



Islands Trust Council

Decision and Information Items Agenda

Date: Wednesday, March 23 - Thursday, March 24, 2016

Location: Hornby Island Community Hall
Central Road, Hornby Island, BC

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<i>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.</i>	
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<i>That the Islands Trust Council approve the top priorities of the Local Planning Committee Work Program Report.</i>	

3.3 Development Area Information Bylaw No. 163 for the Ballenas – Winchelsea - RFD 71 - 82

1. 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.
2. 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.
3. 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.
4. 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 brought back to Trust Council for reconsideration and final adoption at the earliest available date.

3.4 Local Planning Committee - Community Housing Forum - Briefing 83 - 85

3.5 Concerning Land Use Consultation for Radio Communications Utilities - RFD 86 - 92

That the Islands Trust Council requests 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.

4. ORGANIZATIONAL/FINANCE

4.1 Director of Administrative Services Report 93 - 93

4.2 Financial Planning Committee Work Program Report - Decision 94 - 94

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

4.3 December 31, 2015 Quarterly Financial Statement - Decision 95 - 100

That the Islands Trust Council approve the December 31, 2015 Quarterly Financial Report as presented.

4.4 Financial Forecast for March 31, 2016 Year End - Briefing 101 - 104

4.5 Anticipation Borrowing Bylaw No. 164 – Decision 105 - 107

1. *That Islands Trust Council Bylaw 164, cited as the "Revenue Anticipation Borrowing Bylaw 2016/17" be Read a First Time.*
2. *That Islands Trust Council Bylaw 164, cited as the "Revenue Anticipation Borrowing Bylaw 2016/17" be Read a Second Time.*
3. *That Islands Trust Council Bylaw 164, cited as the "Revenue Anticipation Borrowing Bylaw 2016/17" be Read a Third Time.*
4. *That Islands Trust Council Bylaw 164, cited as the 'Revenue Anticipation Borrowing Bylaw 2016/17" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.*

4.6	2016/2017 Financial Plan Bylaw No. 165 – Decision	108 - 112
	1. <i>That Islands Trust Council Bylaw 165, cited as the “Financial Plan Bylaw, 2016/2017” be Read a First Time.</i> 2. <i>That Islands Trust Council Bylaw 165, cited as the “Financial Plan Bylaw, 2016/2017” be Read a Second Time.</i> 3. <i>That Islands Trust Council Bylaw 165, cited as the “Financial Plan Bylaw, 2016/2017” be Read a Third Time.</i> 4. <i>That Islands Trust Council Bylaw 165, cited as the “Financial Plan Bylaw, 2016/17” be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.</i>	
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5.6	Amendments to Policy Statement Policies - Decision 1. 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. 2. 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. 3. That the Islands Trust Council rescind Procedure 1.3.ii Policy Statement Topic Review Framework dated March 10, 2005. 4. 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.	147 - 193
6.	STRATEGIC PLAN (Amendments) - None	
7.	CORRESPONDENCE - None	
8.	SUMMARY/UPDATES	
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- 8.1.2 First Nations
- 8.1.3 Gulf Islands National Park Reserve Advisory Committee (D. Masselink)
- 8.1.4 Watershed Protection Report for Salt Spring Island Local Trust Committee (G. Grams)
- 8.1.5 Howe Sound Community Forum
- 8.1.6 Update from Select Committee re location of Victoria Office (B. McConchie)

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8.4 Disposition of Delegations and Town Hall Requests - General Consent

9. NEW BUSINESS

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

11. ADJOURNMENT



**Islands Trust Council
Minutes of Quarterly Meeting
December 8-10, 2015
Victoria, 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
George Harris, Galiano
Sandy Pottle, Galiano
Dan Rogers, Gambier
Kate Louise Stamford, Gambier
Alex Allen, Hornby
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
Ken Hunter, Thetis

Municipal Trustees:

Sue Ellen Fast, Bowen
Alison Morse, Bowen

Staff:

Linda Adams, Chief Administrative Officer
Lisa Gordon, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Cindy Shelest, Director, Administrative Services
Carmen Thiel, Corporate Secretary (Recorder)
Jennifer Eliason, Manager, Islands Trust Fund (Dec. 9)
Clare Frater, Trust Area Policy Analyst (Dec. 9)

Guest:

Russ Hotsenpiller, incoming Chief Administrative Officer (Dec.9)

TUESDAY, DECEMBER 8, 2015

Call to Order

The meeting was called to order at 1:00 pm. Chair Luckham acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations and acknowledged Songhees and Esquimalt First Nations in Lekwungen territory.

It was indicated that in keeping with the procedural rules under Trust Council Procedure Bylaw 101, new business items to be considered during approval of the agenda must be urgent.

Twenty two Trustees were in attendance with Trustees Rogers, Dodds, Fast and Morse expected shortly.

Notice of New Items and Approval of the Agenda

The Chair noted the three day agenda for adoption and asked if there were any new items.

It was agreed that Item 2.3 Bylaw Enforcement Report be deferred to Wednesday morning and that item 7.4 Disposition of Delegations and Town Hall Requests be considered following the Delegations & Town Hall session. It was also agreed to consider adoption of some proposed changes to the Strategic Plan after the session about potential review of the Policy Statement.

By general consent the three day Islands Trust Council meeting agenda for December 8-10, 2015 was adopted as revised.

WORKING WITH THE ISLANDS TRUST FUND (1)

Islands Trust Fund Manager, Jennifer Eliason, introduced Islands Trust Fund staff Kate Emmings, Nuala Murphy, Corlynn Strachan and Kathleen Williams and reviewed current activities island by island.

Trustees Rogers and Fast entered the meeting at 1:27 pm. Trustee Dodds entered the meeting at 1:31 pm and Trustee Morse entered at 1:37 pm.

Trustee Law spoke to the work of the Trust Fund Board which includes supporting local trust committee decisions. Trustee Stamford addressed the topic of management plans for specific properties, which determine the species being protected, and highlighted the importance of volunteers and their preservation efforts. Trustee Morrison described how the Islands Trust Fund can help people to protect their land, citing the John Osland Reserve on Lasqueti Island as an example.

An overview of the Islands Trust Fund programs and services was provided and the role of trustees and the opportunities for collaboration were discussed. A question and answer period ensued.

DECISION AND INFORMATION ITEMS (2)

1. GENERAL

1.1 Resolutions Without Meeting - TC-RWM-2015-005, TC-RWM-2015-006, TC-RWM-2015-007, TC-RWM-2015-008, TC-RWM-2015-009; and TC-RWM-2015-010

Provided for information.

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

Chair Luckham asked if there were any amendments to the minutes prior to adoption. Trustee Busheikin requested that the minutes be changed on page 12 to reflect that she voted in favour of Resolution TC-2015-110. Trustee Stamford asked that the minutes be changed under item 7.1.5 to reflect that Trustees Rogers, Stamford and Chair Luckham would also attend the Howe Sound Community Forum.

By general consent the minutes of September 15-17, 2015 were adopted as amended.

1.3 Trust Council Follow-Up Action List

Provided for information.

2. LOCAL PLANNING

2.1 Director of Local Planning Services Report

Provided for information.

There was discussion about the purpose of the Green Shores for Homes initiative. Director of Local Planning Services, David Marlor, was asked if another southern planning team meeting would be held, similar to the one held at the beginning of the current term of office. Mr. Marlor indicated that he would ask the Southern Islands Regional Planning Manager if another meeting was planned.

2.2 Local Planning Committee Work Program Report – Decision

The Committee's top three priorities outlined in the report were: community housing needs, shoreline marine planning and appropriate economic development. The Local Planning Committee's primary focus for next year will be community housing needs.

TC-2015-133

MOVED by Trustee Brent, SECONDED by Trustee Harris,

that the Islands Trust Council approve the top priorities of the Local Planning Committee Work Program Report.

There was general discussion about the priority items listed in the report.

The question on the motion was called,

CARRIED

3. EXECUTIVE

3.1 Chief Administrative Officer's Report

Provided for information.

3.2 Executive Committee Work Program Report – Decision

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

There was discussion about:

- what was included under the broad category of Oil Spill and Shipping Safety Advocacy and whether anchorages fell under this category;

- how associated islands, currently within the Salt Spring Island Local Trust Area, would be redistributed to other Local Trust Areas in the event Salt Spring Island incorporates; and
- whether the Executive Committee has received a request from the Mayne Island Conservancy asking that the Port of Vancouver provide supplies for communities dealing with oil spills.

TC-2015-134

MOVED by Trustee Morrison, SECONDED by Trustee Pottle,
that the Islands Trust Council approve the top priorities of the Executive Committee Work Program Report.

CARRIED

The meeting recessed at 3:05 pm and resumed at 3:33 pm.

ADAPTATION STRATEGY – PRINCIPLES AND OBJECTIVES (3)

Chair Luckham introduced the following staff from the Ministry of Community, Sport and Cultural Development:

- Tara Faganello, Assistant Deputy Minister (ADM)
- Gary Paget, Executive Director
- Marijke Edmondson, Director – Local Government Structure

Chief Administrative Officer (CAO) Linda Adams provided an overview of the context for an Islands Trust Adaptation Strategy. The draft principles and objectives for the future Adaptation Strategy were then discussed.

ADM Tara Faganello shared recommendations from the Minister and Ministry staff and encouraged Islands Trust to take a leadership role with the Adaptation Strategy, as follows:

- The Minister strongly encourages Trust Council to develop a full adaptation strategy and to have it available for the electorate prior to an incorporation vote on Salt Spring Island;
- Islands Trust is resilient and has seen many changes. Examples to lean on from the past are the Bowen Island incorporation and incorporations within the Capital Regional District;
- Some tools that may be used in developing the strategy are experience with the Bowen Island incorporation, the protocol agreement between the Ministry and Islands Trust regarding a framework for incorporation of island municipalities within the Trust Area; the proposed three year planning contract with a newly incorporated island municipality; and the requirement for consistency between an island municipality's Official Community Plan and the Islands Trust policy statement;
- If Trust Council looks now to resources, staff, and addressing concerns of the public regarding how the Islands Trust would adapt in the event of Salt Spring Island incorporation, the adaptation principles and objectives can serve as a communication opportunity with the public;
- the Ministry is available to help Islands Trust with the transition plan and it is a leadership opportunity for Trustees.

A question period ensued between Trustees and Ministry staff. Topics of discussion included:

- how the Minister decides whether to send the question of incorporation to cabinet;
- the Islands Trust Policy Statement provides that Trust Council take a neutral view of incorporation within the Trust Area and that each island is able to make decisions on governance structure within the *Islands Trust Act*;
- the adaptation strategy could address operational issues such as the loss of revenue and how that will affect the Islands Trust's future and articulate the processes needed to allay people's concerns about things that may have impacts on them;
- as a result of the incorporation of Bowen Island, it has more local autonomy and is less influenced by the Regional District; it has more focus on services and less on environmental

protection; being part of Islands Trust has a low profile on Bowen Island and it hasn't been that involved in the rest of Howe Sound; high staff turnover has been an issue;

- there is discomfort about the unknown which could sway the vote negatively and Islands Trust is being asked to say it's going to be alright; we have an opportunity to re-envision our purpose and delivery of our mandate and should ask the Ministry to commit to much larger funding to address some of the opportunities for leadership;
- we have policy statements/restrictions and our mandate "to preserve and protect"; the mandate will be diminished after incorporation and we can't minimize the effects of incorporation on Islands Trust;
- we are a public consultation body and there is a sense that trustees want to do a public consultation about the principles and objectives of an adaptation strategy;
- Bowen Island's Letters Patent would be baseline assumptions for developing Letters Patent for Salt Spring Island; Trust Council could recommend what amount of money Islands Trust needs for support of a consultation process; Letters Patent should clearly tell the public what their municipality would look like;
- At the time the protocol agreement with the Ministry was made, the agreement stated that Islands Trust would receive draft Letters Patent to review in advance; now those documents are created by lawyers in another Ministry and draft Letters Patent are subject to cabinet confidence; the Ministry can share the overall framework and concepts of proposed Letters Patent with the Islands Trust; the protocol agreement could be updated in regards to some of these aspects;
- Through its mandate, Islands Trust has a responsibility to the citizens of BC, which it has upheld for 40 years; a diminishment has been seen in terms of financial support from the Province and the Islands Trust electorate is now providing support, in part, on behalf of the Province; Why is there not more support from the Province?
- Islands Trust has evolved over 40 years with a big change in 1989 to provide opportunity for island municipalities without having them leave the Islands Trust; over time the model can't be static, it has to change; it is important for Islands Trust to express to the Province how it wants to see changes made, if any; Islands Trust has to deal with immediate reality about incorporation and as a group in strategic planning, think about its vision and mission and dialogue over time;
- there is support for local autonomy on Bowen Island; the island municipality has done well on some environmental matters and being a municipality has allowed them to do that; they have incorporated Riparian Area Regulation protection in their bylaw;
- the *Islands Trust Act* provides for island municipalities; is the Islands Trust so brittle that it can't adapt to provisions in its Act?

CAO Linda Adams advised that the draft Table of Contents for the initial transition plan contains basic assumptions, principles and objectives for the long term adaptation strategy. It was pointed out that incorporation may happen regardless of how anyone feels about its impact. Trust Council can determine what the optimal situation will be and how to explain its approach to the public regarding how to get to that optimal situation.

There was discussion about the first four principles for the adaptation strategy and whether the Ministry has an idea about the cost of dedicating resources to Trust Council to make decisions about the objectives and principles of a strategy.

The meeting recessed at 5:02 pm.

WEDNESDAY, DECEMBER 9, 2015

The meeting reconvened at 8:30 am. Twenty five Trustees were in attendance. Trustee absent: Alex Allen, Hornby.

CLOSED MEETING (4)

TC-2015-135

MOVED by Trustee Morrison, SECONDED by Trustee Morse,

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 Linda Adams be invited to attend the entire meeting and other Islands Trust staff be invited to attend Parts 2 and 3 of the meeting.

CARRIED

The meeting closed to the public at 8:30 am and reopened to the public at 9:15 am. with Trustee Allen present.

DECISION AND INFORMATION ITEMS (2) cont'd.

2.3 Bylaw Enforcement Reporting – Briefing

Bylaw Enforcement Manager Miles Drew provided a report on the number of enforcement files by local trust area and by type of enforcement. The report also included the status of open files and the length of time current files have been open.

3.3 Continuous Learning Plan

During discussion the following topics were suggested for consideration in the continuous learning plan, at future Trust Council meetings:

- Training for First Nations workshop for the March session – Consensus;
- Session on working with regional districts – ie. have federation-wide regional directors at a meeting and discuss how to work with them – Consensus;
- Bylaw enforcement rules on Ombudsperson website - have their office give a presentation – Consensus;
- Planning permits and when zoning takes precedence over Development Permits – suggestion that information could be recirculated to Trust Council on this topic. Director of Local Planning Services, David Marlor, indicated that he planned to do a survey of trustees to see where the gaps are in their understanding of land use planning and set up refresher sessions;
- Victoria office review as a session in March – the Select Committee is unlikely to be prepared to have a session on this topic – under advisement;
- Training in effective communications instead of San Juan County visit, and drop Victoria office review in March – under advisement;
- Effective Advocacy proposed for March - Trust Programs Committee is proposing this session to assist Trust Council in thinking about how we advocate and communicate and interact with other agencies and levels of government;
- Green Shores approach – an ongoing project report will be distributed to Trust Council including one initial project;
- Continuous Learning Plan topics should be ones that generally apply to all trustees;

- The Galiano Island Local Trust Committee has developed protection of shorelines material; the development permit developed on Galiano Island with the Green Shores for Homes as a template could be reviewed by Trust Council;
- Session on what is a development permit; present the Green Shores guide developed for Thetis Island at the next Trust Council meeting.

3.4 Strategic Plan – Quarterly Update

Provided for information. Staff were complimented on the way the update was designed. It was noted that “South Pender” should be removed from page 4 under Phase 3. re RAR protection.

3.6 Initial Adaptation Strategy – Briefing

Provided for information. Suggestions for topics that should be highlighted in the strategy were welcomed. A quote was considered from the November 24, 2015 letter from ADM Tara Faganello suggesting that Trust Council might examine the excess of tax revenues over local planning expenditures on Salt Spring Island, even if local voters do not support incorporation.

TC-2015-136

MOVED by Trustee Law, SECONDED by Trustee Brent,

that the Executive Committee be requested to prepare recommendations for Trust Council on a possible process to address the excess of tax revenues over local planning expenditures on Salt Spring Island in the event that Salt Spring Island does not become incorporated.

CARRIED

During discussion on the table of contents and outline for the strategy it was pointed out that the Ministry has appealed to Islands Trust to provide a transition plan and adaptation strategy that is reasonably specific on how Islands Trust would adapt structurally and economically to incorporation. It was noted that Section 5. Long Term Implications, when fleshed out, will give the Ministry the answers they are seeking. Further suggestions for topics to be highlighted in the strategy included:

- If the Ministry is prepared to engage with the Islands Trust in a more fulsome citizen engagement process, include an engagement mechanism that seeks guidance in reorganization of trust programs and services in the event of incorporation and provide a budget number for this engagement;
- Title of document – put in a modifying word either “hypothetical” or “contingent” to emphasize it is a conditional thing;
- Add wording in Section 5.4.5 making a Salt Spring municipal council accountable for the Islands Trust mandate and consider whether it could be included in the Letters Patent;

It was agreed that a WORD version of the transition plan could be distributed to Trustees for their input.

Ann Kjerulf, Regional Planning Manager for the northern office, was introduced.

The meeting recessed at 10:15 am and reconvened at 10:47 am.

3.7 Principles and Objectives for Adaptation Strategy - Decision

CAO Linda Adams introduced and presented the report.

TC-2015-137

MOVED by Trustee Middleton, SECONDED by Trustee Brent,

that the Executive Committee appoint an Adaptation Select Committee, terms of reference to be developed and approved in cooperation with staff, and that the Select Committee engage an external consultant to facilitate its work and that the Ministry of Community, Sport and Cultural Development be requested to fund the work of this committee.

Chair Luckham indicated that Trust Council had passed an earlier resolution requesting the Executive Committee and the Financial Planning Committee do this work.

There was discussion about the how the terms of reference would be developed, the time constraints for completing the study, the fact that there are two Trust Council committees already qualified to work on the strategy, staff and committee capacity, whether the Salt Spring Island Incorporation Study Committee could be asked to take this on and the importance of a show of good faith and cooperation with the Ministry's request.

The question on the motion was called,

DEFEATED

Trustees Scholefield, Mamoser, Middleton, McConchie, Grams, Barber, Peterson, Critchley, Brent, Masselink, Harris and Hunter in Favour

TC-2015-138

MOVED by Trustee Morrison, SECONDED by Trustee Dodds,

that the Islands Trust Council adopt the principles and objectives to guide development of a future Adaptation Strategy regarding the potential incorporation of Salt Spring Island, as indicated in the document entitled Islands Trust Adaptation Strategy – Principles and Objectives, dated December 9, 2015.

TC-2015-139

MOVED by Trustee Morse, SECONDED by Trustee Grove,

that the motion be amended to delete “adopt” and insert “approve in principle” to read as follows:

that the Islands Trust Council approve in principle the principles and objectives to guide development of a future Adaptation Strategy regarding the potential incorporation of Salt Spring Island, as indicated in the document entitled Islands Trust Adaptation Strategy – Principles and Objectives, dated December 9, 2015.

During discussion it was emphasized that a strong public process is needed to develop an Adaptation Strategy and there was a question about whether consulting with the public would include other agencies.

The question on the amendment was called,

CARRIED

Trustees Fast, Busheikin and Brent Opposed

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

CARRIED

Trustee Scholefield Opposed

4. ORGANIZATIONAL/FINANCE

4.1 Director of Administrative Services Report

Provided for information.

4.2 Financial Planning Committee Work Program Report – Decision

The top three priorities of the committee's work program were noted as: First Draft of 2016/17 Budget, Complete the 2014/15 Forecast, and Complete the 2014/15 Financial Statements Allocated to Local Trust Committees. It was noted that reference to the third quarter fiscal year under *Work Program Status* should read: 2015/2016.

TC-2015-140

MOVED by Trustee Grove, SECONDED by Trustee Morse,
that the Islands Trust Council approve the top priorities of the Financial Planning Committee Work Program Report as amended.

CARRIED

4.3 September 30, 2015 Quarterly Financial Report – Decision

TC-2015-141

MOVED by Trustee Grove, SECONDED by Trustee Brent,
that the Islands Trust Council approve the September 30, 2015 Quarterly Financial Report as presented.

CARRIED

Director of Administration, Cindy Shelest, noted that the potential for negative interest rates is of concern for investment income forecasts.

4.4 Financial Forecast for March 31, 2016 - Briefing

Provided for information.

Trustees were advised to wait to hear from Jag Dhaul, Computer Support Technician, prior to loading updates on iPhones and iPads. Ms. Shelest reported that there has been discussion about eScribe updates and there have been some concerns with ongoing eScribe issues and upgrades. As a result, the president of eScribe will be coming to BC to meet with Islands Trust staff and Islands Trust is starting an internal review of eScribe, to evaluate how it is performing in relation to the original goals.

5. TRUST AREA SERVICES

5.1 Director of Trust Area Services Report

Provided for information.

During discussion on the report, Director of Trust Area Services, Lisa Gordon, highlighted the upcoming Salish Sea Conference which is open to the public. She noted that Islands Trust staff have been approved as presenters. It was indicated that a link can be sent to trustees for registration at the April 13-15, 2016 conference.

5.2 Trust Programs Committee Work Program Report

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

TC-2015-142

MOVED by Trustee Masselink, SECONDED by Trustee Crumblehulme,
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 including: support for Fairyslipper Forest; Mt. Trematon Nature Reserve reparation; project with grad student re extending covenants to working landscapes; and work with the Ministry to fill a vacancy on the Trust Fund Board due to completion of term.

The Chair introduced Russ Hotsenpiller, the new Islands Trust Chief Administrative Officer, who is coming from the Strathcona Regional District.

DELEGATIONS AND TOWN HALL (5)

Jan Slakov, Citizens Climate Lobby re Climate Change

Jan Slakov and Jan Inglis spoke to the efforts of the Citizens Climate Lobby regarding climate change. Following up on its September 2015 letter to the Federal Government, calling for climate action, Trust Council was requested to send a second letter to Prime Minister Trudeau and Minister McKenna endorsing fee and dividend carbon pricing.

Graham Brazier, Gulf Islands Alliance re Strategic Plan and Marine and Shoreline Protection

Speaking on behalf of the Gulf Islands Alliance, Mr. Brazier expressed concern that the Trust Council Strategic Plan 2014-2018 does not adequately address marine issues and shoreline protection. Trust Council was asked to establish a committee, with allocated staff time and funding, to examine fresh approaches to preserving and protecting coastal shorelines and marine areas. Trust Council was also asked to consider structural changes by bringing zoning responsibility for marine and shoreline areas under the jurisdiction of the Council as a whole and removing it from local trust committees, which would require a legislative change.

Protect Grace Islet Group re Protection for Areas with Archaeological Values

Joe Ackerman and Jean Wilkinson, representing the Protect Grace Islet Group, advised that through the Grace Islet issue they have been able to engage the Province in properly implementing the *Heritage Conservation Act* and discussing the idea of a First Nations land trust with Minister Pollak and other First Nations. The Salt Spring Island Local Trust Committee was commended for supporting First Nations in calling for a stop to the desecration of the burial ground on Grace Islet. Initiatives in the Trust Council Strategic Plan regarding First Nations were referenced and Trust Council was asked to:

- Urge the Province to strengthen the *Heritage Conservation Act* to provide full protection for First Nations archaeological sites;
- Complete the Strategic Plan activities budgeted for in the current budget cycle to improve engagement, communication and consultation with First Nations; and
- Collaborate with First Nations, archaeologists, the Provincial Archaeology Branch and land owners to identify, record and protect sensitive archaeological and cultural sites within the Gulf Islands.

Trustee Grams recognized the important work the group has done on Grace Islet and to raise First Nations issues. He recommended that Trust Council seek Executive Committee's advice on how it can approach advocacy with the Provincial Government in order to effect changes as outlined in the presentation.

Town Hall

Louise DeCario, past Galiano Island Local Trustee, commented that while she saw a lot of weighty issues in Trust Council's agenda, she noted that it is scant in relation to the object of the trust, to preserve and protect, which seems to be delegated to advocacy. Ms. DeCario questioned why there were not more agenda items from the Local Planning Committee, supporting local trust committees. She stated that she is passionate about the Islands Trust and the federation.

7.4 Disposition of Delegations and Town Hall Requests

TC-2015-143

MOVED by Trustee Critchley, SECONDED by Trustee Middleton,

that the Executive Committee look at the possibility for reorganization of committee structure of Trust Council with the possibility of creating in addition or substitution of marine matters generally.

Debate ensued on the effectiveness of the current committee structure with regard to the broad scope of marine issues.

The question on the motion was called,

CARRIED

By general consent it was agreed to have the Executive Committee write a second letter to the Prime Minister and the federal Minister of Environment and Climate Change in follow up to a letter already written (re climate change).

TC-2015-144

MOVED by Trustee Grams, SECONDED by Trustee Peterson,

that Trust Council refer to the Executive Committee the address by Protect Grace Islet Group for advice on advocacy with respect to First Nations' sites.

CARRIED

6. CORRESPONDENCE

6.1 Gabriolans Against Freighter Anchorages re anchorages

By general consent the letter from Gabriolans Against Freighter Anchorages was received for information and referred to Trust Programs Committee for consideration.

The meeting recessed at 2:40 pm and reconvened at 3:00 pm. Trustee Dodds was not present.

5.4 Islands Trust Policy Statement and Vision– Briefing (see Session 6)

Provided for information.

INTRODUCTION TO THE ISLANDS TRUST POLICY STATEMENT (6)

CAO Linda Adams introduced Ministry of Community, Sport and Cultural Development representatives Brent Mueller and Eric Nichols and reviewed the context of decisions to be made by Trust Council in policy and budget considerations.

Staff reviewed why the Policy Statement matters and explained that it is a key cog in Islands Trust operations. Through graphic representations it was illustrated how the policy statement affects planning on islands. Key components of the policy statement were noted as 1. ecosystem protection 2. stewardship of resources and 3. healthy and sustainable communities as well as guiding principles.

Policy Analyst, Clare Frater, reviewed the history of the Policy Statement and the process that was followed to create and adopt it. Suggested changes to the Policy Statement were reviewed as well as the review process, and it was indicated that staff are seeking Trust Council's input on direction of the process.

Trustee Dodds entered the meeting at 3:25 pm.

Director of Trust Area Services, Lisa Gordon, reviewed the Trust Programs Committee's proposed Policy Statement amendment process and there was discussion about whether a visioning exercise could be done concurrently.

Following the presentations, trustees discussed the proposed review process and associated budget.

The meeting recessed at 5:01 pm.

THURSDAY, December 10, 2015

The meeting reconvened at 8:30 am. Twenty six Trustees were in attendance.

2016-17 DRAFT BUDGET (7)

Trustee Grove introduced the draft 2016-17 budget noting that a zero percent increase over last fiscal year is recommended.

Director of Administrative Services Cindy Shelest provided an overview of the current draft budget, assumptions and principles and highlighted proposed changes to revenue and expenses, staffing overview and proposed changes, project requests, proposal for a zero percent general property tax increase and impact on the general revenue fund surplus as well as public consultation on the budget.

A question and comment period ensued. With regard to item 7.4.4, it was suggested that the program title be renamed to read: Policy Statement Review and First Nations Engagement. It was recommended that the Financial Planning Committee take the suggestion under advisement at its next meeting.

TC-2015-145

MOVED by Trustee Brent, SECONDED by Trustee Dodds,

that Trust Council reduce the budgeted allocation for the office relocation by \$30,000.

CARRIED
Trustee Law Opposed

DECISION AND INFORMATION ITEMS (2) cont'd.

7. SUMMARY/UPDATES

7.1 Trustee Updates

7.1.1 BC Ferries (A. Morse)

The following updates were provided:

- A 1.9% price cap was announced by BC Ferries;
- Hornby Island Local Trust Committee corresponded with the Minister of Transportation and Infrastructure and the CAO of BC Ferries re service adjustments and noted some conflicting information; there might be some value in Chair Luckham discussing this with those entities; Trustee Law will send the Executive Committee a copy of the Hornby Island Local Trust Committee correspondence;
- Further to Islands Trust's request for a 25% fare reduction, BC Ferries is experimenting with fare reductions; Minister Stone has invited Islands Trust to provide feedback to him about ferry service adjustments hindering health and welfare of island riders and specific changes which he could direct BC Ferries to consider; would like to invite Minister Stone to visit islands to see what is involved;
- The Denman Island cable ferry has been tested over the last couple of months and BC Ferries reports that it is performing well and meeting its targets; BC Ferries has taken possession of it and the next steps are to get Transport Canada approval and set crew levels; the ferry should be running in early February and Ferry Advisory Committee and Local Trust Committee members have been invited to have a tour in early January;
- BC Ferries is doing a major redo of southern Gulf Islands routes and has had community meetings; changes were not well received and more feedback is being sought on further changes.

7.1.2 First Nations

- Denman Island Local Trust Committee has tried to meet with the K'omoks First Nation and has asked for a meeting with treaty negotiators;
- Salt Spring Island Local Trust Committee has a meeting on December 18th with Cowichan Tribes, at their request; it is taking place in the Salt Spring office between Local Trust Committee members and Cowichan Tribes' staff;
- Squamish Nation has taken a different approach to environmental issues in Howe Sound and announced that they have granted an environmental permit for the Squamish Woodfibre LNG; they have gone through an environmental process which resulted in 26 recommendations; three weeks later the Tsawassen Nation announced agreement of another LNG plant near Roberts Bank;
- The Hwlitsum family has a law suit against Islands Trust and others which is in early stages and they are trying to determine with the Provincial and Federal Government whether they have standing as a First Nation;
- The Executive Committee has been encouraged to meet with the Aboriginal Aquaculture Association and other participants, with advice and support from the Province, and the Executive Committee has agreed to meet;
- Thetis Island Local Trust Committee has applied for Community to Community funding and started the process for a meeting of the Nations in the Thetis Island Local Trust Area.

3.5 Strategic Plan Amendments – Decision

TC-2015-146

MOVED by Trustee Morrison, SECONDED by Trustee Rogers,

that the Islands Trust Council endorse the amendments to the 'activities, phases and success measures' of the Strategic Plan as illustrated in updated version of the plan (Attachment 1), dated November 25, 2015.

CARRIED

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

Trustee Masselink reported that the Parks Advisory Board has not met for some time and is meeting in January. He noted that Saanich First Nations have rejected the parks management plan which Parks Canada and the Advisory Board spent a long time developing. The First Nations have indicated that they want a different relationship with Parks Canada which has asked for assistance from Aboriginal Affairs. It was explained that the Parks Superintendent has worked in the last two years to re-establish relations with First Nations and is trying to figure out how Parks Advisory Board participants and First Nations may be a part of a governance concept being considered. The Superintendent has made reference to a Federal/Provincial steering committee that has not met in some time and it was suggested that it may be useful for Islands Trust to get access to that committee. It was agreed that federal staff should be contacted for an update.

The meeting recessed at 10:34 am and reconvened at 10:50 am.

7.1.4 Salt Spring Island Water Protection Authority (G. Grams)

Report received for information.

7.1.5 Howe Sound Community Forum

It was reported that the forum met on October 16th and the focus was on the announcement of the environmental assessment approval process through the Squamish Nation which had occurred the day before. The forum has concentrated on industrial impacts in the Howe Sound area as well as on residential development e.g. 8,000 – 10,000 additional proposed houses, and the possibility of a fixed link with growing support from Sunshine Coast residents. The Provincial Government has offered to consider the request for more comprehensive management plans. Estuary restoration work is ongoing. The next forum will be in Gibsons with presentations on clear seas, studying marine safety and shipping. Trust Council may be interested in a presentation.

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

Housekeeping motions from the committee were highlighted and it was noted that the Financial Planning Committee supported the Select Committee's recommendation to extend the Victoria office lease to September 2017.

TC-2015-147

MOVED by Trustee McConchie, SECONDED by Trustee Brent,

that Trust Council delete the words "of the headquarters" from Section 1 – Objectives of the Terms of Reference for Select Committee – Review of Victoria Office Location document.

CARRIED

7.2 Priorities Chart – General Consent

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

7.3 Proposed March 2016 Trust Council Agenda Program – Information

During discussion of the program, suggestions included:

- one hour for budget discussion on March 23rd may not be enough time; take advice from Financial Planning Committee on that;
- Victoria Office Relocation should not be a continuous learning item; replace that with something else i.e, First Nations training;
- Consider longer discussion on electronic meetings.

CAO Linda Adams recommended that Trustees formulate motions about the budget before the March meeting and send them to Cindy Shelest so she can model the proposed budget changes for review/discussion at the meeting.

It was reported that the Hornby Island Community Economic Commission and Ratepayers wish to do presentations to Trust Council. A presentation by John Helliwell and a walking tour to some community housing is being planned, with a possible tour of wineries. Hornby Island Local Trustees will work with Executive Committee on these plans.

8. NEW BUSINESS

9. NEXT MEETING – March 22-24, 2016 Hornby Island

ROUNDTABLE (8) - Trustees participated in a roundtable session to discuss common issues, concerns and successes.

As this was her last meeting before retiring, CAO Linda Adams was commended and appreciation was expressed for her twenty-five years of service to Islands Trust.

10. ADJOURNMENT

By general consent the meeting adjourned at 12:35 pm

Peter Luckham, Chair, Islands Trust Council

CERTIFIED CORRECT

Carmen Thiel, Recorder and Corporate Secretary

Codes

TC	Trust Council	TFB	Trust Fund Board
EC	Executive Committee	LTC	Local Trust Committees
FPC	Financial Planning Committee	LPS	Local Planning Services Unit
TPC	Trust Programs Committee	()	Staff Member Lead for Action Required
LPC	Local Planning Committee		

RH–Russ Hotsenpiller; LG–Lisa Gordon; DM–David Marlor; CS–Cindy Shelest;
CF–Clare Frater; JE–Jennifer Eliason; CT–Carmen Thiel; JC – Jas Chonk

MEETING/Item	Action By/To	Target/Status
* Next TC Agenda ^ to Bowen Island Municipality		
<u>Previous Meetings</u>		
Riparian Areas Regulation (June 2010)		
* Status report to Council until completed	LPC (DM) to TC	Sept
Communications Towers Process		
* Advise whether Council actions are necessary	LPC (DM) to TC	Mar
<u>June 2015 Meeting</u>		
First Nations		
- Research to clarify roles and jurisdiction	DM	2016
- First Nations Training and workshops	RH/Mgmt	Mar
- Design and populate FN contact database	DM	Mar
Islands Trust Adaptation Strategy		
- Develop Islands Trust Adaptation Strategy	RH/Mgmt	2016
<u>September 2015 Meeting</u>		
Particularly Sensitive Sea Area		
- Develop RFD	LG/CF	Mar/2016
Freighter Anchorages		
Identify and act on opportunities re freighter anchorages	LG/CF	2015-16
<u>December 2015 Meeting</u>		
Strategic Plan quarterly update		
Update for March 2016	RH	Mar/2016
Adaptation Strategy – Principles and Objectives		
Circulate and post to MCSCD and SSI Incorp. Study Comm.	LA	Done
Put on EC and FPC agendas for review	LA	Done
Prepare recommendations re excess tax revenues – Salt Spring	RH	2016
Council Committees		
Consider Council committee structure re marine issues – put on EC agenda	RH	Done
Climate Change		
Write second Chair letter regarding climate change	LG	Done
Archaeological Site Protection Advocacy		
Place topic on EC agenda for discussion	RH	2016

Letter re anchorages

Place on TPC agenda

LG

Done

Program Budget Request re Policy Statement

Review wording re First Nations engagement for budget communications

CS/LG

Done

Strategic Plan

Amend as approved and post

LA/JC

Done

Select Committee Terms of Reference

Amend as decided and circulate to Select Committee

LA

Done

Follow-up Letters

Acknowledge Delegates and Guests

(LG/CF)

Done

Next Trust Council

Dec 2015 Follow Up Action List to Trustees and staff

(LA/JC)

Done

Dec 2015 Council meeting decision highlights to website (after EC review)

(CT/JC)

Done

News Release and Agenda for Mar 2016 Council meeting

(JC)

Done

Invitations – Area MLA, Electoral Area Director, former trustees

(JC)

Done

Agenda Package - Review/Distribution to Trustees

(JC)

Mar

Post notice on community bulletin boards (on island of meeting only)

(JC)

Done

CHIEF ADMINISTRATIVE OFFICER 2016-2017 FOURTH QUARTER REPORT

Date: March 9, 2016

Overview

Since January 4 I have undertaken a rapid introduction and transition process into the Islands Trust community, including meeting Trustees, staff, and stakeholders as well as learning the work culture, administrative systems and Committee proceedings. In particular, in an effort to understand Trustee interests and goals, I have contacted all Trustees to arrange a meeting or discussion with them on the nature of the Islands Trust, its successes and its opportunities for improvement. At present I have listened to 10 individual Trustees and will proceed with this process over the next couple of months.

I have been working with the CAO Hiring Committee to ensure that early expectations are being met for the organization. We are following a professional transition plan that would be common for a new administrator coming into an organization. Broadly outlined, it follows a process of information gathering, analysis, strategic direction/resourcing and implementation. The outcome is a measured process of change, with a goal of aligning of staffing and resources to achieve Trust Council objectives. If any Trustee wishes to get more information on this process please contact me.

While it is important as a new CAO to look at the Islands Trust business and strategies from a new perspective, it has been important to become familiar with how the Islands Trust operates and to honour the very successful elements that exist within the organization. I will be reporting to Trust Council in the future on how we can be successful moving forward.

The chart below is in a format that Trust Council is familiar with and summarizes some of the work undertaken over the last quarter.

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<u>1. TRUST COUNCIL & TRUSTEES</u> • Conduct meetings with individual Trustees • Respond to and report to the CAOHC • Visited Gabriola, Salt Spring, Denman, Mayne, N Pender and S Pender Islands • Advice to trustees re conflict of interest and bias and potential legal challenges • Input into Financial Planning Committee agenda items and budget planning • Liaison re MCSCD re Islands Trust Impact Assessment - Public release communications - Consideration of further strategy development - Meeting with Ministry official including ADM Fagenello.	• Continue review and analysis of Islands Trust operations and work plans based upon CAO Transition Plan and in accordance with the IT CAO Hiring Committee goals and objectives • To focus during the second quarter upon the Strategic Plan and its format and function • Continue meeting with Trustees for community context • Supervise implementation of Council decisions • Advice to trustees re conflict of interest and bias and potential legal challenges • Prepare for TC sessions in June • Liaison re MCSCD re Islands Trust Protocol Agreement re Municipal Incorporation • Delivery of a short term adaptation strategy (Transition Plan) for consideration at June Trust Council. • To attend and assist the Select Committee as they consider options for relocation • Visit Saturna, Gambier, Bowen, Hornby and Galiano

	Islands.
2. <u>EXECUTIVE COMMITTEE</u> • Supervise tri-weekly meeting preparation • Administrative Fairness Complaints (2 complaints this quarter) • Litigation defence management (3 active files) • Development of Senior Intergovernmental Policy Advisor position.	• Supervise implementation of EC decisions • Litigation defence management • Provide IT Transition Plan for review
3. <u>EXECUTIVE SERVICES UNIT</u> • Staff performance reviews and plans • Undertook hiring process for Executive Coordinator	• Onboarding of new Executive Coordinator • Complete staff performance reviews and plans • Review roles of Legislative Services Manager, Executive Coordinator and Executive Secretary
4. <u>EXTERNAL LIAISON</u> • Met with David Howe, CRD Electoral Area Director • Met with MCSCD Assistant Deputy Minister, Tara Faganello, and Ministry staff • BC Public Service Agency • Met with Local Area Administrators (local CAOs) • Met with Bob Lapham, CRD •	• Local Area CAOs' meeting – CRD • Meeting with CRD regarding Salt Spring Island Incorporation process and service impacts • Attend AVICC
5. <u>MANAGEMENT TEAM</u> • Moved to weekly meeting format • Undertook a focused leadership session • Attended Local Government Management Association CAO Forum, Kelowna • Attended Local Government Leadership Academy, Richmond	• Management Team – alignment strategy • Develop management retreat

EXECUTIVE COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: March 3, 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

- Guidelines for exchanging gifts at First Nations special events
- **Crown land agreements review (LG/DM/TPC)**
- **Oil Spill and Shipping Safety advocacy (LG/CF)**

Planned

- Public Engagement re Draft 2016/2017 Budget (LG/PH)

3. ORGANIZATIONAL IMPROVEMENTS (DM/CS/CT)

Top Priority

- Review process for development of RD/LTC protocol agreements (DM)

Planned

- Establish consistent use of Policy Statement checklist with planners (DM)

PROVINCIAL LIAISON UPDATE

Completed

- Annual meeting (UBCM breakfast) with MLAs and EADs of the Trust Area (Sept. 23)
- Meeting with new ALR Chair Frank Leonard (Oct. 6)
- Introductory meeting with Minister of Community, Sport and Cultural Development (Nov. 3)

Planned

- Association of Vancouver Islands and Coastal Communities (April 8-10, 2016)

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?)

2016-03-11

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
	March (Hornby)	Budget Session	Trust Council Electronic Meeting Options		First Nations
	June (North Pender)	"Clear Seas" re Marine Shipping Safety / Anchorages	Governance/Staff relations		Effective Advocacy San Juan County(?)
	September (Mayne)				Effective Communications/Social Media Tips (?)
	December (Salt Spring)	Draft 2017/18 Budget Session			Regional District(?)

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

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

Suggestions from previous terms:

- Using Special Tax Requisitions
- Introduction to UBCM
- Effective Advocacy (Trustee Steeves suggestion) / advocacy policy
- BC Assessment Authority
- Ministry of Transportation
- Local GHG Emissions Inventory (e.g. Lasqueti Island)

- 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

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

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

Strategic Plan 2014-2018

Quarterly Update – March 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

1.1 The Trust Fund Board dispersed \$3,250 in 2015-16 from its Opportunity Fund to Mayne and Galiano Conservancies

1.2 NAPTEP: hosted an info session on Bowen Island March 2; April 1 deadline for 2016 intake Trust wide.

1.5 Since 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.

Objective 7. Improve organizational cost effectiveness and resilience

7.1.3 The KPMG Information Services review is complete and was presented to FPC March 2, 2016. Findings are that current systems are stable and that the IT has effective information systems. Areas for improvement include development of an information technology strategic plan and enhanced electronic meeting capability

7.2.1 In December 2015, Trust Council adopted principles and objectives for adapting to Salt Spring Island's possible incorporation and staff forwarded these to the Ministry of Community, Sport and Cultural Development.

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

9.1 A proposal to amend policies administering the Islands Trust Policy Statement is on Trust Council's March 2016 agenda.

Objective 10. Improve Community engagement

10.1 FPC approved the public consultation for the 2016/17

 Islands Trust	
MARCH 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

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

In February the Ballenas-Winchelsea Local Trust Committee adopted its first Official Community Plan and Land Use Bylaw.

HORNBY ISLAND

The proposed Hornby Riparian Areas bylaw is with the Minister of Community, Sport and Cultural Development for approval. The OCP and LUB were amended, including policies about affordable housing, rental and special needs housing and policies to promote water conservation.

DENMAN ISLAND

The proposed Denman Riparian Areas bylaw is with the Minister of Community, Sport and Cultural Development for approval.

GAMBIER ISLAND

Gambier Riparian Areas Regulation bylaw is in progress. Riparian areas mapping complete on Thormanby Island. Gambier LTC and the Squamish First Nation are holding a Community to Community forum on March 31, 2016.

LASQUETI ISLAND

Lasqueti is beginning work on an aging at home project. Lasqueti Riparian Areas Regulation bylaw is in progress.

MAYNE ISLAND

Mayne Island LTC 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.

THETIS ISLAND

Creation of an [Official Community Plan for the associated islands](#) around Thetis, including Ruxton, Reid, Pylades, Hudson, Scott, Dayman, Tree and Whaleboat islands.

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 Staff Encourage Canadian oil spill response agencies to coordinate spill response

strategies with American counterparts

Objective 6. Strengthen relations with First Nations

Despite the allocation of \$50,000 to this goal, there continues to be a lack of capacity for staff and trustees to effectively spend these funds and build relationships with First Nations in the activities planned below. Staff estimate \$40K will remain unspent.

T.6.1.2 Staff have not started research to clarify roles and jurisdictions to consult with First Nations.

T.6.1.3 Only two workshops will have occurred at the local or Trust Council level during the fiscal year: one at March 2016 Trust Council and one with Gambier and the Squamish Nation on March 31, 2016.

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 have been unable to identify provincial staff able to revise and consolidate six agreements regarding Crown Land in the Islands Trust Area



Strategic Plan

2014-2018

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

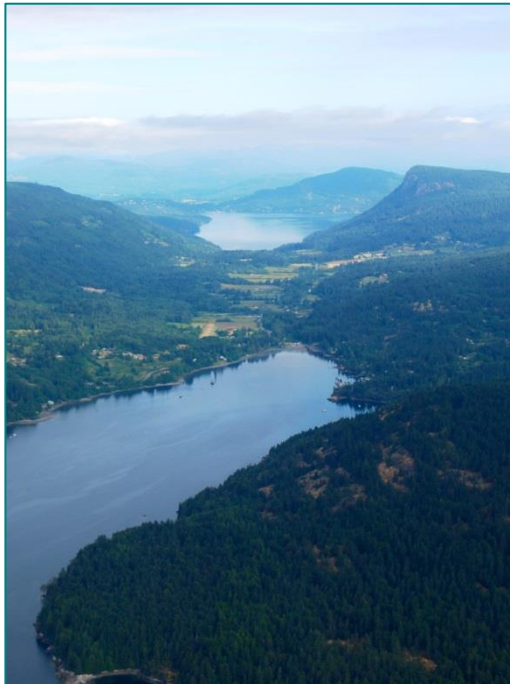


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The Islands Trust Area

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

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



Islands Trust Council 2014-2018 Photo: David Borrowman

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.*



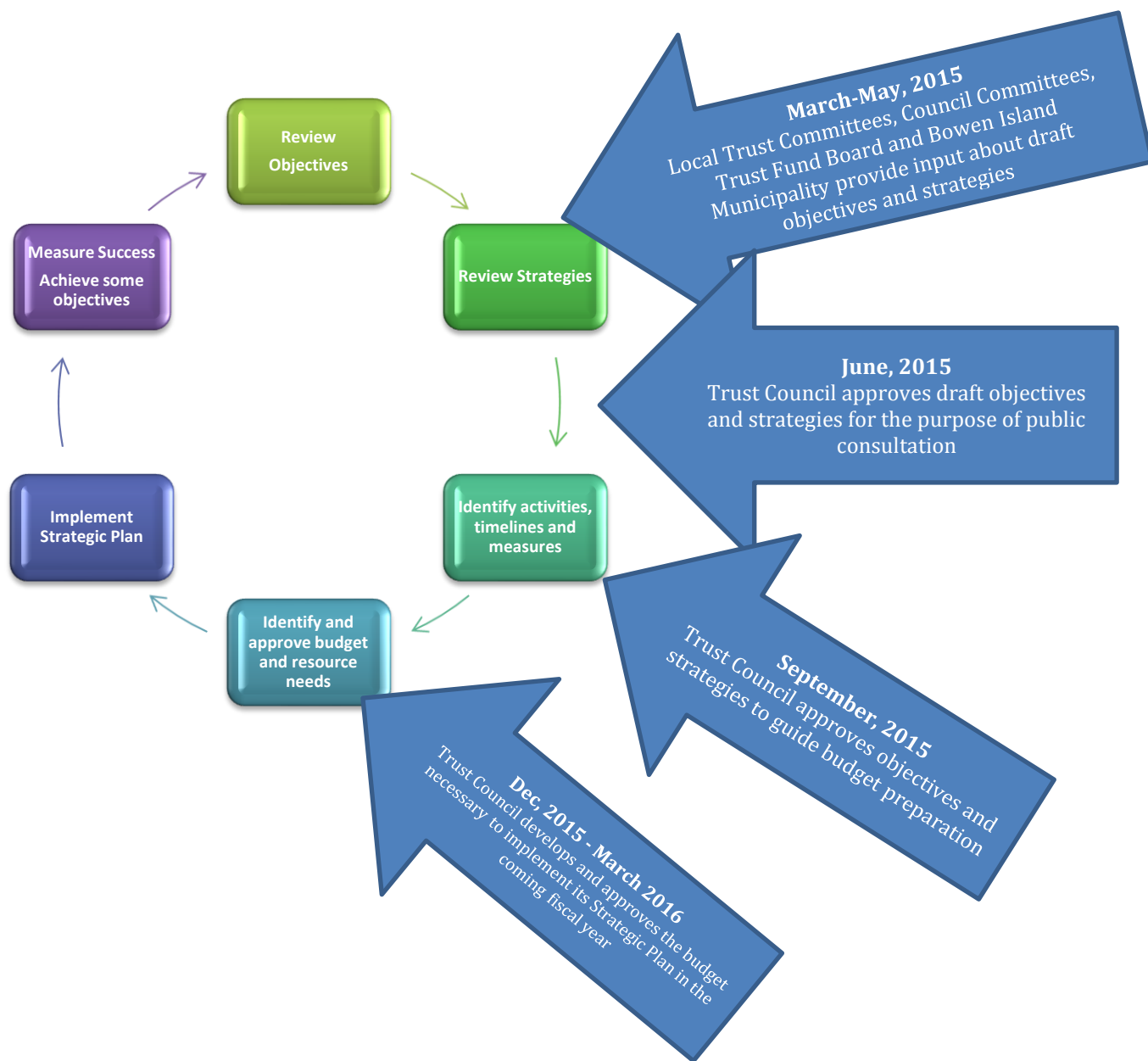
Georgia Point Lighthouse - Mayne Island Photo: Kristine Mayes

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.

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/maintain) community character, socio-economic diversity and economic sustainability?	5.1 Advocate for sustainable, affordable and appropriate ferry service?	FY 2015/16 Estimate government funding requirements for fare reductions	TC	Funded by 2015/16 budget	By whether a funding report is complete	<i>Report, Review and Associates report completed May 2015</i>
		FY 2015/16 5.1.1 Advocate for 25% fare reduction	TC	Funded by 2015/16 budget	By whether the TC has completed a fare reduction advocacy campaign	Campaign completed May 2015, including <i>News Release and Chair correspondence</i>
		5.1.2 Trust Council session with BC Ferries CEO	TC	Funded by 2015/16 budget	By whether the TC 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 <i>Island Community Housing Toolkit</i>)?	FY 2015/16 - 2018/19 5.2.1 Amend OGI's to include affordable housing policies	LTC/BIM	<i>Funded by 2015/16 program budget. Subject to funding in future program budgets</i>	By whether LTCs and BIM have amended their OGI's to include new affordable housing policies	<i>Gabola and Nantux, considering OGI amendments</i>
		FY 2015/16 - 2018/19 5.2.2 Amend LUBs to improve availability of affordable housing	LTC/BIM	<i>Funded by 2015/16 program budget. Subject to funding in future program budgets</i>	By whether LTCs and BIM have amended their LUBs to improve availability of affordable housing	<i>Gallens reviewing, associated studies and, cottage, also, North Pender reviewing housing affordability in 2016</i>
		FY 2015/16 5.2.3 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 2015/16 5.2.4 Undertake work outlined in project charter regarding affordable housing	LPC	Subject to funding in 2015/17 program budget	By whether work outlined in project charter is complete	<i>Not due. Not started</i>

This identifies a broad Goal, three of which arise from the [Islands Trust Policy Statement](#).

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

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

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.

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

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*.

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			STATUS is colour-coded to as follows:		
COLOUR	PRIORITY		COLOUR	STATUS	
	1			Not due to start or awaiting actions of others	
	2			Completed	
	3			In Progress – On Target	
	4			Partially In Progress – Partially On Target (i.e. on target, by one or more LTCs)	
	5			In progress - Behind Target (e.g. not funded, delayed by other priorities, actions of others etc.)	
	6-10			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	In progress

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
		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	<i>NAPTEP launched on Bowen Feb/March</i>
		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	<i>2015 UBCM Resolution B 15 approved. Participating in Conservation Tax Exemption Program working group.</i>
	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
		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	<i>119.1 priority hectares protected since 2011 (135.7 protected in total)</i>
		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

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
	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	<u>FY 2016/17</u> 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	<u>FY 2015/16</u> 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	<i>Delayed</i>
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	<u>FY 2015/16</u> 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
		<u>FY 2016/17</u> 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	<u>FY 2015/16 – 2016/17</u> 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. <i>Lasqueti, Galiano, Salt Spring, Secretary, Wallace and Valdes in progress.</i>
		<u>FY 2016/17 – ?</u> 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	<u>FY 2015/16 – 2018/19</u> 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
		<u>FY 2015/16</u> 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
		<u>FY 2015/16</u> 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	<i>Delayed</i>
	2.4 Advocate for management of derelict and abandoned vessels	<u>FY 2015/16 – 2016/17</u> 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
		<u>FY 2015/16</u> 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	<i>All parties met March 2, 2016. Next meeting October 2016.</i>
	2.5 Advocate to reduce negative impacts of shellfish aquaculture practices	<u>FY 2016/17</u> 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
		<u>FY 2017/18</u> 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)
		<u>FY 2017/18</u> 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	<u>FY 2015/16</u> T.2.6.1 Participate in Howe Sound Community Forum	EC	Funded by base budget	By whether Chair has attended the Howe Sound Forum	<i>Chair attended HSCF in February and October 2015</i>
		<u>FY 2015/16</u> 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	<i>Staff contact on-going</i>
		<u>FY 2015/16</u> T.2.6.3 Assist with community meetings about <i>proposed</i> 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	<i>Community meeting organized in November, 2015. Planning for 2016 meetings underway</i>

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	ACTIVITIES 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	<u>FY?</u> 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)	<u>FY 2015/16</u> 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
		<u>FY 2016/17</u> 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 <i>subject to TC decision re budget request (see T.4.3.1)</i>
		<u>FY 2016/17</u> 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 <i>subject to TC decision re budget request (see T.4.3.1)</i>
	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)	<u>FY 2015/16</u> 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)
		<u>FY 2015/16 - 2016/17</u> 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	<u>FY 2016/17</u> 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
		<u>FY 2017/18</u> 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	<u>FY 2016/17</u> 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
		<u>FY 2017/18</u> 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)
		<u>FY 2017/18</u> 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	<u>FY 2015/16</u> 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
		<u>FY 2016/17</u> 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

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
		basis for a Request for Proposals for Trust Council approval		program budget	included in a Request for Proposals	
		<u>FY 2016/17</u> 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
		<u>FY 2016/17</u> 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
		<u>FY 2017/18 - ?</u> 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	<u>FY 2017/18</u> 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.
		<u>FY 2018/19</u> 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	<u>FY 2015/16 - ?</u> 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.	<i>Complete. Bridge project will not proceed.</i>

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	<u>FY 2015/16</u> 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.	<i>Delivery expected March 31, 2016</i>
		<u>FY 2015/16</u> 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.	<i>Delayed</i>
		<u>FY 2015/16</u> 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.	<i>On track for March 2016</i>

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.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.	<i>Gambier LTC is hosting a C2C forum with Squamish Nation on March 31, 2016 (\$2000)</i>
	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.	<i>Delayed</i>
		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	Preliminary briefing provided to EC in November/15. <i>Session on Electronic Meetings at March 2016 Trust Council Meeting</i>
		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
		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.	<i>KPMG review complete – presented to FPC March 2, 2016</i>

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
		<u>FY 2015/16 – 2018/19</u> 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	<u>FY 2015/16</u> 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 <i>Principles and Objectives for an Adaptation Strategy adopted Dec/15</i>
		<u>FY 2016/17</u> 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
		<u>FY 2016/17 – 2017/18(?)</u> 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
		<u>FY 2015/16</u> 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	<u>FY 2015/16 - ?</u> 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.	BIM has supported project. Project charter is complete. Delayed due to unavailability of provincial contacts
	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	<u>FY 2016/17</u> 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
		<u>FY 2017/18</u> 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	<u>FY 2015/16</u> 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	<i>Delivered to March 2016 TC</i>

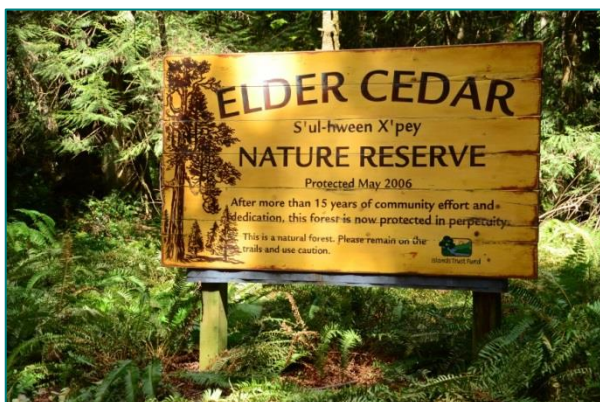
Attachment 1– Trust Council, Council Committees and Trust Fund Board Activities

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS
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
		<u>FY 2016/17</u> 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	'State of the Islands' Report to be developed for Sept 2016 Trust Council meeting, if budget approved
		<u>FY 2016/17</u> 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
		<u>FY 2016/17</u> 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
		<u>FY 2016/17</u> 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)
		<u>FY 2016/17</u> 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
		<u>FY 2017/18</u> 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
		<u>FY 2017/18</u> 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
		<u>FY 2018/19</u> 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

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
	9.2 Improve communications about the Islands Trust object and history	<u>FY 2015/16</u> 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	<u>FY 2015/16 – 2016/17</u> 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	<u>FY 2015/16</u> 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	<i>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.</i>
		<u>FY 2016/17- 2017/18</u> 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			Status column is colour-coded to provide a quick visual indicator, as follows:		
COLOUR	PRIORITY		COLOUR	STATUS	
	1			Not due to start or awaiting actions of others	
	2			Completed	
	3			In Progress – On Target	
	4			Partially In Progress – Partially On Target (i.e. on target, by one or more LTCs)	
	5			In progress - Behind Target (e.g. not funded, delayed by other priorities, actions of others etc.)	
	6-10			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	<i>Thormanby Islands and Lasqueti Island mapping complete.</i>
		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. Mayne working with Ministry staff on RAR options.
		<u>FY 2014/15 – 2015/16</u> 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
		<u>FY 2014/15 –?</u> 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	<u>FY 2014/15 – 2018/19</u> 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	<u>FY 2015/16 –?</u> 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	<u>FY 2015/16</u> 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 <u>Gambier LTA foreshore protection and stewardship maps posted to website; public outreach to occur through Gambier OCP review</u>
		<u>FY?</u> 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	<i>Ballenas-Winchelsea OCP includes a Shoreline Development Permit Area</i> Identified as a future project on Hornby
		<u>FY?</u> 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	<u>FY 2015/16 –?</u> L.2.2.1 Support <u>Green Shores for Homes Program on Thetis Island</u>	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	ACTIVITIES 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	<u>FY 2015/16</u> 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
		<u>FY 2015/16</u> 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 has made an application for funding
		<u>FY 2016/17</u> 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	<u>FY 2016/17 - ?</u> 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.
		<u>FY?</u> 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	<u>FY 2015-16 – 2018/19</u> 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

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
	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 underway

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. Hornby OCP includes policies respecting affordable, rental and special needs housing.
		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 approved by EC November/15. North Pender reviewing 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
						affordability re STVRs. Community workshop held November/15
	5.2 Use land use planning tools to promote economic sustainability	<u>FY 2015/16</u> 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
		<u>FY 2015/16</u> 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
		<u>FY 2015/16</u> 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 Boardwalk Project)	Project underway
		<u>FY 2015/16</u> 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
		<u>FY 2015/16</u> 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
		<u>FY 2016/17-?</u> 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
	5.3 Use land use planning tools to address challenges of an aging population	<u>FY 2015/16</u> 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 North Pender Baseline Research and Analysis Report complete Lasqueti commencing aging at home project.

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
	5.4 Work with other agencies to promote economic sustainability 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	Please see Attachment 1 for more details about these strategies.				

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 <i>Gambier LTC and Squamish First Nation C2C Forum taking place on March 31, 2016</i>
		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 <i>Thetis work program includes development of agreements with Penelakut Tribe and Lyackson First Nation</i>

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**
	6.2 Improve protection of archaeological and First Nations cultural resources	FY2 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 7.2 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island	Please see Attachment 1 for more details about these strategies.				
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					
	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 <i>Hornby OCP and LUB adopted</i>

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**
						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 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

Attachment 2– Local Trust Committee and Bowen Island Municipality Activities

For more information, contact:

Peter Luckham, Chair,
Islands Trust Council
email pluckham@islandstrust.bc.ca
telephone 250.246.4802

Linda Adams, Chief Administrative Officer,
Islands Trust
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Visit our website at:
www.islandstrust.bc.ca

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

Cover Photo Credits:

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

1	3	4
2		5

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 24, 2016

From: Russ Hotsenpiller, CAO

Date: March 9, 2016

SUBJECT: ISLANDS TRUST TRANSITION PLAN: SCHEDULE AMENDMENT

RECOMMENDATION: 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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust Council's Strategic Plan (S. 7.2.1) indicates that it will prepare an "Initial" Adaptation Strategy regarding the potential incorporation of Salt Spring Island, in the current fiscal year (i.e. by March 2016) and will develop a more detailed "Long Term" Adaptation Strategy if the Salt Spring Island community votes 'YES' to incorporation.

Recent conditions have changed in relation to the timeline of the potential incorporation vote due to a delay in the delivery of the Salt Spring Island Incorporation Study. This delay allows the Islands Trust to adjust its schedule of its Transition Plan such that complete information is provided. It is therefore recommended that:

- the Islands Trust Transition Plan is rescheduled to June of 2016;
- that the Islands Trust engage with the Ministry to access further funding to assist in the delivery of the Transition Plan;
- that the municipal incorporation agreement between the Islands Trust and the Province be updated (previously approved by Trust Council as a strategic priority); and
- that the Islands Trust develops a comprehensive communications strategy associated with the development of the Transition Plan and Adaptation Strategy, to ensure that the public is aware of the role the Islands Trust is undertaking and the products it will provide.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: There are minimal organizational implications of rescheduling the adoption of the Transition Plan from March 2016 to June 2016.

FINANCIAL: Rescheduling the planning process allows the Islands Trust to apply for further funding from the Ministry of Community, Sport and Cultural Development to aid in the development of the plan. The Islands Trust is in receipt of \$5,000 from the Ministry, but would benefit from additional funding.

POLICY: There are no observable impacts to policy. Trust Council has previously adopted the Adaptation 'Principles and Objectives' to guide the adaptation process as well as amended the Strategic Plan to include the Salt Spring Incorporation process as a priority.

IMPLEMENTATION/COMMUNICATIONS:

It is recommended that the Islands Trust develops a comprehensive communications strategy associated with the development of the Transition Plan and Adaptation Strategy, to ensure that the public is aware of the role the Islands Trust is undertaking and the products it will provide.

This applies to not only the discreet reporting products themselves but also to ensure the public, staff and stakeholders are kept aware of process information and the status of the various Provincial, Regional District and Islands Trust initiatives associated with this process.

OTHER:

BACKGROUND

In December 2015, Trust Council adopted a two part adaptive strategy, the short form, called the Transition Plan which covers one year from the incorporation date and the long form, called the Adaptation Strategy, which covers the period from the start of year two through the end of year three.

These two documents are an important component of the ongoing Salt Spring Island Incorporation process as they outline how the Islands Trust will adapt its operations relative to its mandate in light of the potential incorporation of Salt Spring Island. The Transition Plan and Adaptation Strategy will inform the Islands Trust, the Province, and most importantly, the affected citizens as they contemplate an incorporation vote. The attached updated Project Charter provides specifics as to the scope of the Transition Plan. Please note that the Ministry has contributed \$5,000 towards the delivery of the Transition Plan, which has been received by the Islands Trust.

Trust Council will recall that the Strategic Plan requires completion of the Transition Plan by March 31, 2016. This direction was based upon a desire to have the voters on Salt Spring fully aware of their options prior to what was generally thought to be a potential incorporation vote in the summer of 2016.

Recent conditions have changed in relation to the timeline of the potential incorporation vote which are detailed in ADM Fagenallo's, MCSCD, letter of February 15, 2016 addressed to the Salt Spring Island Incorporation Committee. The letter provides additional funding of \$135,000 to the Incorporation Study effort and outlines additional work that needs to be done, including a comprehensive review of road conditions on Salt Spring Island. Accordingly, the final submission date for completion of the Incorporation Study has been moved to November 30, 2016. The report will contain public outreach and communication regarding the road condition study results. Upon completion, the Salt Spring Island Incorporation Committee will review the report findings, and make a recommendation to the Minister on whether to proceed with an incorporation vote or not. If the choice is to move forward, an incorporation vote could be held soonest in early 2017.

At this time the Transition Plan has not been developed to the degree that it would comprehensively address how the Islands Trust will adjust to anticipated impacts of Salt Spring's incorporation. Trust Council has previously received the "Islands Trust Impact Analysis", released in March 2015 by Urban Systems, and participated in a workshop evaluating options for adaptation. The Transition Plan will synthesize these findings and provide a more detailed plan to move into the future. The earliest this work could be completed would be the summer of 2016.

REPORT/DOCUMENT:

1. Project Charter (w proposed amendments)
2. Letter from ADM Faganallo dated February 15, 2016

KEY ISSUE(S)/CONCEPT(S): To reschedule delivery of the initial Transition Plan of the Islands Trust regarding the Salt Spring Island Incorporation process from March 2016 to June 2016 due to the implications associated with the delay in the delivery of the Salt Spring Island Incorporation Study, now due in November 2016.

DESIRED OUTCOME: Amending the Strategic Plan to allow for the above noted schedule change.

RESPONSE OPTIONS

Recommended: 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.

Alternative: Any further alternatives identified by Trust Council.

Prepared By: Russ Hotsenpiller, Chief Administrative Officer

Reviewed By/Date: Executive Committee – March 9, 2016

[Transition Plan] - Project Charter v2

[Executive Committee]

Date: March 2, ; Updated:

Purpose To develop a Transition Plan that outlines how the Islands Trust will initially adapt to the incorporation of Salt Spring Island (SSI), should the community vote to incorporate in the summer of 2016. The Transition Plan will cover the period of approximately one year following such a vote.

Background Responding to requests from the three local government officials on SSI, the provincial government is funding a SSI incorporation study, with a preliminary report released on Nov.1 2015. A final report is due March 2016, with a referendum likely in June 2016. The ministry also funded the Islands Trust Impact Analysis, released in March 2015 to provide Trust Council with information about related impacts. In June 2015, Trust Council instructed the Executive Committee and the Financial Planning Committee to make development of an Adaptation Strategy a top work program priority. In December 2015, the Trust Council adopted a Strategic Plan that identifies a 'Transition Plan' and an 'Adaptation Strategy'.

Objectives

- Identify expected impacts to the Islands Trust during the first year after a 'YES' vote re incorporation on SSI
- Identify principles, objectives and options to adapt in the first year (approx.)
- Identify a time line, principles & objectives for an 'Adaptation Strategy'

In Scope

- ID of expected impacts in 1st yr
- ID of principles, objectives and options to adapt to expected impacts in 1st yr (approx.)
- Internal discussions with EC, FPC and staff (including retired)
- External input (e.g. ministry and CRD staff) re impacts.
- Contract assistance, as necessary

Out of Scope

- Identification of impacts and potential adaptations beyond the 1-year period after a 'YES' vote, except as they relate to a time-line, principles and objectives for an 'Adaptation Strategy' (to be prepared only if there is a 'YES' vote).
- Public consultation

Workplan Overview

Deliverable/Milestone	Date
Draft Project Charter and initial Table of Contents reviewed by FPC for comment	November 18 2015
Project Charter approved by EC	November 25 2015
Briefing to Trust Council with adopted Project Charter and draft Table of Contents for comment. EC decision re terminology for a Transition Plan & Adaptation Strategy. TC adoption of principles and objectives re AS.	December 9, 2015
Preparation of drafts for review by EC and FPC, and other input	Jan—Feb, 2016 April May 2016
Adoption of Transition Plan by Trust Council	March, 2016 June 2016

Project Team

CAO (Hotsenpiller)	Project Manager
Cindy Shelest, DAS	Contributor/reviewer
David Marlor, DLPS	Contributor/reviewer
Lisa Gordon, DTAS	Contributor/reviewer

CAO Approval:

R. Hotsenpiller

Date:

EC Endorsement:

Resolution #: 7.4.12

Date: Nov. 25, 2015

Budget Source: MCSCD specific grant

Fiscal	Item	Cost
2015/16	Contract Assistance	TBD
	Total	TBD 65



Ref: 166015

February 15, 2016

Mr. Mark Aston, Chair
Salt Spring Island Incorporation Study Committee

Email: lfc-treble2001@shaw.ca

cc: The Honourable Peter Fassbender, Minister (CSCD.Minister@gov.bc.ca)
Ms. Jacqueline Dawes, Deputy Minister (Jacquie.Dawes@gov.bc.ca)
Mr. Wayne McIntyre, Electoral Area Director (ssidirector@crd.bc.ca)
Mr. George Grams, Local Trustee (ggrams@islandstrust.bc.ca)
Mr. Peter Grove, Local Trustee (pgrove@islandstrust.bc.ca)
Mr. Robert Lapham, Chief Administrative Officer (rlapham@crd.ca)
Mr. Russ Hotsenpiller, Chief Administrative Officer (rhotsenpiller@islandstrust.bc.ca)
Ms. Linda Galeazzi, Senior Planning Analyst (linda.galeazzi@gov.bc.ca)

Dear Mr. Aston:

Further to the January 24, 2016, request from the Salt Spring Island Incorporation Study Committee for additional funding, I am very pleased to inform you of the decision to provide supplementary funding in the amount of \$135,000 to support additional work that is necessary or advisable in the completion of the incorporation study.

The purpose of the supplementary funding is to undertake the following work:

- preparation of a road condition assessment report by an independent consulting engineer;
- holding additional public events to disseminate the road assessment results;
- updating financial information in the study to match the property tax notices that will be issued in May; and
- research and analysis to address the issues and questions raised by the community and integrate the provincial restructure assistance offer after it is issued.

The Salt Spring Island incorporation study is complex and involves a significant amount of work by all parties involved, including the Ministry of Community, Sport and Cultural Development, Ministry of Transportation and Infrastructure, Capital Regional District, Islands Trust, the Committee and consultants. I anticipate that the Committee will continue to make every effort to complete its mandate in collaboration with the other parties.

.../2

Our staff will work with the Capital Regional District to amend the funding agreement as soon as possible to include the additional work and supplementary funding.

As the funding agreement amendment is not yet in place, please first ensure that the Capital Regional District has authorized any proposed contractual arrangements the Committee intends to pursue that rely on this supplementary funding.

I appreciate that the Committee would like to complete the study in a timely manner, as would the other parties. Based on the additional work that is necessary to complete the study, it makes sense for the time frame to be extended from March 31, 2016, to no later than November 30, 2016, consistent with what the Committee has proposed in the work plan submitted with the funding request.

Ms. Linda Galeazzi, the Ministry lead for this project, will be back in touch in the near future.

Sincerely,

Tara Faganello
Assistant Deputy Minister
Local Government
Ministry of Community, Sport and Cultural Development

ADM:diary copy Branch:file copy Branch:diary copy
Date Typed: February 10, 2016 Prepared by: GSB:LGaleazzi
Document Location: https://cscdeapprovals.gov.bc.ca/prod/documents/641/166015_adm_lg_gs_aston_supplementary_grant_funding_draft021216.docx
ARCS/ORCS#: 0280-30

Director of Local Planning Services REPORT DECEMBER 2015 TO MARCH 2016

Date: 03/03/2016

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Executive Committee and Council Worked on First Nations database. Database is coded and work is underway to populate information.	Executive Committee and Council Continue to work on First Nations database entering data and testing. Soft roll-out to planning staff expected in this period with roll-out to staff and trustees to follow.
Local Planning Committee Sub-committee of the Local Planning Committee began work on planning a “by-invitation” community housing forum.	Local Planning Committee Community housing forum planned for June 2016.
Management of Local Planning Services Unit - Local Planning Services Management Meetings with regional planning managers (RPMs) held on December 15, January 22 and February 18, 2016. - Attended the Northern Office on January 13 and February 17, 2016. - Attended the Salt Spring Office on January 15 and February 18, 2016. - Undertook a second hiring process for Salt Spring Island Planner with no success. Hired contractors on a project basis to assist until the vacancy is filled. - Organised a Local Planning Services professional development day for March 1, 2016 – topics included sensitive ecosystems and Species at Risk. - The Director of Local Planning Services was on vacation during this reporting period from December 25, 2015 to January 11, 2016 inclusive.	Management of Local Planning Services Unit - Local Planning Services Management Meetings planned monthly. - Local Planning Services professional development day planned for May 19, 2016 – topic is First Nations engagement - 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. Hope to have the position filled for April/May, 2016. - Director of Local Planning Services will be on vacation April 8 and 11, and April 18 to 29, 2016.
Planning Support to Local Trust Committees - Facilitated interagency meeting between SSI LTC Trustees and members of Lyackson First Nations and Cowichan Tribes. - Facilitated interagency meeting between Gabriola LTC and RDN (AK). - Facilitated meeting between Denman and Hornby trustees and members of K’omoks First Nations Council and Treaty Team (AK). - Facilitated Gambier LTC and Squamish First Nation C2C Forum March 31, 2016. - Bylaw Enforcement Manager completed staffing with appointment of a permanent Bylaw Enforcement Officer.	Planning Support to Local Trust Committees - Coordinate interagency meeting between CRD and SSI LTC for waste management, industrial land uses, and development of a Ganges Boardwalk. - Coordinate and assist in the determination and implementation of multiple agencies’ policies for management of fresh water on SSI. - Coordinate interagency meeting between Lasqueti LTC and Powell River Regional District. - Northern RPM to meet with Snuneymuxw CAO. - LPS to review Staff Report templates. - LPS to confirm First Nations consultation process for OCP bylaws. - Provide trustee refresher training.

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Support for the CAO • Management meetings weekly (Tuesday mornings) • Participated in management “retreat” March 4, 2016. • Assisted with on-boarding for the new Chief Administrative Officer.	Support for the CAO • Participate in management meetings. • Continue to work on revising the operations policy manual and incorporating local trust committee standing resolutions. • Working to develop new time collection system – expected to be operational April 1, 2016.
Grants Administration • Reviewed and presented draft Grant (& donations) policy changes to management team in December. • Continued Lasqueti Community Energy Project oversight including quarterly claims for re-imbursement. • Completed and submitted Final Report for UBCM grant for Age Friendly Plan on North Pender Island. • Grant applications and notifications since last report 1. Thetis C2C – successful, 2. Gambier C2C- successful 3. Lasqueti Aging at Home Project-successful • Continued to maintain grants database (and keep up to date) • Continued to research for grant opportunities and notify relevant parties. • Continued electronic and paper file maintenance and refinement. • Website review and maintenance. • Started First Nations Database population.	Grants Administration • Review and update Community Group funding opportunities database. • Presentation on Grants Management at LPS Pro- D Day. • Continue First Nations Database population. • Update Grants Database. • Update Community Grants listings. • Continue oversight and funding flow through management of Lasqueti Community Energy Project. • Maintain funder relations. • Grant applications as requested. • C2C funding reports to UBCM – Gambier, Thetis.



LOCAL PLANNING COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Date: March 3, 2016

WORK PROGRAM

1. COMMUNITY HOUSING NEEDS

Current – Planning workshop for June 2016

Planned – To be determined by the Local Planning Committee

2. SHORELINE MARINE PLANNING

Current – Establish a Project Charter

Planned – To be determined by the Local Planning Committee

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. Report and new format to be provided to the next Local Planning Committee meeting.

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

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 2016

From: Sonja Zupanec, Island Planner

Date: March 3, 2016

**SUBJECT: ISLANDS TRUST COUNCIL DEVELOPMENT APPROVAL INFORMATION
BYLAW NO. 163 – EXECUTIVE COMMITTEE ACTING AS A LOCAL TRUST
COMMITTEE (BALLENAS – WINCHELSEA ISLANDS)**

RECOMMENDATION:

1. 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.
2. 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.
3. 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.
4. That Bylaw No. 163, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Development Approval Information Bylaw No. 163, 2016" be brought back to Trust Council for reconsideration and final adoption at the earliest available date.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Provincial legislation enables local governments to specify, by bylaw, the type of impact assessment information they require when property owners apply for certain types of land use changes. When local trust committees wish to have a bylaw for this purpose (known as a Development Approval Information Bylaw), the *Islands Trust Act* indicates that Trust Council is to adopt the bylaw. This procedure enables Trust Council to ensure that it has sufficient resources to support administration of the new process. The Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) requests Trust Council to adopt a Development Approval Information bylaw that clarifies the information applicants must provide when applying for bylaw amendments, development permits and temporary use permits.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Adoption of a Development Approval Information Bylaw for the Executive Committee Local Trust Area (Ballenas – Winchelsea Islands) (LTC) will provide greater certainty for applicants and the LTC with respect to impact information obtained for applications subject to the bylaw. Staff would be authorized under the bylaw to exercise a degree of discretion in establishing the level of

impact information required for each application and the adequacy of submitted professional reports.

FINANCIAL:

Costs for providing information would be borne by applicants. Staff currently reviews reports as a routine part of application processing.

POLICY:

Trust Council Policy 2.1.viii establishes procedures and a template for development approval information bylaws.

IMPLEMENTATION/COMMUNICATIONS:

It is expected that some communications would be undertaken to inform professionals of the requirements associated with the bylaw. Staff also anticipates establishing criteria and guidelines for the exercise of discretion with respect to the reports required for each application, and the review and assessment of submitted reports.

BACKGROUND

The LTC has identified adoption of a Development Approval Information (DAI) Bylaw as a Top Priority item on its Work Program as part of the administrative bylaw review project.

A DAI bylaw is the statutory mechanism allowing local governments to require applicants to provide information on the anticipated impact of a proposed activity or development. Traditional mechanisms for obtaining information from applicants - requirements written into DPA guidelines or *ad hoc* requests - are contrary to the legislation; the correct and sole means for a local government to obtain an impact assessment report is through authorization in a DAI bylaw.

The DAI bylaw would serve to provide a degree of certainty and consistency in the content and nature of the reports being provided by applicants. This would benefit staff and the LTC in assessing applications, while also reducing uncertainty for applicants, and reducing the likelihood that an application will be delayed through on-going requests for more information.

Section 485 of the *Local Government Act* permits, within an OCP, the specification of areas or circumstances within which development approval information can be required. The OCP includes these specification requirements for development permit areas, temporary use permit designations and the rezoning applications contemplated by the OCP. Section 485 requires the enactment of a bylaw to establish the procedures and policies of the local government as to what impact information is to be provided (a DAI bylaw) and specifies that information may only be required for a zoning amendment, a development permit application, or a temporary use permit application.

Section 29(3.1) of the *Islands Trust Act* establishes that despite the granting of other Part 14 powers to local trust committees, Trust Council must adopt any DAI Bylaw for a Local Trust Area. This means that while any one DAI bylaw is developed for an LTC and would only apply within that local trust area, it must be read and adopted by Trust Council.

The adoption of a DAI bylaw for the Ballenas – Winchelsea Islands Local Trust Area has been recommended principally as a means to effectively implement development permit areas (DPA) for the protection of the natural environment, which was established with the adoption of the current OCP and LUB in 2016. The draft bylaw has been reviewed by Islands Trust staff, and the following resolution was adopted by the LTC at the meeting of February 15, 2016:

EC-LTC-2016-013**It was MOVED and SECONDED,**

that the Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands):

- give notice to Trust Council that it intends to forward a Development Approval Information Bylaw for Trust Council's consideration at the regularly scheduled March 2016 Trust Council meeting for the purpose of allowing the Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) to obtain information on the anticipated impacts of development permit, temporary use permit and zoning amendment applications; and
- direct staff to prepare a Request for Decision for submission to the Executive Committee.

CARRIED

REPORT/DOCUMENT:

Attachment 1 – Executive Committee LTA Development Approval Information Bylaw No. 163

Attachment 2 - Policy 2.1.viii, Development Approval Information Bylaws

KEY ISSUE(S)/CONCEPT(S):

The draft DAI bylaw would require the provision of information for relevant applications. The terms of reference procedure set out in Part IV would be used. This sets up a process whereby the applicant provides a written Terms of Reference for the preparation of information on the impact of the activity or development that is the subject of the application. This terms of reference is reviewed by staff who must, within 10 days of receipt, advise the applicant if the submitted terms of reference are acceptable. If the terms of reference provided are deemed inadequate the applicant must provide additional information as directed.

If the terms of reference are approved, then the applicant provides the impact information as set out in the scope of the terms of reference. It is anticipated that this procedure would be used for rezoning applications contemplating a significant increase in density and Temporary Use Permit applications that could have significant impacts.

RELEVANT POLICY:

Trust Council adopted Policy 2.1.viii in 1998 which describes the process for Trust Council to consider DAI bylaws proposed by local trust committees (attached). A sample bylaw was also prepared at that time. The substantive elements of the Trust Council policy include the following:

- Each DAI bylaw may vary according to LTC needs;
- The criteria for Trust Council approval include financial, procedural and policy considerations;
- The LTC is responsible for initiating the creation of the bylaw;
- The purpose for the bylaw must be stated in the bylaw;
- The bylaw must be in the general form of the model bylaw;
- The assigned planner will prepare the substance of the bylaw;
- The LTC must give notice to Trust Council that it intends to forward a bylaw to it for adoption;
- Application for approval will be in the form of an RFD; Consideration by Trust Council will be at a regular quarterly meeting;
- The LTC may address Trust Council for a period not exceeding 5 minutes;
- If the bylaw is not approved it will be returned to the LTC with reasons.

Specifically, section E.4 of the policy establishes that the RFD includes background materials addressing the following:

E.4.1: The number of properties and/or the size of the area to be affected by this bylaw:
The DAI bylaw would, upon adoption, apply to any property within the area subject to the Ballenas – Winchelsea Islands Official Community plan upon submission of the relevant application.

E.4.2: An Assessment of Administrative Workload, cost recovery and enforcement implications using the following elements:

- Volume: the DAI bylaw would establish standards for reports to be received concurrently with a relevant application; it would not be expected to affect the volume of applications.
- Administrative Staff: none
- Planning Staff: assigned planner would determine whether a report is required and assess the consistency of the report with the DAI Bylaw requirements. This is not substantively different from the ad hoc process currently undertaken by planning staff.
- Management: costs of reports would be borne by the applicant; management is no more or less likely to become involved in an application than in the absence of a DAI Bylaw.
- Cost Recovery: costs of reports are borne by applicants, extraordinary costs may subject to cost recovery as with any other application.

Staff considers that the bylaw and the LTC's procedures are consistent with this policy.

DESIRED OUTCOME:

That Trust Council gives three readings to Bylaw No. 163. As there must be at least one day between the third reading and the adoption of a bylaw, the proposed bylaw would be brought back to Trust Council for reconsideration and final adoption. As a Trust Council bylaw, no approval by Executive Committee is required.

RESPONSE OPTIONS

Recommended:

1. 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.
2. 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.
3. 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.
4. That Bylaw No. 163, cited as "Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) Development Approval Information Bylaw No. 163, 2016" be brought back to Trust Council for reconsideration and final adoption at the earliest available date.

Alternatives: That draft Bylaw No. 163, "Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**) Development Approval Information Bylaw No. 163, 2016" be returned to the Executive Committee Acting as a Local Trust Committee (Ballenas – Winchelsea Islands) for changes, with reasons for the changes cited.

Prepared By: Sonja Zupanec, Island Planner

Reviewed By/Date: David Marlor, Director of Local Planning Services/Mar 3, 2016

Russ Hotsenpiller, Chief Administrative Officer

**ISLANDS TRUST COUNCIL
BYLAW NO. 163**

A bylaw to establish procedures and policies for requiring development approval information for the **EXECUTIVE COMMITTEE ACTING AS A LOCAL TRUST COMMITTEE (Ballenas – Winchelsea Islands)**
Executive Committee Local Trust Area **(Ballenas – Winchelsea Islands)**

WHEREAS the Executive Committee Acting as a Local Trust Committee **(Ballenas – Winchelsea Islands)**, pursuant to s.485 of the *Local Government Act*, has specified in an official community plan areas and circumstances for which development approval information may be required;

The Islands Trust Council, pursuant to s.486 of the *Local Government Act* and s.29(3.1) of the *Islands Trust Act*, enacts as follows:

PART I TITLE

1. This Bylaw may be cited for all purposes as "Executive Committee Acting as a Local Trust Committee **(Ballenas – Winchelsea Islands)** Development Approval Information Bylaw No. 163, 2016".

PART II PURPOSE

2. The purpose of this bylaw is to allow the Executive Committee Acting as a Local Trust Committee **(Ballenas – Winchelsea Islands)** to obtain information on the anticipated impact of proposed activities or development on the local trust area.

PART III APPLICATION OF BYLAW

3. The requirements of this Bylaw apply to:
 - a. applicants for amendments to a bylaw of the Executive Committee Acting as a Local Trust Committee **(Ballenas – Winchelsea Islands)** enacted under s.479 of the *Local Government Act*;
 - b. applicants for a development permit; and
 - c. applicants for a temporary use permit,if the activity or development that is the subject of the application is in an area specified for the provision of development approval information in Ballenas – Winchelsea Islands Official Community Plan Bylaw No. 27, or is an activity or development for which development approval information is otherwise required by the Bylaw.
4. The requirements of this Bylaw do not apply to any application for an activity or development that is a reviewable project under the *Environmental Assessment Act*.
5. Where development approval information is to be provided, the information shall be provided by the applicant, at the applicant's expense in the form of a report prepared by the appropriate professional as set out in this bylaw.

PART IV PROCEDURE

6. The official assigned from time to time to provide planning services to the Executive Committee Acting as a Local Trust Committee (**Ballenas – Winchelsea Islands**) is the official for the purposes of this Bylaw.
7. Within 30 days of receipt of an application an official shall determine whether and to what extent development approval information will be required in accordance with this bylaw and shall communicate the requirement to the applicant in writing.
8. An official may determine that all or part of the required development approval information must be provided for each application, either in a report described in Section 15 in the case of development permit applications described in those sections, or pursuant to terms of reference that establish the scope of the required impact information for applications described in Section 15.
9. An applicant may request reconsideration by the Local Trust Committee of a decision of an official under this Bylaw within 30 days of the date on which the decision is mailed, faxed, or emailed to them.
10. A request for reconsideration must be delivered in writing to the Legislative Clerk and must set out the grounds on which the applicant considers the requirement is inappropriate and what, if any, requirement the applicant considers the Local Trust Committee ought to substitute.
11. The Legislative Clerk must place each request for reconsideration on the agenda of the next meeting of the Local Trust Committee following the date on which the request for reconsideration was delivered, provided the request is received at least 10 days prior to that meeting.
12. The Legislative Clerk must notify the applicant and any other person who the Legislative Clerk reasonably considers may be affected by the reconsideration, of the date of the meeting at which the reconsideration will occur.
13. At the meeting, the Local Trust Committee may either confirm the requirement or decision of the official or substitute its own requirement or decision.

PART V S. 489 (DEVELOPMENT PERMIT) APPLICATION REQUIREMENTS

14. For a Development Permit application specified in Section 15 of this bylaw, the applicant shall provide, as part of the development permit application, all or part of a report in the specified form as determined by the official.
15. For an application for a permit in respect of a development permit area designated under s. 488(1)(a) of the *Local Government Act* for protection of **Shoreline areas**, the report shall contain the following information :
 - a. A site plan professionally prepared at an appropriate scale, based on a legal survey, delineating the proposed development and associated features, natural boundary of the sea, the landward development permit area boundary, existing buildings and structures, floats, ramps, docks, topographic features, and significant features identified in the site inventory. Site profiles and cross sections

demonstrating terrain conditions prior to disturbance and intended conditions post development shall be included.

- b. A site inventory, providing information on existing plant communities, marine and terrestrial habitats, current on-site and adjacent land uses, slope stability, erosional processes, hydrology, topography and marine sediment transport. This baseline assessment may require the involvement of several suitably qualified professionals.
 - c. For land based developments, a site background analysis that includes the following known information on the site:
 - A check for observed species and ecosystems at risk;
 - A description of the context of the site including the use of adjacent lands and proximity to protected areas; and
 - A check for the presence of raptor and heron nests.
 - d. A description of the proposed development detailing construction (e.g. buildings, dock, ramp or trails, etc), cut and fill, blasting, vegetation clearing, alteration to hydrological systems, alterations affecting the marine foreshore, septic field installation, landscaping, or other land alteration during or after the development phase. The report should also identify alternative development options.
 - e. An assessment of the nature and extent of the impact of the proposed development, in particular anticipated impacts on identified site conditions, including but not limited to marine and terrestrial habitat, site hydrology, marine sediment transport, and public access to and along the foreshore. The assessment should identify impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area. The assessment should also include identification of potential impacts on adjacent sites and proximate sensitive areas.
 - f. Recommended measures to limit, mitigate and manage the impacts of the proposed development on terrestrial and marine habitats, as well as geomorphic, hydrological and coastal processes. The report should describe mitigation measures and their anticipated effectiveness in maintaining the health, form and function of environmentally valuable features.
 - g. Any recommended monitoring requirements, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance.
 - h. Recommended actions to restore or enhance ecosystem functions or habitat that have been degraded prior to development or that would be impacted by the proposed development.
16. Development Approval Information required in Section 15 must be prepared by a professional or professionals, with qualifications specified in the table below, and in good standing with his/her professional organization within British Columbia, acting within his/her area of expertise, and with demonstrated and pertinent experience and/or training; except that the official may approve the involvement of a person having different qualifications if demonstrated, relevant, experience and qualifications are in the official's opinion suitable for the preparation of the information being provided in relation to a particular development permit application:

TYPE OF INFORMATION	CONSULTING PROFESSIONAL
Shoreline	Geotechnical/hydrological and marine considerations: • Geotechnical Engineer (P. Eng.) or Professional Geoscientist (P. Geo.) Biological / environmental considerations: • Registered Professional Biologist (R.P. Bio.)
Tree & Natural Vegetation Protection	Registered Professional Biologist (R.P. Bio.) or Registered Professional Forester (RPF)

17. If the official is not satisfied that the impact information provided by the applicant is sufficient to comply with the requirements of the bylaw, either in scope, level of detail, accuracy or in any other respect, or does not address any particular information requirements that are identified in or arise from any applicable guidelines in an official community plan, the official may require the applicant to provide, at the applicant's expense, further information reasonably required to comply with the bylaw.

PART VI TERMS OF REFERENCE

18. Within 30 days of the receipt of an application for the following:
- amendments to a bylaw of the Local Trust Committee enacted under s.479 of the *Local Government Act*,
 - a temporary use permit,
- the official shall provide to the applicant written Terms of Reference for the preparation of information on the impact of the activity or development that is the subject of the application.
19. To the extent that the proposed activity or development can reasonably be expected to have an appreciable impact on any of the following matters, the Terms of Reference must include those matters in the scope of the information that is to be prepared:
- the natural environment of the area affected, including sensitive ecosystems and the habitat of rare or threatened species, including surrounding habitats impacted by the development activity ;
 - hazards, including but not limited to geological, sea level rise, flood, stormwater, and wildfire hazards;
 - greenhouse gas emissions, anticipated energy usage, and carbon emissions;
 - groundwater resources;
 - local infrastructure, including highways, ferry, water supply and sewage systems, fire protection systems, solid waste disposal and recycling facilities, utilities, local parking facilities and any other affected public infrastructure;
 - local and off-island public or community facilities;
 - local and off-island commercial services and employment opportunities;
 - affordable and seniors and special needs housing needs;

- i. agricultural reserve lands and agricultural and forestry uses in the vicinity of the development;
 - j. cultural heritage resources including resources of historical, cultural, archaeological, paleontological or architectural significance whether on land or underwater; and
 - k. aesthetic values including the visual appearance of the development from adjacent properties, public lands, or the sea, and the effect of any artificial lighting proposed.
20. In addition to any matter listed in s.19, the official may include in the Terms of Reference any other matter on which the official considers information ought to be provided to the Local Trust Committee to permit a full understanding of the impact of the proposed activity or development on the island community affected.
21. The Terms of Reference must address any particular information requirements that are identified in or arise from any applicable guidelines in an official community plan, and in all cases must address any particular information requirements specified for such an application in any development application procedures bylaw of the Local Trust Committee.
22. In addition to any other requirements the Terms of Reference may require the person preparing the impact information to provide information on the relationship between the proposed activity or development and
- a. the object of the Islands Trust set out in the *Islands Trust Act*;
 - b. the Islands Trust Policy Statement;
 - c. the Islands Trust Fund Plan; and
 - d. in the case of a proposed zoning amendment, the official community plan of the Local Trust Committee.
23. The Terms of Reference may specify that the impact information will be prepared by a person having professional expertise in the matters included in the Terms of Reference, and may include information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information.
24. The Terms of Reference must specify the date by which and the form and the number of copies in which the impact information will be provided.

PART VII PREPARATION OF DEVELOPMENT APPROVAL INFORMATION

25. The applicant must prepare the impact information in accordance with the accepted Terms of Reference and within the time specified in the Terms of Reference must provide it to the Local Trust Committee, at the applicant's expense.
26. For every matter within the scope of s.19 that is included in the Terms of Reference, the applicant must
- a. identify relevant baseline information and document the nature of the resource or other matter on which the proposed activity or development may have an impact;

- b. identify and describe the potential and likely impacts of the activity or development including any cumulative effects when combined with other projects proposed or under development;
- c. evaluate the impacts in terms of their significance and the extent to which and how they might be mitigated; and
- d. make recommendations as to conditions of approval that may be appropriate to ensure that undesirable impacts are minimized or avoided,

all in accordance with generally accepted impact assessment methodology.

- 27. If the Terms of Reference specify professional expertise in the preparation of impact information, prior to authorizing the preparation of the information by any person the applicant must deliver to the official information specifying the identity, qualifications and experience of the person who the applicant proposes to engage to prepare the information, unless that information was included in the approved Terms of Reference.
- 28. Within 10 business days of receipt of the information, the official must advise the applicant whether the proposed person is acceptable, and if the person is not acceptable the official must advise the applicant in writing of the reason and may propose one or more alternative acceptable persons. If such advice is not provided by the end of the tenth business day, the official is deemed to have accepted the proposed person.
- 29. If the official is not satisfied that the impact information provided by the applicant is sufficient to comply with the Terms of Reference, either in scope, level of detail, accuracy or in any other respect, the official may require the applicant to provide, at the applicant's expense, further information reasonably required to comply with the Terms of Reference, but a requirement for further information may be imposed once only. If the additional information is found to be deficient by the official, the application will be declined.

PART VIII INDEPENDENT REVIEW

- 30. If the official considers that the impact information provided by the applicant, or any portion of it, requires an independent review prior to being considered by the Local Trust Committee, the official may require the applicant to provide such a review of the information including the methodology used in its preparation.
- 31. The official may specify that the independent review be conducted by a member of the relevant professional association, and may specify terms of reference for the review.
- 32. The applicant must arrange for the independent review to be conducted and submitted in writing to the Local Trust Committee, at the applicant's expense and within the time specified by the official.

PART IX PROPRIETARY RIGHTS IN INFORMATION

- 33. The information that is provided to the Local Trust Committee pursuant to this Bylaw is required by the Local Trust Committee in the exercise of its powers under the

READ A FIRST TIME this _____ day of _____, 20__.

READ A SECOND TIME this _____ day of _____, 20__.

READ A THIRD TIME this _____ day of _____, 20__.

ADOPTED this _____ day of _____, 20__.

Secretary

BRIEFING

To: Islands Trust Council
Bowen Island Municipality

For the Meeting of: March 22- 24, 2016

From: Local Planning Committee

Date prepared: February 10, 2016

File no: LPC Top Priority – Community Housing

SUBJECT: **AFFORDABLE COMMUNITY HOUSING FORUM TO BE HOSTED BY LOCAL PLANNING COMMITTEE - JUNE 13, 2016.**

DESCRIPTION OF ISSUE: Local Planning Committee is hosting a “Community Housing Forum” at *Ocean Front Suites at Cowichan Bay* on June 13, 2016, immediately preceding the June Trust Council meeting. The event will bring islanders together and use a Trust-wide lens to addressing housing challenges and solutions in our island communities.

BACKGROUND: The objective of the event is to facilitate connections and learn from the experiences of islanders working to achieve affordable/attainable housing throughout the Islands Trust Area. We will be asking “what does affordable, attainable housing look like on the islands, and what are the challenges and opportunities island communities face?” The forum will be an invite only event, but be inclusive to a broad range of islanders, and have capacity for up to 100 people. The event will be free, with lunch provided, and Islands Trust will offer to cover travel costs for those in need (the Project Charter anticipates paying for 25 people to spend \$200 on travel costs).

The forum is being organized by a subcommittee of Local Planning Committee who, with staff, are setting the agenda, identifying relevant topics to address at the forum, and refining the participant list. Planning staff will complete a “baseline analysis,” and summarize approaches to affordable housing that currently exist across the Trust Area, including Bowen Island. This will provide background information and include a summary of each Local Trust Committee’s OCP policies as well as Trust Council policies. The forum will highlight different affordable housing examples and case studies from all over the Trust Area, including the Municipality of Bowen Island and possibly the San Juan Islands. Other deliverables of the event include reporting out on lessons learned, identification of tools to assist Local Trust Committees with achieving housing objectives, and a “gap analysis” to guide a set of recommendations to Trust Council.

ATTACHMENT(S):

1. Project Charter V.1.5 – dated February 23, 2016

AVAILABLE OPTIONS:

1. Receive for information
2. Identify other potential objectives for the community housing forum.

FOLLOW-UP:

1. Staff will continue to work with the Local Planning Committee and its subcommittee to plan this event.

Prepared By: Justine Starke, Island Planner
Reviewed By/Date: Local Planning Committee

Purpose To pursue background information and tools to assist local trust committees and Bowen Island Municipality with achieving housing objectives, a summary of approaches to affordable housing across the Trust Area, and a conference to convene community groups and agencies to share information on community housing challenges and solutions in the Trust Area.

Background Local Planning Committee has made Trust Area community housing needs a top priority. Work in the area of affordable housing has been addressed previously by Trust Council with a sub-committee Housing Task Force to report on an affordable seniors housing strategy. This could be expanded on to explore common obstacles faced by local trust committees and Bowen Island Municipality implementing affordable housing and policy options at the local trust committee, Bowen Island Municipality and Trust Council level for how to overcome these obstacles.

Objectives

- Chronicle affordable housing approaches throughout the Trust Area
- Create linkages between agencies, individuals, and community groups working on housing solutions
- Share information, tools, and connections.
- Identify opportunities and challenges to meeting Trust Area Community Housing needs.
- Make recommendations for improving Islands Trust's ability to meet community housing needs across the Trust Area.

In Scope

- Baseline analysis of OCP policies and model affordable housing projects in Trust Area
- One day forum on affordable housing to be scheduled consecutively with Trust Council
- Travel costs for community invitees; travel costs for IT staff.
- Venue costs and food provided.
- Follow up report—gap analysis and recommendations to Trust Council
- Thank you letter for agency/community participants

Out of Scope

- Multi day forum
- Forum that is open to general public
- Honorariums for participants
- Travel costs for any invitees from other agencies (Regional District staff, BC Housing etc).

Work Plan Overview

Deliverable/Milestone	Date
Outline of OCP Policies and model Trust Area housing projects: Baseline analysis and forum agenda.	May LPC
Schedule event, invite participants, organize logistics.	February—May 2016
Plan event's content: (E.g.: presentations, round tables, group discussion). Includes arranging speakers and coordination of presentations.	May LPC (Draft for comment) April -01 2016— Service Contract for logistics
Host event: Facilitation and coordination (location Cowichan Bay)	Prior to June TC on North Pender
Final Report for participants/Admin. Follow up	July—September 2016
Report out—Lessons learned, gap analysis, recommendations to TC.	September TC on Mayne

Project Team

Justine Starke	Project Manager
David Marlor	Supervisor
Robert Barlow and/or Contractor	Logistics coordinator
Phil Testemale or contractor	Graphic Designer

DLPS Approval:

David Marlor

Date: Nov. 12, 2015

LPC Endorsement:

Date: Nov. 12, 2015
(V.1); **Feb. 23 2016**
(v.1.5)

Budget: Trust Council 2016-17 Fiscal

Item	Cost
Venue (estimate)	\$500
Food (estimated @ 100 ppl)	\$3,500
Travel (estimated 25 ppl @ \$200)	\$5,000 + in kind
Administration/Logistics (estimate)	\$5,000 + in kind
Graphic Design (estimate)	\$1,000
Contingency	\$3,000
Total (out of pocket):	\$18,000.00

REQUEST FOR DECISION

To: Trust Council

For the EC Meeting of: March 9, 2016

From: David Marlor, Director of Local
Planning Services

Date: March 3, 2016

File No: 3320-30

**SUBJECT: ISLANDS TRUST POLICY FOR SITING AND DESIGN OF ANTENNA
SYSTEMS**

RECOMMENDATION:

That the Islands Trust Council requests 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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

In 1996 the Islands Trust entered into a Letter of Understanding with Industry Canada in regards to land use consultation for radio communication utilities. Since then, Innovation, Science and Economic Development Canada (Industry Canada's successor) has developed new procedures and guides that have rendered the Letter of Understanding redundant. The Local Planning Committee is the appropriate committee to undertake this work. Local Trust Committees will take this model and apply it to their particular circumstances if desired.

LPC may need to rationalize this project with regard to other priorities it has identified.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: A new policy would be created for Trust Council consideration. Staff resources would be required to develop the policy and procedures.

FINANCIAL: Resources would need to be redirected

POLICY: There will be no impact on existing Islands Trust policies.

IMPLEMENTATION/COMMUNICATIONS: Consultation with local trust committees during development of the policy and circulation of the adopted policy.

BACKGROUND

On December 7, 2015, Islands Trust received correspondence from Innovation, Science and Economic Development Canada that it was rescinding the 1996 Letter of Understanding "Land Use Consultation for Radio Communication Utilities".

The federal Minister of Industry has the authority under the *Radio Communication Act* to approve the erection of all masts, towers and other antenna-supporting structures. Local bylaws are

considered incidental with respect to antenna system siting and design. When the Islands Trust receives antenna system proposals, the ultimate role of the LTC is to issue a statement of concurrence or non-concurrence to the proponent and to Industry Canada.

Industry Canada requires proponents to follow either Industry Canada's default public consultation process outlined in Industry Canada's Client Procedure Circular (CPC-2-0-03), or utilize the consultation process that has been established by the local land-use authority. Proponents must also address all reasonable and relevant concerns of stakeholders and make all practical efforts to resolve them. Therefore, a formalized consultation process is critical for ensuring that LTCs guide, facilitate and influence the siting and design of antenna systems within their community.

The Executive Committee forwarded the letter to local trust committees.

Salt Spring LTC has indicated support for Trust Council to develop a model policy that could be adopted and implemented locally. Staff recommends that Islands Trust develops an antenna system siting protocol that is based on the Federation of Canadian Municipalities protocol template, which includes consultation procedures and development guidelines for antennae systems.

Gabriola, Lasqueti and Hornby LTCs passed resolutions requesting Trust Council explore the option of a Trust-wide policy on land use consultation for radio communication utilities.

Gambier and Denman LTC will be reviewing this request at the March regular business meetings. Thetis and Ballenas – Winchelsea LTC received the information and made no resolutions.

The Federation of Canadian Municipalities and the Canadian Wireless Telecommunication Association partnered to create an antenna system siting protocol template. This template includes detailed consultation processes and development guidelines for antenna system proposals. By utilizing a similar template, LTCs would have the opportunity to guide antenna systems siting by:

- communicating to proponents the specific amenities, environmental values, hazard areas, land use priorities and other relevant characteristics of their area;
- developing design guidelines for antenna systems including preferred and discouraged locations; and
- establishing a customized public consultation process that includes notice requirements, written consultation, public information sessions and post consultation review.

In order to achieve an effective antenna systems consultation procedure, Industry Canada considers the most appropriate mechanism to be a written protocol or policy, not a mechanism enacted under Provincial statute such as a bylaw.

REPORT/DOCUMENT:

- 1) Letter from Industry Canada dated December 1, 2015, rescinding the Letter of Understanding concerning "*Land Use Consultation for Radio Communication Utilities*".

KEY ISSUE(S)/CONCEPT(S): Cooperation and coordination with proponents and other levels of government.

RELEVANT POLICY: The Islands Trust Policy Statement Sub-Section 5.3.1 contains the following policy:

Trust Council holds that local trust committees and island municipalities should be consulted and involved in the decision-making process regarding provision of utilities, transportation services or facilities that might affect land use in their local planning areas.

DESIRED OUTCOME: Development of a Trust-wide antenna system siting protocol that is based on the Federation of Canadian Municipalities protocol template and includes consultation procedures and development guidelines to be adopted by each Local Trust Committee

RESPONSE OPTIONS

Recommended:

That the Islands Trust Council requests 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 adopted and implemented by local trust committees.

Alternative:

- 1) The Letter of Understanding expires and no further action is initiated. Islands Trust would be required to follow Industry Canada's default public consultation process, which has limited consultation procedures and does not include development guidelines for antenna systems.
- 2) Each Local Trust Committee creates their own consultation policy and procedures for processing antenna system applications.

Prepared By: Claire Olivier, Legislative Clerk
Shelley Miller, Planner
Salt Spring Island Local Planning Services

February 29, 2016

Reviewed By: David Marlor, Director of Local Planning
Services/Mar 3, 2016
Russ Hotsenpiller/Mar 3, 2016



Innovation, Science and Economic Development Canada
Innovation, des Sciences et du Développement économique Canada



Linda Adams
Chief Administrative Officer, Islands Trust
Suite 200, 1627 Fort St.
Victoria, BC
V8R 1H8

Date: December 1st, 2015

Subject: Rescinding the 1996 Letter of Understanding (LOU) "*Land use Consultation for Radio Communication Utilities*"

Dear Ms. Adams,

As per our telephone discussion today, please accept this letter as our formal notification to provide a three month notice to rescind the above LOU. I have attached a copy for your reference. It is our belief that this document is outdated.

Going forward, Islands Trust may wish to consider an "islands wide" tower siting consultation policy of their own. There are many good examples of these being used by various local governments. If drafted well, clearly outlining the requirements and obligations of both the proponent and the land use authority, such a policy can save both parties time and result in a more streamlined, timely and assured process.

Most jurisdictions either have their own tower siting consultation policy or use the Innovation, Science and Economic Development Canada policy:

CPC 2-0-03 Radiocommunication and Broadcasting Antenna Systems: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>

If this is of interest, our department provides a guide that can be used to help develop a policy. It is called the *Guide to Assist Land-use Authorities in Developing Antenna System Siting Protocols*:

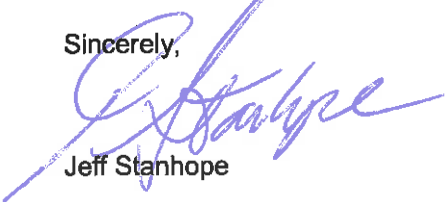
<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf10860.html>

Also, the Federation of Canadian Municipalities, in partnership with the Canadian Wireless Telecommunications Association, have developed a policy template: *Antenna System Siting Protocol Template*:

http://www.fcm.ca/documents/tools/fcm/Antenna_System_Siting_Protocol_EN.pdf

If you have any questions, please do not hesitate to call me at the number below.

Sincerely,



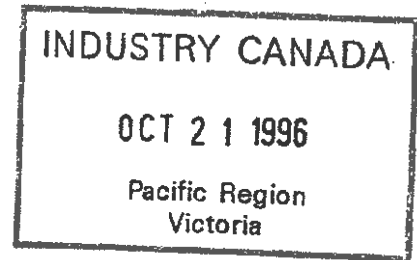
Jeff Stanhope

Spectrum Operations Manager, Spectrum Management Operations Branch
Innovation, Science and Economic Development / Government of Canada
Jeff.Stanhope@canada.ca / Tel: 250-363-3597 / TTY: 1-866-694-8389

Letter of Understanding

between

INDUSTRY CANADA
Vancouver Island District
Spectrum Program
("Industry Canada")



and the

ISLANDS TRUST COUNCIL on behalf
of Trust Area Local Trust Committees
("Islands Trust")

regarding

LAND-USE CONSULTATION FOR RADIO COMMUNICATION UTILITIES
within the Islands Trust Area

WHEREAS, section 8.1 of the *Islands Trust Act* authorizes the Islands Trust Council to enter into agreements with the Government of Canada on behalf of one or more local trust committees to coordinate activities within the Islands Trust Area to achieve the legislated object of the *Islands Trust Act* ... "to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of the Province generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of the Province";

WHEREAS, a local trust committee is responsible for regulating the development and use of land within a local trust area;

WHEREAS, Section 5 of the *Radiocommunications Act* defines the Minister's powers, the Minister may, (i) approve each site on which radio apparatus, including antenna systems, may be located and approve the erection of all masts, towers and other antenna-supporting structures;

WHEREAS, Industry Canada recognizes that land-use authorities may have an interest in the location of significant antenna structures proposed within their jurisdiction and may have concerns that should be considered in the exercise of authority under the *Radiocommunications Act*;

AND WHEREAS, the Islands Trust consider significant antenna structures as being any structure over 25 metres measured from the ground level.

NOW THEREFORE, both parties agree to implement the following interagency consultation procedures regarding applications to Industry Canada for the site-specific authorization of significant antenna structures within the Islands Trust Area:

1.0 NOTIFICATION

- 1.1 Either party will use best efforts to notify the other party of an applicant's expression of interest to build or modify a significant antenna structure.
- 1.2 Industry Canada will use best efforts to advise applicants that they are required to notify and consult with the appropriate local trust committee to address local land-use concerns as explained in Client procedure Circular, CPC-2-0-03.

2.0 APPLICANT / LOCAL TRUST COMMITTEE CONSULTATION

- 2.1 Local trust committees will make their views known to both the applicant and Industry Canada within 60 days of receiving an application unless otherwise mutually agreed by the local trust committee and the applicant.
- 2.2 The local trust committee will use its best efforts to consult with the applicant and to consider requirements of the applicant.
- 2.3 When Industry Canada becomes aware of a local trust committee's objection to a site-specific significant antenna structure, consideration to issue a license will be delayed for up to 60 days or longer if otherwise mutually agreed by the local trust committees and the applicant so consultations can occur between the applicant and the local trust committee.

3.0 APPLICATION APPROVAL

- 3.1 Industry Canada does not play a direct role in land-use consultations. This responsibility remains with the applicant and the local trust committee to work toward a mutually acceptable agreement.
- 3.2 Industry Canada will use best efforts to notify a local trust committee of its intent to process an application indicating the content of the applicant's signed land-use consultation attestation.
- 3.3 Industry Canada, upon the request of a local trust committee, will meet with that local trust committee to hear its concerns before final approval of a license.

4.0 CONDITIONS

- 4.1 Nothing in this agreement shall be construed to fetter the legislative or administrative discretion of either of the parties within their respective areas of jurisdiction.
- 4.2 Any party to this Agreement may terminate this Agreement at any time by delivering three months written notice to the other party.
- 4.3 The officials of each party who shall be responsible for notices and the administration of this Agreement are:

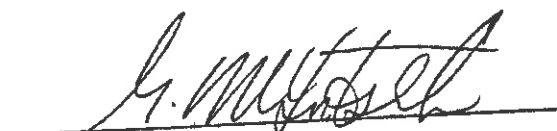
Executive Director
Islands Trust
2nd Floor, 1627 Fort Street
Victoria, British Columbia
V8R 1H8

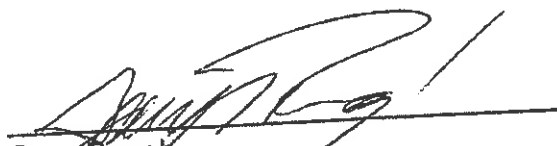
Phone #: (604) 952-4182
Fax #: (604) 952-4193

Director, Vancouver Island District
Pacific Region
Industry Canada
#318 - 816 Government Street
Victoria, British Columbia
V8W 1W9

Phone #: (604) 363-3800
Fax #: (604) 363-0208

Both parties commit to respect the terms of this agreement dated this 30 day of October, 1996.


Gordon A. McIntosh
Executive Director
Islands Trust


Gary Paugh
Director, Vancouver Island District
Industry Canada

DIRECTOR OF ADMINISTRATIVE SERVICES 2015-2016 FOURTH QUARTER REPORT

Date: 03/03/2016

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Trust Council, Executive Committee, Financial Planning Committee - Completed 3rd Quarter Financial Results - Completed Briefing to Trust Council on 2015/16 Forecast - Completed public consultation process on 2016/17 budget - January 19 and March 2 FPC meetings - Finalized Draft 2016/17 budget provided for FPC's review and recommendation to Trust Council in March	Trust Council, Executive Committee, Financial Planning Committee - FPC meeting May 31, 2016 - Forward 2016/17 Budget for Ministerial approval by March 31, 2016 - Presentation of draft Audited Financial Statements to FPC and Audit Committee Meetings May 31, 2016 - Participate on Select Committee to Review Victoria Office Location
Human Resources - All Staff Meeting December 2015 - PMDP Process for 2015 completed	Human Resources - Develop training for managers on hiring processes - Review HR policies in operations manual - Staff Meeting April 2016
Financial Management and Payroll Completed T4's for 2015 for Trustees	Financial Management and Payroll - Review Finance policies in operations manual - Prepare 2015/16 draft financial statements and notes for auditors - Work with auditors to complete 2015/16 audit - Review capital asset management database
Information Systems - Worked with KPMG on the Information Systems Review - Completed First Nations Database	Information Systems - Draft staff report in response to KPMG Review - Complete the Time Collection System Project - Complete FUAL for Council Committee Project - Complete eSCRIBE functionality review
General Assisted new Chief Administrative Officer with orientation	General - Continued participation on Operations Manual Review Project - Complete and review 2015 Carbon Inventory calculations and research Carbon Offset purchases as necessary



FINANCIAL PLANNING COMMITTEE REPORT

To: Trust Council

Date: March 2, 2016

WORK PROGRAM

1. Finalize the 2016/17 Budget

Current

Review and consider public feedback.

Finalize budget recommendation for presentation to March 2016 Trust Council.

Finalize Financial Plan Bylaw and Borrowing Anticipation Bylaw for approval by Trust Council.

Planned

Submit bylaws and supporting documents to Minister and receive final approval by Trust Council.

2. Conduct the 2015/16 Year-End Audit

Current

Meet with auditors (KPMG) to discuss issues and develop the 2015/16 audit schedule.

Planned

Review 2015/16 financial statements with auditors at May 31, 2016 Audit Committee Meeting.

Forward Audited Financial Statements and Auditor's Findings to Trust Council's June 2016 meeting.

3. Complete the 2015/16 Allocated Financial Statements

Planned

Prepare the 2015/16 Allocated Financial Statements for review by Financial Planning Committee at their May 31, 2016 meeting..

WORK PROGRAM STATUS *(Completed, Changed, and Future Priorities)*

The Financial Planning Committee has adopted the above noted priorities for the fourth quarter of fiscal 2015/2016. New work program items will be reviewed and assessed throughout the year.

UPDATE *(on Meetings, Agency Liaison, Resource Requirements, etc.)* The Financial Planning Committee met on January 19 and March 2, 2015. The next meeting of the Financial Planning Committee is proposed to be held May 31, 2016. The Committee's financial resources are sufficient at this time.

Cindy Shelest
Designate Staff

Peter Grove
Chair

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 2, 2016

From: Financial Planning Committee

File No: Quarterly Reports

SUBJECT: DECEMBER 31, 2015 QUARTERLY FINANCIAL REPORT

RECOMMENDATION:

That the Islands Trust Council approve the December 31, 2015 Quarterly Financial Report as presented.

CHIEF ADMINISTRATION OFFICER COMMENTS: The financial report reflects that Islands Trust is generally following the financial plan for 2015/16.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: There are no organizational implications to the recommendation.

FINANCIAL: Expenditures to December 31, 2015 are within approved budgets.

POLICY: There are no implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: Managers and Directors will receive ongoing reports throughout the year.

OTHER: None.

BACKGROUND

Islands Trust Policy 2.3. iii Financial Planning Committee Terms of Reference requires the Financial Planning Committee to report to Trust Council regarding the organization's financial management practices.

REPORT/DOCUMENT: The Islands Trust Statement of Net Financial Position (Balance Sheet) and Consolidated Statement of Revenue and Expenditures to December 31, 2015 are attached.

KEY ISSUE(S)/CONCEPT(S):

Statement of Net Financial Position (December 31, 2015 compared to March 31, 2015)

For the most part (unless otherwise identified) differences are due to timing of expenditures, receipt of revenues and reversal of accruals following fiscal year end. Results for December 31, 2014 are also provided for year over year comparison.

Consolidated Statement of Revenue and Expenditure

The benchmark for revenues and expenditures after nine months (third quarter completion) of operations is 75% of the annual budget. The revenue and expense areas that vary significantly from the 75% benchmark include:

Revenue:

- The Fees and Sales total of \$90,307 includes \$99,654 of receipts offset by \$9,347 in refunds. This is further offset by expenditures for applications sponsored by Executive Committee totaling \$9,350. Bringing the total revenue for Fees and Sales to \$80,957.00 (74% of budget).
- The general property tax requisition, special property tax requisition, and the Bowen island property tax requisition were all received in the second quarter.
- Investment income increased during the third quarter as we realized larger returns on the invested amount of the general property tax received at the end of July.
- Other revenues totaling \$96,051 include the following:
 - \$65,840.68 in grant revenue to fund the Lasqueti community integrated energy project.
 - \$11,823.41 in grant revenue to fund the Salt Spring Island Water Protection Authority structured decision making process.
 - \$15,992.59 in grant revenue to fund the North Pender Age Friendly Community Plan.

Note: All grant revenues are offset by an equivalent amount of expenditures.

Expenses:

Council

- Executive and Council Committee expenditures are higher than budget due to Executive Committee members who are located further away from Head Office than the previous Committee members (budget was based on previous year expenditures). Also due to higher than budgeted expenditures for applications sponsored by Executive Committee and contract services to assist with Freedom of Information requests.
- Trust Area Services expenditures are lower than budget due to a misallocation of \$50,000 for projects funded by grants being included in Trust Area Services rather than correctly located in the Local Planning Services projects area.

Local Planning Services

- Local Trust Committees are overspent due to higher than budgeted legal fees.
- Projects appear to be overspent due to a misallocation of \$50,000 for projects funded by grants being included in Trust Area Services rather than correctly located in the Local Planning Services projects area.
- Budgets for those projects that don't include expenditures covered by grants are 43% spent to December 31/15.
- Planning Staff expenditures are lower than budget due to staff vacancies in the first half of the fiscal year.
- LPS Facilities expenditures are lower than budget due to negotiating a lower office rent for Gabriola than was anticipated. Mapping Services expenditures are lower than budget due to lower than anticipated expenditures for GIS Consulting and Software and for travel and training.

Trust Fund

- Board expenses are lower than budget due to the timing of meetings which will occur later in the fiscal year.

- Operations expenses are lower than budget due to flexible working arrangements for current staff.
- Property Management expenses are lower than budget due to lower than anticipated expenditures for property management and covenants and acquisitions.

Administration

- CAO Office expenditures are lower than budget due to staff vacancy and unspent contingency funds.
- Finance, Human Resources and Administrative Services are slightly higher than anticipated due to staff overtime to complete projects that were undertaken early in the year eg: time leave and absence management and cold fusion application replacement.
- Computer/Furniture & Equipment Purchases are lower than budget due a \$50,000 budget item for the potential relocation of the Victoria office. This move will not be occurring during this fiscal year, however, a portion of the funds will be used to fund the Select Committee to review the Victoria Office location during this fiscal.

FINANCIAL PROJECTIONS TO MARCH 31, 2016 FISCAL YEAR END

A detailed forecast will be completed based on the third quarter results for review by the Financial Planning Committee at their March 2, 2016 meeting.

RELEVANT POLICY: Bylaw No. 159, Islands Trust Financial Plan Bylaw 2015/16.

DESIRED OUTCOME: Approval of the December 31, 2015 quarterly financial report.

RESPONSE OPTIONS

Recommended:

That Trust Council approve the December 31, 2015 quarterly financial statements.

Alternative:

None identified.

Prepared By: Nancy Roggers, Supervisor Budgets & Results

Reviewed By/Date:
 Cindy Shelest, Director of Administrative Services, February 24, 2016
 Russ Hotsenpiller, Chief Administrative Officer, March 3, 2016
 Financial Planning Committee – March 2, 2016
 Executive Committee – March 9, 2016

Islands Trust
Statement of Net Financial Position
December 31, 2015

	Dec 31 2015	Dec 31 2014	Mar 31 2015
Financial Assets			
Cash & Short-term Investments	5,540,668	5,389,800	3,762,103
Accounts Receivable	58,470	25,265	86,541
Due (to) from TFB	-	-	(158)
Total Financial Assets	5,599,139	5,415,065	3,848,486
Liabilities			
Wages & benefits payable	1,051,262	1,048,896	940,705
Accounts payable & accrued liabilities	169,714	261,945	378,584
Development Application Deposits	29,038	29,038	29,038
Deferred Revenue	64,793	88,262	53,349
Employee Benefit Obligations	81,224	94,538	81,224
Capital Lease Obligations	82,230	42,970	46,475
Cost Recovery Deposits	5,778	7,107	3,439
Total Liabilities	1,484,038	1,572,757	1,532,813
Net financial assets	4,115,100	3,842,307	2,315,674
Non-Financial Assets:			
Tangible Capital Assets	113,746	75,303	91,605
Prepaid Expenses	50,356	52,238	59,190
Total Non-Financial Assets	164,102	127,540	150,795
General Revenue Surplus Fund	4,279,202	3,969,848	2,466,469

Islands Trust

Statement of Revenue and Expenditure For The 9 Months Ending December 31, 2015

	Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Revenue:					
	Fees & Sales	51,954	90,307	110,000	82%
	Provincial Grant	119,122	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	41,079	44,321	50,000	89%
	Other Revenues	18,927	96,051	50,000	192%
Total Revenue		6,682,421	6,874,950	6,911,219	99%
Expenses					
Council					
	Trust Council	330,735	204,133	267,500	76%
	Executive and Council Committees	80,398	106,159	113,500	94%
	Trust Area Services	288,954	262,900	424,445	62%
	General Admin Allocation - 16%	182,369	181,523	229,522	79%
Total Council Expenses		882,456	754,716	1,034,967	73%
Local Planning Services					
	Local Trust Committees	526,661	583,003	724,999	80%
	Projects	112,451	201,420	255,250	79%
	Planning Staff	1,662,239	1,595,807	2,407,302	66%
	LPS Facilities	260,986	245,738	388,130	63%
	Mapping Services	185,632	188,066	262,924	72%
	Bylaw Enforcement	198,144	205,189	277,502	74%
	General Admin Allocation - 75%	854,854	850,891	1,229,932	69%
Total Local Planning Services Expenses		3,800,967	3,870,114	5,546,039	70%

	Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Trust Fund					
	Board	12,140	11,689	20,000	58%
	Operations	298,432	274,602	426,092	64%
	Property Management	41,071	48,990	78,000	63%
	General Admin Allocation - 9%	102,582	102,107	149,347	68%
Total Trust Fund Expenses		454,225	437,388	673,439	65%
General Admin					
	CAO Office	236,910	187,381	325,650	58%
	Financial, HR and Admin Services	498,325	526,164	642,431	82%
	Office Operations	304,299	335,386	455,720	74%
	Computer/Furniture & Equipment Purchases	60,253	56,743	120,000	47%
	Amortization Expense	40,019	28,846	65,000	44%
	General Admin Recovery	(1,139,805)	(1,134,521)	(1,608,801)	71%
Total General Admin Expenses		0	0	0	0%
Less Non-Cash Expenditures - Amortization				(65,000)	
Transfer from General Revenue Surplus Fund				(278,226)	
Total Expenses		5,137,648	5,062,217	6,911,219	73%
Surplus (Deficit) to date		1,544,773	1,812,733	0	
General Revenue Surplus Fund, beginning of the period		2,425,077	2,466,469		
General Revenue Surplus Fund, end of the period		3,969,850	4,279,202		

To: Financial Planning Committee

For the Meeting of: March 2, 2016

From: Cindy Shelest, Director
Administrative Services

File No.: 2015-16 Forecast

**SUBJECT: FINANCIAL FORECAST FOR MARCH 31, 2016 YEAR END, UPDATED WITH
DECEMBER 2015 ACTUAL RESULTS**

DESCRIPTION OF ISSUE:

The budget for the fiscal year ending March 31, 2016 was balanced with a transfer from the General Revenue Fund Surplus of \$278,226. The year-end financial results for March 31, 2016 have been forecasted based on actual results to December 30, 2015 plus estimates to the end of the fiscal year. Based on this review the transfer from General Revenue Fund Surplus is now estimated to not be required. Reasons for this change are outlined below.

BACKGROUND:

Revenue and expenditures that contribute to the reduced requirement for transfer from General Revenue Fund Surplus include:

Revenue:

- The 2015/16 Budget identified potential grant revenues (and offsetting expenditure) of \$50,000. To December 31, 2015, grant revenues have been accounted for related to three projects: (1) Lasqueti Community Integrated Energy Project - \$300,000; (2) SSI Watershed Management - \$12,000; and (3) North Pender Age Friendly Community Plan - \$16,000. These three projects total \$328,000. However, there are offsetting expenditures included in the Projects section of the report.
- In 2014/15 the SWIIPA project carried forward \$42,981 to the current year due to underspending in 2014/15. These funds have now been spent or allocated and a transfer was completed from the surplus fund into revenues. There are offsetting expenses included in the Projects section of the report.

Expenditures:

Some of the more significant items (greater than \$5,000) to note are:

- Contract costs are \$52,500 higher than anticipated due to covering staff vacancies with short term contracts.
- Salaries and benefits are underspent due to vacancies and turnover of staff in Planning, Administration and the Executive office. These are offset by increased use of contractors and potential and confirmed reclassifications of some positions (ie. Bylaw Enforcement Officers and Chief Administrative Officer position).
- Legal expense is forecast to be \$50,000 over budget this fiscal.

- Meeting expense for Trust Council, Local Trust Committees and the Executive Committee are all trending higher than the budget for the year. This is being considered as a permanent and on-going increase for the term of this Trust Council.
- There has been an adjustment to Office Rent due to negotiating lower rents than anticipated for the Northern Office.
- LTC Projects are underspent by \$58,062.
- A \$50,000 project item for a potential office move has been allocated in part to the Select Committee to review the Victoria Office Location (\$10,000). The balance will not be spent.
- Estimated relocation costs for the new Chief Administrative Officer have been included in the forecast.
- Trustee benefits expense has been reduced to reflect the actual benefits that the new Trust Council selected at the beginning of their term. [Comments]

CONCLUSIONS:

Based on the forecast results, no transfer from General Revenue Fund Surplus will be required (instead of the \$278,226 that was originally budgeted).

ATTACHMENT(S):

Financial Forecast detail for 2015/16 fiscal year.

AVAILABLE OPTIONS: No other options identified.

FOLLOW-UP: Forward to Trust Council.

Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Russ Hotsenpiller, Chief Administrator Office, February 24, 2016
Financial Planning Committee – March 2, 2016

ISLANDS TRUST 2015/16 Forecast		2015/16 BUDGET	2015/16 ACTUALS To Dec 31/15	2015/16 FORECAST	Increase (Decrease) Forecast to Budget
Revenue					
Fees & Sales	110,000	90,307	115,000	5,000	
Provincial Grant	180,000	123,052	180,000	-	
Property Tax Levy - General	6,187,953	6,187,953	6,187,953	-	
Property Tax Levy - Bowen	213,766	213,766	213,766	-	
Special LTC Tax Requisition	119,500	119,500	119,500	-	
Transfer from Special Tax Surplus		0	42,981	42,981	
Transfer from GR Surplus Fund	278,226	0	0	(278,226)	
Interest Income	50,000	44,321	50,000	-	
Grant income for projects	50,000	93,657	328,000	278,000	
Other Income	0	2,395	2,735	2,735	
Total Revenue	7,189,445	6,874,950	7,239,935		
Expenses					
Amortization	65,000	28,846	65,000	-	
Applications sponsored by EC	5,000	9,350	10,000	5,000	
Audit	35,000	462	35,000	-	
Bank Charges & Interest	4,000	3,505	4,000	-	
Board of Variance	1,500	915	4,000	2,500	
Carbon Offset Purchases	2,000	(70)	2,000	-	
Committee Expense - FPC	7,000	3,495	6,000	(1,000)	
Committee Expense - LPC	3,000	1,915	3,000	-	
Committee Expense - TPC	3,000	3,186	4,000	1,000	
Communications	28,000	11,442	26,000	(2,000)	
Information Systems	197,670	166,951	196,670	(1,000)	
Contingency	15,000	8,258	15,000	-	
Contract Services	137,500	85,192	190,000	52,500	
Equipment Leases	20,000	10,410	14,000	(6,000)	
Insurance	95,000	70,920	95,000	-	
Islands Trust Fund Administration	98,000	60,678	93,900	(4,100)	
Land Title Registrations	3,000	1,553	3,000	-	
Legal	255,000	233,718	305,000	50,000	
Local Trust Committee	99,000	66,857	96,950	(2,050)	
Meetings	96,300	82,715	120,000	23,700	
Memberships	17,500	6,215	17,500	-	
Notices - Statutory & Non-Statutory	18,000	8,923	18,000	-	
Office	443,260	306,672	412,000	(31,260)	
Postage, Courier & Delivery	13,500	6,620	10,000	(3,500)	
Recruitment	5,000	9,786	30,000	25,000	
Safety	5,000	3,452	5,000	-	
Salaries & Benefits - Administration	1,707,683	1,476,804	1,629,421	(78,262)	
Salares & Benefits - Trust Fund	384,341		330,135	(54,206)	
Salaries & Benefits - Planning	1,911,479	1,308,454	1,772,743	(138,736)	
Salaries & Benefits - Bylaw	253,002	182,828	261,206	8,204	
Stationery & Supplies	18,000	13,240	18,000	-	
Subscriptions	5,000	3,198	5,000	-	
Telephone	77,010	53,405	77,010	-	
Training	123,950	100,410	126,400	2,450	
Travel	81,500	61,043	84,000	2,500	
Trustee Remuneration	545,000	395,829	526,000	(19,000)	
Operating Budget Subtotal	6,779,195	4,787,178	6,610,935		
CAPITAL					
Computer	45,000	46,997	45,000	-	
Office	25,000	8,955	25,000	-	
Reserve for potential office moves	50,000	726	10,000	(40,000)	
Capital Subtotal	120,000	56,678	80,000		
PROJECTS					
Project - Funded by Grants	50,000		328,000	278,000	
Project - Funded by Special requisition	119,500		158,312	38,812	

Strategic Plan objectives	0		0	-
LTC Projects	185,750		127,688	(58,062)
Projects Total	355,250	218,359	614,000	
				-
Total Expenditures	7,254,445	5,062,214	7,304,935	50,490
				-
Net Surplus (Shortfall)	(65,000)	1,812,736	(65,000)	0
Add non-cash Item - amortization	65,000		65,000	-
Net increase to tax base	0		0	-

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 22-24, 2016

From: Financial Planning Committee

Date: March 2, 2016

SUBJECT: REVENUE ANTICIPATION BORROWING BYLAW (ANNUAL ITEM)

RECOMMENDATION:

1. That Islands Trust Council Bylaw 164, cited as the "Revenue Anticipation Borrowing Bylaw 2016/17" be Read a First Time.
2. That Islands Trust Council Bylaw 164, cited as the "Revenue Anticipation Borrowing Bylaw 2016/17" be Read a Second Time.
3. That Islands Trust Council Bylaw 164, cited as the "Revenue Anticipation Borrowing Bylaw 2016/17" be Read a Third Time.
4. That Islands Trust Council Bylaw 164, cited as the "Revenue Anticipation Borrowing Bylaw 2016/17" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The *Local Government Act* requires local governments to enact a "borrowing bylaw" before borrowing funds. The bylaw also requires Ministerial approval. Therefore all local governments adopt a borrowing bylaw to cover unexpected situations where they might have to borrow money at short notice. While the Islands Trust Council adopts a borrowing bylaw each year, no borrowing has been required for several years. Expenditures are carefully managed to ensure they do not exceed the budgeted revenues.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Ability to borrow enabled by adoption of the bylaw.

FINANCIAL: Interest expense, if incurred, would be charged against the appropriate budget account.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: None

OTHER: None

BACKGROUND

The Islands Trust is required under the *Islands Trust Act, S.8(3)* and *Islands Trust Act Regulation #12*, to adopt a bylaw authorizing the borrowing of money that may be required to meet current expenditures before revenue from all sources has been received. The bylaw also requires Ministerial approval. No borrowing has been required for several years.

REPORT/DOCUMENT: Draft Revenue Anticipation Borrowing Bylaw.

KEY ISSUE(S)/CONCEPT(S):

This requirement is particularly relevant between the beginning of the fiscal year (April 1) and the time of receipt of tax levy proceeds.

The bylaw specifies a limit of \$1,000,000 and an interest rate not to exceed 2% per annum over bank prime. The islands Trust currently is able to borrow at an interest rate equal to the bank prime rate.

RELEVANT POLICY:

Islands Trust Act, Section.8(3); Local Government Act, Sections 821 and 822

DESIRED OUTCOME:

That Trust Council approve the Revenue Anticipation Borrowing Bylaw.

RESPONSE OPTIONS**Recommended:**

Three readings of the Revenue Anticipation Borrowing Bylaw and advance for approval by the Minister of Community, Sport, and Cultural Development.

Alternative:

Prepared By: Cindy Shelest, Director of Administrative Services

Reviewed By/Date: Financial Planning Committee – March 2, 2016
Russ Hotsenpiller, Chief Administrative Officer – March 3, 2016
Executive Committee – March 9, 2016

ISLANDS TRUST COUNCIL

BYLAW NO. 164

A Bylaw to Provide for the Borrowing of Money During Fiscal Year 2016 - 2017 in Anticipation of Revenue

WHEREAS the Islands Trust may not have sufficient money on hand to meet the current lawful expenditures of the Islands Trust;

AND WHEREAS it is provided by Section 8.3 of the *Islands Trust Act*, Section 12 of B.C. Regulations 119/90 and Sections 821 and 822 of the *Local Government Act* that the Islands Trust may, with the approval of the Minister of Community, Sport and Cultural Development, borrow such sums of money as may be required to meet the current lawful expenditures of the Islands Trust before revenue, from all sources, to pay for those expenditures has been received, provided that money so borrowed is repaid when the anticipated revenue with respect to which the borrowing was authorized is received;

AND WHEREAS the Islands Trust Council anticipates receiving for the 2016 - 2017 budget a Provincial Contribution and a property tax levy, and these revenues have not been received at the time of adoption of this bylaw;

NOW THEREFORE the Islands Trust enacts as follows:

1. This bylaw may be cited as "Revenue Anticipation Borrowing Bylaw, 2016 - 2017".
2. The Islands Trust shall be and is hereby authorized to borrow upon the credit of the Islands Trust an amount or amounts not exceeding \$1,000,000 as the same may be required and to pay interest thereon at a rate not exceeding 2% over bank prime rate per annum.
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chairperson of the Islands Trust and the Treasurer of the Islands Trust.
4. The Provincial Contribution and property tax levy, or so much thereof as may be necessary, shall when received on account of the 2016 - 2017 budget, be used to repay the money so borrowed.

READ A FIRST TIME THIS 23rd DAY OF MARCH, 2016

READ A SECOND TIME THIS 23rd DAY OF MARCH, 2016

READ A THIRD TIME THIS 23rd DAY OF MARCH, 2016

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT
THIS _____ DAY OF _____, 2016

ADOPTED THIS DAY OF , 2016

SECRETARY

CHAIR

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 22-24, 2016

From: Financial Planning Committee

Date Prepared: March 2, 2016

SUBJECT: FINANCIAL PLAN BYLAW, 2016/2017

RECOMMENDATION:

1. That Islands Trust Council Bylaw 165, cited as the “Financial Plan Bylaw, 2016/2017” be Read a First Time.
2. That Islands Trust Council Bylaw 165, cited as the “Financial Plan Bylaw, 2016/2017” be Read a Second Time.
3. That Islands Trust Council Bylaw 165, cited as the “Financial Plan Bylaw, 2016/2017” be Read a Third Time.
4. That Islands Trust Council Bylaw 165, cited as the “Financial Plan Bylaw, 2016/17” be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Islands Trust Financial Plan for 2016/17 must be adopted by bylaw prior to implementation.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Allows staff to implement the Islands Trust Council's approved budget.

FINANCIAL: As described in budget background documents

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Staff will implement as described in budget background documents.

OTHER: None

BACKGROUND

REPORT/DOCUMENT: Draft Financial Plan Bylaw, 2016/2017.

KEY ISSUE(S)/CONCEPT(S): The Financial Plan Bylaw is the formal document approving the budget for the 2016/2017 fiscal year. After three readings, the bylaw is forwarded to the Minister of Community, Sport and Cultural Development for approval and the property tax levy request is forwarded to the Provincial Surveyor of Taxes. Bowen Island Municipality is notified of the tax collection required on behalf of Islands Trust.

The Financial Plan Bylaw focuses on the current fiscal year budget, but also includes projections for the following four fiscal years. The worksheet used to create the projections appears at the end of this Request for Decision. The assumptions and/or processes used for the line items in the four year projection are:

Consumer Price Index	1.0%
Fees & Sales	No increase in fees and sales is projected.
Provincial Grant	The Ministry has advised a budget of \$180,000.
Non-market Growth	A 1.0% non-market growth rate is anticipated. Non-market growth is experienced when properties under development are completed and their assessed values are added to the assessment pool.
Increases to Property Taxes	It is anticipated that property tax increases will not exceed CPI.
Property Tax Levy – Bowen	The methodology for the Bowen Tax Levy calculation is described in the <i>Islands Trust Act</i> and depends on a number of factors that are difficult to predict. An increase of 1.0% has been included.
Expenditures (Trust Council, Local Planning, Trust Fund and Administration)	Service levels are expected to remain the same.
Expenditures – Programs	Program expenditures are based on historical spending and are adjusted to reflect lower spending on programs during election years.
General Revenue Fund Surplus	The target for this amount is defined in the General Revenue Fund Surplus Policy 6.5.i.

RELEVANT POLICY: Municipal Revenue Tax Calculation Policy 7.2.vi.
General Revenue Fund Surplus Policy 6.5.i.

DESIRED OUTCOME: That Trust Council approve the Financial Plan Bylaw, 2016/2017 in order for staff to implement the islands Trust Council's approved budget.

RESPONSE OPTIONS

Recommended: Three readings of the Financial Plan Bylaw and advance for approval by the Minister of Community, Sport, and Cultural Development.

Alternative: N/A

Prepared By: Cindy Shelest, Director of Administrative Services

Reviewed By/Date: Financial Planning Committee – March 2, 2016
Russ Hotsenpiller, Chief Administrative Officer – March 3, 2016
Executive Committee – March 9, 2016

ISLANDS TRUST - Proposed Budget - 5 Year Budget Projection						
	Trust Council March 2016	Annual				
Revenue	2016/17	Increase %	2017/18	2018/19	2019/20	2020/21
Fees & Sales	110,000		110,000	110,000	110,000	110,000
Provincial Grant	180,000		180,000	180,000	180,000	180,000
Property Tax Levy prior year	6,187,953	0.0%	6,249,833	6,343,580	6,438,734	6,535,315
Non-market Growth Current Year	61,880	1.0%	62,498	63,436	64,387	65,353
Increased Taxes in Current Year	-	0.50%	31,249	31,718	32,194	32,677
<i>Total Tax Revenue</i>	<i>6,249,833</i>		<i>6,343,580</i>	<i>6,438,734</i>	<i>6,535,315</i>	<i>6,633,344</i>
<i>% tax increase</i>	<i>0.00%</i>		<i>0.5%</i>	<i>0.5%</i>	<i>0.5%</i>	<i>0.5%</i>
			<i>byelection</i>	<i>election</i>	<i>byelection</i>	<i>byelection</i>
Appropriation from Surplus - for elections			5,000	120,000	5,000	5,000
Appropriation from Surplus - to adjust Surplus balance	318,257		162,350	39,805	6,709	26,650
Property Tax Levy - Bowen	223,418	1.0%	225,652	227,909	230,188	232,490
Special Levy - LTCs	110,500	manual input	110,000	110,000		
Interest Income	50,000	0.0%	50,000	50,000	50,000	50,000
Other Income	50,000	0.0%	50,000	50,000	50,000	50,000
Revenue Subtotal	7,292,008		7,236,582	7,326,448	7,167,212	7,287,484
Expenditures				<i>election</i>		
Trust Council - no Admin or Programs	793,214	1.0%	801,146	904,158	793,199	801,131
Local Planning - no Admin or Programs	3,725,229	1.0%	3,762,482	3,725,107	3,762,358	3,799,981
Trust Fund - no Admin or Programs	529,270	1.0%	534,562	539,908	545,307	550,760
Administration	1,869,695	1.0%	1,888,392	1,907,276	1,926,348	1,945,612
Programs - Trust Council	117,000		200,000	200,000	200,000	250,000
Programs & OCP - LPS	212,100					
Programs - ITF	-					
Programs - Admin	-					
Projects funded by Special Property Tax Requisition	110,500		110,000	110,000		
Expenditure Subtotal	7,357,008		7,296,582	7,386,448	7,227,212	7,347,484
Less non-cash expenditures - amortization	65,000		60,000	60,000	60,000	60,000
Total Cash Requirement	7,292,008		7,236,582	7,326,448	7,167,212	7,287,484
Surplus Balance - adjust after most recent fore	2,105,231		1,937,881	1,778,076	1,766,367	1,734,717
Cash required for 3 months operations (expenditure subtotal divided by 4 less 1/3 non-tax revenue)	\$ 1,754,252		\$ 1,771,645	\$ 1,794,112	\$ 1,754,303	\$ 1,784,371
Surplus Balance as % of Cash Required by Policy	120%		109%	99%	101%	97%

ISLANDS TRUST COUNCIL

BYLAW NO. 165

A Bylaw Respecting the Financial Plan of the Islands Trust for Fiscal Years 2016/17 through 2020/2021

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. Schedule "A" attached hereto, and made part of this Bylaw is hereby adopted and is the Financial Plan of the Islands Trust for the fiscal year commencing April 1, 2016 and ending March 31, 2017, and for the subsequent four fiscal years, and further that;
2. This Bylaw may be cited for all purposes as the "Islands Trust Financial Plan Bylaw, 2016/2017".

READ A FIRST TIME THIS 23rd DAY OF MARCH, 2016

READ A SECOND TIME THIS 23rd DAY OF MARCH, 2016

READ A THIRD TIME THIS 23rd DAY OF MARCH, 2016

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT
THIS _____ DAY OF _____, 2016

ADOPTED THIS _____ DAY OF _____, 2016

SECRETARY

CHAIR

ISLANDS TRUST						
		Bylaw 165				
		Schedule A				
		2016/17	2017/18	2018/19	2019/20	2020/21
Revenue						
	Provincial Funding	180,000	180,000	180,000	180,000	180,000
	Property Taxes **	6,473,252	6,570,000	6,667,000	6,765,000	6,865,000
	Special Levy - Local Trust Committees	110,500	110,000	110,000	-	-
	Fees	110,000	110,000	110,000	110,000	110,000
	Surplus Appropriation	318,257	167,000	160,000	12,000	32,000
	Interest and Other	100,000	100,000	100,000	100,000	100,000
	Revenue Subtotal	7,292,009	7,237,000	7,327,000	7,167,000	7,287,000
Expenditures						
	Trust Council	910,214	801,000	904,000	793,000	801,000
	Local Planning	4,047,829	3,872,000	3,836,000	3,761,000	3,800,000
	Trust Fund	529,270	535,000	540,000	545,000	551,000
	Less non-cash items - amortization	(65,000)	(60,000)	(60,000)	(60,000)	(60,000)
	Expenditure Subtotal	5,422,314	5,148,000	5,220,000	5,039,000	5,092,000
	Contribution to Surplus (Reserves)*	1,869,695	2,089,000	2,107,000	2,128,000	2,195,000
	** Estimated Property Taxes by Source:	2016/17	2017/18	2018/19	2019/20	2020/21
	Trust Area Property Tax Levy	6,249,834	6,344,000	6,439,000	6,535,000	6,633,000
	Bowen Island Municipality Property Tax Levy	223,418	226,000	228,000	230,000	232,000
	Total	6,473,252	6,570,000	6,667,000	6,765,000	6,865,000
	Balance in General Revenue Fund Surplus (Reserves) *	2,105,231	1,937,881	1,778,076	1,766,367	1,734,717

DIRECTOR OF TRUST AREA SERVICES 2015-2016 FOURTH QUARTER REPORT

Date: Feb 29, 2016

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. <u>TRUST COUNCIL / TRUST PROGRAMS COMMITTEE</u> • Sent letters to three delegates at Dec Trust Council • Drafted RFD for March TC with amendments to policies about the Policy Statement with flowchart and • Policy Advisor participated in Office Location Select Committee • Co-drafted RFD and supporting materials for FPC re proposal for temporary Intergovernmental Policy Advisor	• Complete guidelines for gift exchange with First Nations • Research into water conservation tools and current regulatory environments • Develop advocacy session for June Trust Council • Policy Advisor to participate in Office Location Select Committee • Implement State of the Islands project • Develop project charter for visioning and Policy Statement topic selection engagement processes
2. <u>AGENCY LIAISON and ADVOCACY</u> • Chair correspondence to: ○ Minister of Transport re anchorage concerns with map ○ Minister of Environment and Climate Change re concerns with evaluation of marine shipping during environmental assessments and suggestions for improving public participation ○ six MPs re collaboration on local and federal government issues ○ Agricultural Land Commission Chair re request for a delegation to the Vancouver Island Panel of the Agricultural Land Commission ○ Aboriginal Aquaculture Association re their invitation to meet regarding aquaculture in the Islands Trust Area ○ Minister of Transportation and Infrastructure re request for support for ferry schedule changes ○ Federal Minister of Transport re Lasqueti dock divestiture ○ Mayne Island Conservancy re oil spill response request • Drafted and submitted AVICC/UBCM resolution and backgrounder re assessment and mitigation of marine shipping risks and impacts in the Salish Sea • Drafted legislative monitoring report for March TC • Developed RFD on Particularly Sensitive Sea Area Designation request • Managed and responded to referral from BC Hydro re: wood pole test and treat program –sent briefings to Salt Spring and Gabriola LTCs and arranged for BC Hydro to advertise woodpole pesticide treatments for Salt Spring and Gabriola, as well as islands with fewer than 15 poles to be treated (Saturna, Mayne, North Pender, South Pender, Galiano and Thetis). • Organized and participated in Joint Working Group for Removal of Problem Vessels meeting	• Negotiate amendments to agreements with the Ministry of Forests, Lands and Natural Resource Operations in partnership with Bowen Island Municipality. • Support for Pacific Pilotage Authority consultations re proposed anchorages near Gabriola Island (August) • Continued participation in Regional Advisory Council on Oil Spill Response meetings • Continued participation in Joint Working Group for Removal of Problem Vessels meetings • Support for AVICC/UBCM resolution/session development as required • Develop advice re fallow deer • Develop advice re encouraging transboundary oil spill response improvements • Attend Clear Sea workshop on Better Decision Making through Maritime Traffic Monitoring and Modelling • Attend the Salish Sea Ecosystem Conference • Attend the Howe Sound Community Forum

• Coordinated information session on Gabriola bridge announcement • Liaised with MCDSD staff re updating Policy Statement policies • Participated in Regional Advisory Council on Oil Spill Response meeting • Attended Port of Nanaimo session on Marine Domain Awareness System	
3. COMMUNICATIONS • Received approval for joint session at Salish Sea Ecosystem conference with BIM and RDN • Issued four news releases ◦ Seeking input on 2016-2017 budget ◦ input for Salt Spring industrial land ◦ input for Ganges Boardwalk vision, Salt Spring ◦ March Council program • Public input into 2016-2017 budget proposal ◦ Redesign consultation materials, including survey, increased advertising, webposting and social media posts ◦ Monitored and responded to public inquiries ◦ Collated public input for FPC • Drafted and focus-tested Islands Trust key messages • Prepared RFD on guidelines for promoting island events • Liaised with media consultant and prepared materials for EC, trustees and CAO media training ◦ Media scenarios and key messages ◦ Audience segmentation • Prepared speaking notes for annual staff awards • Provided communications support and photography at December Council meeting and CAO retirement. • Provided communications support and survey review for Information Systems review. • Supported Chair and trustees regarding Gabriola bridge study • Local Planning Services: ◦ Finalized news release process for LTC decisions ◦ Provided communications advice on Hornby OCP/LUB, North Pender short-term vacation rentals and Gabriola tree-cutting. ◦ Communications support for Trustee Notebooks • Twitter: 17 new followers (744) and 32 new tweets (628)	• Begin 2015-2016 Annual Report project • Deliver media training for EC, trustees and CAO with external consultant • Explore new software to better manage Islands Trust multimedia – images, audio and video data. • Begin strategic communication strategy for Islands Trust (staff and political) • Continue communications support for Salt Spring Incorporation study – adaptation strategy etc. • 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.

To: Islands Trust Council

Updated: Feb 29, 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 4th Quarter 2015-2016

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. STRATEGIC PLANNING/ADMINISTRATION	
Julie Glover not reappointed to TFB; awaiting new Ministerial appointment Completed annual Performance Management Development Planning for all staff Hiring process underway for new Communications and Fundraising Specialist Provided input to FLNRO regarding Implementation Plans for Species at Risk: Northern Goshawk and Marbled Murrelet and provided information to Environment Canada for Great Blue Heron and Band-tailed Pigeon Management Plans	Advertise upcoming TFB vacancy; Derek Atha completes final term June 2016 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) Map forage fish habitat for Lasqueti, Galiano, Salt Spring, Secretary, Wallace and Valdes Islands (completing March 31, 2016) Continue working with Land Trust Alliance of BC on potential province-wide tax exemption program Provide training and orientation to new Communications Fundraising Specialist and orientation for new board member
2. COVENANT AND PROPERTY ACQUISITIONS	
Completed appraisal of potential Thetis island acquisition to facilitate Ecological Gift process	Negotiate five covenants (Denman, 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)

*As of March 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 4th Quarter 2015-2016

3. COVENANT AND PROPERTY MANAGEMENT

Removed/pruned danger trees at Ruby Alton Nature Reserve (Salt Spring). Completed interior painting of bathroom

Awarded monitoring contract for the next five years (2016-2021); current contractor was successful proponent

Horton Bayviary Nature Reserve Management Plan (Mayne Island) completed and approved by all parties

Reported tree cutting on Inner Island Nature Reserve (Denman Island) and worked with Denman Conservancy Association and BC Parks to address the trespass and raise community awareness

Install gate at the entrance of the Mount Trematon Nature Reserve (Lasqueti) to prevent motorized vehicles

Plant riparian area at Mount Trematon Nature Reserve; to be completed by March 31st

Install hooded merganser nest boxes in John Osland Nature Reserve (Lasqueti Island)

Complete driveway and trail maintenance at Elder Cedar Nature Reserve (Gabriola) by March 31st

Survey boundaries and install markers on 3 Salt Spring Island covenant properties

4. COMMUNICATIONS

Issued news release on Wallace Point NAPTEP covenant (N. Pender)

Revised NAPTEP information package, website content and communications materials

Advertised NAPTEP to eligible landowners on Bowen Island and provided 2 NAPTEP information sessions: one on Bowen and one webinar

Updated website, including improvements to form response letters for donations, calendar purchases and subscriptions

Develop ITF Communications Strategy for 2016-17

Continue website updates, including improvements to interface with PayPal for donations and purchases

5. FUNDRAISING AND CONSERVANCY SUPPORT

Applied for funding from Environment Canada for Thetis Island land acquisitions

Completed holiday giving campaign for Fairyslipper Forest acquisition; received approx. \$1,900 in donations in December

Identify grant opportunities from foundations and corporations

Add Canada Helps 'Donate Now' button to Facebook

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

BRIEFING

To: Trust Council

For the Meeting of: March 23, 2016

From: Clare Frater, Policy Advisor

Date prepared: March 1, 2016

SUBJECT: LEGISLATIVE MONITORING REPORT

DESCRIPTION OF ISSUE: Every six months, staff provides a summary of past or proposed external regulatory changes that could directly affect Islands Trust operations, local trust committee/island municipality bylaws or regulations, or Strategic Plan projects. *Caveat: This chart is provided for convenience only and is not to be construed as a legal document or as legal advice.*

BACKGROUND:

The attached legislative monitoring report includes:

- Planned legislation
- Legislation in progress
- Legislation in effect
- Court decisions
- New resources
- Discussion/Planning/Trust Fund Board (TFB) related advocacy topics
- Environmental assessment processes in/near the Trust Area
- Legislative change requests

Staff also use this report to track legislative change requests from Island Trust bodies and submitted to the provincial government. The report does not track private members' bills.

The report is updated bi-annually using a range of sources, including Union of British Columbia publications, the websites of the Legislative Assembly of BC and the Parliament of Canada, provincial and federal news releases, the Canada Gazette and a variety of websites and RSS news feeds. Islands Trust also pays for an annual subscription to QuickScribe, which tracks all BC Statutes and Regulations. This chart is not intended to track potential advocacy topics, but may report legislative changes that relate to advocacy projects on Trust Council's Strategic Plan, local planning (e.g. provincial agriculture, riparian regulations, fish farms) or Trust Fund Board.

ATTACHMENT(S):

- 1) Legislative Monitoring Report, February 2016
-

AVAILABLE OPTIONS: If Trust Council wishes to direct new staff actions on any of the topics in this report, a resolution adding a new business item to Trust Council's agenda is required.

FOLLOW-UP: Staff will continue to monitor past or proposed external regulatory changes and will advise the Executive Committee of consultation opportunities. This report will be provided to Trust Council and Bowen Island Municipality twice a year.

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Lisa Gordon, Director, Trust Area Services, March 1, 2016
Russ Hotsenpiller, Chief Administrative Officer, March 3, 2016



LEGISLATIVE MONITORING REPORT February 29, 2016

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

- Planned legislation
- Legislation in progress
- Legislation in effect
- Court decisions
- New resources
- Discussion/Planning/Trust Fund Board (TFB) related advocacy topics
- Environmental assessment processes in the Trust Area
- Legislative change requests

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

Planned legislation

PLANNED LEGISLATION	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
Invasive Species Act (Provincial)	Planned.	The BC government is considering new legislation to coordinate the response to the introduction of non-native plants, animals and diseases. The existing Weed Control Act and regulations have been under internal study and that a scientific review of invasive plant species for regulation is nearing completion. This legislation could require the Islands Trust and Trust Fund Board to remove invasive species on their properties.	None.	Trust Area Services staff will monitor for any consultation opportunities and will advise Executive Committee.
Agricultural Waste Control Regulation (Provincial)	Comments on 2 nd policy paper accepted until Aug 31, 2015. 1st policy intentions paper released for public comment in 2012.	The Ministry of Environment is reviewing the Regulation in consultation with stakeholders. A proposed new agricultural environmental management policy framework will include: • Updated policy; • A revised regulation or code of practice that will be enacted under authority of the Environmental Management Act (EMA); and • Guidance documents (such as guidelines, fact sheets, beneficial management practices) and other non-regulatory approaches.		Trust Area Services staff will monitor for any consultation opportunities and will advise Executive Committee.

LEGISLATION IN PROGRESS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
Environmental Management Amendment Act, 2016 (Provincial)	First reading Feb 29, 2016	The proposed legislative requirements will establish new requirements for land-based spills preparedness, response and recovery, create new offences and penalties, enable the certification of a Preparedness and Response Organization, and increase transparency, participation and accountability. Regulations are still being designed and will come into effect in 2017. The new regime does not address marine spills but the Province has announced it has commissioned follow-up assessment of marine spill preparedness and response capabilities for B.C.'s coast as a way of supporting improvement to the federal marine oil spill regime.	The Chair sent a letter to the BC Minister of Environment in 2013 and 2014 expressing support for improvements to the provincial spill preparedness and response regime. In April 2012, the Islands Trust Chair presented at	None planned. Staff will contribute mapping to geographic response planning processes as requested.

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LEGISLATION IN PROGRESS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
			an Islands Trust organized "local government involvement in oil spill response workshop" at the AVICC convention, and submitted a UBCM resolution about the need for industry funding for BC oil spill prevention, preparedness.	

Legislation in Effect

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
Revised Local Government Act, RSBC 2015, c. 1 (Provincial)	Came into force, effective January 1, 2016.	The purpose of the revision is to improve the readability of the Act, by renumbering and eliminating gaps between repealed sections and decimal numbers. See attached table for previous/revised numbers for frequently used references. A FAQ sheet is available at: http://www.cscd.gov.bc.ca/lgd/policy_research/library/Revised_LGA_FAQs.pdf The Province also made consequential amendments to the Islands Trust Act.	Planning staff developed a Table of Frequent References (attached).	None.
<i>Riparian Areas Protection Act</i> (formerly <i>Fish Protection Act</i>) (Amended via Water Sustainability Act)	<i>Water Sustainability Act</i> granted Royal Assent May 29, 2014 Came into force on Feb. 29, 2016.	Amended to transfer most of the non-fish related stream protection measures to the new <i>Water Sustainability Act</i> , to rename the <i>Fish Protection Act</i> as the <i>Riparian Areas Protection Act</i> . Amendments enable the Minister to make any kind of directive (previously limited to policy directives) and provide more powers to the Minister to make regulations. Background: March 2014 Office of the British Columbia Ombudsperson Report- Striking a Balance: The Challenges of using a Professional Reliance Model in Environmental protection – British	The Ministry of Forest, Lands and Natural Resource Operations requested information on all local trust committees' official community plans, land/use bylaws, policies and procedures in relation to the implementation of the Riparian Areas Regulation in all local governments affected by the	OCP and LUB amendments in progress: Denman Gambier (all islands identified as LTCs continue

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LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
(Provincial)		Columbia's Riparian Areas Regulation For more details see the June 2014 Trust Council briefing Riparian Areas Regulation Implementation Update (section 2.4)	Riparian Areas Regulation. The director of Local Planning Services provided that information to the Ministry in October 2014. The Director also provided the status of progress on those local trust area bylaws not in compliance with the Riparian Areas Regulation.	updating bylaws).
Water Sustainability Act (Provincial)	Royal Assent May 29, 2014 The current <i>Water Act</i> will remain in force until the <i>Water Sustainability Act</i> is brought into effect in 2016. At that time, the <i>Water Act</i> will be repealed.	The 140-page <i>Water Sustainability Act</i> creates regulatory changes in seven key areas: 1. Protect stream health and aquatic environments 2. Consider water in land use decisions 3. Regulate and protect groundwater 4. Regulate water use during times of scarcity 5. Improve security, water use efficiency and conservation 6. Measure and report large-scale water use 7. Provide for a range of governance approaches. Under the new Act, government will manage surface and groundwater as one resource. The <i>Water Sustainability Act</i> enables a number of regulations to be developed. Due to the complexity of the new Act and the number of proposed regulations associated with Act, government is taking a phased approach to implementation. The initial priority is to update regulations related to core activities including authorizing water use, water fees and rentals and regulations needed to authorize and manage groundwater use. The details of the changes, and the extent of new responsibilities for local governments, will be revealed when the supporting regulations are developed (see groundwater regulations section above). An intent of the Act is for decision makers to have a broader suite of tools to help make more informed decisions	Many conversations and meetings between Islands Trust and Ministry of Environment staff 2008-present November 2013, Executive Committee submission October 2013, Chair requested extension to consultation deadline. February 2011, Executive Committee response to the provincial Policy Proposal. April 30, 2010 Islands Trust staff submission. January 2014: Gulf Islands Groundwater Protection A Regulatory Toolkit:	Trust Area Services Staff to continue to monitor for changes relevant to the Trust Area and advise Executive Committee.

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LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
Groundwater protection regulation (Provincial)	Came into force Feb 29, 2016	The Groundwater Protection regulation protects groundwater quality and quantity by setting strict standards for the construction and maintenance of wells, establishing qualifications for well drillers and well pump installers, and requiring that most wells be constructed by qualified well drillers who are registered with the province. The GWPR also distinguishes between well related activities that may be carried out by the well owner or property owner, and those activities that must be performed by qualified well drillers, qualified well pump installers and professionals.	In September 2015, the Chair wrote to the Minister of Environment to comment on proposed groundwater policies	None.
Local Government Act/Climate Charter (via Local Government (Green Communities) Statutes Amendment Act (Bill 27) (2008-16) (Provincial)	In-effect as of October 1, 2008.	- Requires municipalities and local trust committees to include GHG emission targets, policies, and actions in their OCPs by May 21st 2010. - Requires regional districts to include GHG emission targets, policies, and actions in their RGS by May 31st 2011 - Expands local government Development Permit Area and zoning variance authority to promote energy and water conservation, the reductions of GHGs, and encourage alternative transportation options for off-street parking. - Expands Regional District's Development Cost Charges authority to exempt small, energy efficient development. LTCs and BIM¹ will be able to assess community progress towards emission reduction targets when the province updates Community Energy Emissions Inventories (2012 reports were expected in Fall 2015)	Islands Trust operations have been carbon neutral: 2012-2015. Eighteen OCPs amended. David Marlor, Director of Local Planning Services, is on the Capital Regional District's (CRD) Climate Change Action Group	OCP yet to be amended: Piers Island Ongoing routine efforts to address greenhouse gas reduction through local trust committee bylaws and evaluation of development applications.

Court Decisions

COURT DECISIONS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
Natura Developments Ltd. v Ladysmith (Town), 2015 BCSC 1673	Reasons for Judgment - September 17, 2015	In the case, Natura sought an order that a Section 219 covenant be cancelled under Section 35 of the Property Law Act . Despite four key objections, the Supreme Court of British Columbia concluded that a section 219 covenant was valid and enforceable. The case highlights the importance of Section 219 restrictive covenants and demonstrates the reluctance of courts to use Section 35 of the	TAS staff distributed the reasons for decision to Planning and TFB staff.	

¹ Bowen Island Municipality

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COURT DECISIONS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
		<i>Property Law Act</i> to render these covenants unenforceable.		

New Resources

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Draft Manual of Composting Toilet and Greywater Practice for British Columbia (Provincial)	Released Feb 2016. Feedback due by April 19, 2016.	The manual is for industry, government agencies, environmental health officers and the general public who wish to consider cost-effective, ecofriendly alternatives to conventional onsite sewerage systems within the scope of the Sewerage System Regulation. The draft for consultation has undergone a preliminary review by the Ministry of Environment, regional health authorities and the lead group responsible for the BC Building Code. A final manual is expected in summer 2016.	None.	Trust Area Services staff will review the draft manual as part of TPC water research project and recommend EC/staff responses, if appropriate.

Discussion/Planning/Trust Fund Board Related Advocacy Topics

DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
BC Government Select Standing Committee on Finance and Government Services	Consultation expected in September.	Annually, the Province releases budget consultation papers in September. The Islands Trust is one of only a few local governments that participate in the consultation process.	October 15, 2015 Chair letter to the Committee October 3, 2014 Chair letter to the Committee October 15, 2013 Chair letter to the Committee	EC will consider whether to provide a response to future consultations.

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Howe Sound Management and Cumulative Effects	Howe Sound Community Forum Meeting scheduled for April 29 th 2016 on Gambier Island, at which Provincial staff plan to give a Howe Sound Cumulative Effects project status update.	As part of the province's phased implementation of the BC Cumulative Effects Framework, FLNR staff collaborated with local communities and initiated the Howe Sound Cumulative Effects Project in the Spring of 2015. This project will help develop a common understanding of the current and potential future condition of key environmental values in Howe Sound. Information from the project will help to inform future management and land use decisions. Provincial staff are now about to confirm the final scope of the project and develop some initial Current Condition Cumulative Effects (CE) assessments for four Provincial CE value components relevant to the Howe Sound area. In spring 2016, the Province plans to: • Share draft Provincial CE Policy Documents externally • Share initial Provincial CE Assessment Products externally (for Watershed Condition, Old Growth, Forest Biodiversity and Grizzly Bear) • Confirm the final list of CE Value Components that the Project will be able to assess by April 2017 (7 of the project's 13 proposed CE value components have been confirmed to date) ○ 7 confirmed Value Components: <i>Watershed Condition, Old Growth, Forest Seral Stage, Grizzly Bear, Marbled Murrelet, Elk and Visual Quality</i> ○ 6 unconfirmed proposed Values/Components: <i>Air Quality, Watershed Water Quality, Marine Water Quality, Estuaries, Herring Spawn and Freshwater Runoff</i>	June 10, 2015 Executive Committee requested that Trust Area Services staff track the province's work in relation to Howe Sound as part of its legislative monitoring program. Staff monitored media re Howe Sound.	Staff will continue to monitor the Province's work regarding Howe Sound. Vice-Chair Susan Morrison, CAO, and Policy Advisor will attend April 29 forum with Gambier and Bowen trustees.
Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP)	Partnership is active.	The CDFCP is a partnership of 40 organizations that have signed on to the CDFCP Statement of Collaboration. These members include Local Governments, Regional Governments, the Province of BC, the University of BC, several Environmental Non-Profit organizations and private landowners. To date Islands Trust signatories include: the Islands Trust, Trust Fund Board, Gambier Island LTC, Gabriola Island LTC and Hornby Island LTC.	March 2013: Trust Council signed on to the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) Statement of Cooperation. June 2014: Trust Council session	The Islands Trust Fund Ecosystem Protection Specialist will continue to be on the CDFCP Steering Committee.

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		In 2015, the CDFCP issued a Conservation Strategy that will begin to address a multi-variable approach to ecosystem conservation.	June 2015: Trust Council requested that staff work with the CDFCP to develop recommendations for Trust Council's consideration regarding local planning tools that local trust committees could use to protect Coastal Douglas-fir ecosystems. September 2015: The Islands Trust's CDFCP resolution passed at the UBCM convention. September 2015: Council received the CDFCP Conservation Strategy for information November 2015: Chair sent a letter to the CDFCP Steering Committee in support of the Conservation Strategy and indicating Trust Council's willingness to work with the CDFCP to implement the strategy as capacity allows. November 2015: Staff forwarded the CDFCP Conservation Strategy to local trust committees and Bowen Island Municipality as a potential resource. Gambier Island LTC has asked for CDFCP input into its OCP review .	Trust Area Services staff will monitor for the Provincial response to the successful 2015 UBCM resolution Gambier Island Planner will follow up with CDFCP Steering Committee regarding Gambier LTC resolution inviting input into OCP review.

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
			Gabriola Island LTC has added working with the CDFCP to its project list.	
Provincial Species and Ecosystems at Risk and Local Governments Working Group	Active since 2009.	The Species and Ecosystems at Risk Local Government Working Group (SEAR LGWG) was established in the fall of 2009 in response to the Minister of Environment's interest in developing a collaborative, provincial vision for species and ecosystems at risk protection on private land. The SEAR LGWG consists of representatives from municipal, regional and provincial governments and the Union of British Columbia Municipalities (UBCM). A jointly prepared discussion paper Working Together to Protect Species at Risk: Strategies Recommended by Local Government to Improve Conservation on Municipal, Regional and Private Lands in British Columbia was completed in January 2011. The province surveyed local governments' progress on strategies from discussion paper, and is expected to report the results from the survey in 2016.	Marnie Eggen, Planner 2, is a member of Species and Ecosystems at Risk (SEAR) Local Government Working Group (LGWG). Staff provided a response to the local government survey in 2014.	LPS staff will continue to participate in the working group.
Ministry of Forests, Lands and Natural Resource Operations 's engagement on Northern Goshawk and Marbled Murrelet (species at risk) implementation plans	The province hosted engagement sessions in January and February, 2016 and will accept written feedback until March 31, 2016. FLNRO sent letter to CAO on Dec 23, 2015	The Ministry of Forests, Lands and Natural Resource Operations is developing Implementation plans for: Northern Goshawks, laingi sub-species and Marbled Murrelets. A portion of the proposed conservation regions for these species are located in the Islands Trust Area. Implementation plans are developed when existing management and protection does not meet species at risk recovery objectives and where meeting those recovery objectives may have significant socio-economic implications. Draft Implementation Plans will be complete by the end of 2016 and statutory decisions are expected in 2017.	Marnie Eggen and Kate Emmings attended January 2016 engagement session on behalf of the Islands Trust and the Islands Trust Fund, respectively. At its February 2016 meeting, the Trust Fund Board approved a letter of feedback to FLNRO. The letter was copied to the Executive Committee and the Local Planning Committee	
Environmental Canada Consultation on Recovery Strategy for Little Brown	Consultation closed March 4, 2016.	Environment Canada consulted on the recovery strategy for Little Brown Myotis bat, the Northern Myotis bat, and Tri-colored Bat. The three species were emergency listed as Endangered in 2014 because of sudden and dramatic declines in population due to white-nose syndrome (WNS).	None .	

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Myotis (Northern Myotis and Tri-colored Bat)				
Environment Canada seeking input on draft recovery documents for SARA listed species at risk in B.C.	Received February 4, 2016. No deadline for input.	Environment Canada is providing local governments with an advance opportunity to comment on draft recovery strategies for the Coastal Tailed Frog, Northern Red Legged Frog, Sharp-tailed Snake, Edwards Beach Moth, Western Toad.	None to date	Islands Trust Fund will likely provide input on Sharp-tailed Snake and Western Red-legged frog (time permitting).
Species at Risk Recovery planning - Great Blue Heron - Band-tailed Pigeon - Old-growth Specklebelly Lichen	Consultation period open to April 17, 2016	Environment Canada has invited local government input on a draft recovery strategy for Red Knot, a medium-sized shorebird, and on management plans for the following species at risk in the Islands Trust Area: - Great Blue Heron - Band-tailed Pigeon - Old-growth Specklebelly Lichen Environment Canada has provided a series of questions regarding the presence of species and associated landscape features and activities that could benefit or harm species, and has invited general comments about threats. Environment Canada is encouraging local governments to put in place protection mechanisms for Species at Risk. Environment Canada has also offered to do a presentation to Trust Council and a workshop with Islands Trust staff about Species at Risk.	On Feb 22, 2016, TFB approved a letter to Environment Canada re Great Blue Heron and Band-tailed Pigeon. There are no comments from the TFB regarding Specklebelly Lichen and Red Knot. (cc to EC for March 9 and LPC for Feb 23) TFB staff have also offered eelgrass and forage fish mapping to Environment Canada for use in the management planning Staff are considering options for response. The Trust Fund Board received information at its September 2015 meeting and Trust Fund staff will respond with relevant information for TFB-owned properties. Information was also forwarded to BIM staff. Staff have also requested that	Staff will consider options for a response. Local trust committees may wish to implement protection mechanisms for species at risk

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
			Environment Canada provide Species at Risk Critical Habitat mapping for potential planning use.	
Environment Canada consultation on proposed amendments to Schedule 1, the List of Wildlife Species at Risk under federal Species at Risk Act	Consultation period open to May 4, 2016 (October 4, 2016 for Red-necked Phalarope)	The purpose of these consultations is to provide the Minister with a better understanding of the potential social and economic impacts of the proposed change to the List of Wildlife Species at Risk, and of the potential consequences of not adding a species to the List. Species listed as Endangered and Threatened may have critical habitat identified in the future. • New listing: Endangered - Black Swift – a bird • New listing: Special Concern- Yellow-banded Bumble Bee – a bee; Cassin's Auklet – a bird; Red-necked Phalarope – a bird • Up-listing: From Threatened to Endangered -Phantom Orchid – a flower	TFB staff have requested related Critical Habitat data for review	Staff met with Canada Wildlife Service representatives on March 1 during LPS pro development day. Staff will ask about expectations for these consultations. Staff may recommend that EC/TFB provide comment. Ecosystem Protection Specialist and GIS Coordinator to follow up with Canadian Wildlife Service to ensure data delivery and review data upon receipt. Staff will provide briefing to Executive

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
				Committee regarding potential data uses.
BC Climate Leadership Plan	Province to release final plan in March 2016.	In 2015 the Province released a discussion paper on provincial priorities regarding climate action and invited Written submissions until Sept. 14, 2015. On December 9, 2015, the Province released the 32 recommendations from its Climate Leadership Team (CLT). Examples of policies with possible implications for the Trust Area: Recommendation 16: Update current forest and agriculture policy, regulation and protected areas strategies to account for climate change impacts. Recommendation 21: Undertake a collaborative review and update of the Climate Action Charter to align provincial and community goals.	On August 26, 2015, EC decided to wait and consider commenting on the more detailed draft plan expected to be released in December. On February 10, 2016, EC requested that staff distribute to trustees for individual responses. Staff distributed the information on February 26, 2016.	None.
Minister's Bylaw Standards Regulating Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve	Discussion paper and Draft Minister's Bylaw Standards released Sept 14, 2015	The Province consulted local governments on a draft minister's bylaw standard regarding agri-tourism in the Agricultural Land Reserve (ALR). The bylaw standard is intended to assist local government bylaw development regulating agri-tourism, accommodation and farm retail sales in the ALR. When the process is complete, the Ministry of Agriculture will review the feedback and submit a final draft for the minister's approval	Director of LPS submitted written comments on behalf of the Islands Trust Chair on Dec 22, 2015.	
Proposed Gabriola Fixed Link	In Sept. 2014, the BC gov't announced a Gabriola bridge feasibility study. On Jan. 25, 2016 BC gov't	The Government of BC studied the costs and benefits of a fixed link to Gabriola Island and concluded that it would not proceed with a fixed link to the Island.	On February 19, 2015 the Islands Trust Chair and Gabriola Island trustees, and staff met with MOTI staff. On January 25, 2015 MOTI provided the Islands Trust Chair and Gabriola Island trustees,	

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
	announced it would not proceed with a fixed link.		and staff a confidential draft of the report a few hours prior to public release.	
Proposed Sunshine Coast Fixed Link	BC Gov't awarded contract on Feb 3, 2016 for feasibility study. Report due to BC Gov't in fall 2016.	The Government of B.C. is studying the costs and benefits of a possible highway link between the Sunshine Coast and Metro Vancouver. The link could include direct bridge connections across Howe Sound islands. The costs and benefits of each route will be assessed, and compared with ferry services. There will be consultation with local governments and community leaders on the Sunshine Coast and in the Sea to Sky to further gauge community interest in a highway link.		Staff will monitor for consultation opportunities.
BC Throne Speech and BC Budget	February 9, 2016 February 16, 2016	Key Throne Speech highlights of interest to the Islands Trust: • The BC Government will continue its work to increase provincial revenues in agrifoods and seafoods to \$15 billion a year by 2020. • The BC Government will increase financial support for the Agricultural Land Commission. • The BC Government will also work to give British Columbians a better opportunity to enter the housing market, and will encourage more housing supply. • The BC Government will continue to support five conditions for heavy oil pipelines (e.g. regulatory approvals, world-leading spill response, First Nations are participants,) BC Budget details of interest to Islands Trust include: Housing • \$355 million over five years to support the construction of 2000 affordable housing units. • Budget 2016 notes "Government is exploring ways to make the components of the cost of new housing more transparent to homebuyers, such as local government costs		

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		and fees. The Province urges municipal leaders, and regional directors, who are responsible for planning, zoning and development regulation, to use the broader tools at their disposal to support the Province's efforts and further the creation of affordable housing." Economic Sustainability \$75 million over three years to the Rural Dividend Fund to help communities with populations under 25,000 to diversity their economies. The eligibility criteria and other program details will be finalized by March 2016. The application process will be fully operational starting 2016-17. - Additional investments in the Rural Connectivity Initiative. - An additional \$3 million for the Agricultural Land Commission. First Nations \$19 million over three years to improve the Province's resource permitting and support work with First Nations to improve consultation		
Proposed liquor policy changes	The deadline for feedback was February 19, 2016.	The Province requested feedback from local governments on three liquor policy issues: changes to the manufacturer's endorsements; the parallel process for liquor primary and similar applications; and, policy related to liquor primary clubs.	Director of Local Planning Services asked Regional Planning Managers for ideas for input. The Trust did not provide a submission.	

Environmental Assessments in/near the Islands Trust Area

ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Kinder Morgan's Trans Mountain Pipeline Expansion	On 16 December, 2013, Trans	The project will increase the number of oil tankers from 60/year to about 408/year. On April 2, 2014, the National Energy Board announced that the Islands Trust Council was accepted as one	On August 18, 2015, the Islands Trust Chair submitted a 13 page letter of comment with	Staff will monitor for further consultation

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ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Project application to National Energy Board	Mountain filed its project application to the National Energy Board. The NEB will make its final recommendation to Governor in Council by 20 May 2016.	of 1250 commenters. Oral summary arguments and final arguments concluded in February 2016. In January 2016 , the Minister of Environment and Climate Change announced plans to appoint a representative to engage communities, including Indigenous communities, potentially affected by the project, to seek their views and report back to the minister of natural resources.	pictures.	opportunities.
BURNCO Aggregate Project environmental assessment process update	Proponent submitted draft application Draft Application Information Requirements on September 9, 2013. Public comment period closed October 19, 2013. Proponent updated the design of the proposed Project in August, 2014. In December 2014, the EAO issued a joint response to public comments and approved Final Application	BURNCO Rock Products Ltd is proposing to construct and operate a sand and gravel mine within the Lower McNab Valley, approximately 22 kilometres (km) southwest of Squamish and 35 km northwest of Vancouver. The projected lifespan of the proposed Project is 16 years. The average estimated rate of sand and gravel production is 1,000,000 tonnes per year, with one barge (two transits) every other day. The Proponent is expected to submit their application in 2016. The BC EAO may hold open houses about the project in West Vancouver and Gibsons in March or April 2016.	Aleksandra Brzozowski, Island Planner, was a member of environmental assessment office working group until April 2015 and rejoined the working group on January 2016 Trustee Stamford joined the working group on January 2016. October 2013 Chair letter to Environmental Assessment Office.	Staff will continue to monitor.

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ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
	Information Requirements.			
Woodfibre LNG BC environmental assessment process update (substituted for federal process)	On October 26, 2015: Province issued Environmental Assessment Certificate On behalf of the federal government, the BC EAO is accepting public comments on the analysis of upstream GHG emissions associated with the proposed Woodfibre LNG project until March 1, 2016. A federal decision is expected in 2016.	Woodfibre LNG Limited proposes to develop and operate a liquefied natural gas production facility and floating LNG storage at the former Woodfibre Pulp and Paper Mill site near Squamish, B.C. The Woodfibre LNG Project comprises construction and operation of a gas processing and liquefaction facility with export infrastructure and LNG production capacity of approximately 2.1 million metric tonnes per year, and storage capacity of 250,000 m3. The project would result in about 40 (80 transits) LNG tankers travelling to/from Howe Sound annually. The environmental assessment process is only looking at shipping impacts in Howe Sound.	Until August 2015, Clare Frater, Policy Advisor, was a member of environmental assessment office working group, looking only at the marine shipping aspects. December 2014: Policy Advisor reviewed the draft application as part of working group screening process February 2015: Policy Advisor provided comments on the marine shipping components of the application. March and April 2015: Policy Advisor attended two working group meeting in Vancouver regarding marine shipping components. July 2015: Policy Advisor provided comments on the draft referral materials re marine shipping components. Feb 2016: Chair wrote to federal Minister of Environment and Climate Change to raise concern with evaluation of marine shipping during environmental assessments and suggestions for improving public participation	

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ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
			Feb 2016: BIM advised CEAA of concerns regarding the anticipated upstream greenhouse gas (GHG) emissions associated with the proposed Woodfibre LNG project,	
Roberts Bank Terminal 2 Canadian Environmental assessment	Public comment period on the Environmental Impact Statement (EIS) closed June 15, 2015. Public comment period on the Marine Shipping Addendum to the Environmental Impact Statement closed December 16, 2015. February 25, 2016, CEAA required that Port Metro Vancouver amend the Marine Shipping Addendum in many ways.	Port Metro Vancouver (PMV), proposes to build a new container terminal at Roberts Bank, Delta, B.C. consisting of a new three-berth marine container terminal located at Roberts Bank, Delta, B.C. The terminal could result in 520 additional vessel transits in the Salish Sea. In April 2015, CEAA issued the Roberts Bank Terminal 2 Project Review Panel Final Terms of Reference which stated that the environmental assessment must also take into account the environmental effects of marine shipping associated with the project which is beyond the care and control of the proponent (PMV) and within the 12 nautical mile limit of Canada's territorial sea. However, for the purposes of the Minister's decision on whether the project is likely to cause significant adverse environmental effects, the environmental effects of marine shipping are not considered environmental effects and will not be subject to conditions to the proponent in any decision statement issued by the Minister under CEAA 2012. CEAA has received correspondence from number First Nations, local governments, non-profits agencies and individuals criticizing this approach.	Chair letter December 6, 2013 November 2015: Staff advised allies of the public comment period on the Marine Shipping Addendum to the Environmental Impact Statement	None planned.

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ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
	PMV is to ensure that it includes all reasonably foreseeable projects and activities that should be considered in the cumulative effects assessment for the marine shipping associated with the Project.			
Westpac Tilbury Marine Jetty Project BC environmental assessment process update (substituted for federal process)	In July 2015, the environmental assessment commenced. The Minister of the Environment approved the substitution of the federal environmental assessment process by that of the Government of British Columbia for this project	WesPac Midstream – Vancouver LLC (WesPac) proposes the construction and operation of a new marine terminal facility located on Tilbury Island, along the South Arm of the Fraser River in Delta, British Columbia. As proposed, the WesPac Tilbury Marine Jetty Project includes the loading of liquefied natural gas (LNG) onto LNG carriers and barges for export to local and global markets. The facility is expected to result in 244 annual LNG tanker transits for a minimum of 30 years. The substitution agreement limits assessment of the environmental effects of marine shipping activities associated with the Project along the designated shipping route within the South Arm of the Fraser River, from the Project's marine terminal to the mouth of the Fraser River.	None	None planned.

ISLANDS TRUST REQUESTS TO THE PROVINCE OF BC FOR CHANGES TO ISLANDS TRUST LEGISLATION / REGULATION (DURING PAST 10 YEARS)

ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
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ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
1. Amendments to the <i>Islands Trust Act</i> that would cause four local trustees to be elected to sit on the Salt Spring Island Local Trust Committee and Trust Council.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	May 2008 Minister Chong suggested Islands Trust hold a referendum in the Salt Spring Island LTA. If the referendum was successful, Minister Chong was willing to approve four local trustees for the SSILTC, but not to increase Salt Spring Island representation on Trust Council. Turned down by Salt Spring Island LTA referendum November 15, 2008.
2. Changes to the <i>Islands Trust Act</i> that would enable the Islands Trust Council to determine the size of its Executive Committee.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Not advanced by the Ministry. Never formally turned down.
	June 2008	Trust Council later requested a simpler amendment - that S. 20(3) of the Islands Trust Act be amended to increase the number of vice chairs from three to four.	
	June 2011	Raised during a meeting between the Executive Committee and the Hon. Ida Chong, Minister of Community Services	
3. The necessary changes to provincial / legislation and regulations to permit Islands Trust bodies to hold meetings through electronic or other communication facilities.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	Achieved in 2009 through provincial creation of a new Islands Trust Regulation.
4. Changes to provincial/legislation and regulations be made, if necessary, to confirm that Islands Trust bodies may perform their duties and functions while outside of the Islands Trust Area.	July 20, 2007	Letter to Hon. Ida Chong, Minister of Community Services	This topic originally arose in response to a court case, where a bylaw was quashed because the public hearing was held outside the jurisdiction. Further evaluation determined that the relevant legislation had been amended and did not apply to local trust committees.
5. Natural Area Protection Tax Exemption Program (NAPTEP) – extension to Bowen Island Municipality	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved June 2010 through minor amendment to legislation.

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ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
6. Bylaw dispute adjudication system	October 27, 2009	Meeting with Hon. Bill Bennett, Minister of Community and Rural Development	Achieved in 2011
7. Trust Fund Board corporate status and name change	June 2011	Name change raised during a meeting with the Hon. Ida Chong, Minister of Community Services	Advised by Minister to explore other solutions first to determine if can resolve challenges in other ways. Trust Fund Board has asked Trust Council Chair to seek this change in writing. Several requests have been made
	June 2011	Staff met with Ministry staff	
	November 20, 2012	Letter to Hon. Bill Bennett, Minister of Community, Sport and Cultural Development	Response received Feb 2013. Minister Bennett stated that changing the corporate structure of the Trust Fund Board has broad implications that require careful consideration. He further noted that government often requires a compelling reason, such as a legislative barrier to operations, prior to considering such a legislative request. He suggested that Islands Trust staff contact the Assistant Deputy Minister to arrange for further evaluation of the proposal.
	Sept 2013 and Feb 2014	Letters to Hon. Coralee Oakes, Minister of Community, Sport and Cultural Development	Several contacts with Ministry staff have been made, most recently in May 2015. The Assistant Deputy Minister repeated earlier advice that that the ministry does not currently have the capacity to undertake this complex a legislative change, given other provincial priorities.
	May 12, 2015	Executive Committee and senior staff met with new Assistant Deputy Minister Jay Schlosar, who has since left government	
	September 2015	Letter to Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development	At Executive Committee's Nov 2015 meeting with Minister Fassbender, he acknowledged the need for the name change and indicated that when there were other changes to the <i>Islands Trust Act</i> this will be included.
	November 2015	Executive Committee and CAO met with Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development	
8. Support in principle amending the Islands Trust Act to add "First Nations" to the list of those with whom we work "in co-operation."	September 2015	Trust Council requested the Executive Committee to consider asking the Minister of Community, Sport and Cultural Development to make this amendment, at an appropriate time, with respect to available resources and the potential for the amendment to be achieved.	At Executive Committee's Nov 2015 meeting with Minister Fassbender, Ministry staff acknowledged the good work Local Planning Services was doing engaging First Nations.

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**Local Government Act Amendments
Frequently Used References**

<u>Previous Reference</u>	<u>Description</u>	<u>Current Reference</u>
Part 26	Planning and Land Use Management	Part 14
877	OCP Required Content	473
879	OCP consultation	475
892	Notice of Public Hearings requirements	466
894	Procedure after a Hearing	470
895	Development Procedures	460
898	Advisory Planning Commissions	461
899-902	Board of Variance	536-544
903	Zoning Bylaws (authority)	479-481
904	Amenity zoning and affordable housing	482
905	Housing Agreements	483
906	Parking requirements	525
908	Sign Regulation	526
909	Screening and Landscaping	527
910	Floodplain requirements	524
911(1-5)	Non-conforming uses	528
911 (9-10)	Non-conforming structures	529
911(6)	No increase in non-conformity	530
911(5) (11)	No structural alterations or additions	531
911(8) (11)	Restrictions on reconstruction (75% rule)	532
914	No compensation in relation to bylaws or permits	458
919.1	Designation of DPA	488
920	Development Permits	489-491
920.01, 920.1	Development Approval Information	484-487
920.2-921	Temporary Use Permits	493-496
922	Development Variance Permits	498-499
925	Requirement for security	502
926	Lapse of permits	504
927	Notice of permit on title	503
929	Withholding of permits	463
938	Subdivision servicing requirements	506
941	Provision of Parkland	510
944	Parcel frontage on a highway	512
946	Subdivision for a relative	514

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REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 22-24, 2016

From: Executive Committee

Date: March 1, 2016

SUBJECT: DESIGNATION OF THE SALISH SEA AS A PARTICULARLY SENSITIVE SEA AREA

RECOMMENDATION: That Trust Council support the Salish Sea Particularly Sensitive Sea Area nomination process by 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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

This recommendation results from Islands Trust Council's request in September 2015 to the Executive Committee to prepare a Request for Decision with respect to Trust Council supporting a nomination for the Salish Sea as a Particularly Sensitive Sea Area. Support for the nomination is consistent with Trust Council's previous advocacy for safe shipping and may result in new oil spill prevention measures for the Salish Sea. The recommended sponsorship of the associated workshop has the potential to engage many stakeholders in thinking creatively about how to protect the Salish Sea from shipping impacts and risks.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This recommendation is expected to result in three to four days of work for Trust Area Services staff. The Policy Advisor, and possibly an Executive Committee member, will attend the Associated Protective Measures workshop in Vancouver or Victoria in June 2016. As the Community Stewardship Award program is not being offered this year, this project can be accommodated without seriously delaying any Strategic Plan activities.

POLICY: No implications for existing policy.

FINANCIAL: Up to \$1,500 from the TAS budget towards co-sponsoring an Associated Protective Measures workshop in Vancouver in June 2016 and up to an additional \$1,500 for staff and trustee travel to travel to an Associated Protective Measures workshop in Vancouver or Victoria.

IMPLEMENTATION/COMMUNICATIONS:

Staff will attend the Associated Protective Measures workshop, respond as necessary and report back to the Executive Committee at the first available meeting.

Staff will draft the letter of support for the Chair's approval, post to the Islands Trust website and cc the San Juan County Council and Friends of the San Juans.

BACKGROUND

- In September 2015, Stephanie Buffum provided the Islands Trust Council with an overview on the Friends of the San Juans' initiative to lead a trans-boundary nomination of the Salish Sea as a Particularly Sensitive Sea Area (PSSA). Ms. Buffum noted that such a designation could result in new measures to control the maritime activities of large international shipping vessels in the area. Protective measures could include improved spill

prevention, increased pilotage, vessel traffic management, discharge controls, establishing no anchor/no bunker areas, new standards of care for barges and clustering of departure times to diminish underwater noise.

- Ms. Buffum asked the Islands Trust Council to participate in the preparation of a nomination to designate shipping areas in the Salish Sea as a PSSA. The nomination would include the following three key components:
 - ecological, social and or cultural threat;
 - vulnerability to impacts from international shipping, and
 - associated protective measures.
- Ms. Buffum also asked that the Islands Trust Council consider sharing its ecosystem and economic data for PSSA designation. Staff has already provided Islands Trust marine habitat data mapping layers to Friends of the San Juans.
- The Islands Trust Council voted in September 2015 to request the Executive Committee to prepare a Request for Decision with respect to Trust Council supporting the preparation of a nomination for the Salish Sea as a Particularly Sensitive Sea Area for Council's consideration at its December meeting. The partners were still developing new documents at that time, and requested a delay until Trust Council's March 2016 meeting.
- On February 2, 2016, Stephanie Buffam provided additional detail about the Friends of the San Juans' request of the Islands Trust Council and additional background on PSSAs and the Salish Sea designation process (attached).
- The Friends of the San Juans are requesting that the Islands Trust Council:
 1. Provide a letter of support for the PSSA nomination process; and
 2. Co-sponsor an Associate Protective Measures (APM) workshop in June 2016, in Vancouver. She noted that Vancouver Aquarium, Port Metro Vancouver, and the Pacific Pilotage Authority have volunteered space for a Vancouver workshop. The purpose of the workshop is to meet with critical stakeholders to determine potential associated protective measures that could be enabled through the PSSA designation (for example: areas to be avoided, anchorage limitations, extended pilotage, pollution control, etc.)

REPORT/DOCUMENT:

- 1) February 2, 2016 request for action from the Friends of the San Juans to the Islands Trust Council concerning the Particularly Sensitive Sea Area nomination process

KEY ISSUE(S)/CONCEPT(S): Advocacy for: protection of the marine environment in the Islands Trust Area; safe shipment of materials hazardous to the environment

RELEVANT POLICY:

- [Islands Trust Act](#), section 3
The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.
- [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 5.3.8:
Trust Council encourages Provincial and Federal agencies to ensure safe shipment of materials hazardous to the environment
- [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 Trust Council support the Salish Sea Particularly Sensitive Sea Area nomination process by 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.

Alternatives:

- 1) Send a letter of support to the Friends of San Juans as requested.
- 2) Do not send a letter of support.
- 3) Do not co-sponsor a workshop.

Prepared By: Clare Frater, Policy Advisor, February 26, 2016, 2016

Reviewed By/Date: Lisa Gordon, Director Trust Area Services, March 1, 2016
Russ Hotsenpiller, Chief Administrative Officer, March 3, 2016

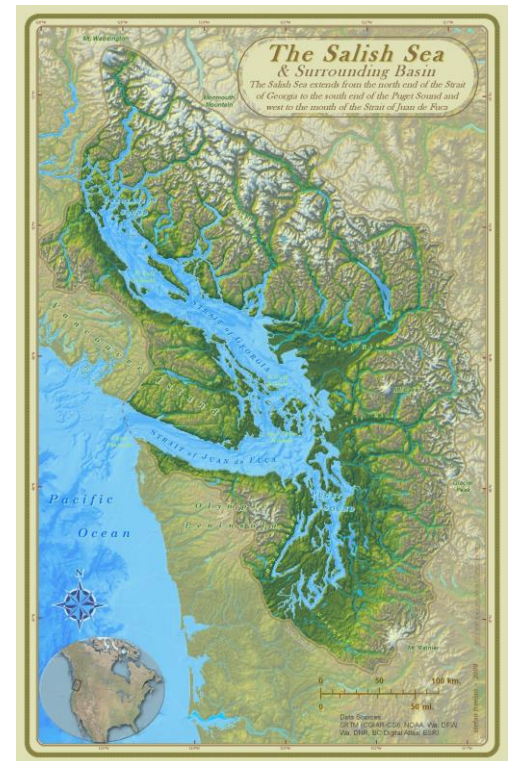
Particularly Sensitive Sea Areas and the Salish Sea

ACTION NEEDED FROM ISLANDS TRUST:

1. Letter of Support for PSSA Nomination Process
2. Co-sponsor Associated Protective Measures (APM) workshop in June 2016, location tba in Vancouver (Vancouver Aquarium, Port Metro Vancouver, or Pilotage Association have all volunteered space). Meet with critical stakeholders to determine APM (for example: Areas to be avoided, anchorage, extended pilotage, pollution control, etc)

To reduce the risks posed by increases in fossil fuel exports, FRIENDS of the San Juans is leading a trans-boundary effort in both Washington State and British Columbia to designate the Salish Sea as a Particularly Sensitive Sea Area (PSSA) under the International Maritime Organization (IMO).

To reduce the risks posed by increases in fossil fuel exports, FRIENDS of the San Juans is leading a trans-boundary effort in both Washington State and British Columbia to designate the Salish Sea as a Particularly Sensitive Sea Area (PSSA) under the International Maritime Organization (IMO). Pursuing a Particularly Sensitive Sea Area (PSSA) Designation for the Salish Sea. This area includes the Strait of Juan de Fuca, the Strait of Georgia, Puget Sound, and all their connecting channels and adjoining waters, including the waters around and between the San Juan Islands in the U.S. state of Washington and the Gulf Islands in British Columbia, Canada.



The Salish Sea PSSA Designation, Phase 1 Feasibility Study (SJ LIO NTA #C8.2.SJ12, Performance Measure #1) was completed in 2014 by FRIENDS of the San Juans with assistance from Samish Indian Nation. Based on comparisons with other existing PSSAs and an evaluation of all the criteria, the feasibility study concluded that the Salish Sea would qualify as a PSSA and would benefit from Associated Protective Measures that could minimize the risks and impacts from international shipping.

Findings were shared in 2014 at the Salish Sea Conference, Musquem Tanker Safety Summit, Tsawout Nation, and the Northwest Straits Commission, Islands Trust on Bowen Island (2015).

FRIENDS' work on the PSSA designation has been a collaborative process across the Salish Sea region. We support a PSP staff supported workshop to develop sub-regional and regional oil

Particularly Sensitive Sea Areas and the Salish Sea

spill Near Term Actions, particularly among those five Local Integrating Organizations who have ranked the Oil Spill Pressure Source as important.

Quick Facts about PSSAs:

- A PSSA designation is the premier global tool a community can adopt to protect a uniquely important marine ecosystem from the threats posed to it by international shipping.
- A PSSA is officially defined as an area in need of special protection through the International Maritime Organization due to its ecological, social, cultural, and economic, or scientific significance and because of its vulnerability to damage by international shipping activities.
- There are 14 PSSAs in the world, with two in the United States: one near Hawaii and the other in the Florida Keys.
- For more information about PSSAs: <http://pssa.imo.org/>

Pursuing a PSSA Designation for the Salish Sea

The Salish Sea includes the Strait of Juan de Fuca, the Strait of Georgia, Puget Sound, and all their connecting channels and adjoining waters, including the waters around and between the San Juan Islands in the U.S. state of Washington and the Gulf Islands in British Columbia, Canada. There are approximately 7 million people living within the immediate watershed of the Salish Sea which includes the major cities of Seattle, Tacoma, Victoria and Vancouver. The Salish Sea is also home to many threatened or endangered species including Southern Resident killer whales, marbled murrelet seabirds, multiple species of rockfish and chinook salmon.

With our waterways already crowded and intense increases in international shipping traffic proposed, a PSSA designation can synchronize the Salish Sea's complex, and often conflicting, domestic and international laws and policy goals.

Impacts

When an area is approved as a PSSA, specific measures can be used to control the maritime activities of large international shipping vessels in that area. These measures include routing requirements, strict application of discharge and equipment requirements for ships, and installation of Vessel Traffic Services.

PSSAs and Tribal Communities:

The social, cultural, and economic importance of a region for indigenous communities is an important aspect of the IMO's criteria for deciding PSSA designations. The needs, rights and vulnerabilities of indigenous groups would be clearly and specifically recognized in a PSSA. PSSAs recognize the importance of cultural areas and usual and accustomed fishing areas; it is not a marine protected area. The participation of indigenous communities also weighs heavily

Particularly Sensitive Sea Areas and the Salish Sea

with the International Maritime Organization, and support from northwest tribes is essential to having a PSSA adopted.

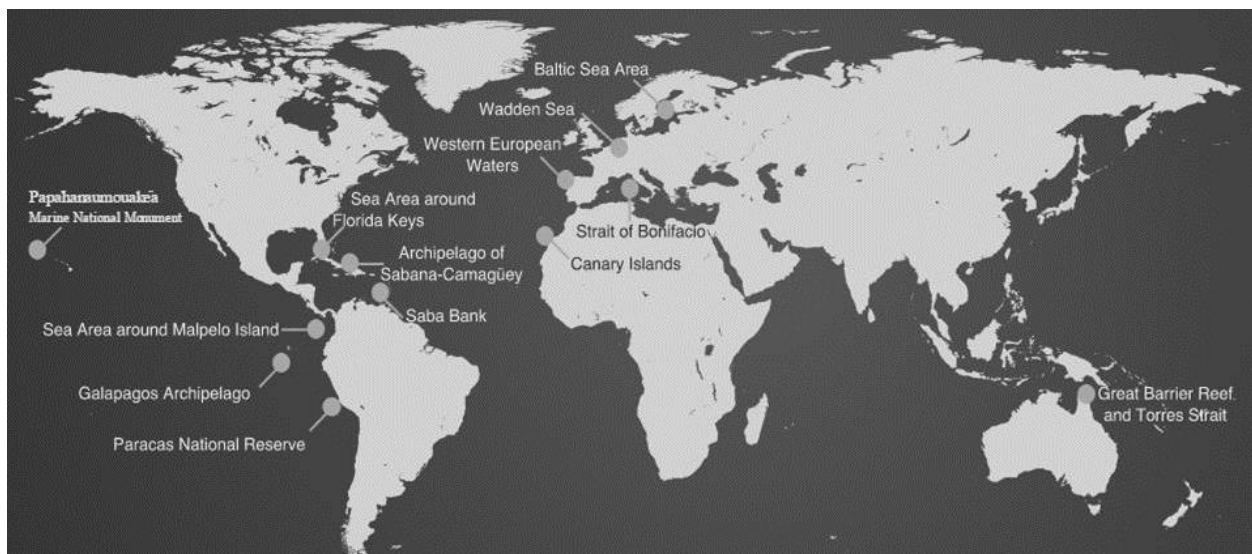
What we're doing:

- Friends of the San Juans is working with tribes, scientists, government, industry, and non-governmental partners to draft the nomination report that will create protections tailored to the region, which will have a positive impact for wildlife, marine habitat, air quality, and the people who live, fish and recreate in the Salish Sea.
- In 2014, Friends of the San Juans presented a PSSA feasibility study at the Salish Sea Conference, the Tanker Safety Summit sponsored by Musqueam Nation (attended by 150 BC Tribal leaders), Tribal Councils at Lummi, Tsartlip, Tsawout, Cowichan, WESANC Leadership Council and Samish Nations, Northwest Straits Commission, Puget Sound Partnership Local Integrating Organization, Harbor Safety Committee members, Department of Ecology marine managers meeting (26 trans-boundary agencies and tribes), Chamber of Shipping, Pilotage Authority, US EPA, NOAA, Environment Canada, Dept and Oceans Fisheries, Vancouver Aquarium, Canadian Consulate and Port Metro Vancouver. At all of these presentations, support for establishing a Salish Sea PSSA has been strong.

Islands Trust Request

1. *Letter of Support for Nomination Process*
 2. *Co-sponsor Associated Protective Measures (APM) workshop in June 2016, location tba in Vancouver (Vancouver Aquarium, Port Metro Vancouver, or Pilotage Association have all volunteered space)*
- For more information on this effort contact Stephanie Buffum at Stephanie@sanjuans.org or 360-378-2319.

There are 14 PSSA's in the World. Help make the Salish Sea the 15th!



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** March 22 - 24, 2016
From: Trust Programs Committee **Date Prepared:** February 29, 2016
SUBJECT: AMENDMENTS TO POLICIES GOVERNING THE POLICY STATEMENT

RECOMMENDATION:

1. 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.
2. 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.
3. That the Islands Trust Council rescind Procedure 1.3.ii Policy Statement Topic Review Framework dated March 10, 2005.
4. 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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The proposed amendments to the Policy Statement Amendment Policy reflect current public engagement practices and improve internal process. As a result of these proposed amendments, the Policy Statement Topic Review Framework policy is redundant.

The proposed amendments to the Policy Statement Implementation Policy are intended to reduce overlap between Council policies, and to remove unneeded policies and attachments, including the rarely-used Council Commitments and Recommendations Checklist. When developing these policy amendments, staff considered suggestions that the Policy Statement Assessment Task Force received from trustees in 2010.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Making these policy changes will improve the Policy Statement Amendment process and eliminate redundant policy direction and tools.

FINANCIAL: None

POLICY: The recommendations would amend Policy 1.2.i Policy Statement Amendment Policy, and Policy 1.3.i Policy Statement Implementation Policy and revoke Policy 1.3.ii Policy Statement Topic Review Framework.

IMPLEMENTATION/COMMUNICATIONS: The revised policy will be circulated to holders of the Islands Trust Policy Manual and placed on the Islands Trust website. It will also be reviewed with

all staff who are responsible for administering Policy Statement implementation and amendment processes.

OTHER: None

BACKGROUND

In March 2010, the Islands Trust Council established a task force, as a subcommittee of the Trust Programs Committee, to conduct a preliminary assessment of the [Islands Trust Policy Statement](#) and make recommendations regarding further actions. The Policy Statement Task Force recommended in 2011 that the Trust Council review the three policies related to the Policy Statement and consider, in particular, whether the timing of the schedule of regular reviews and reporting of monitoring activities set out in those policies needs to be modified to reflect the reality. The task force also recommended that the next Trust Council consider any changes to the three policies in conjunction with the Policy Statement review. The task force provided a compilation of suggested changes to the policies in Appendix C of its [Final Report](#).

There are three policies that support the implementation, amendment and review of the Policy Statement. The purpose of each policy is set out in the policies:

a. [Policy Statement Amendment Policy \(1.2.i\)](#)

To outline the required steps for Trust Council to amend the Policy Statement Bylaw.

This policy has not been updated since 1998 and does not reflect current public engagement practices as identified by the task force.

b. [Policy Statement Implementation \(1.3.i\)](#)

To establish policy and procedures for statutory bylaw referrals and other implementation strategies in connection with the Islands Trust Policy Statement Bylaw No.17.

Staff recommend re-focusing this policy on implementation only and delete references to further development of the Islands Trust Policy Statement.

c. [Policy Statement Topic Review Framework \(1.3.ii\)](#)

To provide a framework to maintain an inventory of Policy Statement topic areas for review and to determine the priority topic areas for attention through the Trust Council.

In December 2015, the Trust Council approved the Trust Programs Committee work program with the task "Recommend amendments to policies about the Policy Statement."

Staff has drafted changes to the Policy Statement Amendment Policy (1.2.i.) and the Policy Statement Implementation (1.3.i) Policy. Staff considered the information in the Policy Statement Task Force report, as well as the Trust Council and the Trust Programs Committee current practices and policies. Staff also sought advice on the proposed changes to the Policy Statement Amendment Policy from staff at the Ministry responsible for local government.

Staff propose that Trust Council rescind the Policy Statement Topic Review Framework Policy (1.3.ii), as the Policy Statement Amendment Policy changes eliminate the need for this policy.

REPORT/DOCUMENT:

- 1) Draft new version of Policy Statement Amendment Policy (1.2.i)

- 2) Flowchart - proposed Policy Statement Amendment process
- 3) Table of proposed changes to Policy Statement Amendment Policy (1.2.i.)
- 4) Table tracking the merging of Policy Statement Topic Review Framework (1.3.ii) with 1.2.i.
- 5) Draft new version of Policy Statement Implementation Policy (1.3.i)
- 6) Track changes version of Policy Statement Implementation Policy (1.3.i)
- 7) Table of proposed changes to Policy Statement Implementation (1.3.i)

KEY ISSUE(S)/CONCEPT(S): Updating Trust Council policies to reflect changes in practice and to ensure consistency among policies

RELEVANT POLICY:

- 1) Islands Trust Policy Statement

DESIRED OUTCOME: Enable more effective implementation and updating of the Islands Trust Policy Statement.

RESPONSE OPTIONS

Recommended:

1. 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.
2. 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.
3. That the Islands Trust Council rescind “Procedure 1.3.ii Policy Statement Topic Review Framework” dated March 10, 2005.
4. 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.

Alternative:

- 1) Request staff to return with additional amendments to Trust Council policies for consideration in June 2016.

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Lisa Gordon, Trust Area Services Director February 16, 2016
 Trust Programs Committee, February 29, 2016
 Russ Hotsenpiller, Chief Administrative Officer, March 3, 2016
 Executive Committee, March 9, 2016

1.2.i. Policy XXXXXX

DRAFT POLICY STATEMENT AMENDMENT POLICY

Trust Council: December, 1995

(Amended: March 6, 1998, March X, 2016)

A: PURPOSE:

1. To outline the required steps for Trust Council to review and amend the Policy Statement Bylaw.

B: REFERENCES:

1. *Islands Trust Act*: Sections 15, 16, 22 and 27
2. Policy Statement Bylaw (No. 17)
3. Policy and Procedures Manual:
 - a) Policy Statement Implementation (1.3.i.)
 - b) Coordination Agreements Process (2.1.4)
 - c) Meeting Procedures Bylaw 101 (2.2.iv)
 - d) Priority Setting/Review Guidelines (6.2.1)
 - e) Budget Process Policy (6.3.i)
 - f) Annual Report Policy (6.10.i)
4. Protocol Agreements:
 - a) Islands Trust Council – Bowen Island Municipality Protocol Agreement
 - b) Islands Trust Council – Snuneymuxw First Nation Protocol Agreement
 - c) Islands Trust Council – Lyackson First Nation Protocol Agreement

C: DEFINITIONS

1. “Engagement Plan” is a plan for engaging First Nations and stakeholders that is consistent with any protocol agreements in place (see B.4) and contains at least the following sections:
 - a. Context
 - b. Objectives
 - c. List of interested parties
 - d. Key messages
 - e. Engagement activities
 - f. Timing
 - g. Risks and mitigations
 - h. Resources

and considers the following audiences:

- i. Trust Area electors
- ii. local trust committees/island municipalities
- iii. First Nations
- iv. regional districts operating with the trust area
- v. school district boards, and improvement district boards,
- vi. the provincial and federal governments and their agencies, as determined in consultation with the ministry responsible for local government; and
- vii. other persons, organizations and authorities with interests the Islands Trust Council considers will be affected.

2. “Policy Statement Topic Review Inventory” is a document that compiles, at a minimum, suggestions for Policy Statement topics needing clarification or expansion and suggested new Policy Statement topics.

D. POLICY:

1. REQUIREMENTS

- 1.1. The Policy Statement Bylaw may be amended by Trust Council with the approval of the Minister responsible for local government.
- 1.2. Each term, Trust Council will identify Policy Statement review and/or amendment tasks.
- 1.3. Trust Council will assign the Executive Committee, Trust Programs Committee or a select committee (delegated body) to coordinate the Policy Statement amendment process.
- 1.4. Adoption of Policy Statement amendments will occur only after Trust Council has undertaken a first, second and third reading and received approval of the Minister responsible for local government.
- 1.5. Ministerial approval is based on ensuring no conflicts with Provincial interests and adequate engagement with First Nations.

2. TOPIC REVIEW INVENTORY

- 2.1. Upon request, Trust Council will consider suggestions for Policy Statement topic reviews and, by resolution, will direct inclusion in a Topic Review Inventory document.

3. TOPIC REVIEW PROCESS

- 3.1. If a newly elected Trust Council has undertaken public consultation to set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use the results of the consultation to inform selection of Policy Statement topic review priorities. If no public consultation on priorities for the current term has occurred, Trust Council

will engage with those identified in C.1 before selecting Policy Statement topic review priorities for the term.

- 3.2 Once Trust Council has selected topics for review, Trust Council will assign review of the selected priority Policy Statement topics to its delegated body and request recommendations regarding possible amendments to the Policy Statement Bylaw.
- 3.3 As part of its annual budget cycle, Trust Council will allocate resources required to review the selected topics.
- 3.4 Trust Council may establish or adjust Policy Statement topic review priorities at any time.
- 3.5 Once Trust Council has selected topics for review, Trust Council's will inform the Ministry responsible for local government and invite First Nations in the Trust Area to participate in the next steps.

4. AMENDMENT PROCESS

- 4.1 The Executive Committee will guide agency referrals, public engagement, internal processing, and Policy Statement Bylaw amendment requirements, in accordance with its Terms of Reference.
- 4.2 As soon as practicable after the initiation of a Policy Statement amendment process, the Executive Committee must adopt an engagement plan per Section C.1., and must consider whether the opportunities for engagement with one or more of the persons, organizations and authorities listed in the plan should be early and ongoing.
- 4.3 Based on the engagement plan adopted by Executive Committee in 4.2, the Trust Council's delegated body will engage with stakeholders and First Nations about each topic proposed for amendment, prior to drafting a Policy Statement Amendment bylaw.
- 4.4 After first reading of the Policy Statement Amendment bylaw, Trust Council will request that the amendments be referred to First Nations, municipalities, regional districts and provincial and federal government agencies or departments having jurisdiction in the Trust Area. The minimum referral period to other agencies will be 45 days.
- 4.5 The Executive Committee, prior to third reading by Trust Council may provide for public input to Trust Council through correspondence, delegations or petitions in accordance with the Meeting Procedures Bylaw.
- 4.6 Trust Council, prior to third reading, will review input received from Islands Trust Council committees, local trust committees, the Trust Fund Board, trustees or staff of the Islands Trust, First Nations, referral agencies and the public, and all input received through the engagement plan adopted in accordance with section C.1.

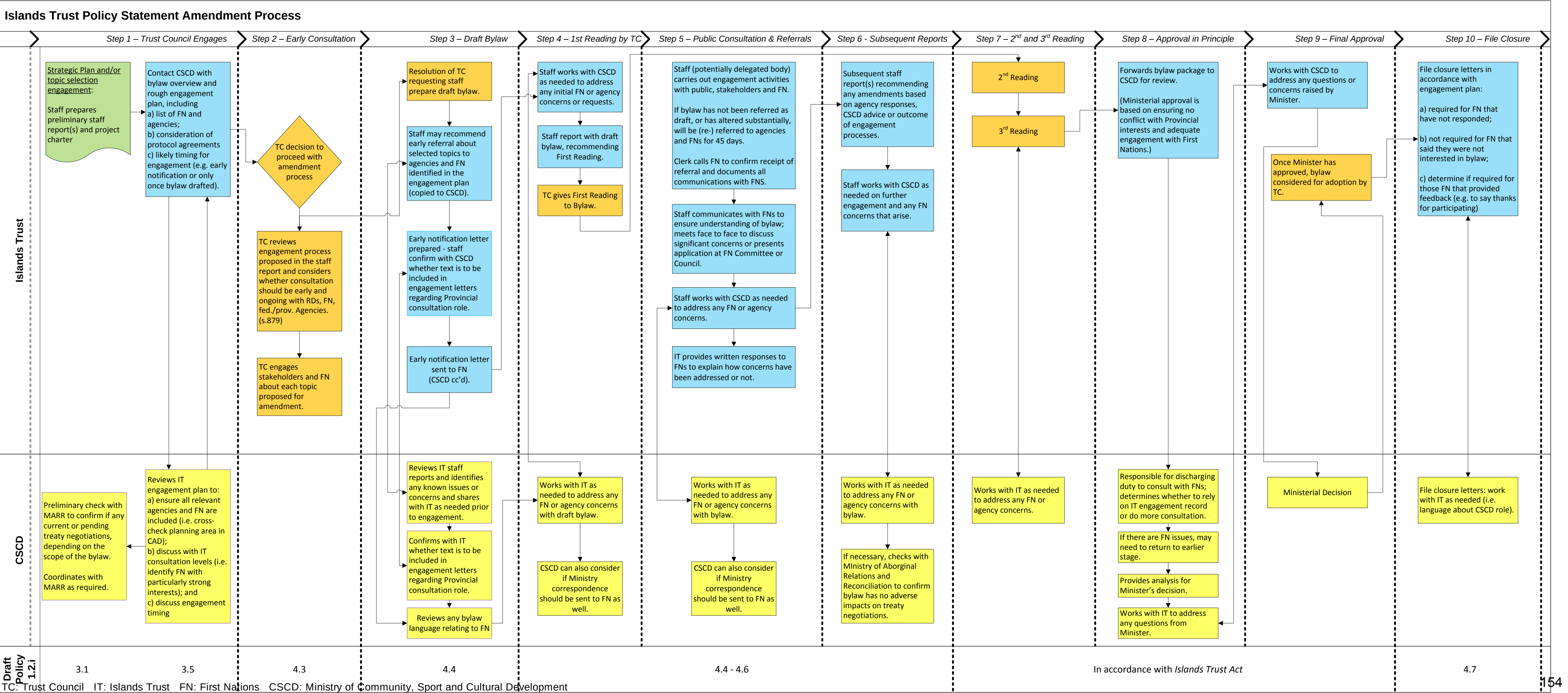
- 4.7 After Trust Council has adopted an amendment to the Policy Statement the Executive Committee will advise all consulted First Nations and referral agencies in accordance with the adopted engagement plan.
- 4.8 If Trust Council adopts an amendment to the Policy Statement that changes directive policies, Trust Council will advise local trust committees and island municipalities on resulting updates to official community plans.
- 4.9 If Trust Council adopts an amendment to the Policy Statement that changes directive policies, Trust Council will consider giving funding priority to LTC programs that implement the new directive policies during the budgeting process.

5. COMMUNICATIONS

- 5.1 The Executive Committee will monitor and report on the implementation of this policy to Council annually while producing the Islands Trust Annual Report.

6. POLICY STATEMENT REVIEW

- 6.1 The Islands Trust Council may, from time to time, initiate a public review of the entire Policy Statement.



Policy Statement Amendment Policy (1.2.i.)

Rationale for proposed changes

Former Policy Content	How Content is Managed in Proposed Policy
A: PURPOSE: 1. To outline the required steps for Trust Council to amend the Policy Statement Bylaw.	New purpose statement: To outline the required steps for the Trust Council to review and amend the Policy Statement Bylaw.
B: REFERENCES: 1. <i>Islands Trust Act</i> : Sections 15, 16, 22 and 27 2. Policy Statement Bylaw (No. 17) 3. <u>Policy Manual</u> : Policy Statement Implementation (1.3.i.)	Add protocol agreements
C: POLICY: 1. REQUIREMENTS 1.1. The Policy Statement Bylaw may be amended by the Islands Trust Council with the approval of the Minister of Municipal Affairs.	See D.1.1 Amend to refer to “minister responsible for local government”
1.2. Policy Statement Amendments will generally be processed over 2 regular Trust Council meetings unless a waiver of this requirement is approved by at least 2/3 of Trust Council members present at a meeting at which the vote and adoption takes place.	Replaced with additional steps in section D3 and D4 including First Nations engagement.
1.3. The Executive Committee is responsible for maintaining the Policy Statement Implementation Work Program.	Option for Trust Council to assign coordination of the amendment process to EC, TPC or select committee.
1.4. The Executive Committee is responsible for preparing Policy Statement amendments at the direction of Trust Council.	Created options for Trust Council to delegate.
C2. PROPOSED AMENDMENTS 2.1. Trust Council through its quarterly review of the Policy Statement Implementation work program, will establish priority areas for Policy Statement topic reviews.	Superseded by D. 3.1-3.4.
2.2. Trust Council upon reviewing the outcomes of a Policy Statement topic review may, by resolution, request that proposed policies be prepared for consideration as amendments to the Policy Statement Bylaw.	See new policy 3.1, tying to public consultation on term priorities.
C. AMENDMENT PROCESS	Now in section 4.
3.1. Trust Council may establish a Trust Council meeting date to consolidate proposed policies to amend the Policy Statement	Redundant

	Bylaw.	
3.2.	Trust Council, unless otherwise determined in accordance with clause 1.2., will give first reading to an Amendment Bylaw at one meeting; second and third reading at a subsequent meeting; and 4th reading at further regular meeting of Trust Council or by way of a resolution without meeting following approval by the Minister of Municipal Affairs.	See D. 1.4, 4.4, and 4.5 Deleted “unless otherwise determined in accordance with clause 1.2.” Updated reference to Minister
3.3.	Trust Council after first reading of the amendment bylaw will, by resolution, request that the amendments be referred to municipalities, regional districts, Provincial Government agencies or departments and Government of Canada agencies or departments having jurisdiction in the Trust Area.	See D. 4.6 Same but added First Nations.
3.4.	Trust Council after first reading of the amendment bylaw will, by resolution, request that a public brief be prepared to enhance public awareness of the amendments through the media and local trust committees.	Superseded by engagement plan proposed in C1/D.4.2.
3.5.	Trust Council, prior to 2nd and 3rd reading, will provide trustees with an opportunity to review input received from the corporate entities, trustees or staff of the Islands Trust, referral agencies and the public. The minimum referral period to other agencies will be 30 days unless otherwise waived by Trust Council (as per Clause 1.2.).	Superseded by engagement plan proposed in C.1/D.4.2.
3.6.	The Executive Committee or Trust Council may provide for persons or agencies, having input to the amendments to address Trust Council directly in accordance with the Meeting Procedures Bylaw of Trust Council.	Superseded by engagement plan proposed in C.1/D.4.2.

Policy Statement Topic Review Framework (1.3.ii)

(Staff recommend that Trust Council rescind)

The table below explains how all content of the Topic Review Framework Procedure is managed in proposed amendments to Policy 1.2.i

Existing Policy Statement Topic Review Framework Policy 1.3.ii	How Content is Managed in Proposed Amendments to Policy 1.2.i
A: PURPOSE: 1. To provide a framework to maintain an inventory of Policy Statement topic areas for review and to determine the priority topic areas for attention through Trust Council.	New purpose statement within 1.2.i: To outline the required steps for the Trust Council to review and amend the Policy Statement Bylaw.
B: REFERENCES: 1. Islands Trust Act: Section 15 2. Policy Statement Bylaw (No. 17) 1993 3. Policy Manual:- 3.1. Policy Statement Implementation (1.3.i.) 3.2. Policy Statement Bylaw (1.2.)	B: REFERENCES: 1. Islands Trust Act: Sections 15, 16, 22 and 27 2. Policy Statement Bylaw (No. 17) 3. Policy and Procedures Manual: a) Policy Statement Implementation (1.3.i.) b) Coordination Agreements Process (2.1.4) c) Meeting Procedures Bylaw 101 (2.2.iv) d) Priority Setting/Review Guidelines (6.2.1) e) Budget Process Policy (6.3.i) 4. Protocol Agreements a) Islands Trust Council – Bowen Island Municipality Protocol Agreement b) Islands Trust Council – Snuneymuxw First Nation Protocol Agreement c) Islands Trust Council – Lyackson First Nation Protocol Agreement
C: BACKGROUND: 1. The Trust Programs Committee (TPC) will complete an Annual Policy Statement Report that includes a Policy Statement Topic Review Inventory.	5.1 The Executive Committee will monitor and report on the implementation of this policy to Council on an annual basis for inclusion in the Islands Trust annual report.
2. The Trust Programs Committee will maintain a Policy Statement Topic Review Inventory that will include the review topics, brief descriptions, and the source of the suggested topics.	2.1. Upon request, Trust Council will consider suggestions for Policy Statement topic reviews and, by resolution, will direct inclusion in a Topic Review Inventory document.
D: PROCEDURE: 1. MAINTAINING THE INVENTORY	2.1. Upon request, Trust Council will consider suggestions for Policy Statement topic reviews and, by resolution, will direct inclusion in a Topic Review

1.1. The Trust Programs Committee will maintain an inventory of suggested policy statement topics for review as identified through the following: i. requests from external agencies or the public, ii. other policy or legislative initiatives of the Islands Trust, the province or other government agencies, and iii. requests from staff, trust bodies, or trustees of the Islands Trust.	Inventory document.
2. TRUST PROGRAMS COMMITTEE RECOMMENDATIONS 2.1. The Trust Programs Committee will prepare a Policy Statement Topic Review Inventory by September of each year.	Obsolete due to 2.1
2.2. The Trust Programs Committee will make suggestions for policy statement topics review to Trust Council, the Trust Fund Board, local trust committees, and staff by October of each year.	Obsolete due to 2.1
2.3. The Trust Programs Committee will make priority topic recommendations to Trust Council from the Topic Review Inventory in November of each year.	3.1. If a newly elected Trust Council has undertaken public consultation to set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use the results of the consultation to inform selection of Policy Statement topic review priorities. If no public consultation on priorities for the current term has occurred, Trust Council will engage with those identified in C.1 before selecting Policy Statement topic review priorities for the term. 3.2 Once Trust Council has selected topics for review, it will assign review of the selected priority Policy Statement topics to its delegated body and request recommendations regarding possible amendments to the Policy Statement Bylaw.
3. TRUST COUNCIL CONSIDERATION 3.1. Trust Council will establish the annual priority of the specific topics for review by resolution in December of each year.	3.1. If a newly elected Trust Council has undertaken public consultation to set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use the results of the consultation to inform selection of Policy Statement topic review priorities. If no public consultation on

	priorities for the current term has occurred, Trust Council will engage with those identified in C.1 before selecting Policy Statement topic review priorities for the term.
3.2. The priority Policy Statement review topics will be those items approved by Trust Council as part of Trust Council's work program or the work program of a trust body	3.2 Once Trust Council has selected topics for review, it will assign review of the selected priority Policy Statement topics to its delegated body and request recommendations regarding possible amendments to the Policy Statement Bylaw. 3.3 As part of its annual budget cycle, Trust Council will allocate resources required to review the selected topics. 3.4 Trust Council may establish or adjust Policy Statement topic review priorities at any time.
4. REVIEW TOPIC IMPLEMENTATION 4.1. The Trust Programs Committee will forward resource requirements requests, as required, for all priority Policy Statement review topics to Trust Council within the annual budget process.	3.3 As part of its annual budget cycle, Trust Council will allocate resources required to review the selected topics.
4.2. The Trust Programs Committee will recommend adjustments to the priority Policy Statement review topics as required based on resource allocations from the annual budget, emerging issues and topic review completions.	3.4 Trust Council may establish or adjust Policy Statement topic review priorities at any time.
4.3. The Trust Programs Committee will provide guidelines for priority Policy Statement topic reviews relative to agency referral, internal processing, and Policy Statement Bylaw amendment requirements.	3.5 Once Trust Council has selected topics for review, Trust Council's delegated body will inform the Ministry responsible for local government and invite First Nations in the Trust Area to participate in the next steps. 4. AMENDMENT PROCESS 4.1 The Executive Committee will guide agency referrals, public engagement, internal processing, and Policy Statement Bylaw amendment requirements, in accordance with its Terms of Reference. 4.2 As soon as practicable after the initiation of a Policy Statement amendment process, the Executive Committee must adopt an engagement plan per Section C.1., and must consider whether the opportunities for engagement with one or more of the persons, organizations and authorities listed in the plan should be early and ongoing.
5. ANNUAL POLICY STATEMENT	3.1. If a newly elected Trust Council has

REPORT 5.1. The Trust Programs Committee will forward an Annual Policy Statement Report that includes the recommended priority review topics from the Topic Review Inventory to Trust Council in December of each year.	undertaken public consultation to set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use the results of the consultation to inform selection of Policy Statement topic review priorities. If no public consultation on priorities for the current term has occurred, Trust Council will engage with those identified in C.1 before selecting Policy Statement topic review priorities for the term. 5.1 The Executive Committee will monitor and report on the implementation of this policy to Council annually while producing the Islands Trust Annual Report.
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1.3.i Policy

POLICY STATEMENT IMPLEMENTATION

Trust Council: June 11, 1994

(Amended: March 11, 1995; December 8, 2000; June 16, 2005 and March X 2016)

A: PURPOSE:

1. To establish policy and procedures for statutory bylaw referrals and other implementation strategies in connection with the Islands Trust Policy Statement Bylaw No. 17.

B: REFERENCES:

1. The *Islands Trust Act*:
 - 1.1 Part 2 - Trust Council, Section 15 (4) Trust Policy Statement and Section 16 Approval of Bylaws;
 - 1.2 Part 3 - Executive Committee, Section 22 Approval of Bylaws; and
 - 1.3 Part 4 - Local Trust Committees, Section 27 Approval requirement for bylaws of local trust committees.
2. The Islands Trust Council Bylaw No. 17, A Bylaw to Adopt a Policy Statement for the Trust Area, cited as "The Islands Trust Policy Statement Bylaw, 1993".
3. The Islands Trust Policy and Procedures Manual:
 - 3.1 Policy Statement Amendment Policy (1.2.i)
 - 3.2 Executive Committee Legislative Role (2.4.iv)
 - 3.3 Bylaw Checklist (5.7.i)
 - 3.4 Annual Report Policy (6.10.i)

C: INTERPRETATION:

1. The Islands Trust Policy Statement Bylaw includes three types of policies:
 - 1.1 Commitments of Trust Council state the position or philosophy of Trust Council on various matters. For this category of policy, several introductory phrases are used; for example, "Trust Council holds that"; "It is the position of Trust Council that"; and "It is Trust Council's policy that".
 - 1.2 Directive Policies direct local trust committees and island municipalities to address certain matters in their official community plans and regulatory bylaws under Part 14 of the *Local Government Act*. Where a policy requires a local trust committee or island municipality to address a particular matter, the official community plans must contain policies that implement the policy stated by Trust Council, unless the plan sets out explicitly the reasons and justifications for local policies that do not implement that policy. Directive policies commence with the phrase "Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address".
 - 1.3 Recommendations of Trust Council serve as Trust Council's encouragement to government agencies, non-government organizations, property owners, residents, and visitors to support the Policy Statement and the Islands Trust object, and specify principles of guidance for protocol agreements between the Trust and other agencies. These policies begin with the phrase "Trust Council encourages".
2. The implementation of the Policy Statement Directive Policies is addressed under Section D.1. of this Policy.
3. The Commitments and Recommendations of Trust Council relate to other types of implementation strategies that are non-directive in that they merely provide suggestions and recommendations that may be related to land use bylaws or to other decisions and activities of the Islands Trust or other agencies. The implementation of these non-directive policies is addressed under Section D.2.
4. As interpreted by the courts, "contrary to or at variance with," means that there is an absolute and direct collision between the local trust committee or island municipality bylaw and the Policy Statement.

D: POLICY AND PROCEDURES:

1. STATUTORY BYLAW REFERRALS

Background

- 1.1 Local trust committees and island municipalities are required to submit bylaws to the Executive Committee for approval as follows:
 - a) Under Section 27 (1) of the *Islands Trust Act*, a local trust committee must submit its bylaws to the Executive Committee for approval before adoption.
 - b) Under Section 38(1) of the *Islands Trust Act*, all island municipality bylaws adopting official community plans that apply to land in the Trust Area and all bylaws under Part 14 of the *Local Government Act* that apply to land in the trust area to which no official community plan applies, must be submitted to the Executive Committee for approval before adoption.
- 1.2 Local trust committees and island municipality bylaws have no effect until they are approved as follows:
 - a) Under Section 27(2) of the *Islands Trust Act*, a bylaw of a local trust committee has no effect
 - (a) in all cases, until it is approved by the Executive Committee or, if a request is made under subsection 27(3), by the Trust Council, and
 - (b) in the case of a bylaw adopting or amending an official community plan, until it is approved by the Minister.
 - b) Under Section 38(2) of the *Islands Trust Act*, an island municipality bylaw referred to under Section 38(1), has no effect until it is approved
 - (a) by the Executive Committee,
 - (b) on request under subsection 38(3), by the Trust Council, or
 - (c) on request under subsection 38(4), by the Minister.
- 1.3 Under Section 15(4) of the *Islands Trust Act*, a bylaw submitted to the Executive Committee by a local trust committee under Section 27(1), or an island municipality under Section 38(1), must not be approved by the

Executive Committee, or Trust Council, if it is contrary to or at variance with the Islands Trust Policy Statement.

- 1.4 The Islands Trust Policy Statement requires local trust committees in their official community plans and regulatory bylaws, and island municipalities under Section 38(1) of the *Islands Trust Act*, to address certain matters from the Policy Statement, or give explicit reasons and justifications for not doing so. A bylaw will not be contrary to or at variance with the Policy Statement if it fails to include a particular policy or regulation, so long as the bylaw contains sufficient reason or justification for not doing so.
- 1.5 Where a proposed bylaw does not include a particular policy or regulation required by the Policy Statement and the bylaw sets out reasons for that, the Executive Committee and Trust Council will assess the sufficiency of those reasons using such criteria as:
 - a) whether the reasons are explicitly set out such that it is clear that the local trust committee directed its attention to the matter in question and made a considered decision not to include the policy or regulation.
 - b) whether the reasons have to do with particular local circumstances that may not have been contemplated in the drafting of the Policy Statement.
 - c) whether the reasons arise from the necessity of balancing two or more components of the Policy Statement that cannot be achieved simultaneously.
 - d) whether existing planning studies or reports relied on by the local trust committee indicate that the Policy Statement is inapplicable in the circumstances.

Policy Statement Directives Checklist

- 1.6 The primary responsibility for demonstrating that an official community plan or regulatory bylaw is not contrary to or at variance with the Islands Trust Policy Statement rests with each local trust committee, or island municipality.
- 1.7 The Policy Statement Directives Checklist identifies the directives policies for each component of the Policy Statement that local trust committees and island municipalities are required to address in their bylaws. (Attachment 1)

- 1.8 Staff will reference relevant sections of the Policy Statement in staff reports to the local trust committees and island municipalities. Staff may use the Directives Checklist to assess whether bylaw amendment applications in process and bylaws prior to first reading comply with the Policy Statement.
- 1.9 Planning staff will provide the local trust committees and island municipalities with a staff report that includes the proposed bylaw and the Directives Checklist to assess that a bylaw complies with the Policy Statement before submitting it to the Executive Committee.
- 1.10 Planning staff assigned to work with local trust committees, or island municipalities, will refer to the Policy Statement and Directives Checklist while developing official community plans and regulatory bylaws to ensure that the bylaws address the required matters. Staff will also make recommendations that address the Policy Statement during the consideration of alternative policy and regulatory responses to particular issues in a local trust area.

Approval and Appeals

- 1.11 The Executive Committee will notify the local trust committee or island municipality staff of its decision as to whether to approve a bylaw within one month of receiving a submission including a completed Directives Checklist. Staff will then update the bylaw to show Executive Committee approval and submit it to the local trust committee or island municipality for adoption consideration. Where the decision is not to approve, the Executive Committee will advise the local trust committee, or island municipality, of its reasons and of the nature of the changes that would be required to enable the Executive Committee to approve the bylaw.
- 1.12 On referral of a bylaw to Trust Council under Section 27(3) or 38(3) of the *Islands Trust Act*, the local trust committee, or island municipality, will provide to Trust Council the Directives Checklist, the advice of the Executive Committee that accompanied its refusal to approve the bylaw, and the local trust committee or island municipality reasons why the bylaw cannot be changed in the manner the Executive Committee indicated.
- 1.13 Trust Council will notify the local trust committee or island municipality staff of its decision as to whether or not Trust Council has approved a bylaw and will deliver a decision as soon as practicable after giving such notice. Where the decision is not to approve, Trust Council will advise the local trust committee, or island municipality, of its reasons and of the nature of the changes that would be required to enable Trust Council to approve the bylaw.

2. ENSURING DECISIONS AND ACTIVITIES ARE CONSISTENT WITH THE POLICY STATEMENT

Background

- 2.1 The goals of the Policy Statement will form the basis of Trust Council's strategic plan.
- 2.2 To ensure consistency between the Policy Statement and the activities of the Islands Trust bodies, staff will reference the Policy Statement and relevant policy sections in meetings, staff reports, work programs, inter-agency agreements (including protocols, letters of understanding and memoranda of understanding) and agency referral responses.
- 2.4 Islands Trust staff preparing recommendations or information for an Islands Trust body will reference relevant sections of the Policy Statement.
- 2.5 All inter-agency agreements and external communications will be consistent with the Policy Statement.

Monitoring Activities

- 3.1. The Islands Trust Council will monitor and report on the implementation of the Policy Statement in the Islands Trust Annual Report.

E: ATTACHMENTS:

ATTACHMENT 1 - Directives Checklist - May 17, 2005

1.3.i. Policy

POLICY STATEMENT IMPLEMENTATION

Trust Council: June 11, 1994

(Amended: March 11, 1995; December 8, 2000; ~~and~~ June 16, 2005 and March XX, 2016)**A: PURPOSE:**

1. To establish policy and procedures for statutory bylaw referrals and other implementation strategies in connection with the Islands Trust Policy Statement Bylaw No. 17.
- ~~2. To establish policy to implement and further develop the Islands Trust Policy Statement.~~

B: REFERENCES:

1. The *Islands Trust Act*:
 - 1.1 Part 2, Trust Council, Section 15(4) Trust Policy Statement ~~Section 15 (4)~~ and Section 16 Approval of Bylaws, ~~Section 16,~~
 - 1.2 Part 3, ~~Executive Committee~~, Section 22 Approval of Bylaws, ~~i~~ and
 - 1.3 Part 4, Local Trust Committees, Section 27 Approval requirement for local trust committees, ~~Section 27.~~
2. The Islands Trust Council Bylaw No. 17, A Bylaw to Adopt a Policy Statement for the Trust Area cited as "The Islands Trust Policy Statement Bylaw, 1993.
3. The Islands Trust Policy and Procedures Manual:
 - 3.1 Policy Statement Amendment Policy (1.2.i) Policy Statement, Implementation Policies 1.3.2 ii. Topic Review Framework (Amended March 2005),
 - 3.2 ~~Trust Council Executive Committee 2.4.4iv.~~ Executive Committee Legislative Role (2.4.iv) (June 1994), and
 - 3.3 ~~Land Use Planning Bylaw Amendments 5.7.1i.~~ Bylaw Checklists (5.7.i) (draft May 17, 200 Amended June 2005)
 - 3.4 Annual Report Policy (6.10.i)

C: INTERPRETATION:

1. The Islands Trust Policy Statement Bylaw includes three types of policies:
 - 1.1 Commitments of Trust Council state the position or philosophy of Trust Council on various matters. For this category of policy, several introductory phrases are used; for example, "Trust Council holds that"; "It is the position of Trust Council that"; and "It is Trust Council's policy that".
 - 1.2 Directive Policies direct local trust committees and island municipalities to address certain matters in their official community plans and regulatory bylaws under Part [26-14](#) of the *Local Government Act*. Where a policy requires a local trust committee or island municipality to address a particular matter, the official community plans must contain policies that implement the policy stated by Trust Council, unless the plan sets out explicitly the reasons and justifications for local policies that do not implement that policy. Directive policies commence with the phrase "Local trust committees and island municipalities shall, in their official community plans and regulatory bylaws, address".
 - 1.3 Recommendations of Trust Council serve as ~~recommendations from~~ Trust Council's encouragement to government agencies, non-government organizations, property owners, residents, and visitors ~~regarding decisions or actions that they might undertake into~~ support of the Policy Statement and the Islands Trust object, and specify principles of guidance for protocol agreements between the Trust and other agencies. These policies begin with the phrase "Trust Council encourages".
2. The implementation of the Policy Statement Directive Policies is addressed under Section D.1. of this Policy.
3. The Commitments and Recommendations of Trust Council relate to other types of implementation strategies that are non-directive in that they merely provide suggestions and recommendations that may be related to land use bylaws or to other decisions and activities of the Islands Trust or other agencies. The implementation of these non-directive policies is addressed under Section D.2.
4. As interpreted by the courts, "contrary to or at variance with" means that there is an absolute and direct collision between the [local trust committee or island municipality](#) bylaw and the Policy Statement.

D: POLICY AND PROCEDURES:

1. STATUTORY BYLAW REFERRALS

Background

- 1.1 Local trust committees and island municipalities are required to submit bylaws to the Executive Committee for approval as follows:
- a) Under Section 27 (1) of the *Islands Trust Act*, a local trust committee must submit its bylaws to the Executive Committee for approval before adoption.
 - b) Under Section 38(1) of the *Islands Trust Act*, all island municipality bylaws adopting official community plans that apply to land in the ~~Trust Area~~ and all bylaws under Part ~~26-14~~ of the *Local Government Act* that apply to land in the trust area to which no official community plan applies, must be submitted to the Executive Committee for approval before adoption.
- 1.2 Local trust committees and island municipality bylaws have no effect until they are approved as follows:
- ~~a) Under Section 27(2) of the *Islands Trust Act*, a bylaw of a local trust committee has no effect~~
 - ~~(a) in all cases, until it is approved by the Executive Committee or, if a request is made under subsection 27(3), by the Trust Council, and~~
 - ~~(b) in the case of a bylaw adopting or amending an official community plan, until it is approved by the Minister.~~
 - ~~until it is approved by the Executive Committee or Trust Council.~~
 - b) Under Section 38(2) of the *Islands Trust Act*, an island municipality bylaw referred to under Section 38(1), has no effect until it is
 - (a) approved by the Executive Committee,
 - (b) on request under subsection 38(3), by the Trust Council,
 - or
 - (c) on request under subsection 38(4), by the Minister.
 - ~~Trust Council, or the Minister.~~

- 1.3 Under Section 15(4) of the *Islands Trust Act*, a bylaw submitted to the Executive Committee by a local trust committee under Section 27(1), or an island municipality under Section 38(1), must not be approved by the Executive Committee, or Trust Council, if it is contrary to or at variance with the Islands Trust Policy Statement.
- 1.4 The Islands Trust Policy Statement requires local trust committees in their official community plans and regulatory bylaws, and island municipalities under Section 38(1) of the *Islands Trust Act*, to address certain matters from the Policy Statement, or give explicit reasons and justifications for not doing so. A bylaw will not be contrary to or at variance with the Policy Statement if it fails to include a particular policy or regulation, so long as the bylaw contains sufficient reason or justification for not doing so.
- 1.5 Where a proposed bylaw does not include a particular policy or regulation required by the Policy Statement and the bylaw sets out reasons for that, the Executive Committee and Trust Council will assess the sufficiency of those reasons using such criteria as:
- a) whether the reasons are explicitly set out such that it is clear that the local trust committee directed its attention to the matter in question and made a considered decision not to include the policy or regulation.
 - b) whether the reasons have to do with particular local circumstances that may not have been contemplated in the drafting of the Policy Statement.
 - c) whether the reasons arise from the necessity of balancing two or more components of the Policy Statement that cannot be achieved simultaneously.
 - d) whether existing planning studies or reports relied on by the local trust committee indicate that the Policy Statement is inapplicable in the circumstances.

Policy Statement Directives ~~Policies~~ Checklist

- 1.6 The primary responsibility for demonstrating that an official community plan or regulatory bylaw is not contrary to or at variance with the Islands Trust Policy Statement rests with each local trust committee, or island municipality.
- 1.7 The Policy Statement Directives ~~Policies~~ Checklist identifies the directives policies for each component of the Policy Statement that local trust committees and island municipalities are required to address in their bylaws. (Attachment 1)
- 1.8 Staff will reference relevant sections of the Policy Statement in staff reports to the local trust committees and island municipalities. Staff may use the Directives ~~Only~~ Checklist to assess whether bylaw amendment

applications in process and bylaws prior to first reading comply with the Policy Statement.

- 1.9 Planning staff will provide the local trust committees and island municipalities with a staff report that includes the proposed bylaw and the Directives ~~Only~~ Checklist to assess that a bylaw complies with the Policy Statement before submitting ~~it a bylaw~~ to the Executive Committee.
- 1.10 Planning staff assigned to work with local trust committees, or island municipalities, will refer to the Policy Statement and Directives ~~Only~~ Checklist while developing official community plans and regulatory bylaws to ensure that the bylaws address the required matters. Staff will also make recommendations ~~that as to~~ address the Policy Statement during the consideration of alternative policy and regulatory responses to particular issues in a local trust area.

Approval and Appeals

- 1.11 The Executive Committee will notify the local trust committee or island municipality staff of its decision as to whether to approve a bylaw within one month of receiving a submission including a completed Directives ~~Only~~ Checklist. Staff will then update the bylaw to show Executive Committee approval and submit it to the local trust committee or island municipality for adoption consideration. Where the decision is not to approve, the Executive Committee will advise the local trust committee, or island municipality, of its reasons and of the nature of the changes that would be required to enable the Executive Committee to approve the bylaw.
- 1.12 On referral of a bylaw to Trust Council under Section ~~27~~(3) or 38(3) of the *Islands Trust Act*, the local trust committee, or island municipality, will provide to Trust Council the Directives ~~Only~~ Checklist, the advice of the Executive Committee that accompanied its refusal to approve the bylaw, and the local trust committee or island municipality reasons why the bylaw cannot be changed in the manner the Executive Committee indicated.
- 1.13 Trust Council will notify the local trust committee or island municipality staff of its decision as to whether or not Trust Council has approved a bylaw and will deliver a decision as soon as practicable after giving such notice. Where the decision is not to approve, Trust Council will advise the local trust committee, or island municipality, of its reasons and of the nature of the changes that would be required to enable Trust Council to approve the bylaw.

2. OTHER COMMITMENTS AND RECOMMENDATIONS OF TRUST COUNCIL ENSURING DECISIONS AND ACTIVITIES ARE CONSISTENT WITH THE POLICY STATEMENT

Background

- 2.1 The goals of the Policy Statement will form the basis of Trust Council's strategic plan. The Policy Statement also contains policies which are non-directive in that they merely provide suggestions and recommendations that may be related to land use bylaws or to other decisions and activities of the Islands Trust or other agencies.

Policy Statement Commitments and Recommendations Checklists

- 2.2 To ensure consistency between the Policy Statement and the activities of the Islands Trust bodies, Trust Council, the Executive Committee, Trust Fund Board, local trust committees and island municipalities, Trust staff will highlight activities that are consistent with the Policy Statement by referencing the Policy Statement and any relevant policy sections in meetings, staff reports, work programs, inter-agency agreements (including protocols, letters of understanding and memoranda of understanding) and other agency referral responses.

- 2.3 The Policy Statement Council Commitments and Recommendations Checklist may be used by staff to refer to relevant sections of the Policy Statement. (Attachment 2H)

- 2.4 Islands Trust staff preparing recommendations or information for the an Islands Trust body entity concerned with the decision or activity in question will be responsible for referencing the Policy Statement and any relevant sections of the Policy Statement.

- 2.5 AllAs inter-agency agreements and external communications are updated or created, Islands Trust staff will be consistent with conduct a review of the Policy Statement, and any relevant sections, including review of the Trust Council Commitments and Recommendations Checklist and, if appropriate, recommend amendments of those agreements, which contradict policies contained in the Policy Statement.

Communication and Advocacy Strategy

- 2.6 Islands Trust will provide copies of the Policy Statement and amendments to departments and agencies of the Government of Canada, the Government of B.C., Regional Districts, non-governmental organizations having

~~jurisdiction over or interests in any part of the Trust Area, and to other local governments having jurisdiction in the Howe Sound-Georgia Basin region.~~

~~2.7 — The Executive Committee may convene a meeting with any department, agency, or organization for the purpose of introducing the Policy Statement and reviewing its applicability to, and impact on, a particular issue of interest to or area of jurisdiction of the department, agency, or organization.~~

~~2.8 — Upon becoming aware of any decision or action affecting the Trust Area by any of the departments, agencies or organizations, whether contemplated or executed, the Executive Committee or Trust Council may, by whatever means it considers appropriate, communicate with the department, agency or organization with respect to the Policy Statement and the extent to which the decision or action either furthers or contradicts the Policy Statement.~~

~~2.9 — Islands Trust will provide copies of the Policy Statement and amendments to all First Nations having Reserves or other interests within the Trust Area, and to any Treaty Group or other organization with which such a First Nation is affiliated.~~

~~2.10 — Copies of the Policy Statement and amendments to it will be made available to the island municipalities, property owners, residents, and visitors at the offices of the Islands Trust.~~

~~3. — MAINTENANCE AND FURTHER DEVELOPMENT~~

~~3.1 — Local trustees and staff may request Trust Area Services staff to clarify areas of understanding of particular components of the Policy Statement. Requests for clarification will be reviewed by staff and may be in the annual Trust Programs Committee Topic Review Inventory for Council consideration.~~

Amendments

~~3.2 — Amendment of the Policy Statement is subject to the same procedural requirements, including approval of the Minister responsible for local government, as the original adoption of the Policy Statement. Trust Council will establish a work program to amend the Policy Statement on a periodic basis.~~

~~3.3 — Each local trust committee and the Trust Fund Board may propose in writing specific amendments to the Policy Statement, for consideration by the Trust Council.~~

~~3.4 All suggestions for amendment from all sources will be compiled for review by the Trust Programs Committee to recommend areas for amendments to Council via the Executive Committee.~~

~~Five Year Review~~

~~3.5 It is the objective of Trust Council to subject the Policy Statement to a periodic review every five years.~~

~~3.6 For the purposes of the review, Trust Council will consult with particular government agencies having jurisdiction over or interests in the Trust Area, and with members of the public throughout the Trust Area.~~

Monitoring Activities

~~3.7. The Trust Programs Committee will monitor the implementation of the Policy Statement in a report to Trust Council on a quarterly basis.~~

3.1. The ~~Trust Programs Committee~~ Islands Trust Council will monitor and report on the implementation of ~~this policy to Council on an annual basis for inclusion the Policy Statement~~ in the Islands Trust Annual Report.

E: ATTACHMENTS:

ATTACHMENT ~~1 I~~ - Directives ~~Only~~ Checklist - May 17, 2005

~~ATTACHMENT 2II. Council Commitments and Recommendations Checklist - May 17, 2005~~



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No:

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECK LIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✗ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	Ecosystems
	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the

		use of adjacent properties to minimize any adverse affects on agricultural land.
CONSISTENT	NO.	DIRECTIVE POLICY
	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.

	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste

	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.
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CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.
	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:



Islands Trust

Staff note: Proposed for removal

POLICY STATEMENT

COUNCIL COMMITMENTS AND RECOMMENDATIONS CHECK LIST

File No:

PURPOSE

Staff may use the Council Commitments and Recommendations Checklist to reference the Policy Statement and to ensure that Islands Trust actions and decisions are consistent with the Policy Statement.

POLICY STATEMENT

The Policy Statement (Consolidated April 2003) is comprised of several parts. Parts I and II, outline the purpose as well as the Islands Trust object and guiding principles. Parts II, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Directive Policies - policies that direct Local Trust Committees and island municipalities to address certain matters, and
- Commitments of Trust Council - statements about Trust Council's position or philosophy on various matters,
- Recommendations – recommendations to other government agencies, non-government organizations, property owners, residents and visitors.

POLICY STATEMENT CHECK LISTS

The Policy Statement Checklists, the Directives Only Checklist and the Council Commitments and Recommendations Checklist, are based on the statements and policies from the Policy Statement. Staff may use the Directives Only Checklist when preparing bylaws to ensure that certain matters are addressed. Staff may use the Council Commitments and Recommendations Checklist to review Islands Trust actions and decisions for their consistency with the Island Trust Policy Statement. Staff may mark whether or not the action or decision is consistent with the Policy Statement as follows:

- ✓ identifies that the referral is **CONSISTENT** with the policy from the Policy Statement.
- N/A means the policy is not applicable to the referral
- ✗ identifies that the referral is **INCONSISTENT** (contrary or at variance) with the policy from the Policy Statement.

Part II ISLANDS TRUST OBJECT AND GUIDING PRINCIPLES

CONSISTENT	POLICY	POLICY
	Object	The <i>Islands Trust Act</i> provides the following definition of the purpose of the Islands Trust, which is referred to in the legislation as its “object”: “The object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.”
		The Islands Trust has responsibility for conservation through land use planning and regulation and for leadership in stewardship — that is, voluntary, cooperative actions that nurture and take responsibility for the long-term integrity of the environment and amenities of the Trust Area. It is in this context that the word “stewardship” is used within this document. The Islands Trust seeks to integrate ecosystem preservation and protection, sustainable communities and stewardship of resources.
		The <i>Islands Trust Act</i> provides special legislation for preservation and protection of the Georgia Strait-Howe Sound geographic area and creates a conservation-oriented agency to work towards this objective. The object establishes the value of the Trust Area by identifying the need for preservation and protection of the Area. The following sections provide a fuller explanation of the key phrases in the legislated object of the Trust.
		“... to preserve and protect the Trust Area and its unique amenities and environment...” The area of jurisdiction of the Islands Trust is established by Schedule A of the <i>Islands Trust Act</i>. The Trust Area is valued and is unique, not because of any one quality or feature, but rather because of its particular combination of characteristics and location.
		“... for the benefit of the residents of the Trust Area and of British Columbia generally ...” The Islands Trust is responsible to the present and future residents of both the Trust Area and the Province of British Columbia. Their needs can only be met and sustained within the limitations of the natural environment and the island communities of the Trust Area. A balance must be established between the needs of all stakeholders.
		“... in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of the Province ...” To achieve its object, the Islands Trust must be an educator, coordinator, and initiator, guiding individuals, organizations and other agencies in support of the object. While the Islands Trust can provide the necessary leadership, responsibility for stewardship of the Trust Area rests with many. Individuals, other government agencies, organizations, and the Province itself all have important roles to play. Cooperative actions are required of other agencies, organizations and individuals to ensure that activities are carried out in a manner that is sensitive to the needs of Trust Area ecosystems and island communities.
	Guiding Principles	The following principles, derived from the Islands Trust object and from input received from the public during public forums, will guide Trust Council in its day-to-day planning and decision-making.
		* The primary responsibility of the Islands Trust Council is to provide leadership for the preservation, protection and stewardship of the amenities, environment and resources of the Trust Area.

CONSISTENT	POLICY	POLICY
	Guiding Principles cont.	* When making decisions and exercising judgment, Trust Council will place priority on preserving and protecting the integrity of the environment and amenities in the Trust Area.
		* Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard.
		* Trust Council believes that to achieve the Islands Trust object, the rate and scale of growth and development in the Trust Area must be carefully managed and may require limitation.
		* Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.
		* Trust Council will implement a plan for the advancement of the Policy Statement as part of its annual budget process, and the Executive Committee of Trust Council will report to Council on progress in achieving the goals of the Policy Statement.

Part III ECOSYSTEM PRESERVATION AND PROTECTION

CONSISTENT WITH POLICY	POLICY	POLICY
	3.1	Ecosystems
	3.1.1	Trust Council holds that: proactive land use planning is essential for the protection of Trust Area ecosystems, protection must be given to the natural processes, habitats and species of the Trust Area, including those of the old forests, Coastal Douglas-fir forests, Coastal Western Hemlock, Garry Oak/Arbutus forests, wetlands, open coastal grasslands, the vegetation of dry rocky areas, lakes, streams, estuaries, tidal flats, salt water marshes, drift sectors, lagoons, and kelp and eel grass beds, and planning must account for the cumulative effects of existing and proposed development to avoid detrimental effects on watersheds, groundwater supplies and Trust Area species and habitats.
	3.1.2	It is Trust Council's policy to work towards the establishment of a network of protected areas that preserves representative ecosystems in their natural state and in sufficient size and distribution to sustain their ecological integrity.
	3.1.6	Trust Council encourages all government agencies and non-government organizations to consider both monetary and non-monetary costs when making resource management and land use decisions.
	3.1.7	Trust Council encourages the Provincial government and the government of Washington State to proceed with their proposal for a joint environmental monitoring system for the Georgia Basin Region.
	3.1.8	Trust Council encourages the Provincial government to establish property tax incentives for conservation or habitat protection
	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.
	3.1.10	Trust Council encourages the Provincial government to enforce standards for control of emissions polluting the air of the Trust Area.

CONSISTENT	POLICY	POLICY
	3.1.11	Trust Council encourages agents of the government of British Columbia or the government of Canada, Crown corporations, municipalities, regional districts, non-government organizations, property owners and occupiers to protect environmentally sensitive areas and significant natural sites, features and landforms through voluntary stewardship, conservation covenants and careful management
	3.2	Forest Ecosystems
	3.2.1	It is Trust Council's policy that: the Trust Area's forest ecosystems should be protected, and the remaining stands of relatively undisturbed Coastal Douglas-fir, Garry Oak and Arbutus forests should be preserved.
	3.2.3	Trust Council encourages government agencies, non-government organizations, property owners and occupiers to protect forested areas through voluntary conservation covenants and careful management.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
	3.3.1	Trust Council holds that: the freshwater wetlands, bodies of surface water, natural drainage patterns, water courses, fish-bearing streams, watershed and groundwater recharge areas of the Trust Area should be identified, protected and, where possible, restored or rehabilitated, and the natural wetlands of the Trust Area, including those in the Agricultural Land Reserve that have not been altered in the past for agriculture, should not be drained, filled or degraded.
	3.3.3	Trust Council encourages government agencies, non-government organizations, property owners and occupiers to protect freshwater bodies, water courses, wetlands, riparian zones and aquatic wildlife habitats through voluntary conservation covenants and careful management.
	3.4	Coastal and Marine Ecosystems
	3.4.1	It is the position of Trust Council that development should not be allowed within a line drawn 300 metres offshore or mid-channel (whichever is less) of any island or islet in the Trust Area owned entirely by the Crown or affected by Order in Council 467.
	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.
	3.4.3	Trust Council holds that artificial reefs should not be developed in the Trust Area.
	3.4.6	Trust Council encourages the Provincial and Federal governments to develop existing and new programs, such as "harvest refugia", which protect and enhance the populations of native marine species of the Trust Area.
	3.4.7	Trust Council encourages the Provincial and Federal governments to research the impacts of the introduction of new marine species into the marine water of the Trust Area before such species are introduced
	3.4.8	Trust Council encourages the Federal and Provincial governments to develop and adopt legislation that regulates sewage discharge from shores and boats and addresses its detrimental impact on marine or coastal ecosystems.

PART IV: STEWARDSHIP OF RESOURCES

CONSISTENT	POLICY	POLICY
	4.1	Agricultural Land
	4.1.1	Trust Council recognizes that agriculture is a traditional and valuable activity in the Trust Area.
	4.1.2	Trust Council shall consult with the Ministry of Agriculture, Fisheries and Food and the British Columbia Land Reserve Commission to request that agriculture policies applied to the Trust Area are appropriate to the nature of agriculture within the Trust Area, including, but not limited to, the smaller island scale of agricultural activities.
	4.1.3	It is Trust Council's policy to encourage agricultural management practices that are compatible with sustaining wildlife habitat.
	4.1.10	Trust Council encourages the Ministry of Transportation to ensure that, where a road must sever agricultural land to provide access to lands beyond, the road is built to the minimum standard necessary to service that land.
	4.1.11	Trust Council encourages the British Columbia Land Reserve Commission to approve applications from property owners for inclusion of their land with potential for agriculture in the Provincial Agricultural Land Reserve.
	4.1.12	Trust Council encourages the Provincial government and the BC Assessment Authority to: retain a separate farm class to provide significant property tax incentives; ensure that the threshold for farm income necessary for farm class status is appropriate to agriculture within the Trust Area; and acknowledge that the total land area subject to the farm class may include land left uncultivated.
	4.2	Forests
	4.2.1	Trust Council recognizes that forestry is a traditional land use in the Trust Area, and supports sustainable forestry as an appropriate form of land use.
	4.2.2	It is the position of Trust Council that sustainable forestry depends on maintaining and, where necessary, restoring the ecological integrity of forests.
	4.2.3	It is the position of Trust Council that to achieve sustainable forestry, forest owners should undertake planning to address the integrity of forest ecosystems, including monitoring and evaluation to modify forestry plans and activities as needed.
	4.2.4	It is the position of Trust Council that forest cover is a representative characteristic of the Trust Islands and should be maintained.
	4.2.5	It is the position of Trust Council that the aesthetic value of forest land should be protected.
	4.2.9	Trust Council encourages the Provincial government to adopt mechanisms that will ensure full and meaningful participation of communities in decisions concerning the use of forest land.
	4.2.10	Trust Council encourages the Provincial government to implement education and extension programs to promote sustainable forestry and the protection of forest ecosystems.
	4.2.11	Trust Council encourages the Provincial government to adopt Provincial statutes and guidelines that establish forestry practices to protect the ecological integrity on a scale of forest stands and landscapes by maintaining and, where necessary, restoring: the diversity of forest structure and composition; the physical, chemical, and biotic diversity of soils; natural aquatic and wetland ecosystems; the full range of natural habitats in the forest landscape, including old growth; and connectivity of forest habitats sufficient for the dispersal needs of native species.
	4.2.12	Trust Council encourages the Provincial government to adopt Provincial statutes and guidelines that will reduce invasive non-native plant species in the forests.

CONSISTENT	POLICY	POLICY
	4.2.13	Trust Council encourages the Provincial government to designate forest ecosystem reserves, where no extraction will take place, to promote the preservation of native biological diversity.
	4.2.14	Trust Council encourages the Provincial government, prior to giving approval to cutting plans, to require the applicant identify those elements of the forest needed to maintain sustainable forest land use.
	4.2.15	Trust Council encourages the Provincial government to implement property tax incentives for the practice of sustainable forestry.
	4.2.16	Trust Council encourages the Provincial Ministry of Forests, when developing specific forest tenures, to assign to Trust Council or Trust Fund Board, the holding of areas not to be harvested.
	4.3	Wildlife and Vegetation
	4.3.1	Trust Council encourages Provincial and Federal government agencies to: regulate and monitor the harvesting of the fish, wildlife and vegetation of the Trust Area so as to protect populations and habitats, and consult with local trust committees, municipalities, the communities of the Trust Area and First Nations prior to decisions regarding regulation of hunting or harvesting of Area wildlife or vegetation.
	4.3.2	Trust Council encourages Provincial and Federal government agencies to protect, for public use, areas supporting naturally occurring shellfish populations and other marine life and to establish public shellfish reserves in the Trust Area.
	4.4	Freshwater Resources
	4.4.1	It is Trust Council's policy that islands in the Trust Area should be self-sufficient in regard to their supply of freshwater.
	4.4.4	Trust Council encourages island property owners, residents and visitors to adopt conservation practices in their use of freshwater.
	4.4.5	Trust Council encourages the Provincial government to implement property tax incentives for the retention of groundwater and watershed recharge areas and freshwater wetlands
	4.4.6	Trust Council encourages the Provincial government to adopt legislation which protects the sustainability and quality of the groundwater of the Trust Area.
	4.4.7	Trust Council encourages government agencies, corporations, property owners and residents to use innovative technologies which will permit more efficient use of the Trust Area's freshwater resources, including: cisterns, alternative sewage disposal systems, reuse of water, the treatment and use of grey water, and the use of water saving devices.
	4.5	Coastal Areas and Marine Shorelands
	4.5.1	It is Trust Council's policy that aquaculture is a valuable activity in the Trust Area if compatible with maintenance of the Trust Area's ecosystems and community character.
	4.5.2	Trust Council holds that finfish farms should not be located in the marine waters of the Trust Area.
	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
	4.5.4	It is the position of Trust Council that development, activity, buildings or structures should not restrict public access to, from or along the marine shoreline.

CONSISTENT	POLICY	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.
	4.5.6	It is Trust Council's policy that aquaculture should be directed to sites away from: areas of recreational significance, areas where an aquaculture operation would conflict with established or designated upland land uses, and areas where an aquaculture operation would conflict with established or designated anchorage or moorage.
	4.5.7	It is the position of Trust Council that aquaculture related development, activity, buildings or structures should not result in site alteration.
	4.6	Soils and Other Resources
	4.6.1	Trust Council holds that there should be no extraction of the peat, metals, minerals, coal or petroleum resources of the Trust Area.
	4.6.2	Trust Council holds that there should be no extraction of aggregate from the foreshore or the sea floor of the Trust Area.

PART V: SUSTAINABLE COMMUNITIES

CONSISTENT	POLICY	POLICY
	5.1	Aesthetic Qualities
	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.
	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.
	5.1.4	Trust Council encourages property owners, residents and visitors to reduce the burning of wood and fossil fuels by adopting alternative or innovative technologies.
	5.2	Growth and Development
	5.2.1	Trust Council holds that growth and development in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.
	5.2.2	Trust Council holds that tree cover on the islands is of great importance and should be preserved.
	5.3	Transportation and Utilities
	5.3.1	Trust Council holds that local trust committees and island municipalities should be consulted and involved in the decision-making process regarding provision of utilities, transportation services or facilities that might affect land use in their local planning areas.
	5.3.2	It is Trust Council's policy that no island in the Trust Area should be connected to Vancouver Island, the mainland or another island by a bridge or tunnel, notwithstanding the existing bridge between North and South Pender Islands.

CONSISTENT	POLICY	POLICY
	5.3.8	Trust Council encourages Provincial and Federal agencies to ensure safe shipment of materials hazardous to the environment.
	5.3.9	Trust Council encourages the Ministry of Transportation and local communities to work together through a public consultation process to evaluate and modify road construction and road system proposals to encompass the environmental, economic and social values of the community.
	5.4	Disposal of Waste
	5.4.1	It is Trust Council's policy that the safe disposal in the Trust Area of waste originating in the Trust Area is acceptable.
	5.4.2	It is Trust Council's policy that neither hazardous nor industrial waste should be disposed of in the Trust Area, local recycling operations should be established, and local programs for chipping of wood waste and disposal of hazardous wastes should be established.
	5.4.3	It is Trust Council's policy that there should be a reduction in the burning of solid waste in the Trust Area.
	5.4.5	Trust Council encourages government agencies, corporations, property owners and residents to use innovative technologies and safe alternatives for disposal of sewage effluent.
	5.5	Recreation
	5.5.1	It is Trust Council's policy that recreational activities in the Trust Area should be compatible with preservation and protection of the environment, natural amenities, resources and community character.
	5.5.2	Trust Council holds that destination gaming facilities such as casinos and commercial bingo halls are not appropriate to and should not be located in the Trust Area.
	5.6	Cultural and Natural Heritage
	5.6.1	Trust Council holds that the natural and human heritage of the Trust Area — that is the areas and property of natural, historic, cultural, aesthetic, educational or scientific heritage value or character — should be identified, preserved, protected and enhanced.
	5.7	Economic Opportunities
	5.7.1	Trust Council holds that economic opportunities should be compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
	5.8.1	Trust Council holds that public participation should be part of the decision-making processes of all levels of government.
	5.8.2	It is the position of Trust Council that local trust committees and island municipalities should, in establishing their official community plans and regulatory bylaws, provide opportunities for public input.
	5.8.3	Trust Council holds that island communities within the Trust Area are themselves best able to determine the most effective local government structure to support their local autonomy and specific community needs within the object of the Islands Trust

	5.8.4	Trust Council holds that island municipalities shall, in all of their actions have regard for the Trust Policy Statement and the object of the Islands Trust.
	5.8.5	It is the position of Trust Council that the development and maintenance of healthy communities in the Trust Area through the process described in the Provincial Ministry of Health's "Healthy Communities Program" should be encouraged.
	5.8.7	Trust Council encourages Provincial, Federal and local governments to provide information and databases to local trust committees and communities to assist them in land use planning.
	5.8.8	Trust Council encourages government agencies, corporations, property owners, residents and visitors to use renewable sources of energy within the Trust Area.

POLICY STATEMENT COMPLIANCE	
	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

Policy Statement Implementation Policy (1.3.i.)

Rationale for proposed changes

The table below explains the rationale for substantive changes, but does not include changes for clarity or grammar.

Proposed Deletions/Changes	Rationale
A: PURPOSE: To establish policy to implement and further develop the Islands Trust Policy Statement.	This policy should focus on implementation only. All references to Policy Statement amendment are now in the new Amendment policy 1.2.i.
1.2 Change Local trust committees and island municipality bylaws have no effect until they are approved as follows: a) Under Section 27(2) of the Islands Trust Act, a bylaw of a local trust committee has no effect until it is approved by the Executive Committee or Trust Council. b) Under Section 38(2) of the Islands Trust Act, an island municipality bylaw referred to under Section 38(1), has no effect until it is approved by the Executive Committee, Trust Council, or the Minister. To Local trust committees and island municipality bylaws have no effect until they are approved as follows: a) Under Section 27(2) of the Islands Trust Act, a bylaw of a local trust committee has no effect (a) in all cases, until it is approved by the Executive Committee or, if a request is made under subsection 27(3), by the Trust Council, and (b) in the case of a bylaw adopting or amending an official community plan, until it is approved by the minister. b) Under Section 38(2) of the Islands Trust Act, an island municipality bylaw referred to under	Best practice is to cite legislation or take the wording directly from the statute.

Section 38(1), has no effect until it is approved (a) by the Executive Committee, (b) on request under subsection 38(3), by the Trust Council, or (c) on request under subsection 38(4), by the Minister.	
2.1 — The Policy Statement also contains policies which are non-directive in that they merely provide suggestions and recommendations that may be related to land use bylaws or to other decisions and activities of the Islands Trust or other agencies.	Unnecessary.
New policy 2.1. The goals of the Policy Statement will form the basis of Trust Council’s strategic plan.	This policy confirms Trust Council’s current practice
2.3 — The Policy Statement Council Commitments and Recommendations Checklist may be used by staff to refer to relevant sections of the Policy Statement. (Attachment 2II)	The Council Commitments and Recommendations Checklist is not used, and may never have been used. The requirement in policy 2.4 that that staff will reference relevant sections of the Policy Statement when preparing recommendations or information for an Islands Trust body, is sufficient.
2.6 Islands Trust will provide copies of the Policy Statement and amendments to departments and agencies of the Government of Canada, the Government of B.C., Regional Districts, non-governmental organizations having jurisdiction over or interests in any part of the Trust Area, and to other local governments having jurisdiction in the Howe Sound-Georgia Basin region.	Addressed in Revised PS Amendment Policy 1.2.i: New policy 4.6 states “After Trust Council has adopted an amendment to the Policy Statement the Executive Committee will advise all consulted First Nations and referral agencies in accordance with the adopted engagement plan.”

2.7 — The Executive Committee may convene a meeting with any department, agency, or organization for the purpose of introducing the Policy Statement and reviewing its applicability to, and impact on, a particular issue of interest to or area of jurisdiction of the department, agency, or organization. 2.8 — Upon becoming aware of any decision or action affecting the Trust Area by any of the departments, agencies or organizations, whether contemplated or executed, the Executive Committee or Trust Council may, by whatever means it considers appropriate, communicate with the department, agency or organization with respect to the Policy Statement and the extent to which the decision or action either furthers or contradicts the Policy Statement.	Redundant. The Policy Statement states in Part 1, Roles and Responsibilities: <i>In the spirit of the legislated object of the Islands Trust, it is expected that all corporate entities of the Islands Trust will consult with other agencies on matters involving potential conflict between the legislated object of the Trust and the legislated mandate of other agencies.</i> The Advocacy Policy, adopted in September 2013 also addresses methods for advocacy/inter-governmental relations based on the Policy Statement.
2.9 Islands Trust will provide copies of the Policy Statement and amendments to all First Nations having Reserves or other interests within the Trust Area, and to any Treaty Group or other organization with which such a First Nation is affiliated.	Unnecessary as the Policy Statement is available on the Islands Trust website. Addressed in Revised PS Amendment Policy 1.2.i: New Policy 4.6 “After Trust Council has adopted an amendment to the Policy Statement the Executive Committee will advise all consulted First Nations and referral agencies in accordance with the adopted engagement plan.”
2.10 — Copies of the Policy Statement and amendments to it will be made available to the island municipalities, property owners, residents, and visitors at the offices of the Islands Trust.	Unnecessary as the Policy Statement is available on the Islands Trust website.
3. — MAINTENANCE AND FURTHER DEVELOPMENT 3.1 — Local trustees and staff may request Trust Area Services staff to clarify areas of understanding particular components of the Policy Statement. Requests for clarification will be reviewed by staff and may be in the annual Trust Programs Committee Topic Review Inventory for Council consideration.	Redundant.
Amendments 3.2 — Amendment of the Policy Statement is subject to the same procedural requirements, including approval of the Minister, as the original adoption of the Policy Statement.	Addressed in Revised PS Amendment Policy 1.2.i: 1.1 The Policy Statement Bylaw may be amended by Trust Council with the approval of the Minister responsible for local government.

Trust Council will establish a work program to amend the Policy Statement on a periodic basis	1.4 Adoption of Policy Statement amendments will only occur once Trust Council has undertaken a first, second and third reading and received approval of the Minister responsible for local government. Only second and third reading may occur at the same meeting. 3.1. If a newly elected Trust Council has undertaken public consultation to set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use the results of the consultation to inform selection of Policy Statement topic review priorities. If no public consultation on priorities for the current term has occurred, Trust Council will engage with those identified in C.2 before selecting Policy Statement topic review priorities for the term.
3.3 — Each local trust committee and the Trust Fund Board may propose in writing specific amendments to the Policy Statement, for consideration by the Trust Council.	Addressed in Revised PS Amendment Policy 1.2.i: 2.1. Upon request, Trust Council will consider suggestions for Policy Statement topic reviews and, by resolution, will direct inclusion in a Topic Review Inventory document.
3.4 — All suggestions for amendment from all sources will be compiled for review by the Trust Programs Committee to recommend areas for amendments to Council via the Executive Committee.	Addressed in Revised PS Amendment Policy 1.2.i: 2.1. Upon request, Trust Council will consider suggestions for Policy Statement topic reviews and, by resolution, will direct inclusion in a Topic Review Inventory document.
Five Year Review 3.5 — It is the objective of Trust Council to subject the Policy Statement to a periodic review every five years.	Addressed in Revised PS Amendment Policy 1.2.i: 6.1 The Islands Trust Council may, from time to time, initiate a public review of the entire Policy Statement.
3.6. — For the purposes of the review, Trust Council will consult with particular government agencies having jurisdiction over or interests in the Trust Area, and with members of the public throughout the Trust Area.	Addressed in Revised PS Amendment Policy 1.2.i: 3.1. If a newly elected Trust Council has undertaken public consultation to set its priorities for the current term, (e.g through a strategic planning process) Trust Council may use the results of the consultation to inform selection of Policy Statement topic review priorities. If no public consultation on priorities for the current term has occurred, Trust Council will engage with those identified in C.2 before selecting Policy Statement topic review priorities for the term.

	4.2 As soon as practicable after the initiation of a Policy Statement amendment process, the Executive Committee must adopt an engagement plan per Section C.2., and must consider whether the opportunities for engagement with one or more of the persons, organizations and authorities listed in the plan should be early and ongoing. 4.5 Trust Council, prior to 3rd reading, will review input received from Islands Trust bodies trustees or staff of the Islands Trust, First Nations, referral agencies and the public, and all input received through the engagement plan adopted in accordance with section 4.2.
3.7. The Trust Programs Committee will monitor the implementation of the Policy Statement in a report to Trust Council on a quarterly basis.	This quarterly reporting on organizational-wide Policy Statement implementation by TPC has not happened and there are insufficient resources to support this activity. The committee/Trust Fund Board work program reports to Trust Council serve this purpose. Annually, all implementation activities are reported publicly through the Annual Report.
3.8 Change: The Trust Programs Committee will monitor and report on the implementation of this policy to Council on an annual basis for inclusion in the Islands Trust Annual Report. To: The Islands Trust Council will monitor and report on the implementation of the Policy Statement in the Islands Trust Annual Report.	Section 19 of the <i>Islands Trust Act</i> requires that the Islands Trust Council prepare an annual report to file with the Minister that includes a report of the operations of the Trust Council, the Executive Committee and the local trust committees, and the annual report of the Trust Fund Board submitted to the Trust Council.

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); and Home-based contractor yards (KF) (finalizing); Telecommunication Strategy (KF). • Mayne – Commercial Land Use Review (GR); OCP/LUB amendments (TUP policies and STVR review) (GR); Fallow Deer Eradication Plan participation (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); Nanoose First Nation Relationship Building (AK); Protection and Appropriate Use of Crown Islets (SZ) • Denman: K'omoks First Nation Relationship Building (AK); Farm Plan Implementation (RM); Visitor Accommodation (RM); Marine issues (RM); • Gabriola: Roadside Signage Strategy (TR/RM); Dog Care Regulation (AB); Compliance with MoA Bylaw Standard for Medical Marihuana Production Facilities (AB); Attainable Housing (SZ) • Gambier: RAR implementation (AB); Gambier OCP review (AB); Foreshore protection/stewardship (AB); OCP advocacy implementation & support (trustees) • Hornby (RM): RAR implementation; OCP/LUB Communication Strategy; K'omoks First Nations Relationship Building (AK) • Lasqueti: RAR implementation (ME); OCP & LUB review (SZ); Aging at Home (SZ) • Thetis: C2C Forum and MoUs with Lyackson and Penelakut (ME + trustees); Shoreline Protection (AB); RAR implementation (ME)	LTC Planning Priorities • Watershed Management & Salt Spring Island Watershed Protection Authority (SC) • Ganges Village Area Planning – Boardwalk (IPS) • Land Use Bylaw Update: Industrial (IPS/SW) • Grantville Street Water and Septic (JY) • Land Use Bylaw Update: Rural Watershed Uses (JY)

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 Rittmann; SZ – Sonja Zupanec; LWG – Lisa Webster-Gibson

Salt Spring Team: SC – Stefan Cermak; JY – Jason Youmans; IPS – Island Planning Services (contractors); SW-Seth Wright; Isl.PI – Island Planner



DRAFT
June 2016 Islands Trust Council Agenda Program
 Location: Pender Islands Community Hall, 4418 Bedwell Harbour Road, North Pender Island

Feb 25/16

	Tuesday, June 14	Wednesday, June 15	Thursday, June 16
A.M.	<i>Ferries to Pender from:</i> <i>Salt Spring (L. Hrbr) lv 6:15am; arv 6:55am</i> <i>Saturna lv 6:25am; arv 7:35am</i> <i>Galiano lv 11:15am; arv 12:20pm</i> <i>Mayne lv 7:15am; arv 7:35am</i> <i>Tsawwassen lv 10:10am; arv 12:20pm</i> <i>Swartz Bay lv 8:30am; arv 9:10am</i>	7:30 – 8:20 Breakfast – Hall 8:30 – 9:15 ** Closed Meeting** (3) 9:15 - 10:00 Decision and Information Items (2 – cont'd) 10:00 – 10:30 Break 10:30 – 12:00 Marine Shipping Safety/ Anchorage (4)	7:30 – 8:20 Breakfast – Hall 8:30 – 9:30 Decision and Information Items (as required) 9:30 – 9:45 Break 9:45 – 11:00 Trustee Roundtable (8) • Debrief on housing forum 11:00 Meeting adjourned (approx)
P.M.	12:30 – 1:25 Lunch 1:30 Call to Order/Notice of New Items 1:35 – 3:00 Effective Advocacy (1) 3:15 – 3:45 Break 3:45 – 5:00 Decision and Information Items (2)	12:00 – 1:00 Lunch and Island Visit 1:00 – 1:30 Community Presentation (5) 1:30 – 2:30 Delegations and Town Hall (6) 2:30 – 3:00 Break 3:00 – 5:00 Dialogue with San Juan County Council (7) • Experiences with development of a vision • Experiences with strategic planning • Other island issues of mutual interest	<i>Ferry departures to:</i> <i>Swartz Bay – 11:45 am</i> <i>Salt Spring – 12:30 pm</i> <i>Tsawwassen – 4:05 pm</i>

* Members of the public are invited to attend all sessions except any closed meeting and meals.