Islands Trust Council
Quarterly Meeting Agenda

Date: Tuesday, June 14 - Thursday, June 16, 2016

Location: Pender Islands Community Hall

4418 Bedwell Harbour Road, North Pender Island, BC

That the Islands Trust Council direct staff to prepare a draft bylaw to amend Bylaw No. 101, "Islands Trust Council Meeting Procedures Bylaw, 2004" in order to incorporate requested amendments regarding electronic participation as presented with the following recommendations:

1. 4.4(c) – no more than four Council members may participate electronically at a regular meeting;
2. 4.4(d) - the person presiding at a regular Council meeting must be present at the physical location of the Council meeting;
3. 4.4.(e) - a Council member may not participate electronically in more than one regular Council meeting in any one calendar year;
4. 4.5 - a land line connection not be required for closed Council meetings; and
5. 4.6(c) - 15 minutes be the time established after which a meeting will be adjourned if communication is lost to one or more electronic participants and there is not a quorum.

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

That the Islands Trust Council request the Secretary issue a Natural Area Protection Tax Exemption Certificate for a portion of the land described as “Section 25, Nanaimo District (Part of DeCourcy Group of Islands),” Parcel Identifier 009-772-138 subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.

That the Islands Trust Council approve the 2015-2016 Draft Annual Report for submission to the Minister of Community, Sport and Cultural Development.

9.2 RFD: Trust Council Position on Moratorium for New Anchorages — 215 - 247

1. That the Islands Trust Council request the Chair to write to the Minister of Transport to express the Islands Trust Council's opposition to the proposal to establish five new freighter anchorages off the northeast coast of Gabriola Island and ask for a moratorium on any new freighter anchorages within the waters surrounding the Southern Gulf Islands and Howe Sound until Transport Canada has:

a) assessed the cumulative risk and impacts associated with projected vessel traffic increases in the Salish Sea,

b) developed a 20-year mitigation plan that includes measures to minimize anchorage use, and

c) implemented a process for comprehensive environmental, social and economic impact assessment prior to the establishment of any new anchorages.

2. That the Islands Trust Council request the Chair to write the Minister of Transport encouraging Transport Canada to engage in full community consultation and a detailed public analysis of the potential implications of extending the jurisdiction of the Nanaimo Port Authority, with a particular focus on compatibility with the Object of the Islands Trust to preserve and protect the waters of the Salish Sea.

10. CLOSED SESSION (Separate Agenda Package) — 248 - 248

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 be invited to attend the closed session.

11. SUMMARY / UPDATES

11.1 Trustee Updates

11.1.1 BC Ferries (Trustee Morse)

11.1.2 First Nations

11.1.3 Gulf Islands National Park Reserve Advisory Committee (Trustee Masselink)

11.1.4 Watershed Protection Report for SSI-LTC (Vice Chair Grams)

11.1.5 Howe Sound Community Forum

ISLANDS TRUST COUNCIL
RESOLUTION WITHOUT MEETING MINUTES

RESOLUTION WITHOUT MEETING NO. TC-RWM-2016-001

It was Moved by Trustee Susan Morrison and Seconded by Trustee Peter Luckham:

That the Islands Trust Council Bylaw No. 163, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Development Approval Information Bylaw No. 163, 2016," be adopted.

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Susan Morrison	April 14, 2016	In Favour
Timothy Peterson	April 14, 2016	In Favour
Heather O'Sullivan	April 14, 2016	In Favour
Peter Luckham	April 14, 2016	In Favour
Derek Masselink	April 14, 2016	In Favour
Brian Crumblehulme	April 14, 2016	In Favour
Dianne Barber	April 14, 2016	In Favour
Tony Law	April 14, 2016	In Favour
George Harris	April 14, 2016	In Favour
Kate-Louise Stamford	April 14, 2016	In Favour
Paul Brent	April 14, 2016	In Favour
George Grams	April 14, 2016	In Favour
Peter Grove	April 14, 2016	In Favour
Sue Ellen Fast	April 14, 2016	In Favour
Dan Rogers	April 14, 2016	In Favour
Laura Busheikin	April 14, 2016	In Favour
Melanie Mamoser	April 14, 2016	In Favour
David Critchley	April 14, 2016	In Favour
Lee Middleton	April 14, 2016	In Favour
Jeanine Dodds	April 14, 2016	In Favour
Sandy Pottle	April 14, 2016	In Favour
Alison Morse	April 16, 2016	In Favour
Bruce McConchie	April 20, 2016	In Favour

TRUSTEES VOTE NOT AVAILABLE
Alex Allen
Wendy Scholefield
Ken Hunter

FINAL VOTE COUNT

23 IN FAVOUR
OPPOSED
CARRIED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON APRIL 20, 2016.

P. Luckham

CHAIR'S SIGNATURE

J. Clark

RECORDER'S SIGNATURE

Islands Trust Council
Minutes of Quarterly Meeting
March 22-24, 2016
Hornby Island, BC

Present:

Executive Committee:	Peter Luckham, Chair (Thetis) Laura Busheikin, Vice Chair (Denman) George Grams, Vice Chair (Salt Spring) Susan Morrison, Vice Chair (Lasqueti)
Local Trustees:	David Critchley, Denman Melanie Mamoser, Gabriola Heather O'Sullivan, Gabriola Sandy Pottle, Galiano Dan Rogers, Gambier Kate Louise Stamford, Gambier Alex Allen, Hornby (March 22) Tony Law, Hornby Tim Peterson, Lasqueti Brian Crumblehulme, Mayne Jeanine Dodds, Mayne Dianne Barber, North Pender Derek Masselink, North Pender Peter Grove, Salt Spring Paul Brent, Saturna Lee Middleton, Saturna Bruce McConchie, South Pender Wendy Scholefield, South Pender
Municipal Trustees:	Sue Ellen Fast, Bowen Alison Morse, Bowen
Regrets:	George Harris, Galiano Ken Hunter, Thetis
Staff:	Russ Hotsenpiller, Chief Administrative Officer Lisa Gordon, Director, Trust Area Services David Marlor, Director, Local Planning Services Cindy Shelest, Director, Administrative Services Mandy Giesbrecht, Executive Coordinator Carmen Thiel, Corporate Secretary (Recorder) Nancy Roggers, Finance Officer (March 22)

TUESDAY, MARCH 22, 2016

Call to Order

The meeting was called to order at 1:30 p.m. Twenty-two trustees were in attendance with Trustees Dodds and Pottle expected shortly. Trustees absent: George Harris, Galiano and Ken Hunter, Thetis.

Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations and that Hornby Island was inhabited by the Pentlatch band 5,000 years ago.

Trustee Law welcomed trustees to Hornby Island, encouraged trustees to see the island in their free time and provided history on the community hall. Trustee Allen gave some statistics about Hornby Island's size and population.

Russ Hotsenpiller, Chief Administrative Officer (CAO), and Mandy Giesbrecht, Executive Coordinator, were introduced and welcomed. Chair Luckham extended thanks to Marie Smith, former Executive Coordinator, who served Islands Trust flawlessly for many years and recognized other staff that supported Marie's position in her absence.

Notice of New Items and Approval of the Agenda

The Chair referred to the three-day Decision and Information Items and Sessions agendas for adoption. He asked if there were any items of new business, other than the addition of the proposed motions from Trustee Law in response to the delegation of Association of Denman Island Marine Stewards under section 9. of the Decision and Information Items agenda.

> **By general consent** the Decision and Information Items agenda, as amended, and the Sessions agenda, as presented, for the Islands Trust Council Meeting of March 22-24, 2016 were adopted.

2016/17 BUDGET OVERVIEW AND DISCUSSION (1)

CAO Russ Hotsenpiller reviewed highlights of the proposed 2016/17 budget. Director of Administration Cindy Shelest provided an overview including changes to the budget since December Trust Council, budget assumptions and principles, a summary of project requests and proposed staff changes.

Trustees Dodds and Pottle entered the meeting at 1:56 p.m.

CAO Russ Hotsenpiller spoke to the recommendation to fund a temporary, full time Senior Intergovernmental Policy Advisor position for two years with an allocation of $82,430 in year one and $98,915 in year two, for the reasons of:

- Liaison with 31 First Nations in the Islands Trust Area;
- Increasing capacity for responding to marine threats including consideration of a Trust Council marine committee;
- Overlap in the strategic plan between First Nations and marine issues, e.g. work at a local planning service level such as referrals on foreshore areas; communications; and advocacy for marine issues; and
- Requests from the public to advance marine issues.

It was noted that Trust Programs Committee approved the recommendation for the position and the Local Planning Committee and Financial Planning Committee supported the position, but did not wish it to carry on beyond two years. Costs of the position are proposed to be funded by the surplus.

During discussion on the proposed position the following points were raised:

- Where will priority lie with the person in the position – marine matters or First Nations;
- This could be tried but should not lead to net gains in the number of staff positions;
- There is currently some advocacy work by planners that might be taken on by this position;
- Would prefer to spend the money on training staff and trustees;
- Should we review our committee structure and how it could be more effective; and
- There is a link where First Nations could be an ally in combatting marine threats and providing weight to our concerns.

There was also discussion about the proposal to revert the Southern Team Planner 1 position, which has been temporary, back to a permanent position.

The meeting recessed at 3:02 p.m. and reconvened at 3:23 p.m.

Public feedback on the budget was reviewed. Suggestions for amendment to the budget were then considered.

TC-2016-001
MOVED by Trustee Middleton, SECONDED by Trustee Scholefield,
that Trust Council approve a budget of $82,430 to be split between a marine resource planning consultant and a First Nations governance consultant and these contracts replace the proposed intergovernmental policy advisor position.

There was debate on the motion.

The question on the motion was then called,

DEFEATED
Trustees Middleton, Scholefield and Morse In Favour

TC-2016-002
MOVED by Trustee Critchley, SECONDED by Trustee Middleton,
that Trust Council include in the budget an item of $15,000 to fund a select committee to make recommendations to Trust Council about how to increase the effectiveness of the Islands Trust at responding to issues through its committee system.

During discussion it was suggested that the proposal needs more analysis and that this could be a project for Trust Programs Committee.

The question on the motion was then called,

DEFEATED
Trustees Middleton, Critchley, Fast, Grams and Dodds In Favour

TC-2016-003
MOVED by Trustee Crumblehulme, SECONDED by Trustee Dodds,
that the budget be amended to roll over the balance of $50,000 Enduring Relationships with First Nations.

DEFEATED
Trustees Grams, Dodds and Crumblehulme In Favour

TC-2016-004
MOVED by Trustee Brent, SECONDED by Trustee Mamoser,
that Islands Trust Council approve the addition of a proposed temporary Senior Intergovernmental Policy Advisor provided that this position does not result in an increase in full time equivalents above current levels beyond the two year temporary term envisaged in the proposal.

During debate it was noted that:

- the work of the proposed position responds to public needs;
- the proposed position has been supported by Trust Council committees;
- Islands Trust needs the capacity to do the work directed by the *Islands Trust Act*;
- when we take on new things we should give up something else; and
- there is concern about increasing the burden on taxpayers.

There was discussion about the report in the June 2012 Trust Council agenda re: proposed First Nations advisor position and Director of Trust Area Services, Lisa Gordon, agreed to send Trustees a link to the report.

The question on the motion was then called,

CARRIED
Trustee Scholefield Opposed

TC-2016-005
MOVED by Trustee Brent, SECONDED by Trustee Peterson,
that trustees forego their Consumer Price Index increase for the 2016/17 fiscal year.

There was a question about what would happen next year if Trust Council voted to forego the increase this year. Director of Administrative Services, Cindy Shelest, responded that the remuneration bylaw would not require amendment to accommodate this proposal. There was a request for a schedule to be included in the budget document in future years to lay out trustee remuneration and it was suggested that the Financial Planning Committee could consider this.

The question on the motion was then called,

DEFEATED
Trustees Brent, Peterson and McConchie In Favour

MEETING OPTIONS (2)

Electronic Meetings

Legislative Services Manager, Carmen Thiel, presented various points regarding electronic meetings and electronic participation which Trust Council could consider if it wishes to amend its procedure bylaw to allow for electronic participation at meetings.

A discussion period included the following topics:

- hold special electronic meetings for items requiring discussion and debate, where they would otherwise be done through Resolution Without Meeting;
- mixed meetings, where members participate both in person and electronically can be challenging and should be treated with more care and resources/training and technical support;
- meetings should be either entirely in person or entirely electronic;
- electronic meetings can be effectively chaired whether the chairperson attends in person or remotely;
- keep electronic Trust Council meetings to a minimum; interpersonal connection and going to different island communities are important; and
- electronic participation would allow flexibility for anyone who could not attend a Trust Council meeting in person.

Trust Council Meeting and Agenda Structure

CAO Russ Hotsenpiller outlined issues that have been identified for review regarding the structure and format of Trust Council meeting agendas.

Trustee input regarding agendas included the following:

- Have one consolidated sequential agenda as opposed to a decision and information item agenda and a separate sessions agenda;
- Incorporate opportunities for brainstorming and creative discussion;
- Continuous learning items could be web based or placed at the end of an agenda; one page distilled reports are needed for decision items;
- Put delegations and town hall at the beginning of the meeting, followed by trustee roundtable and finish day one with a key presentation; devote day two to business items and finish with continuous learning sessions at the end of the meeting in case they are redundant for long time trustees; and
- Schedule a tour on each island during Trust Council meetings and look for presentations on interesting things about each island;

CAO Russ Hotsenpiller recommended that Trust Council leave this topic for consideration by Executive Committee, based on the suggestions made today and indicated that some of these options could be implemented if Executive Committee so decides.

Chair Luckham announced that Trustee McConchie has resigned from the Trust Programs Committee (TPC) to focus on other work at the Islands Trust. The Chair thanked Trustee McConchie for his work on TPC and asked for expressions of interest from trustees for the vacant seat on the committee. He noted that if nobody comes forward he will not be making an appointment to TPC, to be ratified by Trust Council.

The meeting recessed at 5:30 p.m.

WEDNESDAY, MARCH 23, 2016

The meeting reconvened at 8:30 a.m. Twenty-three trustees were in attendance. Trustees absent: Alex Allen, Hornby, George Harris, Galiano and Ken Hunter, Thetis.

DECISION AND INFORMATION ITEMS (3)

1. GENERAL

1.1 Resolutions Without Meeting – None.

1.2 December 2015 Trust Council Meeting Draft Minutes – ***Adoption by General Consent***

Chair Luckham asked if there were any amendments to the minutes prior to adoption.

The following amendments were proposed:

- that the first paragraph under agenda item 2016-17 DRAFT BUDGET on page 12 of the minutes be amended to read:
  "Trustee Grove introduced the draft 2016-17 budget noting that a zero percent increase in revenues derived from property taxes over last fiscal year is recommended"; and
- that Resolution TC-2015-145 on page 12 of the minutes be amended by deleting the words "office relocation" and replacing them with the words "Select Committee for Review of Victoria Office Location".

By general consent the minutes of December 8-10, 2015 were adopted as amended.

1.3 Trust Council Follow-Up Action List

Provided for information.

2. EXECUTIVE

2.1 Chief Administrative Officer's Report

Provided for information.

Chair Luckham welcomed John Rampanen, facilitator for the First Nations session to be held later in the day. He also acknowledged past Trustee Louise Bell from Denman Island who was in the visitors' gallery. Vice Chair Busheikin introduced past Trustee Roxanna Mandryk from Denman Island.

2.2 Executive Committee Work Program Report

The top three priorities in the work program were: 1. Governance, Policy, Strategic Planning, Trust Council; 2. Communications, Advocacy, Policy Statement, Interagency and Public Relations; and 3. Organizational Improvements.

TC-2016-006
MOVED by Trustee Busheikin, SECONDED by Trustee Brent,
that the Islands Trust Council approve the top priorities of the Executive Committee Work Program Report.

CARRIED

2.3 Continuous Learning Plan

In reviewing the continuous learning plan, the following comments were made:

- Broaden effective communications and social media topic to include best practices around electronic communications, email management, Freedom of Information, and clarity on when trustees are copied on responses to constituents;
- Deliver continuous learning sessions by webinar;
- Focus advocacy on local trust committees instead of it always appearing at Executive Committee;
- Expand learning on marine issues;
- Presentation by Ombudsperson's Office about fair process for bylaw enforcement;
- San Juan County has again invited southern Gulf Islands trustees and regional directors to a meeting on April 29th; concerned about a north south divide in the islands; and
- San Juan County meeting should be a low priority when there are other higher priorities.

CAO Hotsenpiller advised that the Governance/Staff Relations topic is intended to reflect on roles to ensure that staff is not getting into governance issues and vice versa.

The meeting recessed at 9:15 a.m. and reconvened at 9:45 a.m.

FIRST NATIONS (4)

Chair Luckham introduced facilitator *naas?ałuk* - John Rampanen (Nuu-chah-nulth Nation – west coast of Vancouver Island and northern Washington state) from Ahousat, who gave a presentation on *Working Across Cultures: Building Cultural Bridges and Exploring Indigenous Governance Systems.* Topics covered in the presentation included: indigenous governance systems, including hereditary roles and responsibilities; Nuu-chah-nulth spirituality; First Nations history including the pre-colonial era, the process and effects of colonization; decolonization; symbolic versus action oriented reconciliation; and recommended/potential steps to cultural bridge building. In closing John Rampanen thanked Trust Council for the opportunity to make the presentation.

On behalf of Trust Council Chair Luckham thanked John Rampanen for his presentation.

The meeting recessed at Noon and reconvened at 12:47 p.m.

COMMUNITY PRESENTATION (5)

Hornby Island Residents' and Ratepayers' Association (HIRRA)
Rob McCreary, president of HIRRA, gave an overview of the Association's work in administering funds provided through the Comox Valley Regional District. He explained that HIRRA manages funds which apply to a number of community services such as recycling and waste management, recreation, regional parks, roadside trails, fire protection, invasive plant control, cemetery stewards, fall fair and the community hall and commented that this is a powerful vehicle for community governance.

Hornby Island Community Economic Enhancement Corporation (HICEEC)
John Heinegg (Chair) and Karen Ross (facilitator) of HICEEC provided background on the history, funding by taxation from Hornby Island through the Comox Valley Regional District (CVRD) and function of the organization through an agreement with CVRD. The action plan for 2015 was reviewed and the need for economic growth emphasized. Islands Trust was encouraged to look at the value taxpayers are getting for tax dollars especially in the event of Salt Spring Island incorporation. Ideas for stimulating the economy on Hornby Island included more affordable rental housing, expanding shoulder season for visitors, job creation, community garden project, and zoning tools to increase densities, e.g. need for in-law suites.

DELEGATIONS AND TOWN HALL (6)

Gulf Islands Alliance re Marine Issues
Roxanna Mandryk, Chair of the Gulf Islands Alliance, reiterated the Alliance's former request that the principle of the Public Trust Doctrine be recognized in the Islands Trust Policy Statement, to provide the framework and motivation to apply the best solutions to climate change. In addition, Trust Council was encouraged to examine its committee structure and effectiveness to address marine issues and threats and to support the proposed Intergovernmental Policy Advisory position.

Denman Island Forage Fish Group re marine issues
Grant Scott and Dorrie Woodward showed examples of garbage collected during a beach cleanup effort on Denman Island and reported that 3 to 4 tonnes of mostly plastic from the shellfish industry is collected every year. Reference was made to the vital herring spawning and nursery grounds off the shores of Denman Island, which is part of the food web for all of Georgia Strait. It was stated that the new marine food web now includes micro plastics which are releasing contaminants into the food chain. It was further noted that the Denman shore has been identified as a micro plastic hotspot on the west coast. Trust Council was asked to use a precautionary approach and create a moratorium on proposed geoduck tenures until the dangers of micro plastics are recognized and the sources of plastics are regulated appropriately. Trust Council was also asked to advocate for ecosystem based management of shellfish aquaculture. In closing, the speakers expressed support for a dedicated marine committee of Trust Council and for the proposed new staff position.

The Association for Denman Island Marine Stewards (ADIMS) re marine issues
Barbara Mills, representing ADIMS, reviewed the organization's advocacy for the inclusion of Baynes Sound and Lambert Channel as part of a Marine Protection Area (MPA). Islands Trust Council was asked to support ADIMS's efforts to have the federal government designate Baynes Sound, Lambert Channel, and the surrounding Trust Area waters a MPA as part of a greater network of MPAs in the Strait of Georgia. Trust Council was also encouraged to fund the proposed staff position and strike a marine committee to better preserve and protect the marine ecosystem before it degrades further.

Peter Lamb re Climate Change and 2016-17 Budget
Peter Lamb pointed out that neither Trust Council's 2016/17 budget nor the strategic plan specifically mention climate change initiatives. He indicated that Islands Trust signed the B.C. Climate Action Charter in 2007 and reviewed a number of steps that were taken subsequent to that. Mr. Lamb recommended the following actions that Trust Council should take to effectively respond to the issue

and to be a leader in giving climate change the note it deserves: establish a task force to review Trust wide climate action policies and initiatives to date and report progress to the June Trust Council meeting and the public; monitor greenhouse gas emission reductions and provide an update to the public on them; work with regional districts to co-ordinate and make progress on climate actions in the Trust Area; add climate change adaptation and mitigation to the strategic plan and task a committee to consider adding adaptation to droughts and sea level rise to the plan.

TOWN HALL

Grant Scott, Chair of Conservancy Hornby Island, and a former salmon fisher, commented on aspects of the commercial herring fishery in Lambert Channel and Baynes Sound and described the fishing process. He referred to the Marine Conservation Zone around Hornby Island and questioned what that zone means and what Islands Trust can do to help the islands with this important fish. He acknowledged that marine matters are a complicated federal/provincial/Islands Trust responsibility and stated that Hornby Island supports Denman Island on what they are doing to advocate for improved marine species harvesting and processing.

It was agreed to consider item 8.4 following the Delegations and Town Hall sessions.

DECISION AND INFORMATION ITEMS (3) cont'd.

8.4 Disposition of Delegations and Town Hall Requests – General Consent

TC-2016-007
MOVED by Trustee Law, SECONDED by Trustee Chritchley,
that Trust Council request Executive Committee to review legislative tools, programs and processes that could advance Islands Trust Policy Statement policies 3.4.2 and 3.4.6 to protect marine areas and protect and enhance populations of native marine species (including in the context of the federal government's goal of increasing the proportion of Canada's marine /coastal areas that are protected) to 5% by 2017 and 10% by 2020 and to report back to Trust Council by December 2016.

During discussion staff advised that the first job of the proposed Intergovernmental Policy Advisor position will be to evaluate all of the different legislative programs and processes of the various jurisdictions involved in marine areas to avoid duplication of information that other agencies already have. It was suggested that the Executive Committee could take the First Nations topic into consideration when working with the recommendation.

TC-2016-008
MOVED by Trustee Grams, SECONDED by Trustee Crumblehulme,
that the motion be amended to add the words "with recommendations" at the end.

CARRIED

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

CARRIED

TC-2016-009
MOVED by Trustee Law, SECONDED by Trustee Busheikin,
that Trust Council amend section 2.5 of its strategic plan to complete the tasks related to shellfish aquaculture in the 2016-17 fiscal year using the new capacity created by the Intergovernmental Policy Advisor position.

CARRIED
Trustee Brent Opposed

By general consent it was agreed to send letters of thanks to the delegations.

The meeting recessed at 2:25 p.m. and reconvened at 2:45 p.m.

2.4 Strategic Plan Update

Provided for information. CAO Hotsenpiller discussed the opportunity for reflection on the plan to be more organizational and simple and focus more on strategic goals and simplifying the associated activities.

Trustee McConchie pointed out that South Pender Island Local Trust Committee's review of its Land Use Bylaw is not mentioned under Community Highlights on page 31.

It was agreed to move the Islands Trust Transition Plan session ahead of item 2.5

ISLANDS TRUST TRANSITION PLAN (7)

CAO Hotsenpiller spoke to the Islands Trust transition plan on how Islands Trust would adapt to changing circumstances if there were an affirmative vote on Salt Spring Island to incorporate as an island municipality. He noted that there has been a change in the schedule to complete the incorporation study because the Incorporation Study Committee needs more information on road condition assessment before moving forward. It was indicated that the Committee has received an additional $135,000 for additional study related to roads and the final study is now due November 30, 2016.

There was general discussion about the longer term adaptation strategy; the Ministry of Community, Sport and Cultural Development's request that Islands Trust prepare a transition plan by June 2016 to give the public ample information prior to a potential incorporation vote; pursuing funding from the Ministry to assist Islands Trust in developing the plan and adaptation strategy; and the importance of communications with the public and trustees throughout the process.

DECISION AND INFORMATION ITEMS (3) cont'd.

2.5 Islands Trust Transition Plan

TC-2016-010
MOVED by Trustee Grams, SECONDED by Trustee Morrison,
that Section 7.2.1 of the Islands Trust Strategic Plan 2014-2018 regarding the schedule of delivery for the Islands Trust Transition Plan, is amended from March 2016 to June 2016.

CARRIED

3. LOCAL PLANNING

3.1 Director of Local Planning Services Report

Provided for information.

3.2 Local Planning Committee Work Program Report

The committee's top three priorities outlined in the report were: 1. Community Housing Needs; 2. Shoreline Marine Planning; and 3. Appropriate Economic Development.

There was general discussion about the priority items listed in the report and that they will be worked on sequentially rather than all at once.

TC-2016-011
MOVED by Trustee Brent, SECONDED by Trustee Peterson,
that the Islands Trust Council approve the top priorities of the Local Planning Committee Work Program Report.

CARRIED

3.3 Development Area Information Bylaw for the Ballenas – Winchelsea

TC-2016-012
MOVED by Trustee Busheikin, SECONDED by Trustee Crumblehulme,
that Trust Council Bylaw No. 163, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Development Approval Information Bylaw No. 163, 2016" be read a first time.

CARRIED

TC-2016-013
MOVED by Trustee Morrison, SECONDED by Trustee Busheikin,
that Trust Council Bylaw No. 163, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Development Approval Information Bylaw No. 163, 2016" be read a second time.

CARRIED

TC-2016-014
MOVED by Trustee Grams, SECONDED by Trustee Masselink,
that Trust Council Bylaw No. 163, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Development Approval Information Bylaw No. 163, 2016" be read a third time.

CARRIED

3.4 Local Planning Committee - Community Housing Forum

Trust Council was briefed on a "Community Housing Forum", hosted by the Local Planning Committee, to be held at the Ocean Front Suites at Cowichan Bay on June 13, 2016. The forum will bring islanders together and use a Trust-wide lens to address housing challenges and solutions in island communities within the Trust Area.

During discussion there were questions about the form of reporting that would come out of the forum; whether the Affordable Housing Toolkit will be given to attendees and the selection process for invitations.

3.5 Concerning Land Use Consultation for Radio Communications Utilities

TC-2016-015
MOVED by Trustee Brent, SECONDED by Trustee Peterson,
that the Islands Trust Council request the Local Planning Committee to make recommendations on policy that includes public consultation procedures and development guidelines for the siting and design of antenna systems, which may then be adapted and implemented by local trust committees.

CARRIED

4. ORGANIZATIONAL/FINANCE

4.1 Director of Administrative Services Report

Provided for information.

4.2 Financial Planning Committee Work Program Report

The top three priorities of the committee's work program were noted as: 1. Finalize the 2016/17 Budget; 2. Conduct the 2015/16 Year End Audit; and 3. Complete the 2015/16 Allocated Financial Statements.

TC-2016-016
MOVED by Trustee Grove, SECONDED by Trustee Brent,
that the Islands Trust Council approve the top priorities of the Financial Planning Committee Work Program Report.

CARRIED

4.3 December 31, 2015 Quarterly Financial Statement

TC-2016-017
MOVED by Trustee Grove, SECONDED by Trustee Middleton,
that the Islands Trust Council approve the December 31, 2015 Quarterly Financial Report as presented.

CARRIED

4.4 Financial Forecast for March 31, 2016 Year End Updated With December 2015 Actual Results

Provided for information.

4.5 Revenue Anticipation Borrowing Bylaw No. 164

TC-2016-018
MOVED by Trustee Grove, SECONDED by Trustee Grams,
that Islands Trust Council Bylaw 164, cited as "Revenue Anticipation Borrowing Bylaw 2016/17" be read a first time.

CARRIED

TC-2016-019
MOVED by Trustee Grove, SECONDED by Trustee Crumblehulme,
that Islands Trust Council Bylaw 164, cited as "Revenue Anticipation Borrowing Bylaw 2016/17" be read a second time.

CARRIED

TC-2016-020
MOVED by Trustee Grove, SECONDED by Trustee Masselink,
that Islands Trust Council Bylaw 164, cited as "Revenue Anticipation Borrowing Bylaw 2016/17" be read a third time.

CARRIED

TC-2016-021
MOVED by Trustee Grove, SECONDED by Trustee Morse,
that Islands Trust Council Bylaw 164, cited as "Revenue Anticipation Borrowing Bylaw 2016/17" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.

CARRIED

4.6 2016/2017 Financial Plan Bylaw No. 165

TC-2016-022
MOVED by Trustee Grove, SECONDED by Trustee Brent,
that Islands Trust Council Bylaw 165, cited as "Financial Plan Bylaw, 2016/17" be read a first time.

CARRIED

TC-2016-023
MOVED by Trustee Grove, SECONDED by Trustee Masselink,
that Islands Trust Council Bylaw 165, cited as "Financial Plan Bylaw, 2016/17" be read a second time.

CARRIED

TC-2016-024
MOVED by Trustee Grove, SECONDED by Trustee Stamford,
that Islands Trust Council Bylaw 165, cited as “Financial Plan Bylaw, 2016/17” be read a third time.

CARRIED

TC-2016-025
MOVED by Trustee Grove, SECONDED by Trustee Law,
that Islands Trust Council Bylaw 164, cited as “Financial Plan Bylaw, 2016/17” be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.

CARRIED

5. TRUST AREA SERVICES

5.1 Director of Trust Area Services Report

Provided for information. Trustees expressed concerns about industrialization in the Trust Area which puts pressure on Islands Trust to respond to all the issues arising. It was noted that there is an expectation that Islands Trust should bring these matters to the attention of other agencies despite Islands Trust’s limited capacity to deal with all of the issues.

5.2 Trust Programs Committee Work Program Report

The top three priorities noted were: 1. Review the Islands Trust Policy Statement; 2. Amend Crown Land Cooperation Agreements; and 3. Protect Quality and Quantity of Water Resources.

TC-2016-026
MOVED by Trustee Masselink, SECONDED by Trustee O’Sullivan,
that the Islands Trust Council approve the top priorities of the Trust Programs Committee Work Program Report.

CARRIED

5.3 Trust Fund Board Report

Provided for information. Trustee Law reviewed highlights of the report noting that the term of Julie Glover on the Trust Fund Board has expired and Dereck Atha’s term expires this year. He stated that the Board is excited about a significant land acquisition on Thetis Island. He also indicated that he is looking for feedback from trustees on information he is providing in his report to local trust committees.

5.4 Legislative Monitoring Report

Provided for information.

There was a request to update the list of Islands Trust signatories to the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (page 126) to include the Galiano Island Local Trust Committee (LTC). Director of Trust Area Services, Lisa Gordon, agreed to add Galiano Island LTC to the list.

Reference was made to B.C. legislation which may affect aquaculture under the protections of the right to farm. A Comox Valley Regional District group is seeking to provide input and express concerns to a provincial review board working on code of conduct/farm practices for aquaculture. It was further noted that federal acts such as the Species at Risk Act take precedence over the B.C. Fisheries Act and other provincial acts in relation to aquaculture.
It was announced that there is an upcoming joint meeting between the Executive Committee and the Trust Fund Board to discuss species at risk with federal employees.

5.5 Particularly Sensitive Sea Area Designation for the Salish Sea

TC-2016-027
MOVED by Trustee McConchie, SECONDED by Trustee Busheikin,
that Trust Council support the Salish Sea Particularly Sensitive Sea Area nomination process by co-sponsoring an Associated Protective Measures workshop in Vancouver in June 2016 and by directing the Chair to send a letter of support to the federal Minister of Transport.

CARRIED

5.6 Amendments to Policy Statement Policies

TC-2016-028
MOVED by Trustee Rogers, SECONDED by Trustee Masselink,
that the Islands Trust Council replace "Policy 1.2.i Policy Statement Amendment Policy" dated March 6, 1998 with "Policy 1.2.i Policy Statement Amendment Policy" dated March 23, 2016.

CARRIED

TC-2016-029
MOVED by Trustee Rogers, SECONDED by Trustee Masselink,
that the Islands Trust Council replace "Policy 1.3.i Policy Statement Implementation Policy" dated June 16, 2005 with "Policy 1.3.i Policy Statement Implementation Policy" dated March 23, 2016.

CARRIED

TC-2016-030
MOVED by Trustee Rogers, SECONDED by Trustee Masselink,
that the Islands Trust Council rescind Procedure 1.3.ii Policy Statement Topic Review Framework dated March 10, 2005.

CARRIED

TC-2016-031
MOVED by Trustee Rogers, SECONDED by Trustee Masselink,
that the Islands Trust Council direct staff to draft changes to the Policy 2.4.vi Executive Committee Legislative Role and the Policy 5.7.i Bylaw Checklists to remove reference to the Council Commitments and Recommendations Checklist.

CARRIED

6. STRATEGIC PLAN AMENDMENTS – None

7. CORRESPONDENCE – None

8. SUMMARY/UPDATES

8.1 Trustee Updates

8.1.1 BC Ferries (A. Morse)

The following update was provided:

- New ferry builds will not have to pay duty under the recent federal budget;
- Colin Palmer from Powell River Regional District, and Chair of the Coastal Regional District Chairs' group, is trying to put together a working group to meet with BC Ferries and provincial ministry staff to work through individual aspects and concerns regarding coastal ferries. It was confirmed that Trustee Grams will be part of that group;
- The Denman cable ferry has been running for 3-4 weeks; it has periodically been breaking down and the previous ferry has taken over during those times; it is hoped that this is part of start-up of a new ferry.

8.1.2 First Nations

Trustees reported on activities with First Nations in their Local Trust Areas:

- Next Thursday the Gambier Island Local Trust Committee is hosting a community forum with Squamish First Nation and is looking forward to having them for lunch. The community is invited for a social meet and greet;
- Denman and Hornby Island Local Trust Committee had a getting to know you meeting with new the council at K'omoks First Nation and enjoyed food together. They have engaged an archaeologist to compile the history of the Nation re historical use and occupation;
- Thetis Island Local Trust Committee was successful in being awarded funding to invite Penelakut and Lyackson First Nations to an event, however the LTC did not pursue this initiative due to organizational hurdles;
- Salt Spring Island Local Trust Committee awarded a contract to consultants to assess First Nations archaeological sites, primarily on the Salt Spring Island foreshore, with a view to protection. First Nations in the Local Trust Area were invited to meet with the Local Trust Committee to discuss issues of mutual interest. Cowichan Tribes met with the Local Trust Committee and suggested a moratorium on further docks on the foreshore of Sansum Narrows and discussed potential locations of appropriate marine shellfish harvesting areas. It was noted that the First Nations will need to approach the Province on these matters as well.

8.1.3 Gulf Islands National Park Reserve Advisory Committee (D. Masselink)

Trustee Masselink stated that the February committee meeting was cancelled. He advised that he sent a letter to the superintendent and staff, the CRD director and a community representative indicating a strong desire to be engaged with the parks advisory board and issues around national marine conservation areas and to make the committee more effective.

8.1.4 Salt Spring Island Water Protection Authority (SWIPPA) - (G. Grams)

Trustee Grams reported that additional resources have been provided to SWIPPA from the Ministry of Forests, Lands and Natural Resource Operations re aquifers and dry water investigations and give more ready access to their data bases.

8.1.5 Howe Sound Community Forum

It was reported that the next forum will be held on April 29th on Gambier Island, to be attended by 70 – 80 local government officials, several MLAs and community members. The focus of discussion will be: Woodfibre LNG approval by the Federal Government; Provincial Government plan to expand Halkett Bay Marine Park; protection of glass sponge reefs; and the fixed link study for the Sunshine Coast. It was noted that Bowen and Gambier trustees will attend, along with CAO Hotsenpiller and Policy Advisor Clare Frater.

8.1.6 Update from Select Committee re location of Victoria Office (B. McConchie)

Trustee McConchie referred to a report on the select committee which was forwarded to trustees on Monday. He indicated that the committee will further develop processes at its May meeting. It was also reported that at this time it is too soon for the committee to make a recommendation to Trust Council.

The meeting recessed at 5:05 p.m.

THURSDAY, MARCH 24, 2016

The meeting reconvened at 8:30 a.m. Twenty-two trustees were in attendance. Trustees absent: Alex Allen, Hornby, George Harris, Galiano, Ken Hunter, Thetis and Wendy Scholefield, South Pender.

CLOSED MEETING (8)

TC-2016-032
MOVED by Trustee Morrison, SECONDED by Trustee Peterson,
that the Islands Trust Council meeting be closed to the public subject to Sections 90(1)(c), (g) and (i) of the *Community Charter* in order to consider matters related to:
- labour relations or other employee relations;
- litigation affecting the Islands Trust,
- receipt of advice that is subject to solicitor-client privilege; and

that CAO Russ Hotsenpiller be invited to attend the entire meeting and other Islands Trust staff be invited to attend Part 2 of the meeting.

CARRIED

The meeting closed to the public at 8:31 a.m. and reopened to the public at 9:09 a.m.

DECISION AND INFORMATION ITEMS (3) cont'd.

9. NEW BUSINESS

9.1 Amendment to Bylaw 165 "Financial Plan Bylaw, 2016/17"

Director of Administrative Services, Cindy Shelest, explained that an error had been detected in Schedule A attached to Bylaw 165 "Financial Plan Bylaw, 2016/17", which was given first through third readings yesterday.

TC-2016-033
MOVED by Trustee Grove, SECONDED by Trustee Morse,
that third reading of Islands Trust Council Bylaw 165, cited as "Financial Plan Bylaw, 2016/17" be rescinded.

CARRIED

TC-2016-034
MOVED by Trustee Grove, SECONDED by Trustee Morse,
that Schedule A to Islands Trust Council Bylaw 165, cited as "Financial Plan Bylaw, 2016/17" be deleted and replaced with a new Schedule A.

CARRIED

TC-2016-035
MOVED by Trustee Grove, SECONDED by Trustee Peterson,
that Islands Trust Council Bylaw 165, cited as "Financial Plan Bylaw, 2016/17" be read a third time as amended.

CARRIED

9.2 Appointment to Trust Programs Committee

TC-2016-036
MOVED by Trustee Crumblehulme, SECONDED by Trustee Busheikin,
that Trustee Grove be appointed to the Trust Programs Committee to replace Trustee McConchie who has resigned.

Trustee Grove rescinded his offer of service with the understanding that he attend Trust Programs Committee meetings during consideration of the visioning exercise.

With the agreement of the Mover and Seconder the motion was

WITHDRAWN

It was suggested that in future when there is a Council Committee vacancy, the Chair send an email to trustees calling for an expression of interest and ask that trustees indicate their interest by return email.

8.2 Priorities Chart

By general consent the Islands Trust Council priorities chart was received for information.

8.3 Proposed June 2016 Trust Council Agenda Program – Information

Provided for information.

10. NEXT MEETING – June 14-16, 2016 North Pender Island

Trustee Dodds left the meeting at 9:25 a.m.

TRUSTEE ROUNDTABLE (9) - Trustees participated in a roundtable session to discuss common issues, concerns and successes.

Trustee Brent left the meeting at 9:31 a.m.

11. ADJOURNMENT

By general consent the meeting adjourned at 10:30 a.m.

____
Peter Luckham, Chair, Islands Trust Council

CERTIFIED CORRECT

____
Carmen Thiel, Recorder and Corporate Secretary

Print Date: June 2, 2016

Follow Up Action Report

Trust Council

16-Jun-2010

Activity	Responsibility	Target Date	Status
Riparian Areas Regulation (June 2010) Status report to Council until completed LPC (DM) to TC	David Marlor	30-Sep-2016	On Going

10-Jun-2015

Activity	Responsibility	Target Date	Status
First Nations Research to clarify roles and jurisdiction - budget expired March 31, 2016. Not completed.	David Marlor	31-Dec-2016	Done
First Nations First Nations Training and workshops	Russ Hotsenpiller Lisa Gordon David Marlor Cindy Shelest	31-Mar-2016	On Going
Develop IT adaptation strategy	Russ Hotsenpiller Lisa Gordon Cindy Shelest David Marlor Carmen Thiel	15-Jun-2016	On Going

16-Sep-2015

Activity	Responsibility	Target Date	Status

Freighter anchorages Identify and act on opportunities re freighter anchorages	Lisa Gordon Clare Frater	30-Jun-2016	On Going

09-Dec-2015

Activity	Responsibility	Target Date	Status
Strategic Plan quarterly update	Russ Hotsenpiller	31-Mar-2016	On Going
Adaptation Strategy - Principles & Objectives Prepare recommendations re excess tax revenues - Salt Spring	Russ Hotsenpiller	31-Dec-2016	On Going
Archaeological Site Protection Advocacy Place topic on EC agenda for discussion	Russ Hotsenpiller	31-Dec-2016	On Going

22-Mar-2016

Activity	Responsibility	Target Date	Status
Development Area Information Bylaw No. 163 for the Ballenas-Winchelsea Islands Prepare RWM for 4th reading	David Marlor Jas Chonk	15-Apr-2016	Done
Concerning Land Use Consultation for Radio Communications Utilities Request the Local Planning Committee to make recommendations on policy that includes public consultation procedures and development guidelines for the siting and design of antenna systems, which may then be adapted and implemented by local trust committees. Forward request to the Local Planning Committee.	David Marlor		Done

Disposition of Delegations and Town Hall Requests - follow up letters	Lisa Gordon Mandy Giesbrecht Jas Chonk	02-May-2016	Done
Revenue Anticipation Borrowing Bylaw No. 164 Forward to minister for approval consideration Prepare RWM for 4th reading after ministerial approval.	Cindy Shelest Mandy Giesbrecht Jas Chonk	04-Apr-2016	On Going
2016/17 Financial Plan Bylaw No. 165 Forward to minister for approval consideration Prepare RWM for 4th reading after ministerial approval.	Cindy Shelest Mandy Giesbrecht Jas Chonk	04-Apr-2016	On Going
Strategic Plan Amend section 7.2.1 regarding the schedule of delivery for the Islands Trust Transition Plan from March 2016 to June 2016. Amend section 2.5 related to shellfish aquaculture in the 2016-17 fiscal year using the new capacity created by the Intergovernmental Policy Advisor position.	Russ Hotsenpiller		On Going
Particularly Sensitive Sea Area Designation for the Salish Sea Chair to send a letter of support to the federal Minister of Transport.	Clare Frater Peter Luckham		On Going
Amendments to Policy Statement Policies Circulate and post amended policies.	Clare Frater Jas Chonk		Done
Next Trust Council March 2016 Follow Up Action Lists to Trustees and Staff March 2016 Council meeting decision highlights to website News Release and Agenda for June 2016 Council meeting Invitations - MLA, Electoral Area Director, former trustees Post notice on community bulletin boards (on island of meeting only) Agenda Package - Review/Distribution to Trustees	Mandy Giesbrecht Jas Chonk	02-May-2016	Done
draft changes to the <u>Policy 2.4.vi Executive Committee Legislative Role</u> and the <u>Policy 5.7.i Bylaw Checklists</u> to remove reference to the Council Commitments and Recommendations Checklist			On Going

June 2016 Islands Trust Council

Trustee Roundtable

1:45 p.m. – 2:30 p.m., Tuesday, June 14, 2016

Purpose: **To provide trustees an informal opportunity to share LTC and Bowen Island Municipality updates and discuss topics of mutual interest within your respective communities**

Resources: Russ Hotsenpiller, Chief Administrative Officer

TIME	TOPIC	WHO
1:45 – 2:30 p.m.	1. **Roundtable Discussion**	Peter Luckham (Chair)

CHIEF ADMINISTRATIVE OFFICER
2015-2016 SECOND QUARTER REPORT

Date: May 15, 2016

1. Organizational Considerations

Following discussion at March Trust Council around the production and dissemination of agenda and schedules at the Islands Trust, staff has implemented some initial changes for the June Trust Council meeting. The Trust Council agenda is now linear and in one package. We have recommended a web based agenda delivery approach as an alternative to eScribe with the hope that all Trustees will adopt a universal agenda process. Organization-wide adoption of a preferred agenda viewing option will assist in efficiency and will ensure a better product. Staff has developed a universal Follow Up Action List to coordinate the work of Committees, Executive Committee, Trust Council and staff. This is a significant change that should help work flow. Staff is reviewing report and briefing formats, including the adoption of more robust executive summary sections. Further, an internal gap analysis is underway to examine how administrative support is utilized.

On September 30, 2016, the Victoria office lease 5-year term is complete for Suites 225, 222 and 233. These offices house the Islands Trust Fund, Bylaw Enforcement and Mapping Services. The lease for Suite 200, the main office, expires a year later in September 2017. Upon the direction of Executive Committee, the lease for Suites 200, 222 and 233 have been extended for one year. This decision minimizes the risk of work disruption in the event the lease expires prior to an alternative being determined. This process was delayed in anticipation of any potential outcomes from the Select Committee on Victoria Office Relocation however given the short timeline, it was determined to be prudent to extend the lease. The result is that leased space for the Fort Street main office location is set to expire at the same time, allowing for a coordinated renewal or change if required.

Over the last two months senior staff have had extended discussions with the BC Public Service Secretariat regarding excluded compensation levels.

The hiring process for the Intergovernmental Policy Advisor has been initiated, with a closing date for applications of May 20. Announcement of the successful candidate will likely follow the June Trust Council meeting.

The CAO Hiring Committee met on May 1, at which I presented an extended update to the Committee regarding the progress of onboarding as CAO.

2. External Considerations

The AVICC Forum was held on April 8 and 9 in Nanaimo and attended by myself and members of Executive Committee. Discussions were held with Frank Leonard, Chair for the ALC, and the new CEO Kim Grout. The Islands Trust's resolution regarding the impacts of increased vessel traffic in the Salish Sea was endorsed.

The Salish Sea conference was held April 13-15 in Vancouver and featured a comprehensive spectrum of scientific and social science projects. Of particular note was the session on transboundary collaboration and the US EPA/ Environment Canada referral protocols with regard to the environmental assessment process. This issue is of particular interest to the Islands Trust given the multi-jurisdictional elements of the Steelhead LNG project. The Coast Salish were an integral part of the conference, hosting a banquet, engaging in a variety of sessions and demonstrating the breadth of their commitment to the Salish Sea. This provided an excellent opportunity for networking and developing strategic relationships for the future.

The Howe Sound Community Forum was held on April 29 and was the most well attended Forum to date. It was very well received by attendees and attracted provincial and federal representatives who spoke to issues relevant to the Sound. The issues of the inter-regional cumulative effects on the environment and the possibility of coordination on an inter-regional scale with regard to substantial development proposals were discussed, opening the opportunity for cooperation in the future.

3. Current Issues

A number of meetings have been held with the Ministry of Community, Sport and Cultural Development regarding the Salt Spring Island Incorporation process and the Islands Trust Transition Plan. In general, the Ministry has been in agreement with the process that the Islands Trust has followed since the meeting with Deputy Minister Faganello in December. A priority for this process is an enhanced communication plan for all stakeholders, community members and staff.

Of interest to Trustees, the Province has brought in regulations to allow local governments to appoint elected officials to societies or corporations without creating a conflict of interest. These regulations respond to the local government governance problems created by the Schlenker vs Torgrimson (Islands Trust) court case. Under the regulations, when those representatives are officially appointed by their respective local governments, they will not be in a pecuniary conflict simply by virtue of their appointment when discussing and voting on matters concerning the society or corporation at their respective meetings (and thus no risk of disqualification if challenged on the basis of that appointment). That being said, there is the consideration of non-pecuniary conflict of interest as a limiting factor, a legal opinion has been requested on this issue that will be shared with Trustees. Please keep in mind that this Regulation is dependent upon the legal status of the body to which Trustees may be appointed to and the corporate powers of LTCs. Until there is greater clarity on this matter, please contact staff for legal advice prior to appointments to such bodies.

As a priority on behalf of Trust Council, work has progressed on the Municipal Policy Agreement between the Province and the Islands Trust. This is a long standing document that provides the foundation for any municipal incorporation process should that occur in the Trust area. Staff from both organizations has reviewed the current document from an administrative point of view to ensure that changes in provincial legislation have not rendered the Agreement obsolete. While some minor amendments could be made, it remains relevant and will be in effect in its current form if required as part of a successful incorporation vote by Salt Spring Island. A follow up report will be provided to Trust Council.

Steelhead LNG projects: Staff attended the public forum hosted by the District of North Saanich in May. In April, the Executive Committee declined Steelhead LNG's offer to meet to discuss their proposed natural gas liquefaction and export facility on Malahat-Nation owned land bordering the Saanich Inlet (Trust Area), and associated Island Gas Connector Project, a proposed natural gas pipeline that would transport Canadian natural gas via Washington State and the Salish Sea to the proposed Malahat LNG Project.

Gabriola anchorage issue: Staff continue to monitor anchorage issues and remain ready to assist the Pacific Pilotage Authority with a public meeting on Gabriola Island in the fall, pending the results of a *Fisheries Act* review of the proposed Gabriola anchorages.

Kinder Morgan's Trans Mountain pipeline expansion: On May 19, 2016 the National Energy Board recommended to Cabinet that the Trans Mountain pipeline be approved with 157 conditions. The federal cabinet is expected to make a final decision in December after a three-member panel conducts additional consultations between June and September. The BC Environmental Assessment Office will now also be reviewing the project using the evidence submitted to the NEB and will be consulting with Aboriginal groups around their understanding of how the project may impact Aboriginal interests and whether any additional accommodation may be required. Staff will continue to monitor the topic and advise the Executive Committee of consultation opportunities.

2015 UBCM resolution response: The Province responded to the Islands Trust's 2015 resolution on multi-year funding for the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership by committing to work with the steering committee to develop a funding model.

BRIEFING

To: Trust Council

From: Chief Administrative Officer

For the Meeting of: *June 14 2016*

Date prepared: *May 20, 2016*

File No.:

SUBJECT: TRANSITION PLAN UPDATE (Salt Spring Island Incorporation Project)

DESCRIPTION OF ISSUE: To provide Trust Council with an update on the Transition Plan associated with the Islands Trust Adaptation Strategy for the Salt Spring Island Incorporation process.

BACKGROUND:

At March Trust Council the Strategic Plan was amended to include the delivery of a Transition Plan to the June Trust Council. Despite efforts to achieve this timing the report is expected in its full form in September 2016. Attached is the Project Charter, which provides scope and schedule for the the Transition Plan.

Staff has been advancing this work through the following:

1. It was determined that the timeframes and the complexity of the project do not lend themselves to hiring external contract help to deliver the Transition Plan. Accordingly this is an 'in-house' project and the management team, as well as select staff, have been developing the Plan over the last 2 months.
2. Updating of the Islands Trust Impact Study: Funding ($5000) provided by the Province to assist in the development of an Adaptation Strategy is being directed towards an updating of the Islands Trust Impact Study originally completed in early 2015, specifically:
    a. Urban Systems has been contracted to update financial information and provide a memo to its Impact Study, 2015
    b. The report will use current assessment data to determine potential costs an important consideration as the SSI Incorporation Study will use current data.
    c. This work will be completed by June 2016 and will support the Transition Plan.
3. The Bowen Island Municipality incorporation experience is relevant to how the Islands Trust will adapt to any potential Salt Spring Incorporation and this question consistently appears as part of public correspondence on the issue. In order to assess the impact of incorporation to the Islands Trust staff is reviewing relevant historical records including taxation levels, asset division, legislative amendments and planning service delivery to assist in transition planning. The CAO is seeking a meeting with BIM staff and elected officials for the end of May/early June.
4. Staff recommends including in the Transition Plan a new section that addresses potential changes in service delivery - and associated costs - by the organization if the incorporation vote is "No". This would speak to the value for dollar issues that were made

evident through the Impact Study in 2015 and would rationalize these results against the federated structure of the Islands Trust.

5. Public information: From a public process point of view, it is important Salt Spring island voters be provided full information as they formulate their positions on the matter. Undoubtedly these deliberations would include how the Islands Trust will be impacted by incorporation and how it will adapt in the future. Given that the incorporation vote is almost assuredly in early 2017, delivery of the Transition Plan in the fall will provide the public relevant information well before any potential vote.
6. The Ministry has been briefed on progress on the Plan and they are generally in agreement with the timelines and deliverables contemplated in the Transition Study, including:
    a. That at this time Trust Council may choose to not select a preferred option with regard service levels and taxation to address the funding shortfall that would result from the Transition Plan and that Trust Council could make that determination in the second phase of the project in the event of a YES vote.'
    b. That there is the opportunity to obtain funding for a full Adaptation Study in the event of a YES vote, and that funding would be contingent upon a business plan and an identified procurement process if contracting was required;
7. Legal analysis: A preliminary legal review of the Transition Plan is recommended to ensure that the organization is aware of its legal obligations during the Transition Phase.
8. Attached (Appendix 1) is a draft Communications strategy that will accompany the Transition Plan work. It is anticipated that upon release of the Transition Plan that a public meeting(s) be scheduled for Salt Spring to be attended by staff and local Trustees.

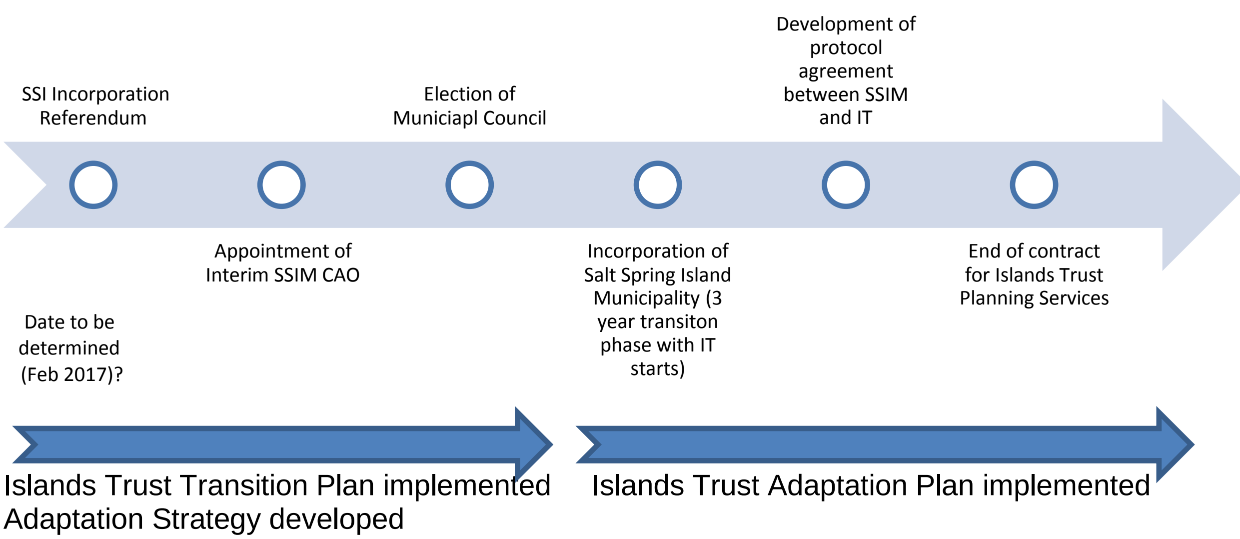
Key Incorporation Items and revised Timeline:

The overall timeline of the incorporation process has refined somewhat since last reported to Trust Council in March.

Incorporation Committee Process		**Islands Trust Transition Planning Process**	
Conduct Road Condition Assessment	Mar to Jun	Contract with Urban Systems to update values in Impact Study	May - June
Road condition draft report	June 1	Develop lessons learned from Bowen Island municipal incorporation transition process	June
Road condition final report (public input included)	July	Complete review of Protocol Agreement on municipal incorporation between Islands Trust and Province	June

Incorporation Committee Process		Islands Trust Transition Planning Process	
		Referral of Transition Plan for input to Ministry, CRD, First Nations	July
Public meetings on Road Condition Report	Late July	Submission of Transition Plan draft to EC	August 17
Submission of Final Report to Incorporation Committee by Urban Systems	September	Submission of Transition Plan Draft to Trust Council, release to public	September Trust Council, Sept 13-15
Public process regarding Final Report	October	Public meeting Salt Spring Island	September-October
Submission of Final Report w public engagement record to Ministry	Nov	Public meeting Salt Spring Island	October-November
Decision on Incorporation vote by Minister	Not determined		
Referendum on Salt Spring Island municipal incorporation	Not determined		

In terms of the overall schedule, should an incorporation vote be held and the result be a YES, the approximate sequence of events would occur.



Prepared By: *Russ Hotsenpiller*

Reviewed By/Date:

Chief Administrative Officer

Appendix 1

Islands Trust	**Communications Strategy** **Potential Salt Spring Island Incorporation**

PURPOSE

This phase I communications strategy for the Islands Trust Transition Plan is intended for Trust Council's information. The strategy provides a framework for external and internal communications activities leading up to incorporation vote and six months following a "yes" vote.

If needed, a detailed phase II of the strategy will be developed to accompany the long term Adaptation Strategy

COMMUNICATIONS OBJECTIVES

- Provide Salt Spring Islanders, the Province, islands within other local trust areas and public with information on the financial impact of potential incorporation on the Islands Trust.

- Provide Salt Spring Islanders with accurate information about how Islands Trust will deliver services during the initial transition following a "yes" vote.

- Provide information to taxpayers outside the Salt Spring Island Local Trust Area about changes to services or taxes, if any, following a "yes" vote.

- Assure islanders in the Trust Area that the Islands Trust is working on a plan for a smooth transition, as well as for the long-term adaptation in the event Salt Spring Island incorporates.

- Assure taxpayers that the Islands Trust Council is working to establish a balance between any changes to the delivery of its services and property taxation levels following a potential incorporation.

- Assure taxpayers that the Islands Trust is taking a leadership role and proactively working to minimize the impacts of adaptation on taxpayers by continuously seeking organizational cost effectiveness.

BACKGROUND

- In 1989, the *Islands Trust Act* was amended to allow formation of municipalities within the Islands Trust Area.
- In February 2012, Salt Spring Island's three locally elected representatives (two local trustees and the electoral area director) wrote a letter to the Minister of Community, Sport and Cultural Development (MCSCD) requesting a governance study for Salt Spring Island (the 2002 incorporation vote was defeated).
- In April 2015, the MCSCD Minister released the Islands Trust Impact Analysis and announced funding for a Salt Spring Island Incorporation Study.
- A community-based Salt Spring Island Incorporation Study Committee (Study Committee) is leading the Study process on Salt Spring Island, with two Salt Spring Island trustees as ex-officio members.

- In September 2015, the Islands Trust Council included the Study in its 2014-2018 Strategic Plan and committed to preparing an initial adaptation strategy by March 2016 and a detailed transition plan in the event Salt Spring Island votes "yes" to incorporation. (*Strategic Plan section 7.2.1*).

- In November 2015, the Study Committee released a preliminary report and received feedback telling them the final report needed more information about road conditions on the island to help islanders make an informed decision in the event of an incorporation vote.

- At its December 2015 meeting, the Islands Trust Council adopted the Principles and Objectives to guide the development of an adaptation strategy in the event Salt Spring Island votes "yes" to incorporation.

- On February 15, 2016, the Ministry approved another $135,000 funding to the Study Committee and extended its final report deadline to November 30, 2016 in order to get a road assessment by an independent engineer, hold more public meetings and update financial information in the report.

- Consequently, on March 24, 2016, Trust Council updated delivery of the Transition Plan to June 2016.

- The initial Islands Trust Impact Analysis suggested the organization might see a potential reduction of up to $800,000 in revenues if Salt Spring incorporates.

- Islands Trust is currently working with the consultant (Urban Systems) to verify the financial information and to evaluate the impacts of any potential shortfall on operations, staffing and services.

- According to the May 18th update to the community from the Study Committee, the most common feedback on matters outside the Committee's mandate is about the impact of incorporation on the Islands Trust.

COMMUNICATIONS APPROACH

The recommended communications approach is based on the availability of budget, resources and timing considerations for information to both external stakeholders (especially SSI taxpayers) and internal stakeholders (especially staff at the Salt Spring Island location).

> ***Note**: The approach needs to be adjusted to avoid unintended impacts on the engagement process for the Islands Trust vision project, expected January-February 2017.

Tables 1.1 and 1.2 in the following pages identify key audience, message considerations for the audience, communications products and methods Islands Trust may use to communicate with them over the next few months.

The tools and methods are intended for sharing information and, where appropriate, providing opportunities for feedback (to help gauge public perception, concerns, as well as, improve communications approach in the event Islands Trust needs to implement the longer term Adaptation Strategy).

Some of the communications product can be produced with in-house resources and existing communications budget. Others will require additional funding and are denoted in the table with the $$ sign.

Spokespersons: Islands Trust Council Chair, SSI trustees, CAO.

AUDIENCE	MESSAGES	PRODUCTS	METHODS	TIMING
Salt Spring Island property owners	Salt Spring Island Municipality will continue to be a member of the Islands Trust and be guided by the Object of the Trust to preserve and protect island communities, culture and environment. The Islands Trust is working on a transition plan to ensure a seamless delivery of land use planning services on Salt Spring Island in the event of incorporation.	Urban Systems Impact Study Update memo (updated) BIM Transition process review information FAQs (SSI specific) Message from Chair Graphics explaining before and after for governance, services, both during and after transition Graphics explaining transition timeline (use or adapt existing graphic) PowerPoint	Website (with feedback mechanism) Subscriber notices (email) Paid advertising ($$) Newspaper inserts ($$) Direct mail ($$) Town Hall ($$) Guest editorial News release Trustee office hours at SSI??	Starting Fall 2016 (leading up to Nov. 30th final report deadline for the Study Committee) During public engagement on Islands Trust vision project (Jan-Feb 2017) Just before incorporation vote
Trust Area residents	Islands Trust is taking a leadership role and proactively working to minimize the impacts of potential incorporation on taxpayers and to effectively adapt to long-term impacts by continuously seeking organizational cost effectiveness.	Transition updates FAQs (general) Graphics explaining transition timeline (use or adapt existing graphic)	Subscriber notices (email) Website updates Updates at LTC meetings (standing item)? Trustee updates in local papers	Same as above
Study Committee	Islands Trust will work with the Study Committee to provide information to help islanders make an informed choice.	Transition updates FAQs (SSI specific) PowerPoint	Study Committee website Updates at Committee meetings	ASAP (May 18th update from Study Committee says Islands Trust has received feedback and sets up expectation)
General public/other	Our priority is to uphold the democratic principles and adapt as an organization, while continuing to fulfil our provincial mandate to preserve and protect the islands in the Salish Sea.	Key messages Graphics explaining transition timeline (use or adapt existing graphic)	News releases Website updates	Ongoing, during project milestones and if emergent issues arise

Table 1.2: Internal communications

Spokespersons: CAO, director of Local Planning Services, directors and supervisors.

AUDIENCE	MESSAGE	PRODUCTS	METHODS	TIMING
Islands Trust staff – Salt Spring office	Islands Trust is working on a transition plan in the event Salt Spring votes to incorporate and will keep you informed to maximize certainty for your employment future, throughout the process.	FAQs (SSI staff specific)	Meetings between SSI staff and CAO and DLPS – FAQ session Email from CAO (following direct meeting) Staff meetings	Immediately following June TC
Islands Trust staff – all	Islands Trust is working on a transition plan in the event Salt Spring votes to incorporate to ensure an orderly transition of governance to the new Salt Spring Island Municipality and will keep you informed throughout the process.	Transition updates FAQs (internal)	Email Staff meetings Meetings with supervisors	Immediately following meeting with SSI staff Ongoing and before public announcements (Study Committee, Province) and project milestones
Islands Trust Council	Islands Trust will continue to uphold its Object on Salt Spring Island and the entire Trust Area whether Salt Spring votes "yes" to incorporate	Updated financial impact analysis from Urban systems Information from BIM Communications strategy	Regular Council meetings Special meeting of TC (if and when appropriate) Emails (if time sensitive and cannot wait for regular business meeting)	June Council meeting December Council meeting (post Nov. 30th Study Committee report deadline)
Ministry of Community, Sport and Cultural Development	A potential incorporation of Salt Spring Island may have impacts on service delivery and/or tax implications for other islands in the Trust Area in order for Islands Trust to meet its provincial mandate to preserve and protect the islands in the Salish Sea.	Updated financial impact analysis (Urban Systems) Information from Bowen Island Municipality	Email Electronic and face-to-face meetings briefings	Following June TC Before Nov. 30th Study Committee report deadline

EXECUTIVE COMMITTEE
WORK PROGRAM REPORT

To: Islands Trust Council   Updated: June 1, 2016

WORK PROGRAM (*Top Three Priorities*)
Bold items are identified in Trust Council's Strategic Plan

1. GOVERNANCE, POLICY, STRATEGIC PLANNING, TRUST COUNCIL (RH)

Top Priorities
- **'Initial' Adaptation Strategy (re potential SSI incorporation**) (RH)
- **Protocol Agreement with MCSCD re municipal incorporation** (RH)
- CAO Transition planning (RH)

Planned
- Improve policy development program (RH/CT)
- **Seek legislative change regarding TFB name change (RH)**

2. COMMUNICATIONS, ADVOCACY, POLICY STATEMENT, INTERAGENCY AND PUBLIC RELATIONS (LG)

Top Priorities
- 2015-2016 Annual Report
- **Crown land agreements review (LG/DM/TPC)**
- **Oil Spill and Shipping Safety advocacy (LG/CF)**

Planned
- Internal and external communications re SSI Incorporation Study

3. ORGANIZATIONAL IMPROVEMENTS (DM/CS/CT)

Top Priority
- Improve First Nations Relationships (DM)
- Review process for development of RD/LTC protocol agreements (DM)
- TC Electronic Meeting Procedures (CT)

Planned
- Establish consistent use of Policy Statement checklist with planners (DM)
- Establish universal agenda access process for Trust Council

PROVINCIAL LIAISON UPDATE

Completed

Planned
- Meeting with MOTI regarding rural road standards and conditions
- Meeting with Island Panel, Agricultural Land Commission

Russ Hotsenpiller
Chief Administrative Officer

Peter Luckham
Chair

Islands Trust

Islands Trust Council Plan for Continuous Learning 2014-2018

(What other topics would trustees like to propose?)

2016-06-02

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2016	2015-16 Webinars (dates TBD)	Email management IT Website	Introduction to Roberts Rules of Order Introduction to Freedom of Information/Protection of Privacy		Making meetings work
	June (North Pender)	Marine Shipping Safety / Anchorages	Governance/Staff relations	Visioning	
	September (Mayne)	Effective Advocacy Housing Session?		Effective Communications/Social Media Tips (?) Visioning Follow Up	San Juan County
	December (Salt Spring)	Draft 2017/18 Budget Session			Regional District(?) Species at Risk(?)

POTENTIAL TOPICS/AGENCY LIAISON FOR CONSIDERATION FOR FUTURE SESSIONS:

Suggestions arising during 2014-2018 Term:

- Public Consultation and Polling
- NMCA – implications for local zoning jurisdiction
- Options for a trustee network
- Introduction to the Island Trust Policy Statement
- Participatory decision-making (using expertise on Bowen Island)
- Effective Communications and Social Media

	SESSIONS/ITEMS COMPLETED IN 2015-18				
Year		**Trust Wide and Administrative Topics**	**Legal and Governance Topics**	**Planning How-To**	**Working With Others**
2016	March (Hornby)	Budget Session	Trust Council Electronic Meeting Options		First Nations
2015	*2015 Webinars (held)*	*Annual Budget in Depth*			
	Mar (Gabriola)	*Introduction to Strategic Planning* *Annual Budget Session*	*Standards of Conduct (legal session)* *Provincial Assessment of Impact on Islands Trust (re potential SSI incorporation)*	*Community Planning 101 (for newly-elected)*	*Working with First Nations (introduction)*
	June (Galiano)	*Visioning/Strategic Planning*			*San Juan County*
	Sept (Bowen)	*Introduction to Structured Decision-Making* *Adaptation Strategy workshop* *Victoria Office Location Review workshop*	*Strategic Planning*		*Working with Bowen Island Municipal Council*
	Dec (Victoria)	*Draft 2016/17 Budget Session* *Strategic Plan Implications*	*Introduction to the Islands Trust Policy Statement*		*Working with the Trust Fund Board*

Suggestions from previous terms:

- Using Special Tax Requisitions
- Introduction to UBCM
- Effective Advocacy (Trustee Steeves suggestion) / advocacy policy
- Dealing with difficult people (Trustee Busheikin suggestion)
- Dispute Resolution for planners and trustees (Trustee Grove suggestion)
- Introduction to the Climate Action Charter
- Effective Conservation Covenants
- Demographics-Aging Population
- Dept. of Fisheries and Oceans – marine sewage, fish farming
- Private Managed Forests Council
- BC Assessment Authority
- Ministry of Transportation
- Local GHG Emissions Inventory (e.g. Lasqueti Island)
- Advocacy and Media Relations
- Succession Planning and Staff Retention
- Soil Removal
- Alternate Energy Sources
- Using Technology – document and information management
- Using Social Media
- Adapting to Sea Level Rise
- Local Government Liability

SESSIONS/ITEMS COMPLETED IN 2011-14

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
	Webinar Sessions (held)	*Email Management (Aug 2013) Carbon Offsets (June 2013)*			
2014	*Mar (Hornby)*	*Annual Budget Session*			*Provincial Treaty Negotiators*
	June (Saturna)	*Coastal Douglas Fir Zone Conservation Action Plan*	*Aquaculture Management*		*San Juan County Respectful Workplaces*
	Sept (Gambier)	*Term Review*	*Election Period Best Practices*		
	Dec (Victoria)	*Orientation Draft 2015/16 Budget Session*	*Orientation*	*Orientation*	*Orientation*
2013	*June (Mayne)*	*Carbon Neutral Policy*		*Making Difficult Decisions*	*Working with San Juan County*
	Mar (Thetis)	*Annual Budget Session*	*Legal Session Conflict of Interest*		*Working with the Islands Trust Fund*
	Sept (Lasqueti)	*Advocacy Policy*	*Freedom of Information and Protection of Privacy*	*Refresher on admin. fairness in application processes*	
	Dec (Victoria)	*Draft 2014/15 Budget Strategic Plan Review Invasive Species*		*Bylaw Enforcement Best Practices*	*Economic Sustainability Session*
2012	*Dec (Salt Spring)*	*Draft Budget Session*		*Greenshores for Homes re Shoreline Mapping*	*Agricultural Land Commission*
	Sept (Bowen)	*Strategic Planning Oil Spill Response*	*Standards of Conduct and Admin. Fairness Refresher*	*Best practices in public engagement*	*Bowen Island Municipality*
	June (Penders)	*Strategic Planning*	*Intro to Indemnification*		*First Nations San Juan County*
	Mar (Gabriola)	*Annual Budget Session Initial Strategic Planning*	*Standards of Conduct and Indemnification*	*Community Planning 101 (for new trustees)*	
2011	*Dec (Victoria)*	*Trustee Orientation*	*'Staying out of Trouble'*	*Planning Orientation*	*Making Fair Decisions Islands Trust Human Resources*

	SESSIONS/ITEMS COMPLETED in 2008 – 2011 TERM				
Year		**Trust Wide and Administrative Topics**	**Legal and Governance Topics**	**Planning How-To**	**Working With Others**
2008	*December (Victoria)*	*Intro to Budget Session Strategic Plan Discussion*	*General Orientation Governance (G. Cuff)*	*General Orientation*	*General Orientation*
2009	*Mar (Gabriola)*	*Annual Budget Session*	*Strategic Planning Legal Session*	*Intro to land use planning*	
	June (N. Pender)		*Procedural Fairness*	*Introduction to land use planning – part 2*	*Farm Industry Review Board San Juan County*
	September (Mayne)	*Climate Change – GHG Emission Reduction Targets*		*GHG Emission Reduction – planning policies actions*	
	December (SaltSpring)	*Intro Budget Session History of the Trust*	*Litigation 101*	*Comm. Housing Task Force Bill 27 Update*	*Trust Fund Board*
2010	*March (Hornby)*	*Strategic Plan Review Annual Budget Session*	*Update regarding court case*	*Comm. Housing Task Force Bill 27 Update*	
	June (Saturna)	*Marine Shipping Safety*	*Refresher on Orientation Topics*	*Refresher on Temporary Use Permits*	*San Juan County Parks Canada*
	Sept (Bowen)	*Strategic Plan Update and Review*		*Food Security through Land Use Planning RAR – QEP perspective*	*Bowen Island Council*
	Dec (Victoria)	*Intro Budget Session Strategic Plan Update*		*Good Planning Practice (Randall Arendt)*	*Trust Fund Board Regional Conservation Plan (RCP)*
2011	*March (Galiano)*	*Annual Budget Session*		*MAP IT demo Implementing RCP w/ LTCs*	
	June (Denman)	*Conservation Offsets*	*Operational Carbon Neutrality and Offsets*	*Rural By Design Practical examples*	*Electoral Area Director – Cortes Strathcona RD*
	Sept (SaltSpring)	*Term & Strategic Plan Review Advice to Incoming Council*	*Elections Period Best Practice*		*San Juan County*

Islands Trust

JUNE 2016

PRIORITIES

1	PROTECT THE NATURAL ENVIRONMENT OF THE ISLANDS TRUST AREA
2	PRESERVE, PROTECT AND ADVOCATE FOR COASTAL SHORELINES AND MARINE AREAS WITHIN THE ISLANDS TRUST AREA
3	REDUCE COMMUNITY ECOLOGICAL FOOTPRINT
4	PROTECT QUALITY AND QUANTITY OF WATER RESOURCES
5	ENHANCE, PROTECT AND RESTORE COMMUNITY CHARACTER, SOCIO-ECONOMIC DIVERSITY AND ECONOMIC SUSTAINABILITY
6	STRENGTHEN RELATIONS WITH FIRST NATIONS
7	IMPROVE ORGANIZATIONAL COST EFFECTIVENESS AND RESILIENCE
8	IMPROVE CO-OPERATION AND INTEGRATION WITH OTHER LEVELS OF GOVERNMENT
9	IMPROVE COMMUNITY AND AGENCY UNDERSTANDING AND SUPPORT FOR THE ISLANDS TRUST
10	IMPROVE COMMUNITY ENGAGEMENT AND PARTICIPATION IN ISLANDS TRUST WORK

Strategic Plan 2014-2018

Quarterly Update – June 2016

The Islands Trust Council adopted its Strategic Plan for the 2014-18 term at its September 2015 meeting on Bowen Island.

QUARTERLY UPDATE

Trust Council receives quarterly updates on Strategic Plan status, with highlights of successes and significant progress.

Detail on status of each Strategic Objective is available under the 'Status' column of the Plan.

PROGRESS

The Islands Trust has made progress on a number of Strategic Plan Objectives and Goals including:

Objective 1. Protect the natural environment

1.2 Trust Fund Board provided letter of support for a province-wide conservation tax incentive program

1.5 Since December 2014, the Trust Fund Board has protected 17 hectares on Salt Spring, N Pender and Galiano Islands.

Objective 2. Preserve, protect and advocate for coastal shorelines and marine areas

2.2 Mapping of forage fish habitat complete for Denman, Hornby, Thetis, N&S Pender, Gambier, Keats, and Bowen Island. Lasqueti, Galiano, Salt Spring, Secretary, Wallace and Valdes are in progress.

- 2.3 The Islands Trust Council Chair sent three letters relating to shipping safety and presented at the Clear Seas workshop on Better Decision Making through Maritime Traffic Monitoring and Modelling. Staff organized a two hour marine shipping information session for Trust Council. Four trustees and four staff participated in geographic response strategies workshops for oil spills.
- 2.6 Four trustees and two staff attended the Howe Sound Community Forum on Gambier Island, hosted by the Gambier Island Local Trust Committee

2.6 The Islands Trust Council Chair wrote to the Pacific Pilotage regarding a public meeting on Gabriola Island re proposed anchorages.

Objective 7. Improve organizational cost effectiveness and resilience

7.1.1 June 2016 Trust Council Meeting - RFD seeking direction to prepare draft amendment bylaw to enable electronic attendance at TC meetings.

7.1.2 Preliminary work undertaken by Management Team to review and update TC policies and procedures.

7.1.4 The June Trust Council schedule has included a preliminary session to discussion the vision, goals, mandate and actions of the organization.

7.2.4 IT-MCSD protocol agreement has been reviewed by staff at both agencies and will be referred to next Trust Council.

Objective 9. Improve community understanding and support for the Islands Trust

9.1 In March 2016, Trust Council adopted amendments to policies administering the Islands Trust Policy Statement, and approved funding for a State of the Islands project, a community engagement process to create a vision statement for the Islands Trust Area and to identify Policy Statement topics for amendment.

Objective 10. Improve Community engagement

10.1 FPC approved the public consultation for the 2016/17 budget in January. The public submitted 13 emails and 121 surveys between January 22 and February 17, 2016. This represents a significant increase in public input to the budget process over 2014 and 2015 results.

COMMUNITY HIGHLIGHTS

Local Trust Committees have advanced the following land use planning projects:

BALLENAS-WINCHELSEA

A Development Approval Information (DAI) Bylaw for the Ballenas-Winchelsea Islands Local Trust Area was adopted by Trust Council in April. The Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea Islands) has also developed administrative bylaws for development procedures, fees and a Board of Variance, and expects adoption next quarter.

GABRIOLA ISLAND

The LTC has applied for funding from the Union of BC Municipalities (UBCM) to support a Community to Community (C2C) Forum with the Snuneymuxw First Nation.

GALIANO

Completed OCP and LUB work on secondary suites and increased cottage size.

HORNBY ISLAND

The proposed Hornby Riparian Areas bylaw was adopted. The Hornby Island LTC is engaged in implementation of its new OCP and LUB, as has produced new brochures for housing and water conservation.

DENMAN ISLAND

The proposed Denman Riparian Areas bylaw was adopted. Denman Island LTC has sought funding from UBCM to support a C2C Forum with the Komoks First Nation.

GAMBIER ISLAND

Gambier Riparian Areas Regulation bylaws are in progress. The LTC is pursuing a comprehensive Development Permit Area (DPA) for Riparian and watershed protection on Gambier Island. Gambier Island LTC is also in the process of updating its Development Procedures bylaw, expected to be adopted next quarter.

LASQUETI ISLAND

Lasqueti is actively engaged in the Aging at Home project, and is expecting to adopt a Riparian Areas Regulation bylaw next quarter. The Lasqueti Island LTC has also applied for funding from UBCM for a C2C Forum with the Qualicum First Nation.

MAYNE ISLAND

Mayne Island LTC has given direction to obtain further third-party report and is working with the Ministry to protect riparian areas.

NORTH PENDER ISLAND

As part of overall objectives related to affordable housing, the North Pender LTC is reviewing of the use of residential zones for short-term vacation rentals. The LTC is also working on waste management land uses.

SALT SPRING

Grantville Neighbourhood project to protect water quality and quantity (Bylaw 484) expected to be adopted by the LTC on June 2, 2016.

The Salt Spring Island Watershed Protection Authority (SSIWPA) is working with the North Salt Spring Waterworks District to find solutions to water quantity issues.

THETIS ISLAND

Official Community Plan and Land Use Bylaw for the associated islands around Thetis, including Ruxton, Reid, Pylades, Hudson, Scott, Dayman, Tree and Whaleboat islands were adopted.

DELAYS

Objective 1. Protect the natural environment of the Islands Trust Area

T.1.8.1 Encourage CRD to develop a (non-native) fallow deer management plan on Mayne Island. Staff research shows that the Province may be the agency best suited to effect change on this matter.

Objective 2. Preserve, protect and advocate for coastal shorelines and marine areas within the Islands Trust Area

T.2.3.3 Encourage Canadian oil spill response agencies to coordinate spill response strategies with American counterparts

Objective 6. Strengthen relations with First Nations

T.6.1.2 Staff have not started research to clarify roles and jurisdictions to consult with First Nations, pending the staffing of the Senior Intergovernmental Policy Advisor..

T.6.2.1 Trust Council will not have held an educational session on archaeological protection in this fiscal.

Objective 8. Improve cooperation and integration with other levels of government

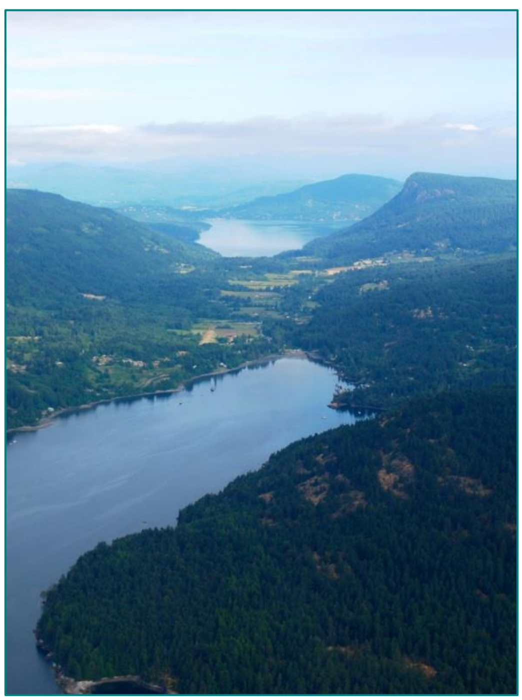
T.8.1.1 Staff has not made progress on revising and consolidating six agreements regarding Crown Land in the Islands Trust Area

Islands Trust

Strategic Plan

2014-2018

Adopted December 10, 2015 – *amendments proposed for June 2016*



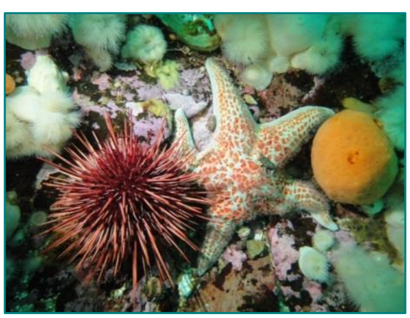


Table of Contents

The Islands Trust Area

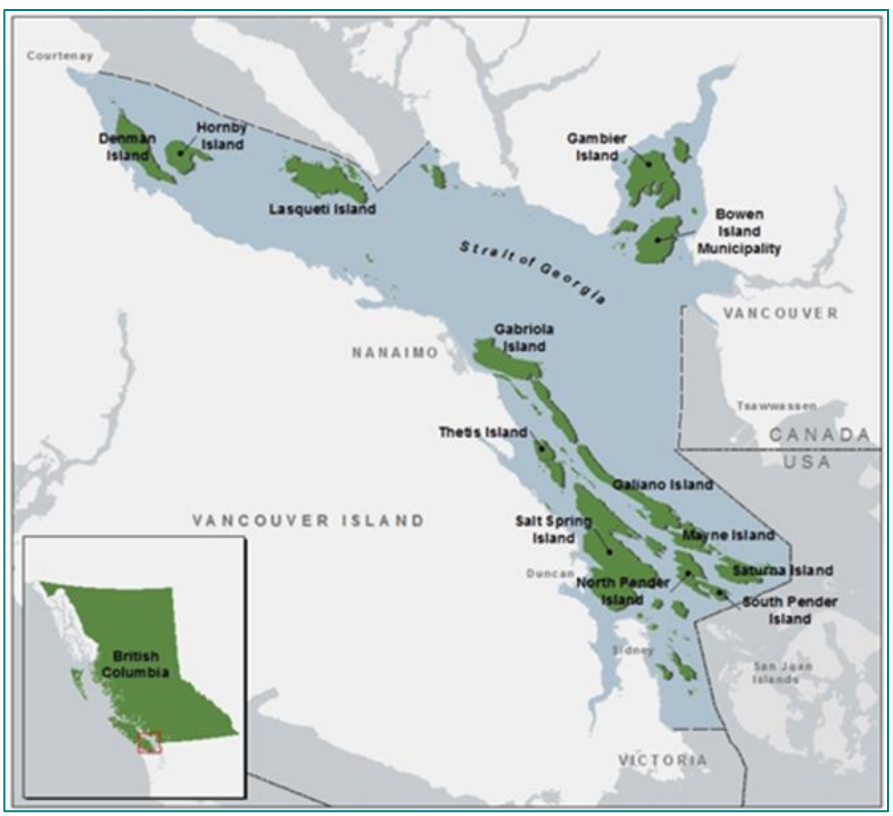
The Islands Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox. This is a unique and special place, composed of 13 major islands and more than 450 smaller islands covering approximately 5200 square kilometres.

The beauty, tranquility, and sometimes fragile natural environment of the islands in the Strait of Georgia and Howe Sound, characterized by an exceptional variety of species, have given the area national recognition.

The islands support strong communities characterized by a mix of lifestyles, livelihoods and individuals. Island residents bring unique skills, viewpoints and sense of place together to sustain a tradition of community involvement.

Our Provincial Object

'to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia'



The Islands Trust Council


Islands Trust Council 2014-2018 Photo: David Borrowman

The Islands Trust Council has a unique mandate from the province to *preserve and protect* the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Trust Council consists of the 26 locally-elected trustees who also sit on 12 local trust committees and 1 island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a four-year term during BC Local General Elections in November 2014. Trustee terms will end in October 2018.

A Strategic Plan for the 2014-2018 Term

The Islands Trust Policy Statement is partially implemented through Trust Council's Strategic Plan. By identifying goals and developing a plan to achieve them, Council's Strategic Plan focuses finite resources and measures progress. After extensive review and public input in 2015, Trust Council confirmed the following focus areas for its 2014-2018 term:

Islands Trust Policy Statement Goal A - *'To Foster preservation and protection of the Trust Area's ecosystems'*
This term, the Islands Trust will work towards this goal by focusing on:
Protecting the natural environment of islands, particularly by encouraging voluntary stewardship, expanding the Natural Areas Protection Tax Exemption Program (NAPTEP), and protecting high biodiversity area, such as riparian areas and Coastal Douglas-fir and associated ecosystems.

Protecting coastal shorelines and marine areas with land use planning tools and by advocating for appropriate oil spill prevention and response, management of abandoned and derelict vessels, and for reducing the impacts of shellfish aquaculture practices and industrial marine activities.

Islands Trust 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'*

The Islands Trust will work towards this goal by focusing on:
Reducing community ecological footprints through the development of integrated community sustainability plans and supporting efficient and

sustainable transportation systems and infrastructure

Protecting water quality and quantity with land use planning tools, coordination with other agencies, advocacy and education about water conservation.

Islands Trust Policy Statement Goal C – *'To sustain island character and healthy communities'*

The Islands Trust will work towards this goal by focusing on:

Enhancing, protecting and restoring community character, socio-economic diversity and economic sustainability – using land use planning tools that improve the availability of affordable, accessible and appropriate housing and promote economic sustainability.

Working with other agencies to promote economic sustainability and facilitate exploration of intra and inter-island transportation routes.

Investigating whether relocation of some or all of the Islands Trust Victoria Head Office might better serve the interests of Trust Area constituents.

Goal D – Effective, Efficient and Collaborative Governance
The Islands Trust will provide effective, efficient and collaborative governance by:
Strengthening relationships with First Nations.

Improving cost effectiveness and resilience.

Improving cooperation and integration with other levels of government.

Improving community and agency understanding and support of the Islands Trust.

Improving community engagement and participation in Islands Trust work.

Strategic Plan Development

The Islands Trust Council's policies give the Islands Trust's Executive Committee responsibility for facilitating the review and amendment of Trust Council's Strategic Plan.

To develop drafts of the plan, the Executive Committee adopted a process in early 2015 that would identify between seven and 12 priority ***objectives***, along with related ***strategies***, through consultation with each of Council's three standing committees: the Trust Fund Board twelve local trust committees and Bowen Island Municipality.

After elections in November 2014, Trust Council members provided some initial input regarding strategic priorities for the coming term. In March 2015, a Trust Council workshop on strategic planning provided a further opportunity for trustees to consider strategic priorities. After a strategic planning workshop in June 2015, Trust Council endorsed a draft list of objectives and strategies for the purposes of public consultation, following further input from Council's committee, local trust committees, the Trust Fund Board and Bowen Island Municipality. In July and August 2015, members of the public were invited to provide input regarding Trust Council's potential strategic priorities. Almost 200 community members participated in a public survey about potential priorities and close to 50 sent their suggestions in individual emails and other correspondence. Trust Council's advisory committees reviewed public input before they finalized their recommendations to Trust Council regarding the Strategic Plan.

In August and September 2015, the Executive Committee considered all input before preparing a draft Strategic Plan for Trust Council's consideration in September 2015. After a further workshop and several amendments, Trust Council adopted the Strategic Plan included in Attachments 1 and 2 on September 17, 2015.

Attachment 1 focuses on the work that Trust Council, Council's standing and select committees, the Executive Committee and the Trust Fund Board undertake throughout the Islands Trust Area. Activities on Attachment 1 are numbered with a letter 'T' prefix.

Attachment 2 focuses on the work of local trust committees, which are responsible for land use planning and regulation within their respective local trust areas. Activities on Attachment 2 are numbered with a letter 'L' prefix.

The Strategic Plan identifies 10 strategic *objectives,* reflecting input from the public and from Islands Trust bodies (local trust committees, the Trust Fund Board, Bowen Island Municipality and Council committees). It groups *objectives* and *strategies* according to broad goals found in the Islands Trust's Object and Policy Statement. It also indicates the *actions* that would help to implement some of the *strategies* and identifies which corporate bodies or staff units of the Islands Trust could take responsibility for the various *actions* identified.

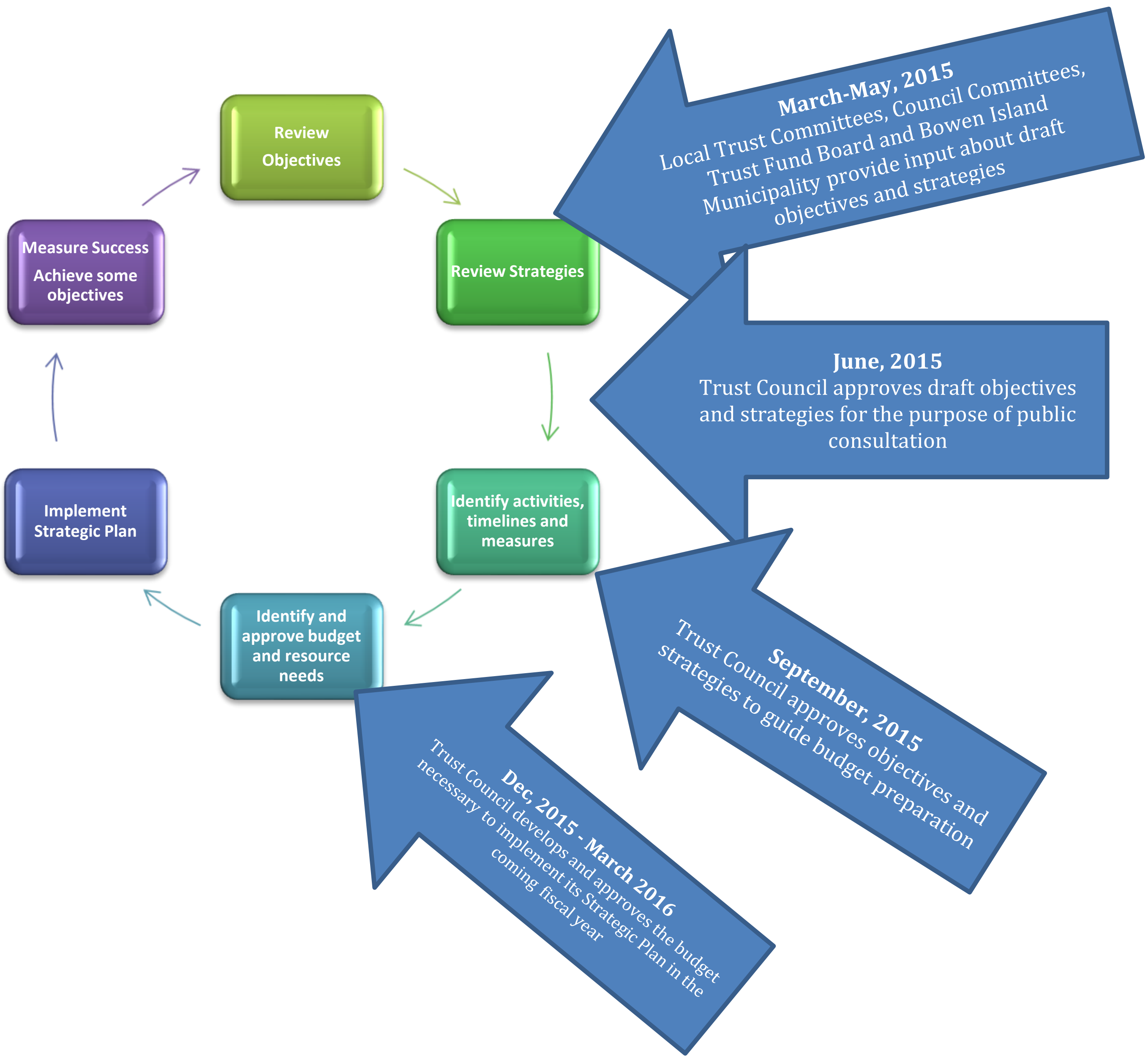
The Strategic Plan indicates whether new resources will be needed for individual actions, how success will be measured and the status of each action. In some instances, actions are already underway, or carried forward from the 2011-2014 term.

The Islands Trust Council made some amendments and then confirmed its Strategic Plan in December 2015, after discussion of budget implications. *Final confirmation of Strategic Plan activities for 2016-2017 will take place in March 2016, upon adoption of the 2016-2017 budget.*

Georgia Point Lighthouse - Mayne Island   Photo: Kristine Mayes

Islands Trust Strategic Plan Review Process

The following diagram summarizes the process that the Islands Trust Council uses to complete the initial development of its Strategic Plan. The process is cyclical and the Plan will be continuously updated as some strategies are completed and new ones may take their place.



How to Read the Strategic Plan

The Islands Trust Strategic Plan is intended to serve several purposes, in one document, with two attachments. Attachment 1 focuses on activities that will be undertaken at a 'Trust Area' level by Trust Council, Council committees and the Trust Fund Board. Attachment 2 focuses on activities that will be undertaken by local trust committees and, in some cases, by Bowen Island Municipality. Trust Council uses its Strategic Plan to communicate to the public about the Islands Trust's primary objectives for the current term. It also uses it to communicate with external agencies, with the sixteen corporate bodies within the Islands Trust and with Islands Trust staff, to illustrate how the various activities work together to achieve common objectives and goals. The Strategic Plan also identifies phases for the various activities and whether they can be undertaken with existing resources, or require new ones. The Strategic Plan forms the basis for budget planning. Each quarter, Trust Council receives an updated version of the Strategic Plan to illustrate progress and challenges. The following annotated excerpt illustrates how to read the Islands Trust Strategic Plan:

Activities shown in **bold** are underway or planned for the current fiscal year; those shaded are either complete, or planned for a future fiscal year. In some cases, activities are scheduled to occur in phases over several years.

This identifies a broad Goal, three of which arise from the *Islands Trust Policy Statement*.

This column indicates how Trust Council will know an activity is complete.

The Strategic Plan has 10 Objectives. The top five priorities are colour coded, as indicated on Page 1.

This column is updated quarterly, for inclusion in Trust Council's meeting agenda. The column is colour coded to give a quick visual impression of status in achieving the Strategic Plan's Objectives. Changes since the last report to Trust Council are shown in *italics*.

This column identifies broad strategies that the Islands Trust would use to work towards its objectives.

Policy Statement Goal C: Sustain Island Character and Healthy Communities…

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS**
5. ENHANCE (protect/restore) community character, socio-economic diversity and economic sustainability[21]	5.1 Advocate for sustainable, affordable and appropriate ferry service[22]	FY 2015/16 Estimate government funding requirements for fare reductions	EC	Funded by 2015/16 budget	By whether a funding report is complete	Perrin, Thorau and Associates report completed May 2015
		FY 2015/16 5.1.1 Advocate for 25% fare reduction	**EC**	**Funded by 2015/16 budget**	**By whether the EC has completed a fare reduction advocacy campaign**	*Campaign completed May 2015, including news release and Chair correspondence*
		5.1.2 Trust Council session with BC Ferries CEO	EC	Funded by 2015/16 budget	By whether the EC has organized a Trust Council session with the BC Ferries CEO	Complete June 2015
	5.2 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (e.g. as described in Trust Council's Community Housing Toolkit) [23]	**FY 2015/16 – 2018/19 5.2.1 Amend OCPs to include affordable housing policies**	**LTCs***BIM***	~~Funded by 2015/16 program budget~~ **Subject to funding in future program budgets**	**By whether LTCs and BIM have amended their OCPs to include new affordable housing policies**	~~Gabriola and Hornby considering OCP amendments~~
		FY 2015/16 – 2018/19 5.2.2 Amend LUBs to improve availability of affordable housing	**LTCs***BIM***	~~Funded by 2015/16 program budget~~ **Subject to funding in future program budgets**	**By whether LTCs and BIM have amended their LUBs to improve availability of affordable housing**	~~Galiano reviewing~~ secondary suites and cottage size, North Pender reviewing housing affordability re STVRs
		FY 2015/16 2.1.1 Develop a project charter to guide the work of LPC in regards to affordable housing advice for LTCs/BIM	**LPC**	***Funded by base budget***	***By whether LPC has adopted a project charter***	*LPC work program includes development of a project charter*
		FY 2016/17 2.1.2 Undertake work outlined in project charter regarding affordable housing	LPC	Subject to funding in 2016/17 program budget	By whether work outlined in project charter is complete	Not due Not started

This column identifies more detailed activities that will take place as part of larger strategies. In several instances, they would take place in phases, as indicated by Fiscal Year. ***NOTE: Attachment 1 activities have a 'T' prefix; Attachment 2 activities have a 'L' prefix.***

This column identifies which part of the Islands Trust would work on an activity, and is colour coded to assist understanding. LTC and BIM activities (Attachment 2) are identified by BIM and individual LTCs, and are not assigned by Trust Council.

This column indicates whether an activity can be undertaken with existing resources, or whether it is dependent upon Trust Council budgeting for new resources.

Attachment 1 – Islands Trust Strategic Plan – 2014-2018

• *Trust Council, Council Committees & Trust Fund Board*

Bold text = activities being undertaken in the current fiscal year that are not complete.
Shaded text= activities not currently underway, because they are complete or proposed for future fiscal years and subject to future budget decisions.
Italics – status updates (in status column) and other substantive changes since the previous Trust Council meeting.

OBJECTIVES are colour-coded to identify Trust Council's top 5 priority objectives, as identified in June 2015

COLOUR	PRIORITY
	1
	2
	3
	4
	5
	6-10

STATUS is colour-coded to as follows:

COLOUR	STATUS
	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or more LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, actions of others etc.)
	Not started – Behind target

Policy Statement Goal A: *'To Foster preservation and protection of the Trust Area's ecosystems'*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
1 PROTECT the natural environment of the Islands Trust Area	**1.1 Encourage voluntary stewardship of the natural environment**	**FY 2015/16 – 2018/19** **T.1.1.1 Promote community participation in conservation through information sharing and education about private land stewardship options**	**TFB**	**Funded by base budget and grant funding**	**By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online**	**Ongoing**
		FY 2014/15 - 2018/19 **T.1.1.2 Support island-based land trusts with partnerships, funding and capacity building opportunities**	**TFB**	**Funded by base budget and donations**	**By the number of island conservation projects supported from private donations through the Opportunity Fund and the number of projects competed through partnerships**	**$3,800 granted in 2014-15,** **$3,250 granted in 2015-16 to Mayne and Galiano Conservancies**
		FY 2016/17 – 2018/19 T.1.1.3 Investigate collaborative opportunities for promoting voluntary stewardship options on mixed-use landscapes	TFB	Subject to future budget requests and grant funding	By the number of new collaborative projects promoting stewardship on mixed use landscapes	Due to start in 2016/17
		FY 2014/15 – 2018/19 **T.1.1.4 Monitor and manage existing conservation areas to maintain and enhance biodiversity**	**TFB**	**Funded by base budget**	**By the percentage of TFB properties being actively managed to enhance biodiversity**	**Ongoing**
		FY 2015/16 – 2016/17 **T.1.1.5 Create a Property Management Strategy incorporating monitoring and management of**	**TFB**	**Funded by base budget**	**By whether the TFB approves a Property Management Strategy for implementation**	***Delayed, but in progress***

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		species at risk, invasive species and ecological restoration				
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	FY 2015/16 T.1.2.2 Finalize letter of understanding with BIM re NAPTEP	EC	Funded by base budget	By whether Trust Council and BIM have adopted a letter of understanding re NAPTEP	Complete
		FY 2015/16 – 2016/17 **T.1.2.3 Launch NAPTEP on Bowen Island**	**TFB**	**Funded by base budget**	**By whether TFB has launched NAPTEP on Bowen Island**	***Complete***
		FY 2014/15 – 2016/17 **T.1.2.4 Support efforts by Land Trust Alliance of BC to expand a conservation tax exemption program province-wide**	**TFB**	**Funded by base budget**	**By whether the Province considers the implementation of a NAPTEP-like program**	**2015 UBCM Resolution B 15 approved. Participating in Conservation Tax Incentive Program working group.**
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	**Please see Attachment 2 for more details about this strategy.**				
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	**FY 2015/16 – ?** **T.1.4.1 Seek legislative change regarding TFB corporate structure and name**	**EC** **TFB**	**Funded by base budget**	**By whether EC/TFB have requested legislative changes re TFB corporate structure and name**	**EC met with minister, DM and ADM in November 2015**
		FY? T.1.4.2 Develop and implement strategy to transition to new organizational name	TFB	Subject to future program budget	By whether TFB has implemented corporate status and name changes	Not started. Not due unless province makes the requested legislative changes
		FY? T.1.4.3 Review and launch long-term funding strategy	TFB	Subject to future program budget	By whether TFB has reviewed and launched long-term funding strategy	Not started. Not due unless province makes the requested legislative changes
	1.5 Protect high biodiversity areas identified in TFB's Regional Conservation Plan	**FY 2015/16 –?** **T.1.5.1 Develop a land conservation strategy to protect high biodiversity areas (e.g. Coastal Douglas-fir)**	**TFB**	**Funded by base budget**	**By whether TFB has developed a land conservation strategy to protect high biodiversity areas**	**Protection strategy in development, *project charter approved***
		FY 2014/15 – 2018/19 **T.1.5.2 Protect land with high biodiversity, through acquisition, donation, or conservation covenant**	**TFB**	**Partial funding through base budget; acquisitions funded by donations and external grants**	**By whether TFB has protected at least 200 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2017**	**119.1 priority hectares protected since 2011 (135.7 protected in total*)***
		FY 2014/15 – 2017/18 **T.1.5.3 Secure 20 hectares of conservation land on Thetis Island**	**TFB**	**Subject to external funding (grants and donations)**	**By whether a publically-accessible nature reserve is created on Thetis Island**	**In progress**
		FY 2014/15 –? **T.1.5.4 Protect a parcel of Crown forest on Lasqueti Island through Sponsored Crown Grant Program**	**TFB**	**Subject to First Nations support and external funding**	**By whether an application to the Sponsored Crown Grant program has First Nations support, and is successful.**	**Consultation with First Nations initiated**

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	1.6 Use land use planning tools to protect high biodiversity areas, using criteria from TFB's Regional Conservation Plan	**Please see Attachment 2 for more details about this strategy**				
	1.7 Use land use planning tools and decisions to protect Coastal Douglas-fir and associated ecosystems	FY 2016/17 T.1.7.1 Develop a planning tool kit to illustrate how to protect Coastal Douglas-fir and associated ecosystems	LPC	Subject to funding in future program budgets	By whether recommendations for planning tools have been prepared	Due to start in 2016/17, subject to LTC interest
	1.8 Advocacy re protection of ecosystems	**FY 2015/16** **T.1.8.1 Encourage CRD to develop a (non-native) fallow deer management plan on Mayne Island**	**EC**	**Funded by base budget**	**By whether the Trust Council Chair has asked the CRD to develop a fallow deer management plan**	**Delayed**
2. PRESERVE, PROTECT and ADVOCATE for coastal shorelines and marine *areas* within the Islands Trust Area	**2.1 Use land use planning tools for shoreline protection**	**FY 2015/16** **T.2.1.1 Develop a project charter to guide the work of LPC regarding shoreline/marine planning advice for LTCs/BIM**	**LPC**	**Funded by base budget**	**By whether LPC has adopted a project charter regarding shoreline/marine planning advice for LTCs/BIM**	**LPC work program includes development of a project charter**
		FY 2016/17 T.2.1.2 Undertake work outlined in project charter regarding shoreline/marine planning	LPC	Subject to funding in 2016/17 program budget	By whether LPC has implemented project charter regarding shoreline/marine planning advice for LTCs/BIM	Due to start in 2016/17
	2.2 Encourage Voluntary Stewardship of Nearshore Ecosystems	**FY 2015/16 – 2016/17** **T.2.2.1 Complete mapping of forage fish habitat for major islands**	**TFB**	**Funded by base budget and external grants**	**By whether TFB has completed forage fish habitat mapping for major islands**	**Denman, Hornby, Thetis, N&S Pender, Gambier, Keats, Bowen complete. Lasqueti, Galiano, Salt Spring, Secretary, Wallace and Valdes in progress.**
		FY 2016/17 –? T.2.2.2 Develop public outreach strategy including information about eelgrass and forage fish nearshore habitats to private landowners on selected islands	TFB	Funded by base budget	By whether TFB has provided information to private landowners	Due to start in 2016/17
	2.3 Advocate for oil spill prevention and response	**FY 2015/16 – 2018/19** **T.2.3.1 Chair correspondence regarding shipping safety**	**EC**	**Funded by base budget**	**By whether the Chair has sent correspondence to advocate for shipping safety**	**Marine advocacy on-going**
		FY 2015/16 T.2.3.2 Chair participation through a 'letter of comment' to hearings related to Kinder Morgan tanker traffic	EC	Funded by base budget	By whether the Chair has sent a letter of comment regarding the Kinder Morgan pipeline proposal	**Letter of Comment Complete**

Attachment 1– Trust Council, Council Committees and Trust Fund Board Activities

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2015/16 **T.2.3.3 Encourage Canadian oil spill response agencies to coordinate spill response strategies with American counterparts**	**EC**	**Funded by base budget**	**By whether the Chair has sent a letter to Canadian oil spill response agencies**	**Delayed**
	2.4 Advocate for management of derelict and abandoned vessels	**FY 2015/16 – 2016/17** **T.2.4.1 Continue to advocate for senior government solutions to abandoned and derelict vessels**	**EC**	**Funded by base budget**	**By whether the Islands Trust has continued to advocate for abandoned and derelict vessel solutions**	**Advocacy is on-going**
		FY 2015/16 **T.2.4.2 Staff participation in Joint Working Group for the Removal of Problem Vessels in BC**	**EC**	**Funded by base budget**	**By whether staff are participating as members**	**All parties met March 2, 2016. Next meeting October 2016.**
	2.5 Advocate to reduce negative impacts of shellfish aquaculture practices	FY 2016/17 T.2.5.1 Develop project charter and budget requests to build organizational capacity (knowledge and time) related to shellfish aquaculture advocacy	EC	Funded by base budget	By whether EC has adopted a project charter and budget request for the 2017/18 budget	Due Dec 2016
		FY 2017/18 T.2.5.2 Develop project charter for shellfish aquaculture advocacy	EC	Subject to approval of budget request (see T.2.5.1)	By whether EC has adopted a project charter for shellfish aquaculture advocacy	Awaiting TC decision re budget request (see T.2.5.1)
		FY 2017/18 T.2.5.3 Implement project charter for shellfish aquaculture advocacy	EC	Subject to approval of budget request (see T.2.5.1)	By whether a EC has implemented project charter for shellfish aquaculture advocacy	Awaiting TC decision re budget request (see T.2.5.1)
	2.6 Advocate to reduce impacts of other industrial marine activities	**FY 2015/16** **T.2.6.1 Participate in Howe Sound Community Forum**	**EC**	**Funded by base budget**	**By whether Chair has attended the Howe Sound Forum**	**Chair attended HSCF in February and October 2015 *and in April 2016***
		FY 2015/16 **T.2.6.2 Advocate to reduce impacts of freighter anchorage activities**	**EC**	**Funded by base budget**	**By the number of contacts with regulatory agencies**	**Staff contact on-going**
		FY 2015/16 **T.2.6.3 Assist with community meetings about *proposed* anchorages near Gabriola Island and Plumper Sound**	**EC**	**Funded by base budget**	**By whether staff have provided liaison support to Gabriola and Plumper Sound community members**	**Community meeting organized in November, 2015. Planning for 2016 meeting underway**

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'*

OBJECTIVE	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
3.REDUCE community ecological footprints	**3.1 Develop Integrated Community Sustainability Plans**	**Please see Attachment 2 for more details about this strategy**				
	3.2 Support efficient and sustainable transportation systems and infrastructure	FY? T.3.2.1 Develop a toolkit to assist LTCs and BIM in using land use planning tools to reduce community ecological footprints	LPC	Subject to funding in future budget	By whether LPC has developed a toolkit regarding land use planning tools to reduce community ecological footprints	Not due Not started
4. PROTECT quality and quantity of water resources	**4.1 Coordinate with other agencies to protect water quality and quantity**	**Please see Attachment 2 for more details about these strategies**				
	4.2 Use land use planning tools to address issues of water quantity					
	4.3 Advocate for and educate about water conservation measures (e.g. rainwater catchment, greywater recycling)	FY 2015/16 T.4.3.1 Develop project charter and budget requests to build organizational capacity (knowledge and time) related to advocacy and education re water conservation tools, such as through rainwater catchment and greywater recycling	TPC	Funded by base budget	By whether TPC has adopted a project charter ~~and budget request~~ for building organizational capacity (knowledge and time) related to advocacy and education re water conservation tools	**Phase 1 Complete**
		FY 2016/17 T.4.3.2 Develop project charter for water conservation advocacy and education	TPC	Subject to approval of budget request (see T.4.3.1)	By whether TPC has adopted a project charter for water conservation advocacy and education	Due to start 2016/17 ~~subject to TC decision re budget request (see T.4.3.1)~~
		FY 2016/17 T.4.3.3 Implement project charter for water conservation advocacy and education	EC	Subject to approval of budget request (see T.4.3.1)	By whether TPC has implemented a project charter for water conservation advocacy and education	Due to start 2016/17 ~~subject to TC decision re budget request (see T.4.3.1)~~
	4.4 Use land use planning tools to protect water quality and quantity	**Please see Attachment 2 for more details about this strategy**				

Policy Statement Goal C: *'To sustain island character and healthy communities'*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
5. ENHANCE (protect/restore) community character, socio-economic diversity and economic sustainability	**5.1 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (e.g. as described in *Trust Council's Community Housing Toolkit*)**	FY 2015/16 T.5.1.1 Develop a project charter to guide the work of LPC regarding affordable housing advice for LTCs/BIM	LPC	Funded by base budget	By whether LPC has adopted a project charter regarding affordable housing advice for LTCs/BIM	**Project Charter complete (November/15)**
		FY 2015/16 - 2016/17 **T.5.1.2 Undertake work outlined in project charter regarding affordable housing (community housing workshop in fall 2016)**	**LPC**	**Subject to funding in 2016/17 program budget.**	**By whether LPC has implemented project charter regarding affordable housing (by holding a community housing workshop)**	***Planning started. Workshop in 2016/17, subject to funding. LPC has requested up to $18,000 in 2016/17 budget.***
	5.2 Use land use planning tools to promote economic sustainability	FY 2016/17 T.5.2.1 Develop a project charter to guide the work of LPC regarding economic sustainability	LPC	Funded by base budget	By whether LPC has adopted a project charter regarding economic sustainability	Due Dec 2016
		FY 2017/18 T.5.2.2 Undertake work outlined in project charter regarding economic sustainability	LPC	Subject to funding in future program budgets	By whether LPC has implemented project charter regarding economic sustainability	Due to start 2017/18. Subject to LTC interest
	5.3 Use land use planning tools to address challenges of an aging population	**Please see Attachment 2 for more details about this strategy**				
	5.4 Work with other agencies to promote economic sustainability	FY 2016/17 T.5.4.1 Develop project charter and budget requests to build organizational capacity (knowledge and time) regarding advocacy for sustainable and appropriate agricultural policies	TPC	Funded by base budget	By whether TPC has adopted a project charter and budget request regarding advocacy for sustainable and appropriate agricultural policies	Due Dec 2016 Not started
		FY 2017/18 T.5.4.2 Develop project charter for sustainable and appropriate agricultural advocacy	TPC	Subject to approval of budget request (see T.5.4.1)	By whether TPC has adopted a project charter for sustainable and appropriate agricultural advocacy	Due to start 2017/18, subject to TC decision re budget request (see T.5.4.1)
		FY 2017/18 T.5.4.3 Implement project charter for sustainable and appropriate agricultural advocacy	EC	Subject to approval of budget request (see T.5.4.1)	By whether TPC has implemented project charter for sustainable and appropriate agricultural advocacy	Due to start 2017/18, subject to TC decision re budget request (see T.5.4.1)
	5.5 Investigate whether relocation of some or all of the Islands Trust Victoria Head Office might better serve the interests of Trust Area constituents	FY 2015/16 T.5.5.1 Develop Terms of Reference and appoint a Select Committee to study options for Victoria office and/or job locations	MGMT	Funded by base budget	By whether Trust Council has adopted Terms of Reference for a Select Committee and appointed members	**Complete**
		FY 2016/17 T.5.5.2 Develop Scope of Work as a	Select Committee	Potentially funded by 2016/17	By whether Trust Council has approved a Scope of Work to be	Due 2016

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		basis for a Request for Proposals for Trust Council approval		program budget	included in a Request for Proposals	
		FY 2016/17 T.5.5.3 Seek proposals for study and identify budget needs	Select Committee	Potentially funded by 2016/17 program budget	By whether Select Committee has sought proposals and identified budget needs	Due 2016
		FY 2016/17 T.5.5.4 Undertake study regarding Victoria office and/or job locations and make recommendations to Trust Council	Select Committee	Subject to funding in 2016/17 program budget	By whether Select Committee has completed study regarding Victoria office and/or job locations	Due to start in 2016/17 fiscal year
		FY 2017/18 - ? T.5.5.5 Implement Trust Council decision regarding Victoria office and/or job locations	EC	Subject to funding in future program budgets	By whether Trust Council has implemented decision regarding Victoria office and/or job locations	Due in future fiscal years, subject to later decisions and funding
	5.6 Facilitate exploration of intra and inter-island transportation routes	FY 2017/18 T.5.6.1 Develop a project charter and budget request regarding facilitation of exploration of intra and inter-island transportation routes	TPC	Funded by base budget	By whether TPC has adopted a project charter regarding facilitation of exploration of intra and inter-island transportation routes	Due Dec 2016 Not started. To be scheduled.
		FY 2018/19 T.5.6.2 Carry out project charter work regarding facilitation of exploration of intra and inter-island transportation routes	TPC	Subject to future funding (see 5.6.1)	By whether TPC has completed work identified in project charter regarding facilitation of exploration of intra and inter-island transportation routes	Not due. Not started.
	5.7 Advocate for prevention of inter-islands bridges	**FY 2015/16 - ? T.5.7.1 Develop response to Gabriola bridge study**	**EC**	**Funded by base budget**	**By whether EC *responds* ~~*has completed a response*~~ to the Gabriola bridge study.**	***Complete. Bridge project will not proceed.***

Goal D: Effective, efficient and collaborative governance

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
6. STRENGTHEN relations with First Nations	**6.1 Improve engagement with First Nations**	**FY 2015/16 T.6.1.1 Design and populate a contact database for staff and trustee use based on the provincial consultative database**	**EC**	**Funded by 2015/16 program budget $10,000**	**By whether EC has created and populated a First Nations database.**	***Delivery expected March 31, 2016***
		FY 2015/16 T.6.1.2 Research to clarify roles and jurisdictions to consult with First Nations	**EC**	**Funded by the 2015/16 program budget $15,000**	**By whether EC has undertaken research to clarify roles and jurisdictions to consult with First Nations.**	***Delayed***
		FY 2015/16 T.6.1.3 Training and workshops at the local and Trust Council level, including honoraria and travel for First Nation participation	**EC**	**Funded by the 2015/16 program budget $10,000**	**By whether local and Trust Council training and workshops have been undertaken.**	***On track for March 2016***

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2015/16 **T.6.1.4 Match UBCM Community to Community (C2C) funding for local meetings, including honoraria and travel for First Nation participation**	**EC**	**Funded by the 2015/16 program budget $10,000**	**By whether one or more Community-to-Community meeting has been held.**	***Gambier LTC is hosting a C2C forum with Squamish Nation on March 31, 2016 ($2000)***
	6.2 Improve protection of archaeological and First Nations cultural resources	**FY 2015/16** **T.6.2.1 Hold an educational Trust Council session about archeological site protection concerns.**	**EC**	**Funded by base budget**	**By whether Trust Council has held an educational session about archeological site protection concerns.**	***Delayed***
		FY 2017/18 T.6.2.2 Develop project charter and budget requests to build organizational capacity (knowledge and time) related to advocacy for archaeological site protection	TPC	Subject to funding in 2017/18 fiscal year	By whether TPC has completed a project charter and budget request regarding organizational capacity (knowledge and time) related to advocacy for archaeological site protection	Due Dec 2017 Not started
		FY 2019/20 T.6.2.3 Develop project charter for advocacy regarding archaeological site protection	TPC	Subject to approval of budget request (see 6.2.5)	By whether TPC has adopted a project charter regarding archaeological site protection advocacy	Due in 2019/20, subject to budget request (see T.6.2.2)
		FY 2020/21 T.6.2.4 Implement project charter for advocacy regarding archaeological site protection	EC	Subject to approval of budget request (see 6.2.5)	By whether TPC has implemented a project charter regarding archaeological site protection advocacy	Due in 2020/21, subject to budget request (see T.6.2.2)
7. IMPROVE organizational cost effectiveness and resilience	**7.1 Improve cost-effectiveness and quality of Trust Council operations**	**FY 2015/16 – 2016/17** **T.7.1.1 Amend Trust Council Meeting Procedures Bylaw to enable electronic attendance at TC meetings (re Electronic Meetings Regulation)**	**EC**	**Funded by base budget**	**By whether Trust Council has amended the Meeting Procedures Bylaw**	- ***March 2016 TC – session on electronic meetings*** - **June 2016 TC - RFD seeking direction to prepare draft amendment bylaw**
		FY 2015/16 – 2018/19 **T.7.1.2 Review and update Trust Council policies and procedures**	**EC**	**Funded by base budget**	**By whether Trust Council has adopted a program for review and update of its policies and procedures**	**Preliminary work undertaken by Management Team; new format for policy and procedures templates established and Ministry names and staff positions updated in policies**
		FY 2015/16 **T.7.1.3 Undertake Information Technology system audit and performance review**	**FPC**	**Funded by base budget**	**By whether FPC has completed an Information Technology System audit and performance review.**	***KPMG review complete – presented to FPC March 2, 2016***

Attachment 1– Trust Council, Council Committees and Trust Fund Board Activities

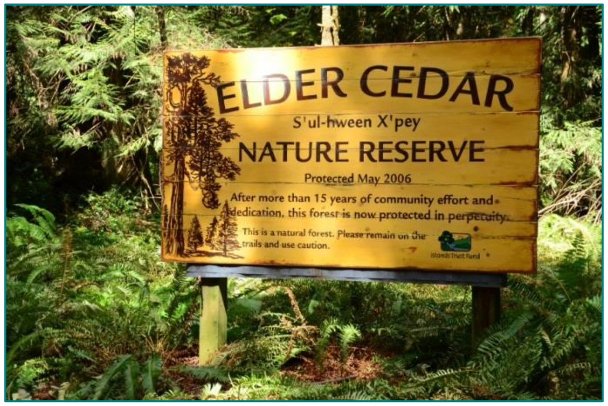
OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2015/16 – 2018/19 T.7.1.4 Increase opportunities for Trust Council to engage in in-depth discussion about its vision, goals, mandate and activities	EC		Funded by base budget	By whether Executive Committee has been scheduled time for in-depth Trust Council discussions	June/15 – Trust Council Strategic Planning Session Sept/15 Three Trust Council workshops held
	7.2 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island	**FY 2015/16** T.7.2.1 Identify Transition Plan, with principles, objectives and options	EC	FPC	$5000 funding provided by Province. Balance of funding subject to future budget decisions	By whether Trust Council has adopted a Transition Plan, including principles, objectives and options for an Adaptation Strategy regarding the potential incorporation of SSI	Trust Council workshop held Sept/15 *Principles and Objectives for an Adaptation Strategy adopted Dec/15*
		FY 2016/17 T.7.2.2 Develop detailed Islands Trust Adaptation Strategy to implement in the event of municipal incorporation of Salt Spring Island	EC	FPC		By whether EC/FPC have developed a detailed Adaptation Strategy	Due to start in 2016/17 Subject to a YES vote regarding SSI incorporation
		FY 2016/17 – 2017/18(?) T.7.2.3 Finalize and adopt detailed Adaptation Strategy to implement in the event of municipal incorporation of Salt Spring Island	EC	FPC	Subject to future budgets	By whether Trust Council has finalized and adopted a detailed adaptation strategy	Due to start in 2016/17 Subject to a YES vote regarding SSI incorporation
		FY 2015/16 T.7.2.4 Review and update existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether Trust Council and MCSCD have reviewed and updated protocol agreement regarding incorporation of municipalities in the Islands Trust Area	TC resolution authorizing review June/15 Briefing to TC Sept/15
8.Improve cooperation and integration with other levels of government	8.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations in regards to Crown land tenures	**FY 2015/16 - ?** T.8.1.1 Revise and consolidate six agreements with the Province regarding Crown Land in the Islands Trust Area	EC	TPC	Funded by base budget	By whether the Trust Council and the Minister responsible have amended and approved new protocol agreement and letter of understanding regarding Crown Land in the Islands Trust Area.	*Delayed*
	8.2 Explore opportunities and benefits of working with UNESCO, TFB and others to seek nomination of the Trust Area as a UN Biosphere Reserve	**FY 2016/17** T.8.2.1 Develop project charter and budget request re Biosphere Reserve	TPC		Funded by base budget	By whether TPC has adopted a project charter re Biosphere Reserve	Due Dec 2016
		FY 2017/18 T.8.2.2 Implement project charter re Biosphere Reserve	TPC		Subject to funding in future program budget (See 8.3.1)	By whether TPC has implemented project charter re Biosphere Reserve	Implementation to start in 2017/18, if budget approved
9. Improve community and agency understanding	9.1 Review the Islands Trust Policy Statement	**FY 2015/16** T.9.1.1 Amend policies administering the Islands Trust Policy Statement	TPC		Funded by base budget	By whether Trust Council has amended the policies administering the Islands Trust Policy Statement	*Delivered to March 2016 TC*

Updated to March 3, 2016

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
and support of the Islands Trust		**FY 2015/16** **T.9.1.2 Develop a project charter and budget request regarding a Phase 1 ('State of the Islands' report) of targeted update of the Islands Trust Policy Statement**	TPC		Funded by base budget	By whether TPC has recommended a project charter and budget request regarding a Phase 1 of targeted update of the Islands Trust Policy Statement	**Complete**
		FY 2016/17 T.9.1.3 Implement project charter regarding Phase 1 ('State of the Islands' report) of the targeted update of the Policy Statement	TPC		Subject to funding in 2016/17 program budget	By whether Trust Council has endorsed TPC's 'State of the Islands Report' as Phase 1 of a targeted update of the Policy Statement	***In March 2016 Trust Council provided funding. Project underway***
		FY 2016/17 T.9.1.4 Develop a project charter for a community engagement process to create a vision statement for the Islands Trust Area and to identify Policy Statement topics for amendment	TPC		Subject to funding in 2016/17 program budget	By whether Trust Council has endorsed TPC's project charter for a community engagement process to create a vision statement for the Islands Trust Area and to identify Policy Statement topics for amendment	Project Charter due Dec 2016, if budget approved
		FY 2016/17 T.9.1.5 Undertake a community engagement process to create a vision statement for the Islands Trust Area and identify Policy Statement topics for amendment.	TPC		Subject to funding in 2016/17 program budget	By whether TPC has undertaken a community engagement process to create a vision statement for the Islands Trust Area and to identify Policy Statement topics for amendment.	Community engagement process to start in early 2017, if budget approved
		FY 2016/17 T.9.1.6 Recommend a vision statement for the Islands Trust Area and Policy Statement topics for amendment.	TPC		Subject to funding in 2016/17 program budget	By whether Trust Council has adopted a vision statement for the Islands Trust Area and confirmed Policy Statement topics for amendment.	Due March 2017 - after community engagement process is complete (see T.9.1.5)
		FY 2016/17 T.9.1.7 Develop a project charter and budget request for a Policy Statement topic update process	TPC		Subject to funding in 2016/17 program budget	By whether Trust Council has endorsed TPC's project charter and budget request for a Policy Statement topic update process	Project charter and budget request due March 2017
		FY 2017/18 T.9.1.8 Undertake a multi-stakeholder engagement process and develop a draft bylaw to update selected Policy Statement topics	TPC	EC	Subject to funding in 2017/18 program budget	By whether EC and TPC have undertaken a multi-stakeholder engagement process and developed a draft bylaw to update selected Policy Statement topics	Completion due February 2018
		FY 2017/18 T.9.1.9 Develop a bylaw for Trust Council third reading to update selected Policy Statement topics	TPC	EC	Subject to funding in 2017/18 program budget	By whether by Trust Council has given third reading to a bylaw and forwarded for ministerial approval	Third reading due March 2018
		FY 2018/19 T.9.1.10 Adopt bylaw to update selected Policy Statement topics	EC		Funded by base budget	By whether Trust Council has adopted a bylaw to update selected Policy Statement topics	Due Sept 2018. Subject to ministerial approval

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	9.2 Improve communications about the Islands Trust object and history	FY 2015/16 T.9.2.2 Implement adopted communications plan for 2015/16	EC	Funded by base budget	By whether EC has implemented communications plan	Underway
	9.3 Engage communities and agencies in reviewing and updating planning bylaws	Please see Attachment 2 for more details about this strategy				
	9.4 Investigate the use of Alternative Dispute Resolution in Bylaw Enforcement	FY 2015/16 – 2016/17 T.9.4.1 Review Bylaw Enforcement policy to consider potential amendments to recognize Alternate Dispute Resolution	EC	TBD	By whether EC has reviewed Trust Council's Bylaw Enforcement Policy to consider options for Alternate Dispute Resolution	Preliminary report prepared for EC regarding Alternate Dispute Resolution
10. IMPROVE community engagement and participation in Islands Trust work	10.1 Improve communications and availability of information about Islands Trust activities	FY 2015/16 T.10.1.1 Enhance public engagement on 2016/17 budget consultations	EC, FPC	Funded by base budget	By whether public engagement regarding the 2016/17 budget was increased	*Public Consultation process approved by FPC January 19, 2016. The public submitted 13 emails and 121 surveys between January 22 and February 17, 2016 public. This represents a significant increase over the 35 email comments received in 2015.*
		FY 2016/17- 2017/18 See Activities T.9.1.5 & T.9.1.8	EC, TPC	See above	See above T.9.1.5 & T.9.1.8	See above

* subject to decisions of Trust Fund Board



Islands Trust Fund's Elder Cedar Nature Reserve, Gabriola Island

Photo: Kristine Mayes

Passage Island, Howe Sound

Photo: Linda Adams

Attachment 2 – Islands Trust Strategic Plan – 2014-2018

• *Local Trust Committees & Bowen Island Municipality*

Bold text = activities being undertaken in the current fiscal year that are not complete.
Shaded text= activities not currently underway, because they are complete or proposed for future fiscal years and/or subject to future budget decisions
Italics – status updates (in status column) and other substantive changes since the previous Trust Council meeting

Objectives Column is colour-coded to identify Trust Council's top 5 priority objectives, as identified in June 2015

COLOUR	PRIORITY
	1
	2
	3
	4
	5
	6-10

Status column is colour-coded to provide a quick visual indicator, as follows:

COLOUR	STATUS
	Not due to start or awaiting actions of others
	Completed
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or more LTCs)
	In progress - Behind Target (e.g. not funded, delayed by other priorities, actions of others etc.)
	Not started – Behind target

Policy Statement Goal A: *'To Foster preservation and protection of the Trust Area's ecosystems'*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
1 PROTECT the natural environment of the Islands Trust Area	**1.1 Encourage voluntary stewardship of natural environment**	**Please see Attachment 1 for more details about these strategies**				
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area					
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	PHASE 1 – Identify watersheds FY 2014/15 **L.1.3.1 Identify RAR watersheds on Gambier and Lasqueti**	**LTCs****	**Funded in the 2014/15 program budget**	**By whether all RAR watersheds on Gambier and Lasqueti have been identified**	**Watershed mapping complete for Gambier, Keats, Bowyer and Passage islands.**
		PHASE 2 – Improve mapping **FY 2014/15 – 2015/16** **L.1.3.2 Improve mapping of additional riparian areas in Gambier and Lasqueti LTAs**	**LTCs****	**Funded in 2015/16 program budget ($15,000 for mapping in Gambier and Lasqueti LTAs)**	**By whether new mapping of riparian areas is complete**	***Thormanby Islands and Lasqueti Island mapping complete.***
		PHASE 3 – Adopt bylaws **FY 2014/15 – 2015/16**	**LTCs****	**Funded by 2015/16 program budget**	**By whether Gabriola, Lasqueti, Mayne and Thetis are RAR**	**Gabriola, Salt Spring, Prevost bylaws**

Attachment 2– Local Trust Committee and Bowen Island Municipality Activities

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		L.1.3.3 Adopt new bylaws to implement RAR on selected islands (Gabriola, Mayne, Salt Spring/Prevost, Thetis)		**($1,500 for bylaw development on Thetis)**	**compliant through bylaw development**	**completed.** **Thetis in progress.** ***Maynehad given directoptn to obtain third-party report and is working with Ministry staff on RAR options.***
		FY 2014/15 – 2015/16 **L.1.3.4 Adopt new bylaws to implement RAR on all islands where still required (Denman, Lasqueti, Hornby, Gambier, various associated islands)**	**LTCs****	**Funded by 2015/16 program budget ($5,000)**	**By whether Ballenas/Winchelsea, Denman, and Hornby are compliant with RAR through bylaw development**	***Hornby and Denman bylaws pending Ministerial Approval*** ***Ballenas/Winchelsea has no identified RAR watersheds***
		FY 2014/15 –? **L.1.3.5 Adopt new bylaws to implement RAR on all Lasqueti and Gambier watersheds**	**LTCs****	**Funded by 2015/16 program budget.**	**By whether all Gambier and Lasqueti watersheds are compliant with RAR through bylaw development**	***Gambier RAR bylaws in progress; Lasqueti rAR bylaw in progress.***
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	**Please see Attachment 1 for more details about these strategies**				
	1.5 Protect high biodiversity areas identified in TFB's Regional Conservation Plan					
	1.6 Use land use planning tools to protect high biodiversity areas, using criteria from the TFB's Regional Conservation Plan	**FY 2014/15 – 2018/19** **L.1.6.1 Amend land use bylaws to improve protection of high biodiversity areas.**	**LTCs**/BIM*****	**Subject to program budgets**	**By whether LTCs have amended land use bylaws to improve protection of high biodiversity areas.**	***Not started***
	1.7 Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems	**FY 2015/16 –?** **L.1.7.1 Use land use planning tools to protect Coastal Douglas-fir and associated ecosystems through land use planning.**	**LTCs**	**Subject to base and program budgets**	**By the amount of Coastal Douglas fir and associated ecosystems that have been protected.**	**On-going**

Attachment 2– Local Trust Committee and Bowen Island Municipality Activities

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	1.8 Advocacy re protection of ecosystems	**Please see Attachment 1 for more details about this strategy.**					
2. PRESERVE, PROTECT and ADVOCATE for coastal shorelines and marine *areas* within the Islands Trust Area	**2.1 Use land use planning tools for shoreline protection**	FY 2015/16 L.2.1.1 Improve public knowledge about sensitive shorelines	LTCs**/BIM***		Funded by base budget	By whether mapping and other documents have been made available to public	**Complete [Gambier LTA foreshore protection and stewardship maps](#) posted to website; *public outreach to occur through Gambier OCP review***
		FY? L.2.1.2 Amend OCPs to improve shoreline protection	LTCs**/BIM***		Subject to program budget	By whether LTCs have amended their OCPs to improve shoreline protection	*Ballenas-Winchelsea OCP includes a Shoreline Development Permit Area* Identified as a future project on Hornby
		FY? L.2.1.3 Amend LUBs to improve shoreline protection	LTCs**/BIM***		Subject to program budget	By whether LTCs have amended their LUBs to improve shoreline protection	BIM has adopted a bylaw that regulates dock size for a part of Bowen's shoreline.
	2.2 Encourage Voluntary Stewardship of Nearshore Ecosystems	**FY 2015/16 –?** **L.2.2.1 Support [Green Shores for Homes Program on Thetis Island](#)**	**Thetis LTC**	**TFB**	**Subject to budget**	**TBD**	**Thetis Island has been identified as a pilot community for the Green Shore for Homes Program**
	2.3 Advocate for oil spill prevention and response	**Please see Attachment 1 for more details about these strategies.**					
	2.4 Advocate for management of derelict and abandoned vessels						
	2.5 Advocate to reduce negative impacts of shellfish aquaculture practices						
	2.6 Advocate to reduce impacts of other industrial marine activities						

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'*

OBJECTIVE	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
3. REDUCE community ecological footprints	**3.1 Develop Integrated Community Sustainability Plans**	**FY 2015/16** **L.3.1.1 Create a community profile as a basis for future planning in the Saturna LTA**	**Saturna LTC**	**Funded by 2015/16 base budget**	**By whether a Saturna community profile has been created.**	**In process**
		FY 2015/16 **L.3.1.2 Create a project charter and cost estimates for development of an Integrated Community Sustainability Plan for one or more LTAs**	**LTCs**	**Funded by 2015/16 base budget**	**By whether one or more LTCs has completed a project charter and cost estimates for development of an Integrated Community Sustainability Plan.**	***Salt Spring Island LTC application for funding was denied. SSILTC exploring other options***
		FY 2016/17 L.3.1.3 Develop one or more Integrated Community Sustainability Plan	LTCs	Subject to funding in 2016/17 program budget	By whether one or more LTC has developed an Integrated Community Sustainability Plan.	Expected to start on Salt Spring in 2016/17
	3.2 Support efficient and sustainable transportation systems and infrastructure	FY *2016/17 - ?* L.3.2.4 Develop land use regulations to encourage cycling and electric vehicles	LTCs**/BIM***	Subject to program funding	By whether LTCs/BIM have developed land use regulations to encourage cycling and electric vehicles.	Not due. Not started.
		FY? L.3.2.6 Use land use planning tools to reduce community ecological footprint	LTCs**/BIM***	Subject to funding in future budget	By whether LTCs/BIM have used land use planning tools to reduce community ecological footprint.	Not due Not started
4. PROTECT quality and quantity of water resources	**4.1 Coordinate with other agencies to protect water quality and quantity**	**FY 2015-16 – 2018/19** **L.4.1.1 Coordinate implementation of the St. Mary Lake Integrated Watershed Management Plan**	**Salt Spring LTC**	**Funded by special tax requisition in future budgets**	**By whether the SSILTC is coordinating implementation of the St. Mary Lake Integrated Watershed Management Plan.**	**St Mary Lake Integrated Watershed Management Plan released Oct/15.** ***Various agencies in process of implementing.***

OBJECTIVE	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	4.2 Use land use planning tools to address issues of water quantity	FY 2015/16 – 2016/17 L.4.2.1 Use land use planning tools to promote water conservation, such as through rainwater catchment and greywater recycling	LTCs**/BIM***	Funded by program budget in 2015/16. Subject to funding in 2016/17 program budget	By whether LTCs have amended land use regulations to promote water conservation.	Hornby OCP includes objectives and policies to promote water conservation; Hornby LUB includes DPA Guidelines.
	4.3 Advocate for and educate about water conservation measures (e.g. rainwater catchment, greywater recycling)	Please see Attachment 1 for more details about this strategy				
	4.4 Use land use planning tools to protect water quality and quantity	FY 2015/16 L.4.4.1 Use land use planning tools to protect the quality of well water	LTCs**/BIM***	Funded by base budget in 2015/16	By whether LTCs have amended land use regulations to protect well water quality.	*SSILTC - Grantville Neighbourhood project Bylaw 484 expected to be adopted June 2, 2016*

Policy Statement Goal C: *'To sustain island character and healthy communities'*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
5. ENHANCE (protect/restore) community *character*, socio-economic diversity and economic sustainability	5.1 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (e.g. as described in Trust Council's Community Housing Toolkit)	FY 2015/16 – 2018/19 L.5.1.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Funded by 2015/16 program budget. Subject to funding in future program budgets	By whether LTCs and BIM have amended their OCPs to include new affordable housing policies.	Gabriola considering OCP *and LUB* amendments. *The Salt Spring Island Watershed Protection Authority (SSIWPA) is working with the North Salt Spring Waterworks District to find solutions to water quantity issues* Hornby OCP includes policies respecting affordable, rental and special needs housing.

Attachment 2– Local Trust Committee and Bowen Island Municipality Activities

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
		FY 2015/16 – 2018/19 **L.5.1.2 Amend LUBs to improve availability of affordable housing**	**LTCs**/BIM*****	**Funded by 2015/16 program budget. Subject to funding in future program budgets**	**By whether LTCs and BIM have amended their LUBs to improve availability of affordable housing.**	**Galiano secondary suites and cottage size bylaws adopted.** **North Pender reviewing housing affordability re STVRs. Community workshop held November/15**
	5.2 Use land use planning tools to promote economic sustainability	**FY 2015/16** **L.5.2.1 Review commercial land use requirements and issues in Mayne LTA**	**Mayne LTC**	**Funded by 2015/16 program budget**	**By whether Mayne LTC has completed a review of commercial land use requirements and issues.**	***Project charter endorsed on Mayne in June 2015. Defered to fall 2016***
		FY 2015/16 **L.5.2.2 Amend LUB to ensure an appropriate supply of land zoned for emerging industrial and /or commercial needs in the Salt Spring Island LTA**	**Salt Spring LTC**		**By whether SSILTC has amended one LUB to ensure an appropriate supply of land zoned for emerging industrial and commercial needs**	***SSILTC – Industrial Advisory Planning Commission Report received. Bylaws out on agency referral.***
		FY 2015/16 **L.5.2.3 Improve planning for island villages**	**Salt Spring LTC**	**Funded by program budget in 2015/16**	**By whether SSILTC has completed one village planning project (Salt Spring Ganges Village harbourwalk Project)**	***Project underway. Bylaw 491 out on referral and further community and First Nations engagement.***
		FY 2015/16 **L.5.2.4 Amend land use regulations in the Galiano LTA regarding home industry**	**Galiano LTC**	**Funded by program budget in 2015/16**	**By whether Galiano LTC has amended OCP and LUB to address home industry (Galiano Home-based Contractor Yards Review)**	**Bylaw approved by EC November/15**
		FY 2015/16 **L.5.2.7 Identify appropriate locations and scope for waste management facilities in the North Pender LTA**	**North Pender LTC**	**Funded by program budget in 2015/16**	**By whether North Pender LTC has determined appropriate locations and scope of waste management facilities (Land Use Planning for Waste Management Project)**	**Waste and Resource Management project underway**
		FY 2016/17-? L.5.2.8 Amend land use regulations regarding waste management facilities in the North Pender LTA	North Pender LTC	Subject to funding in future program budgets	By whether North Pender LTC has amended land use regulations regarding waste management facilities	Due to start in 2016/17

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
	5.3 Use land use planning tools to address challenges of an aging population	FY 2015/16 L.5.3.1 Create an age-friendly community plan in one LTA	North Pender LTC	Funded by grant and program budget in 2015/16	By whether North Pender LTC creates an age-friendly community plan.	In progress on Pender completed. *Lasqueti commencing aging at home project.*
	5.4 Work with other agencies to promote economic sustainability	Please see Attachment 1 for more details about these strategies.				
	5.5 Investigate whether relocation of some or all of the Islands Trust Victoria Head Office might better serve the interests of Trust Area constituents					
	5.6 Facilitate exploration of intra and inter-island transportation routes					
	5.7 Advocate for prevention of inter-islands bridges					

Goal D: Effective, efficient and collaborative governance

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
6. STRENGTHEN relations with First Nations	6.1 Improve engagement with First Nations	FY 2015/16 L.6.1.1 Match UBCM Community to Community (C2C) funding for local meetings, including honoraria and travel for First Nation participation	LTCs	Funded by the 2015/16 program budget $10,000	By whether one or more Community-to-Community meeting has been held.	Gambier has matching a grant of $2,000 *Gambier LTC and Squamish First Nation C2C Forum taking place on March 31, 2016*
		FY 2016/17? L.6.1.2 Develop an agreement with First Nations	LTCs**/BIM***	Subject to funding in future budgets	By whether an agreement with First Nations has been developed	Denman work program includes development of an agreement with the K'ómoks First Nation *Thetis work program includes development of agreements with*

Attachment 2– Local Trust Committee and Bowen Island Municipality Activities

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
						Penelakut Tribe and Lyackson First Nation
	6.2 Improve protection of archaeological and First Nations cultural resources	FY? L.6.2.1 Amend OCPs/LUBs to improve archaeological site protection in one LTA	LTCs**	Subject to funding in future budgets	By whether the OCP/LUB has been amended to improve archaeological site protection in one LTA	Not due. Not started
7. IMPROVE organizational cost effectiveness and resilience	**7.1 Improve cost-effectiveness and quality of Trust Council operations**	**Please see Attachment 1 for more details about these strategies.**				
	7.2 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island					
8.Improve cooperation and integration with other levels of government	**8.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations in regards to Crown land tenures**					
	8.2 Explore opportunities and benefits of working with UNESCO, TFB and others to seek nomination of the Trust Area as a UN Biosphere Reserve					
9. Improve community and agency understanding and support of the Islands Trust	**9.1 Review the Islands Trust Policy Statement**					
	9.2 Improve communications about the Islands Trust object and history					

Attachment 2– Local Trust Committee and Bowen Island Municipality Activities

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
	9.3. Engage communities and agencies in reviewing and updating planning bylaws	**FY 2015/16 - ?** **L.9.3.1 Update Land Use Bylaws** **- Galiano LUB technical amendments** **- Gabriola LUB updates re signage and dog boarding** **- Hornby OCP and LUB bylaw review** **- S. Pender LUB bylaw update** **- Thetis OCP&LUB for Assoc Islands**	**LTCs**	**Funded by base budget and projects budget**	**By whether communities have been engaged in the review and updating of planning bylaws**	**Bylaw reviews underway on Galiano, Gabriola, North Pender, South Pender.** **Five Galiano bylaws approved by EC – November/15** **Hornby OCP and LUB adopted** **Lasqueti OCP review commenced (phase 1: Aging at home project)**
	9.4 Investigate the use of Alternative Dispute Resolution in Bylaw Enforcement	**Please see Attachment 1 for more details about these strategies.**				
10. IMPROVE community engagement and participation in Islands Trust work	**10.1 Improve communications and availability of information about Islands Trust activities**	**To be determined**	**TBD**	**TBD**	**TBD**	**TBD**

**subject to decisions of local trust committees ***subject to decisions of Bowen Island Municipality

If you are reading a print version of this Strategic plan, you can access hyperlinks by going to the online version at: http://www.islandstrust.bc.ca/trust-council/strategic-plan/

Abbreviations:

BIM – Bowen Island Municipality
C2C – Community to Community
EC – Executive Committee
FPC – Financial Planning Committee

FY – Fiscal Year
IT – Islands Trust
ITF – Islands Trust Fund
LPC – Local Planning Committee

LTA – Local Trust Area
LTC – Local Trust Committee
LUB – Land Use Bylaw
MCSCD – Ministry of Community, Sport and

Updated to March 3, 2016

Attachment 2– Local Trust Committee and Bowen Island Municipality Activities

Cultural Development
NAPTEP – Natural Area Protection Tax Exemption Program
OCP – Official Community Plan
RAR – Riparian Areas Regulation
SSI – Salt Spring Island
STVR – Short Term Vacation Rental
TAS – Trust Area Services
TBD – To Be Determined
TC – Trust Council
TFB – Trust Fund Board
TPC–Trust Programs Committee
UBCM – Union of BC Municipalities
UN – United Nations
UNESCO – UN Educational, Scientific and Cultural Organization

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Colour Key for Middle Column:

Colour	Potential committee/unit/body taking lead for a potential strategy
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
	Trust Programs Committee or Trust Area Services staff
	Executive Committee
	Trust Fund Board or Islands Trust Fund staff
	Financial Planning Committee

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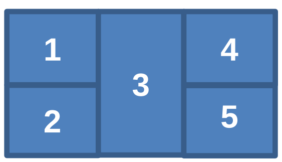
1. Linda Adams – Lasqueti Freight Shed Mural :'There's No Place Like Home; - community project directed by Sophia Rosenberg
2. Don Gordon – seafloor life
3. Linda Adams – Fulford Valley, Salt Spring Island
4. Linda Adams -- Lasqueti Island Children's' Marimba Band, Lasqueti Community Hall
5. Kristine Mayes – Denman Island



REQUEST FOR DECISION

To: Islands Trust Council **For the Meeting of::** June 14-16, 2016

From: Carmen Thiel, Legislative Services Manager **Date:** June 1, 2016

SUBJECT: AMENDMENT TO TRUST COUNCIL PROCEDURES BYLAW TO ALLOW FOR ELECTRONIC PARTICIPATION IN TRUST COUNCIL MEETINGS

RECOMMENDATION:

That the Islands Trust Council direct staff to prepare a draft bylaw to amend Bylaw No. 101, "Islands Trust Council Meeting Procedures Bylaw, 2004" in order to incorporate requested amendments regarding electronic participation as presented with the following recommendations:

1. **4.4(c) – no more than four Council members, may participate electronically at a regular meeting;**
   4.4(d) - the person presiding at a regular Council meeting must be present at the physical location of the Council meeting;
2. **4.4.(e) - a Council member may not participate electronically in more than one regular Council meeting in any one calendar year;**
3. **4.5 - a land line connection not be required for closed Council meetings; and**
4. **4.6(c) - 15 minutes be the time established after which a meeting will be adjourned if communication is lost to one or more electronic participants and there is not a quorum.**

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
Following the presentation by staff at March 2016 Trust Council regarding electronic meetings, the following report is offered that outlines a number of amendments that would be required to the procedures bylaw and requests direction to develop a bylaw that would allow for a limited ability for Trustees to attend Trust Council electronically. As there was no budget allocated to this project in the 2016/17 Financial Plan, a business case will be developed for next year's budget, that would identify the costs of providing a technically viable meeting experience for electronic attendees.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The bylaw amendment would provide the ability for Trustees to participate in Trust Council meetings electronically and to meet an objective in the 2014-2018 Strategic Plan.

FINANCIAL: Additional costs would be incurred if Trust Council decided to upgrade electronic equipment and video conferencing service. A full financial analysis has not yet been undertaken nor has budget been allocated from 2016-2017 for this project. A business case would be developed to present to the Financial Planning Committee during the 2017-2018 budget deliberations.

POLICY:
- Islands Trust Electronic Meetings Regulation
- Amendment to Islands Trust Council Meeting Procedures Bylaw, 2004
- 2014-2018 Strategic Plan

IMPLEMENTATION/COMMUNICATIONS: None.

OTHER: None

BACKGROUND

A presentation on electronic participation at Trust Council meetings was made at the March 2016 Trust Council meeting to review considerations for amending Trust Council's procedure bylaw.

This report provides a draft option for consideration of inclusion in the Islands Trust Council Procedures Bylaw to allow for electronic participation by members at an Islands Trust Council meeting. The proposed draft wording in Appendix 1 (attached) regarding electronic meetings comes from review of the Islands Trust Council Procedures Bylaw (Sections 11.11 through 11.14 - electronic participation for committee meetings) and a Model Bylaw from the Ministry of Community, Sport and Cultural Development, and is in accordance with the Islands Trust Electronic Meetings Regulation and related legislation.

The Islands Trust Electronic Meetings Regulation (attached) stipulates that:

a. a procedure bylaw must authorize electronic meetings;
b. the facilities must enable the meeting's participants to hear, or watch and hear each other;
c. the facilities must enable the public to hear, or watch and hear the meeting at a specified place with an Islands Trust officer or employee in attendance at the specified place;
d. a member of Trust Council who is participating in a meeting conducted in accordance with the regulation and procedures bylaw is deemed to be present at the meeting; and
e. for a special meeting, the notice must include notice of the way in which the meeting is to be conducted and the place where the public can attend to hear the proceedings.

An additional condition is that the Secretary must receive sufficient notice and be able to make the necessary arrangements in order for a Trustee(s) to participate electronically in a meeting.

REPORT/DOCUMENT:

Appendix 1:	provides a draft option for amendments to the Trust Council Procedures Bylaw to address electronic meetings
Appendix 2:	copy of the Islands Trust Electronic Meetings Regulation
Appendix 3:	excerpts from the *Local Government Act* and the *Community Charter* which apply to Trust Council regarding topics referenced in the option (Appendix 1), e.g. notice of special meetings and electronic meetings.
Appendix 4:	is a sample Special Electronic Meeting Notice which must be given when a "special" Trust Council meeting is being conducted entirely by electronic means.

KEY ISSUE(S)/CONCEPT(S): To address an objective and activity in the Strategic Plan by providing for Trustees to attend Trust Council meetings electronically.

RELEVANT POLICY:
- Islands Trust Electronic Meetings Regulation

- Strategic Plan objective 7. Improve organizational cost effectiveness and resilience;
- Islands Trust Council Meeting Procedures Bylaw, 2004

DESIRED OUTCOME: To improve organizational cost effectiveness and resilience.

RESPONSE OPTIONS

Recommended:
That the Islands Trust Council direct staff to prepare a draft bylaw to amend Bylaw No. 101, "Islands Trust Council Meeting Procedures Bylaw, 2004" in order to incorporate requested amendments regarding electronic participation as presented, with the following recommendations:

1. 4.4(c) – no more than four Council members, excluding the person presiding, may participate electronically at a regular meeting;
2. 4.4.(d)(ii) – a Council member may not participate electronically in more than one regular Council meeting in any one calendar year;
3. 4.5 - a land line connection not be required for closed Council meetings; and
4. 4.6(c) - 30 minutes be the time established after which a meeting will be adjourned if communication is lost to one or more electronic participants and there is not a quorum.

Alternative:

1. That Islands Trust Council not proceed with an amendment to "Islands Trust Council Meeting Procedures Bylaw, 2004" to provide for electronic participation by Trustees at Trust Council meetings.
2. That Islands Trust Council postpone consideration of an amendment to "Islands Trust Council Meeting Procedures Bylaw, 2004" to provide for electronic participation by Trustees at Trust Council meetings.

Prepared By: Carmen Thiel, Legislative Services Manager

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer – May 12, 2016
Executive Committee – May 18, 2016

APPENDIX 1 – OPTION

D R A F T

Electronic Meetings

4.4 (a) A special meeting of Council to deal with urgent new business may be conducted entirely by means of audio or audio and visual electronic communication facilities if a majority of the members of the Council have agreed by resolution that the meeting may be conducted in this way and provided the Secretary has received sufficient notice and can make the necessary arrangements.

(b) An individual Council member who is not at the physical location of a special Council meeting or a regular Council meeting may choose to participate by means of audio or audio and visual electronic communication facilities, provided the Secretary has received sufficient notice and can make the necessary arrangements.

(c) At a regular Council meeting, no more than four Council members may participate by means of electronic communication facilities and in the event that more than four members wish to do so, the first four members to notify the Secretary will be those eligible to participate through electronic communication facilities.

(d) The person presiding at a regular Council meeting must be present at the physical location of the Council meeting.

(e) An individual member of Council may not participate by means of electronic communication facilities in more than one regular meeting of the Council in any one calendar year.

(f) The Council may waive the restrictions in section 4.4(c) and (e) by unanimous resolution, provided the waiver does not conflict with provincial legislation and regulation that enables electronic meetings.

(g) Council members who use electronic communication facilities to participate in a meeting conducted in accordance with this bylaw are deemed present at the meeting.

(h) A member of the Council may begin participation in a meeting by electronic communication facilities after the meeting has been called to order.

(i) Where a member of the Council is participating in a meeting through electronic communication facilities, the facilities must enable all meeting participants to hear, or watch and hear, each other and must provide notice when participants join or leave the meeting.

(j) Where a member of the Council is participating in a meeting through electronic communication facilities, the facilities must enable the public to hear, or watch and hear, all meeting participants at a place specified in the meeting notice, unless the meeting has been properly closed to the public.

(k) For the duration of an electronic meeting that is open to the public, a designated staff member must attend at the place specified in the meeting notice for the public to hear, or watch and hear, the participants.

4.5 Cell phone or satellite connections may be used for open Council meetings.

4.6 If communication is lost to one or more electronic participants during a meeting:

4.7 (a) The participant affected will attempt to reestablish the link and, in the interim, will be deemed to have left the meeting and this will be recorded in the minutes.

(b) If there is not a quorum, the Council Chair or person presiding will call a recess until the link is reestablished.

(c) If, after 15 minutes, a link cannot be reestablished and there is not a quorum of Council members, the meeting will be deemed adjourned and the item under discussion at the time of loss of communication will be added to the next agenda.

4.8 The costs of electronic participation in a Council meeting will be borne by the Council if the Council member is participating from a location within Canada or has received the approval of the majority of Council members.

APPENDIX 2

B.C. Reg. 283/2009 Deposited November 27, 2009

O.C. 620/2009

Islands Trust Act

ISLANDS TRUST ELECTRONIC MEETINGS REGULATION

Definitions

1 In this regulation:

"special meeting" means a meeting other than a regular meeting or an adjourned meeting;

"trust body" means the trust council, the executive committee, a Council and the trust fund board.

Electronic meetings authorized

2 (1) If the requirements in subsection (2) are met,

(a) a special meeting of a trust body may be conducted by means of electronic or other communication facilities, or

(b) a member of a trust body who is unable to attend at a meeting of the trust body may participate in the meeting by means of electronic or other communication facilities.

(2) The following apply in relation to a meeting of a trust body referred to in subsection (1):

(a) a procedure bylaw under section 794 (1) (a) and (b) [procedure bylaws] of the Local Government Act, as that section applies to the trust body, must authorize the matters set out in subsection (1) (a) or (b) of this section;

(b) the meeting must be conducted in accordance with the applicable procedure bylaw;

(c) the facilities must enable the meeting's participants to hear, or watch and hear, each other;

(d) for a special meeting referred to in subsection (1) (a),

(i) the notice under section 127 (2) *[notice of council meetings]* of the *Community Charter*, as that section applies to the trust body, must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, and

(ii) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and an officer or employee designated by the trust body must be in attendance at the specified place;

(e) for a meeting referred to in subsection (1) (b), except for any part of the meeting closed to the public, the facilities must enable the public to hear, or watch and hear, the member participating by means of electronic or other communications facilities.

(3) Section 128 (3) *[participants deemed present]* of the *Community Charter* applies in relation to a trust body.

[Provisions of the *Islands Trust Act*, R.S.B.C. 1996, c. 239, relevant to the enactment of this regulation: sections 53 and 54]

APPENDIX 3

Excerpt from the *Local Government Act*, which applies to Councils (bolded sections apply to Councils):

Procedure, bylaws and enforcement

225 **(1) A board must, by bylaw, do the following:**

(a) establish the general procedures to be followed by the board and by board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;

(b) provide for advance public notice respecting the date, time and place of board and board committee meetings and establish the procedures for giving that notice;

(c) identify places that are to be public notice posting places for the purposes of the application of section 94 *[requirements for public notice]* of the *Community Charter* to the regional district.

(2) A procedure bylaw must not be amended unless notice of the proposed amendment is mailed to each director, at the address given by the director to the corporate officer for that purpose, at least 5 days before the meeting at which the amendment is to be introduced.

Excerpts from the *Community Charter*, which apply to Councils (bolded sections apply to Councils):

Notice of council meetings

127 (1) A council must

(a) make available to the public a schedule of the date, time and place of regular council meetings, and

(b) give notice of the availability of the schedule in accordance with section 94 *[public notice]* at least once a year.

(2) Subject to subsection (4), notice of a special council meeting must be given at least 24 hours before the time of meeting by

(a) posting a copy of the notice at the regular council meeting place,

(b) posting a copy of the notice at the public notice posting places, and

(c) leaving one copy for each council member at the place to which the member has directed notices be sent.

(3) The notice under subsection (2) must include the date, time and place of the meeting, describe in general terms the purpose of meeting and be signed by the mayor or the corporate officer.

(4) Notice of a special council meeting may be waived by unanimous vote of all council members.

Electronic meetings and participation by members

128 (1) If this is authorized by procedure bylaw and the requirements of subsection (2) are met,

(a) a special council meeting may be conducted by means of electronic or other communication facilities, or

(b) a member of council or a council committee who is unable to attend at a council meeting or a council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities.

(2) The following rules apply in relation to a meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) the facilities must enable the meeting's participants to hear, or watch and hear, each other;

(c) for a special council meeting referred to in subsection (1) (a),

(i) the notice under section 127 (2) *[notice of special meetings]* must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear the proceedings that are open to the public, and

(ii) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place;

(d) for a meeting referred to in subsection (1) (b), except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

(3) Members of council or a council committee who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.

APPENDIX 4

S A M P L E

Islands Trust Council

Financial Planning Committee
Notice of Special Electronic Meeting
(Preliminary Discussions - Budget 2015-2016)

Notice is hereby given that the Financial Planning Committee of the Islands Trust Council will hold a special electronic meeting to consider further recommendations regarding the Islands Trust Council's draft budget for the 2015-2016 fiscal year.

Members of the Financial Planning Committee will participate in the meeting by means of a teleconference call which will occur on (day, date, at time).

Members of the public who wish to listen to the electronic committee meeting may do so by attending the Islands Trust office at 1627 Fort Street, Victoria, BC at the time noted above.

For further information on the meeting, please contactat 250 405-5150.

Signed by the Chair or Secretary

Islands Trust

June 2016 Islands Trust Council
Governance-Administration Session

Tuesday, June 14, 2016
Pender Islands Community Hall, 4418 Bedwell Harbour Road, North Pender Island

Purpose: To engage in a governance-administration session to review the roles of Trustees and staff in support of good decision making.

Rationale: It is a good organizational practice to review the core functions and roles of elected officials and staff in local governments on a periodic basis. The transition to a new CAO provides and opportunities to identify any issues or seek clarity in support of the 2014-2018 term of Trust Council**.** This item was approved as a continuous learning session by Trust Council in March.

Chair: Peter Luckham, Chair, Islands Trust Council

Time	TOPIC	Who
4:05	**Introduction**	**R. Hotsenpiller**
4:10-4:50	**Presentation** Role of Trustees, Trust Council, Chair Role of the CAO Working with staff Procurement Getting work done **Discussion and questions**	**Staff** **P. Luckham (Chair)**

Resources/References for the session:

1. *Orientation materials for Trust Council: The Big Picture 2014-2018*
2. *"Ideal and Practice in Council –manager Government, Institutional Implications:" Greg J. Protasel (to be presented at session)*

Applicable policy

1. *Trust Council Policy 2.1.iii Governance Principles*

Islands Trust

DIRECTOR OF TRUST AREA SERVICES
2016-2017 FIRST QUARTER REPORT

Date: May 26, 2016

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. <u>TRUST COUNCIL / TRUST PROGRAMS COMMITTEE</u> • Sent letters to two presenters and four delegates at March Trust Council • Researched possible indicators and presented State of the Islands recommendations to TPC • Assisted with amending Grants Administration Policy • Organized marine shipping session • Participated in Select Committee to Review Victoria Office Location	• Implement State of the Islands project with contractor and/or staff support • Seek contractor and/or staff support to plan engagement with First Nations, agencies and public on visioning and topic selection • Complete guidelines for gift exchange with First Nations • Research water conservation tools and current regulatory environments • Develop advocacy session for Sept. Trust Council • Develop project charter for visioning and Policy Statement topic selection engagement processes • Update legislative monitoring report for Sept. TC

2. <u>AGENCY LIAISON and ADVOCACY</u>
• Chair correspondence to:
  ○ Minister Garneau re Nomination of the Salish Sea as a Particularly Sensitive Sea Area
  ○ Pacific Pilotage Authority re Gabriola anchorage
  ○ Gabriolans Against Freighter Anchorages Society
  ○ Steelhead LNG declining request for special meeting
  ○ District of North Saanich declining request to cost-share LNG meeting
  ○ Transport Canada consultation re engagement on marine transportation Initiatives and on proposed crude oil tanker moratorium (via e-mail)
• Attended Clear Seas workshop on Better Decision Making through Maritime Traffic Monitoring and Modelling
• Attended the Salish Sea Ecosystem Conference
• Attended the Howe Sound Community Forum
• Attended WESTAC West Coast Marine Spill Prevention, Preparedness & Response Roundtable
• Attended Coast Guard/Transport Canada Area Response Planning workshop
• Co-ordinated invitations to southern and SSI trustees to Western Canada Marine Response Corporation workshops on geographic response plans
	• Negotiate amendments to agreements with the Ministry of Forests, Lands and Natural Resource Operations in partnership with Bowen Island Municipality.
	• Support consultations re Pacific Pilotage Authority anchorage proposal near Gabriola Island (delayed)
	• Continued participation in Regional Advisory Council on Oil Spill Response meetings (on-hold pending federal funding availability)
	• Continued participation in Joint Working Group for Removal of Problem Vessels meetings
	• Support for UBCM resolution as required
	• Develop advice re fallow deer
	• Develop advice re encouraging transboundary oil spill response improvements

3. <u>COMMUNICATIONS</u>
• Delivered draft 2015-2016 Annual Report to June TC
• Issued four news releases:
  ○ 2016-2017 budget approval
  ○ June Council program
  ○ First OCP for Ballenas-Winchelsea
  ○ Collaboration between NSSWD, SSILTC and SSIWPA to address water issues
• Prepared RFD to EC to clarify roles and responsibilities for implementation of Islands Trust's overall communications strategy and public relations program
• Finalized news release process to communicate LTC decisions
• Finalized Islands Trust style guide
• Issues management and media relations support (FAQs, keys messages and coaching) for:
  ○ Gabriola anchorages
  ○ SSI water issues involving NSSWD
  ○ Galiano LTC meeting re forest retreat centre
  ○ Affordable housing forum
• Ran trial of software to better manage Islands Trust multimedia – images, audio and video data
○ Twitter: 14 new followers (758) and 5 new tweets (633)
	• Design and distribute 2015-2016 Annual Report
	• Continue to explore ways to better manage Islands Trust multimedia assets – images, audio and video data
	• Begin strategic communications strategy for Islands Trust (staff and political)
	• Develop communications strategy to accompany Salt Spring Incorporation Study adaptation strategy
	• Deliver media interview tips for trustees and staff
	• Introduce Islands Trust style guide to trustees and staff
	• Continue to liaise with planner and designer to edit, format, design and produce Thetis LTC's "A Landowner's Guide to Protecting Shoreline Ecosystems
	• Update Communications Policy
	• Communications support for State of the Islands project
	• Communications support for water conservation project.

Islands Trust

TRUST PROGRAMS COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: May 16, 2016

WORK PROGRAM (next quarter)

1. **REVIEW THE ISLANDS TRUST POLICY STATEMENT** (Strategic plan 9.1)
   - State of the Islands project
2. **AMEND CROWN LAND COOPERATION AGREEMENTS** (Strategic plan 8.1)
   - Engage Bowen Island Municipality and the Province of B.C. in updating and consolidating six existing agreements into one.
3. **PROTECT QUALITY AND QUANTITY OF WATER RESOURCES** (Strategic plan 4.3)
   - Prepare to advocate for and educate about water conservation measures (phase 1 staff training and assessment of capacity and scope)

CONTINUING ITEMS

Strategic Plan Objective	Trust Programs Committee Strategy
4. Protect quality and quantity of water resources	4.3 Advocate for and educate about water conservation measures (phase 2 e.g. rainwater catchment, greywater recycling) (2016 -17)
5. Enhance (protect / restore) community character, socio-economic diversity and economic sustainability	5.4 Work with other agencies to promote economic sustainability (2016-18) 5.6 Facilitate exploration of intra and inter-island transportation routes (2017-19)
6. Strengthen relations with First Nations	6.2 Improve protection of archaeological and First Nations cultural resources (2017-20)
8. Improve cooperation and integration with other levels of government	8.2 Explore opportunities and benefits of working with UNESCO and the TFB and others re: UN Biosphere Reserve (2016-18)
9. Improve community and agency understanding and support of the Islands Trust	9.1 design and deliver an engagement process for visioning and topic identification (2016-17); adopt a vision statement (2016-17); conduct an engagement process for topic updates (2017-18); seek ministerial approval for amendments (2018-19)

Lisa Gordon
Designate Staff

Derek Masselink
Chair

TRUST FUND BOARD
REPORT TO TRUST COUNCIL
1st Quarter 2016-2017

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. STRATEGIC PLANNING/ADMINISTRATION	
Advertised vacancies on Trust Fund Board Provided training and orientation for new ITF Communications and Fundraising Specialist Crystal Oberg Completed year end and audit process for TFB accounts Updated protected area statistics and maps on Islands Trust Fund website and added new Glass Sponge Reef Fishing Closures to mapping Secured Critical Habitat Mapping from Environment & Climate Change Canada Responded to Canadian Wildlife Service regarding Band-tailed Pigeon and Great Blue Heron for TFB lands for Species at Risk Management Planning	Provide orientation for newly appointed TFB members Continue feasibility assessment of a working landscape conservation program (Regional Conservation Plan work item) Continue work on Property Management Strategy and decision support tool (Regional Conservation Plan work item) Continue mapping forage fish habitat for Lasqueti, Galiano, Salt Spring, Secretary, Wallace and Valdes Islands (extended to August 2016) Develop Land Securement Strategy to promote voluntary protection of high biodiversity priority areas (Regional Conservation Plan work item)
2. COVENANT AND PROPERTY ACQUISITIONS	
Updated covenant template to include clear provisions for email notifications for annual monitoring	Negotiate six covenants (Denman, Link, South Pender, Hornby, Galiano & Lasqueti) Assist Thetis Island Nature Conservancy with negotiations to purchase 16 hectare Fairyslipper Forest (Lower Burchell Hill) Negotiate transfer of three nature reserves (Denman, Thetis & Keats)
3. COVENANT AND PROPERTY MANAGEMENT	
Installed gate at the entrance of the Mount Trematon Nature Reserve (Lasqueti) to deter motorized vehicles and planted trees to restore the riparian area around Trematon Creek damaged by trespass Installed hooded merganser nest boxes in John Osland Nature Reserve (Lasqueti)	Complete annual monitoring visits Develop Burren's Acres Nature Reserve management plan (Gabriola) Consult partner groups and neighbours of Cyril Cunningham Nature Reserve regarding revised management plan (Salt Spring)

As of June 2016 the Trust Fund Board owns 26 properties and holds 72 covenants (of which 24 have NAPTEP certificates)

TRUST FUND BOARD
REPORT TO TRUST COUNCIL
1st Quarter 2016-2017

Maintained trail and driveway at Elder Cedar Nature Reserve (Gabriola) Surveyed and marked property boundaries of three Salt Spring Island covenants Considered and approved inclusion of segment of trail through Lindsay Dickson Nature Reserve in cross-island trail network (Denman)	Address continued vandalism of signage at Elder Cedar Nature Reserve sign (Gabriola)
4. COMMUNICATIONS	
Issued news release regarding year 2 deadline for Fairyslipper Forest fundraising campaign Developed ITF submission for 2015-16 Annual Report Provided a display at the Festival Active Pass (April 22-24, Galiano) Presented Eelgrass and Forage Fish mapping at the Salish Sea Ecosystem Conference (April 13-15, Vancouver) Attended the Gulf Islands Conservation Conference (March 12, Mayne Island)	Update Cost / Benefit scenarios for NAPTEP information package and liaise with Bowen Island Municipality to implement website links Develop ITF Communications Plan for 2016-17 Develop content for the Heron newsletter Develop e-newsletter directed to covenant landowners to accompany annual monitoring information Prepare article for Arbutus Magazine to promote the Fairyslipper Forest campaign
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Submitted a funding proposal to the Real Estate Foundation of BC on behalf of Coastal Douglas-fir and Associated Ecosystems Conservation Partnership for work with local governments (e.g. Islands Trust) to include CDFCP information in land use planning Developed ITF Fundraising Plan for 2016-17 Provided travel subsidies for the Gulf Islands Conservation Conference (March 12, Mayne Island)	Identify grant opportunities from foundations and corporations Research funding sources for boardwalk around Elder Cedar (Gabriola) Add Canada Helps 'Donate Now' button to Facebook

As of June 2016 the Trust Fund Board owns 26 properties and holds 72 covenants (of which 24 have NAPTEP certificates)

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: June 14-16, 2016

From: Trust Fund Board

Date Prepared: April 19, 2016

File No.: GB-NAP-2016.1

SUBJECT: NATURAL AREA PROTECTION TAX EXEMPTION PROGRAM (NAPTEP) CERTIFICATE, LINK ISLAND, GABRIOLA ISLAND LOCAL TRUST AREA

RECOMMENDATION: That the Islands Trust Council request the Secretary issue a Natural Area Protection Tax Exemption Certificate for the portion of Link Island described as “Section 25, Nanaimo District (Part of DeCourcy Group of Islands), Parcel Identifier 009-772-138,” subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Trust Fund Board currently holds two NAPTEP covenants in the Gabriola Island Local Trust Area. Twenty-four NAPTEP tax exemptions have been issued in the Islands Trust Area to date.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Covenant registration will be the responsibility of ITF staff. Staff will ensure that both the covenant and the baseline inventory report meet NAPTEP standards.

FINANCIAL: The costs of administering this application will be partly recovered through the application fees. Other associated costs such as covenant registration, survey costs and baseline costs will be covered by the landowner. Annual monitoring costs of approximately $500 will be administered by the Trust Fund Board. Transportation to and from the island via water taxi may add an additional annual cost of $200-$400.

POLICY: This application is consistent with Trust Council's policies regarding NAPTEP applications.

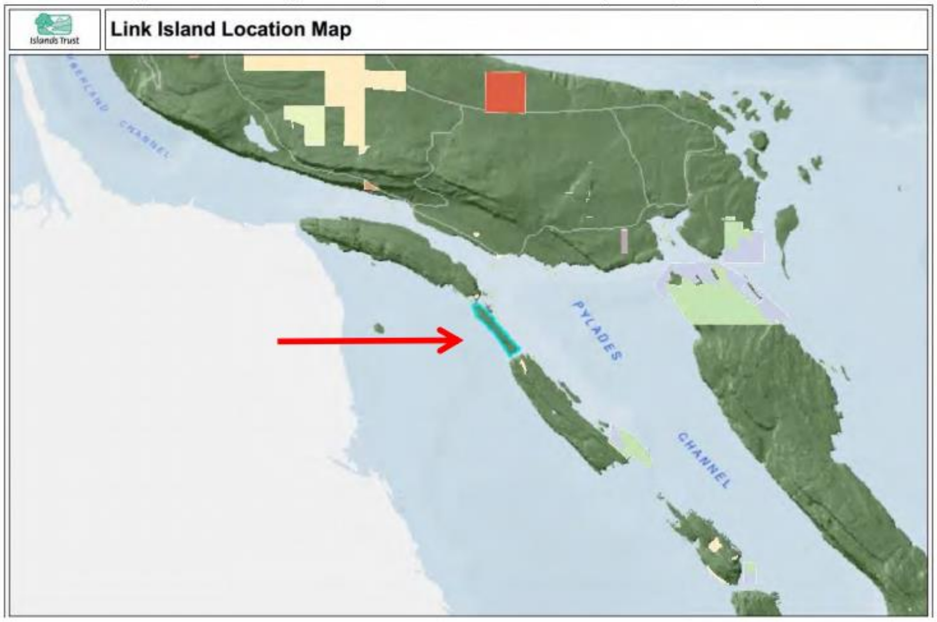
IMPLEMENTATION/COMMUNICATIONS:

- The applicant will be advised of Trust Council’s decision.
- The applicant will complete a baseline inventory report and a legal survey and will be required to register the standard NAPTEP covenant against the property title.
- The certificate will be issued by the Islands Trust Secretary when the covenant is successfully registered.
- Once the certificate is issued to the applicant, the BC Assessment Authority, the Land Titles Office, and the Regional District and any other relevant agencies will be advised.
- ITF staff will advise the public regarding the successful completion of NAPTEP applications via a news release and the ITF website.

OTHER: The Gabriola Island Local Trust Committee was provided information regarding the Link Island NAPTEP application for its May 26, 2016 meeting. The application will also be referred to local First Nations due to the presence of archaeological sites.

BACKGROUND

- A NAPTEP application was received on March 14, 2016 to covenant approximately 19.45 ha (48 acres) of land, comprising most of Link Island (map below).



- TFB staff have reviewed the proposal and confirmed that it is eligible under section 2 of the NAPTEP regulation:
    - Areas that are relatively undisturbed by human activity and are good examples of one or more of the ecosystems described in the Schedule to the regulation
    - Areas that are relatively undisturbed by human activity and are key habitat for rare native plant species or plant communities
- The TFB has agreed to hold the conservation covenant for this application.

Property Information
Property Description: PID 009-772-138, Section 25, Nanaimo District (Part of DeCourcy Group of Islands).

Property size: 21.45 ha (54 acres)

Proposed covenant size: approximately 20 ha (50 acres), size dependent on excluded area for the cabin and other developed areas.

NAPTEP Natural Values & Amenities
The natural values of the proposed covenant area, according to the NAPTEP Regulations, are listed below. Values were determined by evaluating the application submitted by the property owner and through a site visit conducted March 22, 2016.

1. Coastal bluff ecosystems (NAPTEP Regulation Section 2(a)):
The proposed covenant area includes a variety of coastal bluff ecosystems.

2. Herbaceous ecosystems (NAPTEP Regulation Section 2 (a)):
There are patches of herbaceous ecosystems within the mapped woodland ecosystems.

3. Woodland Ecosystem (NAPTEP Regulation Section 2(a)):
The Douglas-fir – Arbutus ecological community is present.

4. Wetland Ecosystem (NAPTEP Regulation Section 2(a)):
Not mapped, but observed at both the north end and south end of the island.

5. Areas that are relatively undisturbed by human activity and are key habitat for rare native plant species or plant communities (NAPTEP Regulation Section 2(b)):
The blue-listed Seaside juniper (*Juniperus maritima*) was observed. Additionally, the following rare plant communities were observed and have been mapped in the Terrestrial Ecosystem Mapping project for the Coastal Douglas-fir zone (2009):
a. Douglas-fir – Arbutus Ecological Community (Red listed, observed)
b. Douglas-fir – Dull Oregon-grape (Red-listed, mapped)

REPORT/DOCUMENT: None.

KEY ISSUE(S)/CONCEPT(S): Approval of a Natural Area Protection Tax Exemption Certificate.

RELEVANT POLICY: *Islands Trust Act* (7.1)
Islands Trust *Natural Area Protection Tax Exemption Regulation*
Trust Council procedure 2.1.x re: Administration of the NAPTEP program.

DESIRED OUTCOME: Registration of a conservation covenant to protect natural areas under NAPTEP.

RESPONSE OPTIONS

Recommended: as recommended

Alternative: 1. To decline to issue the certificate.
2. To delay issuance of the certificate subject to receipt of additional information.

Prepared By: Kate Emmings
Ecosystem Protection Specialist

Reviewed By/Date: Jennifer Eliason, Islands Trust Fund Manager – May 3, 2016
Lisa Gordon, Director Trust Area Services – May 4, 2016
Trust Fund Board – April 5, 2016
Gabriola Island Local Trust Committee – May 26, 2016
Executive Committee – May 18, 2016

Russ Hotsenpiller, Chief Administrative Officer

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** June 14-16, 2016

From: Executive Committee **Date Prepared:** May 24, 2016

SUBJECT: 2015-2016 DRAFT ANNUAL REPORT

RECOMMENDATION:
That the Islands Trust Council approve the 2015-2016 Draft Annual Report (as amended) for submission to the Minister of Community, Sport and Cultural Development.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
Under the *Islands Trust Act*, Trust Council has the authority to approve the draft annual report before forwarding to the Minister responsible for the Islands Trust.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
FINANCIAL: The communications budget contains funds for graphic design, layout and printing.

POLICY: Trust Council's Annual Report Policy 6. 10.i. gives the Executive Committee responsibility for developing the outline, format and template for all sections, to ensure a consistent standard that meets legislative and other requirements for an Annual Report.
Under Annual Report Policy 6.10.i Trust Council approves annual reports.

IMPLEMENTATION/COMMUNICATIONS:

Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee. Once approved, and upon receipt of the Auditor's Financial Statements, this report will be formatted for printing and web-publishing, and sent to the Minister responsible for the Islands Trust and other recipients listed in Policy 6.10.i.

OTHER: N/A

BACKGROUND

At its March 22, 2016 meeting, the Executive Committee approved the format and outline of the 2015-2016 Annual Report.

Each local trust committee and each standing Council committee reviewed and approved their sections at recent meetings. The Victoria Office Location Select Committee and the CAO Hiring Select Committee reports were approved by the committee Chairs; a process endorsed by the Executive Committee on May 18, 2016.

REPORT/DOCUMENT: Draft 2015-2016 Annual Report.

KEY ISSUE(S)/CONCEPT(S): Meeting legislative requirements for annual reporting.

RELEVANT POLICY: This approach complies with Section 19 of the *Islands Trust Act* and Trust Council's Annual Report Policy 6.10.i.

DESIRED OUTCOME: Timely reporting of Islands Trust Council's achievements.

RESPONSE OPTIONS

Recommended: **That the Islands Trust Council approve (as amended) the 2015-2016 Draft Annual Report for submission to the Minister of Community, Sport and Cultural Development.**

Alternative: None.

Prepared By: Pamela Hafey, Communications Specialist

Reviewed By/Date: Clare Frater, Acting TAS Director

Russ Hotsenpiller, Chief Administrative Officer

DRAFT Islands Trust Annual Report 2015-16 (for Trust Council approval)

Contents

DRAFT

Message from the Islands Trust Council Chair

The fondly referred to "Preserve and Protect" mandate directs the Islands Trust: "To preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia."

The *Islands Trust Act* defines our mission. Its scope has been a cause of much debate over the years. The 26 trustees, whom I have the privilege of serving with, carry out this work with enthusiasm and passion for their islands and communities. The Salish Sea is a special place. According to our neighbours and friends in the San Juan Islands, the islands of the Salish Sea require "special attention," and that is what my friends and colleagues on Trust Council keep in mind as they make decisions for their communities and the Trust Area.

During the first full year of this Council's term, I have witnessed significant thought and energy applied to the creation of Trust Council's 2014-2018 Strategic Plan. The Plan defines what the trustees believe to be the priorities in carrying out our goal of "preserving island communities, culture and environment."
http://www.islandstrust.bc.ca/trust-council/strategic-plan/

Council has reflected significantly on who we are, how we are governing ourselves, and whether the values and objectives of the past are still relevant to our communities and the province today. As a result of this reflection, I expect further conversations between trustees and with our communities about deepening our understanding of the Trust mandate.

There are challenging and exciting times ahead as we look at our governance, especially as one of our member governments, Salt Spring Island, considers incorporation. I am confident that our reflection and our engagement will bring about a stronger, focused commitment to our Object and our mandate to serve our communities.

The beginning of 2016 saw a change in leadership within the Islands Trust organization with the retirement of Linda Adams who dedicated more than 25 years to the Islands Trust, 12 of those as CAO. Linda left us with a strong organization respected among local governments for its policies and procedures. I thank her for her years of service and wish her all the best for a well-deserved retirement.

Linda's departure brought new CAO Russ Hotsenpiller to the Islands Trust and although it is still early days, his strengths and experience in local government will clearly benefit Trust Council as we reflect on how we are governing and as we set our vision for the future. While Russ settles into his roles and responsibilities as the CAO, he also brings a new perspective to the organization that will benefit both the operations and Council's discussions.

Our Provincial mandate to preserve and protect relies on the co-operative efforts of many government agencies, First Nations and community organizations. Under the *Islands Trust Act*, one of Trust Council's roles is to inform B.C. government agencies when their policies affect the preservation and protection of the unique amenities and environment of the Islands Trust Area. I am proud of the quality of our staff's research and our commitment to partnership-building with all who share our concerns about threats to the environment and economy of the islands. Our continued effectiveness at inter-agency meetings, correspondence and engagement with ministers is an important part of upholding our mandate and has been well received in bringing attention to issues that impact the Islands Trust Area.

We continue our work to reduce threats to our marine environment and, with support from Trust Council, are dedicating new resources to this area in the coming year. Derelict and abandoned vessels, shipping safety and industrial activities in the marine environment remain a concern. We also have an ongoing focus on affordable housing as a way of promoting socio-economic well-being of island communities.

I am grateful to all the trustees for their willingness to serve and take on challenges in their communities and in the Trust Area.

Working with our friends and neighbours - the many First Nations that have interests on and around the islands in the southern Strait of Georgia - is both rewarding and challenging. I appreciate the strength of our common interest in the preservation and protection of both the landscape and the marine environment. Balancing the impacts of development and respecting the cultural history of the First peoples stimulates important conversations among island residents and between our communities. I am grateful to everyone that came together to bring attention to Grace Islet and supported protection of this important sacred cultural site. We have learned from this tragedy and have been reminded of our responsibility to ensure that we never repeat it.

The good news is that new relationships have been forged, deeper understanding and respect has been achieved and we are working together as partners to preserve and protect this special region. I am humbled by those Nations that continue to reach out to us in partnership and co-operation. I am honoured to have the opportunity to participate in this work.

Huy ch q'u Siem

Peter Luckham
Chair
Islands Trust Council
(add signature)

Message from the Islands Trust Fund Board Chair

The islands and waters of Canada's Salish Sea will be a vibrant tapestry of culture and ecology where humans live and work in harmony with the natural world. A network of protected areas will preserve in perpetuity native species and natural systems of the islands. Engaged residents and conservation partners will work together to protect large natural areas and key wildlife habitat. Viable ecosystems will flourish alongside healthy island communities.

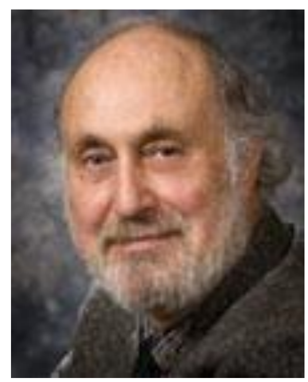
- Vision of the Islands Trust Fund

At the heart of island conservation initiatives are island residents, property owners and organizations, who share the Islands Trust Fund's vision for the islands. Unlike the rest of British Columbia, most of the land on the islands is privately owned. This requires a unique approach to conservation which the Islands Trust Fund is well positioned to co-ordinate. We are able to support islanders' goals for land protection by providing expertise, modest but crucial resources and the capacity to ensure that today's initiatives become enduring legacies.

Our vision has a foundation in science that is becoming increasingly recognized in regional, provincial and national interests in stemming the loss of vulnerable ecosystems and habitat for species at risk. At the same time, there is growing understanding of the value of natural capital to humans in terms of economic, social and health benefits. Clean air, clear water and carbon storage are just some of the many benefits of protected areas that support both functioning ecosystems and resilient communities.

We acknowledge with gratitude that this vision is possible because of the stewardship of First Nations who lived in this region for thousands of years during which natural ecosystems continued to flourish.

Our vision is rooted in the vision of the *Islands Trust Act* with its object to preserve and protect the trust area. The Act established the Islands Trust Fund with responsibilities to advance the "preserve" part of this legislated mandate. The Trust Fund Board and staff endeavour to carry out our responsibilities to achieve the vision through our Regional Conservation Plan (to be renewed over the next couple of years) in consort with the other entities of the Islands Trust, our regional partners and, of course, the people of the islands.



Tony Law
Chair, Trust Fund Board

Message from the Chief Administrative Officer

On behalf of the staff of the Islands Trust, it is my pleasure to reflect on the work of 2015-16 and to highlight priorities for the coming year.

Change comes in all forms… anticipated, unforeseen, sudden or with foreshadowing. 2015-16 has seen substantial change and the organization continues to prepare for more. The most significant change has been the retirement of Linda Adams as the Chief Administrative Officer after an exemplary 25 years with the Islands Trust, 12 of those leading the organization. Linda knew the communities intimately and was central to the success of the Islands Trust. She has hired the majority of current staff and has been the only CAO most of the trustees have known. Linda is a well-respected instructor of professional planning and a resource for the organization in the future.

I was honoured in January to assume the duties of CAO and deeply appreciate the welcome from trustees, staff and members of the community. Transition to new leadership, while challenging, can bring with it an opportunity to make positive changes and to build on established strengths.

Our attention turned in 2015 to the prospect of a Salt Spring Island municipal incorporation vote in 2016-17. With the largest population and the largest financial contribution, Salt Spring Island has, and always will have, a significant influence on the Islands Trust. Accordingly, work began in 2015 to prepare for any potential change, including the development of the Islands Trust Impact Study and the adoption of Principles and Objectives for an Adaptation Strategy. Work continues into 2016 on a Transition Plan to ensure that if incorporation occurs, the Islands Trust remains effective, resilient and innovative.

In 2015, Trust Council made a review of the Policy Statement a strategic priority. The Policy Statement is a foundational document to the organization that guides the Islands Trust in its mandate. It has not had a significant amendment in over a decade. In 2016, the Islands Trust will produce a 'State of the Islands' report to assist in the subsequent public engagement process that is so critical to a review of this nature.

The Trust Council also approved a budget of $7.2 million to maintain its core functions in 2016-2017 without the need to increase taxes. The budget included a new temporary intergovernmental policy advisor position to focus on protecting the marine environment and build relationships with First Nations.

The fluidity of social communication and the speed at which information is shared are contributing to the changing nature of local government. If governments cannot keep up, they risk being left behind or 'worked around.' For the Islands Trust, with 450 islands, 13 unincorporated local trust committees and 25,000 citizens and another 10,000 non-resident property owners, communicating effectively and consistently is important to a successful future. The Trust Council, through its Strategic Plan, has made the implementation of the communications strategy a priority in 2016.

There is no greater asset to an organization than its people. I am proud to be among staff who are truly dedicated to the preservation and protection of the natural amenities and sensitive ecosystems of islands in the Salish Sea. This dedication will continue to be important in the future as the organization contributes to vibrant communities and upholds the mandate of the Islands Trust in the face of social, economic and organizational change.

Behind the Scenes - Staff Recognition Awards

The seventh annual staff recognition awards were presented in December 2015. The staff recognition awards program was developed by staff to recognize the achievements and contributions of their colleagues.

The **Innovation Award** can go to an individual or a team. It can be for a particularly innovative program, project, system or process that would save money, improve efficiency, save time and is over and above the normal job description. It was only presented three times before. The winner of the Islands Trust Innovation Award for 2015 was presented to Nancy Roggers for her initiative in researching, promoting and successfully implementing the Time, Leave and Absence Management or TLAM program, an effective online timekeeping system that is accurate, timely, provides greater autonomy and significantly reduces paper and staff time.

The **Champion Award** is intended for an individual who champions the Islands Trust Policy Statement or strategic goals and has demonstrated this through a project or actions. This year the award was presented to Stefan Cermak for his leadership in the face of significant changes in the Salt Spring Island office. Stefan was recognized for quickly adapting to his new role as the Regional Planning Manager, providing leadership on complex issues including the incorporation study and water moratorium, and most importantly, for his ability to bring together individuals with different views and styles to build a collaborative and cohesive team.

The **Legacy Award** goes to a staff member who has done something that makes a significant difference for all of us who work for the islands. This is only the sixth time someone has been nominated for this award and it was presented to Stefan Cermak, Regional Planning Manager, for his work on watershed management and industrial land needs assessment, his innovative approach to implementing the Riparian Areas Regulation and his overall leadership.

The **Service Excellence Award** goes to an individual who provides excellent customer service (internally or externally), is courteous, co-operative, and dependable, assists others and is an excellent team member. The award this year went to Jas Chonk, Secretary, for efficiently carrying out the duties of two fulltime jobs with competence, positive attitude and grace.

The **Exceptional Team Effort Award** goes to a regular or ad hoc team, or to a special team formed for a project. It is awarded for "exceptional effort beyond standard performance; effort that exceeds normal expectations; and for overcoming major challenges." This award was presented to the planners in the Northern office for their collaboration with the Gabriola Elementary School to create and deliver an educational community planning program for students in grades 5 and 6 to celebrate world Town Planning Day.

The **Unsung Hero Award** is intended for an individual who is dependable, assists others, is courteous, co-operative and is willing to take on tasks that no one else wants to. The award went to Teresa Rittemann for successfully adapting and taking on additional responsibilities during a time of transition in the Northern Office, simultaneously learning the new role while training staff to take on her existing role with professionalism and poise.

Russ Hotsenpiller, Chief Administrative Officer
(insert image and signature)

The Islands Trust Area

The Islands Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island, including Howe Sound and as far north as Comox, with the exception of Texada Island. It is approximately 5,200 square kilometres (2,000 square miles) in size and has a resident population of more than 25,000 and an additional 10,000 non-resident property-owners.

Located in the Strait of Georgia and Howe Sound, 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 and numerous species of fish and other marine and intertidal life, terrestrial wildlife and vegetation. Outstanding scenery and recreational resources include panoramic viewpoints, sheltered bays, protected marine waterways and anchorages, all of which contribute to the beauty, appeal and tranquility of this area.

The unique natural environment of the islands in the Strait of Georgia and Howe Sound 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 the Islands Trust is to "preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in co-operation with the municipalities, regional districts, improvement districts, other persons and organizations, and the Government of British Columbia."

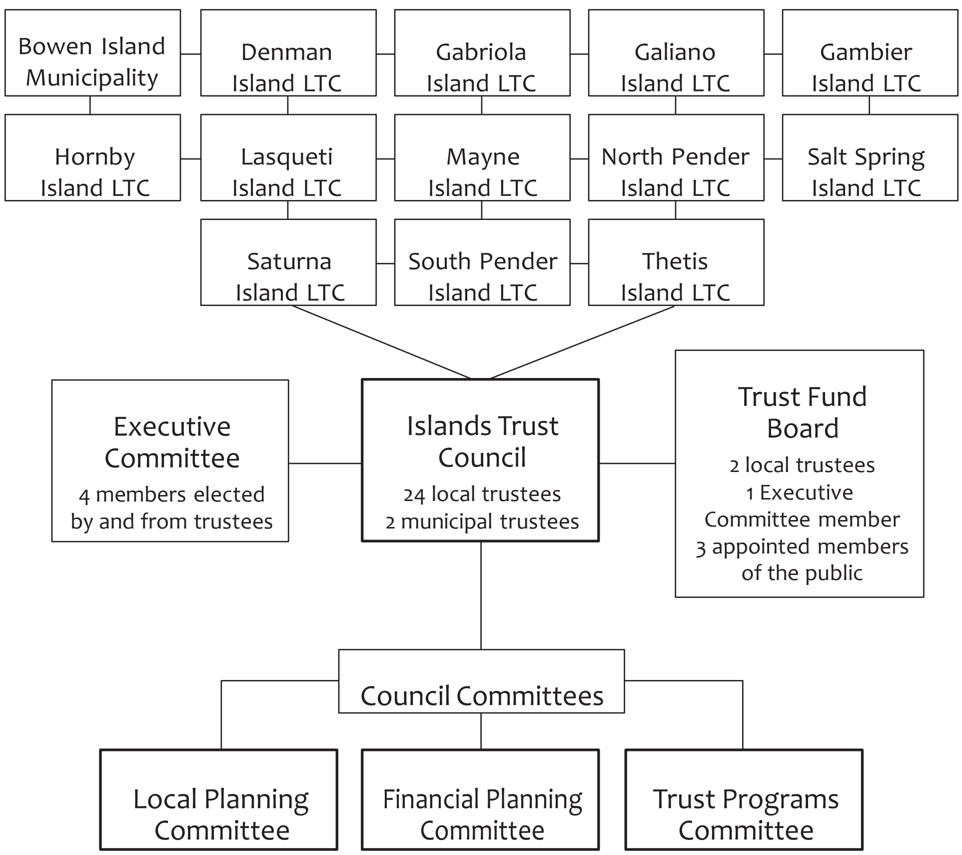
Organization & Responsibilities

The Islands Trust is a unique federation of twelve special-purpose local government bodies and Bowen Island Municipality, all of which plan land use and regulate development in the Islands Trust Area. The Islands Trust consists of a number of distinct corporate entities: the Islands Trust Council, Executive Committee, 12 local trust committees and Trust Fund Board.

Like other communities in British Columbia, island communities currently elect their local representatives every four years. Two local trustees are elected for each group of islands designated as a local trust area or island municipality. For the twelve 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 that is responsible for all functions of a local government, including land use decisions. Unlike the Bowen Island Municipal Council, each local trust committee also has jurisdictional authority for the smaller islands and waters that surround the major island in that local trust area.

Islands Trust Legislative Structure

Local Trust Committees and Island Municipalities



2015-2016 Accomplishments

1. Executive Summary of Strategic Plan and Policy Statement Accomplishments

The Islands Trust Council uses the three main categories in the Islands Trust Policy Statement to organize its strategic plan, which in turn sets priorities and goals for each term. The Trust Council adopted its 2014-2018 Strategic Plan in September 2015 and updates it at every quarterly meeting to align its strategic priorities with its staff resources and budget.

Selected accomplishments from this year are highlighted below under the section headings of the Policy Statement. You can read the detailed Strategic Plan and status of all activities in Appendix A.

Goal A Ecosystem Preservation and Protection

The Islands Trust will work to protect the natural environment of islands by:

Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline

- Awarded Opportunity Fund grants of $3,250 to Galiano Conservancy Association and Mayne Island Conservancy.
- Continued forage fish habitat mapping on Salt Spring, Valdes, Galiano and Lasqueti islands (Denman, Hornby, Thetis, North Pender, South Pender, Gambier, Keats and Bowen islands complete).

Expanding the Natural Area Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area

- Hosted an information session on Bowen Island on NAPTEP.

Protecting high biodiversity areas identified in Trust Fund Board's Regional Conservation Plan

- Registered two covenants on North Pender and one on Galiano totalling 16.62 hectares.
- Supported campaign to acquire Fairyslipper Forest as Thetis Island's first publically accessible nature reserve.
- Completed species at risk surveys and appraisal to support acquisition of a high biodiversity property on Thetis Island.

Working to protect fish habitat under BC's *Riparian Areas Regulation* (RAR)

- Denman Island Local Trust Committee gave third reading to Official Community Plan and Land Use Bylaw amendment bylaws to implement the RAR on Denman Island. Bylaws are awaiting ministerial approval.
- Hornby Island Local Trust Committee gave third reading to Official Community Plan and Land Use Bylaw amendment bylaws to implement the RAR on Hornby Island. Bylaws are awaiting ministerial approval.
- Lasqueti Island Local Trust Committee gave third reading to a Land Use Bylaw amendment bylaw to implement the RAR on Lasqueti Island. These bylaws are awaiting ministerial approval.
- Gambier Island Local Trust Committee has initiated bylaw amendment process to implement RAR in the Gambier Island Local Trust Area, which includes Gambier, Keats, Anvil, Bowyer, and the Thormanby Islands.

Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made

- Adopted a new Official Community Plan (OCP) for the Ballenas-Winchelsea Islands; the new OCP designated a Development Permit Area and established development guidelines recognizing the high ecological value of shorelines within the Ballenas-Winchelsea Islands.

Advocating about oil spill preparedness, derelict vessels and industrial developments.

- Continued advocacy leadership on marine shipping safety and oil spill preparedness and response through writing letters to ministers, attending trans-boundary workshops and an oil spill exercise, participated in provincial and federal consultations and participating in a B.C. Environmental Assessment Office working group.
- Continued advocacy to senior governments about the need for lasting solutions for derelict vessels. Staff continued to participate in the Joint Working Group for the Removal of Derelict vessels and the Chair sent letters to ministers and local government partners.
- Implemented a policy to clarify jurisdictional issues related to the Islands Trust Area boundary.
- Initiated new advocacy concerning the proposed Pacific Region Integrated Geoduck Management Framework that included maps summarizing the water zoning in the Islands Trust Area.
- Continued advocacy concerning the regulation of pleasure craft sewage dumping in the marine waters of the Islands Trust Area, with detailed suggestions for federal regulatory improvements.
- Participated in Regional Advocacy Council on Oil Spill Response meeting.
- Attended Port of Nanaimo session on Marine Domain Awareness System.

Goal B Stewardship of Island Resources

The Islands Trust will focus on good management of island water resources by:

Using land use planning tools and decisions to protect the quality and quantity of water resources.

- Completed Gambier Island foreshore protection and stewardship maps.
- Began implementing the St. Mary Lake Integrated Watershed Management Plan created by the Salt Spring Island Watershed Protection Authority.
- Salt Spring Island Local Trust Committee began drafting a Water Conservation and Water Demand Management Plan.

Goal C Sustain Island Character and Healthy Communities

The Islands Trust will work to enhance the economic sustainability and security of island communities by:

Continuing to advocate for sustainable, affordable and appropriate ferry services.

- Implemented a campaign to request the B.C. Ministry of Transportation and Infrastructure invest an additional $11 to $14 million annually, for four years, to reduce the fares on all BC Ferries' minor routes along the B.C. coast by 25 per cent.

Using land use planning tools and decisions to positively affect housing, food security, farmland protection and socio-economic diversity.

- Amendments to Land Use Bylaws to improve availability of affordable housing are in various stages. Four affordable housing applications in progress on Salt Spring and Galiano islands.
- Gabriola Island Local Trust Committee is considering amendments to the Land Use Bylaw and Official Community Plan to better protect farmland and improve food security.
- Galiano Island Local Trust Committee considered bylaws permitting secondary suites.
- Denman Island Local Trust Committee adopted bylaws permitting secondary suites and accessory cottages.
- Salt Spring Island Local Trust Committee gave first reading to three draft bylaws to encourage socio-economic diversity and enhance economic sustainability and security by meeting the needs for commercial industrial lands on the island for the next 25 years.

Goal D In Co-operation with Others

The Islands Trust will strengthen relations with First Nations by:

Improving engagement with First Nations.

- Staff built a First Nations database ready to populate with stories of interactions with each First Nation within the Trust Area to help with relationship building.

- The Islands Trust Council approved a temporary intergovernmental policy advisor position to focus on protecting the marine environment and building relationships with First Nations.
- Salt Spring Island Local Trust Committee met with representatives of Cowichan Tribes and Lyackson First Nation to discuss areas of mutual interest.
- Trustees from Denman Island and Hornby Island met with councillors and staff of the K'omoks First Nation to learn about K'omoks First Nation history and discuss significant archaeological sites within K'omoks territory.
- The Gambier Island Local Trust Committee hosted a Community-to-Community Forum with the Squamish First Nation on Gambier Island in March. Discussion topics included planning for unceded Crown lands, shorelines, water transportation facilities and archaeological sites. The forum provided an opportunity for mutual learning and further co-operation during the Gambier Island Official Community Plan process.

2. Islands Trust Council Highlights

Role

The 26-member Islands Trust Council establishes general policies for carrying out the object of the Islands Trust. The Islands Trust Council also adopts an operational budget for the Islands Trust and manages the financial undertakings of all parts of the Islands Trust except for the Trust Fund, which manages its own operations. The 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 the Islands Trust. Additional revenue comes from a provincial grant and development application fees.

The *Islands Trust Act* requires the Islands Trust Council to implement the Trust Policy Statement that is applicable to the whole Trust Area. The Policy Statement before is adopted once the Minister of Community, Sport and Cultural Development approves it. The Policy Statement provides broad policy guidelines for the Islands Trust Council, the Trust Fund Board and the local trust committees and island municipality regarding the protection of ecosystems, the stewardship of resources and the promotion of sustainable communities. The positions and philosophy of the 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.

The Islands Trust Council has three standing committees of trustees — the Local Planning Committee, Trust Programs Committee and the Financial Planning Committee — which provide policy advice to the Trust Council on a range of issues.

Members of the Islands Trust Council

Bowen
Alison Morse, Sue Ellen Fast
Denman
David Critchley, Laura Busheikin
Gabriola
Heather O'Sullivan, Melanie Mamoser
Galiano
George Harris, Sandy Pottle
Gambier
Dan Rogers, Kate-Louise Stamford
Hornby
Alex Allen, Tony Law
Lasqueti
Susan Morrison, Timothy Peterson
Mayne
Brian Crumblehulme, Jeanine Dodds
North Pender
Derrek Masselink, Dianne Barber
Salt Spring
George Grams, Peter Grove
Saturna
Lee Middleton, Paul Brent
South Pender
Bruce McConchie, Wendy Scholefield
Thetis
Ken Hunter, Peter Luckham

2015-2016 Advocacy

The Islands Trust Council's advocacy program is guided by the Islands Trust Policy Statement. According to the Policy Statement, in order to *achieve its object, the Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While the Islands Trust can provide the necessary* leadership, *responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Co-operative 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.*

In response to concerns raised by communities through their elected trustees and supported by objectives in its 2014-2018 Strategic Plan, the Islands Trust Council continued to place a high priority on its advocacy program, most of which is overseen and implemented by the Islands Trust Council's Executive Committee. This work is guided by the Advocacy Policy (Policy 6.10.iii).

In 2015-2016, the Islands Trust Council advanced its advocacy priorities by writing letters, making submissions to consultation processes, hosting meetings, passing resolutions and working with partners under the following topics:

Ecosystem Preservation and Protection

Coastal Douglas-fir protection

The Islands Trust successfully sponsored a resolution passed by the Union of British Columbia Municipalities' convention requesting that the B.C. government provide core, multi-year funding to the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP). The funding would assist members to implement a 30-year Conservation Strategy with the Province, First Nations, local governments, the federal government, stakeholders and public. In November 2015, the Islands Trust Chair sent a letter to the CDFCP Steering Committee indicating the Islands Trust Council's willingness to work with the CDFCP to implement the strategy.

Marine shipping safety and oil spill preparedness and response

In April 2015, Chair Peter Luckham wrote to Kinder Morgan Canada declining a meeting and describing the Islands Trust Council's opposition to oil pipeline projects that lead to the expansion of oil export by barge and tanker from Canada's west coast, including the Salish Sea.

In August 2015, Chair Peter Luckham sent a letter of comment to the National Energy Board, opposing the Trans Mountain Pipeline Expansion Project.

In January 2016, Chair Peter Luckham wrote to the Minister of Environment and Climate Change to express concerns with evaluation of marine shipping during environmental assessments and made suggestions for improving public participation.

Anchorage concerns

In July 2015, the Islands Trust Executive Committee accepted an invitation from the Pacific Pilotage Authority to assist with, and participate in, consultation with affected residents of Gabriola Island and Plumper Sound regarding proposed and existing anchorages.

In November 2015, the Islands Trust hosted a stakeholder meeting about the Plumper Sound, Cowichan Bay and proposed Gabriola anchorages to promote dialogue and increase understanding of the issues.

On December 18, 2015, Chair Peter Luckham wrote to the federal Minister of Transport to request an investigation into measures Transport Canada and industry can take to minimize anchorage use in the Southern Gulf Islands and decrease the risks from any vessels that continue to use these anchorages.

On March 30, 2016, Chair Peter Luckham wrote to Pacific Pilotage Authority regarding the timing of the planned public meeting about the proposed Gabriola Island anchorages.

Sustainable Communities

BC Ferries fares and service

In June 2015, the Islands Trust Council asked the Province of B.C. to invest in coastal communities by lowering fares on minor routes by 25 per cent to attract more ferry riders and bolster coastal economies, resulting in increased provincial tax revenues. The request was supported by financial analysis from Perrin Thorau & Associates, a public policy consulting firm with expertise in BC Ferries' markets, who calculated the cost of lowering fares on all minor ferry routes in the province. In support of this request, the Chair also wrote to Gordon Macatee, BC Ferry Commissioner, and the Minister of Jobs, Tourism and Skills Training and the Minister of State for Tourism and Small Business.

Also in June 2015, the Islands Trust Council met with Michael Corrigan, President and CEO of BC Ferries to discuss the results of the 2014 service reductions, future fare increases and planned BC Ferries initiatives affecting island communities.

In September 2015, Chair Peter Luckham met with the Minister of Transportation and Infrastructure accompanied by Vice-Chairs Laura Busheikin and Susan Morrison to speak about the Islands Trust Council's request on ferry fare reduction. Chair Luckham emphasized the role that ferry services play in the health and welfare of island communities, both in terms of economics and community health and welfare. Following this meeting, Chair Luckham wrote to the Minister to convey suggestions for scheduling changes that would mitigate the impacts of the ferry service cuts that occurred in 2015.

In October 2015, Chair Peter Luckham wrote to the Select Standing Committee on Finance and Government Services to request that the Province of B.C. include additional funding for BC Ferries in Budget 2016.

Stewardship of Resources

Community Stewardship Awards 2015

The Islands Trust recognizes individuals and groups who support the Islands Trust mandate with significant contributions towards preserving the community, culture or the natural environment of an island. In 2015, Trust Council received nominations for eight individuals/couples and nine groups under the 14th Islands Trust Community Stewardship Awards Program.

The individual awards went to Leigh Ann Milman of Gabriola Island for leading land protection for 20 years; Susan Yates of Gabriola Island for contributing to literary arts and environmental stewardship for 30 years; and Michael Dunn of Mayne Island for fostering ecological and community sustainability for 20 years. The group awards went to Saturna Island Marine Research and Education Society for marine research and education and Island Futures Society for the Gabriola Environmentally Responsible Trans-Isle Express (GERTIE) bus service. A special Award for Advocacy and First Nations Relationship Building went to Protect Grace Islet Group on Salt Spring Island for advocating for the protection of cultural heritage. Mayne Island Agricultural Society also received an award under the Enduring Achievement category for promoting agriculture and the fall fair for 53 years.

Groundwater protection

In September 2015, Chair Peter Luckham wrote to the B.C. Minister of the Environment to comment on proposed provincial groundwater protection and licensing policies.

Environmental assessment processes

In May 2015, Chair Peter Luckham wrote to the B.C. Environmental Assessment Office to provide input on ways to improve public participation in environmental assessments.

Delegations and Presentations to the Islands Trust Council in 2015-2016

Trust Council invited the following guests to attend its 2015-16 quarterly meetings:

- n̓aasʔałuk - John Rampanen from the Nuu-chah-nulth Nation facilitated a workshop - Working Across Cultures: Building Cultural Bridges and Exploring Indigenous Governance Systems - to move beyond reconciliation and build mutually respectful relationships.
- Senior staff from the Islands Trust, the Ministry of Community, Sport and Cultural Development and trustees reviewed and discussed the principles and objectives to guide the development of an Adaptation

Strategy for the potential incorporation of Salt Spring Island. The Trust Council subsequently approved the Principles and Objectives.
- Michael Corrigan, President and Chief Executive Officer of BC Ferries provided an update and an opportunity for trustees to ask questions related to BC Ferries' services in the Islands Trust Area.
- Members of the San Juan County Council and the Trust Council discussed issues of mutual interest, shared information and learned from each other's experiences in island governance.
- Senior staff provided sessions to trustees on the following topics: the Islands Trust Policy Statement and how it is used to guide decisions of Islands Trust bodies; Trust Fund programs and services and opportunities for collaboration between the Islands Trust Fund and other units of the Trust; strategic planning; Victoria office location and Structured Decision-Making.

At each quarterly meeting of the Islands Trust Council, members of the public are encouraged to make presentations and participate in a town hall session, a regular forum to promote dialogue between islanders and trustees.

At the June 2015 Islands Trust Council meeting on Galiano Island, Council heard from:
- Stephen Foster, the Howe Sound Campaign Lead with the David Suzuki Foundation on initiatives underway in the Howe Sound.
- Mayne Island Conservancy about lack of community preparedness, training and equipment in case of an oil spill.
- Gary Coward on important lessons from the Truth and Reconciliation Commission and the Royal Commission on Aboriginal Peoples.
- Ken Millard on the Blue Dot Initiative, the Public Trust Doctrine and the origins of the Object of the Islands Trust.
- Elizabeth Latta on the Islands Trust mandate to preserve and protect the natural environment in the face of rising pressures from economic development.
- Graham Brazier and David Steen from the Gulf Islands Alliance about marine issues and the Islands Trust Strategic Plan's goals to protect the marine environment from a range of threats.
- Akasha Forest spoke about ecological governance, First Nations relations, community education and solar farms as considerations in changing climate in the Gulf Islands.

At the September 2015 meeting on Bowen Island, Council heard from:
- Adam Taylor about the ecological importance of glass sponge reefs and the ongoing discovery of new reefs in the Howe Sound.
- The AnchoRAGE group (now called Gabriolans Against Freighters Anchorages Society) about the anchorage proposal off Gabriola Island and the impacts on the island and ocean ecology.
- Stephanie Buffam from FRIENDS of the San Juans about how the Islands Trust could help the Salish Sea become the 15th Particularly Sensitive Sea Area in the world.

At the December 2015 meeting in Victoria, Council heard from:
- Jan Slakov about climate change and the work of the Citizens' Climate Lobby group.
- Gulf Islands Alliance about the need for Trust Council's 2014-2018 Strategic Plan to reflect the widespread public concern for marine issues expressed during the public consultation process.
- Protect Grace Islet Group about the need for better protection of areas of archaeological value, particularly First Nations burial sites, within the Islands Trust Area.

In March 2016, Trust Council met on Hornby Island and heard from:
- The Hornby Island Community Economic Enhancement Corporation about their challenges and successes in facilitating sustainable economic solutions on the island.
- Hornby Island Residents and Ratepayers' Association about their organization's efforts in promoting sustainable island communities.
- Denman Island Forage Fish Group about garbage and contaminants, especially plastic, along the coast and its impact on herring nurseries and spawning area.
- The Association for Denman Island Marine Stewards about marine issues and marine protected areas.
- Gulf Islands Alliance about the Public Trust Doctrine "that says governments are obliged to maintain common natural elements that sustain healthy life for now and forever."

- Peter Lamb and Jean Gelwicks about the Blue Dot campaign enshrining the right to a healthy environment in the Canadian Charter of Rights and Freedoms.

Members of the public may address the Islands Trust Council at any of its quarterly scheduled meetings held in March, June, September and December. This can be done formally by making a delegation or presenting a petition, or informally at the town hall session. All correspondence, formal delegation presentations and petitions are available to the public.

Communications

News Releases

The Islands Trust issued 20 news releases in 2015-2016 on appointing the new Chief Administrative Officer, public input in the 2014-2018 Strategic Plan, bylaw enforcement, public input on the annual budget, quarterly Islands Trust Council meetings and agendas, land conservation successes, Community Stewardship Awards, court decisions and advocacy on topics such as BC Ferries. Islands Trust news releases go to all media, elected officials and agencies with an interest in the Islands Trust Area, as well as, to subscribers to the Islands Trust electronic distribution service. (See instructions on how to sign up below.)

Electronic Communications

Anyone may subscribe to e-mail notifications of information including news releases, chair correspondence and public meeting schedules. To subscribe to one or more topics click “subscriber options” on the homepage: www.islandstrust.bc.ca. The Islands Trust also has a twitter feed under the user name Islands_Trust and a YouTube channel under the user name IslandsTrust. The Islands Trust Fund has a twitter feed IsldsTrustFund and a Facebook page called IslandsTrustFundBC.

The Islands Trust Fund newsletter *The Heron* was mailed to 880 subscribers and organizations in 2015-2016. The newsletter is available on the Islands Trust Fund website at www.islandstrustfund.bc.ca. The Trust Fund’s electronic newsletter was also sent to 580 subscribers every two months.

Public Engagement by Numbers (2015-2016)

- 20 news releases
- 3,015 subscribers to emails from the Islands Trust
- 2,102 subscribers to emails from the Islands Trust Fund
- 752 Twitter followers to the Islands Trust channel

Islands Trust Council Committee Highlights

Executive Committee

Role

The Executive Committee (EC) comprises the Chair of the Islands Trust Council and three Vice-Chairs, elected for a four-year term by the Trust Council from among its members. In addition to the responsibilities of individual members who serve as the chair 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 the Trust Council.

The Executive Committee carries out the daily business of the Islands Trust, reviews the bylaws of local trust committees to ensure compliance with the Islands Trust Object and the Trust Policy Statement and acts as a local trust committee for the Ballenas/Winchelsea Island group north of Nanaimo.

Members

Serving during the 2014-2018 term
Peter Luckham, Thetis Island (Chair)
Laura Busheikin, Denman Island (Vice-Chair)
George Grams, Salt Spring Island (Vice-Chair)
Susan Morrison, Lasqueti Island (Vice-Chair)

Union of British Columbia Municipalities Annual Convention September 21-25, 2015

At the annual Union of British Columbia Municipalities (UBCM) convention, Islands Trust representatives meet and share ideas with Members of the Legislative Assembly (MLAs) and local government representatives from across the province. Chair Peter Luckham and Vice-Chairs Susan Morrison and Laura Busheikin attended the 2015 convention on behalf of the Islands Trust Council. Chief Administrative Officer Linda Adams also attended the conference.

Islands Trust representatives participated in several clinics, workshops and provincial policy sessions, including:

- Moving Forward with First Nations
- People, Money and Power – Involving the Community through Participatory Budgeting
- Plenary session - Reconciliation: From Truth to Action by Columbia Institute
- Small Talk Forum for discussion among elected representatives of small communities
- Plenary Session: Impacts of the Tsilhqot'in Decision on Local Governments
- Address by the Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development
- Provincial Government Cabinet Panel on Strong Communities
- Tools for Coasts that Work: Chair Luckham spoke about the Green Shores program as a tool for assisting and supporting landowners with shoreline development needs.

Vice-Chair Laura Busheikin participated in a meeting about BC Ferries with the Coastal Regional Directors Chairs' group and the Minister of Transportation and Infrastructure Todd Stone. The group presented the idea of creating a working group to come to an agreement with the B.C. Government on how to work together on ferry issues. The Chairs' group also presented a paper with arguments in favour of lowering ferry fares, restructuring the BC Ferries debt, abandoning the *Coastal Ferry Act*, instituting BC Ferries as a Crown Corporation and seeking government recognition of ferries as a transportation system for economic growth for the province.

Islands Trust trustees and the Chief Administrative Officer met over breakfast with Electoral Area Directors and MLAs serving the Islands Trust Area. Chair Peter Luckham highlighted upcoming UBCM resolutions that would benefit the Islands Trust Area and advance the Trust Council's 2014-2018 Strategic Plan. The main topic of discussion was ferries and ways to engage the broader community of Vancouver and surrounding areas to recognize the values of the islands. Attendees were MLAs Nicholas Simons, Powell River/Sunshine Coast (Gambier), Don McRae, Comox Valley (Denman/Hornby) and Michelle Stilwell, Parksville /Qualicum (Lasqueti), Electoral Area Directors Merrick Anderson of Powell River Regional District (Lasqueti), Maria Harris of Metro Vancouver Regional District (Bowyer/Passage), Howard Houle of Nanaimo Regional District (Gabriola), Bruce Joliffe of Comox Valley Regional District (Denman/Hornby), Maureen Nicholson of Metro Vancouver Regional District (Bowen), Ian Winn – Sunshine Coast Regional District (Gambier) and Mel Dorey, Cowichan Valley Regional District (Thetis).

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 an Official Community Plan Bylaw, the Executive Committee must approve the bylaw and comment on land use bylaws for the Bowen Island Municipal Council. In 2015-2016, the Executive Committee approved 37 bylaws.

Advisory Committees

Every term, the Chair appoints members of three standing committees of the Islands Trust Council (Local Planning, Trust Programs and Financial Planning) to explore selected topics in detail and make recommendations to the Council. The Islands Trust Council also strikes occasional select committees for special projects. This year, the Islands Trust Council struck a committee to hire the new Chief Administrative Officer and a Select Committee for the Review of Victoria Office Location.

Local Planning Committee

Role

The Local Planning Committee's role is to provide policy and planning advice to the Trust Council by identifying and reporting to council on emerging issues related to the committee's areas of responsibility (development management, community planning and sustainable community) and to develop guidelines, policies and models for use by staff and local trust committees.

Members

Serving during the 2014-2018 term
Paul Brent, Saturna Island (Chair)
Melanie Mamoser, Gabriola Island (Vice-Chair)
Alex Allen, Hornby Island
Tony Law, Hornby Island
Lee Middleton, Saturna Island
Timothy Peterson, Lasqueti Island
Sandy Pottle, Galiano Island
Wendy Scholefield, South Pender Island
Laura Busheikin, Denman Island (Executive Committee Representative)
Peter Luckham, Thetis Island (Ex Officio Member)

During 2015-2016, the Trust Council assigned the Local Planning Committee the following projects:

Community Housing Needs, Shoreline Marine Planning, Appropriate Economic Development, and the Blue Dot Campaign. Trust Council endorsed the following top priorities for the Local Planning Committee.

- Community Housing Needs
- Shoreline Marine Planning
- Appropriate Economic Development

Throughout 2015-2016, the Local Planning Committee has focused its resources on organising a Community Housing Forum, including development of background materials for the forum to take place in June 2016.

Trust Programs Committee

Role

The Trust Programs Committee seeks direction from and provides advice to the Islands Trust Council on reviewing, amending and implementing the topics in the Islands Trust Policy Statement.

Members

Serving during the 2014-2018 term
Derek Masselink (Chair)
Brian Crumblehulme (Vice-Chair)
David Critchley, Denman Island
Sue Ellen Fast, Bowen Island
Tony Law, Hornby Island
Bruce McConchie, South Pender Island (resigned March 2016)
Heather O'Sullivan, Gabriola Island
Dan Rogers, Gambier Island
George Grams, Salt Spring Island (Executive Committee Representative)
Peter Luckham, Thetis Island (Ex Officio Member)

2015-2016 Highlights

The Trust Programs Committee reviewed briefings and provided advice to the Islands Trust Council on:

- the 2014-2018 Strategic Plan
- the BC Ferries fare reduction campaign
- Crown land agreements
- amendments to the policies governing the Islands Trust Policy Statement
- new topics in the Islands Trust Council's Policy Statement Topic Review Inventory, and
- a process for updating the Islands Trust Policy Statement.

The Trust Programs Committee recommended that Trust Council update the Islands Trust Policy Statement, using the following steps:

- 2016: state of the islands report (2016) with a budget request of $35,000
- 2017: community visioning process and topic selection process with a budget request of $47,000
- 2017-18: targeted topic update, and
- 2018: amend Policy Statement.

The Committee reviewed and endorsed a staff proposal to create a two-year Senior Intergovernmental Policy Advisor position and initiated projects relating to updating Crown land agreements and water conservation research.

The Trust Programs Committee is also responsible for the Community Stewardship Awards program. In 2015, the committee reviewed 17 nominations and made award recommendations for Trust Council's consideration at its June 2015 meeting. The 2015 Community Stewardship Award nominees and recipients are reported on the Islands Trust website.

Financial Planning Committee

Role

The Financial Planning Committee is responsible for facilitating Trust Council's involvement in the annual budget process; facilitating the linkage of the annual strategic planning process with the annual budget process; reporting and making recommendations to the Trust Council regarding the organization's financial management practices; reviewing audit reports and recommendations; providing advice to the Trust Fund Board on financial services and support; and monitoring and reviewing the organization's financial management, budget and financial practices.

Members:

The Committee is comprised of ten trustees from across the Islands Trust Area: the Chair (or an appointee) from each of the other standing committees (2), members of the Executive Committee (4), a member chosen by the Trust Fund Board (1), and three other locally-elected or municipal trustees(3). The Chair of the Committee is elected by the Committee from amongst the three other trustees. The Committee Members include:

Serving during the 2014-2018 term:
Peter Grove, Salt Spring Island (Chair)
Alison Morse, Bowen Island Municipality (Vice-Chair)
George Harris, Galiano Island
Dereck Atha (Trust Fund Board appointee)
Derek Masselink, North Pender Island (Trust Programs Committee Representative)
Paul Brent, Saturna Island (Local Planning Committee Representative)
Laura Busheikin, Denman Island (Executive Committee Representative)
George Grams, Salt Spring Island (Executive Committee Representative)
Peter Luckham, Thetis Island (Executive Committee Representative)
Susan Morrison, Lasqueti Island (Executive Committee Representative)

The Audit Committee is a sub-committee of the Financial Planning Committee that includes all members with the exception of the Executive Committee. The Audit Committee meets at least twice per year to meet with the external auditors and review the year-end audit work program, the final report and the management letter recommendations and to determine necessary actions.

2015-2016 Highlights

As part of its ongoing responsibilities, the Financial Planning Committee oversaw the completion of the 2014-15 financial audit for Islands Trust and Islands Trust Fund, through its Audit Committee. The Audit Committee met the external auditors, KPMG, to review their audit findings report. Planning for the 2015-16 financial audit was also initiated.

The Financial Planning Committee facilitated Trust Council's involvement in the 2016-17 budget, recommending that Trust Council adopt a budget with no tax increase to taxpayers, with the exception of residents of the Salt Spring Island Local Trust Area where the Salt Spring Island Local Trust Committee had requested a Special Property Tax Requisition for co-ordination of the Salt Spring Island Watershed Protection Authority. Quarterly financial updates on actual results, as well as revised forecasts, were provided to the Committee throughout the year for information and review.

During the 2015-2016 fiscal period, the Financial Planning Committee contributed to several Trust Council Strategic Plan initiatives including:

Strategic Plan Objective 7. Improve organizational cost-effectiveness and resilience

T.7.1.3 Undertake Information Technology system audit and performance review

A review by KPMG was completed and presented to the Financial Planning Committee.

Strategic Plan Objective 7. Improve organizational cost-effectiveness and resilience

Strategy 7.2 Prepare Islands Trust organization to adapt to the potential incorporation of Salt Spring Island

Input was provided to the Executive Committee.

Strategic Plan Objective 10. Improve community engagement and participation in Islands Trust work.

T.10.1.1 Enhance public engagement on 2016-17 budget consultation.

Increased outreach to the public was approved for the 2016-17 budget consultation including ads in five papers (Bowen Undercurrent, Island Tides, Driftwood, Gabriola Sounder and Denman-Hornby Grapevine) and two online banner ads – Bowen Forum and Salt Spring Exchange. The outreach also included an anonymous survey to gather feedback on both the budget and the preferred methods for communicating with islanders. The result was an increase from 2015 and included 13 emails and 121 surveys within the January 22-February 17, 2016 public consultation period.

Chief Administrative Officer Hiring Committee

Role

The Chief Administrative Officer Hiring Committee (CAOHC) is a select committee of Trust Council comprised of the Executive Committee (Chair of the Islands Trust Council and three Vice-Chairs) and the chairs of Trust Council's three Standing Committees. The CAOHC was struck in June 2015 to recruit and select a new Chief Administrative Officer (CAO) for Islands Trust, in consultation with Trust Council. The Committee is also responsible for orienting and evaluating the CAO during the initial six-month probationary period, in consultation with Trust Council.

Members

Serving during recruitment and evaluation period of June 2015 to June 2016

Peter Luckham, Thetis Island (Chair, Executive Committee)
Laura Busheikin, Denman Island (Vice-Chair, Executive Committee)
George Grams, Salt Spring Island (Vice-Chair, Executive Committee)
Susan Morrison, Lasqueti Island (Vice-Chair, Executive Committee)
Paul Brent, Saturna Island (Chair, Local Planning Committee)
Peter Grove, Salt Spring Island (Chair, Financial Planning Committee)
Derek Masselink, North Pender Island (Chair, Trust Programs Committee)

2015-2016 Highlights

During the period, the CAOHC reviewed the job description and set a schedule for recruitment and hiring of the new CAO. The recruitment process resulted in the hiring of the new CAO in early January 2016. The CAOHC meets on a monthly basis to review the performance of the new CAO during the probationary period, which ends in June 2016.

Select Committee - Review of Victoria Office Location

Role

To investigate whether relocation of some or all of the Islands Trust Victoria head office might better serve the interests of Trust Area constituents. The Review of Victoria Office Location (RVOL) Select Committee was established by resolution of the Islands Trust Council on September 17, 2015.

Members

The select committee consists of eight members as follows:

- 6 trustees appointed by and from the Islands Trust Council
- 2 Islands Trust staff members appointed by Trust Council, on recommendation of the Chief Administrative Officer.

Serving during the 2014-2018 term
Bruce McConchie, South Pender Island (Chair)
Dan Rogers, Gambier Island (Vice-Chair)
Alison Morse, Bowen Island
Susan Morrison, Lasqueti Island
Paul Brent, Saturna Island
Peter Grove, Salt Spring Island
Robert Kojima, Regional Planning Manager
Clare Frater, Policy Advisor

2015-2016 Highlights

In the reporting period, the Select Committee (RVOL) held three meetings, October 21, November 18 and January 19th. The initial meeting's agenda was to select a Chair, review the Trust Council approved Terms of Reference and discuss the process going forward.

The November and January meeting agendas focused on further defining the scope of the committee's study. The Committee members also started the process of identifying possible options and the associated ramifications. Discussions were based on the assumption that Salt Spring Island would remain a local trust committee.

4. Trust Fund Board

Role

The Islands Trust Fund was established in 1990 by the *Islands Trust Act* to preserve natural landscapes and ecosystems in the Islands Trust Area, which covers most of Canada's islands in the Salish Sea. As the regional land trust for the Islands Trust Area, the Islands Trust Fund works with landowners and communities to protect places of natural or cultural significance in perpetuity. The Islands Trust Fund acquires and manages land for conservation, receives donations of land, conservation covenants, and cash, and undertakes stewardship education activities. As a qualified donee the Trust Fund Board provides receipts for income tax purposes for all eligible donations received.

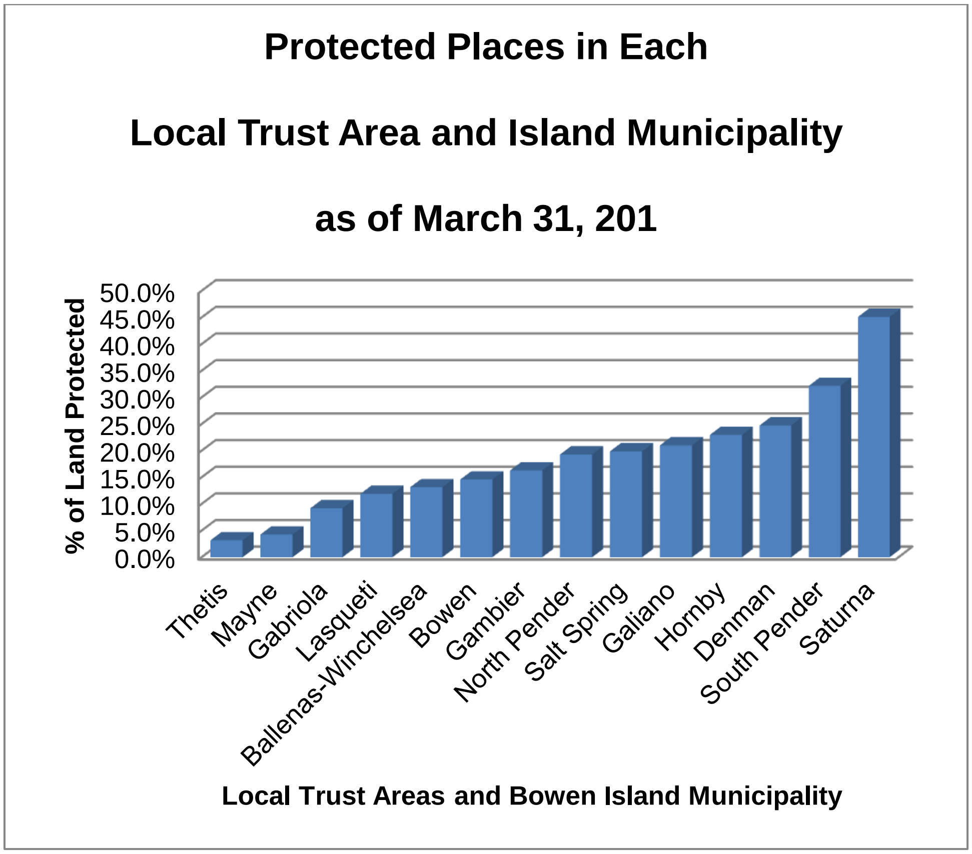
Members

The Trust Fund Board administers the Islands Trust Fund. The Trust Fund Board has six members: two trustees elected by Trust Council, one trustee appointed by the Executive Committee and three members appointed by the Minister of Community, Sport and Cultural Development for terms of one to three years.

Members appointed for the 2014-2018 term:
Tony Law, Hornby Island (2011–2014, 2014-2018, Chair, 2012–present)
Susan Morrison, Lasqueti Island (2011–2014, 2014-2018)
Kate-Louise Stamford, Gambier Island (2014-2018)
Dereck Atha, Mayne Island (Appointed Member, 2010–2013, 2013–2016)
Ron Bertrand, Abbotsford and North Pender Island (Appointed Member, 2014-2015, 2015-2018)
Julie Glover, Vancouver and Hornby Island (Appointed Member, 2011–2013, 2013–2015)

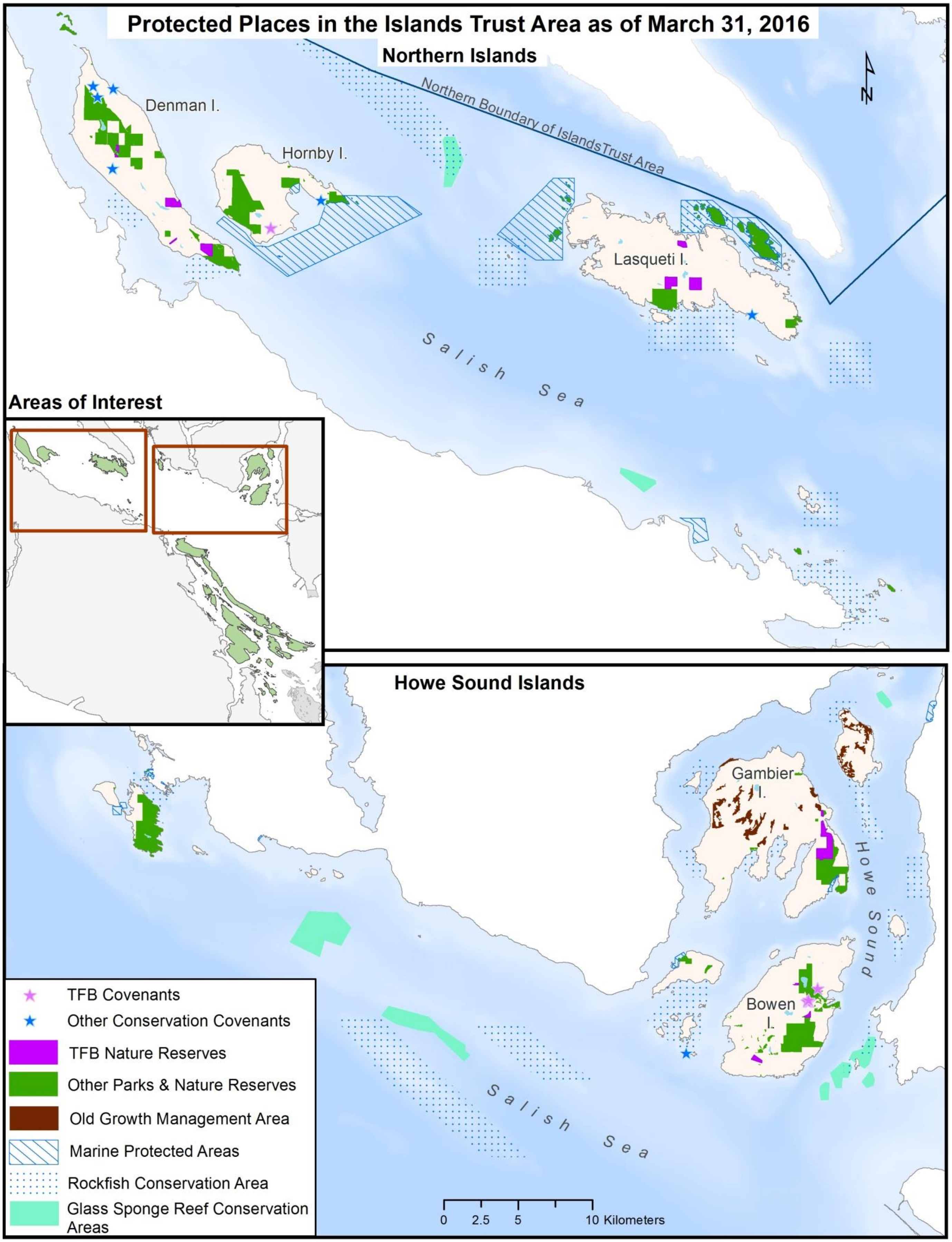
Protected Places in the Islands Trust Area

As of March 2016, the Trust Fund Board had protected 1,160 hectares of natural and cultural values on 98 properties, or 1.47 percent of the Islands Trust Area. By the same date, public and non-profit conservation organizations (including the Islands Trust Fund) had protected 14,074.87 hectares (17.8 percent) of the Islands Trust Area.

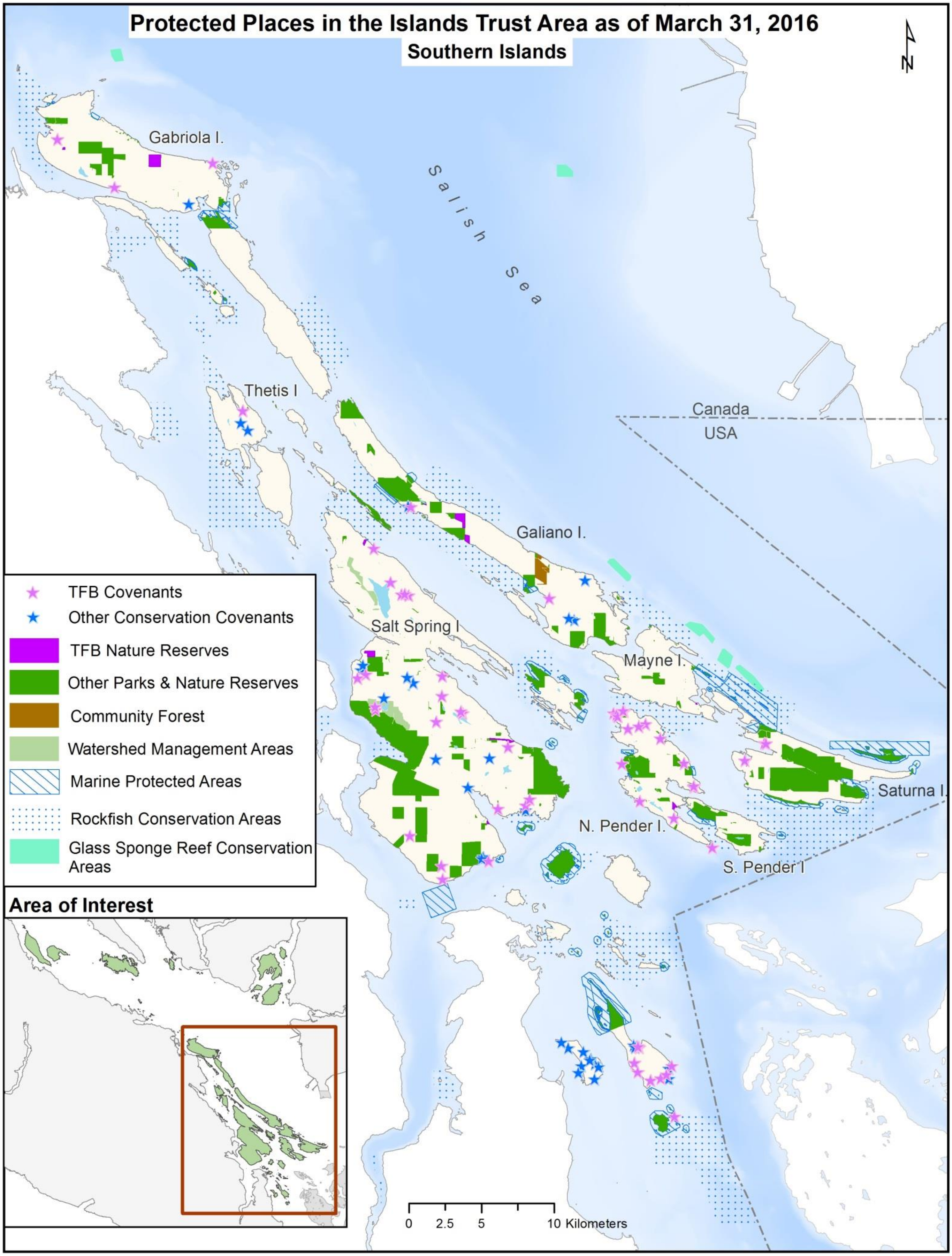


Types of Protected Places in the Islands Trust Area

Type of Protected Area	Protected Places (Hectares)	% of Trust Area	% of Protected Places
Conservation Covenant	661.6	0.84%	4.7%
Ecological Reserve	1,402.6	1.77%	10.0%
Nature Reserve	1,367.0	1.73%	9.7%
Park Community/Municipal	873.8	1.11%	6.2%
Park Federal	2,900.3	3.67%	20.6%
Park Provincial	4,667.9	5.90%	33.2%
Park Regional	1,110.8	1.41%	7.9%
Provincial Protected Area	101.9	0.13%	0.7%
Watershed Protection	297.8	0.38%	2.1%
Heritage Forest	125.3	0.16%	0.9%
Old Growth Management Areas	566.0	0.72%	4.0%
TOTAL	**14,074.9**	**17.8%**	



Protected Places in the Islands Trust Area as of March 31, 2016
Northern Islands
Denman I.
Hornby I.
Lasqueti I.
Northern Boundary of Islands Trust Area
Salish Sea
Areas of Interest
Howe Sound Islands
Gambier I.
Bowen I.
Howe Sound
Salish Sea
TFB Covenants
Other Conservation Covenants
TFB Nature Reserves
Other Parks & Nature Reserves
Old Growth Management Area
Marine Protected Areas
Rockfish Conservation Area
Glass Sponge Reef Conservation Areas
0 2.5 5 10 Kilometers
N



Protected Places in the Islands Trust Area as of March 31, 2016
Southern Islands
N
Gabriola I.
Salish Sea
Thetis I
Canada
USA
Galiano I.
Salt Spring I
Mayne I.
Saturna I.
N. Pender I.
S. Pender I
TFB Covenants
Other Conservation Covenants
TFB Nature Reserves
Other Parks & Nature Reserves
Community Forest
Watershed Management Areas
Marine Protected Areas
Rockfish Conservation Areas
Glass Sponge Reef Conservation Areas
Area of Interest
0 2.5 5 10 Kilometers

Regional Conservation Plan

The Islands Trust Fund's Regional Conservation Plan identifies the region's species and habitats most in need of protection and the actions needed to protect these biodiversity priorities. The Regional Conservation Plan sets short-term conservation targets for the Islands Trust Fund and its partners that will help achieve the broader vision and long-term goals of the Plan. In 2014, the Trust Fund Board extended the Regional Conservation Plan until 2017.

The following is a summary of the Islands Trust Fund's progress in reaching the seven long-term goals of the Regional Conservation Plan in 2015-16:

Goal 1: Protect Core Conservation Areas

The Islands Trust Fund strives to secure core conservation areas (through land donation, direct purchase and covenants) that conserve biodiversity priorities within the Islands Trust Area. Since adoption of the Regional Conservation Plan, conservation agencies have cumulatively protected 1,225 hectares of habitat in the Islands Trust Area, 835 hectares of which were deemed to be of high conservation value. The Islands Trust Fund contributed 136 hectares of that figure, 119 hectares of which were mapped as having high conservation value.

2015-2016 Conservation Covenant Donations

Covenants are the best conservation tool currently available to permanently protect natural features on private property while allowing landowners to retain ownership of their land. The Islands Trust Fund also offers Islands Trust Area landowners the Natural Area Protection Tax Exemption Program (NAPTEP), a covenant program that provides landowners with an annual 65% property tax reduction on portions of their land protected by a conservation covenant.

- **Finlay Lake Covenant (6.73 hectares), Galiano Island**
  Finlay Lake is one of Galiano's largest wetlands. The property features nearly 2 hectares of shallow water wetland, and nearly five hectares of endangered riparian and upland Coastal Douglas-fir forest. The lake is man-made, created when a small dam was built at the north end of the lake in the early 1900s. The ecosystems at Finlay Lake provide significant habitat for a wide range of species. Finlay Lake was donated to the Galiano Conservancy Association in 2014 as a nature reserve, and the Galiano Conservancy Association asked the Islands Trust Fund to hold a conservation covenant, adding an additional layer of ecological protection to the property.

- **Wallace Point NAPTEP Covenant (1.63 hectares), North Pender Island**
  The Wallace Point NAPTEP Covenant protects woodland, forest, coastal rocky bluff and herbaceous ecosystems. Surrounded by kelp beds, Wallace Point supports habitat for marine and terrestrial species including river otters, mink, and seals. Old-growth Douglas-fir trees provide nesting for Bald Eagles. As the landowners learned more about the sensitive ecosystems, native plant and animal species and special geological features of their property, they decided to register a conservation covenant to ensure the natural habitat would be protected forever.

- **Clam Bay Farm Covenant (8.260 hectares), North Pender Island**
  Clam Bay Farms is an active 43.3-hectare farm on North Pender Island. The large property is partially Agricultural Land Reserve and includes significant forested areas. The owner applied for re-zoning on portions of the property through the Islands Trust, which included protecting 8.26 hectares of provincially red-listed ecosystems through a conservation covenant. The covenant area is mature forest of Douglas-fir, Western redcedar, grand fir and bigleaf maple. The Clam Bay conservation covenant also protects two veteran (500-800 year old) Douglas-fir trees.

Geographically Restricted Funds

Some people who donate to the Islands Trust Fund prefer to designate their donation to a specific island. To accommodate this request, the Trust Fund Board has the ability to hold geographically-specific accounts, and has created acquisition funds for Lasqueti Island, Gambier Island and Thetis Island.

Goal 2: Protect Biodiversity in Working Landscapes

The Islands Trust Fund is currently researching ways that other organizations protect biodiversity priorities on working landscapes. Agriculture, forestry and residential development are important parts of island life and the Islands Trust Fund encourages land uses that respect and maintain the health and integrity of island ecosystems.

Goal 3: Conserve Marine Ecosystems

The Islands Trust Fund works with partner organizations to conserve marine ecosystems and habitats. In 2015-2016, the Islands Trust Fund worked with the BC Marine Conservation and Research Society to continue mapping of suitable forage fish habitat of the Islands Trust Area, focusing on Galiano, Salt Spring, Valdes and Lasqueti Islands. Forage fish, including Pacific herring, Pacific sand lance and surf smelt, form the cornerstone of marine food webs. Identifying and mapping the potential spawning habitat of forage fish supports can lead to improved stewardship and land use of shoreline areas.

In 2015 over 3,685 ha of Glass Sponge Reef Fishing Closure Areas were established in the Islands Trust Area. Glass Sponge reefs are internationally rare and have been found throughout the Islands Trust Area. These fragile reefs provide vital habitat to a wide range of marine animals including endangered rockfish, but are very sensitive to disturbances. The Islands Trust Fund has incorporated these new marine areas into its protected areas mapping and has posted maps to the Islands Trust Fund website.

Goal 4: Encourage Local Governments to Prioritize Biodiversity

The Islands Trust Fund strives to work with the Islands Trust Council, local trust committees and island municipalities to implement regional conservation goals and objectives within Official Community Plans and Land Use Bylaws. In 2015-2016, the Islands Trust Fund provided ongoing support for Islands Trust Local Planning Services' use of sensitive ecosystem mapping, shoreline mapping (eelgrass and forage fish) and Species at Risk mapping in Official Community Plans and Land Use Bylaws. It also helped to facilitate a relationship between local trust committees and the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP).

Goal 5: Empower Islanders to Conserve the Islands

Stewardship Education

The Islands Trust Fund encourages islanders to get involved in conserving and stewarding private land by supporting conservation education and sharing information on best practices. In 2015-2016, the Islands Trust Fund promoted private land conservation through its website, the Heron newsletter (printed and online), e-news updates to subscribers, Facebook posts and Twitter. Islands Trust Fund brochures are also available in local libraries, on ferries, real estate offices and various other offices and businesses throughout the islands.

Realtor Outreach

The Islands Trust Fund, in partnership with the Pender Island Conservancy Association, hosted a seminar for realtors and other professionals on conservation covenants on North Pender Island. North Pender Island has a high number of conservation covenants, and realtors play a key role in transitioning those protected properties to new owners.

NAPTEP Outreach

The Islands Trust Fund expanded the Natural Area Protection Tax Exemption Program (NAPTEP) to Bowen Island in early 2016, providing both an on-island information session and a webinar to introduce the program. NAPTEP is now available to landowners throughout the entire Islands Trust Area.

Goal 6: Building Strong Conservation Partners

The Islands Trust Fund strives to support and enhance the work of conservation partners working in the Islands Trust Area.

- **Fairyslipper Forest Campaign**
  Initiated in 2014, the Islands Trust Fund is partnering with the Thetis Island Nature Conservancy to purchase and protect Fairyslipper Forest, on Lower Burchell Hill, Thetis Island. The campaign met its June 2, 2015 fundraising goal by securing 25% of the purchase price in donations or pledges. The campaign continues until June 2017.

- **Opportunity Fund**
  The Opportunity Fund raises public support for key opportunities to protect biodiversity in the Islands Trust Area. The fund provides support for 'hard to fundraise' costs associated with land protection or to leverage increased donations for specific land acquisition projects. Grants from the Opportunity Fund support acquisitions led by either the Islands Trust Fund or our partners. The disbursement of funds is guided by the Regional Conservation Plan, and each opportunity is considered by the Trust Fund Board.

In 2015-2016, the Opportunity Fund received $3,045 in donations and the Trust Fund Board distributed the following Opportunity Fund grants:
$1,250 to the Mayne Island Conservancy Society for assessment costs associated with a potential acquisition project.
$2,000 to the Galiano Conservancy Association towards legal review of a sustainable forestry covenant.

Goal 7: Take Care of What We Have

Acquiring a property or signing a conservation covenant is just the first step in ecosystem protection. The Islands Trust Fund monitors and manages its core conservation areas to maintain and enhance existing biodiversity features and support ecosystem functionality.

Property Monitoring and Management
The Islands Trust Fund monitors and manages its nature reserves according to management plans that identify long-term conservation, as well as restoration goals. In 2015-2016, the Islands Trust Fund undertook the following property management projects, many in partnership with island conservancy partners:

- Monitored all places protected by the Islands Trust Fund to ensure compliance.
- Removed exotic and invasive species from Morrison Marsh Nature Reserve, Inner Island Nature Reserve and Lindsay Dickson Nature Reserve (Denman), Laughlin Lake Nature Reserve, Trincomali Nature Sanctuary and Vanilla Leaf Land Nature Reserve (Galiano) and McFadden Creek Nature Sanctuary (Salt Spring).
- Maintained trail and driveway, and installed trail map sign at Elder Cedar Nature Reserve (Gabriola), maintained trail at Vanilla Leaf Land Nature Reserve (Galiano). Rerouted trail to avoid sensitive areas at Fairy Fen Nature Reserve (Bowen).
- Developed and adopted a 10-year management plan for McFadden Creek Nature Sanctuary (Salt Spring)
- Surveyed for species at risk at McFadden Creek Nature Sanctuary (Salt Spring) and on two Thetis Island properties.
- Placed covenant boundary marker posts to better define the areas for monitoring at Lower Mount Erskine Nature Reserve, Deep Ridge Nature Reserve, McFadden Creek Nature Sanctuary and the Mt. Tuam Protected Area (Salt Spring).
- Replaced stairs, improved trail and pruned danger trees at beach access at Ruby Alton Nature Reserve (Salt Spring).
- Planted 140 native species and protected from deer browse by installing fencing around the restoration area at Trincomali Nature Sanctuary (Galiano).
- Continued Sharp-tailed snake and Cormorant nest monitoring program at Trincomali Nature Sanctuary (Galiano).
- Monitored planting projects at Lindsay Dickson Nature Reserve (Denman), Mt Trematon Nature Reserve (Lasqueti) and Long Bay Wetland Nature Reserve (Gambier).
- Surveyed and marked the west property boundary at Mount Trematon (Lasqueti), completed in-stream restoration to amend damage done by trespass and road building over Trematon Creek. Planted and caged 25 trees along Trematon Creek to further restore the area.
- Installed Hooded Merganser nest boxes at John Osland Nature Reserve (Lasqueti).
- Installed wooden kiosk to house interpretive panels at Medicine Beach Nature Sanctuary (North Pender).

5. 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 who serves 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*.

The Bowen Island Municipality is served by a seven-member Council, which holds broad municipal powers including land use planning. Two of the municipal councillors are elected to the Trust Council by the community.

Ballenas-Winchelsea Islands (Executive) Local Trust Committee

In 2015-2016, the Executive Committee acting as a Local Trust Committee (Ballenas-Winchelsea Islands) held three regular business meetings and one special meeting. The LTC adopted the first Official Community Plan (OCP) and Land Use Bylaw (LUB) for the enhanced protection and preservation of these relatively undisturbed islands and islets. A new Fees Bylaw and a Development Procedures Bylaw was adopted for the Trust Area.

Bowen Island Municipality

Councillors Alison Morse and Sue Ellen Fast represent Bowen Island Municipality on the Islands Trust Council. Bowen Island Municipality produces its own annual report, which can be found online at www.bimbc.ca.

Denman Island Local Trust Committee

The Denman Island Local Trust Committee held 10 regular business meetings in the 2015-2016 fiscal year, as well as one Community Information Meeting (CIM), one special meeting and two public hearings. Work for this period focused on advancing the Local Trust Committee (LTC) priorities to address a lack of dining options for overnight visitors to the island, as well as the implementation of the Riparian Areas Regulation (RAR).

A CIM was held to consider proposed RAR bylaws in April 2015 and a public hearing was held in November. Following Executive Committee approval, RAR Official Community Plan Bylaw No. 212 was submitted to the Ministry of Community, Sports and Cultural Development for approval. The LTC is looking forward to that approval.

This past period also saw the completion of the consultation process for tourist accommodation Bylaw No. 216, which went to public hearing on December 1, 2015 and was given final reading on January 28, 2016. The adoption of this bylaw allows B&B operators to provide cooking facilities for their visitors.

A special meeting of aquaculture stakeholders was held on November 3, 2015 to discuss the issue of "driving on the beach" associated with some aquaculture operations. The meeting was successful in creating an opportunity to explore the various viewpoints surrounding this issue.

Also during this period, the Denman and Hornby trustees took steps towards building a relationship with the K'omoks First Nation. An introductory meeting was held on February 2, 2016 at the K'omoks office and further meetings are anticipated in the future.

Gabriola Island Local Trust Committee

In 2015-2016, the Gabriola Island Local Trust Committee (LTC) held 11 regular business meetings and one public hearing. During the fiscal year, the LTC work program included the completion of the Official Community Plan

(OCP) review; implementation of the provincially mandated Riparian Areas Regulation via adoption of a new Development Permit area and adoption of new policies and regulations to support agriculture on Gabriola Island.

The LTC also initiated key projects including the development of a roadside signage strategy, expected to be completed in 2016, and consideration of bylaw amendments to permit dog sitting on lots smaller than two hectares. After significant community consultation and lack of consensus, the LTC decided not to proceed with bylaw amendments to accommodate dog sitting, either as home occupations or as temporary uses. In addition to these projects, the LTC also initiated Land Use Bylaw amendments under direction by the B.C. Ministry of Agriculture to ensure consistency with the newly released standards for Medicinal Marihuana Production Facilities on lands in the Agriculture Land Reserve. The amendments are expected to be adopted in 2016.

Galiano Island Local Trust Committee

The Galiano Island Local Trust Committee held 10 regular business meetings and one special meeting. The Local Trust Committee received and considered applications for three development variance permits, one development permit, one Industry Canada referral and two new and three on-going rezonings. Projects considered during this period included policies and regulations for increased cottage floor area, policies and regulations to permit secondary suites and temporary use permit guidelines for contractors' yards.

Gambier Island Local Trust Committee

In 2015-2016, the Gambier Island Local Trust Committee held seven regular business meetings, one public hearing and one special meeting. During the fiscal year, the LTC work program included regulatory work to implement the provincially mandated Riparian Areas Regulation in the Local Trust Area, initial work on a review of the Gambier Island Official Community Plan (OCP), and continued advocacy for the Howe Sound waters in response to large-scale industrial proposals. In March 2016, the LTC hosted a Community-to-Community Forum with the Squamish Nation at New Brighton on Gambier Island.

Hornby Island Local Trust Committee

The Hornby Island Local Trust Committee held eight regular business meetings as well as two special meetings, one community information meeting (CIM) and one public hearing for this fiscal period. A focus for this period was the completion of the public consultation process for Riparian Areas Regulation (RAR) Bylaw Nos. 151 and 152. The bylaws were presented at a CIM on March 6, 2015 followed by a public hearing on August 14th. Bylaw No. 151 is currently waiting for Ministerial approval.

Early 2016 also saw the completion of the official community plan and land use bylaw review, a process which began in 2006. After the second public hearing which was held in September 2014 Bylaw No. 149 received Ministerial approval in January of this year and was adopted in the same month, followed closely by Bylaw No. 150 the new zoning bylaw.

Another initiative of the Hornby Island Local Trust Committee for this period was relationship building with the K'omoks First Nation. After a period of outreach assisted by BC treaty negotiation staff, the trustees, along with the Denman Island trustees, had a very successful "meet and greet" gathering with the K'omoks First Nation at their offices in Comox on February 2, 2016. More meetings are being planned to continue the process of relationship building.

Lasqueti Island Local Trust Committee

In 2015-2016, the Local Trust Committee held seven regular business meetings and one special meeting. The focus areas of the Lasqueti Island Local Trust Committee continued to be on the False Bay parking issue and riparian area protection through implementation of provincially mandated regulations. The False Bay Parking and Master Plan project resulted in the adoption of an amendment bylaw to allow parking as a home occupation on Lasqueti Island after much inter agency discussions and community consultation.

The LTC moved forward with a setback and screening regulation approach to comply with the Riparian Areas Regulation. The Advisory Planning Commission was consulted, resulting in a recommendation to undertake further mapping, which occurred in the fall of 2015 and a Community Information Meeting and Public Hearing are scheduled for 2016.

The LTC applied for and received a Union of British Columbia Municipalities grant to conduct an "aging at home" consultation project on Lasqueti Island to inform possible changes to the Official Community Plan or Land Use Bylaw. Work for this project will commence in April 2016.

Mayne Island Local Trust Committee

The Mayne Island Local Trust Committee held nine regular business meetings and one special meeting. The Local Trust Committee received and considered applications for two development variance permits and three rezonings. Projects considered during this period included technical amendments to the Land Use Bylaw and policies and regulations for vacation rentals. The LTC also adopted a Bylaw Enforcement Notification Bylaw and circulated a questionnaire to assist in identification of future priorities.

North Pender Island Local Trust Committee

The North Pender Island Local Trust Committee held nine regular business meetings and four special meetings. The Local Trust Committee received and considered applications for six development variance permits, five development permits, one temporary use permit and two rezonings. Projects considered during this period included a project to review land use options for waste and resource management, completion of an age friendly planning process, and a review of housing policies and regulations, with the initial phase being a consideration of options for the regulation of short-term vacation rentals.

Salt Spring Island Local Trust Committee

The Salt Spring Island Local Trust Committee (SSI LTC) held 12 regular business meetings, five special business meetings, four public hearings and two community information meetings.

The LTC ensured 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 by advancing work on collaborative watershed management through co-ordinating the Salt Spring Island Watershed Protection Authority (SSIWPA). The SSIWPA members approved an Integrated Watershed Management Plan for St. Mary Lake, which was developed through a structured decision making process. The SSIWPA also assisted the SSI LTC in developing terms of reference for, and providing preliminary feedback on, a Water Conservation Supply and Demand Management Plan for Salt Spring Island (Strategic Plan: 1.1; 4.1; 4.2; 4.3; 4.4).

The LTC further advanced programs to protect drinking water and watersheds by proposing a 30 metre setback between wells and septic fields in the Walker Hook neighbourhood and a setback between agricultural uses and riparian areas on non ALR lands (Strategic Plan: 4.1; 4.4).

The LTC sustained island character and healthy community's by recognizing Ganges as the commercial, social, cultural and institutional heart of Salt Spring Island, establishing 'Ganges Village Planning' as a priority to create a local area plan to guide future development. The LTC focussed the initial phase on completing the Ganges Harbourwalk in order to realize the longstanding community goal of a continuous harbourside walkway. (Strategic Plan: 5.2; 5.4).

As well, the LTC considered draft bylaws, which would implement the Official Community Plan and Land Use Bylaw changes that would encourage socio-economic diversity and enhance community economic sustainability and security on Salt Spring Island by meeting the needs for commercial industrial lands for the next 25 years (Strategic Plan: 5.2; 5.4).

The LTC promoted effective, efficient and collaborative governance by commissioning a report identifying First Nations Heritage sites and methods for their protection, as well as working more collaboratively with various First Nations throughout project processes (Strategic Plan: 6.1; 6.2).

The general volume of development applications increased on Salt Spring Island and there were some notable development applications considered. The LTC approved rezonings, temporary use permits, development permits, and heritage alteration permits in and around the Ganges area suggesting improving economic conditions. Temporary Use Permits were issued for a new fine art supply store location, a new marine craft repair location, and increased commercial uses adjacent to the Ganges Harbour. The LTC adopted rezoning bylaws permitting a new squash club facility and sailing club. Meanwhile, the LTC protected shorelines by denying development variance permits and development permits proposing development contrary to guidelines.

Saturna Island Local Trust Committee

The Saturna Island Local Trust Committee held eight regular business meetings and two special meetings. The Local Trust Committee received and considered applications for two temporary use permits and one heritage alteration permit. Projects considered during this period included reviews of policies pertaining to density transfer and groundwater protection. The LTC also undertook a survey to assist in creation of a community profile.

South Pender Island Local Trust Committee

The South Pender Island Local Trust Committee held nine regular business meetings and four special meetings. The Local Trust Committee received no applications during the reporting period. The LTC continued work on its major project to review and update the current Land Use Bylaw.

Thetis Island Local Trust Committee

In 2015-2016, the Thetis Island Local Trust Committee held seven regular meetings. An important area of focus included the adoption of new bylaws. In early 2016, the Local Trust Committee adopted the first Official Community Plan and Land Use Bylaws for the Thetis Island Local Trust Area Associated Islands – Dayman, Hudson, Pylades, Reid, Ruxton, Scott, Tree, and Whaleboat Islands – which are located in the Cowichan Valley Regional District between Chemainus and Valdes Island.

Other committee work included reviewing rezoning and other development applications. The applications include a proposal to rezone the marine area adjacent to Thetis Island for mariculture, a rezoning proposal to allow a barge facility on Valdes Island, and another rezoning proposal to allow a breakwater to accommodate a yacht club facility on Valdes Island. Also of significance was the Local Trust Committee approval of a variance to permit shoreline stabilization structures; these structures are intended to accommodate a residential green shores project, expected to be completed in 2016."

6. Climate Change Action

Climate change will have serious consequences on our island ecosystems, from oceans to shorelines to forests, and on the economies and communities that depend on them.

Islands Trust Council is a signatory to the B.C. Climate Action Charter, with a focus on operational carbon neutrality (now achieved for four years with the purchase of carbon offsets from the Community Carbon Marketplace) and reducing GHG emissions.

The Islands Trust is taking the following steps to reduce its operational carbon footprint:

- Encouraging trustees and staff to share vehicles and use the Victoria and Nanaimo Car Share Programs
- Using paperless meeting management software to reduce paper consumption
- Conducting meetings over the web rather than travelling to meetings; and
- Reviewing the location of the Victoria office.

Detailed information is contained in our Climate Action Revenue Incentive Public Report for 2015 located on our website.

The Trust Fund Board continues to protect mature and maturing forest through acquisition and covenant. The forests of the Islands Trust Area have a high carbon storage capacity, with the potential to act as a major sink for carbon produced in the region.

During 2014-15 and 2015-16, the Islands Trust has been one of the partners in the Lasqueti Community Integrated Energy Project, under the leadership of Doug Hopwood. This local solar power conversion project needed a local government partner to receive and administer $343,000 from eight different sources of funding (from the BC Ministry of Energy and Mines and the Fraser Basin Council). This project involved the building and retro-fitting of renewable energy technology in existing and/or new buildings, including the False Bay School with two associated residences, the Judith Fischer Health Centre, a Last Resort Society Elder Cottage and the Lasqueti Internet Access Society. Previous energy sources were a diesel generator for electricity and propane for heat. Two photovoltaic (PV) systems with a total rating of over 55 kilowatts (kW) have now been installed with battery storage and grid-tie inverters alongside the diesel generator. Other partners involved in this project include Lasqueti Community Association, Last Resort Society, Solar BC, BC Sustainable Energy Association, Vancity Green Building Program, False Bay School students and PAC, School District 69, Natural Resources Canada, BC Ministry of Energy and Mines and the Fraser Basin Council.

Local Trust Committees continue to explore innovative ways of using new planning tools (Bill 27) to implement Official Community Plan policies that would reduce greenhouse gas emissions. In 2015/16 Fiscal year, the Salt Spring Island Local Trust Committee developed a draft amendment to the Piers Island OCP to include greenhouse gas emission targets, policies, and actions. This document is currently out for public review. The Executive Committee Acting as a Local Trust Committee (Ballenas-Winchelsea LTC) and the Lasqueti Island Local Trust Committee have amended their meeting procedure bylaws to allow electronic meetings, thereby reducing greenhouse gas emissions from travel. This adds to similar electronic meeting bylaws already in place for the all of Trust Council's standing committees, Salt Spring Island LTC and Gambier Island LTC.

7. Administrative Fairness

Islands Trust policy requires the reporting of the number of administrative fairness complaints received each year. There were three complaints in 2015-2016 regarding staff, local trustees and local trust committee procedures. These complaints were handled according to the Islands Trust Council's policy. Complainants who are unsatisfied with the outcome of the Islands Trust's complaint handling procedure are advised of the option of making a complaint to the B.C. Office of the Ombudsperson. In 2015-2016, the Office of the Ombudsperson did not receive any complaints about the Islands Trust.

8. Legal Action

In accordance with Islands Trust policies, enforcement actions are primarily triggered when the Islands Trust receives complaints from community members that indicate that individuals or corporations are not complying with the land use regulations that their locally elected representatives have adopted. Efforts are then made to investigate complaints, advise violators and attempt to obtain voluntary compliance with a community's bylaws. In most cases, violators have a variety of options, including ceasing or amending their operations, or applying for variances or required permits.

Islands Trust staff estimate that more than 90 per cent of its bylaw investigation files are resolved before legal action is required. Legal action is only taken after other avenues to achieve compliance have failed. Local trust committees may request legal action if other avenues for achieving bylaw compliance fail. The Executive Committee considers and is responsible for approving the funding of any legal action requested by a local trust committee.

In the reporting period, Mayne Island Local Trust Committee became the seventh local trust area to adopt a bylaw enforcement notification system as an alternative approach to resolving some bylaw infractions out of courts. The first step is a ticket that informs the recipient of the alleged bylaw violation, the penalty amount and how to either pay the penalty or dispute the ticket. The recipient has 28 days to either pay the penalty, dispute the ticket or work with bylaw enforcement staff to comply. Subsequent tickets may be issued for the same violation until compliance is achieved. Bylaw Enforcement issued 23 tickets in the reporting period, of which 15 resulted in compliance or a commitment to achieve compliance.

Islands Trust

Director of Local Planning Services
REPORT
APRIL 2016 TO JUNE 2016

Date: 26/05/2016

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Executive Committee and Council • First Nations database soft roll-out to planning staff expected in this period with roll-out to staff and trustees to follow. •	**Executive Committee and Council** • Hire and orientation for the temporary Senior Intergovernmental Policy Advisor • Working on procedures for maintaining the First Nations database.
Local Planning Committee • Community housing forum held June 13, 2016. •	**Local Planning Committee** • Report to Local Planning Committee and Trust Council as follow-up to the housing forum.
Management of Local Planning Services Unit • Local Planning Services Management Meetings with regional planning managers (RPMs) held on March 30 and May 12, 2016 • Attended the Northern Office on May 12, 2016 • Attended the Salt Spring Office on March 31 and April 7, 2016. • Organised a Local Planning Services professional development day for May 19, 2016 focused on First Nations relations. • On May 3, 2016 met with the Ministry of Forest, Lands and Natural Resource Operations (FLNRO) regarding Crown land referral processes • Annual meeting with the Ministry of Transportation and Infrastructure staff on May 17, 2016. • Attended the Salish Sea Conference in Vancouver from April 13 to April 15, 2016. • The Director of Local Planning Services was on vacation during this reporting period from April 18, 2016 to May 2, 2016.	**Management of Local Planning Services Unit** • Local Planning Services Management Meetings planned monthly. • Local Planning Services professional development day planned for September 7, 2016 – topic will be legal session on variety of issues. • Attend the Northern Office on regular basis. • Attend the Salt Spring Office on a regular basis. • Plan to undertake another hiring process to fill the Salt Spring Island Planner position. Plan to have the position filled for mid-summer 2016.
Planning Support to Local Trust Committees • Facilitated interagency meeting between Salt Spring Island Local Trust Committee and members of Lyackson First Nations and Cowichan Tribes. • Facilitated interagency meetings between Salt Spring Island Local Trust Committee and North Salt Spring Waterworks District (NSSWD)directors to coordinate management of supply and demand of fresh water in NSSWD area • Advised Salt Spring Island Local Trust Committee of relationships between local regulation and provincial regulations in cases of overlapping or concurrent jurisdictional issues • Local Planning Services completed review of Staff	**Planning Support to Local Trust Committees** • Coordinate interagency meeting between the Capital Regional District and Salt Spring Island Local Trust Committee for waste management, industrial land uses, and development of a Ganges Harbourwalk. • Coordinate and assist in the determination and implementation of multiple agencies' policies for management of fresh water on Salt Spring Island. • Coordinate interagency meeting between Lasqueti Local Trust Committee and Powell River Regional District. • Coordinate meeting between Gabriola Island Local Trust Committee and Snuneymuxw representatives • Local Planning Services to implement revised Staff

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Report templates. • Local Planning Services developed a public hearing script for Northern LTCs. • Local Planning Services advertised for new Board of Variance members for Northern LTCs.	Report templates • Local Planning Services to seek confirmation of new Board of Variance members for Northern Local Trust Committees.
Support for the CAO • Management meetings weekly (Tuesday mornings) • New time collection system –operational April 1, 2016. • Review and analysis of LPS regarding Transition Plan	**Support for the CAO** • Participate in management meetings. • Continue to work on revising the operations policy manual and incorporating local trust committee standing resolutions. • Monitor new time collection system. • Review and analysis of LPS regarding Transition Plan •
Grants Administration • Reviewed and presented draft Grant (& donations) policy changes to management team . • Continued Lasqueti Community Energy Project oversight including quarterly claims for re-imbursement. • Continued to maintain grants database (and keep up to date) • Continued to research for grant opportunities and notify relevant parties. • Completed electronic and paper file maintenance and refinement. • Updated website. • Completed First Nations Database population. • Started First Nations Database entry and update procedures • Completed Lasqueti Community Energy Project oversight • Completed and submitted C2C grant applications for Denman, Gabriola and Lasqueti local trust committees • Attended Gas Tax funding Workshop • Investigated IT eligibility to Rural Dividend Fund • C2C funding report completed and submitted to UBCM – Gambier	**Grants Administration** • Review and update Community Group funding opportunities database. • Prepare Presentation on Grants Management for Local Planning Services Pro- D Day. • Complete First Nations Database procedures. • Update Grants Database. • Update Community Grants listings. • Lasqueti Community Energy Project follow-up. • Maintain funder relations. • Liaise with UBCM on Capital Work Fund • Grant applications as requested.
Bylaw Enforcement • Advised Salt Spring Island Local Trust Committee on enforcement policy regarding unlawful housing. • Advised Gambier Local Trust Committee on enforcement issues along the foreshore. • Mayne LTC adopted new Bylaw Enforcement Notification Bylaw. • Began proactive enforcement to support Galiano Island Local Trust Committee's new Short-term Vacation Rental (STVR) bylaw.	**Bylaw Enforcement** • Develop debt collection procedures for unpaid bylaw violation notices. • Develop mediation process for Denman Island Local Trust area.

Islands Trust

LOCAL PLANNING COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Date: May 25, 2016

WORK PROGRAM

1. COMMUNITY HOUSING NEEDS

Current – Conducting workshop on June 13, 2016

Planned – Post-workshop report to LPC and TC.

2. SHORELINE MARINE PLANNING

Current – Brainstorming session on scope of project at August LPC

Planned – Draft Project Charter

3. APPROPRIATE ECONOMIC DEVELOPMENT

Current – Monitor to determine interests

Planned – To be determined by the Local Planning Committee

ON-GOING ITEMS

DEVELOPMENT APPROVAL INFORMATION MODEL BYLAW - Staff to draft amendments to Trust Council Policy 2.1 viii in order to develop a Development Approval Information Model Bylaw.

LETTER OF AGREEMENT WITH THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE – including discussion around access to water - Staff working with the MOTI to address the Letter of Agreement; next meeting planned for Spring, 2016. LPC is monitoring progress.

OCP/LUB PROGRAM STATUS – LPC is monitoring progress and funding availability.

DOMESTIC WIND POWER – Update report as required.

BLUE DOT CAMPAIGN – Consideration of this proposal (added per resolution May 2015)

David Marlor
Designate Staff

Paul Brent
Chair

Islands Trust

BRIEFING

To:	Trust Council	**For the Meeting of:**	June 14-16, 2016
From:	Miles Drew, Bylaw Enforcement Manager	**Date :**	May 25, 2016

SUBJECT: BYLAW ENFORCEMENT REPORT

DESCRIPTION OF ISSUE:
A report on the number of enforcement files by local trust area. Due to software issues, the type and length of time each file has been open is not available. A new chart showing the number and disposition of bylaw violation notices is attached.

BACKGROUND:

Table 1 shows the total number of bylaw enforcement files for each local trust area by calendar year. Information is provided for 2014, 2015 and to March 31 of 2016. Chart 1 shows the total number of files open as of March 31, 2016 and the percentage of files of each LTC area.

Table 2 shows the number files opened and closed from January 1, 2016 to March 31, 2016.

Table 3 and Chart 2 show the number and disposition of bylaw enforcement notices that have been issued.

COMMENT:

This statistical report shows that the number of files is holding steady at around 313. In the last quarter 30 new files were opened and 29 were closed. Numbers of files remains high because of the Short-term Vacation Rental (STVR) projects taking place on Galiano Island and North Pender Island.

Salt Spring Island and Galiano have the greatest number of files. To ease the workload on the bylaw enforcement officer assigned to Salt Spring and Galiano, some of the oldest Salt Spring files have been reassigned to the Victoria based bylaw enforcement officer.

ATTACHMENT(S): Tables and Charts

AVAILABLE OPTIONS:

1. Receive for information.
2. Request additional information to be presented in the report.

FOLLOW-UP:
Reports will be updated and presented to the December Trust Council meeting.

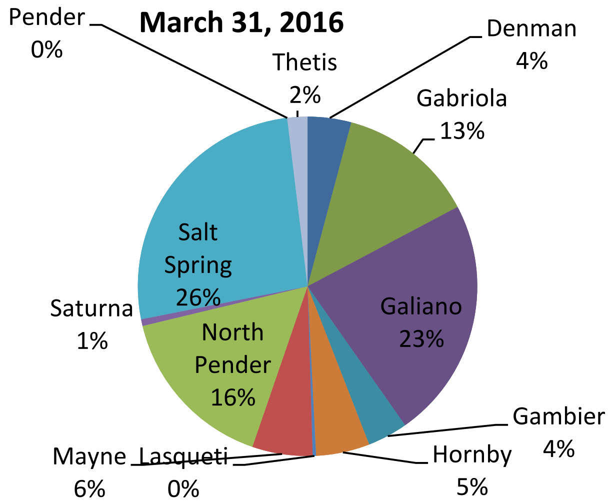
Prepared By:	Miles Drew, Bylaw Enforcement Manager
Reviewed By/Date:	David Marlor, Director, Local Planning Services/ May 26, 2016
	Executive Committee, June 1, 2016
	Chief Administrative Officer

Bylaw Enforcement - File Volume

Table 1 Volume of Bylaw Enforcement Files

LTC	2014		2015		2016	
	T Open	%	T Open	%	T Open	%
Denman	10	5%	13	4%	13	4%
Executive	0	0%	0	0%	0	0%
Gabriola	19	9%	40	13%	41	13%
Galiano	27	13%	67	21%	72	23%
Gambier	18	9%	17	5%	12	4%
Hornby	17	8%	16	5%	16	5%
Lasqueti	1	0%	1	0%	1	0%
Mayne	8	4%	17	5%	18	6%
North Pender	21	10%	52	17%	50	16%
Saturna	2	1%	2	1%	2	1%
Salt Spring	76	37%	80	26%	82	26%
South Pender	0	0%	1	0%	0	0%
Thetis	5	2%	6	2%	6	2%
TOTAL	204	100%	312	100%	313	100%

Chart 1: Open Files to March 31, 2016



LEGEND

T Open = Total number of files remaining open at the end of the reporting period

Bylaw Enforcement - Status of Open Files

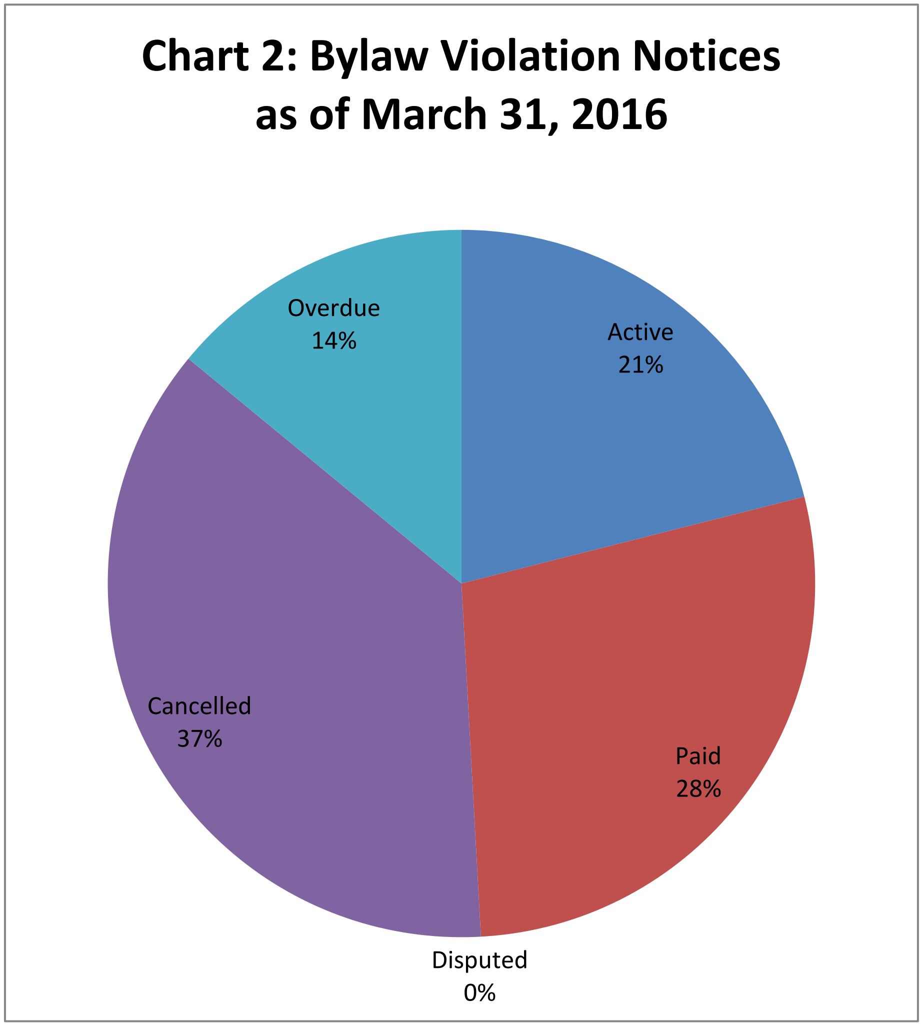
Table 2 Status of Bylaw Enforcement Files

	January 1, 2016 - March 31, 2016			
Local Trust Area	OPEN January 1	NEW	CLOSED	OPEN March 31
Denman	13	0	0	13
Executive	0	0	0	0
Gabriola	40	5	4	41
Galiano	67	13	8	72
Gambier	17	0	5	12
Hornby	16	0	0	16
Lasqueti	1	0	0	1
Mayne	17	2	1	18
North Pender	52	1	3	50
Saturna	2	0	0	2
Salt Spring	80	6	4	82
South Pender	1	1	2	0
Thetis	6	2	2	6
Total	312	30	29	313

Bylaw Enforcement - Violation Type

Table 3 Status of Bylaw Violation Notices

LTC	Active	Paid	Disputed	Cancelled	Overdue	TOTALS	Percentage
	BVN Status						
Denman						0	0%
Executive						0	0%
Gabriola	4	3		4	2	13	23%
Galiano		7		7	2	16	28%
Gambier				1		1	2%
Hornby						0	0%
Lasqueti						0	0%
Mayne						0	0%
North Pender	4	4		2	1	11	19%
Saturna						0	0%
South Pender						0	0%
Salt Spring	1	1		7	3	12	21%
Thetis	3	1				4	7%
TOTALS	12	16	0	21	8	57	100%
%	21%	28%	0%	37%	14%	100%	



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:**: June 2016

From: David Marlor **Date:** May 12, 2016

SUBJECT: **REVISED GRANTS ADMINISTRATION POLICY**

RECOMMENDATION:
That the Islands Trust Council approve the draft updated policy "6.5.iv Grants and Donations Administration."

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Grants Administration policy has been updated and renamed to reflect current practices and needs and to include donations. The updated policy reflects the Islands Trust now being a Canadian Revenue Agency Qualified Donee.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The Grants Administration Policy applies only to grant applications through some recognized funders. This updated policy accounts for Islands Trust "Qualified Donee" status awarded by Canada Revenue Agency in 2014 and enables us to access a wider range of granting foundations as well as addressing donations to the Islands Trust and the issuance of income tax receipts.

FINANCIAL: There are no negative financial implications to adopting this policy. The benefits are the increased ability of the Islands Trust to obtain grants and donations to support its mandate. This policy reinforces the financial principle that it is staff's responsibility to enter into agreements with funding agencies and contractors. It is staff's role to ensure all financial transactions are consistent with the *Local Government Act,* granting agency requirements and Islands Trust budgetary and purchasing policies.

POLICY: TFB Fundraising and Donations Policy 06001 exempts Islands Trust Fund from Grants Administration Policy 6.5.iv. Purchasing Procedures 6.5.iii is subject to revision to accommodate the principles in this policy regarding community-initiated projects.

IMPLEMENTATION/COMMUNICATIONS:
The revised policy will be dated on the website and by circulation to trustees and staff.

OTHER:
None

BACKGROUND

The Islands Trust Act provides Trust Council with the authority to levy property taxes to fund the operations of Islands Trust bodies. To provide cost effectiveness for taxpayers, Trust Council may also direct staff to seek and receive alternative sources of funding. In 2008, Trust Council created a Grants Program Manager staff position in response to trustee requests to increase effectiveness at receiving grants. This policy provides guidance to the Islands Trust bodies seeking external funding or requiring service from that position. In 2014 the Canadian Revenue Agency granted Qualified Donee status to the Islands Trust which enables requests to an increased pool of funding organizations and the authority to issue receipts for income tax purposes to donors. This policy does not apply to the Trust Fund Board, which is governed by Policy TFB 06001.

REPORT/DOCUMENT:
1) 6.5.iv draft Grants and Donations Administration Policy
2) Appendix 1: Grants Administration Matrix

KEY ISSUE(S)/CONCEPT(S):
- Effective, efficient and fair grants administration.

RELEVANT POLICY:

The current Grants Administration policy was written to be consistent with purchasing and budget control policies. This updated policy is also consistent with those policies. When an urgent decision by Executive Committee is needed in order to meet granting agency deadlines, Resolutions without Meeting Policy 2.4.iii may apply.

DESIRED OUTCOME: Effective, efficient and fair grants administration.

RESPONSE OPTIONS

Recommended: As above

Alternative:
1. Approve with minor revisions.
2. Do not approve, and send back to staff for major revisions.

Prepared By:	Mike Richards
Reviewed By/Date:	David Marlor, DLPS, May 12, 2016
	Russ Hotsenpiller, Chief Administrative Officer

6.5.iv Policy

GRANTS AND DONATIONS ADMINISTRATION POLICY

Trust Council: ~~December 9, 2009~~ – Revised June 2016

A: PURPOSE

1. To facilitate a process for seeking and receiving external funding that supports the legislated responsibilities of Trust Council, the Executive Committee, Council Committees, local trust committees and island municipalities and that is cost-effective for taxpayers.
2. To clarify roles and streamline procedures for seeking and receiving grants ~~throughout the islands trust~~ and donations in order to efficiently and effectively use staff and trustee resources.
3. To ensure all grant applications and funded projects meet strategic, financial and legal requirements of the Islands Trust and funding agencies.
4. To ensure trustees and staff units are aware of grant opportunities, consider the potential for collaborative projects, and have equal opportunity to apply.
5. To preserve the Islands Trust's reputation among funders and donors by presenting a cohesive strategy and avoiding an excess of ~~solicitations~~ requests to any one source.

B: BACKGROUND

The *Islands Trust Act* provides Trust Council with the authority to levy property taxes to fund the operations of Islands Trust bodies. To provide cost effectiveness for taxpayers, Trust Council may also direct staff to seek and receive alternative sources of funding. In 2008, Trust Council created a Grants ~~Administrator~~ Program Manager staff position in response to trustee requests to increase effectiveness at receiving grants. ~~and~~ This policy provides guidance to ~~that position.~~ the Islands Trust bodies seeking external funding or requiring service from that position. In 2014 the Canadian Revenue Agency granted *Qualified Donee* status to the Islands Trust which enables requests to an increased pool of funding organizations and the authority to issue receipts for income tax purposes to donors. This policy does not apply to the Trust Fund Board, which is governed by Policy TFB 06001.

C: REFERENCES

Islands Trust Act: Responsibilities of Local Trust Committees (8 [2]; 21[1]; 24[2])

Islands Trust Strategic Plan

Island Trust Fund Fundraising and Donations Policy (TFB 06001)

Policy Manual: Executive Committee Terms of Reference (2.4.i)

Policy Manual: Associated Islands Project Prioritization Criteria (4.1.xii)

Policy Manual: Priority Setting/Review Guidelines (6.2.i)

Policy Manual: Budget Control and Adjustment Authority (6.5 ii)

Policy Manual: Purchasing Procedure (6.5.iii)

Policy Manual: Local Trust Committee Expense Account (7.2.i)

Additional References:

Standards Program For Canada's Charities & Nonprofits, ~~*Ethical Fundraising and Financial Accountability Code*Canadian Centre for Philanthropy~~Imagine Canada, ~~2005~~ 2012.

AFP Code of Ethical Principles and Standards of Professional Practice, Association of Fundraising Professionals, 2004.

Municipal or public bodies performing a function of government in Canada, Canada Revenue Agency, 2014

Keeping Records, Canada Revenue Agency, 2013

D: DEFINITIONS

In this policy,

"Committees" refers to Executive Committee, council committees (including Trust Programs Committee, Financial Planning Committee, Local Planning Committee and any ~~other~~ select committee struck by Trust Council) and local trust committees ~~and island municipalities~~. Island municipalities are not bound by this policy unless they are seeking support from islands trust staff or committees. ~~(see section 5.).~~

"Donations" refers to gifts freely given to Island Trust without going through a formal application process.

"Grants" refers to gifts granted to Island Trust by a funding agency after application through a granting process.

"Legislated Responsibilities" refers to the roles of Islands Trust bodies as defined in the *Islands Trust Act* per sections 8 (2), 21 (1) and 24 (2).

"Staff Units" refers to the management team, Local Planning Services, Trust Area Services and Administrative Services, including Victoria, Salt Spring and Northern offices.

"~~**Grants Administrator**~~ **Grants Program Manager**" refers to the person designated by the Chief Administrative Officer ~~or the Director of Trust Area~~ to fulfill this role.

"Primary Applicant" refers to the entity legally responsible for execution of the funded project and meeting the granting agency terms and conditions.

"Project Manager" refers to the staff person or contractor assigned by a committee or senior management staff to manage a project.

E: POLICY and PROCEDURES

1. General Guidelines

1.1 This policy applies to all grant applications seeking $5,000 and over.

1.2 This policy applies to grant applications wherein the Islands Trust is named as the primary applicant. It does not apply to grants where community groups are named as the primary applicant with the Islands Trust and/or its committees as supporting partners.

1.3 Trust Council and its staff will ensure that the Islands Trust adheres to professional standards such as those developed by ~~the Canadian Centre for Philanthropy~~ Imagine Canada and the Association of Fundraising Professionals.

2. Seeking Grants and Donations ~~Seeking~~

Grant Notification

2.1 The ~~Grants Administrator~~Grants Program Manager will maintain a current inventory of grants available to local government agencies including: the grant title, source, eligibility, description, application deadline, funds available, funding guidelines and Islands Trust work program key words.

Grant and Donation Research

2.2 The ~~Grants Administrator~~Grants Program Manager will regularly review the Islands Trust Council Priorities Chart and be prepared to provide information on grants relevant to those priorities upon request.

2.3 ~~A single trustee~~ Trust Council and any Committee or staff member may ask the ~~Grants Administrator~~Grants Program Manager to research grant and/or donation opportunities on specific topics. The research must be in support of Trust Council's strategic plan, the Policy Statement or the legislated responsibilities of the Islands Trust body. Significant research requests are subject to a review of work program implications by the ~~Trust Area Services Director.~~ Director of Local Planning Services.

2.4 The ~~Grants Administrator~~Grants Program Manager's research and advice will be reported to the ~~trustee(s) who initiated~~ initiator of the request and the staff member assigned to the relevant committee in a timely manner.

2.5 Trustees may also choose to independently research grant and donation opportunities. The ~~Grants Administrator~~Grants Program Manager should be informed about this research so they may provide information on existing relevant ~~grant~~ research for reasons of efficiency and effectiveness.

2.6 Contact with the funder/donor should be done by the ~~Grants Administrator~~Grants Program Manager, unless otherwise agreed by the primary applicant for reasons of efficiency and effectiveness.

Internal Expressions of Interest

2.7 A brief expression of interest/project summary will be submitted to the appropriate committee and ~~Grants Administrator~~Grants Program Manager according to the following schedule, which takes into account varying granting agency deadlines. This will provide equal opportunity to apply for limited grant funding, while maintaining confidentiality.

a) Expressions of interest will be submitted 60 calendar days prior to granting agency's deadline, unless sections 2.7 b, c or d ~~apply~~applies. If no expressions of interest are received 60 days before the agency's deadline, the grant may be pursued on a first-come, first-serve basis subject to the criteria and practices recommended in this policy.

b) When a grant is announced with fewer than 60 calendar days to apply, the ~~Grants Administrator~~Grants Program Manager will notify all staff and trustees at the same time. Expressions of interest are required within 5 business days following this notification.

c) Where no deadline exists or ongoing applications are accepted until the program is fully allocated, expressions of interest should be received as soon as a decision is made. If the project is community-initiated, the ~~Grants Administrator~~Grants Program Manager will keep the project topic confidential. The ~~Grants Administrator~~Grants

Program Manager will notify committees and staff that other expressions of interest must be received within 10 business days of receiving notification. Objections to the revised deadline must be received within 2 business days. If objections are noted, the ~~Grants Administrator~~Grants Program Manager will seek a deadline acceptable to all interested applicants or request direction from the Executive Committee.

d) If special circumstances require a grant application to begin before the above deadlines, a request for a shorter deadline may be submitted to the ~~Grants Administrator~~Grants Program Manager. If the project is community-initiated, the ~~Grants Administrator~~Grants Program Manager will keep the project topic confidential. ~~-~~The ~~Grants Administrator~~Grants Program Manager will notify committees and staff of the new deadline. Objections to the revised deadline must be received within 2 business days. ~~-~~If objections are noted, the ~~Grants Administrator~~Grants Program Manager will seek Executive Committee's direction about whether to make an exception to the steps outlined in 2.7 a, b and c of this policy.

2.8 The ~~Grants Administrator~~Grants Program Manager will review expressions of interest according to the granting agency criteria. ~~-~~Submissions that do not meet funder criteria will receive feedback and suggestions for potential remedies in a timely manner.~~-~~ Applicants whose projects have potential to partner~~with collaborative potential~~ will be notified so they may consider a joint application.

2.9 If a grant opportunity is of interest to multiple applicants, an adjudication process will occur under section 2.10.

Multiple Grant Adjudication Process

2.10 When a grant opportunity is of interest to multiple primary applicants within the Islands Trust, the following steps apply:

a) The ~~Grants Administrator~~Grants Program Manager will contact the granting agency to see if more than one proposal can be submitted and/or approved.

b) When only one submission is allowed, the ~~Grants Administrator~~Grants Program Manager will use the applicant's expression of interest/project summary to discuss all projects with the funder to help determine those that are most feasible. If more detailed information is required by the funder on a potential project, the ~~Grants Administrator~~Grants Program Manager will direct them to the appropriate trustee or staff member.

c) The ~~Grants Administrator~~Grants Program Manager will contact applicants with the granting agency recommendations.

d) Committees must pass a resolution indicating they want to proceed with the grant application. Applicants will then advise the ~~Grants Administrator~~Grants Program Manager of the decision.

e) If too many eligible proposals remain, a final decision will be made by the Executive Committee in a timely manner as to which grant proposal will be submitted. This decision will consider the following factors:

i. Urgency: to deal with issues in the short term or meet required legislation;

ii. Risk: the need to manage potential negative implications;

iii. Impact: a project's potential to manage or change a strategic priority on a regional rather than local level;

iv. Community Partners: has identified community project partners;

v. Need: meets needs of an island community and other agencies; and

vi. Funder Advice: meets priorities and recommendations of funder.

Requests for Donations

2.11 As a general rule donations will be requested only when a specific need is identified by staff and trustees and approved by the CAO or his/her designate (normally the Director of Local Planning Services).

2.12 Donations will only be requested for specific projects as identified by Committees or staff.

2.13 Donations will only be requested for projects that align with current Committee priorities.

2.14 All requests for donations must be coordinated through the Grants Program Manager to avoid multiple applications to the same potential donor.

Accepting Donations

2.15 Donations will only be accepted when the gift is freely given and there is no expectation of benefit, favour or return by the donor. The only benefit would be a tax receipt and a possible donor recognition event or tribute.

2.16 Before accepting any donation, the Grants Program Manager will advise the donor to seek professional advice for all the financial, tax or legal considerations.

2.17 Donations will be accepted in only the following forms unless the CAO approves an exception:

(a) Cash

(b) Tangible property (including real estate – see 2.20)

(c) Stocks or securities

(d) Endowments

2.18 Donations of tangible property will be accepted only after the following have been assessed:

(a) Compliance with all Islands Trust Bylaws and/or policies

(b) Compliance with the laws, conventions and treaties of other levels of government

(c) Consiste~~a~~ncy with the Islands Trust's priorities, mandates and strategic and business plans

(d) Associated risks (e.g. financial risk, political risk, health and safety issues)

(e) Condition of the donation

(f) Value of the donation

(g) Usefulness of the donation to Islands Trust

(h) Cost/Benefit analysis if CAO deems it necessary

2.19 Any donations received as stock or securities will be cashed immediately unless otherwise directed by the Executive Committee by resolution after considering the advice of the CAO.

~~2.19~~2.20 Any donations of tangible property including real estate will be sold at fair market value after offering the Islands Trust Fund Board the opportunity to own the property as a nature reserve. The Trust Fund Board may require a cash endowment for ongoing property management before accepting real estate.

~~2.20~~2.21 Any donations received in the form of an endowment will be immediately deposited into a designated account and investment and management options will be researched by staff,

~~2.21~~2.22 Before accepting donations for a specified project the Grants Program Manager will inform the donor that once a receipt for income tax purposes is issued, any remaining funds from the donation cannot be refunded and the funds will be reallocated to other projects by the Executive C ~~c~~ommittee in consultation with the donor, where possible.

~~2.22~~2.23 Any donation made without donor direction as to its use will be allocated by the Executive Committee.

2.24 If any donations are received by bodies other than the “Islands Trust,” the CAO will advise and seek direction from the Executive Committee.

Project Review

~~2.23~~2.25 Before applying for grants or seeking donations, Committees will ~~determine the~~assess the implications for budget ~~project costs~~ and staff resources by ~~needed before grant applications are finalized through~~:

a) Seeking input from senior management staff for staff-initiated proposals or regional planning managers for trustee-initiated proposals;

b) Reviewing ~~of~~ related revenue and expenditure lines in the approved Trust Council budget; and

c) Assessing potential for in-kind or cash funds from other project partners.

~~2.24~~2.26 Committees must pass a resolution to proceed with committee-initiated grant applications before seeking staff support for grant applications ~~are finalized~~, taking into consideration the factors listed in ~~2.14 of~~ this policy.

~~2.25~~2.27 Executive Committee approval is required for staff-initiated projects in the following circumstances:

a) Grant or donation exceeds $10,000 in value;

b) Project is not related to the goals of the Policy Statement, Trust Council’s strategic plan or the legislated responsibilities of the Islands Trust;

c) Proposal requires formal Trust Council endorsement; or

d) Issues remain that cannot be resolved under section 2.10 of this policy.

~~2.26~~2.28 When Executive Committee approval is required for staff-initiated projects, the committee will consider the following factors:

a) Budget and staff resources allow for ~~its appropriate~~effective administration;

b) ~~Project activities comply~~Compliance with ~~all~~ relevant legislation and policies;

c) Grant proposal / donor request does not compete with island-based stakeholder proposals to the same funder / donor, to the best of trustee and staff knowledge;

d) Grant proposal / donor request supports the relevant committee’s work program; and

e) Project will be self-sustaining or not require additional resources upon its completion.

~~2.27~~2.29 If it appears that the investment in fundraising required (including staff salaries) for a special project may exceed 25% of the amount to be raised, Islands Trust staff will seek direction from Executive Committee.

Grant Development & Submission

~~2.28~~2.30 Prior to grant submission, Committees and staff units will explore the implications for budget adjustments according to Trust Council's Budget Control and Adjustment Authority Policy 6.5.ii.

~~2.29~~2.31 Committees and staff units will assign a trustee or staff representative to coordinate the writing and development of the draft project proposal, seeking the assistance of the ~~Grants Administrator~~Grants Program Manager as needed. ~~-~~In consultation with the Director of ~~Trust Area~~Local Planning Services, the level of assistance provided by the ~~Grants Administrator~~Grants Program Manager will take into account work program implications and the factors outlined in section 2.10 (e) of this policy.

~~2.30~~2.32 Submissions to the funding agency must be made by the ~~Grants Administrator~~Grants Program Manager on behalf of committees and staff units, unless otherwise agreed by the primary applicant for reasons of effectiveness and efficiency.

~~2.31~~2.33 The ~~Grants Administrator~~Grants Program Manager will provide notification to the relevant committees and staff of the outcome and terms of the grant if successful. ~~-~~If unsuccessful, the ~~Grants Administrator~~Grants Program Manager will seek feedback from the funder to improve future proposals.

~~2.32~~2.34 Contact with the funder will be done by the ~~Grants Administrator~~Grants Program Manager, unless otherwise agreed by the primary applicant for reasons of efficiency and effectiveness.

3. Tracking & Implementation of Grants

3.1 Grant revenue and disbursements and related service contracts ~~funds must~~will be administered~~, received and disbursed~~ by Islands Trust Administrative Services. The CAO may decide whether to apply an administrative charge to the project, ideally during the proposal-writing stage.

3.2 The ~~Grants Administrator~~Grants Program Manager will use the following procedures to track and implement grants:

a) Ensure project activities comply with legislation and Islands Trust policies;

b) Maintain an accurate database of grants received and provide quarterly updates to the Executive Committee and Trust Council on project status;

c) Maintain a financial tracking and reporting system for grants received that complies with individual granting agency terms and conditions; and

d) Assist committees and staff units in monitoring performance, auditing costs, meeting deliverables, and complying with reporting requirements.

3.3 The ~~Grants Administrator~~Grants Program Manager must be notified of all funds (cash and in-kind) committed by project partners.

3.4 Each project must have a project manager assigned, whether staff or contractor, who will be responsible for implementing the project, complying with reporting requirements, and liaising with the ~~Grants Administrator~~Grants Program Manager.

3.5 If grant funds are to be used to hire contractors or procure services, procurement is to follow practices consistent with Trust Council Purchasing Procedure 6.5.iii.

3.6 Project managers in consultation with a senior manager will submit interim and final reports to the committee or senior staff person who initiated the project and the ~~Grants Administrator~~Grants Program Manager for review in a timely manner. The ~~Grants Administrator~~Grants Program

Manager will ensure that required reporting is complete and submitted to the granting agency according to agency deadlines.

3.7 The ~~Grants Administrator~~Grants Program Manager will represent the Islands Trust to funding agencies, partners and stakeholders to negotiate increases in funding or extensions in deadlines, unless otherwise agreed by the ~~Grants Administrator~~Grants Program Manager and the primary applicant.

4. Use of Excess Funds

4.1 Interest earned on funds from special project grants or donations will be used only for those same purposes or as determined in agreement with the granting agency or donor.

4.2 When a special project fails to be completed for any reason, any grant funds will be returned according to the terms and conditions of the granting agency.

~~4.3 When a special project fails to be completed for any reason, any donation funds, for which an official receipt has been issued, will be reallocated to other Islands Trust projects in consultation with the donor.~~

4.~~3~~4 When a special project has been completed with excess grant funds remaining, the funds will be returned or administered according to the terms and conditions of the granting agency. For donations for which tax receipt have been issued, see 2.22

~~4.5 When a special project has been completed with excess donation funds, for which an official receipt has been issued, those funds will be reallocated to other Islands Trust projects in consultation with the donor.~~

5. Relationship to Other Islands Trust Bodies

5.1 ~~The Islands Trust~~ The Grants Program Manager will encourage committees ~~seek~~ to collaborate on initiatives of other Island Trust bodies, the Islands Trust Fund and island municipalities wherever possible and avoid competing for the same funding sources, especially when ~~so~~ recommended by the granting agency.

5.2 The ~~Grants Administrator~~Grants Program Manager will maintain communication with other Islands Trust bodies and the Islands Trust Fund ~~and island municipalities~~ to keep each other informed of potential grant opportunities, areas for collaboration and the status of funding proposals.

~~5.3 If island municipalities choose to use the Grants Administrator's services, or collaborate on a joint proposal with another local trust committee, the same principles and steps outlined in this policy apply.~~

6. Issuance of receipts for income tax purposes

6.1 Receipts for income tax purposes will only be issued as per Canada Revenue Agency guidelines

6.2 Record keeping of the receipting process will be kept by Islands Trust in accordance with Canada Revenue Agency requirements.

~~Addendum~~Attachment

Grants Administration Policy Matrix

Appendix 1. Grants and Donations Administration Policy Matrix

ADMINISTRATION PROCESS

GRANT NOTIFICATION

Database of available grants	Maintained by Grants Program Manager → Trustee/Committee/Staff; distributed quarterly
Grant alerts	Grants Program Manager → Trustees/Committee/Staff; alert sent when grant deadline is announced before next quarterly distribution of database.

GRANT AND DONATION RESEARCH

Research priorities	Trust Council's Strategic Plan, Policy Statement, Legislated Responsibilities
Request for research	Trustee/Committee/Staff → Grants Program Manager
Resolution required?	No. Significant research is subject to a review of work program priorities
Research & advice provided	Grants Program Manager → Trustee/Committee/Staff
Independent research by trustees	Inform Grants Program Manager of topic Existing research will be provided to trustee(s)
Funder contact re: project inquiries	Grants Program Manager, unless otherwise agreed by primary applicant

EXPRESSIONS OF INTEREST (EOI)

EOI Submissions	Staff/Trustee → Committee/Grants Program Manager
Deadline for submissions	60 calendar days prior to granting agency deadline, unless sections 2.7 b, c, or d apply
Review of submissions	Grants Program Manager → Committee/Staff/Trustee ▪ Feedback/solutions provided when funding criteria not met ▪ Applicants with collaborative potential notified ▪ Multiple applicants referred to grant adjudication process in section 2.10

MULTIPLE GRANT ADJUDICATION

Confirm funder limits re: multiple applications	Grants Program Manager
Multiple applications allowed	All eligible applications will proceed
One application allowed	Grants Program Manager will use internal EOI to discuss project viability with funder
Notification of granting agency recommendations	Grants Program Manager → Committee/Staff/Trustee
Decision to proceed or not	Committee/Staff/Trustee → Grants Program Manager
Resolution required to proceed with application?	Yes
Too many eligible applications remaining?	Final decision made by Local Planning Committee according to criteria listed in section 2.10 (e)

PROJECT REVIEW

Determining project costs	Prior to finalizing a grant application, committees will determine project costs through: ▪ Input from senior management staff for staff-initiated proposals or regional planning managers for trustee-initiated proposals ▪ Review of related revenue and expenditure lines in the Trust Council budget ▪ Potential for in-kind or cash funds from other project partners
Resolution required for committee-initiated projects?	Yes, by the relevant committee, before grant applications are finalized
Resolution required for staff-initiated projects?	Local Planning Committee resolution is required in the following cases: ▪ exceeding $10,000 ▪ not related to the goals of the Policy Statement, Trust Council's strategic plan or legislated responsibilities ▪ funder requires resolution with application ▪ subject to issues that cannot be resolved under section 2.10
Factors to consider when debating resolutions	▪ Budget and staff resources allow ▪ Complies with Islands Trust legislation and policies ▪ Does not compete with an island stakeholder ▪ Self-sustaining project ▪ Investment required does not exceed 25% of amount raised

GRANT DEVELOPMENT & SUBMISSION

Budget adjustments required?	Refer to Budget Control and Adjustment Authority Policy 6.5.ii
Writing of grant application	Committees/Staff to assign trustee or staff to coordinate Requests for Grants Program Manager's assistance can be made to TAS Director.
Grant submission	Grants Program Manager, unless otherwise agreed with primary applicant
Grant outcome notification	Funder → Grants Program Manager → Committee/Staff
Contact with funder	Grants Program Manager, unless otherwise agreed with primary applicant

GRANT TRACKING & IMPLEMENTATION

Receiving, administering and disbursing	Administrative Services
Project manager	Staff or contractor to be assigned as project manager
When using contractors for staff, committee or community-initiated projects	Refer to Purchasing Procedure 6.5.iii Direct awards may be available for community-initiated projects
Interim and final reporting	Project Manager → Committee/Senior Management/Grants Program Manager
Funder contact for project revisions & report submissions	Grants Program Manager, unless otherwise agreed with primary applicant

DONATIONS

Accepting Donations	Refer to section 2

USE OF EXCESS FUNDS

Surplus funds upon completion of project	Refer to section 4

RELATIONSHIP TO OTHER ISLAND TRUST BODIES

Other Island Trust Committees, Islands Trust Fund, Island Municipalities	Refer to section 5

ISSUEING RECEIPTS

Receipt needed	Refer to section 6

DIRECTOR OF ADMINISTRATIVE SERVICES
2016-2017 FIRST QUARTER REPORT

Date: 31/05/2016

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Trust Council, Executive Committee, Financial Planning Committee • Completed 4TH Quarter Financial Results Analysis • FPC and Audit Committee meeting May 31, 2016 • Presented 2015-16 Audited Financial Statements to FPC and Audit Committee Meetings May 31, 2016 • Participated in Select Committee to Review Victoria Office Location on May 31, 2016	**Trust Council, Executive Committee, Financial Planning Committee** - FPC meeting August 24, 2016 - Participate on Select Committee to Review Victoria Office Location - Reviewing Purchasing Procedure Policy and provide feedback to FPC
Human Resources - All Staff Meeting April 2016 - Completed several hiring processes - Assisted CAO with review of excluded salaries	**Human Resources** - Develop training for managers on hiring processes - Review HR policies in operations manual - Staff Meeting June 2016 - Consider myPerformance software to replace existing PMDP process
Financial Management and Payroll - Prepare 2015/16 draft financial statements and notes for auditors - Work with auditors to complete 2015/16 audit - Completed new capital asset management database - Prepared new format for Allocated Financial Statements - Provided input into the Islands Trust Adaptation Strategy	**Financial Management and Payroll** - Review Finance policies in operations manual - Provide information to Urban Systems with respect to the Islands Trust Adaptation Strategy
Information Systems - Completed the Time Collection System Project - Completed FUAL for Council Committee Project - Held two eSCRIBE Review Team Meetings	**Information Systems** - Draft staff report in response to KPMG Review - Complete eSCRIBE functionality review - Participate on Electronic Documents Management Project with Legislative Services Manager
General - Completed 2015 Carbon Inventory calculations and researched Carbon Offset purchases as necessary. Filed Climate Action (CARIP) report and posted on website. - Provided input into the Annual Report	**General** - Continued participation on Operations Manual Review Project

Islands Trust

FINANCIAL PLANNING COMMITTEE REPORT

To: Trust Council **Date:** May 31, 2016

WORK PROGRAM

1. **First draft of the 2017/18 Budget**

Planned

Review budget assumptions and principles at FPC August 24, 2016 meeting.

2. **Complete the 2015/16 Year-End Audit**

Planned

2015/16 audit completed and draft Audited Financial Statements and Audit Findings Report will be reviewed by Financial Planning Committee for presentation to Trust Council at their June meeting.

3. **Review Purchasing Procedure Policy 6.5.iii**

Planned

Staff to review the existing Purchasing Procedure Policy 6.5.iii and recommend any changes in light of present practice to FPC at their August 24, 2016 meeting.

WORK PROGRAM STATUS *(Completed, Changed, and Future Priorities)*
The Financial Planning Committee has adopted the above noted priorities for the first quarter of fiscal 2016/2017. New work program items will be reviewed and assessed throughout the year.

UPDATE (*on Meetings, Agency Liaison, Resource Requirements, etc.)* The Financial Planning Committee and the Audit Committee met on May 31, 2016. The next meeting of the Financial Planning Committee is proposed to be held August 24, 2016. The Committee's financial resources are sufficient at this time.

Cindy Shelest
Designate Staff

Peter Grove
Chair

Islands Trust

BRIEFING

To: Trust Council **For the Meeting of::** May 31, 2016

From: Financial Planning Committee **Date Prepared:** May 12, 2016

SUBJECT: 2015/16 FISCAL YEAR FINANCIAL ANALYSIS

DESCRIPTION OF ISSUE: The information contained in this briefing provides an analysis of expenditures compared to budget for the fiscal year ended March 31, 2016.

ATTACHMENT(S): Consolidated Statement of Revenue and Expenditures for the Year Ending March 31, 2016.

Spending for the fiscal year 2015/16 ending March 31, 2016 has resulted in a surplus of $96,231. There was no requirement for the budgeted transfer from the general revenue surplus fund of $278,226. However there was a transfer from the special property tax requisition fund of $42,981. This has resulted in a total accumulated surplus as of March 31, 2016 of $2,519,719.

Analysis is provided for each section on the Consolidated Statement of Revenues and Expenditures where the year to date actual expenditures vary significantly from the annual budget.

REVENUES

The total Revenue is higher than budget by a total of $234,400 due to the following:

- Fees & Sales from applications were $22,000 higher than anticipated. The budget for 2016/17 does not reflect a continuation of this trend.
- The Provincial Government has returned to the previous Regional District program for grant revenues. We received lower than expected transfer of $123,052 however we did receive an unexpected transfer of $63,648 prior to the end of Fiscal 2014/15 which offsets this reduced amount.
- Investment Incomes were slightly higher by $6,000 as we have invested funds at higher interest rates than anticipated at budget time.
- Other Revenues were higher than budget by $263,103 due to grant revenues recognized as follows:
  - $278,268 flow through grant for the Lasqueti community integrated energy project.
  - $15,993 grant for the North Pender LTC Age Friendly Community Plan
  - $11,823 grant for SSI Watershed Management structured decision making process undertaken by the Salt Spring Island Watershed Protection Authority (SSIWPA)

- $1,762 grant for the Gambier LTC community to community forum
- $5,257 other

EXPENSES

COUNCIL

Trust Council

Expenditures were higher than budget by $4,000 due to travel expenditures for the CAO hiring committee.

Executive and Council Committees

Expenditures were over budget by $24,000 due to higher than anticipated spending in the following areas:

- Executive Committee meeting expenses - $8,000
- Applications sponsored by Executive - $7,000
- Contractors hired to assist with freedom of information requests and records management - $4,500
- Contractor for one week coverage for executive assistant - $2,500
- Executive Conferences - $2,000

Trust Area Services

Expenditures were lower than budget by $64,000 due to (1) an incorrect classification of the Projects Funded by Grants budget of $50,000 (should have been allocated to Local Planning Services) and (2) a $10,000 legal budget allocated to Trust Area Services was not spent.

LOCAL PLANNINGSERVICES

Local Trust Committees

Expenditures were higher than budget by $31,000 due to spending on legal for Denman LTC bylaw litigation.

Projects

Projects appear to be overspent against budget due to project expenditures that are directly offset by grant revenues ($307,846) and a transfer from surplus related to the Special Property Requisition for the SSIWPA project ($42,981).

Spending on other LTC project expenditures totaled $208,703 against a budget of $255,250. This reflects underspending of $46,547.

Planning Staff

Expenditures were lower than budget by $233,000 due to underspending in the following areas:

- Training and Travel - $16,000
- Scientific and Technical Funds - $13,000
- Aboriginal Liaison - $50,000
- Salaries and Benefits – net of $154,000 (underspending of $219,000 due to vacancies for LPS staff offset by $65,000 for

contractors hired to do planning work). Underspending occurred in all 3 offices. During the year (Victoria $12,000; Gabriola $12,000; and Salt Spring $130,000).

LPS Facilities

Expenditures were lower than budget by $57,000 due to underspending of $36,000 for LPS Northern Office Lease and office services where budget was overestimated, $16,000 for LPS telephone, internet and mobile devices where new phone system was installed in Victoria and lower cost contracts were signed for internet and mobile services, and $3,000 for LPS supplies and stationery.

Mapping Services

Expenditures were lower than budget by $52,000 due to underspending in the following areas:

- GIS Software & Consulting- $23,000
- Salaries- $13,000 – due to leave of GIS coordinator
- Training and Travel- $4,000
- Tapis Improvement and Mapping Website Development project underspending - $12,000

Bylaw Enforcement

Expenditures were higher than budget by $3,000 due primarily to overspending on travel.

TRUST FUND

Board

Expenditures were lower than budget by $5,000 due to underspending on TFB honoraria and TFB training and conferences.

Operations

Expenditures were lower than budget by $63,000 due to underspending in the following areas:

- Salaries and Benefits – $50,000 due to position incumbents working less than the full time hours budgeted for these positions
- Communications - $2,000
- Contingency - $2,500
- Legal - $7,500

Property Management

Expenditures were lower than budget by $8,000 due to underspending primarily in Covenants and Acquisitions

GENERAL ADMINISTRATION

CAO Office

Expenditures were lower than budget by $33,000 due to underspending in Salaries and Benefits. This was caused by the vacancy in the Executive

Coordinator position offset in part by a reclassification of the Chief Administrative Officer position.

Finance, HR & Admin Services

Expenditures were higher than budget by $49,000 due to overspending in the following:

- Costs related to leaves (illness and paternity) were higher than the allocated budget by $22,000
- overlap of staff in HR due to cross-training and hiring $5,000
- reclassification of Finance staff $10,000
- $12,000 related to overtime in the Finance due to the Time leave and absence management project.

Office Operations

Expenditures were higher than budget by $32,000 due unanticipated software and hardware license renewals of $10,000 and technical support of $22,000 related to several projects.

Computer Furniture and Office Equipment

Expenditures were lower than budget by $50,000 due to spending that did not occur against the budget for the Victoria Office Move.

AVAILABLE OPTIONS:

- Receive for information

FOLLOW-UP:

- No follow-up actions recommended

Prepared By: Nancy Roggers, Finance Officer

Reviewed By/Date: Cindy Shelest, Director Administrative Services/May 19, 2016

Russ Hotsenpiller, Chief Administrative Officer/May 24, 2016

Islands Trust
Statement of Net Financial Position
March 31, 2016

	Mar 31 2016	Mar 31 2015
Financial Assets		
Cash & Short-term Investments	3,714,688	3,762,103
Accounts Receivable	358,102	86,383
Total Financial Assets	4,072,790	3,848,486
Liabilities		
Wages & benefits payable	931,366	940,705
Accounts payable & accrued liabilities	521,009	378,584
Development Application Deposits	29,038	29,038
Deferred Revenue	44,108	53,349
Employee Benefit Obligations	105,443	81,224
Capital Lease Obligations	93,776	46,475
Cost Recovery Deposits	6,642	3,439
Total Liabilities	1,731,382	1,532,813
Net financial assets	**2,341,409**	**2,315,674**
Non-Financial Assets:		
Tangible Capital Assets	137,397	91,605
Prepaid Expenses	40,913	59,190
Total Non-Financial Assets	**178,310**	**150,795**
General Revenue Surplus Fund	**2,519,719**	**2,466,469**

Islands Trust

Statement of Revenue and Expenditure

For The Year Ending March 31, 2016

		Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Revenue:						
		Fees & Sales	89,533	132,273	110,000	120%
		Provincial Grant	182,770	123,052	180,000	68%
		Property Tax Levy General	6,126,685	6,187,953	6,187,953	100%
		Special Property Tax Requisition	110,000	119,500	119,500	100%
		Property Tax Levy Bowen	214,654	213,766	213,766	100%
		Investment Income	54,957	55,976	50,000	112%
		Other Revenues	98,070	313,103	50,000	626%
Total Revenue			6,876,669	7,145,623	6,911,219	103%
Expenses						
	Council					
		Trust Council	397,928	271,459	267,500	101%
		Executive and Council Committees	109,905	137,950	113,500	122%
		Trust Area Services	360,118	360,581	424,445	85%
		General Admin Allocation - 16%	236,312	250,089	257,408	97%
Total Council Expenses			1,104,264	1,020,080	1,062,853	96%
	Local Planning Services					
		Local Trust Committees	731,009	755,997	724,999	104%
		Projects	260,572	559,530	255,250	219%
		Planning Staff	2,193,366	2,174,021	2,407,302	90%
		LPS Facilities	346,608	330,540	388,130	85%
		Mapping Services	244,266	210,982	262,924	80%
		Bylaw Enforcement	264,174	280,286	277,502	101%
		General Admin Allocation - 74%	1,107,713	1,156,663	1,190,514	97%
Total Local Planning Services Expenses			5,147,707	5,468,019	5,506,621	99%

Islands Trust

Statement of Revenue and Expenditure

For The Year Ending March 31, 2016

		Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
	Trust Fund					
		Board	17,319	15,155	20,000	76%
		Operations	370,301	363,030	426,092	85%
		Property Management	62,760	69,784	78,000	89%
		General Admin Allocation - 10%	132,926	156,306	160,879	97%
Total Trust Fund Expenses			583,305	604,274	684,971	88%
	General Admin					
		CAO Office	303,611	292,091	325,650	90%
		Financial, HR and Admin Services	656,780	691,092	642,431	108%
		Office Operations	405,550	487,531	455,720	107%
		Computer/Furniture & Equipment Purchases	51,604	68,591	120,000	36%
		Amortization Expense	59,406	49,688	65,000	76%
		General Admin Recovery	(1,476,950)	(1,563,058)	(1,608,801)	97%
Total General Admin Expenses			0	25,936	0	0%
Less Non-Cash Expenditures - Amortization					(65,000)	
Transfer from General Revenue Surplus Fund					(278,226)	
Transfer to Capital from Computer/Furniture & Equipment				(25,936)		
Total Expenses			6,835,277	7,092,373	6,911,219	103%
Surplus (Deficit) to date			41,393	96,231	0	
Transfer from Special Property tax requisition general revenue surplus				(42,981)		
General Revenue Surplus Fund, beginning of the period			2,425,077	2,466,469		
General Revenue Surplus Fund, end of the period			2,466,470	2,519,719		

REQUEST FOR DECISION

To: Trust Council **For the Meeting of::** June 14-16, 2016

From: Financial Planning Committee **Date Prepared:** May 31, 2016

SUBJECT: MARCH 31, 2016 AUDITED FINANCIAL STATEMENTS (ANNUAL ITEM)

RECOMMENDATION: That the Trust Council approve the audited financial statements of the Islands Trust including the Statement of Financial Position, the Statement of Operations, the Statement of Changes in Net Financial Assets and the Statement of Cash Flows, for the year ended March 31, 2016.

CHIEF ADMINISTRATIVE OFFICERS 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, 2016.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: None

POLICY: No implications for existing policy

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 Community, Sport and Cultural Development as required by the *Islands Trust Act, S. 19* and made available to the public via the Islands Trust website.

OTHER: n/a

BACKGROUND

The Audit Committee has reviewed the year-end audited financial statements and auditor's report with our auditors, KPMG, and reported back to the Financial Planning Committee. The FPC has approved forwarding the audited financial statements to Trust Council.

REPORT/DOCUMENT:

Islands Trust draft audited financial statements for the year ended March 31, 2016.

RELEVANT POLICY:

Bylaw No 159, Islands Trust Financial Plan Bylaw 2015-16.

Islands Trust Act S. 18 requires the Islands Trust 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.

DESIRED OUTCOME:

Approval of the audited financial statements for the year ended March 31, 2016.

RESPONSE OPTIONS

Recommended: That Trust Council approves the audited financial statements for the year ended March 31, 2016.

Alternatives: None

Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer, May 24, 2016

KPMG

cutting through complexity

AUDIT

Islands Trust

Audit Findings Report
For the year ended March 31, 2016

KPMG LLP

For the meeting on May 31, 2016

kpmg.ca

The contacts at KPMG in connection with this report are:

Lenora Lee
Lead Audit Engagement Partner

Tel: (250) 480-3588
lenoramlee@kpmg.ca

Table of Contents

At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours**.

Executive summary

Purpose of this report*

The purpose of this Audit Findings Report is to assist you, as a member of the Audit Committee, in your review of the results of our audit of the Islands Trust (the "Trust") as at and for the year ended March 31, 2016.

Changes from the Audit Plan

There have been no significant changes regarding our audit from the Audit Planning Report previously presented to you.

Audit risks and results

As part of our audit planning, we identified significant accounts that, by their nature, require special audit consideration. We are satisfied that our audit work has appropriately dealt with the risks.

We also discussed with you some other areas of audit focus. We have no significant matters to report to the audit committee in respect of them.

Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

Independence

We are independent with respect to the Trust within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation.

Control and other observations

We did not identify any control deficiencies that we determined to be material weaknesses in internal control over financial reporting.

This Audit Findings Report should not be used for any other purpose or by anyone other than the Audit Committee. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Executive summary (continued)

Finalizing the audit

As of May 31, 2016, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- completing our discussions with the Audit Committee
- obtaining evidence of the Trust Council's approval of the financial statements
- obtaining the signed management representation letter

We will update you on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report will be dated upon the completion of any remaining procedures.

Audit adjustments and differences

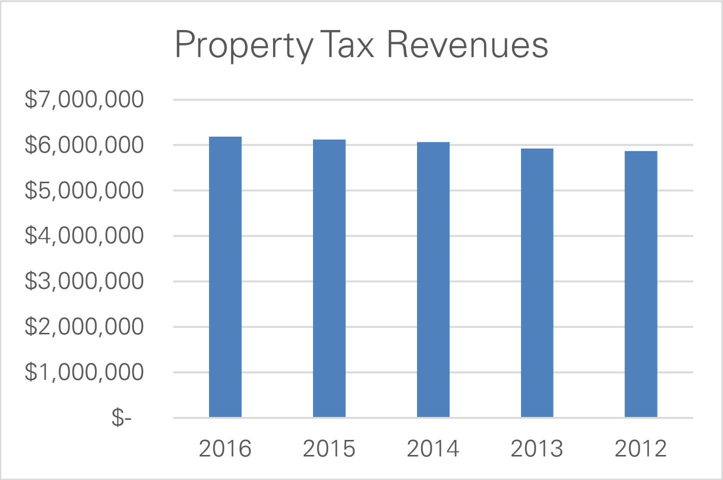
We did not identify differences that remain uncorrected.

We identified minor classification adjustments for annual financial statement purposes only that were communicated to management and accepted.

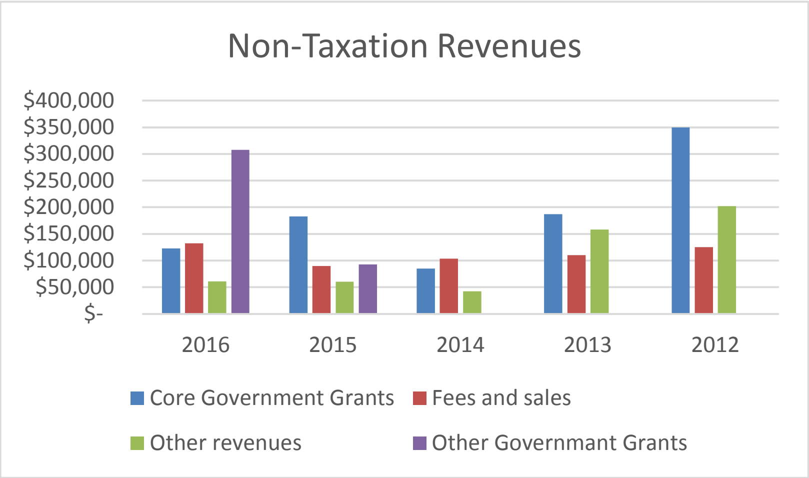
Selected financial information

As part of the audit, there are certain key ratios and trends that we look at to assess audit risk and likelihood of error and/or misstatement. We share these ratios with the Audit Committee and Management and welcome any questions related to our interpretation of trends.

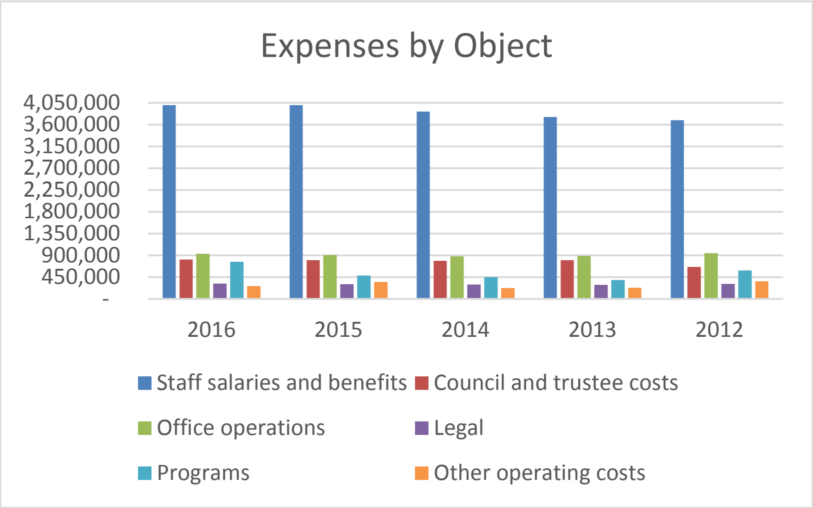
Note: the following financial information is taken from the annual audited financial statements prepared in accordance with Public Sector Accounting Standards.



In the 2016 fiscal year property tax revenue represents 87% (2015 – 89%) of total revenues. This revenue has increased at an average rate of 2.5% since 2012 per annum.



In the 2015 fiscal year, government grants included a Provincial operating grant of approximately $183,000. Other government grant revenue in 2015 included $65,000 grant for the Lasqueti Energy project and $20,000 for Salt Spring Island water protection. In 2016, government grants included a Provincial operating grant of approximately $123,000. Other grant government revenue in 2016 included $278,000 grant for the Lasqueti Energy project and $12,000 for the Salt Spring Island water protection.



Total annual expenses have increased at an average of 3.05% per year which is primarily attributable to increases in payroll expenses. Other operating costs is comprised of travel/training and recruitment and amortization expense.

Audit risks and results

Inherent risk is the susceptibility of a balance or assertion to misstatement which could be material, individually or when aggregated with other misstatements, assuming that there are no related controls.

We highlight our significant findings in respect of significant financial reporting risks as identified during our audit planning.

Significant financial reporting risks	Our significant findings from the audit
Risk of management override: Required to be identified as a significant risk per professional standards.	We performed the required procedures under professional standards: • Test all material journal entries made in the preparation of the year-end financial statements, entries potentially related to fraud or management override of controls, and inspect the relevant documentation for authorization and appropriateness • A retrospective review of estimates, including the assumptions used by management • Evaluating the business rationale of significant unusual transactions We are satisfied that our audit work has appropriately dealt with the risk of management override.

Other areas of focus	Our significant findings from the audit
Contingent liabilities and moral and ethical liabilities	• There are currently several legal claims outstanding against the Trust. Management has provided us with their report of these claims addressing status, likelihood of future loss and potential amount of loss. • Accounting standards require that an accrual be made when a loss or reduction in financial assets is likely and for which an amount is reasonably determinable. • We reviewed Council meeting minutes and obtained confirmation from the Islands Trust's lawyers regarding outstanding and pending claims. We discussed with management their assessment of each claim. Management has not identified any claims that require an accrual for potential settlement at this time. We concur with this assessment. • A disclosure of the existence of claims is provided for in Note 12 to the financial statements.

Audit risks and results (continued)

We identified other areas of focus for our audit in our discussion with you in the Audit Plan.

Significant findings from the audit regarding other areas of focus are as follows:

Other areas of focus	Our significant findings from the audit
Employee future benefits	• We have examined the Service Level Agreement between the Islands Trust and BC Public Service Agency (PSA) which came into effect in the 2013 fiscal year. The agreement is effective April 1, 2014 to March 31, 2019. • We have reviewed the Service Level Agreement for potential liabilities not included in the provincial chargeback. Further we confirmed with PSA the inclusion of benefits in the provincial chargeback with no further liabilities being the responsibility of Islands Trust.
Government grants and deferred revenue	• The Trust receives provincial government grants that may have restrictions as to how the monies are spent. • We have substantively tested the government grants and deferred contributions by reviewing the grant letters, agreeing receipt of cash to the Trust's records and inspecting supporting documentation of the eligible expenditures. • No discrepancies were noted in the procedures performed.
Lasqueti Community Integrated Energy Project ("Lasqueti Project")	• In the current year, the Trust recognized revenues of $278,268 in relation to the Lasqueti Project, which involved retro-fitting renewable energy technology in existing and new buildings on Lasqueti Island. As at March 31, 2016, $204,696 was included in accounts receivable from the Province in relation to this Project. • We have reviewed the funding agreement between the Trust and the Province, and noted that restrictions existed on how the monies are to be spent. Further, the funding agreement indicated that the Trust is to incur expenses relating to the Project prior to a claim being submitted for reimbursement. • We have substantively tested the government grant by agreeing receipt of cash to the Trust's records. We agreed the balance of accounts receivable as at March 31, 2016 to subsequent collection of cash. • We inspected supporting documentation of the eligible expenditures included in the grant submission. • No discrepancies in amounts or ineligible expenditures were noted in the procedures performed.

Financial statement presentation and disclosure

The presentation and disclosure of the financial statements are, in all material respects, in accordance with the Trust's relevant financial reporting framework. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter included in the Appendices.

Audit adjustments and differences

Audit adjustments and differences identified during the audit have been categorized as Corrected audit adjustments; or Uncorrected audit differences. These include disclosure adjustments and differences.

Corrected audit adjustments

We identified a reclassifying adjustment in the statement of financial position which had no impact on total financial assets, financial liabilities, or current year surplus. The adjustment relates to financial statement presentation in the annual statements and do not represent errors in the underlying transactions or balances reporting by the Trust.

An investment in a GIC valued at $1,003,197 was reclassified from cash and cash equivalents to short-term investments as the term to maturity is greater than 90 days.

Uncorrected audit differences

We did not identify differences that remain uncorrected.

Other observations

During the course of our audit, we identified observations that we believe may be of interest to the Audit Committee.

Our observations may include comments on risks, and the Trust's approach to those risks, performance improvement observations, or other industry trends and developments.

These observations are based on, among other things, our understanding of the affairs and processes of Trust, as well as our understanding of many other local governments.

The following is a summary of our observations and insights as discussed with management:

Item	Observation
Review of Expense Report Policy	• We reviewed the Trust's staff and council expense reimbursement policies as well as the approval process currently in place. • We tested a sample of staff and council expenditures and found supporting documents matched the descriptions of the expenditures and expenditures complied with the expense reporting policy. Further, we noted that there was evidence of review and authorization of the sampled expenditures by the Manager of Budget and Results.

Other observations (continued)

During the course of our audit, we identified observations that we believe may be of interest to the Audit Committee.

Our observations may include comments on risks, and the Trust's approach to those risks, performance improvement observations, or other industry trends and developments.

These observations are based on, among other things, our understanding of the affairs and processes of Trust, as well as our understanding of many other local governments.

The following is an update of our observations and insights provided to management in the previous year:

Item	Observation
Reserve Fund Balances	• As at March 31, 2015, the Trust has accumulated surplus of $2,378,358 in a General Revenue Fund which represents approximately 39% of general property tax revenues. The current policy is to hold 3 months of operating expenses in reserve as working capital. We understand that this policy was put in place in order to provide cash reserves for the months leading up to the property tax collection in July. • Reserve funds are generally used to set aside money for planned future expenditures, to ensure dedicated revenue only be used for specific expenditures, or to provide stability in the event of an urgent need. Reserves may be used to achieve the objective of consistent taxation revenues from year to year. The most common categories of reserves are Operating, Contingency, Capital and Special Purpose. • Restricting annual surplus in the General Revenue Fund limits the ability to use funds for other matters such as capital asset acquisition, service delivery and potentially reducing the tax levy. • Councils and Boards set individual targets for the minimum to maximum levels of reserves. The established range can vary based on significant upcoming capital projects requiring funding, exposure to legal claims, and attitudes towards financing capital purchases by way of debt. We have noted reserves for multi-faceted local governments range anywhere from 5% to 30% of expenses and higher based on the varying priorities and conservatism of Councils. **Update from 2016 Audit** • As at March 31, 2016, the Trust has accumulated surplus in the General Revenue Fund of $2,476,098 which represents approximately 40% of general property tax revenues and 35% of total expenses. • We understand that ongoing discussions are taking place regarding the potential incorporation of Salt Spring. • Salt Spring Island represents a significant portion of the Trust's annual property tax revenues. Incorporation would result in a loss of some property tax revenue currently received from Salt Spring Island. • Management is preparing various scenarios and potential outcomes as a result of these activities. Each potential outcome has different financial implications. We understand that management has considered the overall financial health of the organization as part of this evaluation process. We encourage ongoing review of the financial implications and whether sufficient contingency funds are in place for unexpected events, whether related to this matter or others that arise in the regular course of business.

Electronic Fund Transfers	• The Trust's electronic fund transfers program established by its financial institution currently permits transactions to be initiated and approved by a single individual. Accordingly, there is a risk that one individual may make unauthorized and potentially inappropriate payments without approval from another individual. • We noted that monthly bank reconciliations are reviewed which would provide detection level control subsequent to transactions taking place. • We recommend that the Trust enhance preventative controls by consulting with its financial institution to require two different individuals to separately initiate and approve electronic fund transfers prior to release of funds. **Update from 2016 Audit** • The Trust has implemented the preventative control as recommended above. The Trust now requires two different individuals to separately initiate and approve electronic fund transfers prior to release of funds.

Appendices

Appendix 1: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

- **Auditors' report** – the conclusion of our audit is set out in our draft auditors' report which is included in the accompanying financial statements to this report.
- **Management representation letter** – we will obtain from management at the completion of the annual audit. In accordance with professional standards, a copy of the representation letter is provided to the Audit Committee in Appendix 2.

Appendix 2: Management Representation Letter

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of The Islands Trust ("the Trust") as at and for the period ended March 31, 2016.

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

General:

1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated March 1, 2016, for:
   a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework
   b) providing you with all relevant information, such as all financial records and related data and complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees that may affect the financial statements, and access to such relevant information
   c) such internal control as management determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error
   d) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements

Internal control over financial reporting:

2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which management is aware.

Fraud and non-compliance with laws and regulations:

3) We have disclosed to you:
   a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud
   b) all information in relation to fraud or suspected fraud that we are aware of and that affects the Trust and involves: management, employees who have significant roles in internal control, or others, where the fraud could have a material effect on the financial statements

c) all information in relation to allegations of fraud, or suspected fraud, affecting the Trust's financial statements, communicated by employees, former employees, regulators, or others

d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements

e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements

Commitments & contingencies:

4) There are no:

a) other liabilities that are required to be recognized and no other contingent assets or contingent liabilities that are required to be disclosed in the financial statements in accordance with the relevant financial reporting framework, including liabilities or contingent liabilities arising from illegal acts or possible illegal acts, or possible violations of human rights legislation.

b) other environmental matters that may have an impact on the financial statements.

Subsequent events:

5) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

6) We have disclosed to you the identity of the Trust's related parties and all the related party relationships and transactions of which we are aware and all related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

7) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Employee Future Benefits:

8) The employee future benefit costs, assets and obligation, if any, have been determined, accounted for and disclosed in accordance with the financial reporting framework.

9) All arrangements (contractual or otherwise) by which programs have been established to provide employee benefits have been disclosed to you and included in the determination of pension costs and obligations.

Misstatements

10) We approve the corrected misstatements identified by you during the audit described in Attachment II.

Yours very truly,

ISLANDS TRUST

____

Mr. Russ Hotsenpiller, Chief Administrative Officer

____

Ms. Cindy Shelest, Director of Administrative Services

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

RELATED PARTIES

In accordance with Canadian public sector accounting standards (PSAB) *related party* is defined as:

1) A related party is a person or entity that is related to the entity that is preparing its financial statements (in this Standard referred to as the 'reporting entity').

2) A person or a close member of that person's family is related to a reporting entity if that person:
   a) has control or joint control over the reporting entity;
   b) has significant influence over the reporting entity; or
   c) is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.

An entity is related to a reporting entity if any of the following conditions applies:
   a) The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
   b) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
   c) Both entities are joint ventures of the same third party.
   d) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
   e) The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
   f) The entity is controlled or jointly controlled by a person identified in (a).
   g) A person identified in (a) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

In accordance with Canadian public sector accounting standards (PSAB) a *related party transaction* is defined as:

- A related party transaction is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Attachment II – Summary of Audit Misstatements

Corrected Audit Misstatements

- An investment in a GIC valued at $1,003,197 was reclassified from cash and cash equivalents to short-term investments as the term to maturity is greater than 90 days.

Corrected misstatements in presentation and disclosure

- Other minor changes to presentation and disclosure were recommended and accepted

Appendix 3: Background and professional standards

Internal control over financial reporting

As your auditors, we are required to obtain an understanding of internal control over financial reporting (ICFR) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies or material weaknesses] and therefore, there can be no assurance that all significant deficiencies or material weaknesses and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

The control deficiencies communicated to you are limited to those control deficiencies that we identified during the audit.

Terminology	Definition
Deficiency in internal control	A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when: (a) a control necessary to meet the control objective is missing; or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or the person performing the control does not possess the necessary authority or competence to perform the control effectively.
Significant deficiency in internal control	A significant deficiency in internal control is a deficiency or combination of deficiencies in internal control that is less severe than a material weakness, yet is of sufficient importance to merit the attention of those charged with governance.
Material weakness in internal control	A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's annual financial statements will not be prevented or detected and corrected on a timely basis.

Appendix 4: PSAS current developments

Developments in Canadian Public Sector Accounting Standards:

Standard	Summary and implications

Related Party Transactions and Inter-entity Transactions	• Two new Handbook sections were approved in December 2014, effective for fiscal years beginning on or after April 1, 2017.
	• Related parties include entities that control or are controlled by a reporting entity, entities that are under common control and entities that have shared control over or that are subject to shared control of a reporting entity.
	• Individuals that are members of key management personnel and close members of their family are related parties. Disclosure of key management personnel compensation arrangements, expense allowances and other similar payments routinely paid in exchange for services rendered is not required.
	• Determining which related party transactions to disclose is a matter of judgment based on assessment of:
	  • the terms and conditions underlying the transactions;
	  • the financial significance of the transactions;
	  • the relevance of the information; and
	  • the need for the information to enable users' understanding of the financial statements and for making comparisons.
	• A related party transaction, with the exception of contributed goods and services, should normally be recognized by both a provider organization and a recipient organization on a gross basis.
	• Related party transactions, if recognized, should be recorded at the exchange amount. A public sector entity's policy, budget practices or accountability structures may dictate that the exchange amount is the carrying amount, consideration paid or received or fair value.

Assets, Contingent Assets and Contractual Rights	• Three new Handbook sections were approved in March 2015, effective for fiscal years beginning on or after April 1, 2017. • The intended outcome of the three new Handbook Sections is improved consistency and comparability. • The standard includes enhanced guidance on the definition of assets and disclosure of assets to provide users with better information about the types of resources available to the public sector entity.

	• Disclosure of contingent assets and contractual rights is required to provide users with information about the nature, extent and timing of future assets and potential assets and revenues available to the public sector entity when the terms of those contracts are met.
Restructurings	• A new Handbook section was approved in March 2015, effective for fiscal years beginning on or after April 1, 2018. • A restructuring transaction is a transfer of an integrated set of assets and/or liabilities, together with related responsibilities for program delivery or administrative operations, that does not involve a payment or other consideration that approximates the fair value of what is transferred. • The new standard requires the transferor remove the assets and liabilities transferred from its books at their carrying amount at the restructuring date. The recipient would recognize the assets and liabilities received at their carrying amount with applicable adjustments at the restructuring date. Both the transferor and the recipient would recognize the net effect of the transfer and any compensation involved as revenue or an expense. • Restructuring-related costs are recognized as expenses when incurred. • Financial information prior to the restructuring date would not be restated.
Revenue	• PSAB is proposing a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement. A Statement of Principles was issued in 2013 and comments are currently under deliberation. • Adoption of these principles would result in a need to assess current accounting policies. • In the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations. • For unilateral revenues, recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.
Asset Retirement Obligations	• A new standard is under development addressing the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs would be recognized as an integral cost of owning and operating tangible capital assets. PSAB current contains no specific guidance in this area. • In August 2014, a Statement of Principles was issued with responses and feedback solicited by November 2014. • PSAB is currently deliberating responses and an exposure draft is under development, expected for release in 2016.
Conceptual Framework	• A consultation paper was issued on the conceptual framework and closed in August 2015. A Statement of Principles anticipated in 2016 which includes a number of presentation recommendations to enhance accountability objective of public sector financial statements. • A new "Statement of Comprehensive Financial Results" replaces the Statement of Operations and Statement of Remeasurement Gains and Losses. • Revenues and expenses to be grouped to show the net results of services.

	• Below net results of services, non-operating items presented such as: grants recognized for the acquisition of tangible capital assets, unrealized remeasurement gains and losses, and unusual transactions. • Grants received for the purpose of a tangible capital asset used to provide services for a defined number of years proposed to be recognized in operating revenue as the liability is settled.
Financial Instruments	• Effective for governments for fiscal years beginning on or after April 1, 2019. • This standard requires that all financial instruments that are equity instruments and trade in an active market or derivatives be recorded at fair value. • The standard requires that all other financial instruments are recorded at cost but permits the option of fair value for any financial instruments that are managed and reported at fair value. • This standard also includes a requirement to identify and report embedded derivatives separate from the host contract with an option to value the full contract which includes the embedded derivatives at fair value.

Cyber Security, Is your organization at risk?

Organizations are subject to increasing amounts of legislative and public pressures to show they are managing and protecting their information appropriately. Simultaneously, the threats from cyber criminals and hackivists are growing in scale and sophistication. Organizations are also increasingly vulnerable as a result of technological advances and changing working practices including remote access, cloud computing, mobile technology and services on demand. The financial and reputational costs of not being prepared against a cyber-attack could be significant.

Cyber Security is not solely about Information Technology; it is fundamentally an operational and governance issue. Not-for-profit organizations should develop an operations-wide understanding of their threats, safeguards, and responses. Preparing this summary diagnostic will require the involvement of individuals in all areas of the organization, including those involved in hiring, procurement, customer relations and management. Key elements to consider include:

- Assessing the likelihood and intensity of a cyber-attack, based on the value of your information and your public profile
- Assessing your vulnerabilities to a cyber-attack
- Preparing your people, processes, infrastructure and technology to resist a cyber-attack, and to minimize its impact
- Detecting a cyber-attack and initiating your response
- Containing and investigating the cyber-attack
- Recovering from a cyber-attack and resuming business operations
- Reporting on and improving security

Not-for-profit organizations are at particular risk due to the information they maintain, including research data, member or student data, and health information. The reputational risk of this information not being adequately protected can often outweigh the financial consequences of a breach.

Not-for-profit organizations need to review their operations and consider cyber risks, then assess the organization's cyber maturity in addressing those risks. Structured models for completing this exercise exist for organizations of all sizes, as no one is immune to the risk of a cyber-attack.

KPMG in Canada, in collaboration with Imagine Canada, recently presented a webinar called "*Cyber Security: The new threat for Not-for-Profit Organizations*". We encourage you to view this webinar on Imagine Canada's website at:

http://sectorsource.ca/resource/video/cyber-security-not-profit-organizations-presented-kpmg

kpmg.ca

DRAFT Financial Statements of

ISLANDS TRUST

Year ended March 31, 2016

ISLANDS TRUST

Financial Statements

DRAFT

Year ended March 31, 2016

Financial Statements

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 Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Trust's financial statements.

Chief Administrative Officer	*Treasurer*

INDEPENDENT AUDITORS' REPORT

To the Trustees of Islands Trust and the Minister of Community, Sport and Cultural Development

We have audited the accompanying financial statements of Islands Trust, which comprise the statement of financial position as at March 31, 2016, the statements of operations, change in net financial assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Islands Trust as at March 31, 2016, its results of operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

MM DD, YYYY
Victoria, Canada

ISLANDS TRUST

Statement of Financial Position

DRAFT

March 31, 2016, with comparative information for 2015

	2016	2015
Financial assets:		
Cash and cash equivalents (note 2)	$ 2,711,491	$ 2,758,947
Accounts receivable	358,102	86,384
Investments (note 3)	1,003,197	1,003,156
	4,072,790	3,848,487
Liabilities:		
Accounts payable and accrued liabilities	416,592	298,489
Wages and benefits payable	1,064,820	1,049,837
Deferred revenue	44,108	53,349
Employee benefit obligations (note 4)	105,443	81,224
Obligations under capital leases (note 5)	93,776	46,475
Cost recovery deposits (note 13(b))	6,642	3,439
	1,731,381	1,532,813
Net financial assets	2,341,409	2,315,674
Non-financial assets:		
Tangible capital assets (note 6)	137,397	91,605
Prepaid expenses	40,913	59,190
	178,310	150,795
Commitments (note 11)		
Contingent liabilities (note 12)		
Accumulated surplus (note 7)	$ 2,519,719	$ 2,466,469

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

Approved by the Trust Council:

Trustee　　　　　Trustee

ISLANDS TRUST

Statement of Operations

DRAFT

Year ended March 31, 2016, with comparative information for 2015

	Budget (note 9)	2016	2015
Revenue:			
Property tax - general	$ 6,187,953	$ 6,187,953	$ 6,126,685
Property tax levy - Bowen Island Municipality	213,766	213,766	214,654
Property tax - special requisition	119,500	119,500	110,000
Government transfers (note 8)	180,000	430,898	275,284
Fees and sales	110,000	132,273	89,533
Interest income	100,000	55,976	54,957
Other income	-	5,257	5,556
Total revenue	6,911,219	7,145,623	6,876,669
Expenses (note 10):			
Council services	1,062,853	1,020,080	1,104,264
Local trust committee services	5,506,621	5,468,019	5,147,708
Trust fund services (note 13)	684,971	604,274	583,305
Total expenses	7,254,445	7,092,373	6,835,277
Annual surplus (deficit)	(343,226)	53,250	41,392
Accumulated surplus, beginning of year	2,466,469	2,466,469	2,425,077
Accumulated surplus, end of year	$ 2,123,243	$ 2,519,719	$ 2,466,469

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

ISLANDS TRUST

Statement of Change in Net Financial Assets

DRAFT

Year ended March 31, 2016, with comparative information for 2015

	Budget (note 9)	2016	2015
Annual surplus (deficit)	$ (343,226)	$ 53,250	$ 41,392
Acquisition of tangible capital assets	-	(25,935)	(30,476)
Acquisition of tangible capital assets through capital lease	-	(75,631)	(5,213)
Amortization of tangible capital assets	65,000	49,688	59,406
Loss on disposal of capital assets	-	6,086	-
	(278,226)	7,458	65,109
Acquisition of prepaid expenses	-	18,277	(6,917)
Change in net financial assets	(278,226)	25,735	58,192
Net financial assets, beginning of year	2,315,674	2,315,674	2,257,482
Net financial assets, end of year	$ 2,037,448	$ 2,341,409	$ 2,315,674

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

ISLANDS TRUST

Statement of Cash Flows

DRAFT

Year ended March 31, 2016, with comparative information for 2015

		2016		2015
Cash provided by (used in):				
Operating activities:				
Annual surplus	$	53,250	$	41,392
Items not involving cash:				
Amortization of tangible capital assets		49,688		59,406
Loss on disposal of tangible capital assets		6,086		-
Change in non-cash operating assets and liabilities:				
Accounts receivable		(271,718)		(31,113)
Wages and benefits payable		14,983		64,568
Accounts payable and accrued liabilities		118,103		3,272
Deferred revenue		(9,241)		(632)
Employee benefit obligations		24,219		(13,314)
Cost recovery deposits		3,203		(6,236)
Prepaid expenses		18,277		(6,917)
Net change in cash from operating activities		6,850		110,426
Capital activities:				
Acquisition of tangible capital assets		(25,935)		(30,476)
Investing activities:				
Purchase of Investments		(41)		(1,003,156)
Financing activities:				
Principal payments on obligations under capital leases		(28,330)		(14,003)
Change in cash and cash equivalents		(47,456)		(937,209)
Cash and cash equivalents, beginning of year		2,758,947		3,696,156
Cash and cash equivalents, end of year	$	2,711,491	$	2,758,947
Supplemental cash flow information:				
Assets acquired under capital lease	$	75,631	$	5,213

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

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 Fund. The annual expenses of The Islands Trust Fund 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.

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.

Tax revenue is recognized on an accrual basis.

(d) 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. Investments in the Municipal Finance Authority of British Columbia (“MFA”) Bond and Money Market Funds are recorded at cost plus earnings reinvested in the funds. Investment income is reported as revenue in the period earned.

(e) 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 restriced funds is added to the investment and forms part of the deferred revenue balance.

(f) 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 born by the Public Service Pension Plan.

1. Significant accounting policies (continued):

(g) 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.

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.

(h) 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.

1. Significant accounting policies (continued):

(h) Non-financial assets (continued):

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.

(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.

(i) 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. Significant estimates include assumptions used in estimating provisions for accrued liabilities. Actual results could differ from these estimates.

2. Cash and cash equivalents:

		2016		2015
Bank account balances	$	1,074,332	$	1,103,436
Municipal Finance Authority Bond Fund		-		68,613
Municipal Finance Authority Money Market Fund		-		82,378
Raymond James GIC		1,637,159		1,504,520
	$	2,711,491	$	2,758,947

3. Investments:

Investments consist of a guaranteed investment certificate with a cost that approximates market value. It has a stated interest rate of 1.80% and a maturity date of January 26, 2017.

4. Employee benefit obligations:

The Trust provides sick leave and certain other benefits to its employees and are recorded as follows:

		2016		2015
Vacation pay	$	73,269	$	61,954
Compensatory time off		32,174		19,270
	$	105,443	$	81,224

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.

4. Employee benefit obligations (continued):

Other pension plans

The Trust and its employees make contributions to the Public Service Pension Plan (the "Plan"), a jointly trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 54,000 active members and approximately 42,000 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and adequacy of Plan funding. The most recent valuation as at March 31, 2014 indicated a surplus of $392 million for basic pension benefits. The next valuation will be as at March 31, 2017, with results available in 2018. The actuary does not attribute portions of the unfunded liability or surpluses to individual employers. Contributions to the plan by the Trust totaled $290,507 (2015 - $278,097) during the year.

5. Obligations under capital leases:

The amounts due for obligations under capital leases are as follows:

2017	$	38,828
2018		30,613
2019		17,273
2020		9,629
2021 and thereafter		6,296
Total minimum lease payments		102,639
Less amounts representing interest (at rates ranging from 4.25% to 5.25%)		8,863
Present value of net minimum capital lease payments	$	93,776

Interest of $1,582 (2015 - $1,854) relating to capital lease obligations has been included in expenses on the statement of operations.

6. Tangible capital assets:

	Denman Island Site	Furniture and equipment	Computers	Leasehold improvements	Total 2016	Total 2015
Cost:						
Balance, beginning of year	$ 10,000	$ 112,977	$ 198,942	$ 249,822	$ 571,741	$ 541,351
Additions	-	75,631	25,935	-	101,566	35,689
Disposals	-	(18,654)	-	-	(18,654)	(5,299)
Balance, end of year	10,000	169,954	224,877	249,822	654,653	571,741
Accumulated amortization:						
Balance, beginning of year	10,000	68,726	167,497	233,913	480,136	426,029
Disposals	-	(12,568)	-	-	(12,568)	(5,299)
Amortization expense	-	23,108	22,655	3,925	49,688	59,406
Balance, end of year	10,000	79,266	190,152	237,838	517,256	480,136
Net book value, end of year	$ -	$ 90,688	$ 34,725	$ 11,984	$ 137,397	$ 91,605

Contributed tangible capital assets:

Contributed capital assets have been recognized at fair market value at the date of contribution. There were no contributed assets received during 2016 or 2015.

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 $91,516 (2015 - $45,079).

7. Accumulated surplus:

Accumulated surplus consists of:

		2016		2015
Invested in tangible capital assets	$	43,621	$	45,130
General Revenue Fund		2,476,098		2,378,358
Special property tax requsition fund		-		42,981
	$	2,519,719	$	2,466,469

8. Government transfers:

Government transfers recorded as revenue on the statement of operations are comprised of:

		2016		2015
Provincial operating grant	$	123,052	$	182,770
Lasqueti energy project		278,268		65,289
Salt Spring Island Water Protection Project		11,823		19,677
Other		17,755		7,548
	$	430,898	$	275,284

9. Budget data:

The budget data presented in these financial statements is based upon the 2016 operating budget approved by Trust Council on March 11, 2015. The following reconciles the approved budget to the budget figures reported in these financial statements.

		Budget amount
Operating budget:		
Revenue	$	7,189,445
Less appropriation from surplus		278,226
		6,911,219
Expenses		7,254,445
Annual deficit	$	(343,226)

10. Classification of expenses by object:

	2016	2015
Staff salaries and benefits	$ 4,003,460	$ 3,999,500
Traveling/training and recruitment	210,249	179,522
Council and trustee costs	812,513	800,976
Office operations	932,044	902,017
Programs	768,332	478,671
Legal	316,087	302,772
Elections	-	112,413
Amortization	49,688	59,406
	$ 7,092,373	$ 6,835,277

11. Commitments:

Minimum annual lease payments:

The Trust is committed to leases for rented premises. Minimum future payments in the next five years are as follows:

2017	$ 364,632
2018	205,417
2019	1,445
2020	1,445
2021	1,445

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.

13. Trust activities:

(a) Trust Fund:

The Trust pays the administration expenses of The Islands Trust Fund (the "Fund") which is related through the composition of the Fund's Board. The Fund 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 Community, Sport and Cultural Development. The Fund's Board is comprised of three members from Trust Council and up to three members appointed by the Minister of Community, Sport and Cultural Development.

For financial reporting purposes, the Trust and the Fund are reported on separately. These financial statements present the financial position and results of operations of the Trust.

The Fund'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:

	2016	2015
Operations	$ 432,813	$ 433,061
Board	15,155	17,319
Property management	156,306	132,925
	$ 604,274	$ 583,305

(b) Deferred revenue:

The Trust administers trust activities on behalf of development applicants on a cost-recovery basis. The activities are as follows:

	2016	2015
Cash received during the year	$ 9,200	$ 10,409
Cash paid during the year	10,784	16,645

The net payable from development applicants of $6,642 (2015 - $3,439) is reported as deferred revenue on the statement of financial position.

BRIEFING

To: Financial Planning Committee **For the Meeting of:** May 31, 2016

From: Cindy Shelest, Director Administrative Services **Date prepared:** May 24, 2016

SUBJECT: 2015-16 ALLOCATED FINANCIAL STATEMENTS

DESCRIPTION OF ISSUE:

At its November 18, 2015 meeting, the Financial Planning Committee requested that staff review the presentation of the Allocated Financial Statements. A teleconference was held with several members of the Financial Planning Committee (Trustees Brent, Grove and Morse) to provide staff further clarity on their concerns. Staff have since developed a new format to report the allocation of financial information to Local Trust Committees, applied this to the 2015-16 financial results and are returning this item to the Financial Planning Committee for their review.

BACKGROUND:

In 2006/07, LTC's 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 process to allocate revenues and expenditures to Local Trust Committees based on actual results for the fiscal period. The process consumed a significant amount of staff time and the format was confusing for intended users of the information.

When the 2014-15 Allocated Financial Statements were presented to the Financial Planning Committee In November 2015, they requested staff review the presentation and bring back a revised format which was more user-friendly. Several trustees volunteered to meet separately with staff to discuss their concerns in more detail and provide suggestions for improvement. This meeting was held and staff have developed a new process.

The process of allocating revenues and expenses to Local Trust Committees was completed through three major steps:

1. Revenues and expenses directly attributed to Local Trust Committees

The Islands Trust financial system already tracks financial transactions by location code (among other segments) which enables certain revenues and expenses to be reported by specific Local Trust Committee (and other work units). The first step in the process is to report this information.

2. Planning Administration expenses allocated to Local Trust Committees (see Attachment 1)

Planning staff and Bylaw Enforcement Officers record their work activities in the Time Collection System. The data was used to develop allocation percentages for each of the three Planning Offices - Victoria, Salt Spring, and Gabriola. These ratios were then used to allocate certain administrative expenses directly related to Local 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 – SSI – allocated 100% to Salt Spring Island LTC.
- Director LPS Costs – allocated based on the percentage of planning time in all offices reported to specific Local Trust Committees
- LTC Executive Committee expenses - allocated based on the percentage of planning time in all offices reported to specific Local Trust Committees
- Bylaw costs – allocated based on the percentage of bylaw enforcement officer time reported to specific Local Trust Committees

3. General Administration expenses allocated to Local Trust Committees

Trust Council, Trust Fund and General Administrative expenses were allocated to specific Local Trust Committees based on their % of assessed values in relation to all Local Trust Committees.

Conclusions:

- Staff are confident that the new process will consume considerably less staff time for production;
- The new Time Collection System implemented in April 2016 should provide a more accurate representation of planner and bylaw enforcement officer hours related to specific Local Trust Committees;
- The process to produce the Allocated Financial Statements , although improved, remains an imperfect reflection of LTC resource use, due to the many services that are shared throughout the Islands Trust organization.

ATTACHMENT(S):

Allocated financial statements for 2015-16

AVAILABLE OPTIONS:

Provide staff further direction.
Forward to Trust Council for their consideration.

FOLLOW-UP:

As directed by the Financial Planning Committee.

Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrative Officer, May 24, 2016

	3.8%	13.3%	6.7%	6.8%	5.3%	1.6%	6.2%	10.5%	38.8%	2.8%	1.8%	2.4%	0.1%	
ISLANDS TRUST - Allocated Financial Statements	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	
2015/16 Actual	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis	Bal/Win	**Total**
Direct Revenue														
Fees & Sales - Maps & Bylaws		100	19			41		21	545		7			733
Fees & Sales - copies & research									380					380
Fees & Sales - Bd of Variance		75	1,980											2,055
Fees & Sales - Development Permits	2,035	1,200	4,660	2,464	440		1,430	5,390	20,485	-572		2,145		39,677
Fees & Sales - TUP, SUP, & Misc Permits	2,640	2,650	3,300		1,518		1,100	3,300	5,200	1,765				21,473
Fees & Sales - Zoning Amend.		4,500		3,520		3,520	8,800	8,250	5,500			13,200		47,290
Fees & Sales - ALC Application	300								900	300				1,500
Fees & Sales - Subdivision	2,860	2,700			2,530	1,045	-1,210	1,210	8,490	330		1,210		19,165
Property Tax Levy - General	236,481	824,448	413,687	419,377	327,275	100,060	382,380	649,306	2,398,759	171,489	111,065	148,989	4,638	6,187,953
Special LTC Tax Requisition									119,500					119,500
Transfer from Special Tax Req Surplus Fund									42,981					42,981
Other Income - grant income for projects				1,762		278,268		15,993	11,823					307,846
Total Direct Revenue	**244,316**	**835,673**	**423,646**	**427,123**	**331,763**	**382,934**	**392,500**	**683,470**	**2,614,563**	**173,312**	**111,072**	**165,544**	**4,638**	**6,790,553**
Direct Expenses - Operating														
Computer - internet charges			1,259					831						2,089
Legal - general	6,665	1,010	16,038	1,413	4,424		193	5,699	12,032	490		4,712		52,676
Legal - litigation	139,529	4,258	10,880	684				5,410	53,281	1,504		1,488		217,034
LTC Trustee Expenses	1,355	1,128	1,110	1,393	609	322	108	853	2,384	42	532	61		9,897
LTC Meeting Expenses	4,069	4,969	6,018	3,846	2,542	1,365	1,475	3,610	7,491	2,512	1,366	1,185		40,448
LTC Local Exp APC Meeting Expenses	688	421	1,244		158	362	232	966	1,332		555			5,958
LTC Local Exp Communications	124	990	798	203	856	297	1,094		25			273		4,660
LTC Local Exp Special Projects	1,609	1,442	10	794	1,087		818		176	0	0	656		6,592
Notices - Statutory & Non-Statutory	1,106	810	3,983	1,057				1,736	7,018					15,710
Office - Lease costs	1,445		5,401				240	5,681						12,767
Office - outside services			131					2,769						2,900
Telephone - lease	1,097		1,917											3,014
Trustee Remuneration	13,534	29,161	15,312	13,453	13,886	10,874	15,641	19,800	52,409	11,005	9,892	11,427		216,394
Trustee Remuneration - Benefits	6,855	5,008	2,691	4,835	5,416	4,135	7,345	7,852	7,345	6,788	7,688	7,680		73,638
LTC Operating Subtotal	**178,076**	**49,197**	**66,792**	**27,678**	**28,978**	**17,355**	**27,146**	**55,207**	**143,493**	**22,341**	**20,033**	**27,482**	**-**	**663,777**
Direct Expenses - Projects														
Project - Funded by Grants						278,268								278,268
Project - Funded by Special requisition									166,467					166,467
LTC Projects	769	9,713	3,448	16,042	859	5,916	1,808	20,410	50,021	415	394	5,000		114,795
LTC Projects Subtotal	**769**	**9,713**	**3,448**	**16,042**	**859**	**284,184**	**1,808**	**20,410**	**216,488**	**415**	**394**	**5,000**	**-**	**559,530**
Total Direct Expenses (Operating + Projects)	**178,845**	**58,910**	**70,240**	**43,720**	**29,837**	**301,539**	**28,954**	**75,617**	**359,981**	**22,756**	**20,427**	**32,482**	**-**	**1,223,307**
Direct Revenues less Direct Expenses	**65,471**	**776,763**	**353,406**	**383,403**	**301,926**	**81,395**	**363,546**	**607,854**	**2,254,582**	**150,556**	**90,645**	**133,062**	**4,638**	**5,567,246**
Indirect Planning Expenses														
Allocate Planning Costs - Northern	178,030	219,460	-	108,648	129,446	102,991	-	-	-	-	-	120,295		858,870
Allocate Planning Costs- Southern	-	-	243,594	-	-	-	136,889	236,830	-	85,808	51,182	-		754,303
Allocate Planning Costs - SSI									621,481					621,481
Allocate Director LPS	17,375	21,419	39,184	10,604	12,634	10,052	22,020	38,096	64,370	13,803	8,233	11,741		269,531
Allocate LTC Executive expenditures	5,886	7,256	13,274	3,592	4,280	3,405	7,459	12,905	21,806	4,676	2,789	3,977		91,304

	3.8%	13.3%	6.7%	6.8%	5.3%	1.6%	6.2%	10.5%	38.8%	2.8%	1.8%	2.4%	0.1%	
ISLANDS TRUST - Allocated Financial Statements	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	LTC	
2015/16 Actual	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis	Bal/Win	**Total**
Allocate Bylaw	11,203	82,688	18,138	9,923	4,908	-	19,418	58,682	53,667	4,695	5,868	11,096		280,286
Total Indirect Planning Expenses	**212,494**	**330,823**	**314,190**	**132,767**	**151,268**	**116,448**	**185,786**	**346,513**	**761,324**	**108,982**	**68,072**	**147,109**	**-**	**2,875,775**
Net surplus (shortfall) before Administrative	**(147,022)**	**445,940**	**39,216**	**250,636**	**150,659**	**(35,053)**	**177,759**	**261,340**	**1,493,258**	**41,574**	**22,573**	**(14,047)**	**4,638**	**2,691,471**
Administrative Expenses														
Allocate Trust Council	29,426	102,589	51,477	52,185	40,724	12,451	47,581	80,796	298,488	21,339	13,820	18,539	577	769,993
Allocate Trust Fund	17,119	59,683	29,948	30,360	23,692	7,244	27,681	47,004	173,651	12,414	8,040	10,786	336	447,958
Allocate Administration	52,635	183,502	92,077	93,343	72,843	22,271	85,108	144,520	533,907	38,169	24,720	33,161	1,032	1,377,289
Total Administrative Allocation	**99,181**	**345,775**	**173,501**	**175,887**	**137,260**	**41,965**	**160,371**	**272,320**	**1,006,045**	**71,923**	**46,581**	**62,486**	**1,945**	**2,595,240**
Net Surplus (Shortfall)	**(246,203)**	**100,165**	**(134,285)**	**74,749**	**13,399**	**(77,018)**	**17,389**	**(10,980)**	**487,213**	**(30,349)**	**(24,008)**	**(76,533)**	**2,693**	**96,231**

Islands Trust

June 2016 Islands Trust Council

Marine Shipping Safety Session

9:30 a.m. – 11:30 a.m., Wednesday, June 15, 2016

Pender Islands Community Hall, 4418 Bedwell Harbour Road, North Pender Island

Purpose: To provide Islands Trust trustees with an overview of the current and future risks and impacts associated with shipping traffic and anchorages in the region.

Chair: Peter Luckham, Chair, Islands Trust Council

Presenters/Panel Members:

1) Misty MacDuffee, Raincoast Conservation Foundation
2) TBA, Transport Canada
3) TBA, Canadian Coast Guard
4) Robyn Crisanti, Director Public Affairs, and Chris Wellstood, Director Marine Operations & Security , Port of Vancouver
5) Captain Edward Dahlgren, Director of Operations & Harbour Master, Port of Nanaimo
6) Robert Lewis-Manning, President, Chamber of Shipping of BC

Resources:
Russ Hotsenpiller, Chief Administrative Officer, Islands Trust
Lisa Gordon, Director, Trust Area Services, Islands Trust
Clare Frater, Policy Advisor, Islands Trust

TIME	*PROPOSED ITEMS*	PROPOSED SPEAKERS
9:30 a.m.	Welcome and Introductions	Peter Luckham
9:35 a.m.	Value of the Salish Sea's biodiversity and concerns with increasing vessel traffic	Misty MacDuffee
9:45 a.m.	Projected vessel traffic trends	Port Metro Vancouver
9:55 a.m.	Overview of regulatory regime for shipping and anchorages	Transport Canada/Canadian Coast Guard
10:10 a.m.	Oversight of marine traffic in the Salish Sea and anchorages in particular	Port of Nanaimo
10:20 a.m.	Drivers, opportunities and challenges of shipping in the Salish Sea	Chamber of Shipping of BC
10:30 a.m.	*Break*	
10:45 a.m.	Question and Answer Panel Session	All

Relevant Islands Trust Policy Statement section:

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

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

Moving Around Pender …

The Moving Around Pender Alternative Transportation Society (MAP) is a registered BC Society that has been functioning on the Pender Islands since 2007. The vision of the society is to develop comprehensive alternatives to the use of the private motor vehicle for moving people around on the Pender islands. The rationale for this goal is four fold:

1. To increase pedestrian, cycling and motoring safety on the Penders
2. To decrease green house gas emissions as mandated by the CRD and the Pender Islands' Official Community Plans
3. To provide alternate transportation options to allow seniors and others who can't, or are apprehensive about driving, to stay on the island
4. To provide a healthy alternative means of transportation for all residents and visitors

Activities of the society include:

1. Conducting surveys of islanders and visitors about transportation issues.
2. Developing a comprehensive Transportation Plan for consideration by local government; Islands Trust, MOTI, CRD etc
3. Advocating for safe and environmentally sustainable alternatives to the use of fossil fuel burning automobiles
4. Developing a Community Bus services
5. Supporting projects such as the Experience the Gulf Island Initiative of the SGI EDC that proposes the development of non-mechanized transportation options on the islands
6. Working with like-minded organizations on the Pender Islands (eg Pender Island Parks and Recreation Commission) and on the other SGI (eg member of the Gulf Island Trails Society) to establish networks of trails on public and private land.

-----Original Message-----
From: Roxanna
Sent: Friday, May 20, 2016 10:08 AM
To: Mandy Giesbrecht
Subject: Delegation to June Trust Council

Good morning!

The Gulf Islands Alliance would like to request a spot in the delegations at Trust Council in June on Pender. Our topic is the Preserve and Protect mandate of the Trust. We are hoping that Misty MacDuffee will be our speaker. If she is unable to attend, we will arrange for another member of our board to be there.

Many thanks,

Roxanna Mandryk, Chair, Gulf Islands Alliance

From: Mary Collyer]
Sent: Sunday, May 22, 2016 7:07 PM
To: Mandy Giesbrecht
Cc: Pam Thompson
Subject: June Trust Council Meeting - GAFA Delegation Request to Speak

Dear Mandy,

A copy of our request will follow by mail.

Gabriolans Against Freighter Anchorages Society (GAFA) requests the opportunity to make a presentation to Trust Council at the upcoming quarterly meeting in June.

GAFA address: Post Box 359 • Gabriola, BC V0R 1X0
Speaker: Mary Collyer
Topic: Potential Nanaimo Port Expansion and Environmental Overview Assessment on proposed Gabriola Anchorages

Thank you.

--
Kind Regards,
Mary Collyer on behalf of Gabriolans Against Freighter Anchorages Society

Islands Trust

June 2016 Islands Trust Council

Visioning Session

3:20 p.m. – 4:20 p.m., Wednesday, June 15, 2016

Pender Islands Community Hall, 4418 Bedwell Harbour Road, North Pender Island

Purpose: For Trust Council to establish scope and objectives for engaging in a structured visioning session to be scheduled in September 2016.

Chair: Peter Luckham, Chair, Islands Trust Council

Rationale:

1. **Strategic Plan direction**
    a. **T.7.1.4** Increase opportunities for Trust Council to engage in in-depth discussion about its vision, goals, mandate and activities
    b. **T.9.1.3** Implement project charter regarding Phase 1 ('State of the Islands' report) of the targeted update of the Policy Statement
    c. **T.9.1.4** Develop a project charter for a community engagement process to create a vision statement for the Islands Trust Area and to identify Policy Statement topics for amendment
    d. **T.9.1.6** Recommend a vision statement for the Islands Trust Area and Policy Statement topics for amendment
2. **Recommendation of CAO to EC as a result of Trustee outreach, Jan – May.**

Outcomes: It is not recommended that Trust Council focus upon development of a 'vision statement' as an outcome of this limited session, rather to discuss any high level values or directions for the communities and organization and to determine whether to proceed in the near term to a more in-depth session.

Format: The format will consist of a brief, context setting presentation followed by a facilitated discussion regarding visioning for the Islands Trust**.**

TIME	*PROPOSED ITEMS*	
3:20 -3:30	Introduction: Vision vs Mission vs Strategic Plan	R. Hotsenpiller
3:30 – 4:20	What do the Gulf Islands look like in 2021, 2026, 2066?	
	A common vision? To discuss a common understanding of the future of the Islands Trust.	
	What are the links between the vision of the Trust Council and the Policy Statement update and public visioning process currently underway?	
	Should Trust Council conduct a visioning session in September?	

Resources/Facilitator: Russ Hotsenpiller, Chief Administrative Officer, Islands Trust
Lisa Gordon, Director, Trust Area Services, Islands Trust
Clare Frater, Policy Advisor, Islands Trust

REQUEST FOR DECISION

To: Trust Council **For the Meeting of::** June 14-16, 2016

From: Trustee Heather O'Sullivan; Trustee Melanie Mamoser **Date:** May 26, 2016

SUBJECT: TRUST COUNCIL POSITION ON MORATORIUM FOR NEW ANCHORAGES

RECOMMENDATION:

1. That the Islands Trust Council request the Chair to write to the Minister of Transport to express the Islands Trust Council's opposition to the proposal to establish five new freighter anchorages off the northeast coast of Gabriola Island and ask for a moratorium on any new freighter anchorages within the waters surrounding the Southern Gulf Islands and Howe Sound until Transport Canada has:
   a) assessed the cumulative risk and impacts associated with projected vessel traffic increases in the Salish Sea,
   b) developed a 20-year mitigation plan that includes measures to minimize anchorage use, and
   c) implemented a process for comprehensive environmental, social and economic impact assessment prior to the establishment of any new anchorages.

2. That the Islands Trust Council request the Chair to write the Minister of Transport encouraging Transport Canada to engage in full community consultation and a detailed public analysis of the potential implications of extending the jurisdiction of the Nanaimo Port Authority, with a particular focus on compatibility with the Object of the Islands Trust to preserve and protect the waters of the Salish Sea.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The use of Islands Trust Area waters for anchorages pre-dates the Islands Trust, but the community impacts of vessel anchorages have increased over time as the number and size of vessels have increased. Public concern over associated oil spill risks has also grown due to previous instances of anchor-dragging and groundings in Plumper Sound.

Trust Council has not previously considered a position with regard to freighter anchorages in the Islands Trust Area, though it has expressed concern with the impacts of increased anchorages to the federal Minister of Transport and sponsored a related resolution at AVICC. The topic of anchorages is related to the Trust Council's Strategic Plan strategy 2.3 *Advocate for oil spill prevention and response*. The proposed moratorium request is in line with the Islands Trust 2016 UBCM resolution on assessment and mitigation of marine shipping risks and Impacts in the Salish Sea.

Staff at this point cannot assess the nature of response from the Minister for request for a moratorium or mitigation plan. Trust Council should be aware that a possible consequence of Transport Canada not designating the Gabriola anchorages is that Capesize vessels may have to be accommodated in existing designated anchorages locations (e.g Plumper Sound, Houston Pass and Trincomali Channel) where swing-room is less than ideal. A shortage of designated vessel anchorages in the region could result in vessel crew or agents selecting their own anchorage locations anywhere that anchorages are not prohibited, as legally permitted under Canadian common law.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The staff time required to implement the recommendation may displace time needed for the State of the Islands project.

POLICY: No implications for existing policy.

FINANCIAL: None.

IMPLEMENTATION/COMMUNICATIONS: A letter to the Minister of Transport could take up to one day of Trust Area Service staff time to draft, format, send, post to website, and distribute to subscribers. The Chair's time would be required to review and approve the letter. Requesting a moratorium may lead to media enquiries that would require additional staff and trustee time.

The letter would be cc'd to:

- Islands Trust Area First Nations
- Islands Trust Area MPs
- Minister of Community, Sport and Cultural Development
- Regional District of Nanaimo
- San Juan County Council
- Bowen Island Municipal Council
- Islands Trust Council
- Islands Trust website

BACKGROUND

- On July 7, 2015 the Pacific Pilotage Authority advised the Islands Trust of five proposed new anchorages for Cape size vessels (length of around 300m) off the northeast coast of Gabriola Island.

- On July 15, 2015 the Executive Committee agreed to assist the the Pacific Pilotage Authority with consultation with affected residents of Gabriola Island and Plumper Sound regarding proposed and existing anchorages.

- On November 4, 2015, the Islands Trust hosted a stakeholder meeting in Victoria to discuss anchorages. At this meeting it was discussed that the Nanaimo Port Authority has interest in providing oversight for ships anchored in the Southern Gulf Islands which are not within the jurisdiction of any port. The domain awareness system proposed by the Nanaimo Port Authority is expensive and the Port would like to find an administrative mechanism for compensation for providing oversight outside their boundaries. The fact that no port has jurisdiction is a barrier to implementing the system.

- On December 18, 2015 the Islands Trust Chair sent a five page letter with a map to the Minister of Transport outlining concerns with anchorages in the Salish Sea. The Minister has not replied.

- On April 29, 2016 the Pacific Pilotage Authority released a briefing document on the issues and trends with Georgia Strait anchorages, as well as the risk assessment and the environmental overview assessment of the area for the proposed Gabriola Island anchorages. .

- The planned public consultation process for the proposed Gabriola anchorages is now on hold pending the results of a *Fisheries Act* Section 35 review by the Department of Fisheries and Oceans regarding projected loss of habitat in the proposed anchorage area due to anchor chain scour.

- The Gabriola community is expressing a considerable amount of urgency around the evolving issue of anchorages proposed for the northeast coast of Gabriola Island.

- Trustees have heard from Gabriolans Against Freighter Anchorages (GAFA) about a number of updates, including concerns about the Nanaimo Port Authority's efforts to expand their jurisdiction through much of the waters in the Islands Trust Area, and also the completion of the Tetra Tech environmental assessment for the Pacific Pilotage Authority which identifies a number of potentially serious impacts.

- A petition against the proposed anchorages has now received in excess of 5000 signatures – reflecting the fact that this is something that Gabriolans and our neighbours feel very, very strongly about in terms of what it means for our environment, our community, and our local economy.

- It is not just a local issue for Gabriola. There continue to be freighter anchorages located at a number of other places in the Salish Sea, such as those in Plumper Sound. Residents near these anchorages have experienced negative social and environmental impacts stemming from the practice of transshipment, the very real risk of anchor dragging leading to potential groundings and/or spills, noise and light pollution, and more.

- The anchorages proposed for the northeast coast of Gabriola Island would be the first new anchorages to be established in the Trust Area since the enactment of the *Islands Trust Act*. The recently released Environmental Overview Assessment (Tetra Tech EBA, 2016), although not comprehensive, clearly shows that anchor drag/scour will cause localized destruction of fish habitat. Not considered is the social and economic impact of the largest dry cargo ships in the world (Capesize freighters) in proximity to over 100 hundred homes, Sandwell Provincial Park and located in a renowned recreational fishing area.

Photo shows a pod of orcas which has been feeding on chinook along the NE coast right in the proposed anchorages corridor for 8 days in a row. Whale watching boats from Vancouver are in the background.

- Therefore, it is critical that the Islands Trust Council take a stronger stance by now requesting a moratorium on new anchorages until Transport Canada has assessed the cumulative risks and impacts associated with projected vessel traffic increases in the Salish Sea and developed a 20-year mitigation plan that includes measures to minimize anchorage use, and establishes a process for comprehensive environmental, economic and social impact assessment prior to the establishment of any new anchorages.

- Serious concerns have also been raised about the issue of extending the jurisdiction of the Port of Nanaimo throughout the waters of the Salish Sea. Although this extension could provide for better oversight of both existing and proposed anchorage areas, said oversight can also be provided by NPA *without* extending their jurisdiction (NPA Response to GAFA Letter April 22 2016, p.1), and it is far from clear what all the potential implications of including much of the marine area of the Islands Trust within the boundaries of a Port could be. Article 7 of the Letters Patent for the NPA grants significant powers to the Port over the waters and shoreline within its jurisdiction, and substantial analysis would be needed to determine if the extension of these powers into the Trust Area would be compatible with our Mandate and Policies.

- There is substantial policy grounding for concern and advocacy around this issue. The existing and proposed anchorages are all highly problematic in terms of Islands Trust policies around Coastal and Marine Ecosystems, Coastal Areas and Marine Shorelands, and around policies relating to the Aesthetic Qualities of our communities. This is particularly true now that the environmental assessment has been released, identifying potential effects on the sea bed, marine and terrestrial wildlife, water quality, fisheries and more.

- To date the Islands Trust Council, through the Chair, has shown leadership on this issue. In a December 18, 2015 letter to the Minister of Transport, the Islands Trust Chair outlined the many concerns with anchorages in the Southern Gulf Islands and requested the Minister investigate what measures could be taken by Transport Canada and industry to minimize anchorage use in the Southern Gulf Islands. On April 9, 2016, the AVICC endorsed a resolution brought by the Islands Trust asking Transport Canada to assess the cumulative impacts of projected increases in vessel traffic and develop a 20-year plan. There has also been considerable previous advocacy on the issue of freighter anchorages in the Trust Area (summarized at: http://www.islandstrust.bc.ca/trust-council/advocacy/marine-environment/anchorage-concerns/). Acting on the current situation is consistent with previous positions the Islands Trust Council has taken.

REPORT/DOCUMENT:

1. Location of Proposed Gabriola Anchorages
2. Gabriolans Against Freighter Anchorages (GAFA) April 19 2016 letter to Islands Trust Council (with Nanaimo Port Authority's Letters Patent – Section 7 attached)
3. Nanaimo Port Authority April 22 2016 Response to GAFA Letter
4. 2015-12-18 Letter from Islands Trust to Minister of Transportation
5. Islands Trust AVICC/UBCM 2016 Resolution
6. Gabriola Sounder Article on Nov. 4 Stakeholder Meeting See hyperlink: http://www.soundernews.com/news/human-impacts-should-outweigh-cost-of-alternatives-to-anchorages-say-island-trustees.html
7. Pacific Pilotage Authority briefing on the Georgia Strait anchorages, risk assessment, and the environmental overview assessment of the area for the proposed Gabriola Island anchorages. See hyperlink: https://www.dropbox.com/sh/nrty8m75l29nb2p/AADhu22-gzTZTjG3F4Hp2xdOa?dl=0
8. Islands Trust anchorage advocacy history. See hyperlink: http://www.islandstrust.bc.ca/trust-council/advocacy/marine-environment/anchorage-concerns/

KEY ISSUE(S)/CONCEPT(S): Advocacy for: protection of the marine environment in the Islands Trust Area; protection of community character; safe shipment of materials hazardous to the environment

RELEVANT POLICY:

- Islands Trust Policy Statement Part 1: Roles and Responsibilities section
  The Islands Trust Council cannot effectively implement the Policy Statement without the support of all stakeholders. Assistance, cooperation and collaboration are required from local trust committees, island municipalities, the Trust Fund Board, the Provincial Government, other government agencies, non-government organizations, communities, First Nations, property owners, residents and visitors.

- Islands Trust Policy Statement policy 3.1.9:
  Trust Council encourages actions and programs of other government agencies which place priority on the side of protection for Trust Area ecosystems when judgment must be exercised; protect the diversity of native species and habitats in the Trust Area, and prevent pollution of the air, land and fresh and marine waters of the Trust Area.

- Islands Trust Policy Statement policy 3.4.2
  It is Trust Council's policy that marine areas be protected and coastal zone management principles be defined in consultation with agents of the government of British Columbia, the government of Canada, Crown corporations, municipalities, regional districts, non-government organizations, property owners and occupiers.

- Islands Trust Policy Statement policy 4.5.3
  It is the position of Trust Council that development, activity, buildings or structures should not result in a loss of significant marine or coastal habitat, or interfere with natural coastal processes.

- Islands Trust Policy Statement policy 4.5.5
  It is Trust Council's policy that development should be directed to sites away from:
  - *areas of environmental sensitivity, and*
  - *areas of naturally occurring stocks of clams or oysters.*

- Islands Trust Policy Statement policy 5.1.1
  Trust Council holds that the overall visual quality of the Trust Area and its scenic values should be protected from disturbance, particularly those areas that have distinctive features or are highly visible.

- Islands Trust Policy Statement policy 5.1.2
  It is Trust Council's policy that the intensity of noise and lighting in and through the Trust Area should be compatible with community character.

- Islands Trust Policy Statement policy 5.3.8:
  Trust Council encourages Provincial and Federal agencies to ensure safe shipment of materials hazardous to the environment

- Islands Trust Council Advocacy Policy 6.10.iii

- Islands Trust Council's 2014-2018 Strategic Plan section 2.3 includes under the strategy Advocate for oil spill prevention and response, activity T.2.3.1- Chair correspondence regarding shipping safety.

DESIRED OUTCOME:
Representing the Islands Trust Object, consistent with Trust Council's Strategic Plan.

RESPONSE OPTIONS

That the Islands Trust Council request the Chair to write to the Minister of Transport to express the Islands Trust Council's opposition to the proposal to establish five new freighter anchorages off the northeast coast of Gabriola Island and ask for a moratorium on any new freighter anchorages within the waters surrounding the Southern Gulf Islands and Howe Sound until Transport Canada has:

1. assessed the cumulative risk and impacts associated with projected vessel traffic increases in the Salish Sea,
2. developed a 20-year mitigation plan that includes measures to minimize anchorage use, and
3. implemented a process for comprehensive environmental, social and economic impact assessment prior to the establishment of any new anchorages.

That the Islands Trust Council request the Chair to write the Minister of Transport encouraging Transport Canada to engage in full community consultation and a detailed public analysis of the potential implications of extending the jurisdiction of the Nanaimo Port Authority, with a particular focus on compatibility with the Object of the Islands Trust to preserve and protect the waters of the Salish Sea.

Alternatives:

1. That the Islands Trust Council request the Chair to write to the Minister of Transport to ask for a moratorium on any new freighter anchorages within the waters surrounding the Southern Gulf Islands and Howe Sound until Transport Canada has:

   a) assessed the cumulative risk and impacts associated with projected vessel traffic increases in the Salish Sea,
   b) developed a 20-year mitigation plan that includes measures to minimize anchorage use, and
   c) implemented a process for comprehensive environmental, social and economic impact assessment prior to the establishment of any new anchorages.

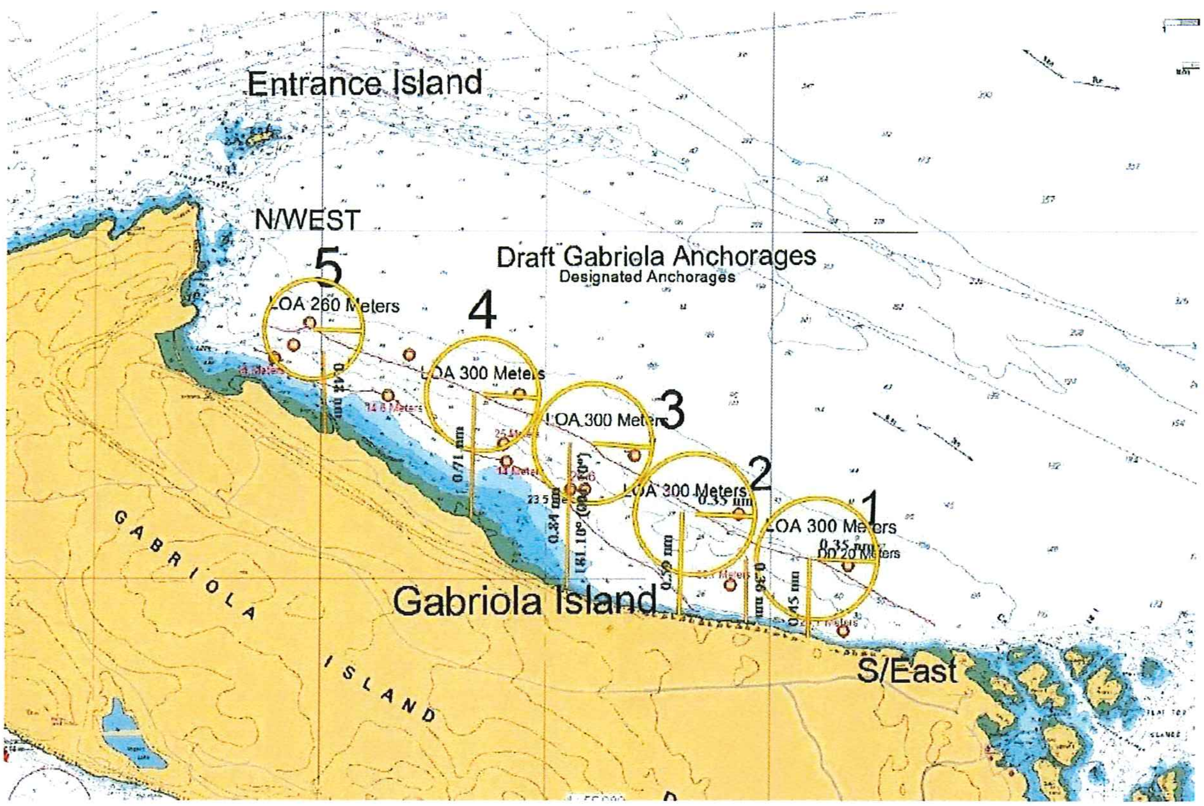
2. That the Islands Trust Council request the Chair to write the Minister of Transport encouraging Transport Canada to engage in full community consultation and a detailed public analysis of the potential implications of extending the jurisdiction of the Nanaimo Port Authority, with a particular focus on compatibility with the Object of the Islands Trust to preserve and protect the waters of the Salish Sea.

3. Take no action.

Prepared By:	Heather O'Sullivan, Gabriola Island Local Trustee, May 26, 2016 Melanie Mamoser, Gabriola Island Local Trustee, May 26, 2016
Reviewed By/Date:	Clare Frater, Acting Director,Trust Area Services, May 27, 2016 Russ Hotsenpiller, Chief Administrative Officer, May 27, 2016

0.7 nautical miles. Four of the anchor positions are for ships of up to 300 metres overall length and one position for ships up to 260 metres overall length.

Name	Latitude	Longitude	Maximum Length of Vessel (metres)	Depth of Anchorage (metres)	Diameter of Swing Circle (naut. miles)
G-1	49° 10.10' N	123° 43.55' W	300	≈50	0.7
G-2	49° 10.35' N	123° 44.63' W	300	≈50	0.7
G-3	49° 10.75' N	123° 45.57' W	300	≈50	0.7
G-4	49° 11.05' N	123° 46.55' W	300	≈50	0.7
G-5	49° 11.43' N	123° 48.06' W	260	≈50	0.6



investigation or review by the Minister contemplated by section 6.7 discloses amounts owed by the Minister to the Authority, the Authority shall be entitled to set-off such amount against any payment owed to the Minister by the Authority.

6.9 Interest on Outstanding Amounts. Interest shall accrue annually on any outstanding balance owing to the Minister in respect of a Gross Revenue Charge payment or any payment to be made by the Authority or the Minister in connection with a readjustment of a Gross Revenue Charge payment, at the interest rate equal to the prime rate of interest established by the Bank of Canada from time to time plus 2%.

6.10 Certificate of Good Standing. Forthwith, upon receipt from the Authority of the full amount of the Gross Revenue Charge for a particular Fiscal Year, the Minister shall issue to the Authority a certificate of good standing in a form to be determined by the Minister confirming that the Letters Patent are in good standing as of the date of the certificate. Provided there are no amounts owing to the Minister by the Authority under this article 6, including any amounts owed pursuant to an adjustment of the Gross Revenue Charge under section 6.7, the Minister shall, upon request by the Authority at any time during a Fiscal Year, issue a certificate of good standing to the Authority confirming the Letters Patent are in good standing as of the date of the certificate.

une vérification, une enquête ou un examen du Ministre prévu au paragraphe 6.7 révèle des montants que doit le Ministre à l'Administration, l'Administration est habilitée à opérer compensation entre ce montant et tout paiement qu'elle doit au Ministre.

6.9 Intérêt sur les montants en souffrance. Des intérêts s'accumulent annuellement sur les soldes impayés au Ministre relativement aux Frais sur les revenus bruts ou tout autre paiement que doit faire l'Administration ou le Ministre à titre de rajustement au paiement des Frais sur les revenus bruts au taux d'intérêt correspondant au taux d'intérêt préférentiel établi par la Banque du Canada de temps à autre plus 2 %.

6.10 Certificat de conformité. Dès réception du montant total des Frais sur les revenus bruts de l'Administration pour un Exercice donné, le Ministre doit délivrer à l'Administration un certificat de conformité, en la forme qu'il détermine, confirmant que les Lettres patentes sont maintenues en vigueur à la date indiquée sur le certificat. À condition qu'il n'y ait aucun montant dû au Ministre par l'Administration en vertu du présent article 6, notamment tout montant dû par suite d'un rajustement des Frais sur les revenus bruts prévu au paragraphe 6.7, le Ministre doit, sur demande de l'Administration et en tout temps au cours de l'Exercice, délivrer un certificat de conformité à l'Administration confirmant que les Lettres patentes sont maintenues en vigueur à la date indiquée sur le certificat.

ARTICLE 7

ACTIVITIES AND POWERS OF THE AUTHORITY AND SUBSIDIARIES

7.1 Activities of the Authority Related to Certain Port Operations. To operate the port, the Authority may undertake the port activities referred to in paragraph 28(2)(*a*) of the Act to the extent specified below:

(*a*) development, application, enforcement and amendment of rules, orders, by-laws, practices or procedures and issuance and administration of authorizations respecting use, occupancy or operation of the port and enforcement of Regulations or making of Regulations pursuant to subsection 63(2) of the Act;

(*b*) creation, imposition, collection, remission or reimbursement or other fixing or acceptance of fees or charges authorized by the Act, including the fixing of the interest rate that the Authority charges on overdue fees;

(*c*) management, leasing or licensing the federal real property described in Schedule B or described as federal real property in any supplementary letters patent, subject to the restrictions contemplated in sections 8.1 and 8.3 and provided such management, leasing or licensing is for, or in connection with, the following:

- (i) those activities described in sections 7.1 and 7.2;
- (ii) those activities described in section 7.3 provided such activities are carried on by Subsidiaries or other third parties pursuant to leasing or licensing arrangements;
- (iii) the following uses to the extent such uses are not described as activities in section 7.1, 7.2 or 7.3:
  - (A) uses related to shipping, navigation, transportation of passengers and goods, handling of goods and storage of goods, including the following uses to or for users of the port in connection with their use of the port and its

ARTICLE 7

ACTIVITÉS ET POUVOIRS DE L'ADMINISTRATION ET DES FILIALES

7.1 Activités de l'Administration liées à certaines opérations portuaires. Pour exploiter le port, l'Administration peut se livrer aux activités portuaires mentionnées à l'alinéa 28(2)*a*) de la Loi dans la mesure précisée ci-dessous :

a) élaboration, application, contrôle d'application et modification de règles, d'ordonnances, de règlements administratifs, de pratiques et de procédures; délivrance et administration de permis concernant l'utilisation, l'occupation ou l'exploitation du port; contrôle d'application des Règlements ou prise de Règlements conformément au paragraphe 63(2) de la Loi;

b) création, imposition, perception, remise ou remboursement, ou autre établissement ou acceptation de droits ou de frais autorisés par la Loi, notamment l'établissement du taux d'intérêt imposé par l'Administration sur les droits impayés;

c) sous réserve des restrictions prévues aux paragraphes 8.1 et 8.3, gestion, location ou octroi de permis relativement aux immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux, à condition que la gestion, la location ou l'octroi de permis vise ce qui suit :

- (i) les activités décrites aux paragraphes 7.1 et 7.2;
- (ii) les activités décrites au paragraphe 7.3 pourvu qu'elles soient menées par des Filiales ou des tierces parties conformément aux arrangements de location ou d'octroi de permis;
- (iii) les utilisations suivantes dans la mesure où elles ne figurent pas dans les activités décrites aux paragraphes 7.1, 7.2 ou 7.3 :
  - (A) utilisations liées à la navigation, au transport des passagers et des marchandises et à la

facilities: marine and marina services; stevedoring services; loading, unloading, storage and sale of fuel and other petroleum-based products for users of the port incidental to the handling or shipping of goods through the port to the extent compatible with the land-use plan for the port referred to in section 48 of the Act; multi-modal facilities and services; ferry operations; restaurants, retail operations, tourist services and similar tourism-related activities, located in passenger terminal facilities provided such uses are related to the transportation of passengers through the port and are compatible with the land-use plan for the port referred to in section 48 of the Act; operation of a sawmill and log sorting incidental to the handling or shipping of goods through the port to the extent compatible with the land-use plan for the port referred to in section 48 of the Act;

(B) provision of municipal services or facilities in connection with such federal real property; public piers, floats and recreation; and social services;

(C) media productions; heliport; professional or consulting services; dry dock facilities; manufacturing or processing of goods to the extent compatible with port operations and the land-use plan for the port referred to in section 48 of the Act and without compromising the ability of the Authority to operate port facilities over the long term; food, beverage and retail services in support of the local tourism industry; freight forwarding, trading or cargo brokerage facilities or services for users of the port; and residual office premises; and

(D) government sponsored economic development initiatives approved by Treasury Board;

provided such uses are carried on by third parties, other than Subsidiaries, pursuant to leasing or licensing arrangements;

(*d*) exchanging federal real property described in Schedule B or described as federal real property in any supplementary letters patent for other real property of comparable market value subject to the issuance of supplementary letters patent that describe the other real property as federal real property;

(*e*) granting, in respect of federal real property described in Schedule B or described as federal real property in any supplementary letters patent, road allowances or easements, rights of way or licences for utilities, service or access;

(*f*) mortgaging, pledging or otherwise creating a security interest in any fixture on federal real property described in Schedule B or as federal real property in any supplementary letters patent provided that:

(i) such mortgage, pledge or other security interest charges only the fixture or fixtures which is or are acquired, built, restored, enhanced or replaced with proceeds received by the Authority and secured by such mortgage, pledge or other security interest; and

manutention et à l'entreposage des marchandises, notamment les utilisations suivantes à l'intention des utilisateurs du port, relativement à l'utilisation qu'ils font du port et de ses installations : services maritimes et de marina; services d'arrimage; chargement, déchargement, entreposage et vente de carburant et d'autres produits pétroliers pour les utilisateurs du port accessoirement à la manutention ou à l'expédition de marchandises transitant par le port dans la mesure où ces utilisations sont compatibles avec le plan d'utilisation des sols pour le port mentionné à l'article 48 de la Loi; installations ou services multimodaux; services de traversier; restaurants, commerces au détail, services de tourisme et activités de tourisme semblables, situés dans les terminaux pour passagers pourvu que ces utilisations soient liées au transport des passagers transitant par le port et qu'elles soient compatibles avec le plan d'utilisation des sols pour le port mentionné à l'article 48 de la Loi; exploitation d'une scierie et triage de billes accessoire à la manutention ou à l'expédition de marchandises transitant par le port dans la mesure où ces utilisations sont compatibles avec le plan d'utilisation des sols pour le port mentionné à l'article 48 de la Loi;

(B) prestation de services ou d'installations municipaux relativement à ces immeubles fédéraux; de quais publics, de flotteurs et de services récréatifs; et de services sociaux;

(C) productions des médias; héliport; services professionnels ou de conseils; installations de cale sèche; fabrication ou traitement de marchandises dans la mesure où ces utilisations sont compatibles avec les opérations portuaires et le plan d'utilisation des sols pour le port mentionné à l'article 48 de la Loi et où elles n'empêchent pas l'Administration d'exploiter les installations portuaires à long terme; services alimentaires et de commerce au détail à l'appui de l'industrie touristique locale; service ou installations de transit, d'échange ou de courtage de marchandises pour des utilisateurs du port; locaux à bureaux résiduels;

(D) projets de développement économique émanant du gouvernement et approuvés par le Conseil du Trésor;

pourvu qu'elles soient menées par des tierces parties, autres que des Filiales, conformément aux arrangements de location ou d'octroi de permis;

d) échange d'immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux pour d'autres immeubles, dont la valeur marchande est comparable, sous réserve de la délivrance de lettres patentes supplémentaires qui décrivent les autres immeubles comme étant des immeubles fédéraux;

e) octroi d'emprises routières, de servitudes ou de permis pour des droits de passage ou d'accès ou des services

(ii) the party receiving such mortgage, pledge or other security interest agrees that upon the exercise of the right to remove such fixture from the federal real property such exercise shall be conducted in a manner that causes no greater damage or injury to such federal real property and to the other property situated on it or that puts the occupier of the federal real property or the Authority to no greater inconvenience than is necessarily incidental to the removal of the fixture;

(*g*) disposition of any fixtures on federal real property described in Schedule B or as federal real property in any supplementary letters patent whether by way of removal, demolition, sale, lease, license or exchange;

(*h*) construction, establishment, repair, maintenance, operation, removal or demolition of:

(i) disposal sites for carrying out the activities contemplated by paragraph 7.1(*j*)(ii);

(ii) berths, wharfs, anchorages, breakwaters, waterways, and fill sites;

(iii) facilities or equipment for finish or assembly work incidental to the handling or shipping of goods;

(iv) transportation, terminal, warehousing and other port facilities or equipment; and

(v) office premises to be utilized by the Authority in the conduct of its activities;

within the port or for users of the port in connection with their use of the port and its facilities;

(*i*) operation or maintenance of a marina, seaplane airport, cruise ship passenger terminal, bus depot or railway:

(i) within the port; or

(ii) within the municipality named in subsection 4.6(*b*) of these Letters Patent if for users of the port in connection with their use of the port and its facilities;

(*j*) the provision of services or carrying out of activities within the port or to or for users of the port in connection with their use of the port and its facilities as follows:

(i) environmental assessment, audit, remediation, rehabilitation of marine habitat or other such services;

(ii) dredging, waste and dredgeate disposal and sale of dredgeate (except that contaminated waste and contaminated dredgeate disposal services can be provided only for users of the port in connection with their use of the port and its facilities);

(iii) navigational services and aids;

(iv) security services, dispatching services and towing of vessels, as required for safety of navigation or persons;

(v) building, design, maintenance, engineering, repair and operation of vessels owned by the Authority or leased by the Authority from third parties;

(vi) emergency planning and response;

(vii) vehicle parking, control or marshalling facilities;

(viii) manufacture or distribution of utilities, including the provision of communication facilities and telecommunication services;

(ix) transport services within the port or, within the municipality named in subsection 4.6(*b*) of these

publics visant des immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux;

f) fait d'hypothéquer, de donner en gage ou autrement de créer une sûreté relativement à tout accessoire fixé à demeure sur les immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux à condition que

(i) l'hypothèque, le gage ou la sûreté ne vise que l'acquisition, la construction, la restauration, l'amélioration ou le remplacement d'un tel accessoire fixé à demeure au moyen des produits financiers que reçoit l'Administration et qui sont garantis par l'hypothèque, le gage ou la sûreté;

(ii) la partie qui reçoit cette hypothèque, ce gage ou cette sûreté convient que, lorsqu'elle exercera son droit d'enlever l'accessoire fixé à demeure sur les immeubles fédéraux, elle procédera de façon à ne causer aux immeubles fédéraux et aux autres biens s'y trouvant ou à l'occupant des immeubles fédéraux ou à l'Administration que le dommage ou les inconvénients nécessairement accessoires à l'enlèvement de l'accessoire fixé à demeure;

g) aliénation de tout accessoire fixé à demeure sur des immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux, soit par enlèvement, démolition, vente, location, octroi de permis ou échange;

h) construction, établissement, réparation, entretien, exploitation, enlèvement ou démolition de :

(i) décharges pour effectuer les activités décrites au sous-alinéa 7.1*j*)(ii);

(ii) mouillages, quais, postes d'amarrage, brise-lames, voies navigables et sites d'enfouissement;

(iii) installations ou équipements pour travaux de finition ou d'assemblage accessoires à la manutention ou à l'expédition de marchandises;

(iv) installations ou équipements de transport, de terminal, d'entrepôt ou autres installations ou équipements portuaires;

(v) locaux à bureaux devant être utilisés par l'Administration dans l'exercice de ses activités;

dans le périmètre du port ou pour les utilisateurs du port relativement à leur utilisation du port et de ses installations;

i) exploitation ou entretien d'une marina, d'un aéroport pour hydravions, d'une gare pour passagers de navires de croisière, d'une gare d'autocar ou d'un chemin de fer;

(i) dans le périmètre du port, ou

(ii) dans les limites de la municipalité mentionnée à l'alinéa 4.6*b*) des présentes Lettres patentes, si ces installations visent les utilisateurs du port relativement à leur utilisation du port et de ses installations;

j) fourniture des services suivants, ou exécution des activités suivantes, dans le périmètre du port ou aux utilisateurs du port ou pour ceux-ci, relativement à leur utilisation du port et de ses installations :

(i) services d'évaluation, de vérification et d'assainissement environnementaux, de réhabilitation du milieu marin ou autres services semblables;

Letters Patent, to provide access to or from the port and its facilities;

(x) providing information and information technology to users of the port;

(xi) salvage and seizure;

(xii) warehousing and distribution of goods and services;

(xiii) boat launching ramp;

(xiv) harbour patrol services for the navigable waters of the port; and

(xv) providing expertise in connection with software or know-how developed in the course of conducting the activities described in the provisions of this section 7.1;

(*k*) undertaking research and development related to the activities described in this section 7.1;

(*l*) promoting, marketing and undertaking public or governmental relations to promote use of the port;

(*m*) producing, coordinating, sponsoring and hosting of public or civic events;

(*n*) development, operation, maintenance, renovation and demolition of rest areas, public parks, pedestrian and bicycle paths and observation sites, within the boundaries of the port;

(*o*) in pursuing or exercising the remedies available to it as lessor or licensor of premises on federal real property described in Schedule B or described as federal real property in any supplementary letters patent, the conduct of any business or activity from such premises for a period limited to one year unless supplementary letters patent are issued; and

(*p*) carrying on activities described in section 7.1 on real property, other than federal real property, described in Schedule C or described as real property other than federal real property in any supplementary letters patent;

provided that in conducting such activities the Authority shall not enter into or participate in any commitment, agreement or other arrangement whereby the Authority is liable jointly or jointly and severally with any other person for any debt, obligation, claim or liability.

(ii) dragage, enlèvement de déchets et des déblais de dragage et vente des déblais de dragage (sauf que les services d'élimination des déchets contaminés et des déblais de dragage contaminés peuvent être offerts uniquement aux utilisateurs du port dans le cadre de l'utilisation qu'ils font du port et de ses installations);

(iii) services et aides à la navigation;

(iv) services de sécurité, de répartition et de remorquage de navires, au besoin pour assurer la sécurité de la navigation et des personnes;

(v) construction, conception, entretien, mécanique, réparation et exploitation de navires que possède l'Administration ou que loue l'Administration auprès de tiers;

(vi) planification et intervention d'urgence;

(vii) stationnements, installations de contrôle ou de triage;

(viii) production ou distribution des services publics, y compris la fourniture d'installations de communication et de services de télécommunication;

(ix) services de transport dans le périmètre du port ou à destination ou en provenance du port et de ses installations dans les limites de la municipalité mentionnée à l'alinéa 4.6*b*) des présentes Lettres patentes;

(x) fourniture de services d'information et d'informatique aux utilisateurs du port;

(xi) sauvetage et saisie;

(xii) entreposage et distribution de biens et services;

(xiii) rampe de mise à l'eau de bateaux;

(xiv) service de patrouille portuaire pour les eaux navigables du port;

(xv) fourniture d'expertise relativement à des logiciels ou du savoir-faire mis au point dans le cadre des activités décrites dans les dispositions du présent paragraphe 7.1;

k) recherche et développement liés aux activités décrites dans les dispositions du présent paragraphe 7.1;

l) promotion, marketing, relations publiques ou gouvernementales pour promouvoir l'utilisation du port;

m) production, coordination, parrainage et accueil d'événements publics et civils;

n) aménagement, exploitation, entretien, rénovation et démolition d'aires de repos, de parcs publics, de pistes piétonnières et cyclables et de sites d'observation, dans le périmètre du port;

o) dans l'exercice des recours qu'elle a en sa qualité de locateur ou de concédant des lieux sur des immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux, exécution de toute activité depuis ces lieux ou utilisation de ces lieux pour une période d'un an, sauf si des lettres patentes supplémentaires sont délivrées;

p) exécution des activités décrites au paragraphe 7.1 sur des immeubles, autres que des immeubles fédéraux, décrits à l'Annexe « C » ou décrits dans des lettres patentes supplémentaires comme étant des immeubles autres que des immeubles fédéraux;

pourvu que l'Administration ne s'engage pas de façon conjointe ou solidaire avec toute autre personne à une dette, obligation, réclamation ou exigibilité lorsqu'elle prend un engagement,

7.2 Activities of the Authority Necessary to Support Port Operations. To operate the port, the Authority may undertake the following activities which are deemed necessary to support port operations pursuant to paragraph 28(2)(*b*) of the Act:

(*a*) subject to the provisions of article 9 below:

(i) borrowing money upon the credit of the Authority;

(ii) limiting or increasing the amount to be borrowed;

(iii) issuing bonds, debentures or other securities of the Authority;

(iv) pledging or selling such bonds, debentures or other securities for such sums and at such prices as may be deemed expedient;

(v) securing any such bonds, debentures or other securities, or any other present or future borrowing or liability of the Authority, by mortgage, charge, pledge or other security interest relating to all or any currently owned or subsequently acquired real and personal, movable and immovable, property and leasehold interests and reversionary interests of the Authority, and the undertaking and rights of the Authority, provided, however, that the Authority may not mortgage, hypothecate, pledge or otherwise create a security interest in federal real property described in Schedule B or as federal real property in any supplementary letters patent other than to:

(A) pledge the revenues of the federal real property described in Schedule B or as federal real property in any supplementary letters patent; or

(B) create, pursuant to the exercise of the powers of the Authority contemplated by subsection 7.1(*f*), a mortgage, pledge or other security interest in fixtures on federal real property described in Schedule B or as federal real property in any supplementary letters patent; and

(vi) issuing a Permitted Indemnity or Guarantee, provided that the cumulative amount of all such Permitted Indemnities or Guarantees shall at no time exceed one-tenth of the aggregate Borrowing maximum amount specified in section 9.2;

provided that any contract, bond, debenture or financial assistance related to such borrowing, issuance, pledging or securing shall contain a covenant, proviso or acknowledgement from the lender or counterparty that the lender or counterparty shall have no recourse against Her Majesty or any assets of Her Majesty;

(*b*) acquisition or disposition of real property other than federal real property subject to the issuance of supplementary letters patent;

(*c*) acquisition of real property from Her Majesty subject to the issuance of supplementary letters patent describing such property as real property other than federal real property;

(*d*) occupying or holding real property other than federal real property;

(*e*) granting, in respect of real property other than federal real property, road allowances or easements, rights of way or licences for utilities, service or access;

conclut une entente ou participe à un arrangement dans l'exercice de ses activités.

7.2 Activités de l'Administration nécessaires aux opérations portuaires. Pour exploiter le port, l'Administration peut se livrer aux activités suivantes jugées nécessaires aux opérations portuaires conformément à l'alinéa 28(2)*b*) de la Loi :

a) sous réserve des dispositions de l'article 9 ci-après :

(i) emprunt de fonds sur le crédit de l'Administration;

(ii) limitation ou augmentation du montant à emprunter;

(iii) émission d'obligations, de bons ou d'autres titres de créance de l'Administration;

(iv) fait de donner en gage ou de vendre ces obligations, bons ou autres titres de créance pour les montants et les prix jugés opportuns;

(v) fait de garantir les obligations, bons ou autres titres de créance, ou autre emprunt ou obligation présent ou futur de l'Administration au moyen d'hypothèque, de charge, nantissement ou autre sûreté visant tout ou partie des biens meubles et immeubles, les intérêts à bail et les intérêts réversifs qu'elle possède actuellement ou dont elle fait l'acquisition ultérieurement, et l'entreprise et les droits de l'Administration, sous réserve toutefois que l'Administration ne peut grever les immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux d'une sûreté, notamment d'une hypothèque, sauf pour :

(A) donner en gage une somme égale au revenu qu'elle retire des immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux;

(B) conformément à l'exercice des pouvoirs de l'Administration mentionnés à l'alinéa 7.1*f*), grever d'une hypothèque, d'un gage ou d'une sûreté les accessoires fixés à demeure sur des immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux;

(vi) fait de donner une Indemnité ou garantie autorisée, à condition que le montant cumulatif de toutes les Indemnités ou garanties autorisées ne dépasse en aucun temps un dixième du montant maximal d'emprunt prévu au paragraphe 9.2;

sous réserve que tout contrat, obligation, bon ou aide financière lié à tout emprunt, émission ou mise en gage doit comporter une clause, une disposition ou une reconnaissance du prêteur ou du cocontractant attestant que le prêteur ou le cocontractant n'aura aucun recours contre Sa Majesté ou ses éléments d'actif;

b) acquisition ou aliénation d'immeubles autres que des immeubles fédéraux sous réserve de la délivrance de lettres patentes supplémentaires;

c) acquisition d'immeubles de Sa Majesté sous réserve de la délivrance de lettres patentes supplémentaires décrivant ces immeubles comme étant des immeubles autres que des immeubles fédéraux;

d) occupation ou détention d'immeubles autres que des immeubles fédéraux;

(*f*) renting equipment;

(*g*) administration, leasing or licensing of the real property, other than federal real property, described in Schedule C or described as real property other than federal real property in any supplementary letters patent, for, or in connection with, the activities described in this article 7;

(*h*) carrying on activities described in section 7.2 on federal real property described in Schedule B or described as federal real property in any supplementary letters patent or on real property, other than federal real property, described in Schedule C or described as real property other than federal real property in any supplementary letters patent;

(*i*) acquisition, disposition, holding, leasing or licensing of personal property;

(*j*) investing moneys in the Authority's reserves or that it does not immediately require subject to the provisions of the Act, the Regulations and these Letters Patent;

(*k*) incorporate a corporation all of whose shares on incorporation would be held by, on behalf of or in trust for the Authority provided that the Authority does not, at any time, make a Capital Investment in a Subsidiary such that the Authority's cumulative Capital Investment in all Subsidiaries exceeds an amount equal to:

(i) 50 percent of the net income of the Authority as shown in the last annual audited financial statements of the Authority submitted to the Minister prior to the making of such Capital Investment, before deducting from such net income the amounts shown in such statements for depreciation and/or amortization and excluding extraordinary items; or

(ii) if such statements have not yet been submitted, then 50 percent of the net income of the predecessor of the Authority as shown in the financial statements included in the last annual report of such predecessor submitted to the Minister prior to the making of such Capital Investment, before deducting from such net income the amounts shown in such statements for depreciation and/or amortization and excluding extraordinary items; and

(*l*) in pursuing or exercising the remedies available to it as lessor or licensor of premises on real property other than federal real property described in Schedule C or described as real property other than federal real property in any supplementary letters patent, the conduct of any business or activity from such premises.

e) octroi d'emprises routières, de servitudes ou de permis pour des droits de passage ou d'accès ou des services publics visant des immeubles autres que des immeubles fédéraux;

f) location d'équipement;

g) administration, location ou octroi ou obtention de permis visant des immeubles décrits à l'Annexe « C » ou dans des lettres patentes supplémentaires comme étant des immeubles autres que des immeubles fédéraux en vue des activités décrites au présent article 7;

h) exécution d'activités décrites au paragraphe 7.2 sur des immeubles fédéraux décrits à l'Annexe « B » ou dans des lettres patentes supplémentaires comme étant des immeubles fédéraux ou sur des immeubles décrits à l'Annexe « C » ou dans des lettres patentes supplémentaires comme étant des immeubles autres que des immeubles fédéraux;

i) acquisition, aliénation, détention, location ou octroi ou obtention de permis visant des biens meubles;

j) investissement de fonds que l'Administration a en réserve ou de fonds dont elle n'a pas un besoin immédiat sous réserve des dispositions de la Loi, des Règlements et des présentes Lettres patentes;

k) constitution d'une société dont toutes les actions, au moment de la constitution, seraient détenues par l'Administration, en son nom ou en fiducie, à condition que l'Administration ne mette à aucun moment du Capital engagé dans une Filiale, dont l'effet serait que le Capital engagé cumulatif dans les filiales serait supérieur à un montant égal à

(i) 50 p. 100 du revenu net de l'Administration selon les derniers états financiers vérifiés de l'Administration présentés au Ministre avant cet apport de Capital engagé, avant déduction de la dépréciation ou de l'amortissement, en excluant les postes extraordinaires, ou

(ii) si ces états financiers n'ont pas encore été présentés, 50 p. 100 du revenu net du prédécesseur de l'Administration selon les états financiers compris dans le dernier rapport annuel de ce prédécesseur présenté au Ministre avant cet apport de Capital engagé, avant déduction sur le revenu net des montants figurant dans les états financiers pour la dépréciation ou l'amortissement, en excluant les postes extraordinaires;

l) dans l'exercice des recours qu'elle a en sa qualité de locateur ou de concédant des lieux sur des immeubles décrits à l'Annexe « C » ou dans des lettres patentes supplémentaires comme étant des immeubles autres que des immeubles fédéraux, exécution de toute activité depuis ces lieux ou utilisation de ces lieux.

7.3 Activities of Subsidiaries Necessary to Support Port Operations. A Subsidiary may undertake the following activities which are deemed necessary to support port operations pursuant to paragraph 28(2)(*b*) of the Act:

(*a*) borrowing money on the credit of a Subsidiary;

(*b*) limiting or increasing the amount to be so borrowed;

(*c*) issuing bonds, debentures or other securities of the Subsidiary;

(*d*) pledging or selling such bonds, debentures or other securities for such sums and at such prices as may be deemed expedient;

(*e*) securing any bonds, debentures or other securities, or any other present or future borrowing or liability of the

7.3 Activités des Filiales nécessaires aux opérations portuaires. Une Filiale peut se livrer aux activités suivantes jugées nécessaires aux opérations portuaires conformément à l'alinéa 28(2)*b*) de la Loi :

a) emprunt de fonds sur le crédit de la Filiale;

b) limitation ou augmentation du montant à emprunter;

c) émission d'obligations, de bons ou d'autres titres de créance de la Filiale;

d) fait de donner en gage ou de vendre ces obligations, bons ou autres titres de créance pour les montants et les prix jugés opportuns;

e) fait de garantir les obligations, bons ou autres titres de créance, ou autre emprunt ou obligation présent ou

Subsidiary, by mortgage, charge, pledge or other security interest relating to all or any currently owned or subsequently acquired real and personal, moveable and immovable property and leasehold interests and reversionary interests of the Subsidiary and the undertaking and rights of the Subsidiary;

(*f*) participating as a partner, shareholder or co-venturer in a partnership, corporation, joint venture or similar arrangement in connection with the activities described in this section 7.3 and pledging, selling or securing such participation, interest or investment by mortgage, charge, pledge or other security interest;

(*g*) providing expertise to third parties for use outside the boundaries of the port in connection with software or know-how developed in carrying out the activities specified in paragraph 7.1(*j*)(xv);

(*h*) acquisition, disposition, occupying, holding, developing, leasing or licensing, of real property other than federal real property, for, or in connection with, the activities described in this article 7;

(*i*) carrying on activities described in section 7.3 on real property other than federal real property;

(*j*) leasing or licensing real property from the Authority for, or in connection with, the activities described in section 7.3;

(*k*) operation of freight forwarding, consolidating, trading or brokerage facilities or services and warehousing, storage and handling of cargo, freight and goods outside the port or in connection with persons who are not users of the port;

(*l*) acquisition, disposition, holding, leasing or licensing of personal property;

(*m*) carrying out of the activities including the provision of services as follows:

- (i) environmental assessment, audit, remediation or other such services;
- (ii) navigational services and aids;
- (iii) security and dispatching services;
- (iv) building, design, maintenance, engineering, repair and operation of vessels within fifty nautical miles from the perimeter of the navigable waters of the port; and
- (v) emergency planning and response;

outside the port or in connection with persons who are not users of the port;

(*n*) operation of an industrial or business park for businesses compatible with port operations and the land-use plan for the port referred to in section 48 of the Act; and

(*o*) in pursuing or exercising the remedies available to it as lessor or licensor of premises on real property other than federal real property described in Schedule C or described as real property other than federal real property in any supplementary letters patent, the conduct of any business or activity from such premises.

futur de la Filiale au moyen d'hypothèque, de charge, nantissement ou autre sûreté visant tout ou partie des biens meubles et immeubles, les intérêts à bail et les intérêts réversifs, qu'elle possède actuellement ou dont elle fait l'acquisition ultérieurement, et l'entreprise et les droits de la Filiale;

f) participation à titre d'associé, d'actionnaire ou de partenaire dans une société de personnes, une société, une co-entreprise ou autre arrangement lié aux activités mentionnées dans le présent paragraphe 7.3 et fait de donner en gage, de vendre ou de garantir cette participation, cet intérêt ou investissement au moyen d'hypothèque, de charge, nantissement ou autre sûreté;

g) fourniture d'expertise à des tiers relativement à des logiciels ou du savoir-faire mis au point dans le cadre des activités décrites au sous-alinéa 7.1*j*)(xv) pour utilisation à l'extérieur du périmètre du port;

h) acquisition, aliénation, occupation, détention, développement, location, octroi ou obtention de permis à l'égard d'immeubles autres que des immeubles fédéraux dans le cadre des activités décrites au présent article 7;

i) exécution d'activités décrites au paragraphe 7.3 sur des immeubles autres que des immeubles fédéraux;

j) location d'immeubles de l'Administration ou obtention de permis visant des immeubles de l'Administration, pour les activités décrites au paragraphe 7.3;

k) exploitation d'installations ou fourniture de services de transit, de groupage, d'échange ou de courtage, et entreposage, stockage et manutention des cargaisons et des marchandises à l'extérieur du port ou à l'intention de personnes qui ne sont pas des utilisateurs du port;

l) acquisition, aliénation, détention, location ou octroi ou obtention de permis visant des biens meubles;

m) exécution d'activités, notamment prestation des services suivants :

- (i) services d'évaluation, de vérification et d'assainissement environnementaux ou autres services semblables;
- (ii) services et aides à la navigation;
- (iii) services de sécurité et de répartition;
- (iv) construction, conception, entretien, mécanique, réparation et exploitation de navires dans un rayon de cinquante milles marins du périmètre des eaux navigables du port;
- (v) planification et intervention d'urgence;

à l'extérieur du port ou à l'intention d'un groupe de personnes qui ne sont pas des utilisateurs du port;

n) exploitation d'un parc industriel ou commercial regroupant des entreprises compatibles avec les opérations portuaires et le plan d'utilisation des sols pour le port mentionné à l'article 48 de la Loi;

o) dans l'exercice des recours qu'elle a en sa qualité de locateur ou de concédant des lieux sur des immeubles décrits à l'Annexe « C » ou dans des lettres patentes supplémentaires comme étant des immeubles autres que des immeubles fédéraux, exécution de toute activité depuis ces lieux ou utilisation de ces lieux.

7.4 Powers of the Authority and Subsidiaries. The Authority has the power to carry out the activities specified in sections 7.1 and 7.2. Subsidiaries have the power to carry out the activities specified in section 7.3.

7.4 Pouvoirs de l'Administration et des Filiales. L'Administration a tous les pouvoirs de se livrer aux activités prévues aux paragraphes 7.1 et 7.2. Les Filiales ont tous les pouvoirs de se livrer aux activités prévues au paragraphe 7.3.

GABRIOLANS AGAINST FREIGHTER ANCHORAGES SOCIETY

VIA EMAIL

The Islands Trust
200 1627 Fort Street
Victoria, BC
V8R 1H8

April 19, 2016

Attention: Chair Luckham and Council Members

Re: Extension of the Port of Nanaimo into the Southern Gulf Islands

Dear Chair Luckham and Council Members,

We enclose a copy of our news release issued today and ask the Trust Council to take urgent action on this matter.

We have reviewed the Council meeting procedures posted on the Islands Trust website. We are of the view that the urgency of this matter warrants the calling of a Special Meeting of Council to consider this matter and determine its position.

Alternatively, we request that this matter be placed on the Agenda for the June meeting of Trust Council and that Gabriolans Against Freighter Anchorages Society (GAFA) be allowed to present to Council at that meeting.

Background

As stated in the news release, GAFA representatives first learned of the plan to *extend the jurisdiction of the Nanaimo Port Authority to include the waters along the Northeast coast of Gabriola Island and all of the waters in and around the southern Gulf Islands*, at a meeting held on March 3, 2016 in Vancouver with the Yvette Myers, Pacific Regional Director of Marine Safety and Security and Kevin Obermeyer of the Pacific Pilotage Authority. The plan was described by Ms. Myers. She advised that her office supports the expansion request by NPA as a way to bring better oversight to the southern Gulf Islands anchorages. The plan to seek an extension of jurisdiction was confirmed by the Nanaimo Port Authority (NPA) during the tour of its Domain Awareness System on March 7, 2016, attended by Chair Luckham, Heather O'Sullivan and Clare Frater on behalf of the Islands Trust, and Deborah Cook for GAFA.

After learning of this plan we reviewed the Letters Patent of the NPA and the Canada Marine Act with a view to better understanding the potential implications of the proposed extension of the jurisdiction of NPA to include the waters along the NE coast of Gabriola Island and all of the waters in and around the southern Gulf Islands.

A summary of our interpretation is set out in Appendix A. **This summary is provided solely as background for the basis on which our organization has concluded that there is reason to be very concerned about the potential implications of the proposed extension of NPA's jurisdiction. GAFA is not qualified to provide legal advice. The enclosed interpretation is based solely on the Letters Patent of the NPA and the Canada Marine Act. It is not a legal opinion and must not be relied upon by Trust Council or Islands Trust staff. It is provided to you in confidence and may not be quoted from or released to any third party in whole or in part without our prior written consent.**

The Letters Patent of the NPA, as provided to us by the NPA in November 2015, are attached as Appendix B. The Canada Marine Act references are to the online version of the Canada Marine Act, 1998 c.10 accessible through the Transport Canada web page.

We submit that the suggestion that the jurisdiction of Nanaimo Port Authority be expanded to include all of the waters in and around the Trust Area should in and of itself be cause for alarm within the Islands Trust. We expect that a matter such as this that could seriously undermine your ability to fulfill your mandate would cause you to conduct your own due diligence and reach your own conclusions and we urge you to do so.

GAFA's Conclusions

We have concluded that a consequence of the proposed extension of the jurisdiction of NPA is that the waters under discussion would in all likelihood become part of Nanaimo port and NPA would acquire, among other things, the ability to at any time establish anchorages and allow transshipment operations anywhere within these waters without the need for further approval.

At both the March 3 meeting with the Pacific Regional Director of Marine Safety and Security, and the NPA domain awareness system tour, the proposed expansion of jurisdiction was pitched as a good thing for the Gulf Islands and the Islands Trust, because it has the potential for improved oversight of the vessels using the anchorages in the southern Gulf Islands, security, and oil spill response.

While we do not disagree that these are valid reasons to implement a domain awareness system that has sophisticated capabilities (we do not assume that the NPA system capabilities are at that stage of development), we are strongly opposed to any extension of jurisdiction of NPA that would have the effect of making the waters in and around the southern Gulf Islands part of Port of Nanaimo.

Action Requested

In light of the potential for serious negative consequences in connection with the planned extension of jurisdiction, we ask that the Islands Trust Council, Executive Committee and

Chair take urgent action to formally oppose any extension of NPA's jurisdiction that would have the effect of making the waters of the NE coast of Gabriola Islands and the waters in and around the southern Gulf Islands part of the Port of Nanaimo and/or give the NPA the authority to establish anchorages in these waters.

The potential implications of this proposal require politicians of all levels of government to urgently and carefully evaluate all possible consequences. We urge you to think outside the box, be proactive in reaching out to your provincial and federal counterparts and work with them to find a way to give effect to the positive aspects of a domain awareness system without creating long term adverse environmental, economic and social consequences for this area that has been entrusted to you to protect and that has achieved international recognition as one of the top destinations in the world for marine tourism.

It would be a grave mistake for Islands Trust to fail to take action in the face of this proposal on the basis that you do not have jurisdiction. Firstly, we believe it is not correct to characterize your jurisdiction as ending where the water begins. But even if that is the case, it does not excuse inaction in the face of a fundamental threat to the very reason for the existence of the Islands Trust.

If the effect of the expansion of jurisdiction is as we have concluded, it is our view that you, as Islands Trust Trustees, are faced with a decision: stay silent and preside over the demise of the Islands Trust and its unique amenities and environment, or speak out and fulfill your statutory obligation to preserve and protect the unique amenities and environment of the Trust Area for the benefit of the residents of the Trust Area and all British Columbians.

Yours truly,

Deborah Cook/s

Deborah Cook on behalf of Gabriolans Against Freighter Anchorages Society

NANAIMO
PORT AUTHORITY

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May 3, 2016

Deborah Cook – Director, Society President
Gabriola Against Freighter Anchorages (GAFA)
Gabriola, BC
Email: gabriolaanchorrage@gmail.com

Dear Deborah,

The following are the Nanaimo Port Authority's responses to your letter dated April 22, 2016:

1. **Confirm jurisdiction of NPA:** The current boundaries of the NPA do not include the NE side of Gabriola Island or the Southern Gulf Islands. Only Transport Canada can amend federal port boundaries and there is an extensive policy to consult with the public, First Nations and stakeholders before any changes are made.

2. **Jurisdiction:** The NPA is offering oversight services to monitor deep-sea anchorages. In the case of the Southern Gulf Islands if oversight is required, an MOU agreement between the Port of Vancouver and the NPA could be developed to cover these type of services. Nearly all of the deep-sea vessels anchored in the Southern Gulf Islands are destined to Vancouver terminals.

3. **Legal Authority:** The NPA has been working with the local marine community to achieve efficiencies in the handling of deep-sea vessels within the scope of Nanaimo and Greater Vancouver. The NPA currently operates six federal regulated deep-sea anchorages within our boundaries and in 2011-2012 the NPA signed an MOU with the Port of Vancouver to better utilize the available anchorages within the two ports control. This MOU has nothing to do with anchorages currently in the Southern Gulf Islands.

4. **Chamber of Shipping of BC:** Like any company or organization the local marine community is exploring the future needs of the industry. Meetings have been ongoing to look at what volume of traffic and how best to handle the expected increase to ensure efficiencies in the supply chain. The NPA attends a variety of meetings during the course of the year looking at strategic planning for the next 10-20 and 30 years.

    A) As mentioned above the marine community is "exploring ideas" for the future. A variety of technical reviews have been taking place to address the challenges of the future. Some ideas never go forward at the table while others are highlighted for additional study. Ideas are directed to Transport Canada for their review and action.

    B) Part of the review process is to determine the supply chain needs for the future.

5. **Nanaimo Yacht Club**: Other members of the NPA staff attended that meeting on July 27th, 2015 and your comments made in your correspondences are not completely accurate. Captain Dahlgren as Harbour Master for the Port of Nanaimo has been attending marine industry meetings as part of the Technical Teams to explore ideas, he did not state that the NPA suggested Gabriola Island as potential new anchorages area. The Pacific Pilot Authority in concert with the BC Coast Pilots and Transport Canada are the lead organizations determining new deep-sea anchorage locations on the west coast.

   A) The NPA as part of the technical team has been exploring the best potential solutions to accommodate the increase in deep-sea vessels traffic in the years ahead with particular focus of vessels 300 meters in length or larger.

I trust that you will find this clarification helpful.

Sincerely,

Bernie Dumas
President & CEO

C.C.

- The Honourable Marc Garneau, P.C., Minister of Transport
- The Honourable Christy Clark, M.L.A., Premier of the Province of British Columbia
- The Honourable Peter Fassbender, M.L.A., Minister of Community, Sport and Cultural Development
- Ms. Sheila Malcolmson, M.P., Nanaimo – Ladysmith
- Mr. Douglas Routley, M.L.A., Nanaimo – North Cowichan
- Mr. Robert Dick - Regional Director General Transport Canada Pacific
- Ms. Yvette Myers - Regional Director Marine Safety and Security Transport Canada Pacific
- Captain Kevin Obermeyer - President Pacific Pilotage Authority
- Captain Roy Haakonson - President BC Coast Pilots
- Mr. Robert Lewis-Manning - President BC Chamber of Shipping
- Mr. Peter Luckham - Chair, Islands Trust Council
- Gabriola Island Local Trust Committee
- Board of Directors - Nanaimo Port Authority

GABRIOLA AnchorRAGE!

GABRIOLANS AGAINST FREIGHTER ANCHORAGES SOCIETY

VIA EMAIL

Nanaimo Port Authority
131-100 Port Drive
Nanaimo, British Columbia
Canada V9R 5K4

April 22, 2016

Attention: Mr. Bernie A. Dumas, President & CEO

RE: Your Letter dated April 20, 2016, Received April 21, 2016

Dear Mr. Dumas,

We have read your letter of April 20, 2016 and the attached Briefing Note.

Your letter claims that Gabriolans Against Freighter Anchorages Society (GAFA) has made "a number of inaccurate statements... that are misleading to the public" without identifying what you considered to be inaccurate or misleading. We stand by our statements and are disappointed that the Nanaimo Port Authority (NPA) elected to make that suggestion rather than to respond substantively to the concerns of Gabriolans and other Gulf Islanders.

As stated in our news release, at a meeting with the Director of Marine Safety and Security and the Pacific Pilotage Authority on March 3, 2016 (the "March 3 Meeting"), GAFA representatives were told that the Director supports the NPA in its plan to extend its jurisdiction to include the Northeast coast of Gabriola Island and the waters in and around the southern Gulf Islands. The plan to seek an extension of jurisdiction was again mentioned on the NPA domain awareness system tour attended by a GAFA representative and representatives of the Islands Trust on March 7, 2016.

Under the *Canada Marine Act* pursuant to which NPA is incorporated a "port" is defined as the *navigable waters under the jurisdiction of a port authority* (and certain real property). Based on this, if the waters off the NE coast of Gabriola Island and all of the waters in and around the southern Gulf Islands are brought under the jurisdiction of the NPA (as we were told is the plan) it seems that those waters would, by definition, become part of the Nanaimo port. The GAFA news release described the potential implications if that were to happen.

In contrast to the statements made at the March 3 Meeting and on the domain awareness tour, your letter suggests (but does not explicitly state) that the NPA is <u>not</u> seeking an extension of its jurisdiction to include the waters off the NE coast of Gabriola Island and in and around the southern Gulf Islands. In light of this, and taking you up on your offer to answer our further questions, we ask the following:

1. Please confirm that the jurisdiction of the NPA and/or the Port of Nanaimo will not be extended to include the waters off the NE coast of Gabriola Island and/or the waters of the southern Gulf Islands.

2. Assuming, as you have indicated, that there is no plan to extend the jurisdiction of NPA in a manner that will extend the port, from where will NPA derive the legal authority to administer anchorages in waters that are outside the boundaries of the port of Nanaimo and what is the extent and the nature of the control that NPA seeks in relation to the domain awareness system?

3. We enclose a document titled "DRAFT – VFPA (PMV) – Nanaimo Anchorages Assignment Proposal" signed and dated December 9, 2011. Although marked "Draft" this was provided to us by Ms. Myers after the March 3 Meeting in response to our request for a copy of the MOU between Port Metro Vancouver and NPA that has been referred to by proponents of the proposed Gabriola Island anchorages as the arrangement under which Port Metro Vancouver and the Nanaimo Port Authority are currently operating and pursuant to which NPA provides anchorages for vessels waiting to load in Port of Vancouver. What is the legal authority and jurisdiction of NPA for entering into or operating pursuant to this MOU?

4. The MOU together with the attached extract from the 2011 Annual Report of the Chamber of Shipping of British Columbia ("Extract") appear to demonstrate that in 2011 there was already a well-developed plan to create anchorages off the NE coast of Gabriola Island.

    a) What legal authority is relied upon for the creation of the proposed anchorages described in the 2011 MOU and the Extract, in an area which, as we understand it, is outside the jurisdiction of NPA and Port Metro Vancouver?

    b) If there was in 2011 and is now, no plan to extend the jurisdiction of NPA and boundaries of the Port of Nanaimo to include the NE coast of Gabriola Island, on what basis would the NPA and PMV assign vessels to these anchorages, levy concessionary anchorage fees and incentivize vessels to anchor there?

5. We understand that at a recent Nanaimo Yacht Club meeting, NPA representative Mr. Dahlgren informed his audience that it was he, presumably on behalf of NPA, who first suggested the proposed new Gabriola Island anchorages. We enclose a copy of an email to you dated July 27, 2015, from a resident of Gabriola Island (whose name we have redacted for privacy) and your response dated July 28, 2015 (the "NPA Email").

    a) In light of the 2011 MOU and Mr. Dahlgren's recent disclosure, could you please explain your response to the questions raised by the resident in the NPA Email?

With respect to the Briefing Note that accompanied your letter, it is a startling oversimplification and obfuscation of what is driving the desire for more freighter anchorages in this ecologically sensitive area and it ignores the serious adverse environmental, economic and social impacts associated with the proposed creation of additional freighter anchorages in the legislatively protected southern Gulf Islands area.

We look forward to receiving your reply to our questions. We echo the statement of the Gabriola Island resident in his email – we believe that residents and business owners of Gabriola Island, and indeed other Gulf Islands, deserve to know the answers to these questions.

Yours Truly

Deborah Cook/s

On behalf of Gabriolans Against Freighter Anchorages Society

www.GabriolaAnchorRage.org

cc Minister of Transport – Honourable Marc Garneau
cc Premier Christy Clark
cc Minister of Communities – Mr. Peter Fassbender
cc Director General Transport Canada Pacific – Mr. Robert Dick
cc Director Marine Safety and Security Transport Canada Pacific – Ms. Yvette Myers
cc Pacific Pilotage Authority – Mr. Kevin Obermeyer
cc Islands Trust Council, Attention: Peter Luckham, Chair
cc Gabriola Island Local Trust Committee
cc Sheila Malcolmson, MP Nanaimo Ladysmith
cc Douglas Routley, MLA Cowichan Nanaimo
cc Board of Directors – Nanaimo Port Authority

DRAFT - VFPA (PMV) – Nanaimo Anchorages Assignment Proposal

PMV Anchorages

- No separate anchorage fees – part of harbour dues
- First 12 hours there are no harbour dues – free anchorage
- Pay harbour dues per visit for first five visits – visits thereafter are free
- Harbour dues are based on GRT and have four tiers (base/bronze/silver/gold). Tiers are based on meeting air emission criteria.
- PMV harbour dues per GRT:
    - Base $0.094/GRT
    - Bronze $0.072/GRT
    - Silver $0.061/GRT
    - Gold $0.050/GRT

Nanaimo Anchorages

- Five new provisional anchorages East of Gabriola
- Tentatively approved by TC
- Holding ground study needs to be conducted with 6 months trial period thereafter
- Nanaimo regular harbour dues - $~~.0075~~/GRT $0.075
- Nanaimo new proposed concessionary anchorage fees (apply when assigned by PMV):
    - $0.025/GRT < 24 hours
    - $0.050/GRT > 24 hours

PMV Anchorages congestion issue

When PMV anchorages are not available due to congestion (level 2 situation in new anchorage guidelines) a newly arriving vessel calling PMV will need to anchor outside of PMV jurisdiction.

PMV Anchorages congestion issue proposed solution

When requesting a PMV anchorage, the vessel's agent will be asked to indicate the vessel's berthing prospects (Estimated length of stay at anchor). Under a Level 2 situation, actual or developing, consideration to anchorage assignment will be made on the basis of:

Berthing prospects within 1 to 3 days of arrival
Berthing prospects within 4 to 7 days of arrival
No berthing prospects within one week of arrival

Solution Mechanics
PMV will endeavor the assign newly arriving vessels to available PMV anchorages based on the berthing prospects and vessels that cannot be assigned to PMV anchorages will be assigned to Nanaimo anchorages.

Vessels that are assigned to Nanaimo anchorages by PMV will be charged the concessionary $/GRT fee (Flat fee) directly.
For the purposes of issuing "Notice of Readiness" to load or discharge at a PMV terminal, any vessel assigned to a Nanaimo anchorage, will after arrival at a Nanaimo anchorage be deemed as having arrived at Port Metro Vancouver.

NPA Dec. 9/11

E.S. DAHLGREN.

Transport Canada continued

In the region, inspection delays are starting to occur more frequently, particularly as more vessels utilize the outer anchorages and require greater coordination with other government departments. Other issues discussed with Transport Canada throughout the year included radiation measures, fumigation management plans, lashing certificates, marine security, and dangerous goods.

In March 2011, Port Metro Vancouver opened its state-of-the-art Operations Centre which is staffed 24/7 to monitor and manage operational activities and provide immediate response to port related incidents. Chris Wellstood, who recently joined the Committee in his capacity as Deputy Harbour Master, has been a welcomed addition to the Harbour Master's office and has been instrumental in moving forward changes needed to anchorages and bunkering procedures in the port.

ANCHORAGES

Throughout 2011 it was evident that the number of anchorages available in the port was inadequate to cope with the vessels waiting for grain and coal consignments. The increased use Cowichan Bay and Plumper Sound anchorages has created issues with island residents, as any amount of noise and light from the vessels is considered to be a disturbance to their idyllic communities. In an effort to minimize the disruptions, the Chamber of Shipping has requested that vessels in these anchorages are advised to reduce noise and lights where possible.

A joint Ship & Port Operations and Navigation and Pilotage working group was established to develop a strategy to cope with the limited number of port anchorages. The BC Coast Pilots, Pacific Pilotage Authority, Port of Nanaimo and Port Metro Vancouver assisted members in developing a proposal that would include the addition of three anchorages in English Bay, five anchorages off Gabriola Island, and a fee schedule that would entice vessels to consider using the Nanaimo anchorages instead of the outer anchorage which are available at no cost and administered by Transport Canada. The recommendations from the working group were endorsed by all parties and are in the process of being implemented.

Members of the Committee have strongly stated the need to maintain the availability of the outer anchorages and that any attempt to establish marine parks or conservation areas that would prevent vessels from anchoring in these areas should be challenged vigorously.

On a related matter, the Committee met with representatives of the Vancouver Terminal Elevators Association (VTEA) and the BC Maritime Employers Association (BCMEA) to receive an update on an initiative that is aimed at reducing ship wait times and thereby lessening the demand on anchorages.

----- Original Message -----
From: Bernie Dumas
To: [redacted]
Cc: Stephen Brown ; Kevin Obermeyer
Sent: Tuesday, July 28, 2015 9:13 AM
Subject: RE: Nomination of the Gabriola anchorage sites by the NPA

Mr. [redacted]

The Nanaimo Port Authority has six official deep-sea anchorages within our port boundaries. Five are located off Protection Island and we currently have one located in the Northumberland Channel near Duke Point. The NPA manages and provides the oversight of these anchorages as part of our Port Authority status. The NPA has participated in industry discussions regarding the need to develop additional anchorages to address the increase in business for Canada but we are not currently involved in the discussions to develop anchorages on the Northwest side of the Gabriola Island (which are beyond the NPA official boundaries). The marine industry is working with the Pacific Pilot Authority who are investigating potential new locations and it is my understanding that they have reached out to the Islands Trust a few weeks ago to establish a date to meet with them to discuss these potential sites. I have copied Mr. Kevin Obermeyer, President of the PPA to this email as well as Mr. Stephen Brown, President of the BC Chamber of Shipping who's association represents the marine shipping industry. I am told that other meetings will be scheduled in the months ahead within the Gulf Islands to discuss this subject. As an Islander, I share your concerns but solutions must be found to address the needs of the growing Canadian economy while developing safe and responsible measurers to protect the environment around us. It is my opinion that both can be achieved if we work together.

Regards,

Bernie Dumas

NANAIMO

Bernie A. Dumas

President & CEO

Nanaimo Port Authority

100 Port Drive,Nanaimo, Box 131, BC, V9R 5K4

Office: 250-753-4146

Fax: 250-753-4899

From: [redacted]
Sent: Monday, July 27, 2015 8:08 PM
To: Bernie Dumas
Cc: Ian Marr
Subject: Nomination of the Gabriola anchorage sites by the NPA

Dear Mr. Dumas,

I have learned from a media report of PPA's proposal to establish five anchorage sites for Capesize ships off the east coast of Gabriola. I am also aware that in their 2011 Annual Report, the Chamber of Shipping BC recommended "That NPA nominate additional Capesize anchorages to the east of Gabriola Island".

As a Canadian citizen and resident of Gabriola who will be directly impacted by this proposal, I pose the following questions to you:

1. Does the Nanaimo Port Authority have the authority to nominate anchorage sites outside of its jurisdiction? If yes, why NPA and not MPV in this case?

2. Who directed NPA to nominate these sites? Can we have copies of the documents asking for it?

3. What is the process involved with nominating such sites? Did you inform the Islands Trust, in their capacity as the representative of the impacted community, about your intention? Please provide documentation regarding this notification. If the Trust was not notified, please explain the reason.

We believe the residents of Gabriola deserve to know the answers to these questions. We trust that NPA upholds the values you reflect on your website and look forward to your response.

Sincerely yours,

[redacted]

Islands Trust

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Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

File Number: 410-20

December 18, 2015

Via Email: marc.garneau@parl.gc.ca

The Honourable Marc Garneau
Minister of Transport
House of Commons
Ottawa, Ontario K1A 0A6

Dear Minister Garneau:

Re: Concerns about anchorages in the Salish Sea

Congratulations on your recent election and appointment as the federal Minister of Transport.
I am very pleased that you have been appointed to work with the Government of Canada in this capacity.

I am writing to you today as Chair of the Islands Trust Council. Please allow me a brief introduction in case you are not familiar with the Islands Trust; we are a small, special-purpose local government created through legislation by the Government of British Columbia in 1974. We are charged with the mandate to preserve and protect the islands of the Salish Sea. This is a unique and special place composed of 13 major islands and more than 450 smaller islands covering approximately 5,200 square kilometers of land and water - an area almost the size of Prince Edward Island. We represent 25,000 citizens.

It is with this responsibility that I'm writing to express serious concerns with commercial vessel anchorages in the Salish Sea between the British Columbia mainland and Vancouver Island and to request that you investigate what measures could be taken by Transport Canada and industry to minimize anchorage use in the Southern Gulf Islands. Further, we would like you to consider implementing measures that decrease the risks from any vessels that continue to use anchorages in the Islands Trust Area.

The Islands Trust Council has had an ongoing interest in marine health and oil spill issues since 1979. For the last five years the Islands Trust Council has dedicated significant resources to working collaboratively with residents, industry and federal agencies to encourage actions to minimize noise and light pollution in anchorages. We have also advocated for improvements to spill prevention, preparedness, and response, including safer marine shipping practices in our region.

It has been immensely frustrating to watch billions of dollars spent on Canada's Pacific Gateway infrastructure with no consideration of the impacts and risks of the resulting vessel traffic on the Salish Sea and its communities. Our region is a scenic archipelago that provides habitats for an exceptional variety of species: more than 200 types of migratory and resident birds, numerous species of fish, the iconic Orca whale, migrating Gray whales and diverse intertidal life, terrestrial wildlife and vegetation. The significance and sensitivity of our region, and the need for protective measures was internationally recognized in 1973, when an International Joint Commission proposed that the islands and waters adjacent to the British Columbia-Washington State border be protected as an international park in order to maintain water quality and to preserve and protect marine and land-based wildlife habitats and archaeological and historical sites.

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Extra vigilance and special measures are warranted as this region is among the most productive marine ecosystems in the world. The federal government is assessing the feasibility of establishing a national marine conservation area reserve in the Southern Strait of Georgia. Trust Council has also included in its 2014-2018 Strategic Plan the goals of exploring whether this area could be nominated as a UN Biosphere Reserve. As I recently explained in the Islands Trust Council's letter of comment to the National Energy Board, the federal government's Tanker Safety Expert Panel's 2013 report stated that the waters around the southern tip of Vancouver Island were one of four areas in Canada with the highest probability of a large spill. The report also stated that the southern coast of British Columbia, including Vancouver Island, was one of two areas in Canada with the highest potential impact from a spill. Vessels in our waters are often close to shore, making oil spill prevention all the more critical because there is so little time available before swift tidal currents bring the oil onto shorelines. These potential spills are not only from oil products but also from fuels, lubrication oils and other contaminates.

On November 4th 2015, the Islands Trust hosted a meeting of 23 stakeholders from the Pacific Pilotage Authority, the Chamber of Shipping of British Columbia, CSL Americas, the Port of Nanaimo, the Cowichan Valley Regional District, the Cowichan Bay Ship Watch Society and Islands Trust Area residents to discuss concerns about anchorages. Transport Canada representatives were unable to attend, due to the establishment of a new government. The meeting was intended to facilitate greater knowledge of:

1) Shipping pressures (e.g. growth in vessel sizes, growth in number of vessels) and supply chain issues that are driving the need for vessels to go to anchor in the Salish Sea.
2) The process undertaken and the results of the 2011 review of Southern Gulf Island anchorages.
3) Anchorage options in the southern Georgia Strait and Gulf Islands.
4) Residents' concerns and industry and port authority concerns.

Following that meeting, we've concluded that we need your leadership on this topic. Our primary concerns with the Southern Gulf Island anchorage situation are as follows:

1. **Oil spill risks**

The Islands Trust Council's concerns with vessel anchorages began in 2008 when the Hebei Lion bulk carrier grounded in Plumper Sound, located between Saturna, Mayne, North Pender and South Pender Islands. After the incident, Dale Jensen, Manager of the Washington State Department of Ecology's Spill Prevention, Preparedness and Response, stated in a press release that "damage to fuel tanks on a cargo ship that size could have oiled the islands on both sides of the border". Our initial concern was compounded when in January 2010, the bulk carrier Pacific Ace dragged anchor in Plumper Sound and had to be repositioned twice by tug. In March 2011 the bulk carrier Cape Vanguard dragged anchor in Plumper Sound during a forecasted windstorm and came within 200 meters of hitting the shore. Despite Transport Canada having issued advisories to ship masters and agents, our island residents still observe vessels dragging their anchors on a disturbingly routine basis.

The underlying conditions that led to these previous incidences remain unaddressed. Vessels in Southern Gulf Island anchorages are not monitored by any federal agencies due to a lack of radar coverage and vessel tracking system coverage. The Port of Nanaimo has developed a vessel tracking system that could monitor vessels in this region but legislative change is required before it could be used.

…/3

2. **Noise and light impacts**

The serious noise and light pollution from vessels at anchor disrupts the tranquility and character of our island communities and disturbs water fowl. Some island residents can read in their bedrooms in the middle of the night because the vessels' lights are so bright. Generators drone on through the night, anchor chains clang and bang, fog horns sound at all hours of the day and night, and occasionally alarms sound indicating some unknown urgent matter onboard the vessel. Neighbouring communities have had enough. In 2009 there were 23 ships staying in the Southern Gulf Island for an average of 6.7 days. By 2014, there were 170 ships staying for an average 9.3 days. The growing industrialization of our region through increased anchorage use is contributing to loss of residents' quality of life and the region's character. Concerns that the Salish Sea is being exploited as a parking lot are growing and the use is contrary to our expectations for this special place.

3. **Ships use Gulf Island anchorages free-of-charge**

Our region should be considered a last-resort option rather than first choice, but vessels currently have a financial incentive to use Southern Gulf Island anchorages because they are available at no cost. Vessels have to pay to anchor within the borders of Port Metro Vancouver or Port of Nanaimo. This financial incentive is completely inappropriate because Southern Gulf Island anchorages are:

- surrounded by quiet neighbourhoods and ecologically-rich shorelines with other commercial and recreation fisheries uses,
- not continuously monitored by federal agencies, and
- are inconvenient locations for pilot access in the event of emergencies.

This absurd situation is a glaring example of the lack of attention paid to marine shipping impacts despite all the Asia-Pacific Gateway investments.

This financial incentive for Southern Gulf Island anchorage use is further exacerbated by the fact that ship charter costs have fallen dramatically in recent years, meaning that companies face only small monetary penalties for leaving a ship at anchor.

4. **Lack of grain shipment co-ordination resulting in greater use of Gulf Island anchorages and greater carbon emissions**

Since the dissolution of the Wheat Board in 2012, we have heard of a lack of co-ordination in the grain delivery system to the West Coast, resulting in vessels having to accept their cargo in batches. We have also heard the grain has not been arriving at Port Metro Vancouver in a sequence that matches vessel arrivals. This supply chain disorganization results in vessels spending more time at anchor and numerous transits between anchorages and terminals. Some vessels have moved in and out of Vancouver grain berths over 10 times. Each additional day at anchor and each transit, regardless of duration, creates unnecessary oil spill risk and unnecessary light, noise and air pollution. It also results in unnecessary burning of bunker fuel and release of greenhouse gases.

…/4

We respectfully request that you investigate what measures could be taken by Transport Canada and industry to minimize anchorage use in the Southern Gulf Islands. Potential avenues for Transport Canada research could include:

- anchorage pricing options,
- better co-ordination of grain transportation, and
- the possible use of fixed deep-sea buoys as an alternative to vessels anchoring close to shorelines and neighbourhoods.

Please also consider implementing measures that decrease the risks from any vessels that continue to use anchorages in the Islands Trust Area. Potential avenues for Transport Canada research could include:

- options for better oversight of Southern Gulf Island anchorages,
- feasibility of a stand-by rescue tug for the region, and
- enhanced oil spill response standards that reflect the values at risk in this region.

Thank you for considering our requests. We would be very appreciative of a response from you by March 1, 2016 so your response can be considered by the Islands Trust Council at its next quarterly meeting. We would also appreciate an answer by then as the Islands Trust has accepted an invitation from the Pacific Pilotage Authority to assist in consultation with residents of Gabriola Island about a federal proposal for five new anchorage locations for deep-sea coal vessels off the Georgia Strait side of Gabriola Island. We expect this consultation to occur in April-May of 2016. We have heard significant frustration from island residents and expect that there will be significant local attention to this topic throughout the spring.

If your work brings you to our coast I invite you to visit our islands where I would be more than happy to show you first-hand the concerns expressed by our residents.

Yours sincerely,

P. Luckham

Peter Luckham
Chair, Islands Trust Council
pluckham@islandstrust.bc.ca

Attach: Map of Islands Trust Area anchorages

cc: The Honourable Amarjeet Sohi, Minister of Infrastructure and Communities
Trust Area MPs
Participants of the November 4, 2015 anchorage meeting
Robin Silvester, President and CEO, Port Metro Vancouver
Bernie Dumas, President and CEO, Port of Nanaimo
Islands Trust Area First Nations
San Juan County Council
Bowen Island Municipal Council
Islands Trust Council
Islands Trust website

Existing and Proposed Commercial Vessel Anchorages
in the Salish Sea / Strait of Georgia
December 2015
Courtenay
VANCOUVER
NANAIMO
Tsawwassen
U.S.A
Canada
VANCOUVER ISLAND
Duncan
Sidney
San Juan
Islands
Islands Trust Area Boundary
Nanaimo Port Authority Anchorages
Proposed Gabriola Anchorages
Southern Gulf Island Anchorages
Vancouver Fraser Port Authority Anchorages
0 5 10 20 30 40
Kilometers
N

Islands Trust	**Islands Trust 2016 resolution to AVICC/UBCM Assessment and Mitigation of Marine Shipping Risks and Impacts in the Salish Sea**

WHEREAS numerous projects are proposed that would increase marine traffic and anchorage use in the confined waterways of the Salish Sea;

AND WHEREAS the Salish Sea is among the most productive marine ecosystems in the world, and presents challenging conditions for oil spill response;

THEREFORE BE IT RESOLVED THAT Transport Canada assess the cumulative risks and impacts associated with projected vessel traffic increases in the Salish Sea and develop an innovative 20-year mitigation plan.

Background
Assessment and Mitigation of Salish Sea Marine Shipping Risks and Impacts

Islands Trust

Special measures are warranted for Salish Sea projects as this international region is among the most productive marine ecosystems in the world. The Salish Sea is a scenic archipelago that provides habitats for an exceptional variety of species: more than 200 types of migratory and resident birds, numerous species of fish, the iconic Orca whale, migrating Gray whales and diverse intertidal life, terrestrial wildlife and vegetation. The significance and sensitivity of our region, and the need for protective measures was internationally recognized in 1973, when an International Joint Commission proposed that the islands and waters adjacent to the British Columbia-Washington State border be protected as an international park in order to maintain water quality and to preserve and protect marine and land-based wildlife habitats and archaeological and historical sites.

Vessel traffic is projected to grow in the region while the negative impacts of marine traffic are already being felt. The federal government's Tanker Safety Expert Panel's 2013 report stated that the waters around the southern tip of Vancouver Island were one of four areas in Canada with the highest probability of a large spill. The report also stated that the southern coast of British Columbia, including Vancouver Island, was one of two areas in Canada with the highest potential impact from a spill.

In 2009 there were 23 ships staying in the Southern Gulf Islands for an average of 6.7 days. By 2014, there were 170 ships staying for an average 9.3 days. The growing industrialization of our region through increased anchorage use is contributing to loss of residents' quality of life and the region's character.

There are eighteen new or expanded proposed or recently completed projects, which cumulatively would create an additional 5,300 annual transits, or a 43% increase in large, commercial marine vessel traffic to and from ports in British Columbia and Washington State. (Source Friends of the San Juans, Sept. 2015).

Potential mitigation measures could include a stand-by rescue tug boat, procedures for anchorage use that reflect socio-economic and environmental priorities, creation of go-to-buoy anchorages, regulations on vessel speed, vessel traffic separation schemes, etc.

Islands Trust

June 2016 Islands Trust Council

Closed Session

8:30 a.m. – 9:15 a.m., Thursday, June 16, 2016

Purpose:

1. **To provide an update regarding general employee relations and provide trustees with an opportunity to ask questions regarding confidential labour relations and employee relations at the Islands Trust.**
2. **To approve previous minutes from Trust Council's closed meeting March 2016.**
3. **To provide trustees with an update regarding bylaw enforcement and litigation matters.**

Resources: Russ Hotsenpiller, Chief Administrative Officer (Sections 1-2)
Mandy Giesbrecht, Executive Coordinator (Section 2)
David Marlor, Director – Local Planning Services (Section 3)
Miles Drew, Bylaw Enforcement Manager (Section 3)

Resolution*:*
That the Islands Trust Council meeting be closed to the public subject to Sections 90(1)(c),(g) and (i) of the Community Charter in order to consider matters related to:

- *labour relations or other employee relations*
- *litigation affecting the Islands Trust, and*
- *receipt of advice that is subject to solicitor-client privilege;*

and that CAO Russ Hotsenpiller be invited to attend the entire meeting, that other Islands Trust staff be invited to attend Part 2 of the meeting.

TIME	TOPIC	WHO
8:30 - 9:00 a.m.	**1. Council/CAO Session**	Russ Hotsenpiller
9:00 - 9:05 a.m.	**2. Previous Closed Meeting Minutes*** **a. March 2016**	Mandy Giesbrecht
9:05 - 9:15 a.m.	**3. Summary of Litigation Activity***	David Marlor Miles Drew

2016 Islands Trust Council
Priorities Chart

June 2/16

Islands Trust Council Goals	**Executive Committee** (RH)	**Trust Fund Board** (JE)
1. Ecosystem Preservation and Protection 2. Ensure human activity and development are compatible with maintenance of Trust Area ecosystems 3. Sustain Island Character and Healthy Communities 4. Effective, Efficient and Collaborative Governance	1. Governance, Policy, Strategic Planning, Trust Council (RH) 2. Communications, Advocacy, Policy Statement, Interagency and Public Relations (LG) 3. Organizational Improvements (DM/CS/CT)	1. Strategic Planning/Administration 2. Covenant and Property Acquisitions 3. Property and Covenant Management 4. Communications 5. Fundraising and Conservancy Support
Financial Planning Committee (CS)	**Local Planning Committee** (DM)	**Trust Programs Committee** (LG)
1. Finalize the 2016/17 Budget 2. Conduct the 2015/16 Year-End Audit 3. Complete the 2015/16 Allocated Financial Statements	1. Community Housing Needs 2. Shoreline and Marine Planning 3. Appropriate Economic Development	1. Islands Trust Policy Statement 2. Amend Crown Land Cooperation Agreements 3. Quality and Quantity of Water Resources
Southern Team (RK) Galiano, Mayne, N. Pender, S Pender, Saturna	**Northern Team** (AK) Ballenas-Winchelsea (EC), Denman, Gabriola, Gambier, Hornby, Lasqueti and Thetis	**Salt Spring Team** (SC) Salt Spring
LTC Planning Priorities • ***Galiano*** *– Secondary Suite Review (RK/KF) (finalizing); Cottage Regulation Review (KF) (finalizing); Home-based contractor yards (KF) (finalizing); Telecommunication Strategy (KF); Dock Review (KF); Affordable Housing.* • ***Mayne*** *– Commercial Land Use Review (GR); OCP/LUB amendments (TUP policies and STVR review) (GR); Fallow Deer Eradication Plan participation; RAR Implementation (GR).* • ***North Pender*** *– Land Use Planning for Waste Management (JS); Housing (STVR review – 1st phase) (JS).* • ***Saturna*** *– Review of Density Transfer Mechanisms (GR), Community Profile (GR); Water Resource Protection (GR)* • ***South Pender*** *- LUB Review and Update (RK).*	LTC Planning Priorities • ***Ballenas-Winchelsea (EC):*** *Approval of Administrative Bylaws (SZ/LWG); Protection and Appropriate Use of Crown Islets (SZ); Nanoose FN Relationship Building (SZ);* • ***Denman:*** *Farm Plan Implementation (RM); Marine issues (RM); K'omoks FN Relationship Building (AK);* • ***Gabriola****: Roadside Signage Strategy (TR); Compliance with MoA Bylaw Standard for Medical Marihuana Production (AB); Attainable Housing (SZ);* • ***Gambier****: RAR implementation (AB); Gambier OCP review (AB); Foreshore protection/stewardship (AB); OCP advocacy implementation & support (trustees)* • ***Hornby*** *(RM): OCP/LUB Communication Strategy; K'omoks First Nations Relationship Building (AK)* • ***Lasqueti:*** *RAR implementation (ME); OCP & LUB review (SZ); Aging at Home (SZ);* • ***Thetis****: RAR implementation (ME); FN Relationship Building (ME); OCP/LUB Amendments (ME)*	LTC Planning Priorities • *Watershed Management & Salt Spring Island Watershed Protection Authority (SC)* • *Ganges Village Area Planning – Harbourwalk (CF)* • *Land Use Bylaw Update: Industrial (CF/SW)* • *Grantville Street Water and Septic (JY)(finalizing)* • *Land Use Bylaw Update: Rural Watershed Uses (JY)(finalizing)* • *Secondary Suites – Temporary Use Permits (JY)* • *Integrated Community Sustainability Plan (SC)* • *Piers Island OCP update (Bill 27)(SW)(finalizing)*

Planning Priorities – taken from top priorities established by each local trust committee. RH – Russ Hotsenpiller; LG – Lisa Gordon; DM – David Marlor; CS – Cindy Shelest; JE – Jennifer Eliason
Southern Team: RK – Robert Kojima; GR – Gary Richardson; JS – Justine Starke; KF – Kim Farris
Northern Team : AK – Ann Kjerulf; AB - Aleksandra Brzozowski; ME – Marnie Eggen; RM - Rob Milne; TR – Teresa Rittemann; SZ – Sonja Zupanec; LWG – Lisa Webster-Gibson
Salt Spring Team: SC – Stefan Cermak; JY – Jason Youmans; CF- Chloe Fox (contractor); SW-Seth Wright

Trust Council Quarterly Meeting
September 2016 DRAFT Schedule
Mayne Island

Tuesday, September 13th		Wednesday, September 14th		Thursday, September 15th	
Noon	Executive Committee Meeting	7:30 a.m.	Breakfast (hall)	7:30 a.m.	Breakfast (hall)
12:30 p.m.	Lunch	8:30 a.m.	Decision & Information Items	8:30 a.m.	Closed Meeting (separate package)
1:30 p.m.	Call to Order	9:15 a.m.	San Juan County Council Dialogue	9:15 a.m.	Break
1:35 p.m.	Decision & Information Items	10:30 a.m.	Break	9:30 a.m.	Summary / Updates
3:15 p.m.	Break	10:45 a.m.	Decision & Information Items	10:30 a.m.	Correspondence
3:30 p.m.	Effective Advocacy	Noon	Lunch & tour	11:00 a.m.	Adjournment (approx.)
4:30 p.m.	Decision & Information Items	1:30 p.m.	Community Presentations		
5:30 p.m.	Adjourn for the day	2:00 p.m.	Delegations & Town Hall		
		3:00 p.m.	Break		
		3:20 p.m.	Visioning Follow Up Session		
		4:20 p.m.	New Business		
		4:45 p.m.	Housing Session		
		5:30 p.m.	Adjourn for the day		

Islands Trust