



Islands Trust Council

Quarterly Meeting Revised Agenda

Date: June 18 - 20, 2024 (Start time: 12:30 p.m. Tuesday)
Time: Crofton Room - Harbour House Hotel
Location: 121 Upper Ganges Road, Salt Spring Island, BC

			Pages
1.	TERRITORIAL WELCOME	12:30 PM - 1:00 PM	
2.	CALL TO ORDER / LAND ACKNOWLEDGEMENT		
3.	APPROVAL OF AGENDA		
3.1	<u>Review of the Agenda</u>		
	Late items, new items and re-ordering of the agenda		
3.2	<u>Approval of Agenda</u>		
4.	GENERAL BUSINESS ARISING	1:00 PM - 1:15 PM	
4.1	<u>Consent Agenda Items</u>		
	By general consent Islands Trust Council adopt the recommendation as presented in items 4.1.1 and 4.1.2		
4.1.1	March 2024 Trust Council Quarterly draft meeting minutes		9 - 27
	That Islands Trust Council adopt the minutes as presented.		
4.1.2	Resolution without Meeting Report		28 - 29
	Receive for information.		
4.2	<u>Discussion / Decision Items</u>		
4.2.1	Trustee Roundtable	1:15 PM - 2:00 PM	
5.	ENGAGEMENT / COLLABORATION	2:00 PM - 3:00 PM	
5.1	<u>Delegations</u>		
5.1.1	Ted Olynk - BC Hydro Operations Update	2:00 PM - 2:10 PM	30 - 30
5.1.2	Peter Pare - The Gulf Islands Sue Big Oil Group	2:10 PM - 2:20 PM	31 - 31
5.1.3	Glenn Stevens - Clean and Safe Harbours Initiative	2:20 PM - 2:30 PM	32 - 32
5.1.4	Ronald Wright - Keep Salt Spring Sustainable	2:30 PM - 2:40 PM	33 - 33

5.2 Public CommentsBREAK

3:00 PM - 3:15 PM

6. EXECUTIVE

3:15 PM - 4:15 PM

6.1 Consent Agenda Items

By general consent Islands Trust Council adopt the recommendation as presented in items 6.1.1

6.1.1 **Executive Committee Work Program Report**

35 - 37

That Trust Council approve the Executive Committee Work Program Report as presented.

6.2 Discussion / Decision Items6.2.1 **Chief Administrative Officer's Report**

38 - 39

6.2.2 **Overview of Strategic Plan Initiatives 2018-2024 - BRF**

40 - 54

6.2.3 **Review of Follow Up Action List - RFD**

55 - 66

THAT Trust Council amend its Follow Up Action List by removing the following:

1. Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.
2. 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.

6.2.4 **Trustee Access to Documents, Calendar and HTML Agendas - BRF**

67 - 70

7. GOVERNANCE COMMITTEE

7.1 Governance Committee Chair's Report

71 - 71

Work Program / Matrix

8. TRUST AREA SERVICES

4:15 PM - 5:45 PM

8.1 Consent Agenda Items

By general consent Islands Trust Council adopts the recommendations as presented in items 8.1.1, 8.1.2, and 8.1.3

8.1.1 Director of Trust Area Services Report 72 - 76

That Trust Council approve the Director of Trust Area Services Report as presented.

8.1.2 Trust Programs Committee Work Program Report 77 - 78

That Trust Council approve the Trust Programs Committee Work Program Report as presented.

8.1.3 Legislative Monitoring Report, May 2024 - BRF 79 - 122

Receive for information.

8.2 Discussion / Decision Items

8.2.1 2023/24 Draft Annual Report - RFD 123 - 169

That the Islands Trust Council approve the 2023/24 Draft Annual Report for submission to the Minister of Municipal Affairs.

8.2.2 Appointment to Transport Canada's General Vessels Technical Working Group - RFD 170 - 176

That Trust Council appoint Trustee XX to Transport Canada's General Vessels Technical Working Group and appoint Trustee XX as the alternate representative.

8.2.3 Islands Trust Conservancy

8.2.3.1 Islands Trust Conservancy Report 177 - 178

45 minute presentation by Chair Smith

8.2.3.2 March 31, 2024 Audited Financial Statements of the Islands Trust Conservancy - BRF 179 - 198

8.2.3.3 Ministerial Response to Submission of 2023-2025 Islands Trust Conservancy Plan - BRF 199 - 203

9. INCLUSIVE GOVERNANCE SESSION 5:45 PM - 6:30 PM

45 minute presentation by MLA Adam Olsen

RECESS FOR THE DAY AT 6:30 PM

WEDNESDAY, JUNE 19, 2024

10. **STRATEGIC PLANNING SESSION** 9:00 AM - 3:30 PM 204 - 212
- Facilitator Diana Mulvey, Seeds Consulting
- *Not livestreamed

BREAK

10:30 AM - 10:45 AM

Strategic Planning Session (continued)

LUNCH

12:00 PM - 1:00 PM

Strategic Planning Session (continued)

BREAK

3:30 PM - 3:45 PM

11. **ADMINISTRATIVE SERVICES / FINANCE** 3:45 PM - 4:45 PM

11.1 Consent Agenda Items

By general consent Islands Trust Council adopts the recommendations as presented in items 11.1.1, 11.1.2, 11.1.3, and 11.1.4

- | | | |
|---------------|--|-----------|
| 11.1.1 | Director of Administrative Services Report | 213 - 218 |
| | That Trust Council approve the Director of Administrative Services Report as presented. | |
| 11.1.2 | Financial Planning Committee Work Program Report | 219 - 219 |
| | That Trust Council approve the Financial Planning Committee Work Program Report as presented. | |
| 11.1.3 | March 31, 2024 Financial Results - BRF | 220 - 228 |
| | Receive for information, as a companion report to the March 31, 2024 Audited Financial Statements. | |
| 11.1.4 | March 31, 2024 Allocated Financial Statements - BRF | 229 - 232 |
| | Receive for information. | |

11.2 **Discussion / Decision Items**

11.2.1 **March 31, 2024 Islands Trust Audited Financial Statements and Audit Report - RFD** 233 - 255

That Trust Council approve the Islands Trust audited financial statements for the year ended March 31, 2024 and forward them to the Minister of Municipal Affairs.

11.2.2 **Recovering Meeting Costs from Absent Trustees - RFD** 256 - 261

That Trust Council forward the preliminary briefing on Recovering Meeting Costs from Absent Trustees to the Governance Committee and to the Financial Planning Committee.

11.2.3 **2025/26 Budget Guidelines - BRF** 262 - 263

12. **PLANNING SERVICES** 4:45 PM - 5:30 PM

12.1 **Consent Agenda Items**

By general consent Islands Trust Council adopts the recommendation as presented in item 12.1.1 and 12.1.2

12.1.1 **Director of Planning Services Report** 264 - 269

That Trust Council approve the Director of Planning Services Report as presented.

12.1.2 **Regional Planning Committee Work Program Report** 270 - 275

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

RECESS FOR THE DAY AT 5:30 PM

THURSDAY, JUNE 20, 2024

13. **CLOSED MEETING** 9:00 AM - 10:00 AM

That the meeting be closed to the public in accordance with the *Community Charter*, part 4, division 3, s. 90(1)

(c) labour relations or other employee relations;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

and that CAO Russ Hotsenpiller and staff be invited to attend the closed session.

14. RISE AND REPORT

BREAK

10:00 AM - 10:15 AM

15. NEW BUSINESS

10:15 AM - 11:45 AM

15.1 **Governance Structure of the Islands Trust Working Group or Subcommittee - RFD** 276 - 285

Trustees Morrison, Gauvreau and Borthwick

Please see request for decision for recommendations.

15.2 **Recommendations for Trust Council's Strategic Plan - Integrated Spatial Planning Approach - RFD** 286 - 288

Trustees Elliott, Fast, Patrick and Smith

That Trust Council request staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process, and report back with recommendations by August 2024.

15.3 **Ex-Officio members of Council Committees to be Non-voting** 289 - 292

Trustee Boland

That Trust Council request Staff to amend Trust Council Policy 2.3.1 [Council Committee Systems], by replacing section B.8.4 it in its entirety with "8.4 Ex-officio members of Council Committees and select committees, shall be non-voting members and shall not be included in determining quorum of a meeting".

15.4 **Dark Sky Principles Adoption Advocacy - RFD** 293 - 295

Trustee Morrison

1. That Trust Council communicate to all Local Trust Committees to notify Trustee Morrison of interest to collectively engage in conversations around Dark Sky Principles Adoption with relevant Regional Districts.
2. That Trust Council encourages Trustees to work with their communities to develop and build awareness of the principles of Dark Sky International and encourage voluntary adoption of the principles of Dark Sky International.

BREAK

11:45 AM - 12:00 PM

16. DISPOSITION OF DELEGATIONS/PUBLIC COMMENT

12:00 PM - 12:15 PM

17. CORRESPONDENCE

17.1 **2024-05-02 K Langereis - Former Trustees Concerns About Section 3** 296 - 299

17.2 **2024-05-30 R & J Laing - Draft Trust Policy Statement** 300 - 300

17.3	<u>2024-06-05 Minister Cullen, Water, Land and Resource Stewardship - Response letter regarding dock tenures in the Southern Gulf Islands</u>	301 - 302
17.4	<u>2024-06-05 Honourable Anne Kang - Minister of Municipal Affairs - Message regarding Islands Trust's 50th Anniversary</u>	303 - 303
18.	TRANSPORT CANADA PRESENTATION	12:15 PM - 12:45 PM
	30 minute presentation by Ryan Greville	
19.	SUMMARY / UPDATES	12:45 PM - 1:00 PM
19.1	<u>Trustee Updates - Community Committee Participation</u>	
	Written updates received for information only.	
19.1.1	Association of Vancouver Island Coastal Communities (AVICC)	304 - 308
	Trustees Elliott, Maude and Patrick	
19.1.2	Atl'ka7tsem/Howe Sound Biosphere Region	
	None provided	
19.1.3	Baynes Sound/Lambert Channel Ecosystem Forum	
	None provided	
19.1.4	BC Ferries Advisory Committees	
19.1.4.1	Gabriola Ferries Advisory Committees Report	309 - 309
	Trustee Yates	
19.1.5	First Nations Relations	
	None provided	
19.1.6	Freighter Anchorages/Oceans Protection Plan (OPP)	
	None provided	
19.1.7	Shellfish Aquaculture Management Advisory Committee (SF AMAC)	
	None provided	
19.1.8	Southern Gulf Islands Forum	
	None provided	
19.2	<u>TRUST COUNCIL TOP PRIORITIES ACTIVE PROJECTS CHART</u>	310 - 311
19.3	<u>SEPTEMBER TRUST COUNCIL MEETING LOGISTICS</u>	
19.3.1	Proposed September Trust Council 3-day Program	312 - 312
	For information	

That Trust Council change the September 24-26, 2024, quarterly meeting location from Gabriola Island to Nanaimo.

20. NEXT MEETING

The next Trust Council Quarterly meeting is scheduled to be held in-person on Gabriola Island September 24 - 26, 2024.

20.1 *Set date of the next Committee of the Whole meeting and elect Chair*

21. ADJOURNMENT



Trust Council

Minutes of a Regular Meeting

Date: March 12-14, 2024
Location: Chemainus / Port Alberni Room, Coast Bastion Hotel
11 Bastion Street, Nanaimo BC

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. Judith Gedy, Bowen Island Municipal Trustee
6. Sue Ellen Fast, Bowen Island Municipal Trustee
7. Sam Borthwick, Denman Trustee
8. David Graham, Denman Trustee
9. Susan Yates, Gabriola Trustee
10. Lisa Gauvreau, Galiano Trustee
11. Kate-Louise Stamford, Gambier Trustee
12. Mikaila Lironi, Lasqueti Trustee
13. Jeannine Dodds, Mayne Trustee (periodically attended electronically)
14. Deb Morrison, North Pender Trustee
15. Aaron Campbell, North Pender Trustee
16. Laura Patrick, Salt Spring Trustee
17. Mairead Boland, Saturna Trustee (attended electronically)
18. Kristina Evans, South Pender Trustee
19. Dag Falck, South Pender Trustee (attended electronically)
20. Ken Hunter, Thetis Trustee
21. Grant Scott, Hornby Trustee
22. Lee Middleton, Saturna Trustee (periodically attended electronically)
23. Jaime Harris, Salt Spring Trustee (attended electronically)

Regrets:

24. Alex Allen, Hornby Trustee
25. Joe Bernardo, Gambier Trustee
26. Ben Maberley, Galiano Trustee

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
Renee Jamurat, Regional Planning Manager
Tyler Brown, Senior Policy Advisor
Morgana van Niekerk, Communications Specialist
Alexandra Trifonidis, Acting Executive Coordinator

Tuesday, March 12, 2024

The in-person meeting was recorded, livestreamed, and made available for electronic attendance.

1. CALL TO ORDER / LAND ACKNOWLEDGEMENT

At 10:30 a.m., Chair Luckham called the meeting to order and acknowledged the meeting was held in Snuneymuxw First Nation territory.

There were 18 trustees present.

Chair Luckham introduced and welcomed Snuneymuxw Elder Lolly Good who provided a blessing and prayer.

Trustees and staff introduced themselves.

2. AGENDA

2.1 Review of the Agenda

The following additions to the agenda were presented for consideration:

13.3 Rob Botterell, Naacaluk re: Open Letter to Premier David Eby dated March 4, 2023

TC-2024-001

It was MOVED by Trustee Falck and SECONDED by Trustee Gedye,
that Trust Council by 2/3 majority vote add the letter to BC Premier David Eby
written by Rob Botterell as a new item to the agenda.

CARRIED

2.2 Approval of Agenda

By general consent, the agenda was approved as amended.

3. GENERAL BUSINESS ARISING

3.1 Consent Agenda Items

Item 3.1.3 was pulled from the consent agenda items for discussion.

By general consent Trust Council adopted the recommendation as presented in
items 3.1.1 and 3.1.2.

3.1.1 December 5-7, 2023, Trust Council Meeting Draft Minutes

That Trust Council adopt the minutes as presented.

3.1.2 Trust Council Resolutions Without Meeting

None

3.1.3 Trust Council Follow Up Action List (FUAL)

Trustees asked questions, for clarification, on some FUAL list items.

Discussion on amending the FUAL report status tab ensued.

TC-2024-002

It was MOVED by Trustee Evans and SECONDED by Trustee Yates,
that Trust Council request staff to amend the follow-up action report
status tab that a percentage complete for each line item be added.

CARRIED

3.2 Discussion / Decision Items

3.2.1 Trustee Roundtable

Trustees provided updates on the work of their local trust committees.

Trustee Morrison gave notice that she intends to bring a motion to June's Trust Council meeting on the question of requesting a Provincial review, taking next steps and invited other trustees to work with her.

Trustee Campbell joined the meeting at 11:23 a.m.

The meeting recessed for lunch at 12:08 p.m. and reconvened at 1:00 p.m.

Trustee Scott joined the meeting at 1:00 p.m.

4. EXECUTIVE SERVICES

4.1 Consent Agenda Items

4.1.1 Chief Administrative Officer – Report

By general consent Trust Council received item 4.1.1 as presented.

4.1.2 Executive Committee Work Program

Discussion ensued on the status of EC Active Projects item 3, "Request for Provincial Review and Provincial Funding Strategy."

CAO Hotsenpiller noted that a comprehensive report to the minister on actions the Trust has taken to reform its governance and management structure within its existing authority are the next steps needed to advance this work.

4.1.3 Governance Committee Work Program

Request for update on Governance Committee on preparation of a letter to the Province. The CAO provided an update.

Chair Gedye provided an update on the activities of the Governance Committee since last Trust Council.

By general consent Trust Council approved item 4.1.2 and 4.1.3 as presented.

4.2 Discussion / Decision Items

4.2.1 Committee of the Whole - Meeting Procedures Bylaw Amendment - RFD

DRAFT

Director of Legislative Services Marlor provided review of the request for decision (RFD).

TC-2024-003

It was **MOVED** by Trustee Fast and **SECONDED** by Trustee Yates, that Trust Council Bylaw 196, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2024”, be read a first time.

CARRIED

TC-2024-004

It was **MOVED** by Trustee Borthwick and **SECONDED** by Trustee Gauvreau, that Trust Council Bylaw 196, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2024”, be read a second time.

CARRIED

TC-2024-005

It was **MOVED** by Trustee Borthwick and **SECONDED** by Trustee Morrison, that Trust Council Bylaw 196, cited as “Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2024”, be read a third time.

CARRIED

DLS Marlor informed Trust Council that adoption of the bylaw, by resolution without meeting (RWM), can be initiated no sooner than 24 hours after the meeting is adjourned.

4.2.2 Records Management System Bylaw No. 195 – RFD

DLS Marlor provided review of the request for decision.

TC-2024-006

It was **MOVED** by Trustee Evans and **SECONDED** by Trustee, that Trust Council request Staff amend draft Bylaw No. 195 be amended in .6, to add words “, the “Islands Trust Council Records Management System Manual” (the “Manual”), “ after “manual of procedures and policy”.

CARRIED

TC-2024-007

It was **MOVED** by Trustee Borthwick and **SECONDED** by Trustee Evans, that Islands Trust Council Bylaw 195, cited as the “Islands Trust Council Records Management System Bylaw, 2024”, as amended, be read a first time.

CARRIED

TC-2024-008

It was **MOVED** by Trustee Fast and **SECONDED** by Trustee Yates, that Islands Trust Council Bylaw 195, cited as the “Islands Trust Council Records Management System Bylaw, 2024”, be read a second time.

CARRIED

TC-2024-009

It was **MOVED** by Trustee Evans and **SECONDED** by Trustee Gedye, that Islands Trust Council Bylaw 195, cited as the “Islands Trust Council Records Management System Bylaw, 2024”, be read a third time.

CARRIED

5. LOCAL PLANNING SERVICES

5.1 Consent Agenda Items

By general consent Trust Council received item 5.1.2 as presented.

5.1.1 Director of Planning Services – Report

Question about the elements of the Director report and some of the planned work. The Director of Planning Services Cermak provided explanations. Questions about building permit referral process, and suggestion of having a shoreline model bylaw for the entire Trust Area.

5.1.2 Regional Planning Committee Work Plan

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

The meeting recessed for break at 2:01 p.m. and reconvened for the Strategic Plan - Goals and Priorities session at 2:15 p.m., which was not livestreamed.

6. STRATEGIC PLAN - GOALS and PRIORITIES SESSION

Trustees undertook a strategic planning goals and priorities session facilitated by Cheeying Ho, WCS Engagement and Planning.

Trustee Boland left the meeting at 5:14 p.m.

Trust Council recessed for the day at 5:30 p.m.

Chair Luckham reconvened the meeting at 8:30 a.m., Wednesday, March 13, 2024.

Vice-Chair Elliott was not in attendance.

Wednesday, March 13, 2024

7. ADMINISTRATIVE SERVICES / FINANCE

7.1 Consent Agenda Items

By general consent Trust Council received item 7.1.1 and approved items 7.1.2, and 7.1.4 as presented.

7.1.1 Director of Administrative Services – Report

7.1.2 Third Quarter Financial Report - RFD

That the Islands Trust Council approve the third quarter Financial Report as presented.

7.1.3 Third Quarter Financial Forecast - BRF

Question about the financial report. The Director provided an overview of the financial forecast.

That the Islands Trust Council approve the third quarter Financial Forecast as presented.

7.1.4 Financial Planning Committee Work Plan

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

7.2 Discussion / Decision Items

The Vice-Chair of the Financial Planning Committee introduced the draft budget for Fiscal year 2024/25, and provided an overview of the Financial Planning Committee budget process. Trustees asked questions about the draft budget.

7.2.1 Draft 2024/25 Budget Session

7.2.1.1 Draft Budget Session Outline

7.2.1.2 Draft Budget Assumptions and Principles

7.2.1.3 Budget Overview – BRF

The Director provided an overview of the proposed budget for Fiscal Year 2024/25.

Vice-Chair Elliott joined the meeting at 8:53 a.m.

TC-2024-010

It was MOVED by Trustee Boland and SECONDED by Trustee Hunter, that Trust Council remove the proposed new staff position for Islands Trust Conservancy (Protected Areas Manager) from the 2024/25 draft budget.

DEFEATED

Trustees Hunter and Harris requested that their vote in favour be recorded.

The meeting recessed at 10:40 a.m. and reconvened at 10:55 a.m.

DRAFT

TC-2024-011

It was MOVED by Trustee Peterson and SECONDED by Trustee Gauvreau,
that Trust Council add back the Stewardship Education amount of \$15,000 to the draft 2024/25 budget.

CARRIED

TC-2024-012

It was MOVED by Trustee Peterson and SECONDED by Trustee Yates,
that Trust Council add back the Secretariat Services amount of \$10,000 to the draft 2024/25 budget.

CARRIED

The MOVER clarified this is for a total of \$15,000.

TC-2024-013

It was MOVED by Trustee Evans and SECONDED by Trustee Borthwick,
that Trust Council reduce the Freedom of Information budget to \$5,000 for the draft 2024/25 budget as per the previous year's budget.

CARRIED

TC-2024-014

It was MOVED by Trustee Evans and SECONDED by Trustee Yates,
that Trust Council reduce the "Applications Sponsored by Executive Committee" by \$5,000 for the 2024/25 budget to align with currently expected spend.

DEFEATED

TC-2024-015

It was MOVED by Trustee Evans and SECONDED by Trustee Yates,
that Trust Council reduce "First Nations Engagement Plan" by \$10,000 for the draft 2024/25 budget and remain at the previous year's budget as no spending occurred last year.

DEFEATED

TC-2024-016

It was MOVED by Trustee Evans and SECONDED by Trustee Gauvreau,
that Trust Council adjust telephone and training for the draft 2024/25 budget so it remain at previous year's spend, \$12,000 and \$10,000 respectively, for a joint reduction of \$5,000.

CARRIED

TC-2024-017

It was MOVED by Trustee Gauvreau and SECONDED by Trustee Yates,
that Trust Council reinstate funding for the Galiano Islands Trust office for the 2024/2025 budget.

CARRIED

TC-2024-018

It was MOVED by Trustee Graham and SECONDED by Trustee Gauvreau,

that Trust Council return \$10,000 to the Executive Committee expense amount, regarding Local Trust Committee Chair expenses budget amount.

CARRIED

TC-2024-019

It was MOVED by Trustee Evans and SECONDED by Trustee Campbell,

that the “Project: Islands Trust Conservancy Plan First Nation Engagement” remain at the previous year’s budget total by reducing the Islands Trust contribution by the Species At Risk grant contribution of \$8,000.

DEFEATED

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

Trustees Dodds, Scott, and Middleton left the meeting.

8. ENGAGEMENT / COLLABORATION

Chair Luckham opened the engagement/collaboration session. The trustees introduced themselves.

8.1 Delegations

8.1.1 Ian Peace - Gulf Islands Alliance

The delegation arrived late and presented following the public comments. Mr. Peace, representing the Gulf Islands Alliance, spoke to the Islands Trust Council Statement on the scope and meaning of Section 3 of the Islands Trust Act. Written documentation on the topic was received from Mr. Peace on page 330-332 of the agenda.

8.2 Public Comments

The Chair invited members of the public to speak to council.

- Graham Brazier, Denman Island - spoke to interpreting the Islands Trust mandate.
- Jennifer Margison, Friends of the Gulf Islands - spoke to the purposes of a communications strategy and the fact that the goals session on Tuesday was not live-streamed.
- Ted Olynyk, Communications Manager for BC Hydro - spoke to his proposed presentation to Trust Council in June on the work that BC Hydro has done on the islands.
- Dan Rogers, Keats Islands - spoke to agendas and public comment period, would be useful to hold the public comment period prior to the Trust Council discussion on the budget.

DRAFT

- Michael Sketch, North Pender Island - spoke to governance and the Trust Policy Statement.

Trustee Dodds joined the meeting at 1:30 p.m.

Trust Council resumed item 7.2.1.3 Budget Overview after the Engagement section.

7.2.1.3 Budget Overview – BRF

TC-2024-020

It was MOVED by Trustee Boland and SECONDED by Trustee Morrison, that Trust Council replace the Islands Trust Conservancy Protected Areas Manager staff position, with a temporary staff position for Islands Trust Conservancy, in the draft 2024/25 budget.

DEFEATED

TC-2024-021

It was MOVED by Trustee Morrison and SECONDED by Trustee Campbell, that the Trust Council reduce the \$30,000 from the budget for the "Housing Strategy and Housing Options Toolkit" project by the Regional Planning Committee.

Trust Council recessed conversation on this motion and picked it up after the Media & Social Media Training Session.

9. MEDIA & SOCIAL MEDIA TRAINING SESSION

Trustees undertook a training session on social media from Jan Enns Communications.

The meeting reconvened at 5:30 p.m. following the media training session.

7.2.1.3 Budget Overview – BRF (Continued)

TC-2024-021

It was MOVED by Trustee Morrison and SECONDED by Trustee Campbell, that Trust Council remove \$30,000 from the budget for the "Housing Strategy and Housing Options Toolkit" project by the Regional Planning Committee.

DEFEATED

TC-2024-022

It was MOVED by Trustee Evans and SECONDED by Trustee Boland, that Trust Council reduce the budget for the "Housing Strategy and Housing Options Toolkit" project by \$10,000.

DEFEATED

7.2.1.4 Draft Budget Funding Requests

7.2.1.4.1 Business Case Summaries

7.2.1.4.2 Strategic Plan Projects

7.2.1.4.2.1 EC: Policy Statement Amendment Project

7.2.1.4.2.2 TPC: Secretariat Services

7.2.1.4.2.3 RPC: Housing Needs Assessment: North/South Gulf Islands

7.2.1.4.2.4 RPC: Housing Strategy and Housing Options Toolkit

7.2.1.5 Operational Projects and Staffing

7.2.1.5.1 Building Footprint GIS Data Layer Update

7.2.1.5.2 Bylaw Portal Licensing and Implementation

7.2.1.5.3 SSI Office Relocation

7.2.1.5.4 Microsoft 365 Upgrade - BRF

7.2.1.5.5 GIS Coordinator

7.2.1.5.6 CAOHC: Hiring an Executive Search Firm

7.2.1.6 ITC Board Budget Requests - BRF

7.2.1.7 LTC Projects - Budget Requests and Feasibility

7.2.1.7.1 Planning Services – Projects Feasibility Assessment - BRF

7.2.1.7.2 Denman - OCP and LUB Housing Policy Review

7.2.1.7.3 Gabriola - OCP and LUB Comprehensive Review

7.2.1.7.4 Mayne - Housing Options

7.2.1.7.5 North Pender - Housing Access and Affordability

7.2.1.7.6 Hornby - Relationship Building Actions with K'ómoks First Nation

7.2.1.7.7 Salt Spring - OCP and LUB Review

7.2.1.7.8 Salt Spring - Ganges (Shiya'hwt/SYOWT) Village Area Plan

7.2.1.8 Proposed Unfunded Project Requests

7.2.1.8.1 TPC: Stewardship Education Program

7.2.1.8.2 Eelgrass Mapping - Phase 2 - BRF

7.2.1.9 SSI Water Sustainability Projects - RFD

TC-2024-023

It was MOVED by Trustee Patrick and SECONDED by Trustee Peterson, that Trust Council, despite Policy 6.3.2, authorize the Salt Spring Island Local Trust Committee to use unspent special property tax requisition funds from previous fiscal years to undertake water sustainability projects under the delegated authority of Bylaw 154, and under the land use planning powers of s.29 of the Islands Trust Act.

CARRIED

Trust Council recessed for the day at 6:00 p.m.

Chair Luckham reconvened the meeting at 8:30 a.m., Thursday, March 14, 2024.

Thursday, March 14, 2024

10. CLOSED MEETING (Separate Agenda)

TC-2024-024

It was MOVED by Trustee Dodds and SECONDED by Trustee (missed the seconder), that the Islands Trust Council meeting be closed to the public subject to Section 90(1) of the Community Charter in order to consider matters related to:
(c) labour relations or other employee relations,
(g) litigation affecting the Islands Trust; and
(i) receipt of advice that is subject to solicitor-client privilege;
and that CAO Russ Hotsenpiller and staff be invited to attend the closed session.

CARRIED

The meeting was closed to the public at 8:34 a.m. and reopened to Rise and Report at 9:45 a.m.

10.1 RISE AND REPORT

Chair Luckham reported that Trust Council adopted in-camera minutes, received a litigation report, an update from CAO Hiring Committee, and will be publicly releasing a briefing from the CAO Hiring Committee.

11. FINANCIAL BYLAWS APPROVAL

The Director of Administrative Services Mobbs provided an update on the draft 2024/25 budget based on amendments made by Trust Council at the meeting yesterday.

11.1 Bylaw 193 - Financial Plan Bylaw 2024/2024 – RFD

The Director of Administrative Services Mobbs presented the five-year Financial Plan Bylaw for 2024/45.

Trustee Morrison raised a concern the money had not been earmarked for potentially joining the Sue Big Oil movement.

DRAFT

TC-2024-025

It was **MOVED** by Trustee Morrison and **SECONDED** by Trustee Yates, that Islands Trust include \$15,256 in the 2024/25 budget to join the Sue Big Oil class action lawsuit, funds eligible for spending only upon Trust Council formally resolving to join the movement.

DEFEATED

Trustee Morrison requested that her vote in favour be recorded.

TC-2024-026

It was **MOVED** by Trustee Evans and **SECONDED** by Trustee Gauvreau, that Islands Trust Council Bylaw 193, cited as the "Financial Plan Bylaw 2024-2025", be read a first time.

CARRIED

Trustee Harris requested that his vote in opposition be recorded.

TC-2024-027

It was **MOVED** by Trustee Evans and **SECONDED** by Trustee Yates, that Islands Trust Council Bylaw 193, cited as the "Financial Plan Bylaw 2024-2025", be read a second time.

CARRIED

Trustee Harris, Hunter, Campbell, and Morrison requested their vote in opposition be recorded.

TC-2024-028

It was **MOVED** by Trustee Evans and **SECONDED** by Trustee Gedye, that Islands Trust Council Bylaw 193, cited as the "Financial Plan Bylaw 2024-2025", be read a third time.

CARRIED

Trustee Harris and Morrison requested their vote in opposition be recorded.

TC-2024-029

It was **MOVED** by Trustee Evans and **SECONDED** by Trustee Gauvreau, that Islands Trust Council Bylaw 193, cited as the "Financial Plan Bylaw 2024-2025", be forwarded to the Minister of Municipal Affairs for approval consideration.

CARRIED

Trustee Harris requested that his vote in opposition be recorded.

11.2 Revenue Anticipation Borrowing Bylaw - RFD

TC-2024-030

It was **MOVED** by Trustee Yates and **SECONDED** by Trustee Evans, that Islands Trust Council Bylaw 194, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2024-2025", be read a first time.

CARRIED

TC-2024-031

It was MOVED by Trustee Gedye and SECONDED by Trustee Borthwick, that Islands Trust Council Bylaw 194, cited as “Islands Trust Council Revenue Anticipation Borrowing Bylaw 2024-2025”, be read a second time.

CARRIED

TC-2024-032

It was MOVED by Trustee Fast and SECONDED by Trustee Gedye, that Islands Trust Council Bylaw 194, cited as “Islands Trust Council Revenue Anticipation Borrowing Bylaw 2024-2025”, be read a third time.

CARRIED

TC-2024-033

It was MOVED by Trustee Yates and SECONDED by Trustee Evans, that Islands Trust Council Bylaw 194, cited as “Islands Trust Council Revenue Anticipation Borrowing Bylaw 2024-2025”, be forwarded to the Minister of Municipal Affairs for approval consideration.

CARRIED

Trust Council resumed the Local Planning Services section at item 5.2 Discussion / Decision Items.

5.2 Discussion / Decision Items

5.2.1 Bylaw Compliance & Enforcement Statistical Report – BRF

By general consent Trust Council received the Bylaw Compliance and Enforcement Report for information

5.2.2 Bylaw Compliance and Enforcement Review Project - RFD

Director of Planning Services Cermak introduced the request for decision.

TC-2024-034

It was MOVED by Trustee Patrick and SECONDED by Trustee Campbell, that Trust Council approve Bylaw Compliance and Enforcement Review Project Charter V1.

CARRIED

12. TRUST AREA SERVICES

12.1 Consent Agenda Items

By general consent Trust Council received item 12.1.1 and approved item 12.1.2 as presented.

12.1.1 Director of Trust Area Services – Report

12.1.2 Trust Programs Committee Work Program

That the Islands Trust Council approve the top priorities of the Trust Programs Committee Work Program Report.

12.2 Discussion / Decision Items

12.2.1 Policy Statement Amendment Project Update – Request for Decision

The Director of Trust Area Services Frater introduced the request for decision.

TC-2024-035

It was MOVED by Trustee Evans and SECONDED by Trustee Boland, that Trust Council request Staff to create a detailed workplan in addition to the existing project Charter to clarify, and specify, the work involved within each step of the policy Statement Amendment Project.

CARRIED

TC-2024-036

It was MOVED by Trustee Patrick and SECONDED by Trustee Morrison, that Trust Council request that the “Policy Statement Amendment Project - Project Charter V8” be amended to have the Draft Policy Statement be initially provided to Trust Council at a special meeting.

CARRIED

TC-2024-037

It was MOVED by Trustee Fast and SECONDED by Trustee Evans, that Trust Council endorse the Policy Statement Amendment Project Charter Version 8 as amended.

CARRIED

To accommodate timing needs, Trust Council moved to item 12.3 Islands Trust Conservancy Report.

12.3 Islands Trust Conservancy Report

Chair Smith updated Trust Council on the activities of the Islands Trust Conservancy. Trust Council received the report for information.

Trust Council resumed at item 12.2.2 Communications Plan – BRF.

12.2.2 Communications Plan – BRF

The Director of Trust Area Services presented the communications plan. Trust Council received for information with suggestions to remove the first sentence in section 1. Context, and instead start with the second sentence: “An updated communications...”

In section 3, 3.2 Creating a Communication Plan, a recommendation was presented to have a workplan format instead of a project charter style.

12.2.3 Legislative Monitoring - RPT & BRF

The Director of Trust Area Services presented the legislative monitoring chart. Trust Council received for information.

12.2.4 Climate Change – BRF

The Director of Trust Area Services presented the climate change briefing. Trust Council received this for information.

13. NEW BUSINESS

13.1 Advice to Trust Council - Improve Trustee Access to Agendas in HTML - RFD

The request for decision was provided by trustees: Boland, Borthwick, Elliott, Evans, Fast, Gauvreau, and Peterson.

TC-2024-038

It was MOVED by Trustee Fast and SECONDED by Trustee Borthwick, that Trust Council direct staff to prepare a report with options and recommendations for providing meeting agendas in HTML as well as PDF versions.

CARRIED

13.2 Selection of a location for the September 2024 Trust Council Meeting - RFD

TC-2024-039

It was MOVED by Trustee Elliott and SECONDED by Trustee Morrison, that the September Trust Council meeting be held on Gabriola Island.

CARRIED

TC-2024-040

It was MOVED by Trustee Elliot and SECONDED by Trustee Yates, that Trustees be polled to confirm their in-person attendance by April 15, 2024, and if the total number of Trustees is less than 3/4 of Trust Council (20 Trustees), that the meeting be re-scheduled as electronic.

DEFEATED

TC-2024-041

It was MOVED by Trustee Elliott and SECONDED by Trustee Gauvreau, that staff explore options to charge accommodation costs back to Trustees if they commit to attendance in person, but do not, with the exception of medical emergencies or extraordinary circumstances.

Trustee Hunter noted he will not be at the September Trust Council meeting.

Discussion ensued on the following:

- Work and other scheduling issues that arise last minute.
- Description of wording in the motion (extraordinary circumstances) and who decides what is a medical emergency or extraordinary circumstance.
- Costs associated to attend Trust Council per trustee.
- Staff resources versus last minute cancellations.
- Food waste.
- Trustee remuneration.

DRAFT

TC-2024-042

It was **MOVED** by Trustee Morrison and **SECONDED** by Trustee Evans, that Trust Council defer this item to the June Trust Council meeting.

CARRIED

13.3 Business Letter to David Eby written by Rob Botterell re: moratorium on docks

TC-2024-043

It was **MOVED** by Trustee Falck and **SECONDED** by Trustee Campbell, that Trust Council authorizes and directs Trust Chair Peter Luckham to write, sign and send a letter regarding Dock Tenures to Honourable Premier Eby, Honourable Minister Cullen, Honourable Minister Rankin and Honourable Minister Kang by March 15th. The letter should be informed by the attached letter from Rob Botterell (to the ministers) and be modeled on the Trust Council draft letter provided by him.

TC-2024-044

It was **MOVED** by Trustee Stamford and **SECONDED** by Trustee Fast, that the motion be amended to remove the date and delete the last sentence.

CARRIED

The question on the following motion, as amended, was then called:

That Trust Council authorizes and directs Trust Chair Peter Luckham to write, sign and send a letter regarding Dock Tenures to Honourable Premier Eby, Honourable Minister Cullen, Honourable Minister Rankin and Honourable Minister Kang.

CARRIED

Trustee Morrison requested to note that her opposition is to the process not the intent of the motion.

13.4 From Budget discussion – Planning Staff Time Tracking

TC-2024-045

It was **MOVED** by Trustee Morrison and **SECONDED** by Trustee Campbell, that Trust Council requests staff to report in the September and March Trust Council meetings about the tracking of Planning staff time and application revenue.

TC-2024-046

It was **MOVED** by Trustee Evans and **SECONDED** by Trustee Peterson, that the motion be amended to add at the end “with regards to cost recovery”.

CARRIED

The question on the following motion, as amended, was then called:

DRAFT

That the Trust Council request staff to report in the September and March Trust Council meetings about the tracking of planning staff time and application revenue with regards to cost recovery.

CARRIED

13.5 From budget discussion – Planning Staff Time Tracking

TC-2024-047

It was **MOVED** by Trustee Boland and **SECONDED** by Trustee Evans, that the Islands Trust Conservancy use the comprehensive analysis created in support of the budget request for a new staff position, to make a strategic approach to the province, to request funding for the entire Islands Trust Conservancy budget going forward.

Trust Council recessed conversation on this motion for a break at 12:53 p.m. and resumed at 1:03 p.m.

TC-2024-048

It was **MOVED** by Trustee Evans and **SECONDED** by Trustee Gauvreau, that Trust Council defer this item to September Council.

DEFEATED

The question on the original motion was then called:

That the Islands Trust Conservancy use the comprehensive analysis created in support of the budget request for a new staff position, to make a strategic approach to the province, to request funding for the entire Islands Trust Conservancy budget going forward.

DEFEATED

14. SUMMARY / UPDATES

14.1 Trustee Updates about Working in Cooperation with Others

Chair Luckham asked for any updates and noted no written updates were received for this meeting.

Vice-Chair Peterson advised trustees that a report from the Xwe'etay/Lasqueti Archaeology Project was meant to be included in the agenda and has already been circulated to all trustees via email.

14.1.1 Atl'ka7tsem / Howe Sound Biosphere Region - None

14.1.2 Baynes Sound / Lambert Channel Ecosystem Forum - None

14.1.3 Southern Gulf Islands Forum - None

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

14.1.5 VICC Climate Leadership Steering Committee

Trustee Morrison asked trustees to reach out to her via email if anyone wants anything raised regarding the VICC Climate Leadership work. An email will be circulated with more details on future meetings and work once finalized.

14.1.6 Snaw-naw-as Nation / Islands Trust Joint Working Group - None

14.1.7 First Nations Relations - None

14.1.8 Shellfish Aquaculture Management Advisory Committee - None

14.1.9 Freighter Anchorages/Oceans Protection Plan Update - None

14.1.10 BC Ferries Advisory Committees - None

14.2 Trust Council Top Priorities Active Projects Chart

By general consent Trust Council received item 14.2 for information.

14.3 June Trust Council Draft Schedule

By general consent June's Trust Council draft schedule was received for information.

14.4 Disposition of Delegations and Town Hall Requests

Chair Luckham asked for any direction on disposition of delegations and town hall requests.

Trustee Morrison asked for a clarification on the Rise and Report coming out of the September Trust Council meeting.

14.5 CORRESPONDENCE

Chair Luckham asked if there is any action required in relation to the correspondence.

TC-2024-049

It was MOVED by Trustee Elliott and SECONDED by Trustee Yates,
that Trust Council request Staff to work with the Chair to draft a letter in response to the correspondence 14.5.5 and 14.5.6.

CARRIED

By general consent the above letter to be sent to other letter writers (14.5.1 and 14.5.2) expressing similar concerns.

14.5.1 2024-01-19 Regional District of Nanaimo - Legislative Reform Initiative Update

By general consent Executive Committee forward the January 19, 2024 letter from the Regional District of Nanaimo to trustees advising them to contact the Chief Executive Officer of the Regional District of Nanaimo if they are interested in participating.

14.5.2 2024-02-05 M. Wilde - Trust Mandate

DRAFT

14.5.3 2024-02-06 E Kelly - Gabriola

14.5.4 2024-02-08 V Poster - Protect the Gulf Islands. It's your job!

14.5.5 2024-02-15 G Bywater - Secret Change to the Trust Act

14.5.6 2024-02-19 Maxine Leichter - Friends of the Gulf Islands Society

Forwarded by Executive Committee from their February 28, 2024 meeting for information.

14.5.7 2024-02-28 F Weller - Sue Big Oil Initiative

Discussed at item 11.1 Bylaw 193 - Financial Plan Bylaw 2024/2024 – RFD.

15. NEXT MEETING

Next meeting is for June 18-20, 2024, on Salt Spring Island.

16. ADJOURNMENT

By general consent the meeting was adjourned at 1:45 p.m.

Peter Luckham, Chair

Certified Correct:

David Marlor, Director Legislative Services

The minutes are not official until adopted at a future meeting.

**Resolutions Without Meetings Log****Trust Council**

Resolution Number	Action	Date
2024-006 For Trust Council to schedule a special electronic meeting to hold a restricted in-camera session in order for the Chief Administrative Officer Hiring Committee to present matters for discussion and decision regarding the chief administrative officer's position. <u>Trustee Morrison OPPOSED</u>	Carried	28-May-2024
2024-005 The following matter is considered urgent and necessary in order to adopt Islands Trust Council Bylaw No. 194, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2024-2025." That Trust Council adopt Islands Trust Council Bylaw No. 194, cited as "Islands Trust Council Revenue Anticipation Borrowing Bylaw 2024-2025."	Carried	23-May-2024
2024-004 Schedule a Special Electronic COTW meeting. that Trust Council schedule a Committee of the Whole Special Electronic Meeting to be held May 30, 2024, from 9:30 a.m. to 12:30 p.m. for the purpose of discussing the new draft of the Policy Statement and the process by which it will be considered.	Carried	02-May-2024
2024-003 To adopt Islands Trust Council Bylaw No. 193, cited as "Islands Trust Council Financial Plan Bylaw 2024-25". that Trust Council adopt Islands Trust Council Bylaw No. 193, cited as "Islands Trust Council Financial Plan Bylaw 2024-25".	Carried	07-May-2024



Resolutions Without Meetings Log

Trust Council

Resolution Number	Action	Date
2024-002 Adopt Islands Trust Council Bylaw No. 196, cited as the "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment 1, 2024" that Trust Council adopt Islands Trust Council Bylaw 196, cited as the "Islands Trust Council Meeting Procedures Bylaw, 2004, Amendment Bylaw No. 1, 2024".	Carried	03-Apr-2024
2024-001 Adopt Islands Trust Council Bylaw 195, cited as the "Islands Trust Council Records Management System Bylaw, 2024" that Trust Council adopt Islands Trust Council Bylaw 195, cited as the "Islands Trust Council Records Management System Bylaw, 2024".	Carried	22-Mar-2024



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 Trust Council 2nd quarterly meeting

I REPRESENT BC Hydro

(Name of Organization if applicable)

AS Manager, Vancouver Island - Sunshine Coast Community Relations

(Capacity/Office)

NAME OF PRESENTER or Alternate Ted Olynyk

ADDRESS 400 Madsen Road, Nanaimo, BC, V9R 5M3

TELEPHONE NO.(s) 250-755-7180 E-MAIL ted.olynyk@bchydro.com

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

BC Hydro operations update

(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: May 13, 2024

Signed: _____

T. Olynyk
(Signature of Applicant)



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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 IT Quarterly meeting Council Committee

at the meeting of June 19, 2024

I REPRESENT The Gulf Islands Sue Big Oil Group

(Name of Organization if applicable)

AS Member to introduce West Coast Environmental Law Lawyer

(Capacity/Office)

NAME OF PRESENTER or Alternate Andrew Gage - West Coast Environmental Law

ADDRESS C/O [REDACTED]

TELEPHONE NO.(s) [REDACTED]

E-MAIL [REDACTED]

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

I presented the case for the IT joining the Sue Big Oil campaign in September 2023. I have

been encouraged by trustees to follow up by inviting Andrew Gage of West Coast Law to present.

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

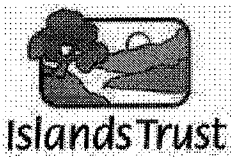
- ☒ I will have a PowerPoint or video presentation and will submit it at least three weeks in advance of the meeting.
☒ I am aware that the meeting and my presentation will be live streamed via the Islands Trust website and recorded.

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Date: May 19, 2024

Signer

(Signature of Applicant)



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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 18, 2024

I REPRESENT Clean and Safe Harbours Initiative

(Name of Organization if applicable)

AS its coordinator

(Capacity/Office)

NAME OF PRESENTER or Alternate Glenn H. Stevens

ADDRESS _____

TELEPHONE NO.(s) _____

E-MAIL _____

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

To show to the Council the conditions in our harbours and propose a solution, and to request the Council .

to make this Initiative a priority so we may preserve and protect this unique amenity and environment for all stakeholders

(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.

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Date: May 30, 2024

Signed: _____

(Signature of Applicant)



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

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I wish to address Islands Trust Council or Quarterly Meeting Council Committee

at the meeting of June 18-20

I REPRESENT Keep Salt Spring Sustainable
(Name of Organization if applicable)

AS founding member
(Capacity/Office)

NAME OF PRESENTER or Alternate Ronald Wright

ADDRESS [REDACTED]

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

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

To raise concerns about the process and content of proposed draft changes

to the Trust Policy Statement

(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.

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Date: May 29, 2024

Signed: Ronald Wright (see attached .jpg signature)
(Signature of Applicant)

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

Overview

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I wish to address Islands Trust Council or _____ Council Committee

at the meeting of June 2024 Trust Council.

I REPRESENT Friends of the Gulf Islands
(Name of Organization if applicable)

AS President
(Capacity/Office)

NAME OF PRESENTER or Alternate Jennifer Margison

ADDRESS _____

TELEPHONE NO.(s) _____ E-MAIL _____

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

To provide some initial comment on the draft TPS; COW meeting.
See attached.

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

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☒ I am aware that the meeting and my presentation will be live streamed via the Islands Trust website and recorded.

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Date: May 30, 2024 Signed: Jennifer Margison
(Signature of Applicant)

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 Strategy

Develop a strategy to request additional funding from the Province, including revisiting the provincial grant funding formula to the Islands Trust.

Responsible

Russ Hotsenpiller

Dates

Rec'd: 07-Mar-2023

3. Request for Provincial Review

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

Responsible

Russ Hotsenpiller

Dates

Rec'd: 08-Mar-2023
Target: 06-Dec-2023

Active Projects Report

Executive Committee

4. *Strategic Planning*

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

Responsible

Russ Hotsenpiller

Dates

Rec'd: 03-May-2023

5. *Communications*

Development of an Islands Trust Communications Strategy.

Responsible

Clare Frater
Russ Hotsenpiller

Dates

Rec'd: 03-May-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

4. *Request to Minister for Review of Islands Trust*

Responsible

Date Received

To follow up on the request by Trust Council for a review of the Islands Trust by the Minister of Municipal Affairs.

01-Nov-2023

5. *Summary of requests by Trust Council to approach the Province to provide ongoing funding to the Islands Trust*

Responsible

Date Received

This work item is the combination of a number of requests by Trust Council (March 2023), (July 2023) and previous terms to develop a strategy to request further funding from the Province.



CHIEF ADMINISTRATIVE OFFICER

1st QUARTER REPORT

June 2024, Salt Spring

The June Trust Council meeting will be my last as the Chief Administrative Officer, and this report is my final report to Trust Council. I want to thank all trustees, previous and current, and all staff for the wonderful opportunity to work together on behalf of the Islands Trust.

As there is a transfer to new leadership I will be writing to the new administrator providing an update on key initiatives ongoing at the Islands Trust. Those items will include the continued consideration of governance matters at the Trust, corporate and strategic planning, the development of reconciliation programming, any changes to the Policy Statement and of course, the organization itself, including the staff and operations of the Trust.

The Corporate Planning process will now move into the 4th phase of the adopted framework, that being development of the annual budget and long term financial plan. This assumes that at the June meeting, Trust Council agrees on a strategic plan and attendant objectives and projects that will realize Council's goals for the term and beyond. The Corporate Plan will introduce 'departmental planning' to the organization which will provide an effective summary document that will better match staff resources, costs and the work plan of the Islands Trust. The final portion of the Corporate Planning process will be adoption of a policy framework that supports corporate planning into the future. Both the financial process and the policy process will take some time to refine, so patience will be required.

We have reorganized executive administration at the Trust, to our benefit. Lori Foster moves to the position of Executive Administrative Assistant and Alexandra Trifonidis has assumed the position of Executive Coordinator. Lori will focus on CAO Office matters, Council Committees and Reconciliation administration. Alexandra will be responsible for Trust Council and Executive Committee administration as well as providing a leadership role for all administration at the Island Trust. This reorganization will support other administrators at the Trust and provide senior level support to elected officials.

At this meeting Trust Council will undertake an extended strategic planning session. This follows the robust discussion on 'long range goals and objectives' that was held in March that was facilitated by WCS Engagement + Planning. Success at the June meeting in finalizing strategic priorities would dovetail very well into the start of the budget approval process through the summer and I encourage us all to work to that end. By summer, Trust Council would have both a strategic plan to approve and a financial framework that supports it.

Finally, I want communicate how enriching and valuable my time at the Islands Trust has been. As a junior planner at the Comox Strathcona Regional District working on Denman and Hornby, I was mystified and intrigued by the Trust and its unique space in the local government landscape. That interest developed into what became the job of my life. I want to wish Trust Council well and express

my sincere hope for its success in the future. You have a fantastic staff that you can rely on to help you realize the unique mandate of the Trust.

Russ Hotsenpiller
CAO

BRIEFING

To: Trust Council **For the Meeting of:** June 18, 2024
From: CAO **Date Prepared:** May 28, 2024
SUBJECT: Overview of Strategic Plan Initiatives 2018-2024

PURPOSE: To consider the status of the 2018-2024 Trust Council Strategic Plan in advance of the strategic planning session scheduled for June Trust Council.

BACKGROUND: As Trust Council contemplates the development of a strategic plan for this term, the following information is provided regarding the previous strategic plan, including the status of key initiatives. This summary of the status of the previous terms strategic plan is supportive of the session planned for June Trust Council.

The 2018-2022 Strategic Plan is organized into the following focus areas:

FOCUS AREA	STATUS	NEXT STEPS
1. Land Stewardship:	Generally the portion of the plan relating to forest protection has completed the mapping component but the other initiatives have been paused.	Trust Council may or may not wish to revisit these items in the form of a new strategic plan.
2. Marine and Freshwater Stewardship:	Eelgrass mapping project is partially complete, with Phase 1 complete. Trust Council has not supported moving forward with Phase 2 at this time. With regard freshwater sustainability, the Regional Freshwater Strategy was completed and adopted and is now an established programming service area of the Islands Trust. The current phase of the project is the Implementation Phase, constituted by the mapping and development of water budgets for aquifers in the Trust Area. This work is ongoing.	Freshwater was identified as a priority for future strategic planning at March Trust Council
3. Climate Change:	Success in the area is largely dependent upon updates to the Policy Statement and subsequent amendments to	Climate change was identified as a

	Official Community Plans. As a future direct strategic goal, this focus area would benefit from identification of specific outcomes as desired by Trust Council.	priority for future strategic planning at March Trust Council
4. Community and Communication	4.1, 4.2 We have completed our broadcast capacity work and website. 4.3 We have implemented a stewardship education program 4.4 Housing: We have adopted a Housing Strategic Action Plan and are in the process of implementation. 4.5 – 4.8 Strengthen relationships with First Nations Sections Current work: Hiring and on boarding of new Senior Indigenous Relations Advisor, complete. Development of the Islands Trust Reconciliation Learning Group, ongoing. Review and improvement of planning referral process to First Nations, in progress. Development of policies to address capacity funding, ongoing. Completion and implementation of the contacts database, initiated. Targeted allocation of senior government reconciliation funding Updating of the Reconciliation Action Plan. This will likely be the result of Policy Statement work and items noted above. Receipt and application of First Nations responses to the Policy Statement amendments Development of protocol agreements, we have completed an agreement and now hold 2 agreements with Nations. There has been a request for another agreement in the last month. Education and training for trustees and staff.	Housing was identified as a priority for future strategic planning at March Trust Council
		First Nations Reconciliation work was identified as a priority for future strategic planning at March Trust Council
5. Governance:	We have developed a secretariat function at the Trust We undertook a Governance Review in 2022 We have not comprehensively approached the Province for funding. We are in the process of amending the Policy Statement.	Corporate Planning and the Policy Statement were identified as a priority for future strategic planning at March Trust Council

ATTACHMENT(S): 2018-2022 Strategic Plan

FOLLOW-UP: As directed by Council.

Prepared By: CAO

Reviewed By/Date: May 31, 2024.

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.	100% 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. SSI shifted protecting the CDF zone to considering wildfire resilience in CDF zones. Communication materials were created. Research in community is ongoing. At present, no work related to creating a model DP is planned.	0% complete
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. The analysis has not been funded to date and no funds are proposed to be budgeted by Trust Council for 2024/25. Staff have secured an \$8200 grant for this work and Executive Committee has requested a project charter be produced.	0% complete Ongoing

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
1.4. 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 2023, 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.	Delayed

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.	75% complete
2.2. Map the extent of eelgrass and kelp beds throughout the Trust Area.	Regional Planning Committee		Phase 1 Work was completed in March 2022. Phase 2 business case not supported by RPC nor Trust Council.	50% Complete
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	Inventory complete, components for a model bylaw were drafted. Model bylaws not adopted.	75% Complete.

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. Implementation Plan being developed.	75% 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.	50% complete

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.	100% complete (Excludes greywater recycling)

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 September 2023, Trust Council amended the project charter to extend timelines. Early engagement with First Nations continues. In May 2024, the Committee of the Whole received a revised draft. Public engagement will begin after Trust Council provides approval in principle.	75% complete (project)
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		No regional approach. LTCs considering independently. For example: Gambier, Galiano, North Pender, Gabriola, Salt Spring considering various aspects of strategy.	25% Complete.
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.	25% complete 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		Complete.	Live-streaming capabilities have been incorporated into all Islands Trust public meetings. Funding for required software and service subscriptions is now an annual inclusion in the information services operating budget.
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. Since March 2022 the package is mailed to 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 three webinars. Two webinars on freshwater were delivered in January/February 2024 and a webinar on wildfire was delivered for March 2024. TPC has requested project charters for 2024/5 webinars and requested the Living in the Trust Area program continue.	Development complete Implementation -ongoing

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/Regional Planning Committee		Trust Council adopted Housing Strategic Action Plan in December 2023. Ongoing implementation.	75% Complete

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.	75% complete (project)
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. Last term's 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 1 policies. Engagement with First Nations continues.	75% complete Ongoing
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. Draft Housing Toolkit reviewed by RPC July 27, 2023 with all feasible regulatory options included. No further work recommended due to low value of using FAR in rural areas and poor uptake of model bylaws.	75% Complete.
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 . Recommend no further action.	75% Complete
4.4. v. Develop model bylaws to address the use of building stratas as a tool for affordable housing.	Regional Planning Committee		Model bylaws are to be developed within the context of LTC housing projects.	0% Complete

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
4.5 Adopt a Reconciliation Declaration.	Trust Council		Adopted March 2019.	Completed
4.6. Adopt and implement a Reconciliation Action Plan.	EXEC/TAS/PS		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.	50% complete. 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 begun learning activities with support from a contractor.	50% complete. Ongoing
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.	25% Complete

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.
5.10 Development of a Corporate Plan for the Islands Trust	Executive		Currently at Phase 2, Part 4: Development of long range goals and objectives	

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
5.2. 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 in 2023/24 and 2024/25 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 At'l'ka7tsem Community Forum, and - Rural Island Economic Forum -Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee (23/24 and 24/25 only)	Development 100% complete Implementation ongoing
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. 2024-05-29 Trust Council has reviewed and deleted 9 out of date or redundant policies. Council Committee Systems and Terms of Reference policies combined and updated. Special Tax Levy policy under review and recommendations via FPC planned for September 2024 Trust Council.	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
5.5. Request additional funding from the Province	Executive		No active engagement underway with Province at this time.	Hold
5.8 Prioritize elements of the strategic projects that support land use decision making	CAO			
5.9 Update the strategic initiatives related to housing to focus on 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				

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	See above. Project scope has increased considerably since initiation.	75% complete (project) Ongoing
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.	75% complete (project) Ongoing

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 18, 2024

From: CAO

Date Prepared: May 31, 2024

SUBJECT: Review of Follow Up Action List

RECOMMENDATION: THAT Trust Council amend its Follow Up Action List by removing the following:

- a) Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.
- b) 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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Review of the action list to remove or modify existing direction of Trust Council is a regular administrative practice that will lend itself to better use of resources and more focused work on priority initiatives.

1 PURPOSE: To receive an updated and consolidated Follow Up Action List.

2 BACKGROUND: At the September Trust Council meeting Council received a report from the CAO regarding suggestions to consolidate the FUAL. The report was prepared for Trust Council as the FUAL had a number of repetitive items, items that had been completed, or items that may have lost relevance. Staff made a number of suggestions that were encapsulated in a spread sheet that itemized recommended changes.

Trust Council then passed the following motion:

TC-2023-084

It was MOVED by Trustee Peterson and SECONDED by Trustee Yates, that Trust Council request items on Follow-up Action List listed as "should be consolidated", be consolidated and that staff be requested to prepare a request for decision for further work on the Trust Council Follow-up Action List.

CARRIED

Subsequently, the FUAL has been updated and consolidations made. Staff are pleased to report that the FUAL has been substantially reduced moving from 48 items to approximately 30 ongoing items. This is due to project completion, consolidations and removal of any items that are no longer relevant.

Summary of key consolidations/changes:

1. Provincial funding request:

Trust Council had a number of similar directions to approach the province for funding.

The following direction from September 2019 is reflected in the more recent Trust Council direction from March 2023 and as such has been consolidated.

THAT Trust Council consider approaching the Province of British Columbia to request additional funding for the Islands Trust annual budget, ensuring that 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 and approach for requesting additional funding from the Province.

(has been consolidated with the following)

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 and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update. (March 2023)

2. Referral to Committees: a number of items have been referred to appropriate committees for action:

- Hosting of a panel session about housing challenges to RPC;
- Coordination of a roundtable on housing referred to RPC;
- Review of Council Committees referred to Governance Committee.

3. Removal from the FUAL: the following items have been removed as either not actionable as directed or no longer relevant as described. They of course could be reinvigorated with more detailed direction from Trust Council.

c) Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.

This item was passed in 2020 but has not been actioned in any meaningful way and no expressed direction was a part of the direction.

d) 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.

This item originally related to accessing provincial funding for reconciliation work at the Trust. Subsequent to this direction the Trust did receive 150K of funding from the Province.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The result of the recommendation will be a more streamlined and focused FUAL list that better matches organizational resources.

FINANCIAL: Marginal change in financial impact.

POLICY: NA

1 RELEVANT POLICY(S):

2 ATTACHMENT(S):

RESPONSE OPTIONS

Recommendation:

THAT Trust Council amend its Follow Up Action List by removing the following:

- a) Trust Council requested Executive Committee follow up with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) around forest management.**
- b) 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.**

Alternative: Trust Council may wish to continue with these items and maintain them on the FUAL. With regard the various directions to request funding from the Province over the years, there is always the ability to cull the minutes to find those requests if required for context.

Prepared By: CAO

Reviewed By/Date:

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
1 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
2 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 and further that Trust Council respond to Minister Kang to the effect that TC will revisit the request for a review of the Islands Trust mandate, governance, and structure and provide the Minister with an update.	Russ Hotsenpiller	Meeting: 07-Mar-2023 Target: 27-Jun-2023	In Progress
3 6.2 Governance Committee Work Program. That Trust Council approved the attached Draft Corporate Planning Framework, and requested that Governance Committee continue work on Corporate Plan development. Advise the Governance Committee of Trust Council decision.	Russ Hotsenpiller	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress
4 Trust Council request Staff to report back on options to join the class action suit to sue big oil with other municipalities at the rate of \$0.50/resident of the Trust Area Review ability of TC to fund such a lawsuit - legal advice as necessary. Report back to Trust Council.	Russ Hotsenpiller	Meeting: 26-Sep-2023 Target: 12-Dec-2023	In Progress

Follow Up Action Report

Trust Council

Chief Administrative Officer

Activity	Responsibility	Dates	Status
5 THAT TC request items on FUAL listed as "should be consolidated", be consolidated and that staff be requested to prepare a RFD for further work on the Trust Council follow-up Action List	Russ Hotsenpiller	Meeting: 07-Dec-2023 Target: 09-Feb-2024	Completed
6 THAT Trust Council hire a qualified independent consultancy firm to work with the elected officials of Trust Council in the drafting of a Chief Administrative Officer Performance Evaluation Policy using current policies and materials provided by Trustee Patrick and Trustee Falck to Trust Council Dec 7, 2023.	Russ Hotsenpiller	Meeting: 07-Dec-2023 Target: 31-Jan-2024	In Progress

Director Legislative 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	Meeting: 15-Sep-2020 Target: 17-Sep-2024	In Progress
2 Staff to discuss, with interested trustees, requirements and options and report back on possibilities and effort required to improve Trustee access to key documents.	David Marlor	Meeting: 29-Jun-2023 Target: 18-Jun-2024	Completed

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
3 Staff consider options and report back on possibilities and effort required to provide Trustee view access to integrated calendar of Trust Meetings.	David Marlor	Meeting: 29-Jun-2023 Target: 26-Jul-2024	Completed
4 Staff to research the possibility of self-insurance.	David Marlor	Meeting: 27-Jun-2023 Target: 10-Dec-2025	In Progress
5 5.2.2 Review of Trust Council Policies - Undertake review and recommend updates and consolidation of policies. Bring one or more policies back to each Trust Council. Work with relevant director.	David Marlor	Meeting: 26-Sep-2023 Target: 12-Dec-2025	In Progress
6 That Trust Council request Staff to prepare a draft amendment to the Trust Council Meeting Procedures Bylaw under Section 11 of the Islands Trust Act so that it also applies to all 13 local trust committees, and add amendments to require release of local trust committees' agenda outlines a minimum of two days before release date of full agenda. THAT Trust Council request staff to prepare a draft Local Trust Committee Development Procedures Bylaw under Section 11 of the Islands Trust Act that will establish standard procedures applicable to all local trust committees. THAT Trust Council request Staff to prepare a Public Notice Policy with a model Local Trust Committee Public Notice Bylaw, and a draft Trust Council Public Notice Bylaw.	David Marlor	Meeting: 07-Dec-2023 Target: 17-Sep-2024	In Progress

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
7 Staff amend follow-up action report so that a percentage complete for each line item is added (April 4, 2024 - A HelpDesk Ticket has been created for this task)	David Marlor	Meeting: 12-Mar-2024 Target: 18-Jun-2024	In Progress
8 Bylaw 196 (meeting Procedures): 1.RWM for adoption 2.and then, once adopted, update website and files.	David Marlor	Meeting: 12-Mar-2024 Target: 22-Mar-2024	Completed
9 That Trust Council request Staff amend draft bylaw 195 be amended in .6, to add words ", the "Islands Trust Council Records Management System Manual", " after "manual of procedures and policy" Final wording: The Designated Officer is authorized to create and maintain a manual of procedures and policy, the Islands Trust Council Records Management System Manual (the "Manual"). Staff to: 1.amend bylaw wording as above 2.conduct RWM for adoption 3.and then, post to website and update files.	David Marlor	Meeting: 12-Mar-2024 Target: 22-Mar-2024	Completed
10 Staff to publicly release briefing from the CAOHC, from the March Trust Council IC agenda. Note: Remove 'confidential' from the briefing and post to the CAOHC website.	David Marlor	Meeting: 14-Mar-2024 Target: 22-Mar-2024	Completed

Follow Up Action Report

Trust Council

Director Legislative Services

Activity	Responsibility	Dates	Status
11 Staff to prepare a report with options and recommendations for providing meeting agendas in HTML as well as PDF versions.	David Marlor	Meeting: 14-Mar-2024 Target: 18-Jun-2024	Completed
12 Staff to work with Trust Council Chair Peter Luckham to draft a letter in response to correspondence 14.5.5 and 14.5.6 and that the above letter be sent to other letter writers (14.5.1 and 14.5.2) expressing similar concerns.	David Marlor	Meeting: 14-Mar-2024 Target: 05-Apr-2024	In Progress

Director of Planning Services

Activity	Responsibility	Dates	Status
1 Staff to: a) evaluate the implications of a longer referral response window, and; b) consider how Trust Council and local trust committees (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.	Stefan Cermak	Meeting: 29-Jun-2023 Target: 06-Dec-2023	In Progress
2 Inform appropriate staff that Trust Council approved Bylaw Compliance and Enforcement Review Project Charter V1.	Stefan Cermak	Meeting: 12-Mar-2024 Target: 18-Jun-2024	Completed

Follow Up Action Report

Trust Council

Director of Planning Services

Activity	Responsibility	Dates	Status
3 Staff to report in the September (2024) and March (2025) Trust Council meetings about the tracking of planning staff time and application revenue with regards to cost recovery.	Stefan Cermak	Meeting: 14-Mar-2024 Target: 18-Jun-2024	In Progress

Director, Administrative Services

Activity	Responsibility	Dates	Status
1 Bylaw 193 (five year financial plan) given 3 readings Staff to: 1.send to Minister for approval 2.and then RWM for Trust Council adoption.	Julia Mobbs	Meeting: 14-Mar-2024 Target: 22-Mar-2024	Completed
2 Bylaw 194 (Revenue Anticipation Borrowing Bylaw) - given three readings Staff to: 1.send to Minister for approval 2.and then RWM for Trust Council adoption.	Julia Mobbs	Meeting: 14-Mar-2024 Target: 22-Mar-2024	Completed
3 Add to June Trust Council agenda under Business: 1.staff explore options to charge accommodation costs back to Trustees if they commit to attendance in person, but do not, with the exception of medical emergencies or extraordinary circumstances.	Julia Mobbs	Meeting: 14-Mar-2024 Target: 18-Jun-2024	Completed

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
1 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: 16-Oct-2026	In Progress
2 Policy Statement Amendment Project - Amend draft Bylaw No. 183 as directed by adopted resolutions. (ONGOING)	Clare Frater	Meeting: 21-Sep-2022 Target: 07-Sep-2026	In Progress
3 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: 16-Oct-2026	Completed
4 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	Meeting: 21-Sep-2022 Target: 03-Dec-2024	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
5 Once the Minister has approved the Snaw-naw-as -Islands Trust Council Protocol agreement issue an RWM requesting that Islands Trust Council appoint the following trustees to a Snaw-naw-as First Nation/Islands Trust Joint Working Group as established under the Snaw-naw-as First Nation/Islands Trust Protocol Agreement: Peter Luckham, Tobi Elliott, Mikaila Lironi, and Tim Peterson. Then, if it passes, organize working group meetings for remainder of 2023. Add this working group to meetings to be scheduled as part of the larger Trust Council meeting scheduling for 2024 calendar year. (STAFF: AGREEMENT APPROVED BY MINISTER, WORKING GROUP DATES SELECTED, WAITING FOR SNAW-NAW-AS TO ADVISE ON SIGNING CEREMONY PREFERENCE).	Clare Frater	Meeting: 26-Sep-2023 Target: 12-Dec-2023	Completed
6 11.2.5 Islands 2050 That Trust Council approve Policy Statement Amendment Project Charter v7.	Clare Frater	Meeting: 26-Sep-2023 Target: 12-Dec-2023	Completed
7 Staff to create a detailed workplan in addition to the existing project Charter to clarify, and specify, the work involved within each step of the Policy Statement.	Clare Frater	Meeting: 14-Mar-2024 Target: 24-Sep-2024	In Progress

Follow Up Action Report

Trust Council

Director, Trust Area Services

Activity	Responsibility	Dates	Status
8 Staff to amend the 'Policy Statement Amendment Project - Project Charter V8' to have the Draft Policy Statement be initially provided to Trust Council at a special meeting.	Clare Frater	Meeting: 14-Mar-2024 Target: 18-Jun-2024	Completed
9 That Trust Council endorse the Policy Statement Amendment Project Charter Version as amended.	Clare Frater	Meeting: 14-Mar-2024 Target: 18-Jun-2024	Completed
10 Staff to work with Trust Council Chair Peter Luckham to write, sign, and send a letter regarding Dock Tenures to Honourable Premier Eby, Honourable Minister Cullen, Honourable Minister Rankin and Honourable Minister Kang .	Clare Frater	Meeting: 14-Mar-2024 Target: 29-Mar-2024	Completed

Executive Coordinator

Activity	Responsibility	Dates	Status
1 Staff to make arrangements for September Trust Council meeting to be held on Gabriola Island.	Lori Foster	Meeting: 14-Mar-2024 Target: 18-Jun-2024	In Progress

To: Trust Council **For the Meeting of:** June 18, 2024
From: David Marlor, Director,
Legislative Services **Date Prepared:** May 21, 2024
SUBJECT: Trustee Access to Documents, Calendar and HTML Agendas

PURPOSE: To update Trust Council on the requests for trustee access to documents, access to meeting calendar and access to HTML agendas.

BACKGROUND:

At its regular meeting in June 2023 Trust Council requested staff to discuss, with interested trustees, requirements and options and report back on possibilities and effort required to improve trustee access to key documents, and to consider options and report back on possibilities and effort required to provide Trustee view access to integrated calendar of Trust Meetings. At its regular meeting in March 2024, Trust Council requested staff to prepare a report with options and recommendations for providing meeting agendas in HTML as well as PDF versions.

1. Trustee Access to Documents

On August 23, 2023 Staff met with several trustees to talk about the types of documents to which they would like to have access. Generally, the understanding is that access would be read-only for all documents created for any trust body. That is access to the local area network where Islands Trust original files are kept, and ability to only read but not manipulate the documents.

Current Situation

Currently, Islands Trust maintains a local area network (LAN) using a file structure based on the Local Government management Association (LGMA) recommended file structure, modified to fit the unique structure of the Islands Trust. As a LAN, the permissions are applied at the folder level, but security is not robust or safe enough to open up the LAN beyond those staff that require access. For this reason, any files being provided outside of staff is done using alternative means. For trustees, documents are made available using a separate server and a file structure called WebDAV; for the public this is by means of providing them either through a File Transfer Protocol (FTP) server, or by posting them to the islands Trust website.

All documents for trustees are published in the agenda packages, and these are made available via WebDAV and on the Islands Trust website through the meeting calendar. The web-based meeting calendar generally retains documents for one term (four years); documents in WebDAV retention varies depending on the document.

Most application documents, and all project documents, which have been made public through a local trust committee meeting agenda, are published on the Islands Trust website under the relevant trust body and project/application name.

In-camera agenda items are made available via password protected PDFs via WebDAV or by email to the relevant trust body. These documents are only available to that body. For example, in-camera documents for Saturna Island Local Trust Committee would only be available to the Saturna Local Trust Committee, and no other trustees would have access to them.

Other documents not covered above, or that have been removed from WebDAV or the Islands Trust website, are available to trustees by asking staff on an individual basis.

Options

With our current technology, making documents available to trustees beyond the above processes, would require significant staff time to maintain. This would require a separate folder structure (likely in WebDAV) and a process for staff to transfer copies of all of the documents into folders on WebDAV for every trust body (16 bodies), in a structure that makes sense in order to find the documents. That structure would need to be developed. This would create duplication and a lot of work for administrative staff. For purposes of Freedom of Information and Protection of Privacy (FOIPP) legislation, and under the guidelines provided by LGMA, creating duplicate files is not recommended.

There are software solutions available. This would involve development of a records management software that would sit on top of the LAN and control the documents being written to the LAN and being read from it. This software would then allow permissions at the document level, allowing us to give access to documents on the LAN safely to trustees and staff.

Other local governments that have undertaken a records management software approach indicate it can take two to three years to find an appropriate solution and implement it; an in-house option is available, but it would take significant staff time to code and implement this as well. However, over the longer terms, this is the recommended approach as it is much more robust than our current system, allows individual record management, individual record permission (meaning that a person would only see those records in any one directory that they have permission to see), prevent accidental deletion and duplication of records, and record who accessed documents and any edits they made. Another benefit of a software solution is automation of identification of records that could be destroyed (not all records are kept permanently) based on our records retention schedule.

Staff intend to bring a business case for Fiscal Year 2024/25 to Trust Council that will more fully explore available options and make a recommendation on an approach that will address the need for better and more transparent trustee access to documents, as well as the larger need for a more robust records management system. A software solution such as this would require funding from Trust Council and allocation of resources in fiscal year 2025/26 and fiscal year 2026/27. If funding is approved, such a system could be in place by late 2026.

Given the limitations with our current system, FOIPP concerns, and the high administrative cost of duplicating records, staff recommends that we continue to provide access to documents through the meeting agendas and website, and on request by individual trustees, and move to a document management system that allows trustee read-only access to specified documents on the Islands Trust LAN.

2. Trust Access to Meeting Calendar

Current Situation

Currently, all trust bodies' meetings are published on the Islands Trust website. By clicking on "What's Happening" and then "Meetings and Events" trustees and the public can navigate through the months and years and see all meetings that have happened, and those scheduled to happen, for all Trust bodies. Agenda packages, minutes and video recordings are also linked.

Islands Trust staff maintain an Outlook calendar called “Committee Meetings” in which all committee meetings are recorded. This calendar is useful to staff to help in avoiding conflicts when scheduling meetings with trustees. The meeting schedule can be viewed by day, by week or by month.

Options

For those trustees who use the Chrome mail application the Committee Meetings calendar can easily be made available as a read-only calendar in their version of Outlook. It may be useful as it provides an “at a glance” picture of meetings for scheduling or other purposes. However, no meeting agendas, minutes or video links are maintained in this calendar; it would actually have less utility than the calendar published on the website. For those trustees not using Chrome mail application (e.g. those using a Mac computer, or another email client) Information Services staff cannot guarantee that access can be provided or maintained.

As there are no downsides from a FOIPP or security perspective in providing trustees with read-only access to this calendar, Staff recommends that this calendar be made available to trustees. There would be some work on behalf of the Information Systems department to set this up.

3. HTML Agendas

Current Situation

Islands Trust uses a program called eScribe (current version is eScribe 5) to create agendas for all trust bodies’ meetings. This system has a method to create meeting templates, control sign-off for items going onto agendas, as well as ability to run the meeting within the software, and to create agendas in both portable document format (PDF) or in hypertext markup language (HTML). At present, due to many technical reasons, the creation of documents as HTML or running the meeting within the software has not been feasible. Therefore, Staff has been using eScribe to control the sign-off flow for items going to agendas and creating the agendas as PDFs.

Publishing HTML agendas from eScribe to the Islands Trust website is not currently possible with the current website technology.

Options

In September 2024, Islands Trust will be upgrading to eScribe 6; this software has been rebuilt from the ground up, and offers functionality that is much more robust and stable. With the launch of eScribe 6 staff intends to introduce the option of accessing agendas by HTML as well as the current PDF version. We expect to begin this with Executive Committee and Trust Council in December 2024, and then roll-out to other trust bodies in early 2025. We also expect to be able to use the software to run some trust bodies’ meetings, provided those meetings are in a location with strong Wi-Fi signal and good bandwidth. This will be accessed once eScribe 6 is installed in September.

Given that publishing agendas as HTML has many advantages, staff recommend that this be explored more once eScribe 6 is installed. Further exploration of options for integrating with the Islands Trust website to provide public access to HTML meeting agendas should also occur.

ATTACHMENT(S):

None

FOLLOW-UP:

As indicated above, or as further requested by Trust Council.

Prepared By: David Marlor, Director, legislative Services

Reviewed By/Date: Dave Beeston, Information Systems Coordinator/May 23, 2024
Lori Foster, Executive Coordinator/
Russ Hotsenpiller, Chief Administrative Officer/

Governance Committee's Work Program Matrix

Updated May 13, 2024

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

NOT IMMEDIATE but IMPORTANT * Election of Executive Committee * Committees - clear mandates/ size & numbers/ champion proposals to TC * Mandate of Conservancy more prominent * Compensation	URGENT and HIGH PRIORITY * Strategic/Corporate Planning/Visioning process and related operational review * Response to the province * Meeting process (Bylaw 101 & policies) * Secretariat/hiring in-house legal counsel - needs research * Code of Conduct Review (added May 13, 2024)
NOT IMMEDIATE and LOWER PRIORITY * Info to candidates before election * Recording of negative votes (forward to Executive Committee)	URGENT but LOWER PRIORITY * Communications * Advocacy (NOTE: these items considered urgent but need more preparation of other policies before effective to deal with)

MATTERS OUTSIDE OUR JURISDICTION WHICH WE CONSIDER URGENT & IMPORTANT

- * First Nations representation (possible referral to First Nations committee if it gets established, otherwise multiple protocol agreements not considered in report)

MATTERS OUTSIDE OUR JURISDICTION WHICH WE CONSIDER NEITHER URGENT NOR 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 Committee)
- * Policy Statement (Trust Programs Committee and Executive Committee)

*** REFERRALS FROM TRUST COUNCIL/OTHER COMMITTEES**

- * TC – Sept 26, 2023.

General

Trust Area Services (TAS) staff organized and supported two Trust Programs Committee (TPC) meetings, held in April and May. The Program Coordinator role was vacant while Gillian Nicol acted in the Planning Technician role. Joe Elliott started on April 22, 2024 in the Senior Indigenous Relations Advisor Position. Trust Area Services said goodbye on May 30, 2024 to Tyler Brown, Senior Policy Advisor. Through the quarter, the Senior Policy Advisor position was exclusively dedicated to Policy Statement Amendment Project so the regular work of that position is being delivered as the capacity of other staff permits, with some work not accomplished. In March 2023, Lori Foster started in the Executive Administrative Assistant role which provides welcome support to administrative needs of the Reconciliation program.

Islands 2050 (Policy Statement Amendment) Project

In April, staff provided Executive Committee with recommendations regarding the process by which Trust Council could consider the draft new Policy Statement. In early May 2024, staff provided a briefing to the Committee of the Whole with the following materials:

- Concordance table showing the changes from the July 2021 draft to the updated April 2024 draft
- Report on what we heard in phase 3 of public engagement and what we have done in response in the updated draft Policy Statement
- First Nations and ALC/MAF feedback on the September 2023 draft.
- A March 2021 discussion paper on “The Islands Trust Object: Past, Present, and Future”
- Public excerpt of Nov 2000 legal opinion re Policy Statement directive policies
- November 2020 public legal opinion regarding questions pertaining to amendment of Policy Statement
- Trust Council’s Policy Statement Amendment Project Charter (V8)
- Updated Draft Policy Statement (incorporates previous Trust Council direction, as well as input from engagement with First Nations and select agencies, and additional staff review)
- 2022 Trust Council resolutions and how they were addressed
- Prior Trust Council resolutions about the Policy Statement Amendment Project since 2016

Communications materials included: speaking notes, subscriber notice, updates to the Islands 2050 webpage and weekly information bulletins to trustees. These materials make clear that the Committee of the Whole may consider the document a number of times and direct changes until it has recommendations ready for Trust Council. Trust Council will then schedule a meeting to consider approval in principle. In terms of public engagement on the draft document, Islands Trust will be in an inform stage until Trust Council has given approval in principle. The document will then be referred to local trust committees and Bowen Island Municipality for six months of consideration. These bodies may choose to undertake public engagement locally during this time to inform their referral responses. In addition, during that six month period, a Trust Area-wide survey will be undertaken as well as a virtual community workshop.).

The Committee of the Whole will develop recommendations to Trust Council about further changes to the draft document, and for the amendment process, as required. Staff will recommend that Trust Council schedule a special meeting(s) to discuss the draft document, comments from First Nations and committee recommendations for changes.

Staff will be developing a project workplan for Trust Council review in September or at a special meeting. Staff continue to monitor the Islands2050@islandstrust.bc.ca inbox and respond to enquiries, and have made updates to the [Islands 2050 webpage](#) which trustees may wish to review.

Stewardship Education Program

A webinar about fire titled *Living with Fire: a panel discussion for those living in the Salish Sea* took place on March 26, 2026. This webinar had 372 registrants. Information on the Stewardship Education, including webinar recordings can be found here <https://islandstrust.bc.ca/programs/stewardship-education/>.

In addition, Trust Programs Committee received a report in May on a survey seeking feedback on potential topics for topics from Trust Area residents for further stewardship education webinars, and asked staff to develop project charters for four webinars – Groundwater Conservation, Living With Fire, Invasive Species Plant Removal, and Native Plant Gardening.

Trust Programs Committee also approved a project charter to continue the Living in the Trust Area mailing to new residents.

Advocacy/Coordination

In this reporting period, Denman Island Local Trust Committee sent a letter of Support to Denman Community Land Trust Association regarding modified environmental assessment work of the western portion of the property at 3661 Piercy Road, Denman Island.

The Chair wrote to the Minister of Water, Land and Resource Stewardship to express support for efforts to address cumulative impacts related to provincial dock tenure decisions in the Southern Gulf Islands, and to respectfully request to be involved in next steps regarding studies and public engagement.

Staff applied for and received a grant to the financial analysis needed to undertake advocacy required for a change to the Natural Areas Protection Tax Exemption Regulation to increase the exemption amount. Next step is to produce a project charter for Executive Committee approval and then to hire a contractor to complete the work.

Delegation Letters

One thank-you letter was sent out following a delegation to the March 2024 Trust Council.

Reconciliation Program

Trust Area Services staff provided advice and support to staff and trustees who had meetings or correspondence with First Nations. Staff are providing support to regional planners on the First Nations relationship building components of their major and minor projects. Staff are also liaising with provincial staff and other local government staff to support the development of the Reconciliation program.

Staff organized a protocol agreement signing ceremony for Islands Trust and Snaw-naw-as First Nation, and developed a news release.

Staff continued to support the reconciliation learning group.

Staff are developing recommendations for next steps for the reconciliation program.

Legislative Monitoring

Staff monitored multiple sources for updates and new items since the March 2024 report. A request for input was sent to staff and trustees in early May 2024. Due to a lack of staff time, staff were not always successful at providing time-sensitive items to the Executive Committee. Staff prepared the legislative monitoring report for Trust Council review in June.

Secretariat Services

Trust Programs Committee voted to allocate Secretariat Services funding as follows:

- \$1,500 to the Rural Island Economic Partnership,
- \$2,500 to the Baynes Sound Lambert Channel Ecosystem Forum,
- \$3,000 to the Coastal Douglas-fir Conservation Partnership,
- \$4,000 to the Átl'ka7tsem/Howe Sound Community Forum
- \$3,000 to the Southern Gulf Islands Forum, and
- \$250 to the Vancouver Island and Coastal Communities Climate Leadership Steering Committee.

Staff are working on issuing contracts for these amounts.

Grants Management

During this reporting period, the Grants Program Manager supported management with an application for the “Grant for Local Government to Advance Biodiversity Conservation on Private Lands” with the Fraser Basin Council, to undertake an analysis of the tax impacts associated with increasing the percentage of the [Natural Area Protection Tax Exemption Program](#) (NAPTEP). This application was successful and will receive \$8246.77 in funding. In addition, Environment and Climate Change Canada (ECCC) has approved funding under the Priority Places program for the project, “Enhancing integration of biological information into land use decisions in the Islands Trust Area” to the amount of \$200,430 over a two-year timeframe. \$7,000 in grant funding was secured from Disability Alliance BC to support Islands Trust with its efforts to form an Accessibility Committee. Staff also negotiated a further extension to the Local Government Development Applications Program funding.

The CAO submitted a report to the Assistant Deputy Minister, Local Government Division, Ministry of Municipal Affairs accounting for Islands Trust First Nations Engagement Activities funded through a provincial grant.

Staff continued to monitor other 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 and Complete Communities Funding for Salt Spring Island - \$150,000.

Communications/Engagement

Staff are developing a budget and related work plan for operational needs for communication-related activities and needs for 2024/25.

Communications Strategy

Staff drafted an Islands Trust communications strategy, which was approved by Trust Council in December 2023. A detailed work plan to achieve the goals set out in the strategy is underway.

Islands Trust 50th anniversary

Trust Council made a decision at the September meeting that the celebrations will be limited to an anniversary logo. The logo development is complete and approved by Executive Committee. The 50th anniversary logo and other related communications efforts will begin in June 2024.

Annual Report

The 2023/24 Annual Report work with the list of contents approved by Executive Committee is underway. Individual articles are being approved, with Trust Council receiving the complete draft at its June 2024 Trust Council meeting, where it can be approved or further edits made

Website

Webpages continue to be updated on a consistent basis to update data, improve readability and conciseness. Further updates to the local trust area pages are will be launched in the coming weeks. These updated will improve usability and highlight news and new projects while limiting scrolling. Significant updates to the Meetings & Events page will improve searchability and functionality. A significant suite of improvements are expected to be complete by the end of June.

The first group of website improvements include:

1. Re-design 'meetings' search screen
2. Backend improvements for website editors
3. Improvements to event search functionality.

Staff will continue to add to the Fact Check page, a webpage that addresses inaccuracies and provides clarification to island residents. The feedback form on this page is used by residents frequently and has improved two-way engagement between Islands Trust and the public.

Media relations

Staff continued media relations, including contacting journalists with corrections or clarifications, and continue to build the media contacts list.

Social media

Staff have continued posting to social media. A consistent posting schedule has been underway since March 2023, with a planned schedule of minimum two posts per week, or more as necessary. Facebook followers have increased to a total of 939 followers, up from 876, while X (previously

known as Twitter) has 1172 followers, up from 1170. While X followers typically continue to decrease as the platform undergoes significant changes, this month saw a minimal increase in followers.

As of March 2023, Islands Trust is active on LinkedIn and Instagram. These platforms are still in the early stages with small follower numbers. To date, Instagram has 198 followers, up from 160 followers, and LinkedIn has 225 followers, up from 186. A Linktree account has been created to support linking to the Islands Trust website from Instagram.

A social media workshop for elected officials took place at the March 2024 Trust Council meeting.

Support for Planning Services

Staff provided communications support for the Gabriola OCP review project, including significant communications and engagement efforts and products. Staff continue to assist with social media for the LTC's that request such support. Staff have begun on communications work plan preparations to support the Salt Spring Island OCP review process. Staff have made updates to the design of the website to support on-island planner hours, and continue to provide updates and support as necessary.

Support for Bylaw Compliance and Enforcement Services

Staff continue to support bylaw compliance and enforcement through creating speaking notes and news releases for trustees that need support with regards to enforcement efforts in local trust areas. Updates to webpages, contact database, and support for a post-webinar survey were also provided.

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 two to three 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 and senior staff.

News Releases

Three news releases were distributed over the past quarter:

- Islands Trust Launches New Islands Trust Applications Portal
- Islands Trust Council June 2024 Meeting Program Announced
- Islands Trust Council Approves 2024/25 Budget

Active Projects Report

Trust Programs Committee

1. *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 May 15, 2024 project charter endorsed by TPC on May 22, 2024. Staff to develop project charters for the following four webinars - Groundwater Conservation, Living With Fire, Invasive Species Plant Removal, and Native Plant Gardening.

Staff to draft the following fiscal year 2025/26 business case for consideration at the next regular business meeting (August 26, 2024): Stewardship Education (\$17,000)

Responsible

Clare Frater

Dates

Rec'd: 22-May-2024

Target: 26-Aug-2024

2. *Secretariat Role to Forums within the Trust Area*

Administer Secretariat Services program.

Staff to draft the following fiscal year 2025/26 business cases for consideration at the next regular business meeting (August 26, 2024): Secretariat Services (\$17,000)

Responsible

Clare Frater

Dates

Rec'd: 22-May-2024

Target: 26-Aug-2024

Future Projects Report

Trust Programs Committee

1. *Update Crown Land Agreements*

Responsible

Date Received

Implement Crown Land Protocol project charter V2 and engage Bowen Island Municipality and the Province of B.C. in updating and consolidating existing agreements about Crown land into one agreement.

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 18-20, 2024
From:	Trust Area Services	Date Prepared:	May 31, 2024
SUBJECT:	Legislative Monitoring Report, May 2024		

PURPOSE: To provide Trust Council with a summary of past or proposed external regulatory changes that could directly affect Islands Trust operations, local trust committee/island municipality bylaws or regulations, or Strategic Plan projects, as well as information about resources and issues of interest.

Caveat: This document is provided for convenience only and is not to be construed as a legal document or as legal advice.

BACKGROUND: The Legislative Monitoring Report was established in 2003. In September 2023, Trust Council requested that the report be provided quarterly at each Trust Council meeting, rather than semi-annually.

The attached legislative monitoring report includes:

- Planned legislation;
- Legislation in process;
- Legislation in effect;
- Court decisions;
- New resources; and
- Discussion/Planning/Conservancy and Advocacy topics;

The report does not track private members' bills, except if introduced by Islands Trust Area Members of Legislative Assembly or Members of Parliament.

The report is updated using a range of sources, including Union of British Columbia publications, the websites of the Legislative Assembly of BC and the Parliament of Canada, provincial and federal news releases, the Canada Gazette, and a variety of websites and news feeds.

ATTACHMENT(S):

1. Legislative Monitoring Report, May 2024
2. Trust Council Requests to the Province of BC for Changes to the Islands Trust Legislation/Regulation and Related Legislation 2007 - present

FOLLOW-UP: Staff will follow-up as requested. Staff will provide the report to Bowen Island Municipal Council.

Prepared By: Mike Richards, Grants Manager, Trust Area Services

Reviewed By/Date: Clare Frater, Director, Trust Area Services / May 31, 2024

David Marlo, Director, Legislative Services/ May 29, 2024
Stefan Cermak, Director, Planning Services/ May 31, 2024
Russ Hotsenpiller, CAO/ May 31, 2024
Executive Committee / June 5, 2024



LEGISLATIVE MONITORING REPORT

May 2024

This document is intended to advise Trust Council about past or proposed external regulatory changes that could directly affect Islands Trust operations, local trust committee/island municipality bylaws or regulations, or Strategic Plan projects. The chart captures changes made in the last six months and is organized according to the following categories:

- **PLANNED LEGISLATION** – the intention to draft and pass new legislation is being developed and may be in a consultation or draft stage. No bill has been introduced to legislature/parliament yet.
- **LEGISLATION IN PROCESS** – a bill has been introduced to legislature/parliament and is awaiting Royal Assent, or Royal Assent has been issued but the new law or regulation has not come into force yet.
- **NEW LEGISLATION IN EFFECT** – legislation has received Royal Assent and any specified timeline for it to come in effect has occurred.
- **COURT DECISIONS** – a ruling from any level of court that affects the Islands Trust.
- **NEW RESOURCES** – publically available reports or websites that provide information relevant to Islands Trust work.
- **DISCUSSION, PLANNING, CONSERVANCY, and ADVOCACY TOPICS** – information related to topics of interest to Islands Trust.

PLANNED LEGISLATION	STATUS	BACKGROUND / KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS – FUTURE
Provincial Planned Legislation				
Mineral Tenure Act reform	Ongoing	NEW: The Province is advancing work to reform the Mineral Tenure Act (MTA) in alignment with the United Nations Declaration on the Rights of Indigenous Peoples with a clear process for co-operation and consultation with First Nations in British Columbia and engagement with industry and all interested parties. The Province is working in consultation and co-operation with First Nations to develop a vision for and implementation of MTA reform to achieve consistency with the UN Declaration. Multiple streams of an open and transparent consultation process include: • engagement with all First Nations rights and title holders; • a First Nations technical advisory group; • existing tables and commitments that could inform MTA reform; and • a technical working group with participants from the FNLC, First Nations Energy and Mining Council, and the B.C. government. Co-operation and consultation with First Nations and engagement with industry and interested groups was due to launch in March 2024.		Staff will continue to monitor.
Land Act Amendments	On Hold	NEW: A legislative amendment to enable agreements with Indigenous Governing Bodies to share decision-making about public land use. The 2019 Declaration on the Rights of Indigenous Peoples Act (DRIPA) provides flexibility for the Province to enter into agreements with Indigenous governments to share decision-making on the use of public land together. Amendments to pre-existing legislation (like the Land Act) are required to make this	Staff have registered for a provincial webinar.	Staff will continue to monitor.

		happen. The Province wants input on sharing public land use decision-making with Indigenous governments. These amendments will allow for agreements under the Declaration Act for Land Act decisions. Note: Under the Islands Trust Act, lands of the Islands Trust Conservancy are not subject to the Land Act. UPDATE: February 21, 2024 – The Minister for Water, Land and Resource Stewardship has announced that the government is dropping proposed changes to the Land Act.		
Emergency Management Regulations.	Engagement is now closed with new regulations due to be introduced in 2024.	As part of B.C.'s modernization of emergency management legislation, the Province is creating new regulations for post-emergency financial assistance (often referred to as "disaster financial assistance" or "DFA") and local authority emergency management. This legislation is expected to apply to Bowen Island Municipality.	None to date.	Staff will continue to monitor
Heritage Conservation Act Transformation Project	Ongoing	The purpose of the Heritage Conservation Act (HCA) is to encourage and facilitate the protection and conservation of B.C.'s unique cultural heritage. The Provincial Heritage Register lists nearly 60,000 protected heritage sites, of which, over 90% are of First Nations origin. The Province recognizes the need to transform the HCA to better meet the needs of all British Columbians. Transforming the HCA will provide for alignment with the UN Declaration and will support the provincial mandate of lasting and meaningful reconciliation. It will also aim to increase certainty and stability for First Nations, landowners, proponents, developers, and government, while supporting sound decision making. Drafting of legislative, policy and program reforms are targeted for Spring 2024. UPDATE: The Joint Working Group on First Nations Heritage Conservation invited stakeholders to participate in virtual	None to date. Local trust committees and Bowen Island Municipality can designate Heritage Conservation Areas in their OCPs. To date, only Salt Spring Island Local Trust Committee has done so with the Ganges Village Core Heritage Conservation Area to recognize and protect the identifiable heritage features and character of the village. Heritage Conservation Areas may require a	Staff will continue to monitor. Capital Regional District staff are also monitoring.

		engagement sessions on the Heritage Conservation Act Transformation Project. These sessions introduced a proposed suite of near-term legislative, regulatory, policy, and program changes being proposed for Cabinet consideration, and ultimately, legislative introduction in Spring 2024. Two sessions were held on September 26 and September 28, 2023 UPDATE: Current Status (updated January 2024) Given recent feedback, rather than introducing a near-term package of legislative amendments, the HCATP will instead work towards the development of a more comprehensive package. This means that changes will not be introduced this legislative session, but will be developed for future legislative sessions, which will allow time to ensure the proposed legislative amendments are more responsive to First Nations and stakeholder feedback.	heritage alteration permit for: alteration of land, feature, building, or structure, subdivision (Bowen), additions, or new construction.	
Federal Planned Legislation				
New Regulations under the Canada National Marine Conservation Areas Act	Regulations are currently being drafted	NEW: Parks Canada is developing new regulations under the Canada National Marine Conservation Areas Act to help protect and manage NMCAs. Experience at existing sites like Gwaii Haanas National Park Reserve, National Marine Conservation Area Reserve and Haida Heritage Site has shown that regulations are needed. The NMCA program at Parks Canada is growing, with seven new marine establishment proposals underway. The Southern Strait of Georgia is a Proposed National Marine Conservation Area Reserve. The What We Heard Report is a summary of feedback from Indigenous and public engagement that took place between April 11 and October 15, 2023. Parks Canada engaged with Indigenous peoples, provinces, territories, industry, non-governmental organizations, and many others on five summary papers that described the regulatory proposal. Feedback came from 73		

		organizations and individuals representing most regions of Canada, especially coastal regions and the Great Lakes. The regulations will be drafted this spring and published for review and comment in Canada Gazette Part I in Winter 2024. The goal is to have these regulations come into force by 2026.		
Update to the Canada Water Act	Federal Budget 2023 included provision for the creation of the Canada Water Agency	By the end of 2023, the government will introduce the legislation that will fully establish the Canada Water Agency as a standalone entity, outside of Environment and Climate Change Canada with regional offices. This has long been a priority for water champions and leaders across the country and signals a deeper cross-government and collaborative approach to water. UPDATE October 2023, No further progress UPDATE: February 2024 – This is included in An Act to implement certain provisions of the fall economic statement tabled in Parliament on November 21, 2023, and certain provisions of the budget tabled in Parliament on March 28, 2023 tabled on November 28, 2023	None to date.	No actions planned.
Proposed Aquaculture Act and Regulations (Federal)	Fisheries and Oceans Canada led two initial rounds of engagement in 2017-18 and in 2019. An online consultation also took place from June - December 2019 along with in-person engagement in	The proposed <i>Aquaculture Act</i> is expected to: • define the term aquaculture in legislation • recognize the need for clarity and stability for responsible economic growth of the aquaculture sector • ensure environmental protections enshrined in the <i>Fisheries Act</i> are included and specific to aquaculture • develop enforcement mechanisms specific to aquaculture • respect provincial and territorial jurisdictions • respect roles and responsibilities articulated in treaties and other rights reconciliation arrangements On Aug 17, 2020, the Minister of Fisheries, Oceans, and the Canadian Coast Guard launched the next phase of the Government's public engagement on the first-ever Aquaculture	Jan 2018 Chair letter to Minister of DFO requesting ecosystem-based study of potential impacts of the Integrated Geoduck Management Framework 2017 on the health of the Salish Sea. 2018 UBCM resolution calling for DFO to conduct an ecosystem-based study of potential and cumulative impacts of increased	The Province has responsibility for issuing tenures for aquaculture. Local trust committees and Bowen Island Municipality have zoning authority. This generally does not include regulating anything covered through aquaculture licenses from DFO. Once the amendments

	some regions. See “What We Heard Report”. The next phase of public engagement was open until February 12, 2021	Act. A discussion paper providing background on aquaculture in Canada, rationale for the proposed legislation and an overview of the elements proposed for the new Act, is now available online with key questions to guide feedback to the Government on this important initiative. The public is invited to visit https://dfo-mpo.gc.ca/aquaculture/act-loi/consultations-eng.html, and had until February 12, 2021 to participate in this round of consultation. UPDATE January 31, 2023: No further progress since last report. Fisheries and Oceans Canada is continuing in taking time to review and carefully consider the input. UPDATE October 2023: No further progress UPDATE February 2024: No further progress	geoduck clam aquaculture and consider increased monitoring and enforcement. Dec 2019 Chair letters to Ministers of DFO and FLNRORD requesting more resources for enforcement of shellfish regulations and tenure licenses. Trust Programs Committee co-sponsored a virtual Baynes Sound/Lambert Channel Ecosystems Forum in May 2020, together with the World Wildlife Fund, and has supported since then via the Secretariat Services program. On January 14, 2021 the Island Trust Chair sent a submission comments pertinent to the federal Aquaculture Act Consultation	are complete, a review should be undertaken to determine any necessary zoning amendments. Applications should include foreshore and underwater archaeological reviews to protect historical clam beds, fish weirs, and cultural heritage. Section 35 rights for access should be considered.
LEGISLATION IN PROCESS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS – FUTURE
Provincial Legislation in Progress				

None at time of writing.				
Federal Legislation in Progress				
<u>Bill C 33 - Strengthening the Port System and Railway Safety in Canada Act</u>	Consideration in committee in the House of Commons completed on February 07, 2024. At report stage. Awaiting 3 rd reading	Bill C-33 is the Ministry of Transport’s response to the recent supply chain challenges that have impacted Canadians. The bill proposes amendments to federal legislation related to ports, railways, and the transportation of dangerous goods. The proposed amendments would boost the powers of the federal transport minister, increase existing administrative monetary penalties (“AMPs”), and create a new AMP regime to enforce safe transportation of dangerous goods across Canada. In doing so, the Canadian government aims to “remove systemic barriers to ameliorate supply chain problems, and amend existing federal laws to modernize how Canada’s marine and railway transportation systems operate.” The bill would impact the maritime industry by amending the <i>Marine Transportation Security Act</i> and the <i>Canada Maritime Act</i>. The proposed amendments are aimed to: i. expand Canada Port Authorities’ mandate over traffic management; ii. position Canada’s ports as strategic hubs that support national supply chain performance and effectively manage investment decisions for sustainable growth; and iii. improve the government’s insight into ports and their operations. This legislation would make port authorities responsible for managing traffic, which could have implications for anchorages in the Islands Trust Area. UPDATE: Jan 30, 2024 – The Standing Committee on Transport, Infrastructure and Communities passed an amendment to Bill C-33 that would, should the bill pass, require the government to direct vessels out of an area if they’ve been anchored for longer than 14 days.	Islands Trust has advocated for better management of large ship anchorages in the Trust Area through <u>letter submissions</u> and input into the Ocean Protection Plan Forums. On Jan 19, 2021 the Chair <u>wrote to the Minister of Transport</u> calling for immediate action to address freighter anchorages in the Southern Gulf Islands	Staff will continue to monitor

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
Provincial Legislation in Effect				
Bill 16 - Housing Statutes Amendment Act	Royal Assent April 25, 2024 In force effective April 25, 2024	NEW: The Housing Statutes Amendment Act, 2024, which supports the recent legislative changes intended to increase the supply of housing in BC. According to the government, this bill presents the second phase of this work by providing governments with new authorities that will allow them to continue to secure important outcomes outside of rezonings, increasing transparency and certainty in the development approval process. Of all the changes listed below, only the changes related to density bonusing apply to the local trust committees. All provisions will apply to Bowen Island Municipality. Some of the changes include: 1. Establishing a new authority for inclusionary zoning that will let local governments require affordable housing and new developments, subject to appropriate financial analysis, consultation and guardrails to ensure homes get built. 2. Providing municipalities with clear authorities to protect tenants who are evicted as a result of redevelopment, including financial assistance or help finding alternate housing. 3. Expanding local government authorities to secure important site-level infrastructure like wider sidewalks, protected bike lanes and other infrastructure that is important to building complete communities.	Some local trust committees have used the density bonus tools already available.	Local trust committees have additional density bonus tools at their disposal when considering land use regulatory changes. Bowen Island Municipality will need to consider how the new provisions will affect their planning operations.

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
		4. Establishing a density bonus framework to parallel the inclusionary zoning, with similar requirements for financial analysis, consultation and reporting. UBCM has published an analysis of the changes for local governments.		
Bill 13 – 2024 Land Title and Property Law Amendment Act, 2024	Royal Assent April 25, 2024In effect May 21, 2024	NEW: The Act specifies that First Nations recognized as legal entities under federal law (e.g., Indian Act bands) will have the legal capacity and ability to register and hold fee simple land in the B.C. land title office. Currently, unless enabled by specific legislation, such as through treaties or other federal legislation, the majority of First Nations in B.C. are unable to acquire, hold and dispose of land, such as fee simple land and leaseholds in their own names. To buy or hold land, most First Nations must undertake the additional administrative processes of setting up a corporation or use alternative arrangements, for example, proxies, federal trust, societies and individual members. This administrative change will reduce barriers currently facing First Nations that are recognized as legal entities under federal law (e.g., Indian Act bands). The act includes amendments, administrative and enabling in nature, to the Property Law Act and to the Land Title Act. The amendments to the Property Law Act will expand the category of entities in property law that may acquire, hold and dispose of land in B.C. by including First Nations that are recognized as a federal legal entity. The amendments to the Land Title Act will introduce the administrative requirements related to the registration of land, such as witnessing and execution of documents by First Nations, and the reliance on such documents by the registrar and third parties dealing in good faith with the First Nation.	None	None. While this changes the way First Nations may hold land, it should not affect the way in which local trust committee engage with First Nations.

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
Bill 4 - Municipal Affairs Statutes Amendments Act, 2024	Royal Assent March 14, 2024 In force March 14, 2024, except s.9 that comes into force on April 1, 2025.	NEW: Bill 4 - municipal affairs statutes amendments act (No. 1), 2024: - Improves the quality and timeliness of reporting for the Municipal Finance Authority - Speeds up administrative processes for dog licensing and landscaping in the City of Vancouver - Updates the Union of British Columbia Municipalities Act – Islands Trust is now specifically included in the wording of this act.	None	None required.
Bill 41: Forests Statutes Amendment Act, 2023	Royal Assent November 30, 2023 Comes into force by regulation.	The amendments to the Forest and Range Practices Act, the Forest Act, and the Wildfire Act will help address public and First Nations' interests in how forests are managed, giving government new tools to manage Crown land timber harvesting. The government states these changes support actions underway to better care for forests in the face of climate change and extreme weather events.	None to date.	Staff will investigate whether the regulation is in effect.
Bill 47 - Housing Statutes (Transit-Oriented Areas) Amendment Act, 2023	Royal Assent November 30, 2023 In force by regulation	The proposed legislation will require municipalities to designate Transit Oriented Development Areas (TOD Areas) near transit stations. These TOD Areas are defined as land within 800 metres of a rapid transit station (e.g., SkyTrain station) and within 400 metres of a bus exchange where passengers transfer from one route to another (e.g., Newton Bus Exchange in Surrey). In these TOD Areas, municipalities will be required to: permit housing developments that meet provincial standards (that vary based on transit hub type, and a municipality's size, population and location) for allowable height and density.	Staff attended a Ministry Webinar on Bills 44, 46 & 47 for local governments – Regional District context	Staff will continue to monitor, including the forthcoming regulations; however, highly likely that this will have no impact on the Islands Trust Area.

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
		- remove restrictive parking minimums and allow for parking to be determined by need and demand on a project-by-project basis. - utilize standards and details in the provincial policy manual to provide consistency in the approach to developing TOD Areas. Consequential amendments to the Islands Trust Act exempt local trust committees. Bowen Island could still be affected, if it had transit stations (e.g., bus stops) prescribed under regulation. This appears unlikely as the legislation appears more urban-focussed at this point. UPDATE: Resources for Bill 44 - Housing Statutes (Residential Development) Amendment Act and Bill 47- Housing Statutes (Transit-Oriented Development) Amendment Act: To read the SSMUH and TOD Area policy manuals, visit: https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives		
<u>Bill 46 - Housing Statutes (Development Financing) Amendment Act, 2023</u>	Royal Assent November 29, 2023 In force by regulation	This legislation expands the list of what development cost charges can be spent on to include fire protection facilities, police facilities, solid-waste facilities that support new homes, and cost-share provincial highway projects. It establishes a legislative framework that authorizes local governments to impose amenity cost charges on developers to fund facilities or features that provide social, cultural, heritage, recreational or environmental benefits to a community Consequential amendments to the Islands Trust Act exempt local trust committees. Bowen Island municipality, as a municipality, is subject to the changes.	Staff attended a Ministry Webinar on Bills 44, 46 & 47 for local governments – Regional District context	Staff will continue to monitor and update once regulations are released later in 2024.

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
<u>Bill 45 - Miscellaneous Statutes Amendment Act (No. 4), 2023</u>	Royal Assent November 30, 2023 In force by regulation.	This includes amendments to the Community Charter and the Vancouver Charter to include a description of “reasonably available alternative shelter” in situations where local governments are seeking an injunction to enforce bylaws in relation to encampments. The purpose of establishing a description is to inform a court’s analysis of injunction applications for a decampment. The Province has been working to set a standard for greater clarity for the enforcement of bylaws through injunctions, while also ensuring that people experiencing homelessness have access to suitable shelter that is able to provide for their basic needs. NEW: UBCM has received legal counsel that Bill 45, Miscellaneous Statutes Amendment Act, is intended to, and may in fact, limit the ability of local governments to manage homeless encampments. Bill 45 will apply to local governments seeking court injunctions to remove or regulate homeless encampments. Councillor Trish Mandewo, UBCM’s president, conveyed her concerns to Minister of Housing, Ravi Kahlon, in a meeting On November 21, 2023, and requested that the legislation be withdrawn.		
<u>Bill 44 - Housing Statutes (Residential Development) Amendment Act, 2023</u>	Royal Assent November 29, 2023 In force by regulation.	New legislation will require all local governments to update zoning bylaws to permit one secondary suite or accessory dwelling unit in all single-family zones. It would also require updates to zoning bylaws in municipalities over 5,000 and within urban containment boundaries to permit small scale, multi-unit housing with most lots allowed three to four units on lots currently zoned for single-family or duplex use (varying with lot size) and up to six units on lots currently zoned for single-family or duplex use that are larger and also close to transit stops with frequent service.	Staff attended a Ministry Webinar on Bills 44, 46 & 47 for local governments – Regional District context. Receipt of provincial grant to update Housing Needs Reports for all LTCs. Updated business case for FPC and Trust Council.	BIM has drafted Bylaw 653 to include secondary suites or dwelling units, in all zones.

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
		Municipalities that are covered by the new legislation cannot have bylaws that allow for fewer units than the provincial legislation, but have the ability to permit <i>more</i> than the provincial legislation. Exemptions include land protected under the Heritage Conservation Act, land that is not connected to water or sewer and parcels of land larger than 4.050. LTCs are also exempted from the above provisions due to a consequential amendment to the Islands Trust Act. It also requires all local governments to update their housing needs reports using a standardized methodology over a 20 year timeframe. It requires that OCP and zoning bylaws be updated every 5 years to reflect and pre-zone for the 20 year housing. It prohibits public hearings for housing-focused rezoning that are consistent with OCPs where residential is at least half of gross floor area. Applicable to LTCs: -Definition of housing unit – may be useful in LUBs -s. 464(3): prohibition on public hearings where the bylaw is consistent with OCP and the sole purpose of the bylaw is permit a residential development (notice of first reading still required) -s. 473(1) OCP must include statements and map designations (a)the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least <u>20</u> years; (changed from 5) -s. 473.1 OCP must include housing polices respecting each class of housing needs required to be addressed in the most recent housing needs report -s. 585 (housing needs reports): - Must address needs for 5 and 20 years - Dec 31, 2028 for all new reports		

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
		-s. 790 interim reports on housing needs UPDATE: January 2024 - Resources for Bill 44 - Housing Statutes (Residential Development) Amendment Act and Bill 47- Housing Statutes (Transit-Oriented Development) Amendment Act: To read the SSMUH and TOD Area policy manuals, visit: https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives UPDATE: February 21, 2024 - The Province has opened its extension application process for the Small Scale Multi-Unit Housing (SSMUH) bylaw requirements for Bill 44. Because local governments need to know the results of their extension application before June 30, the Province recommends that applications be submitted 45 days prior to anticipated council hearings for SSMUH-related amendments.		
<u>Short-Term Rental Accommodations Act</u>	Royal Assent October 26, 2023	This Act does the following: • requires the registration of online short-term rental platform service providers and of offers for short-term rental accommodation services; • requires that, subject to any applicable exceptions or exemptions, short-term rental accommodation services may only be provided in a host's principal residence or, in some circumstances, one secondary suite or other accessory dwelling unit (LTCs are exempt but may opt-in); • provides for how certain local governments, persons or entities may request changes to the exempt land where the principal residence requirement does not apply; • provides for the appointment, powers and duties of a registrar; • provides for the appointment, powers and duties of a director, including the authority to undertake	Short Term Vacation Rentals (STVR) have been a long standing concern for Islands Trust o In 2012, the Salt Spring Island Local Trust Committee was unsuccessful at seeking an injunction via the Supreme Court of British Columbia to restrain a company from using or offering residentially-zoned properties for commercial guest accommodation rather than on individual property owners.	GB LTC opted-in to the principle residence requirements RPC has requested an assessment of the loss of legal non-conforming protection for some STVRs. Staff will continue to monitor.

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
		investigations, make compliance orders and impose administrative penalties; • provides for injunctions that may be granted by the Supreme Court to prevent contraventions; • provides for the sharing of information and for information-sharing agreements; • enables the minister to enter into coordination agreements with the Nisga'a Nation or treaty first nations relating to the regulation of short-term rental accommodation by the Nisga'a Nation or treaty first nations; • enables the coordination of regulation of short-term rental accommodations by local governments, including for the purposes of enforcement of local government bylaws relating to business licence requirements, and provides for other matters relating to the authority of local governments and other authority for making regulations. Implications for Islands Trust: -Business license authority is with regional districts not LTCs. -Islands Trust is exempted from the restriction on STVR to be allowed only in the principle residence of the host, but may opt in by LTC -the registry will be Province-wide so can assist with enforcement -removal of non-conforming protection takes effect May 2024 -increase fines (which can be applied in Trust area) would apply to Municipal Ticket Information, not Bylaw Violation Notices UPDATE: Resources for Bill 35 – Short-Term Rental Accommodation Act: To read the guidelines, visit: https://news.gov.bc.ca/files/STRPolicyGuidance2023.pdf	Most LTCs have considered whether to opt-in to the principal residence requirement. Some LTCs have requested more information about potential impacts on opting in to the principal residence requirement Comox Valley RD is assessing the feasibility of business licenses for STRs	

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
		<u>UPDATE: May 2025 - On May 1, 2024, the principal residence requirement in the <i>Short-Term Rental Accommodations Act</i> came into force. This means that effective May 1st, short-term rental accommodation services may be offered only in a host's principal residence or, in some circumstances, one secondary suite or other accessory dwelling unit. Some communities have opted out of the principal residence requirement if they have:</u> <u>a population over 10,000 in the 2021 Census and a rental vacancy rate of 3% or more for each of the two previous years, or</u> <u>a population less than 10,000 in 2021, but are within 15 km of a municipality that meets the first criteria.</u> <u>Some communities that are already exempt from this requirement may be able to opt in, as specified in the Short-Term Rental Accommodations Regulations. The request to opt in must have been submitted by March 31, 2024 and will take effect November 1, 2024. Some types of accommodation service providers that are exempt from the new legislation can be found here. For more information on the principal residence requirements, including a list of the communities where these requirements apply, visit the Ministry of Housing website. These rules will apply to Gabriola Island and Bowen Island effective November 1, 2024</u>		

Federal Legislation in Effect				
COURT DECISIONS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS – FUTURE
<u>Western Canada Wilderness Committee v. Canada (Environment and Climate Change)</u>	Decision on February 01, 2024	The Federal Court of Canada ruled that Canada's federal Minister of Environment and Climate Change, Hon. Steven Guilbeault, had interpreted too narrowly the federal jurisdiction over protections for at-risk migratory birds under the Species at Risk Act (SARA). Chief Justice Paul Crampton recognized the fundamental leadership role of Canada's federal government regarding migratory bird conservation, concluding that the Minister should have asserted a federal jurisdiction beyond the mere identification and protection of individual nests, by focusing on measures required to address key drivers of bird population decline, including habitat loss and degradation. Although this legal dispute concerned the federal role in protections afforded to the Marbled Murrelet, a small, endangered seabird known to nest in the old-growth forests of British Columbia, the impact of this decision is much broader. Chief Justice Crampton ordered Minister Guilbeault to reconsider the federal protections and to broaden Canada's interpretation of the proper balance between federal and provincial jurisdiction, and their respective roles in protecting at-risk migratory birds' critical habitat under SARA. With this unequivocal ruling that the Minister's own interpretation was unreasonably narrow (and unduly deferential to the Province of British Columbia), there is greater scope for government action to protect habitat for migratory birds. The ruling provides judicial clarity to decision-makers at all levels of government in Canada, by underscoring the important federal responsibility for migratory birds and signaling to provinces that they too must deliver better habitat protection for migratory birds. Marbled Murrelets are present throughout the Islands Trust Area.		Islands Trust is hiring a temporary biologist for Planning Services who may be able to advise on better integration of federal species at risk recovery plans into planning advice. Staff will monitor federal changes resulting from this Court decision for implications for land use planning.

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
<u>Best Practices for Groundwater Wells Going Dry and Drought Preparation</u>	Available	NEW: This brochure provides guidance for well owners in British Columbia on managing wells that might go dry due to drought or other issues. It advises monitoring well water levels, conserving water, storing groundwater, and using alternative water sources like rainwater. Well owners should avoid adding external water to wells and must consult professionals for maintenance. The brochure highlights the importance of drought preparation, such as implementing water conservation measures year-round, and provides resources for further information on groundwater management and well maintenance.		Trust Programs Committee is planning a webinar on groundwater conservation – this resource may be relevant to mention.
<u>Learning to Live with Fire: State of Wildfire in B.C.</u>	Published May 14, 2024	NEW: This primer explores the new wildland fire reality in B.C. and is the first publication from the POLIS Wildfire Resilience Project. The authors describe the nature of the wildland fire situation in B.C., highlight implications for communities and ecosystems, and detail current approaches to wildland fire management from governments and civil society. It is intended for policy-makers at all levels of government, Indigenous governments, communities, industry, the expert and research community, and non-government partners. This primer is a launching point for POLIS’ subsequent exploration of the reforms and solutions needed to better manage and govern for resilience in the context of wildland fires.		Trust Programs Committee is planning another webinar on Living with Fire – this resource may be relevant to mention.
Natural Assets Initiative - Resources for local governments	Available	NEW: Includes: Nature is Infrastructure: How to Include Natural Assets in Asset Management Plans		None at this time.

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		• Legal Primer – Natural Asset Management by Local Governments in Canada • Developing Levels of Service for Natural Assets: A Guidebook for Local Governments • How to include natural assets in financial planning and reporting And more.		
Land Trust Alliance of BC Webinars 2024	Available online	NEW: • Conservation Covenants – Amendments, Enforcement and Dispositions • Conservation Covenants: Gifts, Receipts and Taxes • Equity, Diversity & Inclusion		
Toolkit: Making sustainable land use decisions in your municipality	Announced April 2024	NEW: This toolkit explores the financial and climate implications of potential projects and a guide that provides tips, strategies and a high-level understanding of how land use decisions can impact a municipality's climate and fiscal sustainability.		
UBC Housing Assessment Resource Tools	Available March, 2024	NEW: The UBC Housing Assessment Resource Tools (HART) project is funded by the CMHC to develop no-cost and custom housing need reports to support communities across Canada. HART's team estimates a two-month turnaround for completion, has experience assisting municipalities of varying sizes, and can offer custom data insights in close collaboration with municipal staff or consultant teams. Interested communities can contact HART for more information.		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
From Flood Risk to Resilience: a B.C. Flood Strategy to 2035.	Released March, 2024	NEW: The Flood Strategy outlines the Province’s direction for flood management, and includes 25 concepts to improve flood resilience. The 25 proposed concepts are organized into four pathways: • Understanding flood risk; • Strengthening flood risk governance; • Enhancing flood preparedness, response and recovery; and • Investing for flood resilience.		
ReTooling for Climate Change – Recently Added Resources	Available	NEW: A wide variety of useful resources from different sources. Hosted by ReTooling for Climate Change.		
What We Heard Report: Marine Pollution Preparedness Response and Recovery Discussion Paper	Announced March 04, 2024	NEW: Earlier this year, Transport Canada shared the Marine Pollution Preparedness, Response and Recovery Discussion Paper. This paper proposed to develop a national integrated system to manage marine pollution incidents that involve oil and/or hazardous and noxious substances. A What We Heard Report (WWH) is now available that summarizes many of the key points from submissions received from coast-to-coast-to-coast.	Islands Trust has conducted significant advocacy on oil spill preparedness and response capabilities in the Islands Trust Area but did not participate in this engagement.	
New Web Page: Oil spill prevention and response in Canada	Announced March 04, 2024	NEW: The interactive page is useful for those needing crucial information, from reporting an oil spill to how they’re prevented in the first place. https://tc.canada.ca/en/campaigns/oil-spill-prevention-response-canada		Staff will update the Other Government Services webpage with this information

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
Accessory Residential Use Structures in the ALR Guidelines	Released February 07, 2024	NEW: The ALC has developed a document to provide guidance for the construction, maintenance, or operation of accessory residential structures that the ALC may consider as part of a Notice of Intent (“NOI”) for the placement of fill for a structure. The Accessory Residential Use Structures in the ALR Guidelines covers: • Fill requirements for residential structures • Types of accessory residential use structures the ALC CEO or their delegate may consider through an NOI submission; • Design and siting considerations that will be used by the ALC CEO or their delegate when considering an NOI for an accessory residential use structure in the ALR. Reminder: Under the ALC Act, fill is defined as anything that is brought onto the property and includes gravel and structural fill. The Accessory Residential Use Structures in the ALR Guidelines are publicly available in the ALC Policies and Bulletins section of the ALC website. If you have questions about how to use the Guide, please contact the ALC [ALC.Soil@gov.bc.ca].		
Green Bylaws in Action on Vancouver Island 2024 - webinar	Available	NEW: Learn about the real-world successes and challenges of implementing green projects, policies, and bylaws in three Lower Vancouver Island communities: the Regional District of Nanaimo, the Comox Valley Regional District, and the District of Saanich. Speakers include: • Jamai Schile, MCIP, RPP, Senior Planner, Regional District of Nanaimo • Keith Lawrence, BSc, Senior Environmental Analyst, Comox Valley Regional District		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		Paul de Greeff, MLA, BSc, Manager of Park Planning and Development, District of Saanich		
DISCUSSION, PLANNING, CONSERVANCY, ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
From review to action – An update on the recommendations from the Old Growth Strategic Review report	Released May 21, 2024	The B.C. government's update reports on work underway in response to the 14 recommendations made by an independent panel in a 2020 review of B.C.'s old forests. It also outlines next steps as the Province and First Nations, alongside the forestry sector, workers and communities, take action to better care for forests, provide stability for B.C.'s forestry communities, and address challenges associated with climate change and wildfires.		
Engagement: Draft recommendations for Accessible Service Delivery and Employment Accessibility standards under the Accessible British Columbia Act.	Open until July 31, 2024	NEW: The Province in collaboration with the Provincial Accessibility Committee is inviting British Columbians to comment on how the government can best address barriers that restrict people with disabilities from participating in the workforce and accessing community services. The public engagement on the draft accessibility standards is open from May 31 until July 31.	Islands Trust is required to have an Accessibility Committee under the Accessible British Columbia Regulation by September 01, 2024.	Islands Trust will be advertising soon for Accessibility Committee members.
2024 Management Measures to	Announced May 08, 2024	NEW: These measures include: Regulations:		Staff have recommended that Trust Council appoint a trustees to

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
Protect Southern Resident killer whales (SKRW)		○ Area-based fishing closures ○ Interim Sanctuary Zones ○ Speed Restricted Zones ○ Whale avoidance requirements ● Voluntary Measures See a map of management measures in the Gulf Islands to support Southern Resident killer whale recovery		Transport Canada's General Vessels Technical Working Group
For Our Future: Indigenous Resilience Report- Natural Resources Canada	Released May 07, 2024	NEW: The report presents five key messages: 1. <i>Indigenous Peoples have unique strengths for responding to environmental and climate changes.</i> 2. <i>Climate change is one of many crises that First Nations, Inuit, and Métis face.</i> 3. <i>Indigenous Knowledge Systems and lived experiences are essential components of climate action.</i> 4. <i>The food, water and energy nexus is central to First Nation, Inuit and Métis climate leadership.</i> 5. <i>Self-determination is critical to Indigenous-led climate action.</i> The report's five broad key messages draw from a set of 12 key principles grounded in the teachings of First Nations, Inuit and Métis Elders and Knowledge Holders and reflect a diversity of Indigenous nations, cultures and languages in Canada. The report recognizes, highlights and elevates Indigenous knowledge, rights, expertise, issues, perspectives and experiences concerning climate change and its impacts within Canada. The report emphasizes how climate change is a continual and pervasive threat that will only exacerbate other challenges Indigenous communities face, such as environmental issues and the ongoing legacy of colonization.		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
Wildfire Coexistence in BC - Solutions Symposium	June 3-5, 2024	NEW: The Wildfire Coexistence in BC: Solutions Symposium will bring together British Columbia’s leading wildfire experts and practitioners to highlight the urgent need to develop a transformative vision and implementation strategy for wildfires before it is too late. The symposium will shed light on the profound impacts of wildfires and tremendous costs to the BC population, emphasizing that the 2017–2023 fire seasons were not an anomaly but a new and escalating reality fueled by climate change. This event is being held at UBC Okanagan in Kelowna.		
Sustainable forest management incentive protocol	Announced May 06 2024	NEW: This new protocol gives project developers a financial incentive to implement voluntary forest management practices that will increase the amount of carbon stored in forestlands and earn revenue for those projects. Foresters, Indigenous communities, and other project developers can earn credits under this protocol by minimizing site degradation, thinning diseased trees, increasing rotation age, and doing other activities that maintain or enhance carbon storage. It is unclear if this will have any impact in the Islands Trust Area due to available property sizes.		
Secondary Suite Incentive Program	Announced May 02, 2024	NEW: Starting Thursday, May 2, 2024, homeowners in most B.C. municipalities and regional districts can apply to the program through BC Housing’s secondary suite website. The program will offer forgivable loans of as much as 50% of the total cost of renovations, up to a maximum of \$40,000, for successful applicants to add a secondary suite or accessory dwelling unit (garden suite, laneway house, carriage home, etc.) on the property of their primary residence. The loan can be forgiven if the new unit is rented at below market rates for at least five years.		Engagement with CRD applying program to their Rural Housing Initiative.

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
Engagement: Review of Canadian Navigable Waters Act	Online questionnaire is open until May 24, 2024	NEW: Transport Canada is conducting a legislative review of the <i>Canadian Navigable Waters Act</i> and is inviting input from local governments. The <i>Act</i> employs a regulatory framework to address potential interferences in navigable waters, including works, human-made obstructions, and prohibited activities such as the throwing or depositing of materials and dewatering. Interested local governments are encouraged to review the discussion paper , which is open for comments until May 5, and to complete the online questionnaire by May 24.		
Lands Advisory Board (LAB) and Indigenous Services Canada Memorandum of Understanding (MOU)	Signed May 01, 2024	NEW: This Memorandum of Understanding secures further funding for First Nations land management. The LAB and the First Nations Land Management Resource Centre will support First Nations in governing their lands and creating economic and social opportunities for their communities. Communities with operational land codes will receive an increase in funding to govern their lands—up to 21% for most First Nations. Funding to support communities seeking to also opt out of the relevant sections of the <i>Indian Act</i> and develop their own land codes will be increased by 50%.		
New Engagement platform for BC's Environmental Assessment Office (EAO)	Announced April 30, 2024	NEW: EPIC.engage is a new engagement platform designed to improve the overall experience for people providing feedback during the public comment periods of an environmental assessment.		
shíshálh name recognized in legislative amendment	Royal Assent on April 26, 2024	NEW: Amendments to six acts, including the Sechelt Indian Government District Enabling Act, will replace “Sechelt” with “shíshálh” and “Indian Band” with “Nation” to maintain consistency with federal legislation.		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		In 2022, the Parliament of Canada amended the shíshálh Nation Self-Government Act, which included updating the legal name of the Sechelt Indian Band to shíshálh Nation.		
Local Government Climate Action Program Funding	Announced April 18, 2024	NEW: As part of Budget 2024, the Government of B.C. is providing nearly \$72 million to communities through the Local Government Climate Action Program, which supports communities to lower their emissions, transition to clean-energy sources and prepare for a changing climate. Instead of disbursing the funds annually, the Province is providing three years’ funding in a lump sum, giving local governments more certainty to deliver more complex projects. Islands Trust received \$150,000 under this program for climate action through to 2028.	Islands Trust has previously received annual funding through this program.	
Federal Housing Plan: A BC local government analysis	Published April 17, 2024	NEW: The 2024 federal budget included a new housing plan, with several programs that impact local governments. Initiatives include supports for renters, homeowners, developers, and other orders of government. The plan broadly fits into three categories: building more homes, making it easier to rent or buy a home, and helping Canadians who can’t afford a home.		
Haida Title Lands Recognition Agreement	Announced April 14, 2024	NEW: The agreement – along with supporting legislation introduced in Spring 2024 – will formally recognize Haida Aboriginal title throughout Haida Gwaii. Recognizing Haida Aboriginal title means provincial Crown land on Haida Gwaii is formally recognized as Haida Aboriginal title lands. Over time, the Province and Haida Nation will negotiate agreements about how different aspects of governing that land shift to Haida Nation. The Agreement is significant as it demonstrates the possibility for Aboriginal title to be recognized through direct, collaborative negotiations between governments, instead of through lengthy		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		adversarial court processes. It marks a positive step away from protracted litigation that has characterized Aboriginal title claims, toward greater cooperation and legal certainty.		
Engagement: Coastal Marine Strategy Update April 2024	Closed: Feedback was due by May 09, 2024	NEW: Over the past two years, the Coastal Marine Stewardship Branch of Ministry of Water, Land and Resource Stewardship have collaborated closely with many coastal First Nations to develop a long-term vision for stewardship of the coastal marine environment in British Columbia. Following public engagement on a co-developed Intentions Paper outlining the proposed policy direction, a draft Coastal Marine Strategy is now available for review. This document is not available online but was emailed to staff. They are inviting feedback on the themes, goals, actions, and activities outlined in the draft Strategy. They are particularly interested in learning the following: 1. If your governments' priorities for stewardship of coastal marine values are largely addressed 2. Some actions you think should be prioritized for implementation in years 1-3, and why 3. Which actions might be hard to advance or implement, even if additional resourcing is secured, and why	Feedback on the original Intentions Paper was provided by Islands Trust through a letter from the Chair in April, 2023. Islands Trust did not comment in the recent engagement.	
Engagement: BC Ferries Charting the Course Workshop	Sessions in April and May 2024	NEW: As part of Charting the Course, a visioning initiative for the coastal ferry system, BC Ferries is engaging coastal Indigenous communities, local governments, and interest holders to define a vision and identify the strategies needed to deliver a ferry system that's reliable, resilient, and equipped to serve future generations. The fall engagement and update report is now available for		The Director of Planning Services attended a workshop in May.

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		download here , and the final vision is expected by early 2025, which will outline the plan for an integrated, modern, and accessible ferry service for decades to come.		
Oregon Endangered Species Act	Passed Feb 16, 2024	NEW: Oregon State’s Fish and Wildlife Commission has voted unanimously to list Southern Resident orcas as endangered . Oregon now joins Washington State and B.C./Canada in giving additional protections and creating a larger corridor of safety in the Pacific Northwest for these vulnerable whales		
Environmental assessment certificate for Tilbury marine jetty project	Issued March 27, 2024	NEW: The proposed liquefied natural gas (LNG) fuelling jetty will be used to fill carrier ships exporting LNG and bunkering vessels that then refuel ships in other locations. The project will be supplied from the existing FortisBC Tilbury LNG plant nearby. The reasons for the ministers’ decision are available here. The ministers issued a certificate with 22 legally enforceable provincial conditions that must be followed over the life of the project. These include plans to reduce greenhouse gas emissions, opportunities for First Nations’ monitoring of construction and operations, opportunities for Indigenous employment and procurement, and measures to reduce impacts on water quality, air quality, and cultural and archeological resources. This project may have an impact of shipping volumes in parts of the Trust Area. In the Application (2019), TJLP estimated up to 137 calls at the jetty (68 LNG carrier calls and 69 bunker vessel calls), resulting in a total of 274 trips (inbound and outbound) annually, equivalent to approximately one vessel call every three days All documentation ministers considered in making their decision is		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		available on the EAO's website .		
Engagement: Advancing Disaster Risk Reduction Together	Sessions until May 21, 2024	NEW: The Ministry of Emergency Management and Climate Readiness is hosting virtual workshops for local governments and partners to shape upcoming disaster risk reduction initiatives. These conversations will focus on the four phases of Emergency Management and cover topics related to: Updating the All-Hazard framework in the Comprehensive Emergency Management Plan; Developing a future Disaster and Climate Risk Reduction Plan; Developing a long-term emergency preparedness strategy for food security; and more! Contact your Regional EMCR office to register for a session.		
shíshálh swiya dock management plan updates	Released March 14, 2024	NEW: The Province of B.C. and shíshálh Nation are proposing significant changes to the dock management plan to address community interests and protect shíshálh's rights and title, and are forming an advisory group with representation from the across the Sunshine Coast to review the new proposed changes. In response to feedback received in public engagement, updates are being proposed to the shíshálh swiya dock management plan to respond to concerns and balance interests. Similar issues are becoming apparent in the Islands Trust Area. In addition to announcing these proposed changes, an advisory group will be appointed to further review the amendments and inform any additional considerations for the Province and shíshálh. The advisory group will include representation from shíshálh and the Province, local governments, local associations and residents at		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		large, including from Pender Harbour.		
Auditor General Report: Managing Hazardous Spills in B.C.	Released February 27, 2024	NEW: Thousands of spills are reported every year in B.C. – and the number has been going up. These spills can present potential harm to people and the environment. The audit examined whether the Ministry of Environment and Climate Change Strategy, through the Environmental Emergency Program, had effectively managed hazardous spills. The number of B.C. spills involving gasoline, diesel, and other hazardous substances are trending upward and plans to respond to a major spill are out of date. Meanwhile, the provincial ministry responsible for preparing and responding to spills has also “consistently” failed to notify First Nations communities of high-risk incidents. The audit — conducted of the Environmental Emergency Program between Nov. 2020 and June 2023 — also found the ministry “did not have a current provincial-level plan for responding to a major spill.” It notes that the province has two response plans in case of a major spill, but each was created in 2023 and both need updating. On top of its failure to consistently notify First Nations, the report also found that the ministry had left legislators in the dark about the effectiveness of the spill response regime, by failing to meet legal reporting requirements.		
Engagement: Habitat Restoration Priorities Plan for British	Open	NEW: The <i>Habitat Restoration Priorities for British Columbia and Yukon</i> is a document that will identify fish habitat restoration goals and objectives, and provide a prioritization framework for restoration projects in Pacific Region (British Columbia and Yukon). The purpose of the plan is to:		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
Columbia and Yukon		- Coordinate restoration resources among the restoration community (i.e., Indigenous Government, Federal, Provincial, Territorial and Municipal Governments, ENGOs, Community Groups, Academia, Industry, etc.) - Support restoration project decision-making and funding opportunities - Help guide for more localized restoration priority planning		
Engagement: Right To A Healthy Environment Under CEPA	Closed on April 08, 2024	NEW: Environment and Climate Change Canada and Health Canada are seeking feedback on a discussion document related to the implementation framework for this right under the <i>Canadian Environmental Protection Act</i>, 1999 (CEPA). The discussion document serves as a foundation for engaging stakeholders in the development of an implementation framework. The document outlines how the right to a healthy environment will be considered within the administration of CEPA. Key concepts explored include environmental justice, non-regression and intergenerational equity. In addition, the document addresses procedural duties relevant to protecting this right, as well as social, health, scientific and economic factors that may influence reasonable limits. The process also confirms Ottawa's commitment to implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), which will be implemented in consultation and cooperation with Indigenous communities.		
Indigenous Law Year in Review: 2023	Available	NEW: This publication summarizes key decisions and legislative developments in Indigenous law over 2022 and 2023. The field of Indigenous law has seen significant changes and developments over the preceding decade. The past two years continued this		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		trend.		
Engagement: Consultations for six Pacific Salmon designatable units	Closed on April 05, 2024	NEW: Fisheries and Oceans Canada is conducting consultations on the potential listing of six Pacific Salmon designatable units on the List of Wildlife Species at Risk pursuant to the Species at Risk Act (SARA). Indigenous organizations, interested stakeholders and the public are being asked to participate in the consultations until April 5th, 2024. The consultation documents for the species can be found at: https://species-registry.canada.ca/index-en.html#/documents/3799		
Engagement: Advancing Environmental Equity	Closed on April 08, 2024	NEW: Public consultation on the development of a right to a healthy environment implementation framework under the <i>Canadian Environmental Protection Act</i>. The Government is also engaging Canadians on environmental justice and racism to address the fact that certain communities have been disproportionately affected by environmental hazards, like pollution, toxic waste, landfills, and dumps. These initiatives will explore various aspects of environmental equity, including: • A study to examine the links between race, socio-economic status, and environmental risks • Identifying measures that can be taken to advance environmental justice and assess, prevent, and address environmental racism • The importance of meeting the needs of the present generation without compromising those of future ones The public is invited to visit the Advancing Environmental Equity online platform to learn more and to take part in these initiatives.		

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		Comments on the right to a healthy environment will be accepted until April 8. The input received will inform the development of a right to a healthy environment implementation framework under the <i>Canadian Environmental Protection Act</i> to be published by June 2025, and the development of a national strategy to assess, prevent, and address environmental racism and to advance environmental justice.		
An Act to implement certain provisions of the fall economic statement tabled in Parliament on November 21, 2023, and certain provisions of the budget tabled in Parliament on March 28, 2023	Consideration in Committee completed on May 06, 2024. At report stage.	Through this bill the government proposes to introduce the Canada Water Agency Act to establish the stand-alone Canada Water Agency, under the Minister of the Environment for the purpose of protection, conservation, and restoration of the quality of fresh water and the health of freshwater ecosystems in Canada and to take other collaborative measures, including the development of policy and the promotion of sound governance with respect to fresh water, as well as the improvement of the ease of access to and use of relevant data. The Bill also proposes to enact the Department of Housing, Infrastructure and Communities Act, which establishes the Department of Housing, Infrastructure and Communities, confers on the Minister of Infrastructure and Communities various responsibilities relating to public infrastructure and confers on the Minister of Housing various responsibilities relating to housing and the reduction and prevention of homelessness. As a consequence of creating this new Act, the Canada Strategic Infrastructure Fund Act will be repealed.	None to date.	None planned.

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
Bill 15 – 2024: Budget Measures Implementation (Residential Property (Short-Term Holding) Profit Tax) Act, 2024	Royal Assent April 25, 2024 Comes into force January 1, 2025.	NEW: Also known as, the BC home flipping tax, this act applies to income from the sale of a property, including presale contracts, in British Columbia if the property was owned for less than 730 days. The tax is imposed under the Residential Property (Short-Term Holding) Profit Tax Act , which takes effect starting January 1, 2025 , subject to approval by the legislature. Property purchased before the tax's effective date may be subject to the tax if sold on or after January 1, 2025 and owned for less than 730 days unless an exemption applies. The BC home flipping tax is separate and distinct from the federal property flipping rules and is not harmonized or administered with the federal or B.C. income tax. It is intended to discourage short-term holding of property for profit as part of the Homes for People Plan (PDF, 5.93MB) .	None	Has no impact on land use planning.
Engagement: Amending the List of Species under the Species at Risk Act: Terrestrial Species December 2023	Closes May 16, 2024, and October 16, 2024	NEW: Environment and Climate Change Canada is seeking comments on proposed amendments to Schedule 1 resulting from assessments of 13 terrestrial species. Of these, seven new wildlife species are eligible for addition to Schedule 1. One species, already listed on Schedule 1, is being considered for reclassification to a higher risk category and four species, also already listed on Schedule 1, are being considered for reclassification to a lower risk category. Another species, the Great Blue Heron fannini subspecies, is being considered for removal from Schedule 1. Twenty-one terrestrial species at risk already listed on Schedule 1 have received confirmation of their status. These are not included in this consultation process, as no regulatory amendment is required. Some species being considered could be found in the Islands trust Area.	None to date.	None planned.

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS – PAST	ISLANDS TRUST ACTIONS - FUTURE
		Comments should be submitted by May 16, 2024 , for terrestrial species undergoing normal consultations and by October 16, 2024 , for terrestrial species undergoing extended consultations.		
Bill 14 - Tenancy Statutes Amendment Act, 2024	Third Reading May 06, 2024	NEW: This act includes a series of amendments to the Residential Tenancy Act and the Manufactured Home Park Tenancy Act. One of the biggest changes would be requiring landlords to use a web portal to generate an eviction notice on the basis of personal use. The Province says the web portal will educate landlords about the required conditions and risk of a bad-faith evictions, while also providing a standardized process for notices and allowing for post-eviction compliance audits. The other big change is that landlords would no longer be able to increase rent if a tenant adds a child under the age of 19 to their household. Additionally, other amendments will also increase the amount of notice a landlord must give a tenant when ending a tenancy on the basis of personal use, increase the amount of a time a landlord must occupy a rental unit after ending a tenancy for personal use from six months to 12 months, and prohibit evictions for personal use in purpose-built rental buildings with five or more units. The various changes will come into effect in phases, with some changes coming into effect as of the introduction of the bill, some upon the bill receiving royal assent, and others by new regulations coming later this year.	None	Has no effect on land use planning initiatives.

Trust Council Requests to the Province of BC
for Changes to the Islands Trust Legislation/Regulation and Related Legislation
2007 - present

ISLANDS TRUST COUNCIL REQUEST	WHEN	ADVOCACY METHOD	RESPONSE
1. Amendments to the <i>Islands Trust Act</i> that would cause four local trustees to be elected to sit on the Salt Spring Island Local Trust Committee and Trust Council.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	May 2008 Minister Chong suggested Islands Trust hold a referendum in the Salt Spring Island LTA. If the referendum was successful, Minister Chong was willing to approve four local trustees for the SSILTC, but not to increase Salt Spring Island representation on Trust Council. Turned down by Salt Spring Island LTA referendum November 15, 2008.
2. Changes to the <i>Islands Trust Act</i> that would enable the Islands Trust Council to determine the size of its Executive Committee.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Not advanced by the Ministry. Never formally turned down.
	June 2008	Trust Council later requested a simpler amendment - that S. 20(3) of the Islands Trust Act be amended to increase the number of vice chairs from three to four.	
	June 2011	Raised during a meeting between the Executive Committee and the Hon. Ida Chong, Minister of Community Services	
3. The necessary changes to provincial / legislation and regulations to permit Islands Trust bodies to hold meetings through electronic or other communication facilities.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Achieved in 2009 through provincial creation of a new Islands Trust Regulation.

ISLANDS TRUST COUNCIL REQUEST	WHEN	ADVOCACY METHOD	RESPONSE
4. Changes to provincial/legislation and regulations be made, if necessary, to confirm that Islands Trust bodies may perform their duties and functions while outside of the Islands Trust Area.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	This topic originally arose in response to a court case, where a bylaw was quashed because the public hearing was held outside the jurisdiction. Further evaluation determined that the relevant legislation had been amended and did not apply to local trust committees.
5. Natural Area Protection Tax Exemption Program (NAPTEP) – extension to Bowen Island Municipality	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved June 2010 through minor amendment to legislation.
6. Bylaw dispute adjudication system	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved in 2011
7. Trust Fund Board corporate status and name change	May 31, 2018	Name change achieved via <i>Miscellaneous Statutes Bill</i>	Hurray!
	January 23, 2018	Executive Committee raised the name change request as number one Trust priority during meeting with the Hon. Selina Robinson, Minister of Municipal Affairs and Housing	Advised by Minister she would investigate further.
	June 2011	Name change raised during a meeting with the Hon. Ida Chong, Minister of Community Services	Advised by Minister to explore other solutions first to determine if can resolve challenges in other ways. Trust Fund Board has asked Trust Council Chair to seek this change in writing. Several requests have been made
	June 2011	Staff met with Ministry staff	
	November 20, 2012	Letter to Hon. Bill Bennett, Minister of Community, Sport and Cultural Development	Response received Feb 2013. Minister Bennett stated that changing the corporate structure of the Trust Fund Board has broad implications that require careful consideration. He further noted that government often requires a compelling reason, such as a legislative barrier to operations, prior to considering such a

ISLANDS TRUST COUNCIL REQUEST	WHEN	ADVOCACY METHOD	RESPONSE
			legislative request. He suggested that Islands Trust staff contact the Assistant Deputy Minister to arrange for further evaluation of the proposal.
	Sept 2013 and Feb 2014	Letters to Hon. Coralee Oakes, Minister of Community, Sport and Cultural Development	Several contacts with Ministry staff have been made, most recently in May 2015. The Assistant Deputy Minister repeated earlier advice that that the ministry does not currently have the capacity to undertake this complex a legislative change, given other provincial priorities.
	May 12, 2015	Executive Committee and senior staff met with new Assistant Deputy Minister Jay Schlosar, who has since left government	
	September 2015	Letter to Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development	Minister Fassbender was not responsive to Trust Council's request for legislative changes. Conversation during the meeting focused on Salt Spring governance and his request that Executive Committee meet with the Aboriginal Aquaculture Association.
	November 2015	Executive Committee and CAO met with Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development	
8. Support in principle amending the Islands Trust Act to add "First Nations" to the list of those with whom we work "in co-operation."	September 2015	Trust Council requested the Executive Committee to consider asking the Minister of Community, Sport and Cultural Development to make this amendment, at an appropriate time, with respect to available resources and the potential for the amendment to be achieved.	Achieved in 2021 (see below)

TRUST COUNCIL DIRECTION	WHEN	ADVOCACY METHOD	RESPONSE
THAT the Islands Trust write to the Minister requesting amendments to the Islands Trust Act, specifically¹: 1. Allowance for entry warrants by bylaw officers; 2. Development permit area enforcement via municipal ticketing; 3. Adoption of development approval information bylaws by LTCs; 4. Amending the Act to add "First Nations" to the list of those with whom we work "in co-operation."; 5. The ability to delegate to staff the granting of development permits; 6. Seeking clarification of foreshore zoning authority; 7. Broadening of Islands Trust entities under the Local Government Act, relative to s. 294, allowing for "incidental or conducive powers."; 8. Ability to provide an affordable housing agreement with a third party and to create a Housing Service. 9. Include reference to the ecosystem in section 8.2 of the Islands Trust Act. 10. And enact the ability to charge fees for telecommunication applications.	Sept 2018	Letter to Hon. Selina Robinson, Minister of Municipal Affairs and Housing	In 2021 The Province amended the Islands Trust Act to: • Include a specific reference to First Nations in the Trust's Object statement to recognize its ongoing relationship and reconciliation efforts with First Nations. (#4) • Enable Islands Trust to give financial support to third parties for activities that provide education about or preserve the environment and unique amenities of the Trust Area. This is an optional new power that Trust Council can use if desired. (#9) • Streamline the Islands Trust development approvals processes by transferring from Trust Council the ability to adopt and amend development approval information bylaws to local trust committees providing greater local autonomy. (#3) In 2021, the Province also amended BC Regulation 275/2021 deposited under the Islands Trust Act to enable local trust committees to delegate, by bylaw, issuance of development permits to staff with allowance for re-consideration of staff decisions by the local trust committee if warranted. (#5) Foreshore authority – on-going meetings between Islands Trust Staff, Ministry and CwVRD staff on foreshore jurisdiction in that RD. (none since March 2023 report).

TRUST COUNCIL DIRECTION	WHEN	ADVOCACY METHOD	RESPONSE
That Trust Council request the Minister of Municipal Affairs and Housing to add the Islands Trust to the Auditor General Act, allowing for review of the Trust by the Auditor General for Local Government.	Sept. 2019	Letter to Hon. Selina Robinson, Minister of Municipal Affairs and Housing	In February 2020 the Ministry announced that the Auditor General for Local Governments would be closed down. The office was accepting no new files and finishing the ones it had.
That the Islands Trust Council request the Chair write to the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), and the Honourable Selina Robinson, Minister of Municipal Affairs and Housing (MAH), and the Honourable Scott Fraser, Minister of Minister of Indigenous Relations and Reconciliation, requesting amendments to the Private Managed Forest Land Act that would enable local trust committees to regulate, but not prohibit, forest activities on land within the Islands Trust Area.	June 2020	Letter to Hon.Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), and the Hon.Selina Robinson, Minister of Municipal Affairs and Housing (MAH), and the Hon. Scott Fraser, Minister of Minister of Indigenous Relations and Reconciliation, March 4, 2021 meeting	April 2021 response from Director Doug Kelly commuting to work collaboratively with Islands Trust to continue to address issues as they evolve.
That Islands Trust request 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.	September 2020	Letter to Hon. Josie Osborne Minister of Municipal Affairs In May 2022, discussed status of request for some forest authority, discussed the letters to his office re the Policy Statement process and the forest issue.	Withdrawn by Trust Council in March 2023 through resolution 2023-038: Islands Trust Council request the Chair to promptly inform the Province that it no longer wishes to proceed with its request.... Previously the indication from Ministry was that this is a significant request, has Province implications from regional governance perspective. Explanation from Ministry that "the Trusts authority in relation to trees is longstanding and complex, a review of the request will require a consideration of policy choices made when the municipal authority was created, noting that this authority is primarily aimed at trees in urban environments."

¹ Note: On March 14, 2018, Trust Council received a staff report that summarized the relevant strengths and weaknesses for each of 20 potential amendments, including some not listed below.

TRUST COUNCIL DIRECTION	WHEN	ADVOCACY METHOD	RESPONSE
That Trust Council request the Lieutenant Governor in Council for the Province of British Columbia to conduct a review of the Islands Trust's mandate, governance and structure.	June 2022	Letter to Hon. Nathan Cullen Minister of Municipal Affairs	The Minister replied on September 23, 2022 stating that he looks forward to learning of the measures being taken by the Trust in response to the governance and management review and in relation to the broader issues that are raised in the context of this request for a review of the Islands Trust governance, mandate and opportunities for alignment with the principles of the Declaration Act.
That the Islands Trust Chair, on behalf of Council, submit a letter to the Lieutenant Governor in Council making the review request under Section 8(2)(e) of the Islands Trust Act that outlines the potential scope of a review, including, but not limited to: a. An assessment of the optimum governance model to preserve and protect the Trust area pursuant to the Province's vision for the future of the Trust area. b. The object of the Islands Trust Act and clarification of the mandate of the organization. c. The governance structure of the organization. d. The alignment of decision-making processes and structures with the Declaration on the Rights of Indigenous Peoples Act. e. The geographic scope of the organization and in particular authority over marine areas. f. The funding mechanisms provided to the organization in light of a clarified mandate.		Meeting of Executive Committee and Minister Cullen with follow-up letter in June 2022	
That Trust Council call on the Province of British Columbia, in partnership with Indigenous leadership, to develop and communicate in a timely way the process and timelines through which they will develop new legislation to protect and restore biological diversity and ecosystem health, in a manner consistent with the United Nations Declaration on the Rights of	June 2022	Letter to The Hon. Katrine Conroy Minister of Forests and The Hon. Josie Osborne Minister of Land, Water, and Resource Stewardship	In February 2023, the B.C. government launched new measures to protect more old growth by fast-tracking innovation and co-developing new local plans with First Nations to better care for B.C.'s forests.

TRUST COUNCIL DIRECTION	WHEN	ADVOCACY METHOD	RESPONSE
Indigenous Peoples, and with the involvement of local governments, civil society groups, Indigenous and scientific experts, and the concerned public.			
That Trust Council request the Chair to submit a resolution to Union of British Columbia Municipalities September 2022 convention concerning a request to the Province for new legislation to protect and restore biological diversity and ecosystem health.	June 2022	AVICC/UBCM resolution	The Province has released a draft biodiversity and ecosystem health framework.



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 18, 2023

From: Executive Committee

Date Prepared: May 27, 2023

SUBJECT: 2023/24 DRAFT ANNUAL REPORT

RECOMMENDATION:

That the Islands Trust Council approve the 2023/24 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.

-
- PURPOSE:** To gain approval of the 2023/24 annual report text in order to meet legislative requirements for annual reporting.
 - BACKGROUND:** At its February 22, 2023 meeting, the Executive Committee approved the format and outline of the 2023/24 Annual Report.

Each local trust committee, each standing Council committee and the Islands Trust Conservancy Board will have reviewed, and amended/approved their sections by June 14.

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 the 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: \$2,500 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.

FIRST NATIONS: None. The report will be posted the website.

OTHER: None.

RELEVANT POLICY(S): Section 19 of the *Islands Trust Act*; [Annual Report Policy 6.10.i.](#)

4 ATTACHMENT(S): Draft 2023/24 Annual Report

RESPONSE OPTIONS

Recommendation: That the Islands Trust Council approves the 2023/24 Draft Annual Report for submission to the Minister of Municipal Affairs.

Alternative: That the Islands Trust Council approves the 2023/24 Draft Annual Report as amended for submission to the Minister of Municipal Affairs.

Prepared By: Morgana van Niekerk, Communications Specialist, May 28, 2024

Reviewed By/Date: Clare Frater, Director, Trust Area Services, May 31, 2024
Russ Hotsenpiller, Chief Administrative Officer, May 31, 2024
Executive Committee, June 5, 2024

Islands Trust 2023-24 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

Table of Contents

Message from the Islands Trust Council Chair

Message from the Chief Administrative Officer

The Islands Trust Area

Organization and Responsibilities

2023/24 Key Accomplishments

Islands Trust Council

Islands Trust Council Committees

Local Trust Committees and Bowen Island Municipality

Legislative Services - Administrative Fairness and Freedom of Information

Bylaw Compliance and Enforcement

Appendix A: Strategic Plan 2018–2022

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 I live and work on the unceded territory of the Coast Salish People particularly that of the Penelakut Tribe and Lyackson First Nation. After 36 years, my gratitude for this place remains strong and as the elected Chair of Islands Trust Council, I feel privileged to work in these communities and uphold the Islands Trust's preserve and protect mandate.

As Chair of the Islands Trust, it is my privilege to present to you our annual report for the year 2023-2024.

This past year has been marked by both challenges and achievements as we continue our commitment to preserving and protecting the unique beauty and ecological integrity of the Trust Area. The dedication and resilience of my fellow trustees, Islands Trust staff, and community members has allowed us to continue to fulfill the preserve and protect mandate.

By working closely with local governments and stakeholders, we have encouraged responsible land use planning and infrastructure development that respects the ecological sensitivities of island ecosystems.

Looking ahead, we remain committed to building upon the progress we have made and tackling the challenges that lie ahead. As we navigate the complexities of climate change, housing affordability, biodiversity loss, and development pressures, we recognize the importance of collaboration and collective action in safeguarding the ecological health and cultural heritage of the Trust Area while supporting communities.

In closing, I am proud of what has been accomplished and optimistic about the future. By continuing to work together with purpose and determination, I am confident that we can build a sustainable future for the Trust Area that honors our shared values and respects the interconnectedness of all life.



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 2023-2024 Annual Report.

Over the past 8 years, it has been my privilege to work with the Islands Trust staff who share a common commitment to preserving and protecting the unique character and ecological integrity of the Islands Trust Area.

This past year has been no exception. It has been a busy year as Islands Trust has continued to promote environmental stewardship, community engagement, and responsible land use planning. Our focus also includes internal improvement. To this end, Islands Trust has adopted the development of a corporate planning framework, which seeks to more clearly link project identification and program development with budget and monitoring processes. From the implementation of new administrative strategies to better support communities, to the enhancement of public outreach programs, we have remained steadfast in our dedication to serving the needs of island communities while safeguarding the ecosystems of the islands.

Reconciliation work remains a dominant theme of Islands Trust in 2023 and beyond. Integral for a land use agency like Islands Trust is improving engagement and collaboration and supporting a truly effective land use referral process.

The process of amending the Policy Statement, initiated in late 2019, is still underway. Given that this project spans across two terms of Council, it is important for the revised document to align with the values and priorities of this Trust Council. Equally important is ensuring that it accurately reflects the interests of the community, First Nations, and the Province. We're looking forward to the public engagement portion of this process and hearing directly from community members.

On January 1, 2024, Islands Trust became a member of the Municipal Insurance Association of British Columbia (MIABC). MIABC provide insurance services for local governments in British Columbia, as well as a host of tools and services to assist with reducing risk. As a member, Islands Trust has begun to adjust its approach to risk management for contracts, records management and management of Islands Trust Conservancy properties with the support of MIABC.

As we look to the future, I see the continued evolution of Islands Trust as it continues to adapt and respond to the ever-changing needs and challenges facing island communities and the region.

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.

As I prepare to retire from this role, I am particularly grateful for the support of trustees, staff, volunteers, and community partners, whose efforts have been instrumental in protecting and preserving the Trust Area.



Russ Hotsenpiller
Chief Administrative Officer

The Islands Trust Area

Acknowledgement

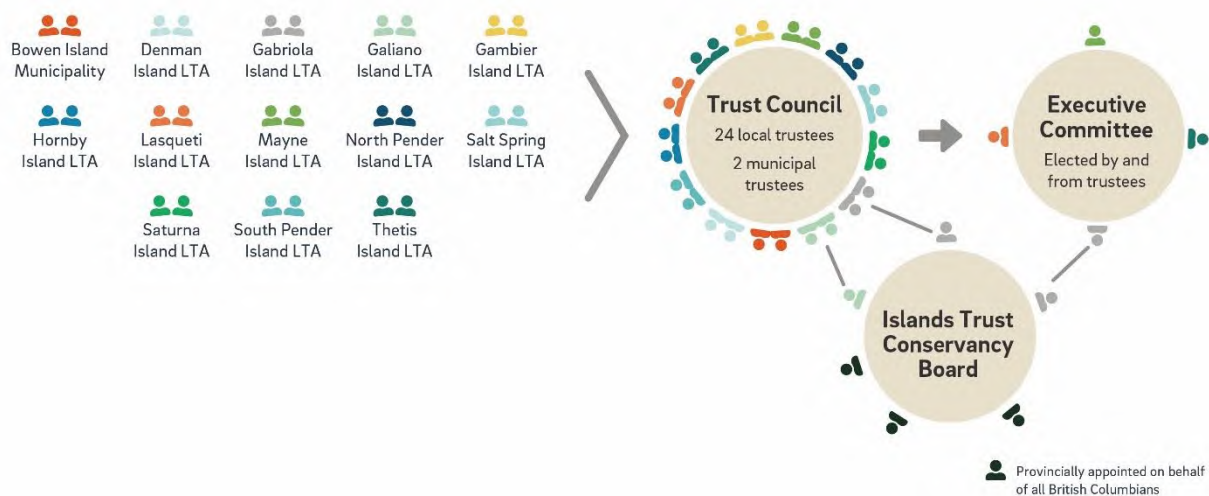
The Islands Trust Area is located within the treaty lands and territories of the *the BOKEĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scəwəθən, səlilwətəł, SEMYOME, shíshálh, Skwxwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', S7ÁUTW, Stz'uminus, ʔaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOLEŁP, 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.”

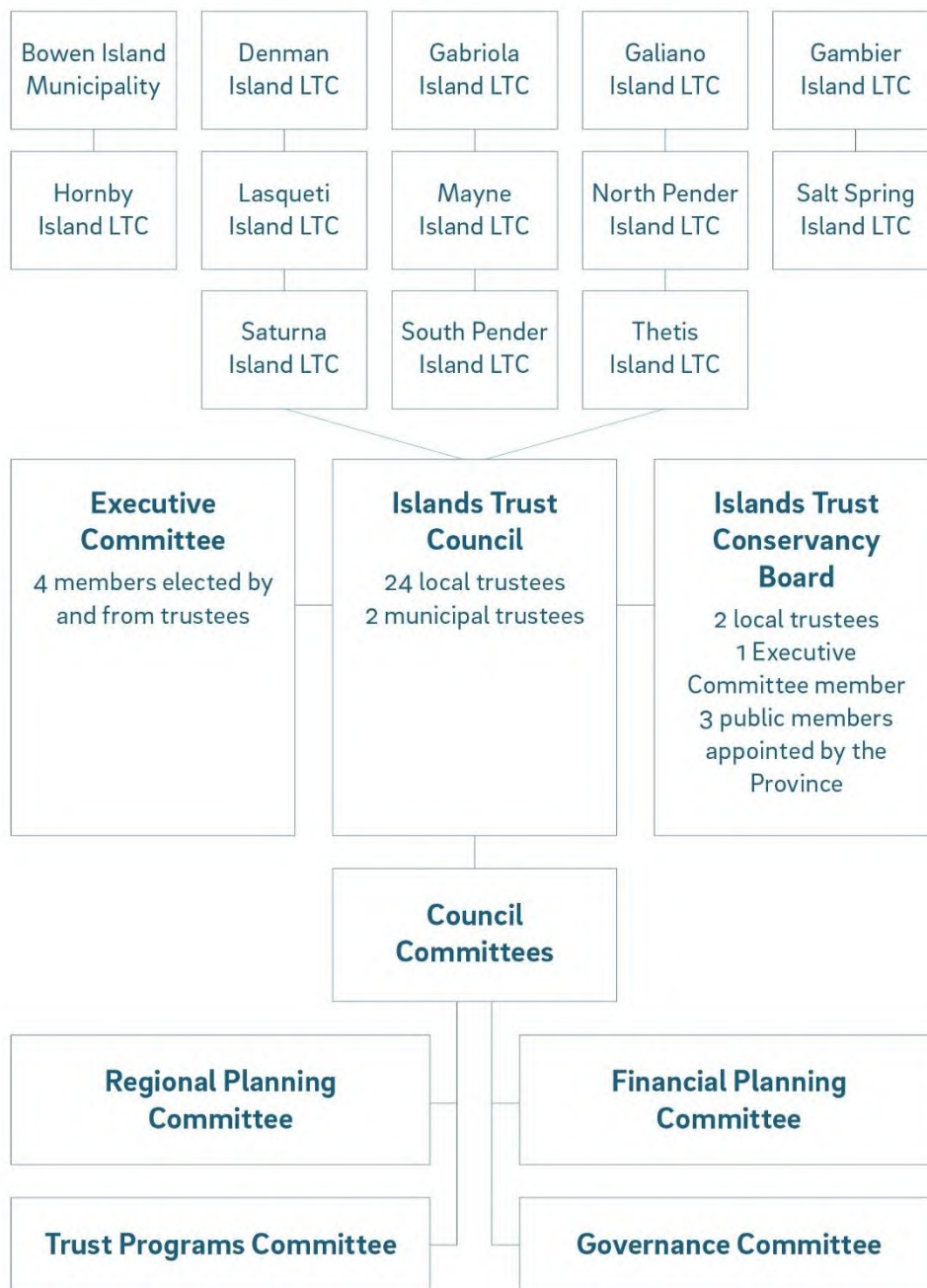
Organization and Responsibilities

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



2023–2024 Key Accomplishments

In 2023–2024, 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:

- Further engagement with First Nations on the new draft of the Policy Statement
- Trust Council formed a new Chief Administrative Officer Hiring Committee (CAOHC) to begin the process of hiring a new Chief Administrative Officer (CAO). The CAOHC consists of the Executive Committee (EC) and the chairs of Trust Council’s four standing committees.
- Trust Council amended its meeting procedure bylaw to include Committee of the Whole as a meeting type to provide opportunities for trustees to meet in a less formal, discussion-oriented meeting
- Local trust committees updated their fees bylaws
- Islands Trust mailed a “Living in the Trust Area” information package to new property owners across the Trust Area
- Islands Trust Council endorsed a Housing Strategic Action Plan to guide Trust-wide housing policy development and advocacy that supports Trust Council’s goal to sustain island character and healthy communities
- Islands Trust Council approved the Islands Trust Communications Strategy
- Islands Trust Conservancy added Larmour Lands Nature Reserve on Salt Spring Island and registered two conservation covenants
- Islands Trust Conservancy expanded the existing Nighthawk Hill covenant on North Pender Island, which was created under the Natural Area Protection Tax Exemption Program in 2012, to double the protected area and include a small wetland
- Islands Trust Conservancy also registered a covenant on South Pender Island, co-held with the Habitat Acquisition Trust, to add an extra layer of protection to the Capital Regional District’s Brooks Point Regional Park

Number ITC Nature Reserves: 34

Area protected in Islands Trust Conservancy Nature Reserves: 692.66 ha

Number Islands Trust Conservancy conservation covenants: 79

Area protected by Islands Trust Conservancy conservation covenants: 696.78 ha

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

DRAFT AWAITING APPROVAL

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 Reconciliation Action Plan 2019–2022. 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

- 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 about the draft new Policy Statement
- Islands Trust staff engaged in discussions with staff of 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 invited all First Nations in the Trust Area to engage on the second draft of the Islands Trust Policy Statement, and worked with interested Nations
- The Islands Trust Chair, Vice-Chairs and Islands Trust Conservancy Chair jointly sent customized letters to each First Nation inviting leadership to leadership meetings for collaboration on Islands Trust Policy Statement, the Islands Trust Conservancy Plan and applicable official community plan updates
- The Islands Trust Conservancy Board amended policies related to assessment of conservation proposals, negotiation of conservation covenants and management of land to require early engagement with First Nations
- The Gambier Island Local Trust Committee worked with Skwxwú7mesh Úxwumixw (Squamish Nation) to co-develop amendments to the Gambier Island Official Community Plan
- The Hornby and Denman Island Local Trust Committees reached agreement with K'ómoks First Nation to seek their early involvement in amendments to their Official Community Plans
- The Galiano Island Local Trust Committee has had discussions with Penelakut Tribe (Spune'luxutth) on several major applications and a project
- Islands Trust continued piloting the use of providing capacity funding to First Nations to support early engagement on projects
- Islands Trust Council initiated a Reconciliation Learning Group in order to support trustees with gaining the skills, knowledge and cultural competencies needed to support positive relationships

2023 – 2024 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 2023/24, Islands Trust Council/Executive Committee advanced advocacy priorities by writing to: request an extension to the public consultation period respecting the proposed Changes to flight paths in Greater Vancouver Region, Southern Vancouver Island and Sunshine Coast; provide feedback on the provincial Coastal Marine Strategy Intentions paper; provide feedback on the Watershed Security Strategy and Fund Intentions paper, and to express support for provincial efforts to address cumulative impacts related to provincial dock tenure decisions in the Southern Gulf Islands, and to request to be involved in next steps regarding studies and public engagement. In addition, Islands Trust Council and Bowen Island Municipality jointly wrote a letter to the Environmental Assessment Office regarding Condition 39 for the Trans Mountain Expansion Project- Existing Shorelines Conditions Report.

In addition, Islands Trust forwarded a resolution to the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities, requesting that the Province review the Manual of Composting Toilets and Greywater Practice and provide funding for demonstration projects and professional development for practitioners.

The Chair also responded to various letters from people and agencies on decisions made that responded to previous advocacy requests.

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 have been working 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.

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 serves as a framework of objectives and actions directed toward preserving and protecting freshwater assets that are inherently susceptible to a changing climate. As part of the strategy, the Groundwater Sustainability Science Program has provided data and analysis to inform planning policies focussed on addressing vulnerabilities of groundwater in a changing climate. 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.

Islands Trust is acting on its ongoing commitment to carbon neutrality with internal operations, and is a signatory to the B.C. Climate Action Charter. During 2023/24, 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 2023-24

Members of the public are encouraged to make delegation presentations and participate in public comment sessions at each quarterly meeting of Islands Trust Council to promote dialogue between islanders and Trustees.

Trust Council engaged communities by visiting projects and initiatives on Gabriola and North Pender which align with the preserve and protect mandate.

Chair Luckham wrote thank-you letters to delegations received at Trust Council's quarterly meetings which addressed topics such as the Islands Trust Policy Statement, stewardship, Section 3 of the *Islands Trust Act* - the Object, Islands Trust governance, freshwater, and the Sue Big Oil initiative.

June 2023 - Quarter 1, Trust Council convened on Gabriola Island at The Haven Centre

- A delegation presentation by Julia Nicholls on behalf of Island's Forests Stewards addressed Council regarding governance and forests in the Trust Area
- Ministry of Municipal Affairs, Director, Brent Mueller, presented to Trust Council on local governments and Reconcili-Action
- Lisa Bhopalsingh, Director of Community Development with the City of Nanaimo gave a PowerPoint presentation titled "Reconciliation through Relationships" and spoke to building relational foundations with First Nations
- Trust Council members engaged with the following community programs on Gabriola Island:
 - Gabriola Island Recycling Organization (GIRO) and its C2C "cradle to cradle" circular economy textile initiative

- Climate 12-12-12 a Sustainable Gabriola initiative addressing climate action
- A visit to Petroglyph Park at Gabriola Museum

September 2023 – Quarter 2, Trust Council met at the Pender Islands Community Hall on North Pender Island

Delegation presentations were received from the following groups and individuals:

- On behalf of Pender Forest Stewards, Andy Nowak spoke to residents concerns about the supply and quality of water requesting protection of island watersheds
- Dave Manning, coordinator for Eagle Watch, a project to locate and monitor Bald Eagle nests in the Islands Trust Area called for preservation of the Douglas-fir habitats which are home to eagles and other raptors
- Friends of the Gulf Islands Society, Jennifer Margison, President, requested Trust Council proactively address recommendations made in the 2022 Governance Review Report
- Peter Pare requested Trust Council join a class action lawsuit being supported by many British Columbia municipalities to sue big oil companies to change business practices which have contributed to heat waves, wildfires, drought, and flooding

Trust Council members engaged with the following community programs on North Pender Island:

- Visited the KELÁ_EKE Kingfisher Forest, a 45-acre protected property on S,DÁYES for a 30 minute hike and presentation by the Raincoast Conservation Foundation, Program Director, Shauna Doll and Erin O'Brian, Ecology and Conservation Director with Pender Islands Conservancy
- Attended a guided bus tour of Magic Lake Estates presented by Mary Beth Rondeau, Secretary of the Magic Lake Estates Property Owners' Society (MLPOS), highlighting infrastructure updates including water, sewer and recreational park improvements.

December 2023 – Quarter 3, Trust Council held its meeting in Victoria

- San Juan County Chair, Jane Fuller and Councilor Cindy Wolf joined Trust Council electronically and discussed cross-boarder interests including tanker traffic and oil spill mitigation.

Members of the public addressed Trust Council on a variety of topics including the following:

- The 2022 Governance Review Report
- Delays being experienced in posting of meeting recordings
- Trust Council's deliberations regarding Section 3 of the *Islands Trust Act*

March 2024 – Quarter 4, Trust Council met in Nanaimo

- Presenting as a delegation on behalf of Gulf Islands Alliance, Ian Pearce addressed Trust Council’s statement regarding Section 3 of the *Islands Trust Act* which Council made at Q2 meeting

Policy Statement Amendment Process

In 2019, Islands Trust launched the Policy Statement Amendment Project (Islands 2050) to update the Islands Trust Policy Statement to adapt to current and future challenges and opportunities, and to reflect its commitments related to Reconciliation, climate change, and affordable housing. To date, the Policy Statement Amendment Project has involved three rounds of public engagement, three rounds of First Nations engagement, as well as engagement with other partner agencies.

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.

The Islands 2050 Policy Statement Amendment Project continued to be a priority for Islands Trust Council in 2023-24, involving early and ongoing engagement with First Nations, updating the project webpage with further information and background materials, and the crafting of an updated draft of the Policy Statement to incorporate direction requested by the Islands Trust Council through 32 resolutions passed at the June and September 2022 Trust Council meetings.

To support further public engagement, Trust Council amended the project charter so any approval-in-principle for a draft Policy Statement will be referred to local trust committees and Bowen Island Municipality for six months for comment, with the responses to be informed by local public engagement processes. In addition, Trust Council amended the project budget to include a future Trust-Area wide survey and Trust Area-wide virtual community workshop.

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 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 2022-2026 term

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 2023/24, the Executive Committee approved 33 bylaws, two of which were for Bowen Island Municipality.

Applications Sponsored by Executive Committee

The Executive Committee sponsored permit and application fees for the following projects and initiatives:

- \$4,400 - Pender Islands Housing Society development permit application fees to allow wording changes in the relevant Community Housing bylaw section, to comply with the Definitions in Bylaw 224
- \$1,250 - Hornby Island Arts Council development permit application fees for building a new Arts Centre
- \$1,000 - The Gulf Islands Galisle Affordable Rental Housing Society (Galiano Island) development permit application fees for the development of 12 units of affordable rental housing
- \$1,530 - Triple Rock Land Development rezoning application for affordable housing on Denman Island
- \$7,956 - Gabriola Agricultural Cooperative Association for a rezoning application to construct a year-round co-operative community food hub

Executive Committee sponsored the following Natural Area Protection Tax Exemption Program (NAPTEP) application fees in fostering preservation of eligible natural area property in the Islands Trust Area:

- \$450 - Gabriola Island NAPTEP application fee for the protection of 2.5 ha of wetlands, maturing forest, sensitive riparian, and cliff habitats

- \$450 – Salt Spring Island NAPTEP application fee for the protection of 2.5 ha of wetlands, mature and young forest, large wildlife trees, and connectivity to other at-risk ecosystems and protected areas

Liaison Meetings

Islands Trust Conservancy and Executive Committee’s annual liaison meeting was held July 18, 2023, where referrals to First Nations, conservation and requesting further provincial funding were discussed.

At the 2023 Union of British Columbia Municipalities (UBCM) September 18-22 Convention, Executive Committee met with the following ministers:

- Minister Kang of Municipal Affairs to discuss guidance on capacity funding and paying fees for referrals
- Minister Fleming of Transportation and Infrastructure to discuss development of transportation strategies in the Islands Trust Area

On November 23, Islands Trust Chair Peter Luckham met with the Honourable Anne Kang, Minister of Municipal Affairs, and Honourable Josie Osbourne, Minister of Energy, Mines and Low Carbon Innovation at the Legislature when Islands Trust Annual Report was presented during Question Period.

(insert Minister Kang and Chair Luckham photo here)

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)

2023-24 Highlights

In the 2023/24 fiscal year, the Regional Planning Committee (RPC) completed the following Strategic Plan items and presented them to Trust Council:

- Received a Housing Needs Reports Gaps Analysis
- Received (on behalf of the Islands Trust) a grant to update all LTC Housing Needs Reports
- Completed a comprehensive Housing Options Toolkit that provides local trustees, planning staff and community groups with resources for implementation of housing-related projects
- Trust Council adopted a Housing Strategic Action Plan
- The RPC and TPC created a Montreal Pledge COP15 Biodiversity Framework working group
- Staff implemented RPC sponsored policy amendments to increase efficiency and effectiveness of Planning Services including creation and use of a new Regional Planning Team and new Current Planning Team as per:
 - Best Management Practices for Delivery of Local Planning Services to Local Trust Committees ([Policy 5.9.1](#))
 - Delegation of Land Use Permits ([Policy 4.1.15](#))
 - Priority Setting/Review Guidelines ([Policy 6.2.1](#))

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)

2023-24 Highlights

Trust Programs Committee (TPC) met five times in 2023/24. The Committee's primary focus this year was to create and implement stewardship education resources and programs.

Once again, as part of Trust Council's Secretariat Services Program, the committee approved secretariat

services to the following coordination groups:

- \$1,500 to support the coordination of the Rural Island Economic Partnership
- \$2,500 to support the coordination of the Baynes Sound Lambert Channel Ecosystem Forum
- \$3,000 to support the coordination of the Coastal Douglas-fir Conservation Partnership
- \$4,000 to support the coordination of the Átl'ka7tsem/Howe Sound Community Forum
- \$3,000 to support the coordination of the Southern Gulf Islands Forum
- \$250 to support the coordination of the Vancouver Island and Coastal Communities Climate Leadership Steering Committee

The Committee also supported distribution of a “Living in the Trust Area” information package, which was mailed to 731 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.

(see electronic versions at <https://islandstrust.bc.ca/programs/stewardship-education/>).

Wildfire Resources

The Trust Programs Committee prioritized adding wildfire resources specific to islands within the Trust Area from the Government of British Columbia, regional districts, and other organizations to the Islands Trust website. These resources aim to empower residents and visitors alike in wildfire prevention and preparedness, with valuable insights, practical tips, and essential information to build resilient communities and to preserve and protect ecosystems in the Trust Area.

Furthermore, the Trust Programs Committee instructed staff to host a webinar regarding fire risks in the Trust Area. The ‘Living with Fire: a panel discussion for those living in the Salish Sea’ webinar was held on March 26, 2024, and provided an opportunity for attendees to find out more about the current state of forest health and the interconnections between healthy watersheds, native biodiversity, and fire resilience in the Trust Area. The webinar included actionable steps for building resilience in communities, including techniques like ecological thinning and wetland restoration to create a more fire-resilient future.

Freshwater Webinars

The Trust Programs Committee instructed staff to host two webinars focusing on water in the Trust Area. The first webinar was held on January 24, 2024, and focused on the Islands Trust Freshwater Sustainability Strategy and online atlas. Information was provided about how the strategy set out goals and objectives to address freshwater supply challenges, support climate action, and ensure watershed security. The second webinar in the series was Groundwater! Our Shared Responsibility, which focused on groundwater resources and best practices for well management on the islands. It included information about the risk of saltwater intrusion, which increases with pumping demand and from coastal hazards such as rising sea levels and storm surges. This webinar was held on February 13, 2024.

All webinars are recorded and available to view on the Islands Trust website (electronic version: <https://islandstrust.bc.ca/programs/stewardship-education/>)

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

* 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.

2023-24 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, 2023. The Audit Committee met with external auditors, KPMG LLP, to review their

audit findings reports and initiated planning for the March 31, 2024, 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 2024/25 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 spending from the Special Property Tax Reserve Fund to complete three projects associated with watershed protection on Salt Spring Island, which Trust Council approved upon recommendation from FPC.

As part of the 2024/25 budget development cycle, FPC began discussions about how rigorous budget guidelines may be applied early in the budget cycle in future years. The committee held a special meeting to discuss potential guidelines for future years. Guideline materials will be refined and provided to Trust Council at the start of the next budget development cycle for consideration.

After discussing that past budget consultation results have not often influenced changes to the budget, FPC chose not to undertake a public consultation on the draft 2024/25 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 British Columbia to all Trust Area taxpayers with their rural tax notice.

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.

FPC investigated the options available to the Islands Trust under specific grant programs formerly named in the historical protocol agreement between Islands Trust and the Ministry of Municipal Affairs. This work enhanced the organisation's understanding of provincial grant opportunities available to Islands Trust.

The FPC working group, formed to assist in the development of a corporate planning process for the Islands Trust, continues to support Governance Committee in moving this work forward. 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.

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

2023/24 Highlights

The Governance Committee focused on a number of initiatives including:

- Working on prioritized recommendations from the 2022 Governance Review report regarding internal improvements and secretariat functions
- Continued corporate and strategic planning to guide future budget decisions
- Collaborating with a three member working group for the Financial Planning Committee on a draft corporate plan
- Advising Executive Committee on a facilitated workshop session at the June, 2023 Trust Council quarterly meeting, which included a SWOT analysis
- Participating in a “visioning” exercise held by Trust Council at its September, 2023 quarterly meeting, which was followed by additional work and the adoption of a “Vision Statement” at the March, 2024 Trust Council quarterly meeting
- Analysing and presenting accumulated legal opinions related to Section 3 of the *Islands Trust Act*, plus ongoing consideration of feedback on reporting out on such work
- Analysing priority concerns in addition to the 2022 Governance Review including committee composition, membership rights of “ex officio” committee members, representation by population and the varying concerns of islands in the federation, recruitment and compensation of candidates for trusteeship, support for ongoing trustee education, Trust Council’s relationship with Islands Trust Conservancy, support updates of the Islands Trust Code of Conduct to adopt Provincial recommendations
- Supporting and working with the Chief Administrative Officer Hiring Committee, and the Financial Planning Committee
- Analysing work needed to successfully negotiate increased support from the Province including direct involvement on Trust Council, expertise and resources for First Nations community work, Covid-related population growth and its effects on infrastructure, community and

services, province-wide legislation and priorities, collaboration on multi-jurisdictional interests, and accumulated assets of the Islands Trust Conservancy.

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

DRAFT AWAITING APPROVAL

The Ballenas-Winchelsea Island Local Trust Committee (BW-Executive LTC) held two regular business meetings in the 2023/24 fiscal year.

From April 1, 2023 to March 31, 2024, the Ballenas-Winchelsea Island Local Trust Committee did not receive any applications for consideration, and there were no referrals. There was no project work undertaken for this period.

Bowen Island Municipality

Bowen Island is one of 13 local trust areas and island municipalities that make up the Islands Trust Area. Bowen Island is the only island in the Islands Trust Area that is a Municipality.

Bowen Island is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

Bowen Island is known and loved as a small, friendly, active, and caring community with varied and affordable housing options, protected natural ecosystems and green spaces, a vibrant local economy and an ethic of self-reliance, which underpins decisions where conserving land, air, water, and energy reduces Bowen's ecological footprint.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/bowen-island-2021-census-profile/>

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 2023/24, the Islands Trust Executive Committee provided referral comments on four Bowen Island land use bylaw amendments.

Denman Island Local Trust Committee

The Denman Island Local Trust Area includes Denman and Chrome islands, and Seal and Sandy islets.

The Denman Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

Denman's beautiful and vibrant islands are home to some of British Columbia's rarest ecosystems. Denman Island is a small rural island where individuals, the environment, and the community interact in ways that foster mutual health and vitality.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/denman-island-lta-2021-census-profile/>

The Denman Island Local Trust Committee (DE LTC) held six regular business meetings in the 2023/24 fiscal year, as well as one Community Information Meeting, two special meetings, and one Public Hearing.

Work for this period focused on advancing the DE LTC priorities to address housing needs through the Housing Review Project, and to enhance and preserve farming activities on the island through the Farming Regulations Review Project. The DE LTC considered draft bylaws, which would implement the Official Community Plan and Land Use Bylaw changes that would enhance and preserve farming activities.

During the same time period staff also reviewed two Crown lease referrals, and one subdivision referral.

In the past year, staff discussions to support relationship-building with the K'ómoks First Nation began and as a result initiated further discussion and work together on various projects such as the policy statement review and the OCP reviews for Hornby and Denman. The Denman Island LTC has also given direction to staff to request council to council meetings moving forward.

From April 1, 2023 to March 31, 2024, the DE LTC received and considered applications for 12 siting and use permits, two development variance permits, two development permits, one liquor and cannabis board referral, two bylaw amendment applications, and one temporary use permit.

Gabriola Island Local Trust Committee

The Gabriola Island Local Trust Area comprises 20 islands including DeCourcy, Mudge, and Link Islands. Gabriola Island Local Trust Area is located within the territories of First Nations whose people have cared for these lands and waters since time immemorial.

Gabriola Island features critical habitat for the Marbled Murrelet and is frequented by Double-crested Cormorants. Vital to salmon, 21% of the Gabriola Island Local Trust Area foreshore has eelgrass beds and many beaches are suitable spawning habitat for forage fish, the principal diet of Chinook salmon.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):
<https://islandstrust.bc.ca/document/gabriola-island-lta-2021-census-profile/>)

The Gabriola Island Local Trust Committee (GB LTC) held nine regular business meetings in the 2023/24 fiscal year, and two special meetings.

Work for this period focused on advancing the GB LTC priorities to address housing, and ecological protection. The GB LTC also initiated Gabriola Visioning 2050, the first phase of a key project to review the Gabriola Official Community Plan. It also continued work on a project to develop a new ecological protection zone, which includes rezoning for the Elder Cedar (S'ul-hween X'pey) Nature Reserve.

During the same period, staff also reviewed 63 building permit referrals, and two Crown lease referrals. Initiatives of the GB LTC for this period include relationship building with the Snuneymuxw First Nation. As part of this process, this included the GB LTC meeting with Snuneymuxw First Nation leadership, meetings with staff on a regular basis, and working to renew the protocol agreement between SFN and the Gabriola Island LTC.

From April 1, 2023 to March 31, 2024, the GB LTC received and considered applications for five development variance permits, one liquor and cannabis board referral, one bylaw amendment applications, and six temporary use permits.

Galiano Island Local Trust Committee

The Galiano Island Local Trust Area comprises nine associated islands including Galiano, Ballingal, Gossip, Charles, and Parker Island.

The Galiano Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

Over 24% of the ecosystems in the Galiano Local Trust Area are protected. They provide critical habitat for endangered and at-risk species including Batwing Vinyl lichen, Lindley's False Silverpuffs, and Great Blue Heron.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/galiano-island-lta-2021-census-profile/>

The Galiano Island Local Trust Committee (GL LTC) held eight regular business meetings in the 2023/24 fiscal year, as well as two Community Information Meetings, two special meetings, and two public hearings.

Work for this period focused on advancing the priorities of the GL LTC to address groundwater sustainability, and to re-designate and rezone several large District Lots for nature protection.

From April 1, 2023 to March 31, 2024, the GL LTC received and considered applications for four development variance permits, one Agricultural Land Commission application, five rezoning applications, and two temporary use permits.

During the same time period, staff also reviewed five delegated development permits, 15 building permit referrals, and one Crown lease referral.

Another initiative of the GL LTC for this period was relationship building with the Penelakut First Nation and other Indigenous Peoples of Galiano.

The GL LTC also adopted bylaws which would amend its Bylaw Enforcement Notification Bylaw and its Protection of Privacy and Freedom of Information Bylaw.

Gambier Island Local Trust Committee

Gambier Island Local Trust Area includes 35 associated islands including Gambier, Keats, Bowyer, Passage, North Thormanby, and South Thormanby islands.

The Gambier Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

Islands within the Gambier Local Trust Area are the habitat of Double-Breasted Cormorant, Steller Sea Lion, and Red-legged Frog, and critical habitat for the Marbled Murrelet. Mature forests with trees between 80 – 250 years old cover 42% of the land.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/gambier-island-lta-2021-census-profile/>

The Gambier Island Local Trust Committee (GM LTC) held five regular business meetings in the 2023/24 fiscal year, as well as one Community Information Meeting and two special meetings.

Work for this period focused on advancing the GM LTC priorities to review and update Keats Island shoreline regulations, and continue work on the OCP review project for Gambier Island. The OCP Targeted Review Project is currently in the First Nations engagement phase. The GM LTC also initiated a project to amend the permitted uses in the Marine General zone on Keats Island to allow for telecommunication utilities.

During the same time period, staff also reviewed 19 building permit referrals and two Crown lease referrals.

From April 1, 2023 to March 31, 2024, the GM LTC received and considered applications for four development variance permits, one development permit, two bylaw amendment applications, and one temporary use permit.

Hornby Island Local Trust Committee

The Hornby Island Local Trust Area comprises Hornby, Norris Rocks, Flora Islet, and Toby Islands.

The Hornby Island Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

The beautiful and vibrant islands in the Hornby Island Local Trust Area are home to some of British Columbia's rarest ecosystems, including the Great Blue Heron and the Western Screech-Owl.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/hornby-island-lta-2021-census-profile/>)

The Hornby Island Local Trust Committee (HO LTC) held seven regular business meetings in the 2023/24 fiscal year, as well as four special meetings - three electronic and one in-person.

Work for this period focused on the HO LTC priority to advance its major Official Community Plan and Land Use Bylaw Review project with topic areas including housing, regulating short term vacation rentals, and First Nations engagement and relationship building. The latter priority was significantly advanced through the development of a work plan with K'ómoks First Nation in March 2024, for the purposes of working together to prioritize potential policy and regulatory changes to address the Nation's concerns and interests in land use planning for Hornby Island.

The LTC also initiated development of a Community Heritage Register as its minor project through the adoption of the first version of a project charter in December.

From April 1, 2023 to March 31, 2024, the LTC and staff received, considered and processed applications for 19 Siting and Use Permits, two subdivision referrals, two Development Permits, and one Development Variance Permit.

Lasqueti Island Local Trust Committee

The Lasqueti Island Local Trust Area comprises of more than 23 associated islands including Lasqueti, Jedediah, Sangster, and Jenkins islands.

Lasqueti Island Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

It has three provincial parks (Jedediah Island, Sabine Channel, Squitty Bay) and four protected sanctuaries. In its waters, the local trust area has critical habitat for the Marbled Murrelet and Killer Whale.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/lasqueti-island-lta-2021-census-profile/>

The Lasqueti Island Local Trust Committee (LA LTC) held five regular business meetings in the 2023/24 fiscal year.

Work for this period focused on advancing the LA LTC priorities to further First Nations Reconciliation. The LA LTC also continued work on key projects including the Official Community Plan (OCP) review project and completed a project to amend their Meeting Procedures Bylaw.

Another initiative of the LA LTC for this period was relationship building with the Snaw-naw-as First Nation. As part of this process, the LA LTC adopted a standing resolution to ensure First Nations notification and engagement for proposed antenna systems. The LA LTC has participated in meetings with the leadership of the Snaw-naw-as First Nation as part of the OCP review project, and contributed towards the development of the protocol agreement between the Snaw-naw-as First Nation and Islands Trust.

From April 1, 2023 to March 31, 2024, the LA LTC received and considered one application for a bylaw amendment.

Mayne Island Local Trust Committee

The Mayne Island Local Trust Area comprises Mayne Island and twenty associated islands including Curlew and Georgeson Islands.

The Mayne Local Trust Area is located within the territory of many First Nations whose peoples have cared for these lands and waters since time immemorial.

Mayne Island and surrounding waters are the habitat of several at-risk species including the Killer Whale, Purple Martin, Peregrine Falcon, and a Glass Sponge Reef. The Purple Martin arrives each spring after a long migration from south-east Brazil and is the largest swallow breed in North America. The fallow deer introduced to Mayne Island continue to impact the ecosystem and devastate the understory.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/mayne-island-lta-2021-census-profile/>

The Mayne Island Local Trust Committee (MA LTC) held eight regular business meetings in the 2023/24 fiscal year, as well as one Community Information Meeting, two special meetings, and no public hearings.

Work for this period focused on advancing the MA LTC priorities of making amendments to the Land Use Bylaw and the Official Community Plan and adopting Flexible Housing policies and regulations.

From April 1, 2023 to March 31, 2024, the MA LTC received and considered applications for five development variance permits, two temporary use permits, and two rezoning applications. During the same time period staff also reviewed 17 building permit referrals.

North Pender Island Local Trust Committee

The North Pender Island Local Trust Area comprises more than 39 associated islands including D'Arcy, Sidney, and James Islands.

The North Pender Local Trust Area is located within the territory of many First Nations whose people have cared for these lands and waters since time immemorial.

The North Pender area is critical habitat for orca's, Yellow Sand-verbena, Edwards' Beach Moth, grass-like Foothill Sedge, and Lindley's False Silverpuffs.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/north-pender-island-lta-2021-census-profile/>)

The North Pender Island Local Trust Committee (NP LTC) held seven regular business meetings in the 2023/24 fiscal year, as well as three Community Information Meetings, three special meetings, and one public hearing.

Work for this period focused on advancing the NP LTC priorities of completing a review of the Land Use Bylaw and updating Raptor Nest development permit areas.

From April 1, 2023 to March 31, 2024, the NP LTC received and considered applications for three development variance permits, seven development permits, one rezoning application, and five temporary use permits. In addition, the North Pender Island Board of Variance heard one appeal.

During the same time period, staff reviewed 26 building permit referrals, and one Crown lease referral.

The NP LTC also adopted a bylaw amendment for zoning affecting residential lots on Sidney Island, and gave readings to amendments to the fee bylaw.

Salt Spring Island Local Trust Committee

The Salt Spring Island Local Trust Area includes more than 30 associated islands including Salt Spring, Prevost, Piers, and Secret Islands.

The Salt Spring Local Trust Area is located within the territory of many First Nations whose people have cared for these lands and waters since time immemorial.

The area is critical habitat for Dun Skipper butterflies, Gray's Desert-parsley and two species at risk: the Little Brown Bat and Sharp-tailed snake. In the Salish Sea the endangered Leatherback Sea Turtle, the world's largest reptile, is occasionally seen.

(Graphic representation of statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):
<https://islandstrust.bc.ca/document/salt-spring-island-lta-2021-census-profile/>

The Salt Spring Island Local Trust Committee (SS LTC) held 10 regular business meetings in the 2023/24 fiscal year, as well as two Community Information Meetings, and four special meetings. It did not hold any public hearings.

This period, the SSI LTC struggled to address the ongoing housing affordability and availability challenge. The SS LTC also initiated key projects including development of a Complete Community Assessment, with the support of a grant from the Union of British Columbia Municipalities. The SS LTC considered draft bylaws, which would implement the Official Community Plan and Land Use Bylaw changes that would regulate and permit a small number of accessory dwelling units in rural areas of Salt Spring Island.

During the same time period, staff also reviewed 130 building permit referrals, five Crown lease referrals, and six subdivision referrals.

From April 1, 2023 to March 31, 2024, the SS LTC received and considered applications for 20 development variance permits, 14 development permits, one liquor and cannabis board referral, two bylaw amendment applications, and three temporary use permits.

Saturna Island Local Trust Committee

Saturna Island Local Trust Area includes more than 10 associated islands including Saturna, Anniversary, Cabbage, Samuel, and Lizard Islands.

Saturna Island Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

48.43% of the Saturna Island Local Trust Area is protected and has critical habitat for the White Meconella flowering plant, Lindley's False Silverpuffs, and the Great Blue Heron. One of three temporary sanctuaries for southern resident Killer Whales can be found off the east coast of Saturna. Heritage Forests are representative forest types of Saturna Island.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/saturna-island-lta-2021-census-profile/>

The Saturna Island Local Trust Committee (SA LTC) held four regular business meetings in the 2023/24 fiscal year, as well as three Community Information Meetings, one special meeting, and three public hearings.

Work for this period focused on advancing the SA LTC priorities to complete a density transfer application to facilitate the donation of land for nature protection and to consider an Agricultural Land Reserve exclusion proposal.

From April 1, 2023 to March 31, 2024, the SA LTC considered three rezoning applications.

During the same time period staff also reviewed six building permit referrals.

The SA LTC also gave readings to a new fees bylaw.

South Pender Local Trust Committee

The South Pender Island Local Trust Area comprises South Pender Island, Blundon Islet, and Skull Islet.

The South Pender Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

South Pender is one of the least populated and least developed of the Island Trust's major islands. The quiet, freedom from disturbance, and sense of privacy within what is a relatively undisturbed and visually attractive setting are key qualities valued by South Pender Islanders.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/south-pender-island-lta-2021-census-profile/>

The South Pender Island Local Trust Committee (SP LTC) held four regular business meetings in the 2023/24 fiscal year, as well as one Community Information Meeting, four special meetings, and no public hearings.

Work for this period focused on advancing the SP LTC priorities of amending the Land Use Bylaw.

From April 1, 2023 to March 31, 2024, the SP LTC received and considered applications for one temporary use permit and one Agricultural Land Commission application. During the same time period staff also reviewed eight building permit referrals and one crown referral.

Thetis Island Local Trust Committee

Thetis Island Local Trust Area includes over 20 associated islands including Thetis, Dunsmuir, Ladysmith Harbour, and Valdez Islands.

Thetis Island Local Trust Area is located within the territory of First Nations whose people have cared for these lands and waters since time immemorial.

Thetis Island is an ecologically diverse area, with numerous regions of ecological significance, both provincially and globally. It has several parks, and a number of other protected areas including Fairyslipper Forest Nature Reserve and Moore Hill Nature Reserve. Several islets are protected as Ecological Reserves to safeguard nesting seabirds. This area provides habitat for the fast flying Peregrine Falcons, which can fly up to 112 kilometres an hour in pursuit of prey.

(Statistics from the 2021 census, graphics that show change over time: total population (1971-2021) and percentage of private dwellings occupied by usual resident (1991 and 2021):

<https://islandstrust.bc.ca/document/thetis-island-lta-2021-census-profile/>

The Thetis Island Local Trust Committee (TH LTC) held five regular business meetings in the 2023/2024 fiscal year, as well as one Community Information Meeting, one Public Hearing, one special meeting, and two closed meetings.

Work for this period focused on advancing the TH LTC priorities of making amendments to the Land Use Bylaw and Official Community Plan to address marine and riparian area protection.

From April 1, 2023 to March 31, 2024, staff reviewed six building permit referrals and one Crown lease 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 2023/24 fiscal period.

During this same fiscal year, Islands Trust received 41 requests for records under the *Freedom of Information and Protection of Privacy Act*. This included 25 from Salt Spring Island Local Trust Area, five from Lasqueti Island Local Trust Area, three from North Pender Island Local Trust Area, two each from Gabriola and Galiano Island Local Trust Areas, and one each from South Pender, Hornby, and Gambier Islands Local Trust Areas, and one regarding Islands Trust Council.

Bylaw Compliance and Enforcement

Islands Trust bylaw staff continue to deal with a high number of files, which routinely exceeds 600. The focus in the last year continues to be enforcement on short-term vacation rentals, especially on Salt Spring Island.

The adoption of the Short Term Rental Accommodations Act (October 23, 2023) will lead to a provincial registry where advertising platforms will be required to validate registration numbers on host listings, which will provide Islands Trust staff with support as they search for the names and addresses of the rental operations subject to complaint or enforcement. The addition of a provincial compliance and enforcement unit should also provide assistance with the overall enforcement workload.

The review of Islands Trust bylaw compliance and enforcement policies and procedures with the assistance of the Ombudsperson office continues. Some Local Trust Committees (LTC), such as Denman and Mayne local trust committees, have adopted a policy of regular reporting to LTC's for any enforcement files with completed investigations. This reporting structure provides an opportunity for local elected officials to consider which bylaw contraventions are in the interest of the LTC and the community to pursue.

Appendix A: Strategic Plan 2018– 2022

Islands Trust Conservancy 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, 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.

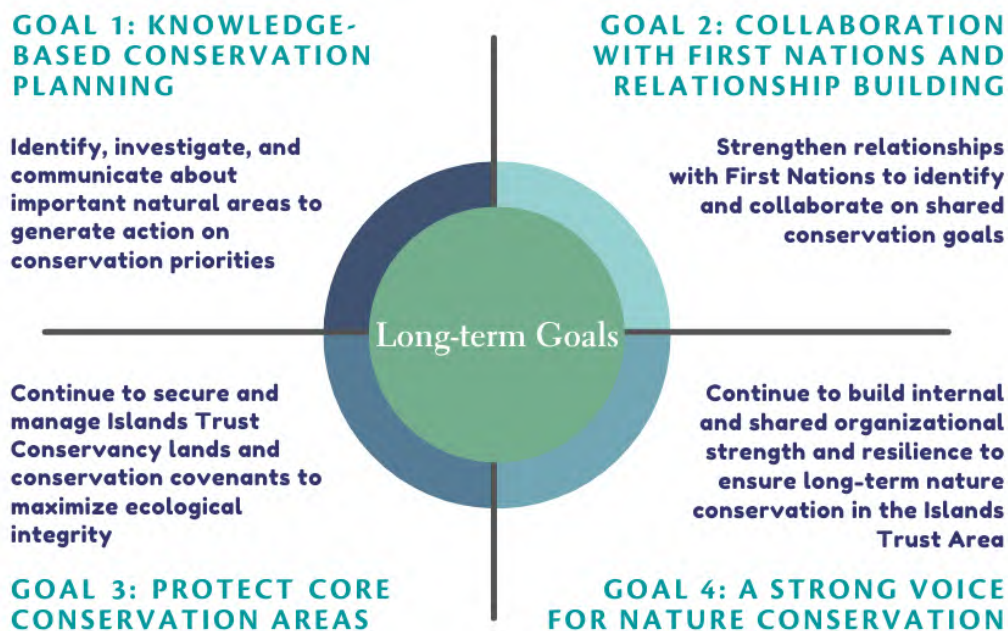
[Read more about how you can protect nature with us.](#)

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.
- Monitoring and restoring 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](#)



Our People

Islands Trust Conservancy is directed by a Board made up of three members appointed by the Province of B.C. and up to two members elected from the Islands Trust Council and one member elected by the Islands Trust Executive Committee.

Dr. Risa Smith – Chair (July 2023 – March 2024), Vice Chair (April – July 2023), Appointed Member

Linda Adams – Chair (April – July 2023), Appointed Member

Susan Yates – Vice Chair (August – December 2023), Board Member

Lisa Gauvreau – Vice Chair (January – March 2024), Board Member

Tobi Elliott – Board Member

Ken Thomas – Appointed Member

Grant Scott – Board Member (resigned April 2023)

Charles Kahn – Appointed Member (August 2023 – March 2024)

Message from the Board Chair

This past year at Islands Trust Conservancy, collaboration has been central to our conservation accomplishments. The passion and dedication of community members, partners, and funders has supported the creation of new covenants and nature reserves as well as key restoration initiatives, including recovery of species at risk.

Conservation highlights for 2023 include:

- Finalizing the Livingstone Forest Conservation Covenant, with owners Christine Ferris and Doug Hopwood. This is our first covenant on Lasqueti Island
- Celebration of our 30th Nature Reserve, the Hoak-pus/Sandy Beach Nature Reserve, on Keats Island
- Expansion of the Nighthawk Hill NAPTEP Covenant on North Pender Island, funded through the Morrison Waxler Biodiversity Protection Legacy Fund

Restoration of properties that we manage has included:

- Removal of invasive species on Gambier and Denman Island
- Planting nearly 1,000 wildflowers, grasses, and sedges with Sidney Islanders to help restore ecological diversity in the Windthrow Covenant
- Ecosystem restoration on Sidney and Salt Spring Island, supported by Habitat Acquisition Trust, Habitat Restoration Field Crew, and Environment and Climate Change Canada

Our work on species at risk, through a generous grant from Environment and Climate Change Canada, has enabled us to focus on monitoring and recovery of several species at risk. This year we installed nest boxes and mounted audio recorders on Link Island to enhance habitat and better understand the needs of Western Screech-Owl. On North Pender Island, Sharp-tailed Snakes were spotted, as a result of our monitoring, in an area where they hadn't been seen in over 50 years.

In addition to the partners and collaborators already acknowledged, I would like to give a special shout out to the Conservancies on each Gulf Island. With a little help from ITC's Opportunity Fund these organizations work tirelessly to protect the special places on our islands. In partnership with us or with others, their work ensures that the natural environment, which has drawn us all to the Gulf Islands, continues to provide us with the ecosystem services on which we all depend, including supporting the health of the people who live here.

Half of the ITC Board has changed in 2023. Toby Elliott, representing Trust Executive, and Susan Yates, an Elected Trustee, and myself remain. In 2023, we welcomed three new members to the

ITC Board. Ken Thomas and Charles Kahn are provincially appointed board members and Lisa Gauvreau is our third Elected Trustee. We also said good-bye to Linda Adams, a long-time board member whose patience and sage advice is missed. Our new Board is engaged and committed to the ITC mandate. I am looking forward to continuing our thoughtful discussions and making decisions that advance our mission and collaborations.

As we move into 2024, we will be focusing on a new relationship with the First Nations peoples who live around the Salish Sea. We will also be exploring how we define and manage risk to our properties, in these times of climate change and a growing human population. Of course, we will be continuing to use our current tools to protect and enhance the natural environment of the Gulf Islands.

It has been an honour to serve as Islands Trust Conservancy Board Chair since August 2023. I am looking forward to a productive 2024, in which the natural environment continues to be the basis of our health and prosperity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Risa Smith', with a stylized, flowing script.

Risa Smith, ITC Board Chair

Program Highlights 2023/2024

Islands Trust Conservancy Plan 2023-2025

Islands Trust Conservancy submitted a revised Islands Trust Conservancy Plan to the Minister of Municipal Affairs in December 2023, as required under the *Islands Trust Act*. The Islands Trust Conservancy Plan sets policy for:

- Acquisition, management, and disposal of property of the Islands Trust Conservancy;
- Investment of funds; and
- Goals for major acquisitions.

In January of 2024, the Minister declined to approve the ITC Plan. Although the ITC had referred the ITC Plan to First Nations, the Minister indicated that further engagement was needed.

Further engagement with First Nations is supported by the ITC's Reconciliation Declaration and by the ITC's Regional Conservation Plan. The ITC Board reviewed and approved a plan and

budget for First Nations engagement into the 2024/25 fiscal year and ITC is looking forward to growing relationships with First Nations around land stewardship.

[Read more about our Islands Trust Conservancy Plan](#)

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.

As Canada works toward protecting 30% of terrestrial habitat by 2030, Islands Trust Conservancy is committed to the protection and preservation of the Islands Trust Area through processes that respect and honour reconciliation and mutually respectful relationships with Coast Salish Indigenous Peoples. In 2023/24, Islands Trust Conservancy reviewed policies that guide acquisition and management of land and covenants to require engagement of First Nations prior to acquisition of land or covenants and during management planning for conservation lands.

2023/24 Nature Reserves

Larmour Nature Reserve, Salt Spring Island Local Trust Area

In June 2023, 3.44 ha of land on Salt Spring Island was transferred to Islands Trust Conservancy to create the Larmour Lands Nature Reserve. This nature reserve was created to conserve the legacy of dedicated Salt Spring Island conservationist, Mike Larmour. The new nature reserve protects mature forests, wetlands, and is a connectivity to other protected areas, including habitat for multiple at-risk species.

[Read more about creating nature reserves](#)

2023/24 Conservation Covenants

Nighthawk Hill NAPTEP Covenant Addition (0.96 ha), North Pender 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 August 2023, Islands Trust Conservancy worked with North Pender Island landholders to expand their existing NAPTEP covenant. Nighthawk Hill NAPTEP Covenant, originally registered in 2012, protects Arbutus and Douglas-fir woodland, a

steep ridge with moss and lichen-covered outcrops, and is a known nesting location for at-risk Common Nighthawk. The new covenant expands the protected area to include a small wetland and riparian area, protecting these vital habitats and doubling the size of the protected area to 1.9 ha. Protecting transition zones like this one, extending from the wetlands to the dry upper ridge, is one facet of planning for resiliency to climate change.

Brooks Point Regional Park Covenant Addition

In 2014, Islands Trust Conservancy worked with Habitat Acquisition Trust, Pender Islands Conservancy Association, and Capital Regional District (CRD) Parks to conserve a parcel of land to connect three south facing parcels of Brooks Point Regional Park with Gowlland Point on South Pender. The added parcel, along with the four earlier acquired parcels, expanded Brooks Point Regional Park to 4.81 ha.

Brooks Point Regional Park features:

- Coastal headland with intertidal rocky shore and a sheltered beach
- Grassy meadow which explodes with native chocolate lilies in the spring
- Critical habitat for the endangered Sharp-tailed Snake
- Views of the Salish Sea, numerous islands, and Mount Baker
- Navigation beacon on Gowlland Point

To ensure that the natural values of the park would be conserved, Islands Trust Conservancy and Habitat Acquisition Trust now hold a conservation covenant on the park and work with CRD Parks to care for the stunning natural features.

[Read more about placing conservation covenants with us](#)

Caring for the Land – Our Shared Responsibility

[Infographic Summary – # PAs, #Ha, #islands – pull info from impact report “small conservancy – big impact”:]

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 and conservation covenant agreements that identify long-term conservation and restoration goals.

In 2023/24, this care included the following land management activities in partnership with local Island conservancies and volunteers:

- Annual monitoring visits on all nature reserves to collaborate with management partners and evaluate management needs into the future

- 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 B.C., and the Sidney Island community on SKƧÁMEN QENÁŁ,ENEŁ SĆÁ - Sidney Island Ecosystem Restoration Project
- Initiating the first management plans for Link Island Nature Reserve and Saturnina Island Nature Reserve (Gabriola Island Local Trust Area). Management plans were referred to First Nations for comment and to initiate conversations regarding cultural use of land
- Creation of signage for education, management, and safety at nine nature reserves
- Collaborating on educational signage to help protect the fragile ecosystem at McRae NAPTEP Covenant on Gabriola Island
- Habitat restoration and management including:
 - Managing ten invasive species in 36 Islands Trust Conservancy protected areas on 13 islands including Gambier, Keats, Bowen, Salt Spring, Thetis, Lasqueti, Denman, Galiano, Saturnina, Pender, Gabriola, Mayne, and Link Islands
 - Planting and/or seeding native plants in six Islands Trust Conservancy protected areas on Denman, Salt Spring, Sidney, Bowen, and Gabriola Islands
 - Maintaining restoration projects in 13 Islands Trust Conservancy protected areas with plantings in exclosures being maintained and monitored, including wetlands on Lasqueti Island and a wildflower meadow on Mt. Tuam on Salt Spring Island
 - Wetland and Beaver Assessment completed at John Osland Nature Reserve on Lasqueti Island
 - Aquatic Ecological Assessment completed for Forsen Creek at Ruby Alton Nature Reserve on Salt Spring Island
 - Controlling introduced invasive bullfrogs in the early stages of population establishment and invasion on Sidney Island

Species at Risk Program – Protecting and Recovering Species

The goal of the Species at Risk Program is to prevent rare species loss from the Islands Trust Area. We accomplish this by conducting surveys and monitoring to increase our knowledge, collect data to inform Islands Trust Conservancy mapping initiatives, protect habitat through our protected areas, and build support for conservation through engagement with First Nations, landowners, and Islands Trust staff and officials.

Highlights this year include:

- Completed the fourth year of implementing our Species at Risk Program, supported by the Priority Places Program through Environment and Climate Change Canada
- Conducted surveys and monitoring in Islands Trust Conservancy protected areas and confirmed the presence of species at risk including the Barn Swallow, Common Nighthawk, Great Blue Heron, Marbled Murrelet, Peregrine Falcon, Western Screech-owl, Little Brown Myotis bat, Common Sharp-tailed Snake, Red-legged Frog, Western Toad, Northern Goshawk, Yellow Montane Violet, and Coastal Scouler's Catchfly
- Confirmed two nesting pairs of Western Screech-owl, and the successful breeding of one pair, in an Islands Trust Conservancy protected area
- Hosted a speaker series from February to May 2023. Topics during the 2023/24 fiscal year included:
 - Methods for cataloguing, ranking, and mapping species at risk information
 - Understanding a living cultural landscape, and the importance of P'hwulhp (Garry oak) meadows to the Quw'utsun mustimuhw (Cowichan Peoples)

[Read more about our Species at Risk Program](#)

[TEXT BOX WITH ECCC FUNDING LOGO IN BOTTOM CORNER]

This project was undertaken with the financial support of:
Ce projet a été réalisé avec l'appui financier de :



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Partnerships, Collaborations, and Supporters – Working with Others

Working with others helps Islands Trust Conservancy effectively achieve its goals. We are grateful to be able to collaborate with so many individuals, agencies, and groups.

In 2023/24, our collaborations included:

- 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
- Contributed to the revised edition of the BC Conservation Covenant Handbook, the go-to reference guide on conservation covenants for landowners and land trusts in B.C.

- Continued participation with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to prioritize high biodiversity areas and develop resources to support conservation
- Continued participation with the Capital Region Invasive Species Partnership to keep up to date on priority invasive species and best management practices for our protected areas
- Continued membership with the Canadian Association of Gift Planners “Will Power” campaign, providing potential donors with information and the opportunity to leave a legacy gift for land conservation in the Islands Trust Area
- Active participation in SKTÁMEN QENÁŁ, ENEŁ SCÁ - Sidney Island Ecological Restoration Project

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 Regional Conservation Plan guides the disbursement of funds and the Islands Trust Conservancy Board considers applications twice per year.

Islands Trust Conservancy dispensed the following Opportunity Fund grant in 2023/24:

- \$2,000 to the Thetis Island Nature Conservancy for the Thetis Island Nature Stewards Program
- \$4,950 to the Galiano Conservancy for costs associated with the acquisition of Quadra Hill on Galiano Island

Islands Trust Conservancy approved an additional grant which will be paid out in 2024/25:

- \$7,000 for costs associated with placing a NAPTEP conservation covenant on Gabriola Island

During 2023/24 Islands Trust Conservancy received \$9,484 in donations for the Opportunity Fund. On March 31st, 2024, the Opportunity Fund had \$86,648 available to grant Trust wide with an additional \$35,400 geographically restricted for the Hornby Island Local Trust Area.

Directed Donations

Islands Trust Conservancy is a qualified donor through Canada Revenue Agency and can accept donations, gifts of stock, RRSPs, bequests, and other forms of gifts. Directed donations are for specific purposes. During 2023/24, Islands Trust Conservancy gratefully received \$9,484 in donations to the Opportunity Fund. Islands Trust Conservancy administers the following directed donation funds:

- Covenant Management and Defence Fund

- Gambier Island Acquisition Fund
- Lasqueti Island Acquisition Fund
- McFadden Creek Fund – Salt Spring Island
- Morrison-Waxler Biodiversity Fund – Pender Island
- Property Management Fund
- Ruby Alton Endowment Fund – Salt Spring Island
- Thetis Island Acquisition Fund
- William Tempest Fund - Hornby Island - Opportunity Fund
- Link Island Western Screech Owl Project

Financial Statements

Islands Trust Conservancy prepares Financial Statements annually, in compliance with the requirements under Section 46 of the Islands Trust Act. Under the Islands Trust Act, Islands Trust Conservancy may receive money, land, and other property as donations or through grants in order to further the object of the Islands Trust. Islands Trust Conservancy uses Canadian Public Sector Accounting Standards, including standards for government non-profit organizations, to manage its funds and land assets. Islands Trust Conservancy 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 2023/24 Financial Statements, Islands Trust Conservancy recognizes the following items of note:

- Grant revenue of \$220,000 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.

[Insert audited Financial Statement once available]

Looking Ahead to 2024/25

Looking ahead, Islands Trust Conservancy is committed to meaningful early engagement and relationship-building with First Nations; collaborating to accomplish shared conservation priorities. We look forward to continuing to work in partnership with landowners, donors, organizations, and community members in protecting and preserving species and ecosystems across the Islands in the Salish Sea for generations to come.

Thank you to all the landowners, donors, partners, and community members who make this work possible.

Please consider creating a conservation legacy by remembering Islands Trust Conservancy in your Will.



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 18, 2024
From: Trust Area Services **Date Prepared:** May 30, 2024
SUBJECT: Appointment to Transport Canada's General Vessels Technical Working Group

RECOMMENDATION: That Trust Council appoint Trustee XX to Transport Canada's General Vessels Technical Working Group and appoint Trustee XX as the alternate representative.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Recommending trustees as liaisons to Transport Canada's General Vessels Technical Working Group provides the Islands Trust Council with an opportunity for close cooperation with partner agencies interested in protection of the Salish Sea.

- 1 **PURPOSE:** To appoint two trustees to the General Vessels Technical Working Group to represent Islands Trust.
- 2 **BACKGROUND:** Staff issued an expression of interest to trustees on May 10, 2024. Trustees who have expressed interest are as follows (in order rec'd):
 1. Trustee Mairead Boland
 2. Trustee Mikaila Lironi

The Southern Resident Killer Whale Sanctuary working group was created in 2018, and is now merged with the Vessel Noise working group to create the 'General Vessels Technical Working Group (TWG).

The TWG has only met two/three times in the past year. Once in the fall, and then as the larger group (Indigenous and Multi-Stakeholder Advisory Group) in early winter and spring. This may change. Participating members include:

PWWA	Rec Boating Advisory Coun./Sport Fishing Inst.
Soundwatch	Pacific Pilotage Authority
Tsleil-Waututh First Nation	Council of Marine Carriers
Jasco Applied Sciences	University of British Columbia
University of Washington – Friday Harbor Labs	Oceans Initiative, US
Sea Mammal Research Unit	Beam Reach, US
SFAB	North Island Marine Mammal Stewardship Association
NOAA	Puget Sound Partnership
Pacheedaht First Nation	B.C Seafood Alliance

World Wide Fund for Nature	Boating BC
BC Seafood Alliance	Chamber of Shipping of BC
Cetus Society	Raincoast Conservation Foundation
Soundwatch	First Nations Summit
BC Government (Ministry of Tourism, Arts, Culture and Sport)	FLNRO&RD
Scripps Institute of Oceanography	Georgia Strait Alliance
Washington State DFW	Halalt First Nation
CORI / Oceanwise	Maa-Nulth Treaty Society
Cowichan First Nation	Ministry of Environment and Climate Change Strategy
BC Ferries	Saturna Island Marine Research and Education Society (SIMRES)
Cetus Society	Sport Fishing Advisory Board
	UBC
Ditidaht First Nation	Vancouver Fraser Port Authority
Natural Resources Defence Council Inc.	

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Negligible impact to organizational resources.

FINANCIAL: Unclear at this time if travel required. If required, costs would come from the Trust Council travel budget.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will e-mail the resolution to Transport Canada staff and add the Transport Canada's General Vessels Technical Working Group to the list of trustee reports on the Trust Council agenda.

FIRST NATIONS: This may provide an opportunity for relationship building with First Nations representatives on a topic of mutual interest.

OTHER: None.

4 RELEVANT POLICY(S): None.

5 ATTACHMENT(S): Overarching approach document for the Technical Working Groups.

RESPONSE OPTIONS

Recommendation: That Trust Council appoint Trustee XX to Transport Canada's General Vessels Technical Working Group and appoint Trustee XX as the alternate representative.

Alternative: Do not make an appointment.

Prepared By: Clare Frater, Director, Trust Area Services

Reviewed By/Date: Russ Hotsenpiller, CAO, May 30, 2024
Executive Committee, June 5, 2024

**Southern Resident Killer Whale (SRKW)
Technical Working Groups**

Purpose

This document outlines the approach for the establishment of focused Technical Working Groups (TWGs) to support the development of measures to address key threats to the recovery of the Southern Resident killer whale (SRKW).

Overall Objective of the Technical Working Groups

To convene together policy, technical and scientific experts from the federal government, Indigenous Peoples/First Nations, environmental groups, industry and other areas to propose and advise on specific actions that deliver on the commitments made by the federal government to address imminent threats to the SRKW and facilitate their recovery.

Guiding Principles

TWGs serve the objective of delivering concrete proposals for actions, guided by the following principles:

- Proposals are developed and assessed using best available science and evidence, with the understanding that the imminent threats facing SRKW require action.
- Discussions are informed by a range of policy and technical/scientific expertise in the relevant area under consideration: e.g., experts in prey availability and accessibility, underwater noise, etc.
- Proposals will be developed and assessed based on their potential effectiveness in contributing to the recovery of SRKW, and, given the threats facing the population, will take a precautionary approach to protection and recovery, recognizing that action can be adapted over time.
- TWGs will work in a spirit of collaboration and consensus, but will not be required to reach full consensus around any particular proposal.
- In recognition of the temporal nature of both the challenges and solutions to SRKW recovery, TWGs will identify and propose actions that are both immediate and longer term. The proposed time-frame is as follows:
 - a. Immediate actions – actions that can be implemented by May 2019 for immediate effect during the 2019 whale season, mostly in support of measures announced in the Whales Initiative and on October 31
 - b. Longer-term actions – actions that can be implemented and/or will only achieve results following 2019 SRKW presence in Salish Sea

Governance

Where practical, pre-existing expert / working groups will be utilized in order to take advance of knowledge and work already underway and to maintain momentum of existing group(s).

These working groups are not intended to replace the Crown's Duty to Consult and the Department will consult with Aboriginal groups when decisions may potentially affect Aboriginal fishery and/or other interests.

Given the focused membership of TWGs, as well as the national or international scope of some of the actions, Indigenous and multi-stakeholder engagement and consultation on proposed measures will often be required beyond the Working Groups; other processes may therefore need to be used to ensure appropriate engagement and consultation.

The SRKW Indigenous and Multi-stakeholder Group (IMAG) will be updated, engaged, and consulted as appropriate on all of the work of the TWGs.

To ensure that actions for the 2019 whale season can be implemented by May 2019, the TWGs will finalize proposals for immediate actions by March 1, 2019. Proposals for initial longer-term actions will be developed by June 2019.

The federal government will be responsible for invitations to join groups and ensure each working group is led by the right federal executive and include participation by the right federal experts to enable timely and effective development of proposed solutions.

TWGs will have periodic check-ins with the Deputy Ministers of Fisheries and Oceans, Transport Canada and Environment and Climate Change Canada, to ensure timely progress and a clear linkage between the proposals of the TWGs and government decisions and actions.

Technical Working Groups

The following TWGs will be established, based on key threats, announced measures, and potential future measures. All TWGs will consider Canada-U.S. collaboration in support of their proposals, with an immediate focus on the Washington State Task Force process, given the shared critical habitat of SRKW; however, TWGs should not limit their proposals to those made by the Task Force.

ISSUE	Federal LEAD	EXISTING WG
Prey availability and accessibility - Review measures implemented in 2018 (e.g., whether fisheries reductions were achieved) and identify potential measures for 2019 season - Contribute to identifying measures to rebuild wild Chinook stocks, prioritizing those of greatest importance to SRKW, in line with the objectives of Canada's Wild Salmon Policy	Fisheries and Oceans Canada (DFO) – Andrew Thomson, Regional Director, Fisheries Management	Southern Resident Killer Whale (SRKW) Chinook Committee
Identification and development of proposed SRKW sanctuaries Advance feasibility work on one or more SRKW sanctuaries,	DFO – Brigid Payne, A/Regional Director, Oceans and Salmonid Enhancement	NO

ISSUE	Federal LEAD	EXISTING WG
including consideration of potential boundaries and permitted or restricted activities, within sub-areas of critical habitat		
Vessel Noise TWG 1: Commercial vessel noise measures (slowdown / lateral displacement) - Review effectiveness of 2018 measures and identify potential measures for 2019 season, including but not limited to an extension of the slowdown to include Boundary Pass - Identify the infrastructure e.g. monitoring and compliance promotion needed to support measures	Transport Canada (TC) – Yvette Myers, Executive Director, Oceans Protection Plan (Alternate – Michelle Sanders, Director, Clean Water Policy)	ECHO Advisory Working Group, with the ECHO Vessel Operators Committee (VOC)
Vessel Noise TWG 2: General vessel noise measures - Identify noise reduction targets, and options for quiet-vessel design and other actions for noise reduction, including for Underwater Noise Management Plans (e.g. commercial vessels and ferries) - Identify additional measures to reduce noise impacts of commercial whale watching vessels and recreational vessels	TC – Megan Nichols, Director General, Environmental Policy (Alternate – Michelle Sanders, Director, Clean Water Policy)	NO
Contaminants - Develop a framework to assess the effectiveness of existing controls on contaminants that affect the SRKW. - Identify key contaminants of emerging concern. - Identify and evaluate the contribution of point and non-point sources to contaminant loadings to the SRKW, their habitat and their prey. - Develop recommendations for additional measures to address contaminants affecting the	Environment and Climate Change Canada (ECCC) – Gwen Goodier, Director General, Industrial Sectors, Chemicals and Waste Directorate	NO

ISSUE	Federal LEAD	EXISTING WG
SRKW, their habitat and their prey.		

The agenda for the first meeting of each TWG would include:

- Identification of options to include technical Indigenous Traditional Knowledge (ITK) expertise for each TWG
- Discussion of the Washington State Task Force Report and relevant recommendations for each TWG
- Development of a workplan for immediate actions (Jan-March 2019)
- Identification of long-term work items (Starting April 2019)

Canada-US Collaboration and the Washington State Process

Each working group would include US alignment as a priority in its work activities (e.g., cooperation between USCG and TC/CCG is essential for any commercial vessel slowdown or displacement plan), while recognizing that Canada has an independent responsibility to take action to support the survival and recovery of the SRKW. In addition, there could be occasional joint working group sessions to discuss a coordinated approach to US alignment on cross-cutting issues – such as the upcoming decision by the Governor on the Washington State process. These cross-cutting working groups would be led by a senior executive from DFO.

Participation and Expertise / Composition of Technical Working Groups

In order to ensure delivery of concrete actions in support of SRKW recovery, TWGs would consist of experts from both inside and outside government with expertise in the following areas relevant to each WG:

- Policy, regulations, and programs (including voluntary)
- Technical and scientific expertise
- ITK

Individuals and organizations with expertise in proposed areas under consideration will be engaged as appropriate. Membership is not limited to IMAG members.

Participants are generally responsible for their own costs related to travel and participation in TWG meetings.

The federal leads would arrange for payment for expertise and research outside the government as required to advance the workplan of each working group.

In agreeing to join a working group, participants commit to the Guiding Principles and Objectives set forth in this document.

COMPLETED SINCE LAST REPORT (Late March 2024 – Early June 2024)	PLANNED FOR NEXT QUARTER (June 2024 – Early September 2024)
1. STRATEGIC PLANNING/ADMINISTRATION	
Transitioned to CityView application – internal use Recruited Conservation Technician (Summer Co-op) Provided orientation and training for the newly filled Conservation Technician Submitted 2023/24 Species at Risk Program Report to Environment and Climate Change Canada Completed Work Plan #2 (2024 – 2027) for ITC's Regional Conservation Plan 2018-2027 Supported annual audit and transitioned to 2024/25 budget tracking Approved project charter for 2026-2030 ITC Plan development, including First Nations engagement	Recruit and onboard A/Manager Begin First Nations engagement for 2026-2030 ITC Plan development Submit Job description for Property Management Team Lead to PSA for classification and begin recruitment Staff training and procedures development for CityView Revise conservation application information and forms to align with revised policies Initiate evaluation of species and ecosystems at risk data infrastructure needs for SAR Program
2. COVENANT AND PROPERTY ACQUISITIONS	
Responded to enquiries (Galiano and Salt Spring Island Local Trust Areas) Completed land survey and baseline inventory work for ongoing NAPTEP negotiations (Gabriola and Salt Spring Island Local Trust Areas)	Continue negotiations on ~35 ha of land Complete and register NAPTEP covenant on ~2.45 ha on Salt Spring Island
3. COVENANT AND PROPERTY MANAGEMENT	
Management planning for two nature reserves (Link and Saturnina Islands) Began annual site visits for nature reserves and compliance monitoring for conservation covenants Continued preparing 2024/25 service contracts for management activities on ITC protected areas Worked with GIS staff and contractor to configure Field Maps application for improved functionality Completed field technology updates and annual monitoring process improvements	Work with First Nations to complete archeological assessments for Link and Saturnina Islands Develop risk management policy for nature reserves Continue annual site visits for nature reserves and compliance monitoring for conservation covenants Continue preparing 2024/25 service contracts for management activities on ITC protected areas. Continue Sharp-tailed Snake project (Salt Spring, North Pender, Thetis, Lasqueti and Galiano Islands)

*As of June 2024 the Islands Trust Conservancy protects 113 conservation properties,
34 nature reserves and 79 covenants (of which 27 have NAPTEP certificates)*



ISLANDS TRUST CONSERVANCY

REPORT TO TRUST COUNCIL

1st Quarter 2024-2025

3. COVENANT AND PROPERTY MANAGEMENT (Cont.)	
Continued Western Screech-Owl surveys and wildlife tree inventory (Link, Lasqueti and Thetis Islands)	Conduct monitoring and maintenance activities in Garry oak meadow restoration areas in covenants on Salt Spring and Sidney Islands
Continued Sharp-tailed Snake project (Salt Spring, North Pender, Thetis, Lasqueti and Galiano Islands)	Continue multi-Species at Risk project (Lasqueti)
Continued two-year multi-Species at Risk project (Lasqueti)	Continue Western Screech-Owl surveys and wildlife tree inventory (Link, Lasqueti and Thetis Islands)
Resumed management of invasive shiny geranium in one covenant (Salt Spring Island)	Coordinate invasive species management in covenants in N. Pender, Salt Spring, & Galiano LTAs
Began research into remote monitoring approaches and technologies	Continue participation in SIERP and CRISP partnerships
Participated in the Sidney Island Ecological Restoration Project (SIERP) and the Capital Region Invasive Species Partnership (CRISP)	Develop species-at-risk data sharing protocol for conservation covenants
	Complete work with GIS staff and contractor to configure Field Maps application for surveys
	Complete species and ecosystems at risk data updates for internal use by planning and ITC staff
4. COMMUNICATIONS AND OUTREACH	
Published the spring 2024 issue of the Heron Newsletter and eNews	Publish the summer 2024 issue of the Heron Newsletter and eNews
Prepared 2023/2024 Annual Report	Publish 2023/2024 Annual Report
Promoted the posting for a new Islands Trust Conservancy Board Member	Deliver Species at Risk webinar to trustees
Published news release for a NAPTEP covenant	Support strategic fundraising with ongoing Will Power campaign
Hosted celebration for a NAPTEP covenant	Social media management & engagement (ongoing)
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Updated the 2022 Impact Report for 2024	Complete estate administration for a major donor
Stewardship of donors and advisors (ongoing)	Ongoing stewardship of donors and advisors
Will Power Campaign April Focus, a campaign to raise awareness about leaving gifts through Wills	Update Opportunity Fund Guidelines
Presentation to, and meeting with, two financial advisors and outreach to multiple financial advisors	Prepare Strategic Fund Development progress update
Administration of Opportunity Fund grant intake	Introductory email to repeat donors

As of June 2024 the Islands Trust Conservancy protects 113 conservation properties, 34 nature reserves and 79 covenants (of which 27 have NAPTEP certificates)

BRIEFING

To: Trust Council **For the Meeting of:** June 18, 2024
From: Islands Trust Conservancy Board **Date Prepared:** May 28, 2024
SUBJECT: March 31, 2024 Audited Financial Statements of the Islands Trust Conservancy

PURPOSE: The audited financial statements and audit findings report of the Islands Trust Conservancy (ITC) for the year ended March 31, 2024 were reviewed with the appointed auditors, KPMG LLP, and approved by the Islands Trust Conservancy Board at their May 28, 2024 meeting. They are being provided to Trust Council for information.

BACKGROUND: The *Islands Trust Act* Section 46 requires Islands Trust Conservancy to prepare and submit to Trust Council a report respecting the previous fiscal year that includes an audited balance sheet, a statement of receipts and expenditures, a report of the operations of the ITC and the management of the assets if the funds, and a schedule of all assets held in trust, with their valuation.

Of note for the 2023/24 fiscal year, the financial statements recognize the following:

- Approved grant revenues, including a \$220,000 grant from Environment and Climate Change Canada for the ITC Species at Risk Program.
- Acquisition of a new contributed land asset, Larmour Nature Reserve, located on Salt Spring Island, valued at \$721,000.
- On April 1, 2023, ITC adopted Canadian public sector accounting standard PS 3400 *Revenue Recognition*. The new accounting standard differentiates between revenue arising from transactions with performance obligations (exchange transactions) and transactions that do not have performance obligations (non-exchange transactions). ITC has no revenue sources that are within scope of the new standard, therefore the adoption of the new standard has resulted in no changes to the accounting of ITC revenue streams.
- On April 1, 2023, ITC adopted Canadian public sector accounting standard PS 3160 *Public Private Partnerships*. The new accounting standard establishes guidelines for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements. Given the nature of its work, ITC does not engage in these types of partnerships and as such, adoption of the standard has had no impact on the financial statements.

ATTACHMENT(S):

1. Audited Financial Statements of the Islands Trust Conservancy for the Year Ended March 31, 2024

FOLLOW-UP: The March 31, 2024 audited Financial Statements of the Islands Trust Conservancy will be posted to the website at <https://islandstrust.bc.ca/about-us/accountability/finance/> and included in the annual report submitted to the Minister.

Prepared By: Kate Emmings, Manager, Islands Trust Conservancy
Reviewed By/Date: Clare Frater, Director of Trust Area Services / May 27, 2024
Russ Hotsenpiller, CAO / May 28, 2024
Executive Committee / June 5, 2024

Financial Statements of

**THE ISLANDS TRUST
CONSERVANCY**

Year ended March 31, 2024

INDEPENDENT AUDITOR'S REPORT

To the Trustees of The Islands Trust Conservancy Board, the Trustees of Islands Trust and the Minister of Municipal Affairs

Opinion

We have audited the financial statements of the Islands Trust Conservancy (the Entity) which comprise:

- the statement of financial position as at March 31, 2024
- the statement of operations for the year then ended
- the statement of changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the “financial statements”).

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2024, and its results of operations, its changes in fund balances and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “**Auditor's Responsibilities for the Audit of the Financial Statements**” section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada

_____, 2024

THE ISLANDS TRUST CONSERVANCY

Statement of Financial Position

March 31, 2024, with comparative information for 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total	2023 Total
(Schedule 1)						
Assets:						
Current assets:						
Cash	\$ 54,472	\$ 116,867	\$ -	\$ -	\$ 174,339	\$ 357,156
Short-term investments (note 2)	83,468	309,204	-	88,000	480,672	266,950
Grants receivable	-	22,000	-	-	22,000	23,850
	140,940	448,071	-	88,000	677,011	647,956
Investments (note 3)	-	181,225	-	-	181,225	172,249
Land (notes 5 and 7)	-	-	16,066,100	3,076,601	19,142,701	18,421,701
	\$ 140,940	\$ 629,296	\$ 16,066,100	\$ 3,164,601	\$ 20,000,937	\$ 19,241,906
Liabilities:						
Current liabilities:						
Deferred contributions	\$ 28,138	\$ -	\$ -	\$ -	\$ 28,138	\$ 45,049
Grants payable	1,400	-	-	-	1,400	18,965
Due to Islands Trust	8,028	92,854	-	-	100,882	71,061
	37,566	92,854	-	-	130,420	135,075
Asset retirement obligations (note 4)	-	82,854	-	-	82,854	80,708
Fund Balances:						
Unrestricted	103,374	-	-	-	103,374	84,882
Investment in land (note 5)	-	-	16,066,100	-	16,066,100	15,345,100
Internally restricted (note 6)	-	30,141	-	-	30,141	31,562
Externally restricted (note 6)	-	423,447	-	-	423,447	399,978
Restricted for endowment purposes (note 7)	-	-	-	3,164,601	3,164,601	3,164,601
	103,374	453,588	16,066,100	3,164,601	19,787,663	19,026,123
Subsequent event (note 11)						
	\$ 140,940	\$ 629,296	\$ 16,066,100	\$ 3,164,601	\$ 20,000,937	\$ 19,241,906

The accompanying notes are an integral part of these financial statements.

Approved by the Islands Trust Conservancy Board:

Board member

Board member

DRAFT - May 24, 2024

THE ISLANDS TRUST CONSERVANCY

Statement of Operations

Year ended March 31, 2024, with comparative information for 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2024 Total	2023 Total
(Schedule 2)						
Revenue:						
Donations:						
Cash	\$ 26,412	\$ -	\$ -	\$ -	\$ 26,412	\$ 100,406
Land	-	-	721,000	-	721,000	1,208,000
Grants	-	220,007	-	-	220,007	245,529
Rental income	-	10,760	-	-	10,760	10,507
Investment income (loss)	8,990	36,632	-	-	45,622	10,205
	35,402	267,399	721,000	-	1,023,801	1,574,647
Expenses:						
Repairs and maintenance - Alton property	-	19,656	-	-	19,656	16,482
Property management	-	3,359	-	-	3,359	1,260
Asset retirement cost (note 4)	-	-	-	-	-	79,483
Accretion expense	-	2,146	-	-	2,146	1,226
Bank charges	-	190	-	-	190	143
Grants to external parties	-	-	-	-	-	101,001
Screech Owl management	16,910	-	-	-	16,910	-
Species at Risk	-	220,000	-	-	220,000	238,500
	16,910	245,351	-	-	262,261	438,095
Excess (deficiency) of revenue over expenses	\$ 18,492	\$ 22,048	\$ 721,000	\$ -	\$ 761,540	\$ 1,136,552

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST CONSERVANCY

Statement of Changes in Fund Balances

Year ended March 31, 2024, with comparative information for 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	Total
Fund balances, March 31, 2022	\$ 114,230	\$ 473,640	\$ 14,137,100	\$ 3,164,601	\$ 17,889,571
Excess (deficiency) of revenue over expenses	(29,348)	(42,100)	1,208,000	-	1,136,552
Fund balances, March 31, 2023	84,882	431,540	15,345,100	3,164,601	19,026,123
Excess (deficiency) of revenue over expenses	18,492	22,048	721,000	-	761,540
Fund balances, March 31, 2024	\$ 103,374	\$ 453,588	\$ 16,066,100	\$ 3,164,601	\$ 19,787,663

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST CONSERVANCY

Statement of Cash Flows

Year ended March 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	\$ 761,540	\$ 1,136,552
Item not involving cash:		
Donation of land	(721,000)	(1,208,000)
Accretion	2,146	1,226
Asset retirement obligation	-	42,774
Changes in non-cash operating working capital:		
Grants payable	(17,565)	18,965
Grants receivable	1,850	8,100
Due to Islands Trust	29,821	(17,113)
Deferred contributions	(16,911)	45,049
	39,881	27,553
Capital activities:		
Cash received for settlement of asset retirement obligation	-	36,708
Investing activities:		
Decrease in short-term investments	(22,013)	2,683
Decrease in long-term investments	(8,976)	162,501
Purchase of investments	(191,709)	(167,000)
	(222,698)	(1,816)
Increase (decrease) in cash	(182,817)	62,445
Cash, beginning of year	357,156	294,711
Cash, end of year	\$ 174,339	\$ 357,156

The accompanying notes are an integral part of these financial statements.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

The Islands Trust Conservancy (the “Trust Conservancy”) is incorporated under The Islands Trust Act of British Columbia and is empowered to accept donations, grants and bequests on behalf of The Islands Trust and to hold land and other property in compliance with a Trust Conservancy plan approved by the Ministry of Municipal Affairs.

The Islands Trust Council (the “Trust”) is also incorporated under The Islands Trust Act of British Columbia. The objectives of the Trust are to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally.

The Trust Conservancy is administered by the Trust and for financial reporting purposes, the Trust and the Trust Conservancy are reported on separately. The Trust Conservancy’s annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These financial statements present the financial position and changes in fund balances of the Trust Conservancy.

1. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards including the 4200 standards for government not-for-profit organizations:

(a) Fund accounting:

The Trust Conservancy follows the restricted fund method of accounting for contributions.

The Opportunity Fund reports unrestricted resources.

The Restricted Fund reports the assets, liabilities, revenue and expenses related to internally and externally restricted assets.

The Capital Fund reports the assets, liabilities, revenue and expenses related to the Trust Conservancy’s capital assets.

The Endowment Fund reports resources that are contributed for endowment purposes.

(b) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has elected to record short-term investments at fair value as they are managed and evaluated on a fair value basis. Investments in guaranteed investment certificates are recorded at amortized cost.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(b) Financial instruments (continued):

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses. When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations. During the years presented, there are no unrealized gains and losses, and as a result, no statement of remeasurement gains and losses has been included in these financial statements. Short-term investments held by the Trust Conservancy are classified as Level 2 investments for fair value measurement and there were no changes in classification in the years presented.

(c) Land:

Purchased land is recorded at cost. Contributed land is recorded at estimated fair value at the date of contribution.

(d) Revenue recognition:

Restricted contributions are recorded as revenue of the appropriate restricted fund when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions are recorded as revenue of the Opportunity Fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Restricted contributions for which there is no restricted fund are recognized as revenue of the Opportunity Fund in the period in which related expenses are incurred.

Contributions for endowment are recorded as revenue in the Endowment Fund balance.

Interest income earned on Endowment Fund resources is restricted for the purpose of maintaining certain specified property and is recorded in the Restricted Fund. Interest income of internally restricted funds is recorded as revenue of the Restricted Fund. Other interest income is recorded as revenue of the Opportunity Fund when earned.

All other forms of income are recorded as revenue of the Opportunity Fund when received or receivable.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(e) Liability for contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Trust Conservancy is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(f) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous materials in the Ruby Alton house owned by the Trust Conservancy has been recognized based on estimated expenses on remediation or demolition of the structure. The liability for costs to remove rustic structures on Link Island has been recognized based on contributed funds received for the purposes of future removal of the structures.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(g) Natural assets:

The Trust Conservancy is fortunate to have, and to be mandated to protect, many natural assets in the Island Trust Area that reduce the need for engineered infrastructure that might otherwise be required by other government agencies to provide various services to the islands. This includes island aquifers (water storage and filtration); streams, ditches and wetlands (rain water management); forests (carbon sequestration); and foreshore areas (natural seawalls). Canadian public sector accounting standards do not provide for the valuation and recording of such assets in the financial statements. As such, these natural assets are not reported in these financial statements. Nevertheless, the Conservancy acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.

(h) Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Estimates include assumptions used in estimating the fair value of contributed land at the date of contribution and asset retirement obligations. Actual results could differ from those estimates.

(i) Change in accounting policy:

On April 1, 2023 the Trust Conservancy adopted Canadian public sector accounting standard PS 3400 *Revenue Recognition*. The new accounting standard differentiates between revenue arising from transactions with performance obligations (exchange transactions) and transactions that do not have performance obligations (non-exchange transactions). The standard was adopted on a prospective basis at the date of adoption resulting in no changes to accumulated surplus or annual surplus for comparative years presented.

On April 1, 2023 the Trust Conservancy adopted Canadian public sector accounting standard PS 3160 *Public Private Partnerships*. The new accounting standard establishes guidelines for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements. Given the nature of its work, the Trust Conservancy does not engage in these types of partnerships and as such, adoption of the standard has had no impact on the financial statements.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

2. Short-term investments:

Short-term investments consist of an endowment fund with the Victoria Foundation and Municipal Finance Authority of British Columbia ("MFA") Short Term Bond and Money Market Funds. Investments in MFA Funds are recorded at market value.

3. Investments:

Investments consist of guaranteed investment certificate that matures on November 4, 2024. It has an interest rate of 5.6%.

4. Asset retirement obligations:

The Trust Conservancy owns one building located on the Ruby Alton Nature Reserve that is known to contain asbestos and other hazardous materials, which represents a health hazard upon demolition or remediation of the building and there is a legal obligation to remove it.

During the 2023 year, the Trust Conservancy received a contributed asset, Link Island Nature Reserve, which contains a rustic cabin structure that will require future removal as a result of an agreement with the donor family. This required removal represents an asset retirement obligation under PS 3280. Estimated costs have been based on the present value of funds received from the donor to remove the structures.

Asset retirement obligations by asset are as follows:

	Acquisition year	2024	2023
Asset			
Ruby Alton house	2002	\$ 45,320	\$ 44,000
Link Island structures	2023	37,534	36,708
		\$ 82,854	\$ 80,708

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

5. Land:

	Acquisition year	2024	2023
Inner Island Nature Reserve, Denman Island	1992	\$ 70,000	\$ 70,000
Coats Millstone Reserve, Gabriola Island	1994	100,000	100,000
E,HO, (Medicine Beach) Nature Sanctuary, North Pender Island	1996	477,000	477,000
Cunningham Nature Reserve, Salt Spring Island	1994	265,000	265,000
Deep Ridge Nature Reserve, Salt Spring Island	1992	255,000	255,000
Lower Mt. Erskine Nature Reserve, Salt Spring Island	1996	284,000	284,000
Kwel Nature Sanctuary, Lasqueti Island	1997	195,497	195,497
Singing Woods Nature Reserve, Bowen Island	1999	157,000	157,000
Trincomali Nature Sanctuary, Galiano Island	2001	242,406	242,406
Horton Bayviary Nature Reserve, Mayne Island	2002	210,000	210,000
Morrison Marsh Nature Reserve, Denman Island	2006	438,000	438,000
Brigade Bay Bluffs Nature Reserve, Gambier Island	2006	150,000	150,000
Long Bay Wetland Nature Reserve, Gambier Island	2006	305,000	305,000
S'ul-hween X'pey (Elder Cedar) Nature Reserve, Gabriola Island	2007	658,000	658,000
Mount Artaban Nature Reserve, Gambier Island	2009	1,177,000	1,177,000
Fairy Fen Nature Reserve, Bowen Island	2011	1,817,000	1,817,000
Laughlin Lake Nature Reserve, Galiano Island	2013	56,000	56,000
Vanilla Leaf Land Nature Reserve, Galiano Island	2014	217,000	217,000
Fairyslipper Forest Nature Reserve, Thetis Island	2017	550,266	550,266
Sandy Beach Nature Reserve, Keats Island	2022	2,703,000	2,703,000
Link Island Nature Reserve, Link Island	2023	1,208,000	1,208,000
Larmour Nature Reserve, Salt Spring Island	2024	721,000	-
		12,256,169	11,535,169
Properties acquired under the Federal Government Ecological Gifts Program:			
Mt. Trematon Nature Reserve, Lasqueti Island	2006	320,000	320,000
David Otter Nature Reserve, Bowen Island	2007	620,000	620,000
John Osland Nature Reserve, Lasqueti Island	2012	890,000	890,000
Valens Brook Nature Reserve Lot A, Denman Island	2013	280,000	280,000
Burren's Acres Nature Reserve, Gabriola Island	2014	210,000	210,000
Moore Hill Nature Reserve, Thetis Island	2017	780,000	780,000
Valens Brook Nature Reserve Lot 1, Denman Island	2019	85,000	85,000
Salish View Nature Reserve, Lasqueti Island	2020	304,931	304,931
Lisa Baile Nature Reserve, North Pender Island	2023	320,000	320,000
		3,809,931	3,809,931
		\$ 16,066,100	\$ 15,345,100

The Conservancy has a 99-year lease with BC Parks Foundation to manage Lands owned by the Foundation as a Nature Reserve, known as Saturnina Island Nature Reserve.

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

6. Restricted Fund balances:

	2024	2023
Internally restricted:		
McFadden Creek management fund	\$ 18,635	\$ 20,626
Property Management fund	11,506	10,936
	30,141	31,562
Externally restricted:		
Alton Nature Reserve - maintenance fund	121,761	111,384
Morrison Fund	10,838	10,467
Covenant Defense Fund	125,087	118,894
Lasqueti Acquisition Fund	31,934	30,465
Gambier Acquisition Fund	131,659	127,433
Thetis Island Acquisition Fund	1,403	1,335
Link Island Removal Fund	765	-
	423,447	399,978
	\$ 453,588	\$ 431,540

7. Restricted for endowment purposes:

	Acquisition year	2024	2023
Short-term investments			
Alton Nature Reserve - maintenance	2002	\$ 88,000	\$ 88,000
Land:			
Lindsay Dickson Nature Reserve, Denman Island	2001	2,200,000	2,200,000
Alton Nature Reserve, Salt Spring Island	2002	454,000	454,000
McFadden Creek Nature Sanctuary, Salt Spring Island	2015	422,601	422,601
		3,076,601	3,076,601
		\$ 3,164,601	\$ 3,164,601

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

7. Restricted for endowment purposes (continued):

Investment gains (losses) on endowment funds for the year of \$6,502 (2023 - (\$2,683)) have been recorded in the Restricted Fund.

Two properties owned by the Trust Conservancy, the Lindsay Dickson property on Denman Island, and the Alton property on Salt Spring Island, were donated on the condition that the properties be used and managed in certain ways. The Lindsay Dickson property was donated “for so long as the land is used as a nature reserve for the use, benefit and enjoyment of the residents of B.C.” The Alton property is to be held, managed and preserved for its ecological, environment and scenic features and not as a recreational park. The residence, gardens and driveway are to be preserved and managed for non-profit purposes.

In the event that these properties are not managed accordingly, the properties could revert to the Province of British Columbia in the case of the Lindsay Dickson Nature Reserve and to the Executors of the donor’s estate in the case of the Alton Nature Reserve.

In 2015, the McFadden Creek Nature Sanctuary on Salt Spring Island was donated to the Trust Conservancy on the condition that the property was to be protected, preserved and maintained in its natural state. Should a disposition of this property ever be triggered, there is a Right of First Refusal on the property in favor of the Wild Bird Trust of BC.

8. Interfund transfer:

There were no interfund transfers in the current year or in the prior year.

9. Related party:

The Trust is related to the Trust Conservancy through the composition of the Trust Conservancy’s Board. The Trust Conservancy’s Board is comprised of three members from the Trust’s Council and up to three members appointed by the Minister of Municipal Affairs.

The Trust Conservancy’s annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. The expenses are summarized as follows:

	2024	2023
Operations and property management	\$ 963,375	\$ 884,981
Board	9,747	10,725
Administration	289,113	279,181
	<u>\$ 1,262,235</u>	<u>\$ 1,174,887</u>

At March 31, 2024, amounts owing to Islands Trust were \$100,987 (2023 - \$71,061).

THE ISLANDS TRUST CONSERVANCY

Notes to Financial Statements

Year ended March 31, 2024

10. Financial risks and concentration of risk:

The Trust Conservancy's financial instruments consist of cash, short-term investments, investments, grants receivable, grants payable and amounts due to Islands Trust. It is management's opinion that the Trust Conservancy is not exposed to significant interest, currency or credit risk arising from these financial instruments. The maximum exposure to credit risk at March 31, 2024 is the carrying value of cash, short-term investments and investments and grants receivable. The Trust Conservancy deals with creditworthy counterparties to mitigate credit risk. The Trust Conservancy manages its liquidity risk by monitoring its operating requirements. Interest rate risk is not significant due to the short term nature of investments held. There have been no significant changes to risk exposure in the years presented.

THE ISLANDS TRUST CONSERVANCY

Statement of Financial Position

Schedule 1

March 31, 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2023 Total
Assets:					
Current assets:					
Cash	\$ 144,281	\$ 212,875	\$ -	\$ -	\$ 357,156
Short-term investments	-	178,950	-	88,000	266,950
Grants receivable	-	23,850	-	-	23,850
	144,281	415,675	-	88,000	647,956
Investments	-	172,249	-	-	172,249
Land	-	-	15,345,100	3,076,601	18,421,701
	\$ 144,281	\$ 587,924	\$ 15,345,100	\$ 3,164,601	\$ 19,241,906
Liabilities:					
Current liabilities:					
Deferred contributions	\$ 45,049	\$ -	\$ -	\$ -	\$ 45,049
Grants payable	14,350	4,615	-	-	18,965
Due to Islands Trust	-	71,061	-	-	71,061
	59,399	75,676	-	-	135,075
Asset retirement obligations (note 4)	-	80,708	-	-	80,708
Fund Balances:					
Unrestricted	84,882	-	-	-	84,882
Investment in land (note 5)	-	-	15,345,100	-	15,345,100
Internally restricted (note 6)	-	31,562	-	-	31,562
Externally restricted (note 6)	-	399,978	-	-	399,978
Restricted for endowment purposes (note 7)	-	-	-	3,164,601	3,164,601
	84,882	431,540	15,345,100	3,164,601	19,026,123
	\$ 144,281	\$ 587,924	\$ 15,345,100	\$ 3,164,601	\$ 19,241,906

THE ISLANDS TRUST CONSERVANCY

Statement of Operations

Schedule 2

Year ended March 31, 2023

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2023 Total
Revenue:					
Donations:					
Cash	\$ 61,258	\$ 39,148	\$ -	\$ -	\$ 100,406
Land	-	-	1,208,000	-	1,208,000
Grants	-	245,529	-	-	245,529
Rental income	-	10,507	-	-	10,507
Investment income (loss)	5,895	4,310	-	-	10,205
	67,153	299,494	1,208,000	-	1,574,647
Expenses:					
Repairs and maintenance - Alton property	-	16,482	-	-	16,482
Property management	-	1,260	-	-	1,260
Asset retirement cost (note 4)	-	79,483	-	-	79,483
Accretion expense	-	1,226	-	-	1,226
Bank charges	115	28	-	-	143
Grants to external parties	96,386	4,615	-	-	101,001
Species at Risk	-	238,500	-	-	238,500
	96,501	341,594	-	-	438,095
Excess (deficiency) of revenue over expenses	\$ (29,348)	\$ (42,100)	\$ 1,208,000	\$ -	\$ 1,136,552



BRIEFING

To: Trust Council **For the Meeting of:** June 18, 2024
From: Islands Trust Conservancy Board **Date Prepared:** May 31, 2024
SUBJECT: Ministerial Response to Submission of 2023-2025 ITC Plan

PURPOSE: To update Trust Council regarding the response from the Minister of Municipal Affairs to the Islands Trust Conservancy (ITC) submission of the 2023-2025 ITC Plan.

BACKGROUND: The *Islands Trust Act* requires that the ITC prepare and submit to the Minister, at least once every five years, a Trust Fund Plan (ITC Plan), including policies on acquisition, management, and disposal of property, investment of money, goals for major acquisitions, and other matters as required.

The ITC Plan is administrative in nature, and includes ITC policies on land acquisition, management and disposition of land, and investment of funds. More recently, it has also summarized the goals of the draft Regional Conservation Plan¹.

ITC submitted a 2023-2025 ITC Plan to the Minister of Municipal Affairs on December 15, 2022. A draft 2023-2025 ITC Plan was referred to all First Nations with territory in the Islands Trust Area. It was also referred to all local trust committees, Bowen Island Municipality and Islands Trust Council.

On January 29, 2024, ITC received a response from the Minister of Municipal Affairs, declining to approve the 2023-2025 ITC Plan (see attached). The ITC Board reviewed the response of the Minister of Municipal Affairs at its meeting on March 19, 2024 and directed staff to respond (see attached). The ITC Board has directed staff to provide these letters to Trust Council for information.

ATTACHMENT(S):

- 1) Letter from the Minister of Municipal Affairs, dated January 29, 2024
- 2) Letter from the Islands Trust Conservancy Chair, dated May 10, 2024

FOLLOW-UP: Staff will follow up with the Minister's office regarding the ITC Chair letter.

Prepared By: Kate Emmings, Islands Trust Conservancy Manager
Reviewed By/Date: Clare Frater, Director, Trust Area Services / May 31, 2024
Russ Hotsenpiller, CAO / May 31, 2024
Executive Committee / June 5, 2024

¹ It is important to distinguish between the Trust Fund Plan, which requires Ministerial approval under the *Islands Trust Act*, and the Regional Conservation Plan, which provides science-based operational direction to the Islands Trust Conservancy Board and its staff. The documents are complementary, but serve different functions.



January 29, 2024

Ref: 271728

Dr. Risa Smith, Chair
Islands Trust Conservancy Board
200-1627 Fort St
Victoria BC V8R 1H8

Dear Chair Smith:

I am writing to thank the Conservancy Board for the submission of the proposed the Islands Trust Conservancy Interim Three-Year Plan 2023-2025 (the Interim Plan), conveyed by the previous Board Chair Linda Adams and seeking its approval. I apologize for the delay in responding.

It is my understanding that while the Conservancy typically adopts five-year plans, the Conservancy has submitted a three-year interim plan while it undertakes meaningful engagement with First Nations on the next iteration of the five-year plan (2026-2030). That next full five-year plan is expected to be submitted for Ministerial approval in 2025.

I appreciate that the Conservancy has adopted a Reconciliation Declaration in July 2019 that commits them to the protection and preservation of the Trust Area through processes that respect and honour reconciliation and mutually respectful relationships with Indigenous peoples. I was pleased to hear that the Conservancy is currently planning a two-year outreach project to engage with First Nations on the next five-year plan, the Trust Council allocated a special budget item for this endeavour, and the Islands Trust Conservancy Board allocated a further amount for engagement.

While the Conservancy has indicated that the Interim Plan is largely an update of the previously approved 5-year plan (2018-2022), responses from several First Nations during the referral period detailed concerns about the Plan and with the function and purpose of the Conservancy generally. Some of these responses included:

- Lack of meaningful consultation and capacity for First Nations to adequately review and respond, with some Nations requesting additional time to review and comment on the plan.
- Questions around how the Conservancy intends to approach or achieve strengthened relationships with First Nations and incorporate them into decision-making processes.
- Potential for land acquisitions for conservation purposes to negatively impact and impede First Nations Section 35 rights under the Canadian Constitution and access to traditional territories.
- Suggestion that the Conservancy's mandate needs to evolve beyond colonial perspectives of conservation and involve more collaboration with First Nations.

.../2

It also appears that the Qualicum First Nation did not have an opportunity to comment on the Interim Plan as they were inadvertently missed in the referral process.

Adopting this Interim Plan without further examination or resolution of concerns may undermine the development of the new five-year plan, potentially setting back the commitment to reconciliation that the Conservancy has signaled with its early engagement efforts. While we are already outside the applicable time frame of last approved plan, rather than approve the interim 3-year plan, I would like the Conservancy to focus its efforts on developing a new 5-year plan commencing in 2026, or sooner. Additionally, taking more time to adequately engage with the First Nations that have expressed interest in deeper conversation about the philosophy of the Conservancy and what approaches the Conservancy is taking to preserve and protect the trust area.

Under Section 44(2) of the *Islands Trust Act*, the Conservancy must not acquire, hold, or dispose of land, without the prior approval of the minister, except in accordance with an approved Plan. While I am declining to approve the proposed 3-year plan, by way of this letter, I am confirming that the Conservancy is authorized to continue holding and managing lands currently held at the conclusion of the last plan period, and any land transactions that initiated under the previously approved Conservancy Plan are permitted to conclude.

Any new land acquisitions or dispositions that were initiated after the conclusion of the past plan will need my further ministerial approval before the transaction is completed. Please let me know as soon as possible if there are any applicable transactions for which my approval may be sought.

Should your staff have any questions about how best to proceed on specific proposed transactions before a new plan has been considered and approved, please contact Kris Nichols, Manager, Land Use, Planning & Regional Impacts Branch, by email at: Kris.Nichols@gov.bc.ca, or by telephone at: 778 698-3450.

I recognize that this represents a departure from previous Conservancy Plan approvals. Since the last Conservancy Plan was approved, the province has moved beyond the introduction of draft principles that guide British Columbia's relationship with Indigenous Peoples to enact a legal framework for reconciliation that embraces the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration). In that context, I would like the Islands Trust Conservancy to continue to lead the way, in cooperation with First Nations in the Trust Area, to develop a Conservancy Plan that aligns with the UN Declaration.

Sincerely,



Anne Kang
Minister

pc: Kris Nichols, Manager, Land Use, Planning & Regional Impacts Branch
Peter Luckham, Chair, Islands Trust

May 10, 2024

File No. 4790-20

Your Ref: 271728

The Honourable Anne Kang
Minister of Municipal Affairs
PO Box 9056
STN PROV GOVT
Victoria, BC V8W 9E2
Via Email: MUNI.Minister@gov.bc.ca

Dear Minister Kang:

Re: Islands Trust Conservancy Three-Year Plan 2023-2025

Thank you for your letter dated January 29, 2024 responding to Islands Trust Conservancy's submission of the proposed Islands Trust Conservancy (ITC) Interim Three-Year Plan. The ITC Board met on March 19, 2024 and reviewed your letter. Following a well considered discussion, the ITC Board approved a project to invite First Nations to participate in the drafting an ITC Plan. First Nations engagement is expected to occur over the next year, with plan development beginning in early 2025. The ITC Board anticipates being able to deliver an ITC Plan for review and approval in late 2025.

In addition to considering next steps for First Nations engagement, the ITC Board considered its operational needs in absence of an approved ITC Plan. Section 44 of the *Islands Trust Act* states that the ITC Plan, as approved by the Minister, includes policies for acquisition, management and disposal of land and investment of money. The Minister's letter provided guidance regarding land acquisition and disposal; however the ITC Board remains unclear on next steps for land management and investment of funds. At its meeting the ITC Board passed the following resolution to request clarity from the Minister:

ITC-2024-008

It was MOVED and SECONDED,

that the Islands Trust Conservancy (ITC) Board direct staff to respond to the Minister of Municipal Affairs letter, dated January 29, 2024, acknowledging directions in the letter regarding the ITC Plan and requesting:

- a. Authorization to invest ITC funds as permitted under the provisions of the Trustee Act; and,*
- b. Direction regarding interaction with the Minister regarding management of new acquisitions of covenants and nature reserves.*

.../2

We look forward to further guidance from the Minister and are hopeful that our engagement with First Nations will lead to better relationships and collaborations in carrying out the Islands Trust mandate as described in the *Islands Trust Act*.

Yours truly,

Risa Smith
Chair, Islands Trust Conservancy Board

ec: Peter Luckham, Chair, Islands Trust Council
Kate Emmings, Manager, Islands Trust Conservancy
Kris Nichols, Manager, Land Use, Planning & Regional Impacts Research



Islands Trust
Wednesday, June 19
Islands Trust Council
Strategic Planning

Background: To conduct a strategic planning session

Purpose: To follow upon the March 2024 Trust Council session, “Goals and Priorities Workshop” with a full strategic planning session in order to identify a strategic plan and direction for Trust Council.

Please see attached documents for the details of the session. The intention is to conduct a full day workshop focused upon specific goals and outcomes as well as priority work items.

Resources: Diana Mulvey, WCS Engagement and Planning
Russ Hotsenpiller, CAO and senior staff

Attachments/Reference:

1. Session outline
2. Summary of March Workshop
3. Updated Strategic Plan summary report in agenda package

Islands Trust – Strategic Planning Workshop

Time	Topic
9:00 am – 3:00 pm	Facilitated full day planning session, see attached

Islands Trust – Strategic Planning Session

Wednesday, June 19, 2024 | 9 a.m. to 3 p.m. | Harbour House Hotel, Salt Spring Island
Facilitator: [Diana Mulvey](#), WCS Engagement + Planning

Background:

Islands Trust Council Trustees will participate in a full day strategic planning session on June 19, during the June 18 – 20, 2024 Council Meeting. This session is part of PHASE 2: Develop a Term Strategic Plan, Step 4: Determine & Prioritize Goals & Objectives of the corporate planning process.

Desired Outcomes:

- Identify 2025 – 2028 Strategic Plan **Goals**
- Review, refine and confirm Strategic Plan **Directions (high and low priority)**
- Identify measurable Strategic Plan **Initiatives and Deliverables**
- Review and draft components of the **Strategic Plan**

Agenda Overview:

Arrival
Welcome and Introductions
Present Workshop Agenda, Guidelines
Review March Workshop: What We Heard, Revised Strategic Framework
Discuss and Define Goals for Each Focus Area
Break
Revisit Strategic Directions for Each Focus Area
Lunch Break
Define Key Initiatives and Deliverables for Each Strategic Direction
Regroup on strategic framework, Determine Next Steps
Workshop Integration and Closing

Session Guidelines:

Take Space and Make Space: Share your ideas. Ask questions. Get curious. Learn from each other.

Keep Conversations in Motion: This is the start of a four-year plan. Keep ideas at a high level. Park detailed conversations. Aim for progress over perfection.

Focus on Your Collective Role: You can't do everything. Focus your ideas on what's in your jurisdiction and power to change.

Be Here Now: Please step out if you need to use your phone. Feel free to stand up, knit, use the restroom, drink water.

2025 – 2028 Proposed Islands Trust Strategic Plan Framework

Focus Area	Crucial big picture issues that the Islands Trust should focus on during a strategic plan term Provides an umbrella for a number of more specific, related topics to be covered				
2025 – 2028 Focus Areas	Governance & Organizational Excellence	Growth Management & Community Resiliency	Ecosystem Health & Integrity	Climate Change Action	First Nations Relations & Reconciliation
Goals / Desired Outcomes	Goal for each Focus Area over next 3 years (start with an action verb: Develop _____) And/or defined as a desired future outcome (start with defining statement: Islands Trust is _____)				
Strategic Directions	A high-level course of action or a direction for addressing the Focus Area Goal/Desired Outcomes Provides enough direction but is not a specific task/tactic Prioritization Criteria ✓ Furthers the Islands Trust mandate ✓ Is supported by the Policy Statement ✓ Can “multi-solve,” i.e., address more than one Focus Area ✓ Addresses crucial SWOT ✓ Directly within the Islands Trust control and influence ✓ Within resources ✓ Is required/legislated ✓ Aligns with reconciliation/UNDRIP declarations Higher Priority: must do/do now Lower Priority: nice to do/do when resources allow				
Key Initiatives / Deliverables	Specific deliverables for the Corporate Plan to address the Strategic Directions and Goals Measurable, by-when date				

Detailed Strategic Planning Session Agenda

TIME	TOPIC	DETAILS	TIMING
9:00	Arrival	Welcome, Introductions	5 minutes
9:05	Present Workshop Agenda, Session Guidelines	Overview: Strategic Planning Process, desired outcomes. Plan Themes: Simple, Achievable, Cost Conscious	10 minutes
9:15	Review March Workshop: What We Heard, Revised Strategic Framework	Provide high level review (power point). Outline the Strategic Plan Framework.	15 minutes
9:30	Discuss and Define Goals for Each Focus Area	Review each Focus Area and provide example goals. Draft Goals that articulate the desired outcome for each focus area, working in Roundtables with staff to moderate, guide discussions. Regroup to share insights and recommendations.	60 minutes
10:30	Break		15 minutes
10:45	Revisit Strategic Directions for Each Focus Area	Review draft Goals and refine Strategic Directions for each Focus Area. Review Prioritization Criteria (High and Low priority) to focus on what is within the Islands Trust mandate. Work in Roundtables with staff to moderate, guide discussions. Regroup to share insights and recommendations.	60 – 75 minutes
12:00	Lunch Break		60 minutes
1:00	Define Key Initiatives and Deliverables for Each Strategic Direction	Review how draft Goals and Strategic Directions are coming together. Share ideas of Key Initiatives, Deliverables for each Strategic Direction. Work in Roundtables with staff to moderate, guide discussions. Regroup to discuss and prioritize Initiatives and Deliverables.	60 minutes
2:00	Review Input to Strategic Plan and Agree on Next Steps	Gather and review all Draft ideas and Goals from Roundtables. Clarify, review, prioritize Strategic Directions, Key Initiatives, Deliverables. Staff/CAO to confirm next steps and follow up.	60 minutes
3:00	Workshop Integration and Closing	Synthesize what was covered over the session. Table sharing on key learnings and insights. Session closing.	10 minutes

Islands Trust Goal Topics and Priorities

Workshop Summary March 12, 2024

SWOT

(additions from workshop in red text)

Strengths

- Provincial attention due to own Act
- Ability to act on behalf of the Province
- Unique governance
- Limited/unique mandate focuses what we are here to do
- Untapped tools in the Islands Trust Act available to Trust Council
- Ability to coordinate regionally
- Local trust model works well – relationship between community and local government
- Knowledgeable staff with years experience and depth of knowledge in certain areas
- Dedicated trustees
- An organizational commitment to internal communication
- Unique mapping technology
- Rural, beautiful environment, relatively undamaged area; residents care
- Globally recognized
- Cultural significance to Indigenous peoples
- Passionate and highly engaged residents
- **Safe environment (for people to move to)**
- **Due process for deliberating and making decisions >> due diligence and stronger cooperation**

Weaknesses

- Insufficient problem definition, funding, capacity
- Lack of trust and/or community understanding or awareness about what Islands Trust does – mandate is unclear
- Diverse communities with diverse expectations
- Size of Trust Council and geographic separation between trustees
- Fractured governance on the islands – community doesn't know who to ask for what; difficulty in decision-making
- Serving 450 islands, over seven RDs, 20 OCPs results in structural inefficiency
- Lack of agreement on common interpretation of Section 3 of Islands Trust Act; lack of tools from Province; relationship needs to be improved
- Not using/maintaining protocol agreements or full breadth of existing legislation - not leveraging value of collaboration
- Bylaws alienate settlers and First Nations; reactive vs. proactive
- Reconciliation is settler-oriented; challenge in implementing UNDRIP
- Staff turnover and capacity makes it hard to innovate
- Reliance on contractors and on a single staff expert
- Communications challenges; community not empowered to bring forward solutions; risk of losing credibility and community support
- Tools not creative and create delays and barriers to development
- Lack of infrastructure - alternative transportation, shoulder-less roads, fire, water, sewage
- **Increasing lack of workforce housing**
- **Lack of relationships and understanding of First Nations peoples**

Opportunities

- Willingness of community members to contribute information, skills, knowledge, and land
- More public awareness of the benefits of nature and outdoor beauty leading to support for the mandate
- More retirees and young families moving to islands – changing to recreational focus demographic
- Regenerative agriculture – young farmers moving to the islands
- Island provides natural boundaries for self sufficiency
- Increased public awareness and desire for climate action
- **Provincial and Federal governments priorities on housing**
- **Other local governments have tackled similar issues to Islands Trust's**

Threats

- Agencies not compelled to cooperate with Islands Trust
- Federal and Provincial priorities conflict with Islands Trust mandate
- Changing demographics
- New residents bringing urban expectations
- Growing voice to disband Islands Trust; discontent and distrust
- Lack of affordable housing resulting in worker shortage and inequality
- Challenge with staff retention
- Climate Change – drought, increasing reliance on external water systems, rising sea levels, food scarcity, lack of ground water, fire risk, storm surges and climate events
- Increasing homelessness
- Increasing polarization on issues among communities
- Fear of change/unknown

Goal topics

It was suggested that “goal topics” is confusing, and “themes” or “focus areas” may be a better term.

Proposed	Revised
Governance and Organizational Excellence Trust, transparency Financial/fiscal responsibility Bylaws, policy review Communications Cooperation/collaboration	Remove bylaws and policy review Include: Public engagement
Growth Management and Community Resiliency Carrying capacity Sustainable businesses	Include: Bylaws and policy review Housing
Environmental Stewardship Marine and freshwater Land Biodiversity	Ecosystem Health and Integrity Marine Freshwater Land, forests and terrestrial ecosystems Biodiversity Natural processes
Climate Change Adaptation/resilience Mitigation	
First Nations Relations and Reconciliation	
Housing	Include within growth management

Priorities

Criteria for prioritizing

- Furthers the mandate of the Islands Trust
- Is supported by the Policy Statement
- Can “multi-solve,” i.e., addresses more than one goal topic
- Addresses crucial SWOT
- Directly within the Islands Trust control, or the Islands Trust can have significant influence over
- Within resources
- Is required/legislated
- Aligns with reconciliation/UNDRIP declarations

Identified priorities/strategic directions

(lower priorities identified in smaller font)

Governance and Organizational Excellence

- Update the Policy Statement
 - Include First Nations relations and reconciliation lens
 - Include climate imperatives – mitigation, adaptation
 - Include strong engagement principles
- Undertake corporate planning
 - Include improvement of organizational systems
- Strengthen relationship with province
 - Secure increased funding and protocol agreement
- Improve public engagement and communications
- Improve transparency

** While it was noted that improving public engagement and communications as a general tactic was a lower priority, strengthening public engagement around key priorities/strategic directions was recognized as very important.

Growth Management and Community Resiliency

- Review and update OCP and LUB processes
 - Include policies and bylaws to support a diversity of housing types, increased access to housing for working residents and for lower income/workforce workers
- Clarify/better understand carrying capacity (trends, forecasts) and constraints and their implications
 - Evaluate current development rates and timing to manage growth
 - Set limits to growth rooted in science
 - Include geological and hydrological capacities
 - Research into evidence-based constraints/thresholds that need to be understood for informed land use (place protection) planning for islands
 - Fragmentation
 - Healthy ecosystem function
 - Disturbed natural areas
 - Freshwater for humans and ecosystems
 - Climate vulnerabilities
 - Species at risk
 - Pollution
 - Salt water intrusion
- Support diverse communities and businesses
- Support sustainable businesses and employment opportunities
- Ensure sufficient amenities and food security, including housing for aging and increasing population

Ecosystem Health and Integrity

- Update and implement freshwater strategy
- Develop strategies for protecting ecosystems and set targets for ecosystem restoration
 - Increase support for ITC
 - Protect and maintain forests and farmland
 - Improve opportunities for resident and landowner involvement in land, marine and freshwater stewardship

- Increase/work with other partners
- Develop policies and bylaws for marine and foreshore protection
- Protect marine and foreshore in cooperation with First Nations

** Discussion was that protection of ecosystems was most important, and that involves working with ITC and other partners, as well as engaging more with residents and landowners, as just creating policies and bylaws is not effective.

Climate Change

- Develop climate change strategy
 - Plan and implement innovative climate actions
 - Understand our (IT) role in climate action
 - Prepare for and communicate climate change preparedness
- Include climate action and resiliency policies into planning

** There was debate around whether there needs to be a separate climate strategy or whether climate actions and imperatives should just be included in the Policy Statement.

First Nations Relations and Reconciliation

- Increase recognition of co-governance
- Update the Reconciliation Action Plan
- Strengthen relationships and engagement with First Nations
- Update/create protocol agreements
- Transfer ITC properties to First Nations

** It was agreed that strengthening relationships and updating the Reconciliation Action Plan should go hand in hand and be iterative, and that part of the relationship work was to better understand and recognize co-governance.

Summary: Islands Trust Focus Areas and Strategic Directions 2025-2028

Focus Area	Governance & Organizational Excellence	Growth Management & Community Resiliency	Ecosystem Health & Integrity	Climate Change	First Nations Relations & Reconciliation
Strategic directions (higher priority)	- Update the Policy Statement - Include First Nations relations and reconciliation lens - Include climate imperatives – mitigation, adaptation - Include strong engagement principles - Develop corporate plan - Include initiatives to improve organizational systems	- Review and update OCP and LUB processes - Include policies and bylaws to support a diversity of housing types, increased access to housing for working residents and for lower income/workforce workers - Include climate action and resiliency policies - Clarify/better understand Islands capacity and constraints and their implications - Research and understand data on growth trends, projections; geological and hydrological capacities; infrastructure; current development rates and timing - Research into evidence-based constraints/thresholds that need to be understood for informed land use (place protection) planning for islands - Set limits to growth rooted in science	- Update and implement freshwater strategy - Develop strategy for protecting and restoring ecosystems - Set targets for ecosystem restoration - Increase support for ITC - Protect and maintain forests and farmland - Improve opportunities for resident and landowner involvement in land, marine and freshwater stewardship - Increase/work with other partners	- Develop innovative climate action strategy - Understand our (IT) role in climate action - Prepare for and communicate climate change preparedness	- Increase recognition of co-governance - Strengthen relationships and engagement with First Nations - Update the Reconciliation Action Plan
Strategic directions (lower priority)	- Strengthen relationship with province - Secure increased funding and protocol agreement - Improve public engagement and communications - Improve transparency	- Support diverse communities and businesses - Support sustainable businesses and employment opportunities - Ensure sufficient amenities and food security, including housing for aging and increasing population	- Develop policies and bylaws for marine and foreshore protection - Protect marine and foreshore in cooperation with First Nations		- Update/create protocol agreements - Transfer ITC properties to First Nations

1. FINANCIAL PLANNING COMMITTEE

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.
- ~ **2023/24 Financial Statement Audits:** We have completed the financial statement audits for the Islands Trust and the Islands Trust Conservancy, with a clean audit report issued by KPMG LLP on both sets of financial statements. Closing of the books and preparation of both sets of financial statements takes place in April, immediately following year-end, and the auditors complete their fieldwork for both entities in early May. This is an extremely quick turnaround for finance staff and for the auditors. We acknowledge the incredible efforts put forward by both parties to meet the Trust's timelines.
- ~ **2023/24 Allocated Financial Statements:** The allocated financial statements were historically prepared in time for the September Trust Council meeting, subsequent to the year-end audit. The finance team now aims to have these statements complete in line with reporting on the year-end audited financial statements, for cleaner and more timely reporting on fiscal activities by local trust area. Staff have met this timeline again this year and present the allocated financials for FPC and TC in May and June respectively.
- ~ **2023/24 Annual Report:** FPC's submission to the Islands Trust Annual Report was finalised in May and has been forwarded to Trust Council for inclusion in the Annual Report to the Minister.
- ~ **2025/26 Budget Cycle Timelines:** FPC has reviewed, discussed, and approved the budget cycle timelines for the upcoming 2025/26 budget cycle.
- ~ **Policy 7.2.1 Trustee Remuneration:** At the request of the Governance Committee, which has trustee compensation review on their list of priorities from the governance review, FPC has passed their work associated with this policy to Governance Committee.

FPC's work program highlights upcoming areas of focus for the Committee and staff:

- ~ Drafting budget 2025/26 assumptions and principles for Trust Council approval
- ~ Budget 2025/26 public consultation planning
- ~ Review of specific Trust Council financial policies:
 - [Policy 6.5.1 Reserves and Surplus](#)
 - [Policy 6.3.2 Special Property Tax Requisitions](#)

2. FINANCE

In addition to day-to-day operations associated with financial functions at Islands Trust such as accounts payable, accounts receivable, and financial bookkeeping and record-keeping, the team continues to dedicate time to financial

reporting, financial forecasting, cash flow and investment management, assisting staff with procurement processes, and orienting new staff to expense claim submissions, travel policies, and procurement practices.

Staff worked hard in the two months after year-end to close the financial books, prepare the March 31, 2024 year-end financial statements and notes, and prepare the audit package for the auditors. As part of this work, staff implemented a new accounting standard that changes the way application fees are recognised in the year. Former accounting standards permitted recognition of applications fees when received; under the new standard, application fees may only be recognised as milestones are met as applications move through the approval process. This change in accounting standard requires new policy be drafted, and requires associated changes in organisational process for both finance and planning staff. Finance is working with the Cityview project management team to ensure the new software supports the new process requirements.

Finance is actively working to incorporate the Municipal Insurance Association of British Columbia's (MIABC) risk management recommendations for service contracts into Trust processes, where needed. Specific contract terms related to contractor insurance levels are being reviewed against MIABC's recommended levels for different types of work, to ensure Islands Trust risk assumption via contracts is minimised.

Finance continues to support two specifically funded projects:

1. CityView Implementation: This new software system that went live May 13, 2024 allows for electronic payment of application fees by applicants. Finance staff have been working with Cityview and Moneris (the payment processing company) to:
 - ~ Review and test the payment portal for accurate processing of credit card payments, refunds, and corrections
 - ~ Review and test the export of payment data from Cityview for import into the Trust's accounting system
 - ~ Provide input to the invoice and receipt formats, which was consolidated with feedback from the Communications team and implemented by planning staff and Cityview
 - ~ Prepare procedural documentation for all payment processing functions, as a reference guide for staff.
2. Expense Claim System Upgrade: 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. The external contractor has completed their design of the interface based on user input, and we expect to undertake testing of the system over the next couple of months. We anticipate full platform deployment and training for both staff and trustees before the fall.

The following procurement processes were undertaken in the last quarter, in conjunction with provincial procurement staff:

- A Request for Proposals to secure an executive search firm to recruit a new Chief Administrative Officer closed on March 19, 2024. This work was undertaken on behalf of the CAO Hiring Committee. Submissions have been evaluated and a top proposal selected. The contract for this work is now in final completion stages.

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:

- ~ Charly Caproff, Planner 1 for the Salt Spring Island team accepted a Planner 2 position with the City of Fort Saint John, her last day was March 8, 2024. We wish Charly all the best.
- ~ Bruce Belcher, Planner 1 for the southern team started a five month temporary assignment as Planner 1 for the Salt Spring Island team effective March 11, 2024.
- ~ Gillian Nicol, Acting Planning Technician for the southern team has been extended in the role until August 16, 2024. Sarabjt Kaur from TalentSphere Temp Agency will be backfilling Gillian's base position of Program Coordinator. Sarabjt started in this role effective May 21, 2024.
- ~ Chris Buchan, Planner 2 for the Salt Spring Island team started a five month temporary assignment as Island Planner effective March 11, 2024.
- ~ Stephen Baugh, Acting Island Planner for the northern team accepted the permanent position of Island Planner effective March 11, 2024.
- ~ Lisa Millard, Meeting Administrator started her auxiliary one- year term at the Gabriola Island office April 2, 2024. Lisa previously held the contracted position of Minute Taker with the Islands Trust since May of 2023 and has become very familiar with the format and structure of Local Trust Committee meetings, special meetings, and public hearings.
- ~ Michelle Backe, Office Administrative Assistant joined the northern team effective April 8, 2024. Michelle holds a Bachelor of Arts degree with a major in Geography, Urban and Inner City Studies and a Minor in Politics. Michelle brings strong administrative experience from her previous positions in local government as well as provincial government programs.
- ~ Ian Cox, Acting Planner 2 for the northern team accepted the permanent position of Planner 2 effective April 8, 2024.
- ~ Jess Jack, Office Administrative Assistant for the Salt Spring Island team resigned effective April 19, 2024. Jess started a new adventure in the horticulture field which greatly aligns with their passion. We wish Jess all the best in their new endeavour.
- ~ Joe Elliott, Senior Indigenous Relations Advisor joined the Trust Area Services team on April 22, 2024. Joe has a Master of Business Administration with a focus on Indigenous leadership and business. Joe brings decades of experience with coaching and guiding teams on respectful engagement approaches and developing strategic engagement plans.
- ~ John Howe, Acting Office Administrative Assistant for the Salt Spring Island team completed his auxiliary term on May 3, 2024.
- ~ Emily McLean, Conservation Technician Co-op Student working with the Islands Trust Conservancy started her 16 week term May 6, 2024. Emily is a third year biology student at the University of Victoria and has a strong interest in conservation. Emily has spent time exploring the islands and is excited to visit ITC protected areas this summer to assist with our monitoring program and habitat restoration work.

- ~ Tyler Brown, Senior Policy Advisor for the Trust Area Services team has accepted a job in the private sector with McElhanney where he will be managing development applications, and supporting local governments all over the province with policy development and implementing the provincial government's recent housing legislation. Tyler's last day will be June 14, 2024.. Jason Youmans, Acting Island Planner for the Salt Spring Island team will be stepping into the Senior Policy Advisor role effective June 17, 2024. Jason brings a wealth of planning experience to the role and has held several auxiliary planning positions with us these past couple years. We are thrilled that Jason has accepted a permanent position with the Trust. Welcome home Jason!
- ~ Joan Wandolo, Planning Services Co-op Student started her 16 week term May 6, 2024. Joan is a Masters of Community Planning student at VIU and lives on Gabriola Island. Joan brings several years of experience in community engagement and event coordination work. Joan will be based in the northern office and will primarily be supporting Regional Planning Team work on LTC projects.
- ~ Lori Foster, Executive Coordinator was our successful candidate in our newly created position of Executive Administrative Assistant. Lori started work in this new role effective April 8, 2024 and will continue to provide support to the Executive team. Alexandra Trifonidis, Acting Executive Coordinator since October 2023 will be permanently filling the Executive Coordinator position. We know our Chief Administrative Officer will be in great hands with this experienced administrative powerhouse of Lori and Alexandra. Congratulations to you both.
- ~ Oluwashogo Garuba, Planner 1 for the Salt Spring Island team will start the position on June 3, 2024. Oluwashogo holds a Bachelor of Technology degree in Urban and Regional Planning from the Ladoke Akintola University of Technology in Nigeria. Oluwashogo brings over 4 years of experience in municipal planning and previously worked as a Planning Officer for the Osun State Ministry of Lands and Housing in Nigeria.
- ~ Jackie O'Neil, GIS Technician/Spatial Data Analyst's last day will be June 28, 2024. With Jackie's departure we are happy to announce that Aislyn King, current auxiliary GIS Technician for the Islands Trust Conservancy will be joining the Information Services team as GIS Technician effective June 3, 2024. Aislyn has a Bachelor of Science degree with an emphasis in Geographic Information Systems and we are happy to make her a permanent part of the team.
- ~ Kate Emmings, Manager, Islands Trust Conservancy has accepted a 15-month temporary appointment as Acting Manager, Conservation Data Centre, Natural Resource Information & Digital Services at the Ministry of Water, Land & Resource Stewardship. Kate will start her new position on June 10, 2024 and we look forward to welcoming her back in the fall of 2025.
- ~ Russ Hotsenpiller, Chief Administrative Officer, has announced his planned retirement date of June 30, 2024. Russ has been the Islands Trust CAO for over eight glorious years, serving across three separate Council terms. We wish him all the best on his next adventure!

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

- ~ Senior Technical Analyst/Information Services Manager: We are currently scheduling interviews for this competition.

- ~ Manager, Finance and Accounting: We are happy to announce that arbitration last month with the British Columbia General Employees' Union (BCGEU) was successful and this position has been approved as an excluded management position.
- ~ Office Administrative Assistant – Salt Spring Island: We are in the final stages of this hiring competition and hope to make an announcement soon.
- ~ Manager, Islands Trust Conservancy: The job profile is currently being reviewed and updated, with subsequent recruitment to follow.

Our April All Staff Meeting was held as a virtual meeting on April 10, 2024. The CAO provided staff with updates on Trust Council, staff arrivals and departures, and presented staff awards and recognition for the previous quarter. Management provided updates on the top projects affecting staff and operations, including information on CityView, the new Expense Claim System, the Policy Statement Amendment Project, Nation Builder Contact Relationship Management software, and Corporate Planning.

The meeting was recorded and shared with staff so those that were unable to attend would have access to the information that was shared.

The Occupational Health and Safety (OHS) Committee continues working hard to keep everyone safe in the various workplaces of Islands Trust. This quarter the Committee focused on the following activities:

- ~ Communication to staff highlighting the importance of using the office In/Out board to facilitate correct and streamlined emergency management processes.
- ~ Securing designated staff for essential safety roles within the organisation: We are grateful that Nadine Mouaro has volunteered to serve as the Emergency Warden, and to Chloe Straw and Marlis McCargar who have volunteered to serve as First Aid Attendants. These staff will receive formal training on their new roles in coming months.
- ~ After learning that the GPS tracking devices and 2-way satellite communicators supplied at each office for staff travelling to remote locations are not being well utilised, the OHS Committee has begun review of procedural documentation associated with this policy. Material will be reviewed and updated as needed, to ensure proper and current training and usage protocols are in place, and that staff and management are aware of their responsibility to ensure these important safety tools are being properly used in the workplace.
- ~ Communication to staff regarding emergency preparedness as part of B.C.'s [Emergency Preparedness Week](#) (May 5 – 11, 2024). A variety of emergency preparedness resources were shared with staff, including information on the provincial roll-out of Canada's new [earthquake early management warning system](#), links to important [emergency guides and resources](#) from [Prepared BC](#), and general considerations to ponder when creating a personal emergency plan.
- ~ [Accessible BC Act](#): The Committee is staying updated on the activities associated with Islands Trust's obligations under this new Act. We received an update from Legislative Services that advertising to secure members of the public to serve on the Trust's Accessibility Committee is underway. A grant to pay for this advertising has been received from the [Disability Alliance BC](#).

The HR team is aware that the upcoming relocation of the Salt Spring Island office may result in disruptions to staff's working environment, particularly if staff are displaced from their headquarters for a significant length of time. A review of the BCGEU agreement for implications of any disruptions is underway to ensure the organisation is prepared to address this circumstance at the time of the SSI office lease expiry.

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:

- ~ 2024/25 laptop refresh, which includes the procurement of new machines, and imaging/setup for deployment to staff.
- ~ Selection and procurement of a new mapping plotter to replace the old one that has failed and is outside of warranty. This piece of equipment is used to print maps as needed for planning and Islands Trust conservancy work.
- ~ Installed custom CityView application add-ons for Microsoft Word and Exchange applications, allowing for streamlined integration between the CityView software and staff operating systems.
- ~ Installed Bluebeam customized PDF editor to the computers of a select group of planning team staff. This application is customized for editing plans and other planning documents within CityView.

Continued focus is being directed towards the following operational initiatives:

- ~ Upgrading the Trust's SQL database to version 2022. This should be completed by end of May 2024.
- ~ Ongoing virtual server operating system upgrades from Windows 2016 to 2019/2022. Expected to continue for next year.
- ~ Enhancements of internal Trust applications, to improve reporting capability and add new features that improve user experience. Ongoing work as we need to both react to reported issues with current applications, and consider requests for modifications to existing and new functionality.
- ~ 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. The target for release of the new apps is targeted for May 2024, contingent upon availability of staff and contractors involved in the work.
- ~ Working with Salt Spring Island (SSI) regional management and senior managers to prepare for the upcoming exit of the existing SSI office, and transition to a new office location.
- ~ Desktop refresh for the 2024-25 fiscal year delayed as it will be completed during the upcoming Windows 11 upgrade project – this is currently targeted for July-August 2024.

Information services staff are heavily involved in two specifically funded organisational 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 final acceptance phase. This project has an expected completion date of July 2024, extended from original timelines. IS has contributed to the project by:

- ~ Providing a number of internal servers for the CityView application, including network and firewall security. This also includes the setup and management of the public facing portal.
- ~ Assisting CityView and the finance team in setting up the Moneris payment processing system used within the CityView application.
- ~ Gearing up to receive training on the administrative management of the CityView application, which will take place in late May. Upon completion the IS team will be empowered to work with the planning team to bring additional customization of CityView as needed to meet Islands Trust-specific needs.
- ~ Working to create and release a "test" CityView site to allow the potential of customization and testing of future CityView requirements per Islands Trust needs.

2. Expense Claim Upgrades:

Project is described in the finance section of this report.

IS has been assisting the external contractor on the transition to a more automated expense approval process, involving database motivations such as automated approval workflows. The new system is just beginning the testing phase. Rollout of the new system will depend largely on results of testing, but is anticipated for sometime before next quarter-end.

Active Projects Report

Financial Planning Committee

1. Draft Budget Assumptions, Principles, Guidelines

Draft Budget 2025/26 Assumptions and Principles for Trust Council's review and approval. Draft material for a Trust Council budget guidelines discussion.

Responsible

Julia Mobbs

Dates

Rec'd: 29-May-2024
Target: 28-Aug-2024

2. Budget 2025/26 Public Consultation: Planning

Discussion of the Public Consultation plan begins at FPC's August meeting each year. Review of planned consultation materials and engagement platforms will continue at FPC's January meeting prior to consultation initiation that same month.

Responsible

Clare Frater

Dates

Rec'd: 29-May-2024
Target: 28-Aug-2024

3. Financial Policy Review

Continued review of select Trust Council financial policies based on feedback from initial 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)

Responsible

David Marlor
Julia Mobbs

Dates

Rec'd: 12-Mar-2024
Target: 06-Sep-2024



BRIEFING

To:	Trust Council	For the Meeting of:	June 19, 2024
From:	Financial Planning Committee	Date Prepared:	May 24, 2024
SUBJECT:	March 31, 2024 Financial Results		

PURPOSE:

To provide a high-level analysis of the financial results for the fiscal year ending March 31, 2024, with a focus on annual spending against the annual approved budget.

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, 2024. Significant year over year changes in balances reflected on this statement are as follows:

Cash and equivalents: Increase of \$3.6M over the previous year. Excess cash historically held in long-term investments was retained in interest-earning cash accounts at year-end to ensure liquid resources available in the event that Trust Council approved purchase of an office building as part of the budget approval in March 2024. The Trust's cash accounts provides investment returns at very similar, sometimes higher, interest rates than available long-term investments. As such, the amount of investment income earned when cash is held in liquid assets is not significantly impacted.

Accounts Receivable: Decrease of \$24,000 over the previous year, due primarily to timing of receipt of grant funds in each year.

Investments: Decrease of \$2.7M over the previous year, due to more funds held in short-term liquid asset accounts for potential purchase of office infrastructure. This decrease is partially offset by the increase in cash and equivalents noted above.

Accounts payable and accrued liabilities: Increase of \$131,000 over the previous year, due primarily to timing of amounts payable to external parties. In fiscal 2024, significant expenses were incurred for the CityView project. A large percentage of these invoices were receipts close to year-end and remained unpaid at March 31, 2024 contributing to the increase year over year.

Wages and Benefits payable: Increase of \$147,000 over the previous year, due to one additional pay period included in payables at year-end as compared to the previous year.

Deferred Revenue: Increase of \$197,000 over the previous year due primarily to:

- The adoption of new accounting standard PS3400 *Revenue Recognition* requiring that revenue from application fees be recognized over time as an application moves through the approval process. Former accounting standards permitted recognition of application fees when received, upon

submission of an application. As such, amounts in deferred revenue are higher than in previous years.

- A grant from the Ministry of Housing for housing needs assessments in the northern and southern islands was received prior to year-end but was not yet spent on approved expenses. As such, this amount remains in deferred revenue until eligible spending occurs, as which time the grant revenue will be recognized.

Employee Benefits Obligations: Increase of \$65,000 over the previous year, due to:

- Larger than historical wage increases for staff in the year which increases the value of leave banks
- Increase in number of staff at year-end as compared to the previous year, increasing leave banks
- More unused vacation balances carried over the fiscal year as a result of staff taking less time off, or using earned overtime for leave instead of vacation time
- An increase in overtime worked and not paid out in the year, as compared to the previous year.

Obligations under capital lease: Decrease of \$2,500 over the previous year due to payments made against existing equipment leases in the year, offset by one newly signed lease for a new photocopier.

Tangible capital assets: Decrease of \$35,000 compared to the previous year, reflecting amortization expense associated with assets in use, partially offset by tangible capital asset additions.

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, 2024 resulted in an increase to accumulated surplus of \$414,192 for Islands Trust, broken down as follows:

~ Reduction in amounts invested in tangible capital assets	(32,392)
~ Contribution to general revenue fund	347,100
~ Contribution to LTC project specific reserve fund	56,784
~ Contribution to Special Property Tax Requisition fund	42,700

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, 2024 is \$2.9M. This accumulated surplus balance consists of the following balances by fund:

	2024	2023
Invested in tangible capital assets	\$ 160,771	\$ 193,163
General Revenue Fund	2,537,240	2,190,139
Local Trust Committee Project Specific Reserve Fund	159,535	102,751
Special property tax requisition fund	83,515	40,815
Accumulated Surplus	\$ 2,941,061	\$ 2,526,869

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 \$32,392 in the

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

The General Revenue fund increased by \$347,100 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 \$56,784. 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 \$31,085 on major projects and \$12,131 on minor projects for a total spending of \$43,216 on LTC projects.

The Special Property tax requisition Fund (SSIWPA) increased by \$42,700. This reflects the addition of the approved \$43,500 special tax requisition less SSIWPA spending of \$800.

CONSOLIDATED REVENUES

Total reported revenue is higher than budget by approximately \$348,000 (4%) 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 \$733,000 in the year, representing various grants received and spent. Total transfers were higher than budget by \$163,000 (29%) due primarily to unanticipated grant funds received and spent related to:

- First Nations Engagement (\$40,000)
- Local Government Climate Action Program (\$111,000 higher than expected)
- Healthy Watershed Initiative (\$12,000 more than expected spent and recognized in the year)

Fees and Sales revenues from land-use applications and bylaw ticketing were on target against budget. The amount reported is net of \$80,000 in application fees recorded as deferred revenue as a result of the new accounting standard guiding revenue recognition in the public sector.

Investment income was approximately \$187,000 (140%) higher than budgeted due to higher investment earnings secured in the year than anticipated, primarily due to increased and sustained interest rates seen in the year.

Other income amounts relate to NAPTEP fees received in the year.

CONSOLIDATED EXPENSES

Total expenses in the financial statements is reported at \$9.3M 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, 2024 financial statements	\$9,264,437
<u>Plus actual spending on capitalized assets</u>	<u>111,881</u>
Total for budget comparison purposes	9,376,318
<u>Vs. Total approved budget</u>	<u>9,923,209</u>
Over (under) budget	\$ (546,891)

Total actual spending was lower than budget by approximately \$546,891 (6%) due mainly to:

- Underspending in salaries and benefits due to staff vacancies in planning (\$176,000), Administrative Services (\$123,000) and Trust Area Services (\$53,000),
- Underspending on planning projects due to delays in completion of work (\$299,000)

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

TRUST COUNCIL SERVICES

Trust 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 \$83,000 (5%).

Trust Council (TC) costs are comprised of TC meeting costs, Council committee costs (LPC, TPC, FPC, GC, Accessibility, CAOHC), elections and by-elections costs, insurance premiums associated with Council work, general legal costs relating to Trust Wide issues, reconciliation action plan costs, 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 \$22,000 (5%) due mainly to:

- Overspending on Trust Council meetings where costs of accommodation and catering were higher than anticipated for the September 2023 meeting on North Pender Island, and for the March 2024 meeting in Nanaimo, BC. (\$17,000)
- Higher than planned spending on training and conference fees, and travel for training, primarily due to the high cost of new Chair training and travel in June 2023 (\$11,000)
- Increased spending against a too-small legal opinions/advice budget, due to TC legal requests on the following topics:
 - Housing Rights – in response to a Trust Council delegation (\$3,000).
 - Potential liability associated with information on the ITC website – in response to a Trust Council delegation (\$6,000).
 - Open Meeting Rules for Trust Council Committees – as requested and directed by the Governance Committee (\$4,000)
 - Trust Council's Borrowing Authority – in response to direction received by staff to explore purchasing office space on Salt Spring Island (\$5,000)
 - Financial Disclosure Act Interpretation regarding specific employees – requested by staff (\$500)

These noted areas of overspending are offset by savings seen in Council Committees costs (\$11,000), and the Reconciliation Action Plan program (\$12,000).

Executive Committee (EC) costs are comprised of planning and NAPTEP 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 \$14,000 (12%) due mainly to:

- More applications sponsored by EC than was budgeted for

- The cost of sending trustees to the Union of BC Municipalities Conference in Vancouver, BC where accommodation costs were significant. (\$12,000). This expense was slightly offset by redemption of corporate credit card points to cover \$1,500 of accommodation costs.

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 trust-wide issues, memberships, subscriptions, mobile devices, training, travel, salaries and benefits for TAS staff, Policy Statement Review project costs, Secretariat Function project costs, and Stewardship Education project costs.

TAS expenses were lower than budget by approximately \$89,000 (14%) due to the following:

- Underspending on salaries and benefits of (\$53,000, 10%) due primarily to the following vacancies:
 - Two month vacancy in the Senior Intergovernmental Policy Advisor position
 - Full year vacancy in the Administrative Coordinator positions (50% of the cost for this role is charge to Planning Services and 30% of the cost is charged to Administrative services).
 - Six month vacancy in the Program Coordinator position (30% of the cost for this role is charged to Planning Services).
- Underspending in Communications (\$5,000, 8%) due to the Financial Planning Committee's decision to forgo public engagement on the 2024/25 budget draft, for which this amount had been allocated.
- Underspending on the Policy Statement Amendment project (\$18,000, 59%) due primarily to project delays resulting from staff vacancies in Trust Area Services.
- Underspending on Stewardship Education (\$7,000, 48%) due primarily to:
 - Fewer than expected mailings of the 'Living in the Trust Area' package for new residents, due to fewer new residents in the Trust Area in the year, and
 - Two Trust-wide educational webinars being delivered with staff as featured speakers instead of external presents resulting in less honoraria costs incurred.

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 \$490,000 (7%).

Local Trust Committee costs are comprised of the 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, LTC 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, and the LTC portion of trustee remuneration and benefits.

Local Trust Committee expenses were higher than budget by approximately \$144,000 (18%) due primarily to:

- Overspending on bylaw enforcement litigation associated with bylaw enforcement of unpermitted land uses in the Thetis Island and North Pender Island local trust areas (\$48,000).
- Overspending on legal litigation defense associated with an existing claim against the Gabriola LTC (\$73,000).
- Overspending on LTC chair travel costs to chair meetings of the LTC due to ferry schedules and the location of Executive Committee members in relation to their assigned LTCs (\$14,000).
- Overspending on LTC meeting expenses (\$29,000) associated with:
 - Hall rentals on Salt Spring Island (\$4,000) and
 - Overspending on contracts with LTC meeting minute takers due to late hiring of the new Meeting Administrator (\$25,000). The minute taker budget had been reduced with the

expectation that the new position would be filled early in the fiscal year. Overspending on these contracts are offset by salaries savings from the vacancy (\$29,000).

Projects costs are comprised of all LTC projects, Regional Freshwater Management project costs, Housing Strategy project costs, Groundwater Recharge Mapping project costs, Local Government Development Approvals project costs, and includes all Salt Spring Island Water Protection Authority (SSIWPA) expenses.

LPS project spending was less than budget by approximately \$299,000 (55%) due mainly to:

- Underspending on the Groundwater Recharge Mapping project of \$9,000 (93%) due to communications materials that were not created as planned.
- Underspending on the Local Government Development Applications Approvals project of \$41,000 (28%) due to delays in project delivery as a result of changing project managers part-way through the project, both within Islands Trust and Cityview staff.
- Underspending on SSIWPA activities of \$43,000 (98%) as a result of SS LTC opting not to renew the SSIWPA coordinator contract and consider options for alternative approaches to coordinating watershed protection on Salt Spring Island.
- Underspending on the Salt Spring Island OCP/LUB major project of \$183,000 (100%) due primarily to planning staff vacancies delaying the advancement of the projects, and LTC reallocation of staff resources in pursuit of housing grants.
- Underspending on the Gabriola Island OCP/LUB major project of \$7,000 (37%) due to a First Nations capacity funding agreement associated with engagement on the project that not executed before year-end.
- Combined underspending on smaller LTC projects of \$25,000 (67%) due primarily to staff vacancies in planning services delaying the proceeding of projects, as well as delays in reaching First Nations for feedback on some projects.

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 \$182,000 (6%) due mainly to:

- Underspending on Planning services salaries and benefits of \$195,000 that is slightly offset by \$19,000 in contracted temporary staffing resulting in net underspending of \$176,000 due to the following staff vacancies:
 - Eight month vacancy in the Trust Area Services Senior Indigenous Relations Advisor position (50% of the cost for this role is charged to Planning Services).
 - Full year vacancy in the Trust Areas Services Administrative Coordinator position (50% of the cost for this role is charge to Planning Services and 30% of the cost is charged to Administrative services).
 - Six-month vacancy in the Trust Area Services Program Coordinator position (30% of the cost for this role is charged to Planning Services and 70% of the cost is charged to Trust Area Services).
 - One-and-half-month vacancy in the Planning Technician position where 33.3% is charged to each planning office.
 - Four-month vacancy in the Salt Spring office for Planner 1 position.
 - Three-month vacancy in the Salt Spring Office Island Planner position.
 - Six-month vacancy in the Salt Spring Office Administrative Assistant position.
 - Eleven-month vacancy in the Planning LTC Meeting Administrator position.
 - Seven-month vacancy in the Administrative Services Senior Technical Advisor position
 - Full year vacancy in the Administrative Service Manager of Finance Accounting position.

- Underspending on staff training and travel of \$6,000 (14%) caused by vacancies in positions listed above

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 \$17,000 (4%) higher than budget primarily due to increased lease costs for the Victoria office due to rising insurance and property tax costs incurred by the landlord and apportioned out to tenants.

Bylaw enforcement costs are comprised of all meeting expenses for bylaw staff meetings, safety equipment, salaries, benefits, training, and travel costs associated with bylaw enforcement staff or contractors used to cover staff vacancies.

Bylaw enforcement expenses were over budget by approximately \$31,000 (8%) due primarily to increased travel by bylaw officers, more expensive travel due to rising costs of water taxis, and higher salaries and benefits costs incurred by bylaw officers working overtime hours.

ISLANDS TRUST CONSERVANCY (ITC) SERVICES

ITC expenses include costs related to ITC Board, Conservancy Staff & associated costs and Property Management cost plus an allocation of administrative expenses. Total expenses in this area came in lower than budget by approximately \$86,000 (6%).

Property Management costs are comprised of property management and conservation planning and land securement. These expenses were under budget by approximately \$48,000 (24%) as follows:

- Underspending on Property Management of \$24,000 (15%) due to lack of staff capacity to manage contracts. Although there are management needs on many ITC conservation areas, ITC has been understaffed for the number of properties it manages and was unable to do the administrative work necessary to contract all the needed work. Trust Council has approved additional staff to assist ITC in property management and it is anticipated that future funding will be expended.
- Underspending on Conservation Planning & Land Securement of \$14,000 (52%) due to the following: At the end of 2022, ITC submitted an ITC Plan to the Minister of Municipal Affairs to guide its land conservation work. Unfortunately, no response was received from the Minister until early 2024, meaning that ITC was operating without Ministerial direction for most of 2023/24. The direction received early in 2024 was that all new conservation acquisition and covenants require Ministerial approval. The uncertainty of direction and the direction received in early 2024 slowed down ITC's land conservation work in 2023/24.
- Underspending on First Nations Engagement Plan of \$10,000 (100%) due to the following: At the end of 2022, ITC submitted an ITC Plan to the Minister of Municipal Affairs to guide its land conservation work. The draft ITC Plan prioritized First Nations engagement for 2023/24. Unfortunately, no response was received from the Minister until early 2024, meaning that ITC was delayed in this work and was unable to spend the budget allocation. Direction was received from the Minister in late January 2024 and First Nations Engagement is now planned for the 2024/25 fiscal year.

GENERAL ADMINISTRATION

General administrative expenditures include costs related to six main areas (executive and legislative services, administrative services, information services, office operations, computers and equipment, and amortization expense) plus as an allocation of administrative expenses. General administration costs are allocated to the three functional areas of the Trust (Council Services, LTC Services, and ITC Services) based on their relative dollar magnitudes for the period.

Administrative services costs are comprised of training, travel, contract services, salaries and benefits for finance and human resources staff. Administrative services expenses were under budget by approximately \$111,000 (18%) due to underspending on salaries and benefits due to the full-year vacancy of the Manager of Finance and Accounting position, resulting from delays securing arbitration with the province on the new role.

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 under budget by approximately \$24,000 (13%) due to lower than anticipated purchases of assets primarily relating to lower costs for installation of new servers.

Other areas of spending in the general administration category did not deviate significantly from budget and thus are not reported on.

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, 2024 expenses by object are shown as follows:

Description	March 31, 2023	Approved 2024 Budget	March 31, 2024	\$ over (under) budget	% over (under) budget
Staff Salaries and benefits	\$ 5,312,155	\$ 6,231,723	\$ 5,912,459	(319,264)	(5)%
Office Operations	980,550	1,219,335	1,112,114	(107,221)	(9)%
Council and trustee costs	924,781	1,021,244	1,065,363	44,119	4 %
Elections	157,631	7,000	-	(7,000)	(100)%
Programs	744,719	854,676	455,449	(399,227)	(47)%
Legal - General	358,911	240,206	378,713	138,507	58 %
Travel/training and recruitment	155,198	171,025	185,914	14,889	9 %
Amortization	177,337	178,000	154,425	(23,575)	(13)%
Total *	8,811,283	9,923,209	9,264,438	(658,771)	(7)%
Capital Purchases	83,248	134,300	111,881	(22,419)	(17)%
Total Including Capital	\$ 8,894,531	\$ 10,057,509	\$ 9,376,319	(681,190)	(7)%

**Excludes \$134,300 in budgeted capital spending to align with March 31, 2024 actuals which capitalizes (removes) \$111,881 of actual capital spending from expenses*

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

Office operations spending was under budget due primarily to expenditures that were capitalized. 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 6.2% of budget.

Council and trustee costs were over budget primarily due to higher than anticipated costs for travel by Executive Committee to Chair LTC meetings and for hall rentals and minute takers for LTC meetings due to the anticipated hiring of the LTC meeting coordinator early in the year.

Elections were under budget due to lower costs where no by-elections took place.

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 (completion moved to fiscal 2025), Groundwater Recharge Mapping (not spent), ITC ecosystem mapping (not spent), ITC property management (not spent), ITC conservation and land securement (not spent), reconciliation action plan (not spent), policy statement review (deferred), stewardship education (not spent), First Nations engagement plan (not spent), SSIWPA Coordination (not spent), and LTC projects, specifically the SSI OCP (deferred).

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 a higher volume of travel by Bylaw Enforcement officers and an increase in water taxi costs associated with this travel.

Amortization was under budget due to lower spending on capital assets in the year driving this expense down from what was anticipated in the budget.

Capital spending was under budget due primarily due to lower than anticipated costs for the new server installations.

ATTACHMENT(S): Draft March 31, 2024 Financial Results

FOLLOW-UP: As directed.

Prepared By: Finance Officer
Director, Administrative Services

Reviewed By/Date: FPC/May 29, 2024

BRIEFING

To:	Trust Council	For the Meeting of:	June 18, 2024
From:	Financial Planning Committee	Date Prepared:	May 29, 2024
SUBJECT:	March 31, 2024 Allocated Financial Statements		

PURPOSE:

To provide Trust Council with allocated Financial Statements for the fiscal year ending March 31, 2024.

BACKGROUND:

In 2006/07, Local Trust Committees (LTCs) had concerns about their ability to conduct business and to undertake community-planning projects due to the amount of planning staff available. In response to these concerns, Trust Council requested the finance department to develop a methodology to allocate fiscal revenues and expenditures to local trust areas (LTAs) to provide a crude estimate of resources generated and used by each LTA

The process of allocating revenues and expenses to LTAs was revised in 2015/16, and was further refined in 2017/18. The process is completed through three major steps:

1. Revenues and expenses directly attributed to Local Trust Areas

The Islands Trust financial system tracks most financial transactions by location code (among other segments) which enables such expenses to be reported by specific LTA (and other work units). The first step in the process is to report this information.

Revenues received are allocated as follows:

- Fees and sales revenues – allocated by specific LTA, as tracked in the accounting system.
- Property tax revenues (LTAs) – allocated to LTAs based on net converted assessment values per BC Assessment.
- Special Property tax levies – allocated to the LTA from which it was levied.
- Property tax levy (BIM) – allocated to Bowen Island Municipality LTA.
- Trust-wide Grants/Interest and other income – allocated to LTAs and Island Municipalities based on net converted assessment values per BC Assessment.
- Specific Grant Income – allocated by specific LTA, as tracked in the accounting system.

2. Allocating Planning Services (PS) administrative costs to Local Trust Areas

Planning staff (planners and planning administrative staff) and bylaw enforcement staff record their time in the Islands Trust Time Collection system. Time allocation options for these staff are restrained to the following categories:

- PS Admin Staff - PS administrative staff working time and related travel time is reported here.

- PS Planner Administration - Planner time spent on LTC, council committee and Trust Council meeting attendance, preparation and travel would be recorded.
- PS Planner Current Planning – planner time for application processing would be recorded. This includes time spent at public meetings, travel for site visits, research and reporting, and general work associated with application processing.
- PS Planner Projects – this includes planner time spent working on LTC work program items and Islands Trust wide planning projects, including related travel.
- PS Region Management – review and preparation of documents for meetings, staff support and mentoring, and related travel.
- PS Cost Recovery – specific applications operating under cost-recovery agreements have time codes set up for staff time tracking.
- Bylaw Enforcement – BE time and related travel time by bylaw enforcement staff.
- General Leave – paid time off, such as vacation time or paid sick time.
- General Administration – staff meetings, training, conferences and related travel.

The data collected by staff in the Time Collection system is used to develop allocation percentages for each of the three offices: Northern, Southern, and Salt Spring Island. These percentages are used to allocate certain PS-administrative expenses attributable to Planning Services, as follows:

- *Planning Costs, Northern office* – allocated based on the percentage of planning time in the Northern office reported to specific Local Trust Committees.
- *Planning Costs, Southern office* - allocated based on the percentage of planning time in the Southern office reported to specific Local Trust Committees.
- *Planning Costs, Salt Spring Island office* – allocated 100% to Salt Spring Island Local Trust Committee.
- *Director PS Costs* – allocated to each Local Trust Committee based on the percentage of total planning time reported to a specific Local Trust Committee by all offices.
- *LTC Executive Committee expenses* - allocated to each Local Trust Committee based on the percentage of total planning time reported to a specific Local Trust Committee by all offices.
- *Bylaw Costs* – allocated based on the percentage of bylaw enforcement officer, administrative assistant, and manager time reported to specific Local Trust Committees.

3. Non-PS Administration expenses allocated to Local Trust Areas and Island Municipalities

Trust Council Expenses – allocated to each Local Trust Area based on their percentage of assessed values in relation to the Trust Area as a whole, including Island Municipalities.

Trust Conservancy Expenses – allocated to each Local Trust Area based on their percentage of assessed values in relation to the Trust Area as a whole, including Island Municipalities.

General Administrative Expenses

- *Non-PS related* – allocated to each Local Trust Area based on their percentage of assessed values in relation to the Trust Area as a whole, including Island Municipalities.
- *PS-related* – allocated to Local Trust Areas only (excludes Island Municipalities) based on their percentage of assessed values in relation to all Local Trust Areas.

Conclusions:

Data from the Time Collection system is only as reliable as the users of the system. In recent years, not all staff have been recording their time in the system in a timely manner. Many staff who have left the organization did so with very limited time entry into the collection system, leaving supervisors to estimate their hours for the fiscal year. Due to the delays between time worked and time entry to the system, the accuracy of staff time used for allocations in these statements is reduced, meaning cost allocations based on staff hours may be less reliable. Staff have been reminded that this information is important and should be input on a weekly basis. New processes requiring management tracking and follow-up have been implemented which should help increase the accuracy and usefulness of the data collected. Improvements in time tracking have been seen over previous fiscal years as a result of the increased follow up.

The process to produce the Allocated Financial Statements remains an imperfect reflection of Local Trust Area resource use, due to the many services that are shared throughout the Islands Trust organization.

ATTACHMENT:

March 31, 2024 Allocated Financial Statements.

FOLLOW-UP:

As directed by Trust Council.

Prepared By: Finance Officer
Director, Administrative Services
Reviewed By: FPC/May 29, 2024

ISLANDS TRUST
Allocated Financial Statements
For the year ended March 31, 2024

	LTC Bal/Win	LTC Denman	LTC Gabriola	LTC Galiano	LTC Gambier	LTC Hornby	LTC Lasqueti	LTC Mayne	LTC N. Pender	LTC Salt Spring	LTC Saturna	LTC S. Pender	LTC Thetis	BIM	Total
Direct Revenue															
Fees & Sales	\$ 12,860	\$ 18,411	\$ 20,670	\$ 16,844	\$ 4,394	\$ 6,254	\$ 3,199	\$ 26,250	\$ 30,079	\$ 44,836	\$ 6,415	\$ 2,268	\$ (2,300)	\$ -	\$ 190,179
Property Tax Levy - General	843	355,278	1,217,060	507,701	454,393	436,943	104,666	531,815	837,379	3,088,202	186,500	135,276	189,969	-	8,046,025
Special LTC Tax Requisition	-	-	-	-	-	-	-	-	-	43,500	-	-	-	345,989	389,489
Grant income for projects	-	-	-	-	16,000	12,000	-	-	-	-	-	-	-	-	28,000
Total Direct Revenue	13,703	373,689	1,237,730	524,545	474,787	455,197	107,865	558,065	867,458	3,176,538	192,915	137,544	187,669	345,989	8,653,693
LTC Direct Expenses - Operating															
Computer - internet charges	-	-	-	838	-	-	-	-	-	-	-	-	-	-	838
Legal - general	-	197	2,985	13,163	-	2,545	-	-	2,238	18,521	-	-	-	-	39,650
Legal - bylaw enforcement litigation	-	-	10,148	12,355	835	-	10,621	12,865	27,443	21,743	-	-	31,561	-	127,570
Legal - litigation	-	-	129,815	(12,294)	-	-	-	-	-	25,539	-	1,118	-	-	144,177
LTC Trustee Expenses	-	51	87	-	46	-	-	-	-	1,685	-	158	-	-	2,028
LTC "Executive Expense on LTC's"	-	5,126	628	5,094	966	900	417	1,453	875	8,714	365	1,100	325	-	25,965
LTC Meeting Expenses	339	3,293	4,969	3,317	2,331	2,668	2,756	1,953	2,958	11,772	1,560	3,011	1,427	-	42,352
LTC Local Exp APC Meeting Expenses	-	2,154	2,174	144	349	430	249	288	42	444	250	-	122	-	6,646
LTC Local Exp Communications	-	997	449	3,375	-	-	-	928	-	-	-	-	-	-	5,749
LTC Local Exp Special Projects	-	-	-	-	684	-	-	-	-	-	-	-	-	-	684
Notices - Statutory & Non-Statutory	-	494	1,569	3,063	-	128	-	1,176	5,272	1,604	2,014	997	56	-	16,371
Office - Lease costs	-	-	-	7,441	-	-	-	-	-	-	-	-	-	-	7,441
Office - outside services	-	-	-	1,837	-	-	-	-	-	-	-	-	-	-	1,837
Trustee Remuneration	-	17,929	37,389	13,847	17,285	18,061	13,539	19,974	25,685	69,839	13,977	12,480	14,609	-	274,614
Trustee Remuneration - Benefits	-	5,996	5,779	7,845	6,383	7,415	6,385	6,047	8,804	12,538	7,470	7,851	6,611	-	89,122
LTC Direct Operating Subtotal	339	36,237	195,991	60,023	28,879	32,147	33,967	44,685	73,316	172,399	25,636	26,714	54,711	-	785,044
LTC Direct Expenses - LTC Projects															
Projects - Trust Wide	7	2,905	9,951	4,151	3,715	3,573	856	4,348	6,847	25,250	1,525	1,106	1,553	-	65,786
Project - Funded by Special requisition	-	-	-	-	-	-	-	-	-	800	-	-	-	-	800
LTC Specific Projects	-	17,353	11,348	434	17,680	15,315	-	274	6,392	1,255	-	364	698	-	71,114
LTC Projects Subtotal	7	20,258	21,299	4,585	21,395	18,888	856	4,622	13,239	27,305	1,525	1,470	2,251	-	137,700
Total Direct Expenses (Operating + Projects)	345	56,495	217,290	64,609	50,274	51,035	34,823	49,307	86,555	199,704	27,161	28,183	56,962	-	922,744
Direct Revenues less Direct Expenses	13,357	317,193	1,020,440	459,936	424,512	404,161	73,043	508,758	780,903	2,976,834	165,754	109,361	130,707	345,989	7,730,949
Indirect Planning Expenses															
Allocate Planning Costs - Northern Team	7,275	148,200	311,792	268	143,415	228,875	89,754	-	-	429	-	886	57,916	-	988,810
Allocate Planning Costs- Southern Team	764	50,545	64,320	204,091	4,172	8,187	-	136,459	294,073	155,818	100,388	75,832	-	-	1,094,649
Allocate Planning Costs - SSI Team	-	-	-	-	-	-	-	-	-	767,314	-	-	-	-	767,314
Allocate Director LPS	1,713	41,271	79,169	37,265	31,782	50,999	19,414	24,878	53,612	233,326	18,302	14,016	12,528	-	618,275
Allocate LTC Executive expenditures	266	6,405	12,285	5,783	4,932	7,914	3,013	3,861	8,320	36,208	2,840	2,175	1,944	-	95,945
Allocate Bylaw Team	850	12,696	82,706	25,398	5,550	13,867	633	36,261	46,328	203,396	2,317	2,874	4,474	-	437,351
Total Indirect Planning Expenses	10,868	259,117	550,272	272,806	189,851	309,842	112,814	201,459	402,332	1,396,492	123,846	95,783	76,862	-	4,002,344
Net surplus (shortfall) before Administrative	2,489	58,076	470,168	187,131	234,661	94,320	(39,771)	307,299	378,571	1,580,342	41,908	13,577	53,845	345,989	3,728,606
Administrative Expenses															
Allocate Trust Council	95	39,860	136,546	56,961	50,980	49,022	11,743	59,666	93,948	346,475	20,924	15,177	21,313	178,415	1,081,124
Allocate Trust Conservancy	66	27,745	95,047	39,649	35,486	34,123	8,174	41,532	65,395	241,174	14,565	10,564	14,836	124,191	752,547
Allocate Net Administration	148	62,232	213,187	88,932	79,594	76,538	18,334	93,156	146,680	540,947	32,668	23,696	33,276	71,354	1,480,742
Total Administrative Allocation	308	129,838	444,780	185,541	166,060	159,683	38,251	194,354	306,024	1,128,597	68,157	49,437	69,425	373,959	3,314,413
Net Surplus (Shortfall) incl. Special Taxes	2,181	(71,762)	25,388	1,589	68,601	(65,363)	(78,022)	112,945	72,547	451,745	(26,249)	(35,860)	(15,580)	(27,970)	414,193
Made up of:															
Surplus from SSIWPA										42,700					42,700
Other Surplus (Shortfall)	2,181	(71,762)	25,388	1,589	68,601	(65,363)	(78,022)	112,945	72,547	409,045	(26,249)	(35,860)	(15,580)	(27,970)	371,493
	\$ 2,181	\$ (71,762)	\$ 25,388	\$ 1,589	\$ 68,601	\$ (65,363)	\$ (78,022)	\$ 112,945	\$ 72,547	\$ 451,745	\$ (26,249)	\$ (35,860)	\$ (15,580)	\$ (27,970)	\$ 414,193



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 18, 2024

From: Audit Committee

Date Prepared: May 30, 2024

SUBJECT: MARCH 31, 2023 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT

RECOMMENDATION:

That Trust Council approve the Islands Trust audited financial statements for the year ended March 31, 2024 and forward them to the Minister of Municipal Affairs.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Independent Auditor's report indicates that, in their opinion, the financial statements present fairly, in all material aspects, the financial position of the Islands Trust as at March 31, 2024.

1 PURPOSE:

To present the audited financial statements for Islands Trust to Trust Council for approval.

2 BACKGROUND:

Per the Financial Planning Committee's Terms of Reference, the Audit Committee is responsible for reviewing audit reports and management letter recommendations, and reporting directly to Trust Council on these matters.

The Audit Committee reviews the year-end audited financial statements, the audit report, and the audit findings report, with the external auditors on an annual basis. The audited financial statements and audit report are forwarded to Trust Council for approval, and have also been forwarded to Financial Planning Committee for information.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS:

Once approved by the Islands Trust Council, the year-end audited financial statements and auditor's report will be forwarded to the Minister of Municipal Affairs as required by the [Islands Trust Act, S. 19](#) and made available to the public via the Islands Trust website.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):

Islands Trust Council Bylaw No. 191, the “Financial Plan Bylaw 2023-2024”.

[Islands Trust Act S. 18](#) requires Islands Trust to appoint an auditor to audit the accounts and transactions of the Islands Trust Council and local trust committees, and requires that the auditor report to the Islands Trust Council and to the Minister.

5 ATTACHMENTS:

- Islands Trust March 31, 2024 Audited Financial Statements
 - Islands Trust Audit Findings Report for the year ended March 31, 2024
-

RESPONSE OPTIONS

Recommendation:

That Trust Council approve the Islands Trust audited financial statements for the year ended March 31, 2024 and forward them to the Minister of Municipal Affairs.

Alternative: None.

Prepared By: Director, Administrative Services

Reviewed By:

Financial Statements of

ISLANDS TRUST

Year ended March 31, 2024

ISLANDS TRUST

Financial Statements

Year ended March 31, 2024

Financial Statements

Management's Responsibility for the Financial Statements	1
Independent Auditor's Report	2
Statement of Financial Position	4
Statement of Operations	5
Statement of Change in Net Financial Assets	6
Statement of Cash Flows	7
Notes to Financial Statements	8

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying financial statements of Islands Trust (the "Trust") are the responsibility of the Trust's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting standards for local governments as established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Trust's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Trust, acting through its Audit Committee, meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by Trust Council. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Trust's financial statements.

Chief Administrative Officer

Director, Administrative Services

INDEPENDENT AUDITOR'S REPORT

To the Trustees of Islands Trust and the Minister of Municipal Affairs

Opinion

We have audited the financial statements of Islands Trust which comprise:

- the statement of financial position as at March 31, 2024
- the statement of operations for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Islands Trust as at March 31, 2024, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “***Auditor’s Responsibilities for the Audit of the Financial Statements***” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing Island Trust’s ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate Islands Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Island Trust’s financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Islands Trust's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Island Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Islands Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada

_____, 2024

ISLANDS TRUST

Statement of Financial Position

March 31, 2024, with comparative information for 2023

	2024	2023
Financial assets:		
Cash and cash equivalents (note 2)	\$ 5,389,592	\$ 1,750,989
Accounts receivable	277,722	301,396
Investments (note 3)	-	2,670,862
	5,667,314	4,723,247
Liabilities:		
Accounts payable and accrued liabilities	868,632	737,364
Wages and benefits payable	1,543,771	1,397,218
Deferred revenue	423,688	226,282
Employee benefit obligations (note 4)	298,507	233,999
Obligations under capital leases (note 5)	41,291	43,837
Cost recovery deposits (note 13(b))	3,875	2,996
	3,179,764	2,641,696
Net financial assets	2,487,550	2,081,551
Non-financial assets:		
Tangible capital assets (note 6)	202,062	237,000
Prepaid expenses	251,449	208,318
	453,511	445,318
Commitments (note 11)		
Contingent liabilities (note 12)		
Accumulated surplus (note 7)	\$ 2,941,061	\$ 2,526,869

The accompanying notes are an integral part of these financial statements.

Approved by the Trust Council:

Peter Luckham, Trust Council Chair

Joe Bernardo, Audit Committee Chair

ISLANDS TRUST

Statement of Operations

Year ended March 31, 2024, with comparative information for 2023

	Budget (note 9)	2024	2023
Revenue:			
Property tax - general	\$ 8,046,025	\$ 8,046,628	\$ 7,309,863
Property tax levy - Bowen Island municipality	345,989	345,989	323,769
Property tax - special requisition	43,500	43,500	60,000
Government transfers (note 8)	569,795	732,733	711,724
Fees and sales	192,000	190,178	199,570
Interest income	133,000	319,027	168,943
Other income	-	575	450
Total revenue	9,330,309	9,678,630	8,774,319
Expenses (note 10):			
Council services	1,561,874	1,479,316	1,524,852
Local trust committee services	7,012,960	6,522,886	6,111,543
Trust conservancy services (note 13)	1,348,375	1,262,236	1,174,887
Total expenses	9,923,209	9,264,438	8,811,282
Annual deficit	(592,900)	414,192	(36,963)
Accumulated surplus, beginning of year	2,526,869	2,526,869	2,563,832
Accumulated surplus, end of year	\$ 1,933,969	\$ 2,941,061	\$ 2,526,869

The accompanying notes are an integral part of these financial statements.

ISLANDS TRUST

Statement of Change in Net Financial Assets

Year ended March 31, 2024, with comparative information for 2023

	Budget (note 9)	2024	2023
Annual deficit	\$ (458,600)	\$ 414,192	\$ (36,963)
Acquisition of tangible capital assets	(134,300)	(111,880)	(83,248)
Acquisition of leased tangible capital assets	-	(7,607)	(44,136)
Amortization of tangible capital assets	178,000	154,425	172,246
Loss on disposal of capital assets	-	-	5,091
	(414,900)	449,130	12,990
Acquisition of prepaid expenses	-	(43,131)	(29,539)
Change in net financial assets	(414,900)	405,999	(16,549)
Net financial assets, beginning of year	2,081,551	2,081,551	2,098,100
Net financial assets, end of year	\$ 1,666,651	\$ 2,487,550	\$ 2,081,551

The accompanying notes are an integral part of these financial statements.

ISLANDS TRUST

Statement of Cash Flows

Year ended March 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operating activities:		
Annual deficit	\$ 414,192	\$ (36,963)
Items not involving cash:		
Amortization of tangible capital assets	154,425	172,246
Loss on disposal of tangible capital assets	-	5,091
Extinguishing of obligations under capital lease	-	(5,712)
Changes in non-cash operating assets and liabilities:		
Accounts receivable	23,674	(108,823)
Wages and benefits payable	146,553	(149,938)
Accounts payable and accrued liabilities	131,268	(66,632)
Deferred revenue	197,406	22,691
Employee benefit obligations	64,508	(47,673)
Cost recovery deposits	879	2,233
Prepaid expenses	(43,131)	(29,539)
Net change in cash from operating activities	1,089,774	(243,019)
Capital activities:		
Acquisition of tangible capital assets	(111,880)	(83,248)
Investing activities:		
Maturity (purchase) of investments	2,670,862	(1,468,255)
Financing activities:		
Principal payments on obligations under capital leases	(10,153)	(12,658)
Change in cash and cash equivalents	3,638,603	(1,807,180)
Cash and cash equivalents, beginning of year	1,750,989	3,558,169
Cash and cash equivalents, end of year	\$ 5,389,592	\$ 1,750,989
Supplemental cash flow information:		
Assets acquired under capital lease	\$ (7,607)	\$ (44,136)

The accompanying notes are an integral part of these financial statements.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

Islands Trust (the "Trust") is incorporated under the Islands Trust Act of British Columbia (as amended). The objectives of the Trust are to preserve and protect the Trust area and its unique amenities and environment for the benefit of the residents of the Trust area and of the Province generally.

1. Significant accounting policies:

The financial statements of Islands Trust are prepared by management in accordance with Canadian public sector accounting principles for local governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Trust are as follows:

(a) Reporting entity:

The financial statements include a combination of all the assets, liabilities, revenues, expenses, and changes in fund balances and in financial position of the trust council and the local trust committees.

The Trust occasionally conducts work on behalf of development applicants on a cost-recovery basis. These trust activities are not included in the financial statements.

(i) Consolidated entities:

The Trust does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

(ii) Funds held in trust:

The Trust administers operations of The Islands Trust Conservancy. The annual expenses of The Islands Trust Conservancy are reported by the Trust in accordance with The Islands Trust Act (note 13).

(b) Basis of accounting:

The Trust follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(c) Revenue recognition:

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability under section PS 3200 of public sector accounting standards.

Revenue unearned in the current period is recorded as deposits or deferred revenue until related performance obligations have been achieved.

Tax revenue is recognized on an accrual basis.

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Trust recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accrued liabilities and wages and benefits payable.

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations. In the years presented, there are no unrealized gains or losses and as a result no statement of remeasurement gains or losses has been included.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(e) Cash and cash equivalents:

Cash and cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

(f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on restricted funds is added to the investment and forms part of the deferred revenue balance.

(g) Employee future benefits:

The Trust and its employees make contributions to the Public Service Pension Plan, which provides benefits directly to employees upon retirement. These contributions are expensed as incurred.

A gratuity is also available to employees upon retirement. The cost of this benefit is paid by the Public Service Pension Plan.

(h) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

In the years presented, no asset retirement obligations have been identified for the Trust and as such no liability has been recognized.

(i) Liability for contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Trust is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(i) Liability for contaminated sites (continued):

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(j) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Furniture and equipment	5
Computers	3
Leasehold improvements	lesser of remaining term of the lease and useful life

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Trust's ability to provide goods and services, or when the value of future economic benefits associated with the asset are less than the book value of the asset.

The Islands Trust is fortunate to have, and to be mandated to protect, many natural assets in the Trust Area that reduce the need for engineered infrastructure that might otherwise be required by other government agencies to provide various services to the islands. This includes island aquifers (water storage and filtration); streams, ditches and wetlands (rainwater management); forests (carbon sequestration); and foreshore areas (natural seawalls). Canadian public sector accounting standards do not provide for the valuation and recording of such assets in the financial statements. As such, these natural assets are not reported in these financial statements. Nevertheless, the Trust acknowledges the importance of these assets and the need to manage them in conjunction with engineered infrastructure that is managed by other government agencies.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(j) Non-financial assets (continued):

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Works of art and historical treasures:

Works of art and historical treasures are not recorded as assets in these financial statements.

(iv) Interest capitalization:

The Trust does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(v) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(k) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating provisions for accrued liabilities, revenue recognition based on performance obligations achieved, fair value of financial instruments and asset retirement obligations. Actual results could differ from these estimates.

(l) Change in accounting policies:

On April 1, 2023 the Trust adopted Canadian public sector accounting standard PS 3400 *Revenue Recognition*. The new accounting standard differentiates between revenue arising from transactions with performance obligations (exchange transactions) and transactions that do not have performance obligations (non-exchange transactions). The standard was adopted on a prospective basis at the date of adoption resulting in no changes to accumulated surplus or annual surplus for comparative years presented.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

1. Significant accounting policies (continued):

(l) Change in accounting policies (continued):

On April 1, 2023 the Trust adopted Canadian public sector accounting standard PS 3160 *Public Private Partnerships*. The new accounting standard establishes guidelines for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements. Given the nature of its work, the Trust does not engage in these types of partnerships and as such, adoption of the standard has had no impact on the financial statements.

2. Cash and cash equivalents:

	2024	2023
Bank account balances	\$ 5,389,592	\$ 1,750,989

3. Investments:

There are no investments held at March 31, 2024. At March 31, 2023, investments consisted of guaranteed investment certificates with a cost plus accrued interest that approximated market value. The stated interest rates ranged from 4.35% to 5.05% with maturity dates ranging from September 2024 to February 2024.

4. Employee benefit obligations:

	2024	2023
Vacation pay	\$ 225,490	\$ 177,343
Compensatory time off	73,017	56,656
	\$ 298,507	\$ 233,999

Vacation pay and compensatory time off represent the liability for accumulated banks for draw down at future dates and/or for payout on approved retirement, or upon termination or death.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

4. Employee benefit obligations (continued):

Other pension plans:

The Trust and its employees contribute to the Public Service Pension Plan (a jointly trustee pension plan). The Public Service Pension Board of Trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at March 31, 2023, the plan has about 71,000 active members and approximately 55,000 retired members.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The latest actuarial valuation as at March 31, 2023, indicated a funding surplus of \$4,491 million for basic pension benefits on a going concern basis. The next valuation will be as at March 31, 2026. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Trust paid \$415,886 (2023 - \$365,419) for employer contributions to the plan in fiscal 2024.

5. Obligations under capital leases:

The amounts due for obligations under capital leases are as follows:

2025	\$ 12,796
2026	11,740
2027	11,740
2028	12,331
2029	2,662
Total minimum lease payments	51,269
Less amounts representing interest (at rates ranging from 4.94% to 8.45%)	9,978
Present value of net minimum capital lease payments	\$ 41,291

Interest of \$2,181 (2023 - \$2,204) relating to capital lease obligations has been included in expenses on the statement of operations.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

6. Tangible capital assets:

	Denman Island Site	Furniture and equipment	Computers	Leasehold improvements	Total 2024	Total 2023
Cost:						
Balance, beginning of year	\$ 10,000	\$ 140,450	\$ 396,793	\$ 386,975	\$ 934,218	\$ 961,870
Additions	-	22,431	97,056	-	119,487	127,384
Disposals	-	(10,007)	(18,927)	-	(28,934)	(155,036)
Balance, end of year	10,000	152,874	474,922	386,975	1,024,771	934,218
Accumulated amortization:						
Balance, beginning of year	10,000	86,293	294,217	306,708	697,218	674,917
Additions	-	19,025	72,992	62,408	154,425	172,246
Disposals	-	(10,007)	(18,927)	-	(28,934)	(149,945)
Balance, end of year	10,000	95,311	348,282	369,116	822,709	697,218
Net book value, end of year	\$ -	\$ 57,563	\$ 126,640	\$ 17,859	\$ 202,062	\$ 237,000

Contributed tangible capital assets:

There were no contributed assets received during 2024 or 2023.

In fiscal 1994, the Denman Island Ratepayers' Association donated \$10,000 which was used by the Trust to purchase the Denman Island Old School Site from School District #71. The Trust agreed to facilitate the sale of the school site between School District #71 and the Ratepayers' Association and to hold title to the property on behalf of the community. The Denman Island Ratepayers' Association has leased the building on the site from the Trust for 99 years for a total fee of \$10.

Included in tangible capital assets is assets under capital leases with a net book value of \$41,291 (2023 - \$43,837).

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

7. Accumulated surplus:

Accumulated surplus consists of:

	2024	2023
Invested in tangible capital assets	\$ 160,771	\$ 193,163
General Revenue Fund	2,537,240	2,190,140
Local Trust Committee Project Specific Reserve Fund	159,535	102,751
Special property tax requisition fund	83,515	40,815
	<u>\$ 2,941,061</u>	<u>\$ 2,526,869</u>

8. Government transfers:

Government transfers recorded as revenue on the statement of operations are comprised of:

	2024	2023
Provincial operating grant	\$ 180,000	\$ 228,000
Provincial restricted grant	330,958	49,246
Federal restricted grant	221,775	238,500
Transportation Canada	-	2,121
Other	-	193,857
	<u>\$ 732,733</u>	<u>\$ 711,724</u>

9. Budget data:

The budget data presented in these financial statements is based upon the 2024 operating budget approved by Trust Council on April 20, 2023. The following reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Operating budget:	
Revenue	\$ 9,745,209
Less appropriation from surplus	(414,900)
	<u>9,330,309</u>
Expenses	9,745,209
Plus amortization expense	178,000
	<u>9,923,209</u>
Annual deficit	<u>\$ (592,900)</u>

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

10. Classification of expenses by object:

	2024	2023
Staff salaries and benefits	\$ 5,912,460	\$ 5,221,815
Traveling/training and recruitment	185,914	155,198
Council and trustee costs	1,065,363	907,609
Elections	-	157,631
Office operations	1,112,114	997,722
Programs	455,449	835,059
Legal	378,713	358,911
Amortization	154,425	172,246
Loss on disposal of assets	-	5,091
	\$ 9,264,438	\$ 8,811,282

11. Commitments:

The Trust is committed to leases for rented premises. Minimum future payments in the next five years are as follows:

2025	\$ 206,460
2026	636
2027	-
2028	-
2029	-

12. Contingent liabilities:

In the normal course of operations, claims for alleged damages are made against the Trust. The Trust records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. The Trust is covered through an independent insurance program against certain claims.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

13. Trust activities:

(a) Trust Conservancy:

The Trust pays the administration expenses of The Islands Trust Conservancy (the "Conservancy") which is related through the composition of the Conservancy's Board. The Conservancy is empowered to accept donations, grants and bequests and to hold land and other property in compliance with a plan approved by the Ministry of Municipal Affairs. The Conservancy's Board is comprised of three members from Trust Council and up to three members appointed by the Minister of Municipal Affairs.

For financial reporting purposes, the Trust and the Conservancy are reported on separately. These financial statements present the financial position and results of operations of the Trust. Amounts owing from the Conservancy were \$100,987 (2023 - \$71,061).

The Conservancy's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. These expenses are summarized as follows:

	2024	2023
Operations and Property Management	\$ 963,375	\$ 884,981
Board	9,747	10,725
Administration	289,113	279,181
	<u>\$ 1,262,235</u>	<u>\$ 1,174,887</u>

(b) Cost-recoveries:

The Trust administers trust activities on behalf of development applicants on a cost-recovery basis. These activities are included in cost recoveries and are as follows:

	2024	2023
Cash received during the year	\$ 3,000	\$ 21,652
Cash paid during the year	2,121	19,418

The net payable from development applicants of \$3,875 (2023 - \$2,996) is included in cost recoveries on the statement of financial position.

ISLANDS TRUST

Notes to Financial Statements

Year ended March 31, 2024

14. Financial risks and concentration of risk:

The Trust has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk. The Trust has established policies to identify risks and ensure that management monitors and controls them.

(a) Credit risk:

Credit risk is the risk of financial loss if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

The Trust is exposed to credit risk in the event of non-performance by a debtor. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the Trust is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the Trust invests solely in guaranteed investment certificates.

(b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the Trust is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. It is management's opinion that the Trust is not exposed to significant interest rate risk as it invests solely in guaranteed investment certificates with fixed interest rates.

(c) Liquidity risk:

Liquidity risk is the risk that the Trust will not be able to meet its financial obligations as they become due.

The Trust manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Trust's reputation.

There has been no change to risk exposure from 2023 related to credit, market or liquidity risks.

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 19, 2024

From: Executive Committee

Date Prepared: May 28, 2024

SUBJECT: Recovering Meeting Costs from Absent Trustees

RECOMMENDATION:

That Trust Council forward the preliminary briefing on Recovering Meeting Costs from Absent Trustees to the Governance Committee and to the Financial Planning Committee.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

- 1 **PURPOSE:** To return to Trust Council (TC), the topic of recovering TC meeting costs from late-notice absent trustees, as directed by TC at their June meeting, and by Executive Committee (EC) at their May meeting.

2 **BACKGROUND:**

Trust Council Discussion:

At its March 2024 meeting, Trust Council moved and seconded the following motion:

TC-2024-041

that staff explore options to charge accommodation costs back to Trustees if they commit to attendance in person, but do not, with the exception of medical emergencies or extraordinary circumstances.

The motion was not carried, but was deferred to the June Trust Council meeting, as per the following:

TC-2024-042

that Trust Council defer this item to the June Trust Council meeting.

Executive Committee Initiation:

At its meeting on April 24, 2024, EC passed the following motion directing staff to begin work on this subject:

EC-2024-050

that Executive Committee requests staff to provide some options on the implications of charging accommodation costs back to trustees and report back to the May Executive Committee meeting.

At its May 15, 2024 meeting, EC reviewed preliminary information from staff on this topic – per the attached briefing – and passed the following motion:

EC-2024-062

that Executive Committee request staff to forward this (Recovering Meeting Costs from Absent Trustees BRF) briefing to Trust Council at the June meeting with the recommendation that it be forwarded to Governance Committee and Financial Planning Committee.

While EC's resolution does not specifically identify a reason for forwarding this material to the two named Committees, staff understand the intent to be that each Committee will:

- Review the material already drafted by staff;
- Conduct an assessment of the topic, with additional analysis as required; and
- Make recommendations on the subject to TC, including:
 - Recommendation to implement a form of cost recovery or not; and if yes,
 - Recommend a preferred recovery option and approach to implementation.

By way of this RFD, staff fulfill the direction of both TC and EC.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will forward the material to GC and FPC for inclusion in future agendas.

FIRST NATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S): None.

5 ATTACHMENT(S):

- Briefing to EC: Recovering Meeting Costs from Absent Trustees - BRF

RESPONSE OPTIONS

Recommendation:

That Trust Council forward the preliminary briefing on Recovering Meeting Costs from Absent Trustees to the Governance Committee and to the Financial Planning Committee for consideration.

Alternatives:

1. TC may wish to assign this work to only one committee:
 - That Trust Council forward the preliminary briefing on Recovering Meeting Costs from Absent Trustees to [name Committee here] for consideration.
2. TC may wish to complete work on this topic directly, without committee input:
 - That Trust Council direct staff to _____. [Insert any desired direction to staff to conduct further analysis on this topic, implement one of the options provided in the attached briefing, etc.]
3. TC may not wish to pursue this topic further:
 - That Trust Council not investigate options to recover TC meeting costs from late-notice absent trustees at this time.

Prepared By: Director, Administrative Services

Reviewed By/Date:



BRIEFING

To:	Executive Committee	For the Meeting of:	May 15, 2024
From:	Administrative Services	Date Prepared:	April 24, 2024
SUBJECT:	Recovering Meeting Costs from Absent Trustees		

PURPOSE:

To provide Executive Committee (EC) with potential options to recover meeting costs associated with absent Trustees at Trust Council meetings.

BACKGROUND:

At its March 2024 meeting, Trust Council moved and seconded the following motion:

TC-2024-041

that staff explore options to charge accommodation costs back to Trustees if they commit to attendance in person, but do not, with the exception of medical emergencies or extraordinary circumstances.

The motion was not carried, but was deferred to the June Trust Council meeting, as per the following:

TC-2024-042

that Trust Council defer this item to the June Trust Council meeting.

At its meeting on April 24, 2024, EC passed the following motion directing staff to begin work on this subject:

EC-2024-050

that Executive Committee requests staff to provide some options on the implications of charging accommodation costs back to trustees and report back to the May Executive Committee meeting.

DISCUSSION:

Staff provide the following options for consideration if this initiative is a desired path by Trust Council. Policy amendments to reflect any decisions on this matter would be a required next step after any Trust Council decision on the topic. EC may make a recommendation to Trust Council associated with these options.

Option 1: Do Nothing

A sound analysis includes the status quo as an option and evaluates the impacts of staying the current course. Under the current approach, Trustee costs incurred for Trust Council meetings include the following:

- Trustee Remuneration (Trust Council Base Amount) – Trustees’ monthly base pay includes a portion of pay related to Trust Council work, which currently is paid regardless of whether or not a trustee attends a Trust Council meeting. This amount is \$1,028 per trustee per quarter, intended to compensate trustees for their work on Council-related work.
- Accommodation and Catering Costs at Trust Council – Where a trustee does not show up, or cancels their plans to attend TC meetings without adequate notice, the costs incurred for accommodation and catering associated with that Trustee are still billed to Islands Trust as we cannot recover these costs for late cancellations. Currently, these costs are paid for by the organization and not recovered in any manner from the absent trustee(s). This results in average added costs to Islands Trust of approximately:
 - \$160/night + taxes = \$187/night for accommodation for meetings on Vancouver Island
 - \$140/day + taxes/gratuity = \$168/day for catering for meetings on Vancouver Island
 - \$165 - \$240/day + taxes = \$193 - \$289/night for accommodation for meetings in the Trust Area
 - \$130/day + taxes/gratuity = \$156/day for catering for meetings in the Trust Area.

The above costs are average costs based on recent meetings in each area. Actual costs fluctuate depending on the meeting locations and time of year.

Option 2: Charge Missed Meeting Costs back to Trustees

2A – Charge a portion of costs for accommodation and catering back to the absent trustee

Trust Council may determine that a set percentage of actual costs incurred will be charged back to trustees (i.e.: 50%, 75%, etc.). The amount would fluctuate each Trust Council based on actual costs incurred.

2B – Charge 100% of accommodation costs and catering back to the absent trustees

Trust Council may determine that 100% of actual costs incurred will be charged back to trustees. The amount would fluctuate each Trust Council based on actual costs incurred.

Option 3: Charge a Predetermined Flat Fee to Trustees

Trust Council may determine a flat fee that trustees are charged for each missed meeting, regardless of actual costs incurred by the organization.

Option 4: Reduce Absent Trustee’s Remuneration Related to Trust Council Work

TC's [policy on Trustee Remuneration](#) outlines the remuneration structure for trustees. This policy outlines that trustee pay is made up of four separately calculated amounts: 1 – Trust Council Base Amount; 2 – LTC Base Amount; 3 – Population Amount; and 4 – Folio Amount.

Section 2 of the policy speaks to the Trust Council base amount, as follows:

2. Trustee Remuneration will be calculated based on the sum of four factors:
 - 2.1 An amount for membership on Trust Council. This amount will be equal to the remuneration paid to municipal trustees and will be referred to as the "Trust Council Base Amount".

This amount is \$4,111/year, or \$1,028/quarter.

Trust Council may consider reducing or removing a trustee's Trust Council Base Amount remuneration for missing Trust Council meetings.

Implementing Cost Recoveries

Any cost recovery policy approved by Trust Council may be implemented by:

1. Requesting repayment directly from a trustees via e-transfer or cheque:
This is the preferred method of recovering costs or collecting fees. It is the simplest method of collection, and is the cleanest method of recovery for purposes of monitoring and reporting.
2. Deducting amounts owed to Islands Trust from trustee expense claims:
This can be difficult to action at many trustees do not submit expense claims if they do not travel from their LTA for Trust-related work.
3. Deducting amounts owed to Islands Trust from monthly trustee remuneration:
 - Reducing TC base remuneration – actioning this is fairly straight forward, trustees would simply not be paid for the work they did not complete (i.e.: attend TC meeting).
 - Deducting costs owed, or fees owed, from remuneration – wage garnishing by employers is permissible only with written consent of the person being paid. While Trustees are technically not 'employees', this standard may still be applicable. As such, this option could prove difficult to implement.

The nature of any approved cost recovery plan may influence how the recovery is implemented, but in general, direct reimbursement (number 1 in the list) is preferred for ease of monitoring and reporting on recoveries.

ATTACHMENT(S): None.

FOLLOW-UP: As directed by EC.

Prepared By: Director, Administrative Services
Reviewed By/Date: CAO/
EC/May 15, 2024



SUBJECT: 2025/26 BUDGET GUIDELINES

departmental budgets, guide capital funding, guide additional resourcing to advance the organization's strategic plan, and guide tax increases.

Specific examples from the District include the following:

- 2023 net departmental budget totals limited to 0% increase, exclusive of: existing personnel costs, core capital increases, non-discretionary increases.
- Resource requests for additional operating budgets (including one-time projects) and new personnel only to be considered for critical capacity issues, or where upfront investment will result in longer-term savings.
- Provision to be made for Corporate Information Technology replacement with the annual addition of \$X until annual sustained funding is achieved.
- The District will consider resourcing needs to continue implementation of the Climate Action Plan, the long-term staffing plan, initiatives from the 2019-2023 strategic plan.

Trust Council may reference these and other examples of budget guidelines to inform the kinds of guidelines it may wish to set in September for the 2025/26 budget. No action is required of Trust Council at this time.

ATTACHMENT(S):

FOLLOW-UP: As directed.

Prepared By: Director, Administrative Services
Reviewed By:

Select Operational Projects

Landuse Applications Portal

Islands Trust launched the Landuse Applications Portal on May 15, 2024 (using Cityview software). The launch of the new portal was funded via the Local Government Development Approvals Program. The aim of the program is to implement best practices and to test innovative approaches to improve development approval processes. Basic staff training has been completed. Advanced training is ongoing including how to generate various types of status reports.

Salt Spring Office Relocation

The Salt Spring Island Office has been given a 3-month extension to remain in its current location. The office lease will now be terminated effective October 31, 2024. Staff are currently in negotiations with potential new office locations. Upon successful negotiations a Request for Proposal will be posted for design and renovation of the new office space.

Planning Services Renewal

The Islands Trust is in the process of reviewing its administrative support service function and addressed a number of outstanding issues as previously reported. Examples of ongoing work includes:

- Harmonizing administrative practices between offices, and
- Strengthening internal cooperation between offices to share resources as needed.

The Meeting Administrator position was filled to centralize the electronic administration and minute taking of Local Trust Committee meetings. Funding for this position has only been approved for the current fiscal year. Staff will report back in September with an assessment and recommendations.

Regional Planning Committee Projects

Regional Planning Committee

The Regional Planning Committee (RPC) held an electronic regular business meeting May 24, 2024 (see agenda package [here](#)). The RPC advanced work on its three top priorities:

1. Implement the Housing Strategic Action Plan (HSAP)
 - Trust Council approved the HSAP in December 2023. The plan includes a detailed implementation plan which will be reviewed regularly at RPC with updates to Trust Council. The update included:

- Action #27 - Community Improvement Districts. RPC put further actions in abeyance regarding advocating to the province to provide access to infrastructure grants to Improvement Districts.
 - Action #4 – Communication Materials for Property Owners. RPC provided feedback on draft communication materials for property owners.
 - Action #7 - Consistent Definitions of Affordable Housing and other Housing-related Terms. RPC reviewed recommended refined housing definitions.
 - Next actions include updating Housing Needs Reports upon release of provincial guidelines, drafting a work plan for a roundtable session, and updating the suitable land analysis map.
2. Implement the Fresh Water Sustainability Strategy (FWSS)
- Trust Council received the FWSS in December 2021. Work on the FWSS has been ongoing since. The RPC requested staff to “draft an Implementation Plan that defines the roles and responsibilities of the RPC, Trust Programs Committee, Trust Council and key staff that is operationalized through multi-year work plans, budget requests, and program-specific implementation plans.” A draft of this work is anticipated in Fall 2024. Work continues on developing local trust area freshwater balances to inform current OCP amendment projects.
3. Bylaw Compliance and Enforcement Review
- The Regional Planning Committee reviewed a refined project charter and analysis of implementation options. RPC approved inclusion of a Local Trust Committee Bylaw Compliance and Enforcement Policy template. This addition to the project will provide greater clarity to each LTC on how to implement best practices and to direct bylaw compliance and enforcement activities within their local trust area.
 - A webpage for the Bylaw Enforcement project has been created and includes links to relevant documents, policies, and previous reports that can be easily accessed by the community. The page can be accessed from the homepage under ‘What’s Happening’ or from the individual LTC pages through the ‘Bylaw Compliance’ tab and via the following link: <https://islandstrust.bc.ca/island-planning/generalresources/bylaw-compliance-and-enforcement/bylaw-enforcement-review-project/>.
4. Other Regional Planning Committee work:
- Montreal Pledge COP15 Biodiversity Framework / Integrated Spatial Mapping. The RPC considered an updated RFD from a joint RPC/Trust Programs Committee working group now focused on pursuing Integrated Spatial Planning – one of the recommendation in the Montreal Pledge Framework. No decisions were made although the RFD that RPC considered was forwarded to Trust Council via Trust Programs Committee.
 - Engagement Framework. The RPC reviewed a draft Engagement Framework developed by the Regional Planning Team.
 - LTC Project and Applications Update. The RPC received reports on the current status of LTC and RPC projects and all applications.

Project Management

The current status of major and extraordinary LTC projects (projects over \$5,000) are listed in Table 1 below. The table includes RPC projects. Planning Services projects are management by members of the Regional Planning Team as per the above noted policies.

Table 1 Major and Extraordinary Projects

LTC	Major or Extraordinary Project Name	Project Phase	Current Status
DE	Housing Review	Analysis	On-going
GB	OCP and LUB Review	Consultation	On-going
HO	First Nations relationship	Pre-project	On-going
MA	Housing Options (phase 2)	Consultation	On-going
NP	Housing Review	Pre-project	Pending
SS	OCP/LUB Targeted Amendment	Analysis	On-going
SS	Complete Communities Grant	Analysis	On-going
SS	Water Sustainability	Analysis	On-going
SS	Ganges (Shiya'hwat / SYOW T) Village Area Plan	Pre-project	Pending
RPC	Housing Action Plan	Implementing	On-going
RPC	Freshwater Strategy	Analysis	On-going
RPC	Bylaw Enforcement Review	Analysis	On-going

Local Trust Committees are permitted one active minor project (Table 2). The exception is that the Salt Spring Island Local Trust Committee is permitted up to three active projects. The total funding available for all active minor projects is \$36,000. Funding has been fully allocated although this may change as completed projects update their expenditures.

Table 2 Minor Projects

LTC	Active Minor Project Name	Project Phase	Current Status
DE	Farming Regulations Review	Completed	Completed
DE	TUP Review	Initiated	On-going
GB	Ecological Protection Zone	Legislative	On-going
GL	Groundwater	Legislative	On-going
GM	OCP Review	Legislative	On-Going
GM	Keats Island Shoreline Protection Review	Legislative	On-Hold
HO	Community Heritage Register	Pre-project	Pending
LA	OCP/LUB Review	Analysis	On-going
MA	Minor LUB Amendments	Legislative	On-going
NP	Raptor nest DPA update	Drafting	On-going
SA	ALR exclusion	Completed	Completed
SA	Minor Housing Review	Analysis	On-going
SP	LUB Amendments	Consultation	On-going
SS	Housing Action Program - Implementation	Legislative	On-going
SS	Proof of Water	Legislative	On-going
TH	LUB Amendment - Unzoned Marine Area	Legislative	On-going

Current Planning (applications, referrals, and enquiries)

Planning Services opened a total 501 new applications in 2023/24. This is slightly less than the year before (513) and substantially down from the surge of applications received during the height of the Covid-19 pandemic (Figure 1). Overall, it was the fourth busiest year opening applications and the trend is expected to stay at the current level or to continue a slight decline until interest rates decrease.

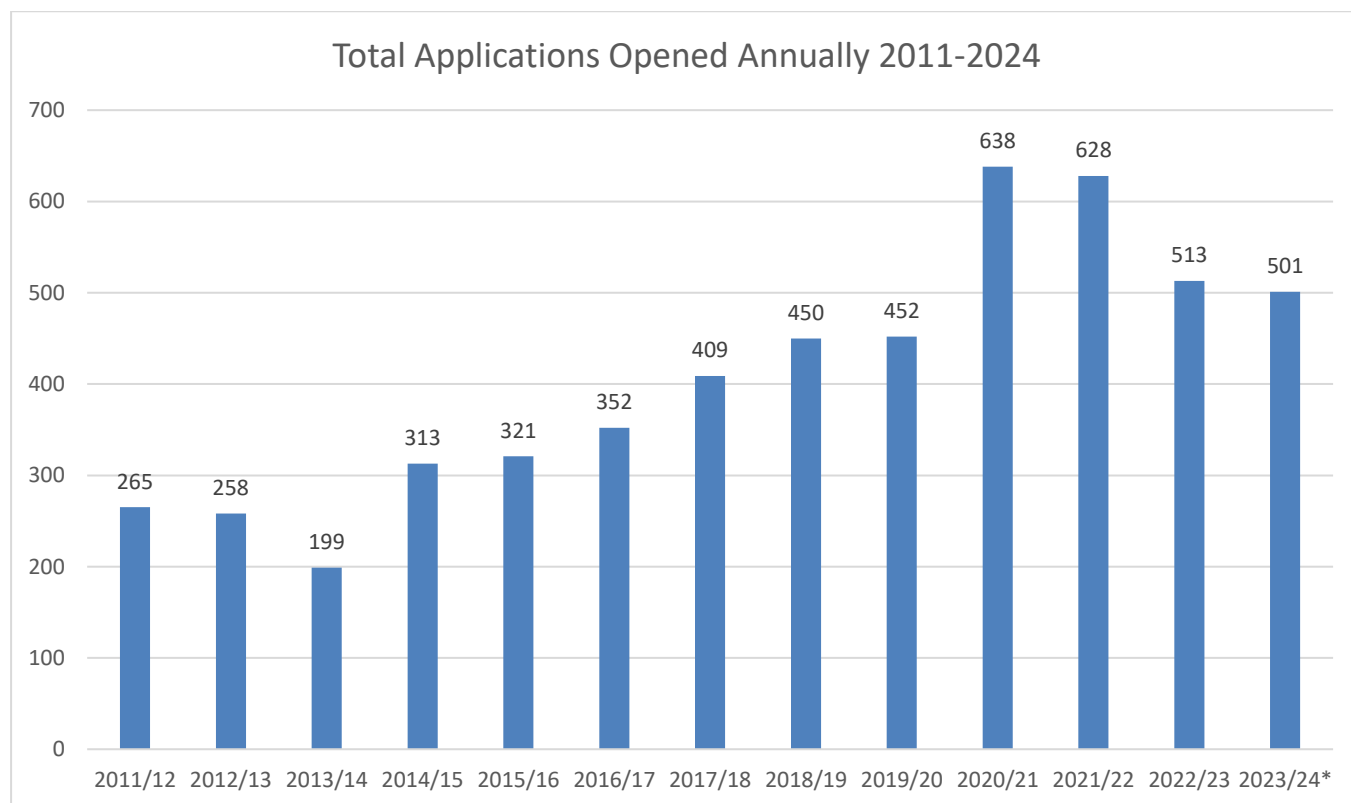


Figure 1 Total Applications Opened Annually 2011-2024

Planning Services opened 141 new applications and referrals in the fourth quarter (Q4) of the 2023/24 fiscal year (Figure 2). As can be seen in the trends, Q4 and Q1 (January – May) tend to be the busiest application seasons as applicants try to prepare for the dry building season.

Figure 3 shows applications opened in Q4 broken down by type and Local Trust Area. For clarity, the numbers listed in all figures indicate new applications and do not show the total number of current applications open or in abeyance.

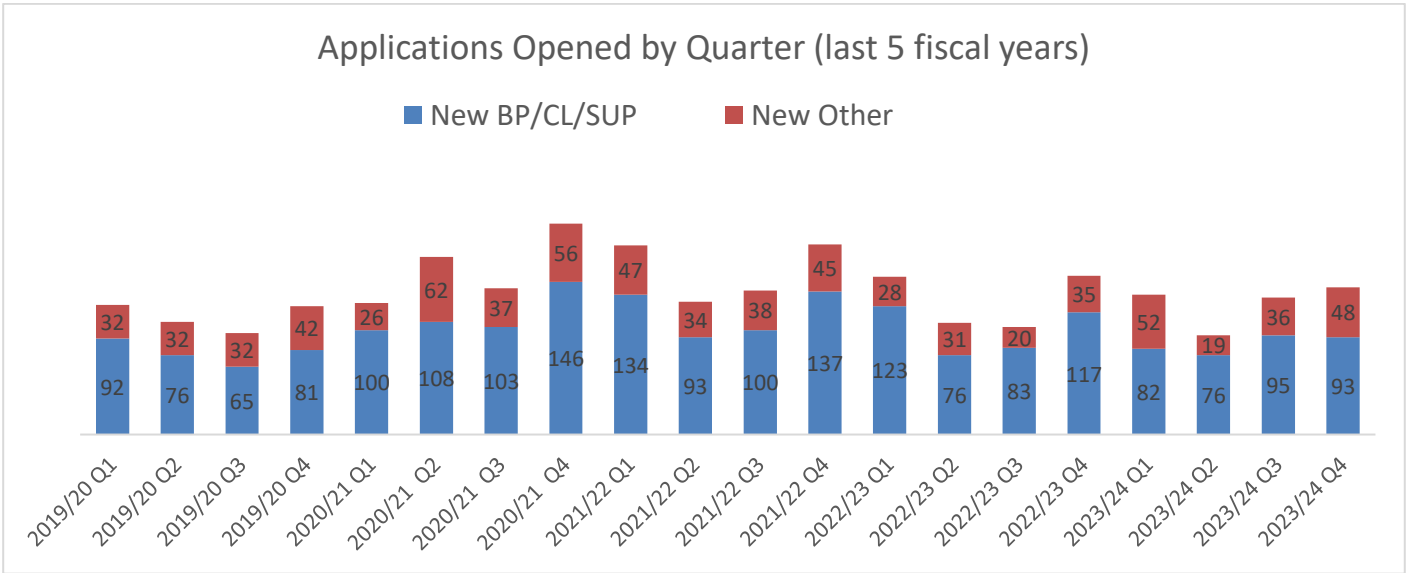


Figure 2 Applications Opened by Fiscal Quarter (last 5 fiscal years)

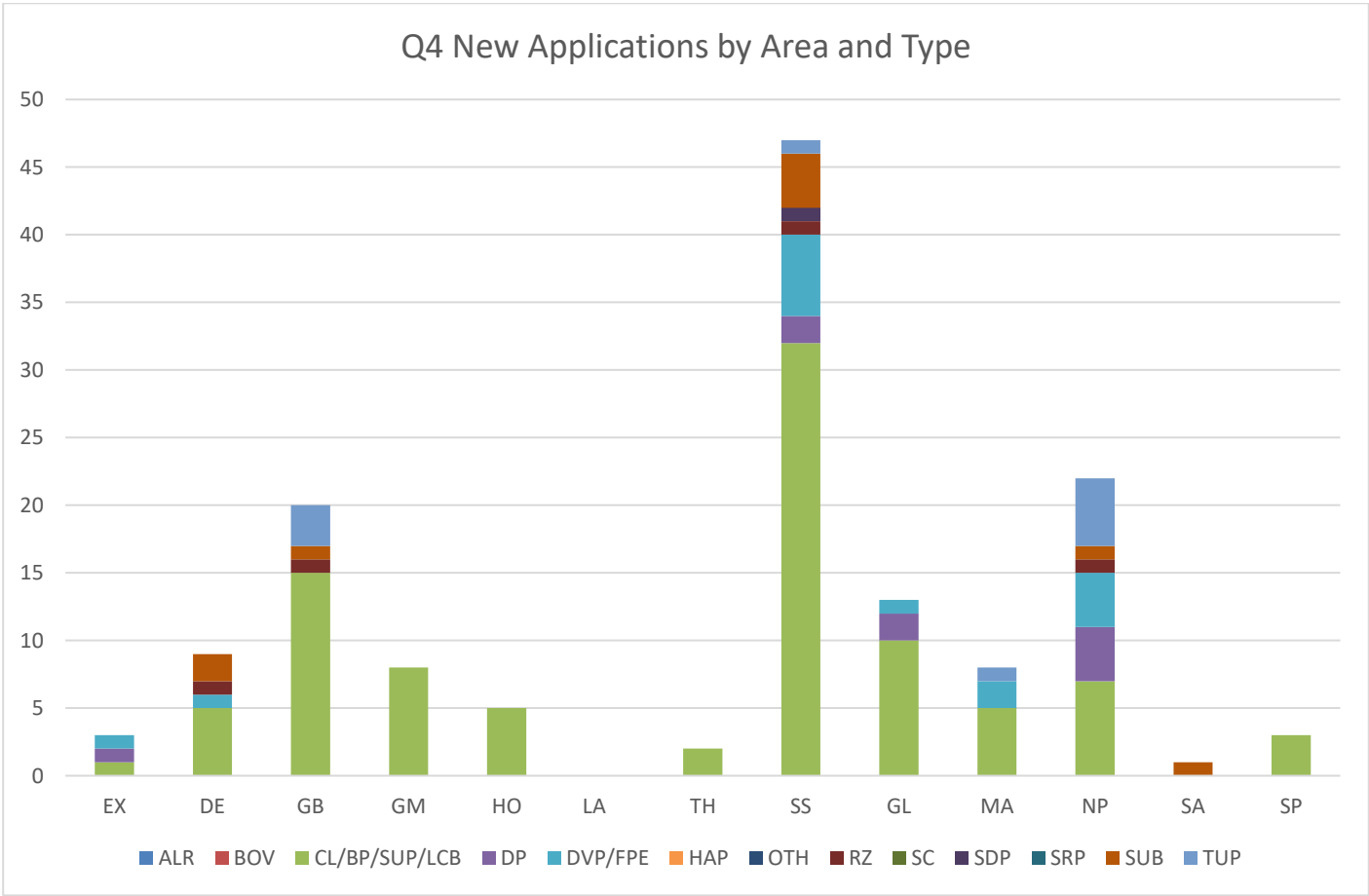


Figure 3 2023/24 Q4 Applications and Referrals by Area and Type

Legend	
ALR	Agricultural Land Reserve
BOV	Board of Variance
CL/BP/SUP/LCB	Crown Lease/Building Permit/Siting Use Permit/Liquor and Cannabis Board
DP	Development Permit
DVP/FPE	Development Variance Permit / Flood Plain Exemption
HAP	Heritage Area Permit
OTH	Other
RZ	Rezoning (includes OCP amendments)
SC	Strata Conversion
SDP	Soil Deposit Permit
SRP	Soil Registration Permit
SUB	Subdivision
TUP	Temporary Use Permit

Active Projects Report

Regional Planning Committee

1. *Bylaw Compliance and Enforcement Review*

RPC endorsed project charter and work plan Trust Council agenda.

Responsible

Anthony Fotino
Robert Kojima
Stefan Cermak
Warren Dingman

Dates

Rec'd: 13-Mar-2024
Target: 31-Mar-2025

2. *Implement the Housing Strategic Action Plan*

Strategic Plan Goal: Strengthen housing affordability throughout the Islands Trust Area

Trust Council Adopted Housing Strategic Action Plan on December 2023. Includes Implementation Plan.

Responsible

Anthony Fotino
Robert Kojima
Stefan Cermak

Dates

Rec'd: 12-Feb-2020
Target: 31-Mar-2025

3. *Implement the Fresh Water Sustainability Strategy*

Strategic Plan Goal: Protect quality and quantity of fresh water resources of the Trust Area

Feb. 16, 2024: RPC has requested staff to draft an Implementation Plan that defines the roles and responsibilities of the RPC, Trust Programs Committee, Trust Council and key

Responsible

Anthony Fotino
Stefan Cermak
William Shulba

Dates

Rec'd: 12-Feb-2020
Target: 31-Mar-2025

Active Projects Report

Regional Planning Committee

staff that is operationalized through multi-year work plans, budget requests, and program-specific implementation plans.

Strategic Plan item #2.4: FWSS-completed and presented to Trust Council in December 2021. A webpage devoted to implementation of the Freshwater Sustainability Strategy is being developed.

Strategic Plan item #2.5 - Map and develop water budgets for groundwater aquifers in the Trust Area. Grant funding to develop water budgets are still required for Hornby, Denman and Gabriola, Salt Spring, Thetis, Keats, Gambier and updates for southern gulf islands.

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.

Updated: Feb. 21, 2024: Strategic Plan item #2.2 - Map the extent of eelgrass and kelp beds throughout the Trust Area. Phase 1 of mapping received March 2023. Phase 2 mapping business case not supported by RPC due to funding concerns. RPC requested staff to develop a terms of reference if and when grant funding becomes available.

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).

Updated Feb. 21, 2024: Strategic Plan item #1.1: Model CDF Protection DPA. SS LTC developed communications materials but changed to Wildfire DP (which could protect some CDF). At present, no future work planned.

Future Projects Report

Regional Planning Committee

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.

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)

12-Feb-2020

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

5. *Strengthen housing affordability throughout the Islands Trust Area*

Responsible

Date Received

Future Projects Report

Regional Planning Committee

Implement the high priority actions outlined in the Affordable Housing in the Trust Area:
Strategic Actions for Islands Trust previously referred by Trust Council:

12-Feb-2020

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).

6. *Mitigate and adapt to climate change impacts*

Responsible

Date Received

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

8. *Develop healthy, resilient island communities*

Responsible

Date Received

Work on a suite of projects that will employ 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.

27-Apr-2023

Future Projects Report

Regional Planning Committee

9. *Strengthen Relations with First Nations*

Responsible

Date Received

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. At present, no future work planned.

21-Feb-2024



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 18, 2024

From: Trustee Morrison
Trustee Gauvreau
Trustee Borthwick

Date Prepared: May 24, 2028

SUBJECT: Governance Structure of the Islands Trust Working Group or Subcommittee

RECOMMENDATIONS:

While staff have recommended a single recommendation be put forth; there are two options provided for Recommendation 2 as it is dependent on the outcome of Recommendation 1 for which we are not going to predict the outcome.

Recommendation 1 – Clarification on the Responsibilities of the Governance Committee

That the Trust Council advise the Governance Committee to not advise Trust Council further on the framework of the Islands Trust Act and instead keep their work within the original Scope of Work intended for the Governance Review and its implementation.

Recommendation 2a – Recommendations to the Province on the Framework of the Islands Trust Act (if Recommendation 1 is carried)

- That the Trust Council authorize a voluntary working group of Trustees, First Nations representatives, and experts in environmental governance, be established to review options to the current structure of the Islands Trust in order to provide options to the Trust Council that could be forwarded to the Province.
- That the Trust Council authorize \$5,000 of support First Nations involvement in the governance structure working group.

OR (depending on initial conversation)

- That the Islands Trust request the Province to form a working group composed of Trustees, First Nations, and relevant Provincial appointees to review the structure of the Islands Trust and suggest recommendations for reform in light of reconciliation, increased population pressures, and the ecological well-being of the Trust Area.

Recommendation 2b – Recommendations to the Province on the Framework of the Islands Trust Act (if Recommendation 1 is defeated)

- That the Trust Council establish a voluntary subcommittee on the Framework of the Islands Trust Act, reporting to the Governance Committee, to review options to the current structure of the Islands Trust in order to provide options to the Trust Council that could be forwarded to the Province for consideration.

- That the Trust Council invite interested Trustees, First Nations representatives, and experts in environmental governance to participate in the subcommittee on the Framework of the Islands Trust Act.
- That the Trust Council authorize \$5,000 of support First Nations involvement in the subcommittee on the Framework of the Islands Trust Act.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

PURPOSE:

The purpose of this RFD is to ensure that we offer a response to the Province around the issue of the governance structure of framework of the Islands Trust in a way that is consistent with Provincial and Islands Trust commitments to reconciliation and ecological integrity (see Attachment 1 – Chronology for the various correspondence and decisions across the past few years on this issue).

This RFD is seeking to find an appropriate process by which we can start to dream of how the Islands Trust ought to be organized to best serve our mandate in light of reconciliation, ecological rights, and increased pressures across the Trust Area.

BACKGROUND:

Scope of the Governance Committee

The current Terms of reference for the Governance Committee are ([Attachment 5 of Policy 2.3.1](#)):

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 (*emphasis added*)
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

While both items #2 and #4 appear to indicate that the Governance Committee is tasked with any governance structure advice to the Trust Council, this was not the intent of all in forming this committee. Item #2 was thought by some to refer to internal governance and management issues and #4 was related to non Islands Trust Act legislation that may need reform to ensure our mandate is being met. However, not all interpret these items this way now, or possibly even when the Terms of Reference for the Governance Committee was established.

The Governance Committee was formed out of the Governance Review which was scoped intentionally to understand what could be done within the existing structure of the Trust. While the Governance Review did make some suggestions on overall governance, these were outside the agreed scope of the Governance Review ([Section 3.3; Scope of Work for Governance Review](#)):

Objectives of the Review

This review of the governance, management and operational structure will focus on the effectiveness of three key elements:

1. governance in determining the strategic direction of the organization,
2. planning services, and
3. advocacy activity.

To clarify, in respect of this review Governance represents the policies and processes by which the work of the organization is directed and managed, not the framework of the legislation which enables the authority and limitations on authority of the organization.

The mandate given to the consultants was restated in the Governance Review itself in this way ([p.5 of report](#)):

The mandate stipulated the Islands Trust Conservancy was outside the scope of the review. The mandate further stipulated that the Islands Trust Act itself was out of scope, but, in respect of governance matters, connections between challenges faced by the Islands Trust and the legislative framework under which it operates were matters for consideration.

However, this interpretation by the consultant was not consistent with the Scope of Work and therefore it was not a decision of Trust Council in creating the Governance Review to have such recommendations be considered. As the Governance Committee's mandate draws from this work through to its formation, the Trust Council will need to decide if issues of recommendations for changes in the Islands Trust Act that relate to governance structure are in or out of the governance issues to be considered by the Governance Committee (see Recommendation 1) as this is somewhat vague.

Process for Determining Suggested Changes to the Framework of the Islands Trust Act

In light of the expanding efforts of the Province of BC (DRIPA, November, 2019) and the Islands Trust (Reconciliation Declaration, March, 2019) to find ways towards truth and reconciliation, and given that the [BOŶĖĖEN \(Pauquachin\) First Nation](#), [Cowichan Tribes](#), [K'ómoks \(Comox\) First Nation](#), [Lyackson First Nation](#), [MÁLEXEŁ \(Malahat\) Nation](#), [Qualicum First Nation](#), [scəwəθən \(Tsawwassen\) First Nation](#), [səlilwətał \(Tsleil-Waututh\) Nation](#), [SEMYOME \(Semiahmoo\) First Nation](#), [shíshálh \(Sechelt\) Nation](#), [Skwxwú7mesh \(Squamish\) Nation](#), [Snaw-naw-as \(Nanoose\) First Nation](#), [Snuneymuxw \(Nanaimo\) First Nation](#), [Songhees Nation](#), [Spune'luxutth' \(Penelakut Tribe\)](#), [SŶÁUTW \(Tsawout\) First Nation](#), [Stz'uminus \(Chemainus\) First Nation](#), [łəʔəmen \(Tla'amin/Sliammon\) Nation](#), [Ts'uubaa-asatx \(Lake Cowichan\) First Nation](#), [Wei Wai Kum \(Campbell River\) First Nation](#), [We Wai Kai \(Cape Mudge\) First Nation](#), [WJOŁEŁP \(Tsartlip\) First Nation](#), [WSIKEM \(Tseycum\) First Nation](#), [Xeláltxw \(Halalt\) First Nation](#), [Xwémalhkwx \(Homalco\) First Nation](#), [Xwsepsum \(Esquimalt\) Nation](#), [xʷməθkʷəy̓əm \(Musqueam\) Nation](#), have territorial rights in the Islands Trust Area, and Indigenous organizations such as the [Hul'qumi'num Treaty Group](#), [Laich-kwil-tach Treaty Society](#), [Nanwakolas Council](#), [Naut'sa mawt Tribal](#), [Te'mexw Treaty Association](#), and [WSÁNEĆ Leadership Council](#), may be interested in issues of Islands Trust Governance, we must ask ourselves:

- How might First Nations and other Indigenous residents of the Trust Area want representation in the governance and decision making in the Islands Trust itself?
- What options might First Nations consider and wish to participate in more directly around the governance in the region that would meet the goals of long-term socio-ecological health for the Islands Trust Area?

Among the residents of the Trust Area there is growing unrest. This has taken a variety of forms. Some believe the Islands Trust is not adequately protecting forest ecosystems, groundwater, biodiversity, or marine ecosystems, particularly given the shifting climate. Others believe that the current land use permitting system is onerous, confusing, and unfair in some ways to support current needs of residents, manage appropriate housing options, or maintain rural character of the islands. Still others are

frustrated by the costs of applications and related studies and a lack of coordination between levels of government that allow for clarity when trying to accomplish shifts in land use or activity, either for community benefit or for relatively small technical issues. We are hearing questions such as:

- How can the Islands Trust meet the basic goals of protecting the “unique amenities and environment” of the Trust Area in our current era of increased development pressures, growing populations in the region, and shifting climate without making the Trust Area too expensive for working people to reside in?
- How are we balancing environmental protection with meeting the needs of our communities?
- How is local voice being heard and acted upon in governance issues that impact residents?
- Why is it so confusing to figure out how to navigate human activity across the multiple layers of governance? How can it be simplified?
- Why are there clear violations of existing Islands Trust permits or bylaws that are not enforceable or enforced? Why bother having permits or bylaws in such a situation?

Finally, if the Trust Area is truly for the benefit of “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” then a few other questions arise such as:

- Why is the governance of the Trust Area dependent only on locally elected officials when it is meant to benefit all British Columbians?
- Why is the vast majority of the cost of the Islands Trust, including the Conservancy, born primarily by the roughly 31,000 residents instead of spreading across the Provincial tax base?

We live in a different world today than we did in at the creation of the Trust Area and in this 50th year of the Islands Trust it is now time, in fact it is long overdue, to review our governance structure. However, we are not governance experts; we are locally tuned representatives that while we should be included, we cannot be the only voices at the table in such work. Indeed, First Nations and Indigenous residents of the Trust Area must be involved. Additionally, we could also be informed by consultants such as Great Northern Consultants, who have been involved in other scales of review on our governance over the years. What is clear, is that the Islands Trust cannot – and should not – envision new governance structures for itself without involvement of First Nations and appropriate governance expertise.

Subcommittee or Working Group on the Framework of the Islands Trust Act

A last note of clarification on subcommittees. While select committees have an established policy ([Policy 2.3.1](#)). We can form a subcommittee or working group, at the discretion of Trust Council, and it does not need to be staffed if it provides reporting back to an established Committee eg. The Executive Committee or the Governance Committee, and is below quorum. There is a precedent for this, working groups of Trustees met throughout the 2019-2022 work on the Trust Policy Statement in order to provide multiple strands of Trustee thought without exhausting the entire Committee in this complex project and reported to the Trust Program’s Committee which then deliberated on the diverse ideas presented to determine what might be included. There was some staff support in these meetings but the requirement to include it is not clear as the work of a subcommittee or working group is not to make decisions of any kind but instead provide information and ideas. A Trustee, selected from the working group membership, could act as notetaker, helping to document the diversity of thought generated in these spaces.

Considering governance changes to the Islands Trust Act is a largely political and research oriented task that is well suited to consideration by interested Trustees. The work of the subcommittee or working group would be to uncover research related to other relevant jurisdictions’ governance structures and provide discussion briefs for consideration by relevant Committee or Council members, all in support of improved decision making to respond to the Province around possible changes to the Islands Trust Act. Staff could participate if interested, and conversations with others could add to relevant information being considered. A core participant of such idea generation must be First Nations and Indigenous

residents across the Trust Area. This RFD is asking Trust Council to ask the Province to step up and make right, historical wrongs by considering effective and just governance that allows sustainable and diverse communities to thrive in ecological balance within the Trust Area.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

No immediate organizational implication as this is political level work that would need to come back to Trust Council for review regardless of what is discussed in the subcommittee or working group so needs no formal meeting support.

FINANCIAL:

There may be no financial implication for the much of the subcommittee given that this work will need to be voluntary as it is outside the scope of the Trust Council to design Provincial legislation. Staff that wish to participate in this work would have to do so as part of an established role they have already within the Trust that is currently funded; the CAO will need to consider how to include interested staff based on a balancing of other strategic objectives.

We should ensure funding for First Nations collaboration and that could be drawn from the recent money from the Province for reconciliation efforts. Additionally, the Province itself may be directly funding this work depending on the decision of the Trust Council. Trustees may have to volunteer their time into this effort regardless of which option is chosen.

Some communications costs in media release.

POLICY:

No immediate policy implication as this will be brought back to Trust Council prior to any further action being taken.

IMPLEMENTATION/COMMUNICATIONS:

There should be a press release drawn up quoting the motion chosen and naming how we are seeking to improve Trust governance in light of DRIPA and the shifting pressures on the Trust Area.

FIRST NATIONS:

Substantial implications for First Nations and Indigenous Peoples will result from this RFD and as such there needs to be careful thought given on how to most equitably invite advisors or input from First Nations and the Indigenous Peoples into the work.

OTHER:

RELEVANT POLICY(S):

- Islands Trust Act – Section 8
- Trust Council Policy 2.3.1 Council Committee Systems
- Trust Council Policy 6.1.1 First Nations Engagement Principles

ATTACHMENT(S):

1. Chronology

RESPONSE OPTIONS

All response options are considered at the top of the document.

Prepared By: Trustee Morrison

Reviewed By/Date: Executive Committee/June 5, 2024

Attachment 1. Chronology

March 12, 2024, Governance Committee named “Response to the Province” as an “Urgent and High Priority” aspect of their draft work plan to Trust Council and it was accepted by general consent.

January 15, 2024 – Governance Committee added “response to province” as “Urgent and High priority”

December, 2023, Governance Committee named “management/structural review” as an “Urgent and High Priority” aspect of their draft work plan in report to Trust Council.

November 13, 2023, Based on discussions within the Governance Committee on November 9, 2023, Trustee Boland prepared an RFD for the December Trust Council entitled, “Convene a “Committee of the Whole” meeting of all trustees before Jan 15th 2024” with the purpose of providing time for trustees to collectively reflect on the [Governance Review](#) and suggest response to Minister Cullen’s letter of September 2022. This RFD did not make it on the TC agenda at a decision of the EC.

November 9, 2023, Briefing to the Governance Committee by the CAO entitled “Referral by Trust Council to Governance Committee of a request to the Minister for a review of the Islands Trust”. This brief named that staff are waiting political direction from the Governance Committee as per the motion from the September Trust Council meeting.

September 26, 2023, Briefing to Trust Council entitled “Request for a Provincial Review of the Islands Trust” was reviewed.

TC-2023-062

It was MOVED by Trustee Patrick and SECONDED by Trustee Borthwick,

That Trust Council request the Governance Committee to recommend and draft a request to the Province to review Islands Trust.

June 6, 2023, Trustee Boland emailed CAO Hotsenpillar requesting that during discussion of the September agenda, we ensure that the motion of March 7 is considered to ensure time is made for this topic to be covered.

March 7, 2023, returned to Trust Council as agenda item 4.2.7., where the following resolutions were passed:

TC-2023-005 as amended by 006 and 007

That Trust Council directs 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

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

Note from Director Marlor: This resolution was in response to Minister Cullen response to the Provincial Review request from Trust Council dated September 23, 2022. There is a briefing on the March 2023 TC agenda with the response. Minister Kang was appointed between the receipt of the Cullen letter and this resolution.

February, 2023, At the second of the Governance Committee for the new term, members were asked to “examine the complete Governance Report including annexes and bring back notes and priorities for discussion at the next meeting “

These trustee notes may be found in [Governance Committee Agenda Feb 2023](#) pages 13 to 41:

GC Chair Gedye submission

Trustee Patrick submission

Trustee Peterson submission

Trustee Luckham submission

and in the [Governance Committee Addendum Friday Feb 10th 2023](#)

Trustee Stamford submission

Trustee Middleton submission

Trustee Bernardo submission

January 19, 2023, The first meeting of the new term’s Governance Committee (GC) meeting agenda item [11.2](#) was discussed and [11.2.1 \(scroll to 3:33:40 to hear recording\)](#) was forwarded to the February 10, 2023 GC meeting and received as information.

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.

December 7, 2022, Anne Kang appointed Minister of Municipal Affairs by Premier David Eby succeeding The Honorable Nathan Cullen. Minister Kang kept Minister Cullen’s December 14 meeting commitment with Executive Committee which was converted to a Zoom electronic format.

December 6-8, 2022, Trust Council’s [agenda package item 4.4](#) “June Trust Council Provincial Review Briefing” was considered and the following resolutions passed:

TC-2022-153

It was Moved by Trustee Peterson and Seconded by Trustee Gauvreau,
THAT item 4.4 (June Trust Council Provincial Review Briefing) be postponed to the March 2023 Trust Council meeting for consideration. CARRIED

TC-2022-155

It was Moved by Trustee Morrison and Seconded by Trustee Graham,
That Trust Council refer item 4.4 (June Trust Council Provincial Review Briefing) to the Governance Committee for discussion prior to the March 2023 meeting. CARRIED

Trust Council also elected Trustees as per the Terms of Reference for the Governance Committee for the new term.

Executive Committee’s meetings held November 19 (re: item 9.1.1) and November 23 (re: item 8.1.1.3) discussed meeting preparation re: Minister Cullen scheduled for December 14 to be held in-person.

EC-2022-152

It was Moved and Seconded,
That Executive Committee request staff create speaking notes for the minister's meeting around engaging with the ministry on the following topics: governance, housing authority, funding, and reconciliation. CARRIED

November 18-19, 2022, Minister Cullen’s response letter was included and discussed at [item 9.1](#) in Trust Council’s inaugural new term meeting agenda package and was followed by resolution:

TC-2022-133

It was Moved by Trustee Patrick and Seconded by Trustee Yates,
That Trust Council request staff to return the request for decision Provincial Review of Islands Trust for consideration to the December Trust Council meeting. CARRIED

November 1, 2022, Minister Cullen's office reached out, via email, to book a meeting with Executive Committee (the new term had yet to convene) which the current EC considered at its November 2, 2022, business meeting as late item 10.2. deciding to defer the item to the in-coming, new term Executive Committee.

October 15, 2022, Local Government Elections were held determining Islands Trust Council members for the 2022-2026 term. The new council was sworn-in November 17, 2022, where the new term Executive Committee elected.

September 23, 2022, Minister Cullen's response was received (See Attachment 2.): <https://islandstrust.bc.ca/document/minister-cullen-response-re-request-for-provincial-review-of-islands-trust/> The Minister did not want to respond fully as, *"the ministry wants to understand the perspectives and opinions of the newly elected Trust Council on the requested review"*

August, 2022, First meeting of the Standing Committee to oversee the implementation of the recommendations of the Governance Review. Now known as the Governance Committee.

July 8, 2022, Chair Luckham sent the [following letter](#) re: Request for Provincial Review of Islands Trust to the Minister of Municipal Housing, The Honorable Nathan Cullen (See Attachment 1.): <https://islandstrust.bc.ca/document/request-for-provincial-review-of-islands-trust/>

July 7, 2022, Executive Committee meeting, [late item briefing was received](#) for information at item 8.1.2.3., regarding Office of the Lieutenant Governor's Correspondence Guidelines ([scroll to 2:22:09 to review the recording](#)).

June 22, 2022, the Trustee sponsored request for decision (RFD) was considered on Trust Council's June meeting agenda ([see pages 392-394](#)) as item 9.1., "Provincial Review of Islands Trust" ([scroll the slider to 6:48:50 to view the recorded discussion](#)). Summarized in Trust Council's (TC) business decision highlights published the following week, [these resolutions were passed by TC at its June meeting with regards to item 9.1., RFD.](#)

TC-2022-071

It was Moved by Trustee Brent and Seconded by Trustee Colbourne,
That Trust Council request the Lieutenant Governor in Council for the Province of British Columbia to conduct a review of the Islands Trust's mandate, governance and structure.
CARRIED

TC-2022-072

It was Moved by Trustee Colbourne and Seconded by Trustee Brent,
That the Islands Trust Chair, on behalf of Council, submit a letter to the Lieutenant Governor in Council making the review request under Section 8(2)(e) of the Islands Trust Act that outlines the potential scope of a review, including, but not limited to:

- a. An assessment of the optimum governance model to preserve and protect the Trust area pursuant to the Province's vision for the future of the Trust area.
- b. The object of the Islands Trust Act and clarification of the mandate of the organization.
- c. The governance structure of the organization.
- d. The alignment of decision-making processes and structures with the Declaration on the Rights of Indigenous Peoples Act.
- e. The geographic scope of the organization and in particular authority over marine areas.
- f. The funding mechanisms provided to the organization in light of a clarified mandate.

CARRIED

June, 2022, Review and Implementation of the Recommendations of the Governance Review were discussed by Trust Council. [Agenda for Trust Council June 2022](#), Briefing from EC via CAO - Pages 80 to 87. A standing committee was established to oversee implementation of the recommendations. Council committee policies were amended to enable this new standing (Governance) committee.

June 8, 2022, a trustee RFD asking the Province to conduct a provincial review of “Islands Trust” first appeared as [item 7.6.1 on Executive Committee’s June 8 agenda package](#) for consideration to forward to Trust Council’s June 2022 quarterly meeting including late correspondence received in support of the RFD.

March, 2022, Receipt of Governance Review - Session Outline and Intro - Page 32, [Agenda for TC March 2022](#). CAO briefing on Page 33, Governance Review Report - Page 34 – 105 or here [Governance Review Report Final February 2022](#). PowerPoint Presentation by Great Northern Management Team made but not clear where this file resides in the public facing files.

December, 2020, Trust Council agreed to fund a Governance Review (\$75,000). Following a BC Bid exercise Great Northern Management were appointed to the project. The work envisaged was an internal review of the Islands Trust governance and management as described in the RFD and the Scope of Work. [RFD Islands Trust Governance and Management Review 2021](#) and [Scope of Work: Governance and Management Review of the Islands Trust. January 25th 2021 \(Staff was unable to locate the non-Draft labelled SOW\)](#). A select committee was established to steer and facilitate the work of the Great Northern Management team. This select committee was dissolved once the report was received by Trust Council in March 2022.



TRUSTEE REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 18, 2024
From: Trust Programs Committee **Date Prepared:** May 22, 2024
SUBJECT: Recommendations for Trust Council's Strategic Plan – Integrated Spatial Planning Approach

RECOMMENDATION: That Trust Council request staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process, and report back with recommendations by August 2024.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: This trustee-developed request can inform selection of priorities within the strategic planning process.

1 PURPOSE:

To present specific recommendations for inclusion in Trust Council's strategic planning process.

2 BACKGROUND:

This recommendation to request advice from staff is the product of over a year of discussion and advancement among Trustees:

Mar 2023 Trust Council received a delegation from Gulf Islands Alliance
Mar 2023 In response, Trust Council requested advice from committees on impacts
May 2023 Trust Programs Committee discussed, formed working group, invited other Trustees
Nov 2023 Trust Programs Committee discussed and advanced Trustee briefing to Trust Council
Dec 2023 Trust Council requested details for inclusion in the strategic planning process
Feb 2024 Trust Programs Committee requested specific recommendations from Trustee working group by the following resolution:

That Trust Programs Committee refer the report "Montreal COP15 Biodiversity Framework and potential impacts for the work of Islands Trust" back to the working group for specific recommendations.

Since then, Trustee Fast has been further involved in marine spatial planning in Átl'ka7tsem / Howe Sound (<https://howesoundguide.ca/gac/>), and has spoken to various experts. They confirmed an answer to the main question discussed in February 2024 at the Trust Programs Committee meeting, "How is 'Integrated Spatial Planning' different from what the Islands Trust does now?":

- it's dynamic, focused on trends and what is changing, and requires frequently-updated maps and information
- objective-oriented, focused on a purpose
- science-oriented

The hunt for a graphic to share with Trustees was on. This diagram illustrates the differences most clearly, from <https://indigenousoceans.ca/en/marine-spatial-planning/>:

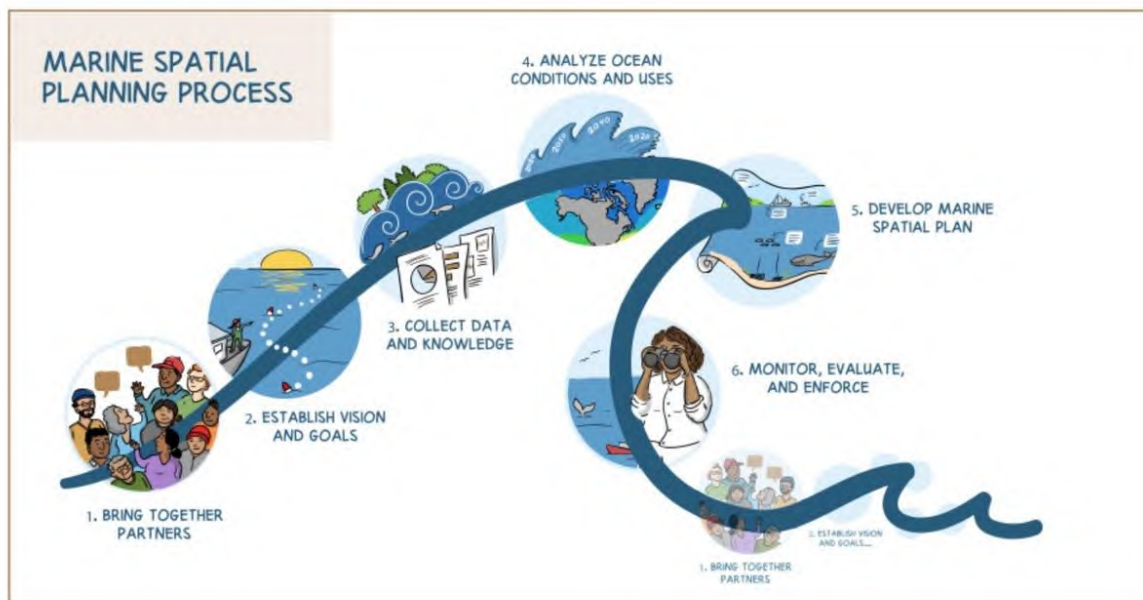


Figure 1: Marine Spatial Planning Process illustration retrieved from National Indigenous Fisheries Institute website: <https://indigenousoceans.ca/en/marine-spatial-planning/> on May 7, 2024.

More details are available at the website, hosted by the National Indigenous Fisheries Institute. The marine spatial planning page illustrates an alternative to the usual land use planning processes we are so familiar with on our islands. Salish Sea is mentioned, and the results of a Nanaimo session under the engagement menu might also be of interest to Trustees.

Of course, this is marine spatial planning, starting almost from scratch without many maps let alone plans. Terrestrial spatial planning inspired by the marine version has just been launched for Átl'ka7sem / Howe Sound (<https://www.howesoundbri.org/oecm-projects/2023/terrestrial-atlas>). These graphics and links may assist trustees to envision what an Integrated Spatial Planning process on land might be like, and whether it would be valuable to ask staff for options for including it in Trust Council's strategic planning process.

In the briefing in the December 2023 Trust Council agenda, most working group members agreed that Target 1 about Integrated Spatial Planning was most applicable to the Islands Trust. Trust Council responded by asking for specifics, see pp. 30-36 of <https://islandstrust.bc.ca/document/trust-programs-committee-regular-meeting-agenda-14/>, which includes, "The Islands Trust has already recognized that it needs better spatial planning tools, as have local governments in B.C., Canada and globally. Integrated spatial planning is at the heart of "revealing pathways to achievement of multiple nature-based goals at once", which is what the Islands Trust attempts to do in all land use planning decisions."

Trustee Fast drafted this specific recommendation to request advice from staff. Travel, Trust Policy Statement business and tight timelines precluded input from other Trustees in the working group, but responses were supportive and none were negative.

Target 3 about registering protected places for the 30% by 2030 goal is already being done. Islands Trust Conservancy sends an annual update to the BC NGO database, which is then wrapped into the Canadian Protected and Conserved Areas Database. So no additional specific recommendation is needed.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Staff time to staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process

FINANCIAL: None.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff to develop a report for Trust Council about explore options for including an Integrated Spatial Planning approach within the strategic planning process

FIRST NATIONS: Exploring options for including an Integrated Spatial Planning approach within the strategic planning process may reveal opportunities to work with First Nations.

OTHER: None.

4 RELEVANT POLICY(S): Priority Setting/Review Guidelines Policy 6.2.1

5 ATTACHMENT(S):

None

RESPONSE OPTIONS

Recommendation:

That Trust Council request staff to explore options for including an Integrated Spatial Planning approach within the strategic planning process, and report back with recommendations by August 2024.

Alternative:

Other options as determined by Trust Council.

Prepared By:

Trustees Elliott, Fast, Patrick and Smith

Reviewed By/Date: Trust Programs Committee, May 22, 2024

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 18, 2024

From: Trustee Boland

Date Prepared: May 28, 2024

SUBJECT: Ex-Officio members of Council Committees to be Non-voting.

RECOMMENDATION:

That Trust Council request Staff to amend Trust Council Policy 2.3.1 [Council Committee Systems], by replacing section B.8.4 it in its entirety with “8.4 Ex-officio members of Council Committees and select committees, shall be non-voting members and shall not be included in determining quorum of a meeting”.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

1 PURPOSE:

To address the confusion that exists around the exact nature and authority of an ex-officio position.

2 BACKGROUND:

Summary:

An ex-officio position comes about when a member of a body (a committee) becomes a member of that body by virtue of holding another office.

There has been some confusion about the exact status of “ex-officio” members of Trust Council’s committees. This has been clarified by Director, legislative Services. Currently “ex-officio” allows voting unless prohibited.

This is the case with the Chair of Trust Council when he participates in many of the Islands Trust committees. In his ex-officio capacity, the Chair may not vote. (Per Section B.8.4, Policy 2.3.2, Council Committee System and Terms of Reference).

In establishing the Governance Committee there was a deliberate choice made at Trust Council to break with past practices and policies with respect to establishing committees. The Governance Committee (GC) was asked, with staff, to draft the policy changes to enable that change to be sustained – i.e. that the seven voting members for GC be elected.

At the first Governance Committee (GC) meeting two ex-officio positions were included and it was discussed and decided that both of these positions would be non-voting. This was not reflected in the policy amendment presented.

The status of “non-voting” with respect to the ex-officio members was omitted in the adopted policy amendments. (Contributory factors were a lack of understanding among trustees of the exact meaning of “ex-officio”, and the fact that the Chair as ex-officio was already known to be non-voting per policy).

Director Marlor has advised that the simplest approach to addressing this general issue is the proposed changes to policy.

Details with respect to GC:

The GC was formed by Trust Council (TC) in June 2022 as a first response to the Governance Review Report.

[Agenda and Highlights for TC of June 21st to 23rd 2022:](#)

- Tuesday June 21st: establishment of the GC
- Thursday June 23rd: election of seven trustees to the GC

The election of seven trustees from across Trust Council was a deliberate choice to break with past practices.

From the TC Highlights:

*“Trust Council establishes new standing committee: A new Governance Committee was formed by Trust Council with seven elected members who will begin work in the coming months on a term of reference, **associated policy** and next steps. This body will review and consider recommendations from the recent Governance Review report, 2022 and recommend changes to Trust Council for consideration”*

At the subsequent inaugural GC meeting on July 29th 2022, amendments to the existing policies that were needed to support the GC, were discussed.

[Governance Committee July 29th 2022 - Details.](#)

The discussion ([Recording](#) timestamp 1.28 to 1.45 mins) results in a recommendation that there be 2 ex-officio, **non-voting**, members in addition to the seven elected. Several trustees, the Director of Legislative Services and the CAO, spoke specifically of the non-voting status of the ex-officio members and reference the fact that the composition of the GC (seven elected trustees), was decided by Trust Council.

The minutes reflect that discussion and the recommendations.

[Minutes of the July 29th 2022 Governance Committee](#)

Section 6.2, Page 3.

“6.2 Amending of Trust Council Policy 2.3.1 Council Committee System – RFD.....

The Governance Committee discussed recommending the following amendments to Policy 2.3.1:

*The inclusion of two **non-voting** ex-officio members to the Governance Committee 1.) the Trust Council chair 2.) an elected trustee from the Islands Trust Conservancy board,*

GC-2022-006

It was Moved and Seconded,

THAT staff be directed to draft amendments to Trust Council Policy 2.3.1, Council Committee System, incorporating any changes to the policy recommended by the

Governance Committee and that the policy be returned to the Governance Committee for subsequent referral to Trust Council for approval, as amended.
CARRIED “

Unfortunately, the draft policy amendments presented to the following GC on Sept 2nd 2022 for consideration and subsequently to TC on Sept 21st for adoption, did not describe the ex-officio members as non-voting although that was the clear intention of the recommendation by GC.

[Agenda Governance Committee Sept 2nd 2022](#)

Page 13.

This Request for Decision seeks to correct this instance by recommending a general update that will serve the entire committee system in this regard in future.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The status of “ex-officio” members of any council committee will be clearly understood to be “non-voting” supporting the desire of Trust Council to set different standards with respect to establishing council committees.

Ex-officio members of the Governance Committee become non-voting as was originally recommended.

No other existing committee will be affected – this would apply in future.

FINANCIAL:

There are no financial implications resulting from the recommendation.

POLICY:

Changes as desired by TC (June 2022) and GC (July 2022) and as described in the motion.

IMPLEMENTATION/COMMUNICATIONS:

The updated policy will be posted to the Islands Trust website.

FIRST NATIONS:

There are no First Nations implications resulting from the recommendation.

OTHER:

There are no other implications resulting from the recommendation.

4 RELEVANT POLICY(S):

Trust Council Policy 2.3.1 [Council Committee Systems]” Section B.8.4.

5 ATTACHMENT(S):

None

RESPONSE OPTIONS

Recommendation:

That Trust Council request Staff to amend Trust Council Policy 2.3.1 [Council Committee Systems], by replacing section B.8.4 it in its entirety with "8.4 Ex-officio members of Council Committees and select committees, shall be non-voting members and shall not be included in determining quorum of a meeting".

Alternative:

As directed by Trust Council.

Prepared By: Trustee Mairead Boland,

Reviewed By/Date: Executive Committee/June 5, 2024

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 18, 2024

From: Trustee Morrison

Date Prepared: May 24, 2024

SUBJECT: Dark Sky Principles Adoption Advocacy

RECOMMENDATION FOR IMMEDIATE ACTION:

1. That Trust Council communicate to all Local Trust Committees to notify Trustee Morrison of interest to collectively engage in conversations around Dark Sky Principles Adoption with relevant Regional Districts.
2. That Trust Council encourages Trustees to work with their communities to develop and build awareness of the principles of Dark Sky International and encourage voluntary adoption of the principles of Dark Sky International.

RECOMMENDATIONS FOR FUTURE CONSIDERATION:

3. The Trust Council clarify its jurisdiction to control nighttime illumination in all contexts within the Trust Area for Official Community Plan and Bylaw adoption and enforcement across the Trust Area.
4. The Trust Council adopt and promote the principles of Dark Sky International.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

PURPOSE:

To protect and promote public and ecological health, safety, and welfare, quality of life, and the ability to view the night sky.

BACKGROUND:

“Over lighting” from dusk on into the darkness is a growing problem as it interferes with/pollutes the night sky, poses an annoying and invasive nuisance to neighbours, is harmful to wildlife who depend on darkness, and is a waste of electricity. May come from freighters in the region or from residential, industrial, or other land use related lighting not directed at ground or properly shielded.

Critical considerations with resources:

- Night skies are an important natural resource requiring protection. Action is being taken across a variety of contexts and scales globally, many of which are simple to enact.
 - [Dark Sky International Principles](#)
 - [How can you help preserve the night sky?](#)
 - [Model Lighting Ordinance](#)
 - [Vancouver Bylaw 10.2.2.10 Lighting in Residential Buildings](#)
- Night skies promote healthy humans and wildlife.
 - [Let's Talk Science – Light Pollution](#)
- Within the Trust Area, action has also been taken.
 - Example of regulation: [Bowen Island Municipality Bylaw No. 272, 2010 re protection of night sky](#)

The outstanding question is: How can non-municipal jurisdictions of the Trust Area provide protection for Night Skies?

Some regulation may be considered around:

- External lighting of buildings, gardens and driveways that is left on all night.
- External lighting of any building or grounds when it is not downward cast.
- Indoor lighting in accessory buildings not shaded that is left on during some or all of night.
- Indoor lighting of residences facing neighbouring residences that is not shaded.

Such regulation might involve regulation on:

- the type of lighting that is appropriate (e.g. energy efficient),
- the strength of light (low lighting versus high wattage lighting)
- the direction of lighting so as not to throw light off to neighbours or animals (e.g. downward cast)
- the length of time for certain types of lighting to be used (to depend on purpose with a view to limiting unnecessary or excessive accessory uses in particular), and
- means of enforcement of any regulations

In our role as a coordinator of jurisdictional overlapping authorities within the Trust Area, we need to get into conversation with multiple levels of government on this issue to provide clarity and enforcement on this issue as desired within communities and to support the mandate of preserving and protecting the unique amenities and environment of the Trust Area.

IMPLICATIONS OF RECOMMENDATION:

ORGANIZATIONAL:

FINANCIAL:

POLICY:

IMPLEMENTATION/COMMUNICATIONS:

FIRST NATIONS:

OTHER:

Circulated to MLA Adam Olsen and MP Elizabeth May.

RELEVANT POLICY(S):

ATTACHMENT(S):

RESPONSE OPTIONS

Recommendation:

Alternative:

Prepared By: Trustee Morrison in consultation with and at the request of community members.

Reviewed By/Date:

From: KEES LANGEREIS <[REDACTED]>
Sent: Thursday, May 2, 2024 1:14 PM
To: Executive Admin
Cc: MUNI Minister
Subject: Islands Trust-concerns about section 3
Attachments: Former Trustees - Concerns About Sec. 3.pdf

To the Executive Committee of the Islands Trust.
Sending on behalf of the signatories to the letter.
Please find attached a letter from 34 former Islands Trust trustees. We respectfully request that it be included on the June 2024 Trust Council meeting agenda for consideration.
Thank you.
Sincerely,

Kees Langereis
Gabriola Island
[REDACTED]

May 2, 2024

To Executive Committee and Trust Council of the Islands Trust

As former Islands Trust trustees from various islands in the Trust Area, we are writing to inform you of our concerns regarding Trust Council's intention to broaden the meaning of the words 'unique amenities' in Section 3 of the Islands Trust Act (the Object). The spirit and intent of those words seem unmistakable in light of the 1986 Ministry of Municipal Affairs/Islands Trust "Position Paper; The Object of the Islands Trust: Renewing the Consensus", that specified a combination of many natural factors.

Following an in-camera meeting on September 26, 2023, it was reported that Trust Council had come to a "consensus" on how Section 3 of the Act that created the Islands Trust would (not 'should') be interpreted. What those conclusions were and how they had been agreed upon was not revealed. A silence, lasting almost four months, followed before the "[Islands Trust Council Highlights](#)" with a link to "[Trust Council's consensus statement](#)" was officially released on January 18, 2024.

It was then that the details of Trust Council's conclusion were revealed to the general public. 'Unique amenities' were to include, "but not be limited to, housing, infrastructure, livelihoods, and tourism". How and by whom these four categories were identified and selected for inclusion is not mentioned.

Apart from consideration of legal opinions, we question the propriety of holding this discussion during an in-camera meeting. We have heard different explanations of how Council's decision was arrived at - from staff, the Executive Committee, and from trustees. These contradictory responses are problematic and confusing. There is no evidence of a motion being passed by Council which would provide a record of Trust Council's approval for the addition of these items under the umbrella of 'unique amenities', or how individual trustees voted. It would have been helpful knowing whether this "consensus" was reached by referring to the 1986 Ministry of Municipal Affairs/Islands Trust "[Position Paper; The Object of the Islands Trust: Renewing the Consensus](#)" and the 2021 "[Discussion Paper: The Islands Trust Object: Past, Present and Future](#)".

These additional categories, now identified as 'unique amenities', are not unique to the Trust Area. Further, housing, infrastructure, livelihoods, and tourism are services provided by regional districts and government agencies. More alarming, this expansion and interpretation of 'unique amenities' has the potential of influencing or compromising environmental policies. The Trust is limited to regulating land use in

order to preserve and protect the natural environment and rural character of the Trust Area for all residents of BC, a duty specific to its intended purpose and function as a "trust".

How will this new interpretation of 'unique amenities' influence Trust Council as it embarks upon a review of the Trust Policy Statement? Will this decision result in environmental policies being compromised or excluded to facilitate development?

Pertinent and fundamental questions have been raised by numerous individuals and groups regarding both the process and the conclusions of that process over the course of the past six months and, as of this date, none have been addressed by the Chair of the Islands Trust Council.

We believe the credibility of the Islands Trust's promise of a transparent and open public process has been hurt by the manner in which this decision was reached, the lack of a rationale for this decision, and the lack of information provided.

We ask, therefore, that the Chair make a public statement with full disclosure of why the interpretation was not made in an open meeting, how a "consensus", unanimous or not, was arrived at, the reasoning used to arrive at this interpretation of the words 'unique amenities' and how this interpretation will influence the Trust Policy Statement review.

Sincerely,

Nerys Poole, 2008-2011 (Bowen Island) [REDACTED]

John Rich, 1976-1984 (Bowen Island) [REDACTED]

Kim Benson 1993-2008 (Gambier Island) [REDACTED]

Harlene Holm, 1978-1984 (Denman Island) [REDACTED]

Roxanna Mandryk 1992-1996 (Denman Island) [REDACTED]

David Critchley 2014-2022 (Denman Island) [REDACTED]

Deb Ferens 2011-2014 (Gabriola Island) [REDACTED]

Gisele Rudischer 1996 to 2008, 2011-2014 (Gabriola Island) [REDACTED]

Kees Langereis 2018-2022 (Gabriola Island) [REDACTED]

Debbie Holmes 1996-99, 1999-2002 (Galiano Island) [REDACTED]

Tahirah Rockafella 2018-2022 (Galiano Island) [REDACTED]

Sheila Anderson 2002-2005 (Galiano Island) [REDACTED]

Sandy Pottle 2008-2018 (Galiano Island) [REDACTED]

Tony Law 1996-2005, 2007-2018 (Hornby Island) [REDACTED]

Barry Kurland 1986-1990 (Lasqueti Island) [REDACTED]
Peter Johnston 2011-2015, 2018-2022 (Lasqueti Island) [REDACTED]
Tom Weinerth 1999-2002 (Lasqueti Island) [REDACTED]
Jen Gobby 2008-2011 (Lasqueti Island) [REDACTED]
John Barrett 1982-1986 (Lasqueti Island) [REDACTED]
George Ravenscroft 1996-1999 (North Pender Island) [REDACTED]
Ben McConchie 2018-2022 (North Pender Island) [REDACTED]
Christine Torgimson 2008-2011 (Salt Spring Island) [REDACTED]
Peter Lamb 2005-2008 (Salt Spring Island) [REDACTED]
David Borrowman 1996-2002 (Salt Spring Island) [REDACTED]
Elaine Jacobsen 1986-1996 (South Pender Island) [REDACTED]
David Greer 2008-2011 (South Pender Island) [REDACTED]
Wendy Scholefield 2014-2018 (South Pender Island) [REDACTED]
Wendy Munroe 1984-1988 (South Pender Island) [REDACTED]
John Rumble 1996-2000 (South Pender Island) [REDACTED]
Cameron Thorn 2018-2022 (South Pender Island) [REDACTED]
Bruce McConchie 2014-2018 (South Pender Island) [REDACTED]
Liz Montague 2011-2014 (South Pender Island) [REDACTED]
Steve Wright 1982-1990, 1996-2000, 2018-2022 (South Pender Island) [REDACTED]
Doug Fenton 2018-2022 (Thetis Island) [REDACTED]

c.c. The Honourable Anne Kang, Minister of Municipal Affairs

From: [REDACTED]
Sent: Thursday, May 30, 2024 11:09 AM
To: Executive Admin
Subject: Draft Trust Policy Statement

Trustees;

We support the letter by the 34 former trustees (GI Driftwood - May 22nd 2024) and its criticism of the Trust Council in-camera meeting where a new definition of "unique amenities" suddenly appeared. Items like housing, infrastructure, livelihoods, etc, in other words, "all about human needs", which are a part and parcel of every municipality in Canada, have now supplanted the original Preserve and Protect philosophy of the uniqueness of the natural ecosystems that exist ONLY here on the Gulf Islands.

For over 40 years here on Salt Spring Island we have been self employed, raised sons, contributed to our community and stewarded our land (we have hundreds of calypso orchids) while strongly supporting the Island Trust and its original mandate. That dedicated support is rapidly vanishing as our current two Trustees (and previous two) have shown zero interest in the island's ecosystems (one is a logger) and we have observed that on other islands similar "people first and foremost" Trustees are being elected by focused, well financed campaigns and backed by pro development/Libertarian beliefs. This Trojan Horse method has obviously worked at the Trust Council and the tragedy is the truly unique amenities of Nature on the Gulf Islands have and will continue to pay the price. It is time for the Minister of Municipal Affairs to intervene, maintain the original Trust Act and maybe time to reconsider even having elected Trustees. Most would be far more useful just growing their own vegetable garden!

Yours sincerely,

Rick and Juliette Laing,

[REDACTED], Salt Spring Island.



Reference: 41145

June 4, 2024

VIA EMAIL: pluckham@islandstrust.bc.ca

Peter Luckham, Chair
Islands Trust Council

Dear Peter Luckham:

Thank you for your letter of March 25, 2024, regarding dock tenures in the Southern Gulf Islands. I am pleased to respond.

The Ministry of Water, Land and Resource Stewardship (WLRS) is responsible for private moorage policy and authorizations, under the *Land Act*, and the shared stewardship of natural resources in partnership with First Nations. I am pleased we have the support of Islands Trust in addressing cumulative impacts of private moorage in the Southern Gulf Islands.

As you know, the Province is working closely with Quw'utsun Nation on these efforts. We are similarly committed to engaging with all other impacted First Nations, the public, stakeholders, and local governments. We fully recognize success is contingent upon meaningful engagement of these groups, in a transparent and inclusive process.

I understand our *Land Act* Authorizations team have previously met regularly with Islands Trust Directors and Managers, to discuss private moorage applications and policy approaches. We are committed to resuming these discussions of the strategic work ahead.

The WLRS Land Use Planning and Cumulative Effects Division, who are leading the strategic work, with input from our Authorizations team and the Ministry of Indigenous Relations and Reconciliation, will reach out to your staff in this regard. I trust this opportunity to foster mutual understanding of our respective organizations' broad goals and objectives related to marine stewardship. Additionally, British Columbia will communicate our process and timeline, as well as begin establishing a mutually agreeable approach to collaboration.

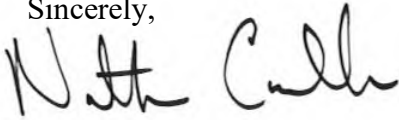
WLRS has also met with Rob Botterell to understand the concerns and interests of his network, "Dock Tenure Collaborative Partnership and Reconciliation Table", and to discuss an approach for their ongoing engagement.

Page 1 of 2

Peter Luckham, Islands Trust Council

Again, thank you for reaching out and I look forward to our ongoing collaboration.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Cullen". The signature is fluid and cursive, with the first name "Nathan" and last name "Cullen" clearly distinguishable.

Nathan Cullen
Minister

cc: David Muter, Assistant Deputy Minister, Land Use Planning and Cumulative Effects
Division

Jennifer Anthony, Assistant Deputy Minister, Permitting Transformation Division

Caitlin Dorward, Director of Strategic Initiatives, Land Use Planning and Cumulative
Effects Division



**Message from
The Honourable Anne Kang
Minister of Municipal Affairs**

Islands Trust 50th Anniversary – June 5, 2024

Thank you for inviting me to be a part of this exciting day to celebrate the 50th anniversary of the Islands Trust. I extend my gratitude to everyone at the Islands Trust, Council, the community and everyone who has played a role over the history of the Trust.

Today, you are doing more than celebrating an anniversary, you're celebrating the commitment to preserve and protect the natural wonder of the Gulf Islands, meeting the challenges of island life and creating opportunities to reconcile with local First Nations while confronting contemporary challenges head-on.

Although the people who work to serve their communities oftentimes remain unseen, they are still a foundation of healthy communities and ensure the islands' continued prosperity. This Islands Trust is an inspiring example of what we can accomplish when community, regional districts, the Province and local First Nations come together to serve the people and honour its wild places.

Congratulations on all that the Trust has achieved in reaching this milestone and in ensuring the people of the Gulf Islands have a dedicated group of public servants focused on preservation and protection, while fostering resilient and vibrant island communities and natural places.

Sincerely,

A handwritten signature in black ink that reads 'Anne Kang'.

Honourable Anne Kang
Minister of Municipal Affairs





TRUSTEES AVICC REPORT

To:	Trust Council	For the Meeting of:	June 18, 2024
From:	UBCM 2024 trustee attendees	Date Prepared:	May 31, 2024
SUBJECT:	AVICC Report: Trustees Elliott, Maude, Patrick		

PURPOSE: Provide Trust Council with an overview from trustees who attended the Association of Vancouver Island Coastal Communities (AVICC) convention held April 12-14, 2024 at the Victoria Conference Centre.

AVICC REPORT: TRUSTEES ELLIOTT, MAUDE, PATRICK

Overview (Trustee Maude)

Generally a valued and informative gathering with many networking opportunities. Highlights were the Friday housing session (see notes by Trustee Patrick), which broadly outlined the new legislation and impacts. However many repeated messages that the Islands Trust area was excluded (Bowen Island however was included). The Saturday Wildfire and abandoned boats workshops were well-curated with excellent presenters.

The Saturday Morning session on Shared Decision Making on Regional District Boards was perhaps the most valuable session in regard to direct relevance to the Trust. The perspective from both the Regional Districts and First Nations was very informative and gave broad concepts as to how this works and a vision as to how this could be adopted for the Trust.

It was disappointing that the Transportation Minister in his address made no reference to Roads or Ferries – he made broad references too many issues, but none specifically related to our island communities.

I was very pleased that our Resolution with regard to requesting the Province review the Guidelines and update the Manual on Composting Toilets and Greywater Management was endorsed and will be forwarded to the Union of BC Municipalities, and heard many positive comments over the weekend about this initiative.

housing, Housing, HOUSING (Trustee Patrick)

Short-Term Accommodation Act

Housing Ministry staff presented information on the Short-Term Accommodation Act.

- Announced that host and guest information, along with a definition of hotel will be released soon. On April 18, 2024, the province provided this information:
<https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals/information>
- Staff admitted that rental data is “crappy”.
- Acknowledge that bed and breakfasts are different from short term rentals, but the audience’s groan indicates widespread challenges.
- Enforcement of the principal residence requirement will be achieved through online methods.
- Gabriola and Bowen are the only LTAs to have opted-in to the STAA
- Local bylaws must enable short term rentals for the Act to apply.

BC Builds - Lisa Helps

- Launching a site to match zoned land with developers/proponents
 - low interest financing and grants
 - 80% units at market, 20% below market, operated by non-profits, First Nations dev corps, public entities
- Admitted that it is difficult to finance projects on septic systems, also not working with health authority on rainwater harvesting, nor amendments to BC Building Code
- BC Builds appears to be ready to assist with facilitating projects: Project Team is a “rocket ship” for supporting development and design of project
 - uses low cost land, low interest financing, grants, and speeds up project timelines to reduce how long it takes to build
 - Compared to how co-op housing was started out, initially was market housing but over time has become the most affordable option.
 - up to \$225,000 per unit for non-profits, First Nations dev corps, public entities to build
 - A. Gibsons project, New Commons Development and Sunshine Coast Affordable Housing Society: 33 units + childcare for 24 spaces, preschool daycare and before and after school care (added on after 3 months)
 - B. North Vancouver catalyst community development society: finance 100% of the building 3 story neighbourhood house, then 15 stories above of housing
 - C. Cowichan Tribes and Khowutzun Development, 199 units-- difficulty financing on septic systems, need servicing
- What works: standardized designs: First Nations are rapidly putting up 4- and 6-plexes in the same format

Cortes Island Housing Approaches

- Electoral Area Director Mark Vonesch rocks.
- Reported 1% unhoused (pop 1100), 10% unstable housing, 175 on waiting list for rental housing, and 1/3 of homes are empty (240 empty homes)
- Utilizing 100% of MRDT on housing, which is resulting in 20-30K/year
 - first community in BC to use the tax entirely for housing
 - 3% tax, \$30,000 per year is used as leverage to help apply for more funding, goes directly to the Cortes Housing Society
- Opted into short term rental accommodation act. Thinks more legislation should have opt in aspects, for example the speculation and vacancy tax.
- Has a wish list of changes they would like to see:
 - including buying houses that are already built
 - grant funding support for landlords to retrofit existing housing for rentals
 - new tenancy legislation is too much... adjusting the laws more in favour of landlords

- owner builder exam
 - up zone for non-profits (e.g., convert existing single-family homes to multiplex).
 - reforming the transfer tax to divert some funds to local housing projects – YES.
- They are looking at using the Cortes Housing Society to provide intermediary help to landlords. Formed a housing service at the Strathcona RD with up to \$10 Million in debt approval
- They are seeking Real Estate Foundation Funding for an aquifer study. They hosted a forum on watersheds and aquifer health on April 20.
 - Laura Patrick attended the event. There is strong interest in improving sharing of information across the islands, cooperating in developing regional conservation plans, regional management plans and advocacy.

Homelessness - The Village Approach

- Duncan Mayor presented information on The Village. Laura Patrick visited The Village with a contingent of Salt Springers on March 29. This supported housing project is the result of local government leadership, strong community action, and First Nation involvement.
- The 33 pods are in “flower petals” – three circles of 11 pods each. The statistics with this project are impressive. It’s making a difference, and the project team openly shares their learnings.
- Courtenay is continuing to use “Maple Pool” to address homelessness, a local campground. They are visioning Maple Pool 2.0 using “We Can” shelters.
- The Comox Valley Coalition to End Homelessness Poverty Reduction Assessment & Strategy. https://cvhousing.ca/content/wp-content/uploads/2022/05/2021-09-17_cvrpd_poverty_reduction_strategy_final_web.pdf

Civic Culture Plenary Session (Trustee Elliott)

Addressing Culture Risk, Fostering Social cohesion

I was impressed by the keynote presentation by author Diane Kalen-Sukra. She wrote [“Save Your City”](#), in response to what appears to be a crisis in toxic culture, and issues a call to civic leaders to resist the incivility that is becoming so prevalent in local government, and renew our commitment to restoring civic culture and values. Every local government is undergirded by culture, and no government can be successful without a strong civic culture.

As a former city manager and CAO, Diane talked about how we can nurture civic spaces rooted in respect, compassion and ethical relations, and how elected leaders must work to counter the increasing toxic culture that results in low work output, high staff turnover rates, and wasted resources and time. She had been CAO for a local government that was in chaos: couldn’t produce financial statements, mass staff turnover, dysfunction among council members. Through a process of aligning the values and purpose of Council and staff, and deep work on governance, they turned the ship around.

Toxic culture undermines our democracy, healthy culture increases resiliency: 40% of elected officials report they won’t run again. “Incivility anywhere is a threat to civic culture everywhere.” We must ask: “what is my responsibility in weaving the social fabric for our communities, and my role as a civic leader to unite the people and model that for citizens? Rediscover our WHY, to point to our shared purpose: local government exists to provide for local wellbeing of citizens: economic, social and environmental wellbeing. Watch for “gang cohesion”: us and them mentality, might vs right, common enemies and personal advantage, emotional appeals.

The TRC's Calls to Action in BC Municipalities (Trustee Elliott)

WTC's *Women Transforming Cities* research report

Key findings: <https://www.womentransformingcities.org/trc-calls-to-action>

With guidance from Indigenous leaders and organizations, Women Transforming Cities applied their experience and relationships with local governments in BC to understand:

What **progress** municipalities have made towards implementing 10 Calls to Action that are explicitly directed toward local governments?

What **barriers** are slowing and stalling action

What local government leaders need in order to **accelerate action**

The TRC's calls to action are based on testimony from 6000+ residential school survivors, family, and former staff over 5 years. The roadmap to address the legacy of residential school and "advance the process of reconciliation" for all sectors of Canadian society are deeply intertwined with UNDRIP.

Read each call to action in the Context of the final report to understand

- what harms it is addressing
- what it aims to accomplish
- how it is relevant to you
- how you can opt into action

If a CTA is about improving access to health care... don't think, "I don't work in health. Can I put aside space for elders to gather in a healing space?" It's a lens against which all government's work is assessed against. It is already your job to do. "The idea that this work should be indigenous-led is often used by settlers to say 'this isn't our job'. The work should be informed by Indigenous protocols and knowledge but it is settlers' jobs." - Dr. Kisha Supernant

A brilliant panel discussion ensued, consisting of: **John Alan Jack**, Sayaač'ath, Chair of the Alberni-Clayoquot Regional District (ACRD) since 2016, elected Chief Councillor for the Huu-ay-aht First Nations (HFN), **Trina Isakson**, Councillor, City of Powell River, **Reece Harding**, partner at Young, Anderson. They shared legal, local government, and First Nations perspectives. The Declaration Act is "calling for some kind of shared decision making... a collaborative framework for decision making agreement that is trying to push the dialogue, have decision makers see from others' perspective with a consensus-based approach." Harding cited an example of First Nations working with local government and the Province with flood mitigation strategies in Abbotsford.

Oceans, Oceans, Oceans (Trustee Elliott)

Shoreline Armouring Mapping - Resilient Coasts - <https://resilientcoasts.ca/>

One of Resilient Coasts' projects are mapping the southern Gulf Islands (with a boat) to locate and map coastal hard armouring/rip rap, high log accumulation on beaches, overwater structures. Nanaimo to Comox in 2023, Ground Truthing via tender, kayak, on foot. This spring continuing northward and south to southern Gulf islands. There will be publicly available maps that can be used by planners. They do community-based programs such as Shoreline mapping workshops.

Green Shores: a nature-based solution framework with the four foundational principles that benefit people and the environment. FREE Green Shores training is available for community members and residents, not just planners. Level 1 is a 1-day course is for anyone interested in a comprehensive introduction to the Green Shores. resilientcoasts.ca/building-capacity/green-shores-training/ for info on where to register.

Marine Reference Guide - <https://marinescience.psf.ca/>

The Pacific Salmon Foundation (PSF) / University of British Columbia's Strait of Georgia Data Centre have a mapping tool that collates and visualizes nearshore and marine data. The Marine Reference Guide (MRG) is an interactive data visualization tool, with layers of ecological, anthropogenic, and oceanographic data, and information on how these data can inform our interactions with the sea. Data from the Resilient Coasts for Salmon project shows the extent of coastal modification across the east coast of Vancouver Island. For coastal municipalities, this means greater access to important information for decision making. These will be publicly available maps that can be used by planners.

ITC staff are aware of the Strait of Georgia Data Centre and often look at it when assessing shoreline properties. We've also contributed some data in the past. Some of the data represented there is island specific or area specific and doesn't cover the entire Islands Trust region, so it's really important to note that sometimes lack of a mapped feature doesn't constitute its absence. It could be missing because the area wasn't part of the mapping project. Strait of Georgia Data Centre - <https://sogdatacentre.ca/>

SGIs + Mayne Conservancy: Bullkelp and Eelgrass monitoring

I asked if the MRG partners with the Islands Trust or Conservancy, and they do make use of ITC eelgrass mapping data (from 2016). However staff note that eelgrass mapping is not currently prioritized in the ITC Regional Conservation Plan and isn't on any of our work programs. RPC decided not to fund Phase II of the Eelgrass mapping polygons. The references that ITC currently has available help to adequately assess shorelines when we are looking at potential conservation properties. It may be that there is more of a need for better mapping for planners when it comes to assessing development proposals, rezoning's, etc., probably a topic for RPC to consider further.

Further research (not highlighted in the session, but of local interest) uncovered that the Mayne Island Conservancy is monitoring and contributing geospatial datasets for **eelgrass extent** and **bull kelp surface extent**. The 2023 field data for Eelgrass extent monitoring at select sites in the Southern Gulf Islands 2009-2023 is linked here: <https://mayneconservancy.ca/eelgrass-monitoring-update-2023/> It is also available on the Strait of Georgia Data Center here: <https://soggy2.zoology.ubc.ca/geonetwork/srv/eng/catalog.search#/metadata/3f1ed7b0-6bbd-42f9-bcb9-6f8964ac84c5>

MA Conservancy also monitors **Bull Kelp** in the Southern Gulf Islands at select sites. "The 2023 field season marked the 14th year of bull kelp monitoring by the Mayne Island Conservancy, and the 5th year since the monitoring program expanded to include partners on other Southern Gulf Islands. This past season 33 volunteers and staff from five organizations spent 178 hours on the water. Volunteers recorded a total of 31.23 hectares of bull kelp at 17 annual monitoring sites around Valdes, Galiano, Mayne, the Penders, and Saturna Islands. This was also the first year we compared year-to-year change in kelp area for sites beyond Mayne Island. We have created a site-by-site summary of results (available here) for all sites where we have at least three years of data." <https://mayneconservancy.ca/bull-kelp-2010-2023-14-seasons-of-monitoring/>

Way to go Mayne and the SGIs!

Prepared By: Trustees

Reviewed By/Date: May 31, 2024

Gabriola FAC report for Islands Trust Council June 2024

After numerous requests over the past 18 months to meet with BCF regarding safety issues at the Gabriola terminal, we finally have a meeting scheduled for June 25.

This is after the plans for terminal redevelopment were put on hold a few months ago, and re-scheduled for (possibly) 2028, and our FAC insisted that we cannot wait that long for changes to the pedestrian/cycling approach and drop-off/pick-up area at the Gabriola terminal.

The BCF terminal renovation and expansion rezoning application is still on the Current Applications list for the Gabriola LTC, and as of April this year BCF confirms they are working with Snuneymuxw First Nation to provide information. Earlier this year BCF told us that the plans were not going ahead until 2028, with no other explanation.

The Gabriola FAC is also asking for a meeting asap (before the June 25 scheduled mtg.) to find a solution to the urgent problem of Dangerous Goods delivery trucks being refused passage due to our new ferries having room for less vehicles. We are asking to add another DG sailing during the week, with the same sailing times as the one we already have on Wednesdays. To date there have been 6 overloads for DG sailings in 2024, resulting in fuel shortages for businesses and the marina at Silva Bay that serves emergency-response vessels as well as boaters who visit or live on the island.

Finally, as much as we like riding/sailing on the new Island Class vessels, we are disappointed and worried that far too many overload sailings occur; we have outgrown these much smaller ferries almost before they were launched. The two-ship route is a great idea, until one breaks down or until the 2-ship sailing schedule ends at 5 pm, resulting in frequent 3-sailing waits after 5 pm during the busy seasons. The new ships are much smaller than our old Quinsam, which now serves the Crofton-Vesuvius route on Salt Spring.

Susan Yates,
Trustee, Gabriola Local Trust Area

Islands Trust Council Goals	Executive Committee	Islands Trust Conservancy
1. Preserve, protect and advocate for forest and terrestrial ecosystems. 2. Protect quality and quantity of fresh water resources of the Trust Area. 3. Mitigate and adapt to climate change impacts. 4. Improve community engagement and participation in Islands Trust work. 5. Strengthen housing affordability throughout the Islands Trust Area.	1. Update Islands Trust Policy Statement 2. First Nations Reconciliation 3. Request for Provincial Review 4. Provincial Funding Strategy 5. Strategic Planning 6. Communications	1. Strategic Planning/Administration 2. Covenant and Property Acquisitions 3. Property and Covenant Management 4. Communications 5. Fundraising and Conservancy Support
	Governance Committee	
	1. Code of Conduct Review 2. Strategic/Corporate Planning/Visioning process and related operational review 3. Response to the province 4. Meeting process (Bylaw 101 & policies) 5. Secretariat/hiring in-house legal counsel – needs research	
Financial Planning Committee	Regional Planning Committee	Trust Programs Committee
1. Draft Budget Assumptions, Principles, Guidelines 2. Budget 2025/26 Public Consultation: Planning 3. Financial Policy Review	1. Bylaw Compliance and Enforcement Review 2. Implement the Housing Strategic Action Plan 3. Implement the Fresh Water Sustainability Strategy	1. Stewardship Education Program 2. Secretariat Role to Forums within the Trust Area



Northern Islands

Ballenas-Winchelsea, Denman, Gabriola,
Gambier, Hornby, Lasqueti, Thetis

Denman Island

- Major Project - Denman Housing Review Project - Stage 2
- Minor Project - Housing Related TUP Review

Gabriola Island

- Minor Project - Develop Ecological Protection Zone
- Major Project - Gabriola Island Comprehensive OCP and LUB Review

Gambier Island

- Major Project - Gambier OCP & LUB Targeted Review
- Minor Project - Keats Island Shoreline Protection Project - Phase 3

Hornby

- Major Project - Hornby Island Official Community Plan and Land Use Bylaw Review
- Minor Project – Heritage Register

Lasqueti Islands Trust

- Minor Project – Official Community Plan Review

Thetis Island

- Minor Project - Un-zoned Marine Areas
- Minor Project - Shoreline and Coastal Protection Community Consultation Project

Ballenas Winchelsea

- Possible Future Project – OCP – LUB Review

Southern Islands

Galiano, Mayne, North Pender, South
Pender, Saturna

Galiano Island

- Groundwater Sustainability

Mayne Island

- Housing Options Project - Phase 2
- Minor LUB Review

North Pender Island

- Major project - Housing Access and Affordability Project
- Minor project - Update of Raptors Nest DPAs

Saturna Island

- Minor housing amendments review project

South Pender Island

- Minor LUB Review Project

Salt Spring

Salt Spring Island

- OCP-LUB Update
- Ganges (Shiya'hwt/Syowt) Village Planning
- Water Sustainability - coordinate multiple jurisdictions in planning for water sustainability and watershed protection.

DRAFT Islands Trust Council Schedule					
September 24 - 26, 2024					
Tuesday, September 24		Wednesday, September 25		Thursday, September 26	
		9:00	Placeholder	9:00	Closed Meeting
					Public are welcome to attend all sessions excluding the Closed Meeting
					Rise and Report
12:00	Lunch	10:30	Break	10:00	Break
1:00	Land Acknowledgement	10:45	Trust Area Services	10:15	New Business
	Call to Order and Approval of Agenda		Consent Agenda Item(s)		
	Territorial Welcome		Decision/Discussion Items		
	General Business Arising		Trust Programs Committee Work Program		
	Consent Agenda Item(s)				
	Adoption of Minutes				
	Resolution Without Meeting			11:45	Disposition of Delegations from previous Trust Council Meeting (June)
	Trust Council Follow-up Action List				
					Correspondence
1:30	Trustee Roundtable			12:00	Trustee Updates about Working in Cooperation with Others (Written Updates Received for Information Only)
	Emerging issues and island updates				Atl'ka7tsem/Howe Sound Biosphere Region
					Baynes Sound/Lambert Channel Ecosystem Forum
3:00	Break	12:00	Lunch		Southern Gulf Islands Forum
3:15	Executive	1:00	Administrative Services		VICC Climate Leadership Steering Committee
	Consent Agenda Item(s)		Consent Agenda Item(s)		Snaw-naw-as Nation/ Islands Trust Joint Working Group
	Decision/Discussion Items		Decision/Discussion Items		First Nations Relations
	Council Work Program		Financial Planning Committee Work Program		Shellfish Aquaculture Management Advisory Committee
	Executive Committee Work Program				Freighter Anchorages/Oceans Protection Plan Update
	Governance Committee Report	3:30	Break		BC Ferries Advisory Committees
		3:45	Planning Services		Priorities Chart
			Consent Agenda Item(s)		December Trust Council Draft Schedule
			Decision/Discussion Items		
			Local Planning Services Work Program		
				12:30	Adjournment (approx.)
4:15	Delegations/Public Comment	4:45	Placeholder		
5:30	Adjourn for the Day (approx.)	5:30	Adjourn for the Day (approx.)		
*times are provided for information and may vary					Visit the meeting webpage:
					https://islandstrust.bc.ca/event/trust-council-quarterly-meeting-2-2/
					~ to view the agenda package
					~ to join the meeting electronically, view livestream or attend by phone-in





REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 18, 2024

From: Executive Administrative
Assistant

Date Prepared: June 4, 2024

SUBJECT: September's Trust Council meeting location

RECOMMENDATION:

That Trust Council change the September 24-26, 2024, quarterly meeting location from Gabriola Island to Nanaimo.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Conducting a Trust Council meeting requires adequate meeting space and services as well as electronic meeting capabilities. The Haven Resort's auditorium, the preferred meeting venue when Council meets on Gabriola was not available. Staff researched other on-island options and visited potential venues but nothing suitable was found. Supporting this RFD will ensure September's meeting will be functional and properly serviced.

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- 1 PURPOSE:** To inform Trust Council of meeting venue uncertainties and logistical concerns with holding the September 24-26, 2024, quarterly business meeting on Gabriola Island and to advise Council that Nanaimo offers an option that will ensure a functional meeting space.
 - 2 BACKGROUND:** At its December 2023 meeting, Trust Council adopted its 2024 quarterly meeting schedule with dates and locations for March, June, and December; however, September's location was recorded in resolution TC-2023-082 as "on an island to be determined."

At its March 2024 meeting, by resolution TC-2024-039, Trust Council voted to hold September's meeting on Gabriola Island. Staff immediately contacted The Haven Resort to book the Phoenix Auditorium, the meeting space/venue routinely used when Trust Council convenes on Gabriola Island, unfortunately the auditorium had been booked 6 months in advance and was unavailable. The Haven advised that a limited number of lodgings were still available and that food service could be accommodated while sharing the restaurant with other Haven guests.

Staff made inquiries into 6 potential Gabriola Island meeting venues however only one presented as viable in terms of availability, floor space, food service, Wi-Fi /internet and budget.

Staff conducted a site visit to the venue on May 1, met with the general manager, toured the entire facility (excluding the kitchen) and reported to Executive Committee that lodging, (potential) food service and a meeting space while available presented uncertainties.

- The general manager could not guarantee any food service at the meeting venue i.e. lunch/dinner due to uncertainty regarding availability of kitchen staff, even with 6 months advance notice. Dinners would have to be organized with other establishments.
- Hiring off-site catering was suggested, however the general manager would not confirm that the caterer could have access to the kitchen for cooking or refrigeration needs.
- Table seating during meals was limited to 25, there is a patio option which would be weather dependent, or sitting at the business meeting table would be the other option.
- Staff determined the meeting space would be extremely cramped using our typical floor plan layout including a technicians table, projection screen, staff table and space for the public. There are no windows in the meeting space to allow for fresh air and no ventilation was observed. Cramped seating with no provision for distancing and lack of ventilation is not conducive to good air quality.
- Wi-Fi is available but reported as inconsistent and not reliable. Trust Council meetings are expected to be live streamed and to offer electronic attendance to the public as well as trustees.
- Trustee and staff accommodations would be in grouped in 2-3 various locations adding a level of coordination regarding breakfast logistics.
- Hiring a bus to shuttle trustees between the meeting venue, various lodging locations and dinner locations adds another level of coordination but may be considered to reduce individual vehicle use or recommend carpooling.

The one viable venue option on Gabriola is fraught with uncertainties and various additional administrative coordination as described. Staff have confirmed that Nanaimo does present an option which ensures that September's meeting space is functional and quality food service is provided.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

The Coast Bastion Ballroom is unavailable for Trust Council's meeting space needs. The Vancouver Island Conference Centre (VICC) presently has only one space available which satisfies meeting space and food service requirements for lunches and if desired, dinners. The Dorchester Hotel, located across from the Bastion Hotel has enough lodgings available and are also on hold. Trustees are familiar with these venues which are within 10 minutes walking distance of each other. Ample parking is available in the parkade which connects the Bastion and VICC.

Pending Trust Council's consideration to hold September's meeting in Nanaimo these locations will contractually secured. Time is of the essence.

FINANCIAL:

Trust Council meeting expenses are approved in the 2024/25 budget.

POLICY:

Trust Council's Meeting Procedures Bylaw No. 101 (2.2) states "at the meeting in December... the Council shall establish the schedule of the date, time and place of regular Council meetings for the following calendar year, one of which shall be in each of the months of March, June, September and December."

IMPLEMENTATION/COMMUNICATIONS:

If the recommendation is approved to move Trust Council's September meeting to Nanaimo meeting schedules are updated and posted on notice boards at Islands Trust offices in Victoria, Gabriola and Salt Spring. The meeting's webpage will be amended and a subscriber notice sent to inform subscribers.

FIRST NATIONS: N/A

OTHER: N/A

4 RELEVANT POLICY(S):

Consistent with Trust Council's Meeting Procedures Bylaw No. 101

5 ATTACHMENT(S): None

RESPONSE OPTIONS

Recommendation:

Alternative: As directed by Trust Council.

Prepared By: Executive Administrative Assistant

Reviewed By/Date: CAO/ June 5, 2024