Islands Trust Financial Statements – to be added

Appendix C: Islands Trust Conservancy Financial Statements – to be added

Message from the Islands Trust Council Chair

I am a resident of Thetis Island where we all live and work on treaty and non-treaty lands within the unceded territory of the Coast Salish People. After 35 years, my gratitude for this place remains strong. As the Chair of Islands Trust Council, I feel privileged to work in these communities and uphold the Islands Trust's preserve and protect mandate.

I am immensely proud of Trust Council's dedication to fostering reconciliation, evident in their efforts alongside the Islands Trust staff. Trust Council's work this year included endorsing a protocol agreement with the Snaw-naw-as First Nation. This agreement has been submitted to the Ministry of Municipal Affairs for approval, and highlights the Council's commitment to the reconciliation process.

The 2022 local elections provided an opportunity for increased engagement with island communities, and I appreciate the dedication shown by all during this process. The new term for Islands Trust elected officials has been incredibly busy, and I am grateful for the collaboration among trustees and the renewed focus on important themes. Trust Council continues to prioritize strengthening and improving Islands Trust, and I admire the dedication and commitment that this group of trustees brings to the table for discussion and debate.

The one significant ongoing collaborative effort has been the Islands 2050 Policy Statement Amendment Project. This document states how Trust Council will carry out the Islands Trust preserve and protect mandate and is the most significant policy amendment work undertaken by the Islands Trust in 25 years. The importance of updating this document cannot be overstated. Much has changed since it was last updated in 1994, and it is vital that this Policy Statement reflects Islands Trusts commitment to reconciliation, climate change, affordable housing, and accurately expresses what we learned from engagement with First Nation governments, partner agencies and the public. We look forward to a new draft to bring to Council and share with community. The new draft will incorporate input from First Nations in the Trust Area along with what the communities have told us is important in our work to preserve and protect the environment and unique amenities of the islands and waters in the Salish Sea.

I also want to express my gratitude to the Islands Trust staff who provide us with exceptional, professional advice, enabling us to carry out our responsibilities with confidence. They handle a vast and ever-growing number of files for communities in the Trust Area, and their efforts are very much appreciated.

To all the readers of this Annual Report, I look forward to collaborating with you in the future as we continue to work towards preserving and protecting the islands in the Salish Sea.



Peter Luckham

Chair, Islands Trust Council

Message from the Chief Administrative Officer

On behalf of the administration of Islands Trust, I am pleased to introduce the 2022-2023 Annual Report.

The general local elections held in the fall of 2022 resulted in the re-election of 11 trustees and the addition of 15 new trustees to the Trust Council. This represents a significant change in the composition of Trust Council, more than in previous elections, and indicates a measure of change for local communities and the organization as a whole.

The 2022 – 2026 Trust Council will have new goals and priorities while sustaining valuable initiatives from the previous term. Governance remains an important element for the Islands Trust as evidenced by the creation of a Governance Committee. This body was created by Trust Council to accelerate recommendations from the 2022 Governance Review and to provide specific insight into how the organization can improve its decision-making and performance.

Similarly, Reconciliation work remains a dominant theme of the first part of the term. Trust Council approved a protocol agreement with Snaw-naw-as First Nation in its first few months in office and was successful in requesting and receiving funding from the Province to advance engagement and reconciliation work with First Nations throughout the Trust Area.

The ability to connect with community through live streaming and remote participation in all types of public meetings at the Islands Trust, including local trust committee meetings, is no longer a new phenomenon... it is part of regular business. This advancement represents one way the Islands Trust is committed to improving communication and engagement with citizens, communities and First Nations. Our ability to engage with others in a practical and progressive manner remains an area of great opportunity for the Trust.

The work to amend the Policy Statement, which began in late 2019, remains ongoing. As the project bridges two terms of Council, there is a need for the new document to represent the values and priorities of the new Council and that it reflects the interests of community, First Nations, and the Province.

From an administrative perspective, a number of changes were made to planning services in 2022, not the least being the realignment of planning into long-range planning and current planning teams. This change aims to ensure equal and equitable policy development for all regions of the Trust Area and lead to greater collaboration and efficiency in service delivery. There is also a belief that this reorganization will assist support Islands Trust in responding to the unfolding housing crisis throughout the region.

I want to thank Executive Committee for their work and support of the administration over the last year and into the election period.

I will close by thanking my colleagues, the staff at the Islands Trust for their good work and good humour, and their unrelenting dedication to the mandate of the Islands Trust.



Russ Hotsenpiller
Chief Administrative Officer

The Islands Trust Area

Acknowledgement

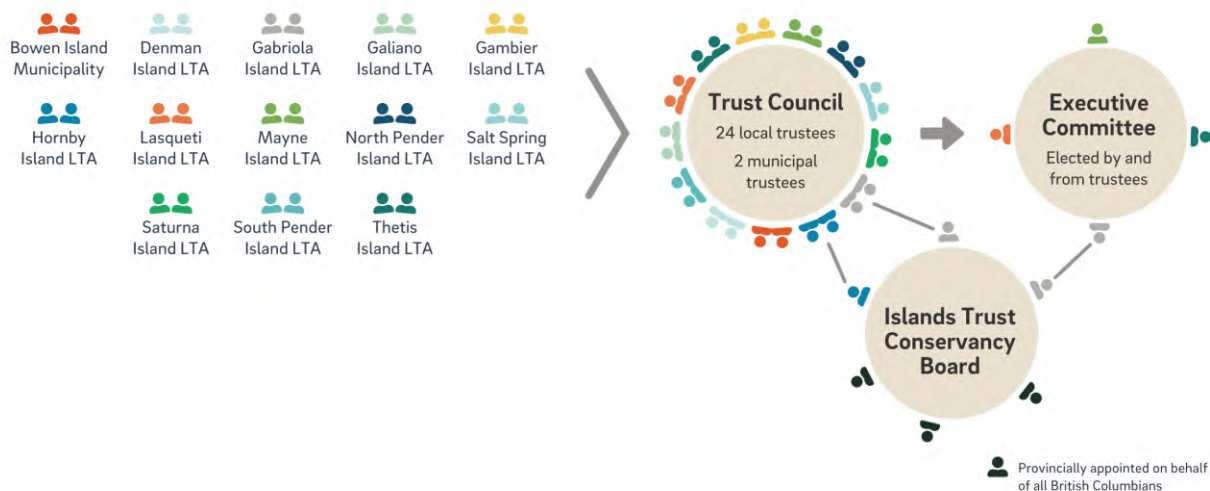
The Islands Trust Area is located within the treaty lands and territories of the *the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scəwəθən, səliwətaʔ, SEMYOME, shishálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', SÁÁUTW, Stz'uminus, ʔaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOLELP, WSIKEM, Xeláltxw, Xwémalhkww, Xwsepsum, and xʷməθkʷəy̓əm First Nations.*

The Islands Trust Area, located within Coast Salish territory, is the homeland of many Coast Salish Peoples who have called this area home since time immemorial. Covering 5,200 square kilometres between the British Columbia mainland and southern Vancouver Island, the Trust Area has over 30,000 residents and 10,000 non-resident property owners. The region features many archaeological and culturally significant sites and endangered ecosystems. Located within the Salish Sea, the Islands Trust Area is a unique and special place — a scenic archipelago of 13 large islands and more than 450 smaller islands and islets. The area provides habitat for an exceptional variety of species: more than 200 types of migratory and resident birds, numerous fish and other marine and intertidal life, as well as terrestrial wildlife and vegetation. Outstanding scenery and recreational resources include panoramic viewpoints, sheltered bays, and protected marine waterways and anchorages, all of which contribute to the beauty, appeal, and tranquillity of the area.

The unique natural environment of the islands in the Salish Sea has given the area national recognition. Realizing this, the Government of British Columbia enacted special protective legislation in 1974, entitled the Islands Trust Act. The Act states that the Object of 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 British Columbia generally, in cooperation with the municipalities, regional districts, improvement districts, First Nations, other persons and organizations, and the Government of British Columbia.”

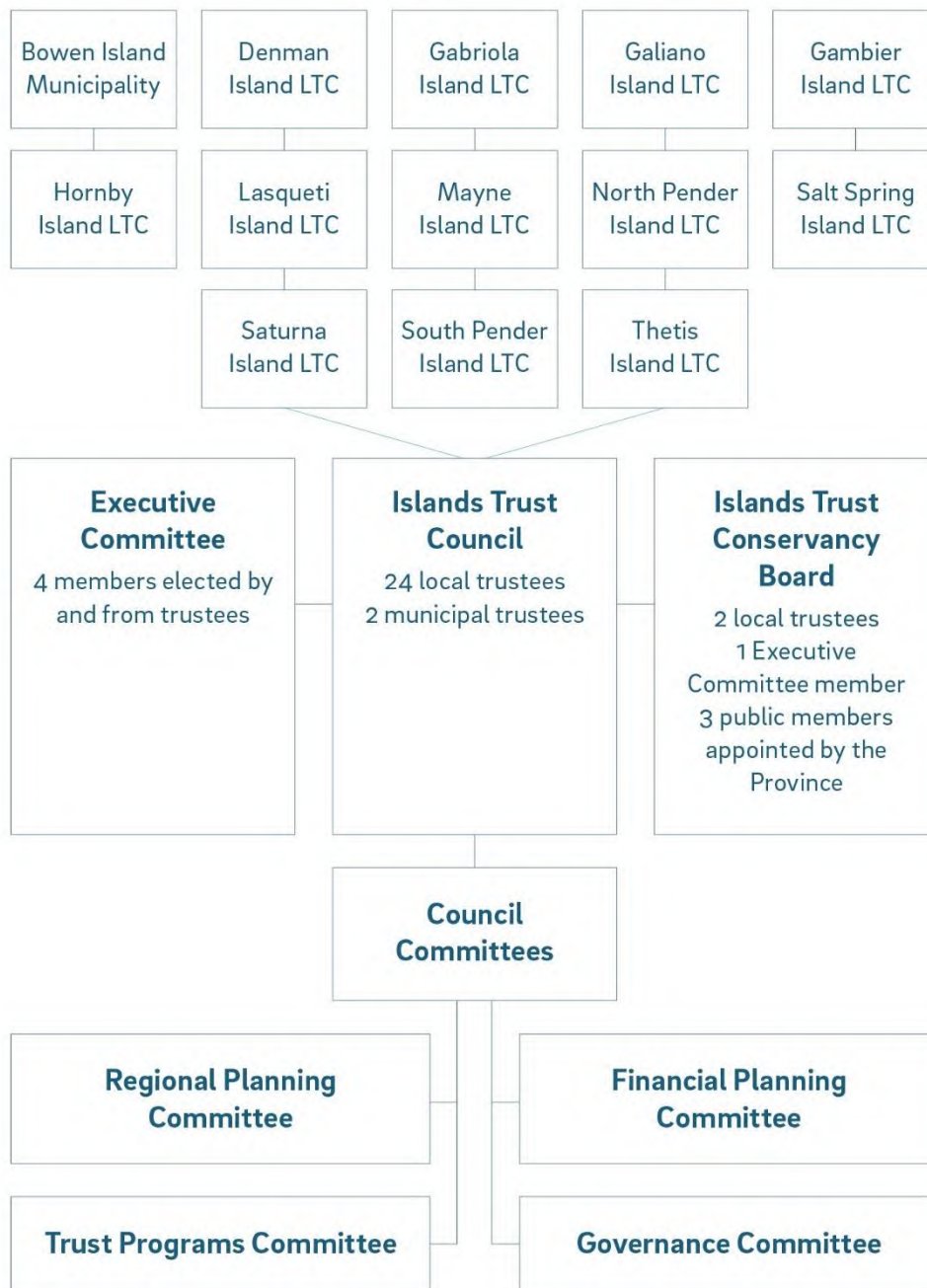
Organization and Responsibilities

Islands Trust is a unique federation of 12 special-purpose local government bodies and Bowen Island Municipality, all of which plan land use and regulate development in the Islands Trust Area. Islands Trust consists of several distinct corporate entities: Islands Trust Council, Executive Committee, 12 local trust committees, Bowen Island Municipality, and Islands Trust Conservancy.



Like other communities in British Columbia, island communities elect their local representatives every four years. Each group of islands, designated as a local trust area or island municipality, elects two local trustees. For the 12 local trust areas, the two local trustees, together with an appointed chair from the Executive Committee, are responsible for the land use decisions within their local area. For Bowen Island Municipality, the two local trustees are part of a seven-member council responsible for all functions of a local government, including land use decisions. Each local trust committee and Bowen Island Municipality has jurisdictional authority for the smaller islands and waters surrounding the major island in that area.

Islands Trust Legislative Structure



2022–2023 Key Accomplishments

In 2022 – 2023, Islands Trust made progress on Trust Council’s 2018-2022 Strategic Plan and the Islands Trust Conservancy’s Regional Conservation Plan. Highlights of this progress included:

- Administered local elections, internal elections and appointments, and oriented new and returning trustees
- Concluded engagement with First Nations, referral agencies, and the public on the new Policy Statement draft and requested staff to make a series of amendments
- Trust Council formed a new Governance Committee
- Adopted a new meeting broadcast protocol allowing the public to attend and participate remotely at Trust Council meetings
- Trust Council awarded seven Community Stewardship Awards
- Islands Trust received \$150,000 grant from the Province to advance relationships with First Nations
- Trust Council approved a protocol agreement between Islands Trust Council and Snaw-naw-as First Nation, and requested staff to forward the protocol agreement to the Minister of Municipal Affairs for approval
- Trust Council received completed groundwater mapping assessments for the Southern Gulf Islands
- Trust Council adopted policy amendments to the Best Management Practices for Delivery of Local Planning Services to Local Trust Committees Policy
- Four local trust committees updated their fees bylaws
- Islands Trust mailed a “Living in the Trust Area” information package to 100 new property owners across the Trust Area

The Islands Trust Conservancy added one conservation covenant on Lasqueti Island under the Natural Area Protection Tax Exemption Program, and the Link Island Nature Reserve in the Gabriola Island Local Trust Area, which, when combined, protect almost 33 hectares of at-risk ecosystems. The Conservancy also conducted native species planting, invasive species removal, and other restoration activities at six nature reserves on Salt Spring Island, Lasqueti Island, and Denman Island, and at conservation covenants throughout the Islands Trust Area. The Conservancy’s Species at Risk Program, in its third year, continued with surveys for at-risk plants, pollinators, and animals such as bats, birds, frogs, and snakes. Significant highlights for the Species at Risk Program included confirmed new location sightings for Sharp-tailed Snake on Salt Spring Island, and hosting a species at risk webinar series that welcomed over 400 attendees.

Islands Trust Council

The 26-member Islands Trust Council establishes general policies for carrying out the Object of Islands Trust. Islands Trust Council also adopts an operational budget for Islands Trust and manages the financial undertakings of all parts of Islands Trust, except for Islands Trust Conservancy, which manages its own operations. Islands Trust Council appoints staff and auditors and adopts an annual budget. Tax

levies on properties within the Trust Area are the primary funding source for the operations of Islands Trust. Additional revenue comes from a provincial grant, other grants, and development application fees.

The Islands Trust Act requires Islands Trust Council to implement the Trust Policy Statement that is applicable to the whole Trust Area. The Minister of Municipal Affairs approves it before the Policy Statement is adopted. The Policy Statement provides broad policy guidelines for Islands Trust Council, Executive Committee, local trust committees, and island municipalities. The positions and philosophy of Islands Trust Council contained in the Policy Statement also constitute a policy framework for reference by the public and other agencies, such as the regional districts of the Islands Trust Area, the province, and its agencies.

Islands Trust Council has four standing committees of trustees—Regional Planning Committee, Trust Programs Committee, Governance Committee, and Financial Planning Committee—which provide policy advice to Trust Council on a range of issues.

Members of Islands Trust Council – 2022-2026

Bowen Local Trust Area	Sue Ellen Fast, Judith Gedye
Denman Local Trust Area	Sam Borthwick, David Graham
Gabriola Local Trust Area	Tobi Elliott, Susan Yates
Galiano Local Trust Area	Lisa Gauvreau, Ben Mabberley
Gambier Local Trust Area	Joe Bernardo, Kate-Louise Stamford
Hornby Local Trust Area	Alex Allen, Grant Scott
Lasqueti Local Trust Area	Mikaila Lironi, Timothy Peterson
Mayne Local Trust Area	Jeanine Dodds, David Maude
North Pender Local Trust Area	Aaron Campbell, Deb Morrison
Salt Spring Local Trust Area	Jamie Harris, Laura Patrick
Saturna Local Trust Area	Mairead Boland, Lee Middleton
South Pender Local Trust Area	Kristina Evans, Dag Falck
Thetis Local Trust Area	Ken Hunter, Peter Luckham

Reconciliation and Relationship Building

From shore to shore across the Salish Sea, First Nations communities have called this place home since time immemorial. Their village sites, harvesting areas, and gathering places reflect the abundance and beauty of their homelands, treaty lands, and territories.

After passing a Reconciliation Declaration on March 14, 2019, on Gabriola Island, Trust Council adopted the 2019 – 2022 Reconciliation Action Plan, and aligned key priority actions within the 2018 – 2022 Strategic Plan. Islands Trust commits to realizing the important work of reconciliation and doing so with humility and respect for the people and the place where we live. This year, Islands Trust continued to focus on foundational work and continued amending processes and policies in collaboration with First Nations.

Highlights include:

Engagement with First Nations

- The Islands Trust Council approved a protocol agreement between Islands Trust Council and Snaw-naw-as First Nation and requested staff to forward the protocol agreement to the Minister of Municipal Affairs for approval
- Islands Trust staff continued engagement with First Nations on a wide variety of local trust committee projects and also met with a number of First Nations and offered capacity funding to support engagement on the draft new Policy Statement Bylaw No. 183
- Islands Trust Conservancy offered capacity funding and engaged First Nations on the Islands Trust Conservancy Three-Year Plan (2023 – 2025)
- Islands Trust staff engaged in discussions with staff from various First Nations regarding development of cooperative policy and practices that will create more meaningful and respectful relationships, prioritize cultural heritage protection, and promote collaborative engagement
- Islands Trust Conservancy partnered with Skwxwú7mesh Úxwumixw (Squamish Nation) on an eDNA survey for Coastal Tailed Frog on Gambier Island to have two of their ACE (Archeology, Culture, Environment) technicians to join researchers in the field
-

Learning about Cultural Heritage

- Most Islands Trust staff attended a training session at Ye'yumnuts, a sacred ancestral place of the Cowichan people with an Indigenous Knowledge Holder to learn about the history of the site
- Maiya Modeste, the P'hwulhp (Garry Oak) Restoration Coordinator of the Stqeeye' Learning Society, presented on their cultural and biological restoration at Xwaaqw'um, a traditional village site and a significant spiritual site on Salt Spring Island, for the Islands Trust Conservancy's Speaker Series to over 80 attendees
- Islands Trust Conservancy staff participated in Quw'utsun' Cultural Connections Society's Xpey' [Cedar] Gathering, learning about cultural importance and opportunities to build climate change resilience for Western red cedar
- Senior staff met with an Indigenous Knowledge Holder on Salt Spring to learn about middens

The Islands Trust Council was grateful to receive a \$150, 000 grant in March 2023 from the Province of British Columbia to support the development of protocol agreements and engagement with First Nations in the Trust Area, to be used over the next five years.

2022 – 2023 Advocacy

Islands Trust Council's advocacy program is guided by the Islands Trust Policy Statement, which states:

to achieve its Object, Islands Trust must be an educator, co-ordinator, and initiator, guiding individuals, organizations, and other agencies in support of the Object. While 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.

It is also guided by the Islands Trust Advocacy Policy (Policy 6.10.iii). In 2022/23, Islands Trust Council/Executive Committee advanced advocacy priorities by writing on air pollution, scrubbing and dumping from vessels, management of invasive fallow deer, provincial review of Islands Trust, affordable housing solutions specific to rural islands in the Islands Trust Area, the fate of diluted bitumen, biological diversity and ecosystem health, global initiative for a fossil fuel non-proliferation treaty, and derelict docks. The Chair also wrote letters of thanks to various people and agencies for decisions that responded to previous advocacy requests. In addition, Islands Trust submitted three resolutions to the Association of Vancouver Island and Coastal Communities, and the Union of British Columbia Municipalities, all of which were endorsed. The resolutions request that the Province fund and support the development and integration of climate risk and vulnerability assessments into official community plan review processes, and requests that the Province provide funding and support to local governments and Islands Trust in order to facilitate affordable housing projects in rural areas in British Columbia, and that the Province develop new legislation to protect and restore biological diversity and ecosystem health.

Local trust committees also sent advocacy letters on a range of topics.

All advocacy letters are available on the Islands Trust website.

Climate Action

Islands Trust and Islands Trust Conservancy continue work to mitigate climate change and the impacts on oceans and shorelines, forests and wetlands, and island communities, through a number of initiatives and programs.

Protecting natural areas through acquisitions and covenants

The Islands Trust Conservancy continues to protect mature and maturing forests, wetlands, and habitat transition zones, which help store carbon and are vital to maintaining ecosystem health. In 2022, Link Island was donated to the Islands Trust Conservancy by late conservationist Betty Swift, the highest valued land donation in the Conservancy's history.

Continuing to apply a climate action lens to land use planning in a variety of ways

This includes proposed updates to the Islands Trust Policy Statement, which if applied, would promote consideration of greater climate resilience for ecosystems and the communities that depend on them. The Freshwater Sustainability Strategy is finalised and serves as a framework for actions directed toward preserving and protecting freshwater resources threatened by a changing climate. In addition, the Groundwater Science Program has provided data to inform policies and regulations focussed on reducing the vulnerability of freshwater in the face of increasing drought potential. All land use planning

staff reports now include sections on climate change adaptation and mitigation, and staff recommendations are based on best practices for mitigating and adapting to climate change.

Acting on Islands Trust's ongoing commitment to carbon neutrality with internal operations

The Islands Trust Council is a signatory to the B.C. Climate Action Charter. During 2022-23, most meetings were held electronically, which reduced carbon emissions associated with travel to and from workplaces. Staff also reduced paper consumption by using electronic meeting management software.

Delegations and Presentations to Islands Trust Council in 2022-23

Members of the public are encouraged to make delegation presentations and participate in town hall sessions at each quarterly meeting of Islands Trust Council to promote dialogue between islanders and Trustees.

Chair Luckham wrote thank-you letters to the 18 delegations received at the following Trust Council quarterly meetings addressing these Trust-wide topics: the Islands Trust Policy Statement, Islands Trust governance and administration, residential density, fossil fuel non-proliferation, freshwater, trustee orientation materials, carbon footprint, biodiversity mapping, bylaw enforcement, Coastal Douglas Fir Ecosystem, climate change and biodiversity, development application processing, local trust committee obligations, housing, and the Montreal Pledge.

- June 2022: Michael Sketch; Friends of the Gulf Islands; Jacinthe Eastick; Denman Island Climate Action Network
- September 2022: Michael Sketch; Jennifer Margison; Gulf Islands Alliance
- December, 2022: Michael Sketch; David Dunnison; Mary-Beth Rondeau; Mielle Chandler
- March 2023: Michael Sketch; David Dunnison; Gulf Island Alliance; Eric Booth; Maxine Leichter; Riane da Silva; Raincoast Conservation Foundation

Over the course of this annual reporting period, Trust Council also received the following presentations at its quarterly meetings:

- June 2022: Port optimization initiatives/Active Vessel Traffic Management, Vancouver Fraser Port Authority; Islands 2050 Phase 3 Engagement Summary, ISL Engineering; Proposed Southern Strait of Georgia National Marine Conservation Area Reserve Update and Next Steps, Parks Canada
- September 2022: A Coastal Marine Strategy for British Columbia, Ministry of Land, Water and Resource Stewardship
- December 2022: Robert's Rules & Responsible Governance, Eli Mina; Local Governments & Indigenous peoples, Young Anderson
- March 2023: Bylaw Notice Program, Ministry of Attorney General; Administrative Fairness and Bylaw Complaints, Office of the Ombudsperson

Policy Statement Amendment Process

The Islands 2050 Policy Statement Amendment Project continued to be a priority for Islands Trust Council in 2022 – 2023, involving widespread engagement on a draft new Policy Statement Bylaw.

The Islands Trust Policy Statement lists the policies that Trust Council uses to carry out its special provincial mandate to preserve and protect the unique amenities and environment of Islands Trust Area, as outlined in the Islands Trust Act. The Policy Statement shapes land and marine use planning across the Trust Area by guiding the development of local official community plans and bylaws, as well as Trust Council's intergovernmental collaboration and advocacy. In 2019, Trust Council launched the Islands 2050 Policy Statement Amendment Project to update the Policy Statement, primarily through the lenses of reconciliation, climate change, and affordable housing. The current Policy Statement has not been significantly updated since 1994, and a lot has changed in the past 25+ years.

In July 2021, Trust Council paused first reading and referred the draft new Policy Statement Bylaw to other government agencies, First Nations, Treaty Alliances, Tribal Councils, and the public. From February to April 2022, the Islands 2050 project team of ISL consultants and Islands Trust staff hosted 24 in-person local community events across the Trust Area, and a virtual community event for the Gambier Island Local Trust Area. A number of Trust Area-wide virtual events were also held, including a Q and A session, a two-part interactive virtual community workshop, six focus groups, and an online survey. Community discussion guides containing paper copies of the survey and key project information were made available in each local area for those with minimal or no computer/internet access. Project fact sheets highlighted key information related to the amendment project and engagement process, as well as some of the more notable draft policies in the areas of reconciliation, climate change, affordable housing, forest stewardship, coastal and marine stewardship, and agricultural stewardship. The public engagement activities and events were actively promoted through social media, subscriber notices, online and print advertising, and local trustee communications. All public correspondence received outside of the formal engagement activities was also posted to the Islands 2050 webpage.

After the additional three streams of engagement and referrals that were requested by Trust Council concluded in spring 2022, Trust Council reviewed all feedback received from the public, First Nation governments, and referral agencies in June and September 2022, and passed a series of 32 resolutions requesting staff to undertake further work on the project and additional revisions to the draft Policy Statement under review.

In March 2023, Trust Council approved a project charter for the next phase of the project and received a project communications plan.

Visit the [Islands 2050](https://www.islandstrust.com/programs/islands-2050) for more details on www.islandstrust.com/programs/islands-2050

Islands Trust Council Committees

Executive Committee

The Executive Committee (EC) members include the Chair of Islands Trust Council and three Vice-Chairs, elected for a four-year term by Trust Council from among its members. In addition to individual members serving as the chairs of local trust committees, the committee oversees external communications for the Islands Trust, liaises with the provincial government, reviews and implements the Islands Trust Policy Statement, and conducts other functions as directed by Trust Council.

The Executive Committee carries out the daily business of the Islands Trust, reviews the bylaws of local trust committees to ensure compliance with the Islands Trust object and the Trust Policy Statement, and acts as a local trust committee for the Ballenas-Winchelsea Island group, located north of Nanaimo.

Members serving during the 2018-2022 term are:

Peter Luckham, Thetis Island (Chair)
Sue Ellen Fast, Bowen Island (Vice-Chair)
Laura Patrick, Salt Spring Island (Vice-Chair)
Dan Rogers, Keats/Gambier Island (Vice-Chair)

Members serving during the 2022-2026 term were:

Peter Luckham, Thetis Island (Chair)
Tobi Elliott, Gabriola Island (Vice-Chair)
David Maude, Mayne Island (Vice-Chair)
Tim Peterson, Lasqueti Island (Vice-Chair)

Bylaws Approved by Executive Committee

Before a local trust committee can adopt a bylaw, the Executive Committee must approve it for compliance with the Islands Trust Policy Statement. Before Bowen Island Municipal Council adopts a Bowen Island Municipality Official Community Plan Bylaw or makes amendments, the Executive Committee must approve the bylaw for compliance with the Islands Trust Policy Statement. Under the Letters Patent for Bowen Island, the Executive Committee also comments on other bylaws that reference a matter included in the Islands Trust Policy Statement. In 2022/23, the Executive Committee approved 36 bylaws, of which three were for Bowen Island Municipality.

Applications Sponsored by Executive Committee

The Executive Committee sponsored permit and application fees for the following projects and initiatives:

- \$1,900 for development variance permit application SS-DVP-2022.19 (Fulford Community Hall Association)
- \$4,050 for Temporary Use Permit application and Development Variance Permit application which would temporarily permit the community arts facility on Galiano Island use, legalize existing buildings and structures, and permit parking areas within a setback

Grants in Aid for History, Heritage and Conservation

During the 2022-23 fiscal year, the following Grants in Aid for History, Heritage and Conservation were approved by the Executive Committee:

- \$2,000 to siyēye nii 'u tthu sut'ku'luts | siyēye tun'i 'utl sqwun'u to support 'The Water We Call Home' digital and physical exhibition opening on Galiano Island

- \$2,000 to MakeWay Charitable Society – Atl' ka7tsem/Howe Sound Marine Stewards to support ocean-based cultural research and education activities that will be conducted in partnership with the Skwxwú7mesh Úxwumixw (Squamish Nation)
- \$2,000 to Stqeeye' Learning Society to support the development of an Indigenous-focused land-based curriculum that will be available to Indigenous students from other school districts

Liaison Meetings

On May 24, 2022, Executive Committee members, Member of the Legislative Assembly (MLA) Adam Olsen and Capital Regional District Director Gary Holman met with the Honourable Rob Fleming, Minister of Transportation and Infrastructure to discuss Salt Spring Island ferry congestion and trail network/transportation strategy.

On May 31, 2022, Executive Committee met with the Honourable Nathan Cullen, Minister of Municipal Affairs and Housing to welcome the Minister to his new appointment and introduce the Minister to Islands Trust.

On July 13, 2022, Islands Trust Conservancy Board and Executive Committee held its annual liaison meeting and reviewed the following items: communications, governance review opportunities, working with Crown agencies to protect forests, and the species at risk program.

At the September 2022 Union of British Columbia Municipalities (UBCM) annual conference held in Whistler, Executive Committee met with the Honourable Josie Osborne, Minister of Land, Water, and Resource Stewardship and discussed the following: 1) Islands Trust involvement in the development of a BC Coastal Marine Strategy; 2) collaboration on watershed protection; and 3) the environmental and climate impacts of vessel anchorages and shipping in the Trust Area. Executive Committee met with Minister Fleming again to continue discussions regarding development of transportation strategies in the Trust Area.

On December 14, 2022, the new term (2022-2026) Executive Committee met with newly appointed Minister of Municipal Affairs, the Honourable Anne Kang, for an inaugural introduction and welcome.

Regional Planning Committee

Role

The Regional Planning Committee (RPC) provides policy and planning advice to Trust Council by identifying and reporting on emerging issues related to the committee's areas of responsibility: development management, community planning, and sustainable community. The committee also develops guidelines, policies, and models for use by staff and local trust committees.

Members

Members serving during the 2022-2026 term are:

Laura Patrick, Salt Spring Island (Chair)
 Sam Borthwick, Denman Island (Vice-Chair)
 Aaron Campbell, North Pender Island
 Alex Allen, Hornby Island

David Graham, Denman Island
Mairead Boland, Saturna Island
Mikaila Lironi, Lasqueti Island
Tobi Elliott, Gabriola Island (Executive Committee Representative)
Peter Luckham, Thetis Island, Islands Trust Chair (Ex Officio Member)

Members serving during the 2018–2022 term were:

Laura Busheikin, Denman Island (Chair)
David Maude, Mayne Island (Vice-Chair)
Scott Colbourne, Gabriola Island (appointed December 20, 2021)
Jeanine Dodds, Mayne Island
Doug Fenton, Thetis Island (appointed January 12, 2022)
Kees Langereis, Gabriola Island
Timothy Peterson, Lasqueti Island
Kate-Louise Stamford, Gambier Island
Jane Wolverton, Galiano Island
Laura Patrick, Salt Spring Island (Executive Committee Representative)
Peter Luckham, Thetis Island, Islands Trust Chair (Ex Officio Member)

2022-23 Highlights

In the 2022-23 fiscal year, the Regional Planning Committee (RPC) completed the following Strategic Plan items and presented them to Trust Council:

- Completed Groundwater Mapping Assessment for Galiano, Mayne, North Pender, Saturna, and South Pender Islands
- Received a Shorezone Polygon Mapping Summary Report “Eelgrass in the Gulf Islands Trust Area”
- Applied Healthy Watersheds Initiative Funding toward an 8 minute video: “Indigenous Perspectives on Water”
- Completed Heritage Conservation Overlay Mapping Phase 1. Phase 1 concluded with a report illustrating the importance of the work, approach, and data required to develop planned project approach toward managing heritage. It defined the study area, cultural heritage, legislation, and a data dictionary. Phase 1 also drafted a project and engagement plan for phase 2
- Trust Council adopted RPC sponsored policy amendments to increase efficiency and effectiveness of Planning Services including:
 - Best Management Practices for Delivery of Local Planning Services to Local Trust Committees ([Policy 5.9.1](#)). Adopted June, 2022
 - Delegation of Land Use Permits ([Policy 4.1.15](#)). Adopted June, 2022
 - Priority Setting/Review Guidelines ([Policy 6.2.1](#)). Adopted Sept, 2022
- Funded a Housing Forum for planning staff
- New Trustees received orientation

Trust Programs Committee

Role

The Trust Programs Committee provides policy advice to Islands Trust Council on Trust-wide issues related to the committee's areas of responsibility including resource management, land conservation, water management, marine environment, sustainable communities, conservation strategy, and public awareness and education, and to propose amendments to the Islands Trust Policy Statement.

Members

Members serving for the 2023–2026 term:

Kristina Evans, South Pender Island Trustee, Chair
Alex Allen, Hornby Island Trustee, Vice-Chair
Sam Borthwick, Denman Island Trustee
Sue Ellen Fast, Bowen Island Trustee
Jamie Harris, Salt Spring Island Trustee
Tim Peterson, Lasqueti Island (Executive Committee Representative)
Peter Luckham, Thetis Island, (Ex Officio Member)

Members serving during the 2018–2022 term were:

Deb Morrison, North Pender Island, Chair
Scott Colbourne, Gabriola Island (resigned as Vice-Chair December 4, 2020)
Alex Allen, Hornby Island (resigned October 10, 2019)
Paul Brent, Saturna Island (joined October 23, 2019)
David Critchley, Denman Island
Doug Fenton, Thetis Island
Michael Kaile, Bowen Island (joined October 15, 2019)
Kees Langereis, Gabriola Island (joined October 15, 2019)
Peter Luckham, Thetis Island, (Ex Officio Member)
Ben McConchie, North Pender Island
Tim Peterson, Lasqueti Island (joined October 15, 2019) (elected Vice-Chair February 5, 2021)
Dan Rogers, Gambier Island (Executive Committee Representative)

2022-23 Highlights

Trust Programs Committee (TPC) met six times in 2022/23. The Committee's primary focus this year was to develop recommendations for amendments to the Islands Trust Policy Statement for Trust Council's consideration, and recommendations for next steps on the Policy Statement Amendment Project.

Once again, as part of its Secretariat Services Program, the committee approved Islands Trust staff time to support the Rural Islands Economic Partnership and contracted secretariat services to the following coordination groups:

- Southern Gulf Islands Forum (\$5,000)
- Baynes Sound / Lambert Channel Ecosystem Forum (\$3,000)
- Howe Sound Atl'ka7tsem Community Forum (\$4,000)
- Coastal Douglas-fir Conservation Partnership (\$3,000)

The Committee also supported development of a “Living in the Trust Area” information package, which was mailed to 100 new property owners across the Trust Area. The package included a letter from Chair Peter Luckham, Islands Trust brochures, stewardship tips booklets, groundwater conservation brochures, as well as localized government service contact lists. Electronic versions available at <https://islandstrust.bc.ca/programs/stewardship-education/>.

Following the election, Trust Programs Committee also received an orientation to the Committee’s terms of reference and work program.

Financial Planning Committee

Role

The Financial Planning Committee (FPC) is responsible for facilitating Trust Council's involvement in the annual budget process. This work includes aligning the annual strategic planning process with the annual budget process; monitoring, reviewing, and making recommendations on the organization’s financial management, budget, and financial practices to Trust Council; and reviewing audit reports and recommendations. The committee also provides advice to the Islands Trust Conservancy Board on financial services and provides support as needed.

Members

The FPC consists of 10 trustees from across the Islands Trust Area:

- One member from the Trust Programs Committee (the Chair, unless otherwise delegated)
- One member from the Regional Planning Committee (the Chair, unless otherwise delegated)
- The four members of the Executive Committee
- One member from the Trust Conservancy Board
- Three other trustees, the chair of the committee is elected from amongst the other trustees

Members currently serving for the 2022–2026 term are:

Joe Bernardo*, Gambier Island, Chair

Mairead Boland*, Saturna Island, Vice-Chair

Tobi Elliott, Gabriola Island, Executive Committee

Kristina Evans*, South Pender Island, Trust Programs Committee Chair

David Graham*, Denman Island

Peter Luckham, Thetis Island, Executive Committee, Chair Trust Council

David Maude, Mayne Island, Executive Committee

Laura Patrick*, Salt Spring Island, Regional Planning Committee Chair

Tim Peterson, Lasqueti Island, Executive Committee

Susan Yates*, Gabriola Island, Island Trust Conservancy Board

Members who served for the 2018–2022 term were:

Peter Grove*, Salt Spring Island, Chair

Paul Brent*, Saturna Island, Vice-Chair

Deb Morrison*, North Pender Island, Trust Programs Committee (stepped down October 28, 2021)
Tim Peterson*, Lasqueti Island, Trust Programs Committee (October 29, 2021 - end of term)
Laura Busheikin*, Denman Island, Regional Planning Committee
Peter Luckham, Thetis Island, Executive Committee, Chair Trust Council
Sue Ellen Fast, Bowen Island, Executive Committee
Laura Patrick, Salt Spring Island, Executive Committee
Dan Rogers, Gambier Island, Executive Committee
Robin Williams, Islands Trust Conservancy Board (term ended December 31, 2019)
Kate-Louise Stamford*, Islands Trust Conservancy Board (appointed February 13, 2020)
Tahirih Rockafella*, Galiano Island

* indicates a current or previous member of the Audit Committee

The Audit Committee is a sub-committee of the Financial Planning Committee and generally includes all members except the four Executive Committee members. The Audit Committee convenes twice annually, at a minimum, to review the year-end audit work program, the audit findings report, and any management letter recommendations with the external auditors, and to determine follow-up actions if required.

2022-23 Highlights

As part of its ongoing responsibilities, FPC oversaw, through its Audit Committee, the completion of the annual financial statement audit for Islands Trust and Islands Trust Conservancy for the fiscal year ending March 31, 2022. The Audit Committee met with external auditors, KPMG LLP, to review their audit findings reports and initiated planning for the March 31, 2023, financial statement audit. In addition to overseeing this legislated audit of the annual financial statements, FPC also directed and reviewed internally developed allocated financial statements, which provide an estimate of revenue and cost allocations by local trust area.

FPC facilitated Trust Council's development of the 2023-24 budget. The committee included recommendations on the amount to draw from surplus funds, the amount of the property tax requisition to Trust Area landowners, and the Bowen Island municipal tax levy based on Trust Council Policy. As part of the budget development process, FPC reviewed the feasibility of completing all proposed projects in terms of available staff resources, and considered options to fund specific local trust committee projects via special tax requisitions. The Salt Spring Island Local Trust Committee requested an additional special property tax requisition to coordinate the Salt Spring Island Watershed Protection Alliance, which Trust Council approved upon recommendation from FPC.

In response to public comments from previous budget surveys, FPC undertook a review of the annual timing of Islands Trust draft budget consultation to understand if alternative timing was possible. After the election, the new term FPC chose not to undertake a public consultation on the draft 2023/24 budget. In an effort to increase public awareness of Trust activities and understanding of Trust

financials, FPC once again supported the creation of a tax notice insert that is circulated by the Province of BC to all Trust Area taxpayers with their rural tax notice.

FPC reviewed Trust Council's policies on Reserves and Surplus, on Special Property Tax Requisitions, and on Trustee Remuneration, and made recommendations for amendments. These amended policies will proceed to Trust Council for their approval once the work is complete.

FPC provided quarterly financial updates on actual results, and second and third quarter financial forecasts to the Trust Council for information and approval as part of their cyclical financial monitoring and reporting responsibilities.

At the request of the Governance Committee, FPC formed a working group to assist in the development of a corporate planning process for the Islands Trust. This work is in response to a recommendation from the 2022 governance report that was received by Trust Council at the conclusion of their external governance review project.

Following the election, the new term Financial Planning Committee received an orientation to the Committee's terms of reference and work program.

Governance Committee

Role

The Governance Committee provides policy advice to Islands Trust Council on Trust-wide issues related to the committee's areas of responsibility including good governance and management approaches and frameworks, and processes to support and evaluate the effectiveness of Trust Council and its committees.

Members

Members serving for the 2023–2026 term are:

Judi Gedye, Bowen Island Municipal Trustee, Chair
Jamie Harris, Salt Spring Island Trustee, Vice-Chair
Joe Bernardo, Gambier (Keats) Island Trustee
Lee Middleton, Saturna Island Trustee
Laura Patrick, Salt Spring Island Trustee
Tim Peterson, Lasqueti Island Trustee
Kate-Louise Stamford, Gambier Island Trustee

Members serving during the 2018–2022 term were:

Lee Middleton, Saturna Island Trustee, Chair
Laura Patrick, Salt Spring Island Trustee, Vice-Chair
Alex Allen, Hornby Island Trustee
Kees Langereis, Gabriola Island Trustee

Timothy Peterson, Lasqueti Island Trustee
Tahirih Rockafella, Galiano Island Trustee
Kate-Louise Stamford, Gambier Island Trustee

2022/23 Highlights

Governance Committee (GC) is a new standing committee. The Committee met four times in 2022/23. The Committee's primary focus this year was to develop recommendations for the Council Committee System policy, and review of the Governance Review report received by Trust Council in March 2022. The Committee also discussed the orientation program for the new Trust Council, a corporate planning process, and strategic planning priorities.

Local Trust Committees and Bowen Island Municipality

A local trust committee exists for each group of islands designated as a local trust area under the Islands Trust Act, except for Bowen Island, which is an island municipality. Each local trust committee has three members—two locally elected trustees and one Executive Committee member serving as the Chair.

A local trust committee is responsible for land use planning and regulation for its area of jurisdiction. The responsibilities include preparation and adoption of official community plans, land use bylaws, zoning and subdivision bylaws, regulation of soil removal and deposit, and authorization of permits under Part 26 of the *Local Government Act*.

A seven-member council serves the Bowen Island Municipality, which holds broad municipal powers, including land use planning. The community elects two of the municipal councillors to Trust Council.

Ballenas - Winchelsea Islands (Executive) Local Trust Committee

The Ballenas-Winchelsea Island Local Trust Committee (BW-Executive LTC) held two regular business meetings in the 2022-23 fiscal year.

There was no project work undertaken for this period.

From April 1, 2022 to March 31, 2023, the Ballenas-Winchelsea Island Local Trust Committee did not receive any applications for consideration, and there were no referrals.

Bowen Island Municipality

Bowen Island Municipality Bowen Island Municipality Councillors Sue Ellen Fast and Judith Gedye are the Bowen Island Municipality trustees on Islands Trust Council. Bowen Island Municipality produces its own annual report. During 2022/23, the Islands Trust Executive Committee provided referral comments on three Bowen Island land use bylaw amendments.

Denman Island Local Trust Committee

The Denman Island Local Trust Committee (DE LTC) held four regular business meetings in the 2022/23 fiscal year, as well as one Community Information Meeting, five special meetings and one public hearing.

Work for this period focused on advancing the Denman LTC priorities of review housing policies and challenges, and a review of farming regulations.

The Denman LTC also initiated key projects including phase 1 of a housing review, and updating the Fees Bylaw and Siting and Use Permit Bylaw.

From April 1, 2022 to March 31, 2023, the Denman LTC received and considered applications for three development permits, 23 siting and use permit referrals, two crown lease referrals, one agricultural land reserve referral and one subdivision referral.

Furthermore, the Denman LTC continues its work on the Farming Regulations Review Project, which seeks to enhance and preserve farming activities on the island through updates to the Denman Island Official Community Plan policies and Land Use Bylaw regulations. The project is focused on implementing three recommendations from the Denman Farm Plan. The project was awarded a contribution grant, which spanned 2021-2022 and 2022-2023 fiscal years. It was funded in part by Agriculture and Agri-Food Canada and the Government of British Columbia through programs delivered by the Investment Agriculture Foundation of B.C.

Gabriola Island Local Trust Committee

The Gabriola Island Local Trust Committee (GB LTC) held 10 regular business meetings in the 2022-23 fiscal year.

Work for this period focused on advancing the Gabriola LTC priorities of addressing housing challenges, ecological protection and building positive relationships with the Snuneymuxw First Nation.

The Gabriola LTC also continued its work around key projects, including the second phase of the impact review of housing options, and a zoning review to develop a new ecological protection zone, which included rezoning for the Elder Cedar Nature Reserve.

From April 1, 2022 to March 31, 2023, the Gabriola LTC received and considered applications for six development variance permits, three development permits, one liquor and cannabis board referral, and two temporary use permits.

During the same time period, staff also reviewed 55 building permit referrals, one Crown lease referral, and one rezoning referral.

Galiano Island Local Trust Committee

The Galiano Island Local Trust Committee (GLLTC) held nine regular business meetings in the 2022-23 fiscal year, as well as two Community Information Meetings, four special meetings and two public hearings.

Work for this period focused on advancing the priorities of the Galiano Island Local Trust Committee to address groundwater sustainability, and to re-designate and rezone several large District Lots for nature protection.

From April 1, 2022 to March 31, 2023, the GLLTC received and considered applications for seven development variance permits, four development permits, four bylaw amendment applications, and two temporary use permits.

During the same time period, staff also reviewed 14 building permit referrals, and one Crown lease referral.

Another initiative of the GLLTC for this period was relationship building with the Penelakut First Nation and other Indigenous Peoples of Galiano.

The GLLTC also adopted bylaws which would support two affordable housing proposals.

Gambier Island Local Trust Committee

The Gambier Island Local Trust Committee (GMILTC) held five regular business meetings, one public hearing, one special business meeting, and two special meeting/Community Information Meetings in the 2021/22 fiscal year, for a total of nine meetings.

Work for this period focused on advancing the Gambier Island Official Community Plan (OCP)/Land Use Bylaw (LUB) Project and the Keats Shoreline Project.

The GMILTC also gave three readings to the Associated Islands and Bowyer and Passage Riparian Areas OCP and LUB amendment bylaws.

From April 1, 2021 to March 31, 2022, The GMILTC received and considered applications for six development variance permits and five development permits.

During the same time period staff also reviewed 16 building permit referrals, four Crown lease referrals, and three subdivision referrals for development proposals in the Gambier Island Local Trust Area.

Hornby Island Local Trust Committee

The Hornby Island Local Trust Committee (HO LTC) held five regular business meetings in the 2022-23 fiscal year, as well as one Community Information Meetings, and one special meeting.

Work for this period focused on advancing the HO LTC priorities to address building positive relationships with K'ómoks First Nation, and a review of the Official Community Plan including topics such as riparian areas, affordable housing, and short term vacation rentals.

The Hornby LTC also worked on key projects including an update to the Siting and Use Permit Bylaw, initiating an update to the Official Community Plan and Land Use Bylaw.

From April 1, 2022 to March 31, 2023, the Hornby LTC received and considered applications for two development variance permits, two development permits, one liquor and cannabis board referral, and one temporary use permit.

During the same time period staff also reviewed 16 siting and use permit referrals and two subdivision referrals.

Lasqueti Island Local Trust Committee

The Lasqueti Island Local Trust Committee (LA LTC) held five regular business meetings in the 2022-23 fiscal year.

The Lasqueti LTC worked on key projects including the continuation of a comprehensive Official Community Plan review, which was initiated in 2018, and amending the Meeting Procedures Bylaw. Work for this period also focused on advancing the Lasqueti LTC priorities, including building positive relationships with Snaw-naw-as First Nation.

From April 1, 2022 to March 31, 2023, the Lasqueti LTC did not receive any applications.

Mayne Island Local Trust Committee

The Mayne Island Local Trust Committee (MALTC) held seven regular business meetings in the 2022-23 fiscal year, as well as three Community Information Meetings, one special meeting and three public hearings.

Work for this period focused on advancing the MALTC priorities of making minor amendments to the Land Use Bylaw and the Official Community Plan and adopting Flexible Housing policies and regulations.

From April 1, 2022 to March 31, 2023, the MALTC received and considered applications for five development variance permits, one temporary use permit and one rezoning application. During the same time period staff also reviewed 24 building permit referrals.

The MALTC also adopted a new fee bylaw, and bylaws which support an affordable housing proposal.

North Pender Island Local Trust Committee

The North Pender Island Local Trust Committee (NPLTC) held seven regular business meetings in the 2022/23 fiscal year, as well as seven Community Information Meetings, nine special meetings and one public hearing.

Work for this period focused on advancing the NPLTC priorities of reviewing the Land Use Bylaw and addressing Groundwater Sustainability.

From April 1, 2022 to March 31, 2023, the NPLTC received and considered applications for one development variance permit, two development permits, one bylaw amendment application, six temporary use permits and one Liquor and Cannabis Regulation Branch referral. In addition, the North Pender Island Board of Variance heard three appeals.

During the same time period, staff reviewed 38 building permit referrals, and two Crown lease referrals.

The NPLTC also considered a bylaw amendment for zoning affecting residential lots on Sidney Island, amendments to the fee bylaw and considered a development permit delegation bylaw.

Salt Spring Island Local Trust Committee

The Salt Spring Island Local Trust Committee (SS LTC) held 10 regular business meetings in the 2022-23 fiscal year, three special meetings, and two public hearings. The SS LTC also continued coordinating the Salt Spring Island Watershed Protection Alliance (SSIWPA), which had five steering committee meetings, six subcommittee meetings and engaged in various community events.

Work for this period focused on advancing the SS LTC strategic priorities. Initiatives included ensuring freshwater sustainability, protecting the Coastal Douglas-fir and associated ecosystem, increasing meaningful consultation and cooperation with citizens, agencies, and First Nations, and advancing village planning. Housing continues to be a significant challenge for Salt Spring Island.

Key projects included advancing a Ganges Village Local Area Plan and a Housing Action Plan. As well as securing funding to study fire ecology in protected watersheds, providing clarity regarding the content of professional reports required to demonstrate proof of water at the time of subdivision, completing phase 1 of a Watershed Strategic Plan (a situational analysis) and funding a Weston Lake Water Availability Study working in cooperation with Salt Spring Island Watershed Protection Alliance (SSIWPA) partners.

From April 1, 2022, to March 31, 2023, the SS LTC received and considered new applications for two bylaw amendments, six development permits, 12 development variance permits and four temporary use permits. During the same time, staff reviewed 158 building permit referrals, two liquor and cannabis board referrals, five Crown lease referrals, six subdivision referrals, one Agricultural Land Reserve referral, one Board of Variance Order and four soil deposit permits.

Saturna Island Local Trust Committee

The Saturna Island Local Trust Committee (SALTC) held four regular business meetings in the 2022-23 fiscal year, as well as two Community Information Meetings, one special meeting and two public hearings.

Work for this period focused on advancing the SALTC priorities to make minor amendments to the Official Community Plan and Land Use Bylaw, and to consider a density transfer application to facilitate the donation of land for nature protection.

From April 1, 2022 to March 31, 2023, the SALTC received and considered one Liquor and Cannabis Regulation Branch referral and two rezoning applications.

During the same time period staff also reviewed six building permit referrals.

The SALTC also considered a new fees bylaw.

South Pender Local Trust Committee

The South Pender Island Local Trust Committee (SPLTC) held four regular business meetings in the 2022-23 fiscal year, as well as three Community Information Meetings, four special meetings and three public hearings.

Work for this period focused on advancing the SPLTC priorities of amending the Land Use Bylaw and the Minor Official Community Plan.

From April 1, 2022 to March 31, 2023, the SPLTC received and considered applications for three development variance permits, one temporary use permit and two Agricultural Land Commission applications. During the same time period staff also reviewed seven building permit referrals.

The SPLTC also adopted a new fee bylaw.

Thetis Island Local Trust Committee

The Thetis Local Trust Area includes associated islands as well as Dunsmuir Island, Ladysmith Harbour Islands, and Valdez Island.

The Thetis Island Local Trust Committee (TH LTC) held four regular business meetings in the 2022-23 fiscal year.

The Thetis LTC spent the past fiscal year focused on First Nation engagement and relationship building. The LTC organized two boat tours in the Local Trust Area that included members of both the Lyackson First Nation and Penelakut Tribe. The purpose of the tour was to increase understanding the values and importance of the territory to the First Nations. The Thetis LTC also organized a meeting between BC Ferries, Ministry of Transportation and Infrastructure (MoTI) and Penelakut Tribe to discuss ongoing issues at the ferry terminal on Thetis, an area of historical significance to Penelakut.

From April 1, 2022 to March 31, 2023, the Thetis LTC received and considered applications for five building permit referrals and one rezoning referral.

Legislative Services – Administrative Fairness and Freedom of Information

The Director of Legislative Services is responsible for the planning, coordination, and control of various functions necessary to carry out the legislative obligations of Islands Trust’s 15 corporate bodies. The Director delivers services to Trust bodies, staff, and the public by providing advice, support, and recommendations on statutory, procedural, or privacy matters. As part of this service, the Director acts as Corporate Records Manager, Freedom of Information and Protection of Privacy Head, and coordinates elections and by-elections. The Director also oversees the orientation of elected officials and staff training regarding legislative and administrative matters, such as freedom of information and protection of privacy, minute-taking guidelines, and email and records management.

Islands Trust policy requires the reporting of the number of administrative fairness complaints received each year. There were four complaints received during the 2022-23 fiscal period.

During this same fiscal year, Islands Trust received 42 requests for records under the *Freedom of Information and Protection of Privacy Act*. This included 16 from Salt Spring Island Local Trust Area, eight from Gambier Island Local Trust Area, five each from North Pender and Galiano islands local trust areas, three from Denman Island Local Trust Area, two each from Gabriola and Hornby islands local trust areas, and one from Lasqueti Island Local Trust Area.

Bylaw Compliance and Enforcement

In 2022-23, Islands Trust Bylaw staff once again focused on compliance and enforcement and investigating unlawful short-term vacation rentals across multiple local trust areas. The issue of widespread vacation rental use on the islands continues to cause a high level of concern, as it decreases housing supply and impacts housing options.

The easing of COVID-19 restrictions meant a return to regular site visits and an end of the role of bylaw enforcement staff responding to public complaints regarding the wearing of masks and concerns about large gatherings.

In March 2023, the Trust Council received a comprehensive staff report detailing current bylaw compliance and enforcement procedures. Trust Council subsequently requested the Office of the Ombudsperson to undertake a review of the enforcement related policies and practices and to make recommendations to bring them into conformity with best practices. This review will be completed in the 2023/24 fiscal year.

Appendix A: Strategic Plan 2018– 2022

Islands Trust Conservancy 2022-23 Annual Report

Reconciliation Declaration

Islands Trust Conservancy acknowledges that the lands and waters that encompass the Salish Sea have been home to Indigenous Peoples since time immemorial. We recognize that we are all intertwined in the ecosystems that are the lands, waters, culture, and ecology that embody this place.

Islands Trust Conservancy will strive to create opportunities for knowledge-sharing, understanding, and collaboration as people come together to preserve and protect the special nature of the islands within the Salish Sea.

Islands Trust Conservancy is committed to the protection and preservation of this place through processes that respect and honour reconciliation and mutually respectful relationships with Coast Salish Indigenous Peoples. We express our recognition for the past, present, and future stewardship and knowledge that has been shared by Indigenous Peoples and are humbled and grateful.

Adopted: July 16, 2019 Islands Trust Conservancy Board in METULIYE (Victoria)

Who We Are

Established in 1990, the Islands Trust Conservancy (ITC) is a land trust and part of the group of agencies that form the Islands Trust, dedicated to preserving and protecting the fragile and unique ecosystems of the Islands Trust Area in the Salish Sea. This region covers approximately 79,000 hectares of land and over 482,000 hectares of water on the southern coast of British Columbia. It includes 450 islands between southern Vancouver Island, mainland B.C., and Howe Sound.

Our mission is to protect these very special places by encouraging, undertaking, and assisting in voluntary conservation initiatives across the Islands. We work with many allies including: private landholders and donors, local conservancies, environmental organizations, charitable foundations, academic institutions, businesses, First Nations, and all levels of government.

The Governments of Canada and British Columbia set a goal of 30% protected area by 2030 because science shows that nature needs our help in order to reverse the decline in biodiversity, better fight climate change, and maintain a strong, sustainable economy. Islands Trust Conservancy is doing its part to meet this goal within the Islands Trust Area – an area where only 20% of the land is in protected status.

[Read more about how you can protect nature with us at islandstrust.bc.ca/conservancy/protect-nature/.](https://islandstrust.bc.ca/conservancy/protect-nature/)

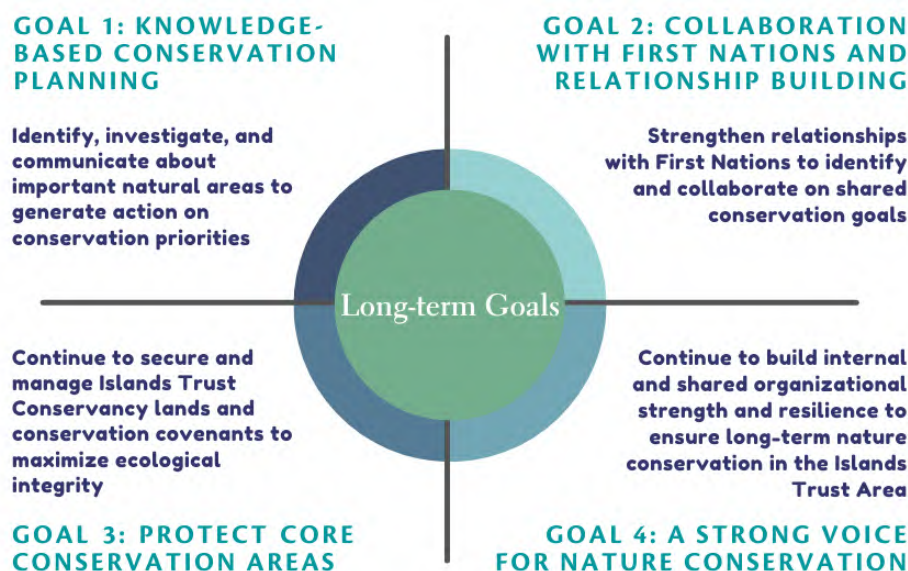
How We Work

We preserve and protect the Islands by:

- **Working with landholders to support voluntary land protection.** We accept donations and other transfers of land, manage them as nature reserves, and collaborate with landowners to conserve private lands through conservation covenants.
- **Monitor and restore sensitive ecosystems and habitat for species at risk.** We do this in collaboration with island communities and conservation partners.
- **Providing strategic funds to conservation partners.** We support land conservation across the Islands.
- **Identifying priority areas across the Islands Trust Area.** We ensure maximal impact through our work in addressing the biodiversity and climate crisis.
- **Reconciliation Action.** We work to build relationships with First Nations to identify areas of significance for protection and to incorporate Indigenous Knowledge into land management practices.

[Read more about our conservation planning at islandstrust.bc.ca/conservancy/conservation-planning/](https://islandstrust.bc.ca/conservancy/conservation-planning/)

[Image; Goals of the [Regional Conservation Plan](#) that guide the work of the Islands Trust Conservancy]



Our People

Islands Trust Conservancy is directed by a Board made up of three members appointed by the Province of BC and up to two members elected from the Islands Trust Council and one member elected by the Islands Trust Executive Committee.

April 2022 – October 2022

- Kate-Louise Stamford – Chair
- Sue Ellen Fast – Vice Chair
- Linda Adams – Board Member
- Doug Fenton – Board Member
- Dr. Risa Smith – Board Member

November 2022 – March 2023

- Linda Adams – Chair
- Dr. Risa Smith – Vice Chair
- Tobi Elliott – Board Member
- Susan Yates – Board Member
- Grant Scott – Board Member

Message from the Board Chair

This past year at Islands Trust Conservancy has been one of *renewal*; from the development of our programs and organizational processes post-COVID, to the restoration of unique and ecologically-important habitats in the islands. We are prioritizing collaboration to show up for each other, the land, waters, and species of all kinds across the Islands Trust Area for the betterment of current and future generations.

Our ongoing commitment to increasing protected areas in the islands was furthered this year through the incredible actions of our partners, donors, landholders, local island conservancies, staff and volunteers. A special example from this past year is Link Island. In April 2022, as fulfillment of her wishes before she passed away, Betty Swift gifted Link Island to the Islands Trust Conservancy for use as an ecological preserve. Her family has renewed this commitment through an intention to work with us on research projects for species at risk, investigation of the impacts of climate change, and exploration of First Nations cultural uses on the land. It has been inspiring to hear about developments in research on Link Island, with ongoing collaboration taking place between Islands Trust Conservancy staff, the Swift Family and conservation partners to assess the island for the presence and protection of threatened Western Screech Owls.

This year, we have also created significant opportunities to give back to nature and the islands in incredible ways through our Species at Risk Program, from the restoration of a prairie oak (Garry oak) meadow, to supporting environmental DNA (eDNA) research, to hosting a free 6-part Speaker Series online with hundreds of attendees. It is an honour to be a part of a community of professionals, researchers, and volunteers who demonstrate their commitment and passion for conservation through their actions daily.

Collaboration has and continues to be central to the success of the Islands Trust Conservancy. Over the past 12 months, we have enjoyed a diversity of collaborations with First Nations artist Eliot White-Hill, Parks Canada, the Province of BC, local island conservancies, community members, and more to further conservation objectives.

Renewal at the conservancy has also been brought about through changes to our board in the 2022 Islands Trust election. In November 2022, the ITC Board said goodbye to trustees Kate Louise Stamford, Sue Ellen Fast, and Doug Fenton and we welcomed Tobi Elliott as our Islands Trust Executive Committee Representative, and Grant Scott and Susan Yates as our members elected from Trust Council. I have been grateful for their perspectives, knowledge, and expertise in the latter part of the 2022/23 fiscal year and look forward to working with them closely over this next year to further the work of the Islands Trust Conservancy.

As we move forward into 2023/24, I am proud that Islands Trust Conservancy is building relationships, initiating thoughtful discussions and opportunities for knowledge sharing, continuing to protect, conserve, and restore important ecosystems, and relying on the commitment, passion, and resilience of our communities to renew and collaborate time and again.

Sincerely,

[Insert image Linda Adams' signature]

Linda Adams, Chair

[Updated full page map of Northern ITA Protected Areas]

[Updated full page map of Southern ITA Protected Areas]

Program Highlights 2022/23

Islands Trust Conservancy Plan 2023-2025

Islands Trust Conservancy submitted a revised Islands Trust Conservancy Plan to the Minister of Municipal Affairs in December 2022, as required under the *Islands Trust Act*. The proposed Islands Trust Conservancy Plan will be a three-year plan and sets policy for:

- acquisition, management and disposal of property of the Islands Trust Conservancy;
- investment of funds; and
- goals for major acquisitions.

[Read more about our Islands Trust Conservancy Plan at islandstrust.bc.ca/about-us/accountability/plans-and-strategies/.](https://islandstrust.bc.ca/about-us/accountability/plans-and-strategies/)

Land Conservation – Nature’s Future

Islands Trust Conservancy is committed to increasing the protected areas in the Islands for the benefit of all species living in the Salish Sea. We do this through the creation of nature reserves and conservation covenants – legal agreements with landholders to care for nature that are designed to last in perpetuity. Protected areas are important in safeguarding high biodiversity areas, allowing for the movement of wildlife and the conservation of unique ecosystems. Protected areas benefit people as well by providing clean water and air, resilience against the effects of climate change, and contribute to social and psychological wellbeing.

[Image; Betty Swift and Family at Link Island]

Before Betty Swift passed away in 2021, she asked that Link Island be gifted to the Islands Trust Conservancy. “This gift is about the future,” says Barbara Swift, Betty’s daughter. “It is a gift for us all.” The Swift family’s dream is that Link Island will become a place for climate change research in the Salish Sea.

2022/23 Nature Reserve Additions

Link Island Nature Reserve (21.45 ha), Gabriola Island Local Trust Area

In April 2022, Link Island was gifted to Islands Trust by Betty Swift and her family as a nature reserve. It is the largest complete island managed by the Islands Trust Conservancy and protects over three kilometres of undeveloped shoreline, coastal cliffs, wetlands, intricate sandstone formations, tidal flats and mixed forest ecosystems including coastal Douglas-fir, arbutus, and prairie oak (Garry oak) woodlands. Link Island Nature Reserve will continue to remain closed to the public, but will be available for research activities and cultural practices important to First Nations. Management planning has begun and will be complete in 2023/24.

[Read more about creating nature reserves at islandstrust.bc.ca/conservancy/protect-nature/create-a-nature-reserve/](https://islandstrust.bc.ca/conservancy/protect-nature/create-a-nature-reserve/)

2022/23 Conservation Covenants

Livingstone Forest NAPTEP Covenant (11.35 ha), Lasqueti Island Local Trust Area

Islands Trust Conservancy manages the Natural Area Protection Tax Exemption Program (NAPTEP) on behalf of Trust Council. NAPTEP provides island landholders with an annual 65% property tax reduction on the portion of their land protected by a conservation covenant. This incentive is unique to the Islands Trust Area. In July 2022, Islands Trust Conservancy entered into our first NAPTEP covenant on Lasqueti Island. The covenant protects a mature forest and part of a large wetland with portions of open water. The landowner's intention is for the forest to be protected for carbon storage and sequestration.

[Read more about placing conservation covenants with us at /islandstrust.bc.ca/conservancy/protect-nature/conservation-covenants/](https://islandstrust.bc.ca/conservancy/protect-nature/conservation-covenants/)

[Explore Islands Trust Conservancy properties online](#)

Caring for the Land – Our Shared Responsibility

Islands Trust Conservancy leads the ongoing management of the 113 protected areas in our care. This commitment involves regular monitoring and land management practices in accordance with management plans that identify long-term conservation and restoration goals.

In 2022/23, this care included the following land management activities in partnership with local Island conservancies and volunteers:

- Annual monitoring and trail maintenance (where applicable) on all Nature Reserves.
- Monitoring Islands Trust Conservancy conservation covenants to maintain relationships with landholders and ensure compliance with their covenant agreement terms.
- Collaborating with Parks Canada, First Nations, the Province of BC, and the Sidney Island community on the Sidney Island Ecosystem Restoration Project.
- Developing the first management plans for Sandy Beach Nature Reserve (Keats Island) and Lisa Baile Nature Reserve (North Pender Island). Management plans were referred to First Nations for comment and to initiate conversations regarding cultural use of land.
- Creation of a welcome sign at S'ul-hween X'pey (Elder Cedar) Nature Reserve on Gabriola Island with First Nations artist Eliot White-Hill.
- Collaborating on educational signage to help protect the fragile ecosystem at McRae NAPTEP Covenant on Gabriola Island.
- Habitat restoration and management including:

- Managing over 14 priority invasive species from 30 ITC protected lands on 13 islands: Bowen, Gambier, Keats, Salt Spring, Thetis, Lasqueti, Denman, Galiano, Sidney, Little D'Arcy, Pender, Gabriola and Link.
- Installing native plants on two conservation properties.
- Maintaining restoration projects on multiple ITC protected lands, including wetland restoration on Lasqueti Island and oak meadows at the Mt. Tuam Pollinator Project.
- Controlling introduced invasive bullfrogs in the early stages of population establishment/invasion on Sidney Island.

[Image; S'ul-hween X'pey (Elder Cedar) Nature Reserve welcome sign on Gabriola]

"Our history lies in the trees" says Eliot White-Hill, First Nations artist and designer of the S'ul-hween X'pey (Elder Cedar) Nature Reserve welcome sign on Gabriola. "They are our roots. A connection to the wisdom and knowledge of our people". Eliot's great-grandmother Snuneymuxw linguist and elder Dr. Ellen White honoured this special place with its Hul'qumi'num name.

Species at Risk Program – Protecting the Rare and Special

Islands Trust Conservancy completed the third year of our Species at Risk Program, which began in late 2020 and has been extended until March 2026 with funding from Environment and Climate Change Canada. Through the Species at Risk Program, we have:

- Conducted monitoring and surveys for species at risk on 10 ITC properties spanning six islands confirming the presence of species at risk, including: Common Sharp-tailed Snake, Western Screech-owl, Little Brown Myotis bats, and Coastal Scouler's Catchfly.
- Installed new nest boxes for Western Screech-owls on Link Island.
- Supported research projects utilizing environmental DNA (eDNA) to survey for Common Sharp-tailed Snakes on multiple ITC properties and Coastal Tailed Frog on Gambier Island.
- Hosted a Species at Risk Speaker series from February to May 2023. Speaker topics from the 2022/23 fiscal year included:
 - Panel Discussion on Indigenous Heritage & Ecological Conservation in the Salish Sea.
 - Species at Risk and Critical Habitat Protection on Non-federal Lands.
 - Growing Native Plant Species for People and Place.
 - Monitoring and Restoration of Rare Ecosystems.

[Read more about our Species at Risk Program at islandstrust.bc.ca/conservancy/species-at-risk/](https://islandstrust.bc.ca/conservancy/species-at-risk/)

Partnerships, Collaborations and Supporters – Working with Others

Working with others helps Islands Trust Conservancy to effectively achieve its goals and we are grateful to be able to collaborate with so many individuals, agencies and groups.

- Continued a partnership with researchers studying climate change impacts on bull kelp beds throughout coastal B.C.
- Updated protected-area mapping for the region and contributed to the British Columbia Non-Governmental Organization Conservation Areas Database.
- Shared spatial and other data including mapping of eelgrass beds, bull kelp beds, sensitive ecosystems, species at risk, and protected areas, with First Nations, local conservancies, community organizations, researchers, and all levels of government.
- Continued a multi-year project to develop management responses to climate change impacts in Nature Reserves.
- Contributed to the revised edition of *Greening Your Title*, the go-to reference guide on conservation covenants for landowners and land trusts in BC (publication pending in 2023).
- Continued participation with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to prioritize high biodiversity areas and develop resources to support conservation.

Opportunity Fund

The Opportunity Fund provides support for hard-to-fundraise costs associated with land protection and leverages donations through matching funds for land-acquisition campaigns. The disbursement of funds is guided by the Regional Conservation Plan and the Islands Trust Conservancy Board considers applications twice per year.

Islands Trust Conservancy dispensed the following Opportunity Fund grants in 2022/23:

- \$50,000 to the Nature Conservancy of Canada for the purchase of Reginald Hill on Salt Spring Island.
- \$6,000 to the Gabriola Land and Trails Trust for the Nature Stewards Program on Gabriola Island.
- \$30,000 to the Raincoast Conservation Foundation, including a \$25,000 directed donation, for the purchase of KELÁ_EKE Kingfisher Forest on North Pender Island.

At March 31, 2023, the Opportunity Fund had \$100,215 available to grant.

Creation of New Funds – Directed Donations

Islands Trust Conservancy is a qualified donor through the Canada Revenue Agency and can accept donations, gifts of stock, bequests and other forms of gifts. In 2022/23, Islands Trust Conservancy gratefully received directed donations as follows:

Hornby Island Donation

Islands Trust Conservancy received a donation of approximately \$45,000 through the estate of William Tempest for conservation on Hornby Island. The donation has been partially disbursed and will be completed in 2023/24. Gifted funds have been allocated towards covenant management on Hornby Island and to the Opportunity Fund for grants to Hornby Island conservation projects.

Link Island Western Screech Owl Project

Islands Trust Conservancy received a donation of approximately \$25,000 from an anonymous donor for a Western Screech-Owl Project on Link Island. The funds will be spent over the next two to three years.

Link Island Building Removal Fund

In addition to receiving Link Island as a donation in April 2022, Islands Trust Conservancy received a donation of approximately \$36,700 for a building removal fund in the event that the Islands Trust Conservancy should elect to remove buildings from the island. These funds have been invested and will be used when the agreement for use of the cabin on the island comes to an end.

Financial Statements

Islands Trust Conservancy (ITC) prepares Financial Statements annually, in compliance with the requirements under section 46 of the Islands Trust Act. Under the Islands Trust Act, ITC may receive money, land and other property as donations or through grants in order to further the object of the Islands Trust. ITC uses Canadian Public Sector Accounting Standards, including standards for government non-profit organizations, to manage its funds and land assets. ITC currently holds and manages the following funds:

- **Opportunity Fund:** Used for unrestricted resources, most notably for the Opportunity Fund Grant Program.
- **Restricted Fund:** Used for internally and externally restricted assets, including grants, funds restricted for property management, and funds restricted for land acquisition.
- **Capital Fund:** Used to record the value of land donated, acquired or transferred without external restrictions.
- **Endowment Fund:** Used primarily for land that is restricted through donation agreements.

In its 2022/23 Financial Statements, the Islands Trust Conservancy recognizes the following items of note:

- Grant revenue of \$238,500 from Environment and Climate Change Canada for the Islands Trust Conservancy Species at Risk Program.
- *[other notes added upon completion of Financial Statements]*

While Islands Trust Conservancy manages land and funds as noted in its Financial Statements, the cost of Islands Trust Conservancy operations are the responsibility of Trust Council under the Trust Council budget process. Details on these costs are available in the Islands Trust Financial Statements.

Looking Ahead to 2023/24

As we move into a new year, Islands Trust Conservancy is prioritizing work that furthers our reconciliation efforts and relationship development with First Nations. Islands Trust Conservancy will continue to accept conservation requests through the Opportunity Fund Grant and will work with landholders and managers who wish to protect and care for land. We look forward to strengthening existing collaborations and building new ones that will help us in continuing to protect and preserve islands in the Salish Sea for generations to come.

Thank you to all the donors, supporters, partners, and allies who make this work possible.

Together, we are creating a conservation legacy that will protect and preserve islands in the Salish Sea for all species to thrive for generations to come.

Please consider remembering Islands Trust Conservancy in your Will. More information here islandstrust.bc.ca/conservancy/how-you-can-help/planning-your-legacy/gifts-in-your-will-2/

Appendix B Islands Trust Financial Statements

Appendix C Islands Trust Conservancy Financial Statements

If you are reading a print version of this report, you can access hyperlinks by going to the online version at <https://islandstrust.bc.ca/about-us/accountability/annual-report/>

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200–1627 Fort Street Victoria BC V8R 1H8

Telephone 250-405-5151

Salt Spring Office

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Telephone 250-537-9144

Northern Office

700 North Road Gabriola Island BC V0R 1X3

Telephone 250-247-2063

islandstrust.bc.ca

Active Projects Report

Regional Planning Committee

1. *Protect quality and quantity of fresh water resources of the Trust Area*

Responsible

Dates

Strategic Plan item #2.4: FWSS-completed; Implementation plans being developed.

Rec'd: 12-Feb-2020

Target: 31-Mar-2023

Strategic Plan item #2.5 - Groundwater Mapping & water budgets - Contract work received March 2023.

2. *Strengthen housing affordability throughout the Islands Trust Area*

Responsible

Dates

Strategic Plan item #4.4 iv- Model Density Bylaw. Repurposed to be a Planner forum March 1, 2023 to update baseline report with housing strategies and tools; Working Group formed to review forum results and plan trustee education session

Rec'd: 12-Feb-2020

Target: 31-Mar-2023

3. *Strengthen relations with First Nations*

Responsible

Dates

Strategic Plan item #4.8: Heritage Conservation Overlay Mapping. Phase 1 complete. Phase 2 not started due to loss of key staff, loss of key consultants, and feedback from various First Nations.

Rec'd: 12-Feb-2020

4. *Preserve, protect and advocate for forest and terrestrial ecosystems*

Responsible

Dates

Strategic Plan item #1.1: Model CDF Protection DPA. SS LTC developed communications materials but changed tact to Wildfire DP (which could protect some CDF).

Rec'd: 12-Feb-2020

Target: 29-Mar-2024

Active Projects Report

Regional Planning Committee

5. *Manage Trust Council Strategic Plan Action Items*

Responsible

Dates

Specific activities that are to be pursued over the next 3-6 months to complete an element of a priority are highlighted as per Islands Trust Council Policy 6.7.1. Top Priority broken out into list of relevant strategic plan actions items. 1.2 (CDF), 2.2 (eelgrass) 2.3 (shoreline), 2.4(freshwater), 2.5. (aquifers), 4.4.iii (FAR), 4.4 .v(strata), and 4.8 (heritage).

Rec'd: 29-Jul-2020

Target: 19-Dec-2022

Future Projects Report

Regional Planning Committee

1. *Shoreline Marine Planning*

Responsible

Date Received

Trust Council - 2015-2018 Strategic Plan Item

09-Nov-2017

Conduct a working group session to brainstorm possible directions.

2. *Preserve, protect and advocate for forest and terrestrial ecosystems*

Responsible

Date Received

1. Map contiguous tracts of the Coastal Douglas-fir zone (CDF) and associated ecosystems to aid in protection of that zone and its associated ecosystems (Completed March 31, 2020) (2018-2022 Strategic Plan item 1.1).

12-Feb-2020

2. Create a model development permit area for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas-fir zones throughout the Trust Area (2018-2022 Strategic Plan item 1.2).

3. *Preserve and protect marine ecosystems*

Responsible

Date Received

1. Map the extent of eelgrass and kelp beds throughout the Trust Area (2018-2022 Strategic Plan item 2.2). Phase 1 (GIS and aerial data review) done. Phase 2 - groundtruthing - feasible next step.

12-Feb-2020

2. Undertake a review of Local Trust Committee- Bowen Islands Municipality foreshore policies and regulatory bylaws and develop model policy and regulatory bylaws for the protection of the foreshore and nearshore (2018-2022 Strategic Plan item 2.3). Received Consultants Report.

Future Projects Report

Regional Planning Committee

4. *Protect quality and quantity of fresh water resources of the Trust Area*

Responsible

Date Received

1. Map and develop water budgets for groundwater aquifers in the Trust Area (2018-2022 Strategic Plan item 2.5)
2. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling (2018-2022 Strategic Plan item 2.6).
3. -Develop an Islands Trust Freshwater Sustainability Strategy policy document and recommendations for implementation of the Freshwater Sustainability Strategy

12-Feb-2020

5. *Strengthen housing affordability throughout the Islands Trust Area*

Responsible

Date Received

- Implement the high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council:
1. Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws (2018-2022 Strategic Plan item 4.4 iii). Received Consultants Report.
 2. Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws (2018-2022 Strategic Plan item 4.4 iv).
 3. Develop model bylaws to address the use of building stratas as a tool for affordable housing (2018-2022 Strategic Plan item 4.4 v).

12-Feb-2020

6. *Mitigate and adapt to climate change impacts*

Responsible

Date Received

Future Projects Report

Regional Planning Committee

1. Amend Official Community Plans and land use bylaws to foster climate change resilience, including measures to protect Coastal Douglas fir, foreshore and nearshore environments and groundwater. (2018-2022 Strategic Plan item 3.2).

12-Feb-2020

7. *Update the model strategy for antennae systems*

Responsible

Date Received

09-Feb-2022

General

Planning Services staffing transition during 2023/24 first quarter include:

- Northern Office: new Planning Coop Student; vacancy: 1.4 FTE Island Planner
- Salt Spring Office: new Legislative Clerk, new Planner 2; vacancy: Planner 1, Planning Team Assistant
- Victoria Office: new Planning Team Assistant; new “as and when” Planner 2 (funded via vacancies in North and SSI), fully staffed
- Bylaw Compliance and Enforcement: fully staffed

Operational Projects

Ombudsperson Administrative Fairness Review of Bylaw Compliance and Enforcement

The Ombudsperson Office has been contracted to review enforcement related policies and practices of the Islands Trust and recommend such improvement and changes to them as may be required to bring the policies and practices into conformity with best practices for local government bylaw enforcement. The scope of the review will be to review the policies and procedures followed for bylaw enforcement by the Islands Trust with the ‘fairness lens’ and provide feedback and suggestions on ways in which administrative fairness may be enhanced. For clarity, the Ombudsperson does not conduct performance review of staff.

Local Government Development Approvals Program

CityView servers and software have been fully deployed to replace the existing Trust Area Property Information System later in 2023. A stakeholder kickoff meeting was held in March 2023 and extensive process mapping and database analysis has been done. UBMC, the funders, have approved amending the “going live” date from August 2023 to December 2023 with a report to UBCM in January 2024.

Planning Services Renewal

The Islands Trust is in the process of reviewing its administrative support service function and addressed a number of outstanding issues, including:

- Administrative staff who do similar work report to a number of different managers throughout the organization
- Administrative processes for similar work may differ between the three Islands Trust offices
- Administrative staff are increasingly available to work from home while some tasks remain office centric

- Standard operating procedures for regular administrative tasks have not been kept up to date and are not used
- Trust Council approved funding for two new administrative positions (one permanent and one temporary) and there is a desire to ensure that they are incorporated appropriately in the structure of the organization
- Trust Council approved funding for two planning service administrative position reclassifications. These reclassifications have been submitted to the Public Service Agency for approval.

Regional Planning

Regional Planning Committee (RPC)

The RPC held an in person meeting on April 27, 2023. At that meeting the RPC considered numerous briefings, several request for decisions, and discussed priorities. At the meeting, the RPC passed the following [draft] resolution:

“that Regional Planning Committee commits to working on a suite of projects that will develop healthy, resilient island communities by employing two lenses: mitigating and adapting to the effects of climate change, and managing growth by cultivating equitable, inclusive, and resilient communities and the natural environment.”

The Regional Planning Committee continued to advance the most current Islands Trust Council Strategic Plan objective to strengthen housing affordability throughout the Islands Trust Area and to build on their existing work program to address the housing equity and workforce shortage crisis that exists on many islands.

Housing

RPC supported a housing forum professional development day for staff (March 1st). Outcomes of the housing forum and related work include a comprehensive annotated bibliography, an updated Housing Toolkit, and a draft Housing Strategy. RPC formed a working group to review the materials resulting from the housing forum and to inform the follow up trustee education session – staff are targeting the end of July 2023.

Freshwater Sustainability

RPC also continues to support implementation of the Freshwater Sustainability Strategy which itself is a component of the Islands Trust Council’s 2018-2022 Strategic Plan. Both the Islands Trust Area Aquifer Conceptualization Project and Islands Trust Area Groundwater Recharge Mapping Project received their respective consultants’ reports by March 31, 2023. Staff have begun their review and are targeting Fall 2023 to present to RPC and to Bowen Island Municipality. For clarity, the above are not regional groundwater availability assessments.

Local Trust Committee (LTC) Project Management

In 2022, the Islands Trust Council adopted amended policies (5.9.1; 6.2.1; and 6.7.1) to support the systematic update of Official Community Plans and Land Use Bylaws on a regular basis, support co-ordination of LTC projects with regional initiatives, support realistic expectations for volume and timing of project completion, and promote the fair, efficient and equitable allocation of staff and financial resources for major LTC projects. The policies are

steadily being implemented and applied. The current status of major and extraordinary LTC projects (projects over \$5,000) are listed in Table 1 below.

Table 1 Major and Extraordinary LTC Projects Approved by Trust Council

Local Trust Committee	Major or Extraordinary Project Name	Project Phase	Current Status
DE	Housing Review	Initiation	On-going
GB	OCP/LUB	Pre-project	Pending
GM	OCP/LUB Targeted Amendments	Consultation	On-going
HO	OCP Amendments	Consultation	On-going
SS	Ganges (Shiya'hwt/SYOWT) Village Area Plan	Consultation	On-going
SS	OCP/LUB (CDF and Housing)	Pre-project and Drafting	Pending
RPC	Freshwater Sustainability Strategy Implementation	Analysis and Implementation	On-going
RPC	Placeholder (Suitable Land Analysis, Housing Strategy Communications, Housing Needs Gaps Analysis)	Analysis	Initiated

Minor Projects

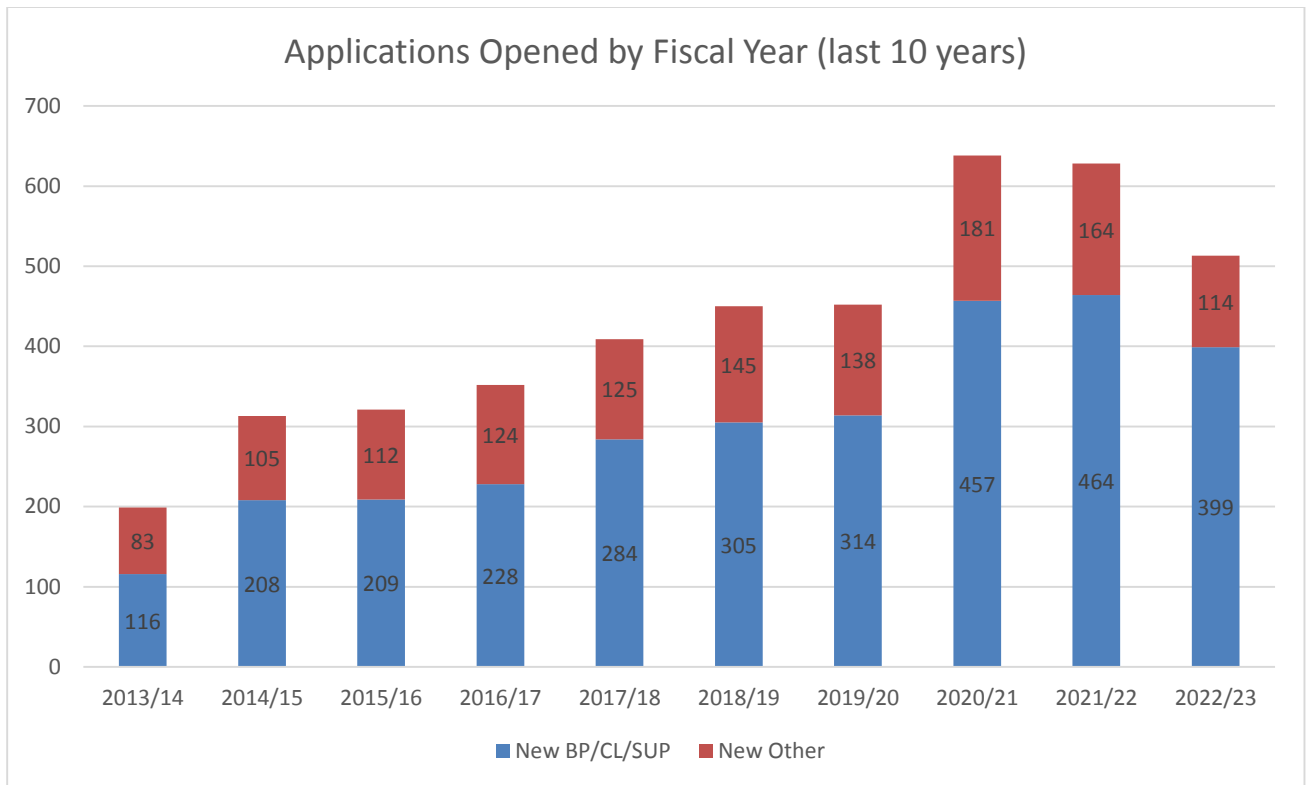
As per Islands Trust Council adopted amended policies Local Trust Committees are permitted one active minor project. The exception is that the Salt Spring Island Local Trust Committee is permitted three active projects. The total funding available for all active minor projects is \$36,000.

Table 2 Minor Active Projects per Local Trust Committee

Local Trust Committee	Minor Active Project Name	Project Phase	Current Status
DE	Farming Regulations Review	Legislative	On-going
GB	Ecological Protection Zone	Legislative	On-going
GL	Groundwater	Legislative	On-going
GM	Keats Island Shoreline Protection Review	Legislative	On-going
HO			
LA	OCP/LUB Review (targeted)	Analysis	On-going
MA	Housing Options	Analysis	On-going
NP	Groundwater	Drafting	On-going
NP	LUB Review	Legislative	On-going
SA			
SP			
SS	Housing Action Program	Legislative	On-going
TH	LUB Amendment - Unzoned Marine Area	Pre-project	

Current Planning (applications, referrals, and enquiries)

Planning Services opened 513 applications and referrals in the the fiscal year 2022/23. This is trending down from the previous two years which had exceptionally high volumes of applications and referrals but is approximately 13% higher than any other previous year. Staff are cautious to advise on interpreting the trend due to volatile finance markets and changing social economic drivers. Figures 1 and 2 show the trend of applications and referrals over the last 10 and 5 years respectively. Figure 3 breaks down applications and referrals for the 2022/23 fiscal year by application type and local trust area.



Legend: BP = Building Permit; CL = Crown Lease Referral; SUP = Siting and Use Permit;
Other = all other applications and referrals

Figure 1 Applications Opened by Fiscal Year (last 10 years)

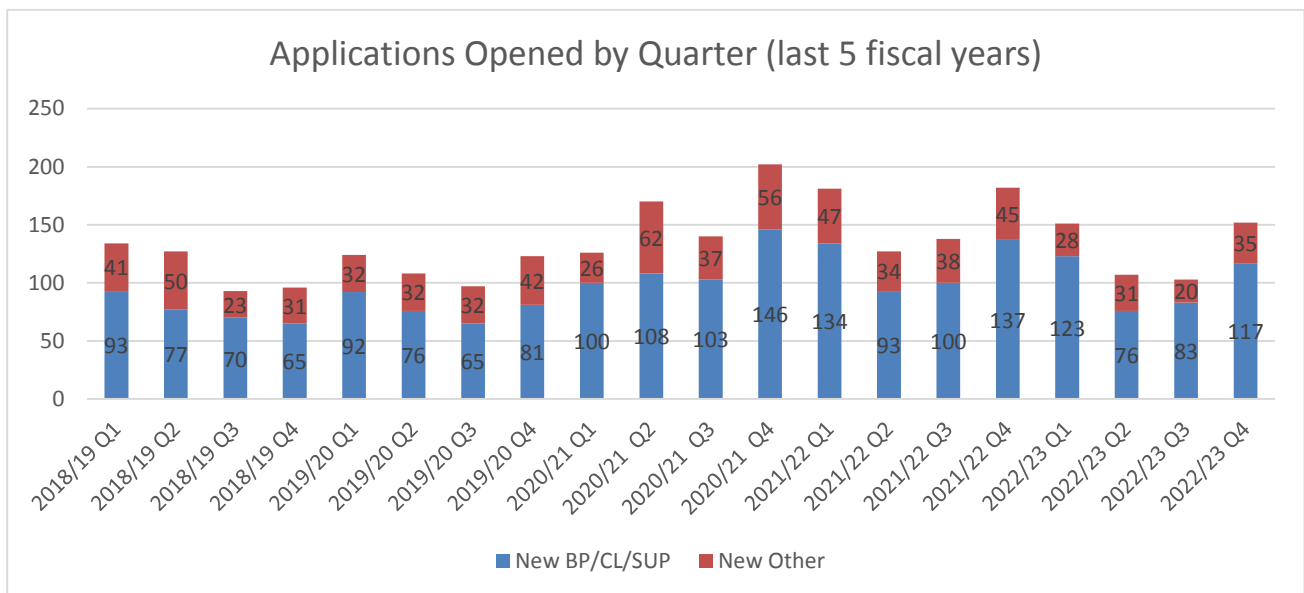


Figure 2 Applications Opened by Fiscal Quarter (last 5 fiscal years)

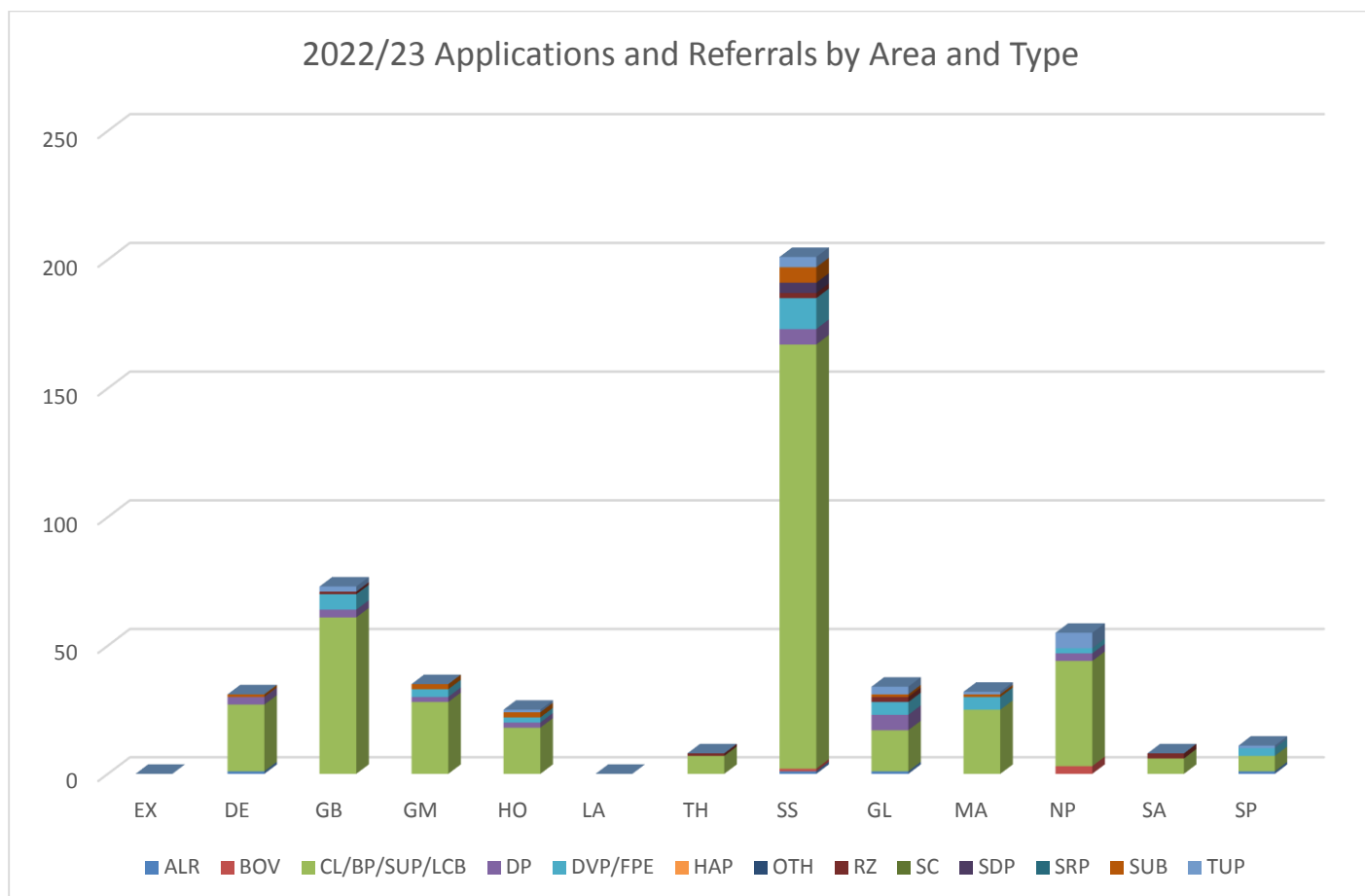


Figure 3 2022/23 Applications and Referrals by Area and Type



Wednesday, June 28, 2023
Islands Trust Council
Reconcili-Action

Background:

The Province of BC passed the Declaration on the Rights of Indigenous Peoples Act (DRIPA) into law in November 2019, to establish the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as the Province's framework for reconciliation, as called for by the Truth and Reconciliation Commission's Calls to Action. The Union of BC Indian Chiefs (UBCIC) recently endorsed a resolution resolving that the provincial and federal governments legislate requirements for municipalities to implement the UN Declaration, to strengthen relationships between municipalities. Relationships are central to reconciliation. Building trust requires time and patience.

Presenters will provide their insights on how local governments should start the conversation with their Indigenous neighbours on the subject of reconciliation and UNDRIP/DRIPA implementation, and advance relationship building within their communities. We will speak about options on how reconciliation can be financed, and how smaller communities can offer services to the Indigenous communities within their region.

Purpose: This session will provide a brief background on First Nations governance, the UN Declaration, and DRIPA with examples of positive relationships between municipal governments and Indigenous communities, to inspire local governments to create these opportunities for collaboration to advance and action DRIPA within their own communities.

Resources: Brent Mueller, Director, Governance Relations, Ministry of Municipal Affairs
Lisa Bhopalsingh, City of Nanaimo

TIME	TOPIC	WHO
4:00 pm	Introductions	CAO Hotsenpiller
4:05 pm – 5:30 pm (end time approx.)	Reconcili-Action City of Nanaimo - collaborative project examples	Brent Mueller Lisa Bhopalsingh



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 28, 2023
From: CAO **Date Prepared:** June 6, 2023
SUBJECT: Extension of the Strategic Plan and consideration of any new strategic planning projects

RECOMMENDATION: THAT Trust Council direct staff to amend the Strategic Plan to:

1. Extend the Strategic Plan through 2024/25.
2. Include for consideration in the 2024/25 budget planning, the following new projects:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

CHIEF ADMINISTRATIVE OFFICER COMMENTS: This request for decision is intended to address current and near term budget and strategic planning while the Islands Trust develops a comprehensive Corporate Planning process. If Trust Council approves the above recommendation, strategic plan projects for the 2024/25 budget year will be updated and appropriate financial requests and business cases developed for September and December 2023.

Trust Council may wish to significantly change any given strategic priority or request new projects be added to the Strategic Plan.

PURPOSE: To advance strategic planning and projects for inclusion in the 2024/25 budget process.

BACKGROUND: During the first part of the 2022-2026 term, Trust Council has invested in developing a new, corporate planning process that will be considered for implementation in the future. The organization is presently maintaining the current strategic plan and it is anticipated that in the future the two processes will merge. However, in the short term, Trust Council needs to consider what projects it wishes to advance for the upcoming fiscal year. The financial planning process for the upcoming year starts in the summer. Projects to be included in next fiscal year planning could be current strategic work or new ideas or initiatives identified by Trust Council.

It is recommended that the most efficient way to address the sequencing of corporate planning and current work underway is for Trust Council to extend the current Strategic Plan. Following this decision, over the summer each of the Council Committees will review their projects and either recommend that work in their responsibility area is included in the 2024/25 budget cycle, or that a project be concluded. For any new projects, this direction will allow for the development of any required business plans or business cases.

To aid Trust Council's decision making, staff have provided a brief update/summary of the status of major strategic projects and have attached an updated Strategic Plan Report.

NEW OR UPDATED PROJECTS FOR STRATEGIC PLAN

New projects for Trust Council consideration:

1. Housing: The projects in the current strategic plan relating to housing issues may need updating. Regional Planning Committee has requested business cases in support of relevant work.
2. Engagement and celebration of 50th Anniversary of the Islands Trust in June 2024. The 50th Anniversary of the Islands Trust will occur June 2024. This is an opportunity for the organization and the Trust Area to reflect on the history, values and future of the Islands Trust and for us to engage and inform citizens. This might also be a good opportunity to engage with the Premier and to link the occasion to future funding.
3. Other as identified by Trust Council.

CURRENT MAJOR STRATEGIC PLAN PROJECTS

1. Update Islands Trust Policy Statement

With involvement from Trust Programs Committee as appropriate, co-ordinate a review of the Policy Statement including a First Nations and public engagement process. The initial Project Charter approved February 26, 2020. (Strategic Plan 3.1, 4.4, 5.6, and 5.7). This project is ongoing and funded in the current budget year, and is likely in the last third of its project timeline. It is recommended that this remain a priority project.

2. First Nations Reconciliation

Implementation of the Reconciliation Action Plan. (Strategic Plan Items 4.5 & 4.6)

There is substantial work in this area that is required in the coming year. Contributing factors are the recent hiring of a new Senior Indigenous Relations Advisor and the provision of \$150,000 in provincial funding for engagement work.

This work is ongoing and funded in 2023/24 and is recommended to remain a priority for the Islands Trust. Specific actions in the near term:

- Hiring and on boarding of new Senior Indigenous Relations Advisor
- Development of the Islands Trust Reconciliation Learning Group
- Review and improvement of planning referral process to First Nations
- Development of policies to address capacity funding
- Completion and implementation of the contacts database
- Targeted allocation of senior government reconciliation funding
- Updating of the Reconciliation Action Plan
- Receipt and application of First Nations responses to the Policy Statement amendments
- Development of protocol agreements
- Education and training for trustees and staff on Calls to Action and Calls to Justice

3. Housing

The strategic plan has a number of projects related to strengthening housing affordability and housing within the Trust Area, those being 4.4, 4.4.i, 4.4.ii, 4.4.iii, 4.4.iv, 4.4.v. This section of the strategic plan may need updating to reflect the current interests of Trust Council and changing circumstances in community. Regional Planning Committee has recently asked staff to develop business cases to update housing needs assessments, and advance development and implementation of an Islands Trust housing strategy and toolkit, a housing needs gap analysis and suitable land analysis. It is recommended that this work proceed and that the business cases be developed for the annual budget cycle.

4. Governance Review

The 2022 Governance Review recommendations have been tasked to the newly formed Governance Committee. That body has developed a work program and Trust Council itself has amended its policies and procedures to accommodate the existence of a new committee and to empower them to ongoing work. They have a current year budget of approximately \$3,000 to advance governance related projects. It is recommended that this work remain a priority of the Islands Trust and that it be funded in 2024/25.

5. Fresh Water

Ongoing work includes increased communications regarding the freshwater strategy, an example being the development of a webpage devoted to strategy implementation. Water budgets are still required for Northern islands, the results of which will inform land use decisions via a land suitability analysis. This will in turn advance housing/density discussions associated with housing issues in the region. Work continues on model regulations for consideration of LTCs, as being implemented on North Pender and Galiano. The issues of water availability, water balance modelling and anticipated extreme heat summers make freshwater strategy work relevant for the foreseeable future. Regional Planning Committee is reviewing projects suitable for 2024/25.

6. Provincial Funding Request

Development of a strategy to request increased funding from the Province is important to Trust Council, and as such, is recommended for action in 2024/25.

i. Executive Committee, March 2023

That Trust Council direct Executive Committee to work with staff on a coordinated strategy and prepare a request that the Province revisit the provincial grant funding formula to the Islands Trust.

ii. Trust Council, September 17, 2019

That Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring any request that goes forward is appropriately strategized in line with other requests currently being asked of the Province; and that Trust Council direct staff to work with Executive Committee and the Islands Trust Conservancy Board to strategize an approach for requesting additional funding from the Province.

iii. Trust Council, March 2021

Trust Council asked staff to provide recommendations about how to broaden engagement and capacity building within local communities, particularly with respect to involving First Nations, in the work of the Islands Trust Area.

1 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: As the Islands Trust invests in development of a new corporate planning process being led by the Governance Committee, there is ongoing departmental work planning required to advance or conclude current strategic projects. These projects are the subject of Planning, Trust Area Services, Executive Services, and Administration and should be considered in the upcoming budget year. Early planning allows for resource allocation as necessary for any given piece of work

FINANCIAL: Staff will work with each committee to develop appropriate funding requests and/or business cases for consideration by Financial Planning Committee in the fall of 2023.

POLICY: NA

IMPLEMENTATION/COMMUNICATIONS: There are no primary communications requirements associated with this decision.

FIRST NATIONS: Consideration of engagement and collaboration is present in all strategic planning initiatives and that would continue for 2024/25.

OTHER:

2 RELEVANT POLICY(S):

3 ATTACHMENT(S): Updated Strategic Plan Report, June 2023

RESPONSE OPTIONS

No. 1 THAT Trust Council direct staff to amend the Strategic Plan to:

1. Extend the Strategic Plan through 2024/25.
2. Include for consideration in the 2024/25 budget planning, the following new projects:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

Alternative:

No. 2 THAT Trust Council identify specific projects it wishes to proceed for fiscal year 2024/25.

Prepared By: R Hotsenpiller

Reviewed By/Date: June 6, 2023

Policy Statement Goal A: 'To Foster preservation and protection of the Trust Area's ecosystems'

1. LAND STEWARDSHIP

Preserve, protect and advocate for forest and terrestrial ecosystems

Strategy	Responsibility	Funding	Comment	Implementation
1.1. Map contiguous tracks of the Coastal Douglas fir zone (CDF) and associated ecosystems to aid in protection of that zone and its associated ecosystems.	Regional Planning Committee		Completed.	Complete
1.2. Create a model development permit for Local Trust Committee-Bowen Island Official Community Plans bylaws to protect Coastal Douglas fir zones throughout the Trust Area.	Regional Planning Committee		Last term, RPC decided to wait for work underway on SSI on CDF protection (wildfire resilience). At present, no future work planned.	Not started
1.3. Amend legislation to increase the percentage of the Natural Area Protection Tax Exemption Program (NAPTEP) to act as an incentive for the protection of forest cover for climate change mitigation and adaptation in the Islands Trust Area.	Executive		Ministry officials have referred the Islands Trust to the Ministry of Finance for further information. A tax shift analysis is required for a business case to the Province of BC regarding Trust Council's desire that legislation be amended to increase the NAPTEP exemption.	Not started
1.4. Create forestry initiatives including establishment of development permit areas, tree cutting authority advocacy, enforcement of development permits related to forestry and advocacy associated with the <i>Private Managed Forest Land Act</i> .	Executive		As per Trust Council direction in March, pursuit of tree cutting authority is not proceeding. Advocacy occurred with regard PMFL Act changes in 20/21. Enforcement of development permits remains a province wide issue. Trust Council may wish to provide specific direction in terms of outcomes associated with this strategic priority.	Delayed

Policy Statement Goal A: 'To Foster preservation and protection of the Trust Area's ecosystems'

2. MARINE AND FRESHWATER STEWARDSHIP

To preserve and protect marine ecosystems

Strategy	Responsibility	Funding	Comment	Implementation
2.1. Advocate to minimize the impact of commercial activities on the marine environment and participate in Canada's Southern Resident Killer Whale (SRKW) recovery plan.	Trust Area Services		Some related Facebook posts.	In progress
2.2. Map the extent of eelgrass and kelp beds throughout the Trust Area.	Regional Planning Committee		Work was completed in March 2022. Mapping and the associated reports for eelgrass and kelp mapping is now posted on the Islands Trust website at https://islandstrust.bc.ca/programs/ecosystem-inventories/ and will be shared with First Nations and others as requested.	No mapping has been groundtruthed and further work could include field work to confirm mapping done through photo interpretation (e.g. Level 2 mapping of eelgrass).
2.3. Undertake a review of Local Trust Committee-Bowen Islands Municipality foreshore policies and regulatory bylaws and develop model policy and regulatory bylaws for the protection of the foreshore and nearshore.	Regional Planning Committee	2020/21 - \$10,000	Partially completed.	Inventory complete, model bylaws not adopted and could be considered for future work.

Policy Statement Goal A: 'To Foster preservation and protection of the Trust Area's ecosystems'

2. MARINE AND FRESHWATER STEWARDSHIP

Protect quality and quantity of fresh water resources of the Trust Area

Strategy	Responsibility	Funding	Comment	Implementation
2.4. Develop a regional freshwater management strategy that a. addresses responsibilities under the Water Sustainability Act, b. identifies water resources throughout the Trust Area, c. integrates water resource management into land use decision-making, and d. accounts for the impacts of climate change on island water resources.	Regional Planning Committee		Final Strategy presented to Trust Council in December 2021. A webpage devoted to implementation of the Freshwater Sustainability Strategy is being developed.	Complete.
2.5. Map and develop water budgets for groundwater aquifers in the Trust Area.	Regional Planning Committee		Water budgets complete for southern gulf islands. Recharge mapping complete for Hornby, Denman and Gabriola, and southern Gulf Islands. Recharge mapping project continues in 22-23 to include Salt Spring Thetis, Bowen, Keats, Gambier, and select associated islands. Recharge mapping informs water budgets (groundwater availability assessments). Water budgets are still required for Hornby, Denman and Gabriola, Salt Spring, Thetis, Keats, Gambier and updates for southern gulf islands. Water budgets are an important component of suitable land analysis which will be used to inform housing projects by identifying, on each island, the more suitable land for increased density and intensity of land.	In progress

Policy Statement Goal A: 'To Foster preservation and protection of the Trust Area's ecosystems'

2. MARINE AND FRESHWATER STEWARDSHIP

Protect quality and quantity of fresh water resources of the Trust Area

Strategy	Responsibility	Funding	Comment	Implementation
2.6. Develop a model land use regulation regarding freshwater sustainability including groundwater, rainwater catchment and greywater recycling.	Regional Planning Committee		Model regulations have been developed through the freshwater implementation projects for North Pender and Galiano. In addition to cistern regulations there are revised subdivision regulations for proof of water. A model groundwater protection DPA has also been drafted through these processes.	In progress

Policy Statement Goal B: 'To ensure that human activity and the scale, rate and type of development in the Trust Area are compatible with maintenance of the integrity of trust area ecosystems'

3. CLIMATE CHANGE

Mitigate and adapt to climate change impacts

Strategy	Responsibility	Funding	Comment	Implementation
3.1. Amend the Islands Trust Policy Statement to add climate change mitigation, adaptation and resiliency policies.	TC/Executive/Trust Programs Committee		In June and September 2022, after reviewing recent engagement and referral feedback, Trust Council passed a series of resolutions requesting staff to undertake further work. In March 2023, Trust Council approved a project charter to guide next steps and received a communications strategy.	In progress
3.2. Amend Official Community Plans and land use bylaws to foster climate change resilience, including measures to protect Coastal Douglas fir, foreshore and nearshore environments and groundwater.	Planning Services		This is not budgeted for FY2020/21. No budget requested for FY 2022/23. This item not expected to be completed this term.	Not started
3.3 Develop i) a set of climate change, demographic and environmental data and ii) performance criteria in order to identify the effects of climate change in the Trust Area and to measure mitigation and adaption efforts.	Trust Programs Committee	2020/21 - \$5,000; 2021/22 - \$25,000 (not spent as re-allocated to Policy Statement Amendment)	Trust Programs Committee received a contracted report about climate indicators at the August 2020 meeting which it forwarded to Trust Council.	Delayed

Policy Statement Goal C: 'To sustain island character and healthy communities'

4. COMMUNITY AND COMMUNICATION

Improve community engagement and participation in Islands Trust work

Strategy	Responsibility	Funding	Comment	Implementation
4.1. Develop the capacity to broadcast public meetings of Local Trust Committees, Council Committees and Trust Council.	Executive Admin-IT			Substantially complete however this will be ongoing work for the Islands Trust as additional resources have not been allocated to ongoing broadcast/live streaming in the future and there is variability across the Trust Area in terms of broadband access.
4.2. Develop a new website and initiate a social media program.	Executive		Complete as a strategic item, now an operational undertaking.	Complete.

Policy Statement Goal C: 'To sustain island character and healthy communities'

4. COMMUNITY AND COMMUNICATION

Improve community engagement and participation in Islands Trust work

Strategy	Responsibility	Funding	Comment	Implementation
4.3. Develop and implement a stewardship education program directed towards the public, industry and stakeholders in the Trust Area.	Trust Programs Committee		In 2020, TPC delivered a water conservation webinar, an eelgrass webinar and an ecosystem adaptation webinar. In February 2021, TPC delivered a groundwater licencing webinar. In 2021/22, TPC developed a "Living in the Islands Trust Area" mailing for for people new to the region. In March 2022 the package was mailed to 1000 homeowners and in May 2022 TPC voted to continue the mailings three times a year in 2022. A mailing in August 2022 went to 100 new homeowners. In May 2023, TPC requested that staff poll the public for webinar topic suggestions, endorsed a Living in the Trust Area Mailing Program Project Charter and requested project charters for three webinars.	In progress

Strengthen housing affordability throughout the Islands Trust Area

Strategy	Responsibility	Funding	Comment	Implementation
4.4 Implement the following high priority actions outlined in the Affordable Housing in the Trust Area: Strategic Actions for Islands Trust previously referred by Trust Council.	Trust Area Services/Local Planning Committee		RPC has asked staff to develop business cases to update housing needs assessments, and advance development and implementation of an Islands Trust housing strategy and toolkit, a housing needs gap analysis and suitable land analysis. Water balance (groundwater availability assessments) are an important component of suitable land analysis.	In-progress

Policy Statement Goal C: 'To sustain island character and healthy communities'

4. COMMUNITY AND COMMUNICATION

Strengthen housing affordability throughout the Islands Trust Area

Strategy	Responsibility	Funding	Comment	Implementation
4.4. i. Review the Islands Trust Policy Statement and give consideration to: a) giving affordable housing a greater profile for its role in sustainable communities b) including a reference to affordable housing in its policy direction to LTCs and municipalities.	TC/Executive/Trust Programs Committee		As described above the Policy Statement Amendment Project is underway. Engagement with First Nations continues.	In progress
4.4. ii. Review the Islands Trust Policy Statement to ensure that it: a) includes clear and well-thought out definition of affordability b) includes clearly articulated vision, goal and objectives for affordable housing c) gives affordable housing a greater profile for its role in sustainable communities d) includes a reference to affordable housing in its policy direction to LTCs and municipalities.	TC/Executive/Trust Programs Committee		As described above the Policy Statement Amendment Project is underway. The TPC affordable housing working group discussions informed the development of the Policy Directions report, the discussion paper for Trust Councils March 2021 meeting and draft amendments. Engagement with First Nations continues.	In progress
4.4. iii. Develop model bylaws that use floor area ratio as a density metric for consideration of implementation in local trust area land use bylaws.	Regional Planning Committee		Consultant Report received by Trust Council September 2021. Returned to RPC for additional work. No further work completed to date.	In progress
4.4. iv. Develop model density bonus bylaws for consideration of implementation in local trust area land use bylaws.	Regional Planning Committee		example: Flexible housing bylaw created for Mayne Island .	In progress

Policy Statement Goal C: 'To sustain island character and healthy communities'

4. COMMUNITY AND COMMUNICATION

Strengthen housing affordability throughout the Islands Trust Area

Strategy	Responsibility	Funding	Comment	Implementation
4.4. v. Develop model bylaws to address the use of building stratas as a tool for affordable housing.	Regional Planning Committee		RPC requested funding for FY2022/23 to hold workshop on housing issues. Workshop was successful . Funds enabled hiring of auxiliary planner to develop a Housing Projects Toolkit for LTCs and gather together background to inform the development of a Trust Wide Housing Strategy. Model bylaws are to be developed within the context of LTC housing projects.	In progress

Strengthen relations with First Nations

Strategy	Responsibility	Funding	Comment	Implementation
4.5 Adopt a Reconciliation Declaration.	Trust Council		Adopted March 2019.	Completed
4.6. Adopt and implement a Reconciliation Action Plan.	EXEC/TAS/LPS		Trust Council received a 2019-2021 Reconciliation progress report in March 2021 and reconciliation actions are summarized in annual reports. Progress was made in the areas of training/organizational change and relationship development through the Policy Statement process. The plan requires review and update.	In progress. Further work is required to formalize and document agreements and protocols with Nations.
4.7. Develop a Trust Area-wide archaeological impact strategy and establish a Cultural Working Group.	Trust Area Services		Staff are working on a draft chance find protocol in the Trust Area. In March 2023, Trust Council struck a Reconciliation Learning Group which has yet to get underway.	Ongoing

Policy Statement Goal C: 'To sustain island character and healthy communities'

4. COMMUNITY AND COMMUNICATION

Strengthen relations with First Nations

Strategy	Responsibility	Funding	Comment	Implementation
4.8 Develop heritage preservation overlay mapping for the Trust Area and model heritage regulatory bylaws for protection of potential heritage and cultural sites.	Regional Planning Committee		Phase 1 completed in 2021/22. At this point it is recommended that any further work be deferred until appropriate relationship-building with First Nations and the successful implementation of protocol agreements.	In progress

Policy Statement Goal D: 'Effective, efficient and collaborative governance'

5. GOVERNANCE

To improve and modernize the ability of the Islands Trust to regulate land use activity and work with others

Strategy	Responsibility	Funding	Comment	Implementation
5.1. Amend the Islands Trust Act or other legislation to: i. Allow for entry warrants ii. Grant authority to use municipal ticketing for development permit enforcement iii. Enable adoption of development approval information bylaws by local trust committee iv. Add First Nations to the list of bodies with whom the Trust works in cooperation v. Enable delegation to staff the issuance of development permits vi. Clarify foreshore zoning authority	Executive/RPC			Complete. Any further work on entry warrants, dp ticketing or foreshore zoning authority would need to be reconsidered and an alternative strategy developed.
5.2. Provide a secretariat role to forums within the Trust Area.	Trust Programs Committee		Trust Council adopted the Secretariat Services policy in 2020. Trust Programs Committee co-hosted the Baynes Sound Lambert Channel Forum on May 30, 2020 and delivered support to coordination groups. In 2020/1 and 2021/22, 2022/23 and 2023/24 TPC allocated support to : - Southern Gulf Islands Forum, - Baynes Sound Lambert Channel Ecosystem Forum, - Coastal Douglas-fir Conservation Partnership (not allocated in 2023/24 to date), - Howe Sound Atli'ka7tsem Community Forum, and - Rural Island Economic Forum	In progress

Policy Statement Goal D: 'Effective, efficient and collaborative governance'

5. GOVERNANCE

To improve and modernize the ability of the Islands Trust to regulate land use activity and work with others

Strategy	Responsibility	Funding	Comment	Implementation
5.3. Undertake a Governance and Management Review	Select Committee		Final report presented to Trust Council in March 2022. Governance Committee formed June 2022.	Recieved March 2022
5.4 Implement a Trust Council Policy analysis, review, and amendment of deemed top priorities for consideration and approval by Trust Council.	Executive		Added March 2021 by amendment of Trust Council. To date 11 out of 18 policies marked for review have been amended and adopted.	In progress
5.5. Request additional funding from the Province	Executive		No active engagement underway with Province at this time.	Hold

To amend the Policy Statement

Strategy	Responsibility	Funding	Comment	Implementation
5.6. Amend the Policy Statement introductory and definitions sections.	TC/Executive/Trust Programs Committee	See 3.1		In progress
5.7. Determine if additional changes to the Policy Statement are desired by Trust Council.	TC/Executive/Trust Programs Committee	See 3.1	Pending Trust Council direction on next steps.	In progress



June 29, 2023
Islands Trust Council
ELECTION FOR ISLANDS TRUST CONSERVANCY

Purpose: To elect one trustee to the Islands Trust Conservancy Board

Resources: Russ Hotsenpiller, Chief Administrative Officer (CAO)
David Marlor, Director, Legislative Services (DLS)

TIME	TOPIC	WHO
10:15 am	1. Election for Islands Trust Conservancy (1 position) a. Nominations b. Election of a trustee scrutineer, by Trust Council resolution c. Voting by secret ballot d. Announce results of vote	Presiding Officer, DLS Marlor



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 27,28,29, 2023
From: Trustee Gauvreau **Date Prepared:** May 1, 2023
SUBJECT: Islands Trust Referral process with Indigenous Communities

RECOMMENDATION: THAT Trust Council request staff to:

- a) Evaluate the implications of a longer referral response window, and;
- b) consider how Trust Council and LTC's might consult with First Nations to better understand what changes to the current referral process should be made to both improve communication and to further reconciliation, and report back to Trust Council.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Reconsideration and amendment to the referral process is appropriate and timely. With onboarding of the Senior Indigenous Relations Advisor (SIRA) and incremental turnover of staff, updating referral processes is recommended to be a high priority under the Reconciliation Action Plan. Also included in this review could be policy associated with honorariums, and capacity funding.

- 1 **PURPOSE:** Prioritize a review of the Islands Trust First Nations Bylaw referral process, to highlight meaningful consultation and ensure that Indigenous communities in the Trust Areas, perspectives and knowledge are integrated into decision-making process related to land-use and development.

- 2 **BACKGROUND:**

On May 4th, 2023, the Galiano Island Local Trust Committee was made aware of concerns via an email chain from Joshua James, Penelakut Tribe, Lands and Economic Development, and Penelakut Council member Ken Thomas. The email states, "Penelakut Tribe has not been properly consulted with on this proposed project; therefore, Penelakut Tribe does not approve of the proposed development."

The Proposed Project, GL-RZ-2014.1 (Crystal Mountain), had a Public Hearing scheduled for May 6th. The Public Hearing proceeded as scheduled; however, this concern has paused the project from proceeding further, although both local Trustees stated that they were ready to move the application forward to Executive Committee approval and Ministerial approvals pending the resolution of the stated concerns of the Penelakut.

The proposed bylaws in this application would rezone two properties on the north end of Galiano Island in order to permit a **spiritual education** land use. The current zoning for each lot is Rural 2 (R2) and Forest 1 (F1). The total land mass of both properties is 60 Acres. A successful rezoning would see 75% land title transfer to Islands Trust Conservancy and of the 25% remainder, 15% is more or less protected

under terms of a *Land Title Act* s. 219 covenant with and 10% remaining for a build foot print consisting of sleeping huts and tent sites, communal cooking and washing facilities and a caretaker residence. The rezoning application has been open since 2014.

As a result of being informed of concerns from the Penelakut Tribe, the following motion was passed at the May 6th meeting: *That the Galiano Island Local Trust Committee requests that Trust Council prioritize a review of the Islands Trust First Nations bylaw referral process and that an agenda item for this topic be placed on the June 27-29 Trust Council agenda for consideration.*

Tribes, Nations and Bands are struggling with capacity issues and responding to referrals within a 30-45 day window is simply not enough time. Often the outcome of a referral request is "no comment" or "no response," and this has in the past been treated, mistakenly, as consent. We are at a time when we recognize that Indigenous communities have a unique relationship with the land and water and that consultation and consent must be key considerations in any land use and development decision. UNDRIP recognizes the right of Indigenous Peoples to participate in decision-making processes that affect their land and territories. Now is the time where as an organization we can look at this one policy and take action.

We are seeing more referral responses along these lines, and for the Galiano Local Trust Committee; we are at a standstill in our regular business operations until we can find a good way forward. The Penelakut Tribe is on referral lists for many, if not all, the Islands in the Trust Area, and other Nations in the Trust Area are also voicing the same concerns with our referral process.

How can the bylaw referral process be more collaborative with Indigenous communities and lead us to carefully assess what is happening to lands in the Trust Area?

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Local Planning Staff, Senior Indigenous Relations Advisor with Islands Trust.

FINANCIAL: Supported through grant from the Ministry of Municipal Affairs, Province of British Columbia.

POLICY: 6.1.1 December 7, 2016

C. FIRST NATIONS ENGAGEMENT PRINCIPLES

1. Islands Trust is committed to becoming aware of what it does not know or understand about First Nations.
2. Islands Trust is committed to proving sincere desire for reconciliation.

IMPLEMENTATION/COMMUNICATIONS:

FIRST NATIONS:

OTHER:

4 RELEVANT POLICY(S): Islands Trust Reconciliation Declaration, adopted by Islands Trust Council on March 14, 2019, on Gabriola Island.

5 ATTACHMENT(S):

RESPONSE OPTIONS

Recommendation:

Alternative:

Prepared By: Trust Gauvreau, Galiano Local Trust Committee



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 29, 2023

From: Trustee Boland

Date Prepared: June 6, 2023

SUBJECT: Improving Information Access for Trustees

RECOMMENDATION:

That staff discuss requirements and options with Trustee Boland and report back on possibilities and effort required to improve Trustee access to key documents.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Due to timing, staff have not had an opportunity to review or analyze this request for decision. It is not recommended to work with one Trustee on a project that affects all of Trust Council or the organization. If supported, it would be best to refer this request to one of the Council Committees for oversight which still allows the sponsor to provide insight.

1 PURPOSE:

User friendly access to key documents is essential so that trustees can be well informed. This request is to provide easier (post-agenda), access to individual key documents.

2 BACKGROUND:

The work of the Trust is directed by information contained in documents such as Staff Reports or Requests for Decision. Staff and Trustees co-create these key documents to communicate information to the Trustees with the goal of enabling well informed discussions and decisions.

Currently the documents are made available to trustees though an agenda – a single, often large file, containing various reports and briefings. The agenda is a reasonable format for the purposes of directing the meeting in question.

However subsequently relocating and referencing critical content is very difficult. Any keen reader of the information, will be frustrated by their inability to re-find key content. (I download, extract and save, and even print, key sections of the agendas in an effort to stay on top of this issue. In effect I am duplicating the Trust document system.)

Resources are wasted in several ways. Important content (costing many hours of effort) is lost to the view of the very people for whom it was created. Trustees' inability to re-find information causes frustration and re-work. Staff receive emails asking for information already provided – in one of the agendas.

Sharing important information with Trustees who are not on a particular committee is difficult – for example the recent excellent work on housing options done for the Regional Planning Committee. Who, other than the RPC, has seen this?

As elected officials we should have excellent and flexible access to information to support us in our roles. Significant efficiency benefits could accrue from this request.

Key reference material that should be findable as standalone documents include:

- Staff Reports
- Directors Quarterly Reports
- Requests for Decision
- Business Cases
- Briefings

One possibility that could be examined:

Currently the documents for the agenda must be stored in an organized way to allow automatic creating of the agenda. Place those documents in a location that is accessible by Trustees.

This could be a low effort solution as the content has already been gathered and organized.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: Minimal as proposing reuse of existing process.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS:

FIRST NATIONS: None

OTHER:

4 RELEVANT POLICY(S):

5 ATTACHMENT(S):

RESPONSE OPTIONS

Recommendation:

That staff discuss requirements and options with Trustee Boland and report back on possibilities and effort required to improve Trustee access to key documents.

Alternative:

Prepared By: Mairead Boland

Reviewed By/Date:



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 27, 2023

From: Trustee Boland

Date Prepared: June 6, 2023

SUBJECT: Share view of Calendar of Trust Meetings with trustees.

RECOMMENDATION:

That staff consider options and report back on possibilities and effort required to provide Trustee view access to integrated calendar of Trust Meetings.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Islands Trust meetings are published to Islands Trust website and trustees are “invited” to their associated meetings through email invitations.

Information Services staff have reviewed the request. Calendar sharing through the Outlook Webmail Application (OWA) is absolutely possible. Currently, Islands Trust internal “Committees Calendar” is the tool staff use. A procedure review of how staff use this tool then an adjustment to trustees email security settings to have read only access to this calendar is an option that staff can report back on.

1 PURPOSE:

An overall view of the entire calendar would allow trustees to plan better and ensure that there were no surprises.

2 BACKGROUND:

Below could be simplified if trustees could see a single, up to date calendar containing all Trust committee meetings.

Currently each trustee only receives notice of the meetings they are part of.

Each event requires a separate invitation in order to appear in a trustee’s calendar. A further invitation is sent with the Zoom connection details.

This is quite an administrative load.

Several trustees are on more than one Trust Council committee – but not all. Trustees may wish to attend other committee meetings as attendees.

There are deadlines trustees must be aware of in order to contribute to agendas.

An overall view of the entire calendar would allow trustees to plan better and to cooperate across committees.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: Minimal as proposing use of existing resource.

POLICY: None

IMPLEMENTATION/COMMUNICATIONS:

FIRST NATIONS: None

OTHER:

4 RELEVANT POLICY(S):

5 ATTACHMENT(S):

RESPONSE OPTIONS

Recommendation:

That staff consider options and report back on possibilities and effort required to provide Trustee view access to integrated calendar of Trust Meetings.

Alternative:

Prepared By: Mairead Boland

Reviewed By/Date:

From: Mairead Boland <mboland@islandstrust.bc.ca>
Sent: Tuesday, June 6, 2023 2:10 PM
To: Lori Foster <lfoster@islandstrust.bc.ca>; Russ Hotsenpiller <rhotsenpiller@islandstrust.bc.ca>
Cc: Clare Frater <cfrater@islandstrust.bc.ca>; David Marlor <dmarlor@islandstrust.bc.ca>
Subject: Re: Motion for June Trust Council - request for Sept Agenda item.

Thanks for calling Russ.

Hello Lori, Russ,

To elaborate - the request below was founded on the discussion in March TC. I wanted to have *a very brief* discussion at June TC when Sept agenda is under review so that we could be certain the the topic is covered as trustees want.

March Minutes:

"TC-2023-008 It was Moved by Trustee Boland and Seconded by Trustee Dodds, That Trust Council respond to Minister Kang to the effect that Trust Council will revisit the request for a review of Islands Trust mandate, governance and structure, at September Trust Council and provide the minister with an update."

Furthermore the **letter from the Minister** pointed to the Governance Review recommendations as key content and therefore I thought we should discuss those specifically.

Let me know if you would like me to rewrite this in a different format.

Regards,
Mairead

From: Mairead Boland
Sent: June 6, 2023 12:13 PM
To: Lori Foster
Cc: Clare Frater; David Marlor
Subject: Motion for June Trust Council - request for Sept Agenda item.

Hi Lori,

Please include this item in the agenda for June TC,

Thank you,

Mairead

Item for inclusion in June Trust Council under “September 2023 Trust Council Draft Schedule”:

“Request that Trust Council ask staff to schedule a time at September 2023 Trust Council to review and discuss :

- The status of Governance Review recommendations.
- How and when to respond to the Minister’s letter to the Trust (in response to request for Provincial Review 2022)”

BRIEFING

To: Trust Council

For the Meeting of: June 27, 2029

From: Timothy Peterson, Trustee

Date Prepared: May 29, 2023

SUBJECT: Disposition of Delegations - Discussion

PURPOSE: To improve Trust Council practices regarding Disposition of Delegations.

BACKGROUND:

The past practice of Trust Council in regard to Disposition of Delegations has room for improvement. At times, trustees have created resolutions “on the fly” that gave directions for actions which have not had the benefit of analysis on feasibility, benefits/outcomes/deliverables, and staff and financial resourcing which might be required. This can easily lead to delays in other work programs, over subscribing of staff time, and budgetary implications. In addition, there have been examples where such resolutions did not result in the desired outcomes.

Some points to consider:

*Do we need a policy?

*Is a response urgent? (e.g., a letter of support required by a looming deadline) Should we define some criteria?

*What resourcing would be required to implement a particular response? (e.g., staff time, financial)

*Should some responses be more appropriately referred to a committee of Trust Council?

*If the response should come from Trust Council, waiting until the next Trust Council meeting could be beneficial in terms of analysis, staff time, and financial considerations.

Prepared By: Timothy Peterson, Lasqueti Island Local Trustee



Xwe'etay/Lasqueti Archaeology Project - Report to Trust Council – June 2023

There is widespread interest and support for the project from the community. Still, a majority of land-owners with archaeological sites on their property are hesitant, resistant, or fearful, and will not allow our team on their property to do a survey of the site to determine its extent, and to take a 2cm core sample to determine its depth, and look for charcoal to date the site's earliest and latest use.

This summer the policy and planning part of our project will be doing interviews with landowners to understand this fear better, and hopefully use the knowledge to influence policy. We hope that they can inform us of what people believe and fear, and give us some idea of how to react, and hopefully decrease it.

Some radiocarbon dates have come back. More are expected. Earliest so far is 6000 years ago. We are confident that there are earlier dates, but due to land-owner hesitancy, so far we are unable to access the sites that are likely to be oldest.

The Xwe'etay/Lasqueti Archaeology Project recognizes that honoring heritage involves much more than just exploring the archaeological record.

When Qualicum matriarch, Kim Recalma-Clutesi shared a conversation with us at the Hall last Fall, someone asked "how can our community best honour the Indigenous heritage of the island and heal the past?"

Kim responded that we needed to do a ritual burning for the ancestors here on the island. This ceremony involves feeding the ancestors plates of food and gifting them of blankets and other goods that are then burned in a ritual fire. The food and other goods are then “multiplied” and shared among all the ancestors. This ceremony is ancient on the coast.

On May 6 this came together, hosted by Qualicum Hereditary Chief Mark Recalma and his sister, Kim, above Conn Bay on the eastern side of Lasqueti. Cultural workers Willie Pierre (from Katzie) and Bill White (Cowichan) conducted the ritual. Over 120 islanders attended and about 40 First Nations community members witnessed the event.

Putting on this event reflects Chief Mark and Kim's deep sense of responsibility towards the ancestors of our island and also an appreciation for the work we are doing here. It is a huge commitment to host this event since it involves extensive preparation (ritual, food, logistics, etc.). Most parts we settlers and visitors could not help with; the work had to be done by them.

Lasqueti people were able to assist by carving about 60 cedar plates and platters, contributing

cedar kindling, gathering clams, saving potatoes and gathering salmonberry and thimbleberry shoots, driving boats to supplement the Lasqueti ferry service, driving people on the island, gifting blankets and other offerings, preparing and bringing food for the pot-luck lunch, setting up and cleaning the hall.

The ceremony was followed by a meal together at the community hall, with talking, presentations and payments.. The event was widely embraced in heartfelt and meaningful ways by the Lasqueti community and by our neighbours from Tla'amin, K'omoks, Qualicum, and other Nations. We feel very fortunate to be so well taken care of while conducting our archaeological work with the ancestors.

Archaeological work for the next few days of the May low tides concentrate on the intertidal sites, starting with fish traps and clam gardens in False Bay and on the east side of the island. A prime goal is to see if we can find material that will reveal the time that the structures were first built. This will continue in the June low tide period. The month of July will be spent mapping and surveying all over Xwe'etay.

We've applied for grants to establish a "Living Archive" that will encompass Indigenous and settler heritage, and incorporate a range of archival documents and data about the island's heritage. Parts of the archive may eventually be used as a public website called "Layered Histories", though there is much work to be done about what information can and should be shared and in what way. The website could be a powerful educational tool that will honour the layered histories of our island, and serve as a model for other communities to be aware and respectful of each others' heritage.

submitted by Peter Johnston, on behalf of the project <https://www.lasquetiarc.ca/>



San Juan County Council

350 Court Street No. 1
Friday Harbor, WA 98250
(360) 370-7472

Dist. 1, Christine Minney
Dist. 2, Cindy Wolf
Dist. 3, Jane Fuller

June 7, 2023

The Honourable David Eby
Premier of British Columbia

via email: premier@gov.bc.ca and [EAO RBT2 Comment Submittal Portal](#)

Re: Comments on the Draft Provincial Conditions for the Roberts Bank Terminal 2 Project

Dear Premier Eby,

San Juan County, Washington is very concerned about the environmental and social impacts of the Roberts Bank Terminal 2 project to the region. We concur with the Federal Review Panel Report findings that this project will have devastating impacts on critical wildlife habitat and the Salish Sea ecosystem.

The conditional approval by the Minister of Environment and Climate Change, as defined in the Environmental Assessment Decision Statement, is deficient by omitting conditions for protection from the known impacts and threats of the significantly increased shipping transits resulting from this project. The project's increase to vessel traffic poses additional consequence to the inhabitants and environment of the central Salish Sea. Subsequent to a ship grounding, collision, or other marine accident, a potential major heavy fuel oil and/or cargo spill would be catastrophic to our shared livelihood and ecosystem. The nearshore environment of the San Juan Archipelago provides critical rearing habitat for Chinook salmon and is highly vulnerable to lasting damage from oil spills. Additionally, marine mammals including the Southern Resident killer whale would be directly impacted by an increased probability of ship strikes.¹ Accordingly, we do not agree that the Decision Statement imposes the Canadian Government's legally binding protection measures on this project to protect local species, marine mammals including Southern Residents, and Chinook salmon.

San Juan County appreciates the opportunity to submit comments on the Draft Provincial Conditions for the Roberts Bank Terminal 2 project. We request that the Environmental Assessment Office address the Decision Statement omission by defining additional Provincial Conditions addressing increased vessel traffic safety measures for preventing marine mammal strikes, vessel incidents, and fuel and cargo spills. We specifically request that the Provincial Conditions require a dedicated emergency towing vessel (ETV) with firefighting capability to be stationed in Sidney, BC.

Recent scientific studies by the Clear Seas Centre for Responsible Marine Shipping, San Juan County, and the Washington Department of Ecology substantiate these requested Project Conditions, identifying the need for and feasibility of an ETV for oil spill prevention in the Southern Strait of Georgia, Boundary Pass, Turn Point between Moresby and Stuart Islands, Haro Strait, and the Strait of Juan de Fuca. These studies demonstrate:

- Tugs of opportunity cannot be relied upon for emergency response in the central Salish Sea.
- A dedicated ETV stationed in Sidney can be effective in responding to disabled vessels in the inland waters of Boundary Pass, Turn Point, and Haro Strait.

Tugs of opportunity cannot provide the rescue capability necessary in these waters today, let alone in anticipation of increasing vessel sizes and transit frequency. Many lack the bollard pull capability, necessary equipment, and properly trained crews for a rapid response to high-windage ships.

The Honourable David Eby

June 7, 2023

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Furthermore, the *Availability of Tugs of Opportunity for Canada's Pacific Coast*² study determined that tugs with a bollard pull greater than 70 metric tonnes were present in the Strait of Juan de Fuca, Haro Strait, and Boundary Pass only about 30 percent of the time in 2016. The Washington State Department of Ecology similarly concluded in their *Report on Vessel Traffic and Vessel Traffic Safety, Strait of Juan de Fuca and Puget Sound Area*³, that 'A tug-of-opportunity system should best be considered a contingency strategy, rather than a primary oil spill prevention tool.' The Department also recommended to Canada's National Energy Board that, if approved, the Roberts Bank Terminal 2 project be required to fund an ETV for spill prevention in the Haro Strait/Boundary Pass region.⁴

Some have questioned whether an ETV could be effective in the Salish Sea's narrow inland waterways. The *Vessel Drift and Response Analysis for the Strait of Juan de Fuca to the Southern Strait of Georgia*⁵ demonstrates that an ETV stationed in Sidney could be effective in preventing a disabled vessel transiting Boundary Pass, Turn Point, or Haro Strait from grounding in more than 80 percent of the cases modeled (see project factsheet, attached).

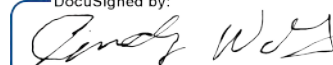
The October 2021 M/V Zim Kingston incident suggests there is insufficient emergency response capability to mitigate the spill risk posed by the current level of vessel traffic calling on the Port of Vancouver. The Atlantic Raven did not arrive on-scene until the day following the outbreak of an onboard cargo fire. A potential environmental disaster was averted by a chance response by firefighting tugs visiting the Port of Victoria. There is a need for the Roberts Bank Terminal 2 project conditions to include an ETV with firefighting capability.

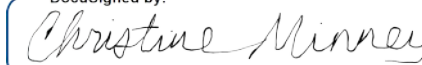
Canada supports the protections afforded by the two Atlantic ETVs commissioned to prevent disabled vessels from drifting aground and spilling petroleum product along Canada's west coast. The Project Conditions should acknowledge that unescorted commercial ships carrying large volumes of heavy fuel oil transiting to and from the Roberts Bank Terminal pose an equal, if not greater, threat to the communities and environment of the Salish Sea.

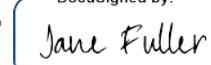
Canada's commercial vessel traffic threats to this ecologically significant region justify an ETV in Sidney as a matter of increasing urgency. The Roberts Bank Terminal 2 project should not be considered viable absent a condition protecting the transboundary inland waterways with the proven risk reduction measure of a dedicated emergency towing vessel.

Sincerely,

COUNTY COUNCIL
SAN JUAN COUNTY, WASHINGTON

DocuSigned by:

419F6C508F65436
Cindy Wolf – Chair
District No. 2

DocuSigned by:

0978512D8105404
Christine Minney – Vice Chair
District No. 1

DocuSigned by:

C3840C37160E416
Jane Fuller – Member
District No. 3

¹ [State of the Salish Sea](#), Sobocinski, K.L., G. Broadhurst and N.J.K. Baloy (Contributing Eds.), Salish Sea Institute, Western Washington University, 2021.

² [Availability of Tugs of Opportunity in Canada's Pacific Region](#), Nuka Research & Planning Group, LLC for the Clear Seas Centre for Responsible Marine Shipping, July 2019.

³ [Report of Vessel Traffic and Vessel Traffic Safety: Strait of Juan de Fuca and Puget Sound Area](#), Washington State Department of Ecology, January 2019, revised February 2021.

⁴ [Washington State Department of Ecology to the NEB Review Panel re: Comments on the Roberts Bank Terminal 2 Project](#), October 5, 2018.

⁵ [Vessel Drift and Response Analysis for the Strait of Juan de Fuca to the Southern Strait of Georgia](#), Nuka Research & Planning Group, LLC for San Juan County, April 2021.

The Honourable David Eby

June 7, 2023

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Attachment:

Vessel Drift and Response Analysis for the Strait of Juan de Fuca to the Southern Strait of Georgia, Factsheet, San Juan County, April 2021.

cc w/ Attachment via email:

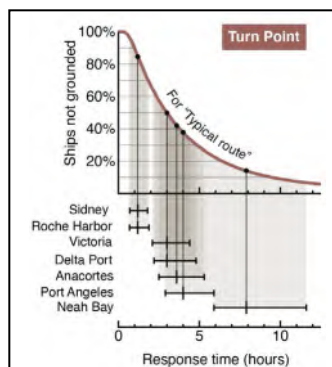
The Honourable Steven Guilbeault, Ministry of Environment and Climate Change
The Honourable George Heyman, Ministry of Environment and Climate Change Strategy
The Honourable Rob Fleming, Minister of Transportation and Infrastructure
The Honorable Jay Inslee, Governor of the State of Washington
The Honorable Liz Lovelett, Washington State Senator
The Honorable Debra Lekanoff, Washington State Representative
The Honorable Alex Ramel, Washington State Representative
Chris Trumpy, BC Environmental Assessment Office
Peter Luckam, Islands Trust Council
Brian Kirk, Washington Department of Ecology
Tom Buroker, Washington Department of Ecology
Laura Blackmore, Puget Sound Partnership
Todd Hass, Puget Sound Partnership
Peter Murchie, Puget Sound Federal Task Force

PUGET SOUND

National Estuary Program

INLAND WATERS VESSEL DRIFT AND RESPONSE ANALYSIS— Strait of Juan de Fuca to the Southern Strait of Georgia

San Juan County contracted with [Nuka Research & Planning Group, LLC](#) to analyze the time available to rescue a disabled vessel adrift in the inland waters extending from the Strait of Juan de Fuca to Burrard Inlet before it grounds, and the time that it would take for an emergency response towing vessel (ERTV) to rescue ships adrift on the north and west sides of the County, thus reducing the risk of an oil spill. Nuka Research previously conducted a vessel drift and response analysis for Canada's west coast and this study extends the modeling to inland waters.



An ERTV outside of the immediate area is unlikely to prevent a vessel grounding near Turn Point though a fast response time increases the probability to up to 60%.

Area That Vessel Drifts From Typical Shipping Route	Percent of Vessels Potentially Rescued From Grounding	
	Neah Bay	Sidney Roche Harbor
Boundary Pass	30%	75% - 80%
Turn Point	15%	85%
N Haro Strait	40%	90% - 95%
S Haro Strait	65%	90% - 95%

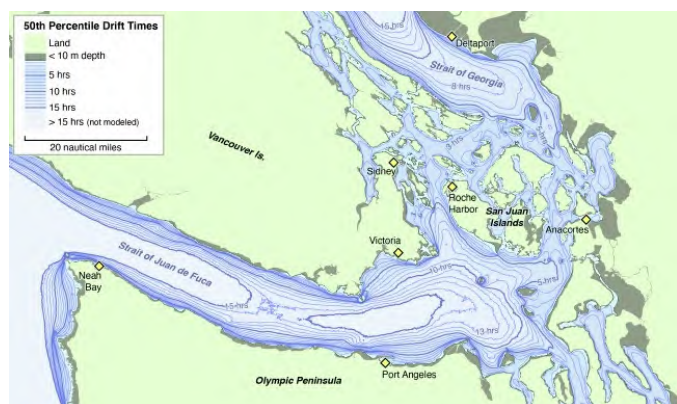
An ERTV stationed in Sidney or Roche Harbor providing the mid-range response time modeled may be effective in preventing 75-95% of disabled vessel groundings in these waterways, significantly improving the rescue capability from Neah Bay.

Project Outcomes

The project team combined Nuka Research's Zone of No Save model and the Puget Sound Institute [Salish Sea Modeling Center](#)'s current and wind models to estimate how long it would take a drifting containership to ground based on the winds and currents measured from 2014-2017. Project Contributors represented:

Dept of Ecology Spills Program	Clear Seas Centre for Responsible Marine Shipping
Port Gamble S'Kallam Tribe	Marine Exchange of Puget Sound
Wave Consulting	Friends of the San Juans
San Juan County Council	SJC marine & clean water committees

Project Contributors provided input to the analysis but may not concur with the approach, parameters, or results.



More than 6,500 model runs yielded 15.6 billion estimates of drift times. The wind and currents producing the median (50th percentile) and bad case (95th percentile) drift times were further analyzed.

The ERTV response analysis focused on the shipping route through Haro Strait, Turn Point, and Boundary Pass. Rescue times were calculated for a hypothetical ERTV positioned at six locations: Sidney, Roche Harbor, Victoria, Delta Port, Anacortes, and Port Angeles, plus Neah Bay. The study contemplated the response time of a dedicated ERTV with the power, equipment, and trained crew to save a large ship. The only such ERTV in the region today is stationed at Neah Bay. Other towing vessels in the area may not have this capability or may be engaged in other duties.

Based on a range of travel speeds and distances, rescue times were bracketed as fast, mid-range, and slow. Analyzing drift times relative to rescue times determined the percent of disabled vessels that may be rescued before grounding. An ERTV located in Sidney or Roche Harbor would have the best chance of a successful rescue for over 75% of mid-range and over 90% of fast response cases modeled. An ERTV outside the immediate area would have a lower probability of arriving in time to rescue a vessel transiting this shipping route.



FOR MORE INFORMATION

Marta Green

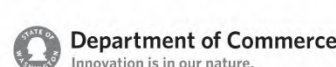
Puget Sound Recovery Coordinator

martag@sanjuanco.com

(360) 370-7587

Project Based on Near Term Action 2018-0863

April 30, 2021



Committee (SF AMAC) for some time. I attended the meeting as a representative of an environmental organization. As this is a fairly new endeavour for the trust, I wasn't given much information on my role at the meeting. As a result, I did a lot of research and spoke on issues I felt were important to the Islands Trust. I also connected with Lasqueti shellfish farmers and other farmers I know on the coast in order to achieve a well-rounded understanding of the industry perspective.

The Islands Trust supports shellfish farming as long as it does not damage the ecosystem or environment or impede ocean traffic or beaches. Executed responsibly, aquaculture can have a very minimal impact on environment, and in many cases it is sustainable and often carbon neutral.

SF AMAC essentially makes recommendations to the governing bodies on all things shellfish aquaculture. Rather than a meeting, it was more like a group counselling session: it felt like a collaborative effort to make the shellfish industry work. The committee consisted of less than 25 participants, so there was time and space to make sure that all concerns were able to be voiced and considered. The attendees included BC and federal government, farmers, industry organization, local government, environmental organizations, ex-officio, First Nations, various related provincial ministries and others.

The new plan for aquaculture management is focusing on area based management rather than a broader management style. Realizing that BC's coast is not a one size fits all is a huge step forward ensuring that ecosystems are not acutely impacted, and minimizing damage to the environment.

There is also an emphasis on First Nations involvement, and they're working on bringing First Nations in earlier in the regulatory and development process. Despite this interest in First Nations input, there are four out of seven seats available on the committee. We discussed how we might encourage more First Nations involvement in the future. An idea floated was hybrid meetings as many of the interested parties are too far away to feasibly attend in person.

You may all remember the heat wave of summer 2021, when the temperatures were in the upper mid-30s, and the tides were low during the heat of the day. Even if you don't remember the heat, you'll remember the smell as a huge amount of intertidal life perished from the heat. To this end, SF AMAC is looking at creating a shellfish aquaculture emergency weather preparedness fund. This fund would reduce shellfish death by providing sprinklers and other methods to ensure the shellfish wouldn't cook. The economic devastation of the heat wave was felt widely by shellfish farmers.

I have worked for the Ocean Legacy Foundation doing beach trash clean up on Lasqueti, so I know first-hand how much the shellfish industry contributes to beach trash. In aid of keeping our beaches free of aquaculture debris, they have removed abandoned spawning equipment from prime spawning areas in Pendrell Sound. Due to complaints, as well as the G7 Ocean Plastics Charter addressing fishing and aquaculture debris, DFO has made some changes. For example, all shellfish aquaculture paraphernalia must be tagged with the farm's information. This is a great way to encourage farmers to keep their equipment from getting loose.

One of the big issues we discussed was the Norovirus outbreak in Baynes Sound between Denman and Vancouver Island. The official story is that herring fish boats and live-aboard boaters have caused this ongoing outbreak. There was some skepticism about how only a few boats could cause such a continuous outbreak. This is an ongoing issue, as much of Baynes Sound's products are shipped over the border. At this point, the USA has been helpful and is working with BC so that our products are still able to be sold in the USA.

In conclusion, by participating in the SF AMAC meetings, the Islands Trust is able to ensure that our voice is heard, and encourage that any environmental impact of shellfish farming is minimal.



TRUSTEE SUMMARY

To: Trust Council **For the Meeting of:** June 28, 2023

From: Timothy Peterson, Trustee **Date Prepared:** June 1, 2023

SUBJECT: Baynes Sound/Lambert Channel Ecosystem Forum, May 26, 2023

REPORT:

As Trustees may remember, Trust Council has provided partial funding to the Forum this year, and for some years past, through Trust Program's Secretariat function.

From the Forum website:

Purpose: "to create an opportunity for collaborative dialogue, to share knowledge and experience that can inform solutions, and to identify and undertake ongoing collaborative actions and processes to support the health of the Baynes Sound/Lambert Channel ecosystem."

"Each forum has had approximately 20-40 participants representing the diverse interests in the region, including First Nations governments, local, regional, provincial, and federal governments, industry representatives, academic and research institutions, environmental non-governmental organizations, and local community members."

Indeed, the Forum included folks from diverse areas of interest, including an MP, First Nations, Fisheries and Oceans, Parks Canada, First Nations Health Authority, Environment Canada, Ministry of Ag and Food, Transport Canada, Environment Canada, Council of BC Yacht Clubs, BC Seafood Growers Association, UVIC, Association of Denman Island Marine Stewards, and more, both groups and individuals.

Presentations included a brief history, complimented by the geography and marine science components, which helped explain the unique values of the area for aquaculture, as well as the challenges it faces due to limited flushing of contaminants.

*Baynes Sound and Lambert Channel, is a thermally stratified inland sea, internationally recognized Important Bird Area (IBA) and nationally designated Ecologically and Biologically Significant Marine Area (EBSA).

*Baynes Sound / Lambert Channel is the highest ranked cumulative spawning and rearing area for herring in the Salish Sea ecoregion, producing one-third of all herring in BC's waters.

*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 and 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.

After some presentations, breakout groups formed and reported back around the following topics:

- Data Compilation and Sharing to Inform Decision Making
- Monitoring and Enforcement
- Comprehensive and Integrated Management Planning (29 different plans!!!)

As trustees, we often hear about multiple and overlapping jurisdictions, and the Baynes Sound area is certainly no different.

What impressed me most was the collaborative spirit of all attending, whether from governments, industry, conservation groups, academics, and interested residents, openly sharing information and seeking solutions to the issues facing all of the many lifeforms resident in the area.

For more information, I encourage you to have a look at the website:

<https://bayneslambertecoforum.ca/ecoforum/>

Prepared By: Timothy Peterson, Lasqueti Island Local Trustee



TRUSTEE SUMMARY

To: Trust Council

For the Meeting of: June 27, 2023

From: David Maude, Trustee

Date Prepared: May 31, 2023

SUBJECT: BC Ferries - Ferry Advisory Committee

REPORT:

Over the past year there has been much change at BC Ferries. The head, Mark Collins, was dismissed last summer and has been replaced by Nicolas Jimenez. In addition, Joy MacPhail was appointed as Chair of the Board of Directors.

Crewing of the ships has been an ongoing challenge, resulting in many sailing cancellations. Salt Spring Island has been particularly hard hit, but all routes have been affected with seemingly little progress in resolving this situation.

The Southern Gulf Islands growth in recent years has resulted in a great deal of pressure on the capacity of the ships. Overloads due to weight are not uncommon on some sailings due to the large amount of heavy commercial traffic (mostly gravel trucks) supporting the growth and several government capital improvement projects.

Salt Spring continues to struggle with two undersized terminals at Fulford and the Vesuvius, resulting in exceptional long traffic backups into the community. The resulting safety issues and residents frustration has no apparent resolution. Both of these terminals are having major repairs this year, but no expansion.

The northern islands of Denman and Hornby also continue to experience exasperating overloads. A larger vessel has been moved to the Hornby run but again, long term resolution of these issues is not apparent.

Bowen, Thetis and Gabriola Islands also have had recent issues with sailing cancellations due to crewing issues.

The ongoing theme is BC Ferries continues to struggle with issues of growth, planning and employees. The large costs and timelines to acquiring larger assets (ships) means increasing capacity in the short term is unlikely, so utilization of under used sailings using incentives or other methods will likely be seen in the coming months.

The overall impact of BC Ferries on the Trust Area as a whole may justify a request of a meeting of Trust Council with the BC Ferries Board.

Prepared By: David Maude, Mayne Island Local Trustee

TRUSTEE SUMMARY

To: Trust Council

For the Meeting of: June 28, 2023

**From: Susan Yates, Gabriola Island
Trustee**

Date Prepared: June 5, 2023

SUBJECT: Gabriola FAC (Route 19) meeting with BC Ferries March 11, 2023

REPORT:

Just after March Council 9 members of the Gabriola FAC, including both Local Trustees and our Regional Director, met with 6 BC Ferries representatives to discuss 8 areas of concern.

1. **Sailing cancellations:** over 6 months 98 sailings (2.3%) of sailing cancellations were due to crewing issues and weather. One of the Gabriola-Nanaimo boats ties up broadside to the dock in Nanaimo and bad weather causes tie-up and deployment problems. This will be fixed with Nanaimo side terminal developments planned for 2028. Crewing issues are across the BCF service area and BCF is doing its best to recruit, train, and pay fare wages to boost its staff.
2. **Making it right:** (reimbursing passengers whose sailings are cancelled without notification): None of BCF's responses to this are appropriate; including the lengthy palaver to be reimbursed for a cancelled sailing and providing a water taxi to 'nowhere', stranding passengers without a vehicle. FAC members made this clear to BCF.
3. **Notices to the public:** SMS text-based alert system would be much better than a web-based notice for most islanders; BCF is working on this.
4. **Terminal development**, Nanaimo and Gabriola: completion date is proposed for 2028 with the same upgrades as what were proposed for 2018, which were delayed due to COVID and the lack of a relationship with Snuneymuxw First Nation. Tidal restrictions sometimes limit boarding with the newer 2 ferries (Gwawis and Kwigwis) and better communication with drivers was agreed to by BCF.
5. **Electrification** – related also to terminal redevelopment: BCF is actively planning electrification for both Route 19 and Route 23 (Quadra-Campbell River) but infrastructure assistance and cooperation is needed from MOTI (space) and from BC Hydro (charging power). Several options for battery power have been and are currently being researched by BCF; this was apparent at a meeting I attended on Salt Spring in mid-May, where BCF presented all the options; all needing cooperation from other government agencies.

6. **Signage re vessel names:** we asked for information, in cooperation with the 'Namgis First Nation, about the meaning and significance of the names *Kwigwis* and *Gwawis*. We would like to see displays on the wall in the lounges. BCF said they will work on this.

7. **Shifting the summer schedule for vessel #2:** FAC reminded BCF of a request made a year ago to try a summer time change to the Nanaimo-based vessel schedule by one trip (start one trip and finish one trip later), because when school is closed the demand for early morning is reduced, but the demand for late afternoon (tourists, visitors) is increased. BCF said they will look at this option (again?!)

8. **Vehicles held outside the lot in Nanaimo:** Even when there is lots of room in the lot, vehicles are made to line up along Front Street, thus denying people bathrooms and making them wait in their vehicles in the hottest part of the area with little children, seniors, etc. Only reason for this is to indicate to passengers what the new smaller ferry capacity is; not a good reason for lining people up for 1/2 a km on the hwy. Apparently this is not official policy and BCF will remind terminal staff of this.

Prepared By: Susan Yates, Trustee and FAC member for Gabriola Local Trust Area, for June 2023 Trust Council



April 5, 2023

Media Panel: Justin McElroy, Municipal Affairs Reporter, CBC News; Hayley Woodin, Executive Editor, Business in Vancouver; and Frances Bula, Urban Issues Writer, Globe and Mail.

Discussed public hearings from the reporter's perspective. Frances Bula quoted a former Vancouver Councillor who used to say, "If you get a 1/3 in favour that is strong support". This is in reference to public hearing participants, as they said 2:1 come out opposed on an issue. They said that with social media, public hearings have become "emotional warfare" with sides competing to get people out to the hearings.

In response to what could councils/staff do, Justin McElroy recommended that "you must get out to the public much earlier than the past." He said, "to take a proactive approach with a neutral and informed voice to let the people know what is happening." If people are only hearing about a project at the public hearing stage, this is too late.

Francis Bula said, "seeing small towns do interesting things" in response to housing needs. She said, "if they [local government] have a will they can do more than you think."

Trustee Elliott re: #HousingBCTogether – UBCM Housing Summit

Takeaways

"We need a complete re-imagination of who we are building homes for; we are building for people, not cars. This council we really have a different vision for how we live together, how we densify, how we connect, and all these things are linked. Dramatic and intentional transformation in our communities."

Marianne Alto, City of Victoria

"Kelowna's 'infill housing and design challenge' resulted in 400 units on lots that had been zoned Single Family Dwellings (SFDs). Creativity is needed to inspire innovation."

Tom Dyer, Mayor of Kelowna

"This is a window of opportunity where the feds, BC and local governments are aligned on solving this problem. The good thing about living in a federated structure is every community can trial out different approaches and we see what works."

MP Terry Beech

"Our job is not to spread money evenly over the country like peanut butter... we reward local governments/municipalities that are stepping up to solve their problems."

MP Terry Beech

"Can affordable housing projects be exempt from paying GST and PST on materials? Because those costs are passed on to renters."

Cathy Jewett, Whistler Counsellor. [Answer: Lobby your local MP if this is important to you.]

If you want the best outcomes for Indigenous Peoples, house them within their territories.

Rod Hill, Director of Indigenous Asset Management, BC Housing

"Taxation system is regressive, incentivizes single family dwellings (SFD). What's going to happen when we see the "lifestyle pushout" into regional districts because people like their SFDs? Environmentally we can't allow land to be used for SFDs, we need to protect wetlands."

Cindy Elliott, director qathet/Powell River Regional District

Need to review Local Government Finance System in BC: so much infrastructure is "up" for replacement across BC - who should pay? Which generation pays for it? How we pay for the basics of growth?

Recognition that zoning and taxation system was designed long ago and needs to be revamped. Rural and remote communities there are lots of different levels of governance. How do we deliver more of the enabling legislations for the right tools and the right places?

Addresses by MP Terry Beech & MLA Ravi Kahlon

- **MP Terry Beech** (Burnaby North-Seymour and Parliamentary secretary to the Deputy PM): "

Everyone wants to live and retire in BC. We are just beginning to witness the biggest demographic shift in Canadian history ... Our government is committed to working with local governments and

boosting housing supply. ... We need systemic change. We will provide initial funding and again as we see the deliverables. We want to see more announcements in the future that are bold and will deliver results. Failure on this topic is not an option.”

- Premier Eby's directive to Minister of Housing & Government House Leader MLA **Ravi Kahlon** was “deliver housing for people”. Initial NDP promise of \$7 billion over 10 years, adding \$4.2 billion over the next 3 years; largest investment in BC's history.
- Highlights of the NDP Homes for People Plan: 10,000 homes at/near transit, creating liveable neighbourhoods, middle income homes on public lands. Expansion of community housing fund; Indigenous housing aiming for 1,450 homes on and off reserve. Homelessness framework, “Belonging in BC” to provide interim temporary housing.
- More: <https://news.gov.bc.ca/releases/2023HOUS0019-000436>

Housing challenges/opportunities panel with Mayors / Councillors

Councillor **Jenna Stoner** (District of Squamish) reported they had doubled planning/building permitting staff, but: “demand is persistent, hasn't resulted in the reduction of housing costs over time. ... We need an equitable and fair tax structure that balances needs of landowners and renters, until we de-commodify land ownership, because the demand is only increasing.”

Mayor **Ken Sim** (Vancouver): considering immigration, will be welcoming 500,000 people to the country this year. “We have constraints on land: Why aren't we thinking differently, when we are restructuring schools for seismic, why aren't we adding 3-5 stories for housing? Embrace change.”

Marianne Alto (City of Victoria): affordable housing projects jump to the head of the line. Plan to densify the entire city, any city lot is able to have up to 6 units, huge jump. Called for amending the Local Government Act to provide better tools than just zoning so we can reward and incentivize housing. Suggest eliminating GST on all new rental housing.

General discussion on capacity: as communities grow, how to address levels of capacity, need education and schools. For small communities like Pemberton (2nd fastest growing community in BC) impacts are huge, unlike larger communities we don't have land, no older houses and infrastructure, hard-pressed to find support. MP Beech: need to better understand what those constraints are to accessing the funding. Grant-writing? Unit mix? The Housing Accelerator Fund will be the biggest tool, opens in June. Housing crisis is not just the big cities, it's all across the province. Capital is mobile, as we expand connectivity to every corner of BC, housing pressures will follow.

Indigenous Housing Partnerships and Opportunities

Margaret Pfoh, Director Aboriginal Housing Management Association: over 80% of Indigenous people

are living outside of a community, reserve, and this is the urban Indigenous pop we need to support. It's important to understand the constitution in your community and key to have urban IP at the table.

- Strategies by Aboriginal Housing Management Association: <https://www.ahma-bc.org/> BC Aboriginal Management strategy is the baseline for every other province in Canada. "For Indigenous, by indigenous program" with multi-care approach for Indigenous people with complex needs.
- AHMA's full report on BC's 1st Indigenous community-led, Provincial, Urban, Rural and Northern Indigenous Housing Strategy available here: https://static1.squarespace.com/static/573e02ab62cd943531b23633/t/6201693e2bbce05d5cae4031/1644259653966/AHMA_BCURNIHousingStrategy_220124.pdf
- employ Indigenous workers to work in planning, on construction crews, in your communities, to help meet your labour pool needs, ensure you have the staff you need to turn around projects quickly, and come up with creative solutions that you may not have thought of.
- The connection between municipal and FN is a challenge, you don't know who you would be working with in that space. AHMA and BC Housing will.
- Margaret Pfoh is "bannock slapping" all levels of government when we start the conversation. "There is no reconciliation without truth. There are communities heavily rooted in their racist bias, that have created government processes and structures and cultures that are exclusionary. This cannot change if we don't call it out and we don't address it. There is 150+ years of mistrust in this country. If you can understand that reality, it will give you the 1st step to understand how you can collaborate with FNs in your community to effect change."
- Indigenous Housing Fund, 3,500 units by 2032 / BC Housing committed to building 25,000 units

Rod Hill: people are actually asking 'how do I give my land back? How do I transfer my land to an indigenous nation so they can benefit, because they believed their profited from stolen land.' We can connect you with those people, we have not sought it out, but we could do more. Labour Shortages and Supply Chain Disruptions

Chris Atchison, President of the BC Construction Association: 90% of construction companies have < 20 employees. Contractors need to be at the table, and they are in business. We are an industry that can build under duress, manage the pressures, that's what we do. But if the risk that is transferred from owners to contractors is too great, they will go other places, so if your dev permit process is too onerous, they won't want to work with you. "Keep in mind risk factor: 30 days is max you can get a contractor to hold their prices."

Bridgette Anderson, Greater Vancouver Board of Trade: 1 million jobs from immigration next 10 years,

they will need housing. We need urgency at all levels of Gov for places for them to live, schools and hospitals. We are all grappling with affordability issues, business are now in the situation where they are going to have to pass on costs, either because of supply chain shortages. Lots of shortage in the skilled trades, includes 750,000 people retiring. No reason why people immigrating are not getting to work right away. Need to support women in trades and Indigenous communities.

Jeremy Holm, Director Development Approvals (City of Nanaimo): Regulations getting stricter but we need more housing and development: how can you work with local Govs to make sure that the standards make sense? People want alternative houses, tiny houses, but they don't fit the codes. We are extremely good at over-complicating it. Everyone wants their housing project to be boutique and serve their special need. If we are in a housing crisis, then we need to come up with a blueprint that can meet 80% of the need, the needs are not that different. If you look at the competing interest and the costs going into designing a building, do we need that level of specialness at this time of crisis?

Densification and up zoning

Andrea Hudson, Assn Director, Community Planning, (City of Victoria): allowing a menu of housing options: maintain SFD as a permitted use, but added corner townhouses (up to 12 units) and heritage conserving development. Rethink the density bonus system, require a base development, rather than density bonus.

- Development permit area guidelines: “missing middle” design guidelines, things that zoning alone cannot achieve. Explaining constraints of competing objectives/tradeoffs to the public through engagement: “can’t have it all. If you want more greenspace, you need to give up parking, if you want accessibility, you might need to go higher and not down into basement.”

Andrew Merrill, Dir of Development services, City of Coquitlam: Coquitlam did the new version of the ‘Vancouver special’ with their Housing Choices program, “the city should continue to find ways to support the type of development they want to see, and regulate the kind of development they don’t want to see.” Strategy is to help educate homeowners who aren’t builders through education on their website.Short Term Vacation Rentals

UBCM/Provincial Advisory Group had 13 key recommendations: provincial regulatory framework to increase platform accountability, make them accountable to the province to do such things as only accept listing with valid Gov business licenses. Policy work in progress now, using Advisory Group report as guidance. LINK:

Recommendations: require STR platforms to share data so local Govs have info needed for more effective enforcement; regional districts need to have their authority to issue business licenses; fines

and penalties for STVs operating out of compliance; collect tax at the point of booking for all online accommodation platforms.

Address by Premier Eby

We all know the problem: "it's holding back our entire provincial economy. Workers look at the housing market and say 'I can't live here.' The issue of health care is closely tied to the issue of housing.

We have a housing market that did not see housing as a place to live; prioritized investors and speculators to make money through flipping homes, mostly through negligence. Province and Feds stopped building affordable housing mid-90s. Local Govs were left to pick up the pieces.

Working with municipalities to set targets, working to your self-directed priorities, build the trails, pipes, rec centres. \$1 Billion rental affordable housing. Changing the zoning rules, loosening permitting process.

A home is foundational to the basics of life. Homes are foundational to local governments. Tackling the housing crisis is going to take everyone together in partnership.

If you are building a home, it should be the same process for building an affordable home as for a SFD, Net loss we are losing homes that have basement suites as we are seeing them renovated & replaced by SFD without basement suits.

Despite building more homes, we've seen homelessness stable or slightly increasing, due to the challenge of housing upstream, people can't get into homes so it affects everyone.

LINKS:

View the presentations delivered at the Housing BC Together, UBCM's Housing Summit

[UBCM Housing Summit: Housing BC Together Presentations](#)



Program Sessions

- Densification and Upzoning
- Tackling Homelessness
- Immigration and Housing
- Speculation: Progress and Challenges
- Rural & Northern Challenges and Opportunities
- Expediting Development Approvals
- Regulation of Short Term Rentals

Deep Trivia Time

- How many AirBNB hosts are there in the world?
- How many units are rented out?
- Tiny homes?
- Private islands?
- Igloos?
- What's the market cap of AirBnb?
- What's the total addressable market of AirBnb?

75% Air BnB guests are under the age of 45 years

6 Million Airbnb Hosts

14.1 Million Units 24,000 Tiny Homes 1,600 Private Islands 140 Igloos
93 Million October Airbnb Visits 75% Airbnb Guests Under 45



\$49B Marriott Market Cap \$73B Airbnb Market Cap
\$3.2T Total Addressable Market

Setting Downtown Vancouver, The Wall Centre Ballroom

- Twenty-eight stories.
- The first 27 floors of the building are the 4 Diamond Sheraton Hotel. Floors 28, 29, and 30 are the Club Intrawest Resort floors; which are operated independent of Sheraton. Floors 31 to 48 are residential condominiums.

Art Exhibit A: Life size horse in Wall Centre lobby.



Some Questions Comments from the Floor

- What steps can local governments take to prioritize increased housing supply?
- What measures should the Province implement to increase housing supply?
- The Province should provide incentives for nonprofits. Red tape for grants is onerous.
- Should have a rural caucus for smaller communities.
- Government not willing to take risks with new designs and new organic materials.

Rural BC versus Rural Islands

- Presentations from:
- Mayor Vickey Brown, Village of Cumberland
- Councillor Cori Ramsay, City of Prince George
- Heather Nelson-Smith, CAO, District of Port Hardy



Potential Legislative Changes That May or May Not Affect the Islands Trust Area

- Allowing up to four dwelling units on single-family lots (likely only in municipalities);
- Mandating that secondary suites be allowed across the Province;
- Forgivable loans for secondary suite renovations that secure 5 years of affordable rental rates;
- Greater BC Housing investment in multi-family affordable housing;
- Implementing a house flipping tax;
- Expanding the speculation and vacancy tax to additional areas.

To date staff have been unable to determine how Islands Trust will be considered in these new Provincial initiatives and which provisions will apply and which will not.



4 Billion CMHC Housing Accelerator Fund

- LTCs can apply, not Trust Council as a whole. Populations under 10,000 would apply for the rural stream. To be eligible for funding, LTCs will need to among other things...
- have a minimum of 5 initiatives in their action plan;
- commit to a housing supply growth target within the action plan that increases the average annual rate of growth by at least 10%. The growth rate must also exceed 1.1%.

Staff assessment is that few LTCs are sufficiently advanced in their housing initiatives to make successful applications for this funding intake.



Trust Council and Housing: Where are we going?

- December 2021: Trust Council declared that a Housing Equity and Workforce Shortage Crisis exists on many islands
- March 2021: Trust Council affirmed that S.3 of the Islands Trust Act includes the concept of and protection of healthy and inclusive communities including (but not limited to) housing and transportation
- September 2022: Trust Council referred the concept of “carrying capacity” to the Regional Planning Committee for study and recommendations. (NC)
- September 2022: Trust Council resolved to coordinate a round table on housing, including BC Housing, key ministers, housing leaders from island communities, and others.
- September 2022: Trust Council referred the concept of “carrying capacity” to the Regional Planning Committee for study and recommendations. (NC)
- September 2022: Trust Council resolved to coordinate a round table on housing, to include BC Housing, key ministers, housing leaders from island communities, and others, within the first six months of the new term. (NC)

Regional Planning Committee (RPC): Appointed a Housing Working Group

- give feedback to staff on the development of a Housing Education Session for all Trustees.
- identify potential strategic directions on housing for discussion by the RPC.

The appointed Working Group members are Trustee Lironi from Lasquiti Island, Trustee Elliott from Gabriola Island, and Trustee Allen from some other island.

RPC Recommended A Staff Housing Workshop

A former Islands Trust planner was contracted for a short period of time to do background work and help design and deliver the workshop.

Background work included, going through every available study, report, document related to addressing housing needs in the Islands Trust Area, 30+ documents spanning over 30 years.

As well as the work done by many other Islands Trust Planners, consultants and community organizations.

Key Findings from Staff Workshop

- LTCs have a limited range of actions to tackle the islands’ housing challenges and that most of those actions have been identified in past reports.
- The challenge has been in maintaining focus on those options and implementing them in a systematic way.



Next Steps for the Regional Planning Committee

- Advance the development of an Islands Trust Housing Strategy.
- Proceed advancing the Housing Project Toolkit.

Why is a Housing Strategy Needed?

- better direction on LTC funding and staff resources with housing projects.
- senior government and other agencies are rapidly developing funding programs to support housing. Having a strategy will enable the Islands Trust to more easily pivot.
- the unique needs of the Islands Trust are not understood by the Province. A strategy will help focus messaging.

And keeping in mind when we make decisions, that we are:

Fostering sustainable, inclusive and resilient communities and acknowledge the interdependencies between healthy communities and healthy ecosystems.

Housing Strategy Goal

- The unique jurisdictional existence and evolution of Islands Trust communities has lead to regulatory challenges that need provincial attention.
- As well, the Islands Trust is often overlooked by funding programs designed by the province and the federal government as the Islands Trust does not provide services or infrastructure.

Why is an Islands Trust Housing Project Toolkit Needed?

- Islands Trust needs to be better prepared to respond to current and emerging housing challenges, and be ready to apply for funding opportunities when they emerge.
- The Islands Trust Housing Project Toolkit will provide useful documents to help guide LTC-driven policy and regulatory projects and will help facilitate smooth rezoning and other development applications by non-profit housing providers.

Hornby Island Real Estate

\$3,299,000



\$699,900



Some Proposed Next Steps

- Communicate. Identifying the unique nature of the housing crisis in island communities is critical to addressing these needs by regional districts, the Province and the federal government, as well as those who own property and live in the Islands Trust Area.
- Data. Use the best available data related to environmental and social impacts to identify suitable land when contemplating density increases. Housing options related to increasing affordability generally involve increasing density.

Encourage LTC Land-Use Policy Review

- OCP policies need to permit flexibility to build a diversity of housing in a diversity of locations.
- Creative solutions may be necessary. Development of housing for workers and volunteers in areas that are not currently zoned for such housing. RV parks or tiny home villages.
- And still continue to prioritize environmental protection, by limiting the rate and scale of development, while still fostering sustainable, inclusive and resilient communities.

These policies can all work together to create housing solutions.

Streamline and Support Processes for Non Profit-Led Rezoning Applications

Support Housing Affordability Through Housing Agreements and Land Acquisition

Develop Partnerships to Improve Existing, and Deliver New, Housing

Advocate for Policy and Process Changes That Will Address Housing Challenges on the Islands

Advocate for Funding to Support Housing Needs on the Islands



TRUSTEE SUMMARY

To: Trust Council

For the Meeting of: June 28, 2023

From: Tobi Elliott, Trustee

Date Prepared: May 10, 2023

SUBJECT: Association of Vancouver Island Coastal Communities Conference April 14-16

REPORT:

Attainable Housing Inspiration from Vancouver Island Communities

Development consultants: 1st question: where is the project? Need to understand context.

1. Certainty 2. Land, 3. Money, 4. Policies and Politics

How can local governments provide some certainty to clients of theirs, and attract funders?

Seeing clients/non-profit operators being displaced as they have been renting cheap real estate, and re-development is happening.

HUB model: Get all the non-profits together, figure out who has land, who has money, share the load and manage risk together.

Community Amenity Contributions (CAC) can be diverse and updated to reflect changing community needs. CACs can be drafted to be open as possible to be open to the different needs.

Regional Collaboration in the Decade of Climate Action

Joint presentation by VICC-CLP and CEA (I am a representative on the steering committee, and this was my first chance to hear what the committee is involved with).

Background: The Vancouver Island and Coastal Communities Climate Leadership (VICC-CLP) Steering Committee was established in 2019 to develop a shared climate action and resilience plan for the VICC region. The committee is comprised of elected representatives appointed from each regional district and has been supported by representatives from post-secondary institutions and local government staff. Over the past four years, the steering committee through partnerships has produced valuable outputs, which include:

1. Territorial analysis of the region's vulnerabilities to climate change and survey of local government priorities for climate action conducted by UVic researchers
2. Local Government Climate Resiliency Summit for elected officials, staff and First Nations that gathered over 150 people from across the region in Fall 2020
3. Youth Climate Summit held in Spring 2021
4. First Nations Engagement led by Alderhill, an Indigenous consulting company
5. Establishment of an inter-regional staff network in partnership with the Community Energy Association (CEA)

Community Energy Association (CEA) has 40 staff, charitable status. CLP steering committee is moving from convening to collective work. Want to rebuild the steering committee Secretariat role. Climate impacts will affect most of our services.

- Key outcomes from visioning workshop: strong desire to shift from planning to action, emphasis on convening and advocacy role (brings people together across the region in a way that nothing else does). Relationship building between local/regional Govs and Indigenous Govs.
- Noted that Regional District of Nanaimo is ahead of the Capital Regional District in coastal flood hazard mapping.

RECONCILI-ACTION: Developing Meaningful Relationships in our Communities Panelists: **Brent Mueller**, Director Governance Relations, Ministry of Municipal Affairs; **John Jack**, Member of Council for the Huu-ay-aht First Nations (HFN) & Chair, Alberni- Clayoquot Regional District (ACRD); **Tlhmtimut Samuel Schooner**, Chief Councillor, Nuxalk Nation Council member, previously served eight years as a Director with the Central Coast Regional District.

The Province of BC passed the Declaration on the Rights of Indigenous Peoples Act (DRIPA) into law in November 2019, to establish the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as the Province's framework for reconciliation, as called for by the Truth and Reconciliation Commission's Calls to Action.

The Union of BC Indian Chiefs (UBCIC) recently endorsed a resolution resolving that the provincial and federal governments legislate requirements for municipalities to implement the UN Declaration, to strengthen relationships between municipalities. Relationships are central to reconciliation. Building trust requires time and patience.

Panelists provided a brief background on First Nations governance, the UN Declaration, and DRIPA, as well as insights on how local governments should start the conversation with Indigenous counterparts on the subject of reconciliation and UNDRIP/DRIPA implementation, and advance

relationship building within their communities.

Action 1.1 Legislation and framework in place to have treaty FNs sitting at the table "treaties aren't the only path to self-government". 5 year timeline to work with regional districts (RDN / CRD included)

- C2C Forum, this year fund increased to \$10,000 if a project is transitioning to bylaw changes or OCP review. C2C funding can be for staff to staff relations.
- All First Nations will be moving forward with rights and title in the next 2 generations, and there will be nothing but success. With FN asserting rights and title, some of the changes in your community will be good/hard/challenging.
- Important to understand the context of the FN in terms of history and their own internal priorities and developments. Understanding the collective rights that are entrenched in Sec 35 of Constitution.

Strategies: 1st start by trying to understand who your neighbours are: formal leadership /

Administrative leaders / informal leadership / trusted advisors.

Active agreements have to exist in a public place

- look at websites, monitor social media
- takes a lot of time to get anyone to open the door: you have to go more than half way, most of the time
- time/attention/training is all capacity
- First Nations may not understand why they should be talking to local governments, why talk to the child when I could talk to the parents? They are managing a lot of relationships.
- Local Govs carry the baggage and collective burden of all the things that have happened between 1 community and another, and we need to acknowledge that. We aren't just who we are individually, we are representing a whole community and the interrelationships. You've inherited a lot. You have to listen to the stories that have been told for the last 50 years, because those issues are active in the hearts and minds of the people you're talking with.
- What you do as local governments can wield a lot of change/transformation to the nation. Sometimes you will be the closest contact/have the greatest influence, so don't buy the idea that only the feds/crown relationship is important.
- Relationships will be what keeps our economy going, locally it will matter more now than ever as de-globalization and free trade breaks down. Local governments and leadership have to make this happen. You have to bring this message to your colleagues. We've been fighting so long, it's the era of truth and we need to continue with it because the truth is not fully out yet.
- Difference between treaty and non-treaty nations? Historic treaties are crappy: Douglas treaty

established E&M lands, how the Crown secured coal from SFN. Modern treaty nations are easier to deal with, usually figuring out how they want to be treated. Royal proclamation does give existing FNs rights and title. If a nation gets enough resources and organization to sit down and talk they can negotiate how they fit in BC's landscape. If no treaty, they still have opportunity if they can get organized.

Prepared By: Tobi Elliott, Gabriola Island Local Trustee



- Holistic economic lens: zoning = building permit = financing
- Support secondary housing market
- ADU incentive program (\$\$)
- Support multifamily: pre-zone/expedite rezoning
- Help fund pre-development costs
- Help fund servicing: on-site infrastructure
- Approve alternative solutions

Apologies to the other presenters, I didn't take notes but took photos of J. Starke's slides so this is all I captured!

Reconciliation Panel

- What does the nation that you are wanting to talk to interested in?
- Don't be scared to ask the questions you need to ask, also don't pre-conceive the answer.
- Re-generative tourism ... think low impact tourism, shoulder season.
- Partnerships are key, not so much serving the "customer".

Housing Challenges Action Lab - Led by Trustee Laura Patrick (Salt Spring Island) We brainstormed around the major obstacles to housing (Regulations, Zoning, Attitude, Water, Land, Cost of everything) and separated into groups to come up with solutions.

Ken Gurr and I worked on ideas for 2 programs: a) "Cottage Compliance", a process to assess secondary units/houses to bring them into compliance with BC Building Code. Meeting the mandate to reduce our impact on environment, and make use of existing infrastructure, allow more homes for cheaper; b) the "West Coast Special", a modular housing alternative that splits the cost between renter/leaseholder, landlord, to answer the question "How to make housing rental creation appealing to landowners?" Small (<900 square ft) clusters of 6-10 homes on serviced pads with groundwater, 50% rainwater harvesting.

Food Security/Resiliency Action Lab

Conversation came back to housing: "The Islands are renowned for their regenerative agriculture and young people are coming here and want to farm but don't have places to live." - Salt Spring Attendee

Prepared By: Tobi Elliott, Gabriola Island Local Trustee

Trust Council Quarterly Meeting Schedule September 26-28, 2023

Tuesday, September 26	Wednesday, September 27	Thursday, September 28
10:00 Executive Committee Meeting	8:30 Trust Area Services Consent Agenda Items TPC Work Program Director's Report Conservancy Report	8:30 Closed Meeting Public are welcome to attend all sessions excluding the Closed Meeting Rise and Report
12:00 Lunch	Legislative Monitoring - BRF	9:30 Break
1:00 Land Acknowledgement Call to Order and Approval of Agenda General Business Arising Consent Agenda Item(s) Adoption of Minutes RWMs TC FUAL	Decision/Discussion Items Policy Statement Project Placeholder	9:45 Disposition of Delegations Correspondence
1:15 Trustee Roundtable Emerging issues for Trust Council	9:00 Strategic Planning - Visioning Exercise	New Business
3:00 Break	10:30 Break	Trustee/Summary Updates First Nations Relations Freighter Anchorages/Oceans Protection Plan Update Salt Spring Island Watershed Protection Alliance (SSIWPA) Southern Gulf Islands Forum Átl'ka7tsem/Howe Sound Biosphere Region Baynes Sound/Lambert Channel Ecosystem Forum BC Ferries Advisory Committees Freighter Anchorages Update Shellfish
3:15 Executive Consent Agenda Item(s) EC Work Program Decision/Discussion Items CAO's Report	10:45 San Juan County Council (draft placeholder)	Priorities Chart December Trust Council Draft Schedule Disposition of Delegations Correspondence
4:30 Governance Committee Revisit Request for Trust Council Governance Review	12:00 Lunch	12:00 Adjournment (approx.)
	1:30 Delegations/Public Comment	
	2:30 Planning Services Consent Agenda Items RPC Work Program	
	Decision/Discussion Items Director's Report	
	Office of the Ombudsperson Report	
	3:00 Break	
	3:15 Administrative Services Consent Agenda Items FPC Work Program Director's Report Decision/Discussion Items	
	4:15 Placeholder	
5:30 Adjourn for the Day (approx.)	5:30 Adjourn for the Day (approx.)	
= denotes requested agenda items		 Islands Trust
times are provided for information		

Pender Islands Community Hall
4418 Bedwell Harbour Rd, Pender Island