



Islands Trust Council

Decision and Information Items Agenda

Date: Wednesday, March 11, 2015
Location: The Haven Resort
240 Davis Road, Gabriola Island, BC

	Pages
1. GENERAL	
1.1 Resolutions Without Meeting	
1.2 Dec 2014 Trust Council Meeting Draft Minutes - Adoption by General Consent	4 - 14
1.3 Trust Council Follow-Up Action List	15 - 15
2. LOCAL PLANNING	
2.1 Director of Local Planning Services Report	16 - 18
2.2 Local Planning Committee Work Program Report - Decision	19 - 19
That the Islands Trust Council approve the top priorities of the Local Planning Committee Work Program Report.	
2.3 Bylaw Enforcement Report - Briefing	20 - 25
2.4 Amendments to Local Planning Committee Terms of Reference (Council Policy 2.3.ii) – Decision	26 - 32
That the Islands Trust Council amends Trust Council Policy 2.3.ii as proposed in Appendix 1.	
2.5 Green Shores for Homes – Information for Local Trust Committees and Bowen Island Municipality - Decision	33 - 76
That the Islands Trust Council request Staff to forward the briefing titled “Green Shores for Homes Scenarios Workshop” and the two attachments “Workshop Summary Report” and “Site Profiles and Potential Solutions” to local trust committees and Bowen Island Municipality for information.	
3. EXECUTIVE	
3.1 Chief Administrative Officer's Report	77 - 78
3.2 Executive Committee Work Program Report - Decision	79 - 79
That the Islands Trust Council approve the top priorities of the Executive Committee Work Program Report.	

3.3	Trust Council Advisory Committees Membership 2014-2018 - Decision	80 - 80
	That the Islands Trust Council ratify Council advisory committee appointments as indicated on the document entitled 'Islands Trust Council Advisory Committees Membership - 2014-2018', dated February 23, 2015.	
3.4	Trust Council Strategic Planning Process - Briefing	81 - 99
3.5	Continuous Learning Plan	100 - 103
4.	ORGANIZATIONAL/FINANCE	
4.1	Director of Administrative Services Report	104 - 104
4.2	Financial Planning Committee Work Program Report - Decision	105 - 105
	That the Islands Trust Council approve the top priorities of the Financial Planning Committee Work Program Report.	
4.3	December 31, 2014 Quarterly Financial Statement - Decision	106 - 111
	That the Islands Trust Council approve the December 31, 2014 Quarterly Financial Report as presented.	
4.4	Financial Forecast for March 31, 2015 Year End - Briefing	112 - 115
4.5	Trustee Remuneration Bylaw No. 160 - Decision	116 - 126
	<ol style="list-style-type: none"> 1. That Islands Trust Council Bylaw 160, cited as the "Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015" be Read a First Time. 2. That Islands Trust Council Bylaw 160, cited as the "Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015" be Read a Second Time. 3. That Islands Trust Council Bylaw 160, cited as the "Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015" be Read a Third Time. 4. That Trust Council Policy 7.2.i – Trustee Remuneration be amended as indicated on the attached draft dated March 11, 2015. 	
4.6	Anticipation Borrowing Bylaw No. 158 – Decision	127 - 129
	<ol style="list-style-type: none"> 1. That Islands Trust Council Bylaw 158, cited as the "Revenue Anticipation Borrowing Bylaw 2015/16" be Read a First Time. 2. That Islands Trust Council Bylaw 158, cited as the "Revenue Anticipation Borrowing Bylaw 2015/16" be Read a Second Time. 3. That Islands Trust Council Bylaw 158, cited as the "Revenue Anticipation Borrowing Bylaw 2015/16" be Read a Third Time. 4. That Islands Trust Council Bylaw 158, cited as the 'Revenue Anticipation Borrowing Bylaw 2015/16" be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration. 	

4.7	2015/2016 Financial Plan Bylaw No. 159 – Decision	130 - 134
	1. That Islands Trust Council Bylaw 159, cited as the “Financial Plan Bylaw, 2015/2016” be Read a First Time.	
	2. That Islands Trust Council Bylaw 159, cited as the “Financial Plan Bylaw, 2015/2016” be Read a Second Time.	
	3. That Islands Trust Council Bylaw 159, cited as the “Financial Plan Bylaw, 2015/2016” be Read a Third Time.	
	4. That Islands Trust Council Bylaw 159, cited as the “Financial Plan Bylaw, 2015/16” be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.	
5.	TRUST AREA SERVICES	
5.1	Director of Trust Area Services Report	135 - 135
5.2	Trust Programs Committee Work Program Report - Decision	136 - 136
	That the Islands Trust Council approve the top priorities of the Trust Programs Committee Work Program Report.	
5.3	Trust Fund Board Report	137 - 138
5.4	Trust Fund Board – Briefing on Regional Conservation Plan Extension	139 - 142
5.5	Trust Fund Board – Eelgrass Mapping Briefing	143 - 148
5.6	Legislative Monitoring - Briefing	149 - 171
5.7	Community Stewardship Awards - Briefing	172 - 176
5.8	UBCM-AVICC Membership and Resolutions Policy Amendments - Decision	177 - 187
	That the Islands Trust Council adopt amendments to Policy 6.12.ii UBCM –AVICC Membership and Resolutions dated March 11, 2015.	
6.	CORRESPONDENCE	
7.	SUMMARY/UPDATES	
7.1	Trustee Updates	
	7.1.1 BC Ferries (A. Morse)	
	7.1.2 First Nations	
	7.1.3 Gulf Islands National Park Reserve Advisory Committee (D. Masselink)	
	7.1.4 Salt Spring Island Water Protection Authority (G. Grams)	
	7.1.5 Howe Sound Community Forum	
7.2	Priorities Chart - General Consent	188 - 188
7.3	Proposed June 2015 Trust Council Agenda Program - Information	189 - 189
7.4	Disposition of Delegations and Town Hall Requests - General Consent	
8.	NEW BUSINESS	
9.	ADJOURNMENT	



**Islands Trust Council
Minutes of Quarterly Meeting
December 3-5, 2014
Victoria, BC**

Present:

Executive Committee: Sheila Malcolmson, Chair - December 3-4
Peter Luckham, Chair – December 5
Laura Busheikin, Vice Chair – December 5
George Grams, Vice Chair – December 5
Susan Morrison, Vice Chair – December 5

Local Trustees: Laura Busheikin, Denman
David Critchley, Denman
Melanie Mamoser, Gabriola
Heather Nicholas, Gabriola
George Harris, Galiano
Sandy Pottle, Galiano
Dan Rogers, Gambier
Kate Louise Stamford, Gambier
Alex Allen, Hornby
Tony Law, Hornby
Susan Ann Morrison, Lasqueti
Tim Peterson, Lasqueti
Brian Crumblehulme, Mayne
Jeanine Dodds, Mayne
Dianne Barber, North Pender
Derek Masselink, North Pender
George Grams, Salt Spring
Peter Grove, Salt Spring
Paul Brent, Saturna
Lee Middleton, Saturna
Bruce McConchie, South Pender
Wendy Scholefield, South Pender
Ken Hunter, Thetis
Peter Luckham, 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
Marie Smith, Executive Coordinator

WEDNESDAY, DECEMBER 3, 2014

Call to Order/Notice of New Items

The meeting was called to order at 8:40 a.m.

All 26 members of the Islands Trust Council were present.

Chair Sheila Malcolmson welcomed the newly elected Council members to their inaugural meeting of the 2014-2018 term and acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations. Roundtable introductions of individual trustees followed.

1. The Big Picture

Chief Administrative Officer Linda Adams presented an overview of the Islands Trust, including the provincial acts that empower it, its internal governance structure and the structure of its staff organization.

2. Trust Area Services

Trust Area Services Director Lisa Gordon introduced the services and programs provided by the Trust Area Services unit and outlined the support it provides to the Islands Trust Council, Executive Committee, and Trust Programs Committee.

3. Islands Trust Fund

Islands Trust Fund Manager Jennifer Eliason provided an introduction to the Islands Trust Fund and the way it supports the 'preserve and protect' mandate, along with a review of how the Trust Fund fits in the Islands Trust, its mission, vision and work plans, list of accomplishments and an overview of the Regional Conservation Plan and the tools used to implement it.

4. Council Roundtable

Chief Administrative Officer Linda Adams presented highlights from the 2011-2014 Trust Council's Strategic Plan, followed by a roundtable where trustees highlighted opportunities and challenges facing their communities. An informal inventory of issues that trustees believed Trust Council should address in the 2014-2018 term was taken for future reference.

5. Administrative Services

Director of Administrative Services Cindy Shelest provided an overview of the administrative services performed by Islands Trust, and services specifically provided to Trustees.

6. Human Resources

Chief Administrative Officer (CAO) Linda Adams provided an overview of the staff structure at the Islands Trust, some statutory provisions and the role of the CAO.

7. Closed Session

TC-2014-105

It was MOVED by Trustee Luckham and SECONDED by Trustee Grams,
That the Islands Trust Council be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to distribute documentation related to litigation affecting the Islands Trust, and advice that is subject to solicitor-client privilege; and that Islands Trust staff attend the meeting.

CARRIED

The meeting closed to the public at 4:10 p.m. and reopened to the public at 5:08 p.m.

The meeting recessed at 5:10 p.m.

THURSDAY, DECEMBER 4, 2014

The meeting reconvened at 8:34 a.m.

All 26 members of the Islands Trust Council were present.

8. Staying out of Trouble

Chief Administrative Officer Linda Adams presented information to provide trustees with an awareness of their statutory obligations regarding conduct, and to introduce guidelines and best practices in regards to conduct and legal obligations.

9. Making Fair Decisions

Chief Administrative Officer Linda Adams provided an introduction to trustees highlighting some core principles of fair decision making. Trustees participated in small groups to discuss various scenarios where fair decision making practices would apply.

10. Local Planning Services

Director of Local Planning Services David Marlor and senior staff provided an overview of the Local Planning Services unit, including an introduction to planning in the Islands Trust, Bylaw enforcement and mapping/geographic information systems. An entertaining role play by staff members was provided with lessons on how to conduct a local trust committee meeting.

11. Executive Committee and Trust Fund Board Candidate Presentations

Trustees wishing to be nominated for the positions of Chair, Vice-Chair and Trust Fund Board members made presentations to and answered questions from Council members for consideration prior to the December 5 elections.

The meeting recessed at 5:32 p.m.

FRIDAY, DECEMBER 5, 2014

The meeting reconvened at 8:35 a.m.

All 26 members of the Islands Trust Council were present.

12. Elections for Executive Committee and Trust Fund Board

Election for Chair, Executive Committee

Manager of Legislative Services and Elections Officer Carmen Thiel called for nominations for the position of Chair of the Executive Committee of the Islands Trust Council.

TC-2014-106

It was MOVED by Trustee Brent and SECONDED by Trustee Hunter,
To nominate Trustee George Grams for the Position of Chair of the Executive Committee.

CARRIED

TC-2014-107

It was MOVED by Trustee Allen and SECONDED by Trustee Law,
To nominate Trustee Peter Luckham for the Position of Chair of the Executive Committee.

CARRIED

TC-2014-108

It was MOVED by Trustee Grams and SECONDED by Trustee Hunter,
To nominate Trustee Derek Masselink for the Position of Chair of the Executive Committee.

CARRIED

Carmen Thiel called for nominations a second and third time and hearing none declared nominations closed.

TC-2014-109

It was MOVED by Trustee Pottle and SECONDED by Trustee Dodds,
To appoint Trustee Alison Morse to oversee the counting of the ballots.

CARRIED

Ballots were distributed, collected and counted by Carmen Thiel, Executive Coordinator Marie Smith and Trustee Morse. Following the counting of ballots, Carmen Thiel declared Trustee Peter Luckham Chair of the Executive Committee of the Islands Trust Council.

Election for Vice-Chair, Executive Committee (3 positions)

Carmen Thiel called for nominations for the three positions of Vice-Chair of the Executive Committee.

TC-2014-110

It was MOVED by Trustee Brent and SECONDED by Trustee Allen,
To nominate Trustee Susan Morrison for the Position of Vice Chair of the Executive Committee.

CARRIED

TC-2014 -111

It was MOVED by Trustee Critchley and SECONDED by Trustee Harris,
To nominate Trustee Laura Busheikin for the Position of Vice Chair of the
Executive Committee.

CARRIED

TC-2014-112

It was MOVED by Trustee Pottle and SECONDED by Trustee Dodds,
To nominate Trustee Brian Crumblehulme for the Position of Vice Chair of the
Executive Committee.

CARRIED

TC-2014-113

It was MOVED by Trustee Grove and SECONDED by Trustee Brent,
To nominate Trustee George Grams for the Position of Vice Chair of the
Executive Committee.

CARRIED

TC-2014-114

It was MOVED by Trustee Dodds and SECONDED by Trustee Grams,
To nominate Trustee Paul Brent for the Position of Vice Chair of the Executive
Committee.

CARRIED

TC-2014-115

It was MOVED by Trustee Barber and SECONDED by Trustee McConchie,
To nominate Trustee Derek Masselink for the Position of Vice Chair of the
Executive Committee.

CARRIED

Carmen Thiel called for nominations a second and third time and hearing none declared
nominations closed.

TC-2014-116

It was MOVED by Trustee Grove and SECONDED by Trustee Dodds,
To appoint Trustee Alison Morse to oversee the counting of the ballots.

CARRIED

Ballots were distributed, collected and counted by Carmen Thiel, Marie Smith and Trustee Morse.
Following the counting of ballots, Carmen Thiel declared Trustees Laura Busheikin, George Grams,
and Susan Morrison Vice Chairs of the Executive Committee.

Election for Trust Fund Board (two positions)

Carmen Thiel called for nominations for the two trustee positions to sit as members of the Trust
Fund Board.

TC-2014-117

It was MOVED by Trustee Rogers and SECONDED by Trustee Allen,
To nominate Trustee Kate-Louise Stamford for the Position of Member of the Trust
Fund Board.

CARRIED

TC-2014-118

It was MOVED by Trustee Allen and SECONDED by Trustee Dodds,

To nominate Trustee Tony Law for the Position of Member of the Trust Fund Board.

CARRIED

TC-2014-119

It was MOVED by Trustee Harris and SECONDED by Trustee Peterson,

To nominate Trustee Sue Ellen Fast for the Position of Member of the Trust Fund Board.

CARRIED

Carmen Thiel called for nominations a second and third time and hearing none declared nominations closed.

TC-2014-120

It was MOVED by Trustee Morse and SECONDED by Trustee Dodds,

To appoint Trustee Sandy Pottle to oversee the counting of the ballots.

CARRIED

Ballots were distributed, collected and counted by Carmen Thiel, Marie Smith and Trustee Pottle. Following the counting of ballots, Carmen Thiel declared Trustees Tony Law and Kate-Louise Stamford as Members of the Trust Fund Board.

13. Budget

Director of Administrative Services Cindy Shelest outlined the 2015/16 budget, providing an overview of the budget process, Islands Trust operations, the base budget, preliminary program list and revenue requirements for trustee information.

14. Delegations and Town Hall

14.1 Canadian Parks and Wilderness Society

Sabine Jessen, National Director of Oceans Programs with the Canadian Parks and Wilderness Society, spoke to Council members about the proposed Southern Strait of Georgia National Marine Conservation Area, and the ecological importance of the Trust Area and the stresses facing the local marine environment.

14.2 Gulf Islands Alliance

David Steen, Chair of the Gulf Islands Alliance addressed Trust Council about efforts to guarantee the right of citizens to a healthy environment.

14.3 David Suzuki Foundation

Brenda Madrazo with the David Suzuki Foundation presented to Council about the Foundation's report "Protecting Your Community's Coastal Assets: Local Leadership in Marine Planning", and ways to address current challenges in the region.

15. Decision and Information Items

Additions to Agenda:

- 8.1 Appointment to the Gulf Islands National Parks Reserve Advisory Board
– Request for Decision
- 8.2 Trust Fund Board Audited Financial Statements ending March 31, 2014 – Briefing
- 8.3 Howe Sound Community Forum – Briefing
- 8.4 Letter of Comment to National Energy Board re: Kinder Morgan's Trans Mountain Pipeline Expansion Project – Briefing

By General Consent the Decision and Information Items Agenda was approved, as amended.

1. GENERAL

1.1 September 2014 Trust Council Meeting Draft Minutes

TC-2014-121

It was MOVED by Trustee Brent and SECONDED by Trustee Crumblehulme,
That the Islands Trust Council adopt the September 2014 Islands Trust Council Meeting Minutes, as presented.

CARRIED

1.2 Trust Council Follow-Up Action List

Provided for information.

2. LOCAL PLANNING

2.1 Director of Local Planning Services Report

Provided for information.

2.2 Local Planning Committee Work Program Report – Decision

TC-2014-122

It was MOVED by Trustee Grams and SECONDED by Trustee Morse,
That the Islands Trust Council approve the top priorities of the Local Planning Committee Work Program Report.

CARRIED

2.3 Bylaw Enforcement Report – Briefing

Provided for information.

3. EXECUTIVE

3.1 Chief Administrative Officer's Report

Provided for information.

3.2 Executive Committee Work Program Report

TC-2014-123

It was MOVED by Trustee Morrison and SECONDED by Trustee Allen,
That the Islands Trust Council approve the top priorities of the Executive Committee
Work Program Report.

CARRIED

3.3 Continuous Learning Plan

Provided for information.

3.4 2011-14 Strategic Plan

Provided for information.

3.5 Provincial Analysis Impact of Potential Salt Spring Island Incorporation – Briefing

A briefing outlining the background and status regarding a study by the Ministry of Community Sport and Cultural Development to assess the impacts on the Islands Trust, in the event of incorporation of Salt Spring Island, was provided for information.

4. ORGANIZATIONAL/FINANCE

4.1 Director of Administrative Services Report

Provided for information.

4.2 Financial Planning Committee Work Program Report

TC-2014-124

It was MOVED by Trustee Grove and SECONDED by Trustee Crumblehulme,
That the Islands Trust Council approve the top priorities of the Financial Planning
Committee Work Program Report.

CARRIED

4.3 September 30, 2014 Quarterly Financial Report

TC-2014-125

It was MOVED by Trustee Brent and SECONDED by Trustee Grove,
That the Islands Trust Council approve the September 30, 2014 Quarterly Financial Report
as presented.

CARRIED

4.4 Financial Forecast for March 31, 2015 year end - Briefing

Provided for information.

4.5 Proposed Changes to Policy 7.5.i Trustee Computer Allocation

TC-2014-126

It was MOVED by Trustee Morrison and SECONDED by Trustee Brent,
That the Islands Trust Council approve the revisions to Trustee Equipment Allocation Policy 7.5.i (previously named Trustee Computer Allocation Policy) and remove Trustee Equipment Allocation and Retrieval Policy 7.4.iii from the Islands Trust Council's Policy Manual.

CARRIED

5. TRUST AREA SERVICES

5.1 Director of Trust Area Services Report

Provided for information.

5.2 Trust Fund Board Report

Provided for information.

5.3 Trust Programs Committee Work Program Report

Provided for information. This report was approved at the September Council meeting. No meeting was held in November.

6. CORRESPONDENCE

No items.

7. SUMMARY/UPDATES

7.1 Trustee Updates

7.1.1 BC Ferries (A. Morse)

Trustee Morse, Chair of the Ferry Advisory Committee Chairs (FACC), provided a verbal report on recent activities of the FACC.

7.1.2 First Nations

Trustees provided verbal reports on recent activities with First Nations in their respective local trust areas.

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

Written report provided for information.

7.2 Priorities Chart – General Consent

By General Consent, the Priorities Chart dated November 2014 was endorsed as presented.

7.3 2015 Trust Council Meeting Schedule

TC-2014-127

It was MOVED by Trustee Busheikin and SECONDED by Trustee Allen,

That the Islands Trust Council establish the following meeting schedule for 2015: March 10-12, 2015 - Gabriola Island; June 23-25, 2015 – Galiano Island; September 15-17, 2015 – Bowen Island; and December 8-10, 2015 – Salt Spring Island.

CARRIED

7.4 Proposed March 2015 Trust Council Agenda Program

A draft schedule for the March 2015 Islands Trust Council meeting to be held on Gabriola Island was provided for information.

7.5 Disposition of Delegations and Town Hall Requests

By General Consent, the Islands Trust Council requested the Chair to write to the delegation participants and to thank them for their submissions.

8. NEW BUSINESS

8.1 Appointment to the Gulf Islands National Parks Reserve Advisory Board

TC-2014-128

It was MOVED by Trustee McConchie and SECONDED by Trustee Hunter,

That the Islands Trust Council recommend to Parks Canada, Trustee Masselink as Trust Council's representative and Trustee Middleton as an alternate representative for appointment to the Park Advisory Board for the Gulf Islands National Park Reserve.

CARRIED

8.2 Trust Fund Board Audited Financial Statements ending March 31, 2014

Provided for information.

8.3 Howe Sound Community Forum

A briefing about the activities of the Howe Sound Community Forum was provided for information.

8.4 Letter of Comment to National Energy Board Regarding Kinder Morgan's Trans Mountain Pipeline Expansion Project

A briefing about the Islands Trust Council Chair's letter of comment due in March 2015 to the National Energy Board regarding Kinder Morgan's Trans Mountain Pipeline Expansion was provided for information. Staff will be preparing a briefing about the National Energy Board process and options for the letter of comment for Executive Committee's consideration in January 2015.

9. ADJOURNMENT

TC-2014-129

It was MOVED by Trustee Busheikin and SECONDED by Trustee Grove,
To adjourn the meeting.

CARRIED

The meeting adjourned at 1:30 p.m. Next meeting: March 10-12, 2015, Gabriola Island, BC.

Peter Luckham, Chair, Islands Trust Council

CERTIFIED CORRECT

Marie Smith, Recorder and Deputy Secretary



Islands Trust Council Follow up Action List

Updated: Feb 19/15

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	LA–Linda Adams; LG–Lisa Gordon; DM–David Marlor; CS–Cindy Shelest; CF–Clare Frater; MS–Marie Smith; 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	Ongoing
NAPTEP Certificates - Issue subject to survey, covenant and baseline report	(LG/JE)	
- HO-NAP 2011.3		Pending
- SS-NAP 2013.1		Done
- NP-NAP 2014.1		Pending
Communications Towers Process		
* Advise whether Council actions are necessary	LPC (DM) to TC	June
<u>December 2014 Meeting</u>		
Policy 7.5.i – Trustee Computer Allocation		
Circulate and post revised policy and remove/replace, as indicated in resolution	(CS/JC)	Done
2015 Trust Council Meeting Schedule		
Post and advertise Trust Council meeting schedule for 2015	(MS/JC)	Done
GINPR Advisory Board		
Advise Parks Canada re IT recommendations re representatives	(LG/CF)	Done
<u>Follow-up Letters</u>		
Acknowledge Delegates and Guests	(LG/CF)	Done
<u>Next Trust Council</u>		
Dec 2014 Follow Up Action List to Trustees and staff	(MS/JC)	Done
Dec 2014 Council meeting decision highlights to website	EC (MS/JC)	Done
News Release and Agenda for Mar 2015 Council meeting	(MS/JC)	Done
Invitations – Area MLA, Electoral Area Director, former trustees	(MS/JC)	Done
Agenda Package - Review/Distribution to Trustees	EC (MS/JC)	Feb
Post notice on community bulletin boards (on island of meeting only)	(MS/JC)	Feb



Islands Trust

DIRECTOR OF LOCAL PLANNING SERVICES 2014-2015 FOURTH QUARTER REPORT

Date: 26/02/2015

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<p>Executive Committee and Council</p> <ul style="list-style-type: none"> • Attended and reported to Executive Committee meetings • Monitored and updated Executive Committee Work Program • Attended December Trust Council Worked with management to develop and present orientation material for December Trust Council 	<p>Executive Committee and Council</p> <ul style="list-style-type: none"> • Attend and report to Executive Committee meetings • Monitor and update Executive Committee Work Program • Attend March Trust Council Work with management to develop on-going learning presentations for Trust Council and the Executive Committee • Attend the Marine Managers Workshop on San Juan Island (March 27 and 28)
<p>Local Planning Committee</p> <ul style="list-style-type: none"> • Completed Request for Decision on Local Planning Committee Terms of Reference based on survey feedback and practices over time – forwarded to Trust Council • Organised and attended LPC meeting on February 12, 2015 • Provided orientation to the Local Planning Committee • Green Shores for Homes – forwarded final report on Thetis Pilot to Trust Council 	<p>Local Planning Committee</p> <ul style="list-style-type: none"> • Report back on emerging issues for LPC consideration and direction • Organise and attend meeting planned for May 28, 2015.
<p>Management of Local Planning Services Unit</p> <ul style="list-style-type: none"> • Schedule Local Planning Services management meeting with Regional Planning Managers (RPMs) and Bylaw Enforcement Manager on January 19 and February 16, 2015. • Worked with regional planning managers and Director of Administrative Services to manage Local Planning Services work program budgets and finalised review and advanced local planning services requested budgets for 2015-16 Fiscal year to Financial Planning Committee. • Provide support to regional planning managers and coordinators as necessary • Organised a professional development day on February 11, 2015 Bowen Island Planner invited but unable to attend and Ministry of Community, Sports and Cultural Development staff (Brent Meuller and Eric Nicholls) attended. Discussion focussed on legal cases related to planning, bylaw drafting advice and review of several administrative issues by LPS corporate services staff. • Attended the CRD Climate Action Work Group meeting on December 12, 2014. • Began review of the Bylaw Enforcement Officer job 	<p>Management of Local Planning Services Unit</p> <ul style="list-style-type: none"> • Local Planning Services Management Meetings with regional planning managers (RPMs) and Coordinators planned for April and May 2015. • Provide support to Regional Planning Managers and coordinators as necessary • Plan the next professional development day for May 2015. • Complete process of Performance Management and Development Planning for all local planning services staff with an aim to have them completed by the end of March. • Visit the Northern and Salt Spring planning offices on a regular basis.

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<p>description.</p> <ul style="list-style-type: none"> • Visited Northern Office Dec 12, 20 and Jan 15, 2015 • Visited Salt Spring Office January 28, 2015. • 	
<p>Planning Support to Local Trust Committees</p> <ul style="list-style-type: none"> • Worked with RPMs on providing planning services to local trust committees with a focus on completing projects by the end of the term. • Developed orientation material for the new trust committees • Continued to work with San Juan County, City of Seattle, Pacific Climate Action Consortium and Green Shores on Islands Trust Green Shores for Homes Project • Continued to worked with Trust Area Services and Administrative Services on improving communications • Continued to work with regional planning managers to bring official community plans and land use bylaws into compliance with the Riparian Areas Regulation with intent to adopt bylaws prior to the end of term • Discussed with the Policy Advisor the census boundaries of local trust committees to see if we can get special places identified to avoid future cost • Attended Galliano Local Trust Committee meeting • Attended Southern team (Jan 12, 105) and Northern team (Jan 15, 2015) orientation sessions. • Met with Ministry of Community, Sport and Cultural Development (MCSCD) on First Nations engagement processes. • RPMs provided orientation and strategic visioning and priority setting for each local trust committee. • Met with Ministry of Transportation and Infrastructure regarding the Gabriola Bridge feasibility study (February 19, 2015) 	<p>Planning Support to Local Trust Committees</p> <ul style="list-style-type: none"> • Work with regional planning managers on providing planning services to local trust committees with a focus on completing projects by the end of the term and establishing objectives and priorities for the next year. • Continue to have presence on the Green Shores for Homes steering committee • Continue to work with Trust Area Services and Administrative Services on improving communications • Continue to work with regional planning managers to bring official community plans and land use bylaws into compliance with the Riparian Areas Regulation. • Continue to review and improve First Nations engagement in bylaw processing with MCSCD.
<p>Processing Applications</p> <ul style="list-style-type: none"> • Continued to work with regional planning managers and Legislative Services Manager monitor procedural approaches in each office and address as needed • Continued to work to implement eScribe into Local Planning Services with aim to have fully functional by Spring 2015. • Continue to monitor bylaw enforcement ticketing and provide information in its effectiveness to local trust committees. 	<p>Processing Applications</p> <ul style="list-style-type: none"> • Continue to work on implementing eScribe for Local Planning Services – all LTC agendas will be created in eScribe for the new term, continue to implement other functions of eScribe • Work with Bylaw Enforcement Manager to complete staffing and work program alignment.
<p>Support for the CAO</p> <ul style="list-style-type: none"> • Participated in management meetings and Executive 	<p>Support for the CAO</p> <ul style="list-style-type: none"> • Participate in management meetings, leadership

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<p>Committee meetings, ad hoc group meetings to deal with operations manual and Time and Leave Management (new on-line system for staff) working group.</p> <ul style="list-style-type: none"> • Developed orientation materials for the new Trust Council in December. 	<p>meetings and meetings with the Executive Committee</p> <ul style="list-style-type: none"> • Continue to work on the operations manual updates include development of new place to maintain specific local trust committees' policies and procedures, and internal procedures • Continue to work with Director of Trust Area Services on the implementation of the Time and Leave Management on-line system.
<p>Grants Administration</p> <ul style="list-style-type: none"> • Update database and administrative systems/policies to reflect Qualified Donee status. • Gambier Forage Fish Habitat Assessment Project to the LTC and posted on the website • Undertake meetings with several funders • Continued to look for grant opportunities • Updated the grants database 	<p>Grants Administration</p> <ul style="list-style-type: none"> • Prepare and present draft Grant (& donations) policy changes to management and local planning committee (Spring 2015) • Gambier Forage Fish Habitat Assessment Project to go to the LTC and posted on the website • Undertake meetings with several funders • Continue to look for grant opportunities • Keep grants database up to date.



LOCAL PLANNING COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Date: Feb 12, 2015

WORK PROGRAM

1. EMERGING ISSUES REVIEW

Current – Draft report to the Local Planning Committee on emerging local planning issues to assist in determination of Local Planning Committee work program.

Planned – To be determined by Local Planning Committee.

2. GREEN SHORES FOR HOMES (Strategic Plan 2.1)

Current – Provide a final status update to Trust Council on the Thetis Pilot Project

Planned – Consider expanding pilot program to other LTCs

3. RENEWABLE ENERGY TECHNOLOGIES IN THE TRUST AREA (Strategic Plan 1.7.4)

Current – Revise the fact sheet including web links to address micro-hydro projects.

Planned – Model policy and regulatory wording to address solar hot water, photovoltaic power and domestic tidal power.

ON-GOING ITEMS

LOCAL PLANNING COMMITTEE POLICY REVIEW – draft RFD sent to March Trust Council.

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 2015. 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 in May 2015.

DOMESTIC WIND POWER – Update report as required.

David Marlor
Designate Staff

Paul Brent
Chair



BRIEFING

To: Trust Council

For the Meeting of: March 10-12, 2015

From: Miles Drew, Bylaw Enforcement Manager

Date : February 17, 2015

SUBJECT: BYLAW ENFORCEMENT REPORT

DESCRIPTION OF ISSUE:

A report on the number of enforcement files; organized by local trust area, and by the type of enforcement. Also included are reports on the status of open files and the length of time current files have been open.

BACKGROUND:

Attached are four tables and two pie charts that provide information on bylaw enforcement activity.

Table 1 shows the total number of bylaw enforcement files for each local trust area by fiscal year and the number of files remaining open at the end of the fiscal year. Information is provided for the 2012/13, 2013/14 and 2014/15 Fiscal years. For the current fiscal year the information is broken down by Quarter, in addition to providing a total for the 2014/15 Fiscal year.

Chart 1 shows the number of files open at the end of the most recent reporting Quarter.

Table 2 shows the number of open files by violation type. The table includes the more common categories of enforcement types. The "Other Land Use" column includes a mix of enforcement types that do not fit in the larger categories.

Chart 2 shows the percentage of open files by type.

Table 3 show the status of open files as well as the numbers of new and closed files during the most recent reporting Quarter.

Table 4 shows how long current bylaw enforcement files have been open.

COMMENT:

Since December 2013 there has been a small decrease (3% of total files) in the number of files open longer than five years.

There was a large reduction in the number of open files in the Gabriola Island Local Trust Area, dropping from 45 open files to 28 open files. This was due to a

comprehensive review of existing files by a Bylaw Enforcement Officer who discovered that many files had been resolved but not formally closed.

No files were formally closed in the Salt Spring Island Local Trust Area during this quarter; however, the report to June 2015 Trust Council will reflect the work that has been recently done reviewing old files.

The number of files on hold in the Galiano Island Local Trust Area will drop next quarter because the short-term vacation rental bylaw amendments are complete and enforcement work can now resume.

The bylaw enforcement officers' primary goal in the next quarter is to develop and implement procedures for taking contested Bylaw Violation Notices through the adjudication process.

ATTACHMENT(S):

- Bylaw Enforcement - File Volume
- Bylaw Enforcement - Violation Type
- Bylaw Enforcement - Status of Open Files
- Bylaw Enforcement - Length of Time Files Have Been Open

AVAILABLE OPTIONS:

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

FOLLOW-UP:

Reports will be updated and presented every quarter to Trust Council.

Prepared By: Miles Drew, Bylaw Enforcement Manager

Reviewed By/Date: David Marlor, Director, Local Planning Services/
February 17, 2015

Executive Committee/ February 25, 2015

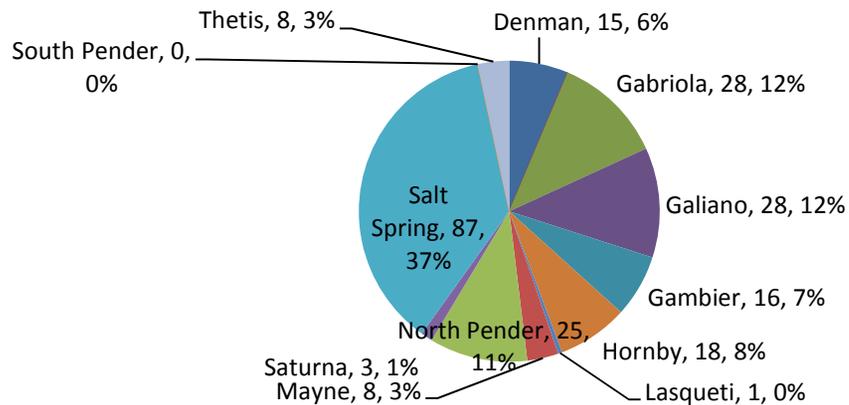
Chief Administrative Officer

Bylaw Enforcement - File Volume

TABLE 1

LTC	Fiscal 2012/13				Fiscal 2013/14				Fiscal 2014/15							
	Total	%	Open	%	Total	%	Open	%	Q1	Q2	Q3	Q4	YTD Total	YTD %	T Open	%
Denman	19	6%	18	6%	21	7%	14	6%	14	13	15		3	5%	15	6%
Executive	0	0%	0	0%	0	0%	0	0%	0	0	0		0	0%	0	0%
Gabriola	40	13%	40	14%	60	20%	51	20%	45	43	28		8	13%	28	12%
Galiano	25	8%	25	9%	32	11%	30	12%	28	24	28		4	7%	28	12%
Gambier	16	5%	16	6%	18	6%	17	7%	17	15	16		1	2%	16	7%
Hornby	17	6%	16	6%	16	5%	15	6%	16	15	18		3	5%	18	8%
Lasqueti	1	0%	1	0%	1	0%	1	0%	1	1	1		0	0%	1	0%
Mayne	8	3%	5	2%	10	3%	9	4%	12	6	8		3	5%	8	3%
North Pender	43	14%	40	14%	45	15%	36	14%	35	31	25		2	3%	25	11%
Saturna	8	3%	6	2%	6	2%	3	1%	3	4	3		1	2%	3	1%
Salt Spring	112	37%	104	37%	81	27%	66	26%	78	72	87		32	53%	87	37%
South Pender	1	0%	1	0%	1	0%	0	0%	0	0	0		0	0%	0	0%
Thetis	12	4%	10	4%	11	4%	8	3%	9	8	8		3	5%	8	3%
TOTAL	302	100%	282	100%	302	100%	250	100%	258	232	237	0	60	100%	237	100%

Chart 1: Open Files to Dec 31, 2014



LEGEND

YTD Total = Total number of open files year to date, including open files carried over from the previous quarter and files opened during the current reporting period.

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

Q1 = April 1 to June 30 - reported to September Trust Council

Q2 = July 1 to September 30, Report to December Trust Council

Q3 = October 1 to December 31, Reported to March Trust Council

Q4 = January 1 to March 31, Reported to June Trust Council

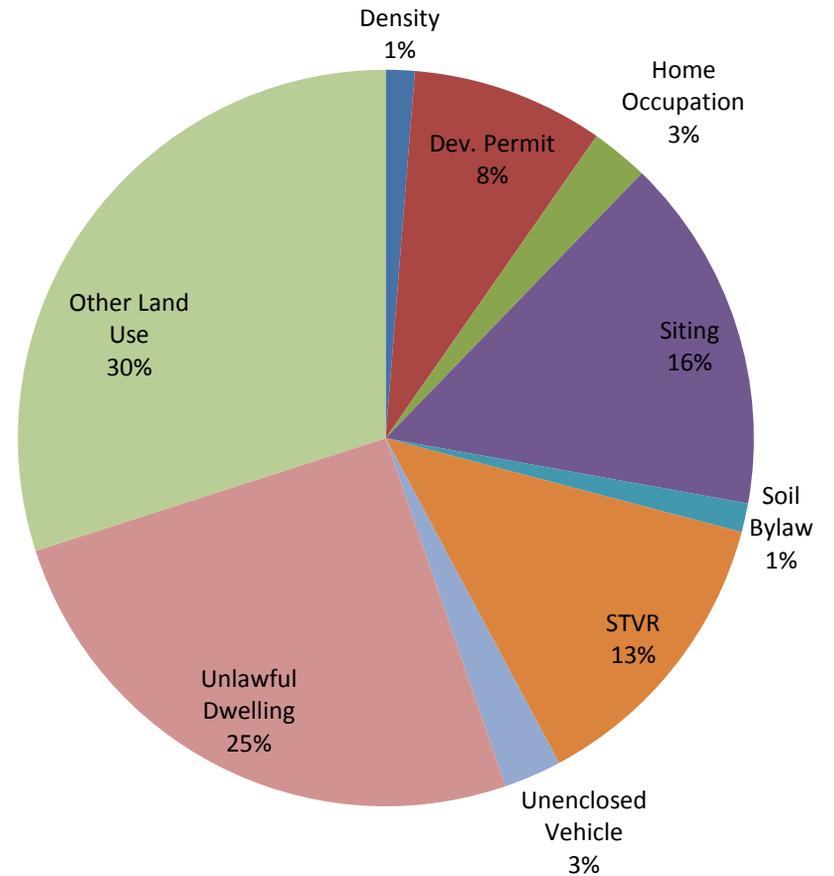
The numbers for each quarter are a running total of all open and closed files in the period.

Bylaw Enforcement - Violation Type

Table 2

LTC	Violation Type										TOTALS	Percentage
	Density	Dev. Permit	Home Occupation	Siting	Soil Bylaw	STVR	Unenclosed Vehicle	Unlawful Dwelling	Other Land Use			
Denman		6				1		4	4	15	6%	
Executive										0	0%	
Gabriola	2	1	1	5		5		8	6	28	12%	
Galiano		1	1	7		3	2	6	8	28	12%	
Gambier				6				1	9	16	7%	
Hornby	1	1	1	4		2		6	3	18	8%	
Lasqueti								1		1	0%	
Mayne				1		4			3	8	3%	
North Pender				4		8	1	5	7	25	11%	
Saturna				2		1				3	1%	
South Pender										0	0%	
Salt Spring		11	3	4	3	7	3	28	28	87	37%	
Thetis				4				1	3	8	3%	
TOTALS	3	20	6	37	3	31	6	60	71	237	100%	
%	1%	8%	3%	16%	1%	13%	3%	25%	30%	100%		

Chart 2: Open Files by Type



Bylaw Enforcement - Status of Open Files

Table 3

Local Trust Area	2014/2015 3rd Quarter (Oct 1 - Dec 31)				Proceeding to Compliance	On Hold			Litigation	TOTAL
	OPEN Start of Quarter	NEW	CLOSED	OPEN End of Quarter		Application in to LTC	LTC Direction	Staff Direction*		
Denman	15	0	0	15	10		3	1	1	15
Executive	0			0						0
Gabriola	43	0	15	28	28					28
Galiano	24	4		28	14	2		10	2	28
Gambier	15	1		16	8		5	1	2	16
Hornby	15	3		18	11		6	1		18
Lasqueti	1			1	1					1
Mayne	6	2		8	7	1				8
North Pender	31		6	25	10	1		11	3	25
Saturna	4		1	3	2		1			3
Salt Spring	72	15	0	87	65		16	5	1	87
South Pender	0			0						0
Thetis	7	1		8	8					8
Total	233	26	22	237	164	4	31	29	9	237
Percentage					69%	2%	13%	12%	4%	100%

* "Staff Direction" refers to files that Staff have decided not to pursue at this time for a variety of reasons, such as waiting for a court decision or for bylaw amendments that could alter the need for enforcement.

Bylaw Enforcement - Length of Time Files Have Been Open

Table 4

Local Trust Area	<1 year	1-5 Years	> 5 years	Total Open Files
Denman	2	11	2	15
Executive				0
Gabriola	11	16	1	28
Galiano	2	13	13	28
Gambier	2	14		16
Hornby	1	14	3	18
Lasqueti		1		1
Mayne	2	6		8
North Pender	4	20	1	25
Saturna	1	1	1	3
South Pender				0
Salt Spring	34	36	17	87
Thetis	3	4	1	8
TOTAL	62	136	39	237
PERCENTAGE	26%	57%	16%	



Islands Trust

REQUEST FOR DECISION

To: Trust Council

For the Meeting of:: March 10-12, 2015

From: Local Planning Committee

Date: February 27, 2015

SUBJECT: AMENDMENTS TO LOCAL PLANNING COMMITTEE TERMS OF REFERENCE

RECOMMENDATION:

That Trust Council amends Trust Council Policy 2.3.ii as proposed in Appendix 1.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Trust Council has adopted Policy 2.3.ii to guide the work of its Local Planning Committee. The committee has proposed some amendments to this policy, to more clearly reflect the work that Trust Council has assigned to the committee and that which trustees have indicated would be most useful.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Amendments to the Local Planning Committee (LPC) Terms of Reference make the role and function of Local Planning Committee more transparent and effective.

FINANCIAL: N/A

POLICY:

If undertaken, Trust Council Policy 2.3.ii would be amended.

IMPLEMENTATION/COMMUNICATIONS:

In 2014, a general survey gave indication of staff and trustee perspectives on the roles of Local Planning Committee. Results of the Terms of Reference amendments should be communicated as follow up to this survey.

BACKGROUND

Trust Council passed the following motion on September 7, 2014:

That Islands Trust Council request that the Local Planning Committee undertake a review of its terms of reference and recommend amendments to Trust Council Policy 2.3.ii Local Planning Committee Terms of Reference.

At the November 5, 2014 Local Planning Committee meeting, the following motions were passed:

Resolution LPC-2014-037

That the Local Planning Committee endorse the attached Project Charter and direct staff to propose amendments to Trust Council Policy 2.3.ii for consideration by Local Planning Committee in February 2015 and Trust Council in March 2015.

Resolution LPC-2014-035

That the Local Planning Committee remove "Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation" from Trust Council Policy 2.3.ii.

Resolution LPC-2014-036

That the Local Planning Committee amend Trust Council Policy 2.3.ii by combining 2.3.iiC sub 1 and sub 2 into one list.

At the February 12, 2015 Local Planning Committee meeting, the following motions were passed:

Resolution LPC-2015-001

That the Local Planning Committee further amends Trust Council Policy 2.3.ii by adding a new C.1(vii) to ensure Local Planning Committee maintains a liaison with Trust Fund Board and Trust Programs Committee, as required.

Resolution LPC-2015-002

That Local Planning Committee forward the Request for Decision regarding amendments to Policy 6.3ii to Trust Council (March 10 -12, 2015, Gabriola Island), as amended.

REPORT/DOCUMENT:

1. Table 1: Analysis of Proposed Changes to Trust Council Policy 2.3.ii
2. Proposed Amendments to Trust Council Policy 2.3.ii
3. Trust Council Policy 2.3.ii - Amended with Changes Tracked

KEY ISSUE(S)/CONCEPT(S):

Trust Council Policy 2.3.ii Local Planning Committee Terms of Reference is out of date. Throughout the summer of 2014, trustees and planners were surveyed to assess the utility of the Local Planning Committee Work Program over the 2011-14 term. The response rate for the survey was 76%.

The survey found that around 55% of respondents felt the work of LPC had benefited their island, and listed specific toolkits, reports, or other educational material had been useful. The most widely used material is the Groundwater Protection Toolkit.

The survey found that some people felt the Local Planning Committee could be more helpful to the work of Local Trust Committees. Many respondents suggested that the LPC continue to produce model regulations, toolkits, backgrounders and other resources about specific issues common to Local Trust Committees.

"I would like to see LPC given direction by Trust Council to respond more directly and expeditiously to emerging LTC issues, in other words where there are common issues across several LTAs, LPC could assist LTCs in providing backgrounders, policy options, model regulations and recommendations."

While not specific to the LPC Terms of Reference, the survey also indicated that the Local Planning Committee could be more visible and accessible to new trustees and planners – 20% of respondents either did not know or were unsure what the LPC does. The comments revealed a possible lack of consistency in disseminating LPC produced materials: some found it difficult to find all materials or had been unaware of them, some felt that a list would be very helpful. This has begun to be addressed by posting some materials on the Local Planning Committee section of the Islands Trust website.

Local Planning Committee Terms of Reference:

Policy 2.3.ii was analyzed according to current practice, other overlapping policies, and with consideration of the different roles of Islands Trust's other committees. Staff recommendations were to remove some of the terms that are either redundant with Trust Council Policy 2.3.i (Council Committee System), are not

implemented in practice, or are better left as Trust Council strategies and implemented locally by Local Trust Committees. Please see Table 1, attached to the RFD as Appendix 1, which was reviewed by LPC on November 5, 2015.

On November 5, 2015, LPC deliberated on and accepted the staff recommendations of Table 1, and requested Policy 2.3.ii be further amended by:

- 1) Removing "Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation" from Trust Council Policy 2.3.ii.
- 2) Combining 2.3.iiC sub 1 and sub 2 into one list.

RELEVANT POLICY:

- Trust Council Policy 2.3.i Council Committee System
- Trust Council Policy 2.3.ii Local Planning Committee Terms of Reference

DESIRED OUTCOME: Updated Terms of Reference for Local Planning Committee.

RESPONSE OPTIONS

Recommended:

THAT Trust Council amends Trust Council Policy 2.3.ii as proposed in Appendix 1.

Alternative:

THAT Trust Council takes no action at this time.

Prepared By: Justine Starke, Island Planner

Reviewed By/Date: David Marlor, DLPS/February 27, 2015
Local Planning Committee/February 12, 2015
Executive Committee/February 25, 2015

Linda Adams, Chief Administrative Officer

APPENDIX 1: TABLE 1 – ANALYSIS OF TRUST COUNCIL POLICY 2.3.ii

The responsibilities stated apply to the following area:	Current Practice:	Staff Comment:
1. Development Management - processing of land use bylaws, permits etc. in an efficient and effective manner.	Oversight of management systems and tracking tools	LPC provides accountability for quality management of LPS's service to communities. Recommendation is to retain this responsibility.
2. Community Planning - promoting meaningful public processes to establish long term community planning perspectives.	Not currently pursued.	This is better placed as a strategic priority of Trust Council and implemented by Local Trust Committees. Recommendation is to remove.
3. Sustainable Community - promoting livable communities with viable local economies, diversity of housing types, and sensitivity to the carrying capacity of the island environment.	Not currently pursued.	This is better placed as a strategic priority of Trust Council and implemented by Local Trust Committees. Recommendation is to remove.
4. Local Trust Committee Functions responding to local trust committee planning needs applicable throughout the Trust Area.	Tool Kits, Information materials are relevant to LTCs, etc.	This is an important function of LPC to assist with those planning issues that are relevant across Islands Trust but may either be outside of the scope of an individual LTC, or so common as to create efficiencies that LTCs can benefit from. Recommendation is to retain.
5. Local Planning Services - advising on the provision and allocation of resources to deliver local planning services to island communities.	Advises Trust Council on LPS resource allocations.	Important function of LPC. Recommendation is to retain.
6. Public Awareness/Education – promoting opportunities for the enhanced public awareness of land use planning and the Islands Trust's local planning services.	Tool Kits etc. are posted for public use.	Important function of LPC. Recommendation is to retain.
7. Tracking the functions described in i) through v) above to ensure efficient and effective Implementation.	Tracking tool includes LPC work program and FUAL.	Redundant with Policy 2.3.i.(Council Committee System); recommendation is to remove.
The Local Planning Committee provides advice to the Islands Trust Council and management by:	Current Practice:	Staff Comment:
8. Identifying and reporting to Council on emerging issues related to the Committee's areas of responsibility for Trust Council direction.	Issues brought to LPC attention by staff or trustees are forwarded to Council for direction.	Important practice of LPC. Recommendation is to retain.
9. Maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council.	LPC Work Program maintained and reported to TC.	Redundant with Policy 2.3.i.(Council Committee System); recommendation is to remove.
10. Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.	LPC fulfills this function.	This is an important aspect of LPC's role, but perhaps should be a responsibility rather than in this section.
11. Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation.	Not currently pursued.	Important practice of LPC. Staff recommendation is to retain, perhaps consider relocating to responsibility. *Nov. 5, 2014 – LPC passed resolution to remove this item.
12. Maintaining a liaison with the Trust Fund Board.	Not in practice	Recommendation is to remove.

2.3.ii. Policy

**LOCAL PLANNING COMMITTEE
TERMS OF REFERENCE**

Trust Council: June 11, 1994

Amended: March 6, 1998; June 16, 2000; June 13, 2003; March 10, 2015

A: PURPOSE:

1. To outline the Local Planning Committees' specific areas of focus in providing policy and planning advice to Trust Council as one of Council's *three (3)* standing committees (See 2.3.i. Attachment 1).

B: REFERENCES:

1. Policy Manual: Council Committee System (2.3.i.)

C: POLICY:

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

- i. **Development Management** – overseeing the procedures for processing of land use bylaws, permits etc. in an efficient and effective manner.
- ii. **Local Trust Committee Functions** – responding to local trust committee planning needs applicable throughout the Trust Area.
- iii. **Local Planning Services** – advising on the provision and allocation of resources to deliver local planning services to island communities.
- iv. **Public Awareness/Education** – promoting opportunities for the enhanced public awareness of land use planning and the Islands Trust's local planning services.
- v. **Emerging Issues** – Identifying and reporting to Council on emerging issues related to the Committee's areas of responsibility for Trust Council direction.
- vi. **Policy Guidance** - Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.

2.3.ii. Policy

**LOCAL PLANNING COMMITTEE
TERMS OF REFERENCE**

Trust Council: June 11, 1994

Amended: March 6, 1998; June 16, 2000; June 13, 2003; March 10, 2015

A: PURPOSE:

1. To outline the Local Planning Committees' specific areas of focus in providing policy and planning advice to Trust Council as one of Council's *three (3)* standing committees (See 2.3.i. Attachment 1).

B: REFERENCES:

1. Policy Manual: Council Committee System (2.3.i.)

C: POLICY:

1. The Local Planning Committee provides advice to the Islands Trust Council and management by undertaking the following responsibilities: The responsibilities stated apply to the following area:

- i. **Development Management** — overseeing the procedures for processing of land use bylaws, permits etc. in an efficient and effective manner.
 - ~~i) **Community Planning** promoting meaningful public processes to establish long term community planning perspectives.~~
 - ~~ii) **Sustainable Community** promoting liveable communities with viable local economies, diversity of housing types, and sensitivity to the carrying capacity of the island environment.~~
- ii. **Local Trust Committee Functions** — responding to local trust committee planning needs applicable throughout the Trust Area.
- iii. **Local Planning Services** — advising on the provision and allocation of resources to deliver local planning services to island communities.
- iv. **Public Awareness/Education** — promoting opportunities for the enhanced public awareness of land use planning and the Islands Trust's local planning services.

ISLANDS TRUST POLICY MANUAL

APPENDIX 2: DRAFT REVISED POLICY 2.3.ii

- v. **Emerging Issues** – Identifying and reporting to Council on emerging issues related to the Committee's areas of responsibility for Trust Council direction.
- vi. **Policy Guidance** - Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.

~~iii) **Tracking** the functions described in i) through v) above to ensure efficient and effective implementation.~~

~~2.——The Local Planning Committee provides advice to the Islands Trust Council and management by:~~

~~Identifying and reporting to Council on emerging issues related to the Committee's areas of responsibility for Trust Council direction.~~

~~Maintaining a committee work program to manage committee initiatives and Council referrals for quarterly review by Trust Council.~~

~~Developing guidelines, policies and models for use by staff and local trust committees and/or Trust Council as requested by Trust Council.~~

~~Providing recommendations for legislation reform initiatives and feedback on proposed legislative amendments and legislation.~~

~~Maintaining a liaison with the Trust Fund Board.~~

ISLANDS TRUST POLICY MANUAL



REQUEST FOR DECISION

To: Trust Council

For the Meeting of:: March, 2015

From: Local Planning Committee

Date: February 27, 2015

**SUBJECT: GREEN SHORES FOR HOMES –
INFORMATION FOR LOCAL TRUST COMMITTEES AND BOWEN ISLAND
MUNICIPALITY**

RECOMMENDATION:

That Trust Council request Staff to forward the briefing titled “Green Shores for Homes Scenarios Workshop” and the two attachments “Workshop Summary Report” and “Site Profiles and Potential Solutions” to local trust committees and Bowen Island Municipality for information.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The experience and findings from the Green Shores for Homes pilot project on Thetis Island will be useful for other local trust committees and Bowen Island Municipality. Circulation of the materials will provide closure on Trust Council’s Strategic Plan 2.1 [Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems], and provide a starting point for other local trust committees and Bowen Island Municipality to access Green Shores for Homes in their communities.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Facilitates the sharing of information on the Green Shores for Homes event held on Thetis Island, to be considered by other Local Trust Committees and Bowen Island.

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION/COMMUNICATIONS:

Staff will forward the materials with a covering memorandum for inclusion on the local trust committees and Bowen Island Municipality meeting agendas.

BACKGROUND

In 2010, the Islands Trust embarked on a multi-year program for the Green Shores for Homes (GSH) project in partnership with Washington State’s San Juan County and City of Seattle, and the Stewardship Centre of British Columbia. Following the completion of integrated shoreline mapping for several Local Trust Areas, the Local Planning Committee (LPC) passed a resolution

at the November 7, 2013 meeting to make Thetis Island the pilot area. The LPC also supported maintaining the project as an LPC work program item and committing planner resources to support the pilot. The Local Planning Committee was recently debriefed on the completed Shoreline Scenarios Workshop on Thetis Island, and provided with lessons learned and next steps.

At the November 5, 2014 Local Planning Committee meeting, the attached materials were received and the following motion was passed:

Resolution LPC-2014-038

It was moved and seconded that the Local Planning Committee direct staff to draft a Request for Decision to Trust Council recommending Green Shores for Homes Scenario, workshop report, and site profiles be forwarded to local trust committees and to Bowen Island Municipality for information.

REPORT/DOCUMENT:

Attached briefing and attachments by Aleksandra Brzozowski, Island Planner.

KEY ISSUE(S)/CONCEPT(S):

Other Local Trust Committees may be interested in hosting Green Shores for Homes educational events.

RELEVANT POLICY:

Islands Trust Policy Statement 3.1.11, 3.4.4, 4.5.3, 4.5.4, 4.5.5, 5.1.1, 5.1.3, 5.6.1,
2011-2014 Trust Council Strategic Plan 2.1
Trust Council Policy 2.3.ii (Local Planning Committee Terms of Reference)

DESIRED OUTCOME: Information sharing on Green Shores for Homes with local trust committees.

RESPONSE OPTIONS

Recommended:

That Trust Council request Staff to forward the briefing titled “Green Shores for Homes Scenarios Workshop” and the two attachments “Workshop Summary Report” and “Site Profiles and Potential Solutions” to local trust committees and Bowen Island Municipality for information.

Alternative:

That Trust Council takes no action at this time.

Prepared By: Justine Starke, Island Planner

Reviewed By/Date: David Marlor, DLPS/February 27, 2015
Local Planning Committee/February 12, 2015
Executive Committee/February 25, 2015

Linda Adams, Chief Administrative Officer

The advisory committee has hired a team from Modus Planning and Lees + Associates to conduct community consultation for the first phase of the project. Engagement workshops will be held in the other three communities over the next two months, and the consultants also hope to hold professional workshops closely afterwards – based much in part on the Scenarios Workshop on Thetis Island. Following these workshops, the consultants will follow up with all participant communities, including Thetis Island, to develop a framework for piloting the Green Shores for Homes credit rating system in 2015/2016. A report on the incentives and barriers noted for all the communities is expected in early 2015.

LESSONS LEARNED FROM THE WORKSHOP:

Other Local Trust Committees, as well as other municipalities, have enquired about hosting such an event. The following are lessons that stood out to planning staff when organizing this workshop.

1. Balancing the “Why?” with the “How?”

The Scenarios Workshop was organized following three information sessions presenting to property owners the benefits of soft shorelines. This “why try soft shorelines” information that prefaced the scenarios workshop was crucial to build a level of buy-in for the Green Shores approach. Combining a hands-on “how?” approach with a value-based “why?” approach could be done in one session as long as both messages are effectively conveyed.

2. Collaboration with no foregone conclusion

During the landowner information sessions, the LTC recognized that the on-the-ground contractors and builders were a key audience that was not being effectively targeted through guest speaker nights aimed at homeowners. They also recognized that engaging contractors and builders should respect the knowledge of the audience. The focus on a collaborative approach appealed to this group and in return, they were able to dive down into details that might not be as easy with a homeowner audience.

In addition to the collaborative style, the contractors responded to the scenario set-up; the idea of a charrette-style workshop with multiple possible solutions encouraged both critique of and building upon ideas.

3. Developing Interest and Recruiting Participants

Perhaps the most crucial part of this project’s success was the leadership shown by two contractors who served as champions for this event. These two gentlemen followed up with others personally and helped set the event apart from the usual Islands Trust event. Site hosts were also identified as champions in their neighbourhood, and they helped Trustees and staff contact neighbours to see if there was interest in also attending.

4. Selection of Site Leads

To foster a “no foregone conclusion” feeling, getting a diversity of site leads was worth the effort. As well as trying to find a mix of biology and marine and engineering expertise, finding professionals that fell outside the Green Shores “usual suspects” enriched the process.

5. *Prep Time Needed*

A significant amount of preparatory work is required to pull together the necessary site information for hypothetical scenarios. Compilation mapping of shoreline data, current and historic photographs, site plans, as well as anecdotal history and a summary of potential plans were necessary to provide the consultants with good knowledge of the site in advance. In particular, the hours required from the mapping department should not be underestimated. Gathering expert information from those in related fields such as archaeology, geology, and boating was also unforeseen but worth the time.

6. *Fostering Continuity across Site Scenario Output*

Because each site group reviewed their site alone, a standard worksheet was very helpful in making sure the information and solutions kept some sense of continuity when summarized. It also helped the staff facilitators to keep the groups on track when they were on site.

7. *Group Size*

On the actual day, participants were allowed to select their own groups. The two smaller groups (7-8 people) had a sense of dialogue and collaboration, while the larger group (14 people) did not reach the same level of engagement. If organizing a similar session, groups should probably be capped at 10 people to foster dialogue.

FINANCIAL CONSIDERATIONS FOR A SCENARIOS WORKSHOP:

The Scenarios Workshop benefitted from a generous amount of funding from the Real Estate Foundation of BC, enabling a workshop with three separate sites and allowing for professionals to travel from Washington State, a luxury that would not normally be possible. The expenses for the workshop came to \$7,000; however, a workshop could be done for significantly less.

The largest expenditure is for the technical experts – the average rate for an experienced technical professional is approximately \$1,500 for the day. Because there were three site leads, this expenditure was very high (although all site leads agreed to a lower than standard rate). Filming of the event was helpful for a community with so many part-time residents, but it is not necessary if the workshop is well documented in other ways. A reasonable amount of funding for a basic but robust scenarios workshop would be \$3,000 for the day.

FOLLOW-UP:

That the LPC consider supplying continued planning support to revise and refine the draft 'Landowners Guide to Protecting Shoreline Ecosystems'.

That the LPC consider offering financial support of \$1,000 for the graphic design and Trust-wide distribution of the 'Landowners Guide to Protecting Shoreline Ecosystems'.

ATTACHMENTS:

Attachment 1 – Scenarios Workshop Summary Report

Attachment 2 – Scenarios Workshop Site Profiles and Possible Solutions

Prepared By:

Aleksandra Brzozowski

Aleksandra Brzozowski,
Island Planner

October 28, 2014
Date

**Reviewed
By/Date:**

David Marlor
NAME

October 29, 2014
Date



GENERAL SUMMARY

In November 2013, the Local Planning Committee designated Thetis Local Trust Committee (LTC) as the focus area for Phase 4 of the Green Shores for Homes program, funded by the Real Estate Foundation. This final phase would be an activity to pilot the Green Shores for Homes approach on the ground, and discuss possible incentives to help introduce the Green Shores approach in the Islands Trust context.

Thetis LTC hosted a “Scenarios Workshop” on June 13, 2014 to explore three sites on Thetis Island dealing with different shoreline erosion situations. Each of the site groups were led by a technical professional with experience in Green Shores techniques.

Thirty five people attended the day-long session, including most local contractors, agency representatives from the Regional District and the Land Tenures Branch, local biologists and engineers, affected property owners, and real estate representation.

The day provided participants with a better understanding of the feasibility of pursuing softer shoreline approaches. Each site group designed pragmatic solutions that were ecologically sensitive and affordable.

When discussing incentives, many contractors and property owners said that individualized outreach and information particular to their site situation is a worthwhile incentive. A better understanding of “the right thing to do” and the process required to do it seemed to be a crucial obstacle to incentivize.

AGENDA FOR THE DAY

9:20 am – 9:50 am	<ul style="list-style-type: none">• Introductions
9:50 am – 10:30 am	<ul style="list-style-type: none">• Outline the basics of Green Shores approach• Update on Stewardship Centre for BC’s recent research on Green Shores approaches• Brief introduction to the scenarios
10:45 am – 1:00 pm	<ul style="list-style-type: none">• Break into groups for site visits• 3 concurrent working groups going over possible Green Shores options for one scenario• Groups can choose to stay on site, visit a second site, or return to Forbes Hall
1:00 pm – 2:00 pm	<ul style="list-style-type: none">• Each group presents possible solutions in plenary• Questions, input, and discussion from the plenary
2:00 pm – 2:30 pm	<ul style="list-style-type: none">• Questions and discussion about incentives for the industry to take up soft shore development approaches.

WORKSHOP GROUP LEADERS

Each of the sites was led by a technical professional with experience in Green Shores approaches to shorelines.

Brian Emmett (R.P.Bio., MSc) has twenty-five years of experience in coastal habitat and fisheries biology. He has participated on a number of innovative and alternative approaches to shore design including the rehabilitation of the Ross Bay shore in Victoria and shore protection designs for the Cordova Bay shoreline in Saanich. He is the project manager for the Green Shores Technical Team and a co-author of “Coastal Shore Stewardship” a publication in the SCBC Stewardship Series. He is Vice-President of Archipelago Marine Research Ltd, based out of Victoria, BC.

Jim Mitchell (P.Eng., MSc) has over twenty-six years of experience as a Professional Engineer providing engineering management and design for a broad range of civil, coastal and geotechnical engineering projects with a specialty in waterfront projects. He is the Principal for Emerald Sea Engineering, based out of Courtenay, BC.

Jim Johannessen (Licensed Eng. Geologist, MS) specializes in beach and estuarine assessment, mapping, and restoration design. He has developed beach nourishment, soft shore protection, integrated site management approaches, and other designs from initial concept through to final construction drawings in all Puget Sound and Straits counties. Most recently, he contributed to the *Marine Shoreline Design Guidelines* for the Government of Washington, developed to provide a comprehensive framework for site assessment and alternatives analysis to determine the need for shore protection and identify the technique that best suits the conditions at a given site. He is the President of Coastal Geological Services, based out of Bellingham, WA.

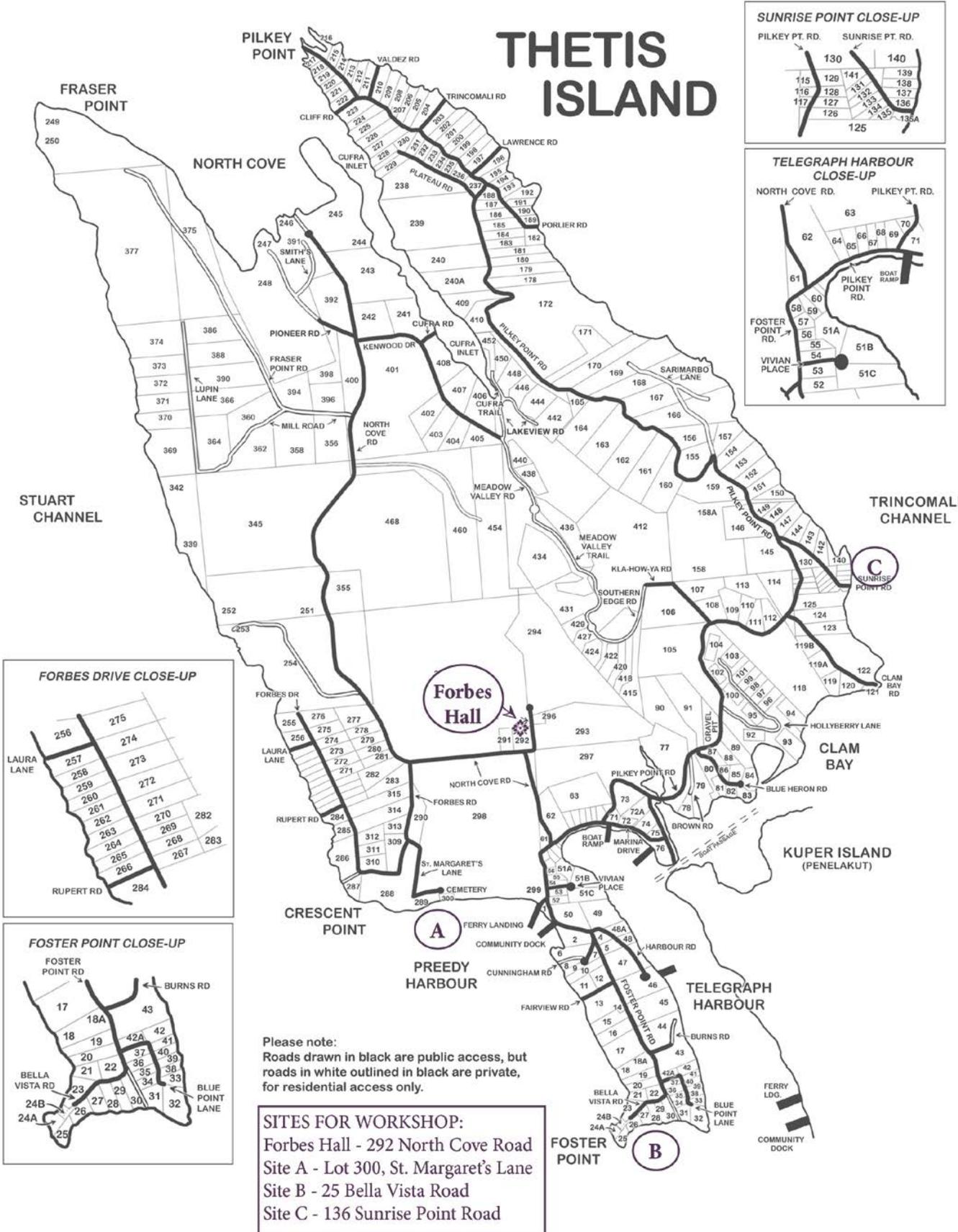
WORKSHOP PARTICIPANTS

Ernie Hunter (Thetis contractor)
Ian Ralston (Thetis contractor)
Art Hunter (Thetis contractor)
Steve Howard (Thetis contractor)
Ron Bannister (Thetis contractor)
Stephanie Cottell (local landscape knowledge)
Gordon Carncross (property owner of 25 Bella Vista)
Patrick Mooney (neighbour of 25 Bella Vista)
Tim Ballantyne (property owner of 137 Sunrise Point)
Suzanne Sarioglu (St Margaret's Cemetery)
Simone Luckham (St Margaret's Cemetery)
The Durbans (neighbours to St Margaret's Cemetery)
Deb Wilson (Realtor)
Rachelle Rondeau (CVRD staff)
Ann Kjerelf (CVRD staff)
Mark Harvey (Lands Office)
Ramona de Graaf (biologist)

Sarah Bonar (biologist from Aquaparian)
Chris Zamora (biologist from Aquaparian)
Ian Niamath (architect)
Ralf Kempe (Capernwray Bible Centre)
DG Blair (Stewardship Centre for BC)
Harriet Rueggeberg (Green Shores for Homes)
Brian Emmett (Consultant lead for Site A)
Jim Mitchell (Consultant lead for Site B)
Jim Johannessen (Consultant lead for Site C)
Trustee Sue French
Trustee Ken Hancock
Mike Richards (facilitator)
Andrew Stone (videographer)
Aleksandra Brzozowski (staff)
Kris Nichols (staff)
Sonja Zupanec (staff)
Kerry Thomson (staff)

WORKSHOP SITES

THETIS ISLAND



WORKSHOP DAY – MORNING SESSION

The workshop day began with a round of introductions for all participants, and two presentations on the practicalities of the Green Shores approach.

Brian Emmett, biologist and project lead for the Green Shores Technical Team, presented an introduction to Green Shores practices.

DG Blair of the Stewardship Centre for BC presented findings from a recently completed study comparing status quo shoreline works and soft shoreline approaches for various waterfront properties.

The key findings relevant for the workshop were those for waterfront single family lots. Hearing that long-term costs of softshore approaches proved to be lower than status quo works set the stage for a day of serious contemplation of Green Shores approaches.

Green Shores for Homes

How do we get homeowners from this...



...to something more like this?



AN EVALUATION OF ALTERNATE APPROACHES FOR ADAPTATION TO SEA LEVEL RISE

Case Example		Existing	Hard Alternative	Soft Alternative	Comment
1	Qualicum Beach	-7	-10	+8	The existing shoreline treatment was constructed in the 1960s.
2	Marr Creek Inter-tidal	-5	+3	+9	The existing shoreline treatment was constructed in the 1960s. The ongoing SPP, which is underway on the existing shoreline shows a net benefit.
3	Private Residence	+5	-4	0	The existing shoreline treatment was a cedar pile seawall

Case Example	Hard Alternative	Soft Alternative	Comment
1 Qualicum Beach	\$33,000/m	\$10,000 - \$14,000/m	Depending on choice of sand or gravel/pebble/cobble.
2 Marr Creek Inter-tidal	\$35,000/m	\$25,000/m	Assumes cost basis presented above. Does not include cost of maintaining dry high tide access on existing walkway. Does not include the sunk costs of existing rock features already on site.
3 Private Property	\$8000/m	\$4000/m	Does not include sunk cost of existing headland beach system



WORKSHOP DAY ON SITE A

A group of nine led by Brian Emmett toured the St. Margaret's Cemetery to learn more about the slumping and toe erosion issues facing the bank.

The processes at work have been slowly eroding the bank over 30 years, but it was decided on the tour that this wasn't brought about by clearing the cemetery lot, but rather natural processes. The drainage issues on the site (mainly because of the shallow glacier till soil type) should improve over the long term, however, to make sure the drainage runoff doesn't exacerbate the slumping.

The group agreed that the pathway close to the edge of the bank should be moved further up the property. The bank is not under imminent threat, so the biologist suggested a monitoring program be started to learn more about the actions happening at the toe of the bank.



These solutions will require a fair amount of volunteer labour and long-term consistency for the monitoring project but the members of the St. Margaret's Cemetery Society were grateful for the results of the visit. Five years earlier, the solution recommended had been riprap, and they were not keen on that solution.

SITE A GROUP

Representatives from St. Margaret's Cemetery Society
Couple who owns undeveloped waterfront property on west side

Long-time resident
Local contractor experienced in drainage

Planner from Cowichan Valley Regional District

Trustee Ken Hancock
Islands Trust Co-op Planner Kerry Thompson

Biologist Brian Emmett (group leader)



WORKSHOP DAY ON SITE B

A group of eight led by Jim Mitchell visited the fairly exposed southern bay on Foster Point, where one property owner was wondering what to do with a rock wall with some large armour rocks in the wall beginning to fail.

The first major conversation was about the beach. Biologist Chris Zamora explained why the gravel beach was so suitable for forage fish spawning habitat, and all agreed to see if it was possible that the nearshore up to the toe of the rock be left alone.

The owner said he wanted a long term option that was safe for his grandchildren and still allowed a foot path to the beach. Since the house is close to the shore, there isn't much room to work; however, this owner is open to the idea of removing his lower rock terrace, which offers up more room for a softer shoreline work.

Very quickly, the team agreed to limit the scope of the project to the central area outside the house, and reslope the existing rock wall over a gentler slope and add in finer materials and vegetation close to the toe.



The group also spent some time looking at a neighbouring property with a low seawall sufficiently far upland to not disturb natural processes, and in fact seemed to promote vegetation providing shade on the gravel beach, a desirable feature for forage fish spawning habitat. It was a good takeaway to learn that in the right situation, walls are not always the wrong approach if done right.

SITE B GROUP

- Property owner
- Neighbour to the east
- 2 local contractors
- Local Realtor
- Biologist
- Islands Trust Planner Kris Nichols
- Engineer Jim Mitchell (group leader)



The owner was impressed, though, by the cost savings the resloping option would offer. The consultant estimated a resloping would only cost 2/3rd of what a small seawall would cost. The owner shared the following in the afternoon: *"I have to say that when I started this, I wasn't thinking about the ecosystem. But what I heard today blew me away. That I am able to do something better, more eco-friendly, and cheaper - I was not expecting that. I'm really glad we went through this process."*

WORKSHOP DAY ON SITE C

A group of fifteen led by Jim Johannessen visited Sunrise Point, a pocket beach with low elevation properties experiencing slight flooding during winter storm surges.

With the group, Jim assessed the beach, the upland, and water below the high water mark to better understand the processes at play. The group decided that erosion wasn't a problem, but rather the low elevation of the properties could be addressed to prevent winter flooding.

A double berming process was their top solution, enhancing the fairly natural berm, and adding another berm was placed more landward on the property, creating a longer, 7:1 slope. After lunch, the group sat down at a nearby picnic table to sketch out cross-sections.



Other options were to build up the beach up over the long term, though the consultant didn't see a true need for that. The consultant did suggest that the interior lots consider raising the homes in future.

The group worked with the decision tree that the consultant created for the *Marine Shoreline Design Guidelines*. Jim stressed how transferrable the decision tree is and encouraged the local contractors to use it on other shoreline sites.

SITE C GROUP

Property Owner
4 local contractors
Local resident experienced in landscape design
2 local biologists
Local Architect
Planner from Cowichan Valley Regional District
Lands Officer, Crown Lands & Resources
Trustee Sue French
Islands Trust Planner Sonja Zupanec
Engineer Jim Johannessen (group leader)

WORKSHOP DAY – INCENTIVES SESSION

Following a reporting back session and discussion on the site solutions, the group discussed the idea of incentives, hoping to answer the question, “how can we help make the Green Shores approach happen?”

Notably, the incentives raised in the conversation spoke to more than financial incentives. A better understanding of “the right thing to do” and the process required to do it seemed to be a crucial obstacle to incentivize.



BUREAUCRATIC INCENTIVES

- Make the outline of processes clearer (eg. who signs off on what)
- Agreements for joint management for shorelines across multiple properties
- Ease the process of provincial approvals
- Facilitate continuity over years for waterfront properties.

HUMAN RESOURCE INCENTIVES

- Have a local GSFH “ambassador” sponsored by the GSFH program.
- Hire an ecological education officer to do outreach and education for residents
- Hire a technical ecologist or something similar to provide technical advice to residents

OUTREACH INCENTIVES

- Signage at the site for properties – educate the community by example
- Targeted Outreach and public workshops
- Able to sign up for a FREE site visit / assessment
- Get the sustainability guide and other resources out there!

EDUCATION INCENTIVES

- Case Studies with lessons learned and contacts for more information
- Property specific information for new owners
- Put documents about design on the website
- Provide ecological landscape design resources, maintaining natural vegetation
- Practical workshops with site visits
- Green Shores information program for youth (Camp Capernwray program?)
- Train local folks on green shores approaches

FINANCIAL INCENTIVES

- Tax incentives for maintaining the Green Shores approach
- NAPTEP possible for shorelines?
- Grants for projects
- Make the sites with potential priorities
- Support a soft shore project, educate on the work and lessons learned



Thetis Green Shores Scenarios Workshop

June 13, 2014

GREEN SHORES FOR HOMES SCENARIOS WORKSHOP ON THETIS ISLAND

SITE PROFILES AND POTENTIAL SOLUTIONS

Workshop generously funded by





SITE A – St Margaret’s Cemetery (Lot 300)

Thetis Island’s cemetery, St. Margaret’s Cemetery, is set above a high bank that overlooks a long pebble sand beach in Preedy Harbour.

Erosion is happening on the bank from the shore. As recommended, the caretakers from the St Margaret’s Cemetery (SMC) Society have taken measures to keep the bank stabilized by encouraging native plant growth and by keeping cleared away any debris that prevents that growth.

Areas in the cemetery and in the undeveloped area have water pooling especially during the winter months. The ditch at the back particularly needs help as the water does not move. The SMC Society is concerned that this pooling water is impacting the stability of the bank.

The SMC Society is currently planning the development of a green cemetery in the back of the cemetery site. They are using this opportunity to address their hydrology issues at the same time.

QUICK FACTS

The issues:

Drainage down the bank and undercutting erosion

Shoreline Type:

Pebble/Sand beach

Wave exposure: Low

General Sediment Direction:

Westward

Fetch: 0 - 5 km

Height of bank: ~15 feet

Vegetation at bank: Garry Oak, Arbutus, Nootka Rose, Salal

THE SITE

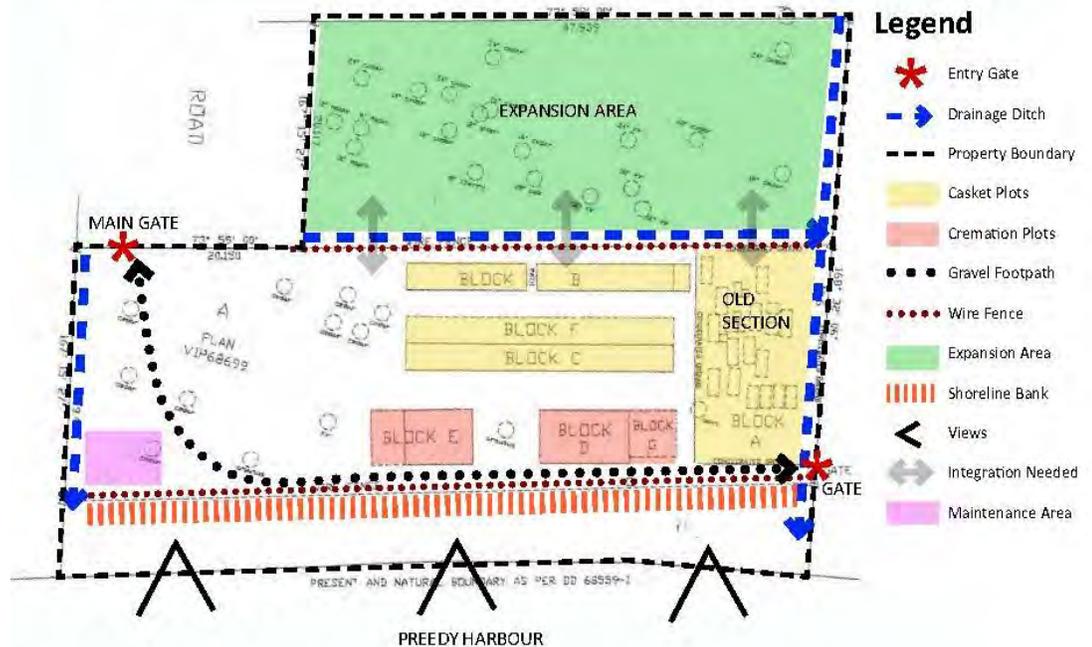
St. Margaret's Cemetery was established around 1919. The original cemetery is 0.5 acres in size and is laid out in conventional cemetery style. In 1999, the Torchbearers Capernwray Canada Society donated a parcel of land about 0.2 acres to St. Margaret's cemetery to be developed for future needs.

A site analysis (at right) was completed by Community Studio, a co-op design firm working with the SMC Society on a design concept for the cemetery expansion. Regarding bank erosion, the concept plan (at bottom right) features a plan to pull the existing path back from the top of bank and plant a row of low native shrubs to help stabilize the bank.

In terms of drainage, there are three ditches in place on the grounds: one down each side of the cemetery to the south and north, and the third running along the backside. As advised by geotechnical professionals, culverts have been installed and water flows pretty well off the two side ditches.

The drainage ditch running between the back of the original cemetery and the expansion area is a concern because water does not move well in it. The concept plan included installing a perforated pipe and filling the existing ditch with gravel but this is likely too expensive given material costs for construction (the SMC Society has limited funds).

Site Analysis



Concept Plan



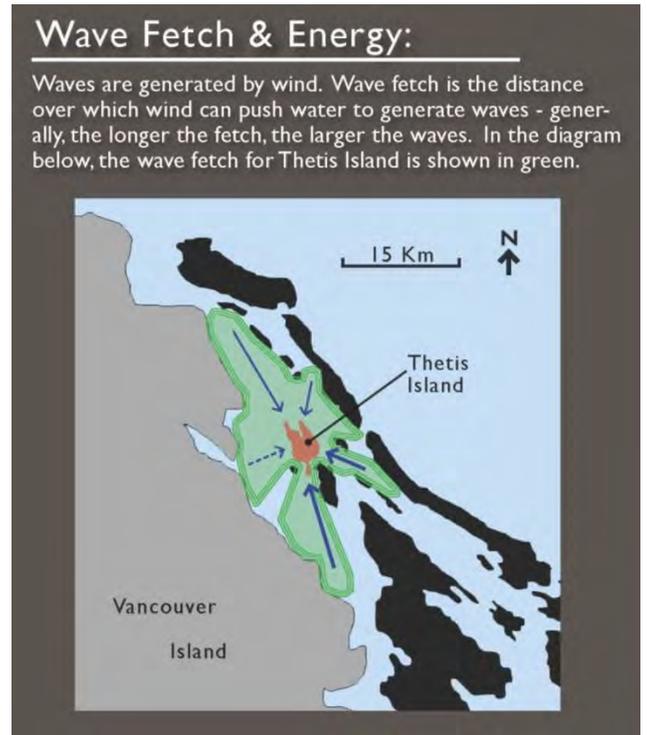
SHORELINE DETAILS

The beach that lies below the bank of the cemetery is a gravel and sand beach. These beaches are sensitive to sediment supply; they are dynamic beaches and often exhibit long-term storm cycles.

Sediment accretes (accumulates) on the beach, moving along westward from the south. The beach faces low wave exposure. (see 2011 Shoreline mapping data produced by Murdoch de Greeff Inc).

Recent eelgrass mapping shows continuous eelgrass in Preedy Harbour parallel to the beach. The beach has been assessed and does not have suitable forage fish spawning habitat, though it is noted as good potential for other marine life such as clams.

The map on the next page shows a compilation of shoreline information available for the site.



The beach below the cemetery, facing west.

Cemetery Property



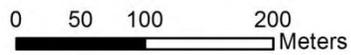
Forage Fish Habitat

-  Surf Smelt/
Pacific Sand Lance
-  Pacific Sand Lance
-  Surf Smelt
-  Not Habitat
-  Eelgrass Inventory (2012)
-  Bathymetric Contours

Shore Types

-  Rock Platform
-  Sand and Gravel Flat

Area of Interest



St. MARGARET'S CEMETERY
 THETIS ISLAND BC

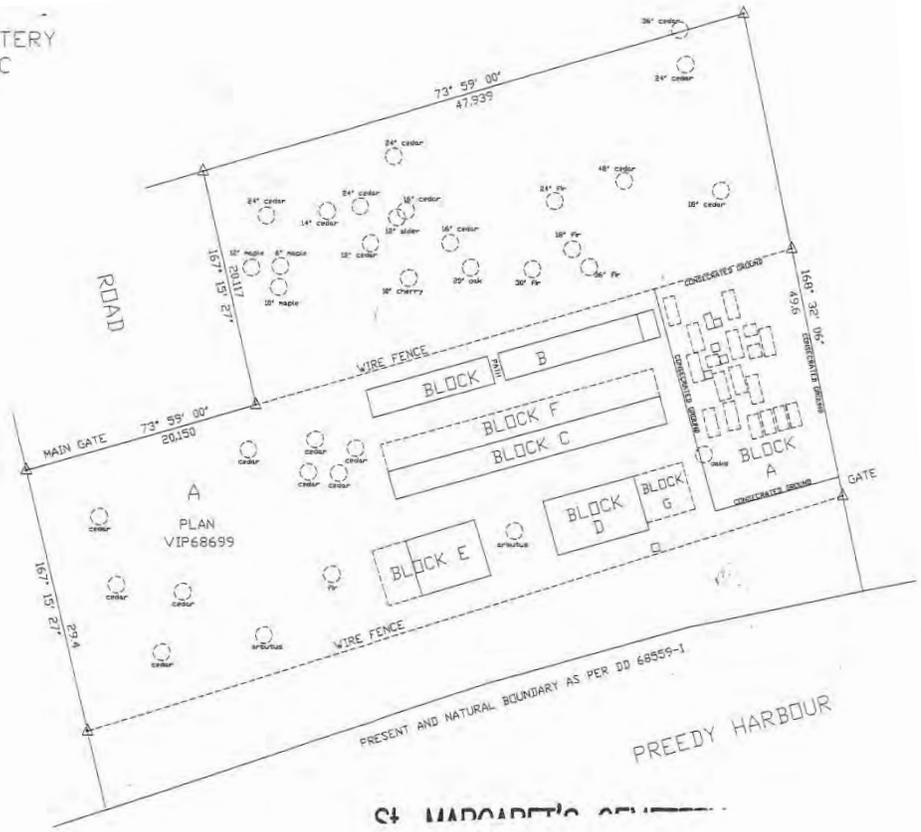
Scale = 1:250

LEGEND FOR OVERALL SITE
 All distances are in metres and decimals thereof.

- ▲ DENOTES TP FOUND
- DENOTES GRAVE SITE IN CONSECRATED AREA
- TREE TYPE AND DIAMETRE

LEGEND FOR BLOCK DETAIL

- DENOTES CREMATION PLOT
 0.6 metres X 0.6 metres
- DENOTES BURIAL PLOT
 1.2 metres X 2.4 metres



BOWERS & ASSOCIATES
 2856 CASWELL STREET
 CHEMAINUS, B.C. V0R 1K3
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 File #591

St. MARGARET'S CEMETERY





Currently, the main cemetery path runs along the top of the bank.



Drainage has been culverted on top of the bank to avoid further erosion to the bank.



Erosion is occurring at the toe of the bank, leaving vegetation roots exposed and an undercutting of the bank.



St Margaret's Cemetery WORKSHEET

Thetis Shoreline Scenarios Workshop – June 13, 2014

What is the challenge? What is the most critical issue?

Upland slumping (fence is moving, Garry Oak on north side of path is heaving)

Suspected that water drainage issues may be at least partially responsible.

Natural processes (winter storms)

Toe erosion

Upland Considerations (building siting, drainage)

The slumping is likely not due to the clearing on the site. Neighbours who are long-time residents estimate that 10-12 feet of bank has been lost since around 1980 along the shoreline.

The path does not help with the slumping issue.

Soil (glacial till) is shallow and bad for drainage which leads to pooling

- May be runoff concerns from beyond the property
- The ditches are not adequate for drainage

Shoreline Habitat Considerations:

Intertidal oyster lease

Eelgrass beds

Highly functional bank habitat, good vegetation. Microhabitats under the overhanging vegetation.

Wave energy considerations:

Southwest exposure, occasional bad storm from southwest in spring.

Protected from the West and North.

Ferry wake

POSSIBLE SOLUTION #1

- 1) Relocate path and naturalize area → plan for “buffer” for further erosion. Could relocate path to back of current site: bury and rebuild ditch to improve drainage, construct path on top
- 2) Address the drainage (interceptor drain at top of site, perhaps)
- 3) Monitor the toe erosion for seasonal dynamics and identifying active areas.
 - Intertidal beach survey
 - Photo documentation over seasons
 - Measurement of toe scour
 - Survey installed pins / pegs at the top of bank
 - Phasing (take care of the drainage first)
- 4) Establish a low-impact shore access OR prevent access up the bank.

Materials required:

- Drainage materials
- Vegetation
- Soils and fill
- “basic” surveying equipment

Relative Cost and Time to do this option:

- Lots of voluntary labour needed to put in pins, take photos, take measurements
- Consultants because we need more information (hydrology, landscaping)

Does this option require going below the high water mark? No.

What are the obstacles to success for this solution?

- Money
- Monitoring is only the first step
- A sustained effort is required

POSSIBLE SOLUTION #2

Giant beach nourishment?

Would need more information before considering this option.

Due to exposure, would need to bring in very large material or build a groyne to prevent the transport of stabilizing materials to adjacent properties or off the beach.

Materials Required:

- Large and heavy logs
- Lots of gravels
- Vegetation
- Rebar / structural materials

Relative Cost and Time to do this option:

Expensive.

Does this option require going below the high water mark?

Probably.

What are the obstacles to success for this solution?

- Need to incorporate entire beach, needs full neighbour cooperation
- Cost
- Oyster Lease

Consider more
"shore friendly"
beach access @
South end.

- Upland.
- Phase 1
 - Drainage Upgrade.
 - Set Path back from top of Bank
 - Decommission old bank & Revegetation
 - Phase 2
 - Fill & Regrade Site to avoid Pooling
 - Vegetation Planting with sites

Beach monitoring

Bank monitoring

- Beach Profiles 2-3 to mid tide
- Photos & mapping of toe scum area.
- Top of Bank by GPS or distance from bench mark.

- 2-4 m top of bank recession since 1980
- > 50% of toe of bank shows evidence of top erosion
- Bank fully vegetated, over steepened, evidence of tree slumping



SITE B - 25 Bella Vista (Lot 18, Plan 5327)

The situation at 25 Bella Vista Road is a rip rap wall that is beginning to erode, with rocks falling off the wall.

The property is on low lying land, showing particular vulnerability to sea level rise over the next 80 years. The property owner is concerned about protecting his property and worries that the current height of the wall will be insufficient in the future.

The property owner has plans to redevelop the house in the near future, but does not plan to change the house's siting in relation to the shore.

Three concrete walls have been installed on neighbouring properties to the east.

The owner anticipates that he will have to build a seawall similar to those of his neighbours. He hopes that whatever protection work he builds will do the following:

- Be strong enough to handle the increased tides and wave action
- Ensure that the property is safe from future sea level increases for the next XX years
- Compliment the neighboring walls
- Be aesthetically pleasing for an island home on the water.

QUICK FACTS

The issue:

Failing rip rap

Shoreline Type:

Pebble/Sand next to a rocky shore on the western point

Wave exposure: Medium

General Sediment

Direction: Northward from southeasterly storms

Fetch: approximately 20 km

Height of bank:

approximately 5 feet (1.5 metres)

Vegetation at bank:

None (Lawn)

HISTORY

Neighbours assume that the rip rap wall was put up in the early 1980s following a large storm that washed away a 40' long, 8' diameter log that had long served as a breakwater at the intersection of the beach and the sandstone cliffs on the west side.

The most recent large storm was in January 2012. The photo at right was taken by a neighbor to the east of 25 Bella Vista during this storm.



SHORELINE DETAILS

The beach at 25 Bella Vista is a pebble sand beach. Pebble sand beaches are sensitive to sediment supply; they are dynamic beaches and often exhibit long-term storm cycles.

Sediment accretes (accumulates) on the beach, moving from both the southeast as well as around from the southwest onto the shore. The beach faces medium wave exposure, the highest wave exposure on the southern part of Thetis Island (see 2011 Shoreline mapping data produced by Murdoch de Greeff Inc). This beach is the end of a drift cell.

Shoreline mapping identifies this area a low-lying area, with 0-4 metres in elevation above the existing Mean Sea Level. This means it is an area particularly vulnerable to Sea Level Rise. In addition to a rising high water mark, Sea Level Rise may also cause a softening of sediment shorelines over the upcoming decades.

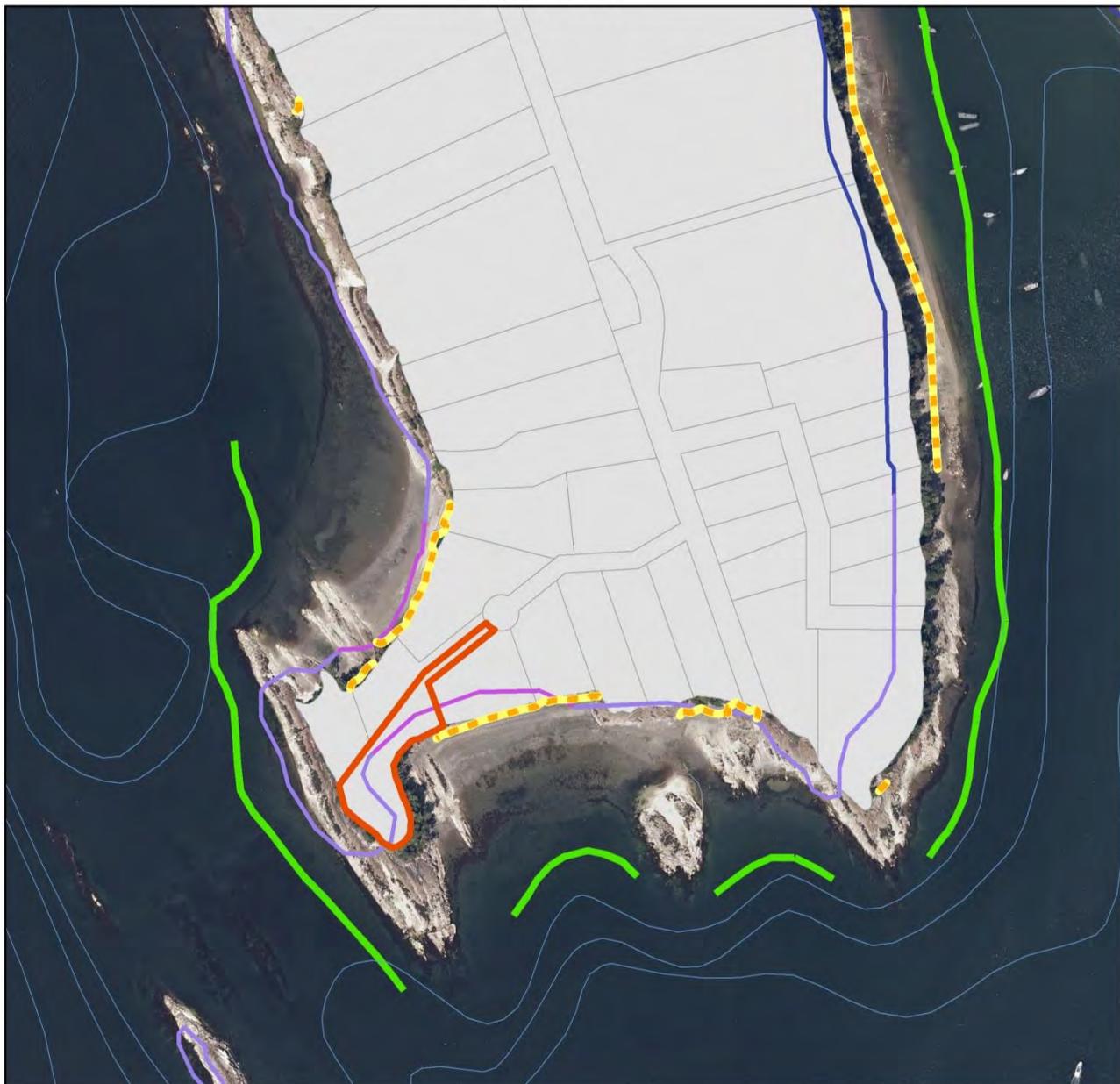
Recent forage fish and eelgrass mapping shows this area as important shoreline habitat. Biologists have noted this beach as good spawning habitat for Pacific Sand Lance and Surf Smelt.

Wave Fetch & Energy:

Waves are generated by wind. Wave fetch is the distance over which wind can push water to generate waves - generally, the longer the fetch, the larger the waves. In the diagram below, the wave fetch for Thetis Island is shown in green.



Foster Point

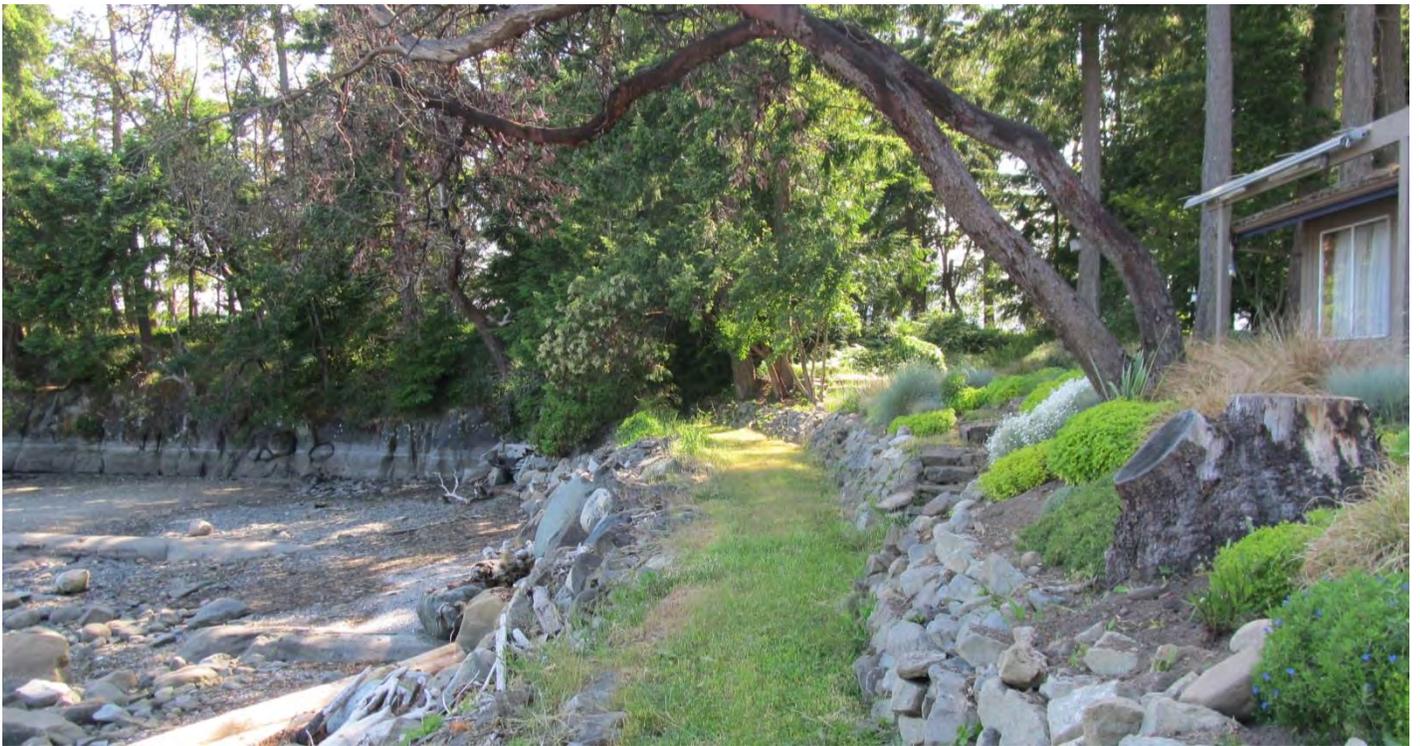


-  Sand Beach
-  Rock Platform
-  Sand and Gravel Flat
-  Eelgrass Inventory (2012)
-  Forage Fish
-  Bathymetric Contours

0 50 100 200
Meters

Area of Interest





Side profile of bank facing the rocky shoreline point to the west.



The rip rap wall facing east to the rest of the beach.

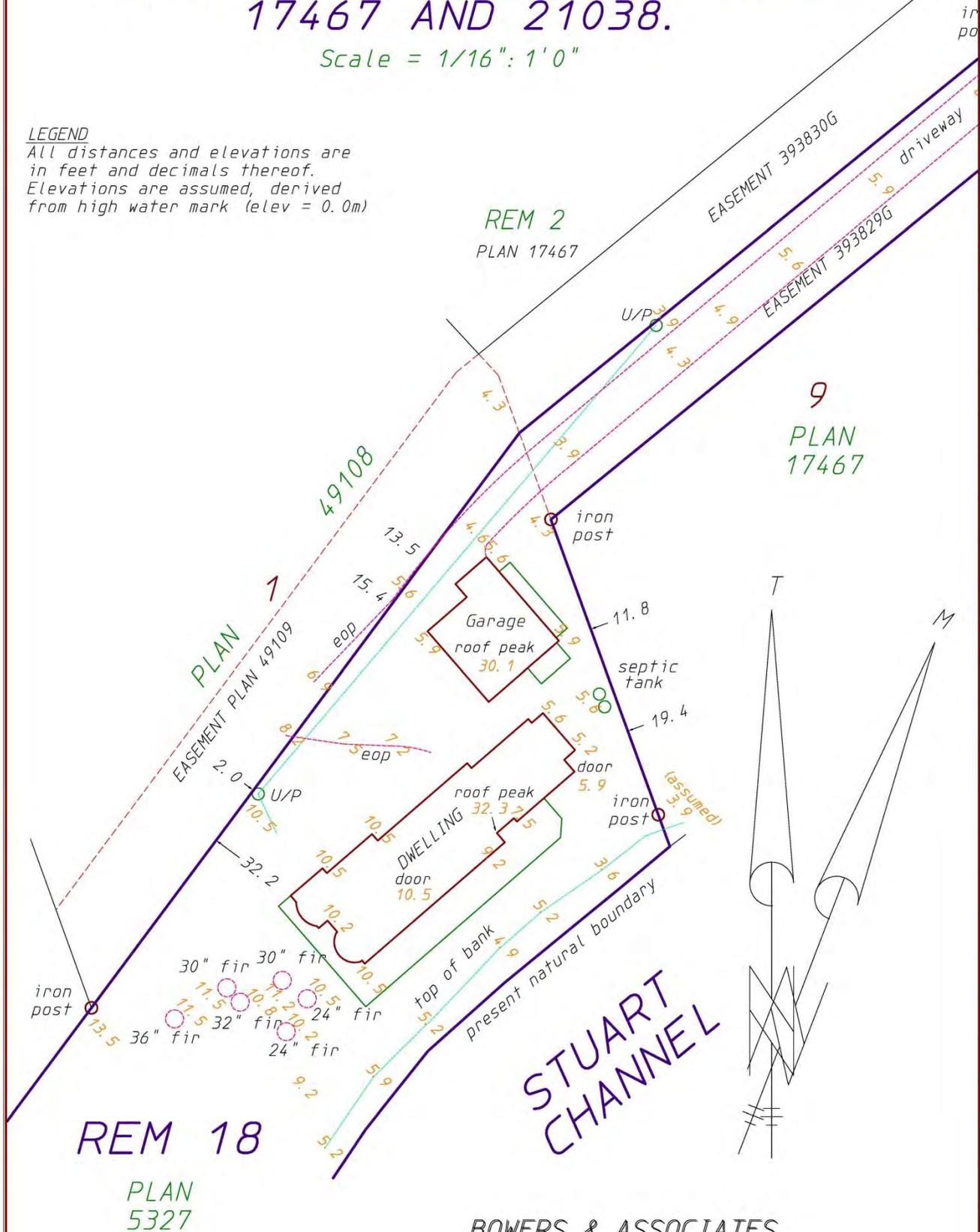
SKETCH PLAN OF TOPOGRAPHY OVER PART OF

LOT 18, DISTRICT LOT 1, THETIS ISLAND, COWICHAN DISTRICT, PLAN 5327, EXCEPT PART IN PLANS 17467 AND 21038.

Scale = 1/16":1'0"

LEGEND

All distances and elevations are in feet and decimals thereof.
Elevations are assumed, derived from high water mark (elev = 0.0m)



REM 18

PLAN 5327

BOWERS & ASSOCIATES

2856 CASWELL STREET,
CHEMAINUS, B. C., V0R 1K3
PHONE/FAX: 250-246-4928
File: 4762



Current materials on the beach in front of the property.



Beach at low tide.



25 Bella Vista (Foster Point) WORKSHEET Thetis Shoreline Scenarios Workshop – June 13, 2014

What is the challenge? What is the most critical issue?

- Failing rock wall due to extreme weather events over the past 10 years no erosion of bank noticed
- Rock wall built in 1983
- Limited yard between natural boundary (high water mark) and the existing house
- Sand lance habitat
- Barging materials to site
- Adjacent properties with cement seawalls may have added to the way the beach is

Upland Considerations (building siting, drainage)

- Not much yard between house and rock wall.
- Residence to be rebuilt in same location
- Natural boundary is at the toe of the existing
- Minor drainage issue with existing garden.
- Roof drainage should be directed away from the shoreline side of house
- If possible limited activity (new septic tank system installation, etc.) away from shoreline side of house

Shoreline Habitat Considerations:

- Eelgrass beds further out
- Exposed bedrock/sandstone outcrops on the foreshore
- 10% gradient beach
- Good habitat up to natural boundary for sand lance (sensitive marine species)

Wave energy considerations:

- End of drift/littoral cell
- Fetch is way out about 15 km and might have a worst case scenario of a 3 m wave which would end up as spray in the house
- Wave could impact rock wall as is seen from present failing

POSSIBLE SOLUTION #1

Do maintenance on the existing rock (riprap) wall, replace the existing cement ramp and gradually tie into edges of property (natural grade and adjacent cement wall)

- Gradual slope should be created from existing toe of rock wall (high water mark) to toe of rock garden (terrace) above existing walkway in a gradual slope (3-1 or less)
- Should be angular rock replacing the existing sandstone circular rock
- Initiate at the toe by burying large rocks in the ground to begin wall and gradually slope to garden terrace.
- Combination of large and small rock depending on location in the wall
- Add in dune grass, sand and gravel in between rocks
- Access to beach remains important so to use large rock slabs where the existing cement boat ramp is.



Materials required:

- Mid-size excavator
- Possibly reusing rocks
- Graded rocks – pea gravel on up
- Import clean sand and gravel
- Filter fabric
- Dune grass and other plantings
- Consultant(s)

Relative Cost and Time to do this option:

- Estimated about \$30k with extra 10-15% for consultant.
- About one week of excavator use and under a week to do plantings, etc. for a total of about 1.5 weeks.

Does this option require going below the high water mark?

Only slightly if at all as the wall will be constructed at (or just above) the high-water mark.

What are the obstacles to success for this solution?

- Tides
- Getting specific materials (i.e. rocks)
- Authorizations for agencies (i.e. DFO, FLRNO, Islands Trust, CVRD, etc.) as required.
- Additional work required on either end to connect the wall to existing infrastructure/natural rock wall.

POSSIBLE SOLUTION #2

To create a concrete retaining seawall as is done with adjoining property and further along the bay.

- It would be approximately 1 metre closer to the house location and therefore further from the high water mark
- Ability to maintain (if not increase) marine species habitat in front of wall along shoreline
- Not aesthetically pleasing for owner
- Wall will be built away from high water mark and therefore the wall should not have much of an impact or any on the foreshore.
- Ramp/access of some sort will be required for owner and boats.
- It would require moving of existing rock wall and finding a location for them.

Materials required:

- Quick set concrete
- Excavator to move rocks and machinery for cement (i.e. pump truck, etc).
- Consultant(s)
- Filter cloth, forms, rebar, etc.

Relative Cost and Time to do this option:

- Approximately \$45k and 3 weeks.

Does this option require going below the high water mark?

Should not go below high water mark other than to remove rocks. Wall will be built 1 m from high water mark.

What are the obstacles to success for this solution?

- Transportation of materials, cement etc.
- Digging that can be intrusive to the site
- Authorizations from agencies (i.e. DFO, FLRNO, Islands Trust, CVRD, etc.)

POSSIBLE SOLUTION #3

To do nothing.

There was no clear evidence of erosion to the wall other than from some storm events that may have knocked some rocks down.

- Wall has lasted about 35 years and likely could remain for some time in its current form. However, it is likely that it will become less and less over time with storm events.



SITE C – 136 Sunrise Point

The situation at 136 Sunrise Point, as well as 137 and 138 Sunrise Point, is a gradual erosion of the shoreline following king tides and other larger storm activity.

The properties at Sunrise Point are on low lying land, showing particular vulnerability to sea level rise over the next 80 years.

The property owners have tried a few various methods to

curb the erosion of their property, including placing logs and boulders near the high water mark. They are considering plantings, but are not sure what would be the best design solution for shoreline protection along the beach.

As part of this scenario, neighbouring properties 137 and 138 are also a focus. 137 Sunrise Point is a bare land lot that is planning for development soon.

QUICK FACTS

The issue:

Gradual yard erosion

Shoreline Type:

Sand Beach

Wave exposure: Low

General Sediment

Direction: Northward from southeast

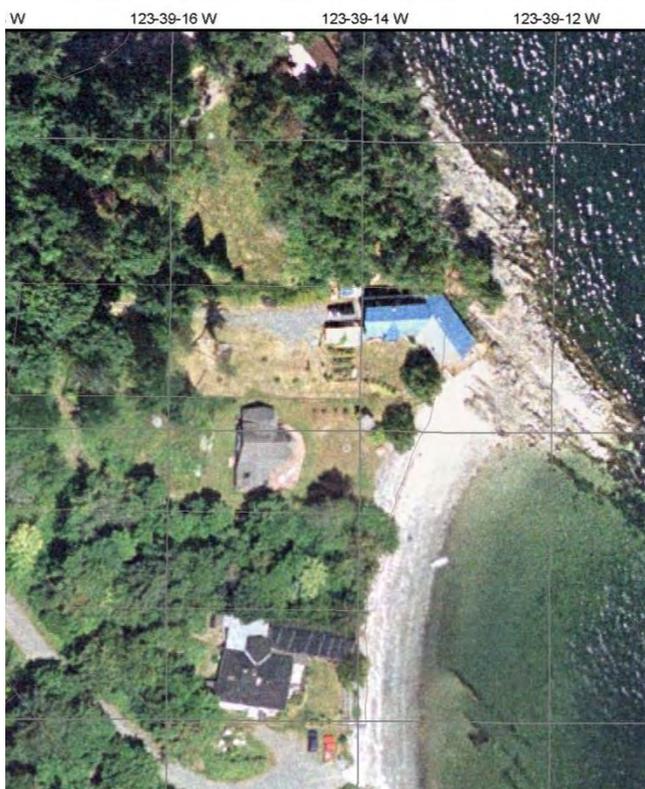
Fetch: 5-10 km

Height of bank: 0 – 0.5m

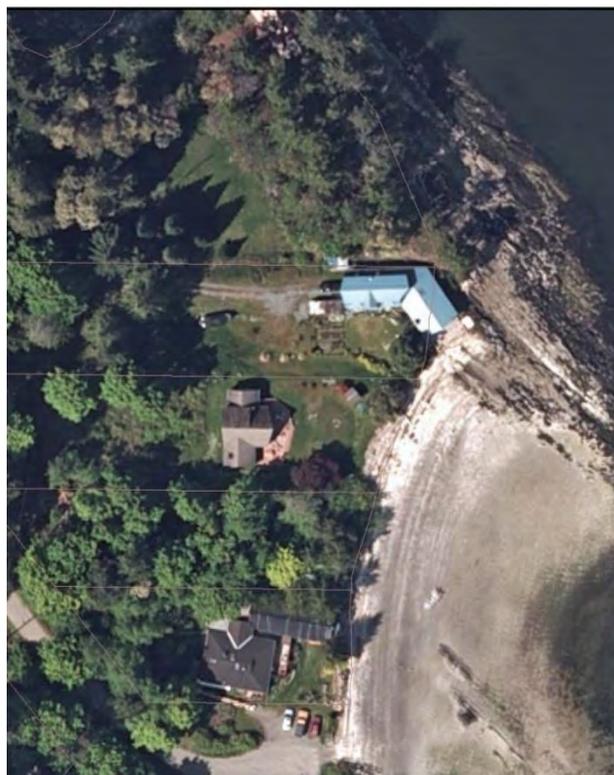
PROPERTY DETAILS AND PRESUMED HISTORY

The property at 136 Sunrise appears to have been developed in the 1970s. In the early 2000s, the property owners built a boathouse jutting out alongside the house, with a rampway for their boat. Lot 137 is a bare lot currently being developed. A topographical survey of Lot 137 is included in this site profile. Lot 138 was likely developed in the mid 1990s. On Lot 139, a 1975 orthographic photo shows what looks to be a cabin built pre-1975 including a stone seawall where the sea cliffs transition to sand beach. Lot 139 was further developed in the 1980s and the house and deck were built onto the seawall. The seawall was most recently inspected by a stonemason in 2012 and was deemed to be in good condition.

Sunrise Point 2007



Sunrise Point 2011



SHORELINE DETAILS

The beach at Sunrise Point is a sand beach. Sediment accretes (accumulates) on the beach, moving up from the southeast. Just north of the beach (starting at 139 Sunrise), the shoreline changes to Rock Cliff. The beach faces low wave exposure.

Sunrise Point is particularly low-lying, which means it is an area vulnerable to Sea Level Rise. In addition to a rising high water mark, Sea Level Rise may also cause a softening of sediment shorelines over the upcoming decades.

Recent forage fish mapping for Thetis Island identifies the beach at Sunrise Point as forage fish spawning habitat for Pacific Sand Lance and Surf Smelt. Eelgrass mapping shows areas of flat continuous eelgrass out in the Bay. The map on the next page shows a compilation of shoreline information available for the site.

Sunrise Point

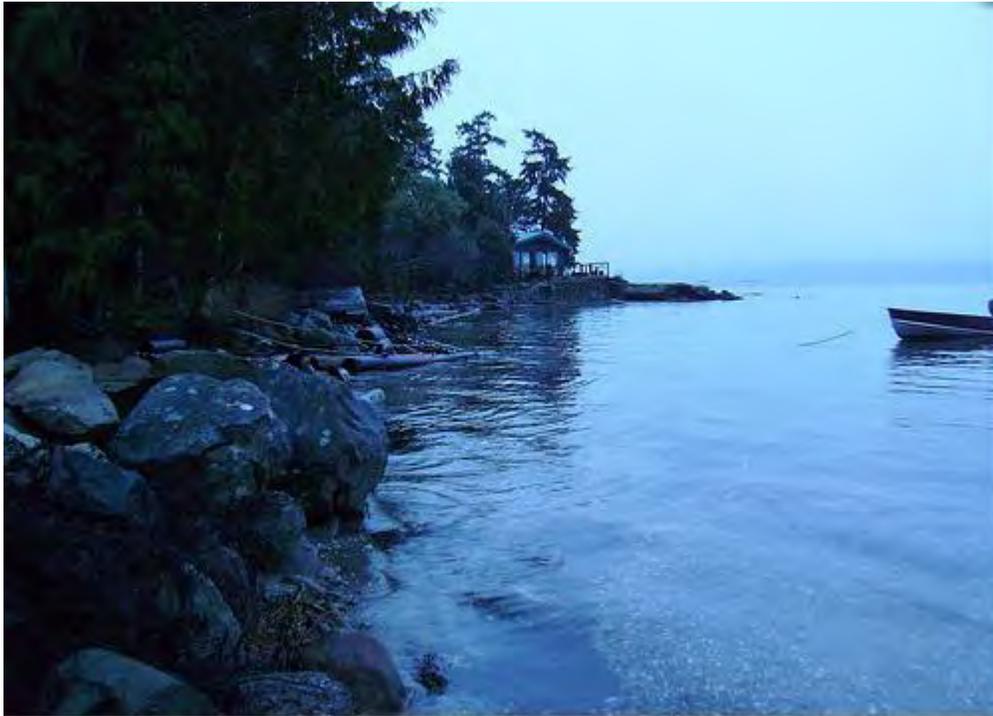


Forage Fish Habitat		Shore Types	
	Surf Smelt/ Pacific Sand Lance		Rock Platform
	Eelgrass Inventory (2012)		Sand Beach
	Bathymetric Contours		Rock Cliff
	Predominant Wave Energy		

0 50 100 200 Meters

Area of Interest

Thetis Island



**Sunrise Point
during a king
tide.**



**Sunrise Point
during low tide.**



LOT 136 has stacked boulders protecting the yard. There are trees at the north end of the property in front of the boathouse.



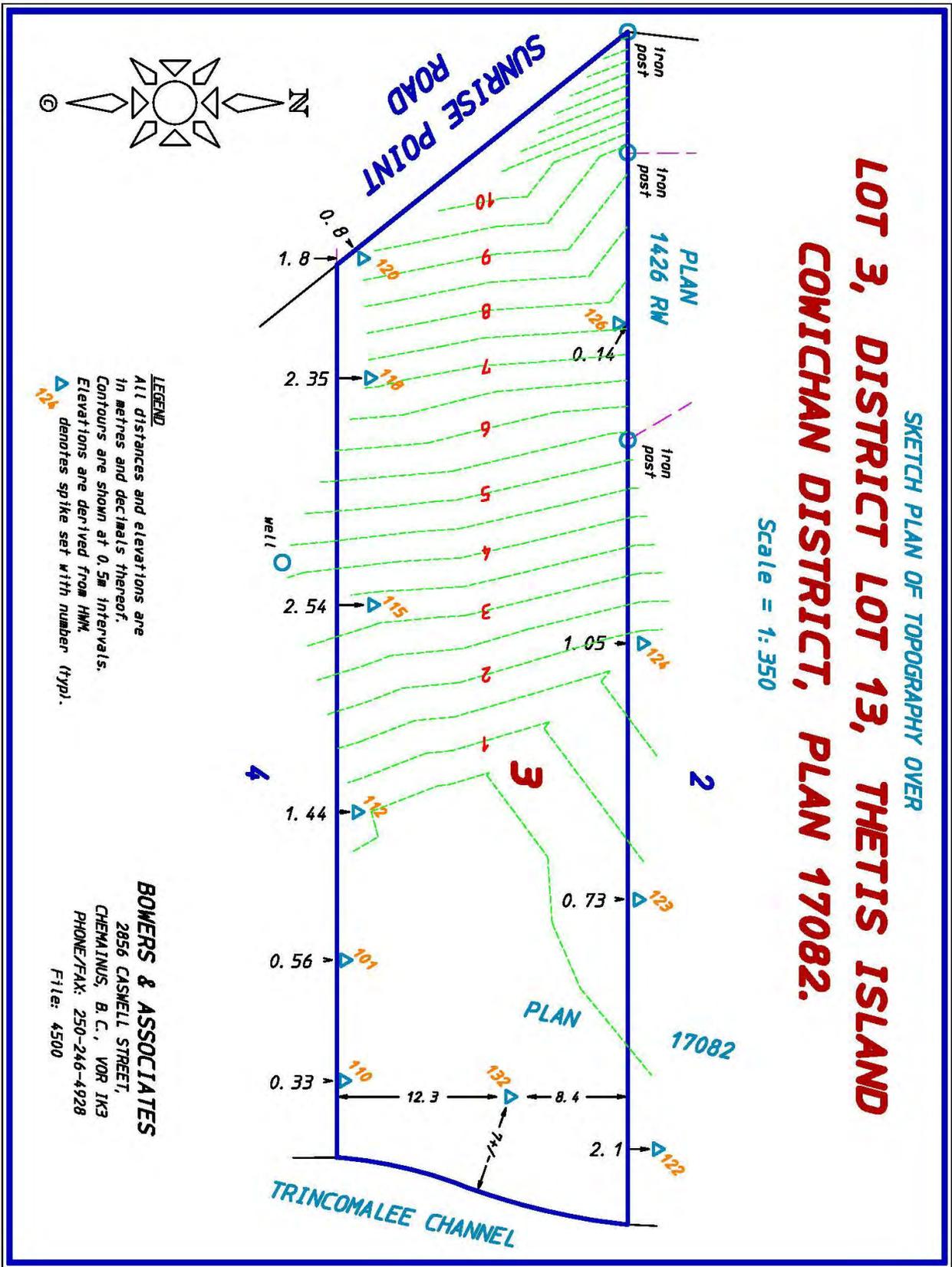
LOT 137 is being developed. Boulders and logs have been placed at the shoreline.



LOT 138 has a large lawn that runs up to the shore.
There looks to have been berming done at the shoreline.



LOT 139 only experiences erosion at the most southern part of the property.



A recent topographical sketch of LOT 137.



What is the challenge? What is the most critical issue?

Small properties and low elevation; concerned about projected Sea level Rise

Erosion on berm and loss of large woody debris

-intermittent flooding due to precipitation and storm surge

-coarsening sediment (cyclical in winter)

Upland Considerations (building siting, drainage)

Lots are fairly narrow and long, and all prefer to place homes, cottages, RVs, accessory buildings and septic fields down on the waterfront half of the lots, which are low in elevation.

Lower properties can be wet and are wetter in winter. Winter flooding upland due to poor drainage.

Many of the lots have been raised on the waterfront with fill.

Archaeological sites are noted around here, so that needs to be considered as well.

Shoreline Habitat Considerations:

This shore is spawning habitat for sand lance and surf smelt. Spawning is possible year round.

Lots of eelgrass just offshore.

Intermittent marine riparian vegetation – fir, cedar, other trees.

Wave energy considerations:

Exposed to SE winds for 3-5 km, but the wave energy is decreased by wave protection by sandstone islands and islets.

Intertidal rock ridges serve as natural “groynes”.

POSSIBLE SOLUTION #1

A double berm could be placed as noted on the sketch. The berm at the high water mark could be enhanced, and to address high energy storms and sea level rise, another berm could be placed further up the properties, creating a slope that would keep the water from topping the berm and flooding the low elevation yard.

To accompany the berming, beach nourishment and also shoreline vegetation.

Materials required:

- Drainage rock
- Stumps
- Dune grass

Relative Cost and Time to do this option:

Does this option require going below the high water mark?

No.

What are the obstacles to success for this solution?

- Neighbourhood cooperation
- Access

POSSIBLE SOLUTION #2

Build up the mid-intertidal area with large anchored rocks to encourage sand and gravel deposits. This would be better than rocking up the entire shoreline.

Also, raising the houses on Lots 137 and 138 could be an option over the long term.

Materials Required:

Relative Cost and Time to do this option:

Does this option require going below the high water mark?

What are the obstacles to success for this solution?



CHIEF ADMINISTRATIVE OFFICER 2014-2015 FOURTH QUARTER REPORT

Date: February 19, 2014

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<p>1. <u>TRUST COUNCIL & TRUSTEES</u></p> <ul style="list-style-type: none"> • Supervise all decisions and briefings to Trust Council • Supervise implementation of Trust Council decisions • Supervise quarterly meeting preparation <ul style="list-style-type: none"> ○ Council sessions – 2 <i>in camera</i> sessions, First Nations session, Strategic Planning session, Intro. to Community Planning session • Strategic planning – EC approval of process • Advice to trustees re conflict of interest and bias • Input into Financial Planning Committee agenda items and budget planning • Liaison with MCSCD re Islands Trust Impact Assessment study <ul style="list-style-type: none"> ○ Briefings for FPC and Council sessions ○ Convey FPC comments to consultant 	<ul style="list-style-type: none"> • Supervise implementation of Council decisions • Supervise quarterly meeting preparation <ul style="list-style-type: none"> ○ RFDs and briefings • Strategic planning – consultation with LTCs, Council Committees, Bowen Island Municipality and TFB; preparation of briefings and session for TC in June • Prepare for TC sessions in June • Liaison re MCSCD re Islands Trust Impact Assessment study <ul style="list-style-type: none"> - Staff sessions - Public release communications - Consideration of further strategy development
<p>2. <u>EXECUTIVE COMMITTEE</u></p> <ul style="list-style-type: none"> • Supervise tri-weekly meeting preparation • Supervise implementation of EC decisions • EC member orientation – preparation of toolkits, introduction to policies, etc. • Litigation defence management (3 active files) • Administrative Fairness Complaints (no new complaints this quarter) • Liaison re Ombudsperson files (no new complaints this quarter) • Participate in staff working group re improvements to policy development and implementation 	<ul style="list-style-type: none"> • Supervise tri-weekly meeting preparation • Supervise implementation of EC decisions • Litigation defence management (3 active files) • On-going orientation, as needed/requested • Arrangements for meeting with ADM of MCSCD
<p>3. <u>EXECUTIVE SERVICES UNIT</u></p> <ul style="list-style-type: none"> • Staff performance reviews and plans (partial) • Strategy for coverage of Executive Coordinator duties • Assume responsibilities for Executive Coordinator duties • Unit budget forecasts for 2015-16 	<ul style="list-style-type: none"> • Complete staff performance reviews and plans • On-going coverage and return-to-work planning for Executive Coordinator (TBD)
<p>4. <u>EXTERNAL LIAISON</u></p> <ul style="list-style-type: none"> • Local Government Leadership Academy – newly-elected officials orientation 	<ul style="list-style-type: none"> • AVICC, workshop re ferry issues

5. MANAGEMENT TEAM

- Bi-weekly management coordination meetings
- Monthly meetings of leadership group
- Professional Development:
 - Legal Seminar, Annual CAO forum
 - Local Government Leadership Academy (Attendance with EC, and faculty for Community Planning session for Electoral Area Directors)

- Bi-weekly management coordination meetings
- Monthly meetings of leadership group
- Professional Development:
 - PIBC conference,
 - Member - PIBC Professional Practices Review Committee



EXECUTIVE COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: February 19, 2015

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

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

Top Priorities

- **Facilitate Trust Council Strategic Planning Process (LA)**
- **Provincial Assessment of Impact on Islands Trust (re potential SSI incorporation) (LA)**
- Seek legislative change regarding TFB name change (LA)

Planned

- Improve policy development program (LA/CT)

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

Top Priorities

- **BC Ferries Advocacy (LG/CF)**
- **Crown land agreements review (LG/DM/TPC)**

Planned

- **Oil Spill and Shipping Safety advocacy (LG/CF)**

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

- Local Government Leadership Academy – initial introductions to elected officials from other local government and some provincial reps
- Meeting with BC Ferry Commissioner (PL)

Planned

- Introductory meeting with ADM of Community, Sport and Cultural Development (2015)
- Further meetings re BC Ferries with RD Chairs (GG)

Linda Adams
Chief Administrative Officer

Peter Luckham
Chair



Islands Trust Council **Advisory Committees** **Membership - 2014-2018***

Feb. 23, 2015

Trust Council Chair Peter Luckham recommends the following trustees to Council committees, in accordance with s. 1.2 of Trust Council Policy 2.3.i. That policy indicates that, for these appointments to be final, they should be ratified by Trust Council.

Recommended resolution:

That the Islands Trust Council ratify Council advisory committee appointments as indicated on the document entitled 'Islands Trust Council Advisory Committees Membership - 2014-2018', dated February 23, 2015.

Financial Planning Committee (FPC)¹

1. Laura Busheikin, Denman (EC Rep)
2. George Grams, Salt Spring (EC Rep)
3. Peter Luckham, Thetis (EC Rep)
4. Susan Morrison, Lasqueti (EC Rep)
5. Derek Masselink (TPC rep)²
6. Paul Brent (LPC rep)³
7. Derek Atha (TFB rep)⁴
8. Peter Grove, Salt Spring (Chair)
9. George Harris, Galiano
10. Alison Morse, Bowen (Vice Chair)

Local Planning Committee (LPC)

1. Alex Allen, Hornby
2. Paul Brent, Saturna (Chair)
3. Laura Busheikin, Denman (EC Rep)
4. Tony Law, Hornby
5. Peter Luckham, Thetis (ex officio)⁵
6. Melanie Mamoser, Gabriola (Vice-Chair)
7. Lee Middleton, Saturna
8. Tim Peterson, Lasqueti
9. Sandy Pottle, Galiano
10. Wendy Scholefield, S. Pender

Trust Programs Committee (TPC)

1. David Critchley, Denman
2. Brian Crumblehulme, Mayne (Vice Chair)
3. Sue Ellen Fast, Bowen
4. George Grams, Salt Spring (EC Rep)
5. Tony Law, Hornby⁶
6. Peter Luckham, Thetis (ex officio)
7. Derek Masselink, N. Pender (Chair)
8. Bruce McConchie, S. Pender
9. Heather Nicholas, Gabriola
10. Dan Rogers, Gambier

¹ Trust Council policy limits FPC membership to 10 seats and includes representatives from the Local Planning Committee, Trust Programs Committee, Financial Planning Committee, Trust Fund Board, all Executive Committee members and 'three other trustees'. The Chair of FPC is to be elected by FPC members from amongst the 'three other trustees' – i.e. those in positions 8, 9 and 10 noted above. (see Trust Council Policy 2.3.iii; s. C.1 - Financial Planning Committee Terms of Reference).

² 'The Chair (or an) appointee' from the Trust Programs Committee (see TC Policy 2.3.iii; s. C.1)

³ 'The Chair (or an) appointee' from the Local Planning Committee (see TC Policy 2.3.iii; s. C.1)

⁴ 'A member chosen by the Trust Fund Board' (see TC Policy 2.3.iii; s. C.1)

⁵ The Islands Trust Council Chair is an ex officio (non-voting) member of the Local Planning and Trust Programs committees (see TC Policy 2.3.i; s.1.3)

⁶ TPC is responsible for maintaining a liaison with the TFB (see TC Policy 2.3.iv; s. 1.7)

asked to focus on recommending priority objectives, but could also identify potential strategies for achieving those objectives.

- All input from Council committees will be collated to develop a preliminary list of priority objectives and strategies for the coming term for Trust Council to consider.
- From June through September, further work will be done to identify what types of strategies and associated actions should be used to reach Council's priority objectives, given current staff and resources. Budgetary needs, timelines and success measures would also be identified. Once this process has been completed, Council will be asked in September to adopt a Strategic Plan for the 2014-2018 term.
- Once adopted, Council's Strategic Plan influences decisions about future budgets, work program priorities, staffing and training.

ATTACHMENT(S):

- A. Trust Council December 2014 – Comments from trustee roundtable to identify initial priorities for the 2014-2018 term.
 - B. Advice to Incoming Council – Comments from out-going Trust Council members in September 2014.
 - C. Islands Trust Strategic Planning Process and Flowchart – 2014 – 2018
-

AVAILABLE OPTIONS:

- Identify priority objectives for the 2014-2018 term

FOLLOW-UP:

- Council Committees, LTCs, Trust Fund Board and Bowen Island Municipality to identify potential priority objectives and strategies for the 2014-2018 term (Mar-June)
- Trust Council to confirm priority objectives (June 2015)
- Executive Committee and management team to further identify strategies, actions, timelines and success measures related to the priority objectives that Council has identified (June-Aug 2015)
- Executive Committee to prepare a draft Strategic Plan (June-Aug 2015)
- Council Committees to review and comment on draft Strategic Plan (Aug 2015)
- Council to review and adopt Strategic Plan for 2014-2018 term (Sept 2015)
- Management to implement Strategic Plan for remainder of fiscal year (on-going)
- Executive Committee to report on progress in achieving strategic objectives (quarterly)
- Council to review progress, make adjustments and consider changes to resources and strategies as necessary to achieve objectives (quarterly)

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: Executive Committee – Feb 4 and 25, 2015
Director, Local Planning Services
Director, Trust Area Services
Director, Administrative Services

Strategic Planning - General Framework



Strategic Planning -- Explanation of Terms

Strategic Plan

- A high level plan that outlines an organization's mission and key objectives for the medium to long term, and sets out strategies for achieving the goals and objectives.
- Typically, a strategic plan covers a three to ten-year timeframe. In the case of the Trust Council, it has undertaken strategic planning exercises that correspond to a term of office (three years – now changed to four as of 2014), with some on-going strategies and actions that have carried on between terms.

Mission (Object)

- A broad statement of what an organization does, why it does it and who it does it for. In the case of the Islands Trust, its 'mission' is its 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."*

Goal

- A general statement of desired results to be achieved over an unspecified period of time. A goal should answer the question of 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, the current plan includes the three goals from the Islands Trust Policy Statement and a fourth that responds to the statement in the object about working in cooperation with others.

Objective

- A more precise statement of specific results to be achieved over a specified time.
- Like goals, objectives should focus on 'what' needs to be achieved, rather than 'how' to achieve it.
- For the purposes of Trust Council's current strategic planning exercise, Council has previously identified some potential objectives that have been grouped according to four goals and are related to objectives identified in the Islands Trust Policy Statement
- Typically, a local government should have between **seven** and **twelve** objectives at any one time.
- While an organization's mission and goals may remain relatively constant, objectives may change more frequently as some objectives are achieved, new ones emerge and priorities change.
- For the purposes of Trust Council's current strategic planning exercise, some potential objectives have been identified without particular time frames. As discussions continue, the number of objectives should be reduced and each objective should be made more specific both in terms of what is to be achieved and when.

Strategy

- The actions that describe how objectives are to be achieved. Strategies are made up of a set or group of activities. As opposed to goals and objectives, strategies focus on 'how' to achieve things.

Activities

- The actions, steps, projects or initiatives undertaken by an organization to carry out a strategy. This is the more detailed 'break-down' of a strategy, indicating if certain activities need to take place first, before others can be undertaken.

Measurement

- A process of assessing progress in achieving objectives.

Summary

Islands Trust Council's December 3, 2014 'What's Important' Roundtable Notes

On December 3, 2014 the Islands Trust Council held a 'What's Important' roundtable discussion to discuss opportunities and challenges facing their communities, and to begin an informal inventory of issues that trustees believe the Islands Trust Council should address in the 2014-2018 term.

Linda Adams, Chief Administrative Officer, introduced the session by suggesting trustees to consider topics such as current priorities, emerging and neglected issues, gaps in best practices, organizational challenges, and public perception.

This summary includes only those points raised that could contribute to the development of the 2015-2018 Strategic Plan.

Trustee Sandy Pottle - Galiano

- Would prefer younger more affordable community with more home-based business.
- Wants to make sure the Islands Trust is promoted more widely in a way that gives a feeling of ownership and participation so that when we design bylaws they are well thought out and acceptable to majority of people.
- Sees current good balance between development and conservation.

Trustee Brian Crumblehulme - Mayne

- Developing respect on a larger level, collaboration with other organizations, regional and beyond – most want to work with the Islands Trust. Can advocate with other organizations on issues beyond our mandate.
- Optimistic about what can be accomplished on the local level and at the Council level.
- Channel information on a collective level.

Trustee Lee Middleton – Saturna

- Wants a community where younger people are welcome, but not at expense of Islands Trust mandate.
- Would like to see attention to better communication around land use planning issues.
- Would like the Trust to try other methods like open forums outside trust proceedings, etc. Economy on the island is priority for people.
- Wants to look how to blend ecology and economy. The ecology is the economic driver and is the value of living there.
- Would like to explore how to support a transition to an local economy that does not rely on tourism so much. (e.g. wifi on the islands is opportunity for people to work from home

and a viable way to increase permanent membership in community that will allow younger people to come and find a home).

- Wants to pursue the NMCA as much as possible given it is stalled. Promoting the NMCA is one way to support the value of living in a harmonious way with nature.
- Concerned about light pollution from Delta Port berths 4 & 5 for the mainland-facing shorelines of Mayne, Galiano, and Saturna - modern lighting technology can diminish the affects of the lights.

Trustee Wendy Scholefield – South Pender

- Concerned that Executive Committee and staff not listening to trustees
- Concerned Islands Trust image is at the lowest ebb she has ever seen.
- Concerned that Islands Trust values control and command more than preserve and protect.
- Concerned about the Islands Trust image, whether it offers value for money and whether we need to keep it
- Wants to do something at the local level to let people speak and be heard.
- Concerned about it is becoming about persevering and protecting Islands Trust as an organization. Need better coordination of levels of govt.
- Concerned that application processes are not coordinated and there is a perception the Trust is putting hurdles in the way.
- Wants a smoother process for land use applicants to follow.
- Support local autonomy / decision-making.

Trustee Kate-Louise Stamford – Gambier

- Concerned with woodlot logging proposal for Gambier Islands Trust
- Pleased that Trust Council has added the updating of protocol agreements with the Ministry of Forests, Lands and Natural Resource Operations to the Strategic Plan. Wants the Ministry of Forests, Lands and Natural Resource Operations protocol agreement worked on before the next strategic plan is in place.
- Wants a focus on how to work with First Nations, as they are becoming the movers and shakers on Gambier and other islands.
- This term Gambier Island hopes to become compliant with the Riparian Area Regulation – 90+ watersheds down to 10.
- Sees biggest issue for Howe Sound is re-industrialisation of Howe Sound as big proposals on the table
- Concerned about the Gambier Island Local Trust Committee's meeting challenges (e.g electronic participation by Chair restricted to cell phone due lack of broadband)
- Concerned about public perception of the Islands Trust
- Sees a need to continue to build the importance of the Trust in the area.
- Wants more effective communications to promote in what we do in a marketable way.

Trustee Dan Rogers – Gambier (Keats)

- Interested in motivating islanders to get interested in how to protect private land used for recreation.
- Values advocacy in Howe Sound for off-island projects that impact the Islands (e.g. proposal to have LNG ships travelling past Bowen and Keats Islands). Howe Sound has gone through a tremendous regeneration of marine life and development pressures threaten this recovery.

Trustee George Grams, Salt Spring

- Wants to show communities how the Islands Trust supports them in order to build respect and regard for the Trust.
- Wants to continue supporting the SSI Water Protection Authority – coordinated management of watersheds on the island.
- Wants to undertake review of possibilities regarding tailored building code for southern gulf islands. Can do this through SSIWPA by looking at rainwater collection and recycling as part of building code. .
- Sees needs for review of industrial land on Salt Spring Island to determine if the zoning is appropriate and appropriate for the IT mandate.
- Sees need for more integrated governance –work close with other agencies, on island communities, and have been fortunate that this Council has granted SSI LTC some powers to deal with issues. The more we can integrate our governance and be effective under the current system. The absence of coordinated governance is a cornerstone for those who want incorporation, so the more we coordinate, we most we remove the justifications for incorporation.
- Supports more integrated governance with other agencies.

Trustee Peter Grove, Salt Spring

- Wants to see Salt Spring Island initiatives continued (e.g. SSIWPA, review of industrial land, more integrated governance, long term sustainability plan)
- Wants to see Ganges planning work proceed.
- Supports proceeding with a review of the Policy Statement.

Trustee Peter Luckham ,Thetis

- Looking forward to implementing the OCP for the Thetis associated islands.
- Riparian Area Regulation bylaw work will need to continue.
- Want to open door to economic development with RD.
- Interested in seniors housing.
- Wants to improve engagement with communities through more open communications and dialogue.

Trustee Alex Allen, Hornby

- Hopes the Islands Trust continues with marine advocacy and does more than write letters.

Trustee Tony Law, Hornby

- Wants more advocacy, with more communications follow-up.
- Would like to see the website improved to reflect the beauty of the islands/ success of Islands Trust.
- Supports the Islands Trust playing coordinating role to bring agencies together to support the mandate.

Trustee Paul Brent, Saturna

- Committed to working with MLA and Regional District representatives to address concerns about island demographics - 60% of owners live off island and median age is 63 years old.
- Supports the Islands Trust adopting ideas and different ways of doing things from other organizations, and thinking outside the box.

Trustee Melanie Mamoser, Gabriola

- Was pushed to run but has fun with planning. Mudge all candidates meeting asked for an LTC meeting to be hosted there. Maybe someone from Mudge could run. We have more in common with each other than we do – need more marketing of the Islands Trust. Engage the community better. Working with community groups. Bridge issue was and still could be huge.
- Likes the idea of better marketing the Islands Trust and improving engagement with communities outside of local trust committee meetings.
- Plans to look at other islands' affordable housing to see what Gabriola can do. Stewardship - look to draw on resources at the community level.
- Concerned about study of possible bridge to Gabriola Island that would go through Mudge Island.

Trustee Heather Nicholas, Gabriola

- Very interested in Islands Trust advocacy
- Concerned with sustainability, and a strong and diverse local economy
- Sees need to steward the local economy.
- Sees need to be proactive to manage Gabriola Island village core process.
- Concerned about island access, affordable housing, food security, and local agriculture.

Trustee Ken Hunter, Thetis

- Protect environment not at expense of private property rights, more transparency, improve disclosure and more direct dialogue.
- Supports petitioning the provincial government to pay fair share of the Islands Trust budget for the good of the people of the province.
- Supporting spending less on big picture that are covered by other layers of government - less duplication of services.
- Concerned that people don't go to the meetings because there is no chance for participation.
- Supports more direct participation by people.

Trustee Susan Morrison, Lasqueti

- Want to finish Riparian Area Regulation bylaw on Lasqueti
- Wants to do something with shoreline protection on Lasqueti using new forage fish mapping
- Supports improving communication about what Islands Trust does and can do / encourage voluntary stewardship.
- Supports continued advocacy for protection of the Salish Sea.
- Want to see engagement with First Nations.

Trustee Alison Morse, Bowen

- Wants a positive relationship between the Islands Trust and Bowen Island Municipality.
- Concerned about BC Ferries and derelict vessel issues
- Concerned the success of the Trust Fund Board is creating a financial burden.
- Supporting of seeking provincial funding for the Trust Fund Board
- Wants the Islands Trust Council's Strategic Plan to be more focussed.
- Supports Howe Sound Management Plan
- Supports focus on First Nations will need focus
- Wants to work on housing balance of housing on Bowen Island and open communications

Trustee David Critchley, Denman

- Concerned about aquaculture
- Concerned about renewed application by Raven Coal to build a coal mining operation on Vancouver Island that could contaminate Baynes Sound.
- Supports advocacy for marine issues that may be outside jurisdiction of the Islands Trust.
- Interested in First Nations relations.

Trustee Diane Barber, North Pender

- Concerned with waste management and short term vacation rental issues.
- Concerned with stagnant economy.
- Supports getting people together
- What can we do to get people together to North Pender Island a better place to be.

Trustee Jeanine Dodds, Mayne

- Concerned about fallow deer a big problem
- Riparian Area Regulations bylaw still needs to be done.
- Supports engagement that makes sure everybody understands issues before making decisions.

Trustee Laura Busheikin, Denman

- Supports looking at communications and how Islands Trust communicates with the public and other agencies locally and Trust wide.
- Considers First Nations relations imperative to be involved in.
- Balancing ways we can support economy health with our mandate.
- Supports balancing economic health and Islands Trust mandate.

Trustee Derek Masselink, North Pender

- Interested in change through engagement
- Sees need to think about what our communities look like - relationships, infrastructure, economy
- Supports efforts to better connect with and engage island communities and First Nations.

Trustee Bruce McConchie, South Pender

- Supports local trust committee doing a holistic community review properly
- Concerned about industrial activity of Plumper Sound
- Supports establishing strategic priorities
- Supports real communication leading to coordination instead of duplication.
- Sees waste management issue as a priority.
- Supports maintaining shorelines.

Trustee George Harris, Galiano

- Supports community engagement efforts

Trustee Sue Ellen Fast, Bowen

- Wants to learn from experiences of other islands
- Concerned about BC Ferries, seniors housing, affordability, green economy (working from home)
- Supports improved communication and community engagement
- Support efforts re marine environment and shorelines
- Concerned about Howe Sound issues.

Trustee Tim Peterson, Lasqueti

- Concerned re shipment of coal to/from Texada Island and wants to know more about advocacy options.
- Concerned about aging population, retaining young people in community, economic viability for young people to be there. Wants to learn from experiences of other islands.
- Prioritizes communication, participation, and collaboration

Summary

Islands Trust Council's September 2014 Advice to Incoming Council Roundtable Notes

Trustee Tony Law

- Address whether Islands Trust has enough resources to address the external threats and challenges that are pushing our resources to the limit.
- Continually look at educating and informing new residents about the Islands Trust mandate.
- Crank up advocacy and education.

Trustee Sue French

- Make First Nations relations as a priority.
 - Need a staff person with this expertise to focus on this. It will become more and more important for Trust Council to refine its effectiveness.
- (For new trustees)
 - Remember that there's much to learn
 - When going out for public consultation you often don't know what you're asking the community.
 - Our job is to focus to do the reading, the understanding, talk to other trustees on what it all means. Constituents won't understand until we understand and then explain what the issues/proposals mean. Spend time to get the sense of what to bring to them.
 - There are so many demands on our attention.
 - Important to dive in and get a good sense of what the Policy Statement is all about.
- Encourage focus on making decisions based on what trustees are elected to do – Policy Statement.

Trustee Kate Louise Stamford

- Relevancy
- Communications
- Focus on how technology can support us more effectively.
- Focus on how Howe Sound is part of Council as a whole.

Trustee Alison Morse

- Find alternative funding for Islands Trust Fund.
- Be realistic in setting Strategic Plan, set goals that can be accomplished.
- Consider the definition of Town Hall – Bowen sees it as two way conversation with the public.

Trustee Susan Morrison

- Enhance First Nations discussion.
 - They prefer one-on-one with elected officials, without staff involvement.
 - As trustees be more proactive to engage with First Nations at the political level.

Trustee Sheila Malcolmson

- Policy Statement
 - When Trust Council cancelled the Policy Statement review process, Executive Committee looked at how to better increase visibility of the Policy Statement – eg make its role in the organization more visible by following policies. Planning staff use of the Policy Statement checklist and Trust Area Services staff now include Policy Statement quotes in Chair correspondence.
 - Need to work on areas where the Policy Statement not not give us clear direction to do something, eg First Nations, climate change, affordable housing.

- The next Council needs to know the importance of the Policy Statement and where we are tripping up. Perhaps target a few topics for review.
- Show political leadership.
 - As a trustee, remember to acknowledge those who you don't hear in the room. There are things that need leadership that constituents won't ask for. Eg. First Nations relations, Archaeological resources, affordable housing, Climate change, NMCA, derelict vessels.
- Strategic Plan
 - Don't be afraid to put motion on floor for reality check – is it a “must do?” It is common for trustees to sponsor ideas at Council without prior LTC sponsorship.
 - Create a shorter strategic plan with what we actually will do.
 - Take leadership on shipping safety, Southern Strait of Georgia National Marine Conservation Area, derelict vessels
- Use time well while you have it.
 - Do not take for granted the time to do proactive planning, preserve and protect the values.

Trustee Peter Grove

- Highlight in the need to review the Policy Statement in the next term.
 - Doesn't think the Policy Statement addresses growth and sustainability well.
 - We criticize BC Ferries about long term strategy. Where is Islands Trust's growth strategy?

Trustee Sandy Pottle

- Communicate that we are working with other levels of government to negotiate some level of compromise. Communities perceive that we have more power than we have. Get the message out that we are trying to be effective with the tools we have.

Trustee Mike Jones

- Have a contingency budget for ad hoc committees and new business items.
 - New initiatives can take resources away from existing initiatives.

Trustee Ken Hancock

- First Nations relations
 - Was downgraded as a priority this term and now appears that it should have been a priority.
- Policy Statement review - First Nations
 - The Policy Statement forms a basis for which a context is used when viewing bylaws. A filter our work is put through. How we regard the Policy Statement - it's how Council shows what it thinks is a priority.
 - We need to see the First Nations position job description / terms of reference. What would they do and what expertise would they have?
 - First Nations want to be part of the whole process. Can we include them as a standing invitation?
 - When OCP amending bylaws are being held up and we are struggling with archaeological siting issues, the pieces may come together to support reviewing the Policy Statement in a targeted way.
 - What got missed when cancelling the Policy Statement review was the option to do targeted review on specifics, like First Nations or housing, and then put pieces together. We need to have a framework in our Policy Statement that speaks meaningfully of First Nations in an enlightened way.

Trustee Brian Crumblehulme

- Instead of reacting to things that are happening with a siege mentality, ask does this fit on the Strategic Plan?
- Use of advocacy checklist is good.
- Focus more on the Strategic Plan.
- Be constructive.
- Make more effort to engage communities.
- Get positive feedback instead of waiting to react.
- Better use of our resources.

Trustee Louise Decario

- Focus on preservation of Coastal Douglas-fir zone. On endangered list now.

Trustee Jan Hagedorn

- (For new trustees)
 - Ask staff and other trustees for help e.g. when in alphabet soup, or to create a motion
 - Acknowledge there's a learning curve.
- Building relationships is key. Make the relationship the default, then continue the conversation
 - Noticed that with First Nations and Howe Sound Forum. Need the relationship as a cornerstone.
- Set realistic goals.
- Have a 'how to make difficult decisions session' at beginning of term.
- Encourage our bodies to have stretching and movement!

Trustee Peter Johnston

- Review the Policy Statement without public consultation.
 - The public consultation plan for the Policy Statement review was hindering. Just do it without. If it's important, don't ask public whether we should do it.

Trustee Peter Luckham

- Invest time in ourselves and doing good work using skills that we have.
 - Most significant is the time we are given to do our work. Four year term is an extra commitment.
 - We have ability to be leaders and excel at work we do.
- Set a high example of leadership and governance.
- Engage communities more, and create opportunities to hear what they have to say.
- Go cautiously with extra time.

Trustee Susan Morrison

- Public consultation can be a waste of time if you only listen to those who respond. Don't just listen to the negative – have to hear who is not in the room (eg supportive people and the natural world).



Islands Trust

Strategic Planning Process Phases(2014-2018)

Feb 17/15

PHASE ¹	TIME	ACTIVITY	WHO	OUTCOME
1	December 2014	Initial trustee roundtable Review of Strategic Plan	Trust Council	<ul style="list-style-type: none"> • Identification by trustees of initial priority <i>objectives</i> • Trustee review of Strategic Plan, accomplishments of 2011-14 term, on-going activities determined by current plan
	February 2015	Review of trustees' initial priority <i>objectives</i>	Executive Committee	<ul style="list-style-type: none"> • Initial discussion of trustee priority <i>objectives</i> • Initial discussion of strategic planning process • Discussion draft to EC to illustrate how new <i>objectives</i> and <i>strategies</i> could be introduced into the existing Strategic Plan
	March 2015	Session at Trust Council – Introduction to Strategic Planning Discussion about strategic priority <i>objectives</i>	Trust Council	<ul style="list-style-type: none"> • Trust Council review/discussion/understanding of strategic planning process • Further identification of Trust Council's priority <i>objectives</i> • Further identification of potential <i>strategies</i> to achieve <i>objectives</i>
2	March -April 2015	Review of priority strategic <i>objectives</i> and identification of potential <i>strategies</i> from Trust Council, Council committees, TFB and LTCs Review of strategic planning process	Executive Committee	<ul style="list-style-type: none"> • Develop further draft with 7 to 12 strategic <i>objectives</i> and potential <i>strategies</i> for discussion by Council committees, LTCs, TFB and BIM
	April - May 2015	Make recommendations regarding strategic <i>objectives</i> and <i>strategies</i>	Council committees Local Trust Committees Trust Fund Board Bowen Island Municipality Executive Committee	<ul style="list-style-type: none"> • Comments to Executive Committee about 7 to 12 potential strategic <i>objectives</i> and <i>strategies</i> to be circulated for public input • Recommendations to Trust Council about 7 to 12 potential strategic <i>objectives</i> and <i>strategies</i>

¹ See last page for diagram of phases



Islands Trust

Strategic Planning Process Phases(2014-2018)

Feb 17/15

PHASE ¹	TIME	ACTIVITY	WHO	OUTCOME
				to be circulated for public input
2	June 2015	Preliminary identification of strategic <i>objectives</i> and <i>strategies</i> in preparation for public input	Trust Council	<ul style="list-style-type: none"> Draft of 7 to 12 strategic <i>objectives</i> and <i>strategies</i> identified and prepared for public input
	June – July 2015	Solicit public input	Executive Committee	<ul style="list-style-type: none"> Public input about Trust Council's strategic <i>objectives</i> and <i>strategies</i> solicited, received and distributed
3	July 2015	Draft Strategic Plan development	Executive Committee	<ul style="list-style-type: none"> Draft Strategic Plan for Council Committee and Trust Fund Board review, including 7 to 12 <i>objectives</i>, along with related <i>strategies</i>, <i>actions</i> and <i>performance measures</i>
	Aug 2015	Draft Strategic Plan review	Council Committees Trust Fund Board Executive Committee Bowen Island Municipality	<ul style="list-style-type: none"> Consider public input Recommendations regarding draft Strategic Plan
4	Sept 2015	Strategic Plan adoption	Trust Council	<ul style="list-style-type: none"> Adopt Strategic Plan for remainder of 2015/16 Begin implementation as possible within current resources Identify new resource needs
	Oct 2015	Strategic Plan implementation for remainder of 2015/16	Islands Trust bodies Management	<ul style="list-style-type: none"> Implementation plans for each unit for remainder of 2015/16
	November 2015	Identify preliminary costs of achieving adopted Strategic Plan for 2015/16	Management	<ul style="list-style-type: none"> 2015/16 Strategic Plan budget prepared
		Develop draft budget to achieve Strategic Plan in 2015/16	Financial Planning Committee	<ul style="list-style-type: none"> Development of budget recommendations to achieve Trust Council's Strategic Plan in 2015/16
	December 2015	Strategic Plan progress report to Trust Council	Management	<ul style="list-style-type: none"> Report on progress to Trust Council
		Discussion of draft budget and identify potential	Trust Council	<ul style="list-style-type: none"> Provide direction to Financial Planning Committee re draft 2016/16 budget



Islands Trust

Strategic Planning Process Phases(2014-2018)

Feb 17/15

PHASE ¹	TIME	ACTIVITY	WHO	OUTCOME
		amendments to Strategic Plan in regards to budget		<ul style="list-style-type: none"> Provide direction to Executive Committee re Strategic Plan amendments for 2016/17 in response to budget
5	February 2016	Development of draft budget for 2016/17	Financial Planning Committee	<ul style="list-style-type: none"> Budget recommendation to Trust Council
		Development of revised draft Strategic Plan for 2016/17	Executive Committee	<ul style="list-style-type: none"> Strategic Plan recommendation to Trust Council in alignment with proposed budget
6	March 2016	Strategic Plan progress report to Trust Council	Management	<ul style="list-style-type: none"> Create report on progress to Trust Council
		Adopt budget for 2016/17	Trust Council	<ul style="list-style-type: none"> Adopted budget for 2016/17 aligned with Strategic Plan
		Adopt Strategic Plan activities for 2016/17	Trust Council	<ul style="list-style-type: none"> Strategic Plan activities confirmed and initiated for 2016/17
	<i>Remainder of process to repeat – similar to initial process</i>			

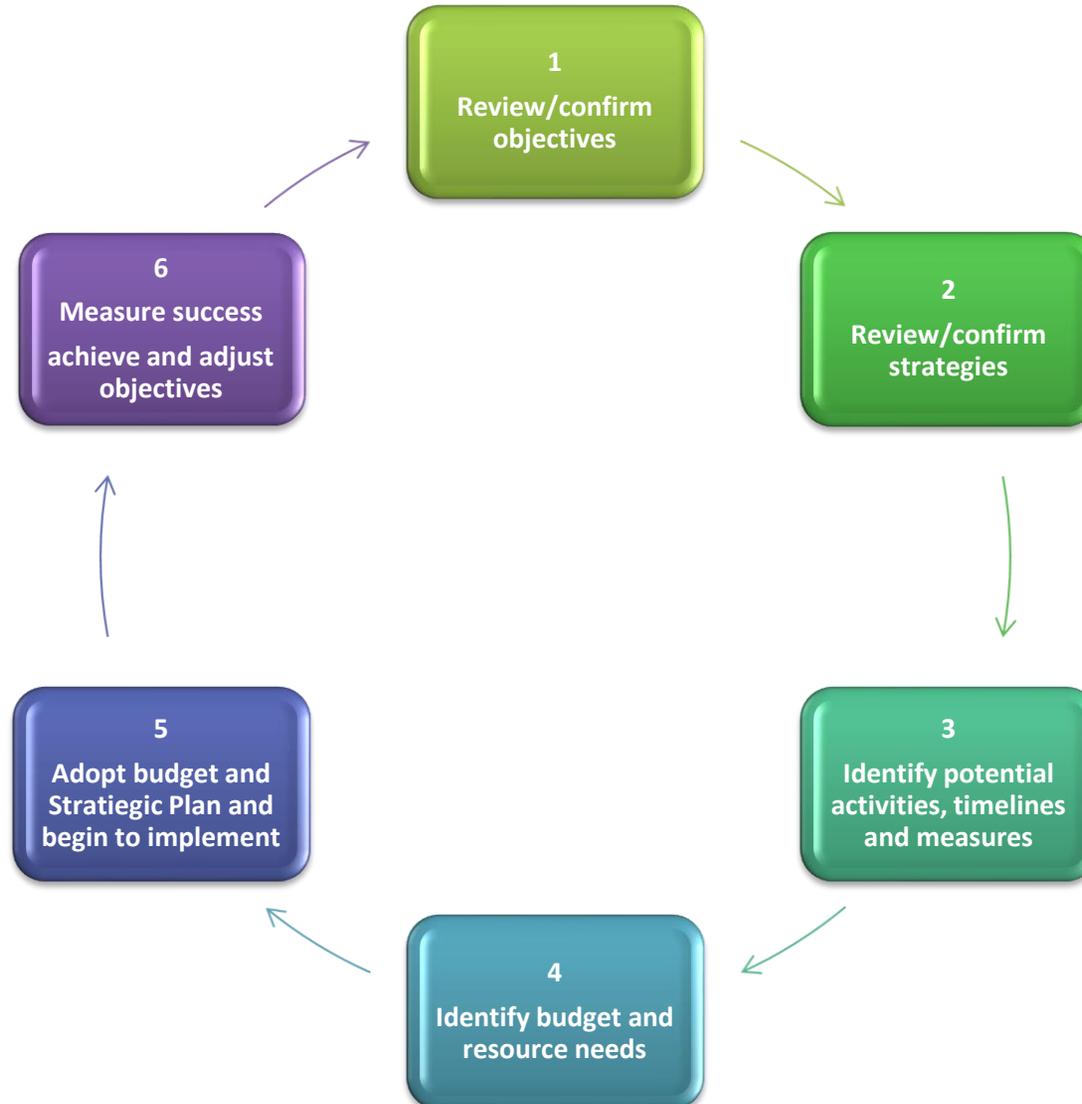
LTC = local trust committee; TFB = Trust Fund Board; BIM = Bowen Island Municipality



Islands Trust

Strategic Planning Process Phases(2014-2018)

Feb 17/15





Islands Trust

Islands Trust Council Plan for Continuous Learning 2014-2018

(What other topics would trustees like to propose?)

2015-02-26

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2015	2015 Webinars (dates TBD)	Annual Budget in Depth Email management IT Website	Introduction to Roberts Rules Introduction to Freedom of Information/Protection of Privacy		Making meetings work
	Mar	Introduction to Strategic Planning Annual Budget Session	Standards of Conduct (legal session) Provincial Assessment of Impact on Islands Trust (re potential SSI incorporation)	Community Planning 101 (for newly-elected)	Working with First Nations (introduction)
	June	Strategic Planning – Review of Current Plan and Confirmation/Identification of Priority Objectives	Introduction to marine jurisdiction issues		Working with First Nations (competencies) Respectful Workplaces (for newly-elected) San Juan County
	Sept	Adoption of Strategic Plan for 2015-18	Making Difficult Decisions ¹		Working with the Trust Fund Board
	Dec	Draft 2016/17 Budget Session	Administrative Fairness refresher		

¹ Suggested during trustee round table – Sept 2014

SESSIONS/ITEMS COMPLETED IN 2015-18					
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>			

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>

Potential topics/agency liaison for consideration for future sessions:

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

SESSIONS/ITEMS COMPLETED in 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



DIRECTOR OF ADMINISTRATIVE SERVICES 2014-2015 FOURTH QUARTER REPORT

Date: 18/02/2015

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<p>Trust Council, Executive Committee, Financial Planning Committee</p> <ul style="list-style-type: none"> • Completed 3rd Quarter Financial Results • Completed Briefing to Trust Council on 2014/15 Forecast • Completed public consultation process for 2015/16 budget • January 13 and February 18 FPC meetings • Finalized Draft 2015/16 budget provided for FPC's review and recommendation to Trust Council in March 	<p>Trust Council, Executive Committee, Financial Planning Committee</p> <ul style="list-style-type: none"> - FPC meeting June 3, 2015 - Forward 2014/15 Budget for Ministerial approval by March 31, 2015 - Presentation of draft Audited Financial Statements to FPC and Audit Committee Meetings June 3, 2015 - Begin review of lease renewals
<p>Human Resources</p> <ul style="list-style-type: none"> - All Staff Meeting December 2014 	<p>Human Resources</p> <ul style="list-style-type: none"> - Develop training for managers on hiring processes, time reporting and leave management in January/February 2015 - Complete 2014 PMDP process Review operations manual policy - Review HR policies in operations manual
<p>Financial Management and Payroll</p> <ul style="list-style-type: none"> - Continued work on the Time, Leave and Attendance Management (TLAM) Project (weekly meetings, discussions with PSA Project Team, gathering implementation materials) - Implemented new Purchase Order system 	<p>Financial Management and Payroll</p> <ul style="list-style-type: none"> - Continue work on Time, Leave and Attendance Management (TLAM) Project - Review Finance policies in operations manual - Continue to review and monitor 2014/15 spending and forecast results - Prepare 2014/15 draft financial statements and notes for auditors - Work with auditors to complete 2014/15 audit - Review capital asset management database
<p>Information Systems</p> <ul style="list-style-type: none"> - Continued work to complete and stabilize eSCRIBE meeting management software 	<p>Information Systems</p> <ul style="list-style-type: none"> - Review integrated Information Systems strategy - Finalize telephone system contract renewal - Begin work on Business Continuity Plan - Information Systems Advisory Group meeting April 2015
<p>General</p> <ul style="list-style-type: none"> - Leading Workplace Strategies Exploration Group meetings and tours completed 	<p>General</p> <ul style="list-style-type: none"> - Continue with Leading Workplace Strategies Exploration Group meetings and finalize recommendations - Continued participation on Operations Manual Review Project - Complete and review 2014 Carbon Inventory calculations and research Carbon Offset purchases as necessary



FINANCIAL PLANNING COMMITTEE REPORT

To: Trust Council

Date: February 18, 2015

WORK PROGRAM

1. Finalize the 2015/16 Budget

Current

Review and consider public feedback.

Finalize budget recommendation for presentation to March 2015 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 2014/15 Year-End Audit

Current

Meet with auditors (KPMG) to discuss issues and develop the 2014/15 audit schedule.

Planned

Review 2014/15 financial statements with auditors at June 3, 2015 Audit Committee Meeting.

Forward Audited Financial Statements and Auditor's Findings to Trust Council's March 2015 meeting.

3. Complete the 2014/15 Forecast

Current

Reviewed 2015/16 Forecast with FPC at February 18, 2015 meeting.

Planned

Forward briefing to Trust Council's March 2015 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 2014/2015. 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 13 and February 18, 2015. The next meeting of the Financial Planning Committee is proposed to be held June 3, 2015. 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 10, 2015

From: Financial Planning Committee

File No: Quarterly Reports

SUBJECT: DECEMBER 31, 2014 QUARTERLY FINANCIAL REPORT

RECOMMENDATION:

That the Islands Trust Council approve the December 31, 2014 Quarterly Financial Report as presented.

CHIEF ADMINISTRATION OFFICER COMMENTS: The financial report reflects that Islands Trust is generally following the financial plan for 2014/15

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: There are no organizational implications to the recommendation.

FINANCIAL: Expenditures to December 31, 2014 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, 2014 attached.

KEY ISSUE(S)/CONCEPT(S):

Statement of Net Financial Position (December 31, 2014 compared to March 31, 2014)

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, 2013 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:

- Fees and Sales total includes \$61,843.85 of receipts (56% of the Fees and Sales annual budget) offset by \$9,890.00 in refunds. It is difficult to say if this downward trend in fees will continue throughout the remainder of the fiscal year. The forecast has been reduced to mitigate any variances at year-end.
- Other revenues with are mostly from grant funds are below budget and are expected to reach budget levels as projects relating to grants are completed during this fiscal year.

Expenses:

Council

- Trust Council expenditures are higher than budget due to the timing of planned expenditures.
- Trust Area Services expenditures are lower than budget due to lower than anticipated staff salaries.

Local Planning Services

- Planning staff salaries are lower than budget due to unfilled vacancies.
- Planning programs are due to underspending on projects during the year. The forecast has been modified to adjust for this.
- Bylaw Enforcement expenditures are lower than budget due to a staff vacancy that has now been filled. This has been partially offset by the resulting higher than expected travel expenditures.

Trust Fund

- Board expenses are lower than budget due to the timing of meetings which will occur later in the fiscal year.
- Administration expenses are lower than budget due to a reduction in projected staff hours worked resulting from a developmental opportunity offered to the Trust Fund Board Office Assistant covering maternity leave as well as other flexible work arrangements for staff.

Administration

- Expenditures are slightly underspent in the CAO office.
- Personnel Recruiting is higher than budget due to recruitment efforts during the year.
- Office Operations expenditures are slightly over budget due to higher than anticipated expenditures for office supplies.
- Computer/Furniture & Equipment Purchases are higher than budget due to the timing of purchases made early in the fiscal year.

FINANCIAL PROJECTIONS TO MARCH 31, 2015 FISCAL YEAR END

A detailed forecast has been prepared based on the third quarter results. Based on the forecast results, the March 31, 2015 transfer from surplus is now forecast to be \$83,870 instead of the \$268,620 that was budgeted.

RELEVANT POLICY: Bylaw No. 155, Islands Trust Financial Plan Bylaw 2014/15

DESIRED OUTCOME: Approval of the December 31, 2014 quarterly financial report

RESPONSE OPTIONS

Recommended:

That Trust Council approve the December 31, 2014 quarterly financial statements.

Alternative:

None identified.

Prepared By: Nancy Roggers, Finance Officer **January 30, 2015**

Reviewed By: Cindy Shelest, Director of Admin Services
Linda Adams, Chief Administrative Officer
Financial Planning Committee–Feb 18, 2015

Islands Trust
Statement of Net Financial
Position – December 31, 2014

	Dec 31 <u>2014</u>	Dec 31 <u>2013</u>	March 31 <u>2014</u>
Financial Assets:			
Cash & Short-term Investments	5,389,800	5,270,014	3,696,156
Accounts Receivable	25,265	24,264	55,271
Total Financial Assets	<u>5,415,065</u>	<u>5,294,278</u>	<u>3,751,427</u>
Liabilities:			
Wages & benefits payable	1,048,896	1,039,073	894,084
Accounts payable & accrued liabilities	261,945	210,727	357,364
Development Application Deposits	29,038	29,038	29,038
Deferred Revenue	88,262	53,981	53,981
Employee Benefit Obligations	94,538	99,130	94,538
Capital Lease Obligations	42,970	30,053	55,265
Cost Recovery Deposits	7,107	10,084	9,675
Total Liabilities	<u>1,572,757</u>	<u>1,472,086</u>	<u>1,493,945</u>
Net financial assets	<u>3,842,307</u>	<u>3,822,192</u>	<u>2,257,481</u>
Non-Financial Assets:			
Tangible Capital Assets	75,303	71,223	115,322
Prepaid Expenses	52,238	37,205	52,273
Total Non-Financial Assets	<u>127,540</u>	<u>108,428</u>	<u>167,595</u>
General Revenue Surplus Fund	<u>3,969,848</u>	<u>3,930,620</u>	<u>2,425,076</u>

Islands Trust
Consolidated Statement of Revenue and Expenditure
For The 9 Months Ending December 31, 2014

Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Revenue:				
Fees & Sales	80,823	51,954	110,000	47%
Provincial Grant	85,184	119,122	119,122	100%
Property Tax Levy General	6,066,025	6,126,685	6,126,684	100%
Special Property Tax Requisition	0	110,000	110,000	100%
Property Tax Levy Bowen	225,170	214,654	214,654	100%
Transfer from Surplus	0	0	268,620	0%
Investment Income	20,592	41,079	50,000	82%
Other Revenues	310	18,927	60,000	32%
Total Revenue	6,478,104	6,682,421	7,059,080	95%
Expenses				
Council				
Trust Council	186,084	330,735	388,412	85%
Executive Committee	72,819	73,619	96,637	76%
Council Committees	10,382	6,779	9,000	75%
Trust Area Services	304,181	288,954	417,739	69%
General Admin Allocation - 16%	174,747	182,369	237,720	77%
Total Council Expenses	748,213	882,456	1,149,508	77%
Local Planning Services				
Local Trust Committees	621,853	540,036	748,412	72%
Planning Staff	1,514,298	1,659,413	2,308,734	72%
LPS Facilities & Programs	402,514	362,889	599,475	61%
Mapping Services	186,399	185,632	248,422	75%
Bylaw Enforcement	194,385	198,144	295,342	67%
General Admin Allocation - 75%	808,205	854,854	1,114,311	77%
Total Local Planning Services Expenses	3,727,655	3,800,967	5,314,696	72%

Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Trust Fund				
Board	10,166	12,140	19,000	64%
Administration	310,660	298,432	434,159	69%
Operations	45,296	41,071	73,000	56%
General Admin Allocation - 9%	109,217	102,582	133,717	77%
Total Trust Fund Expenses	475,339	454,225	659,876	69%
General Admin				
CAO Office	231,920	236,910	327,864	72%
Financial, HR and Admin Services	594,081	603,215	793,184	76%
Personnel Recruiting	5,782	7,551	5,000	151%
Office Operations	157,656	167,849	211,700	79%
Computer/Furniture & Equipment Purchases	49,022	84,260	83,000	102%
Amortization Expense	53,756	40,019	65,000	62%
General Admin Recovery	(1,092,169)	(1,139,805)	(1,485,748)	77%
Total General Admin Expenses	0	0	0	0%
Total Expenses	4,951,207	5,137,648	7,124,080	73%
Surplus (Deficit) to date	1,526,897	1,544,773	(65,000)	



To: Trust Council

For the Meeting of: March 10, 2015

From: Nancy Roggers, Finance Officer

File No.: 2014-15 Forecast

**SUBJECT: FINANCIAL FORECAST FOR MARCH 31, 2015 YEAR END, UPDATED
DECEMBER, 2014**

DESCRIPTION OF ISSUE:

The year-end financial results for March 31, 2015 have been forecasted based on actual activity to December 31, 2014 plus estimates to the end of the year. Based on the forecasted results the Transfer from General Revenue Fund Surplus is now estimated to be \$83,870 (original budget included a transfer of \$268,620). The reasons for the decrease of \$184,750 are outlined below.

BACKGROUND:

Significant revenue and expenditure variances that contribute to the requirement for a reduced transfer from General Revenue Fund surplus include:

Revenue:

- Income from fees and sales are trending below anticipated results. Based on the actual amount of income received (net of refunds) to December 31, 2014, the estimated revenue for the year has been reduced to \$75,000 from \$110,000.
- Grant Income is \$110,000 higher than budgeted due to grant revenues for the Lasqueti Community Integrated Energy Project (note offsetting variance in expenditures below).

Expenditures:

- Salaries and benefits are forecast to be \$215,000 under budget due to the impact of vacancies, leaves and turnover of staff in Planning and Bylaw Enforcement and Computer Applications Support as well as increases for excluded staff that were implemented due to Public Service Agency freeze on excluded salaries.
- The over-run in contract services of \$39,000 is primarily due to utilization of contract staffing services to cover unfilled vacancies (offsetting the reduction in salaries as noted above).
- Expenditures for projects funded by grants are \$110,000 higher than anticipated due to the Lasqueti Community Integrated Energy Project expenditures that will occur by the end of the fiscal period. These expenditures are offset by higher than anticipated grant income.
- LTC Projects are anticipated to be almost \$39,000 below budget primarily due to underspending of the Salt Spring Island special property tax requisition (the SSI LTC anticipates carrying forward \$30,000 into fiscal 2015/16).
- Other variances are not significant in nature.

[Comments]

CONCLUSIONS:

Based on the forecast results, the March 31, 2015 transfer from General Revenue Fund Surplus is forecast to be \$83,870 instead of the \$268,620 that was budgeted, a difference of \$184,750.

ATTACHMENT(S):

Financial Forecast detail for 2014/15 fiscal year.

AVAILABLE OPTIONS: No other options have been identified.

FOLLOW-UP: Forward to Trust Council.

Prepared By: Nancy Roggers, Finance Officer

Reviewed By: Cindy Shelest, Director Administrative Services
Linda Adams, Chief Administration Officer
Financial Planning Committee – February 18, 2015

Date: February 11, 2015

Islands Trust

2014/15 FORECAST

Based on Actuals for the 9 Periods Ending December 31, 2014

Description	Annual Budget 2014/15	YTD Actual 31-Dec-14	Forecast to 31-Mar-15	Forecast Higher (Lower) than Budget
Revenue:				
Fees & Sales	110,000	51,954	75,000	(35,000)
Provincial Grant	119,122	119,122	119,122	-
Property Tax Levy General	6,126,684	6,126,684	6,126,684	-
Property Tax Levy Bowen	214,654	214,654	214,654	-
Special Levy Property Tax Requisition from Surplus	110,000 268,620	110,000 0	110,000 83,870	- (184,750)
Interest Income	50,000	41,079	50,000	-
Other Income "General"	0	2,806	4,000	4,000
Grant Income	60,000	16,121	170,000	110,000
Total Revenue	7,059,080	6,682,421	6,953,330	(105,750)
Expenses				
Amortization Expense	65,000	40,019	65,000	-
Applications sponsored by Exec Committee	5,000	0	5,000	-
Audit	25,000	0	25,000	-
Bank Charges & Interest	4,000	3,340	4,000	-
Board of Variance	1,500	214	1,500	-
Carbon Offset Purchases	2,000	0	2,000	-
Committee Expense FPC	4,000	4,037	5,000	1,000
Committee Expense LPC	2,500	1,437	2,500	-
Committee Expense TPC	2,500	1,305	2,500	-
Communications	28,000	6,688	21,000	(7,000)
Computer support & maintenance	15,000	17,060	18,000	3,000
Computer Internet Charges	40,000	34,147	50,000	10,000
Computer Non Capital H/W & S/W UNDER \$150	8,000	6,822	8,000	-
Computer Tech Support	45,000	45,466	50,000	5,000
Computer Trustee Hardware & Internet	0	4,176	4,176	4,176
Contingency	15,000	3,750	10,000	(5,000)
Contract Services	73,500	103,146	112,500	39,000
Elections	118,000	121,131	121,131	3,131
Equipment Leases Supplies & Maintenance	20,000	16,043	20,000	-
Insurance	95,000	71,955	95,000	-
ITF "Board Honoraria"	8,000	3,400	5,250	(2,750)
ITF "Board Meeting Expense"	9,000	7,263	10,000	1,000
ITF "Board Training & Conferences"	2,000	1,477	2,000	-
ITF "Property Management"	55,000	37,248	55,000	-
ITF "Covenants & Acquisitions"	18,000	3,822	10,000	(8,000)
Land Title Registrations	3,000	1,311	3,000	-
Legal "General"	50,000	44,636	55,000	5,000
Legal "Bylaw Enforcement Litigation"	150,000	145,163	180,000	30,000
Legal "Litigation Defence"	50,000	(4,160)	15,000	(35,000)
Legislative Updates	1,000	0	1,000	-
LTC Trustee Expenses	10,000	8,986	12,000	2,000
LTC "Executive Expense on LTC's"	23,000	11,773	17,000	(6,000)
LTC Local Exp LTC Meeting Expenses	30,000	22,287	30,000	-
LTC Local Exp APC Meeting Expenses	9,000	4,607	5,500	(3,500)
LTC Local Exp Communications	5,000	2,264	3,000	(2,000)
LTC Local Exp Special Projects	15,000	6,973	11,000	(4,000)
Mapping " BCAA Updates"	1,500	0	1,500	-

Mapping " GIS Software & Consulting"	70,000	47,267	70,000	-
Mapping " Sales Inventory"	0	288	500	500
Meeting Expense	88,200	76,255	88,200	-
Memberships	17,500	6,279	14,000	(3,500)
Notices Statutory & Non Statutory	16,001	15,570	21,000	4,999
Office Rent	390,100	272,522	390,100	-
Office Services	37,900	26,776	37,900	-
Postage & Courier	13,500	13,007	15,000	1,500
Project funded by grants	60,000	6,288	170,000	110,000
All Projects	308,750	176,456	266,056	(42,694)
Recruitment	5,000	7,551	7,551	2,551
Safety	3,000	3,075	3,075	75
Sal & Ben "Salaries Admin Staff"	1,605,763	1,146,053	1,522,146	(83,617)
Sal & Ben "Benefits Admin Staff"	378,303	285,137	379,133	830
Sal & Ben "Salaries Planners & Support"	1,582,948	1,142,171	1,501,977	(80,971)
Sal & Ben "Benefits Planners & Support"	378,108	284,124	374,079	(4,029)
Sal & Ben "Salaries Bylaw"	218,421	135,326	179,002	(39,419)
Sal & Ben "Benefits Bylaw"	52,421	33,652	44,687	(7,734)
Stationary & Supplies	18,000	14,977	18,000	-
Subscriptions	4,000	4,665	5,000	1,000
Telephone "Lease"	44,200	34,557	44,200	-
Telephone "Toll Charges"	3,565	2,574	3,565	-
Mobile Devices	25,700	16,096	25,700	-
Telephone "Web Conferencing"	0	1,229	1,500	1,500
Training "Organization Wide"	8,000	13,653	8,000	-
Staff Meetings & Recognition	10,000	7,491	10,000	-
Educational Re Imbursement	7,000	4,866	7,000	-
Training & Conferences	60,350	35,527	61,100	750
Travel for Training	34,400	27,176	34,600	200
Travel	79,500	55,659	74,000	(5,500)
Trustee Remuneration	362,473	271,438	362,473	-
Trustee Remuneration "CPP Expense"	16,712	14,567	16,712	-
Trustee Remuneration Health/Dental Benefits	53,340	32,063	53,340	-
Trustee Remuneration MSP Benefits	36,288	20,686	36,288	-
Trustee Remuneration Pay In Lieu of Benefits	0	3,000	0	-
Trustee Remuneration "Executive on LTC's"	66,137	54,088	66,137	-
Total Expenses	7,064,080	5,069,895	6,950,578	(113,502)
Capital				
Hardware and Software	45,000	48,993	48,993	3,993
Furniture & Equipment	10,000	5,975	5,975	(4,025)
Office Renovations	5,000	12,784	12,784	7,784
	60,000	67,752	67,752	7,752
Total Expenditures	7,124,080	5,137,647	7,018,330	(105,750)
Surplus (Deficit)	(65,000)	1,544,773	(65,000)	

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 10-12, 2015

From: Financial Planning Committee

Date Prepared: February 18, 2015

SUBJECT: TRUSTEE REMUNERATION BYLAW AN POLICY – PROPOSED AMENDMENTS

RECOMMENDATION:

1. That Islands Trust Council Bylaw 160, cited as the “Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015” be Read a First Time.
2. That Islands Trust Council Bylaw 160, cited as the “Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015” be Read a Second Time.
3. That Islands Trust Council Bylaw 160, cited as the “Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015” be Read a Third Time.
4. That *Trust Council Policy 7.2.i – Trustee Remuneration* be amended as indicated on the attached draft dated March 11, 2015.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The proposed amendments to a Trust Council bylaw and policy would have no effect on the actual amount of trustee remuneration, nor on the formulae used to make annual adjustments to trustee remuneration. The amendments are proposed to streamline the existing process that Trust Council has adopted for calculating trustee remuneration and making annual adjustments to it.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: By streamlining the process used to make annual adjustments to trustee remuneration, Trust Council would not need to adopt an amending bylaw each fiscal year. This would make the operation more efficient, and reduce the amount of trustee and staff time required to make routine adjustments in accordance with Trust Council’s existing policy. Adjustments to the calculation of trustee remuneration (and notification of trustees regarding any changes) would continue to be performed by Administrative Services staff annually, in accordance with Trust Council’s policy and bylaw, as part of the budget development process.

FINANCIAL: The proposed amendments would have the same financial impact as the existing policy does. Remuneration of individual trustees would increase or decrease in response to the factors that Trust Council has approved for the purposes of remuneration adjustments – i.e. changes in census population and property folios and/or changes in the Consumer Price Index.

POLICY: A minor amendment to Policy 7.2.i – Trustee Remuneration is recommended to indicate that Trust Council would no longer need to adopt an annual Trustee Remuneration Bylaw and would instead incorporate the calculation and adjustment formulae into a Trustee Remuneration Bylaw.

IMPLEMENTATION/COMMUNICATIONS:

Proposed Bylaw 160: Should Trust Council give three readings to this bylaw, trustees would be asked to consider adoption at a later date through Resolution without Meeting. The consolidated Trustee Remuneration Bylaw, as amended, would then be posted to the Islands Trust website. Should Trust Council approve this bylaw, Administrative Services would calculate any adjustments required to Trustee Remuneration on an annual basis as provided for in the policy and bylaw and would provide information to individual trustees as to their annual remuneration.

Proposed amendments to Policy 7.2.i: Should Trust Council approve the recommended amendment, the amended policy would be circulated and posted on the Islands Trust website.

OTHER: n/a

BACKGROUND

In 2010, Trust Council directed the Financial Planning Committee to work with an independent consultant to report and make recommendations on the subject of trustee remuneration. In September 2010, Trust Council received the consultant's report and recommendations from the Financial Planning Committee and endorsed the principles for increasing remuneration. Trust Council endorsed the recommended changes at its December 2010 Trust Council quarterly meeting as part of the budget proposal for 2011-2012.

To implement the recommended changes, Trust Council adopted [Policy 7.2.i – Trustee Remuneration](#) to define the process for determining remuneration for trustees. The policy provides a methodology for adjusting the remuneration annually, based on factors such as the Consumer Price Index, census populations and the number of property folios in each local trust area. It indicates that these factors will guide Trust Council's annual adoption of a remuneration bylaw, such as the current [Trustee Remuneration Bylaw 153](#).

In order to streamline the process through which annual adjustments are made, the proposed amendments to the relevant bylaw and policy would remove the requirement for Trust Council to amend its remuneration bylaw annually. Instead, the adjustment methodologies (from Policy 7.2.i) would be located in the remuneration bylaw, which would then stand from year-to-year until Trust Council chose to amend it. This would authorize staff to automatically adjust trustee remuneration each fiscal year, in accordance with Trust Council's policies. In future, should Trust Council wish to make more comprehensive adjustments to trustee remuneration, it always has the option of amending its related policy and bylaw at that time.

REPORT/DOCUMENT (attached):

1. Draft Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015 (Bylaw 160)
2. Current Trustee Remuneration Bylaw 153, illustrating the effect of proposed amendments from draft Bylaw 160.
3. Current Trust Council Policy 7.2.i – Trustee Remuneration, illustrating the effects of the proposed amendments.

KEY ISSUE(S)/CONCEPT(S):

Trustee Remuneration Policy 7.2.i - section E.4. provides the methodology and clearly states the calculation to be used in determining Trustee remuneration and for adjusting it annually. It is recommended that the Trustee Remuneration Bylaw include this information directly in order to uphold the intent of the policy and to streamline the process for administration of Trustee remuneration.

RELEVANT POLICY:

[Policy 7.2.i Trustee Remuneration](#)

DESIRED OUTCOME:

That Trust Council enable a more streamlined process for administering trustee remuneration, by approving Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015 and the proposed amendments to Policy 7.2.i – Trustee Remuneration.

RESPONSE OPTIONS

Recommended:

That:

1. Islands Trust Council Bylaw 160, cited as the “Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015” be Read a First Time.
2. Islands Trust Council Bylaw 160, cited as the “Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015” be Read a Second Time.
3. Islands Trust Council Bylaw 160, cited as the “Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015” be Read a Third Time.
4. That Trust Council Policy 7.2.i – Trustee Remuneration be amended as indicated on the draft dated March 11, 2015.

Alternative:

1. Not to amend the bylaw and policy as recommended.
2. To make different amendments to the bylaw and policy.

Prepared By: Cindy Shelest, Director of Administrative Services **Date:** February 11, 2015

Reviewed By: Linda Adams, Chief Administrative Officer **Date:** February 11, 2015
Financial Planning Committee **Date:** February 18, 2015

Attachment 1

ISLANDS TRUST COUNCIL

BYLAW NO. 160 (DRAFT)

A Bylaw to Amend Islands Trust Council Trustee Remuneration Bylaw

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. Islands Trust Council Trustee Remuneration Bylaw, 2013-14, is amended as follows:

- 1.1 By adding the following words at the end of Schedule A:

“Calculation of Trustee Remuneration

- a) **Base calculation of Trustee Remuneration**

The annual amount of Local and Municipal Trustee Remuneration is defined as the sum of four amounts calculated as follows:

Title	Purpose	Annual Amount
Trust Council Base Amount	To reflect the workload of all trustees, including Municipal Trustees, due to their membership in the Islands Trust Council	\$3200
Local Trust Committee Base Amount	To reflect the workload of trustees due to their participation in local trust committee business and meetings	\$4200
Population Amount	To reflect the workload of trustees that is related to the population within a local trust area, as determined by the most recent census conducted by Statistics Canada	\$1.30 per person resident in the local trust area
Folio Amount	To reflect the workload of trustees that is related to the number of property folios within a local trust area, as determined by the BC Assessment Authority	\$1.30 per property folio within the local trust area

- b) **Adjustment of Trustee Remuneration due to changes in population or property folios**

Trustee Remuneration amounts that were defined for April 1, 2013 will be reviewed when the population results are available from the most recent federal census. Any adjustments based on changes in local trust area population or property folios at that time will be implemented on April 1st of the following year.

- c) **Adjustment of Trustee Remuneration due to changes in the Victoria Consumer Price Index**

In fiscal years where census results are not available, the previous year’s remuneration will be adjusted on an annual basis, coinciding with the fiscal year, based on the annual change in the Victoria Consumer Price Index as reported by BC Statistics in December. Any adjustments to Trustee Remuneration that result from inflation will be implemented on April 1st of the following year.”

2. This bylaw may be cited as "Islands Trust Council Trustee Remuneration Bylaw, 2013-14, Amendment Bylaw No. 1, 2015.

READ A FIRST TIME THIS TH DAY OF MARCH , 2015

READ A SECOND TIME THIS TH DAY OF MARCH , 2015

READ A THIRD TIME THIS TH DAY OF MARCH , 2015

ADOPTED THIS TH DAY OF APRIL , 2015

SECRETARY

CHAIR

DRAFT

Attachment 2
ISLANDS TRUST COUNCIL
BYLAW NO. 153

A Bylaw to Provide for Remuneration of Trustees

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. This Bylaw may be cited for all purposes as the "Islands Trust Council Trustee Remuneration 2013-14".
2. Effective April 1, 2013, trustees and appointed members of the Trust Fund Board will receive remuneration as described in Schedule "A" attached hereto and forming part of this Bylaw.
3. Remuneration will be paid to trustees on a monthly basis. In the case where a trustee is not duly appointed for an entire month, remuneration payment amounts will be adjusted on a pro rata basis.
4. The Islands Trust Council Bylaw No. 142, cited as "Islands Trust Council Trustee Remuneration 2011-12", is repealed upon adoption of this Bylaw.

READ A FIRST TIME THIS	6 TH	DAY OF	MARCH	, 2013
READ A SECOND TIME THIS	6 TH	DAY OF	MARCH	, 2013
READ A THIRD TIME THIS	6 TH	DAY OF	MARCH	, 2013
ADOPTED THIS	12 TH	DAY OF	APRIL	, 2013

SECRETARY

CHAIR

**ISLANDS TRUST COUNCIL
BYLAW NO. 153**

SCHEDULE "A"

Remuneration effective April 1, 2013

Local and Municipal Trustee Remuneration

Local Trustees	Remuneration \$ per Year	Remuneration \$ per Month
Denman	\$ 9,900.00	\$ 824.99
Gabriola	\$ 17,636.00	\$ 1,469.68
Galiano	\$ 10,780.00	\$ 898.33
Gambier	\$ 9,860.00	\$ 821.63
Hornby	\$ 10,074.00	\$ 839.51
Lasqueti	\$ 8,583.00	\$ 715.25
Mayne	\$ 10,943.00	\$ 911.88
North Pender	\$ 13,002.00	\$ 1,083.48
Salt Spring	\$ 29,145.00	\$ 2,428.76
Saturna	\$ 8,648.00	\$ 720.67
South Pender	\$ 8,097.00	\$ 674.73
Thetis	\$ 8,857.00	\$ 738.11
Municipal Trustees		
Bowen	\$ 3,200.00	\$ 266.67

Executive Committee Remuneration

Position	Remuneration \$ per Year	Remuneration \$ per Month
Chair	\$ 40,074.51	\$ 3,339.54
Vice-chairs	\$ 32,059.61	\$ 2,671.63

Payment to Local Trustees who do not register for health/dental benefits through Islands Trust

- Local Trustees who do not register for any health or dental benefits through Islands Trust shall be paid \$1,000.00 per annum, paid monthly at a rate of \$83.33 per month

Honoraria for Board Members Attending Trust Fund Board Meetings

- The Chair of the Trust Fund Board shall be paid an honorarium of \$250.00 per meeting (or less in accordance with Trust Fund Board policy)
- The remaining members of the Trust Fund Board shall be paid \$150.00 per meeting (or less in accordance with Trust Fund Board policy)

Calculation of Trustee Remuneration

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a) Base calculation of Trustee Remuneration

The annual amount of Local and Municipal Trustee Remuneration is defined as the sum of four amounts calculated annually as follows:

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<u>Title</u>	<u>Purpose</u>	<u>Annual Amount</u>
<u>Trust Council Base Amount</u>	To reflect the workload of all trustees, including Municipal Trustees, due to their membership in the Islands Trust Council	\$3200
<u>Local Trust Committee Base Amount</u>	To reflect the workload of trustees due to their participation in local trust committee business and meetings	\$4200
<u>Population Amount</u>	To reflect the workload of trustees that is related to the population within a local trust area, as determined by the most recent census conducted by Statistics Canada,	\$1.30 per person resident in the local trust area
<u>Folio Amount</u>	To reflect the workload of trustees that is related to the number of property folios within a local trust area, as determined by the BC Assessment Authority	\$1.30 per property folio within the local trust area

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b) Adjustment of Trustee Remuneration due to changes in population or property folios

Trustee Remuneration amounts that were defined for April 1, 2013, will be reviewed when the population results are available from the most recent federal census. Any adjustments based on changes in local trust area population or property folios at that time will be implemented on April 1st of the following year.

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c) Adjustment of Trustee Remuneration due to changes in the Victoria Consumer Price Index

In fiscal years where census results are not available, the previous year's remuneration will be adjusted on an annual basis, coinciding with the fiscal year, based on the annual change in the Victoria Consumer Price Index as reported by BC Statistics in December. Any adjustments to Trustee Remuneration that result from inflation will be implemented on April 1st of the following year."

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7.2.i Policy & Procedure

TRUSTEE REMUNERATION

Trust Council: December 8, 2010

Amended: June 15, 2011

Amended: March 11, 2015 (DRAFT)

A. PURPOSE:

To define the process for determining the remuneration and benefits received by trustees, Executive Committee members, and members of Trust Council Committees.

B. REFERENCES:

1. Annual Budget Document
2. *Islands Trust Act*
3. Report on Proposed Trustee Remuneration prepared by Paul McKivett of James R. Craven and Associates dated August 24, 2010
4. Trustee Remuneration Committee Report dated August 24, 2010
5. RFD on Trustee Remuneration approved by Trust Council September 15, 2010
6. Trust Council Policy 2.3.i – Council Committee System

C. DEFINITIONS:

1. Trustees

- a) Trustees are elected officials as defined in the *Islands Trust Act*, sections 6 (local trustees) and 7 (municipal trustees).

2. Population

- a) Population for Local Trust Areas is determined by the most recent census conducted by Statistics Canada.

3. Folios

- a) Folios are individual properties as defined by BC Assessment.
- b) The number of folios in each Local Trust Area is determined annually by BC Assessment and reported to the Islands Trust.

4. Trust Council Committees

Trust Council Committees are the standing committees of Council as defined in Trust Council Policy 2.3.i, exclusive of the Executive Committee.

5. Executive Committee

- a) Executive Committee means the committee referred to in section 20(1) of the *Islands Trust Act*, and is composed of the Chair and Vice-Chairs.

6. Benefits

- a) Benefits are defined as:
 - i. Premiums for Medical Services Plan (MSP).
 - ii. Premiums for dental plans available through the Union of BC Municipalities (UBCM).
 - iii. Premiums for extended health care available through the Union of BC Municipalities (UBCM).

D. POLICY:

1. The Islands Trust endeavors to provide trustee remuneration that reflects the relative workload of individual trustees due to their membership on Local Trust Committees (LTC), Trust Council and Trust Council Committees.
2. Trustee Remuneration will be calculated based on the sum of four factors:
 - a) An amount for membership on Trust Council. This amount will be equal to the remuneration paid to municipal trustees and will be referred to as the "Trust Council Base Amount".
 - b) An amount for participation in LTC business and LTC meetings. This amount shall be referred to as the "LTC Local Base Amount".
 - c) An amount for the population within a Local Trust Area. This amount shall be referred to as the "Population Amount".
 - d) An amount for the number of folios within a Local Trust Area. This amount shall be referred to as the "Folio Amount".
 - e) The amounts for each of the above factors are defined in Section E: Implementation.
3. Additional Remuneration for the Executive Committee
 - a) Members of the Executive Committee receive remuneration for carrying out their duties on the Executive Committee and their duties as Chairs of LTCs.
 - b) The Vice-Chairs' remuneration shall be defined as equal to the Salt Spring Trustee Remuneration amount, plus 10%.
 - c) The Chair's remuneration shall be defined as the Vice-Chair remuneration, plus 25%.
4. Payment of Benefit Premiums for Trustees
 - a) Trustees will be offered the opportunity to have benefit premiums paid by the Islands Trust. Payments for trustee benefit premiums may be subject to income tax as defined by the Canadian Revenue Agency.
 - b) Trustees who do not subscribe to benefit coverage through Islands Trust will receive an annual amount as defined in Section E: Implementation.

E. IMPLEMENTATION:**ISLANDS TRUST POLICY MANUAL**

1. The implementation of this policy will commence with swearing in of trustees elected in November 2011.
2. The defined annual compensation amounts for the first implementation of this policy are the sum of:
 - a) Trust Council Base Amount = \$3,200.00
 - b) LTC Local Base Amount = \$4,200.00
 - c) Population Amount = \$1.30 per person
 - d) Folio Amount = \$1.30 per folio
3. The defined annual compensation amounts in section E.2 of this policy and the methodology for making adjustments as defined in sections E.4 and E.5 of this policy will be incorporated into a Trust Council calculated for trustees will be subject to the adoption of an annual Trustee Remuneration Bylaw.
4. Overall Review of Trustee Remuneration
 - a) The Trustee Remuneration calculations will be reviewed when the results are available from the most recent census. Any adjustments based on changes in population or folios will be implemented on April 1st of the following year.
5. Annual Adjustments for Inflation
 - a) In fiscal years where census results are not available, the previous year's remuneration will be adjusted on an annual basis, coinciding with the fiscal year, based on the annual change in the Victoria Consumer Price Index as reported by BC Statistics in December. Adjustments to Trustee Remuneration that result from inflation will be implemented on April 1st of the following year.
6. Payments to Trustees Who Do Not Register for Benefits Through Islands Trust
 - a) Local Trustees who do not register for benefits through Islands Trust will receive an annual payment of \$1,000.00, paid evenly over the fiscal year (ie. \$83.33 per month).
 - b) If Local Trustees take office part way through the fiscal year, this payment will be applied proportionately based on how many months are remaining in the fiscal year.

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: March 10-12, 2015

From: Financial Planning Committee

Date: February 18, 2015

SUBJECT: REVENUE ANTICIPATION BORROWING BYLAW (ANNUAL ITEM)

RECOMMENDATION:

1. That Islands Trust Council Bylaw 158, cited as the “Revenue Anticipation Borrowing Bylaw 2015/16” be Read a First Time.
2. That Islands Trust Council Bylaw 158, cited as the “Revenue Anticipation Borrowing Bylaw 2015/16” be Read a Second Time.
3. That Islands Trust Council Bylaw 158, cited as the “Revenue Anticipation Borrowing Bylaw 2015/16” be Read a Third Time.
4. That Islands Trust Council Bylaw 158, cited as the ‘Revenue Anticipation Borrowing Bylaw 2015/16’ 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 – February 18, 2015
Executive Committee – February 24, 2015

Linda Adams, Chief Administrative Officer

ISLANDS TRUST COUNCIL

BYLAW NO. 158

A Bylaw to Provide for the Borrowing of Money During
Fiscal Year 2015 - 2016 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 2015 - 2016 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, 2015 - 2016".
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 2015 - 2016 budget, be used to repay the money so borrowed.

READ A FIRST TIME THIS 11TH DAY OF MARCH, 2015

READ A SECOND TIME THIS 11TH DAY OF MARCH, 2015

READ A THIRD TIME THIS 11TH DAY OF MARCH, 2015

APPROVED BY THE MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT
THIS DAY OF, 2015

ADOPTED THIS DAY OF, 2015

SECRETARY

CHAIR



REQUEST FOR DECISION

To: Trust Council

For the Meeting of:: March 10-12, 2015

From: Financial Planning Committee

Date Prepared: February 18, 2015

SUBJECT: FINANCIAL PLAN BYLAW, 2015/2016

RECOMMENDATION:

1. That Islands Trust Council Bylaw 159, cited as the “Financial Plan Bylaw, 2015/2016” be Read a First Time.
2. That Islands Trust Council Bylaw 159, cited as the “Financial Plan Bylaw, 2015/2016” be Read a Second Time.
3. That Islands Trust Council Bylaw 159, cited as the “Financial Plan Bylaw, 2015/2016” be Read a Third Time.
4. That Islands Trust Council Bylaw 159, cited as the “Financial Plan Bylaw, 2015/16” be forwarded to the Minister of Community, Sport and Cultural Development for approval consideration.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Islands Trust Financial Plan for 2015/16 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, 2015/2016.

KEY ISSUE(S)/CONCEPT(S): The Financial Plan Bylaw is the formal document approving the budget for the 2015/2016 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. Fees will however increase based on CPI.
Provincial Grant	The Strategic Community Investment Fund agreement has expired. The Ministry has advised a budget of \$180,000 for following fiscal years.
Non-market Growth	A 1.5% 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 of 1.0%.
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, 2015/2016 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 – February 18, 2015
 Executive Committee – February 24, 2015

 Linda Adams, Chief Administrative Officer

ISLANDS TRUST - Proposed Budget - 5 Year Budget Projection

		Trust Council March 2015		Annual			
Revenue		2015/16	Increase %	2016/17	2017/18	2018/19	2019/20
	Fees & Sales - Maps & Bylaws	110,000	1.0%	111,100	112,211	113,333	114,466
	Provincial Grant	180,000		180,000	180,000	180,000	180,000
	Property Tax Levy prior year	6,126,685	0.0%	6,218,585	6,374,050	6,533,401	6,696,736
	Non-market Growth Current Year	91,900	1.5%	93,279	95,611	98,001	100,451
	Increased Taxes in Current Year	-	1.0%	62,186	63,740	65,334	66,967
	<i>Total Tax Revenue</i>	6,218,585		6,374,050	6,533,401	6,696,736	6,864,155
	<i>% tax increase</i>	0.00%		1.0%	1.0%	1.0%	1.0%
		<i>byelection</i>		<i>byelection</i>	<i>byelection</i>	<i>byelection</i>	<i>election</i>
	Appropriation from Surplus - for elections			7,000	7,000	7,000	120,000
	Appropriation from Surplus - to adjust Surplus balance	274,496		237,304	144,636	48,652	(43,743)
	Property Tax Levy - Bowen	213,677	1.0%	215,814	217,972	220,152	222,354
	Special Levy - LTCs	119,500	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%	60,000	60,000	60,000	60,000
	Revenue Subtotal	7,216,259		7,345,268	7,415,221	7,375,873	7,567,232
	Expenditures						<i>election</i>
	Trust Council - no Admin or Programs	755,445	1.0%	763,000	770,630	778,336	906,119
	Local Planning - no Admin or Programs	4,072,671	1.0%	4,113,398	4,154,532	4,196,077	4,238,038
Admin	Trust Fund - no Admin or Programs	524,091	1.0%	529,332	534,625	539,972	545,371
Distr %	Administration	1,573,801	1.0%	1,589,539	1,605,434	1,621,489	1,637,704
16%	Programs - Trust Council	50,000		300,000	300,000	300,000	300,000
74%	Programs & OCP - LPS	150,750					
10%	Programs - ITF	-					
100%	Programs - Admin	35,000					
	Projects funded by Special Property Tax Requisition	119,500		110,000	110,000		
	Expenditure Subtotal	7,281,258		7,405,268	7,475,221	7,435,873	7,627,232
	Add non-cash expenditures - amortization	65,000		60,000	60,000	60,000	60,000
	Total Cash Requirement	7,216,258		7,345,268	7,415,221	7,375,873	7,567,232
	check	1		(0)	(0)	0	(0)
	Surplus Balance - adjust after most recent fore	2,066,711		1,882,407	1,790,771	1,886,755	1,774,514
	Cash required for 3 months operations						
	(expenditure subtotal divided by 4 less 1/3 non-tax revenue)	\$ 1,735,315		\$ 1,796,042	\$ 1,813,252	\$ 1,803,135	\$ 1,850,691
	Surplus Balance as % of Cash Required by Policy	119%		105%	99%	105%	96%

ISLANDS TRUST						
		Bylaw 159				
		Schedule A				
Revenue		2015/16	2016/17	2017/18	2018/19	2019/20
Provincial Funding		180,000	180,000	180,000	180,000	180,000
Property Taxes **		6,401,719	6,559,000	6,719,000	6,884,000	7,052,000
Special Levy - Local Trust Committees		119,500	110,000	110,000	-	-
Fees		110,000	111,000	112,000	113,000	114,000
Surplus Appropriation		278,226	249,000	156,000	61,000	82,000
Interest and Other		100,000	110,000	110,000	110,000	110,000
	Revenue Subtotal	7,189,445	7,319,000	7,387,000	7,348,000	7,538,000
Expenditures						
Trust Council		1,062,853	1,065,000	1,075,000	1,086,000	1,216,000
Local Planning		5,506,619	5,596,000	5,647,000	5,590,000	5,643,000
Trust Fund		684,971	718,000	725,000	732,000	739,000
Less non-cash items - amortization		(65,000)	(60,000)	(60,000)	(60,000)	(60,000)
	Expenditure Subtotal	7,189,445	7,319,000	7,387,000	7,348,000	7,538,000
	Contribution to Surplus (Reserves)*	0	-	-	-	-
** Estimated Property Taxes by Source:						
		2015/16	2016/17	2017/18	2018/19	2019/20
	Trust Area Property Tax Levy	6,187,953	6,343,000	6,501,000	6,664,000	6,830,000
	Bowen Island Municipality Property Tax Levy	213,766	216,000	218,000	220,000	222,000
	Total	6,401,719	6,559,000	6,719,000	6,884,000	7,052,000
	Balance in General Revenue Fund Surplus (Reserves) *	2,062,981	1,874,450	1,778,073	1,873,528	1,755,998



DIRECTOR OF TRUST AREA SERVICES 2014-2015 FOURTH QUARTER REPORT

Date: February 19, 2015

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<p>1. <u>TRUST COUNCIL / TRUST PROGRAMS COMMITTEE</u></p> <ul style="list-style-type: none"> • Sent three letters to delegates at December Trust Council • Oriented Trust Programs Committee with new toolkit and gave briefings re Indicator program, Crown land profiles, BC Ferries advocacy • Briefed Trust Council re legislative monitoring • Launched 2015 Community Stewardship Awards program • Assessed resources required to complete Crown Land Profiles • Worked with CAO on First Nations session and Grace Islet decision for Trust Council 	<ul style="list-style-type: none"> • Administer the Community Stewardship Awards program • Work with Bowen Island Municipal staff to return NAPTEP consideration to BIM Council
<p>2. <u>AGENCY LIAISON and ADVOCACY</u></p> <ul style="list-style-type: none"> • Provided staff comments on the marine shipping component of the Woodfibre LNG application • Developed and submitted an Islands Trust resolution to AVICC regarding provincial funding for the Coastal Douglas-fir Conservation Partnership. • Staff attended a two-day Washington State Department of Ecology workshop on vessel oil spill risk assessment and management in the Salish Sea • Staff and local trustees attended a meeting on North Pender regarding shipping industry anchoring in Plumper Sound • Sent request for decision to Bowen Island Municipal Council regarding its participation in amending agreement(s) with Ministry of Forests, Lands and Natural Resource Operations. 	<ul style="list-style-type: none"> • Ongoing tracking of legislative and major policy / program changes in all levels of government • Support engagement by Trust Council and trustees on BC Ferries issues • Continue implementing marine advocacy program • Continue participation in the BC Environmental Assessment Office's Woodfibre LNG Working Group and the Joint Working Group for the Removal of Derelict Vessels • Negotiate amendments to agreements with the Ministry of Forests, Lands and Natural Resource Operations. • Draft letter of comment to the National Energy Board regarding Kinder Morgan's Trans Mountain Pipeline Expansion Project (due July 2015)
<p>3. <u>COMMUNICATIONS</u></p> <ul style="list-style-type: none"> • News Releases, 1 re: budget and 1 re Community Stewardship Awards • Developed detailed EC Public Relations plan supporting Trust Council priorities • Redesigned Budget webpage, including new content about "How are your Property Taxes Calculated" Provided Islands Trust social media assessment to EC • Twitter: 47 new followers and 27 new tweets 	<ul style="list-style-type: none"> • Webpage, poster, FAQ and social media for Community Stewardship Awards program • Coordinate 2014-2015 Annual Report • Undertake external communications –current status and needs assessment • Assist in editing, formatting, design and production of Thetis LTC's "A Landowner's Guide to Protecting Shoreline Ecosystems" • Explore media training for Chairs
<p>4. <u>HUMAN RESOURCES</u></p> <ul style="list-style-type: none"> • Completed orientation of new Communications Specialist • Completed performance reviews for 2014 	<ul style="list-style-type: none"> • Continue amendments to staff operations manual



TRUST PROGRAMS COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: March 2015 Trust Council

WORK PROGRAM

1. **COMMUNITY STEWARDSHIP AWARDS**
2. **BC FERRIES ADVOCACY PROGRAM (Strategic Plan 4.2)**
 - Support engagement by Trust Council and trustees on BC Ferries issues
3. **AMEND CROWN LAND COOPERATION AGREEMENTS**
 - Engage Bowen Island Municipality and the Province of BC in consolidating six existing agreements into one.

CONTINUING ITEMS

INDICATOR PROGRAM

VACANT CROWN LAND PROFILES – Discovery Phase

Lisa Gordon
Designate Staff

Derek Masselink
Chair



ISLANDS TRUST FUND

TRUST FUND BOARD REPORT TO TRUST COUNCIL 4th Quarter 2014-2015

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. STRATEGIC PLANNING/ADMINISTRATION	
<p>Extended 2011-2015 Regional Conservation Plan to 2017 to complete outstanding items</p> <p>Completed Eelgrass mapping for entire Trust area; posted results to website, MapIT and shared with partners</p> <p>Drafted AVICC resolution recommending increased provincial support for Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) and participated in CDFCP partners and local government focus meetings</p> <p>Provided support to Land Trust Alliance of BC initiative for a province-wide tax exemption conservation program</p> <p>Created Thetis Island Acquisition Fund with anonymous donation of \$96,000</p>	<p>Continue policy review work, with an emphasis on fundraising related policies</p> <p>Work with the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) to integrate mapping into Regional Conservation Plan</p> <p>Meet with all three planning teams to discuss areas of mutual interest, including sensitive ecosystem mapping</p>
2. COVENANT AND PROPERTY ACQUISITIONS	
<p>Registered covenant on John Osland Nature Reserve (Lasqueti), held by Lasqueti Island Nature Conservancy and Nanaimo and Area Land Trust</p> <p>Registered covenant on 0.289 hectares of a Salt Spring Island property, providing legal protection to a First Nations burial site</p>	<p>Negotiate two NAPTEP covenants (1 on Hornby, 1 on North Pender) and four regular covenants (1 on North Pender, 1 on South Pender, 2 on Galiano)</p> <p>Assist Thetis Island Nature Conservancy with acquisition campaign to purchase a 16 hectare property known as Burchell Hill</p> <p>Negotiate transfer for 2 nature reserves (Denman & Keats)</p>
3. PROPERTY AND COVENANT MANAGEMENT	
<p>Protected approximately 120 naturally regenerating conifers in restoration site from deer browse at Long Bay Wetlands Nature Reserve (Gambier)</p> <p>Planted approximately 150 native trees and shrubs at Trincomali Nature Sanctuary with</p>	<p>Collaborate with BC Parks to reroute a trail connecting Morrison Marsh Nature Reserve to Boyle Point Park (Denman)</p> <p>Complete Management Plan for McFadden Creek Nature Sanctuary (Salt Spring)</p>

*As of March 2015 the Trust Fund Board
owns 26 properties and holds 69 covenants (of which 23 have NAPTEP certificates)*



ISLANDS TRUST FUND

**TRUST FUND BOARD
REPORT TO TRUST COUNCIL
4th Quarter 2014-2015**

<p>volunteers (Galiano)</p> <p>Trails cleared at Morrison Marsh Nature Reserve and Lindsay Dickson Nature Reserve (Denman)</p> <p>Contracted Management Plan revision for Horton Bayviary Nature Reserve (Mayne)</p> <p>Surveyed to mark covenant boundaries with easy to find reference posts for 3 Salt Spring properties</p>	<p>Complete Management Plan for Burren's Acres Nature Reserve (Gabriola)</p> <p>Complete revision of Management Plan for Horton Bayviary Nature Reserve, Mayne</p>
<p>4. COMMUNICATIONS</p>	
<p>Fall/Winter edition of The Heron (ITF Newsletter) distributed</p> <p>Issued News Release about Eelgrass Mapping</p> <p>Revised and reprinted ITF Rack Card</p> <p>Initiated regular TFB updates to local trust committees and Bowen Municipality for inclusion in meeting agendas</p> <p>Issued E-News to subscribers</p> <p>Sent Christmas cards to major partners and donors</p>	<p>Update website with new protected places profiles</p> <p>Work with PICA on a realtor outreach strategy for North and South Pender Islands</p> <p>Publish one article in a non-conservation publication or media outlet (e.g. Tourism or yachting magazine) profiling ITF and Burchell Hill (Thetis) campaign</p>
<p>5. FUNDRAISING AND CONSERVANCY SUPPORT</p>	
<p>Migrated client/donor contact data into customized database (DonorPro); staff training and implementation underway</p>	<p>Develop 2015 fundraising plan for Burchell Hill campaign in partnership with ThINC</p> <p>Investigate potential grants for Thetis Island land acquisition</p>

*As of March 2015 the Trust Fund Board
owns 26 properties and holds 69 covenants (of which 23 have NAPTEP certificates)*

- Conserve 500 ha of priority lands (117.45 ha conserved to date);
- Secure 20 ha of conservation land on Thetis (current campaign to secure 16 ha. is set to complete in June 2017);
- Research identified conservation lands and work with landowners to develop strategies for land securement; and,
- Seek appropriate funding to carry out strategies for land securement.

GOAL 2. Investigate the protection of biodiversity priorities on lands outside of core conservation areas, including working landscapes.

Accomplishments:

- Mapped “working landscape” of Islands Trust area using tax class data and Agricultural Land Reserve data;
- Identified areas for landowner contact and initiated a pilot landowner contact program on Lasqueti Island in collaboration with the Lasqueti Island Nature Conservancy (LINC);

Outstanding action items:

- Evaluation of pilot landowner contact program (Spring 2015);
- Research current resources for conservation of working landscapes and develop a report to the Board (Fall 2015); and
- Update resources for land trusts on the Islands Trust Fund website to include information on conservation of working landscapes (Fall 2015).

GOAL 3. Work with partner organizations to conserve marine ecosystems and habitats.

Accomplishments:

- Completed eelgrass mapping for entire Islands Trust region;
- Provided eelgrass mapping to local trust committees (early 2015);
- Completed forage fish habitat assessments for North and South Pender, Thetis, Denman and Hornby islands and assisted with forage fish habitat assessments for Bowen and Gambier islands;
- Shared available mapping with conservation groups and local and provincial government; and,
- Coordinated a communication between Trust Area Services and Local Planning Services regarding marine conservation issues.

Outstanding action items:

- Incorporate marine mapping into conservation model (Winter 2015/16); and
- Continue to work to complete forage fish and kelp bed mapping.

GOAL 4. Work with the Islands Trust Council, local trust committees and island municipalities to implement and accentuate Regional Conservation Plan goals and objectives within official community plans and land use bylaws.

Accomplishments:

- Finalized Sensitive Ecosystem Mapping and assisted two local trust committees in creating sensitive ecosystem development permit areas;
- Provided training to staff and trustees regarding sensitive ecosystem mapping and shoreline ecosystem mapping (eelgrass and forage fish);
- Finalized tools for creating protected area networks for local trust committees (unused at this time); and,
- Incorporated RCP goals and objectives in Islands Trust Strategic Plan and the Islands Trust Fund Board 5-year plan.

Outstanding action items:

- Protected area networks proposed for each major island;
- Creation of an Islands Trust Fund/Islands Trust working group to develop OCP/bylaw templates for sensitive ecosystem and shoreline conservation; and,
- Create a plan for ecosystem mapping updates (Fall 2015).

GOAL 5. Promote community participation in conservation within the Islands Trust area through effective stewardship and management of private lands, information sharing and support of conservation education initiatives for private landowners.

Accomplishments:

- Produced and issued 3 issues of the Heron;
- Initiated regular Trust Fund Board updates to local trust committees;
- Created materials for landowner contact and piloted a landowner contact program on Lasqueti Island; and
- Issued 20 news releases and 1 article about conservation issues.

Outstanding (and ongoing) action items:

- Continue to issue news releases, local trust committee updates and the Heron on an ongoing basis; and,
- Complete and evaluate Lasqueti Island landowner contact program (Spring 2015).

GOAL 6. Support and enhance the work of conservation partners working in the Islands Trust area.

Accomplishments:

- Sponsored island conservancies to attend five networking and training events;
- Staff participated in 17 conservation networking and training events with island groups;
- Staff presented Islands Trust Fund work at 15 events, including 6 NAPTEP presentations and 4 shoreline mapping presentations;
- Provided ecosystem mapping (shoreline and terrestrial) to over 6 organizations;
- Opportunity Fund income of approximately 20 % of opening balance each year through individual donations and calendar sales; and,
- Distributed \$34,765 in grants to island conservancies through 11 Opportunity Fund grants for land conservation initiatives.

Ongoing action items:

- Continue to grow the Opportunity Fund and distribute grants;
- Continue to support partners in training and networking events; and,
- Continue to offer Trust Fund Board staff and mapping resources to partners.

GOAL 7. Monitor and manage existing conservation areas to maintain and enhance existing biodiversity and cultural features with the understanding that ecosystems are continuously in a state of change.

Accomplishments:

- Three ecological monitoring sites identified: Mt. Trematon (homestead/logging impact restoration project), Sidney Island Covenants (deer exclosures), Long Bay Wetland (gravel pit restoration site);
- Species at risk inventory carried out on one property; and
- Invasive species monitored annually; active removal occurring on 10 reserves.

Outstanding action items:

- Create a Property Management Strategy and associated budget that incorporates consideration of species at risk monitoring and stewardship, invasive species monitoring

and control and identification of important areas for ongoing ecosystem monitoring and management of ecological integrity.

Next steps:

By extending the timeline of the current plan, staff are confident that the following items will be completed:

- Research of conservation lands and development of strategies for land securement, including identification of funding options;
- Conservation of 16 ha (revised from 20 ha) of lands on Thetis Island; and
- Creation of a Property Management Strategy and associated budget.

Completion of the following item could occur in the next two years with the interest and involvement of local planning services and local trust committees.

- Creation of an Islands Trust Fund/Islands Trust working group to develop OCP/bylaw templates for sensitive ecosystem and shoreline conservation.

Conservation of 500 ha of priority lands is likely too ambitious to complete by 2017, but staff continue to work towards this goal.

ITF staff will begin work on the next Regional Conservation Plan in late 2016.

ATTACHMENT(S): Full [2011-2015 Regional Conservation Plan](#) available online.

AVAILABLE OPTIONS:

- Trust Council could recommend to local trust committees and the Bowen Island Municipality that they consider establishing protected area networks, or greenways, per section 3.1.4 of the Policy Statement:
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.
 - From RCP Goal #4, local trust committees interested in exploring protected area networks for their islands could consider adding this to their work programs and request that planners work with ITF staff to develop the relevant mapping.
 - From RCP Goal #4, Trust Council could consider requesting the Local Planning Committee to add “development of model bylaws for sensitive ecosystems and shoreline conservation” to its work program, pending further discussion of Trust Council’s 2015-2018 Strategic Plan.
-

Prepared By: Jennifer Eliason, ITF Manager and
Kate Emmings, Ecosystem Protection Specialist

Reviewed By/Date: Lisa Gordon, Director Trust Area Services/February 13, 2015
David Marlor, Director Local Planning Service, February 17, 2015
Executive Committee, February 25, 2015

Chief Administrative Officer

2013:

- Ballenas-Winchelsea (Executive Islands) Local Trust Area
- Bowen Municipality
- Denman Island Local Trust Area
- Gabriola Island Local Trust Area
- Galiano Island Local Trust Area
- Hornby Island Local Trust Area
- Gambier Associated Islands except those off of the Sunshine Coast (e.g. the Thormanbies)
- Valdes Island
- Cufra Inlet (Thetis Island)

2014:

- North Pender Associated Islands
- Islands off the Sunshine Coast (e.g. the Thormanby Islands)
- Lasqueti Associated Islands
- Saturna Island Local Trust Area
- Salt Spring Island Local Trust Area

General Mapping Method:

Eelgrass mapping was done by boat with the aid of a towed underwater camera and was completed to a Level 1 standard as defined in “Methods for Mapping and Monitoring Eelgrass Habitat in British Columbia (Dec 2002)”, available through the Community Mapping Network, and as modified through a methodology approved by a qualified registered professional biologist. The modifications to the methodology have been designed to accommodate modernized mapping techniques and to reduce costs.

Parks Canada Shorelines:

To reduce mapping costs, Parks Canada shorelines in the North Pender Associated Islands, Salt Spring Island Local Trust Area and Saturna Island Local Trust Area were not mapped. However, maps created for the contract include Parks Canada eelgrass data from their Shorezone mapping project. This data will also be made available to Islands Trust staff through internal mapping databases and to the public via the MapIT application so that users of the information are aware of eelgrass beds in the areas that were not mapped by this project.

Report Results and Recommendations

The 2012-2014 Nearshore Eelgrass Inventory Report found the following coverage by local trust area/island municipality:

Local Trust Area or Island Municipality	Eelgrass Presence (% of shoreline)
Bowen	11.6
Denman	33.24
Executive (Ballenas - Winchelsea)	1.4
Gabriola	19.86
Galiano	17.58
Gambier	12.82
Hornby	31.7
Lasqueti	15.31
Mayne	21.96
North Pender*	15.84
Salt Spring*	16.16
Saturna*	18.54
South Pender	8.49
Thetis	18.37
Total Trust Area surveyed	16.32
* The Salt Spring and Saturna local trust area surveys did not include Parks Canada shorelines. The North Pender Island Local Trust Area survey did not include Parks Canada shorelines for its associated islands.	

The 2012-2014 Nearshore Eelgrass Inventory Report contains several recommendations. Some of the relevant recommendations for local trust committees are:

- Create setbacks from the shoreline in regulatory bylaws.
- Prevent construction of docks in eelgrass beds. Where dock construction cannot be avoided, ensure that docks are built to allow light to pass through to eelgrass beds below and that they are constructed from materials that have a minimum impact on water quality.
- Require removal of illegal shoreline modifications and habitat restoration where appropriate.
- Support education of the boating community and shoreline landowners regarding the importance of eelgrass beds and natural shorelines.
- Encourage the boating community not to locate mooring buoys in eelgrass beds and not to anchor in eelgrass beds. Where mooring buoys are located in eelgrass beds, encourage the use of line floats to keep chains and lines off of the sea floor where they can drag and scour the bottom, removing eelgrass habitat and killing species.
- Encourage dock owners to replace dock materials with light penetrable materials.

Mapping Partnership:

Mapping was completed by SeaChange Marine Conservation Society through a partnership with the Seagrass Conservation Working Group and the Islands Trust Fund. The Mayne Island Conservation Society provided eelgrass mapping for Mayne Island free of charge. The total project budget was \$155,610 and the Islands Trust, primarily through Trust Fund Board budgets, contributed 54% of the total amount.

Funding contributed to the project by the Islands Trust and its partners was as follows:

Budget Year	Trust Fund Board	Islands Trust	Local Trust Committees
2012/2013	\$ 11,310	\$3,500	\$900
2013/2014	\$ 36,500		\$5,000
2014/2015	\$ 27,000		
TOTAL	\$74,810*	\$3,500	\$5,900
TOTAL ISLANDS TRUST CONTRIBUTION			\$84,210
TOTAL CONTRIBUTION FROM PARTNERS			\$71,400
TOTAL PROJECT BUDGET			\$155,610

* Note \$47,000 of the Trust Fund Board contributions were from special budget requests granted by Trust Council, with the remainder from the annual budget.

Funding contributed by the Seagrass Conservation Working Group via SeaChange Marine Conservation Society totaled \$68,200 over three years and came from the following funders:

- Pacific Salmon Foundation Living Rivers Fund
- Vancity Credit Union
- TD Bank
- Victoria Foundation
- Greater Victoria Savings & Credit Union
- Comox Valley Regional District
- Capital Regional District

Metro Vancouver also contributed \$3,200 to the project directly through the Islands Trust.

Use of the mapping to date:

There has been a great deal of interest in the eelgrass mapping data. To date mapping has been used by the Islands Trust in OCP work and to assess shoreline modification applications and by the Islands Trust Fund in conservation planning and site assessments. Islands Trust has shared the data with the following agencies at their request:

- BC Hydro
- Bowen Island Municipality
- Ministry of Forest, Land and Natural Resource Operations (dock and foreshore development applications)
- Raincoast Conservation Society
- Canadian Parks and Wilderness Society
- Parks Canada (NMCA and Gulf Islands National Park Reserve)
- Woodfibre LNG Environmental Assessment (Golder and Associates)
- Burnco Mines Environmental Assessment (Golder and Associates)
- Community Mapping Network

ATTACHMENT(S): The full report can be viewed online at:

<http://www.islandstrustfund.bc.ca/initiatives/marineconservation/eelgrass-mapping.aspx>

AVAILABLE OPTIONS:

Trust Council could consider the following actions:

- Recommend that local trust committees consider addressing the protection of eelgrass habitat in OCPs and regulatory bylaws and, where applicable, development permit areas, per Islands Trust Policy Statement Directive Policies:
 - 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.*
- Consider development of public outreach strategy for shoreline property owners to prevent further habitat loss in Trust Council's 2015-2018 strategic plan. Outreach could include adding eelgrass information to the Islands Trust website, for example, on the "Island Ecosystems" page (<http://www.islandstrust.bc.ca/islands/island-ecosystems.aspx>); creating and distributing outreach products for landowners; and/or hosting shoreline stewardship workshops.
- Consider reviewing and revising Trust Council Policy 5.5.i. Bylaw Enforcement to expand the justification for proactive bylaw investigation (i.e. without written complaint) to include observed violations that may threaten or harm eelgrass habitat and other sensitive ecosystems. The policy currently allows for proactive enforcement where bylaw violations are observed as threatening or damaging freshwater and wetland ecosystems, referencing 3.3.1 of the Islands Trust Policy Statement.

FOLLOW-UP:

The Islands Trust Fund has placed the eelgrass mapping and the associated report on its website at <http://www.islandstrustfund.bc.ca/initiatives/marineconservation/eelgrass-mapping.aspx> and has added eelgrass mapping to the MapIT public mapping site at <http://www.islandstrust.bc.ca/maps/mapit.aspx> (Shorelines Application). Staff will also be looking at integrating shoreline mapping into conservation planning models.

Islands Trust Fund staff have provided briefings to local trust committees regarding mapping for their local trust areas in the year that they were mapped as follows:

Local Trust Committee / Island Municipality	Meeting Date(s) the Eelgrass Mapping was received
Bowen	January 13, 2014
Denman	April 1, 2014
Executive (Ballenas-Winchelsea)	February 24, 2014
Gabriola	March 13, 2014
Galiano	February 3, 2014
Gambier	January 30, 2014 (Gambier and Associated Islands in Howe Sound) February 12, 2015 (Associated Islands along Sunshine Coast)
Hornby	March 14, 2014
Lasqueti	May 14, 2015
Mayne	September 28, 2013 (Mayne Island Conservancy Society presented their eelgrass mapping along with other mapping for their Shoreline Atlas)
North Pender	February 26, 2015 (Associated Islands)
Saltspring	March 19, 2015
Saturna	February 19, 2015
South Pender	February 24, 2015

Islands Trust Fund staff will continue to share the mapping data with First Nations, governments and conservation groups who express an interest in receiving it.

Prepared By: Jennifer Eliason, Manager and
Kate Emmings, Ecosystem Protection Specialist

Reviewed By/Date: Lisa Gordon, Director Trust Area Services/February 19, 2015
Executive Committee/February 25, 2015

Chief Administrative Officer

- Discussion/Planning/Trust Fund Board (TFB) related advocacy topics
- Environmental assessment processes in the Trust Area
- Legislative change requests

ATTACHMENT(S): Legislative Monitoring Report, February 2015

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 for the information of Trust Council twice a year.

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Lisa Gordon, Director, Trust Area Services, February 23, 2015
Linda Adams, Chief Administrative Officer, February 23, 2015



LEGISLATIVE MONITORING REPORT
February 26, 2015

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 process
- 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

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Planned legislation

PLANNED LEGISLATION	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
<p>Campaign expense limits framework legislation for BC local elections</p> <p>(Provincial)</p>	<p>Comment period on the Expense Limits Discussion Paper closed January 31st, 2014.</p>	<p>In December 2014, the provincial all-party Special Committee on Local Elections Expense Limits produced their Phase I report on principles for local elections campaign expense limits. The committee identified fairness, neutrality, transparency, and accountability as the key principles to guide development of expense limits, and recommended that third party advertising be included in the local elections expense limit framework.</p> <p>The Special Committee’s work will restart in February 2015 to establish recommendations on expense limit amounts. Information on spending from the 2014 elections will inform the Committee’s deliberations supplemented by additional information and public input. Committee members will also be guided by the direction set out by government in July 2014 to have provincially-set limits for candidates and third party advertisers using a flat-rate amount for jurisdictions under 10,000 people and a per capita formula for those over 10,000 and third party limits as a percentage of a candidate’s limit in the jurisdiction where the third party is advertising.</p> <p>The Special Committee is expected to report out to the Legislative Assembly by June 12, 2015 on expense limit amounts.</p> <p>The provincial government has stated that expense limits framework legislation will be developed for the 2018 local elections.</p>	<p>None.</p>	<p>Trust Area Services staff will monitor for any consultation opportunities and will advise Executive Committee.</p>
<p>Invasive Species Act</p> <p>(Provincial)</p>	<p>Planned.</p>	<p>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.</p> <p>This legislation could require the Islands Trust and Trust Fund Board to remove invasive species on their properties.</p>	<p>None.</p>	<p>Trust Area Services staff will monitor for any consultation opportunities and will advise Executive Committee.</p>

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PLANNED LEGISLATION	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
Groundwater regulations in support of <i>Water Sustainability Act</i> (Provincial)	Planned.	The groundwater regulations will be key to future water management in the Trust Area. The first phase of work on groundwater regulations will focus on bringing licensing for non-domestic groundwater users. The next phase is expected to focus on water sustainability planning and area based regulations.	2011 and 2013 Executive Committee requests that the Province provide funding and prioritize studies of Gulf Island aquifers to inform future regulatory decisions, and that the Province assign priority to the Islands Trust Area, or at least the islands of greatest concern, for area-based groundwater regulations and Water Sustainability Plans January 2014: Gulf Island Groundwater Protection Tool Kit	Trust Area Services staff to monitor for changes relevant to the Trust Area and advise Executive Committee

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Legislation in Process

LEGISLATION IN PROCESS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTIONS - FUTURE
Building Act (Provincial) (2015)	First Reading February 12, 2015 a two-to-four-year transition period will give local governments and building officials time to adapt to the new provisions.	<p>The Act would modify the current building regulation scheme. Under the Building Act, the BC Building Code will not change as the Act is intended to improve the regulatory system in which the existing Code is applied and enforced</p> <p>Among other purposes, the Building Act proposes to establish the Province as the sole authority to set building requirements. The objective is to create more consistent building requirements across British Columbia.</p> <p>The Building Act will apply throughout British Columbia except the City of Vancouver (Vancouver has authority to establish its own building bylaw), federal lands and Indian Reserves. The code applies regardless of whether a regional district has building inspection services.</p> <p>The proposed Act results from a multi-year review and consultation process.</p> <p>The Province of B.C. has introduced new legislation to streamline building requirements and establish mandatory qualifications for local building officials. The legislative changes will remove the “concurrent authority” powers under the Community Charter with respect to the BC Building Code and will remove the references to the Code under the Local Government Act. The new Act will have no direct effect on local planning policy or regulation. Local governments will be able to apply for a variation to the Building Code or the Province could identify by regulation a list of building activities that may continue to be regulated by local government.</p> <p>Additional information on the changes proposed to the building regulatory system are available on the Ministry of Mines, Energy and Natural Gas website.</p>	None.	If LTCs have advocacy policies regarding their regional district’s building bylaws, the Regional Districts may need to apply to the province for variations in order to accommodate them.
Government Information Act (Provincial) (2015)	First Reading February 12, 2015. Once enacted will replace the <i>Document Disposal Act</i>	<p>Under the proposed Act, the provincial government will transition to mandatory digital archiving and storage of almost all of its records. These digital archives will be open to the public and searchable online. The legislation also creates a new Chief Records Officer position, responsible for overseeing retention, digitization and archiving of government information. The provincial transition to digital information management will begin in the spring of 2015 and is expected to take three years.</p> <p>Staff do not expect that this legislation will apply to Islands Trust corporate bodies, with the possible exception of the Trust Fund Board, as the <i>Islands</i></p>	None.	The Legislative Services Manager will continue to explore the applicability of the Act to the Islands Trust.

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LEGISLATION IN PROCESS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTIONS - FUTURE
		<i>Trust Act</i> establishes the Trust Fund Board as an agent of government. Staff is exploring whether it applies to other Islands Trust bodies.		

Legislation in Effect

LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
<p>Local Government Act</p> <p>(via Miscellaneous Statutes Amendment Act, 2014)</p> <p>(Provincial)</p> <p>(2014)</p>	<p><i>Miscellaneous Statutes Amendment Act, 2014</i> granted Royal Assent May 29, 2014.</p>	<p>Amendments to the <i>Local Government Act</i> provide for the termination of land use contracts in all municipalities and regional districts on the "sunset" date of June 30, 2024. Requires all local governments to have zoning in place for lands covered by land use contracts by June 30, 2022. Local governments may terminate; and use contracts before June 30, 2024.</p> <p>New powers for Boards of Variance to consider orders in situations where local governments terminate land use contracts early.</p> <p>Land use contracts were a form of land use control available to local governments in British Columbia between 1971 and 1978. Land Use Contracts are agreements between the landowner and the local government that supersede zoning regulations.</p> <p>There are nine known Land Use Contracts in Local Trust Areas:</p> <ul style="list-style-type: none"> • Denman – Komas Ranch. • Gambier – Keats DL696; Worlcombe; Thormanby – Buccaneer Bay • Gabriola – Whitmore • Galiano – Galiano Properties • North Pender – Stanley Point Estates • Salt Spring – Foxglove; Blackburn Farm and Sunrise Place 	<p>Planning staff has identified all land use contracts in the Islands Trust Area.</p> <p>LPS staff to update orientation materials for Boards of Variance.</p>	<p>Planners will advise relevant LTCs on approach, if any, for zoning amendments and whether to terminate a land use contract early.</p> <p>LTCs to ensure appropriate zoning in place for lands covered by land use contracts by June 30, 2022. Would likely be undertaken at the time of a regular LUB review.</p>
<p>Riparian Areas Protection Act</p> <p>(formerly <i>Fish Protection Act</i>)</p>	<p><i>Water Sustainability Act</i> granted Royal Assent May 29, 2014</p>	<p>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</p>	<p>The Ministry of Forest, Lands and Natural Resource Operations requested information on all local trust committees' official community</p>	<p>Denman – OCP and LUB amendments in progress.</p>

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LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
<p>(Amended via Water Sustainability Act) (Provincial)</p> <p>(2014)</p>		<p>regulations.</p> <p>Background: Office of the British Columbia Ombudsperson Report- Striking a Balance: The Challenges of using a Professional Reliance Model in Environmental protection – British Columbia’s Riparian Areas Regulation</p> <p>For more details see the June 2014 Trust Council briefing Riparian Areas Regulation Implementation Update (section 2.4)</p>	<p>plans, land/use bylaws, policies and procedures in relation to the implementation of the Riparian Areas Regulation in all local governments affected by the 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.</p> <ul style="list-style-type: none"> • Balenas-Winchelsea – no RAR streams identified in the LTA. • Gabriola – OCP amendment waiting for Ministerial approval. • Gabriola – Mudge OCP/LUB– no RAR streams identified • Gabriola – DeCoursey OCP/LUB – no RAR streams identified • Galiano OCP/LUB – Adopted RAR amendments • North Pender OCP/LUB – Adopted RAR amendments • North Pender Associated islands OCP/LUB – No RAR streams identified • Saturna OCP/LUB – Adopted RAR amendments • Salt Spring OCP/LUB – with 	<p>Gambier OCP/LUB – RAR amendment process underway</p> <p>Gambier Keats OCP/LUB – amendment process underway</p> <p>Gambier Associated islands OCP/LUB – work has not yet started to assess whether RAR streams exist</p> <p>Hornby OCP/LUB – amendment process underway</p> <p>Lasqueti OCP/LUB – amendment process underway</p> <p>Mayne OCP/LUB – amendment process underway</p> <p>Thetis OCP/LUB – amendment in progress.</p>

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LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
			<p>the Minister for approval</p> <ul style="list-style-type: none"> • Salt Spring OCP/LUB – No RAR streams identified • Salt Spring Prevost Zoning – with Minister for approval 	
<p><u>Water Sustainability Act</u></p> <p>(Provincial)</p> <p>(2014)</p>	<p>Royal Assent May 29, 2014</p> <p>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.</p>	<p>The 140-page <i>Water Sustainability Act</i> create regulatory changes in seven key areas:</p> <ol style="list-style-type: none"> 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. <p>Under the new Act, government will manage surface and groundwater as one resource.</p> <p>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.</p> <p>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 below).</p> <p>An intent of the Act is for decision makers to have a broader suite of tools to help make more informed decisions</p>	<p>Many conversations and meetings between Islands Trust and Ministry of Environment staff 2008-present</p> <p>April 30, 2010 Islands Trust staff submission.</p> <p>February 2011, Executive Committee response to the provincial Policy Proposal.</p> <p>October 2013, <u>Chair requested extension to consultation deadline.</u></p> <p>November 2013, <u>Executive Committee submission</u></p> <p>January 2014: <u>Gulf Island Groundwater Protection Tool Kit</u></p>	<p>Trust Area Services Staff to continue to monitor for changes relevant to the Trust Area and advise Executive Committee.</p>
<p>Local Government Act/Climate Charter</p>	<p>In-effect as of October 1, 2008.</p>	<ul style="list-style-type: none"> ▪ Requires municipalities and local trust committees to include GHG emission targets, polices, and actions in their OCPs by May 21st 2010. ▪ Requires regional districts to include GHG emission targets, polices, and actions in their RGS by May 31st 2011 	<p>Eighteen OCPs amended.</p> <p>David Marlor, Director of Local Planning Services, is on the Capital Regional District's (CRD)</p>	<p>OCP yet to be amended:</p> <ul style="list-style-type: none"> • Piers Island <p>Ongoing routine</p>

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LEGISLATION IN EFFECT	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST TRUST ACTIONS-PAST	ISLANDS TRUST ACTIONS – FUTURE
(via Local Government (Green Communities) Statutes Amendment Act (Bill 27) (2008-14) (Provincial)		<ul style="list-style-type: none"> 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. 	Climate Change Action Group	<p>efforts to address greenhouse gas reduction through local trust committee bylaws and evaluation of development applications.</p> <p>LTCs and BIM¹ can assess community progress towards emission reduction targets by viewing the Community Energy Emissions Inventories (2012 reports expected in Spring 2015)</p>

Court Decisions

COURT DECISIONS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
Community Association of New Yaletown v. Vancouver (City), 2015 BCSC 117 (BC Supreme Court)	Reasons for Judgment - January 27, 2015	<p>Mr. Justice McEwan quashed City of Vancouver zoning amendments due to concerns with public hearing procedures. Local governments are now required to not only disclose documents relevant to the proposed bylaw but to provide explanations of the documents in a manner that is understandable to the average citizen.</p> <p>More information is available in an article by Bill Buholzer with the firm Young Anderson LLP (Islands Trust legal counsel).</p>		LPS staff is aware of this court decision and has received extensive briefing through law seminar and professional development

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
				day with Young Anderson lawyers. LPS staff will be reviewing documentation on a case-by-case basis to ensure it meets the test used by the Courts before inclusion in the Public Hearing binder.
<p>Squamish Nation v. British Columbia (Community, Sport and Cultural Development), 2014 BCSC 991</p> <p>(BC Supreme Court)</p>	<p>Reasons for Judgment - June 4, 2014</p> <p>Case not appealed.</p>	<p>The Squamish Nation and Lil'wat Nation successfully challenged the Province's decision to approve the Resort Municipality of Whistler's 2011 Official Community Plan. The Court set aside Whistler's OCP because it determined that the Province failed to adequately consult the First Nations regarding the potential impacts of the plan before approving it. Only Whistler, local trust committees and Sun Peaks Mountain Resort require Ministerial approval before adopting an OCP. The decision means that the Province may not rely exclusively on third party engagement by Whistler, the Islands Trust and Sun Peaks Mountain Resort to fulfil the Province's duty to consult.</p> <p>More information is available in an article by Gregg Cockrill and Reece Harding with the firm Young Anderson LLP.</p>	<p>LPS staff have been undertaking engagement with First Nations during the bylaw adoption process under s. 879 of the Local Government Act and in accordance with the Ministry of Community, Sport and Cultural Development's <i>Guide to First Nations Engagement on Local Government Statutory Approvals</i>.</p> <p>In December 2014, the Ministry updated the guidelines to reflect recent Court decisions. The new guidelines are included in Trust Council's March 2015 meeting materials and identify a specific process for First Nations engagement.</p>	<p>LPS Staff has been working with the Ministry to ensure that its required First Nations consultation process can occur concurrently with a local trust committee's First Nation engagement processes.</p> <p>Staff will continue to work with the Ministry on revised procedures.</p> <p>Should Trust</p>

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COURT DECISIONS	STATUS	BACKGROUND/ KEY IMPLICATIONS TO TRUST AREA	ISLANDS TRUST ACTION - PAST	ISLANDS TRUST ACTION - FUTURE
				Council decide to amend the <i>Islands Trust Policy Statement</i> , a First Nations engagement program would need to be developed in coordination with the Ministry.

New Resources

NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
2014 amendment to Flood Hazard Area Land Use Management Guidelines	<p>Consultation closes August 8, 2014.</p> <p>Consultation on the consultation draft amendment for sections 3.5 and 3.6 was available for review and comment until October 31, 2014</p>	<p>New guidelines for land use development in areas affected by sea level rise are under consideration by the Ministry of Forests, Lands and Natural Resource Operations. The flood hazard area land use management guidelines update represents a significant policy change that will impact land use and development decisions made by local governments in coastal areas.</p> <p>Current state of science on sea level rise indicates a 1m increase by 2100 for south coast BC.</p> <p>Guidelines are not mandatory, but s. 910 of the <i>Local Government Act</i> states that local governments “must consider” the guidelines when making floodplain bylaws</p> <p>The Flood Hazard Area Land Use Management Guidelines have been prepared by the provincial government to help local governments, land-use managers, and approving officers develop and implement land-use management plans, and make subdivision approval decisions, in areas subject to flood hazards.</p>	<p>Sonja Zupanec, Island Planner, was on the Ministry of Environment’s Flood Hazard Area Land Use Management Guidelines working group until October 2014.</p> <p>LPS staff provided a submission to the Province in October 2014. Executive Committee reviewed the draft on October 7, 2014</p>	<p>The Director of Local Planning Services will provide another staff person to support the technical working group.</p> <p>LPS staff will monitor provincial development of the guidelines.</p> <p>Once guidelines are adopted, Trust Council may want to consider a Trust-wide consistent</p>

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NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		<p>The Ministry of Forests, Lands and Natural Resource Operations is in the process of updating these guidelines to include design considerations for land use and development in areas that will be affected by sea level rise. The update will amend sections 3.5 (The Sea) and 3.6 (Areas Protected by Standard Dikes) based on a series of technical studies, Climate Change Adaptation Guidelines for Sea Dikes and Coastal Flood Hazard Land Use (Ausenco Sandwell, 2011), as well as discussion with local governments and stakeholders over the past three years.</p> <p>Current status- working with technical working group to review comments received and respond to them with revisions to the amendments.</p>		response.
<p>Updated Industry Canada's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular 2-0-03 (effective July 15, 2014) Industry Canada's Guide to Assist Land-use Authorities in Developing Antenna System Siting Protocols (posted August 14, 2014) FCM/CWTA Antenna Systems Siting Protocol Template (posted November 14, 2014)</p>	Released in 2014.	<p>Local governments cannot prohibit the siting of either licensed or unlicensed antenna systems, but may require public consultation processes, and may provide comments.</p> <p>Within the Islands Trust, the consultation process for communication tower applications is guided by the Letter of Understanding (LOU, signed October 30, 1996) that exists between Industry Canada and the Islands Trust Council, on behalf of Local Trust Committees, for proposed towers of over 25m in height measured from ground level.</p> <p>The new documents provide information about Industry Canada's regulatory changes in 2014 that include:</p> <ul style="list-style-type: none"> • Improvements to public notification processes • Clarification re how tower height is measured. • New requirement that following a public consultation process, construction of an antenna system must be completed within three years of conclusion of consultation. • Updates requirements for exclusions for applicants to undertake public consultation <p>Related: One of the determining factors considered by Industry Canada is whether the proposed project complies with Health Canada's radio frequency exposure guidelines (Safety Code 6). Health Canada sought comments on draft revisions to Safety Code 6 from May 16, 2014 to July 15, 2014.</p>	In March 2014, the Islands Trust Council requested staff to advise whether Trust Council actions are necessary to implement the new federal communication tower consultation process once the Industry Canada procedure is in effect.	In May 2015, Local Planning Committee will consider a briefing about emerging topics and will ask Trust Council about adding this topic to its work program.

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NEW RESOURCES	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Transport Canada vessel of concern inventory for British Columbia.	Prepared March 2014. Provided to Islands Trust in February 2015.	Staff consider that Islands Trust advocacy, reinforced by advocacy from other local governments, was instrumental in generating the demand for this study. Staff helped assisted with creation of the inventory of vessels of concern by working with UBCM staff to promote public and local government participation.	Staff has shared the report with Executive Committee on February 25, 2015, and UBCM staff.	The Policy Advisor will continue participation on the federal-provincial-local gov't working group re derelict vessels. Staff will post the report to the Islands Trust derelict vessel advocacy webpage .
Community Energy & Emissions Inventory (CEEI) (Provincial)	Updated 2010 reports released in February 2014	In February 2014, updated CEEI reports using 2010 data were made public. The CEEI represents energy consumption and greenhouse gas emissions from community activities in on-road transportation, buildings and solid waste. Estimates of land-use change from deforestation activities and enteric fermentation from livestock under the Agricultural sector are also available at the Regional District level. These reports underpin climate action goals in official community plans. The 2012 reports are expected to be released in 2015.	Posted link to the CEEI reports on the Islands Trust website .	Planners will bring the reports to the attention of local trust committees when relevant to planning issues or planning discussions.
David Suzuki Foundation report: Sound Investment: Measuring the Return on Howe Sound's Ecosystem Assets	Released February 19, 2015	This report states that Howe Sound's watersheds provide an estimated \$800 million to \$4.7 billion in ecological services from nature to the region each year. The study found that the highest valued ecosystems are all near-shore environments (beaches, wetlands, and eelgrass beds).		The Grants Program Manager will attend a webinar about the report on March 11, 2015.

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Discussion/Planning/Trust Fund Board Related Advocacy Topics

DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Coastal Douglas-fir Conservation Partnership	Partnership is active.	<p>At its March 2013 meeting Trust Council signed on to the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) Statement of Cooperation.</p> <p>The Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) is planning to combine and integrate existing data sources to create a landscape level plan that will highlight high priority lands for conservation and improved Crown and private land stewardship, focusing initially on uses for local and regional government planning. This landscape level plan will provide concrete action items/guidelines for local governments and other interested parties, such as model bylaws and amendments to Official Community that highlight stewardship of the CDF Zone.</p> <p>In 2015, the CDFCP will issue a Conservation Strategy that will begin to address a multi-variable approach to ecosystem conservation.</p>	<p>Trust Council joined the partnership in March 2013.</p> <p>Kate Emmings, Islands Trust Fund Ecosystem Specialist, is a member of the Coastal Douglas-fir Conservation Partnership Steering Committee.</p> <p>The “CDF Zone Conservation Strategy” was identified by the Executive Committee as a topic for the 2011-2015 Continuous Learning Plan and an Information Session was scheduled for the June 2014 Trust Council meeting.</p> <p>Briefing with options provided to Trust Council in June 2014.</p> <p>In January 2015, the Executive Committee provided a resolution to the AVICC/UBCM Conventions seeking provincial funding for the CDFCP.</p>	<p>The Islands Trust Fund Ecosystem Protection Specialist will continue to be on the Steering Committee. The Executive Committee will support the Islands Trust’s resolution seeking provincial funding for the CDFCP at the AVICC convention in April.</p>
Proposed National Marine Conservation Area for the Southern Strait of Georgia (2003-14) (Provincial / Federal)	Federal government consulting with First Nations on proposed boundary	<p>Parks Canada in partnership with the Province of British Columbia is assessing the idea of creating a national marine conservation area (NMCA) in the Southern Strait of Georgia</p> <p>The Islands Trust has engaged in the stakeholder consultation process and continues to stay in touch with federal staff on the issue.</p> <p>In October 2011 Canada and BC announced proposed NMCA boundary for consultation.</p> <p>Local government consultation processes were re-activated in</p>	<p>Dec. 2003 – Trust Council hosted a session on the NMCA by Parks Canada staff and requested the Chair write to Parks Canada recommending that the entire Islands Trust Area be included in the feasibility study.</p> <p>In 2010 Islands Trust submitted a successful resolution to UBCM regarding support for NMCA.</p>	<p>Staff and trustees will continue to work with islanders and partner agencies during the consultation process to represent island interests and ecosystems to the decision makers</p>

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		<p>2012. A preliminary consultation meeting with local government was held in Sidney on May 24, 2012 and was attended by Vice Chairs Ken Hancock and Peter Luckham and CAO Linda Adams. Subsequent meetings occurred on Aug. 29 and Oct. 26, 2012 and were attended by many of the trustees and planning staff for the affected islands.</p> <p>Islands Trust and Trust Fund Board representatives have also been involved in several meetings and open houses, in data-sharing exercises with Parks Canada and in meetings of an “NMCA Coalition” convened by the Canadian Parks and Wilderness Society and the Georgia Strait Alliance.</p> <p>First Nation consultation is still underway and NMCA staff do not recommend detailed review of boundary areas by local governments until after Parks Canada releases its preliminary concept.”</p>	<p>EC raised the NMCA during Sept 2010 meeting with Minister Penner and during Jan 2011 meeting with Minister Coell.</p> <p>June 2012: Council received a briefing on implications of asking for broadening of study area.</p> <p>December 2012: Trust Council reaffirmed support for the NMCA with current perimeter, requested to be included in joint mgm’t, and requested that LTC zoning be used as basis of NMCA zoning.</p> <p>Spring 2013: Affected LTCs received a briefing about the opportunity to comment on proposed NMCA exemption areas.</p> <p>March 2014: EC requested that staff provide a NMCA briefing update in August.</p> <p>Trustee George Grams and Regional Planning Manager Leah Hartley are on Parks Canada’s National Marine Conservation Area consultation group</p> <p>Jennifer Eliason, Islands Trust Fund Manager and Kate Emmings, Ecosystem Specialist attend meetings of the Southern Strait of Georgia Marine Conservation Network.</p>	<p>about implications such as zoning, boundaries and buffers.</p> <p>The Executive Committee may wish to review the contact persons assigned to the NMCA consultation process.</p>

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
Provincial Species and Ecosystems at Risk and Local Governments Working Group	Active since 2009.	<p>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.</p> <p>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.</p>	Marnie Eggen, Planner 2, is a member of Species and Ecosystems at Risk (SEAR) Local Government Working Group (LGWG). She compiled a response on behalf of Islands Trust to the recommendations aimed at local governments that came from the Discussion Paper.	LPS staff will continue to participate in the working group.
Standing Senate Committee on Fisheries and Oceans - Study on the regulation of aquaculture, current challenges and future prospects for the industry in Canada (Federal)	Meetings held through 2014 and are ongoing.	<p>The Standing Senate Committee on Fisheries and Oceans began its study on the regulation of aquaculture, current challenges and future prospects for the industry in Canada on January 28, 2014. The committee has been hearing from participants in the aquaculture industry including industry associations, First Nations and researchers, as well as other individuals or groups representing a variety of views on aquaculture. The committee has been receiving general information on aquaculture and is focusing on themes such as: farming activities for finfish and shellfish; various types of farming sites, such as open-net and closed-containment aquaculture, as well as integrated multi-trophic aquaculture; environmental considerations; the supply chain from hatcheries to processing plants; certification and marketing; research; and First Nations perspectives. Video recordings of the meetings and meeting minutes are available.</p> <p>The study will inform the committee's recommendations to the federal government which could include a recommendation for a new national Aquaculture Act (this has not been stated explicitly).</p>	Clare Frater, Policy Advisor, observed March 26, 2014 hearing in Nanaimo.	Trust Area Services staff will continue to monitor for changes relevant to the Trust Area and advise Executive Committee.
2020 Biodiversity Goals and Targets for Canada	Announced February 9, 2015	These aspirational federal goals and targets were collaboratively developed by federal, provincial and territorial governments with input by Aboriginal organizations and stakeholders.		

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
(Federal)		<p>These goals and targets may be useful to advancing advocacy topics in the Strategic Plan or to Trust Fund Board work. Examples of targets in the plan include:</p> <ul style="list-style-type: none"> • By 2020, all aquaculture in Canada is managed under a science-based regime that promotes the sustainable use of aquatic resources (including marine, freshwater and land based) in ways that conserve biodiversity. • By 2020, pollution levels in Canadian waters, including pollution from excess nutrients, are reduced or maintained at levels that support healthy aquatic ecosystems. • By 2020, Canada's wetlands are conserved or enhanced to sustain their ecosystem services through retention, restoration and management activities. 		
BC Budget	February 17, 2015	<p>Key highlights of interest to the Islands Trust:</p> <ul style="list-style-type: none"> • \$25 million over three years to implement the new Water Sustainability Act, which will be in force in 2016. • No changes to BC Ferries funding. 	Chair letter October 3, 2014 re BC Ferries funding	
BC Throne Speech	February 10, 2015	<p>Key messages of interest to the Islands Trust:</p> <p>The BC government plans to:</p> <ul style="list-style-type: none"> • continue to work with municipal partners to share best practices and control spending. • introduce a Rural Advisory Committee, which will provide independent and impartial advice on helping rural B.C. increase opportunities and manage growth. 		
BC Ferries Commissioner's preliminary decision on price caps for the next BC Ferries performance term	<p>Public comment period closed February 28, 2015.</p> <p>The commissioner's</p>	<p>The British Columbia Ferries Commissioner sought public comments on:</p> <ol style="list-style-type: none"> 1) the regulatory quarterly and annual reports maintained by BC Ferries and provided to the commissioner under sections 65 and 66 of the Coastal Ferry Act 2) the submission by BC Ferries for the next performance term including information on the current performance term, a 10 	On February 16, 2015, Chair Peter Luckham attended a meeting between Coastal Regional District Chairs and the BC Ferries Commissioner Gordon Macatee.	Trust Area Services staff will monitor and bring to the attention of Executive Committee.

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DISCUSSION/ PLANNING/TFB RELATED ADVOCACY TOPICS	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
which covers the period April 1, 2016 to March 31, 2020	preliminary decision must be made by March 31, 2015.	<p>year capital plan and an efficiency plan;</p> <p>3) any other information on the commissioner's website that relates to the commissioner's powers and duties relative to the establishment of price caps for subsequent performance terms under section 40 of the Act.</p> <p>The Commissioner will review the comments received as part of the process of making a preliminary decision on price caps for the next performance term which covers the period April 1, 2016 to March 31, 2020.</p>	On November 18, 2014, the Executive voted to request the Association of Vancouver Island Coastal Communities (AVICC) Executive to host a plenary session at the AVICC 2015 Convention 2015 regarding BC Ferries. The session was accepted and is likely to be held for an hour on April 10, 2015.	

Environmental Assessments in/near the Islands Trust Area

ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
BURNCO Aggregate Project environmental assessment process update	<p>Proponent submitted draft application Draft Application Information Requirements on September 9, 2013.</p> <p>Public comment period closed October 19, 2013.</p> <p>Proponent updated the design of the proposed Project in August, 2014.</p>	<p>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. Citizens were invited to submit comments using an online comment form, mail, fax, or by attending open houses in Gibsons (Oct 1, 2013) and West Vancouver (Oct 2, 2013).</p> <p>The Proponent is expected to submit their application in 2015.</p>	<p>Aleksandra Brzozowski, Island Planner, is a member of environmental assessment office working group.</p> <p>October 2013 Chair letter to Environmental Assessment Office.</p>	<p>Staff will continue to participate in working group.</p> <p>Staff will continue to monitor.</p>

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ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
	<p>In December 2014, the EAO issued a joint response to public comments and approved Final Application Information Requirements</p>			
<p>Raven Underground Coal Project BC environmental assessment process update</p>	<p>In May 2014, the BC Environmental Assessment Office deemed the Proponents application incomplete.</p> <p>The Proponent submitted a new application in February 2015.</p>	<p>Compliance Coal Corporation is proposing to remove metallurgical or steel-making coal from a site approximately five kilometres west of the Buckley Bay ferry terminal near Courtenay. If approved, the mine would extract up to 1.1 million tonnes of coal per year during peak production and mine is expected to be active for 16 years. There are concerns regarding the potential impact of the project on the marine water within the Islands Trust Area, in particular on Baynes Sound.</p>	<p>Trustees David Critchley and Tony Law are members of environmental assessment office working group.</p> <p>Chair letter March 30, 2010 Chair letter June 24, 2011 Chair letter October 19, 2012</p>	
<p>Woodfibre LNG BC environmental assessment process update (substituted for federal process)</p>	<p>Public comments invited on the application until March 23, 2015</p>	<p>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.</p> <p>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</p>	<p>Clare Frater, Policy Advisor, is a member of environmental assessment office working group, looking only at the marine shipping aspects.</p> <p>December 2014: Policy Advisor reviewed the draft application as part of working group screening process</p> <p>February 2015: Policy Advisor provided comments on the marine shipping components of</p>	<p>Policy Advisor will continue to participate in working group.</p> <p>March 5, 2015 Policy Advisor to attend working group meeting in Vancouver regarding marine shipping components.</p>

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ENVIRONMENTAL ASSESSMENT	STATUS	SUMMARY	ISLANDS TRUST ACTIONS - PAST	ISLANDS TRUST ACTIONS - FUTURE
		impacts in Howe Sound.	the application.	
Roberts Bank Terminal 2 Canadian Environmental assessment process update	2013 – Public comments invited on project description and environmental impact statement. The public comment period re draft Terms of Reference closed on Sept. 22, 2014.	Port Metro Vancouver proposes the construction and operation of a new three-berth marine container terminal located at Roberts Bank in Delta, British Columbia, approximately 35 kilometres south of Vancouver. Located next to the existing Deltaport and Westshore Terminals, the Project would provide an additional 2.4 million units of container capacity per year at Roberts Bank, which could result in estimates 260 vessels (520 transits) annually. The port's jurisdiction extends about 1.7 kilometres south of the project site and 11 kilometres west. The proposed terms of reference suggest that the environmental assessment will be limited to this geographic scope. Once the federal Minister of the Environment appoints a review panel, it will have 14 months to conduct its review.	Chair letter December 6, 2013	Staff will continue to monitor

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
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	

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ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
	June 2011	increase the number of vice chairs from three to four. 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.
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	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. Several contacts have been made, most recently in 2014. The Assistant Deputy Minister has indicated that the ministry does not currently have the capacity to undertake this complex a legislative change, given other provincial priorities.

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ISLANDS TRUST COUNCIL REQUEST	WHEN	METHOD	RESPONSE
	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.
	After June 2011	Staff met with Ministry staff	
	2014	Executive Committee to seek meeting with new Assistant Deputy Minister	

OUTSTANDING REQUESTS BY AN ISLANDS TRUST BODY FOR CHANGES TO OTHER LEGISLATION / REGULATION

REQUEST	WHEN	METHOD	RESPONSE
Change to the <i>Private Managed Forest Land Act</i> to exempt Galiano Island Local Trust Committee from Section 21 of the PMFL Act	April 27, 2010	Letter from Galiano LTC Chair to Dale Wall, Deputy Minister, Ministry of Community and Rural Development	<p>In 2010, Dale Wall met with Islands Trust Chief Administrative Officer and the Island Planner for Galiano Island LTC to discuss alternative legislative amendments that would enable the Galiano LTC to adopt an Official Community Plan with policies that restrict forest activities.</p> <p>Staff at the Ministry of Forests, Lands and Natural Resource Operations have considered options for legislative amendments but these options have not been made public.</p>
Regulation that would reserve the Islands Trust Area from the staking of mining claims and exploration under the <i>Mineral Tenure Act</i> .	January 30, 2013	Letter from Islands Trust Chair to the Hon. Rich Coleman, Minister of Energy, Mines and Natural Gas	<p>Minister Coleman responded on March 14, 2013 by saying that the Chief Gold Commissioner is considering a number of options to address concerns raised by Pender Island residents and the Islands Trust, including the possible use of mineral reserves for Pender Island and the Islands Trust Area.</p> <p>The Gold Commissioner responded on August 20, 2013 advising that he had decided not to make a regulation over the Islands Trust Area as the <i>Mineral Tenures Act</i> provides other avenues for addressing concerns.</p>

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To: Islands Trust Council

For the Meeting of: March 11, 2015

From: Clare Frater, Policy Advisor

Date: February 19, 2015

SUBJECT: ISLANDS TRUST COMMUNITY STEWARDSHIP AWARDS

DESCRIPTION OF ISSUE:

This year will be the fourteenth year of the Islands Trust's annual awards program designed to recognize individuals and organizations that are pursuing actions in the islands that have made a significant contribution towards the object of the Islands Trust. This briefing is to advise Trust Council of the tasks currently underway to deliver the 2015 awards program.

BACKGROUND:

- The purpose of the Community Stewardship Awards (CSA) program is to recognize and encourage the actions of individuals and organizations that support the mandate of the Islands Trust.
- Since its inception in 2002, 69 awards have been given to individuals and organizations across the entire Trust Area. Nominated and award-winning projects have addressed a wide range of issues including: land, water and marine conservation, agriculture, wildlife rescue and rehabilitation, community news publication, and the compilation and management of community records.
- Trust Programs Committee is responsible for reviewing CSA nominations in May and recommending award recipients to Trust Council in June.
- Administration of the CSA program is established in [Community Stewardship Awards Program policy \(2.1xi\)](#). Trust Council amended this policy in September 2014 and the amendments are summarized as follows:
 - Program to be offered every two years, on odd numbered years, rather than annually.
 - This change takes advantage of the new four-year term length. It is expected to increase the number of applicants in each round and reduce costs.
 - Changes to evaluation process:
 - These changes reflect current proven practices, such as seeking confidential trustee comments on nominees.
 - These revisions explicitly discourage support letters which can be time consuming for the nominators, and tend to favour islands with larger populations.
 - A Chair letter will recognize each nominee instead of a certificate:
 - This change eliminates the risk of the Islands Trust issuing a mandatory congratulatory certificate to an inappropriate project.
 - Change to eligibility:
 - Trust Fund Board appointees are now listed explicitly as being ineligible.
 - Former staff, trustees and contractors are now eligible twenty-four months after they have received their last payment for services.
 - Organizations that provide goods or services to the Islands Trust are eligible so long as the nominated project did not receive payment from the Islands Trust.

- Projects that have received support from the Trust Fund Board are eligible if the value of the Islands Trust Fund cash and in-kind support is less than 50% of project budget.

In 2014, the Trust Programs Committee directed staff to pilot an April 15 deadline for the 2014 CSA applications, instead of April 30. This mid-April timeline significantly improved staff processes and has been included in the revised staff procedures.

Proposed Awards Timeline and Process

February:	Announce award program (news release with broad distribution to media and potential nominators, notice board posters, web page information, etc.).
March:	Provide posters to trustees for local promotion
Mid-April:	Close of nominations, followed by initial staff screening of nominations for eligibility
Late-April	All nominees will receive a letter from the Chair.
Mid-April to Early May	Staff develop profiles of each nomination in consultation with nominee and nominator and post to website with news release
Late April:	Staff seek input on nominations from local trustees
Late April:	Nominations forwarded to Trust Programs Committee members for consideration.
May:	Trust Programs Committee reviews nominations and forwards recommendations to Trust Council. Nominees are assessed according to the following criteria: relationship of project or work to the Islands Trust Policy Statement, benefits to the community or Trust Area, collaboration with others, innovation, and community support
June:	Trust Council decision regarding awards and award recipients notified
June:	News release issued and names of recipients posted to website
Aug:	If needed, Trust Programs Committee review of the program and process
Fall:	Awards presentations at local trust committee or island municipality meetings Each award recipient is presented with an award and a letter of congratulations from the Trust Council Chair. In previous years, recipients have been honoured at a special event arranged by local trustees, where family, friends, interested community members, local media and others are present. Guidelines for arranging a Community Stewardship Award event (either special or during a regularly scheduled meeting) will be provided to the relevant trustees and staff after Trust Council decides on the recipients.

Budget and Resources

- The cost for each award will not exceed \$100.
- Local trust committees may use up to \$100 from their local trust committee budgets to cover the costs of a public presentation ceremony.
- Trust Area Services staff provide support to the Trust Programs Committee in implementing the awards program, which can require up to two weeks of staff time spread over five months.

ATTACHMENT: Community Stewardship Award Program Overview - 2002-2014.

FOLLOW-UP: Staff will administer the 2015 Community Stewardship Award program as directed by policy / Trust Program Committee.

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Executive Committee, February 25, 2015

Linda Adams, Chief Administrative Officer

Community Stewardship Award Program Overview 2002-2014

Number of Nominations - Since 2002, there have been 160 nominations with an average of 12 nominations per year. The highest number of nominations (18) occurred in 2012 and the lowest number of nominations (6) occurred in 2010.

Number of Recipients – Since 2002, there have been 69 Community Stewardship Awards recipients. There has been a range in the number of awards given each year from three awards in 2002 to seven awards in 2014.

Nominations per Island	160		Recipients per Island	69
North and South Pender Islands	44		Salt Spring Island	16
Salt Spring Island	29		North and South Pender Islands	14
Hornby Island	18		Bowen Island	4
Denman Island	12		Denman Island	6
Mayne Island	10		Hornby Island	6
Saturna Island	10		Saturna Island	6
Galiano Island	9		Mayne Island	4
Gabriola Island	7		Gabriola Island	3
Lasqueti Island	7		Lasqueti Island	3
Bowen Island + Bowyer/Passage	6		Galiano Island	4
Thetis Island	4		Gambier Island	2
Gambier	2		Thetis Island	1
Trust-wide	2		Trust-wide	1

2002- 2014 LIST OF NOMINEES/ISLANDS

- **Bullet and bold font** indicates award recipients

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
2014	<ul style="list-style-type: none"> • David Denning, Salt Spring Island • Brian Hollingshead, Saturna Island • Barrie Morrison and Nancy Waxler-Morrison (posthumous) of North Pender Island • Paul and Monica Petrie, Pender Islands • Christa Grace-Warrick, Pender Islands 	<ul style="list-style-type: none"> • Association of Denman Island Marine Stewards • Galiano Conservancy Association 	Denman (1) Galiano (1) Penders (3) Salt Spring (1) Saturna (1) Total = 7
2013	<ul style="list-style-type: none"> • Richard Blagborne, Saturna Island • Chris and Judith Plant, Gabriola Island • Jan Slakov, Salt Spring • Ana Miriam Leigh (posthumous), Denman Island Dr. Peter Carter and Julie Johnston, North Pender Island Mike Hoebel, Galiano Island Patrick Smith, South Pender Jill Treewater, Salt Spring	<ul style="list-style-type: none"> • Lasqueti Island Forage Fish Team • Mayne Island Conservancy • Salt Spring Island Water Council Bowen Island Golf Association Denman Island Volunteer Fire Department Salt Spring Island Water Preservation Society	Bowen (1) Denman (2) Gabriola (1) Galiano (1) Lasqueti (1) Mayne (1) Penders (2) Salt Spring (4) Saturna (1) Total = 14

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
2012	<ul style="list-style-type: none"> • Stuart Watson, Gambier Island • Margot Venton, North Pender Island • Anne Macey, Salt Spring Island • Dr. Donald Marshall, Bowen Island • Peter Karsten, Denman Island Michael Dunn, Mayne Island Patricia Forbes, Lasqueti Island Lindsay Hamson, South/North Pender Islands Shirley LePers, South/North Pender Islands Ken Millard, Galiano Island Monica and Paul Petrie, South/North Pender Islands Dr. John Sprague, Salt Spring Island Bob Watson, Salt Spring Island John Wiznuk, Saturna Island 	<ul style="list-style-type: none"> • Gabriola Island Health Care Foundation, Society and Auxiliary • Hornby Quilters Group • Saturna Island Ecological Education Centre Denman Island Residents Association's Parks Committee 	<p>Bowen (1) Denman (2) Gabriola (1) Galiano (1) Gambier (1) Hornby (1) Lasqueti (1) Mayne (1) Penders (4) Salt Spring (3) Saturna (2)</p> <p>Total = 18</p>
2011	<ul style="list-style-type: none"> • Sue Ellen Fast, Bowen Island • Barry Mathias, Pender Islands • Sara Steil, Pender Islands • Jane Wolverton, Galiano Island Henning Nielsen, Denman Island Gisele Rudischer, Gabriola Island Nadia Krebs, Galiano Island Wayne Hewitt, Salt Spring Island 	<ul style="list-style-type: none"> • Hornby New Clinic Committee, Hornby Island • Pender Island Fire Rescue Department, Pender Islands 	<p>Bowen (1) Denman (1) Gabriola (1) Galiano (2) Hornby (1) Penders (3) Salt Spring (1)</p> <p>Total = 10</p>
2010	<ul style="list-style-type: none"> • Tekla Deverell, North Pender • Patti Willis, Denman • Jon Guy, Saturna • Sylvia Pincott, North Pender • Dorothy Cutting, Salt Spring Pat Ropars, Saturna 	None	<p>Denman (1) Pender (2) Salt Spring (1) Saturna (2)</p> <p>Total = 6</p>
2009	<ul style="list-style-type: none"> • Kelsey Mech, Salt Spring • Patricia McLaughlin, Denman • Jacqueline Booth, Salt Spring (Posthumous nomination) Andrew Carmichael, Hornby Linda and Peter George, Gabriola Janice Oakley and Martine Paulin, Galiano 	<ul style="list-style-type: none"> • Hornby Island Residents and Ratepayers' Association • Salt Spring Island Conservancy Lasqueti Internet Access Society Mayne Island Early Childhood Society Mayne Island Agricultural Society and Fall Fair Pender Islands Community Service Society Pender Organic Community Garden Society 	<p>Denman (1) Galiano (2) Hornby (2) Mayne (2) Lasqueti (1) Pender (2) Salt Spring (3)</p> <p>Total = 13</p>
2008	<ul style="list-style-type: none"> • Mary Cooper, Mayne • Maureen Moore, Salt Spring • Geri Crooks, Saturna • Alasdair and Nancy Gordon, Lasqueti Peter Askin, Mayne John Arthur Money, Saturna Patricia McLaughlin, Denman Lon Wood, Thetis Grant Gordon, Thetis Patti Willis, Denman Bowie Keefer, Galiano Tekla Deverell, Pender 	<ul style="list-style-type: none"> • Lasqueti Island Nature Conservancy • Lyall Creek Salmon and Trout Enhancement Project, Saturna Island Saturna Scribbler Volunteers Land Trust Alliance of British Columbia Pender Islands Animal Welfare Society 	<p>Denman (2) Galiano (1) Lasqueti (2) Mayne (2) Pender (2) Saturna (4) Salt Spring (1) Thetis (2) All islands (1)</p> <p>Total = 17</p>
2007	<ul style="list-style-type: none"> • Ursula Poepel - Pender Islands • Karl Hamson - Pender Islands • Jennifer Brown MacLeod - Gabriola Derek Hopzapfel - Pender Islands Sara Steil - Pender Islands David Rae - Pender Islands 	<ul style="list-style-type: none"> • The Pender Post - Pender Islands • Gambier Island Conservancy • SSI Alternative Gypsy Moth Control Program Pender Islands Conservancy Association 	<p>Pender (7) Salt Spring (2) Gambier(1) Gabriola (1) Thetis (1)</p>

Year	Individual Nominated & Island	Group Nominated & Island	Island Nominees
	Beverley Vreeswijk - Thetis		Total = 12
2006	<ul style="list-style-type: none"> • Bob Burgess, Thetis • Anne Johnson, Mayne David Manning, Pender Glenna Borsuk, Gabriola Jan Kirby, Pender Michelle Marsden, Pender 	<ul style="list-style-type: none"> • Michelle Marsden and the B.C. Coastal Clean Up Campaign, Pender Islands • Salt Spring Island Conservancy, Mount Erskine Campaign 	Pender (4) Salt Spring I(1) Thetis (1) Mayne (1) Gabriola (1) Total = 8
2005	<ul style="list-style-type: none"> • Hilary Brown, Hornby • Katherine Dunster, Bowen Nicholas/Naomi Wilde, North Pender (honourable mention) Christa Grace-Warrick, North Pender Darlene Gage, Hornby Dave and Florence Davidson, North Pender Leigh-Ann Millman, Gabriola Maureen Moore, Salt Spring Newell Smith, North Pender Robert Weeden , Salt Spring Sylvia Pincott, North Pender 	<ul style="list-style-type: none"> • Hornby Water Stewardship Project • Mayne Island Japanese Gardens Denman Conservancy Association (honourable mention) Hornby Island Community Economic Enhancement Corporation 	North Pender (5) Hornby(4) Salt Spring (2) Bowen (1) Gabriola (1) Denman (1) Mayne (1) Total = 15
2004	<ul style="list-style-type: none"> • Kenneth Millard, Galiano • Tom Gossett, Salt Spring Susan Crowe Hornby Island Andrew Carmichael/Dale Chase, Hornby Darlene Gage, Hornby Don Herbert, Mayne David Work, Hornby 	<ul style="list-style-type: none"> • Island Stream and Salmon Enhancement Society, Salt Spring Island • Salt Spring Island Residents for Responsible Land Use 	Hornby (4) Salt Spring (3) Galiano (1) Mayne (1) Total = 9
2003	<ul style="list-style-type: none"> • Jenny Balke, Denman • Tony Quin, Hornby Margaret Taylor, Gabriola Giles Bassett, Hornby Chris Ferris, Lasqueti Pat Forbes, Lasqueti Donald Twohey, Passage Kathy Reimer, Salt Spring 	<ul style="list-style-type: none"> • Bowen Forest & Water Management Society • Islands in the Salish Seas Mapping Project - All Islands Conservancy Hornby Island Hornby Residents & Ratepayers Assn Mayne Agricultural Society and Fall Fair The Pender Islands Museum Society The Pender Islands Parks Commission Whalewych Farm, Pender Island Salt Spring Island Monetary Foundation 	Hornby (4) Penders (3) Lasqueti (2) Salt Spring (2) Bowen (1) Denman (1) Gabriola (1) Mayne (1) Passage (1) All Islands (1) Total = 17
2002	<ul style="list-style-type: none"> • Maureen Milburn, Salt Spring Tony Quin, Hornby David Spalding, South Pender Bev Bullen, Hornby Earl Hastings, Pender Islands Helen Allison, North Pender Island The Late Allan Brooks, South Pender David and Mary Dennis, North Pender 	<ul style="list-style-type: none"> • Community of Trincomali – North Pender Island • Island Wildlife Natural Care Centre - Salt Spring Island Pender Islands Recycling Society Salt Spring Island Monetary Foundation Salt Spring Women – Preserve /Protect Salt Spring Women – Fund raising 	Penders (7) Salt Spring (5) Hornby (2) Total = 14



REQUEST FOR DECISION

To: Trust Council

For the Meeting of:: March 11, 2015

From: Executive Committee

Date Prepared: February 25, 2015

SUBJECT: UBCM-AVICC MEMBERSHIP AND RESOLUTIONS POLICY AMENDMENTS

RECOMMENDATION: That the Islands Trust Council adopt amendments to *Policy 6.12.ii UBCM –AVICC Membership and Resolutions* dated March 11, 2015.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The proposed policy amendments would significantly reduce the administrative burden associated with implementing Trust Council’s UBCM-AVICC Membership and Resolutions policy. The amendments would also resolve administrative difficulties associated with short turn-around times and interpretation challenges staff have encountered in recent years.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Adoption of an updated policy would reflect current procedures and practices that have shifted over the years.

FINANCIAL: None.

POLICY: This recommendation would amend Policy 6.12.ii UBCM –AVICC Membership and Resolutions.

IMPLEMENTATION/COMMUNICATIONS: The proposed policy amendments would result in a revised process for managing the AVICC/UBCM resolution books. This revised process is expected to save about two days of staff time annually with little change to Islands Trust advocacy effectiveness at the AVICC and UBCM conventions. Staff time saved could be used towards more focused advocacy at the AVICC/UBCM conventions (e.g. meetings, small talk sessions, questions for panels).

If Trust Council adopts the amended policy, the amended 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 implementing the policy.

OTHER: None

BACKGROUND

Trust Council adopted Policy 6.12.ii UBCM –AVICC Membership and Resolutions in 1992 and amended it in 2005.

The policy is intended to guide membership, attendance, and positions regarding proposed resolutions at the Union of British Columbia Municipalities (UBCM) and the Association of Vancouver Island and Coastal Communities (AVICC) conventions.

On September 9, 2014, the Executive Committee directed staff to return with a report on the staff time and advocacy effectiveness associated with implementing Section 3.3 of the Islands Trust policy 6.12.ii on UBCM/AVICC Membership and Resolutions. This section guides the annual review of UBCM resolutions. Staff provided this advice on November 18, 2014 with proposed amendments to the policy. At that meeting, there was discussion and consensus among the Executive Committee members that the amended policy was satisfactory as presented. On February 25, 2015 the Executive Committee reviewed the proposed policy changes and directed staff to develop a Request for Decision document to Trust Council.

The proposed amendments are summarized as follows:

- Removal of the requirement for the Executive Committee, Trust Council and local trust committees to provide advice to trustees attending conventions about how to vote at conventions.
 - This change will reduce the amount of time staff spend implementing the policy. Staff concluded that the time spent preparing the current decision documents for Executive Committee and Trust Council does not effectively support the advocacy program, and that local trust committees do not have the staff capacity to fulfil this requirement, and may be prevented from using staff time by the Best Management Practices for Delivery of Local Planning Services to Local Trust Committees policy (5.9.i).
- Addition of language encouraging all trustees attending UBCM and AVICC conventions to coordinate, in advance of conventions, planned public statements during the resolutions sessions, and to ensure that statements made comply with the policies in the External Communications section of the Trust Council Communications (Policy 6.10.ii) and the Islands Trust Council Standards of Conduct (Policy 2.1.iii).
- Removal of references to reporting relationships and referrals to Islands Trust bodies that are not feasible due the short amount of time available between release of the UBCM resolutions guide in late August and the Trust Council agenda package deadline in early September.
- Removal of detailed references to resolution submission timelines that are subject to change by UBCM and AVICC.
- Updated references and housekeeping changes.

In staff's opinion, the amount of time spent implementing section 3.3 of the policy is disproportionate to the advocacy impact. Staff considered the following points when developing the suggested revised process:

- Islands Trust trustees usually represent less than 1% of the voters at the UBCM convention resolution sessions.
- The Trust Council positions are recommendations only, as resolutions can be amended on the convention floor, or additional information may be provided before or during debate.
- Despite the endorsement of Executive Committee or Trust Council, Executive Committee members have the discretion to vote differently if necessary in order to represent the interests of the Islands Trust Area in a manner consistent with the object of the Islands Trust.
- Trustees who vote on, or propose amendments to, resolutions at local government conventions, will continue to be guided by Trust Council policies, including the Standards of Conduct Policy (2.1.ii), and the Communications Policy (6.10.ii).
- Section 16 of the Best Management Practices for Delivery of Local Planning Services to Local Trust Committees Policy (5.9.i) requires that Local Planning Services staff and LTC Chairs ensure that all decisions on the LTC business agenda that require Local Planning Services staff resources are relevant to the responsibilities of LTCs to regulate the development and use of land pursuant to s. 24 of the *Islands Trust Act* or relevant to any powers that may be delegated to an LTC under s. 10 of the *Islands Trust Act*.

If the revised process is adopted by Trust Council, each year, when AVICC and UBCM staff circulate the annual AVICC and UBCM resolution publications staff will add the publications to the next available Executive Committee agenda. The Executive Committee may then direct staff to provide advice to Executive Committee members before they go to AVICC/UBCM about whether specific resolutions are consistent with past or current Trust Council positions, and/or relevant to the jurisdiction and object of the Islands Trust. Staff would add this advice to the package of information provided annually to Trust representatives attending the AVICC or UBCM conventions.

REPORT/DOCUMENT:

- 1) Draft amendments to Policy 6.12.ii UBCM –AVICC Membership and Resolutions (clean version)
- 2) Draft amendments to Policy 6.12.ii UBCM –AVICC Membership and Resolutions (track changes version)

KEY ISSUE(S)/CONCEPT(S):

Effective advancement of Policy Statement positions at UBCM/AVICC conventions.
 Effective use of staff resources.

RELEVANT POLICY:

- 1) [Islands Trust Policy Statement](#)
- 2) [Standards of Conduct Policy \(2.1.iii\)](#)
- 3) [Best Management Practices for Delivery of Local Planning Services to Local Trust Committees \(5.9.i\)](#) (section 16)
- 4) [Islands Trust Council Policy Purchasing Procedure \(6.5.iii\)](#)
- 5) [Communications Policy \(6.10.ii\)](#) (Section 3 external communications)
- 6) [Advocacy Policy \(6.10.iii\)](#)
- 7) [Trustee/Training Conference Attendance \(6.12.i.\)](#)

DESIRED OUTCOME:

Amendments to Trust Council Policy 6.12.ii UBCM –AVICC Membership and Resolutions that reduce administrative burden with minimal change to effectiveness of the advocacy program.

RESPONSE OPTIONS

Recommended:

That the Islands Trust Council adopt amendments to *Policy 6.12.ii UBCM –AVICC Membership and Resolutions* dated March 11, 2015

Alternative:

1. That Policy 6.12.ii UBCM –AVICC Membership and Resolutions not be amended at this time.
2. That Trust Council request that the Executive Committee consider different amendments to the Policy 6.12.ii UBCM –AVICC Membership and Resolutions.

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Lisa Gordon, Director, Trust Area Services, February 19, 2015

Linda Adams, Chief Administrative Officer

DRAFT 6.12.ii. Policy**UBCM/AVICC MEMBERSHIP AND RESOLUTIONS**

Trust Council: December 5, 1992

Amended: June 17, 2005; *March 11, 2015***A: REFERENCES:**

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

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

2. Islands Trust Council Standards of Conduct Policy 2.1.iii
3. Best Management Practices for Delivery of Local Planning Services to Local Trust Committees 5.9.i
4. Islands Trust Council Policy Purchasing Procedure 6.5.iii
5. Islands Trust Council Advocacy Policy 6.10.iii
6. Trustee/Training Conference Attendance Policy 6.12.i.
7. Communications Policy 6.10.ii (Section 3 external communications)

B: POLICY:**1. MEMBERSHIP**

- 1.1. The Islands Trust Council will purchase an annual membership with the Union of British Columbia Municipalities (UBCM) and its local chapter, the Association of Vancouver Island and Coastal Communities (AVICC) subject to Trust Council approval of the expenditure during the annual budget process.
- 1.2. A local trust committee may decide to purchase annual memberships in the Union of British Columbia Municipalities (UBCM) and its local chapter, the Association of Vancouver Island and Coastal Communities (AVICC) by passing a resolution to make the related expenditure from its Local Expense Special Projects account.

2. CONVENTION ATTENDANCE

- 2.1. Members of the Executive Committee and senior staff will represent the Islands Trust Council at the annual AVICC and UBCM conventions, subject to Trust Council approval of the expenditure during the annual budget process.
- 2.2. A local trust committee may decide to have one or more of its members attend the annual AVICC and/or UBCM conventions by passing a resolution to make the related expenditures from its LTC Trustee Expenses account.

3. POSITIONS REGARDING PROPOSED AVICC and UBCM RESOLUTIONS

- 3.1. Members of the Executive Committee will represent the Islands Trust Council when resolutions are put to a vote at AVICC or UBCM conventions.
- 3.2. Each year, staff will place the annual AVICC or UBCM's resolution publications on the next Executive Committee agenda. The Executive Committee may seek staff advice for Executive Committee members who will attend the relevant convention about whether specific resolutions are consistent with past or current Trust Council positions, and/or relevant to the jurisdiction and object of the Islands Trust.
- 3.3. All Islands Trust elected officials and staff that speak or vote at a convention in regards to AVICC and UBCM resolutions must ensure that their positions and statements are consistent with the position and jurisdiction of the body that they represent at the convention, with the Islands Trust Policy Statement, with the jurisdiction of the Islands Trust.
- 3.4. Islands Trust elected officials attending the UBCM or AVICC conventions are encouraged to coordinate, in advance of the convention, planned public statements during the resolutions sessions, and to ensure that statements made comply with the policies in the External Communications section of the Trust Council Communications Policy 6.10.ii and the Islands Trust Council Standards of Conduct Policy 2.1.iii.

4. ISLANDS TRUST INITIATIVES REGARDING RESOLUTIONS

- 4.1. Trustees and staff are encouraged to propose resolutions for submission to the AVICC or UBCM conventions to the Executive Committee by the end of each calendar year.
- 4.2. All Islands Trust bodies that develop resolutions for consideration at AVICC and UBCM conventions must ensure that their resolutions address topics within their legislated jurisdiction and are consistent with the Islands Trust Policy Statement.
- 4.3. Trust bodies must comply with UBCM and AVICC procedures for resolution submissions.
- 4.4. Members of the Executive Committee or a trustee chosen by the Executive Committee as its delegate will represent Executive Committee's proposed resolution(s) at the annual AVICC and/or UBCM convention.

- 4.5. Local trust committees that are members of AVICC and/or UBCM and that are planning to have a representative attend a convention(s) may develop resolutions for consideration. Such proposals must be endorsed by the local trust committee in advance and a member of the local trust committee must be selected to present the resolution at the AVICC and UBCM conventions. Local trust committees that develop resolutions for consideration at an AVICC or UBCM convention must provide a copy of the proposed resolution(s) on the next Executive Committee agenda and, in the case of a late resolution, the LTC Chair must also circulate as soon as possible to Executive Committee members.

DRAFT

DRAFT 6.12.ii. Policy**UBCM/AVICC MEMBERSHIP AND RESOLUTIONS**

Trust Council: December 5, 1992

Amended: June 17, 2005; March 11, 2015**A: REFERENCES:**1. Islands Trust Policy Statement, Part II - The Islands Trust object and its meaning

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

2. Islands Trust Council Standards of Conduct Policy 2.1.iii3. Best Management Practices for Delivery of Local Planning Services to Local Trust Committees 5.9.i4. Islands Trust Council Policy Purchasing Procedure 6.5.iii5. ~~1. Policy Manual: Trustee/Training Conference Attendance (6.12.i.)~~ Islands Trust Council Advocacy Policy 6.10.iii6. Trustee/Training Conference Attendance Policy 6.12.i.7. Communications Policy 6.10.ii (Section 3 external communications)**B: POLICY:****1. MEMBERSHIP**

1.1. The Islands Trust Council will purchase an annual membership with the Union of British Columbia Municipalities (UBCM) and its local chapter, the Association of Vancouver Island and Coastal Communities (AVICC) subject to Trust Council approval of the expenditure during the annual budget process.

1.2. ~~A Local Trust Committee~~ may decide to purchase annual memberships in the Union of British Columbia Municipalities (UBCM) and its local chapter, the Association of Vancouver Island and Coastal Communities (AVICC) by passing a resolution to make the related expenditure from its Local Expense Special Projects Fund account.

ISLANDS TRUST POLICY MANUAL

2. CONVENTION ATTENDANCE

- 2.1. Members of the Executive Committee and senior staff will represent the Islands Trust Council at the annual AVICC and UBCM conventions, subject to Trust Council approval of the expenditure during the annual budget process.
- 2.2. A ~~Local Trust Committee~~ may decide to have one or more of its members attend the annual AVICC and/or UBCM conventions by passing a resolution to make the related expenditures from its ~~Local Expense-LTC Trustee Expenses account. Fund.~~

3. POSITIONS REGARDING PROPOSED AVICC and UBCM RESOLUTIONS

- 3.1. ~~When the Islands Trust receives AVICC's Resolution publication prior to its annual convention, the Executive Committee will review all resolutions and will determine which resolutions are relevant to the jurisdiction and object of the Islands Trust and which it will support on behalf of the Islands Trust Council. Members of the Executive Committee will represent the Islands Trust Council when proposed resolutions are put to a vote at the AVICC convention.~~
- 3.2. ~~Local Trust Committees that are members of AVICC will also receive a copy of the AVICC Resolutions publication. LTC members may represent their LTC by speaking to or voting in regards to proposed resolutions, if the LTC is a member of AVICC and has agreed in advance regarding the positions taken.~~
- 3.3. ~~When the Islands Trust receives UBCM's Resolution publication prior to its annual convention, the Executive Committee will review all resolutions to determine which are relevant to the object and jurisdiction of the Islands Trust and which it should support on behalf of the Islands Trust Council. The Executive Committee will solicit feedback from Local Trust Committees and the Trust Fund Board and, if time permits, will make recommendations to be endorsed at a Trust Council meeting. Members of the Executive Committee will represent the Islands Trust Council when proposed resolutions are put to a vote at AVICC or UBCM conventions.~~
- 3.22. Each year, staff will place the annual AVICC or UBCM's resolution publications on the next Executive Committee agenda. The Executive Committee may seek staff advice for Executive Committee members who will attend the relevant convention about whether specific resolutions are consistent with past or current Trust Council positions, and/or relevant to the jurisdiction and object of the Islands Trust.
- 3.4. ~~Local Trust Committees that are members of UBCM will also receive a copy of the UBCM Resolutions publication. LTC members may represent their LTC by speaking to or voting in regards to proposed resolutions, if the LTC is a member of UBCM and has agree in advance regarding the position taken.~~
- 3.35. All Islands Trust elected officials and staff bodies that develop positions or that speak or vote at a convention in regards to AVICC and UBCM resolutions must ensure that their positions and statements are consistent with the position and jurisdiction of the body that

ISLANDS TRUST POLICY MANUAL

they represent at the convention, with the Islands Trust Policy Statement, ~~and~~-with the jurisdiction of the Islands Trust.

~~3.45~~ Islands Trust elected officials attending the UBCM or AVICC conventions are encouraged to coordinate, in advance of the convention, planned public statements during the resolutions sessions, and to ensure that statements made comply with the policies in the External Communications section of the Trust Council Communications Policy 6.10.ii and the Islands Trust Council Standards of Conduct Policy 2.1.iii.)

~~3.6.~~ A Local Trust Committee must advise the Islands Trust Council at or before the September Trust Council meeting if it has adopted a position in regards to a proposed resolution that differs from the position taken by the Islands Trust Council.

4. ISLANDS TRUST INITIATIVES REGARDING RESOLUTIONS

~~4.1.~~ At or before the June Trust Council meeting in any year, trustees and staff are encouraged to propose resolutions for submission to the AVICC or UBCM conventions for the Islands Trust Council to the Executive Committee to submit to the UBCM convention by the end of each calendar year.

~~Such proposals will be referred to the Executive Committee or a Council Committee for development and subsequent endorsement consideration by Trust Council at or before the September Trust Council meeting.~~

~~4.2.~~ All Islands Trust bodies that develop resolutions for consideration at AVICC and UBCM conventions must ensure that their resolutions address topics within their legislated jurisdiction and are consistent with the Islands Trust Policy Statement.

~~4.3~~ Trust bodies must comply with UBCM' and AVICC's guidelines-procedures for resolution submissions, involve:

- ~~i.~~ submission in January to AVICC if this Chapter's endorsement is sought at the annual convention.
- ~~ii.~~ submission in March to UBCM if UBCM's Policy Committee endorsement is sought and inclusion of the proposed resolution is desired in the UBCM resolution publication.
- ~~iii.~~ submission in June to UBCM if the resolution is to be put forth to the UBCM convention floor.

~~4.43.~~ Members of the Executive Committee or a trustee -chosen by the Executive Committee as its delegate will represent Trust Council's-Executive Committee's proposed resolution(s) at the annual AVICC and/or UBCM convention.

ISLANDS TRUST POLICY MANUAL

4.54. Local ~~t~~Trust ~~c~~Committees that are members of AVICC and ~~/or/of~~ UBCM and that are planning to have a representative attend ~~the relevant annual~~a convention(s) may develop resolutions for consideration. Such proposals must be endorsed by the ~~l~~Local ~~t~~Trust ~~c~~Committee in advance and a member of the ~~l~~Local ~~t~~Trust ~~c~~Committee must be selected to present the resolution at the AVICC and UBCM conventions. Local ~~t~~Trust ~~c~~Committees that develop resolutions for consideration at an AVICC or UBCM convention must ~~advise provide a copy of the proposed resolution(s) on the next Trust Council of the proposed resolution(s)Executive Committee agenda and, in the case of a late resolution, the LTC Chair must also circulate as soon as possible to Executive Committee members. -at a Trust Council meeting in advance of the relevant convention.~~

~~4.5. All Islands Trust bodies that develop resolutions for consideration at AVICC and UBCM conventions must ensure that their resolutions are consistent with the Islands Trust Policy Statement and with the jurisdiction of the Islands Trust.~~

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2015 Islands Trust Council Priorities Chart

Feb 25/15

Islands Trust Council Goals	Executive Committee (LA)	Trust Fund Board (JE)
Ecosystem Preservation and Protection... Stewardship of Island Resources... Sustain Island Character and Healthy Communities	<ol style="list-style-type: none"> 1. Governance, Policy, Strategic Planning, Trust Council (LA) 2. Communications, Advocacy, Policy Statement, Interagency and Public Relations (LG) 3. Organizational Improvements (DM/CS/CT) 	<ol style="list-style-type: none"> 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)
<ol style="list-style-type: none"> 1. Finalize the 2015/16 Budget 2. Conduct the 2014/15 Year-End Audit 3. Complete the 2014/15 Forecast 	<ol style="list-style-type: none"> 1. Emerging Issues Review 2. Green Shores for Homes 3. Renewable Energy Technologies in the Trust Area 	<ol style="list-style-type: none"> 1. Community Stewardship Awards 2. BC Ferries Advocacy 3. Amending Crown Land cooperation agreements
Southern Team (RK) Galiano, Mayne, N. Pender, S Pender, Saturna	Northern Team (CS) EC as LTC (Ballenas-Winchelsea), Denman, Gabriola, Gambier, Hornby, Lasqueti and Thetis	Salt Spring Team (LH) Salt Spring
LTC Planning Priorities <ul style="list-style-type: none"> • Galiano – Secondary Suite Review (RK/KF); Cottage Regulation Review (KF); and LUB amendments (contractor yards)(KF). • Mayne – LUB/OCP amendments (GR) (2 Phases); Fallow Deer Eradication – identification of options (GR) • North Pender – Waste Management (JS); Housing (JS); Age and disability friendly community planning (JS) • Saturna – Secondary Suite Review (GR); OCP Mapping Review (GR). • South Pender - LUB Review and Update (RK/KF). 	LTC Planning Priorities <ul style="list-style-type: none"> • EC as LTC (Ballenas-Winchelsea) (KK): Development of OCP and LUB; Meeting Procedures Bylaws (electronic meetings); Administrative Bylaws • Denman (RM): RAR implementation;; Visitor Accommodation; MoU with K’omoks First Nation • Gabriola: Housekeeping Bylaw (KK); Gabriola OCP Review (CS/KK); In-house dog boarding definition (CS) • Gambier (AB): Foreshore protection/stewardship; OCP advocacy implementation & support (trustees); RAR implementation; Gambier OCP review • Hornby (RM): RAR implementation; OCP and LUB Review • Lasqueti (ME): RAR implementation; OCP & LUB review; electronic meetings • Thetis (AB): Associated Islands OCP & LUB Creation; Shoreline Protection; RAR implementation 	LTC Planning Priorities <ul style="list-style-type: none"> • RAR Implementation (SC) • Fort Street Subdivision (KA) • Watershed Management & Salt Spring Island Watershed Protection Authority (SC) • Land Use Bylaw Update: Industrial (SC) • Ganges Village Area Planning – Boardwalk (LH & KA)

Planning Priorities – taken from top priorities established by each local trust committee. LA – Linda Adams; 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 : CS – Courtney Simpson; AB - Aleksandra Brzozowski KK – Karin Kronstal; ME – Marnie Eggen; RM - Rob Milne
 Salt Spring Team: LH – Leah Hartley; SC – Stephan Cermak; KA – Kristin Aasen



Islands Trust

DRAFT June 2015 Islands Trust Council Agenda Program

Location: Lion's Hall, Burrill Road, Galiano Island

Feb 19/15

	Tuesday, June 23	Wednesday, June 24	Thursday, June 25
Morning		7:30 – 8:25 Breakfast 8:30 – 9:20 ** Closed Meeting** (5) <ul style="list-style-type: none"> Community Stewardship Awards – review and consideration of nominees 9:20 – 9:30 Break 10:30 – 12:00 Decision and Information Items	7:30 – 8:15 Breakfast 8:20 – 9:25 **Closed Meeting** (8) <ul style="list-style-type: none"> CAO Update Litigation Update & Legal Issues 9:25 – 10:45 <ul style="list-style-type: none"> Working with First Nations – Part 2 (9) 10:45 am Meeting adjourned
Afternoon	12:00 – 1:00 Lunch 1:00 Call to Order/Notice of New Items 1:05 – 2:00 Strategic Planning (1) 2:00 – 3:15 Marine Jurisdiction (2) 3:15– 3:30 Break 3:30 – 4:00 Respectful Workplaces (3) 4:00 – 5:30 Decision and Information Items (4)	12:00 – 1:30 Lunch and Island Tour 1:30 – 1:35 Community Stewardship Awards – Announcement of Recipients 1:35 – 2:30 Delegation & Town Hall Session (6) 2:30 – 3:30 Decision and Information Items (cont'd) 3:00 – 3:20 Break 3:20 – 5:00 Dialogue with San Juan County Council (7) <ul style="list-style-type: none"> Island issues of mutual interest 	
Evening			

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