

Islands Trust Council

Decision and Information Items Agenda

Date: Tuesday, September 9 - Wednesday, September 10, 2014

Sept 9, 1:15-5:00pm - Barnabus, Keats Island; Sept 10, 9:15am-4:30pm, Gambier Isl. Community Centre

		Pages
1.	GENERAL	
1.1	Resolutions Without Meeting	5 - 6
1.2	June 2014 Trust Council Meeting Draft Minutes - Adoption by General Consent	7 - 20
1.3	Trust Council Follow-Up Action List	21 - 22
2.	LOCAL PLANNING	
2.1	Director of Local Planning Services Report	23 - 25
2.2	Advisory Planning Commission Policy Review and Bylaw Development - decision That Islands Trust Council remove "Review of the Advisory Planning Commission Policy and Development of Model Advisory Planning Commission Bylaw" from the Local Planning Committee's Work Program.	26 - 28
2.3	Local Planning Committee Terms of Reference - Decision 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.	29 - 40
2.4	Local Planning Committee Work Program Report – Decision That the Islands Trust Council approve the top priorities of the Local Planning Committee Work Program Report.	41 - 41
2.5	Bylaw Enforcement Report – Briefing	42 - 47
2.6	Bylaw Violation Implementation – Briefing	48 - 52
2.7	Local Planning Services Three Year Work Plan	53 - 67
3.	EXECUTIVE	
3.1	Chief Administrative Officer's Report	68 - 69

3.2	Executive Committee Work Program Report – Decision	70 - 77
	That the Islands Trust Council approve the top priorities of the Executive Committee Work Program Report.	
3.3	Revisions to Local Trust Committee Resolutions Without Meeting Policy – Decision	78 - 104
	That Islands Trust Council adopt revised Policy 4.1.v Local Trust Committee Section 26 Resolutions Without Meeting (attachment 1, dated September 10, 2014) and amend Policy 2.1.i Statutory Rules of Conduct, sec. 4(d) and Appendix "B", dated September 10, 2014, as shown on attachment 4 of the report.	
3.4	2014 Elections Administration – Decision	105 - 136
	That the Islands Trust Council agree to enter into service contracts with the Boards of the following regional districts:	
	<ol style="list-style-type: none"> 1. Nanaimo Regional District 2. Comox Valley Regional District 3. Cowichan Valley Regional District 4. Powell River Regional District 5. Sunshine Coast Regional District 6. Capital Regional District 7. Greater Vancouver Regional District (for Bowyer and Passage Islands mail ballot process only) 	
	for the purpose of sharing the costs of conducting elections, and	
	That the Islands Trust Council authorize the Chair and Legislative Services Manager to sign the service agreements on behalf of Council that will be substantially similar to the attached template, and which will allow for the use of mail ballots where authorized by the elections administration bylaws of the respective regional districts.	
3.5	New Policy: Planning, Regulation and Advocacy Initiatives - Outer Boundary of Islands Trust Area – Decision	137 - 150
	That the Islands Trust Council adopt Policy 5.9.ii – Planning, Regulation and Advocacy Initiatives: Outer Boundary of the Islands Trust Area.	
3.6	Trust Council Followup Action List Item re: Food Security – Decision	151 - 152
	That the Islands Trust Council remove from its Follow-Up Action List the task "Review food security topics in existing protocols and in protocol development process."	
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3.8	2011-14 Strategic Plan Update	156 - 171
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5.4	Draft Amendments to Community Stewardship Awards Policy - Decision That the Islands Trust Council replace Policy 2.1.xi Administration of the Community Stewardship Awards Program dated September 16, 2009 with Policy 2.1.xi Community Stewardship Awards Program dated September 9, 2014.	197 - 216
5.5	Protocol Agreements About Crown Land - Decision That the Islands Trust Council add to its 2011-2014 Strategic Plan a new item: “Negotiate a new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations,” and recommend that the next Trust Council retain this item as a strategic priority.”	217 - 221
5.6	Advocacy Program Evaluation 2011-14 - Briefing	222 - 231
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6.1	Eion Finn re Howe Sound Woodfibre LNG	235 - 240

7. SUMMARY/UPDATES

7.1 Trustee Updates

- 7.1.1 BC Ferries (T. Law)
- 7.1.2 First Nations
- 7.1.3 Watershed Protection Report for Salt Spring Island Local Trust Committee (G. Grams) 241 - 241
- 7.1.4 Howe Sound Report (J. Hagedorn)

7.2 Priorities Chart – General Consent 242 - 242

7.3 Proposed December 2014 Trust Council Agenda Program – Information 243 - 243

7.4 Disposition of Delegations and Town Hall Requests – General Consent

8. NEW BUSINESS

9. ADJOURNMENT

**ISLANDS TRUST COUNCIL
RESOLUTION WITHOUT MEETING MINUTES**

RESOLUTION WITHOUT MEETING NO. TC-RWM-2014-002

It was Moved by Trustee Sue French and Seconded by Trustee Tony Law:

That Islands Trust Council Bylaw No. 150, cited as "Gabriola Island Local Trust Committee Development Approval Information Bylaw No. 150, 2013" be adopted.

RESOLUTION WITHOUT MEETING NO. TC-RWM-2014-003

It was Moved by Trustee Sue French and Seconded by Trustee Tony Law:

That Islands Trust Council Bylaw No. 157, cited as "Islands Trust Election Procedures Bylaw, 2008, Amendment Bylaw No. 1, 2014" be adopted.

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
Brian Crumblehulme	June 26, 2014	In Favour
Tony Law	June 26, 2014	In Favour
Peter Grove	June 26, 2014	In Favour
Pamela Janszen	June 26, 2014	In Favour
Sue French	June 26, 2014	In Favour
Alex Allen	June 26, 2014	In Favour
Liz Montague	June 26, 2014	In Favour
Sheila Malcolmson	June 26, 2014	In Favour
Andrew Stone	June 26, 2014	In Favour
David Graham	June 26, 2014	In Favour
Gisele Rudischer	June 26, 2014	In Favour
Louise Decario	June 26, 2014	In Favour
Jan Hagedorn	June 26, 2014	In Favour
Peter Johnston	June 26, 2014	In Favour
Alison Morse	June 26, 2014	In Favour
Ken Hancock	June 26, 2014	In Favour
George Grams	June 26, 2014	In Favour
Peter Luckham	June 26, 2014	In Favour
Susan Morrison	June 26, 2014	In Favour
Jeanine Dodds	June 26, 2014	In Favour
Sandy Pottle	June 27, 2014	In Favour
Laura Busheikin	June 27, 2014	In Favour
Kate-Louise Stamford	June 27, 2014	In Favour
Paul Brent	June 27, 2014	In Favour
Mike Jones	June 28, 2014	In Favour
Gary Steeves	June 29, 2014	In Favour

TRUSTEES VOTE NOT AVAILABLE

FINAL VOTE COUNT

26 IN FAVOUR
0 OPPOSED
CARRIED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE ISLANDS TRUST ACT ON JUNE 29, 2014.



CHAIR'S SIGNATURE



RECORDER'S SIGNATURE

ISLANDS TRUST COUNCIL
RESOLUTION WITHOUT MEETING MINUTES

RESOLUTION WITHOUT MEETING NO. TC-RWM-2014-004

It was Moved by Trustee Ken Hancock and Seconded by Trustee David Graham:
"That Islands Trust Council Bylaw No. 155, cited as "Islands Trust Financial Plan Bylaw, 2014/2015" be adopted.

RESOLUTION WITHOUT MEETING NO. TC-RWM-2014-005

It was Moved by Trustee Ken Hancock and Seconded by Trustee David Graham:
"That Islands Trust Council Bylaw No. 156, cited as "Revenue Anticipation Borrowing Bylaw, 2014 - 2015" be adopted.

<u>TRUSTEES CONTACTED</u>	<u>DATE VOTE RECEIVED</u>	<u>VOTE</u>
Paul Brent	August 8, 2014	In Favour
Brian Crumblehulme	August 8, 2014	In Favour
Susan Morrison	August 8, 2014	In Favour
Mike Jones	August 8, 2014	In Favour
Peter Grove	August 8, 2014	In Favour
Peter Johnston	August 8, 2014	In Favour
Sue French	August 8, 2014	In Favour
Sheila Malcolmson	August 8, 2014	In Favour
Andrew Stone	August 9, 2014	In Favour
David Graham	August 9, 2014	In Favour
Louise Decario	August 9, 2014	In Favour
Alison Morse	August 9, 2014	In Favour
George Grams	August 9, 2014	In Favour
Peter Luckham	August 9, 2014	In Favour
Jeanine Dodds	August 9, 2014	In Favour
Laura Busheikin	August 9, 2014	In Favour
Kate-Louise Stamford	August 9, 2014	In Favour
Pamela Janszen	August 10, 2014	In Favour
Alex Allen	August 10, 2014	In Favour
Gisele Rudischer	August 10, 2014	In Favour
Tony Law	August 11, 2014	In Favour
Sandy Pottle	August 12, 2014	In Favour
Gary Steeves	August 12, 2014	In Favour
Liz Montague	August 15, 2014	In Favour

TRUSTEES VOTE NOT AVAILABLE

Jan Hagedorn
Ken Hancock

FINAL VOTE COUNT

24 IN FAVOUR
0 OPPOSED
CARRIED

THE CHAIR DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE
ISLANDS TRUST ACT ON August 15, 2014.



CHAIR'S SIGNATURE



RECORDER'S SIGNATURE



Islands Trust

Minutes of Islands Trust Council Meeting June 18-19, 2014, Saturna Island, BC

Present:

Executive Committee: Sheila Malcolmson, Chair (Gabriola)
David Graham, Vice Chair (Denman)
Ken Hancock, Vice Chair (North Pender)
Peter Luckham, Vice Chair (Thetis)

Trustees: Alison Morse, Bowen
Andrew Stone, Bowen
Laura Busheikin, Denman
Louise Decario, Galiano
Sandy Pottle, Galiano
Jan Hagedorn, Gambier
Kate Louise Stamford, Gambier
Alex Allen, Hornby
Tony Law, Hornby
Peter Johnston, Lasqueti
Susan Ann Morrison, Lasqueti
Brian Crumblehulme, Mayne
Jeanine Dodds, Mayne
Gary Steeves, North Pender
George Grams, Salt Spring
Peter Grove, Salt Spring
Paul Brent, Saturna
Pam Janszen, Saturna
Mike Jones, South Pender
Liz Montague, South Pender
Sue French, Thetis

Regrets: Gisele Rudischer, Gabriola

Staff: Linda Adams, Chief Administrative Officer
Lisa Gordon, Director, Trust Area Services
David Marlor, Director, Local Planning Services
Marie Smith, Executive Coordinator (Recorder)
Jennifer Eliason, Islands Trust Fund Manager (June 18)
Kate Emmings, Ecosystems Specialist (June 18)
Gary Richardson, Island Planner (June 18)
Cindy Shelest, Director, Administrative Services (June 19)
Carmen Thiel, Legislative Services Manager (June 19)

WEDNESDAY, JUNE 18, 2014

Call to Order

The meeting was called to order at 8:25 am. Chair Malcolmson acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Twenty-five trustees were in attendance. Trustee absent: Gisele Rudischer, Gabriola.

Notice of New Items/Approval of the Agenda

TC-2014-044

It was MOVED by Trustee Hagedorn and SECONDED by Trustee Dodds,
To add "Environmental Assessment Office Review re Wood Fibre LNG Project" as a new business item.

CARRIED

TC-2014-045

It was MOVED by Trustee Stamford and SECONDED by Trustee Crumblehulme,
To add 'Gulf Islands Alliance June 3, 2014 letter re: Proposed Logging on Gambier Island' as a new business item.

CARRIED

Chair Malcolmson advised that the Sara Steil was no longer able to present as a delegation on June 19 and that her written submission would now be addressed during the Decision and Information Items session, as Correspondence (Item 6.3)

By General Consent, the agenda was approved, as amended.

CLOSED SESSION

TC-2014-046

It was MOVED by Trustee Brent and SECONDED by Trustee French,
That the Islands Trust Council meeting be closed to the public subject to Section 90(1)(b) of the Community Charter in order to consider matters related to :personal information about an identifiable individual who is being considered for an award or honour, and that staff attend the meeting.

CARRIED

The meeting closed to the public at 8:32 am and reopened to the public at 8:42 am.

DECISION AND INFORMATION ITEMS

By suggestion from Chair Malcolmson, Council members agreed to address Section 3 – Executive items prior to Sections 1 and 2.

3. EXECUTIVE

3.1 Chief Administrative Officer's Report

Provided for information.

3.2 Executive Committee Work Program Report

The top work program priorities as of May 2014 were: 1) Governance, Policy, Strategic Planning, Trust Council; 2) Communications, Advocacy, Policy Statement, Interagency and Public Relations; and 3) Organizational Improvements.

TC-2014-047

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

That the Islands Trust Council approve the Executive Committee Work Program Report.

CARRIED

3.3 Recommendations Regarding Trust Council Input into Future CAO Hiring Process

The Executive Committee has recommended changes to the Executive Committee's Terms of Reference that would provide a role for additional trustees, those elected to chair Trust Council's three Standing Committees, in both a future hiring decision and a potential termination decision of its Chief Administrative Officer. The proposed amendments also provide for consultation with the entire Trust Council, early in a future hiring process.

TC-2014-048

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

That the Islands Trust Council approve the proposed amendments to Policy 2.4.i –

Executive Committee Terms of Reference as illustrated in the draft dated June 18, 2014.

In Favour – 20

Opposed – 5

(Dodds-Mayne; Brent-Saturna; Janszen-Saturna; Grams-Salt Spring;
Montague-South Pender)

CARRIED

TC-2014-049

It was MOVED by Trustee Luckham and SECONDED by Trustee Crumblehulme,

That the Islands Trust Council request the Executive Committee to make amendments to its Policy 8.4.1 – Chief Administrative Officer Contingency Succession Plan, to reflect the amendments made to Trust Council Policy 2.4.i.

CARRIED

3.4 Amendments to Policy 4.1.v – Local Trust Committee Resolutions Without Meeting

3.5 Amendments to Islands Trust Council Election Procedures Bylaw – Decision

3.6 Mail Ballot Voting – Briefing

Agenda Items 3.4, 3.5 and 3.6 were deferred to June 19 when respective staff will be in attendance to address them.

3.7 Jurisdictional Considerations Regarding Shellfish Aquaculture on Crown Marine Lands in the Islands Trust Area

A briefing outlining a review of government jurisdiction as it applies to shellfish aquaculture on Crown marine areas in the Islands Trust Area, was provided for information.

3.8 March 2014 Delegation, Cameron Thorn – Concerns Raised

Staff introduced a briefing to Council members regarding matters raised in a delegation by Cameron Thorne at the March 2014 Council meeting. She highlighted a table that breaks down the concerns he raised, comments and response to the concerns raised, and a detailed chronology revolved around the concerns.

Trustee Montague wanted on the record that she raised concerns with respect to the following three items in the Briefing:

1. Page 7 - characterization of her conversation with legal counsel noted as hypothetical
2. Table 1, Item 11 – did not address when and how Mr. Thorn's submission was made public;
3. Table 1, Item 12 – her issue with Resolution without meeting process and not being aware that the vote was called.

In light of the Local Planning Committee Chair, Trustee Decario's upcoming absence from the Council meeting on June 19, Local Planning Committee items 2.2 and 2.6 were dealt with next on the agenda.

2. LOCAL PLANNING

2.2 Local Planning Committee Work Program Report

The top work program priorities of the Local Planning Committee as of May 2014 were:

1) Renewable Energy Technology in the Trust Area; 2) Green Shores for Homes; and 3) Local Planning Committee Policy Review.

TC-2014-050

It was MOVED by Trustee Decario and SECONDED by Trustee Grams,

That the Islands Trust Council approve the Local Planning Committee Work Program Report.
CARRIED

2.6 Local Planning Committee Referral of Advisory Planning Commission Conflict of Interest Material

A briefing was provided updating Trust Council on the Local Planning Committee's work so far on Advisory Planning Commission (APC) conflict of interest, along with objectives and options for addressing conflict of interest and bias in a model APC bylaw. It was noted that the Local Planning Committee will consider Trust Council's request on reviewing Trust Council APC policies and recommending amendments and a model APC bylaw at its August meeting. Staff noted that a model bylaw would only be a guide that each local trust committee would choose whether to use as a baseline or not.

COMMUNITY PRESENTATION

Maureen Welton, with the Saturna Island Marine Research and Education Society (SIMRES), provided a presentation to trustees about the society and how SIMRES would eventually like to establish a permanent marine research centre on Saturna Island.

COASTAL DOUGLAS FIR CONSERVATION PLAN

Peter Arcese with the University of BC and the Nature Trust of BC and Tim Ennis with the Nature Conservancy spoke to trustees about the importance of the Coastal Douglas-fir Conservation Partnership and its associated ecosystems and conservation planning, and provided options for engaging the Islands Trust in next steps.

AQUACULTURE RESOURCE MANAGEMENT

March Klaver, Regional Manager of Aquaculture Resource Management, participating by telephone, provided a power point presentation to trustees about the BC Aquaculture Regulatory Program managed by Fisheries and Oceans Canada, including aquaculture policies, Integrated Management of Aquaculture Plans, and the federal aquaculture licensing process.

SAN JUAN COUNTY LIAISON

Rick Hughes, Chair and Jamie Stephens, Vice Chair of the San Juan County Council exchanged information and discussed mutual areas of interest with trustees, including shellfish aquaculture, shoreline protection initiatives, ferries, community economic development and the proposed Kinder Morgan/Trans Mountain Pipeline.

The meeting recessed at 5:35 pm.

THURSDAY, JUNE 19, 2014

The meeting reconvened at 8:06 am. Twenty four trustees were in attendance.
Trustees Absent: Gisele Rudischer, Gabriola; Louise Decario, Galiano

CLOSED SESSION

TC-2014-051

It was MOVED by Trustee Luckham and SECONDED by Trustee Hagedorn,
That the Islands Trust Council meeting be closed to the public subject to Sections 90(1)(c),(g), (i) and 90 (2) (b) of the Community Charter in order to consider matters related to labour relations and other employee relations, litigation affecting the Islands Trust, and receipt of advice that is subject to solicitor-client privilege and to discuss matters related to the consideration of information received and held in confidence relating to negotiations between the Islands Trust and the provincial government; and that CAO Linda Adams be invited to attend the entire meeting, and that Islands Trust staff and San Juan County Council members be invited to attend Parts 3, 4 and 5 of the meeting.

CARRIED

The meeting closed to the public at 8:07 am and reopened at 8:53 am.

DECISION AND INFORMATION ITEMS

5. TRUST AREA SERVICES

5.1 Director of Trust Area Services Report

Provided for information.

5.2 Trust Fund Board Report

Trustee Tony Law, Chair of the Trust Fund Board, highlighted the Board's accomplishments as of May 2014 in the areas of Strategic Planning/Administration, Covenant and Property Acquisition, Property and Covenant Management, Communications and Fundraising. A written report was provided for information.

5.3 Natural Area Protection Tax Exemption Program NP-NAP-2014.1

TC-2014-052

It was MOVED by Trustee Law and SECONDED by Trustee French,
That the Islands Trust Council request the Secretary issue a Natural Area Protection Tax Exemption Certificate for a portion of the land described as "Lot 23, Section 6, Pender Island, Cowichan District, Plan 1084, Except Part in Plan 19554" PID 008-045-453, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for NAPTEP.

CARRIED

5.4 Trust Programs Committee Work Program Report

The top work program priorities of the Trust Programs Committee as of May 2014 were: 1) Community Stewardship Awards; 2) BC Ferries Advocacy Program; and 3) Legislative Monitoring.

TC-2014-053

It was MOVED by Trustee Brent and SECONDED by Trustee Montague,
That the Islands Trust Council approve the Trust Programs Committee Work Program Report.

CARRIED

5.5 2013-2014 Annual Report

TC-2014-054

It was MOVED by Trustee Hancock and SECONDED by Trustee Graham,
That the Islands Trust Council approve the 2013-2014 Annual Report for submission to the Minister of Community, Sport and Cultural Development.

CARRIED

5.6 Advocacy Costs, Resources and Priorities

TC-2014-055

It was MOVED by Trustee Graham and SECONDED by Trustee Brent,
That the Islands Trust Council direct policy staff to focus 60% of their time on Trust Council advocacy until December 2014, with half of that time on marine topics, one quarter on BC Ferries and one quarter on program decision-making frameworks and evaluation.

CARRIED

5.7 BC Ferries Advocacy

TC-2014-056

It was MOVED by Trustee Brent and SECONDED by Trustee Busheikin,
That the Islands Trust Council prioritize BC Ferries advocacy with a focus on:

- 1) BC Ferries' long-range plan (30 years);
- 2) Need for the Province to fund BC Ferries capital costs; and
- 3) BC Ferries Commissioner's pre-performance term four process.

TC-2014-057

It was MOVED by Trustee Law and SECONDED by Trustee French,
To Amend the motion to read:

That the Islands Trust Council prioritize BC Ferries advocacy with a focus on:

- 1) BC Ferries' long-range plan (30 years);
- 2) Need for the Province to fund BC Ferries costs, including capital costs; at a level that will keep future fare increases in line with or lower than CPI; and
- 3) BC Ferries Commissioner's pre-performance term four process.

Some trustees expressed opposition to the amendment, noting there was no need to articulate what is already Trust Council's policy, and the need to look at outcomes rather than the intricacies of capital funding.

On the amendment

In Favour - 17

Opposed - 7

Malcolmson-Gabriola; Stamford-Gambier; Crumblehulme-Mayne; Grove-Salt Spring;
Grams-Salt Spring; Brent-Saturna; Luckham-Thetis

CARRIED

TC-2014-058

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

To further amend the motion to read: That the Islands Trust Council prioritize BC Ferries advocacy with a focus on:

- 1) BC Ferries' long-range plan (30 years);
- 2) Need for the Province to fund BC Ferries costs, including capital costs; at a level that will keep future fare increases in line with or lower than CPI, while meeting essential transportation needs of ferry dependent communities, and
- 3) BC Ferries Commissioner's pre-performance term four process.

In Favour - 23

Opposed - 1

Morse-Bowen

CARRIED

TC-2014-059

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

To further amend the motion to read: That the Islands Trust Council prioritize BC Ferries advocacy with a focus on:

- 1) BC Ferries' long-range plan (30 years);
- 2) Need for the Province to fund ~~BC Ferries~~ coastal ferry service costs, including capital costs; at a level that will keep future fare increases in line with or lower than CPI, while meeting essential transportation needs of ferry dependent communities, and
- 3) BC Ferries Commissioner's pre-performance term four process.

In Favour – 5

Brent-Saturna; Morse-Bowen; Law-Hornby;
Montague-South Pender; Crumblehulme-Mayne

Opposed - 19

DEFEATED

TC-2014-060

It was MOVED by Trustee Brent and SECONDED by Trustee Crumblehulme,
That the Islands Trust Council direct staff to provide a briefing to the incoming Trust Council regarding options for hosting a public forum for coastal communities on integrated marine transportation.

Numerous trustees expressed opposition noting there was no scope, rationale or allocation of resources stated and was not on the Strategic Plan, and suggested it could go back to the Trust Programs Committee for further consideration.

DEFEATED

5.8 Legislative Monitoring Report

Provided for information.

5.9 2014 Community Stewardship Awards

Provided for information.

5.10 Coastal Douglas-fir and Associated Ecosystems Conservation Partnership

TC-2014-061

It was MOVED by Trustee Law and SECONDED by Trustee Allen,
That the Islands Trust Council request that the Executive Committee consider sponsoring an Association of Vancouver Island Coastal Communities/Union of BC Municipalities resolution that calls on the Province to provide funding for the CDFCP and for land protection initiatives in the CDF zone.

CARRIED

TC-2014-062

It was MOVED by Trustee Law and SECONDED by Trustee Allen,
That Islands Trust Council request that staff work with the CDFCP to develop recommendations for Trust Council's consideration regarding local planning tools that local planning committees could use to protect Coastal Douglas-fir ecosystems.

CARRIED

1. GENERAL

1.1 Resolutions Without Meeting

There were no Resolutions without Meeting to report.

1.2 March 2014 Trust Council Meeting Draft Minutes

By General Consent, the March 2014 Trust Council Meeting Minutes were adopted, as presented.

1.3 Trust Council Follow-Up Action List

Provided for information.

2. LOCAL PLANNING

2.1 Director of Local Planning Services Report

Provided for information.

2.2 (addressed June 18)

2.3 Gabriola Island Local Trust Area Development Approval Information Bylaw No. 150

This bylaw would clarify the information applicants must provide when applying for bylaw amendments, development permits and temporary use permits in the Gabriola Island Local Trust Area.

TC-2014-063

It was MOVED by Trustee Graham and SECONDED by Trustee Steeves,
That Trust Council Bylaw No. 150, cited as "Gabriola Island Local Trust Area
Development Approval Information Bylaw No. 150, 2013" be read a first time.

CARRIED

TC-2014-064

It was MOVED by Trustee Graham and SECONDED by Trustee Steeves,
That Trust Council Bylaw No. 150, cited as "Gabriola Island Local Trust Area
Development Approval Information Bylaw No. 150, 2013" be read a second time.

CARRIED

TC-2014-065

It was MOVED by Trustee Graham and SECONDED by Trustee Steeves,
That Trust Council Bylaw No. 150, cited as "Gabriola Island Local Trust Area
Development Approval Information Bylaw No. 150, 2013" be read a third time.

CARRIED

2.4 Riparian Areas Regulation Implementation

A briefing was provided to update Council members on the status of implementation of the Riparian Areas Regulation (RAR) in the Islands Trust Area and the results of the Ombudsperson's review of the procedures around implementation of the Riparian Areas Regulation.

Staff addressed questions from trustees about implications for local governments not in compliance by October 2014, and whether ministerial approval of OCPs would be in jeopardy if not in compliance. Staff noted that the Ministry of Forest, Lands and Natural Resources will need to come back with more information about what local governments can do to comply.

2.5 Bylaw Enforcement Report

A report noting the number of enforcement files organized by local trust area and by the type of enforcement was provided for information, along with a report on the status of open files and the length of time current files have been open.

2.6 (addressed June 18)

3. EXECUTIVE

- 3.1 (addressed June 18)
- 3.2 (addressed June 18)
- 3.3 (addressed June 18)

3.4 Amendments to Policy 4.1.v – Local Trust Committee Resolutions Without Meeting

TC-2014-066

It was MOVED by Trustee Graham and SECONDED by Trustee Hagedorn,
That the Islands Trust Council endorse the process outlined in Attachment 1 to the Request for Decision, for a comprehensive review of the policy and procedures regarding Local Trust Committee Resolutions Without Meeting and that a draft replacement policy be brought to Trust Council in September 2014 for consideration of adoption.

The Legislative Services Manager noted that the response to a Call for Vote will be increased to 36 hours from 24 hours and if endorsed, the amended policy will be ready for orientation of the next Trust Council and will provide a standardized approach for all offices to use.

In Favour – 21

Opposed – 3

(Steeves-North Pender; Law-Hornby; Janszen-Saturna)

CARRIED

3.5 Amendments to Islands Trust Council Election Procedures Bylaw

Amendments to this bylaw include the requirement that public access to candidates' information be published by Elections BC as well as the current practice of publication on the Islands Trust website. Trustees will receive further information about elections administration at the September 2014 Council meeting.

TC-2014-067

It was MOVED by Trustee Hancock and SECONDED by Trustee Luckham,
That Islands Trust Council Bylaw No. 157, cited as "Islands Trust Election Procedures Bylaw, 2008, Amendment Bylaw No. 1, 2014" be read a first time.

CARRIED

TC-2014-068

It was MOVED by Trustee Hancock and SECONDED by Trustee Luckham,
That Islands Trust Council Bylaw No. 157, cited as "Islands Trust Election Procedures Bylaw, 2008, Amendment Bylaw No. 1, 2014" be read a second time.

CARRIED

TC-2014-069

It was MOVED by Trustee Hancock and SECONDED by Trustee Luckham,
That Islands Trust Council Bylaw No. 157, cited as "Islands Trust Election Procedures Bylaw, 2008, Amendment Bylaw No. 1, 2014" be read a third time.

CARRIED

3.6 Mail Ballot Voting

A briefing was provided for information outlining potential mail ballot provisions in the upcoming 2014 General Local Elections. Staff noted that all regional districts in the Islands Trust Area are considering offering mail ballots to electors, with the exception of the Sunshine Coast Regional District.

3.7 (addressed June 18)

3.8 (addressed June 18)

3.9 Provincial Analysis Impact of Potential SSI Incorporation

Staff provided a briefing, detailing 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.

3.10 Trust Council Plan for Continuous Learning 2011-2014

Provided for information.

3.11 Islands Trust Council 2011-2014 Strategic Plan – Status Update

Provided for information.

RESPECTFUL WORKPLACES SESSION

Trustees were provided with an opportunity to understand their roles and responsibilities in creating and upholding a respectful workplace in the Islands Trust. Discussion included having a written code of conduct available that could be read at the beginning of every public meeting and for use by advisory planning commissions.

The meeting recessed from 12:15 pm to 1:00 pm.

DELEGATION AND TOWN HALL

Trust Programs Committee Chair Brent announced the recipients of the 2014 Community Stewardship Awards as follows:

Individual Category

- Christa Grace-Warrick
- Brian Hollingshead
- David Denning
- Paul and Monica Petrie

Enduring Achievement (Posthumous)

- Barrie Morrison and Nancy Waxler-Morrison

Group Category

- Galiano Conservancy Association
- Association of Denman Island Marine Stewards

Council members heard delegations from the South Pender Island Advisory Planning Commission, Bruce Pendergast, Cameron Thorn, Denman Island Marine Stewards and Eion Finn, along with town hall participant Susie Washington Smythe.

DECISION AND INFORMATION ITEMS

4. ORGANIZATIONAL/FINANCE

4.1 Director of Administrative Services Report

Provided for information.

4.2 Financial Planning Committee Work Program Report

The top work program priorities for the Financial Planning Committee as of May 2014 were:
1) First Draft 2015/16 Budget; and 2) Complete 2013/14 Year End and Audit; 3) Budget Process Policy 6.3.1; and 4) Trustee Travel and Procedures.

TC-2014-070

It was MOVED by Trustee Steeves and SECONDED by Trustee Hancock,
That the Islands Trust Council approve the Financial Planning Committee Work Program Report.

CARRIED

4.3 March 31, 2014 Audited Financial Statement and Report

TC-2014-071

It was MOVED by Trustee Steeves and SECONDED by Trustee French,
That the Islands Trust Council approve the audited financial statements of the Islands Trust including the Statement of Financial Position, the Statement of Operations, the Statement of Changes in Net Financial Assets and the Statement of Cash Flows, for the year ended March 31, 2014.

CARRIED

4.4 Amendment to Policy 7.2.iii Trustee Travel Guidelines

TC-2014-072

It was MOVED by Trustee Hagedorn and SECONDED by Trustee French,
That the Islands Trust Council amend Policy 7.2.iii, Schedule A, to increase the Allowable Expenditure for Dependent Care to \$100 per day for overnight costs to attend off island business meetings and \$50 per day for local/on island meetings.

TC-2014-073

It was MOVED by Trustee Stone and SECONDED by Trustee Dodds,
To amend the motion as follows: That the Islands Trust Council amend Policy 7.2.iii, Schedule A, to increase the Allowable Expenditure for Dependent Care to \$135 ~~\$100~~ per day for overnight costs to attend off island business meetings and \$80 ~~\$50~~ per day for local/on island meetings.

On the Amendment

CARRIED

On the motion as amended

CARRIED

TC-2014-074

It was MOVED by Trustee Steeves and SECONDED by Trustee Hancock,
That the Islands Trust Council replace Policy 7.2.iii Trustee Travel Guidelines dated February 9, 1996 with Policy 7.2.iii Trustee Travel Policy and Procedures, as amended June 19, 2014.

CARRIED

TC-2014-075

It was MOVED by Trustee Steeves and SECONDED by Trustee Graham,
That the Islands Trust Council rescind Islands Trust Council Bylaw No. 29, cited as "Islands Trust Council Trustee Expenses and Benefits Bylaw, 1995", as amended.

CARRIED

4.5 Amendment to Policy 6.3.i Budget Process Policy

TC-2014-076

It was MOVED by Trustee Steeves and SECONDED by Trustee Crumblehulme,
That the Islands Trust Council adopt amendments to Policy 6.3.i. Budget Process
Policy, dated June 18, 2014.

CARRIED

5. TRUST AREA SERVICES (addressed June 18)

6. CORRESPONDENCE

6.1 David Steen, Gulf Islands Alliance re Climate change

For information, no action proposed.

6.2 Graham Brazier, Gulf Islands Alliance re Local aquaculture zoning concerns

TC-2014-077

It was MOVED by Trustee Johnston and SECONDED by Trustee Dodds,
That the Islands Trust council convey to the letter writer that each local trust committee
is autonomous.

CARRIED

6.3 Sara Steil re Pleasure Craft Sewage Prevention Regulation

Trustee Steeves suggested that since this issue is on the Trust's strategic plan that local trustees circulate Ms. Steil's petition to their constituents.

7. SUMMARY/UPDATES

7.1 Trustee Updates

7.1.1 BC Ferries (T. Law)

Trustee Law, Co-Chair of the Ferry Advisory Committee Chairs, and various trustees gave verbal updates on local their Ferry Advisory Committees.

7.1.2 First Nations

No update.

7.1.3 Gulf Islands National Park Reserve Advisory Committee (P. Janszen)

Trustee Janszen reported that the Committee has held no meetings to report on.

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

Written report provided for information.

7.1.5 Howe Sound Report (J. Hagedorn)

Written report provided for information.

7.2 Priorities Chart – General Consent

By General Consent, the Islands Trust Council approved the Priorities Chart, as presented.

7.3 Proposed September 2014 Trust Council Agenda Program

The draft agenda program for the next meeting of the Islands Trust Council, scheduled for September 9-11, 2014 on Keats/Gambier Islands was provided for information.

7.4 Disposition of Delegations and Town Hall Requests – General Consent

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 Environmental Assessment Office Review re: Wood Fibre LNG Project

TC-2014-078

It was MOVED by Trustee Hagedorn and SECONDED by Trustee Stamford,
That the Islands Trust Council request the Executive Committee to monitor and consider directing activities related to the environmental assessment process for the Woodfibre LNG project.

CARRIED

Trustees Morse and Dodds left the meeting.

8.2 David Steen, Gulf Islands Alliance re Logging on Gambier Island

TC-2014-079

It was MOVED by Trustee Stamford and SECONDED by Trustee Hagedorn,
That the Islands Trust Council request the Executive Committee to review the staff resources available to update and combine Trust Council's six existing agreements (1994-1999) into one agreement with the Ministry of Forests, Lands and Natural Resource Operations in order to implement the sections of the Islands Trust Policy Statement regarding Crown Land and return to Trust Council with recommendations for next steps.

CARRIED

9. ADJOURNMENT

TC-2014-080

It was MOVED by Trustee Graham and SECONDED by Trustee Hancock,
To adjourn the meeting.

CARRIED

The meeting adjourned at 3:28 pm.

Next meeting: September 10-12, 2014, Keats/Gambier Islands, BC.

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator & Recorder

Islands Trust Council Follow up Action List

Updated: Aug 28/14

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; KN–Kris Nicholls; 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
Food Security (Dec 2010)		
Review food security topics in existing protocols and in protocol devt process	(LA)	2014
NAPTEP Certificates - Issue subject to survey, covenant and baseline report	(LG/JE)	
- HO-NAP 2011.3		Pending
- SS-NAP 2013.1		Pending
Groundwater Quality and Quantity Toolkit		
* Include in TC orientation materials for 2015-2019 Council	DM to TC	Nov
Electronic Meetings		
Circulate briefings and other information re electronic meetings to trustees	LA/CT	Done
Advocacy Costs and Resources		
* Develop draft framework for assessing advocacy campaign priorities and methods	LG/CF to TC	On Agenda
Communications Towers Process		
Advise whether TC actions are necessary	LG/DM Pending federal regs	
<u>June 2014 Meeting</u>		
Trust Council Input into Future CAO Appointments		
Post policy as amended	JC	Done
Circulate policy as amended	JC	Done
Place amendments to EC Policy 8.4.1 on EC agenda for consideration	LA	Done
Islands Trust Boundary		
* Develop draft policy for Council consideration	EC(LA) to TC	On agenda
NAPTEP 2014.1 Certificate		
Issue certificate, subject to standard conditions	JE	Pending
2013-2014 Annual Report		
Submit to minister	LG/LS	Done
Advocacy Costs, Resources and Priorities		
Advise TAS staff of work program priorities	LG	Done
BC Ferries Advocacy		
Advise TAS staff re BC Ferries advocacy priorities and direction	LG	Done

Coastal Douglas-fir and Assoc. Ecosystems Conservation Partnership		
Place topic of an AVICC/UBCM resolution on EC agenda for discussion	LG	Done
Place on Strategic Plan – develop recommendations re LTC use of planning tools	LA	Done
March 2014 Minutes		
Finalize and post to website	MS	Done
Trust Council Bylaw 150 – Gabriola DAI Bylaw		
Arrange for adoption by RWM	MS/JC	Done
Policy 4.1.v – LTC RWMs		
* Draft policy for consideration at Sept TC meeting	EC(CT) to TC	On agenda
Elections Procedures Bylaw 124		
Arrange for adoption by RWM	CT/JC	Done
BC Ferries Advocacy		
Add to EC agenda	LG	Done
2014 Audited Financial Statements		
Forward to minister	CS	Done
Arrange for posting to website	CS	Done
Policy 7.2.iii Trustee Travel Guidelines		
Circulate and arrange for posting of policy to website	CS	Done
Note in records (file and website) that Bylaw 29 is rescinded	CS/CT/JC	Done
Policy 6.3.i – Budget Process Policy		
Circulate and arrange for posting of policy to website	CS	Done
Correspondence from Gulf Islands Alliance re decision of Denman LTC		
Draft Chair response	LG/DM	Done
EAO Review re Woodfibre LNG Project		
Add to EC agenda with recommendations about actions to take	LG	Done
GIA request re Proposed Logging on Gambier Island		
Add to EC agenda – review of resources needed re protocol agreements	LG	Done
Return to Trust Council with recommendations re next steps	LG	On Agenda
<u>Follow-up Letters</u>		
Acknowledge Delegates and Guests	LG	Done
<u>Next Trust Council</u>		
June 2014 Follow Up Action List to Trustees and staff	(MS)	Done
June 2014 Council meeting decision highlights to website	EC (MS)	Done
News Release and Agenda for Sept 2014 Council meeting	EC (MS)	Done
Invitations – Area MLA, Electoral Area Director, former trustees	(MS)	Done
Post notice on community bulletin boards (on island of meeting only)	(MS)	Done
Agenda Package - Review/Distribution to Trustees	EC (MS)	Done



DIRECTOR OF LOCAL PLANNING SERVICES 2014-15 SECOND QUARTER REPORT

2.1

Date: Aug 28, 2014

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Islands Trust Executive Committee (and Islands Trust Council)	
<ul style="list-style-type: none"> • Attended and reported to Executive Committee meetings • Monitored and updated Executive Committee Work Program • Attended June Trust Council • Provided advice regarding Agricultural Land Commission regulation amendments 	<ul style="list-style-type: none"> • Attend and report to Executive Committee meetings • Monitor and update Executive Committee Work Program • Attend September Trust Council • Work with management to develop orientation material and deliver in December
Local Planning Committee	
<ul style="list-style-type: none"> • Continued to develop incentives, and pilot project for Green Shores for Homes in collaboration with Thetis Local Trust Committee • Green Shores for Homes – continued to sit on project steering committee. Canvass Local Trust Committees for interest in piloting Green Shores for Homes. 	<ul style="list-style-type: none"> • Develop final report to Trust Council on Greenshore for Home Pilot Project • Finish micro-hydro technologies fact sheets • Draft Request for Decision for Trust Council regarding APC policy and model bylaw review • Develop Request for Decision on Local Planning Committee Terms of Reference based on survey feedback and practices over time • Organise and attend next meeting planned for November 5, 2014 • Greenshores for Home – looking at opportunities to send one or two Local Planning Services staff for assessor training as a means to further the implementation of greenshores for homes in the trust area.
Management of the Local Planning Services (LPS) Unit	
<ul style="list-style-type: none"> • Held meeting with Regional Planning Managers (RPMs) and Coordinators (July 16th, planned for early September) • Initiated 2015-16 budget process for LPS by asking Local Trust Committees to consider budgets for the 2015-16 Fiscal year. • Worked with regional planning managers to continue implementation of administrative services new job profiles • Provide support to RPMs and coordinators as necessary • Worked on leadership skill development. • Filled planning and bylaw enforcement vacancies in all three offices. • Attended the Local Government Managers Association Conference in June (Vancouver). • Visited Gabriola and Salt Spring Office to support Regional Planning Managers and staff (SSI – June 24 and July 24; Gabriola June 26, July 10, August 5). 	<ul style="list-style-type: none"> • Monthly meetings with Regional Planning Managers (RPMs) and Coordinators planned for October and November. • Work with RPMs and Director of Administrative Services to manage LPS work program budgets and begin process review and advance LPS requested budgets for 2015-16 Fiscal year to Financial Planning Committee • Provide support to RPMs and coordinators as necessary • Professional development day Scheduled for October 2014 – Bowen Island Planner and Ministry of Community, Sport and Cultural Development staff invited and other Islands trust staff depending on agenda. • Continue to work on development of leadership skills with the management team.



COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Planning support to Local Trust Committees	
<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 • Worked with Legislative Services Manager regarding procedures for correspondence handling in Local Planning Services • Attended the Gabriola Local Trust Committee and Regional District of Nanaimo meeting under the protocol agreement (June 5, 2014). • Attended the Gambier • Attended the Gabriola Local Trust Committee and Sunshine Coast Regional District meeting under the protocol agreement (July 3, 2014) • Attended community to community forum Sunshine Coast Regional District and First Nations (July 25, 2014). • Worked with Regional Planning Managers to continue to review and improve service delivery and resource allocation • Worked with directors to provide support to regional offices and to Island Planners 	<ul style="list-style-type: none"> • Continue to 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. • Work with Regional Planning Managers to continue to review and improve service delivery and resource allocation • Work with directors to provide support to regional offices and to Island Planners • Develop orientation material for the new trust committees
Comprehensive Community Planning Initiatives	
<ul style="list-style-type: none"> • 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 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 • Worked with regional planning managers to support a variety of local trust committee projects. 	<ul style="list-style-type: none"> • Continue to work with San Juan County, City of Seattle, Pacific Climate Action Consortium and Green Shores on Islands Trust Green Shores for Homes Project • Continue to worked 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 with intent to adopt bylaws prior to the end of term • Work with regional planning managers to complete a variety of local trust committee projects.
Processing of Applications for Land Use Changes	
<ul style="list-style-type: none"> • Continued to work with RPMs and Legislative Services Manager to develop consistent approaches in regional offices • Continued to work to implement eScribe into Local Planning Services with aim to have fully functional by November 2014. • On-going work with regional planning managers to continue to review and improve service delivery and resource allocation • Started to use ticketing on islands that have Bylaw Enforcement Notification bylaws in place 	<ul style="list-style-type: none"> • Continuing to work with Regional Planning Managers and Legislative Services Manager monitor procedural approaches in each office and address as needed • Continue to work to implement eScribe into Local Planning Services with aim to have fully functional by November 2014. • On-going work with regional planning managers to continue to review and improve service delivery and resource allocation • Continue to monitor bylaw enforcement ticketing and provide information in its effectiveness to local trust committees.

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
Support for the Chief Administrative Officer, and liaising with other Directors	
<ul style="list-style-type: none"> • Participated in management meetings, Executive Committee meetings and other meetings as determined. • Continued working with Trust Area Services and Administrative Services to develop standards for cooperative tasks • Continued with leadership skills development 	<ul style="list-style-type: none"> • Participate in management meetings, Executive Committee meetings and other meetings as determined. • Continue working with Trust Area Services and Administrative Services to develop standards for cooperative tasks • Complete by performance and development form including leadership objectives for 2014-15.
Grants Administration	
<ul style="list-style-type: none"> • Finalised Lasqueti Community Energy Project funding request. • Updated database and administrative systems/policies to reflect Qualified Donee status. • Worked on Gambier Local Trust Committee Forage Fish Habitat Assessment Project Management • Provided Green Shores for Homes Project support 	<ul style="list-style-type: none"> • Update database and administrative systems/policies to reflect Qualified Donee status. • Prepare and present draft Grant (& donations) policy changes to local planning committee (Spring 2015) • Gambier Local Trust Committee Forage Fish Habitat Assessment Project Management • Green Shores for Homes Project support

David Marlor, MCIP
Director of Local Planning Services

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: September 9-11 2014

From: Local Planning Committee

Date Prepared: August 26, 2014

File No.: APC

**SUBJECT: ADVISORY PLANNING COMMISSION POLICY REVIEW AND
BYLAW DEVELOPMENT**

RECOMMENDATION: That Islands Trust Council remove “Review of the Advisory Planning Commission Policy and Development of Model Advisory Planning Commission Bylaw” from the Local Planning Committee’s Work Program.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

Trust Council referred this topic to the Local Planning Committee in March 2014, after it considered concerns related to conflict of interest on the part of Advisory Planning Commission (APC) members. Since the referral, the Local Planning Committee has considered a briefing on the topic, including new materials that staff has in preparation for APC orientation regarding conflicts of interest.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

There are no organizational implications. Each local trust committee has authority to adopt APC bylaws and the Executive Committee is required to approve them before adoption.

FINANCIAL:

There are no financial implications.

POLICY:

There are no policy implications. The existing policy on APCs will continue to guide local trust committees when developing new APC bylaws or amending their existing ones. .

IMPLEMENTATION/COMMUNICATIONS:

Staff will advise the Local Planning Committee of the Trust Council decision.

OTHER:

There are no other implications identified.

BACKGROUND

At its regular meeting in June 2014, Trust Council passed the following resolution in response to concerns raised around conflict of interest as it applies to APC members:

TC-2014-035

That the Islands Trust Council request the Local Planning Committee to review the Advisory Planning Commission policy and recommend amendments and a model APC bylaw for Trust Council consideration.

At its meeting on May 7, 2014, the Local Planning Committee considered the following three items on the topic:

- a) A Briefing prepared by the Chief Administrative Officer (CAO) on options for the Local Planning Committee to consider (regarding the management of conflict of interest) in the development of a model APC bylaw for consideration by local trust committees. The Briefing provided background information on conflict of interest and bias, relevant legislation, case law and Roberts Rules of Order and examples of how other jurisdictions address the issue. The briefing provided a range of options for addressing conflict of interest in APC bylaws, with information about the characteristics of each.
- b) Draft guidelines for APC members on conflict of interest and bias. This is presented in the form of Frequently Asked Questions (FAQs). This document is still a discussion draft and Trust Council was provided an opportunity to provide feedback on it in June 2014. The intent is that, following legal review, a final version of this guide would be included in the orientation material for APC members.
- c) A Request for Decision from the Director of Local Planning Services regarding addition of this topic to the LPC's work program, outlining the implications and options for managing existing work program items.

After consideration of these materials, the Local Planning Committee passed the following resolutions:

Resolution LPC-2014-021

That the Local Planning Committee submit the briefing from CAO Adams titled "Model APC Bylaw - Options for Treatment of APC Member Conflict of Interest" to Trust Council for input, along with the APC FAQ document.

Resolution LPC-2014-022

That the Local Planning Committee direct staff to prepare a cover memo to accompany the APC briefing from CAO Adams to Trust Council. The memo should introduce the briefing, invite comments on the guidelines and convey that the LPC has added the APC bylaw to its work program review.

Resolution LPC-2014-023

That the Request for Decision presented by Director Marlor regarding Referral of APC Conflict of Interest from Trust Council be deferred to the agenda for the August 2014 Local Planning Committee meeting.

The Local Planning Committee presented a briefing to June 2014 Trust Council of the work undertaken so far on this topic, including a briefing from the Chief Administrative Officer on "Model APC Bylaw – Options for Treatment of APC member Conflict of Interest, including draft

guidelines for APC members". Trustees were asked to provide comments to the CAO on those documents. One trustee provided comments.

At its meeting on August 7, 2014, the Local Planning Committee considered the Request for Decision that was deferred from May 7, 2014 meeting and passed the following resolutions:

Resolution LPC-2014-028

That the Local Planning Committee select alternative 3 from the Request for Decision, subject to legal review (circulate the "Advisory Groups Conflict of Interest and Bias Guidelines" to local trust committees, staff and advisory planning commission members, and include the guidelines in the orientation material for APC members).

Resolution LPC-2014-029

That the Local Planning Committee requests staff to prepare a Request for Decision containing a recommendation to Trust Council to remove the review of APC Policy and development of a model APC bylaw from the Local Planning Committee work program and that the Chair be authorized to approve the Request for Decision on behalf of the Committee.

REPORT/DOCUMENT: n/a

KEY ISSUE(S)/CONCEPT(S):

- To ensure that local trust committees, staff and APC members all receive the same information and procedures for dealing with conflict of interest and bias.

RELEVANT POLICY:

- Trust Council Policy 4.2.i – Advisory Planning Commission Terms of Reference
- Trust Council Policy 4.2.ii – Advisory Planning Commission Operating Guidelines
- Local Government Act - Section 898
- Local Trust Committee – Advisory Planning Commission bylaws.

DESIRED OUTCOME:

To adequately address conflict of interest and bias in an efficient and effective manner.

RESPONSE OPTIONS

Recommended: That Islands Trust Council remove "Review of the Advisory Planning Commission Policy and Development of Model Advisory Planning Commission Bylaw" from the Local Planning Committee's Work Program.

Alternative: Require that the Local Planning Committee undertake the work as originally requested by Trust Council. This work would then be largely undertaken by a new Local Planning Committee after the election, balanced with other work program items that Trust Council identifies in the 2014-2018 term.

Prepared By: David Marlor

Reviewed By/Date: Louise Decario, Local Planning Committee Chair, August 13, 2014
Executive Committee, August 26, 2014



Chief Administrative Officer

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: September 9-11, 2014

From: Local Planning Committee

Date Prepared: August 28, 2014

File No.: LPC

SUBJECT: REVIEW OF LOCAL PLANNING COMMITTEE TERMS OF REFERENCE

RECOMMENDATION: 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.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Local Planning Committee terms of reference have not been reviewed or revised since June 13, 2003. While Local Planning Committee reports to Trust Council, much of the work of the Committee is to support local trust committees; therefore, a review of the terms of reference will help to ensure that the work of the Local Planning Committee is relevant to the local trust committees.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

There are no organizational implications.

FINANCIAL:

There are no financial implications.

POLICY:

Trust Council Policy 2.3.ii Local Planning Committee Terms of Reference is out of date. The result of the recommended action would be for the Local Planning Committee to recommend specific amendments to this policy for Trust Council's consideration.

IMPLEMENTATION/COMMUNICATIONS:

Staff will advise the Local Planning Committee of the Trust Council decision. Local Planning Committee would convene an electronic meeting in November to advance this item.

OTHER:

There are no other implications.

BACKGROUND

At its regular meeting in August 2011, Local Planning Committee passed the following resolution:

Resolution LPC 27/ 2011

It was Moved and Seconded that the Local Planning Committee request that the Islands Trust Council request the Executive Committee to undertake the tasks listed in the recommendations.

The recommendations referred to in the resolution are as follows:

- *That the Islands Trust Council request the Executive Committee to:*
 - *undertake a comprehensive review of Trust Council's policies regarding Council Committees and their Terms of Reference,*
 - *consider the information in Appendix A during the review, and*
 - *make recommendations to Trust Council regarding potential amendments to the policies that govern the Council Committee system.*

At its regular meeting in September 2011, Trust Council passed the following resolution:

Resolution TC 163/11

That the Islands Trust Council request the Executive Committee to undertake a comprehensive review of Trust Council's policies regarding Council Committees and their Terms of Reference; consider the information in Appendix A "Local Planning Committee Terms of Reference – Potential Amendments", during the review; and make recommendations to the Islands Trust Council regarding potential amendments to the policies that govern the Council Committee system.

This item was added to the Executive Committee work program, but no work has been undertaken.

At its regular meeting on May 7, 2014, the Local Planning Committee passed the following resolution:

Resolution LPC-2014-015

That the Local Planning Committee requests that staff create an online survey for Trustees and Planners to assess the utility of the LPC Work Program over their term.

Planning Staff developed a survey of trustees and planners. A copy of the survey summary and results is attached for information.

After considering the results of the survey, at its regular meeting on August 7, 2014, the Local Planning Committee passed the following resolutions:

Resolution LPC-2014-032

That the Local Planning Committee requests staff to draft a Request for Decision to Trust Council in September to request a review and update of the Local Planning Committee Terms of Reference based on feedback from survey results and Local Planning Committee practices over time.

Resolution LPC-2014-033

That subject to Trust Council approval of the previous motion, the Local Planning Committee directs staff to draft a project charter and an itemized list of recommended changes to the Local Planning Committee Terms of Reference.

REPORT/DOCUMENT:

KEY ISSUE(S)/CONCEPT(S):

- To ensure that the Local Planning Committee work is relevant and consistent with policy

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 the Local Planning Committee.

RESPONSE OPTIONS

Recommended:

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.

Alternative:

1. Not request Local Planning Committee to undertake the review. If this option is chosen, Local Planning Committee would continue to operate with outdated terms of reference.
2. Request the Executive Committee to give priority to reviewing Trust Council's Council Committee Systems policy and terms of reference for those committees. This would be a larger review of the entire council committee system and terms of reference and would displace other work being undertaken by the Executive Committee.

Prepared By:

David Marlor, Director, Local Planning Services

Reviewed By/Date:

Louise Decario, Local Planning Committee Chair, August 14, 2014
Executive Committee, August 26, 2014



Chief Administrative Officer

BRIEFING

To: Local Planning Committee **For the Meeting of:** August 7, 2014
From: Kerry Thompson, Co-op Planner I **Date prepared:** July 30, 2014
File No.: N/A

SUBJECT: Local Planning Committee Work Program Evaluation Survey

DESCRIPTION OF ISSUE:

At its regular business meeting on May 7, 2014, the Local Planning Committee requested that staff create an online survey for trustees and planners to assess the utility of the Local Planning Committee Work Program over their term.

BACKGROUND:

Island Planner Kris Nichols designed the survey using Survey Monkey, an online service, and administered the survey via email. The survey was open from July 10 to July 28, 2014. It was sent to all trustees and planners, 33 of whom responded (a response rate of approximately 76 percent). All responses are anonymous. Response data has been collated and attached (Attachment 1).

Summary of Responses (n indicates total number of respondents for that question)

Although every respondent ($n = 32$) was aware of the LTC, over 20 percent of respondents ($n = 33$) either did not know or were unsure what the LTC does.

Over one-third of respondents ($n = 31$) were unsure whether the work of the LTC had benefited their island. Approximately 55 percent of respondents felt that the work of the LTC had benefited their island. A majority of the comments ($n = 16$) listed specific toolkits, reports, or other educational material that had been used by planners, trustees or constituents/public. Responses indicate that only some of the material has been useful, and has generally been used sparingly. Approximately 10 percent of respondents felt that the work of the LTC had not benefited their island.

A majority of respondents (81 percent, $n = 32$) had used the listed materials produced by the LTC. The most widely used material is the Groundwater Protection Toolkit, which was used by 77 percent of the respondents ($n = 26$). The comments indicate a wide range of uses to which the materials have been employed, including public education, a resource for developing staff reports, and in some cases a resource to help inform bylaws or development permits. Several respondents indicated they are using the materials for personal reference only, or that they offered limited utility.

A majority of respondents (84 percent, $n = 31$) felt that a list of LPC projects would be helpful for a new trustee or planner. The comments reveal 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 and encouraged further efforts, and others felt that such a list was already extant and that new efforts would be redundant.

Among those who answered Question 7 [Which projects would you like to see the LPC get involved in?] ($n = 25$), 20 respondents offered suggestions for projects involving the LPC. Two respondents noted that the LPC Work Program is determined by the Trust Council and did not offer suggestions. Several respondents suggested that the role of the LPC is to develop guidelines that would improve the proper functioning of Islands Trust, e.g. Codes of Conduct for LTC/Executive Committee members, providing or guiding legal advice for LTCs. Many respondents suggested that the LPC continue to produce model regulations, toolkits, backgrounders and other resources about specific issues – the most commonly cited concern was shoreline issues. Several respondents cited community and First Nations engagement as a priority.

ATTACHMENT(S):

1. LPC Work Program Evaluation Survey - Responses
-

AVAILABLE OPTIONS:

1. Provide recommendations to the next Local Planning Committee based on the results of the survey.
2. Receive for information.

FOLLOW-UP:

- 1.
-

Prepared By:



Kerry Thompson, Co-op Planner

July 30, 2014

Date

**Reviewed
By/Date:**

NAME

Date



Local Planning Committee (LPC) Work Program Evaluation Survey – Responses

The survey was sent to Trustees and Planners to gain their feedback about the utility of the LPC Work Program. A total of 33 respondents completed some or all of the survey; the number of responses for each question is indicated in the tables below. All responses are anonymous, and comments have remained unedited except for punctuation, spelling etc.

Question 1: Are you aware of the Local Planning Committee?

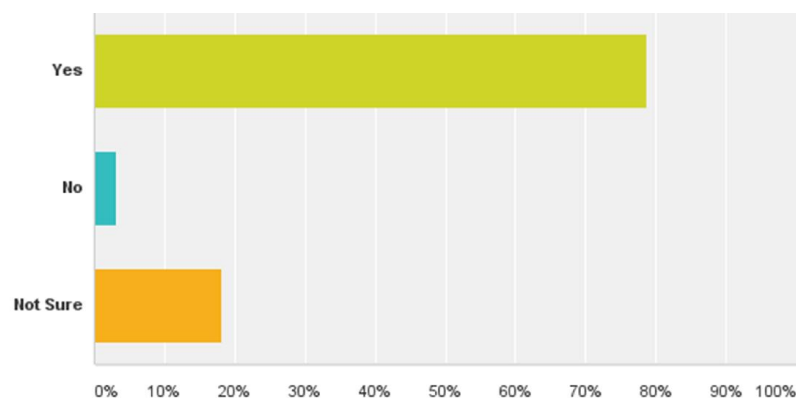
Answer Choices	Responses
Yes	100.00% 32
No	0.00% 0
Total	32

Question 1 Comments:

1. Somewhat.
2. [Six respondents noted they were current or former members of the Committee.]

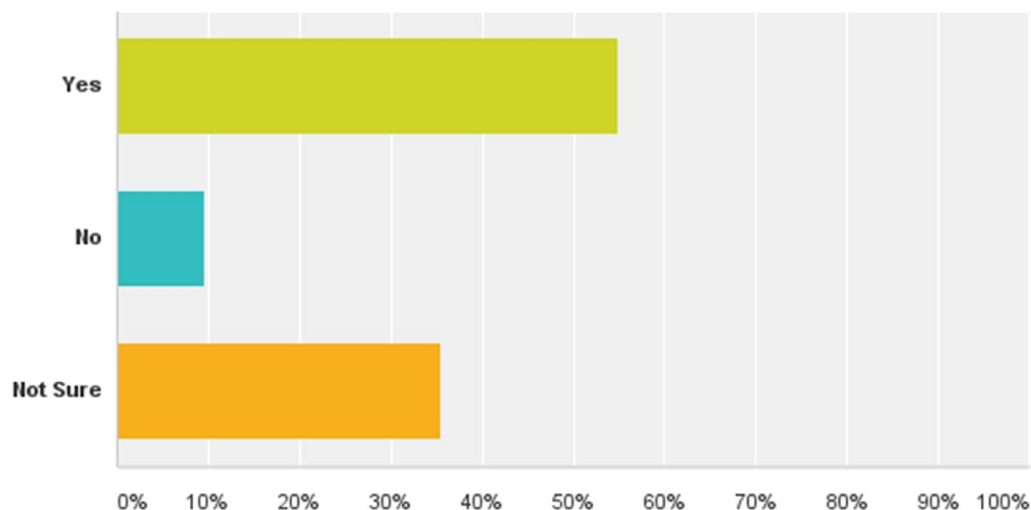
Question 2: Are you aware of what they do?

Answer Choices	Responses
Yes	78.79% 26
No	3.03% 1
Not Sure	18.18% 6
Total	33



Question 3: Has the work of the Local Planning Committee benefited your Island? If so, in what way?

Answer Choices	Responses
Yes	54.84% 17
No	9.68% 3
Not Sure	35.48% 11
Total	31



Question 3 Comments:

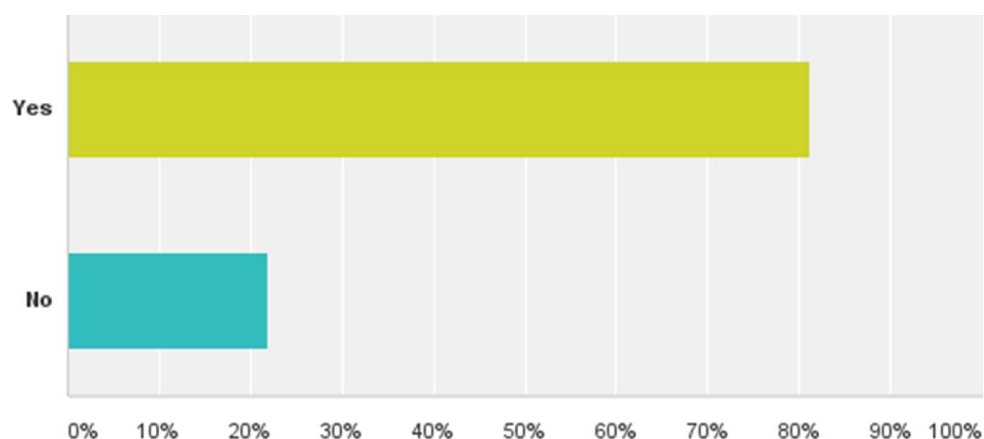
1. Minimally.
2. Foreshore protection work.
3. The groundwater tool kit.
4. The guidelines have been helpful in decision making regarding possible bylaw amendments.
5. There has been some research done (coastal jurisdiction facts, groundwater protection tools, the upcoming shoreline protection guide) [as] background information for planning staff. However, publishing these documents to the Trustees and general public has confused them if the research is directed towards staff.
6. In the past has provided models on various issues.
7. Report on geo exchange, report on groundwater protection.
8. Nothing they have done was (in my opinion) of any practical use on our island.
9. Used [the] GHG toolkit for climate change Bill 27 amendments, used the Agriculture Bylaws toolkit extensively.
10. Groundwater protection, affordable housing, green technology.
11. Some of the guides have been useful - e.g. renewable energy.
12. Model groundwater protection toolkit has been useful for at least one LTC in the region.
13. We finished our ocean-loop geothermal bylaw just a bit before the LPC did their report.
14. I heard from a few constituents that the wind power report was useful.

15. Raising awareness at Trust Council and at EC before a new and unique situation (new to the LTC) comes forward from that LTC, such as Affordable Housing.
16. Groundwater toolkit and affordable housing brochure.

Question 4: Have you used any of the following documents/reports produced by LPC?

- a) Renewable Energy Technology in the Trust Area – Domestic Small Scale Wind Energy
- b) Renewable Energy Technologies in the Trust Area – Ocean Based Geo-Exchange Systems
- c) Gulf Islands Groundwater Protection – A Regulatory Toolkit
- d) Brochure on Affordable Housing
- e) Development Approval Information (DAI) Bylaw Report
- f) Enforcement of Illegal Structures on the Foreshore Report

Answer Choices	Responses
Yes	81.25% 26
No	21.88% 7
Total Respondents: 32	



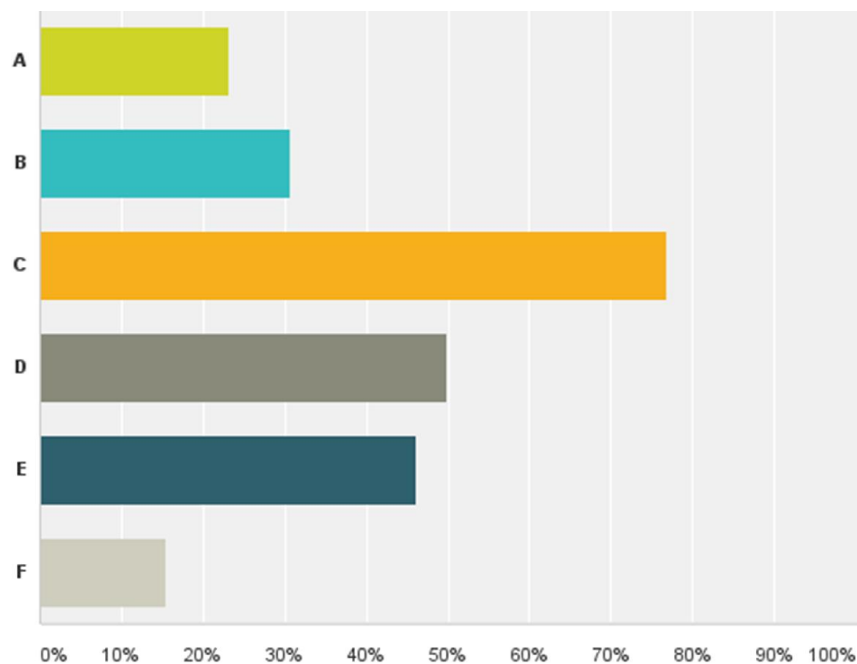
Question 4 Comments:

1. Yes and No. The reports can be valuable as information for residents and landowners as well as decision-makers. We have not used them yet in LUB reviews, for example, although we will likely consider where ocean based geothermal systems might be feasible and where they should not be considered.
2. We have provided links to the Affordable Housing Brochure as part of our examination of housing policies and regulations.
3. Personal education.
4. For reference and possible solutions.
5. Groundwater for a possible DPA on a rezoning application.
6. I looked at them to see a) where they might be useful or b) where they had duplicated previous work. I found them without much utility, though I recognize much effort and enthusiasm went into their creation.
7. We hoped to use [them] and still might in another term.
8. Used Groundwater Protection [Toolkit] in framing a new DP.
9. Staff has used the information to assist [in creating] reports for our LTC.

10. Used as reference only. No bylaws have resulted.
11. We passed a DAI Bylaw and I assume our planner used the report to help with this.
12. For informational purposes only.
13. [Answered C, D, E] Very helpful for planners and LTC.

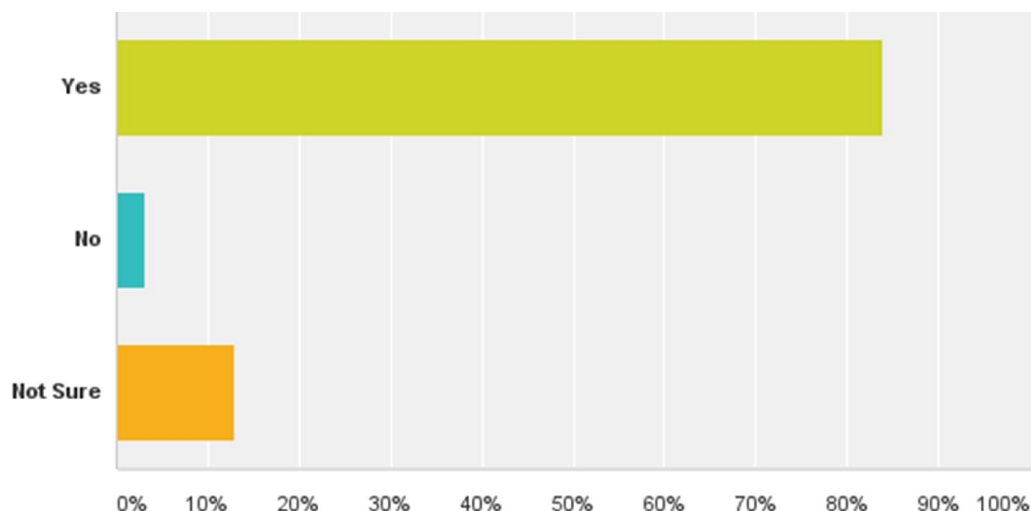
Question 5: Which of the documents/reports in Q4 did you use?

Answer Choices	Responses
A	23.08% 6
B	30.77% 8
C	76.92% 20
D	50.00% 13
E	46.15% 12
F	15.38% 4
Total Respondents: 26	



Question 6: Would a list of LPC projects have been helpful as a new trustee or planner?

Answer Choices	Responses
Yes	83.87% 26
No	3.23% 1
Not Sure	12.90% 4
Total	31



Question 6 Comments:

1. [NO] We saw the list at each Trust Council - do we really need yet another duplication effort?
2. [YES] Yes, sure assumed all planners were using the toolkits. If not, that is a big problem and is reinventing the wheel. Trustees did get the GHG and affordable housing toolkits in orientation and by email last year, as a reminder.
3. [YES] Yes, definitely. It took me almost a year to figure out what the LPC did.
4. [YES] The amount of information coming at one as a new trustee is huge but this would be helpful as one settles in.
5. [YES] ... And extremely helpful if planners are aware [of LPC work? Of issues?].
6. [YES] We may have been given this information, I can't remember. But a hard copy of the affordable housing brochure would have been welcome. The reports are a bit cumbersome for hard copies, but links such as this would have been useful. I just went looking for these reports on the Trust website and found some, but couldn't find the wind energy report or the ocean geo-exchange, and did not bother to look for D or F after time spent searching for the others. There should be a link to all LPC work under their page on the website as well as a link to all the reports under the Trust Council Reports and Publications drop down menu. It should not be difficult to find these reports - what is the point of doing them if they simply disappear when finished?
7. [NOT SURE] Maybe as a new Planner.
8. [YES] Yes, and even more reminders – i.e. annually.
9. [NOT SURE] Not sure, but having a list of all the tool kits and reports created by the LPC could be a useful resource.

Question 7: Which projects would you like to see the LPC get involved with?

1. I'm not sure the LPC is the appropriate entity to assist in developing models for community-based recycling and solid waste management plans, but there does seem to be a need for guidelines, models and directions at this time, and it certainly falls within the preserve and protect, as well as the carbon reduction goals of the Islands Trust.
2. Sorry, no specific project comes to mind at the moment.

3. Farmworker housing, floodplain regulations, community engagement (especially charrettes), First Nations engagement, phosphorous objectives for waste discharge (potentially forthcoming from MoE).
4. Update the Sustainability (Growth) Plan.
5. My understanding is that LPC's work is determined by referrals from Trust Council.
6. Agriculture and food security.
7. Summary report of STVR regulations in the Trust [Area].
8. Proactive Sensitive Ecosystem Protection tools (likely be done in conjunction with the ITF about non-regulatory and regulatory tools to proactively protect species and ecosystems at risk). Development Procedures bylaw possibilities to better address the crappy realities involved in shoreline structure DVPs.
9. Those determined by Trust Council.
10. Central open source reference and resource library for trustees and planners with info on rural planning issues, best practices, and easy to understand info for islanders on planning processes.
11. Foreshore protection, sea level rise, new medical marihuana legislation (may be too late), affordable housing.
12. While I appreciate the (best) intentions of the LPC, it fails the cost/benefit test. Mind you, so does TPC. FPC has some limited utility, though it might be well served with a revised governance structure.
13. Model bylaws and toolkits are a great idea, especially if they save staff time. It's hard to know at the start of the term what you'll want to take on, though.
14. Food programming.
15. Build relationships with First Nations; education about wise shoreline development, e.g. Green Shores for Homes; local preparation for oil spill response.
16. Code of conduct for LTC chairs. Code of conduct for executive committee members. Guide for issue and receipt of legal advice.
17. 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.
18. I don't know if it could be done, but the biggest problem on our island is a flagging economy and an increasingly aging population. We need jobs and young families. Anything that could assist in solving either of those dilemmas would be great!
19. Micro hydro as renewable energy source.
20. MOU drafting for some of the topics they've researched... We don't need info, we need action.
21. Model shoreline development permit areas that address sea level rise; model water conservation DP areas that would apply to entire islands.
22. Report on Bylaw enforcement -- Are there options to re-frame how this is done in response to various community concerns (i.e. "The Trust has no teeth," and "It forces neighbours to be snitches," and "We want a more restorative justice approach")? Report on different approaches to, and best practices for, effective inclusive community consultation.
23. Not sure.
24. Developing background briefings including commissioning legal advice on all of the new legislation in advance of any individual LTC delving into new legislation, e.g. liquor licenses, Water Sustainability Act, etc.

25. Affordable housing agreement template, conservation subdivision toolkit, how to create compact and complete communities in rural island contexts, rainwater harvesting, composting toilets and other alternative servicing options.

LOCAL PLANNING COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Date: Aug 12, 2014

WORK PROGRAM

1. LPC POLICY REVIEW

Current – Draft RFD to Trust Council to recommend removing APC Conflict of Interest from LPC Work Program

Planned – None.

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

APC POLICY AND MODEL BYLAW – LPC to consider review of APC Policy and develop recommended Model APC Bylaw.

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 2014. LPC is monitoring progress.

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

DOMESTIC WIND POWER – Update report as required.

David Marlor
Designate Staff

Louise Decario
Chair



BRIEFING

To: Trust Council

For the Meeting of: September 9-11, 2014

From: Miles Drew, Bylaw Enforcement Manager

Date : August 7, 2014

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:

The Bylaw Enforcement group has undergone some staffing changes designed to improve efficiencies and effectiveness. The bylaw enforcement position based on Gabriola has been moved to Salt Spring Island where approximately 33% of open files exist. This change will drastically reduce unproductive travel times thus creating more time for investigations and enforcement.

As a result of a resignation, a new bylaw enforcement officer will fill the Salt Spring Bylaw Enforcement Officer position in late September.

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
Executive Committee – August 12, 2014



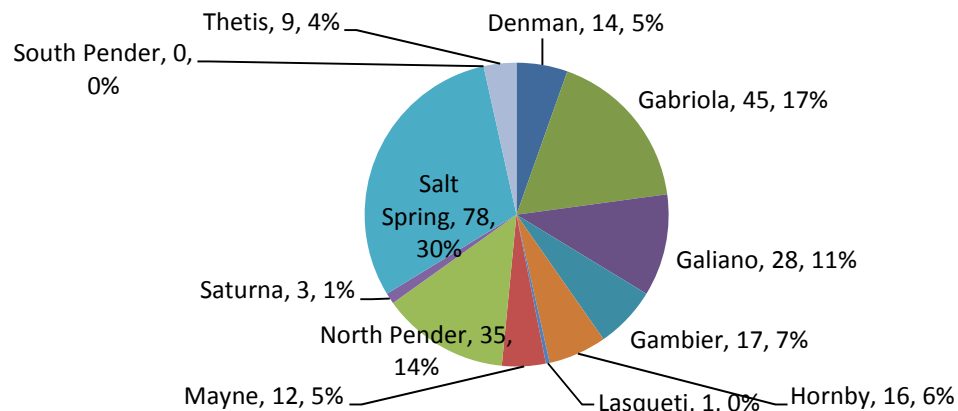
Chief Administrative Officer

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				14	5%	14	5%
Executive	0	0%	0	0%	0	0%	0	0%	0				0	0%	0	0%
Gabriola	40	13%	40	14%	60	20%	51	20%	56				56	20%	45	17%
Galiano	25	8%	25	9%	32	11%	30	12%	31				31	11%	28	11%
Gambier	16	5%	16	6%	18	6%	17	7%	18				18	7%	17	7%
Hornby	17	6%	16	6%	16	5%	15	6%	17				17	6%	16	6%
Lasqueti	1	0%	1	0%	1	0%	1	0%	1				1	0%	1	0%
Mayne	8	3%	5	2%	10	3%	9	4%	11				11	4%	12	5%
North Pender	43	14%	40	14%	45	15%	36	14%	38				38	14%	35	14%
Saturna	8	3%	6	2%	6	2%	3	1%	3				3	1%	3	1%
Salt Spring	112	37%	104	37%	81	27%	66	26%	78				78	28%	78	30%
South Pender	1	0%	1	0%	1	0%	0	0%	0				0	0%	0	0%
Thetis	12	4%	10	4%	11	4%	8	3%	9				9	3%	9	3%
TOTAL	302	100%	282	100%	302	100%	250	100%	276	0	0	0	276	100%	258	100%

Chart 1: Open Files to Jun 30, 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

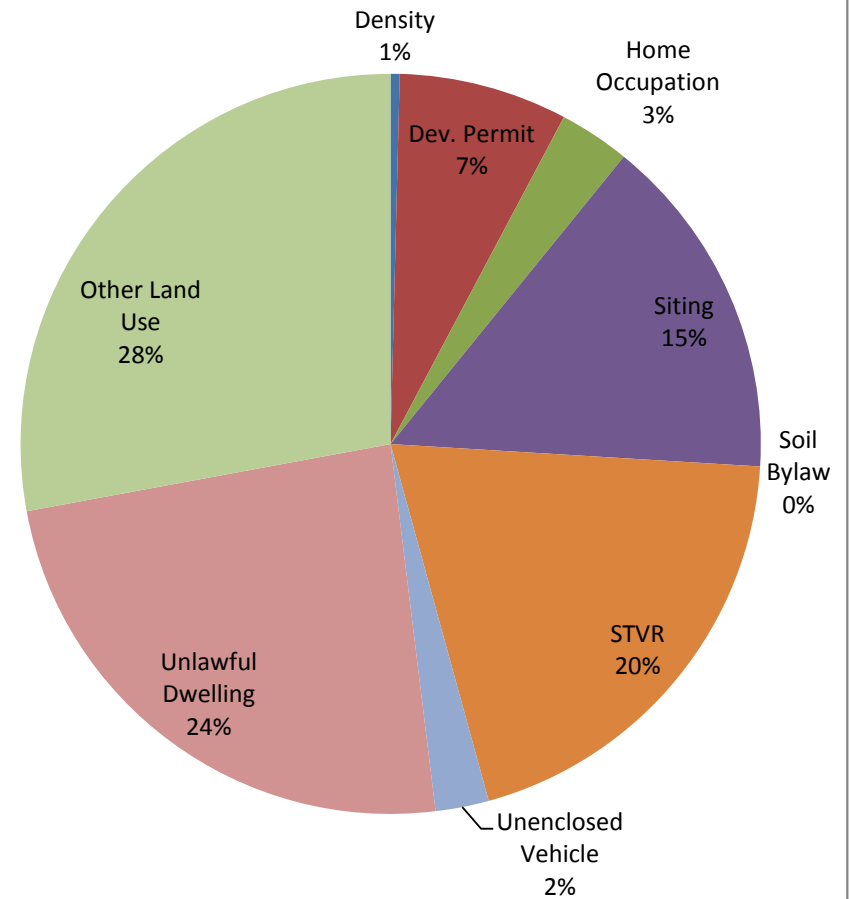
The numbers for each quarter are a running total of all open and closed files in the period.

Bylaw Enforcement - Violation Type

Table 2

LTC	Violation Type										
	Density	Dev. Permit	Home Occupation	Siting	Soil Bylaw	STVR	Unenclosed Vehicle	Unlawful Dwelling	Other Land Use	TOTALS	Percentage
Denman		6				1		3	4	14	5%
Executive										0	0%
Gabriola		2	1	4		17		10	11	45	17%
Galiano			2	6		4	2	7	7	28	11%
Gambier				7				1	9	17	7%
Hornby	1	1	1	2		2		7	2	16	6%
Lasqueti								1		1	0%
Mayne				4		5			3	12	5%
North Pender		1		5		13	2	5	9	35	14%
Saturna				2		1				3	1%
South Pender										0	0%
Salt Spring		9	4	4		8	2	27	24	78	30%
Thetis				5				1	3	9	3%
TOTALS	1	19	8	39	0	51	6	62	72	258	100%
%	0%	7%	3%	15%	0%	20%	2%	24%	28%	100%	

Chart 2: Open Files by Type



Bylaw Enforcement - Status of Open Files

Table 3

Local Trust Area	2014/2015 1st Quarter (Apr 1 - Jun 30)				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	14			14	9		3	1	1	14
Executive	0			0						0
Gabriola	51	5	11	45	45					45
Galiano	30	1	3	28	14	2	3	7	2	28
Gambier	17	1	1	17	9		5	1	2	17
Hornby	15	2	1	16	9		6	1		16
Lasqueti	1			1	1					1
Mayne	9	3		12	11	1				12
North Pender	36	2	3	35	20	1		11	3	35
Saturna	3			3	2		1			3
Salt Spring	66	13	1	78	56		16	5	1	78
South Pender	0			0						0
Thetis	8	1		9	9					9
Total	250	28	20	258	185	4	34	26	9	258
Percentage					72%	2%	13%	10%	3%	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	3	10	1	14
Executive				0
Gabriola	24	20	1	45
Galiano	7	7	14	28
Gambier	3	14		17
Hornby	2	11	3	16
Lasqueti		1		1
Mayne	7	5		12
North Pender	11	20	4	35
Saturna		1	2	3
South Pender				0
Salt Spring	28	29	21	78
Thetis	2	6	1	9
TOTAL	87	124	47	258
PERCENTAGE	34%	48%	18%	

BRIEFING

To: Trust Council **For the Meeting of:** September 9-11, 2014

From: Miles Drew, Bylaw Enforcement Manager **Date prepared:** August 7, 2014

SUBJECT: BYLAW VIOLATION IMPLEMENTATION

DESCRIPTION OF ISSUE:

The Local Planning Committee reviewed an update on the implementation of the Bylaw Violation Notice system and asked it be forwarded to Trust Council for information.

BACKGROUND:

Six local trust committees have adopted Bylaws that enable bylaw enforcement officers to issue Bylaw Violation Notices (BVNs) for land use bylaw violations. These local trust committees are: North Pender, Galiano, Gabriola, Thetis, Salt Spring, and Gambier.

Since adoption of the BVN bylaws, enforcement officers have used them successfully to gain compliance by issuing warning notices. Warning notices do not include a fine; however, a warning notice may lead to a BVN, which does include a fine. In most cases, these warning notices have resulted in compliance since most landowners choose to remedy the situation to avoid paying a fine. A spreadsheet listing the issued warning notices is attached.

Initially, bylaw enforcement officers were reluctant to issue BVNs. Training and full implementation of the system over the last few months has led to bylaw officers issuing 23 BVNs. A spreadsheet listing the BVNs is attached. Of those recently issued, six resulted in compliance agreements and payment, three resulted in payment of the full fine amount and a promise to submit applications to legalize, two were canceled due to errors but also resulted in compliance, and three resulted in disputes that may go to adjudication.

Compliance agreements are negotiated with the bylaw enforcement manager. In return for a reduced fine the violator typically agrees to time lines for submissions for variance or rezoning. They also make a commitment to comply if the application fails. Time to comply is negotiated and depends on the circumstances however it can never exceed one year. If no compliance is achieved by the end of the agreement the balance of the fine is owed and further enforcement is undertaken.

Five BVNs have been ignored by the violators and will proceed to debt collection through the Small Claims Court of British Columbia. Although efforts will be made to collect the full fine amount, the violator can opt to negotiate a compliance agreement at any time.

These positive outcomes have exceeded expectations of the Bylaw Enforcement Office.

ATTACHMENT(S): 1. Warnings Issued
2. Bylaw Violation Notices Issued

AVAILABLE OPTIONS:

1. Receive for Information
 2. Forward to local trust committees for information.
-

Prepared By: Miles Drew, Bylaw Enforcement Manager

**Reviewed
By/Date:** David Marlor, Director of Local Planning
Services
Executive Committee – August 12, 2014



Chief Administrative Officer

Warnings Issued

Ticket Number	Issued By	Date Issued	File Number	Deadline	Status
1103	GK	27-Jun-12	SS-BE-2011.6	10-Jul-12	
1104	GK	29-Jun-12	GL-BE-2009.6	27-Jul-12	open
1105	GK	29-Jun-12	GL-BE-2011.3	13-Jul-12	open
1106	GK		GL-BE-2006.2	30-Jul-12	
1152	PP		GB-BE-2011.12	01-Aug-12	Complied
1153	PP		GB-BE-2012.4	15-Aug-12	Complied
1154	PP		GB-BE-2007.7	15-Aug-12	Complied
1151	PP	16-Jul-12	GB-BE-2011.11	16-Aug-12	Complied
1155	PP	08-Aug-12	GB-BE-2012.10	08-Sep-12	Complied
1158	PP	08-Aug-12	GB-BE-2012.8	08-Sep-12	Complied
1156	PP	08-Aug-12	GB-BE-2012.11	08-Sep-12	Complied
1157	PP	08-Aug-12	GB-BE-2012.12	08-Sep-12	Complied
2001	GK	07-Nov-12	GL-BE-2009.3	21-Nov-12	open
2005	GK	07-Nov-12	NP-BE-2012.3	22-Nov-12	open
2004	GK	07-Nov-12	GL-BE-2010.5	07-Dec-12	open
2026	GK	29-Nov-12	NP-BE-2012.20	28-Feb-13	open
2007	GK	13-Feb-13	SS-BE-2010.56	17-May-13	open
2008	GK	13-Feb-13	SS-BE-2008.8	17-May-13	BVN Issued
2076	Dan Jones	18-Mar-13	NP-BE-2005.10	02-Apr-13	open
2079	Dan Jones	18-Mar-13	NP-BE-2012.7	01-Apr-13	open
2080	Dan Jones	18-Mar-13	NP-BE-2006.14	01-Apr-13	open
2010	GK	26-Jul-13	SS-BE-2013.6	13-Aug-13	open
2003	GK	10-Aug-12	GL-BE-2010.1	21-Nov-12	complied
2085	WD	15-Aug-13	NP-BE-2013.3	30-Sep-13	open
2012	GK	12-May-14	NP-BE-2014.7	12-Jul-14	open
2013	GK	17-Mar-14	GL-BE-2014.2	12-Jun-14	open
2086	WD	26-Sep-13	GL-BE-2013.3	16-Oct-13	open
2087	WD	26-Sep-13	GL-BE-2009.5	16-Oct-13	open
2088	WD	26-Sep-13	GL-BE-2008.4	16-Oct-13	open
2089	WD	26-Sep-13	GL-BE-2010.5	16-Oct-13	open
2090	WD	03-Oct-13	NP-BE-2013.2	17-Oct-13	open
2091	WD	05-Sep-13	GL-BE-2008.9	21-Oct-13	open

Warnings Issued

Ticket Number	Issued By	Date Issued	File Number	Deadline	Status
2092	WD	05-Sep-13	GL-BE-2008.9	21-Oct-13	open
2093	WD	10-Oct-13	GL-BE-2013.2	21-Oct-13	open
2095	WD	26-Sep-13	GL-BE-1998.53	15-Nov-13	open
2096	WD	02-Jul-13	GL-BE-2005.4	30-Nov-13	open
2097	WD	02-Jul-13	GL-BE-2005.4	30-Nov-13	open
2098	WD	12-Jun-14	SS-BE-2013.11	31-Jul-14	open

Bylaw Violation Notices Issued

Ticket Number	Date Issued	Issued By	Early Payment Due Date	Fine Due Date	File Number	Fine Amount	Early Payment Discount	Compliance Agreement Negotiated	BVN Disputed	Late Payment Amount	Payment Received	Date Payment Received	Notice of Debt Issued
0003	26-Jul-13	GK	09-Aug-13	23-Aug-13	SS-BE-2008.8	\$ 150.00							30-May-14
0004	26-Jul-13	GK	09-Aug-13	23-Aug-13	SS-BE-2008.8	\$ 300.00							30-May-14
0006	28-Apr-14	GK	26-May-14	12-May-14	NP-BE-2009.3	\$ 300.00		Yes 25%			\$ 75.00	28-May-14	
0009	12-Jun-14	WD	26-Jun-14	10-Jul-14	SS-BE-2004.40	\$ 300.00	\$ 75.00		Yes				
0010	12-Jun-14	WD	26-Jun-14	10-Jul-14	SS-BE-2004.42	\$ 300.00	\$ 75.00					1.Cancelled	
0011	12-Jun-14	WD	26-Jun-14	10-Jul-14	SS-BE-2004.42	\$ 300.00	\$ 75.00				\$ 225.00	09-Jul-14	
0012	17-Jun-14	WD	01-Jul-14	15-Jul-14	GL-BE-2002.109	\$ 300.00	\$ 75.00					2.Cancelled	
0013	17-Jun-14	WD	01-Jul-14	15-Jul-14	GL-BE-2002.109	\$ 300.00	\$ 75.00				\$ 225.00	24-Jul-14	
0014	17-Jun-14	WD	01-Jul-14	15-Jul-14	GL-BE-2002.109	\$ 300.00	\$ 75.00				\$ 225.00	24-Jul-14	
0015	17-Jun-14	WD	01-Jul-14	15-Jul-14	GL-BE-2005.9	\$ 300.00	\$ 75.00						23-Jul-14
0016	17-Jun-14	WD	01-Jul-14	15-Jul-14	GL-BE-2005.9	\$ 300.00	\$ 75.00						23-Jul-14
0018	17-Jun-14	WD	01-Jul-14	15-Jul-14	GL-BE-2010.5	\$ 300.00	\$ 75.00					3.Cancelled	
0019	17-Jun-14	WD	01-Jul-14	15-Jul-14	GL-BE-2002.77	\$ 300.00	\$ 75.00					4.Cancelled	
0020	20-Jun-14	WD	04-Jul-14	18-Jul-14	GL-BE-2005.4	\$ 300.00	\$ 75.00					5.Cancelled	
0021	20-Jun-14	WD	04-Jul-14	18-Jul-14	GL-BE-2005.4	\$ 300.00	\$ 75.00					6.Cancelled	
0022	20-Jun-14	WD	04-Jul-14	18-Jul-14	GL-BE-2009.6	\$ 250.00	\$ 62.50		Yes				
0023	20-Jun-14	WD	04-Jul-14	18-Jul-14	GL-BE-2014.2	\$ 300.00	\$ 75.00	Yes 25%					
0024	20-Jun-14	WD	04-Jul-14	18-Jul-14	GL-BE-2014.2	\$ 100.00	\$ 25.00	Yes 25%					
0025	20-Jun-14	WD	04-Jul-14	18-Jul-14	GL-BE-2014.2	\$ 250.00	\$ 62.50	Yes 25%					
0102	26-Jun-14	WD	10-Jul-14	24-Jul-14	GL-BE-2013.2	\$ 150.00	\$ 112.50	Yes 25%			\$ 37.50	31-Jul-14	
0103	26-Jun-14	WD	10-Jul-14	24-Jul-14	GL-BE-2013.2	\$ 150.00	\$ 112.50	Yes 25%			\$ 37.50	31-Jul-14	
0104	02-Jul-14	WD	16-Jul-14	30-Jul-14	NP-BE-2012.21	\$ 300.00	\$ 75.00						
0105	16-Jul-14	WD	30-Jul-14	13-Aug-14	GL-BE-1998.53		\$ 75.00		Yes				

1. Application for variance received
2. Agreement reached that a rezoning application will be submitted by October 15, 2014
3. BVN issued in error structure removed file is now closed
4. Structure removed file closed
5. BVN issued in error
6. BVN issued in error



Local Planning Services Three-Year Work Plan December 2011 to November 2014

To: Islands Trust Council

For the Meeting of: September, 2014

Date: Updated August 28, 2014

PURPOSE

The purpose of the three-year term plan is to ensure resources and budgets are coordinated to support the work programs of the local trust committees and local planning committee. The first report was provided to Trust Council in June, 2012 and then at every second Council meeting thereafter to the end of the term.

NOTE: The report includes all items that were identified over the term of this council (2011 to 2014), whether or not the local trust committees actually undertook the work or discarded the item.

UPDATING AND REPORTING

The plan will be updated as changes in resources, budgets or priorities change and submitted quarterly to Trust Council for information.

STRATEGIC PLAN

Pursuant to the Islands Trust Strategic Plan adopted in September 2012 and updated in December 2012, the following strategic plan items are relevant (please see the noted sections of the Strategic Plan for more details on specific actions and status):

1.3 Protect fish habitat by implementing Riparian Areas Regulation

1.6 Reduce greenhouse gas emissions

2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems

2.3 Participate in planning for National Marine Conservation Area

2.5 Advocate for appropriate regulation of aquaculture

2.6 Advocate for effective regulation of marine sewage

3.3 Use land use planning tools and decisions to protect water quality and quantity

3.4 Explore alternative tools for improving watershed management

4.3 Use land use planning tools and decisions to improve the availability of affordable/accessible/appropriate housing

4.4 Use land use planning tools and decisions to increase local food security and farmland protection

6.2 Improve cost-recovery from development application fees

STAFF RESOURCES

The total resources available to Local Planning Services are listed below (Full-Time Equivalent (FTE)):

	Mapping	Bylaw Enforcement	Director LPS Support	Northern Planning Team	Salt Spring Planning Team	Southern Planning Team
Regional Planning Manager				1	1	1
Island Planner				3	1	2
Planner 2				1	1	1
Planner 1				1	2	-
Legislative Clerk				1	1	1
Planning Team Assistant				1	1	1
Office Administrative Ass't				2*	1	-
Bylaw Enforcement Manager		1				
Bylaw Enforcement Officer		1****				
Secretary		0.6	0.2**			
GIS Coordinator	1					
GIS Technician	1					
Grants Administrator			0.6***			
Totals	2	3.2	0.6***	9	8	6

* Penny Hawley's auxiliary term has been extended to September 30, 2014 for eSCRIBE implementation support.

** Support to the director currently provided by Southern Team Planning Team Assistant.

*** Grants Administrator transferred to Local Planning Services. Subject to budget, reduced to 0.4 FTE effective April 1, 2014.

**** One 0.8 bylaw enforcement position is vacant and is under recruitment. Expect to have the position filled by October 2014 and located in the Salt Spring office.

LOCAL PLANNING COMMITTEE

Resources Allocation:

Effective with the November 2012 meeting, the Local Planning Committee is attached to the Southern Team and had dedicated planner resources allocated. Resource allocation includes the Director of Local Planning Services and a portion of the Southern Team's Planning Team Assistant time to provide secretarial support to the Local Planning Committee and a portion of a Southern Region planner's time for undertaking project work. With Kris Nichols taking a temporary assignment LPS will be without a planner until the new term.

Local Planning Committee Top Priorities:

The Top Priorities of the Local Planning Committee are detailed in the ***Local Planning Committee Program Report*** in the Council Agenda Package.

Local Planning Committee work program expectations:

The Local Planning Committee responds to referrals by Trust Council. As such, the work program is as approved by Trust Council and presented in the ***Local Planning Committee Program Report*** in the Council Agenda Package.

NORTHERN TEAM

Resources Allocation:

Courtney Simpson, Regional Planning Manager, is responsible for the overall management of the Northern Team and the Northern Office, and the management and delivery of the local trust committee work programs. For this period, Courtney will take the lead on planning for Gabriola LTC with support from the planners as required.

The five planners assigned to the Northern Office are allocated as follows:

- Aleksandra Brzozowski, Island Planner – Thetis and Gambier Island Local Trust Areas – policy planning and major applications.
- Sonja Zupanec, Island Planner – Ballenas-Winchelsea Local Trust Area – policy planning and major application, and support to other local trust areas at a senior level, particularly Gabriola.
- Rob Milne, Island Planner – Denman and Hornby Local Trust Areas – policy planning and major applications.
- Marnie Eggan, Planner 2 – policy planning for Lasqueti Island Local Trust Area, and general planning application processing and enquiries for all local trust areas served by the Northern Office
- Teresa Ritemann, Planner 1 – General planning application processing and enquiries for all local trust areas served by the Northern Office, as well as support to Island Planners on policy and project work.

Note: Gabriola will be resourced with the Regional Planning Manager as the lead and various planners assigned to projects and applications.

In general, Northern Office Planning Staff allocates its time (after administrative requirements) one-third for local trust committee meetings, one-third for application processing and enquiries, and one-third for undertaking local trust committee top priority work program initiatives.

The three administrative support staff allocate their time proportionally to all Northern Office local trust areas:

1. Lisa Webster-Gibson, Planning Clerk
2. Becky McErlean, Planning Secretary
3. Theresa Warren, Office Assistant

Penny Hawley, Office Assistant (auxiliary to September 30, 2014) – eSCRIBE implementation support

Local Trust Committee Top Priorities:

The top priorities for each local trust committee are detailed in the **Priorities Chart** in the Council Agenda Package.

LTC work program expectations:

The following are items that local trust committees are considering working on over the three-year term. The following list and timing is subject to approval by each local trust committee. For the 2012/13 fiscal year, the items are taken from each LTC top priorities list. For 2013/14 and 2014/15 fiscal years, the list is derived from expected carry work from the 2012/13 fiscal and from items noted in LTC Project lists.

2012/13 Fiscal Year

Denman

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Agriculture Plan		Complete		
Review of OCP section C3 with a view to addressing the impacts of shellfish farming on the natural marine environment and residential properties, and review of associated LUB regulations		X	X	X
Review of Housing Policies E.1 with respect to secondary cottages and suites in residential designations.			X	X
Implementing Riparian Areas Regulations: Mapping of streams and wetlands for RAR, and follow-up bylaw work	1.3.5	X	X	X
Food Security Bylaw amendments	4.4.2			
Development of Protected Area Network	1.6.3			
Housekeeping Bylaw Amendments				
Regulations governing wind towers and Ocean Loop Geo-exchange systems	1.7.2			
Affordable Housing Strategy	4.3.1			
Review of Floor Area regulations for dwellings				
Regulations to promote greenhouse gas emissions reduction	1.7.2			
Review of Development Procedures Bylaw No. 71				
Farm Plan Implementation				
Consider recommendations of DCLTA Affordable Housing Final Report				
Review of visitor accommodation regulations				
X = budgeted and committed				
P = planned – subject to budget and LTC direction				

Ballenas – Winchelsea Islands (Executive Committee)

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Complete OCP/LUB		X	X	X

Amend meeting procedures bylaw to allow for electronic meetings				P
Amend adopt all necessary administrative bylaws				P
X = budgeted and committed				
P = planned – subject to budget and LTC direction				

Gabriola

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Exploring the use of alternate consultation methods for OCP Review Process		Complete		
Gabriola Planning Area OCP Review, including:		X	X	X
1. hazardous and steep slopes DPA		X	Proceed no further	
2. Riparian Areas Regulation implementation		X	X	X
3. rezoning of RDN parks and ITF nature reserves		P	X	X
4. increase food security and farmland protection		P	X	X
5. implement OCP climate change policies into LUB		P	X	X
6. consider density transfer affordable housing policies for cottage densities		P	P	P
7. review form and character DPA to make village core more pedestrian-friendly		P	P	P
8. update of build out map and report		P	P	P
9. implement First Nations and Archaeological Protection policies, including improved engagement on land use referrals		P	P	P
10. implement First Nations and Archaeological Protection policies, including improved engagement on land use referrals		P	P	P
11. review OCP and LUB to improve protection of coastal areas		P	P	Moved to proj list
12. review OCP and LUB to improve protection of coastal areas		P	P	Moved to proj list
Integrated Watershed and Shoreline Mapping Workshop	2.1.1	Complete		
Snuneymuxw First Nation Protocol Agreement Implementation				
Development Approval Information Bylaw		X	X	Complete
Housekeeping Bylaw Amendments				X
DeCourcy Island OCP Review				
Hazardous and steep slopes DPA				
Forage fish mapping workshop				
Land-based aquaculture				
X = budgeted and committed				
P = planned – subject to budget and LTC direction				

Gambier

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Land Use Bylaw for SCRD Islands		X	Complete	
Foreshore Protection/stewardship	2.2.1	X	X	X
OCP advocacy policies implementation & support			X	X
Sustainability Guide			X	Complete
RAR Implementation	1.3.3	X	X	X
Amend meeting procedures bylaw to allow for electronic meetings			X	Complete
Trail Map Amendment for Keats Island OCP				
Project Overview of Gambier Island Comprehensive Land Use Planning Project				
Review of additional dwellings on Keats Island				
Examine proactive approaches for GHG emission reductions through land use planning	1.7.2			
Food Security implementation into OCPs	4.4.2			
Development Approval Information Bylaw				
Consultation with Squamish First Nation				
Strategic Planning Review for Howe Sound				
Review LUBs to accommodate ocean-loop geothermal exchange				
X = budgeted and committed				
P = planned – subject to budget and LTC direction				

Hornby

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Vacation Home Rentals Review		Complete		
OCP and LUB Review		X	X	X
APC Bylaw update			Complete	
RAR Implementation	1.3.3	X	X	X
Home Occupation Regulations Review				
Review of SUP Bylaw				
Review and update 'Building on Hornby Island' brochure				
Development Approval Information Bylaw				
Review of environmentally sensitive areas				
Review DPA for water conservation				
Review housing needs after OCP review				
Review development procedures bylaw				
Facilitate GHG Emission reduction with community organizations	1.7.2		X	
Review of vacation home rental regulations by 2017				
Review approaches to groundwater protection				
Develop communications strategy for new OCP and LUB project				
Review Community Profile				
X = budgeted and committed				
P = planned – subject to budget and LTC direction				

Lasqueti

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
RAR Implementation	1.3.3	X	X	X
False Bylaw Parking and Master Plan		X	X	X
Integrated Shoreline and Watershed Mapping Workshop	2.1.1	Complete		
Update OCP with intertidal zone policies using specific recommendations from Forage Fish workshops	2.2.1			
Update OCP to require pump-out stations for marinas	2.6.2			
Update OCP to include provisions for food security	4.4.2			
Develop Protocol Agreement with Sliammon First Nation				
Review of Lasqueti Crown Lands				
Targeted Review/Update of OCP and LUB				
Review meeting procedures bylaw to allow electronic meetings				
Non-conforming housing				
X = budgeted and committed P = planned – subject to budget and LTC direction				

Thetis

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Associated Islands OCP and LUB creation		X	X	X
Shoreline Protection	2.2.1	X	X	X
OCP amendment indicating RAR Compliance	1.3.4	X	X	X
Protocol Agreement and MOU with Penelakut First Nation				
Joint Proactive enforcement with the CVRD				
Revise Protocol Agreement with Lyackson First Nation			P	P
Development Approval Information Bylaw			X	X
Housekeeping Amendments for LUB				
Sustainability Guidelines for Thetis Island in collaboration with CVRD		Complete		
Island-wide watershed protection			P	P
Consider permitting ocean-loop geothermal exchange systems				
Pilkey Point / Marina Drive Slough: support for habitat restoration				
X = budgeted and committed P = planned – subject to budget and LTC direction				

Resource Allocation:

Leah Hartley, Regional Planning Manager, is responsible for the overall management of the Salt Spring Team and the Salt Spring Office, and the management and delivery of the local trust committee work programs.

The four planners assigned to the Salt Spring Office are allocated as follows:

- Stefan Cermak , Island Planner – policy planning and major applications
- Kristin Aasen Planner 2 – policy planning and major applications
- Jason Youmans, Planner 1 – enquiries and application processing
- Seth Wright, Planner 1 – enquiries and application processing

The administrative support staff persons are:

- Claire Olivier, Legislative Clerk
- Kristine Mayes, Planning Team Assistant
- Lisa Floritto, Office Administrative Assistant

In general, the Salt Spring Office Staff allocates its time one-third for organizational responsibilities including local trust committee meetings, one-third for application processing and development enquiries, and one-third for undertaking local trust committee policy work.

Local Trust Committee Top Priorities:

The top priorities for the Salt Spring Island Local Trust Committee are detailed in the ***Priorities Chart*** in the Council Agenda Package.

LTC work program expectations:

The following are items that Salt Spring Island Local Trust Committee is working on over the three-year term. The following list and timing is subject to approval by the Salt Spring Island Local Trust Committee.

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
LUB: Industrial (incl Land Needs Assessment)	4.5.1	X	X	X
LUB Update: Secondary Suites	4.3.2	Complete		
OCP & LUB: DPA4/RAR mapping & implementation	1.3.3 & 1.3.6	X	X	X
Advisory Committees Review T of Ref		Complete		
OCP: watershed management	3.4	X	X	X
Video Recording Pilot and Evaluation		Complete		
Community Engagement Pilot		Complete		
OCP: Village Area planning	4.5.2		X	X
Ganges Harbour Management Plan	4.5.2		X	X
LUB Update – Rural Watershed Uses	3.3.3			P
Housing Agreements - MoU	4.3.2			X
Liquor License Regulations Update				
First Nations Heritage Sites				P
Integrated Community Sustainability Plan				
Eelgrass Mapping – follow up to Trust Fund				
OCP & LUB Review: Subdivision for a Relative, Farmworker Housing				P
LUB Update: Technical Amendments				
Secondary Suites Implementation – Communications & Monitoring Program	4.3.1		Complete	
Secondary Suites Implementation – Temporary Use Permits	4.3.1		X	X
Quality Management Procedures	6.4.1			P
Development Approval Information Bylaw				
Prop. National Marine Conservation Area Reserve internal boundaries	2.2.2			P
Soil Bylaw Implementation				
LUB Update - cottages	4.3.2			
OCP/LUB : climate change adaptation	1.7.2			P
LUB Update- Affordable Housing	4.3.2			
Bill 27 Piers Island OCP Update	1.7.1			P
Community Economic Sustainability & Security				
Ganges Storm Water Management Plan				
Zoning (Outer Islands) and Land Use Contracts	2.2.1			
X = highest priorities - pending budget and timing P = planned – subject to budget and LTC direction				

SOUTHERN TEAM

Resources Allocation:

Robert Kojima, Regional Planning Manager, is responsible for the overall management of the southern Team, and the management and delivery of the local trust committee work programs.

The four planners assigned to the Southern Office are allocated as follows:

- Justine Stark, Island Planner – North Pender Island Local Trust Area and South Pender Island Local Trust Area – policy planning and major applications
- Gary Richardson, Island Planner – Mayne Island Trust Area and Saturna Island Trust Area – policy planning and major applications
- Kris Nichols, Island Planner – formerly Galiano Island Local Trust Area and support to Local Planning Committee is on a temporary assignment to the Ministry of Community, Sport and Cultural Development until January 2015.
- Kim Farris, Acting Planner 2 – will provide support to the Galiano Local Trust Area in Kris' absence.
- General planning application processing and enquiries for all local trust areas served by the Southern Office have been supported by Kerry Thompson, planning co-op, until September, with an auxiliary planned to provide this function from September through December.

The administrative support staff allocate their time proportionally to all Southern Office local trust areas:

4. Sharon Lloyd-deRosario, Legislative Clerk
5. Lori Foster, Planning Team Assistant

In general, the Southern Office Planning Staff seek to allocate their time one-third for local trust committee meetings, travel, leave and general administration, one-third for enquiries and application processing, and one-third for undertaking local trust committee policy work.

Local Trust Committee Top Priorities: The top priorities for each local trust committee are detailed in the ***Priorities Chart*** in the Council Agenda Package.

LTC work program expectations: The following are items that local trust committees are considering working on over the three-year term. The following list and timing is subject to approval by each local trust committee.

Galiano

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Land Use Bylaw Update (Phase 1)		X	X	Complete
Implement DPA: replace DAI bylaw, develop public communications tools, implementation administrative steps		X	Complete	
Groundwater DPA Implementation		P	X	X
LUB Update (Phase 2) – contractor yards			P	X
Visitor Accommodation Review			X	X
Soil Removal and Deposit bylaw				
Amendments to F1 zoning				
Dock Review				
Parking issues				
Bike Trails and Camping				
Ocean Based Geo-exchange Systems				
Information Note Addition				
Light Industrial Zoning				
LUB technical amendments				
X = budgeted and committed P = planned – subject to budget and LTC direction				

Mayne

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Consider amendments to OCP/LUB to implement recommendations of Housing Options Task Force report – Secondary suites		X	X	X
OCP and LUB Amendments			X	X
Fallow Deer Eradication Plan			X	P
Consider amendments to OCP/LUB to implement recommendations of Commercial Land Use Review Task Force report		X		
Implement Riparian Areas Regulation	1.3.4	X		X
Climate Change adaption	1.7.2			
Review LUB requirements for proof of water for boundary adjustment subdivisions		X	Complete	
Review Density provisions for larger lots				
Road Issues				
Review of TUP policies				
STVR Review				
Geo-exchange Review				
Medical Marijuana production facility review				
X = budgeted and committed P = planned – subject to budget and LTC direction				

North Pender

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Complete review and update of Associated Islands OCP and LUB pertaining to Sidney Island.		Complete		
Shoreline Development Review – Phase I completed, Phase II initiated	2.2.1	Complete (Phase I)	X	Complete
Pedestrian and bicycle route designations		Complete		
Conservation Subdivision Review			X	X
Age and Disability Friendly Communities				X
LUB amendments			X	Complete
Climate adaptation and community resilience	1.7.2			
Agricultural Projects				
Various OCP policy implementation				
Agricultural Building Watercourse setbacks				
Geological hazard implementation				
LUB amendments				
Road side Signs				
LUB/OCP amendments related to Transportation				
Shoreline information communications				
X = budgeted and committed P = planned – subject to budget and LTC direction				

Saturna

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Amend zoning and OCP designations for community park lands		Complete		
Amend OCP to implement RAR	1.3.4	Complete		
Consider amendment to LUB for ocean loop geo-thermal		Complete		
Targeted LUB review				
STVR Review			X	X
Secondary Suite Review			X	X
Review of Community Amenity Density Reserve policies			X	X
Implement SEM, steep slope and raptor nest mapping	1.6.3			
Agricultural building watercourse setbacks				
National Park Lands OCP and LUB amendments				
Campground Policy Review				
Bed and Breakfast Policy Review				
Seniors and Affordable Housing Policy Review				
X = budgeted and committed P = planned – subject to budget and LTC direction				

South Pender

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
LUB review and update		X	X	X
Shoreline protection	2.2.1	X	Complete	
On-line survey (Completed)		Complete		
Canal Erosion and Boat Speed			X	
Ocean Loop Geothermal				
APC Bylaw				
DAI Bylaw				
Forest land zoning review				
Implement SEM mapping	1.6.3			
Steep slope Mapping implementation				
Raptor Nests protection implementation	1.6.3			
Parks and recreation OCP amendments				
Community Transition and Resilience				
Area Farm Plan				
LUB Information Notes				
X = budgeted and committed P = planned – subject to budget and LTC direction				

BYLAW ENFORCEMENT

Resources Allocation:

Miles Drew, Bylaw Enforcement Manager is responsible for the overall management of the bylaw enforcement team, and the management and delivery of bylaw enforcement to local trust committees.

The three bylaw enforcement staff members are allocated as follows:

- Miles Drew, Bylaw Enforcement Manager – responding to bylaw enforcement enquiries, investigations and bylaw compliance concentrating on the Northern region
- Warren Dingman, Bylaw Enforcement Officer – responding to bylaw enforcement enquiries, investigations and bylaw compliance concentrating on Salt Spring Island and Sothorn Region. Part time position three days per week.
- Colleen Nelthorpe, Administrative Assistant (full-time auxiliary) – administrative support to the bylaw enforcement manager and officers and Director, LPS.

One position is vacant and is expected to be filled by October, 2014. In general, the Bylaw Enforcement staff allocates its time 30% for support of LTC policy development and 70% for enquiries and enforcement investigation and compliance.

Bylaw Enforcement Priorities:

For this reporting period, the bylaw enforcement staff members are focusing on the following policy development:

- 1 Enforcement based on complaints and proactive where policy requires
- 2 Review of in-active open files
3. Bylaw Enforcement Notification bylaws (implementation in all 12 LTCs)

Bylaw Enforcement Work Program Expectations: The following are items that Bylaw Enforcement Office is considering working on over the three-year term. The following list and timing is subject to approval by the relevant local trust committee, Executive Committee or Trust Council.

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Bylaw Enforcement Notification bylaws (implementation in all 12 LTCs)		X		
Finish STVR project		X	X	
X = budgeted and committed				
P = planned – subject to budget and LTC direction				

GIS DEPARTMENT (MAPPING)

Resources Allocation:

The two GIS staff members are allocated as follows:

- Mark Van Bakel, GIS Coordinator – management of the GIS office and programs and GIS and mapping technical support.
- Barb Dashwood, GIS Technician – GIS and mapping technical support.

In general, the mapping department allocates its time based on the needs of the organisation. The mapping department meets regularly with the Regional Planning Managers to determine priorities.

GIS Department Priorities

For this reporting period, the GIS department staff members are focusing on the following:

1 TAPIS application renewal

2 TAPIS custom reporting and workflow design and implementation

3 Mapping web site development and implementation

GIS Department Work Program Expectations:

The following are items that GIS Department Staff members are considering working on over the three-year term. These items may change depending on local trust committee requirements, organisational requirements and funding requirements.

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
TAPIS application renewal		Complete (Phase 1)	Complete (Phase 2)	X
TAPIS custom reporting		Complete (Phase 1)	Complete (Phase 2)	X
Mapping web site development				P
X = budgeted and committed				
P = planned – subject to budget and LTC direction				



Date: August 12, 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 – Election Period Best Practices, Term Review, in camera session Strategic planning – term report to track progress on Strategic Plan completion RFD and draft policy re Islands Trust boundary Advice to trustees re standards of conduct, fairness and legislative matters Future CAO recruitment process <ul style="list-style-type: none"> Amendments to EC Policy re CAO Contingency Succession Plan Initial planning for new Trust Council and Executive Committee orientation Input into financial assumptions for Financial Planning Committee 	<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 – on-going management and monitoring Preparation of trustee orientation materials Liaison with MCSCD re Islands Trust Impact Assessment study
<p>2. <u>EXECUTIVE COMMITTEE</u></p> <ul style="list-style-type: none"> Supervise tri-weekly meeting preparation Supervise implementation of EC decisions Litigation defence management (1 active file) Administrative Fairness Complaints (no new complaints this quarter) Liaison re Ombudsperson files (one complaint received – validity to be determined by Ombudsperson, following CAO correspondence) Liaison with ADM re legislative change requests (e.g. Trust Fund Board name) and ministerial approval of OCP bylaws. RFD re APC access to legal advice. Staff working group created re improvements to policy development and implementation Preparations for UBCM attendance and resolutions session. 	<ul style="list-style-type: none"> Supervise tri-weekly meeting preparation Supervise implementation of EC decisions Litigation defence management (1 active file) Briefing regarding food security topics
<p>3. <u>EXECUTIVE SERVICES UNIT</u></p> <ul style="list-style-type: none"> Staff performance reviews and plans (partial) Unit budget management 	<ul style="list-style-type: none"> Unit budget requests for 2015-16 Complete staff performance reviews and plans



COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
<p>4. <u>EXTERNAL LIAISON</u></p> <ul style="list-style-type: none"> Ministry of Community, Sport and Cultural Development ADM re legislative change requests (e.g. Trust Fund Board name) and ministerial approval of OCP bylaws. Local Government Management Association 	<ul style="list-style-type: none"> Union of BC Municipalities
<p>5. <u>MANAGEMENT TEAM</u></p> <ul style="list-style-type: none"> Bi-weekly management coordination meetings Monthly meetings of leadership group Communications and meetings with staff re Workplace Strategies, change management, etc. Training session for staff: writing RFDs and Briefings Professional Development: Management team leadership session, Local Government Management Association 	<ul style="list-style-type: none"> Bi-weekly management coordination meetings Monthly meetings of leadership group Training focus: leadership, problem solving/policy development Complete personal performance planning materials Professional Development: Leadership coaching, First Nations Session: Reconciliation in Action

EXECUTIVE COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: August 26, 2014

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

- **Develop trustee orientation program (LA)**
- **Seek legislative change re Islands Trust Fund name change (LA)**
- Improve policy development program (LA)

Planned

- UBCM Conference attendance (LA)
- **Islands Trust Impact Analysis – potential impacts with regards to possible SSI incorporation (LA) (delayed)**

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

Top Priorities

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

Planned

- **Oil spill advocacy (LG/CF)**
- **Pleasure craft sewage advocacy (LG/CF)**
- **Derelict vessel 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

- Meetings with area MLAs at UBCM conference

Planned

- MLA/Regional Directors Breakfast at Union of BC Municipalities Convention
- Introductory meeting with Minister of Community, Sport and Cultural Development (if available before Oct 10)

Executive Committee Detailed Work Program – Attached for information

Linda Adams
Chief Administrative Officer

Sheila Malcolmson
Chair



PART 1 - Executive Committee Work Program Top Priorities

Project No ¹	Top Priority No	Description	Date Initiated ²	Origin ³	Summary of Activity to Date ⁴	Owner	Target Completion Date	Status	SP ⁵	PS ⁶	ToR ⁷
TC Prep, Strategic Planning, Org. Improvements, TC Policy & Bylaw Development, Management Liaison, Governance(EXEC)											
EX-14-01	1	Trust Council orientation program (to include: opportunities to use experience of returning trustees, LPS/TAS distinction, trustee mentor program, on-line trustee handbook)	2014 02 04	EC	2014 08 12 EC review of past orientation materials and trustee feedback 2014 07 29 EC endorsement of development schedule 2014 07 29 EC review of orientation development schedule 2014 02 04 EC review of 2011 TC orientation schedule and trustee evaluations	LA	2014 12	In progress	N	N	Y
EX-12-01	2	Seek legislative change regarding TFB name change	2012 09 12	TC-R	2014 08 27 Minister meeting request completed 2014 07 21 CAO mtg with ADM 2014 05 30 Advice sought re timing of minister meeting 2013 09 10 Chair letter to Minister 2013 Chair letter to Minister 2012 Initial discussion with ministry staff	LA	2015	In progress	Y 1.4.1	N	Y
EX 12-04	3	Improve policy development process	2012 12 08	EC-R	2014 07 Mgmt team review of procedure manual 2014 06 20 2 nd draft of policy development framework prepared	LA (w/CT)	2014	In progress	N	N	Y

¹ Numbered chronologically by group, year and next consecutive number

² Date of originating resolution – in the case of policy, provide date of policy

³ TC=Trust Council; EC=Exec Comm; R=resolution; P=policy; ITA=Islands Trust Act

⁴ Summarize activity to date, in reverse chronological order

⁵ SP = Referenced in current Trust Council Strategic Plan

⁶ PS = Referenced in *Islands Trust Policy Statement*

⁷ ToR = Consistent with Executive Committee Terms of Reference of policy assignments

BOLD = non-discretionary (required by legislation or Trust Council policy)

Project No ¹	Top Priority No	Description	Date Initiated ²	Origin ³	Summary of Activity to Date ⁴	Owner	Target Completion Date	Status	SP ⁵	PS ⁶	ToR ⁷
					2013 08 27 First draft of policy development framework prepared 2013 04 staff training plans started 2013 04 internal discussions and research						
Communications, Advocacy, Policy Statement, Protocols, Inter-agency and Public Relations (TAS)											
TA-14-04	1	BC Ferries advocacy Draft letters to: <ul style="list-style-type: none"> the BC Ferry Commissioner BC Budget process Premier and Minister of Transportation and Infrastructure The Province to request report on service reduction impacts Chair to meet with: <ul style="list-style-type: none"> BC Ferries CEO Prepare a session proposal for AVICC	2014	TC		LG	2014/2015	Not started	Y 4.2	N	Y
TA-13-03	2	Advocacy Strategy – framework for assessing campaign priorities	2014 03	TC	2014 08 26 draft framework for forwarded to TC for consideration	LG	2014 09	In progress	N	N	Y
		Advocacy Strategy – framework for assessing advocacy methods	2014 03	TC	2014 08 26 framework concepts discussed at EC	LG	2014	In progress			
TA-12-01	3	Propose revisions to the protocol agreement and letters of understanding with the Province of British Columbia relating to interests in Crown Land.	2012-04-12 2014-06-19	EC TC	2014 06 TC asked EC to review resources needed to review protocol agreements/letters of understanding with the Ministry of Forests, Lands and Natural Resource Operations. 2014 09 EC to send RFD to Trust Council, asking to add this topic to the strategic plan.	LG	2014	In progress	N	N	Y

Project No ¹	Top Priority No	Description	Date Initiated ²	Origin ³	Summary of Activity to Date ⁴	Owner	Target Completion Date	Status	SP ⁵	PS ⁶	ToR ⁷
Administration (ADMIN)											
		n/a									
LTC Assistance (LPS)											
LT-12-01	1	Improve First Nations relations	2012-07-03	EC	On-going: At Chair's request, staff cc Chair correspondence to First Nations 2013 -- Business case to provide budget for FN staff specialist (not approved) 2012 -- Report prepared with prelim ID of potential improvements	DM	2014	In progress	Y 5.1	N	Y
Legislative Services, Procedures, Administrative Fairness (LS)											
LS-13-01	1	Develop RFD for TC re RWM procedures	2013 05 07	EC-R	2014 08 26 Draft policy fwd to TC 2014 08 07 On LPC agenda for input 2014 05 29 - RFD prepared for TC on LTC RWM policy and procedures 2014 01 Preliminary discussion with legislative clerks held	CT (w DM)	2014 09	In progress	N	N	Y
LS-14-01	2	Review Policy 7.1.i – Administrative Fairness Policy re the application of procedural fairness principles to actions other than statutory decisions	2014 06 03	EC-R		CT	n/a	Not started	N	N	Y

PART 2 - Executive Committee Work Program Long List

Project No	Long List Priority No	Description	Date Initiated	Origin	Summary of Activity to Date	Owner	Target Completion Date	Status	SP	PS	ToR
TC Prep, Strategic Planning, Org. Improvements, TC Policy & Bylaw Development, Management Liaison, Governance(EXEC)											
EX-10-03	4	Develop internal organizational policies and procedures regarding procurement that supports local food security Include food security in any reviews of existing protocols and explore opportunities to develop new protocols around food security	2010 12	TC-R	2014 08 26 EC RFD to TC, recommending removal from work program (re protocol agreements) 2013 09 11 TC Procurement policy amended re local food procurement 2013 08 21 Draft amendments to procurement policy recommended by FPC	LA	2014	In progress	N	Y	Y
EX-12-02	5	Islands Trust Impact Analysis – potential impacts with regard to possible SSI incorporation	2012 09 12	TC-R	2014 07 28 Information circulated re delayed timelines 2014 05 30 Preliminary staff meeting with consultants 2014 04 25 Updated financial and other data provided to new consultants 2014 01 30 Session outline prepared for review with ministry/consultants 2014 01 08 briefing to FPC, cc to EC 2013 09-11 data and input to contractor 2013 10 Discussion with contractor re study timing/IT input opportunities 2013 09 10 Further info provided to contractor 2013 08 20 Initial budget and other info provided to contractor 2013 07 03 Final ToR received from ministry 2013 06 11 Comments on draft ToR sent to Ministry 2013 06 10 Draft ToR received for comment 2013 04 08 Input to MCSCD re ToR re Islands Trust Impact Analysis	LA (w/CS)	2014 09	In progress	Y 6.3	N	Y
EX-10-02	6	Annual meeting between EC and	2010 09 14	TC-R	2014 07 Further info to Ministry, as	LA	2014	In progress	N	Y	Y

Project No	Long List Priority No	Description	Date Initiated	Origin	Summary of Activity to Date	Owner	Target Completion Date	Status	SP	PS	ToR
		BIM (including follow-up)			requested 2014 05 reminder to Ministry re protocol agreement approval 2014 02 Response sent to BIM re legal request 2014 01 29 Initial legal advice re BIM request received, briefing in preparation 2014 01 20 Revised protocol sent for ministerial approval 2014 01 13 Meeting held 2013 10 03 Dates proposed for Jan/14 2013 08 21 Initial contact made with CAO						
EX-12-05	7	Policy regarding litigation defence	2012 12 08	EC-R		LA	2014	Not started	N	N	Y
EX-12-06	8	Documentation about prep of RFDs and briefings	2012 12 08	EC-R	2014 08 06 Staff workshop held	LA	2013	In progress	N	N	Y
Communications, Advocacy, Policy Statement, Protocols, Inter-agency and Public Relations (TAS)											
TA-14-03	4	Oil spill and shipping safety advocacy	2014 04	TC	Letter of comment re Trans Mountain pipeline in progress (due March 16, 2015)	LG	2015	In progress	Y 2.3 3.1	N	Y
TA-09-02	5	Pleasure craft sewage advocacy	2009	TC	2013 08 Develop map showing effect of regulatory improvements and develop recommendations	LG	2014	In progress	Y 2.5	Y	Y
TA-10-01	6	Derelict vessel advocacy Strategic Plan 2.3.6	2010	EC	2014 01 05 Staff participating in working group 2014 04 23 Staff drafted Chair letters, to AVICC, BC and Federal Ministers	LG	2013-2014	In progress	Y 2.3	N	Y
TA-14-02	7	Communications Tower Siting Process (Advise whether TC actions are necessary re Industry Canada protocol) (see related LPS project)	2014 03	TC	Staff continue to monitor status of regulatory change.	LG	2014	In progress	N	Y 5.3.1	Y
TA-14-01	8	Shellfish Aquaculture Advocacy (pending TC decision) (strategic plan focus 2.1.1 is on staff and EC meeting with regulatory agencies to advocate for appropriate regulation of	2014 03	EC	2014 03 14 EC decided this topic was highest priority advocacy topic. Staff attended Senate committee hearing on aquaculture, drafted letter for Integrated Geoduck Management Framework and attended AVICC Deep Bay educational session on shellfish aquaculture.	LG	2014	In progress	N	N	Y

Project No	Long List Priority No	Description	Date Initiated	Origin	Summary of Activity to Date	Owner	Target Completion Date	Status	SP	PS	ToR
		aquaculture)									
TA-09-01	9	BC Ferries protocol agreement	2009-10-14	EC	2010 08 Drafted letter to BC Ferries re protocol agreement	LG	2014	In progress	Y 4.2	N	Y
TA-13-01	10	Policy amendments re UBCM	2013-01-24	EC	Provide advice re amendments to Policy 6.2.ii (AVICC/UBCM) re convention attendance - CF shared proposed changes with CAO	LG	2014	On hold	N	N	Y
TA-11-01	11	Proceed with next phase of video project	2011-11-12	EC	2014-05-06 – EC postpones to next term 2013 11 – EC postpones to 2014 2013 07 - Trustees Hancock and Luckham to collaborate with staff to revise terms of reference and procurement process before returning to EC.	LG	2015	On hold until next term	N	N	Y
Administration (ADMIN)											
		n/a									
LTC Assistance (LPS)											
LT-12-02	2	Review and report on process for development of RD/LTC protocol agreements	2012 08 12	EC	Work to begin in July and complete for August EC meeting.	DM		Not started	N	N	Y
LT-12-04	3	Provide advice re application sponsorship policy re sponsorship of gov. bodies	2012 11 20	EC		DM		Not started	N	N	N
LT-12-03	4	Review and report on provincial process regarding tenure referrals	2012 08 12	EC		DM		Not started	N	N	N
LT-14-01	5	Industry Canada – Cell Towers – advise TC whether action required re LTC policy. (see TAS ##)	2014 03-06	TC		DM		Not started	N	N	N
Legislative Services, Procedures, Administrative Fairness (LS)											
LS-13-02	3	Develop RFD for TC re access to legal advice for advisory body and BOV members re conflict of interest	2013 05 07	EC-R	2014 04 Draft guidelines for advisory group members prepared for LPC review 2014 03 Initial draft and scope of work discussed	CT(w DM/LA)	2014(?)	In progress	N	N	Y

Notes:

1. Tasks assigned by Trust Council, either by resolution (R) or policy (P) (e.g. Annual Report development) should normally appear as the highest priority projects from the date of initiative until complete, unless variance approved by EC resolution.
2. Cyclical tasks with defined deadlines (i.e. Preparation of Trust Council agenda package or orientation materials) will occasionally displace discretionary projects.

REQUEST FOR DECISION

To: Islands Trust Council

For the Meeting of: September 9 – 11, 2014

From: Executive Committee

Date Prepared: August 28, 2014

File No.: 2960-01 & 0340-20

**SUBJECT: REVISED TRUST COUNCIL POLICY 4.1.v LOCAL TRUST COMMITTEE
RESOLUTIONS WITHOUT MEETING**

RECOMMENDATION: That Islands Trust Council adopt revised Policy 4.1.v *Local Trust Committee Section 26 Resolutions Without Meeting* (attachment 1, dated September 10, 2014) and amend Policy 2.1.i Statutory Rules of Conduct, sec. 4(d) and Appendix "B", dated September 10, 2014, as shown on attachment 4 of the report.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The *Islands Trust Act* provides Islands Trust bodies with the option of passing some resolutions outside of regularly constituted meetings. The policies and procedures that guide the administration of such resolutions were last amended in 1997. Current amendments reflect improvements and greater clarity to the procedures, many of which require change to reflect a greater reliance on digital communications.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Greater clarity about the procedures that guide the use of RWMs is expected to reduce the amount of staff time required to administer these processes or to address related concerns.

FINANCIAL:

There are no financial implications as a result of adopting the revised policy.

POLICY:

Adoption of revised Policy 4.1.v will require minor amendments to section 4(d) and Appendix "B" of Policy 2.1.i Statutory Rules of Conduct about the filing of conflict of interest declarations with regard to voting on RWMs.

IMPLEMENTATION/COMMUNICATIONS:

If revised Policy 4.1.v is adopted as presented, or amended and adopted, the policy will be communicated to local planning services (LPS) staff and local trustees (through the orientation process for incoming trustees), as a guideline for handling all RWMs. Procedures to guide and

implement the revised policy have been drafted and reviewed by LPS staff and the Local Planning Committee.

If the minor amendments to Policy 2.1.i are adopted, a similar process will be followed and the policy will also be circulated for information to Trust Fund Board members.

OTHER:

The draft revised Policy 4.1v and procedures were considered by the Local Planning Committee (LPC) at its meeting of August 7, 2014. Several suggestions made during the meeting have been incorporated into the policy and procedures documents.

If Trust Council amends Policy 4.1.v as recommended, it may also wish to consider similar amendments to those policies that guide RWMs by Trust Council, the Executive Committee and the Trust Fund Board.

BACKGROUND

Trustees and staff have made observations and raised concerns indicating that the current policy and procedures that guide the use of Section 26 Resolutions Without Meeting (RWM) need to be reviewed and updated.

On May 7, 2013 the Executive Committee added the following topic to its work program: to develop a Request for Decision for the Islands Trust Council that would identify and recommend potential amendments to Islands Trust Council Policy 4.1.v – Local Trust Committee Section 26 Resolutions Without Meeting.

At the June 2014 Trust Council meeting, where the process for a comprehensive review of this policy and procedures was considered, Council resolved that a draft replacement policy be brought to Trust Council in September for consideration of adoption.

The revised policy (attachment 1) includes principles on the appropriate use of RWMs and a section on issues where voting by RWM is restricted. Also included is provision for Trustees to propose that consideration of an RWM be postponed until the next regular or special meeting of the Local Trust Committee, if a Trustee believes that the motion requires debate and discussion.

The procedures providing guidance to staff and local trustees on the process for conducting Local Trust Committee Section 26 RWMs are contained in a separate document (attachment 2).

The following concepts are included in the replacement policy:

- the principles of giving all members of a local trust committee notice of the proposed resolution, the ability to view background information on the subject, allow the Chair to call for the vote and allow members to vote on the resolution;
- the principle that RWMs are to be used for items not requiring any discussion or debate by the LTC;
- criteria for when RWMs should and should not be used;
- the legislated requirement for open and transparent meetings, i.e. unlike voting at an open public meeting, voting by RWM does not allow for discussion or debate of the resolution by LTC members, nor for public observance or participation;
- where a majority of LTC members considers that an RWM would best be dealt with at a meeting, (e.g. due to the fact that it requires discussion and debate), provision for a "motion to postpone" so that consideration of the RWM is moved to the next regular or special meeting;
- procedural fairness in conducting RWMs;
- the requirement to report RWMs in open meeting or closed meeting as applicable, and to file RWMs with LTC minutes; and

- the requirement for a local trustee to declare a conflict of interest where the trustee considers that he or she is not entitled to participate in a particular RWM.

Procedures, which were formerly included as part of the policy, have been drafted as a separate document. As part of revisions to the existing procedures, direction and clarification is provided on:

- where a trustee(s) asks for further information than that initially provided by staff, the information will be copied to all LTC members;
- the process for making minor changes to the policy or procedures, such as changing the titles of staff positions and in some instances the roles assigned to staff;
- updating the language to refer to "written responses", which would include email, as a way of communicating between trustees and staff during the RWM process;
- LTC chairs, whenever possible, allowing the local trustees for the local trust area the opportunity to move and second RWMs;
- a process whereby members of the LTC may move and second a subsidiary resolution to have consideration of the RWM postponed until the next regular or special meeting if debate and discussion is deemed essential;
- providing a time frame and follow-up procedures where a trustee has not seconded a resolution within 48 hours of transmittal;
- providing for a follow up telephone call from staff where a trustee(s) has not responded to the conducting of the vote within 24 hours of transmittal by staff and indicating what the record should show if a trustee does not respond after 48 hours;
- including the requirement that trustees use the "reply all" feature when voting on RWMs by email; and
- providing that the Recording of the Vote form indicate when a LTC member did not participate in the vote due to a conflict of interest declaration or where the member is deemed absent.

REPORT/DOCUMENT:

- Attachment 1:** Draft *Revised Policy 4.1.v* re: LTC Sec. 26 Resolutions Without Meeting
Attachment 2: Draft Revised Procedures to accompany Policy 4.1.v
Attachment 3: Current Trust Council Policy 4.1.v: LTC Sec. 26 Resolutions Without Meeting – **Note:** Tracked changes not included due to comprehensive nature of changes.
Attachment 4: Tracked changes version of Policy 2.1.i Statutory Rules of Conduct
-

KEY ISSUE(S)/CONCEPT(S):

To review and update the current LTC Sec. 26. RWM policy and procedures.

RELEVANT POLICY:

Section 26 (2) – (4) of the *Islands Trust Act*:

- "(2) Subject to subsection (4), a resolution approved in accordance with subsection (3) is as valid as if it had been voted on and passed at a properly called and constituted meeting of a local trust committee.
 (3) For the purposes of subsection (2), approval of a resolution is given if a majority of the members of the local trust committee entitled to vote on the resolution inform the secretary of their approval in person or by telephone or other means of telecommunication.
 (4) Subsection (2) does not apply to resolutions giving second or third reading to a bylaw."

DESIRED OUTCOME:

That the review and updating of the current LTC Sec. 26 RWM policy address the concerns and observations raised by trustees and staff.

RESPONSE OPTIONS

Recommended:

That Islands Trust Council adopt revised Policy 4.1.v *Local Trust Committee Section 26 Resolutions Without Meeting* (attachment 1, dated September 10, 2014) and amend Policy 2.1.i Statutory Rules of Conduct, sec. 4(d) and Appendix "B", dated September 10, 2014, as shown on attachment 4 of the report.

Alternative:

That Islands Trust Council amend and adopt revised Policy 4.1.v *Local Trust Committee Section 26 Resolutions Without Meeting* (attachment 1) and amend Policy 2.1.i Statutory Rules of Conduct, sec. 4(d) and Appendix "B", as shown on attachment 4 of this report.

Prepared By: Carmen Thiel, Legislative Services Manager

Reviewed By/Date: Linda Adams, Chief Administrative Officer
Executive Committee – August 26, 2014



Chief Administrative Officer

4.1.v. Policy

LOCAL TRUST COMMITTEE SECTION 26 RESOLUTIONS WITHOUT MEETING

Trust Council: December 5, 1992
(Amended March 11, 1995)
(Amended: September 27, 1996)
(Amended: March 8, 1997)
(Amended September 10, 2014)

A. REFERENCES:

1. *Islands Trust Act*: Section 26
2. *Community Charter*; Section 100

B. BACKGROUND:

1. Section 26 of the *Islands Trust Act* allows Local Trust Committees to pass or defeat resolutions on Local Trust Committee issues without the necessity of holding a regular or special meeting. A resolution approved in accordance with Section 26 is as valid as if it had been voted on and passed at a properly called and constituted meeting of a Local Trust Committee.

C. PRINCIPLES:

1. It is preferable for most Local Trust Committee resolutions to be voted on at properly called and constituted meetings. However, where an issue is deemed to be urgent (i.e. where the issue in question requires immediate action as a result of unforeseen circumstances and must be dealt with before the next regular meeting of the Local Trust Committee) a Section 26 resolution-without-meeting may be conducted.
2. Section 26 resolutions-without-meeting are for decisions not requiring any discussion or debate by a Local Trust Committee.
3. Local Trust Committee resolutions on issues which may be considered controversial, sensitive, complex or otherwise benefitting from discussion and debate, should be voted on at a properly constituted meeting wherever possible.
4. The Section 26 resolution-without-meeting process is dependent on the timely contribution and response of Local Trustees.

D. DEFINITIONS:

"Secretary" means the person appointed by Trust Council under Section 17(1)(a) of the *Islands Trust Act* and includes a deputy Secretary.

"telecommunication" means communication over a distance and includes electronic mail (email), telephone and facsimile.

E. POLICY:

1. LEGISLATIVE REQUIREMENTS

- 1.1 Approval of a Section 26 resolution-without-meeting is given where a majority of the members of the Local Trust Committee entitled to vote on the resolution inform the Secretary (or their designate) of their approval in person or by telecommunication.

2. ISSUES WHERE VOTING IS RESTRICTED

- 2.1 The only specific restriction is that a Local Trust Committee cannot vote on a Section 26 resolution-without-meeting to give a bylaw second and third reading. A properly called and constituted meeting of the Local Trust Committee must occur to give a Local Trust Committee bylaw second or third readings.
- 2.2 If a Trustee considers that he or she is not entitled to participate in a vote pursuant to Section 100(2) of the *Community Charter* (regarding a perceived conflict of interest), the Trustee must make a declaration using the "Section 100(2) *Community Charter* Declaration" form (attachment 3 to the Procedures for LTC Sec. 26 resolutions-without-meeting), giving the general reason(s) and must withdraw from voting. The completed declaration form must be submitted to the Secretary.

3. CONDUCT OF THE VOTE

- 3.1 All members of a Local Trust Committee will be given simultaneous notice of a Section 26 resolution-without-meeting and the ability to view information on the subject of the resolution where available.
- 3.2 The Chair of a Local Trust Committee will call for the vote on a Section 26 resolution-without-meeting that has been moved and seconded, and members will be entitled to vote on the resolution.
- 3.3 The Chair should not vote on the Section 26 resolution-without-meeting prior to the "Conducting of the Vote" phase.
- 3.4 A Trustee may vote either "in favour", "opposed", or abstain from voting. Legislation regulates that an abstention vote is recorded "in favour", but a notation will be made beside the name of the Trustee who abstained.
- 3.5 Any member of a Local Trust Committee may propose to have consideration of a Section 26 resolution-without-meeting postponed until the next regular meeting or a special meeting of the Local Trust Committee where the Trustee believes that the motion requires debate and discussion.

- 3.6 Whenever possible, Local Trust Committee Chairs should allow the Local Trustees for the Local Trust Area the opportunity to move and second Section 26 resolutions-without-meeting. An exception would be where the Section 26 resolution-without-meeting is being put forward by the Chair.

4. RESULTS OF THE VOTE

- 4.1 Once the vote has been conducted, and the vote received by the Secretary, the Chair of the Local Trust Committee will declare the vote to have passed or failed in accordance with the results. The Local Trust Committee members are notified of the results of the vote. The vote is recorded as a Section 26 resolution-without-meeting of the applicable Local Trust Committee.
- 4.2 A report on each completed Section 26 resolution-without-meeting will be placed on the agenda of the next regular open or closed Local Trust Committee meeting and recorded in the minutes of that meeting.



Islands Trust

Operations Manual

Code: XXXXXXXX

Date: August 20, 2014Date Approved: September __ 2014

Title: **Procedures for Local Trust Committee Section 26
Resolutions-Without-Meeting**

Approved by: Management CommitteeLast Updated: XXXXXXXXXX

PURPOSE:

To provide guidance to staff and Local Trustees on the process for conducting Local Trust Committee Section 26 resolutions-without-meeting

DETAILS:

A. AUTHORIZATION TO RECEIVE A SECTION 26 RESOLUTION-WITHOUT-MEETING VOTE

1. The Secretary (or their designate) shall receive votes for a Local Trust Committee Section 26 resolution-without-meeting (RWM).

B. ROLES/AUTHORITY

1. In addition to receiving the vote, the Secretary processes the call for a RWM, conducts the vote, records the vote and signs all applicable forms related to these procedures.
2. The Chair of the Local Trust Committee directs that the vote be conducted and declares the result of the vote.

C. BACKGROUND MATERIAL

1. Local Trustees should not discuss a Section 26 RWM with other members of the Local Trust Committee because the process takes place outside of a properly called and constituted meeting.

2. Any Local Trust Committee member may, before a Section 26 RWM Conducting of the Vote form/email is received and completed, request relevant background information from staff on the issue.
3. Any background information regarding a Section 26 RWM vote that is provided to a Trustee, whether or not it is in response to a request, will be copied to all members of the Local Trust Committee, for their information.

D. HOW THE SECTION 26 RESOLUTION WITHOUT MEETING IS CONDUCTED

1. In order to facilitate a timely response from Trustees and the completion of the Section 26 RWM process, the onus is on Trustees to check their Islands Trust email account regularly and respond in a timely manner to Section 26 RWM email requests. If a Trustee expects to be absent and not able to access their Islands Trust email account, they should use the Automatic Replies (Out of Office) Outlook email feature to notify others that they are not available to respond to email messages.
2. The process includes the three elements of passing a resolution at a regular meeting, being:
 1. calling for a resolution;
 2. conducting the vote; and
 3. recording the vote.
3. The procedure is described as follows:

Calling for a Resolution:

- i. When a Section 26 RWM is required, a Trustee will contact the designated staff person (or in some cases, staff will contact Trustees), and the designated staff person will draft a resolution.
- ii. The Secretary will transmit the Section 26 RWM using the Calling for a Resolution format (Attachment 1) to the Local Trust Committee members, requesting the Trustee initiating the resolution to respond in writing or by telephone as the "MOVER", and requesting a second Trustee to respond as the "SECONDER". If the Section 26 RWM has not been Seconded within 24 hours following transmission of the Call for a Resolution, staff will send an email to the Local Trust Committee to request the status of the RWM.
- iii. If a Trustee considers that he or she is not entitled to vote on an RWM due to conflict of interest with the matter being considered by the RWM, he or she must make a declaration (using Attachment 3 form) under Section 100 of the *Community Charter* regarding conflict of interest. The completed declaration form

must be submitted to the Secretary and will be filed with the completed Calling for a Resolution and Conducting of the Vote forms.

- iv. After a Section 26 RWM has been Moved and Seconded, any member of the Local Trust Committee may, using a **new** Section 26 RWM process adopted in September 2014, move to have the main (original) Section 26 RWM postponed until the next regular meeting of the Local Trust Committee, or until a special meeting of the Local Trust Committee can be convened.
- v. If the Section 26 RWM to postpone is Seconded, the Chair will call for a vote on that Section 26 RWM, in accordance with steps D(3)(viii to x) of this procedure. In the interim the processing of the main (original) Section 26 RWM is halted.
- vi. If the Chair of the Local Trust Committee declares that the result of the vote on the Section 26 RWM to postpone is in the affirmative, the main (original) Section 26 RWM is forwarded to the agenda of the next regular or special Local Trust Committee meeting for consideration.
- vii. If the result of the vote on the Section 26 RWM to postpone is that it is defeated, the Conducting of the Vote process resumes immediately on the main (original) Section 26 RWM.

Conducting the Vote

- viii. Once the Secretary receives verification of the MOVER and the SECONDER, the Secretary will notify the Chair, informing him or her of the status of the Calling for a Resolution.
- ix. The Chair will instruct the Secretary, either in person or by telecommunication to conduct the vote by distributing the "Conducting of the Vote" format (Attachment 2) to all members of the Local Trust Committee.
- x. Staff will not accept the Chair's vote on a Section 26 RWM prior to the "Conducting of the Vote" phase.
- xi. Trustees should use the Reply All email feature when voting by email.
- xii. In the event that one or more of the Local Trust Committee members has not responded to the Conducting of the Vote within 24 hours of transmittal by staff, the Secretary will attempt to contact the Trustee(s) by telephone, which may include a cellular phone, and if not successful, will leave a voice message regarding the nature of the call. The exception to this practice is where the Trustee has notified staff that he or she expects to be absent or unavailable for the period of time during which the vote is being

conducted. If the end of the 24 hour period following transmission of the Conducting of the Vote falls on a Saturday, Sunday or statutory holiday, staff will contact the Trustee(s) by telephone on the next regular business day.

- xiii. If a Trustee has not yet responded to the Conducting of the Vote process 48 hours after it was transmitted to Trustees by staff, and a majority of Local Trust Committee members have responded, then the Trustee who has not responded will be deemed to be absent from the voting process and a notation will be made to that effect on the completed Recording of the Vote form. If staff receives two votes in favour of the Section 26 RWM, it is deemed to have passed. If one vote is in favour, and one is against, then the vote is defeated. The unrecorded vote is deemed to be absent.

Recording the Vote

- xiv. Once the Local Trust Committee members confirm their vote with the Secretary, either in person or by telecommunication, and the vote is complete, the Secretary will complete the Recording of the Vote portion of the form.
- xv. The Recording of the Vote is officially received and signed by the Secretary.
- xvi. The Recording of the Vote portion of the form (Attachment 2) will indicate:
 - a. when a Local Trust Committee member did not participate in the vote due to a declaration under Section 100(2) of the *Community Charter* (Attachment 3);
 - b. 'Absent' where a Local Trust Committee member has not responded to the Conducting of the Vote as noted in Section D(3)(xi); or
 - c. Abstained from the vote if the Trustee has so indicated.
- xvii. The Secretary will distribute the completed Recording of the Vote form to the Local Trust Committee members informing them of the result of the vote.
- xviii. Data from the forms used for a Section 26 RWM shall be logged and numbered in the applications data base by the Secretary and the completed forms placed in the Local Trust Committee minutes file.
- xix. After entering the vote in the applications data base, the Secretary will produce a Section 26 RWM report for inclusion on the agenda of the next regular meeting of the Local Trust Committee.

E. ATTACHMENTS:

1. Attachment 1: **"CALLING FOR A RESOLUTION"** form
2. Attachment 2: **"CONDUCTING OF THE VOTE" AND "RECORDING OF THE VOTE"** form
3. Attachment 3: **"SECTION 100(2) *COMMUNITY CHARTER* DECLARATION" FORM** (regarding conflict of interest)

DRAFT

[insert name] Island Local Trust Committee

CALLING FOR A RESOLUTION

(SECTION 26 RESOLUTION-WITHOUT-MEETING)

It was **MOVED** and **SECONDED**

THAT

MOVER's Signature
or
Approval in writing or by phone

SECONDER's Signature
or
Approval in writing or by phone

Date of Approval

Date of Approval

(Complete by either:

- signing and returning the Calling for a Resolution Form - Attention: Secretary; or
- replying to the Secretary in writing (in person or by email) or by phone)

THE CHAIR DIRECTS STAFF TO CONDUCT A VOTE ON THE ABOVE NOTED RESOLUTION.

Chair's Signature
or
Approval in writing or by phone

Date of Approval

Signature of Recording Staff
(if applicable)

[insert name] Island Local Trust Committee

CONDUCTING OF THE VOTE

FOR A

SECTION 26 RESOLUTION-WITHOUT-MEETING

Section 26 RWM No.

(Staff to complete)

Date Calling for a Resolution Received
(Staff to complete)

It was MOVED and SECONDED THAT

All members of the Local Trust
Committee informed of motion

Date transmitted to Trustees

PLEASE VOTE ON THE ABOVE MOTION BY COMPLETING THE BALLOTS BELOW:

IN FAVOUR

☐

IN FAVOUR

☐

IN FAVOUR

☐

OPPOSED

☐

OPPOSED

☐

OPPOSED

☐

Signature or
Approval in writing or by phone

Signature or
Approval in writing or by phone

Signature or
Approval in writing or by phone

Date of Approval

Date of Approval

Date of Approval

Signature of Staff Recording Vote (*if applicable*)

/2

RECORDING OF THE VOTE

FOR A

SECTION 26 RESOLUTION-WITHOUT-MEETING

1. RECEIVED BY ISLANDS TRUST SECRETARY THIS _____ DAY OF _____,
20 ____.

Secretary's signature

2. SECRETARY TO COMPLETE ONLY WHERE SECTION D(3)(xiv) - (referenced below)
APPLIES:

D(3)(xiv) The Recording of the Vote portion of the form will indicate:
a) when a Local Trust Committee member did not participate in the vote
due to a declaration under Section 100(2) of the *Community Charter*;
b) 'Absent' where a Local Trust Committee member has not responded
to the Conducting of the Vote as noted in Section D(3)(xii); or
c) Abstained from the vote if the Trustee has so indicated.

a) Trustee _____ did not participate in the vote on RWM
_____ due to a declaration under Section 100(2) of the *Community Charter*.
(Declaration attached)

b) Trustee _____ was deemed absent from the vote as he or she
did not respond to the Conducting of the Vote as noted in Section D(3)(xii).

c) Trustee _____ indicated that he or she abstained from the
vote.

3. LOCAL TRUST COMMITTEE MEMBERS NOTIFIED OF THE RESULTS OF THE VOTE
THIS _____ DAY OF _____, 20 ____.

Secretary's signature

ISLANDS TRUST

SECTION 100(2) COMMUNITY CHARTER DECLARATION FORM

(Disclosure of direct or indirect pecuniary interest, or another interest in the matter that constitutes conflict of interest or perceived conflict of interest)

FOR A

SECTION 26 RESOLUTION WITHOUT MEETING

Note:

- This form must be completed when a Trustee declares that he or she is not entitled to vote on a matter being considered by Resolution-Without-Meeting; or having made such a declaration subsequently determines on the basis of legal advice that he or she may in fact vote;
- This form complies with the requirements of Section 100 of the *Community Charter*, and applies to Local Trust Committee, Trust Fund Board, Trust Council and Executive Committee Resolutions-Without-Meeting.

Under Section 100(2) of the *Community Charter*, I declare that I will not participate or vote on the matter contained in the draft resolution as shown in the attached RWM No.

_____ for the following reason(s):

[insert no.]

OR

Under Section 100(4) of the *Community Charter*, I declare that I have obtained legal advice and have determined that I am entitled to participate and vote on the matter that was the subject of my declaration of conflict of interest dated _____ for the following reason(s):

Name of Corporate Entity

Trustee's/Trust Fund Board Member's Name

Trustee's/Trust Fund Board Member's Signature, Email (attach copy) or Telephone No.

Date and Time of Declaration

Name of Recorder (if applicable)

Staff to complete the section below:

RECEIVED BY THE ISLANDS TRUST SECRETARY THIS _____ DAY OF _____, 20____.

Secretary's signature

RWM No: _____

4.1.v. Policy & Procedure

**LOCAL TRUST COMMITTEE
SECTION 26 RESOLUTIONS WITHOUT MEETING**

Trust Council: December 5, 1992
(Amended March 11, 1995)
(Amended: September 27, 1996)
(Amended: March 8, 1997)

A: REFERENCES:

1. *Islands Trust Act: Section 26*

B: BACKGROUND:

1. Section 26 of the *Islands Trust Act* allows local trust committees to pass or defeat resolutions on local trust committee issues without the necessity of holding a regular or special meeting. A resolution approved in accordance with Section 26 is as valid as if it had been voted on and passed at a properly called and constituted meeting of a local trust committee.

C: POLICY:

1. LEGISLATIVE REQUIREMENTS

- 1.1. Approval of a Section 26 resolution without meeting is given where a majority of the members of the local trust committee entitled to vote on the resolution inform the Secretary or designate of their approval in person, or by telephone, or by other means of telecommunication. A trustee may vote either "in favour", "opposed", or abstain from voting. Legislation regulates that an abstention vote is recorded "in favour", but there is also a notation of the name of the trustee who abstained. A trustee may also withdraw from voting.
- 1.2. Once the vote has been conducted, and the Secretary or designate receives the vote, the local trust committee members are notified of the results of the vote by the Planning Clerk.

2. ISSUES WHERE VOTING IS RESTRICTED

The only specific restriction is that a local trust committee cannot vote on a Section 26 resolution without meeting giving a bylaw second and third reading. A properly called and constituted meeting of the local trust committee must occur to give a local trust committee bylaw second or third readings.

D: PROCEDURE:

1. AUTHORIZATION TO RECEIVE A SECTION 26 RESOLUTION WITHOUT MEETING VOTE

- 1.1. The Secretary of the Islands Trust or his/her designate shall receive votes for local trust committee Section 26 resolutions without meeting.

2. BACKGROUND MATERIAL

- 2.1. Any local trust committee member may, before a Section 26 resolution without meeting vote is received, request relevant background information on the issue either by mail, by telephone, or by facsimile.

3. HOW THE SECTION 26 RESOLUTION WITHOUT MEETING IS CONDUCTED

The process includes the three elements of passing a resolution at a regular meeting, being: 1. calling for a vote; 2. conducting a vote; and 3. recording the vote. The procedure is described as follows:

- 3.1 When a Section 26 resolution without meeting is required, a trustee will contact the Planner (or in some cases, the Planner will contact trustees), and the Planner will draft a motion on the "Calling for a Vote" form (Attachment 1).
- 3.2 The Planner will fax the motion to the local trust committee members, requesting the trustee initiating the motion to sign as the "MOVER", and requesting a second trustee to sign as the "SECONDER". The Planner will send a copy of the Call for the Vote to the Planning Clerk.
- 3.3 Once Planning Clerk receives verification of the MOVER and the SECONDER, the Planning Clerk will notify the Chairperson, informing him or her of the call for vote.
- 3.4 The Chairperson will instruct the Planning Clerk, by either fax or telephone, to conduct the vote by distributing the "Conducting of the Vote" form (attachment 2) to all members of the local trust committee.

- 3.5. Once the local trust committee members fax back their forms to the Planning Clerk and the vote is complete, the Planning Clerk will complete the "Recording of the Vote" area of the form.
- 3.6. The Recording of the Vote is received by the Islands Trust Secretary or his/her designate.
- 3.7. The Planning Clerk will fax the completed "Recording of the Vote" form to the local trust committee members informing them of the results of the vote.
- 3.8. The completed forms used for a Section 26 resolution without meeting shall be logged and numbered, and placed in the local trust committee minutes file (09).
- 3.9. Copies of completed Section 26 resolution without meeting forms shall be forwarded to the appropriate planner who ensures that these are recorded in the minutes of the next regular meeting of the local trust committee.

E: ATTACHMENT:

1. Attachment 1.: "Calling for a Vote" form
2. Attachment 2.: "Conducting of the Vote" and "Recording of the Vote" Form

() Island Local Trust Committee

CALLING FOR A VOTE

FOR A

SECTION 26 RESOLUTION WITHOUT MEETING

It was MOVED and SECONDED

THAT

MOVER's Signature or

Phone Approval

SECONDER's Signature or

Phone Approval

Date

Date

(Please sign and fax the Call for Vote Form - Attention: Planning Clerk)

THE CHAIRPERSON DIRECTS STAFF TO CONDUCT A VOTE ON THE ABOVE NOTED RESOLUTION.

DATE

CHAIRPERSON'S SIGNATURE OR PHONE APPROVAL

SIGNATURE OF RECORDING STAFF (If Applicable)

ATTACHMENT 2

() Island Local Trust Committee
CONDUCTING OF THE VOTE
for a

SECTION 26 RESOLUTION WITHOUT MEETING

SECTION 26 RESOLUTION WITHOUT
MEETING NO.

(Staff to complete)

Date Calling of the Vote Received (Staff to complete)

It was MOVED and SECONDED **THAT**

All members of the local trust committee informed of motion

(Date faxed to trustees)

Please vote on the above motion by completing the ballots below:

☐☐☐

IN FAVOUR

**IN
FAVOUR**

**IN
FAVOUR**

☐

OPPOSED

☐

OPPOSED

☐

OPPOSED

Signature/Phone Approval

Signature/Phone
Approval
Signature/Phone
Approval

Date

Date

Date

Signature of Staff Recording Vote (if applicable)

RECORDING OF THE VOTE
for a
SECTION 26 RESOLUTION WITHOUT MEETING

1. RECEIVED BY ISLANDS TRUST SECRETARY THIS _____ DAY OF _____,

SECRETARY'S SIGNATURE

2. LOCAL TRUST COMMITTEE MEMBERS NOTIFIED THIS _____ DAY OF _____,

PLANNING CLERK'S SIGNATURE

2.1.i Guidelines**Attachment 4****STATUTORY RULES OF CONDUCT**

Trust Council: June 11, 1994

Amended: March 9, 1996

Amended: September 19, 1997

Amended: December 5, 2003

Amended: September 10, 2014

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PURPOSE:

To acknowledge and facilitate compliance with the ethical conduct rules in accordance with the *Community Charter* and *Islands Trust Act*. The applicable statutory provisions are attached as Appendix A.

DETAILS**Interpretation**

1. In these guidelines

"**Executive Committee**" means the committee referred to in section 20(1) of the *Islands Trust Act*;

"**Local Trust Committee**" means the committee referred to in section 23(2) of the *Islands Trust Act*;

"**Meeting**" includes a meeting of the Trust Council, a Local Trust Committee, the Trust Fund Board, or a committee of any of them, or a resolution without meeting under sections 13 and 26 of the *Islands Trust Act*;

"**Trust Council**" means the Islands Trust Council referred to in section 5 of the *Islands Trust Act*;

"**Trust Fund Board**" means the board referred to in section 40(1) of the *Islands Trust Act*;

"**Trustee**" means under section 1 of the *Islands Trust Act* a local trustee, municipal trustee and a trustee of the Trust Fund, or any of them, as the context requires.

Conflict of Interest

2. a. Subject to Section 104 of the *Community Charter*, a trustee must not participate in the discussion of, or vote on, a resolution or bylaw in respect of which the trustee has a direct or indirect financial or monetary interest.

ISLANDS TRUST POLICY MANUAL

\\ITFile\groups\Leg Serv\Policy Manual Management\21i-pol statutory rules of conduct.doc

- b. In addition to the disqualification for the financial or monetary interest, having a direct or indirect financial or monetary interest in the decision could result in the trustee's vote on the decision being invalid. In some cases, the decision itself will be invalid where the vote is invalid.

Declarations

- 3.
 - a. If a trustee believes he or she is not entitled to participate in a decision, he or she must declare this under Section 100(2) of the *Community Charter*, subject to Sections 100(4) and (5).
 - b. Having made such a declaration, if a trustee determines on the basis of legal advice that they in fact may participate and vote, the trustee may do so after making a further declaration stating in general terms the basis on which they have determined that they may participate and vote.

Recording Declaration

- 4.
 - a. If a trustee makes a declaration under Section 100 of the *Community Charter*, the person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and the times of the member's departure from the meeting room and, if applicable, of the member's return.
 - b. In the case of a resolution without meeting vote, if a trustee makes a declaration under Section 100 of the *Community Charter*, the trustee, or the person recording a resolution without meeting vote must complete a Declaration Form (Appendix "B") to record the member's declaration, the reasons given for it, and the time of the member's declaration.
 - c. A Declaration form must be completed for each resolution without meeting relating to a matter in which a trustee makes a declaration under Section 100 of the *Community Charter*.
 - d. The completed Declaration Form must be filed with the ~~Deputy~~ Secretary, and a copy of the completed form must be affixed to the Resolution Without Meeting Call for the Vote/Calling for a Resolution and Conducting the Vote forms.

Insider Information

- 5. A trustee must not use information that is gained in the execution of his or her office, and is not available to the general public, to further or seek to further the trustee's financial, monetary, personal, or private interest.

Influence

- 6. Subject to Section 104 of the *Community Charter*, a trustee must not use his or her office to seek to influence a decision to be made by another person, to further the trustee's financial, monetary, personal or private interest.

Gifts

7. A trustee must not accept a gift or personal benefit, except compensation authorized by the *Islands Trust Act* and the Islands Trust Regulation 119/90, as amended, that is connected directly or indirectly with the performance of his or her duties of office.

Exceptions and Disclosure of Gifts

8.
 - a. As an exception, a trustee may accept a gift or personal benefit having a value of less than \$250.00 that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office.
 - b. If the value of a gift accepted under this exception equals or exceeds \$250, or the value of such gifts from any single source exceeds that amount in any 12-month period, the trustee must file a disclosure statement in accordance with Section 106 of the *Community Charter*.

Contracts with the Islands Trust

9. A trustee, or person who was a trustee within the previous six months, must report to the Islands Trust Secretary any contract with the Islands Trust in which the trustee or former trustee has a direct or indirect financial or monetary interest, in accordance with Section 107 of the *Community Charter*.

Confidentiality

10. A trustee must keep in confidence any record held in confidence by the Trust Council, Trust Fund Board or a local trust committee, until the record is released to the public, and must keep in confidence any information considered in any part of a Trust Council, Trust Fund Board, Executive Committee or Local Trust Committee meeting that was lawfully closed to the public, until the information is discussed at a meeting that is open to the public or released to the public.

Review Process

11. Trustees and staff may, at the cost of the Trust Council, communicate directly with the Trust's Legal Counsel to discuss matters pertaining to statutory standards of conduct.

Disqualification

12. Trustees violating statutory rules of conduct in relation to conflict of interest, use of insider information, inside or outside influence, receipt of gifts, disclosure of gifts, and disclosure of contracts are subject to disqualification from office under s.110 of the *Community Charter*.

APPENDIX "B"**ISLANDS TRUST****Declaration Form**

SECTION 100(2) COMMUNITY CHARTER DECLARATION FORM
(Disclosure of direct or indirect pecuniary interest, or another interest in the matter that
constitutes conflict of interest or perceived conflict of interest)
FOR A SECTION 26 RESOLUTION WITHOUT MEETING

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Note:

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➤ This form must be completed when a trustee declares that he or she is not entitled to vote on a matter being considered by Resolution Without Meeting, or having made such a declaration subsequently determines on the basis of legal advice that they may in fact vote;

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➤ This form complies with the requirements of Section 100 of the *Community Charter*, and applies to Local Trust Committee, Trust Fund Board, Trust Council, and Executive Committee Resolutions Without Meeting.

Under Section 100(2) of the *Community Charter*, I declare that I will not participate or ~~make decisions in vote on~~ the matter contained in the draft resolution as shown in the attached Resolution Without Meeting form for the following reason(s):

OR

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Under Section 100(4) of the *Community Charter*, I declare that I have obtained legal advice and have determined that I am entitled to participate and ~~make decisions in and vote on~~ the matter that was the subject of my declaration of conflict of interest dated _____ for the following reason(s):

Name of Corporate Entity

Trustee's/Trust Fund Board Member's Name

Trustee's/Trust Fund Board Member's Signature,
Email (attach copy) OR Telephone ~~No Declaration~~

Date and Time of Declaration

Name of Recorder (if applicable)

(Staff to complete the section below)

Received by the Islands Trust Secretary this _____ day of _____, _____.
ISLANDS TRUST POLICY MANUAL

SECRETARY'S Signature_____RWM No._____

~~Resolution Without Meeting No.~~_____

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: September 9-11, 2014

From: Executive Committee

Date Prepared: August 28, 2014

File No.: 2960-01 & 2250-20

SUBJECT: 2014 ELECTIONS ADMINISTRATION

RECOMMENDATION:

1. That the Islands Trust Council agree to enter into service contracts with the Boards of the following regional districts:

- 1. Nanaimo Regional District**
- 2. Comox Valley Regional District**
- 3. Cowichan Valley Regional District**
- 4. Powell River Regional District**
- 5. Sunshine Coast Regional District**
- 6. Capital Regional District**
- 7. Greater Vancouver Regional District (for Bowyer and Passage Islands mail ballot process only)**

for the purpose of sharing the costs of conducting elections, and

2. That the Islands Trust Council authorize the Chair and Legislative Services Manager to sign the service agreements on behalf of Council that will be substantially similar to the attached template, and which will allow for the use of mail ballots where authorized by the elections administration bylaws of the respective regional districts.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The *Local Government Act* enables local governments to cooperate in the administration of general local elections, through an Election Services Agreement between the parties. The Islands Trust Council contracts with regional districts in the Islands Trust Area to administer its general local elections. The Election Services Agreement with each Regional District authorizes the third-party administration and specifies certain aspects of election administration. The Election Services Agreements recommended for 2014 are similar to those approved by Trust Council in 2011, with the exception that they would enable mail balloting in the six Regional Districts within the Islands Trust Area that have now approved this form of balloting for resident and non-resident electors. The end result would mean 2014 elections would be administered in the same way as the 2011 elections, except that mail ballot opportunities would be added for all local trust areas except for that portion of the Gambier Island Local Trust Area that is administered by the Sunshine Coast Regional District.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Additional efforts spent on communications related to elections during the Fall of 2014 will be a significant part of the work program for the Legislative Services Manager and support staff in the Executive Office division and may mean that other initiatives will not be priorities during the pre-

election period. These increased efforts are required to inform the public and candidates about the stipulations of the *Local Government Act* regarding elections. In addition, extensive liaison with regional district staff who conduct local trustee elections is necessary during this period to ensure a coordinated approach to administering the elections.

FINANCIAL:

There is \$118,000 in the 2014-2015 budget to cover the cost of administering local trustee elections. The recommendation can be implemented within that budget. These costs reflect a three-way cost-sharing arrangement between the Islands Trust and the regional districts, which also conduct elections for school districts. The arrangement also provides a convenient election experience for voters, who can vote for their representatives on all three jurisdictions at the same time and location.

The costs billed to the Islands Trust by each regional district are based on actual costs incurred, and depend upon many unpredictable factors, such as the number of candidates, the number of voters, the number of public enquiries, complexities that may arise at polling stations and the need for extraordinary work such as judicial recounts.

The costs of administering Islands Trust elections separately would be significantly higher.

POLICY:

The Islands Trust does not have specific policies regarding administration of elections. Bylaw No. 124, Islands Trust Election Procedures Bylaw, 2008, as amended, guides the conduct of elections, and it in turn is based on and must comply with the BC *Local Government Act*.

Legal advice has confirmed that Islands Trust does not need to specifically appoint Chief Election Officers, as long as Trust Council is entering into agreements with the regional districts for the purposes of conducting elections.

Until March 2008, the *Local Government Act* permitted local governments, by bylaw, to offer mail ballots, and voter registration by mail, only to electors with a disability or to those living in an area designated as remote¹. Through Bylaw 124, Trust Council designated Bowyer and Passage Islands, within the Gambier Island Local Trust Area, as remote for the purposes of mail ballots and these ballots were provided by the Sunshine Coast Regional District.

Provincial legislation was amended in 2008 to allow local governments to also offer mail ballots to electors (both resident and non-resident) who expected to be absent from the voting jurisdiction during normal voting opportunities, as long as the relevant local government passed a bylaw allowing it. Procedures for ensuring the integrity of the election process must be included in the bylaw. Procedures must indicate how prospective voters will register as electors, apply for ballots and vote; procedures must also indicate how election officials will confirm voter eligibility, determine the acceptability of ballots, maintain security, allow for scrutineers and provide for the challenge of electors. Initially, following this change, very few of the regional districts that overlap the Islands Trust area offered mail ballots to "absent" voters.

During the 2011 elections within the Trust Area, Bowen Island Municipality as well as Cowichan Valley and Powell River Regional Districts provided for mail ballots to absent voters and Trust Council agreed, through agreements with the two regional districts, that mail ballots (for trustees) could be offered to electors within the Lasqueti and Thetis Island Local Trust Areas. The uptake for mail ballots in these two areas was minimal, i.e. 4 mail ballots were received from Thetis Island Local Trust Area electors; and 10 mail ballots were received from Lasqueti Island Local Trust Area electors.

¹ Each local government can designate 'remote areas' by bylaw in advance of an election.

For the 2014 local elections, the remaining regional districts that conduct Islands Trust elections, with the exception of the Sunshine Coast Regional District, have adopted bylaw provisions to allow for mail ballots and elector registration by mail to absent electors as follows: Capital Regional District, Nanaimo Regional District, Comox Valley Regional District and Greater Vancouver Regional District (note that Bowyer and Passage Islands are within the Greater Vancouver Regional District and a mail ballot process for regional district and school district elections for these islands has been in place since 2011).

Regional Districts (RDs) who conduct Islands Trust elections by agreement	RDs who provided mail ballots to "absent" electors in 2011	RDs who are offering mail ballots to "absent" electors in 2014	RDs use of Provincial Voters' List <u>or</u> Voting Day Registration
Comox Valley (Denman/Hornby LTAs)		<input checked="" type="checkbox"/>	Voting day registration
Nanaimo (Gabriola LTA)		<input checked="" type="checkbox"/>	Provincial list
Capital (Galiano, Mayne, North Pender, Salt Spring, South Pender, Saturna LTAs)		<input checked="" type="checkbox"/>	Provincial list
Sunshine Coast/Metro (Gambier LTA)	<input checked="" type="checkbox"/> (Mail ballots provided to Bowyer/Passage Is. electors)		Provincial list
Greater Vancouver (<u>only</u> for mail ballot process for Bowyer and Passage Islands (designated remote) - within the Gambier LTA)		<input checked="" type="checkbox"/> (Mail ballots to be provided to Bowyer/Passage Is. electors)	Voting day registration
Powell River (Lasqueti LTA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Voting day registration
Cowichan Valley (Thetis LTA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Provincial list

IMPLEMENTATION/COMMUNICATIONS:

Staff will implement the outcomes of these decisions, including immediate communications with regional district elections officials. The Islands Trust election website will be updated on an ongoing basis as required. Additional communications materials, including letters to non-resident property electors, and information in candidate nomination packages are planned, as well as ensuring that the required statutory notices and non-statutory notices are placed in local newspapers circulating on the islands.

OTHER:

1. With six out of seven regional districts now offering broad use of mail ballots, Trust Council could either permit mail ballots where a regional district authorizes their use, as is recommended, or exclude mail ballots even though they are offered to the same electorate for the Electoral Area Director and School Board Trustee votes. If a decision is made to exclude electors in a local trust area from being able to use mail ballots, a reason(s) should

be provided by Trust Council to regional district and Islands Trust staff to pass on to the public who make enquiries about the process.

2. The risks of not allowing mail ballots to be used for a local trust area election include:
- Voter confusion and distress;
 - Making it more difficult for regional district election staff to administer Islands Trust elections due to differences in process between jurisdictions; regional district staff indicate that this would be particularly apparent if mail ballots were not offered in one local trust area within a regional district, but were offered in other local trust areas within the same regional district.
 - Increased phone calls and emails to regional district and Islands Trust staff; and
 - Regional districts may in future election years not enter into election agreements with Islands Trust resulting in a considerable increase in election costs to Trust Council.

BACKGROUND

- The *Local Government Act* provides that a local government may share the costs and administration of elections by agreement with another local government;
- Islands Trust Council has traditionally entered into election agreements with the regional districts whose boundaries overlap the local trust areas;
- The term of office for local trustees, and all local government elected officials in BC, has been extended from three years to four years beginning with the November 2014 elections; and
- Candidates, Elector Organizations and Advertising Sponsors will now be required to file disclosure statements with the BC Chief Electoral Officer instead of the applicable local government Chief Election Officer as was the case in the past.

REPORT/DOCUMENT:

Attachment 1: Draft Election Services Agreement template between regional districts and the Islands Trust, as drafted by Young Anderson in 2008, and subject to negotiation with and approval by the respective regional districts

Attachment 2: Excerpts from the *Local Government Act*:

- sec. 40 Costs of elections
- sec. 49 Who may vote at an election
- sec. 100 Mail ballot voting

Attachment 3: Capital Regional District Bylaw 3969 describing mail ballot procedures

Attachment 4: Cowichan Valley Regional District Bylaw 1981 describing mail ballot procedures

KEY ISSUE(S)/CONCEPT(S):

Continuous improvement to Islands Trust election procedures and a coordinated election experience for electors of local trust areas.

RELEVANT POLICY: N/A

Attachments 3 and 4 (bylaws from the Capital Regional District and Cowichan Valley Regional District) are provided as examples of regional district bylaws describing the mail ballot process to be followed during elections.

DESIRED OUTCOME:

The preferred approach and staff recommendation when the election agreements are ratified by Trust Council, is for a consistent approach between the regional districts, Islands Trust and school districts. This would include the use of mail ballots, where provided in regional district/Islands Trust election procedures bylaws, so that voters within each regional district have

the same process to follow when casting their votes for the three different organizations. Staff also recommend a unified approach across the Islands Trust Area, to the extent that regional districts provide for mail ballots, to maximize a consistent approach for Islands Trust voters.

It is not feasible for the three jurisdictions within each regional district to each hold separate elections, administered in three different ways. None of the three jurisdictions, including the Islands Trust, have sufficient staff or allocated budget to support this approach, which would also add significantly to voter inconvenience, confusion and inconsistency.

RESPONSE OPTIONS

Recommended:

1. That the Islands Trust Council agree to enter into service contracts with the Boards of the following regional districts:

- 3. Nanaimo Regional District**
- 4. Comox Valley Regional District**
- 5. Cowichan Valley Regional District**
- 6. Powell River Regional District**
- 7. Sunshine Coast Regional District**
- 8. Capital Regional District**
- 9. Greater Vancouver Regional District (for Bowyer and Passage Islands mail ballot process only)**

for the purpose of sharing the costs of conducting elections, and

2. That the Islands Trust Council authorize the Chair and Legislative Services Manager to sign the service agreements on behalf of Council that will be substantially similar to the attached template, and which will allow for the use of mail ballots where authorized by the elections administration bylaws of the respective regional districts.

Alternative:

- 1. To make different changes to Islands Trust elections administration.**
- 2. To limit mail ballots to electors of Bowyer and Passage Islands and certain local trust areas only. This option would require that communications from regional districts and Islands Trust to such local trust area electors would have to be very clear about the difference in voting opportunities between local trustees and electoral area directors/school trustees and the reasons for these differences. Any additional expenses related to such increased communications would be charged to the Islands Trust.**

Prepared By: **Carmen Thiel, Legislative Services Manager**

Reviewed By/Date: Linda Adams, Chief Administrative Officer
Executive Committee – August 26, 2014



Chief Administrative Officer

ISLANDS TRUST 2014 ELECTION SERVICES AGREEMENT

THIS AGREEMENT dated for reference _____, 2014,

BETWEEN:

_____ **REGIONAL DISTRICT**

(the "Regional District")

AND:

THE ISLANDS TRUST COUNCIL

(the "Trust Council")

WHEREAS:

- A. The boundaries of the Regional District encompass a portion of the _____ trust area designated as such by the *Islands Trust Act*;
- B. Under the *Islands Trust Act*, for each local trust area designated by the *Islands Trust Act*, two local trustees are to be elected to represent the electors of the area;
- C. Part 3 of the *Local Government Act* contemplates an agreement under which a local government conducts an election for another local government, in accordance with the terms of the agreement, and Section 6(3) of the *Islands Trust Act* makes Part 3, as it applies in relation to electoral area directors for a regional district and their election, applicable in relation to local trustees and their election;
- D. The Regional District has adopted Election Procedures Bylaw No. _____, 20__;
- E. The Trust Council has provided, in Islands Trust Election Procedures Bylaw, 2008, that the bylaws of the Regional District respecting elections may apply to the election of the local trustees; and
- F. The Trust Council and the Regional District wish to enter into this Agreement by which the Regional District agrees to conduct local trustee elections on behalf of the Trust Council, on the terms and conditions of this Agreement;

NOW THEREFORE in consideration of the payments and promises of this Agreement, and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

Conduct of Elections

- 1. The Regional District shall conduct the 2014 _____ Local Trust Area local trustee elections for the Trust Council in conjunction with the Regional District election for the electoral area director for Electoral Area "___", on the terms and conditions of this Agreement.

Term

2. This Agreement commences on the date that it is executed and continues in force until the later of the date specified in s. 47 of the *Local Elections Campaign Financing Act* for the filing of campaign financing disclosure statements and the latest date specified in s. 150 of the *Local Government Act* in respect of the retention and destruction of election materials for the 2014 election.

Complete Conduct of Election

3. Except to the extent specifically provided in this Agreement, the Regional District shall conduct all aspects of local trustee elections.

Notices

4. The Regional District shall give election-related notices required under the *Local Government Act*, including notices of special voting opportunities provided under this Agreement. All such notices must include the logo of the Islands Trust and must be provided to the Trust Council for approval as to content, size, and location and frequency of publication at least one week in advance of the publication date.
5. Nothing in this Agreement restricts the Trust Council's authority to give election-related notices to supplement those given by the Regional District, provided that in doing so the Trust Council does not impair the validity of the election proceeding, and for that purpose the Trust Council shall consult with the Regional District as to the content of such notices.

Election Bylaws

6. The parties agree that for the purposes of the 2014 election, sections _____ of Islands Trust Election Procedures Bylaw, 2014 and sections _____ of _____ Regional District Election Procedures Bylaw No. ___, ___ shall apply.
7. The parties acknowledge that the Regional District's election procedures bylaw **[CHOOSE ONE]**:

provides for voting day registration only, pursuant to section 54 of the *Local Government Act*, and the Regional District will register eligible electors on voting days.

provides, pursuant to section 59 of the *Local Government Act*, that the most current available Provincial list of voters prepared under the *Election Act* is to be the register of current electors.

neither limits voter registration to voting day nor provides for the use of the Provincial list of voters, with the result that the Regional District maintains a register of electors, and the parties agree that the Trust Council shall be provided an opportunity to assist with the verification of the register of electors, including the verification of the register in relation to non-resident property electors registered under s. 51(5) through 51(8) of the *Local Government Act*.

8. The Regional District agrees that, subject to s. 63 of the *Local Government Act* [Protection of privacy], any copy of the register of electors that is provided to a candidate for the office of local trustee under s. 62 of the *Local Government Act* shall include the electors' addresses. **[DELETE IF NO REGISTER OF ELECTORS EXISTS]**
9. Each of the parties shall give written notice to the other of any actual or proposed change to its election procedures bylaw.

Election Officials

10. The Regional District shall appoint the chief election officer, deputy chief election officer, presiding election officials, alternates and other election officials, and shall advise the Trust Council in writing of all such appointments.
11. The Trust Council shall make available throughout the term of this Agreement an official with whom the Regional District's election officials may consult on the interpretation of this Agreement and other matters pertaining to the election that are not addressed in the Agreement.

Nominations

12. The Regional District shall undertake the nomination process for local trustees, including accepting nomination documents, declaring acclamations and candidates, and receiving campaign financial disclosure documents.

Form of Ballot

13. The Regional District may create ballots in whatever form it chooses, including a single machine-readable ballot for both local trustees and electoral area directors.

Election Results

14. The Regional District shall declare both preliminary local trustee election results and official local trustee election results, in each case by posting the results on its website and e-mailing the results to **[SPECIFY ADDRESS]**.
15. The Regional District shall provide to the Islands Trust a tally of the number of resident electors and non-resident property electors who voted in the local trustee election at each polling place.

Document Retention and Disposal

16. The Regional District shall retain and destroy local trustee election documents within its possession, as required by the *Local Government Act*.

Regional District Expenses

17. The Trust Council acknowledges that where this Agreement refers to the Regional District's expenses, the expenses may include newspaper advertising costs, ballot

printing, voting machine rental and servicing, staff costs (including overtime and benefits and including an allocation for time spent by salaried Regional District employees), legal fees, taxes and disbursements, photocopying, telephone, mail and courier charges, purchase and rental costs of materials and supplies, mileage charges, and all other items related directly or indirectly to the election.

Cost-Sharing

18. Within two months after the 2014 local trustee election, the Regional District shall tally its election expenses and deliver to the Trust Council an invoice, payable within 30 days, for ___% of the election expenses.

Judicial Recount

19. If an application should be made for a judicial recount of local trustee ballots, the Regional District shall conduct the proceeding on behalf of the Trust Council, after which the Trust Council must pay to the Regional District 50% of the Regional District's expenses unless, as a result of the recount, a different candidate is declared elected, in which case the Regional District shall be responsible for 100% of the expenses. For these purposes, any costs ordered by the court to be paid by the local government shall form part of the Regional District's expenses.

Judicial Challenges

20. If the Regional District's chief election officer applies to challenge the validity of a local trustee election or the right of an elected local trustee to take office, the Regional District shall conduct the proceeding on behalf of the Trust Council, after which the Trust Council must immediately pay to the Regional District 100% of the Regional District's expenses. For these purposes, any costs required by the *Local Government Act* to be paid by the local government shall form part of the Regional District's expenses. If the court orders that costs may be recovered by the local government, the Regional District shall pursue the recovery at the cost of and for the benefit of the Trust Council, provided that the Trust Council authorizes such recovery.
21. If an application is made in any other circumstances to challenge the validity of a local trustee election or the right of an elected local trustee to take office, the Trust Council shall be entirely responsible for the cost of the proceeding, unless the parties agree otherwise.

Headings

22. The headings or captions in this Agreement have been inserted as a matter of convenience and for reference only and they in no way define, limit or enlarge the scope or meaning of this Agreement.

Severability

23. Should any provision of this Agreement be illegal or unenforceable, it shall be considered separate and severable from this Agreement and the remaining provisions shall remain in force and be binding upon the parties as though the said provision had never been included.

Modification

24. This Agreement may not be amended or modified except by a subsequent agreement in writing duly signed by the Regional District and the Trust Council.

Municipal Powers Preserved

25. Nothing contained or implied herein shall prejudice or affect either party's rights and powers in the exercise of its functions pursuant to the *Islands Trust Act*, *Local Government Act* or *Community Charter* or its rights and powers under all of its public and private statutes, bylaws, orders and regulations.

Notice

26. Any notice required pursuant to the terms of this Agreement shall be in writing and may be delivered by hand or sent by facsimile as follows:

To the Regional District:

_____ Regional District
[address]

Attention: Regional District Corporate Officer

Fax:

To the Trust Council:

Islands Trust
200-1627 Fort Street
Victoria, B.C. V8R 1H8

Attention: Legislative Services Manager

Fax: (250) 405-5155

Written notice that is delivered by hand shall be deemed to have been received on the date of delivery. Notice sent by facsimile shall be deemed to have been received on the date of transmission provided that a confirmation of fax transmission has been generated.

A party shall give written notice of a change of address, in which event such notice shall thereafter be given to it as above provided at such changed address.

IN WITNESS WHEREOF the Regional District and the Trust Council have executed this Agreement as of the dates written below.

Dated this _____ day of _____, 2014.

REGIONAL DISTRICT OF _____)

_____ by its authorized)
signatories:)
)
)
Chair: _____)
)
)
Corporate Officer: _____)

Dated this _____ day of _____, 2014.

THE ISLANDS TRUST COUNCIL by its)
authorized signatories:)
)
)
Chair: _____)
)
)
Legislative Services Manager: Carmen)
Thiel)
)

Excerpts from Local Government Act – Sections 40, 49 and 100

Costs of elections

- 40** (1) The costs of an election, including the costs of registration of electors for the election, are the responsibility of the municipality or regional district for which the election is held unless otherwise agreed.
- (2) The costs of an election may be shared under an agreement between the local government and another local government, the council of the City of Vancouver or a board of school trustees for the conduct of the election by one party for the other or in conjunction with an election of the other.
- (3) A local government that is a party to an agreement under subsection (2) may, by bylaw, provide that the bylaws of the other party respecting elections apply to elections conducted under the agreement.
- (4) An agreement referred to in subsection (2) may provide for a party to conduct only some of the election proceedings for or in conjunction with the other party.
- (5) An election to which an agreement referred to in subsection (4) applies is valid despite the agreement and any bylaws in relation to it having the effect of creating differences in election proceedings between different parts of the jurisdiction for which an election is held.
- (6) Without limiting subsection (4), an agreement referred to in that subsection may allow a local government to restrict the persons who may vote at the election proceedings conducted under the agreement to persons who are entitled to be registered as electors in relation to a specified part of the jurisdiction for which the election is held.
- (7) If a restriction under subsection (6) applies, on any day on which an advance voting opportunity conducted under the agreement is open to electors of only part of the jurisdiction, an advance voting opportunity must be open to all electors of the jurisdiction on the same day.

(8) So long as any required advance voting opportunities are provided, no bylaw is necessary for an advance voting opportunity required by subsection (7), and the voting opportunity may be held at the place and for the voting hours established by the chief election officer.

(9) The chief election officer must give notice of a voting opportunity to which subsection (8) applies in any manner the chief election officer considers appropriate, including in the notice the date, place and voting hours for the voting opportunity.

Who may vote at an election

49 (1) In order to vote at an election for a municipality or electoral area, a person

(a) must meet the requirements of section 50 (1) (a) to (e) or 51 (1) (a) to (g) at the time of voting,

(b) must not be disqualified by this Act or any other enactment from voting in the election or be otherwise disqualified by law, and

(c) must be registered as an elector of the municipality or electoral area.

(2) The following persons are disqualified from voting at an election:

(a) a person who has not completed the sentence for an indictable offence, unless the person is released on probation or parole and is not in custody;

(b) a person who is involuntarily confined to a psychiatric or other institution as a result of being acquitted of or found not criminally responsible for an offence under the *Criminal Code* on account of mental disorder;

(c) [Repealed 2014-19-27(c).]

(d) a person who has contravened section 151 (3) in relation to the election.

(3) For clarification, no corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

(4) A person must not vote at an election unless entitled to do so.

Mail ballot voting

100 (1) Subject to this section and any regulations under section 156, a local government may, by bylaw, permit voting to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting.

(2) For a municipality, the only electors who may vote by mail ballot are

(a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and

(b) persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

(3) For a regional district, the only electors who may be permitted to vote by mail ballot are

(a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity,

(b) if areas are specified for this purpose in the bylaw under subsection (1), persons who reside in a specified area of the jurisdiction for which the election is being held that is remote from voting places at which they are entitled to vote, and

(c) persons who expect to be absent from the regional district on general voting day and at the times of all advance voting opportunities.

(4) A bylaw under subsection (1) may

(a) establish procedures for voting and registration that differ from those established under other provisions of this Part, and

(b) establish, or authorize the chief election officer to establish, time limits in relation to voting by mail ballot.

(5) The chief election officer must give notice of an opportunity to vote by mail ballot in any manner the chief election officer considers will give reasonable notice to the electors who will be entitled to vote by this means.

(6) The procedures for voting by mail ballot must require the chief election officer to keep sufficient records so that challenges of an elector's right to vote may be made in accordance with the intent of section 116.

(7) Mail ballot packages must contain the following:

(a) the ballot or ballots to which an elector is entitled;

(b) a secrecy envelope that has no identifying marks, in which the ballots are to be returned;

(c) a certification envelope on which is printed the information referred to in subsection (8) for completion by the person voting, in which the secrecy envelope is to be placed;

(d) an outer envelope on which is printed the address of the chief election officer at the local government offices and in which the envelopes under paragraphs (b) and (c) and, if applicable, the registration application under paragraph (e) are to be returned; (e) if permitted by the bylaw under subsection (1), an application for registration as an elector, to be completed if necessary and returned in the outer envelope;

(f) instructions as to how to vote by mail ballot.

(8) The certification envelope must be printed

(a) with spaces in which the person voting is to record his or her full name and residential address, and

(b) with a statement to be signed by the person voting declaring that the person

(i) is entitled to be registered as an elector for the election,

(ii) is entitled to vote by mail ballot, and

(iii) has not previously voted in the election and will not afterwards vote again in the election.

(9) In order to be counted for an election, a mail ballot must be received by the chief election officer before the close of voting on general voting day and it is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the chief election officer within this time limit.

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3959

**A BYLAW TO UPDATE THE ELECTION AND VOTING PROCEDURES BYLAW
 PROVISIONS FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS AND OTHER
 VOTING IN THE CAPITAL REGIONAL DISTRICT TO INCLUDE THE USE OF MAIL
 BALLOTS AND THE PROVINCIAL VOTERS LIST FOR RESIDENT ELECTORS**

WHEREAS Bylaw No. 3543 provides provisions for the conduct of local government elections and other voting in the Capital Regional District;

AND WHEREAS the Board wishes to include various provisions regarding the use of mail ballots and the provincial voters list for resident electors;

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 3543 "Capital Regional District Election and Voting Procedures Bylaw, 2008" is amended as follows:

- a) By deleting heading 8 in its entirety and substituting the following:

"8. Use of Provincial List of Voters as the Register of Resident Electors"

- b) By deleting section 8.1 in its entirety and substituting the following:

"8.1 As authorized under section 59 of the *Local Government Act*, the most current list of voters prepared under the *Election Act* existing at the time an election or other voting is to be held is the register of resident electors for the Capital Regional District."

- c) By adding a new section 8.2 as follows:

"8.2 The Provincial list of voters becomes the register of resident electors 52 days before general voting day for each election or other voting for the Capital Regional District."

- d) By adding the following heading after section 14.1:

"PART 4 – MAIL BALLOT VOTING"

- e) By adding the following new headings and sections under the heading "PART 4 – MAIL BALLOT VOTING":

"15. Mail Ballot Voting and Registration Authorized"

15.1 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are authorized.

15.2 In accordance with the provisions of section 100(3) of the *Local Government Act* the only electors who may vote by mail ballot are:

- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- (b) persons who expect to be absent from the regional district on general voting day and at the times of all advance voting opportunities.

15.3 Once a mail ballot package has been accepted by the chief election officer, that voter may only vote by mail ballot.

16. Application Procedure for Mail Ballot

16.1 A person wishing to vote by mail ballot must apply by providing their name and address to the chief election officer or to an election official designated by the chief election officer for such purposes, using the form required by the chief election officer, within the time limits required by the chief election officer, which time limits the Board authorizes the chief election officer to establish.

16.2 Upon receipt of a request for a mail ballot, the chief election officer or designated election official must, within the time limits established by the chief election officer:

- (a) make available to the applicant, a mail ballot package as specified in section 100(7) of the *Local Government Act*, together with:
 - (i) a statement advising the elector that the elector must meet one or more of the mail ballot requirements specified in Section 15.2 of this bylaw, and that they must attest to such fact; and
 - (ii) where required, an elector registration application;
- (b) immediately record and, upon request, make available for inspection:
 - (i) the name and address of the person to whom the mail ballot package was issued; and
 - (ii) information as to whether or not the person is registered as an elector.

17. Voting Procedure for Mail Ballot

17.1 In order to vote using a mail ballot, the elector must mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.

17.2 After marking the mail ballot, the elector must:

- (a) place the mail ballot in the secrecy envelope provided, and seal the secrecy envelope;
- (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- (c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and

- (d) mail, or have delivered, the outer envelope and its contents to the chief election officer at the address specified so that it is received no later than the close of voting on general voting day.

18. Mail Ballot Acceptance or Rejection

18.1 Until 4:00 p.m. on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the chief election officer or designated election official must immediately record the date of such receipt and must then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

- (a) the identity and entitlement to vote of the elector whose mail ballot is enclosed; and
- (b) the completeness of the certification; and
- (c) the fulfillment of the requirements of section 55 of the *Local Government Act* in the case of a person who is registering as a new elector;

the chief election officer or designated election official must mark the certification envelope as "accepted", and must retain all such certification envelopes in custody to deal with any challenges made in accordance with Section 19 of this bylaw.

18.2 The unopened certification envelopes must remain in the secure custody of the chief election officer or designated election official until 4:00 p.m. on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes must be opened in the presence of at least one other person, including any scrutineers present.

18.3 At 4:00 p.m. on the Thursday two days before general voting day, the chief election officer or designated election official must place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

18.4 Where an outer envelope and its contents are received by the chief election officer or designated election official between 4:00 p.m. on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 18.1 of this bylaw with regard to ballot acceptance apply and the chief election officer or designated election official must retain such envelope in custody until the close of voting and at that time must open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelopes containing the ballot into the ballot box containing the other unopened secrecy envelopes.

18.5 After all of the secrecy envelopes have been placed in the ballot box designated for that purpose, and following the close of voting on general voting day, the following procedures must be followed:

- (a) under the direction of the chief election officer or designated election official the ballot box containing the secrecy envelopes must be opened;

- (b) in the presence of at least one other person including any scrutineers present, the secrecy envelopes must be removed and opened and the ballots contained in those envelopes inserted for counting into a vote tabulating unit or portable ballot box; and
- (c) after the procedures set out in paragraphs (a) and (b), the procedures set out in Sections 10 and 13 of this bylaw must be followed to the extent that they are applicable.

18.6 Where:

- (a) upon receipt of an outer envelope, the chief election officer is not satisfied as to the identity of the elector whose mail ballot is enclosed; or
- (b) in the case of a person required to complete an application for registration as an elector, the chief election officer is not satisfied that the person registering as a new elector has fulfilled the requirements of section 55 of the *Local Government Act*; or
- (c) the outer envelope is received by the chief election officer or designated election official after the close of voting on general voting day,

the certification envelope must remain unopened, and the chief election officer or designated election official must mark such envelope as "rejected", and must note his or her reasons for doing so, and the mail ballot contained in such envelope must not be counted in the election.

- 18.7** Any certification envelopes and their contents rejected in accordance with Section 18.6 of this bylaw must remain unopened and are subject to the provisions of section 150(6) of the *Local Government Act* with regard to their destruction.

19. Challenge of Elector

- 19.1** A person exercising the right to vote by mail ballot may be challenged in accordance with, and on the grounds specified in section 116 of the *Local Government Act* until 4:00 p.m. on the Thursday two days before general voting day.
- 19.2** The provisions of section 116(2) to (5) of the *Local Government Act* apply, so far as applicable, where a challenge of an elector voting by mail ballot has been made.

20. Elector's Name Already Used

- 20.1** Where, upon receiving a request for a mail ballot, the chief election officer or designated election official determines that another person has voted or has already been issued a mail ballot in that elector's name, the provisions of section 117 of the *Local Government Act* apply, so far as applicable.

21. Replacement of Spoiled Ballot**21.1** Where an elector

- (a) unintentionally spoils a mail ballot before returning it to the chief election officer or designated election official; and
- (b) gives the spoiled ballot package in its entirety to the chief election officer or designated election official;

the elector may request a replacement ballot.

21.2 The chief election officer must, upon receipt of the spoiled ballot package, record such fact, and must proceed to issue a replacement mail ballot in accordance with Section 16.2 of this bylaw."


f) By amending the heading "**PART 4 – GENERAL**" to read "**PART 5 – GENERAL**";

g) By renumbering:

- (i) heading 15 and section 15.1 as heading 22 and section 22.1;
- (ii) heading 16 and section 16.1 as heading 23 and section 23.1;
- (iii) heading 17 and section 17.1 as heading 24 and section 24.1.

2. This Bylaw may be cited as "Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 1, 2014".

READ A FIRST TIME THIS	9 th	day of	July	2014
READ A SECOND TIME THIS	9 th	day of	July	2014
READ A THIRD TIME THIS	9 th	day of	July	2014
ADOPTED THIS	9 th	day of	July	2014


 CHAIR


 CORPORATE OFFICER



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 1981 (As Amended by Bylaw No. 3496 and 3709)

CVRD BYLAW NO. 1981

- MAIL BALLOT AUTHORIZATION AND PROCEDURE BYLAW, 1999

CONSOLIDATED FOR CONVENIENCE ONLY (June 12, 2014)

The amendment bylaw(s) listed below have been incorporated into enactment Bylaw No. 1981 for convenience purposes only. Persons making use of the consolidated version of Bylaw No. 1981 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Secretary's office.

AMENDMENT BYLAW

**Bylaw No. 3496
Bylaw No. 3709
Bylaw No. 3820**

EFFECTIVE DATE

**June 8, 2011
June 12, 2013
June 11, 2014**



COWICHAN VALLEY REGIONAL DISTRICT

Bylaw No. 1981 - Consolidated for Convenience with Amending Bylaw No. 3496, 3709 and 3820

A Bylaw to Allow for Mail Ballot Authorization and Procedures

WHEREAS pursuant to Section 100 of the *Local Government Act*, in conjunction with "CVRD Bylaw No. 1981 Elections/Voting Procedures Bylaw, 1999", as amended, the Board may, by bylaw, permit voting by mail ballot and establish procedures therefor;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION:

- 1.1 This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 1981 Mail Ballot Authorization and Procedure Bylaw, 1999.**"

2. AUTHORIZATION:

- 2.1 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.
- 2.2 In accordance with the provisions of Section 100(3) of the *Local Government Act*, the only electors who may vote by mail ballot are:
- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - (b) persons who reside in the following areas of the Regional District that are remote from voting places at which they are entitled to vote, shall be permitted to vote by mail ballot:
 - (i) that portion of Area F (Cowichan Lake South/Skutz Falls) west of the E&N Land Grant as shown shaded on the attached Schedule A.
 - (ii) all Area G Saltair/Gulf Islands as shown on the attached Schedule B.
 - (c) persons who expect to be absent from the Regional District on general voting day and at the times of all advance voting opportunities.

3. APPLICATION PROCEDURE:

- 3.1 A person wishing to vote by mail ballot shall apply by giving their name and address to the Chief Election Officer or to the person designated by the Chief Election Officer for such purposes.
- 3.2 Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall make available to the applicant, a mail ballot package as specified in Section 100(7) of the *Local Government Act*, together with a statement advising the Elector that the Elector must meet one (1) or more of the mail ballot criteria specified in Section 2.2 of this bylaw, and that they must attest to such fact.
- 3.3 Pursuant to Section 100(4) of the *Local Government Act*, (the *Act*), the Chief Election Officer is hereby authorized to establish procedures for voting and registration that differ from those established under other provisions of the *Act*; and establish time limits in relation to mail ballot voting.

4. VOTING PROCEDURE

- 4.1 To vote using a mail ballot, the Elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
- 4.2 After marking the ballot, the Elector shall:
- (a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - (b) place the sealed secrecy envelope in the return envelope, and complete and sign the Qualification Check List / Declaration Form, and place the Form in the return envelope;
 - (c) place a completed elector registration application, if required, in the return envelope, and then seal the return envelope;
 - (d) mail, or have delivered, the return envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on general voting day.

5. BALLOT ACCEPTANCE OR REJECTION

- 5.1 Until 4:00 p.m. on the Thursday two (2) days before general voting day, upon receipt of the outer envelope and its contents, the Chief Election Officer or designate shall immediately record the date of such receipt and shall then open the return envelope and remove and examine the Qualification / Declaration Form and the completed elector registration application form(s), if applicable, and if satisfied as to:
- (a) the identity and entitlement to vote of the Elector whose ballot is enclosed;
 - (b) the completeness of the Qualification / Declaration Form; and

.../3

(c) the fulfilment of the requirements of Section 56 of the *Local Government Act* in the case of a person who is registering as a new Elector;

the Chief Election Officer or designate shall mark the return envelope as "accepted", and shall retain in his custody all such return envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.

5.2 The return envelopes and the unopened secrecy envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday two (2) days before general voting day, at which time the secrecy envelopes shall be placed, unopened, in a ballot box set aside for that purpose, and in the presence of at least one (1) other person, including any scrutineers present.

5.3 At 4:00 pm on the Thursday two (2) days before general voting day, the Chief Election Officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

5.4 Where a return envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two (2) days before general voting day and the close of voting on general voting day, the provisions of Section 5.1 of this bylaw with regard to ballot acceptance shall apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such return envelopes in the presence of at least one (1) other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

5.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the Chief Election Officer or designate, and in the presence of at least one (1) other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.

5.6 Where:

(a) upon receipt of a return envelope, the Chief Election Officer is not satisfied as to the identity of the Elector whose ballot is enclosed; or

(b) in the case of a person required to complete an application for registration as an Elector, such application has not been completed in accordance with Section 56 of the *Local Government Act*; or

(c) the return envelope is received by the Chief Election Officer or designate after the close of voting on general voting day,

the secrecy envelope shall remain unopened and the Chief Election Officer shall mark such envelope as "rejected", and shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.

.../4

5.7 Any secrecy envelopes and their contents rejected in accordance with Section 5.6 of the bylaw shall remain unopened and shall be subject to the provisions of Section 150(6) of the *Local Government Act* with regard to their destruction.

6. CHALLENGE OF ELECTOR

6.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 116 of the *Local Government Act*, until 4:00 p.m. on the Thursday two (2) days before general voting day.

6.2 The provisions of Section 116(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

7. ELECTOR'S NAME ALREADY USED

Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the Electors name, the provisions of Section 117 of the *Local Government Act* shall apply, so far as applicable.

8. REPLACEMENT OF SPOILED BALLOT

8.1 Where an Elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the Elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.

8.2 The Chief Election Officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 3.2 of this bylaw.

READ A FIRST TIME this 28th day of July, 1999

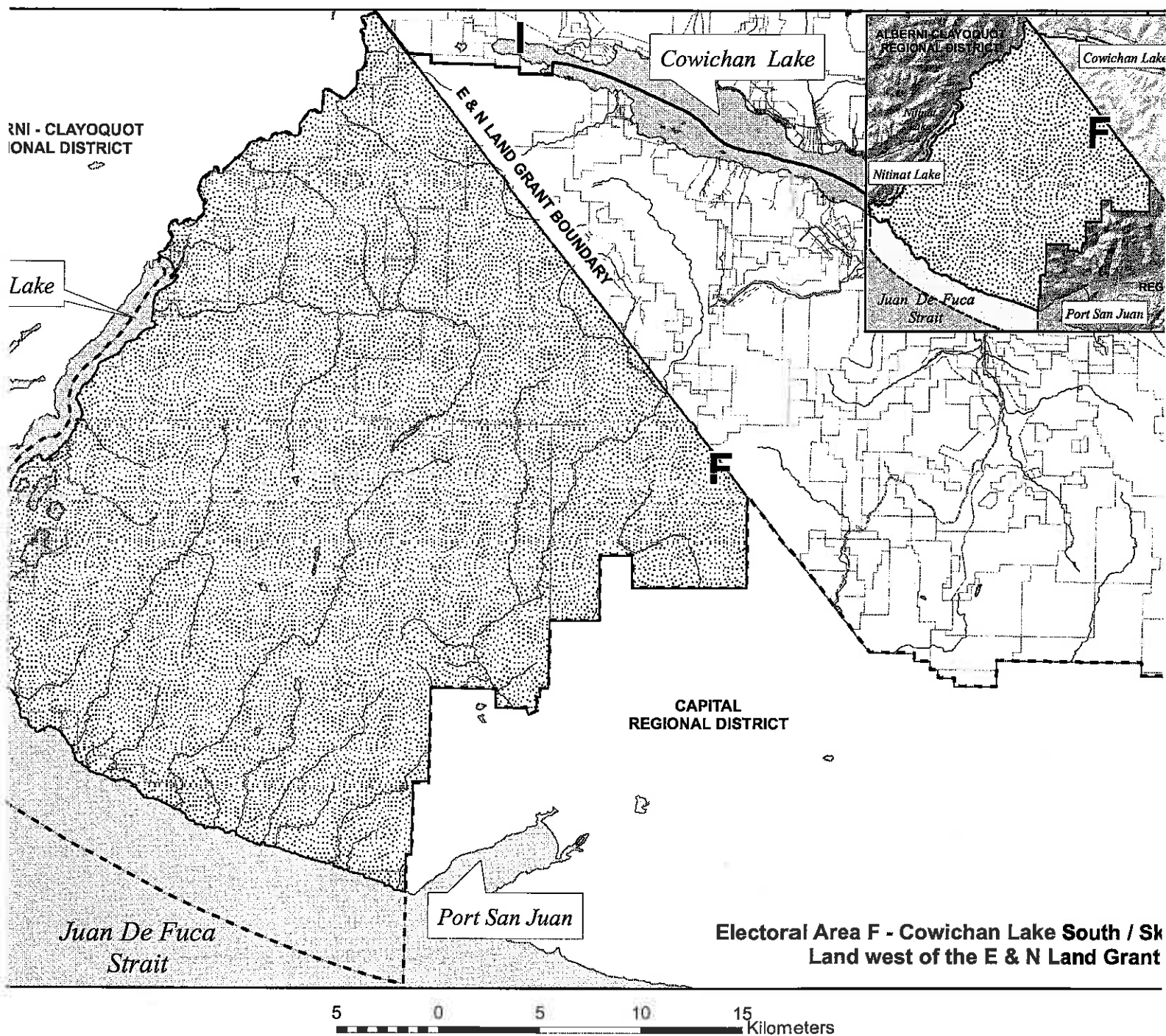
READ A SECOND TIME this 28th day of July, 1999

READ A THIRD TIME this 28th day of July, 1999

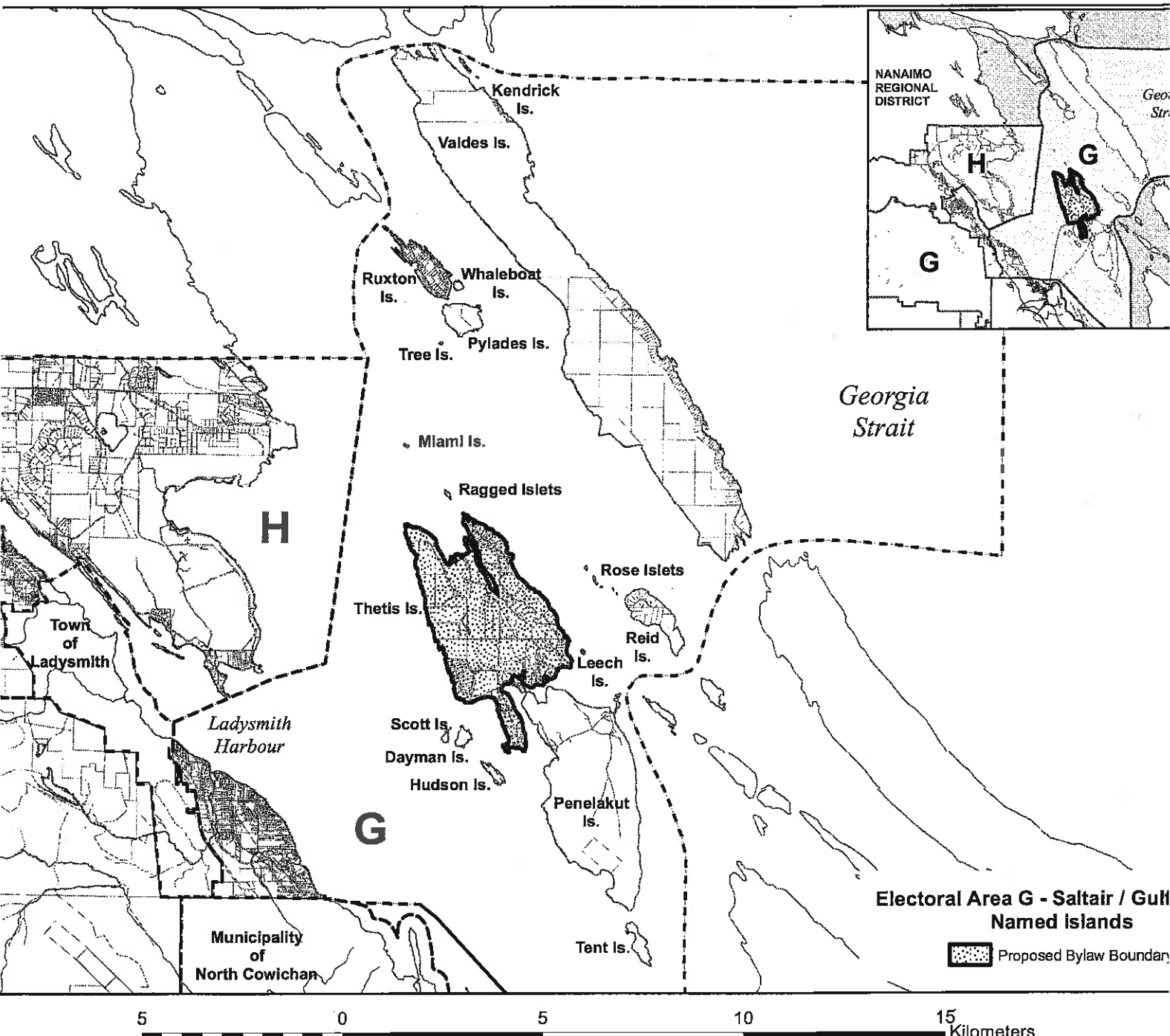
ADOPTED this 28th day of July, 1999

Robert Hutchins
Chairperson

J. A. Forrest
Secretary



VRD Bylaw No.1981 - Mail Ballot Authorization and Procedure Bylaw, 1999.



REQUEST FOR DECISION

To: Trust Council

For the Meeting of: September 9-11, 2014

From: Executive Committee

Date Prepared: August 27, 2014

**SUBJECT: NEW POLICY: PLANNING, REGULATION AND ADVOCACY
INITIATIVES: OUTER BOUNDARY OF ISLANDS TRUST AREA**

RECOMMENDATION: That the Islands Trust Council adopt Policy 5.9.ii – Planning, Regulation and Advocacy Initiatives: Outer Boundary of the Islands Trust Area.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Islands Trust Council has requested development of a policy that guides Islands Trust bodies in a consistent approach towards initiatives related to the outer boundary of the Islands Trust Area, considering the available resources, planning data, the Islands Trust's tax base and electoral representation. The proposed policy identifies the islands of the Trust Area, the adjacent tidal waters up to 300 m, and areas already zoned as the priority areas for expenditure of new planning resources. Local Trust Committees could consider planning initiatives in other areas, through a request for funding through special levy.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Adoption of this policy is expected to reduce the amount of staff time spent in reviewing topics related to the outer boundary of the Islands Trust Area such as providing advice and interpretations related to it, responding to members of the public and seeking legal advice.

FINANCIAL:

No financial implications of policy adoption are anticipated. The policy indicates that, should a local trust committee wish to undertake planning, regulatory or bylaw enforcement activities along in some parts of their local trust area, such activities could be funded by special levy. The financial implications of such a decision would be considered at that time.

POLICY:

Adoption would create a new Trust Council policy. Consequential amendments to other policies are not anticipated at this time, but may be identified at a later date.

IMPLEMENTATION/COMMUNICATIONS:

If adopted, Policy 5.9.ii would be posted on the Islands Trust website and circulated to trustees and staff. It would be referenced during the orientation of both trustees and planning staff.

OTHER: n/a

BACKGROUND

When Trust Council adopted its Strategic Plan for 2011-2014 in September 2012, it identified the need to clarify issues related to the boundary of the Islands Trust Area (and of local trust committees). One of the broad objectives of the Strategic Plan (Objective 2) is to 'protect coastal and marine ecosystems', which includes Strategy 2.4 to 'advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities'. This strategy includes Activity 2.4.8, to 'Clarify jurisdictional issues related to Islands Trust Area boundary' during fiscal years 2013/14 and 2014/15. The Strategic Plan assigns the leadership role in this activity to the Islands Trust Executive Committee.

After consideration of two in-depth briefings, the Executive Committee prepared an *in camera* Request for Decision for Trust Council's consideration at its June 2014 meeting.

The policy is consistent with the Executive Committee's recommendations and Trust Council's direction at that meeting.

Due to the nature of the policy, which only identifies priorities for Trust Council and local trust committee initiatives, the policy has not been reviewed with regional districts as originally anticipated. The proposed policy was not submitted for a detailed legal review, but the policy approach has also been endorsed by Islands Trust legal counsel following two discussions of its substantive elements.

REPORT/DOCUMENT:

1. Draft Policy 5.9.ii – Planning, Regulation and Advocacy Initiatives: Outer Boundary of the Islands Trust Area, dated September 10, 2014.

KEY ISSUE(S)/CONCEPT(S): Guidance to Trust Council, local trust committees and staff when considering initiatives at the outer boundary of the Islands Trust Area.

RELEVANT POLICY:

- Islands Trust Policy Statement
- Policy 5.4.i – Land Use Regulation Guidelines
- Policy 5.4.ii – Procedural Fairness in Rezoning
- Policy 5.9.i – Best Management Practices for Delivery of Local Planning Services to Local Trust Committees
- Islands Trust Council budget bylaw (5-year plan)

DESIRED OUTCOME: A consistent approach to planning, regulation and advocacy initiatives at the outer boundary of the Islands Trust Area, consistent with the resources available to the Islands Trust.

RESPONSE OPTIONS

Recommended:

That the Islands Trust Council adopt Policy 5.9.ii – Planning, Regulation and Advocacy Initiatives: Outer Boundary of the Islands Trust Area.

Alternatives:

1. To amend Policy 5.9.ii before adoption.
2. Not to adopt a policy related to the outer boundary of the Islands Trust area at this time.
3. To reconsider other approaches to this issue.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: Executive Committee – August 12 and 26, 2014
Lisa Gordon, Director of Trust Area Services – August 20, 2014
David Marlor, Director of Local Planning Services – August 6 and 12, 2014
Robert Kojima, Regional Planning Manager – Southern Team – August 20, 2014
Leah Hartley, Regional Planning Manager – Salt Spring Team – August 20, 2014
Courtney Simpson, Regional Planning Manager – North. Team – August 21, 2014
Miles Drew, Bylaw Enforcement Manager – August 20, 2014



Chief Administrative Officer

5.9.ii. Policy**DRAFT****PLANNING, REGULATION AND ADVOCACY INITIATIVES:
OUTER BOUNDARY OF ISLANDS TRUST AREA**

Trust Council: September 10, 2014

A: PURPOSE

1. To provide for a consistent approach to potential Islands Trust Council advocacy initiatives along the outer boundary of the Islands Trust Area.
2. To provide for a consistent approach to potential local trust committee initiatives for land use planning, regulation and advocacy along the outer boundary of the Islands Trust Area.
3. To manage the financial resources that the Islands Trust Council devotes to local trust committee initiatives for land use planning, regulation, and advocacy initiatives along the outer boundary of the Islands Trust Area in a manner that is fair and equitable to all local trust committees.
4. To identify those areas that the Islands Trust Council considers the priority geographical areas within each local trust area for the land use planning and regulatory functions of local trust committees.

B: BACKGROUND**1. BOUNDARY OF THE ISLANDS TRUST AREA**

- 1.1 Schedule A to the *Islands Trust Act* defines the boundary of the Islands Trust Area through a 'metes and bounds' description. Generally, it includes all of the islands and waters that lie between the BC Mainland and Vancouver Island, starting at the Canada-USA boundary in the south and extending to a line that runs north of Denman, Hornby and Lasqueti Islands. The precise metes and bounds description, and other legislative references are provided in Attachment A.
- 1.2 The metes and bounds description of the Islands Trust Area indicates that the boundary begins and ends at the high water mark on Vancouver Island, and follows the international boundary where it exists. While the description does not specify where the boundary begins and ends on the British Columbia mainland, the Islands Trust Area map attached as Schedule A to the *Islands Trust Regulation* has insets that suggest the boundary may begin and end at the high water mark.
- 1.3 The metes and bounds description of the Islands Trust Area specifically excludes land within reserves defined in the federal *Indian Act* and land within the boundaries of the municipalities of Vancouver, Nanaimo, Delta and Richmond. It does not specifically exclude other adjacent municipalities whose boundaries include part of the foreshore.

2. BOUNDARY OF LOCAL TRUST AREAS

- 2.1 Boundaries of local trust areas are defined by a map included as Schedule A to the *Islands Trust Regulation* (BC Reg 119/90).

- 2.2 The definition of a local trust area in the *Islands Trust Act* refers to ‘island’, which the *Islands Trust Act* defines as ‘all of the land that makes up an island, and includes surrounding land attached to and extending from an island, whether or not water flows over or under it.
- 2.3 Local trust areas exclude any land that is in a municipality, all or part of which is in the Islands Trust Area.
- 2.4 Within a local trust area, the *Islands Trust Act* provides a local trust committee with most of the powers and authorities of a regional district for the purposes of land use planning and regulation as are provided by the *Local Government Act*. A local trust committee does not have jurisdiction over matters that fall within federal or provincial jurisdiction, such as resource extraction, navigation or water quality.
- 2.5 Section 32 of the *Islands Trust Act* indicates that a person must not begin construction on land in a local trust area that is not covered by a zoning bylaw unless the construction is approved by the local trust committee. Section 4 of the *Islands Trust Regulation (BC Reg 119/90)* indicates that Section 32 of the *Islands Trust Act* does not apply, on a parcel of land within a local trust area, to the construction of: a dwelling unit, (unless a dwelling unit already exists on the parcel), a recreational cottage not exceeding 400 square feet in floor area, unless a recreational cottage already exists on the parcel, and to any structure accessory to a dwelling unit or recreational cottage.
- 2.6 Local trust areas with boundaries adjacent to Vancouver Island or the British Columbia Lower Mainland are: Executive Committee (Ballenas-Winchelsea), Denman, Gabriola, Gambier, North Pender, Salt Spring and Thetis.
- 2.7 Legislative references related to the boundaries of local trust area are provided in Attachment B and the Islands Trust Area map is included in Attachment C.

3. BOUNDARIES OF REGIONAL DISTRICTS

- 3.1 The boundaries of regional districts that are situated within the Islands Trust Area are illustrated in Attachment D.

4. ELECTED REPRESENTATION

- 4.1 Pursuant to s. 23 of the *Islands Trust Act*, a local trust committee is comprised of the two local trustees for the local trust area and a member of the Executive Committee appointed by the Islands Trust Chair.
- 4.2 Pursuant to s. 6 of the *Islands Trust Act*, two local trustees are elected to represent the electors of each local trust area.
- 4.3 Electors of a local trust area consist of residents and non-resident property owners, who are otherwise eligible as electors under the *Local Government Act*. Property owners and residents living adjacent to the high water mark on Vancouver Island and the BC Mainland (or on reserves defined in the *Indian Act*) elect representatives to Regional Districts and are not eligible to vote in Islands Trust elections, unless they also own property within the Islands Trust Area.

5. RECOVERY OF COSTS FOR ISLANDS TRUST OPERATIONS

- 5.1 Pursuant to section 47 of the *Islands Trust Act*, the majority of the costs of the operations of the Islands Trust are recovered by the requisition of taxes from within the Islands Trust Area.
- 5.2 Pursuant to sections 14(3)(c)(ii) and 47(2)(a)(ii) of the *Islands Trust Act*, the Islands Trust Council must identify expenditures relating to the ‘general’ operations of all local trust committees in its annual budget and may recover such costs through the requisition of taxes from within the entire Islands Trust Area, with the exception of island municipalities.
- 5.3 Pursuant to section 14(3)(c)(iii) of the *Islands Trust Act*, the Islands Trust Council’s annual budget may also identify expenditures related to ‘additional’ operations of one or more of the local trust committees. If the annual budget identifies expenditures related to ‘additional’ operations of a local trust committee, section 47(5) of the *Islands Trust Act* allows for a special requisition to be made from the relevant local trust area to recover the costs. The Islands Trust Council has adopted *Islands Trust Council Policy 6.3.ii – Special Property Tax Requisition* to guide the use of special property tax requisitions.

6. MAPPING AND INFORMATION RESOURCES

- 6.1 The Islands Trust Council routinely funds the collection of planning information and map data relevant to the islands within the Islands Trust Area, but does not routinely fund the collection of such information in regards to the outer boundary of the Islands Trust Area.

C: REFERENCES

1. LEGISLATION

Islands Trust Act
Islands Trust Regulation (BC Reg. 119/90)

2. ISLANDS TRUST POLICY

Islands Trust Policy Statement
Islands Trust Council Policy 2.4.iv – Executive Committee Legislative Role
Islands Trust Council Policy 5.5.i – Bylaw Enforcement
Islands Trust Council Policy 5.9.i – Best Management Practices for Delivery of Local Planning Services to Local Trust Committees
Islands Trust Council Policy 6.3.ii – Special Property Tax Requisition
Islands Trust Council Policy 6.9.ii -- Advocacy

D: DEFINITIONS

‘advocacy’ is the act of influencing and/or seeking cooperation with other agencies and decision-makers about laws, regulations, policies, programs, budgets, priorities, and other decisions relevant to the Islands Trust mandate.

‘Islands Trust Area’ has the same meaning as is given in the *Islands Trust Act*.

‘Local Trust Area’ has the same meaning as is given in the *Islands Trust Regulation*.

‘Outer boundary of the Islands Trust Area’ means the boundary of the Islands Trust Area that is adjacent to Vancouver Island and the British Columbia Mainland.

‘new land use planning and regulatory initiatives of local trust committees’ means initiatives that begin after the adoption date of this policy.

E: POLICY

1. PRIORITY AREAS FOR LOCAL TRUST COMMITTEE LAND USE PLANNING AND REGULATORY INITIATIVES

1.1 The Islands Trust Council identifies the following areas as its priority areas for funding new land use planning and regulatory initiatives of local trust committees:

- a) the land and freshwater areas on the individual islands within each local trust area
- b) the tidal waters that extend from individual islands, provided they are:
 - a. within 300 m of the high water mark of an island within the local trust area and
 - b. no further from an island within the local trust area than the mid-point between that island and the nearest point on either Vancouver Island, the British Columbia mainland or a municipal boundary, or
 - c. already zoned by a local trust committee on the date of adoption of this policy.

The Islands Trust Council could consider the expenditures related to such initiatives for funding in its annual budget as 'general' operations of a local trust committee pursuant to s. 14(3)(c)(ii) of the *Islands Trust Act*.

1.2 For clarity, a sample zoning map that illustrates the definition provided in E.1.1 is provided in Attachment E.

1.3 Unless it considers that the interests of the Islands Trust Area are significantly affected, the Islands Trust Council will normally consider that new land use planning and regulatory initiatives of local trust committees outside the area identified in E.1.1. are 'additional' operations of a local trust committee. The Islands Trust Council could consider recovering the costs of expenditures related to such initiatives through a special property tax requisition within the relevant local trust area, upon request of the local trust committee and in accordance with the process described in *Islands Trust Council Policy 6.3.ii – Special Property Tax Requisition*. Where a local trust committee has requested funding for such expenditures, the Islands Trust Council will consider legal advice regarding the local trust committee's authority in the area of the proposed initiative before making a decision regarding the request.

1.4 Where the Islands Trust Council's annual budget provides for a local trust committee's land use planning and regulatory initiatives within the area identified in E.1.1, the local trust committee may not use the funds for initiatives outside that area.

2. RESOLUTIONS PURSUANT TO S. 32 OF THE ISLANDS TRUST ACT

2.1 Should a local trust committee become aware of or receive an application pursuant to s. 32 of the *Islands Trust Act* (unzoned areas) that is not within the area identified in E.1.1, the Islands Trust Council encourages local trust committees to provide advocacy comments only through the approval processes of other agencies. Such advocacy comments should be based the Islands Trust object, the *Islands Trust Policy Statement* and any relevant Official Community Plan.

2.2 Should Islands Trust planning staff receive enquiries about proposed construction pursuant to s. 32 of the *Islands Trust Act* (unzoned areas) that is not within the area identified in E.1.1, they should advise that the local trust committee may wish to comment on the proposal in accordance with the Islands Trust object, the *Islands Trust Policy Statement* and any relevant Official Community Plan.

3. PRIORITY AREAS FOR LOCAL TRUST COMMITTEE BYLAW ENFORCEMENT INITIATIVES

3.1 The Islands Trust Executive, acting in its capacity under *Islands Trust Council Policy 5.5.i – Bylaw Enforcement*, will not approve the funding of legal action related to bylaw enforcement initiatives of a local trust committee outside the area described in E.1.1.

3.2 A local trust committee that wishes to undertake bylaw enforcement outside the area described in E.1.1 may request support from the Islands Trust Council for funding of any related costs.

3.3 The Islands Trust Council should not normally support legal action related to bylaw enforcement outside the area described in E.1.1 unless the matter is considered of significance to the entire Islands Trust Area and it has considered legal advice. The Islands Trust Council may recover the costs of such enforcement through a special requisition within the relevant local trust area.

4. LOCAL TRUST COMMITTEE RESPONSES TO REFERRALS

4.1 Should a local trust committee or Islands Trust planning staff receive a referral from another agency that is relevant to an area outside that described in E.1.1, they are encouraged to provide or recommend advocacy comments, in accordance with the Islands Trust object, the *Islands Trust Policy Statement* and any relevant Official Community Plan. Proposed uses that would conflict with existing zoning should be identified. Related staff reports should make reference to this policy.

5. COMMUNICATIONS

5.1 Should the Islands Trust Council, a local trust committee or Islands Trust planning staff receive enquiries or requests for land use planning and regulatory initiatives or bylaw enforcement relevant to an area outside that described in E.1.1, reference to this policy should be included in the response.

6. ADVOCACY INITIATIVES

6.1 Should an Islands Trust body propose an advocacy or other initiative that is relevant to an area outside that described in E.1.1, it is encouraged to base its initiative primarily on the Islands Trust object and the *Islands Trust Policy Statement*, rather than on the potential exercise of land use planning or regulatory authority.

F. IMPLEMENTATION

1. CHIEF ADMINISTRATIVE OFFICER

1.1 The Chief Administrative Officer will ensure that reference to this policy is included in materials provided to trustees during their orientation at the beginning of each term.

1.2 The Chief Administrative Officer will ensure that reference to this policy is included in the materials provided to all members of the management team during their orientation at the beginning of their employment.

2. DIRECTOR OF LOCAL PLANNING SERVICES

2.1 The Director of Local Planning Services will ensure that reference to this policy is included in the materials provided to all staff in the Local Planning Services Unit during their orientation at the beginning of their employment.

2.2 The Director of Local Planning Services will take steps to ensure that this policy is reflected in staff reports and advice to local trust committees (e.g. by amendment to planning report templates, bylaw enforcement report templates or other items to ensure they reflect this policy).

3. REGIONAL PLANNING MANAGERS

3.1 Regional Planning Managers will ensure that staff reports and budget requests related to local trust committee work on the outer boundary of the Islands Trust Area make reference to this policy.

4. DIRECTOR OF TRUST AREA SERVICES

4.1 The Director of Trust Area Services will ensure that reference to this policy is included in the materials provided to all staff in the Trust Area Services Unit during their orientation at the beginning of their employment.

4.2 The Director of Trust Area Services will take steps to ensure that this policy is considered in any communications or advocacy initiatives relevant to the outer boundary of the Islands Trust Area.

ATTACHMENT A

ISLANDS TRUST AREA BOUNDARY

LEGISLATIVE REFERENCES

Islands Trust Act Section 1: ‘trust area’ means the land located within the boundaries described in Schedule A.

Islands Trust Act Schedule A:

“All the land, except land situated within a reserve as defined in the Indian Act (Canada), on all the islands situated in the Strait of Georgia, Howe Sound and Haro Strait lying to the South of a line commencing at the most easterly corner of Lot 140, Comox District, being a point on the high water mark on the easterly shore of Vancouver Island; thence South 70° East in a straight line to the point of intersection with the middle line of Sabine Channel; then in a general south-easterly direction along the middle line and passing to the northeast of Jervis, Paul and Jedediah Islands and continuing south-easterly along the south-easterly prolongation of the middle line of Sabine Channel to the point of intersection with a straight line drawn from the most southerly extremity of Young Point (Lasqueti Island) to the most southerly southwest corner of Lot 6274, Group 1, New Westminster District; then north-easterly along the line to the most southerly southwest corner of Lot 6274 and North of a line commencing at the northwest corner of Section 74A, Lake District, being a point on the high water mark on the easterly shore of the Saanich Peninsula; then East to the point of intersection with the easterly boundary of the Province of British Columbia, excepting from the above described area those islands lying within the boundaries of the City of Vancouver, the City of Nanaimo and the District Municipalities of Delta and Richmond.”

Community Charter (Schedule – Definitions and Rules of Interpretation)

"land"

- (a) for the purposes of assessment and taxation, means land as defined in the Assessment Act, and
- (b) for other purposes, includes the surface of water, but does not include
 - (i) improvements,
 - (ii) mines or minerals belonging to the Crown, or
 - (iii) mines or minerals for which title in fee simple has been registered in the land title office;

Local Government Act

5.1 Unless a term is otherwise defined in this Act or a contrary intention appears in this Act, the definitions in the *Community Charter* apply to this Act.

Interpretation Act

40 (1) So far as the terms defined can be applied, the definitions established by or applicable under

- (a) the schedule to the *Community Charter*, and
- (b) section 5 of the *Local Government Act*

extend to all enactments relating to municipal and regional district matters.

ATTACHMENT B LOCAL TRUST AREA BOUNDARIES LEGISLATIVE REFERENCES

Islands Trust Act Section 1:

‘island’ means all of the land that makes up an island, and includes surrounding land attached to and extending from an island, whether or not water flows over or under it;

‘local trust area’ means

‘(a) an island designated in Schedule B, or

(b) an island or group of islands in the trust area that is designated as a local trust area by regulation,

and includes those islands, if any, within boundaries surrounding an island or group of islands referred to in paragraphs (a) and (b) that may be specified by regulation, but does not include land in a municipality, all or part of which is in the trust area.’

Islands Trust Act Schedule B:

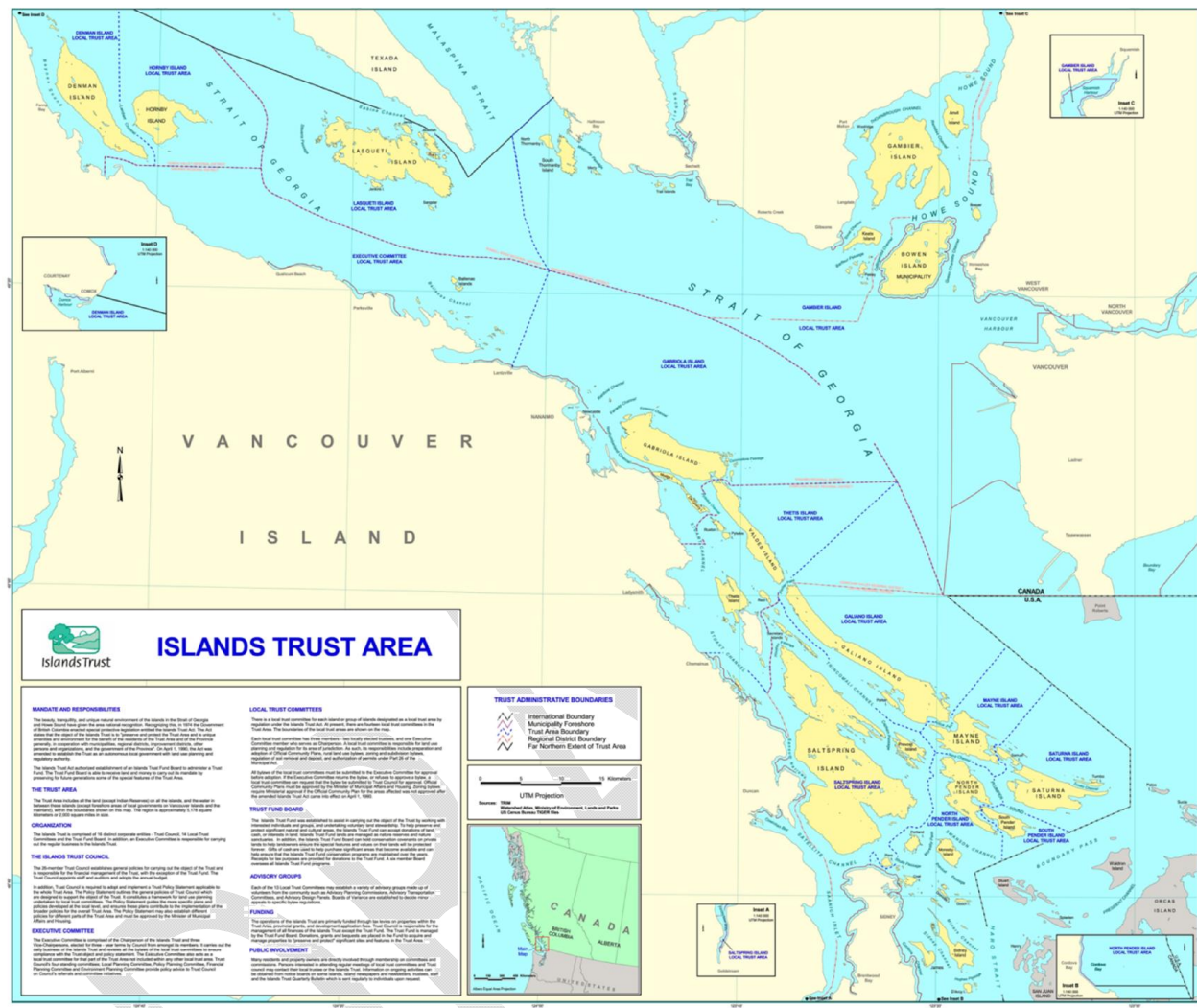
Names the following islands in reference to Section 1(a) of the *Islands Trust Act*: Denman, Gabriola, Galiano, Gambier, Hornby, Lasqueti, Mayne, North Pender, Saltspring, Saturna, South Pender and Thetis

Islands Trust Regulation (BC Reg 119/90) Section 3:

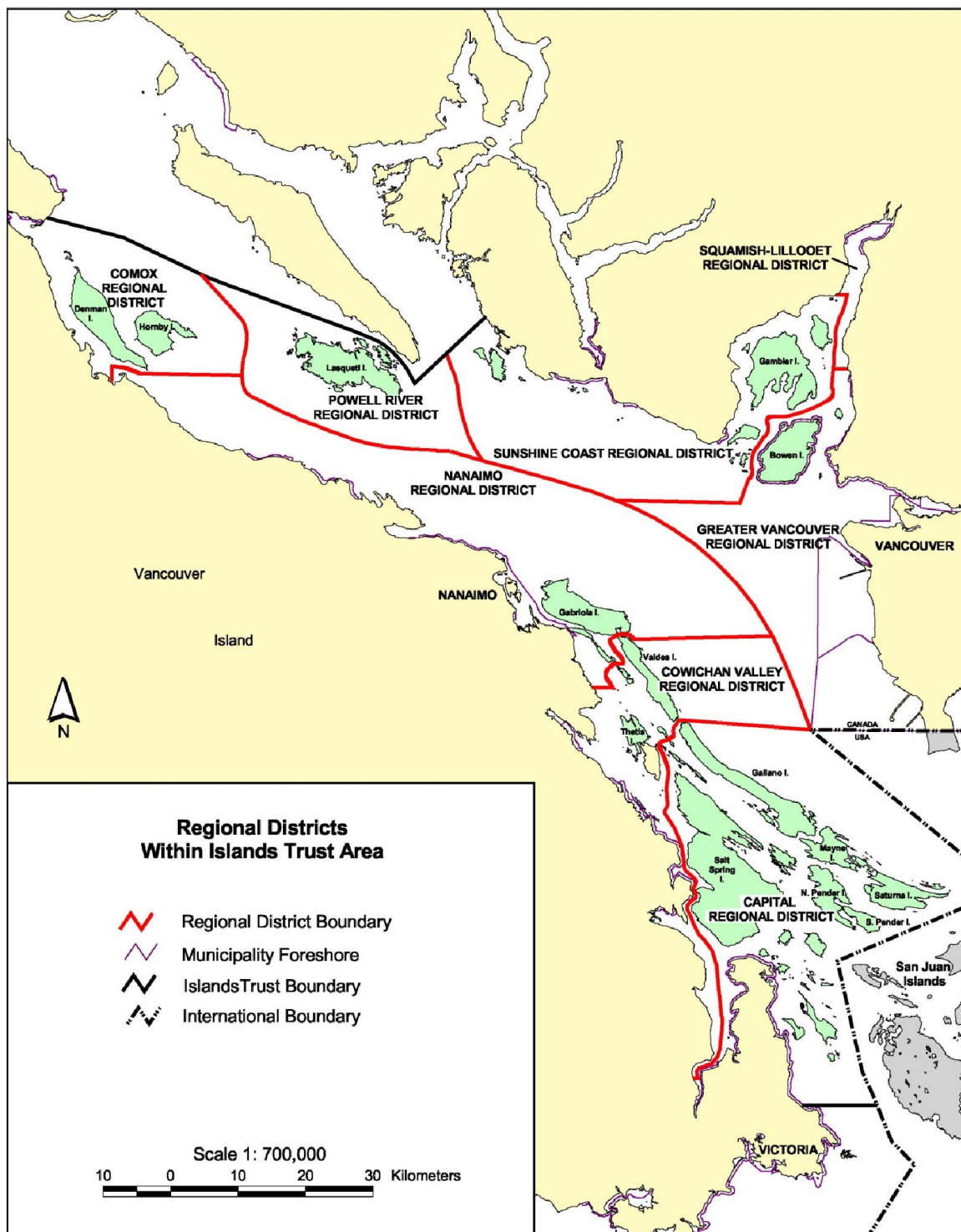
For the purposes of the Act, the boundaries of each local trust area are show on the map in Schedule A to the *Islands Trust Regulation*.

ATTACHMENT C

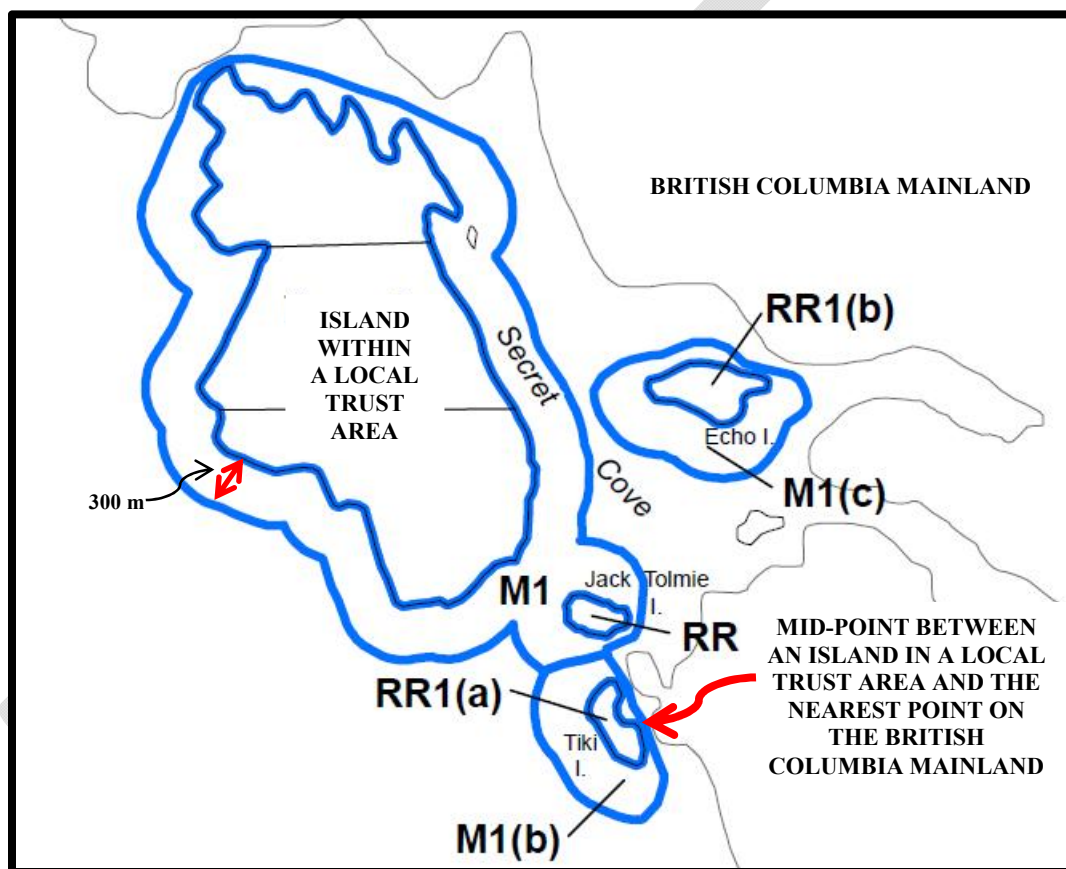
ISLANDS TRUST AREA



ATTACHMENT D REGIONAL DISTRICTS WITHIN THE ISLANDS TRUST AREA



ATTACHMENT E
SAMPLE MAP ILLUSTRATING THE ISLANDS TRUST COUNCIL'S
PRIORITY AREAS FOR FUNDING LOCAL TRUST COMMITTEE
LAND USE PLANNING AND REGULATORY INITIATIVES
(SAMPLE PRIORITY AREAS REFERRED TO IN SECTION E.1.1 ARE INSIDE BLUE LINES)



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** September 9-11, 2014
From: Linda Adams, Chief Administrative Officer **Date Prepared:** August 22, 2014
SUBJECT: TRUST COUNCIL FOLLOWUP ACTION LIST ITEM RE: FOOD SECURITY

RECOMMENDATION: That the Islands Trust Council remove from its Follow-Up Action List the task “Review food security topics in existing protocols and in protocol development process.”

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The item recommended for removal originated with the previous Council. Other associated tasks have been completed, but this specific task is no longer aligned with Trust Council’s current priorities.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Removing of this task from the follow-up action list will allow staff to continue a focus on Trust Council’s current strategic plan priorities.

1. **FINANCIAL:** None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: If approved, staff will amend the Follow-Up Action List as directed. No additional public communication is planned.

BACKGROUND

In December 2010, the Islands Trust Council’s strategic plan (for the 2008-2011 term) was amended to include the objective ‘to support socio-economic diversity of island communities’. One strategy identified to reach that objective was to ‘support local food security’. Trust Council requested the Local Planning Committee to make recommendations on the topic, which resulted in the following Trust Council resolutions:

1. That Islands Trust Council continue to include food security in the Strategic Plan and that “success” be measured by how many protocols are revised or developed to include food security; and how many local trust committee OCPs/LUBs are amended to address food security.
2. That Islands Trust Council forward the report “Exploring Food Security in the Islands Trust Area” to the Islands Trust Fund Board, local trust committees and Bowen Island Municipality for consideration of the recommendations.
3. That Islands Trust Council make the report “Exploring Food Security in the Islands Trust Area” available to the Provincial agencies, regional districts, First Nations, interest groups and the general public by posting to the Islands Trust website and through a news release.

4. That Islands Trust Council suggest that the Trust Fund Board explore the feasibility of establishing a farm land trust.
5. That the Islands Trust Council instruct Staff to:
 - a. • report back on recommended further work required in gathering food security background and context information, including timelines, budgets requirements and First Nations interests;
 - b. • develop internal organizational policies and procedures regarding procurement that supports local food security;
 - c. • include provisions for food security and reflect the inter-disciplinary nature of food in our communities in the topic review inventory of the Islands Trust Policy Statement;
 - d. • report back on appropriate topic areas for the development of model bylaws to address food security issues; and
 - e. • include food security in any reviews of existing protocols and explore opportunities to develop new protocols around food security.

Of these resolutions, all were completed or substantially addressed last term or early this term with the exception of 5.e, to 'include food security in any reviews of existing protocols and explore opportunities to develop new protocols around food security'.

While this item has therefore remained on both Trust Council's Follow Up Action List and the Executive Committee's work program, it has not been completed due to other priorities this term.

REPORT/DOCUMENT: (see Trust Council Follow Up Action List, elsewhere in the Trust Council meeting agenda)

KEY ISSUE(S)/CONCEPT(S): Focus on tasks consistent with the current strategic plan

RELEVANT POLICY: n/a

RESPONSE OPTIONS

Recommended: As above

Alternative: Confirm existing strategy by adding it to the current strategic plan.

Prepared by: Linda Adams, Chief Administrative Officer

Reviewed by: Executive Committee – August 26, 2014



Chief Administrative Officer



Islands Trust Council Plan for Continuous Learning 2014-2015

(What other topics would trustees like to propose?)

2014-08-27

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2014	Sept	Term Review	Election Period Best Practices		
	Dec (Victoria)	Orientation Draft 2015/16 Budget Session	Orientation	Orientation	Orientation
2015	2015 Webinars (dates TBD)	Annual Budget in Depth	Introduction to Roberts Rules Introduction to Freedom of Information/Protection of Privacy		
	Mar	Introduction to Strategic Planning Annual Budget Session	Standards of Conduct (legal session) <i>Provincial Assessment of Impact on Islands Trust (re potential SSI incorporation)</i>	Community Planning 101 (for newly-elected)	Respectful Workplaces (for newly-elected)
	June	Strategic Planning – Review of Current Plan and Confirmation/Identification of Goals			Working with First Nations San Juan County
	Sept	Adoption of Strategic Plan for 2015-18			Working with the Trust Fund Board
	Dec	Draft 2016/17 Budget Session	Administrative Fairness refresher		

3.7

SESSIONS/ITEMS COMPLETED IN 2011-14 TERM

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>
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 in 2011-14 or future terms:

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



Islands Trust

Preserving Island
communities, culture
and environment

Our Provincial Mandate

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

– Islands Trust Act



Islands Trust Council – Strategic Plan 2011-2014

Adopted September 12, 2012 – Status Updated – August 26, 2014

The Trust Area

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

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

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

Our Council

The Islands Trust Council has a unique mandate from the province to preserve and protect the amenities and environment of the Islands Trust Area, for the benefit of residents and all British Columbians. It meets quarterly to make decisions about the Islands Trust's overall policy, advocacy positions, staff resources and budget. Trust Council is made up of the 26 locally-elected trustees who also sit on 12 local trust committees and one island municipality. There they have responsibilities for land use planning and regulatory decisions that are separate from their role at the Islands Trust Council. The current Council was elected for a 3-year term during BC Local General Elections in November 2011. Trustee terms will end in November 2014.

A Strategic Plan for the 2011-2014 term

The Islands Trust Policy Statement is partially implemented through Council's strategic plan. By identifying goals and developing a plan to achieve them, Council focuses finite resources and measures progress. After extensive review and public input, Trust Council has confirmed the following focus areas for its 2011-2014 term:

Goal A - Ecosystem Preservation and Protection

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

- Encouraging and enabling islanders in voluntary stewardship actions that protect special areas, including the shoreline
- Working to protect fish habitat under BC's Riparian Areas Regulation
- Protecting special ecosystems, managing shoreline areas and reducing greenhouse gas emissions when land use decisions are made
- Advocating for new approaches to oil spill preparedness, derelict vessels, industrial developments, aquaculture, marine sewage and national marine conservation

Goal B – Stewardship of Island Resources

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

- Encouraging voluntary stewardship, advocating for legislative reform and exploring creative solutions for watershed management
- Using land use planning tools and decisions to protect the quality and quantity of water resources

Goal C – Sustain Island Character and Healthy Communities

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

- Creating linkages between islanders and regional districts to share effective economic development models
- Continuing to advocate for sustainable, affordable and appropriate ferry services
- Using land use planning tools and decisions to positively affect housing, food security, farmland protection, and socio-economic diversity.

Goal D – In Cooperation with Others

The Islands Trust will work with others by:

- Strengthening relations with the many First Nations who have interests in the Islands Trust Area, through improved liaison at the political level and communications about marine advocacy.
- Continually working to improve our organizational effectiveness

Shaded text=activities primarily achieved in the current or prior fiscal years or proposed for future fiscal years and subject to future budget decisions;
Italics – status updates since last Trust Council meeting

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows:

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

Policy Statement Goal A: Ecosystem Preservation and Protection...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS **
1 PROTECT the natural environment of islands	1.1 Encourage voluntary stewardship of natural environment	<u>FY 2011/12- 2014/15</u> 1.1.1 Promote community participation in conservation through information sharing and education about private land stewardship options	TFB	Subject to funding in annual budgets or grant funding	By whether the Islands Trust Fund is actively promoting its conservation programs at community events, in publications and online	Ongoing
		<u>FY 2012/13 – 2014/15</u> 1.1.2 Share information about best practices for covenants and NAPTEP with all planning staff	TFB	Funded by base budget	By whether planners have been provided with covenant education opportunities and whether information is available through the Islands Trust Fund website	Website information complete NAPTEP info shared; ITF presentation to LPS not started
		<u>FY 2012/13 – 2014/15</u> 1.1.3 Improve and update mapping of natural and modified environments, including terrestrial ecosystem mapping, protected area networks, nearshore mapping and areas under sustainable forestry or sustainable agricultural use.	TFB	Funded by program budget of 22K in 2013/14 and \$25K in 2014/15 for eelgrass mapping; \$10K in 2013/14 for forage fish mapping, <i>as well as matching funds secured by partners</i>	By whether maps of natural and modified environments are available to LTC's and BIM, RDs, local conservancies and other partners	Draft Protected Area Network mapping available; eelgrass mapping completed for Gambier, Thetis, Thetis associated islands, Lasqueti, North Pender, South Pender, Mayne Ballenas-Winchelsea, Bowen, Denman, Gabriola, Galiano, Gambier Associated Islands (excluding Thormanbies), and Hornby; <i>remaining islands to be completed by Dec. 2014.</i> Forage fish habitat mapping completed for North and South Pender, Denman, Hornby and Thetis.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		<u>FY 2013/14-2014/15</u> 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB		No external funding secured; working within base budget	By whether a landowner contact pilot program is implemented	Outreach via mailout and offer of site visits to landowners on Lasqueti underway.
		<u>FY 2011/12 - 2014/15</u> 1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB		Funded by base budget and donations	By the number of island conservation projects supported from private donations through the Opportunity Fund, whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	Grants awarded in 2011-14: Galiano Conservancy Association (\$7,000), Lasqueti Island Conservancy (\$2,500), Thetis Island Conservancy (\$2,100), Pender Island Conservancy (\$5,000), Salt Spring Island Conservancy (\$5,000), Mayne Island Conservancy (\$3,450), Galiano Conservancy Association (\$1,300) Opportunity Fund income: 2011/12 \$7,151; 2012/13 \$9,322; 2013/14 \$9,816.
		<u>FY 2013/14</u> 1.1.6 Council workshop regarding invasive species	TFB		Funded by base budget	By whether a Trust Council workshop has been held	Complete
		<u>FY 2013/14 - 2014/15</u> 1.1.7 Share information with the public about managing invasive species	TFB		Funded by base budget	By whether information has been shared with the public	Complete
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	<u>FY 2012/13</u> 1.2.1 Present NAPTEP program to BIM Council for consideration	TFB	BIM***	Funded by base budget	By whether or not BIM has considered participating in the NAPTEP program	Complete. BIM declined for current term
		<u>FY 2013/14</u> 1.2.2 Seek support from Metro Vancouver RD for NAPTEP.	TFB		Funded by base budget	By whether support from Metro Vancouver RD (MVRD) has been sought	Complete
		<u>FY 2013/14 - 2014/15</u> 1.2.3 Launch NAPTEP on the islands in MVRDRD (subject to BIM and MVRD approval)	TFB		Funded by base budget	By whether NAPTEP has been launched on the islands within the MVRD	Complete. Program launched on Gambier LTC islands. BIM declined for current term.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	<u>PHASE 1 – Identify watersheds</u> <u>FY 2013-14 - 2014/15</u> 1.3.1 Identify RAR watersheds on Gambier, Hornby and Lasqueti	LTCs**		Subject to budget	By whether all RAR watersheds on Gambier, Hornby and Lasqueti have been identified	Mapping complete for Hornby. Gambier underway.
		<u>PHASE 2 – Improve mapping</u> <u>FY 2012/13</u> 1.3.2 Improve mapping of some riparian areas on SSI	LTCs**		Funded by 2012/13 program budget	By whether new mapping of priority riparian areas is complete	Complete
		<u>FY 2013/14</u> 1.3.3 Improve mapping of additional riparian areas on Denman, Hornby and all remaining riparian areas on Salt Spring islands	LTCs**		Funded in 2013/14 program budget \$71,000 RAR budget \$30,000 Sci/Tech budget	By whether new mapping of riparian areas is complete	Complete
		<u>FY 2014/15</u> 1.3.4 Improve mapping of additional riparian areas in Gambier LTA	LTCs**		Funded in 2014/15 program budget (\$30,000 mapping on Gambier LTA)	By whether new mapping of riparian areas is complete	RFP in preparation for Gambier LTA
		<u>PHASE 3 – Adopt bylaws</u> <u>FY 2012/13 - 2014/15</u> 1.3.5 Adopt new bylaws to implement RAR on selected islands (Gabriola, Lasqueti, Mayne, Saturna, Thetis)	LTCs**		Funded by 2014/15 program budget	By whether Gabriola, Lasqueti, Mayne Saturna and Thetis are RAR compliant through bylaw development	Saturna complete. Gabriola bylaw submitted for ministerial approval. Lasqueti & Thetis in progress. Mayne restarting work.
		<u>FY 2014/15</u> 1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and Salt Spring)	LTCs**		Funded by 2014/15 program budget (\$17,500)	By whether Ballenas/Winchelsea, Denman, Hornby and Salt Spring are compliant with RAR through bylaw development	Denman bylaw drafted. Denman and Hornby consultation begun. SSI bylaw given 1 st reading.
		<u>FY 2014/15 - ?</u> 1.3.7 Adopt new bylaws to implement RAR on all Lasqueti and Gambier watersheds	LTCs**		Subject to 2015/16 program budget	By whether all Gambier and Lasqueti watersheds are compliant with RAR through bylaw development	Project planning underway on Lasqueti
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	<u>FY 2012/13 – 2014/15</u> 1.4.1 Seek legislative change regarding TFB corporate structure and name	EC	TFB	Funded by base budget	By whether legislative change has been requested	Chair correspondence sent Nov/12. Initial response received Feb/13. Further minister meeting sought <i>if possible before Oct 10.</i>
		<u>FY 2011/12 – 2014/15</u> 1.4.2 Engage in outreach to expand donor base, develop legacy giving program and secure acquisition funds	TFB*		Partially funded through 2012/13 program budget	By whether the TFB has implemented outreach regarding funding needs and legacy gifts	Complete: Information package distributed to estate planners

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		<u>FY 2015/16</u> 1.4.3 Develop and implement strategy re changes to corporate structure and name	TFB	Subject to 2014/15 program budget	By whether TFB corporate status and name change has been implemented	Not started. Not due unless province makes legislative changes
		<u>FY 2016/17</u> 1.4.4 Review and launch long-term funding strategy	TFB	Subject to 2015/16 program budget	By whether the long-term funding strategy has been reviewed and launched	Not started. Not due unless province makes legislative changes
	1.5 Establish core conservation areas to protect biodiversity priorities	<u>FY 2011/12- 2014/15</u> 1.5.1 Map and prioritize high biodiversity areas and develop a strategy for protection	TFB	Funded by base budget	By whether the TFB has a prioritized high biodiversity areas, and developed a strategy including a funding needs assessment)	Mapping finalized; strategy in development
		<u>FY 2011/12 – 2014/15</u> 1.5.2 Protect land with high biodiversity, through acquisition, donation, or conservation covenant	TFB*	Partial funding through base budget; acquisitions funded by donations and external grants	By whether the TFB has protected at least 500 hectares of high biodiversity land in the timeframe of the Regional Conservation Plan 2011-2015	133 hectares protected since 2011
		1.5.3 Participate in Coastal Douglas Fir and Associated Ecosystem Conservation Partnership	LTCs**	Funded by base budget	By whether one LTC is actively participating	Complete for current term Galiano LTC participating. Endorsed by Council.
	1.6 Reduce greenhouse gas emissions	<u>FY 2012/13 - 2014/15</u> 1.6.1 Use new planning tools (Bill 27) to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term (e.g. as illustrated in Council toolkit Reducing Greenhouse Gases in the Islands Trust Area)	LTCs**/BIM***	Funded in 2013/14 annual budget	By whether LTCs/BIM have used new planning tools to foster reduced GHG emissions from development	Gabriola bylaw to implement OCP policies submitted for ministerial approval (confirm).
		<u>FY 2012/13 – 2013/14</u> 1.6.2 Develop policy regarding carbon-neutral operations and purchase of carbon credits to balance GHG emissions that cannot be eliminated	FPC	Funded by base budget	By whether Trust Council has adopted a policy	Complete
		<u>FY 2013/14 - 2014/15</u> 1.6.3 Develop a Renewable Energy Tool Kit	LPC	Funded by base budget	By whether elements of a Renewable Energy Tool Kit have been developed	Two reports complete: (Domestic Small Scale Wind Energy and Ocean Based Geo-Exchange). Macro-hydro fact sheet in draft form.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++	
	1.7 Use land use planning tools and decisions to protect coastal Douglas fir and associated ecosystems	<u>FY 2015/16</u> 1.7.1 Develop recommendations re LTC use of planning tools to protect cDf and associated ecosystems	LPC		Subject to funding	By whether recommendations for planning tools have been prepared	Not due Not started	
2. PROTECT coastal and marine ecosystems	2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	<u>FY 2012/13</u> 2.1.1 Develop integrated shoreline and watershed protection mapping for major islands	LPC		Funded by external grants	By whether integrated shoreline and watershed protection mapping has been developed for major islands	Complete	
		<u>FY 2013/14</u> 2.1.2 Identify and post updated website links regarding existing shoreline stewardship information	TAS		Funded by base budget	By whether website links have been updated	Complete	
		<u>FY 2013/14 - 2014/15</u> 2.1.3. Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**	LPC	Funded by base budget and grant funds	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Complete	
	2.2 Participate in planning for National Marine Conservation Area Reserve	<u>FY 2011/12 – 2013/14</u> 2.2.1 Advocate for implementation of the NMCA reserve	EC		Funded by base budget	By whether the EC has continued to actively advocate for implementation of the NMCA reserve	Complete for current term Resolution supported by TC in Dec 2012 Feb 2013 Chair letters to Ministers Lake & Kent	
		2.2.2 Participate in NMCA workshops and consultation opportunities	LTCs**	TAS	EC	Funded by base budget	By level of participation in NMCA workshops and consultation opportunities	Complete. No further LTC input needed at this time.
		<u>FY 2014-15</u> 2.2.3 Respond to NMCA implementation steps with complementary activities, as required	LTCs**		Funding allocated for enhanced SSI consultation	TBD	Not due Not started	
	2.3 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	<u>FY 2011/12 – 2014/15</u> 2.3.1 Chair correspondence regarding oil spill prevention and response	EC		Funded by base budget	By whether the Chair has sent correspondence to advocate for oil spill prevention and response	Complete for current term 2011:7 letters sent 2012:1 letters sent 2013: 3 letters sent 2014: 2 letters sent Related resolutions passed at UBCM 2012 and AVICC 2013 conventions	
		2.3.2 Chair participation through a 'letter of comment' to hearings related to Kinder Morgan tanker traffic	EC		Funded by base budget	By whether the Chair has sent a letter of comment regarding the Kinder Morgan pipeline proposal	NEB accepted application to participate as a commenter.	

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
						<i>Deadline delayed to Mar/15</i>
		2.3.3 Chair participation in oral hearings related to tanker traffic increases	EC	Letter of comment would be funded by base budget	By whether the Chair has participated in oral hearings (i.e. Enbridge) related to tanker traffic increase	Complete
		2.3.4 Host local government workshops to raise awareness of gaps in oil spill prevention and response capacity	EC	Funded by base budget	By whether workshops have been held	Complete for current term One workshop held at AVICC. Jan 2013 Chair presentation to Regional District Nanaimo Board. 2013: Chair presentation at San Juan County marine managers workshop 2014: Chair presentation at Pender Stewardship Day
		2.3.5 Participate in mock oil spill exercises to understand gaps in oil spill response capacity	EC	Funded by base budget	By whether participation has taken place	Complete Participation in two exercises in 2012 Staff observed transboundary oil spill exercise in 2014
		<u>FY 2011/12 – 2014/15</u> 2.3.6 Continue to advocate for senior government solutions to derelict vessels	EC	Funded by base budget	By whether the Islands Trust has continued to advocate for derelict vessel solutions	Islands Trust participation on derelict vessel working group is on-going. 2013: 3 letters sent, organized resolution, clinic and meeting with Minister at UBCM; trustees invited to contribute to federal inventory 2014: 2 letters sent; trustees and staff invited to contribute to federal inventory
		<u>FY 2011/12 – 2013/14</u> 2.3.7 Advocate regarding potential impacts of the proposed Raven Coal Mine upon Baynes Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Raven Coal Mine	Complete May/13 BC EAO rejected proposal as submitted

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		<u>FY 2012/13 – 2014/15</u> 2.3.8 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Funded by base budget	By whether the Chair has written a letter to advocate regarding the proposed Burnco Gravel Mine	Complete Chair correspondence sent (Oct/13) Ongoing staff participation in Environmental Assessment Office working group.
		<u>FY 2013/14 – 2014-15</u> 2.3.9 Advocate for a comprehensive Howe Sound management plan that ensures a balance between development and protection	EC	Funded by base budget	By whether the Chair has written in support of a comprehensive Howe Sound Management Plan	2013: Participated in a minister meeting at UBCM and community meeting; support letter written. Awaiting specific request from community group. 2014: Hosted Cumulative Impact Framework webinar; staff attended further meeting in May. <i>Gambier and Bowen Trustees attended Aug 25 meeting in W.Van.</i>
		2.3.10 Provide ecosystem sensitivity mapping data to partners advocating for Howe Sound management plan	TAS	Funded by base budget	By whether mapping data has been offered	Complete
		<u>FY 2013/14 – 2014/15</u> 2.3.11 Clarify jurisdictional issues related to Islands Trust Area boundary	EC	Funded by base budget	By whether a method to clarify jurisdictional issues has been implemented	Preliminary discussion with ministry staff <i>Draft policy due for TC consideration in Sept/14</i>
	2.4 Advocate for appropriate regulation of aquaculture	<u>FY 2013/14 – 2014/15</u> 2.4.1 Meet with regulatory agencies responsible for shellfish activities in the Islands Trust Area	EC	Funded by base budget	By whether staff and the Executive Committee has met with regulatory agencies regarding shellfish activities	<i>Complete for current term</i> Staff meetings held Nov-Dec/13 Briefings and legal advice to TC in June/14 2014: Chair letter re geoduck framework with maps
	2.5 Advocate for effective regulation of marine sewage	<u>FY 2011/12 – 2014/15</u> 2.5.1 Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	<i>Complete for current term.</i> Research and mapping <i>completed</i> . Staff participated in stakeholders' meeting re Saanich Inlet

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
						<i>Chair letter sent.</i>

Policy Statement Goal B: Stewardship of Island Resources...

TC	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
3. PROTECT quality and quantity of water resources	3.1 Encourage understanding and voluntary stewardship of water resources	<u>FY 2013/14</u> 3.1.1 Compile and web-post educational materials about water resources done by local groups	TPC	Funded by base budget	By whether educational materials have been compiled and posted.	Complete
		3.1.2 Identify gaps and make recommendations about new educational materials about water resources.	TPC	Funded by base budget	By whether gaps have been identified and recommendations about new educational materials have been made	<i>Complete. Staff and island water groups have not recommended new educational materials</i>
	3.2 Advocate for provincial Water Act reform	<u>FY 2011/12 – 2013/14</u> 3.2.1 Continue to participate in Water Sustainability Act reform consultations	EC	Funded by base budget	By whether participation in Water Sustainability Act reform has taken place	Input to Water Sustainability Act complete
	3.3 Use land use planning tools and decisions to protect water quality and quantity	<u>FY 2013/14</u> 3.3.1 Develop toolkit including model Development Permit Areas for use by LTCs/BIM that illustrates options for using planning tools to protect water quality and quantity	LPC	Funded by 2013/14 program budget (\$2500)	By whether a toolkit has been developed	Complete
		<u>FY 2013/14 – 2014/15</u> 3.3.2 Amend OCPs to include new policies for water resource protection	LTCs**/BIM***	Funded in 2013/14 program budget	By whether OCPs have been amended to include new policies about water resource protection	Galiano DAI bylaw adopted - addresses water protection. Galiano DPA bylaw re groundwater referred for ministerial approval
		3.3.3 Amend LUBs to include new regulations aimed at protection of water quality and quantity	LTCs**/BIM***	Funded in 2013/14 program budget	By whether LUBs have been amended to include new regulations aimed at protection of water quality and quantity	Initial water reports completed on Galiano
	3.4 Explore alternative tools for improving watershed management	<u>FY 2012-13</u> 3.4.1. Identify options within the Islands Trust Act for coordination of watershed protection	EC	Funded by base budget	By whether options have been identified	Complete

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
		<u>FY 2013-14</u> 3.4.2 Consider pilot project for coordination of watershed protection within one LTA	LTCs**	Partially funded by base budget.	By whether a pilot project has been considered	Complete St. Mary Lake Watershed Working Group formed on SSI. June/13 - TC adopted bylaw to delegate some TC coordination and advocacy powers to SSILTC.

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows:

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

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

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
4. ENHANCE community economic sustainability and security	4.1 Create linkages between islands and Regional Districts to share effective and appropriate economic sustainability models	<u>FY 2013/14</u> 4.1.1 Half day session on Trust Area economic sustainability at Dec 2013 Council in Victoria, inviting all EA reps	TPC	Funded by base budget	By whether a joint session has occurred	Complete
	4.2 Advocate for sustainable, affordable and appropriate ferry service	<u>FY 2013/14</u> 4.2.1 Develop and implement research program in support of advocacy program	TPC	Funded in 2013/14 program budget (\$20,000)	By whether a research program has been developed and implemented	Complete
		<u>FY 2011/12 – 2014/15</u> 4.2.2 Continue advocacy program regarding ferry fares and service.	EC	Funded by base budget	By whether advocacy actions have been taken in regards to ferry fares and service	Submissions sent to Transportation Ministers Chair meetings with Premier, Transportation Ministers, opposition critics and ferry commissioner. Fiscal Fairness campaign supported. Chair

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
						participating in UBCM sub-committee. EC / TPC have directed new activities.
	4.3 Use land use planning tools and decisions to improve the availability of affordable, accessible, appropriate housing (as described in Trust Council's toolkit, Community Housing Toolkit)	<u>FY 2011/12 – 2014/15</u> 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Funded in 2014/15 program budgets	By whether OCPs have been amended to include new affordable housing policies	Hornby considering OCP amendments. <i>Saturna OCP bylaw public hearing held. Mayne OCP bylaw submitted for ministerial approval.</i> SSI bylaw adopted to allow secondary suites. Bylaw for temporary portable homes in progress.
		4.3.2 Amend LUBs to improve availability of affordable housing	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve availability of affordable housing	SSI LUB amended to legalize secondary suites in some locations. Galiano, Mayne and N. Pender considering affordable/senior housing applications. <i>Denman bylaw awaiting EC approval. Saturna bylaw public hearing held.</i> SSI consulting with CRD re housing agreements.
	4.4 Use land use planning tools and decisions to increase local food security and farmland protection (as described in Trust Council's 2010 report, Exploring Food Security in the Trust Area)	<u>FY 2012/13 – 2014/15</u> 4.4.1 Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Funded in 2014/15 program budgets	By whether OCPs have been amended to address food security and farmland protection	Gabriola OCP submitted for ministerial approval.
		4.4.2 Amend LUBs to improve food security	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether LUBs have been amended to improve food security	Gabriola LUB submitted for ministerial approval.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
	4.5 Use land use planning tools to promote socio-economic diversity	FY 2013/14 – 2014/15 4.5.1 Amend LUB to ensure an appropriate supply of land zoned for emerging industrial and commercial needs in one LTA	LTCs**	Funded in 2013/14 program budget for one LTC (SSI) Funded requested in 2014/15 budget	By whether one LUB has been amended to ensure an appropriate supply of land zoned for emerging industrial and commercial needs	SSI APC considering the issue
		4.5.2 Undertake background analysis regarding improved planning for Ganges Village, including Ganges Harbour	LTCs**	Funded in 2013/14 program budget for one LTC (SSI) Funded requested in 2014/15 budget	By whether background analysis work is proceeded	Project charter and illustrative designs in preparation

NOTE: Status column has now been colour coded to provide a quick visual indicator, as follows

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

Goal D: In cooperation with others...

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
5. STRENGTHEN relations with First Nations	5.1 Improve engagement with First Nations	FY 2011/12 – 2014/15 5.1.1 Reallocate resources to enable adoption of a First Nations Engagement Strategy	TAS	LPS	Funded by 2011/12 program budget	By whether Trust Council has reallocated resources to enable adoption of a First Nations Engagement Strategy	Resources not included in current budget
		FY 2012/13 5.1.2 Trustee workshop on working with aboriginal peoples	EC		Funded by 2012/13 program budget	By whether a trustee workshop has been held	Complete
		FY 2013/14 5.1.3 Identify resource needs for improved FN engagement	EC		Funded by base budget	By whether the resource needs for improved engagement have been identified	Complete Resources not included in budget
		FY 2013/14-2014/15 5.1.4 Implement First Nations liaison improvements at an informal political level	LTCs		Funded by base budget	By the number of meetings trustees have attended to improve liaison with First Nations level	Ballenas-Winchelsea LTC has added a work program item to improve engagement with

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
						Nanoose FN. DILTC and staff discussions held with K'omoks FN. Chair liaison on-going.
6. IMPROVE organizational cost and operational effectiveness	6.1 Confirm a fair distribution of Islands Trust Services to Bowen Island Municipality	FY 2012/13 6.1.1 Review and amend Policy 7.2.vi (Municipal Requisition Cost Allocations)	FPC	Funded by base budget	By whether Policy 7.2.vi has been amended	Complete
		FY 2012/13 – 2014/15 6.1.2 Identify Bowen Island Municipality needs for services provided by Trust Area Services unit	TAS	Funded by base budget	By whether BIM needs for TAS services have been identified	Complete for current term. Initial discussion held Sep/12. Chair follow up sent Oct/12 and Jan/13 Awaiting BIM response
		6.1.3 Identify improved opportunities for BIM to access services provided through Trust Area Services unit	TAS	Funded by base budget	By whether opportunities for BIM to access TAS services have been identified	Complete for current term. Pending requests from BIM Staff follow up e-mail to CAO sent Jan/13 Awaiting BIM response
		6.1.4 Review budget lines to ensure accurate allocation of costs	FPC	Funded by base budget	By whether budget lines have been reviewed	Complete Municipal Requisition policy amended Dec/13
		FY 2013/14 6.1.5 Provide additional TAS services to BIM	TAS	Funded by base budget	By whether BIM is accessing additional TAS services as identified	Complete for current term Improved notice of IT items to BIM. Pending requests from BIM. BIM staff invited to training opportunities.
	6.2 Prepare Island Trust organization to adapt to the potential incorporation of Salt Spring Island (if province advances a provincial restructure study for SSI)	FY 2013/14 6.2.1 Provide input into provincial study that assesses impact on Islands Trust of the potential incorporation of Salt Spring Island and identifies alternative adaptation strategies	EC	Funded and managed by province	By whether input has been provided	Complete for current term. Input into study terms of reference complete. Input to consultants complete.

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?		IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ⁺⁺
		<u>FY 2015/16 – ?</u> 6.2.2 Consider options and adopt an adaptation strategy, for Islands Trust to implement in the event of municipal incorporation of Salt Spring Island	FPC	EC	Subject to future budgets	By whether options for an adaptation strategy have been considered and a preferred strategy adopted by Trust Council.	Not started. Not due unless a SSI restructure study is launched and is nearing completion
		<u>FY 2015/16(?) - ?</u> 6.2.3 Implement adopted adaptation strategy	EC		Subject to future budgets	By whether an strategy has been implemented to adapt to incorporation of SSI	Not started Not due unless SSI community passes a referendum to incorporate as a municipality
		<u>FY 2015/16(?)</u> 6.2.4 Review existing IT-MCSCD protocol agreement regarding incorporation of municipalities in the Islands Trust Area	EC		Funded by base budget	By whether the protocol agreement with the ministry has been reviewed and amended	Not started Not due unless a SSI restructure study is launched
	6.3 Review service delivery regarding application processing	<u>FY 2015/16</u> 6.3.1 Consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications	LTC**		Funded by <i>program</i> budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started Not due
7. Improve cooperation with the Province of BC	7.1 Negotiate new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations	<u>FY 2014/15 – 2015/16</u> 7.1 Revise and consolidate six agreements with the Province relating to Crown Land in the Islands Trust Area	TAS		Funded by base budget	<i>By whether the protocol agreement with the ministry has been amended and approved by Trust Council and the Minister responsible.</i>	<i>Started in 2012 and on hold pending Trust Council's approval</i>

* subject to decisions of Trust Fund Board

**subject to decisions of local trust committees

***subject to decisions of Bowen Island Municipality

Abbreviations:

AVICC – Assoc. of Vancouver Island Coastal Communities
 BIM – Bowen Island Municipality
 EC – Executive Committee
 FN – First Nations
 FPC – Financial Planning Committee
 FY – Fiscal Year
 IT – Islands Trust
 ITF – Islands Trust Fund
 ITPS – Islands Trust Policy Statement
 LGA – Local Government Act
 LPC – Local Planning Committee

LPS – Local Planning Services
 LTA – Local Trust Area
 LTC – Local Trust Committee
 LUB – Land Use Bylaw
 MCSCD – Ministry of Community, Sport and Cultural Development
 MVRD – Metro Vancouver Regional District
 NA – Not Applicable
 NEB – National Energy Board
 NAPTEP – Natural Area Protection Tax Exemption Program
 NMCA – National Marine Conservation Area

OCP – Official Community Plan
 ProD – Professional Development
 RAR – Riparian Areas Regulation
 RD – Regional District
 RFD – Request for Decision
 SSI – Salt Spring Island
 TAS – Trust Area Services
 TBD – To Be Determined
 TC – Trust Council
 TFB – Trust Fund Board
 TPC – Trust Programs Committee
 UBCM – Union of BC Municipalities

For more information, contact:

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

Colour Key for Middle Column:

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

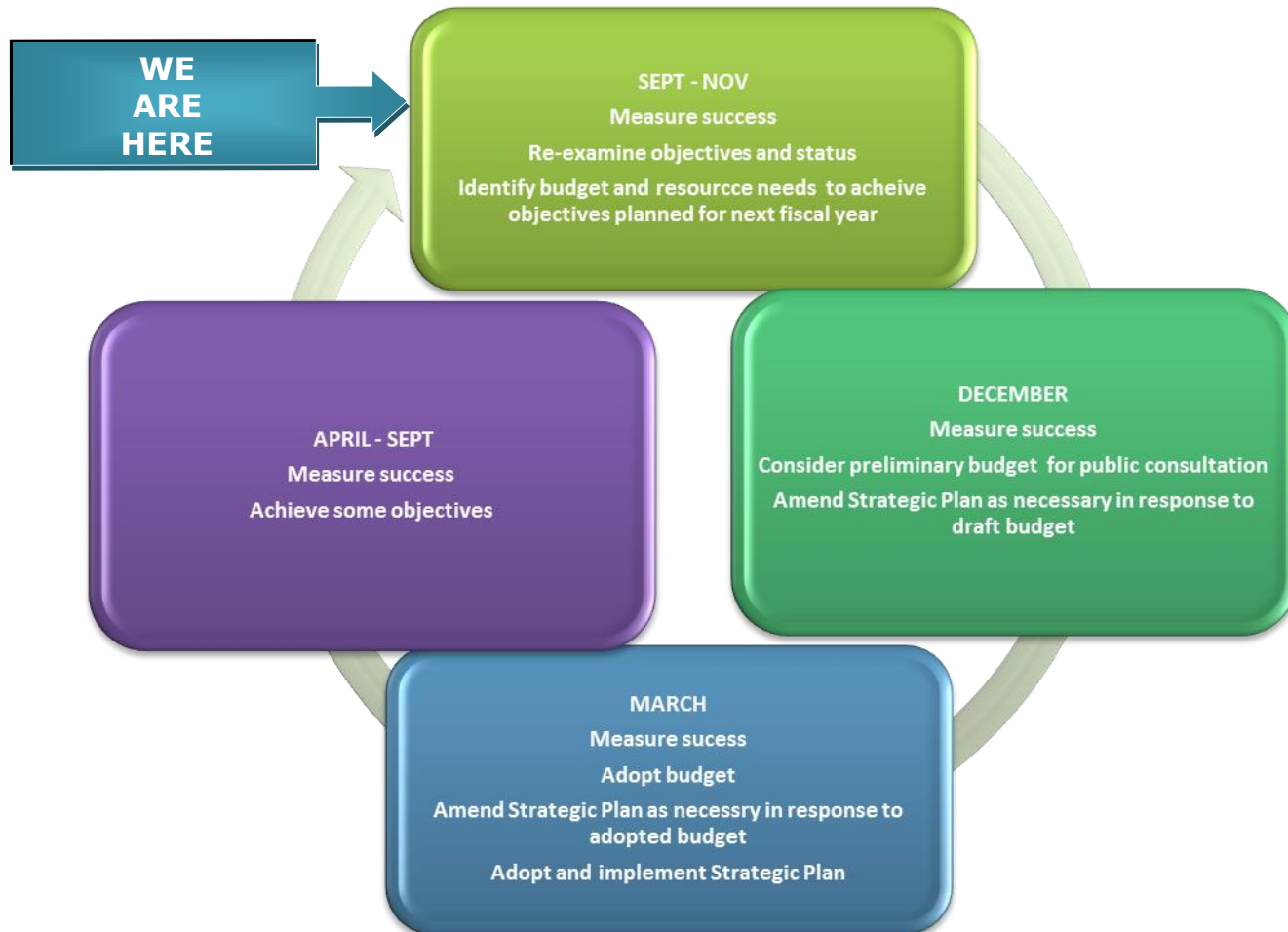
++ Colour Key for Status Column:

Colour	Status Description
	Not due to start or awaiting actions of others
	Completed or anticipated tasks for current term are complete
	In Progress – On Target
	Partially In Progress – Partially On Target (i.e. on target, by one or few LTCs)
	In progress - Behind target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target



Islands Trust

Summary of Strategic Planning Process



DIRECTOR OF ADMINISTRATIVE SERVICES 2014-2015 SECOND QUARTER REPORT

4.1

Date: August 7, 2014

COMPLETED SINCE LAST REPORT	PLANNED 3rd QUARTER 2014/15 ACTIVITIES
Trust Council, Executive Committee, Financial Planning Committee <ul style="list-style-type: none"> Completed First Quarter Financial Results August 13, 2014 Financial Planning Committee meeting Distributed 2014/15 budget timelines, draft budget assumptions and guidelines, and budget materials for Local Trust Committees provided to Director LPS 	Trust Council, Executive Committee, Financial Planning Committee <ul style="list-style-type: none"> Complete first draft of 2015/16 budget for Financial Planning Committee review October 29, 2014 FPC meetings October 29 and November 12 Participate in development of Trustee Orientation materials for December Trust Council Review drafts and provide input to consultants re impact on Islands Trust re potential SSI incorporation.
Administrative Unit Supervision <ul style="list-style-type: none"> Held bi-weekly meetings with Admin Team Participated on review of Operations Manual 	Administrative Unit Supervision <ul style="list-style-type: none"> Review Finance and Local Area Network (LAN) files Continue with review of Operations Manual (Administrative Services sections) and update as needed Schedule visits to Northern office and Salt Spring office
Human Resources <ul style="list-style-type: none"> All Staff Meeting June 25, 2014 Completed several hiring processes related to staff turnover Provided support on several labour relations items (relocations, reclassifications, telework arrangements) 	Human Resources <ul style="list-style-type: none"> Develop training to managers on hiring processes, for delivery in October 2014 All Staff meeting September 17, 2014 Begin planning for the 2014 Performance Management and Development Process for all Islands Trust staff Complete update of Safety and Wellness Manual including Working Alone policy
Information Systems <ul style="list-style-type: none"> Supported contractor on completion of eSCRIBE implementation (Computer Applications Support Technician resigned from position) Tested pilot of eSCRIBE IPAD application for Trustee use Worked on development of Trustee laptop proposal for new Trust Council (\$10,000 in current year's budget) Worked on review of new telephone system options 	Information Systems <ul style="list-style-type: none"> Continue to monitor 2014/15 work program including initial phase of staff computer refresh and migration to roaming profiles Finalize telephone system contract renewal Finalize Trustee laptop proposal and develop implementation and training plan for new Trustees Support eSCRIBE implementations as required Begin work on Business Continuity Plan Information Systems Advisory Group meeting scheduled for September 4, 2014

COMPLETED SINCE LAST REPORT	PLANNED 3rd QUARTER 2014/15 ACTIVITIES
Financial Management and Payroll <ul style="list-style-type: none"> Finance Officer continuing to manage the Time, Leave and Attendance Management (TLAM) Project with Public Service Agency Completed Statement of Financial Information (SOFI) reports for 2013/14 Received 2014 Tax Requisition and reviewed investment options Developed Training Report for supervisors Developed new business case format for budget requests 	Financial Management and Payroll <ul style="list-style-type: none"> Continue supporting the Time, Leave and Attendance Management (TLAM) Project and proceed with implementation planning (for February 2015) Review capital asset management database Complete RFP for audit services
Risk/Safety/Contract Management <ul style="list-style-type: none"> Held monthly meetings of the OSH Committee Safety inspections for all offices completed 	Risk/Safety/Contract Management <ul style="list-style-type: none"> Review template for Service Contracts and other procurement policy forms to ensure Conflict of Interest provisions are sufficient
Facilities Management <ul style="list-style-type: none"> Completed Project Charter on Leading Workplace Strategies and Terms of Reference for Working Group – first meeting held August 12, 2014 Began to review lease renewals (in particular Salt Spring Island renewal January 2015) 	Facilities Management <ul style="list-style-type: none"> Continue to work with LWS Working Group to review Leading Workplace Strategies Consider lease renewal options for all offices (priority: (1) Salt Spring Island; (2) Victoria; (3) Gabriola Island).



FINANCIAL PLANNING COMMITTEE REPORT

To: Trust Council

Date: August 13, 2014

WORK PROGRAM

1. First Draft of the 2015/16 Budget

Current

Review budget assumptions and principles at FPC August 13, 2014 meeting.

Planned

Review first drafts with FPC at October 29 and November 12 meetings.
Prepare first draft of budget for December Trust Council.

2. Complete the 2014/15 Forecast

Planned

Preparation of 2014/15 Forecast for review by FPC at November 12, 2014 meeting.

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

The Financial Planning Committee has adopted the above noted priorities for the second 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 August 13, 2014. The next meeting of the Financial Planning Committee is proposed to be held October 29, 2014. The Committee's financial resources are sufficient at this time.

Cindy Shelest
Designate Staff

Gary Steeves
Chair

To: Trust Council

For the Meeting of: September 10, 2014

From: Financial Planning Committee

Date Prepared: August 21, 2014

SUBJECT: JUNE 30, 2014 QUARTERLY FINANCIAL REPORT

RECOMMENDATION: That the Islands Trust Council approve the June 30, 2014 Quarterly Financial Report as presented.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The financial report indicates 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 June 30, 2014 are within approved budgets.

POLICY: There are no implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS: Managers and Directors will receive ongoing reporting 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: Islands Trust Statement of Net Financial Position (Balance Sheet) and Consolidated Statement of Revenue and Expenditure to June 30, 2014 attached.

KEY ISSUE(S)/CONCEPT(S):

Statement of Net Financial Position

Differences are due to timing of expenditures, receipt of revenues, and reversal of accruals following fiscal year end.

Consolidated Statement of Revenue and Expenditure

The benchmark for revenues and expenditures after three months (first quarter) of operations is 25% of the annual budget. The revenue and expense areas that vary significantly from the 25% benchmark include:

REVENUE

- Interest income is slightly below budget expectations but significantly higher than last year. Interest will increase in the second quarter as the property tax requisition will be received and invested to maximize the interest income.
- Fees and Sales are lower in the first quarter of this year than in the previous fiscal year due to lower zoning amendment applications received in the first quarter of this year as compared to last year's first quarter. It is difficult to say if this trend will continue through the fiscal year.
- The general property tax requisition and the Bowen Island property tax requisition will be received in the second quarter

EXPENSES

Council Expenses

- Trust Council expenses are lower than budget due to higher cost Trust Council meetings venues that will occur later in the fiscal year.
- Council committee expenses are higher than budget due to a reduction in the 2014/15 budget that was based on historical expenditures. Since current year to date expenditures are higher than historical, a review of council committee budgets levels will be done for the 2015/16 budget.

Local Planning Services

- LPS Facilities & Programs are lower than budget due to the timing of expenditures for program items that are expected to occur later in the fiscal year.
- Mapping Services are higher than budget due to the percentage of work completed in the first quarter on orthophotography and MapIT projects

Trust Fund

- Board expenses are lower than budget due to the timing of meetings which will occur later in the fiscal year.
- Operations expenses are higher than budget due to the timing of covenant monitoring in the first quarter.

Administration

- Personnel recruiting expenses are higher than budget due to higher than anticipated retirements and staff turnover in the first quarter.
- Computer, Furniture & Equipment purchases are higher than budget due to the timing of purchases made at the beginning of the fiscal year to achieve the benefit of new equipment for the full fiscal period.

FINANCIAL PROJECTIONS TO March 31, 2015 FISCAL YEAR-END

Overall, expenditures are on target. At this time, it is reasonable to expect that Islands Trust will be able to achieve the break-even financial result that was budgeted.

A detailed forecast of the 2014/15 year-end results will be conducted in the fall for presentation to the Financial Planning Committee and to December Trust Council.

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

DESIRED OUTCOME: Approval of the June 30, 2014 Quarterly Financial Report.

RESPONSE OPTIONS

Recommended: That the Islands Trust Council approve the June 30, 2014 Quarterly Financial Report as presented.

Alternative: None identified.

PREPARED BY: Nancy Roggers, Finance Officer

REVIEWED BY: Cindy Shelest, Director, Administrative Services
Financial Planning Committee, August 13, 2014
Executive Committee. August 26, 2014



Linda Adams, Chief Administrative Officer

Islands Trust
Statement of Net Financial
Position

	June 30 2014	June 30 2013	March 31 2014
Financial Assets			
Cash & Short-term Investments	2,162,613	2,017,058	3,696,156
Accounts Receivable	37,987	28,867	55,271
	<u>2,200,600</u>	<u>2,045,925</u>	<u>3,751,427</u>
Liabilities			
Wages & benefits payable	1,087,887	992,185	894,084
Accounts payable & accrued liabilities	191,960	229,293	357,364
Development Application Deposits	29,038	38,353	29,038
Deferred Revenue	64,070	55,619	53,981
Employee Benefit Obligations	94,538	99,130	94,538
Capital Lease Obligations	49,580	39,019	55,265
Cost Recovery Deposits	8,595	14,659	9,675
	<u>1,525,668</u>	<u>1,468,258</u>	<u>1,493,945</u>
Net financial assets	<u>674,932</u>	<u>577,667</u>	<u>2,257,481</u>
Non-Financial Assets:			
Tangible Capital Assets	101,836	104,988	115,322
Prepaid Expenses	92,270	68,783	52,273
Total Non-Financial Assets	<u>194,106</u>	<u>173,771</u>	<u>167,595</u>
General Revenue Fund Surplus	<u>869,037</u>	<u>751,437</u>	<u>2,425,076</u>

Islands Trust

Consolidated Statement of Revenue and Expenditure For The 3 Months Ending June 30, 2014

	Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Revenue:					
	Fees & Sales	38,690	7,492	110,000	7%
	Provincial Grant	0	119,122	119,122	100%
	Property Tax Levy General	0	0	6,126,684	0%
	Special Property Tax Requisition	0	0	110,000	0%
	Property Tax Levy Bowen	0	0	214,654	0%
	Transfer from General Revenue Fund	0	0	268,620	0%
	Investment Income	-3,630	10,988	50,000	22%
	Other Revenues	115	4,006	60,000	7%
Total Revenue		35,174	141,608	7,059,080	2%
Expenses					
Council					
	Trust Council	65,385	60,455	388,412	16%
	Executive Committee	22,722	23,724	96,637	25%
	Council Committees	2,965	3,453	9,000	38%
	Trust Area Services	109,093	94,506	417,739	23%
	General Admin Allocation - 16%	64,231	62,109	237,720	26%
	Total Council Expenses	264,396	244,247	1,149,508	21%
Local Planning Services					
	Local Trust Committees	199,522	184,800	748,412	25%
	Planning Staff	521,423	565,580	2,308,734	24%
	LPS Facilities & Programs	116,197	114,031	599,475	19%
	Mapping Services	59,369	73,807	248,422	30%
	Bylaw Enforcement	54,325	74,122	295,342	25%
	General Admin Allocation - 75%	297,067	291,134	1,114,311	26%
	Total Local Planning Services Expenses	1,247,904	1,303,474	5,314,696	25%
Trust Fund					
	Board	1,765	3,217	19,000	17%
	Administration	104,870	90,675	434,159	21%
	Operations	28,382	21,098	73,000	29%
	General Admin Allocation - 9%	40,144	34,936	133,717	26%
	Total Trust Fund Expenses	175,162	149,926	659,876	23%
General Admin					
	CAO Office	80,533	79,342	327,864	24%
	Financial, HR and Admin Services	210,219	194,556	793,184	25%
	Personnel Recruiting	3,827	2,936	5,000	59%
	Office Operations	54,741	54,474	211,700	26%
	Computer/Furniture & Equipment Purchases	32,132	43,384	83,000	52%
	Amortization Expense	19,991	13,486	65,000	21%
	General Admin Recovery	-401,442	-388,179	-1,485,748	26%
	Total General Admin Expenses	0	0	0	0%
Less Non-Cash Expenditures - Amortization				0	-65,000
Total Expenses		1,687,462	1,697,647	7,059,080	24%
Surplus (Deficit) to date		-1,652,288	-1,556,039	0	
General Revenue Fund Surplus, beginning of the period		2,403,723	2,425,075		
General Revenue Fund Surplus, end of the period		751,435	869,036		

SCHEDULE OF REMUNERATION & EXPENSES

APRIL 1, 2013 - MARCH 31, 2014

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4.4



Islands Trust

LAST NAME	FIRST NAME	POSITION	REMUNERATION including taxable benefits	TOTAL EXPENSES
Allen	Alexander	Trustee	\$11,535.12	\$1,846.14
Atha	Dereck	TFB	\$900.00	\$421.60
Brent	Paul	Trustee	\$10,109.04	\$2,470.15
Busheikin	Laura	Trustee	\$9,500.88	\$1,463.46
Crumblehulme	Brian	Trustee	\$12,403.56	\$962.24
Decario	Louise	Trustee	\$12,240.96	\$1,324.45
Dodds	Jeanine	Trustee	\$12,403.56	\$1,155.10
Duntz	Wolfgang	Trustee	\$3,053.80	\$2,133.21
French	Sue	Trustee	\$10,318.32	\$722.14
Glover	Julia	TFB	\$750.00	\$1,453.98
Graham	David	Trustee/Vice Chair	\$43,959.40	\$8,758.57
Grams	George	Trustee	\$30,606.12	\$3,107.22
Grant	Robert	TFB	\$300.00	\$390.48
Grove	Peter	Trustee	\$30,606.12	\$2,017.94
Hagedorn	Jan	Trustee	\$11,383.06	\$3,847.20
Hancock	Ken	Trustee/Vice Chair	\$46,522.32	\$10,512.17
Janszen	Pamela	Trustee	\$10,109.04	\$1,807.79
Johnston	Peter	Trustee	\$10,044.00	\$881.57
Jones	Michael	Trustee	\$8,458.26	\$1,709.41
Law	Tony	Trustee/TFB Chair	\$12,180.87	\$3,781.72
Luckham	Peter	Trustee/TFB/Vice Chair	\$43,279.38	\$8,733.18
Malcolmson	Sheila	Trustee/Council Chair	\$59,171.64	\$8,584.95
Montague	Elizabeth	Trustee	\$9,557.76	\$1,995.05
Morrison	Susan	Trustee/TFB	\$11,482.96	\$5,477.26
Pottle	Sandy	Trustee	\$12,779.92	\$847.80
Rudischer	Gisele	Trustee	\$19,636.12	\$1,385.38
Stamford	Kate-Louise	Trustee	\$11,472.06	\$1,579.12
Steeves	Gary	Trustee	\$14,462.76	\$2,159.78
Stone	Andrew	Trustee	\$3,200.04	\$780.49
TOTAL 2013/14			\$472,427.07	\$82,309.55
TOTAL 2012/13			\$465,687.94	\$92,042.38

Note: Trustee remunerations are slightly higher than in 2012-13 due to some increases that were based on census data as well as an increase in rates for taxable benefits. Trustee expenses are paid in accordance with Islands Trust expenditure policies and provincial government travel guidelines. The amount of expenses incurred reflects the number of activities a Trustee is involved in (eg: Executive Committee Member, Executive Chairs of Local Trust Committee, Committee involvement such as Financial Planning Committee, Local Planning Committee and Trust Programs Committee) and the distance traveled to attend Islands Trust activities. Expenses are lower this year due to general year-to-year variations, the location of quarterly Trust Council meetings, and increased utilization of electronic meeting technology.



BRIEFING

To: Trust Council

For the Meeting of: September 9-11, 2014

From: Financial Planning Committee

Date prepared: August 6, 2014

SUBJECT: DRAFT BUDGET ASSUMPTIONS AND GUIDELINES 2015/16 BUDGET PROCESS

DESCRIPTION OF ISSUE: Each year, budget assumptions and guidelines are developed for the next budget cycle. The assumptions and guidelines provide the underlying basis for developing many of the individual revenue and expense budget lines.

BACKGROUND: Policy 6.3.i Budget Process Policy, section C.2.d states "Budget Principles and Assumptions shall be addressed in December of each year". However, the issues are introduced in September to inform Trustees of the preliminary draft assumptions and guidelines that staff and the Financial Planning Committee will use in developing the first draft of the 2015/16 budget.

In some cases the assumptions are well-defined and unlikely to change during the budget development process. Other assumptions are less certain at this point, and will likely be amended during the budget development process.

ATTACHMENT(S): Draft Budget Assumptions and Guidelines for the 2015/16 Budget Process.

AVAILABLE OPTIONS:

Modify the assumptions and guidelines as presented.

FOLLOW-UP:

In an iterative process, as more information becomes available, the budget assumptions and guidelines will be updated and presented to the December 2014 Trust Council.

Prepared By: Cindy Shelest, Director Administrative Services
Officer

Reviewed By/Date: Linda Adams, Chief Administrative Officer/August 6, 2014
Financial Planning Committee/August 13, 2014
Executive Committee/August 29, 2014

Chief Administrative Officer

**ISLANDS TRUST
2015/2016 FINANCIAL PLAN
ASSUMPTIONS AND PRINCIPLES – Draft September 2014**

PROCESS: Each line of the Detailed Budget is reviewed on a needs-basis by the responsible budget manager, giving consideration to previous years' spending and future work programs and services (including Trust Council's Strategic Plan initiatives). Local Trust Committees (LTCs) are asked to provide their project needs and review their LTC expense budgets, passing any resolutions required to adopt/modify their budget proposals. The Trust Fund Board requests budget changes to support the goals in its Regional Conservation Plan. Directors review their respective Committee work programs to ensure work plan activities are appropriately funded. The Director of Administrative Services reviews the detailed spending and projects costs on behalf of the organization with respect to completeness and accuracy and compiles the Detailed Budget for the year. The overall Detailed Budget is reviewed by Islands Trust Management Team prior to be submitted to the Financial Planning Committee for review and consideration. A first draft of the budget is forwarded to Trust Council in December.

A. Inflation

Assumption/Principle

- Where applicable, estimated general growth in expenditures will be based on the Consumer Price Index (CPI) for Victoria, as reported by Statistics Canada.

Status

- The proposed Detailed Budget for 2015/16 presented to Trust Council in December 2014 will reflect estimated growth in CPI based on Statistics Canada reported Victoria CPI in December 2014.

B. Non-market Growth in Property Taxes

Assumption/Principle

- The property tax base within the Islands Trust Area will grow by 1% due to new development activity.
- The Islands Trust uses a report from BC Assessment on non-market growth for the Southern Gulf Islands and Salt Spring to estimate the non-market growth for the Islands Trust Area as a whole, since the assessment value of this area represents approximately 65% of the total for the Islands Trust Area.

Status

- BC Assessment will produce the report on non-market growth for the Southern Gulf Islands and Salt Spring in December 2014. Once received, data in the report will be used to adjust assumptions about non-market growth.

C. Alternate Funding Through Grants

Assumption/Principle

- The Grants Administrator monitors grant programs to seek opportunities to obtain funding for local trust committees to cover the expense of their program items.
- Management provides the Grants Administrator with an outline of local trust committee proposed projects so specific funding opportunities can be explored.
- Funding of local trust committee programs by grants reduces the requirement for funding through other sources of revenue.
- The annual budget normally includes an estimated amount of contingent grant revenue, to allow for revenue not yet identified. This amount is offset by an equal expense budget for contingent grant expenses. The result is no net effect on the bottom line.

Status

- The 2014/15 approved budget included \$60,000 in contingent grant revenue, with an equivalent expense budget. As the Grants Administrator position was reduced on April 1, 2014 from .6 to .4 FTE and its focus was narrowed to LTC projects only, the draft 2015/16 budget will include \$50,000 in contingent grant revenue and offsetting expenses.

D. Staffing Levels

Assumption/Principle

- In most cases, current staffing levels are appropriate to carry out the existing level of services and functions provided by the Islands Trust.
- Decreased staffing levels would result in a reduced level of services or functions.
- New functions or services may require either additional staffing or the deletion of some existing functions or service levels.

Status

- The Islands Trust Council has increased its requirements for advocacy work, undertaken by Trust Area Services staff. The current level of advocacy work is planned to continue until the end of 2014, and is based on

reducing work in other Trust Area Services. Should the Islands Trust Council wish to maintain advocacy work at current levels, without deletion of other Trust Area Services functions and service levels, additional staff resources would be required.

- The Islands Trust Council has previously considered the addition of staff to support improved relations between LTCs and First Nations, but determined that this work would be undertaken by trustees. Changing requirements for LTCs to consult with First Nations may require either additional staffing or the deletion of some existing functions or service levels.

E. Staffing Costs

Assumption/Principle

- In accordance with the *Islands Trust Act*, staff members at the Islands Trust are appointed subject to the *Public Services Act* and the *Public Service Labour Relations Act*. Unionized staff members at the Islands Trust are members of the BCGEU. Their compensation and benefits are subject to union contracts negotiated between the Public Services Agency and BCGEU.
- Excluded (non-union) management staff members are also subject to the *Public Service Act*. They are compensated according to a salary grid approved by the Executive Committee and consistent with the Public Service Agency Policy on Salary Administration for Management Employees. Benefits and related costs are also defined by the Public Service Agency.

Status

- A new BCGEU agreement has been negotiated which includes a 1% increase effective on April 1, 2015. BCGEU contract employees are also eligible for “step” increases as they progress in their positions. A review of eligibility will be undertaken and estimates provided within the budget.
- Most excluded staff within the Islands Trust received a one-time 3% wage increase effective April 1, 2014 and no further increases are anticipated. While excluded staff are normally eligible for “step” increases as they progress in their positions, these have been frozen by the Public Service Agency since September 2012. Estimates for the step increases that would normally apply will be included within the budget as a contingency, in the event the freeze is lifted during the 2015-16 fiscal year.
- BCGEU contract employees are also eligible for “step” increases as they progress in their positions. A review of eligibility will be undertaken and estimates provided within the budget.

F. Office facilities

Assumption/Principle

- The Islands Trust maintains office facilities for staff in Victoria, and on Salt Spring and Gabriola islands.
- The Islands Trust will continue to lease office space for trustees on Denman, Galiano and North Pender, subject to trustee needs, and subject to Policy 7.4.iv (On-Island Trustee Offices).
- No further increase in space requirements is anticipated at this time.

Status

- The Victoria office lease term expires in September 2016 and the Islands Trust must give notice of any intent not to renew the lease by March, 2016. Prior to March 2016, options will be internally evaluated to determine if the cost savings can be achieved by relocating the Victoria office and/or reducing the amount of space currently occupied.
- The Northern office (Gabriola Island) lease term expires in November 2015 and the Islands Trust must give notice of any intent not to renew the lease by May 2015. Prior to April 2015, options will be internally evaluated to determine if cost savings can be achieved by relocating the Northern office on Gabriola Island and/or reducing the amount of space currently occupied.
- The Salt Spring office lease term expires in February 2015 and the Islands Trust must give notice of any intent not to renew the lease by August 2014. Based on a preliminary review, staff have not identified alternate cost-effective locations that would be available by February 2015 and currently anticipate renewing the lease for a one year period. As other options may become available during the term of the next lease, they will be evaluated if and when they arise.
- The annual budget for 2014/15 included \$5000 for contract assistance in evaluating the applicability of the BC Public Service Agency's Leading Workplace Strategies project to the Islands Trust. A staff working group has been established to undertake this work, with contract assistance as required. The working group will prepare a report by October 2014 that will inform decisions regarding overall office space requirements for staff in Islands Trust offices.
- As of July 2014, trustees for Denman, Galiano and North Pender islands have all indicated that the maintenance of trustee offices in these locations is required.

G. General Revenue Fund Surplus

Assumption/Principle

- Trust Council's policy 6.5.i, section D.6, recommends a minimum level of Surplus as "three months of expenses net of three months of revenue, excluding revenue from property taxes or the provincial grant".
- The Islands Trust receives annual property tax funds in August of each year.

Status

- Based on the current draft of the 2014/15 budget, the General Revenue Fund Surplus balance would be \$1.991 million at March 31, 2015. As this amount represents 115% of the recommended minimum level of Surplus, no increase in the General Revenue Fund Surplus is required at this time.
- Islands Trust has not had to borrow funds in the last five years to fund operations prior to receiving the annual property tax funds.
- During development of a proposed budget for 2015/16, FPC will review the recommended amount of Surplus that should be maintained.

H. Provincial Funding

Assumption/Principle

- The provincial government provides annual funding grants to the Islands Trust, consistent with funding levels provided to other small local governments

Status

- On March 13, 2012 Islands Trust entered into a multi-year agreement with the province based on the Strategic Community Investment Fund grants. In the 2014/2015 fiscal year, the grant amount was \$119,122, representing approximately 1.6% of the Islands Trust revenue. This agreement has expired and will not be in effect for 2015/16.
- The amount of the provincial grant for 2015/16 is unknown at this time. Estimates based on prior year's averages will be used until further information is provided by the Ministry.
- Information on potential provincial funding is expected from the Ministry of Community, Sport and Cultural Development in the coming months.

I. Local Planning Services

Assumption/Principle

- The Islands Trust Council provides sufficient funding for LTCs to carry out their primary function, which is land use planning and regulatory activities within their local trust area as permitted by the *Islands Trust Act* and consistent with *Islands Trust Council Policy 5.9.1*. These activities include the development of Official Community Plans and land use regulations and the processing of development applications and referrals from other agencies. Other activities may be undertaken where the Islands Trust Council has delegated additional powers to an LTC.
- LTC development application fees are intended to partially fund the costs of development application processing.
- Local Planning Services' Planner positions are fully staffed to the levels approved by the Islands Trust Council following the 2007 Local Planning Services Review. The budget process may propose new or modified positions.
- Local Planning Services' Bylaw Enforcement positions are fully staffed to the levels approved by the Islands Trust Council following the 2008 Bylaw Enforcement Function Review. The budget process may propose new or modified positions.
- OCP and land use planning project budgets over the long-term will be distributed between LTCs based on their relative percentage of assessed value, per the resource allocation model.

Status

- All Local Planning Services positions will be fully staffed, with some minor fluctuations due to normal levels of turnover, leaves and workload variations.
- If the Salt Spring Island Local Trust Committee requests funding to continue its coordinating role for the Salt Spring Island Watershed Protection Authority, the existing contractor position will be evaluated to determine if it should become an employee position in the 2015/16 fiscal year.

J. Planner Resource Allocation

Assumption/Principle

- The current work program system which allocates planner time to LTCs will be maintained.
- Resources will continue to be fairly evenly distributed between the three planning regions (North, South, Salt Spring)

Status

- Maintaining accurate and complete planner time records continues to be a challenge due to an older, unwieldy software package which requires significant staff resources to enter information into and to maintain. Plans to replace this package continue to emerge. In January 2015 a new Public Service Agency time reporting system is being introduced into Islands Trust. Once this project is completed, any further requirements identified will be considered.

K. LTC Program and Strategic Plan Budget items in 2015/16 Draft Budget

Assumption/Principle

- The Strategic Plan provides a framework to guide the overall direction of activities for the Islands Trust, to focus finite resources, and to achieve efficiencies where there are common LTC projects.
- Following the November 2014 elections, the Islands Trust Council will review the existing Strategic Plan and may either amend or replace the goals, objectives, strategies and actions that are currently identified. Depending upon the degree of change, a new Strategic Plan may not be adopted until June or September of 2015.
- Early in the budget cycle (i.e. July-Sept) LTCs propose budget items for the next fiscal year on the basis of local priorities.
- Management evaluates initial LTC budget proposals against a number of criteria including: Does the proposal support work that is a provincial requirement?; Does the proposal directly support an activity identified in the Strategic Plan?; Does the proposal support work that is a continuation of a current OCP/LUB program?; and Does the proposal support recently adopted OCP policies? Management then prepares a draft budget for FPC discussion and consideration in November.
- FPC considers the draft budget prepared by management and evaluates all budget proposals, including those from LTCs, before recommending a draft budget to Trust Council in December.
- Trust Council provides FPC with direction regarding a further draft of the budget, to be released for public consultation in January and February. As a newly-elected Council will be in place in December 2014, the number of new or different budget proposals that arise between September and December may be higher than occur in non-election years.
- Following receipt of public comment and further recommendations from FPC, Trust Council makes the final decision on the overall budget and the individual components in March.
- LTCs have the option of requesting a Special Tax Requisition to raise funds for land use planning activities (or activities related to delegated powers) within their Local Trust Area that were not approved within the general Trust Council budget (see Trust Council Policy 6.3.ii).

Status

- Each LTC has been asked to identify LTC Budget requests for 2015/16, giving consideration to planning capacity to complete requests and the impacts of an election year transition. The current LTC will make recommendations, but have been asked to consider that it will be a new council that will be taking on the actual work. After December, the new trustees have an opportunity to review and suggest changes to the proposed budgets prior to final adoption of the budget in March 2015.
- The 2014/15 annual budget supported a reduced number of LTC programs, to reflect the completion of work near the end of the electoral term and delays in starting new work in the next electoral term. An increased budget would be required in 2015/16 if LTCs wish to continue the levels of planning activity that usually occur in the first two years of a term.

TIMELINE FOR 2015/16 BUDGET PROCESS

Date	Activity
Fri June 27/14	Budget sheets for LTCs distributed to Director LPS and RPMs
July/Aug/1st part Sept	Planners to put Budget topic on first available LTC agenda LTCs and Trustees discuss 2015/16 budget requests and work programs with Planning Staff
Wed Aug 13/14	FPC reviews draft budget principles
Tues Aug 20/14	Budget documents distributed to all Managers for development of departmental budgets. Managers review requests with Staff for input and feedback into the budget process. Director Admin Services begins consultation with Bowen Island and Trust Fund Board
Tues Sept 23/14	All LTC budget requests forwarded to the Director LPS. Director LPS discusses budget requests with Grants Administrator to review for available grants/funding.
Fri Sept 26/14	All budget requests forwarded to Director, Admin Services
Tues Oct 14/14	Management finalizes budget recommendation to FPC
Tues Oct 21/14	Draft Budget & Program List submitted to FPC
Wed Oct 29/14	FPC reviews and discusses first draft of the Budget
Oct 30-Nov 11/14	Staff make revisions to draft budget as directed by FPC
Wed Nov 12/14	FPC approves the Draft Budget and budget principles to be submitted to December Trust Council
Nov 2014	<ul style="list-style-type: none"> - continued research and planning to improve estimates for proposed operational changes - Planning staff develop "additional operations" budget proposals on behalf of LTCs to go to December Trust Council; preparation for potential local tax requisitions for individual LTCs (see policy 6.3.ii Special Property Tax Requisition)
Fri Nov 20/14	Draft Budget distributed to Trust Council Trustees
Wed Dec 3/14	<ul style="list-style-type: none"> - Trust Council endorses budget principles and preliminary budget after debate - Budget debate includes consideration of "additional operations" budgets from LTCs - Trust Council approves public consultation process
January 2015	<ul style="list-style-type: none"> - Consultation with Bowen Island and Trust Fund Board - Further refinement of 2015/16 Base Budget and discretionary spending requests - Public consultation on proposed budget conducted - LTCs who want to fund "additional operations" from special tax requisition pass a resolution to do so
February 2015	<ul style="list-style-type: none"> - LTCs proposing a special tax requisition hold public consultation meetings - Executive and FPC review of Proposed Budget and Program List - FPC recommendations on Property Tax Requisition and Bowen Island Municipality Tax Levy and LTC special tax requisitions - review public suggestions/comments regarding the budget
March 2015	<ul style="list-style-type: none"> - Trust Council approval of Base Budget and Program List, along with approval of bylaw for Property Tax Requisition, Bowen Municipality Tax Levy and LTC special tax requisitions - forward Budget Bylaw to the Minister - Budget information and news release prepared





DIRECTOR OF TRUST AREA SERVICES 2014-2015 SECOND QUARTER REPORT

Date: Aug, 2014

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. TRUST COUNCIL / TRUST PROGRAMS COMMITTEE <ul style="list-style-type: none"> Distributed 2013-2014 Annual Report to Minister Sent five letters to delegates at June Trust Council Administered 2014 Community Stewardship Awards program – sent 7 letters, designed and printed certificates, procured frames from island wood Drafted changes to Community Stewardship Awards Policy for September 	<ul style="list-style-type: none"> Implement Council's decision re Community Stewardship Awards Policy Assess resources required to complete Crown Land Profiles
2. AGENCY LIAISON and ADVOCACY <ul style="list-style-type: none"> Got approval from EC for next steps of BC Ferries advocacy Presented briefing to Sept Trust Council on the resources required to update memorandum of understanding with the BC agencies responsible for Crown Lands Presented briefing to Sept Trust Council evaluating the advocacy program Presented briefing to Sept Trust Council with draft framework for selecting advocacy topics and methods Participated in meetings of the <i>Joint Working Group for the Removal of Derelict Vessels in BC</i> and contributed to draft provincial documents re problems vessels to be released in August Drafted Chair letters to: <ul style="list-style-type: none"> BC Minister of Agriculture re consultation on Agricultural Land Reserve regulations BC Minister of Environment re artificial reef BC Minister of Environment re land-based spills Gulf Island Alliance re aquaculture BC Environmental Assessment Office re LNG Federal Minister of Transport re Pleasure Craft sewage 	<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 (Woodfibre LNG, derelict vessels, pleasure craft sewage, NMCA) Letter of comment to the National Energy Board regarding Kinder Morgan's Trans Mountain Pipeline Expansion Project (now due in March 2015) Review need to revise Trust Council protocol agreement with Industry Canada regarding land use consultation for radio communication utilities Pending Trust Council approval, negotiate amendments to agreements with the Ministry of Forests, Lands and Natural Resource Operations.
3. COMMUNICATIONS <ul style="list-style-type: none"> News Releases: <ul style="list-style-type: none"> Salt Spring LTC re Bullock lake Rezoning Application Community Stewardship Awards Recipients September Islands Trust Council Program Researched new Trademark Act per Islands Trust logo 	<ul style="list-style-type: none"> Implement high priority items on EC's communications work plan Provide service to BIM upon request
4. HUMAN RESOURCES <ul style="list-style-type: none"> Worked with management team on organizational improvements requested in staff survey 	<ul style="list-style-type: none"> Continue amendments to staff operations manual Revise Communications Specialist job profile to reflect increased emphasis on electronic communications Quarterly check-in with TAS staff on achieving objectives in performance plans



ISLANDS TRUST FUND

TRUST FUND BOARD REPORT TO TRUST COUNCIL Second Quarter 2014-2015

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. STRATEGIC PLANNING/ADMINISTRATION	
<p>Ronald Bertrand appointed to Trust Fund Board for 1-year term, effective July 31, 2014</p> <p>Circulated final forage fish mapping report to Thetis, Hornby and Denman LTCs as well as conservation partners; posted to Islands Trust website</p> <p>Approved new Annual Monitoring Procedure</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 future Regional Conservation Plan</p> <p>Ongoing Eelgrass mapping with Sea Change Marine Conservation Society</p>
2. COVENANT AND PROPERTY ACQUISITIONS	
<p>Approved Appleby NAPTEP Covenant (Salt Spring) and submitted it for registration.</p> <p>Approved covenant on C. Cunningham Nature Reserve (Salt Spring) and submitted it for registration.</p>	<p>Negotiate two NAPTEP covenants (1 on Hornby, 1 on North Pender) and three regular covenants (1 on Salt Spring, 1 on North Pender, 1 on South Pender)</p> <p>Continue to negotiate covenant for the John Osland Nature Reserve (Lasqueti)</p> <p>Facilitate transfer of a 5 hectare (12.5 acre) protected area on Salt Spring</p> <p>Assist Thetis Island Nature Conservancy with acquisition campaign to purchase a 16 hectare property known as Burchell Hill</p>
3. PROPERTY AND COVENANT MANAGEMENT	
<p>Completed annual monitoring of all covenants and properties and found no significant new issues</p> <p>Fenced the root zone around two large trees in Elder Cedar NR to mitigate soil compaction; signage installed (Gabriola)</p> <p>Researched and identified legal road access for Lasqueti nature reserves</p> <p>Installed additional signage at David Otter Nature Reserve (Bowen) to help prevent trespass by mountain bikes</p>	<p>Issue annual letter reporting the results of the monitoring visits to all landowners, covenant holders and management groups</p> <p>Hold community trail building event at Mt Trematon in September to develop safer route to the summit</p> <p>Install signage to reduce trespass onto private lands adjacent to the Lasqueti nature reserves</p> <p>Investigate options for repairing stairs and improving trail to beach at Ruby Alton Nature Reserve (Salt Spring)</p>

*As of September 2014 the Trust Fund Board
owns 25 properties and holds 67 covenants (of which 22 have NAPTEP certificates)*



ISLANDS TRUST FUND

TRUST FUND BOARD REPORT TO TRUST COUNCIL Second Quarter 2014-2015

<p>Installed signs and markers for the new trail in the Vanilla Leaf Land Nature Reserve that connects with the Mid Galiano Conservation Network trails</p> <p>Installed dog waste containers at Medicine Beach Nature Sanctuary (North Pender)</p>	
4. COMMUNICATIONS	
<p>Mailed out Landowner Outreach brochure (developed in partnership with Lasqueti Nature Conservancy) and reply cards to all Lasqueti landowners</p> <p>Designed an interpretive sign to help protect the root zone of mature trees at Elder Cedar Nature Reserve (Gabriola)</p> <p>Created a Facebook page for ITF</p>	<p>Develop Fall/Winter edition of The Heron (newsletter of the ITF)</p> <p>Issue News Releases about:</p> <ul style="list-style-type: none"> • Protection and restoration of the mature trees in Elder Cedar Nature Reserve (Gabriola) • Lower Burchell Hill Nature Reserve Fundraising campaign <p>Compile responses to Lasqueti mailout</p>
5. FUNDRAISING AND CONSERVANCY SUPPORT	
<p>Installed ITF's customized client/donor database</p> <p>ITF recognized at celebration for completion of Brooks Point Regional Park acquisition</p> <p>Met with Thetis Island Nature Conservancy to discuss fundraising for the Lower Burchell Hill Nature Reserve</p> <p>Attended Squitty Bay Day to support Lasqueti Island Nature Conservancy and promote conservation options to landowners</p> <p>Galiano Conservancy Association awarded \$1,300 Opportunity Fund grant for costs associated with transfer of Finlay Lake property</p>	<p>Continue outreach on planned giving</p> <p>Migrate contact data to new ITF client/donor database</p> <p>Negotiate partnership agreement re: campaign for Burchell Hill (Thetis)</p>

*As of September 2014 the Trust Fund Board
owns 25 properties and holds 67 covenants (of which 22 have NAPTEP certificates)*

TRUST PROGRAMS COMMITTEE WORK PROGRAM REPORT

To: Islands Trust Council

Updated: Sept 2014 Trust Council

WORK PROGRAM

1. **BC FERRIES ADVOCACY PROGRAM (Strategic Plan 4.2)**
 - Support engagement by Trust Council and trustees on BC Ferries issues
2. **COMMUNITY STEWARDSHIP AWARDS**
 - Amend and implement policy changes post September council
3. **VACANT CROWN LAND PROFILES**
 - Evaluate the resources required to complete the profiles for Bowen Island, Gambier LTA, and Ballenas-Winchelsea Islands

CONTINUING ITEMS

INDICATOR PROGRAM

- Research high-priority indicators, such as census and housing

LEGISLATIVE MONITORING

- Monitor changes and report to Trust Council (March 2015)

Lisa Gordon
Designate Staff

Paul Brent
Chair

2011 – 2014 TPC Chair Report to the Incoming Trust Programs Committee
By Paul Brent, August 2014

Term 2011 (actually 2012) through 2014 held some interesting challenges for the Trust Programs Committee (TPC). The single biggest test was the management of scarce resources (staff time and budget) when faced with Trust Council's escalating demand for advocacy support in response to a variety of current and emerging issues. The Islands Trust Council responded to diverse issues with different advocacy approaches, from simple consideration with no action through letter writing to in-depth research and communication outreach.

Trust Program Committee reviewed a few draft advocacy related briefings for Trust Council relating to:

- more ferry funding to stop fare increases & service decreases;
- oil carrying bulk tankers in the Salish Sea;
- establishment of a Southern Strait of Georgia National Marine Conservation Area Reserve; and
- proposed frameworks to improve Trust Council's decision-making about advocacy.

In addition to helping Trust Programs Committee advise Trust Council on advocacy topics, Trust Area Services staff managed Trust Program Committee topics such as:

- Encouraging understanding and voluntary stewardship of water resources through guiding a water education materials project, leading to an Inventory of Water Education Resource Materials linked from the Water Conservation page on the Trust website.
- Guiding the design of a session on economic sustainability delivered at a Trust Council session with 50 island members (MLA's, electoral area directors, Chambers of Commerce, San Juan county staff, trustees, etc. to share experiences, initiatives and best practices).
- An assessment of a full-fledged review of the Island Trust Policy Statement (which did not proceed).
- Providing advice to Trust Council about a draft bylaw to transfer some of Trust Council's powers to the Salt Spring Local Trust Committee.
- Providing recommendations on the Indicator program (statistics) for the Islands Trust area, complicated by the reduction in data collection by government agencies.
- Reviewing legislative monitoring briefings destined for Trust Council.
- Managing the process of the Community Stewardship Awards program (which proved quite variable during the term, with 18 nominations one year followed by only seven nominations two years later).

Due to other priorities, the Trust Programs Committee chose not to complete the Crown Land Profiles project. The incomplete Crown land profiles for Bowen Island, Gambier Local Trust Area, and Ballenas-Winchelsea Islands did not progress this term. In particular, the profile for the Gambier Local Trust Area might have been useful to the Gambier Local Trust Committee during its advocacy about proposed woodlots on Gambier Island.

Thoughts for the 2015-2018 Trust Programs Committee

It is important to understand the resources available to the Trust Programs Committee and specifically the potential resource draw that the Executive and Trust Council may make regarding advocacy (and other) issues. It is crucial that the remaining resources are both adequate and efficiently allocated to enable Trust Programs to fulfill its core functions.

With rejection of a full-fledged Island Trust Policy Statement review in 2011 -14, the incoming Trust Programs Committee may want to reconsider some level of Policy Statement amendment or review (targeted, partial or full) in its term.

The next TPC might also consider the continuation of this term's BC Ferries advocacy work. We end our term not only by advocating for more equitable (with other modes like transit, roads & inland ferries) funding for BC Ferries.

Trust Council has endorsed taking a longer view that would see the Trust advocate (to the Province) to develop a 30 year plan for ferries, including vessel and terminal replacement.

It is recommended that the new TPC reconsider an initiative to design a session at Trust Council with representatives of island and coastal communities to discuss potential (future) models of marine transportation integrated with land-based transportation. TPC asked Council to endorse this initiative in June 2014. That Council decided not to endorse it, but discussed referring the initiative back to the next TPC for its discussion.

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: September 9-11, 2014

From: Trust Programs Committee

Date Prepared: August 11, 2014

SUBJECT: COMMUNITY STEWARDSHIP AWARD POLICY AMENDMENTS

RECOMMENDATION:

That the Islands Trust Council replace Policy 2.1.xi Administration of the Community Stewardship Awards Program dated September 16, 2009 with Policy 2.1.xi Community Stewardship Awards Program dated September 9, 2014.

SENIOR STAFF COMMENTS:

The proposed amendments reduce program costs by half and resolve administrative difficulties or policy interpretation challenges that staff have encountered in recent years. The amended policy also removes detailed procedures which belong in the staff operations manual.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Adopting an updated policy would reflect current procedures and practices that have shifted over the years, and will provide greater clarity to nominators, nominees, staff and trustees, thereby streamlining the process for everyone. The proposed revisions would see the program offered every two years instead of annually, freeing up staff and committee time for other Trust Council projects.

FINANCIAL: The proposed revisions specify that each award will not exceed \$100, and that local trust committees may use up to \$100 from their local trust committee budgets to pay for presentation ceremony costs. It also proposes offering the program in alternate years, reducing the cash costs of the program by half.

POLICY: This recommendation would amend and re-name Policy 2.1.xi Administration of Community Stewardship Awards Program.

IMPLEMENTATION/COMMUNICATIONS: The revised policy will be circulated to holders of the Islands Trust Policy Manual and placed on the Islands Trust website. It will also be reviewed with all staff who are responsible for administering the Community Stewardship Award program.

Staff will draft a Community Stewardship Award Program Administration Procedure for the Operations Manual.

OTHER: None

BACKGROUND

In 2002, Trust Council initiated an 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. Policy 2.1.x.i was established in 2003 and was last amended in 2009.

The current Community Stewardship Awards policy states that the Trust Programs Committee will review the program and consider revision to the process as needed. In August 2014, the Trust Programs Committee reviewed and recommended the attached amended policy. The amendments to the policy 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.
- Policy and staff procedures are separate:
 - This change is consistent with approach being taken for all new policy and for the staff operations manual.
- 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.
- Financial limits are more specific:
 - A new \$100 limit per local trust committee awards ceremony.
 - A new \$100 limit per award reduces the risk that a round of nominees could receive rewards inferior to those given in other years if Trust Council decides to give many awards in any one year.
- Change to eligibility:
 - Trust Fund Board appointees are now listed explicitly as being ineligible.
 - These changes allow for former staff, trustees and contractors to be eligible twenty-four months after they have received their last payment for services.
 - These changes increase clarity and ensure that organizations providing services to the Islands Trust continue to be eligible so long as Islands Trust did not fund the nominated project or, in the case of a Trust Fund Board conservation project, contribute more than 50% of the in-kind or cash value of the project.

REPORT/DOCUMENT:

- 1) Policy 2.1.xi Administration of Community Stewardship Awards Program (changes accepted version)
- 2) Policy 2.1.xi Administration of Community Stewardship Awards Program (marked up version)
- 3) Community Stewardship Awards - Overview of Program and Awards To-Date (post June 2014)

KEY ISSUE(S)/CONCEPT(S):

The awards program has clearly defined criteria and roles for staff and trustees, and clearly defined guidelines for nominators and nominees.

RELEVANT POLICY:

- 1) Islands Trust Policy Statement
- 2) 6.5.iii Purchasing Procedure

DESIRED OUTCOME:

Efficient and effective delivery of the Community Stewardship Award Program.

RESPONSE OPTIONS**Recommended:**

That the Islands Trust Council adopt amendments to Policy 2.1.xi Administration of Community Stewardship Awards Program in the version dated September 9, 2014.

Alternative:

- 1) That different revisions to Policy 2.1.xi Administration of Community Stewardship Awards Program be adopted. E.g.:
 - Continue to deliver the program annually.
 - Encourage support letters, but direct them only to local trustees to provide background for the confidential comments they provide to the Trust Programs Committee and the Islands Trust Council as part of the evaluation process.
 - Encourage support letters, but limit the number that can be provided.
 - Remove eligibility from organizations that receive any Islands Trust staff support, contracts or grants.
 - 2) That Policy 2.1.xi Administration of Community Stewardship Awards Program not be amended at this time.
-

Prepared By: Clare Frater, Policy Advisor

Reviewed By/Date: Lisa Gordon, Trust Area Services Director July 31, 2014
Trust Programs Committee, August 11, 2014
Executive Committee, August 26, 2014



Chief Administrative Officer

2.1.xi Policy***DRAFT AMENDMENT WITH CHANGES ACCEPTED*****COMMUNITY STEWARDSHIP AWARDS PROGRAM**

Trust Council: March 7, 2003

Amended: December 5, 2003; September 16, 2005; December 8, 2006;

March 11, 2009; September 16, 2009; September XX, 2014

A: PURPOSE:

1. To define policies that will ensure a fair and effective Community Stewardship Awards program in accordance with related policies of the Islands Trust Council.
2. To provide an opportunity for the Islands Trust to proactively and positively engage island communities in promoting stewardship within the Trust Area.

B: 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 Policy 6.5.iii Purchasing Procedure

C: POLICY:**GENERAL**

1. The Islands Trust Council will establish an Islands Trust Community Stewardship Awards Program to recognize and encourage the actions of individuals and organizations that support the mandate of the Islands Trust.
2. The Islands Trust Council will offer the Community Stewardship Award program every two years, on odd-numbered years.
3. The Trust Programs Committee of Trust Council will be responsible for initiating the Islands Trust Community Stewardship Awards Program in the first quarter of an odd-numbered year.

NOMINATION ELIGIBILITY

4. The program will be open to any individual, school (or classroom), community group, non-profit or business entity that has demonstrated efforts to enhance a community or its environment in the Trust Area in a manner consistent with the mandate of the Islands Trust.
5. Current staff members, contractors, and trustees are not eligible as individual nominees and only become eligible twenty-four months after receiving final payment from the Islands Trust.
6. Organizations are not eligible as nominees if current staff members, contractors or trustees played a leadership role in the organization during the implementation of the nominated project or work.
7. 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.
8. 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.
9. Nominations can relate to either a single project, or to work carried out over a period.
10. At the time of nomination, the project or work must be ongoing or must have been completed within the previous twenty-four months.
11. Nominations must be received by the deadline established by the Islands Trust. Nominations submitted after the deadline will not be accepted unless the delay is due to a technical or logistical error on the part of the Islands Trust.

NOMINATION PROCESS

12. Nominations will be invited under the categories of individuals, organizations, or other. The 'other' category may include, but is not limited to awards for enduring achievement, climate change (adaptation and/or mitigation), youth, or posthumous recognition.
13. Members of the public and other agencies may nominate individuals or organizations.
14. Each nominator may make one nomination per category every two years.
15. All nominators will be required to fill out the Islands Trust Community Stewardship Awards Nomination Form.
16. Each individual or organization nominated for an award must indicate acceptance of the nomination by signing the nomination form, or by sending an email to accept the nomination and to confirm the information provided in their nomination form is accurate.
17. After the close of nominations, each nominee will receive a letter from the Islands Trust Chair recognizing their nomination.

NOMINATION EVALUATION

18. In May of odd-numbered years, the Trust Programs Committee will evaluate and recommend award recipients to Trust Council for up to two awards in each of the individual and organizational categories, and for up to two additional awards in those or other categories while considering:
 - a) the confidential comments provided by local trustees; and
 - b) the following criteria:
 - i. relationship of project or work to the Islands Trust Policy Statement,
 - ii. benefits to the community or Trust Area,
 - iii. collaboration with others,
 - iv. innovation,
 - v. community support.
19. In June of odd-numbered years, the Islands Trust Council will decide upon the Community Stewardship Award recipients while considering the items in section 18 above as well as the Trust Program's Committee's recommendations
20. Nominations will be evaluated based on the information in the nomination form. Letters of support or other supporting materials will not be part of the evaluation.

AWARD PRESENTATION

21. Local trust committees and/or island municipalities will present the awards to the recipients. If an Islands Trust Council meeting is scheduled on a recipient's island in September, the local trust committee may choose instead to present the award(s) at that meeting.
22. The Awards will consist of framed certificates and/or small mementoes that represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.

PROGRAM COSTS AND FEES

23. The cost for each award will not exceed \$100.
24. Local trust committees may use up to \$100 from their local trust committee budgets to cover the costs of a public presentation ceremony.

2.1.xi ProcedurePolicy**ADMINISTRATION OF PROPOSED REVISIONS**

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COMMUNITY STEWARDSHIP AWARDS PROGRAM

Trust Council: March 7, 2003

Amended: December 5, 2003; September 16, 2005; December 8, 2006;

March 11, 2009; September 16, 2009; September XX, 2014**A: PURPOSE:**

1. To define policies ~~and procedures~~ that will ensure a fair and, effective ~~and coordinated~~ process to implement the annual Community Stewardship Awards program in accordance with related policies of the Islands Trust Council.
2. To provide an opportunity for the Islands Trust to proactively and positively engage island communities in promoting stewardship within the Trust Area.

B: REFERENCES:

1. ~~The Islands Trust Act defines the Islands Trust's purpose, referred to in the legislation as its "object":~~
~~"The object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia."~~
2. ~~The Islands Trust Policy Statement:~~
 - 2.1. ~~Guiding Principle: The primary responsibility of the Islands Trust Council is to provide leadership for the preservation, protection, and stewardship of the Trust Area's amenities, environment, and resources.~~
 - 2.2. ~~The Islands Trust Policy Statement includes many policies that depend upon others for their implementation. Recognition and encouragement of those actions that are supportive of the Islands Trust mandate will assist in the implementation of the Policy Statement.~~
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 Policy 6.5.iii Purchasing Procedure

C: POLICY ~~and~~ PROCEDURES:**GENERAL**

1. [The Islands](#) Trust Council will establish an Islands Trust Community Stewardship Awards Program to recognize and encourage the actions of individuals and organizations that support the mandate of the Islands Trust.
2. [The Islands Trust Council will offer the Community Stewardship Award program every two years, on odd-numbered years.](#)
3. [The Trust Programs Committee of Trust Council will be responsible for initiating the Islands Trust Community Stewardship Awards Program in the first quarter of an odd-numbered year.](#)

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NOMINATION ELIGIBILITY

4. The program will be open to any individual, school (or classroom), community group, non-profit or business entity that has demonstrated efforts to enhance a community or its environment in the Trust Area in a manner consistent with the mandate of the Islands Trust.
- a) Current staff members, contractors, and trustees are not eligible as individual nominees and only become eligible 24twenty-four months after receiving final payment from the Islands Trust.
- 5.
- e)
6. O-and-organizations are not eligible as nominees if current staff members, contractors or trustees played a leadership role in the organization during the implementation of the nominated project or work.
7. 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.
8. 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.
- 4)
9. Nominations can relate to either a single project, or to work carried out over a period.
10. At the time of nomination, the project or work must be ongoing or must have been completed within the previous twelve-twenty-four months;- and
- e)
11. Nominations must be received by the deadline established by the Islands Trust. Nominations submitted after the deadline will not be received-accepted unless the delay is due to a technical or logistical error on the part of the Islands Trust.

NOMINATION PROCESS

12. Nominations will be invited under the categories of individuals, organizations, or other. The 'other' category may include, but is not limited to awards for enduring achievement, climate change (adaptation and/or mitigation), youth, or posthumous recognition.
2. Staff will use the following nomination process for Community Stewardship Awards:
- a) Members of the public and other agencies will be invited to may nominate individuals or organizations.;
- 13.
- b) Trust Area Services staff will remind trustees to promote the program and encourage nominations from their own communities.
- c) Each nominator will be permitted to may make -one nominations per category every two years.;

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14.

d) All nominators will be required to fill out the Islands Trust Community Stewardship Awards Nomination Form. ~~(Schedule A). Any additional nomination information provided on separate sheets of paper must not exceed 1000 words;~~

15.

e) ~~Nominations will be invited under the categories of individuals, organizations, or other. The 'other' category may include, but is not limited to, awards for enduring achievement, climate change (adaptation and/or mitigation), youth, or posthumous recognition.~~

f) 16. Each individual or organization nominated for an award must indicate acceptance of the nomination by signing the nomination form, ~~and returning it to the Islands Trust or by sending an email to accept the nomination and to confirm the information provided in their nomination form is accurate,; and~~

g) 17. After the close of nominations, each nominee will receive a ~~certificate of nomination, letter from the Islands Trust Chair recognizing their nomination.~~

NOMINATION EVALUATION AND SELECTION PROCESS

~~The Islands Trust will use the following process for evaluating the Community Stewardship Awards:~~

~~Trust Area Services staff will ask trustees from all of the local trust areas in which nominations have been received to comment on the merits of nominations. This information will be included in Trust Programs Committee decision materials;~~

18. ~~In May of even-odd-numbered years, t~~The Trust Programs Committee will evaluate ~~and make recommendation award recipients to Trust Council for up to two awards in each of the individual and organizational categories, and for up to two additional awards in those or other categories while considering:~~

a) ~~the confidential comments provided by local trustees; and~~

b) ~~the following criteria:~~

i. ~~relationship of project or work to the Islands Trust Policy Statement,~~

ii. ~~benefits to the community or Trust Area,~~

iii. ~~collaboration with others,~~

iv. ~~innovation,~~

v. ~~community support.~~

~~the following criteria:~~

19. ~~relationship of project or work to the Islands Trust Policy Statement, benefits to the community or Trust Area, collaboration with others, innovation, and the level of community support and involvement;~~In June of ~~even-odd-numbered years, t~~The Islands Trust Council will ~~select~~decide upon the Community Stewardship Award recipients while considering the items in section 18 above as well as the Trust Program's Committee's recommendations:
~~the Trust Programs Committee's recommendations;~~

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ISLANDS TRUST POLICY MANUAL

~~the confidential comments provided by local trustees; and~~

~~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;~~
- ~~community support.~~

20. Nominations will be evaluated based on the information in the nomination form. Letters of support or other supporting materials will not be ~~considered during the evaluation process~~ part of the evaluation.

SELECTION PROCESS

~~The Islands Trust Council will use the following process to select the Community Stewardship Award recipients:~~

3.

~~In May of even-numbered years, the Trust Programs Committee will make recommendations to the Islands Trust Council for up to two awards in each of the individual and organizational categories, and for up to two additional awards in those or other categories.~~

a)

b) ~~In June of even-numbered years, the Islands Trust Council will review the Trust Programs Committee recommendations and decide upon the award recipients.~~

c) ~~Following Trust Council's decision, staff will notify recipients by phone prior to distributing press release.~~

AWARD PRESENTATION

21. Local ~~Trust Committees and and/or Island Municipalities~~ Trust Committees and/or Island Municipalities will present the awards to the recipients ~~individuals and organizations. If an Islands Trust Council meeting is scheduled on a recipient's island in September, the local trust committee may choose instead to present the award(s) at that meeting.~~

a)

~~Trust Area Services staff will include recognition of recipients and other nominees in the e-news publications and on the Islands Trust website.~~

22. The Awards will consist of framed certificates ~~and/or~~ and/or small mementoes that represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.

a) ~~The Trust Programs Committee will review the program and consider revisions as needed.~~

4. ~~Staff will implement the Community Stewardship Awards Program annually based on the following schedule:~~

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Comment [CF3]: Move to Community Stewardship Award procedure in operations manual

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February	Award program announced (news release with broad distribution to media and potential nominators, notice board posters, web page information and on-line nomination form)
March	Provide program materials to trustees for local promotion.
End April	Deadline for receipt of nominations and initial staff screening of nominations for eligibility.
May	Nominations forwarded to Trust Programs Committee members for consideration.
May	Trust Programs Committee recommendations to Trust Council.
June	Trust Council decision regarding awards and Award recipients notified.
Aug	Trust Programs Committee review of the program and process, if needed.
Fall	Awards presentation at a Local Trust Committee or Island Municipality meeting.
Fall	Recognition of recipients and other nominees in e-news and on website.

PROGRAM COSTS AND FEES

- ~~The Awards will consist of an engraved plaque or other small memento.~~
23. ~~The total costs of for each award will not exceed \$1600.00.~~
24. ~~Local trust committees may use up to \$100 from their local trust committee budgets to pay for cover the costs of a public presentation ceremony costs.~~
- 5.
6. ~~Trust Area Services staff will provide support to the Trust Programs Committee in implementing the awards program.~~

Note : *Previously attached nomination form has been deleted from this revised policy.*

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Community Stewardship Award Program

2002-2014 Overview

Nominations per Island 2002 – 2014:

Since 2002, there have been 160 nominations in total, 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 2011.

	2002-2013	2014-Indiv.	2014-Group	Total 2002-2014
Pender	41	3		41
Salt Spring	28	1		28
Hornby	18			18
Mayne	10			10
Denman	11		1	11
Saturna	9	1		9
Galiano	8		1	8
Lasqueti	7			7
Gabriola	7			7
Bowen	6			6
Thetis	4			4
Gambier	2			2
Trust Wide	2			2
Total	153	5	2	160

Recipients per Island 2002 – 2014

Since 2002, there have been 70 Community Stewardship Awards recipients in total. The number of awards has ranged from three awards in 2002 to eight awards in 2012.

	Total 2002-2014
Salt Spring	16
Pender	15
Hornby	6
Denman	6
Saturna	6
Bowen	4
Mayne	4
Gabriola	3
Galiano	3
Lasqueti	3
Gambier	2
Thetis	1
Trust Wide	1
Total	70

Summary Community Stewardship Award Recipients

2014

Island	Recipient	Project	Award
Denman	Association of Denman Island Marine Stewards	For protecting the marine environment over a 15-year period	Group
Galiano	Galiano Conservancy Association	For 25 years of leadership in sustainable community building	Group
Saturna	Brian Hollingshead	For championing coastal ferry services	Individual
Pender	Christa Grace-Warrick	For 25 years of promoting community connection through newspaper publishing	Individual
Salt Spring	David Denning	For inspiring people about Salt Spring Island's natural world	Individual
Pender	Paul and Monica Petrie	For fundraising to complete the Brooks Point Regional Park	Couple
Pender	Barrie Morrison and Nancy Waxler-Morrison	For creating an ecological legacy for the Pender Islands	Posthumous

2013

Island	Recipient	Project	Award
Saturna	Richard Blagborne	For his role in saving and restoring the Fog Alarm building at East Point Park.	Individual
Gabriola	Chris and Judith Plant	For promoting and demonstrating sustainability through book publishing.	Individual
Salt Spring	Jan Slakov	For her environmental and social justice leadership.	Individual
Salt Spring	Salt Spring Island Water Council	For ten years of work on water issues on the island.	Group
Lasqueti	Lasqueti Island Forage Fish Team	For monitoring beaches for forage fish habitat.	Group
Mayne	Mayne Island Conservancy Society	For their shoreline care program.	Group
Denman	Ana Miriam Leigh (posthumous)	For her 20 years of support to women facing violence on Denman Island	Special enduring achievement

2012

Island	Recipient	Project	Award
Bowen	Dr. Donald Marshall	For initiatives to reduce, reuse and recycle.	Enduring Achievement
Denman	Peter Karsten	For conservation programs and projects.	Climate Change
Gabriola	Gabriola Island Health Care Foundation, Society and Auxiliary	For building the Gabriola Island Urgent Care Medical Clinic	Group
Gambier	Stuart Watson	For his work with the Gambier Fire Equipment Group and	Individual

		Langdale Access Group	
Hornby	Hornby Quilters Group	For 36 years of fundraising	Group
North Pender	Margot Venton	For working to protect the Southern Resident Killer Whale	Individual
Saturna	Saturna Ecological Education Centre	For building an Ecological School	Group
Salt Spring	Anne Macey	For supporting agriculture and food security	Individual

2011

Island	Recipient	Project	Award
Bowen	Sue Ellen Fast	For her community and conservation work	Individual
Hornby	Hornby New Clinic Committee	For planning, coordinating and building a new community medical clinic	Group
North and South Pender	Pender Island Fire Rescue Department	For serving and protecting the Pender Islands.	Group
Galiano	Jane Wolverton	For her work with the Galiano Food Program	Individual
North and South Pender	Barry Mathias	Car Stops Program	Climate Change
North and South Pender	Sara Steil	For her community and conservation work	Enduring Achievement

2010

Island	Recipient	Project	Award
Denman	Patti Willis	For preservation of the Denman Island environment.	Individual
North Pender	Tekla Deverell	For her gardening mentorship program for young people	Individual
North Pender	Sylvia Pincott	For preservation of the Pender Island environment	Enduring achievement
Salt Spring	Dorothy Cutting	For the West Coast Climate Equity website and her climate change education work	Climate change
Saturna	Jon Guy	For his many contributions to the vitality of Saturna Island's community life	Enduring achievement

2009

Island	Recipient	Project	Award
Denman	Patricia McLaughlin	For her work on marine stewardship.	Individual
Hornby	Hornby Island Residents and Ratepayers' Association	For its efforts to mitigate our impacts on the climate by developing a non-motorized trails network on Hornby Island.	Group
Salt Spring	Salt Spring Island Conservancy	For its "Stewards in Training" schools program	Group
Salt Spring	Kelsey Mech	For her work in developing	Individual

		Environmental Action Day and an environmental action youth group	
Salt Spring	Jacqueline Booth (Posthumous nomination)	For her work on terrestrial and marine ecosystem mapping and conservation.	Individual

2008

Island	Recipient	Project	Award
Lasqueti	Lasqueti Island Nature Conservancy	For its work in expanding Squitty Bay Provincial Park from 13 to over 51 hectares	Group
Saturna	Lyall Creek Salmon and Trout Enhancement Project	For their work to restore Lyall Creek's salmon and trout habitat	Group
Mayne	Mary Cooper	For her work with the Mayne Island Integrated Water Systems Society to conserve water	Individual
Salt Spring	Maureen Moore	For her work to save Salt Spring Island's Creekside Rainforest	Individual
Saturna	Geri Crooks	For her work to stabilize the future of emergency medical responses on Saturna	Enduring Achievement
Lasqueti	Alisdair and Nancy Gordon	For their donation of Mount Trematon to the Trust Fund Board, to be protected for the community in perpetuity	Special Contribution

2007

Island	Recipient	Project	Award
Gambier	Gambier Island Conservancy	For its fund-raising to acquire and protect Mount Artaban as a nature reserve.	Group
Salt Spring	Salt Spring Island Alternative Gypsy Moth Control Program	For implementing an ecologically-friendly program to control the outbreak of gypsy moths.	Group
Gabriola	Jenny Brown McLeod	For her work on groundwater management and protection on Gabriola Island.	Individual
North Pender	Karl Hamson	For his community service and commitment to sustainability.	Individual
North Pender	Ursula Poepel	For her work in removing invasive plants on the island since 1986 and her donation of land to the	Special Enduring Achievement

		Pender Island Parks Commission.	
North & South Pender	The Pender Post, a non-profit publication established in 1971	For its dedication to building the Pender Islands community	Special Enduring Achievement

2006

Island	Recipient	Project	Award
Pender	Michelle Marsden and the BC Coastal Clean Up Campaign	For the removal of marine wrecks and beach cleanup.	Group
Salt Spring	Salt Spring Island Conservancy	Mount Erskine Campaign to create Mount Erskine Provincial Park.	Group
Thetis	Bob Burgess, Gulf Islands Rainwater Connection Ltd.	For his work on rain water harvesting.	Individual
Mayne	Ann Johnston	For her work on recycling on Mayne Island.	Individual

2005

Island	Recipient	Project	Award
Hornby	The Hornby Water Stewardship Project	For their work on water testing and public education to protect water quality.	Group
Mayne	Mayne Island Japanese Gardens	For creating a memorial garden to honour the Japanese families of Mayne Island.	Group
Hornby	Hilary Brown	For her ongoing work of almost seven decades to make Hornby Island a better place to live.	Individual
Bowen	Katherine Dunster	For her conservation work and promotion of the 'slow islands' movement.	Individual

2005 Honourable Mentions

Denman	Denman Conservancy Association	For their annual house and garden tour fund-raising event.	Special Honourable Mention
Pender	Nicholas and Naomi Wilde-Van Ginkles of Pender	For their work to sensitize the community to the environmental impact of chemicals.	Special Honourable Mention

2004

Island	Recipient	Project	Award
Salt Spring	Spring Island Stream and Salmon Enhancement Society	For their watershed and stream restoration work, primarily on Salt Spring Island.	Group

Salt Spring	Salt Spring Island Residents For Responsible Land Use	For their work in the preservation of Walker Hook.	Group
Galiano	Ken Millard	For his ongoing work as the Director of the Galiano Conservancy.	Individual
Salt Spring	Tom Gossett	For many years of work for watershed protection.	Individual

2003

Island	Recipient	Project	Award
Bowen	Bowen Island Forest and Water Management Society	For compiling a vast range of community information onto a single CD Rom.	Group
All Islands	Islands in the Salish Sea Mapping Project	For gathering diverse community knowledge and communicating it through artistic maps.	Group
Denman	Jenny Balke	For restoration work in Valens Brook and enhancing community awareness about the need to preserve environmentally sensitive areas.	Individual
Hornby	Tony Quin	For his work in preserving the 170 hectare Link-Parsons property as a park.	Individual

2002

Island	Recipient	Project	Award
North Pender	Trincomali Improvement District	For providing and maintaining a secure water supply to the Trincomali subdivision and educating new property owners about the restrictions on water use.	Group
Salt Spring	Island Wildlife Natural Care Centre	For their naturopathic approach to the care and rehabilitation of wildlife.	Group
Salt Spring	Maureen Milburn	For her work in negotiating the Maxwell Lake conservation covenant.	Individual

REQUEST FOR DECISION

To: Trust Council

For the Meeting of: September 9-11, 2014

From: Executive Committee

Date Prepared: August 20, 2014

SUBJECT: PROTOCOL AGREEMENTS ABOUT CROWN LAND

RECOMMENDATION:

That the Islands Trust Council add to its 2011-2014 Strategic Plan a new item: “Negotiate a new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations,” and recommend that the next Trust Council retain this item as a strategic priority.”

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

The Islands Trust Council entered its first Protocol Agreement with the Province regarding Crown Land in 1994, followed by two more Protocol Agreements and three Letters of Understanding related to Crown Land with different provincial agencies over the following five years. Since that time, provincial agencies have undergone considerable reorganization and allocation of roles, including consolidation of the responsibility for Crown land into one ministry - the Ministry of Forests, Lands and Natural Resource Operations, which was created in March 2011. In regards to aquaculture (the topic of one agreement), a court decision transferred some responsibilities to Fisheries and Oceans Canada. Also since the original agreements were created, the Islands Trust Council has identified other priorities for staff work, leaving little time for related amendments to these agreements. Consolidating and revising the 1994-1999 agreements with one agency will create greater consistency and clarity in consultations on Crown Land tenure in the Islands Trust Area, both at the local and Trust-wide level. This would also be an opportunity to correct references to provincial and Islands Trust bodies, including Bowen Island Municipality. Staff expect that the time spent on these revisions will reduce the time currently spent attempting to get information and convey Islands Trust interests to provincial agencies late in the referral or consultation process.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Current Protocol Agreements and Letters of Understanding are with agencies that have been re-configured, re-named and re-staffed, resulting in lapses in familiarity and compliance with the agreements. While responsibilities for Crown lands rested with several different ministries when the agreements originated, the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) is currently the single agency responsible for Crown Land in BC. It has the jurisdiction to enter into one agreement covering most of the issues now covered by three protocol agreements and three letters of understanding.

Bowen Island Municipality may have an interest in being more explicitly named in the agreements, or may choose to enter into its own agreements with the Province. It is not known whether Bowen Island Municipality will have staff or Council time available to consider its role in the revised agreement(s).

Executive Committee provided the authority for this project in 2012, as required by Policy 2.1.iv. Subsequently, the CAO and the Director of Trust Area Services invested approximately one

week in this project but were not able to maintain momentum because of other priorities assigned by Executive Committee and Trust Council. Staff have recently confirmed FLNRO's continued interest in and availability for this project. Engaging with the Province to amend these agreements would require sustained political and staff commitment, which is why staff are seeking confirmation from Trust Council that this can be a high priority project for the next year, using at least two weeks of full-time equivalent effort from the CAO and the Director of Trust Area Services, and at least two days from the Director of Local Planning Services. See implementation section below for details.

FINANCIAL: Legal review is an optional expense, and is provided for in the TAS budget, which is \$5,000 in 2014-2015.

POLICY: none

IMPLEMENTATION/COMMUNICATIONS:

- a) August 2014: Staff confirmed with their counterparts at MFLNRO that there is current interest in renewing agreements with the Islands Trust.
- b) Sept 2014: Confirm with Trust Council that this major work item will be a part of the strategic plan that it recommends to the next Council.
- c) Sept 2014: Draft a project charter clarifying the scope and impact of the revisions (E.g. Do we intend to expand the number and types of referrals that LTCs will receive) and assigning roles and deadlines to the relevant partners.
- d) Sept 2014: Formally notify Bowen Island Municipality about Trust Council's decision, asking its preferred role in the revision process, and proceed without the Municipality if no response is received by March 2015.
- e) Oct 2014-June 2015: Advise the Ministry of Community, Sport and Cultural Development of the intention to revise existing protocol agreements and circulate drafts to the Minister for comment when ready.
- f) Oct 2014-June 2015: Proceed with revising the agreement(s) and letters of understanding in consultation with local planning staff and provincial staff.
- g) July 2015: Draft an RFD for Executive Committee to approve the revisions
- h) August 2015: Draft an RFD for Trust Council to approve the revisions.
- i) Sept 2015: Assuming Trust Council's approval of the amended agreements, forward the agreements to the Minister of Community, Sport and Cultural Development for approval, followed by signing by Islands Trust representatives.
- j) Sept 2015: Once finalized, post the agreement on the Islands Trust website and distribute to affected parties for regular use in future consultations.
- k) Ongoing: Islands Trust local planning and policy staff will regularly advise FLNRO staff when the provisions of protocol agreement might apply, and meet annually or as may be specified in the revised agreement.

BACKGROUND

The Islands Trust Council currently has three Protocol Agreements and three Letters of Understanding with provincial agencies related to Crown Land. Each of the agreements is intended to foster regular consultation and coordination of decision-making that respects the interests of the Islands Trust in the "disposition" of Crown Land. Disposition is defined broadly in the *Land Act* to include any changes in the Province's interests in Crown Land, including land covered by water.

If the protocol project is to proceed, it makes most sense to review and consider combining all six into one Protocol Agreement and one Letter of Understanding. The relevant documents are listed below and on the following webpage: <http://www.islandstrust.bc.ca/trust-council/cooperation-agreements/provincial.aspx>

Jun-28-1994: [Protocol Agreement](#) on Crown Lands In the Trust Area between Ministry of Environment, Lands and Parks Lands Regional Operations Department and Islands Trust.

Jun-28-1994: [Letter of Understanding](#) on Crown Land Administration within the Islands Trust Area between Ministry of Environment, Lands and Parks Lands Regional Operations Department and Islands Trust.

Jan 27-1997: [Protocol Agreement](#) on Aquaculture Uses in the Islands Trust Area between the Provincial Ministry of Agriculture, Fisheries and Food and the Islands Trust. As some provincial responsibilities were transferred to Fisheries and Oceans Canada following a court decision, this agreement may be obsolete and will need careful review before confirming its inclusion in an agreement with MFLNRO.

Dec-10-1997: [Protocol Agreement](#) on Forest Land Uses in the Islands Trust Area between the Provincial Forest Land Commission and the Islands Trust. (In 2000 BC merged the Forest Land Commission with the agricultural Land Commission into the Land Reserve Commission. Under the current government, the *Forest Land Reserve Act* was repealed, and replaced by the *Private Managed Forest Land Act*. Staff are not yet able to advise on the implications of covering these topics during the revision process.

Jun-21-1999: [Letter of Understanding](#) between the Ministry of Forests and the Islands Trust concerning the Establishment of Woodlots in the Islands Trust Area that respect the Object of the Islands Trust while Supporting the Local Island Forest Economic Base.

Nov-26-1999: [Letter of Understanding](#) between BC Assets and Land Corporation and the Islands Trust concerning the Use and Protection of Crown Land Resources through Balancing Local and Provincial Interests.

Previous direction from Executive Committee and Trust Council for this work

April 17, 2012 EC resolution re Protocol with BC re Crown Land

It was Moved and Seconded that the Executive Committee has reviewed staff's work program with regard to timeframes and resource implications and instructs staff to propose revisions to the protocol agreement and letters of understanding with the Province of British Columbia relating to interests in Crown Land.
CARRIED

In 2012, staff did draft preliminary revisions to the 1994 Letter of Understanding, while consulting with Jay Bradley, Senior Policy Analyst at the MFLNRO Land Tenures Branch to assess what kind of changes would be acceptable to the province. After attempting to address the issues through the Letters of Understanding, staff concluded that amendments to Trust Council's June 1994 Protocol Agreement must occur before amending the Letters of Understanding.

In September 2012, Executive Committee had a joint meeting with Bowen Island Municipality representatives and asked if they wanted to be listed as parties to the revised protocol agreement or negotiate their own agreement. In Oct 3, 2012, the Islands Trust Chair followed up with a letter to Bowen Island Municipality:

"As mentioned at our meeting, we are in discussion with provincial agencies to review our protocol agreement with them regarding the use of provincial crown land and invite you to participate in creating a new agreement. The current agreement is available on our website [here](#). A draft of potential amendments will be shared with your planning staff."

Bowen Island Municipality at that time was short-staffed and had other priorities, so was not able to respond requests to clarify their interests in this project. There have been no further

discussions with BIM and no indication of their interest in this project, but staff are prepared to re-engage on the topic with Trust Council's support.

By September 2012, when Trust Council approved its 2011-2014 strategic plan, the Protocol Agreement project was not identified for action and staff time was directed to higher priority projects.

At June 2014 Trust Council, a new business item arose concerning the process the Province was following to issue woodlot tenures in the Gambier Island Local Trust Area. Gambier Island local trustees and planning staff had been unsuccessful in upholding the provisions of the June 21 1999 Letter of Understanding about woodlots in the Islands Trust Area. Staff proposed that one way to improve the process in future would be to update the now obsolete Protocol Agreement and the Letters of Understanding between the Province and the Islands Trust.

Trust Council responded by passing this resolution on June 19, 2014:

It was MOVED by Trustee Stamford and SECONDED by Trustee Hagedorn:

That the Islands Trust Council request the Executive Committee to review the staff resources available to update and combine Trust Council's six existing agreements (1994-1999) into one agreement with the Ministry of Forests, Lands and Natural Resource Operations in order to implement the sections of the Islands Trust Policy Statement regarding Crown Land and return to Trust Council with recommendations for next steps.

REPORT/DOCUMENT: None

KEY ISSUE(S)/CONCEPT(S): Cooperation with the province in upholding the Islands Trust object.

RELEVANT POLICY: The direction for this work comes from Sections 9 and 29 of the *Islands Trust Act* and from Trust Council Policy 2.1.iv (Coordination Agreements Process)

Sections 9 and 29 of the *Islands Trust Act*

9 (1) For the purpose of carrying out the object of the trust, the trust council may enter into, on its own behalf or on behalf of one or more local trust committees, agreements with one or more of the following respecting the coordination of activities in the trust area:

- (a) the government of British Columbia;
- (b) the government of Canada;
- (c) an agent of the government of British Columbia or Canada;
- (d) a municipality, regional district, board of school trustees or francophone education authority;
- (e) a first nation.

(2) An agreement under subsection (1) is subject to the approval of the minister.

(3) If there is a conflict between an agreement under subsection (1) and a bylaw or agreement of a local trust committee, the agreement under subsection (1) prevails.

29(4) The government, or an agency of the government as defined in the *Public Service Labour Relations Act*, must not develop, begin construction on or dispose of land located in the trust area unless the government or the agency of the government, as the case may be, first gives notice of the development, construction or disposition to the trust council.

The Islands Trust Council has adopted [Policy 2.1.iv – Coordination Agreement Process](#) to guide the development of coordination agreements with other agencies at both the political and staff levels. These agreements are intended to foster regular consultation and coordination of

decision-making that respects the interests of the Islands Trust in the “disposition” of Crown Land. Disposition is defined broadly in the *Land Act* to include any changes in the Province’s interests in Crown Land, including land covered by water. The policy distinguishes between:

- a ‘Protocol Agreement’, which Trust Council may enter into pursuant to Section 9 of the Islands Trust Act, or a local trust committee may enter into pursuant to Section 24(2) of the Islands Trust Act
- a ‘Letter of Understanding’, which the CAO may enter into with other agencies at an administrative level, often to implement a Protocol Agreement.

DESIRED OUTCOME: Consideration of the Islands Trust’s object during provincial decisions about Crown Land.

RESPONSE OPTIONS

Recommended: That the Islands Trust Council add to its 2011-2014 Strategic Plan a new item: “Negotiate a new protocol agreement and letter of understanding with the Ministry of Forests, Lands and Natural Resource Operations” and recommend that the next Trust Council retain this item as a strategic priority.

Alternatives: Do not pursue amendments to existing agreements at this time.

Prepared By: Lisa Gordon, Director, Trust Area Services, Aug. 20, 2014

Reviewed By/Date: Executive Committee, August 26, 2014



Chief Administrative Officer

To: Trust Council

For the Meeting of: September 9-11, 2014

From: Executive Committee

Date: August 28, 2014

SUBJECT: ADVOCACY PROGRAM EVALUATION 2011-2014

DESCRIPTION OF ISSUE:

This briefing provides an informal evaluation for the Islands Trust Council on the current term's advocacy program. Trust Council's Advocacy Policy 6.10.iii states that, "In the last year of every Islands Trust Council term the Executive Committee will review and evaluate the effectiveness of the advocacy work undertaken during the term, considering the general policies in section E."

This briefing focuses on the advocacy work done at the Trust-wide level, and not on advocacy arising from Official Community Plan advocacy policies at the local level.

BACKGROUND:

'Advocacy' is the act of influencing and/or seeking cooperation with other agencies and decision-makers about laws, regulations, policies, programs, budgets, priorities, and other decisions relevant to the Islands Trust mandate. Advocacy could focus on any level of government and could be in support of any aspect of the mandate: the social, economic and natural environment and amenities of the Islands Trust Area.

Advocacy has become a much bigger focus for Trust Council over the last decade, as government funding has been dropping for regulatory functions and services such as BC Ferries and Coast Guard while resource extraction and shipping from Canada's west coast has been increasing. There has been no increase in the number of letters or delegations requesting advocacy, but there appears to be a greater willingness for Trust Council to pass resolutions triggering advocacy actions in response to those requests.

Policy and Legislative Framework

The direction for this work comes from Sections 8 and 9 of the *Islands Trust Act*, from the Islands Trust Policy Statement and from Trust Council Policy 6.10.ii (Advocacy Policy). Trust Council's approval of the Advocacy Policy was a significant milestone for the program in this term, and has already aided decision-making and created greater consistency and clarity in staff and trustee roles.

Evaluating Trust Council's 2011-2014 Advocacy Program

Measuring Outputs / Outcomes / Progress / Success

It is relatively easy to measure the outputs or efforts expended in support of the advocacy program – whether it be represented by time spent (staff and trustees) or letters sent. Outcomes and impacts are much more difficult to measure, and are tied to how Trust Council defines the original goal / objective of an advocacy project. If the goal is to represent the Islands Trust's Object to a regulatory agency, we can measure the number of letters, meetings, media coverage or UBCM resolutions resulting on a given issue. In contrast, if the goal is to change legislation, it may be a decade before results

are seen and any credit for an outcome would have to be shared with all the other parties advocating for the same thing. For specific detail on this term's advocacy activities and outcomes please see advocacy tracking table attached.

Advocacy methods

Depending on the issue, advocacy requires a balance of proactive and reactive approaches requiring short-term and long-term commitments. Typical trustee activities include reviewing staff research and reports, suggesting agenda items, voting on whether to approve proposed activities, approving draft letters, attending meetings with other decision-makers and speaking to the media. Typical staff activities include research, reporting to Council and its committees, providing input into consultation opportunities, participating in working groups, drafting Chair correspondence, news releases or speaking notes, and working directly with staff from other agencies. For more detail on the pros and cons of the various methods and products, please see September 2014 Trust Council Briefing 5.7 on advocacy decision-making framework.

Measuring compliance with Advocacy Policy Section E

Trust Council's Advocacy Policy 6.10.iii requires the end-of-term program evaluation to assess the level of compliance with the general policies in Section E, displayed in the table below.

	Advocacy Policy 6.10.iii Section E - General Policies	Compliance measure: <ul style="list-style-type: none"> • always • usually • sometimes • rarely • never
1.	From Communications Policy 6.10.ii: "In all communications, staff and trustees should identify whether they are representing a Local Trust Committee, the Executive Committee, Trust Council, or the Trust Fund Board" or speaking as an independent elected official or private citizen."	Usually
2.	Islands Trust bodies will conduct their advocacy activities in a manner that enhances Islands Trust's reputation as an organization that works proactively, constructively and collaboratively to advance the Object in an informed, organized, respectful, and transparent way.	Usually
3.	Islands Trust bodies will ensure that their advocacy positions are consistent with the <i>Islands Trust Act</i> , the Object and established policy and are supported by a resolution of Trust Council, Executive Committee, Trust Fund Board or local trust committee.	Always
4.	Islands Trust bodies will ensure that their advocacy positions consider the roles and needs of all other bodies of the Islands Trust. When practical, Islands Trust bodies will coordinate their advocacy efforts through the Executive Committee so that related issues can be advanced strategically, in the context of Trust Council's Strategic Plan.	Usually
5.	When making decisions about new advocacy positions and actions, Islands Trust bodies will base those decisions on research, such as: a) a review of related past Trust Council and Executive Committee decisions and actions; b) consistency with the Islands Trust Policy Statement; c) consistency with Official Community Plan policies; d) relevant evidence; e) contextual information; f) an assessment of partnership opportunities; g) implications of proceeding or not proceeding with certain courses of	Usually

	action; and h) potential workload implications for staff and trustees.	
6.	When practical, Islands Trust bodies will proactively monitor the legislation and policy development activities of other levels of government so that advocacy actions can be undertaken early in the policy development process when they might be most effective.	Usually
7.	When developing an advocacy position, or substantially changing an advocacy position, Islands Trust bodies will consult other Islands Trust bodies that could be affected. The consulted body will consider adding the item to its next public agenda and convey through a resolution whether or not there are any concerns, the nature of the concern and, if appropriate measures that would resolve or address the concern. In the case of an urgent matter, an Islands Trust body may wish to comment through a resolution without meeting process.	Usually
8.	Islands Trust bodies will adapt their advocacy strategies in response to changing political and economic contexts and new information.	Always
9.	Islands Trust bodies will consider the impact on existing work programs when considering advocacy positions.	Usually
10.	Islands Trust bodies will ensure their advocacy positions and strategies: a) respect the roles and needs of other stakeholders, and demonstrate a sincere attempt to build lasting relationships, even during conflict; b) are non-partisan; and c) respect the public policy process by targeting requests to decision-making bodies with the mandate to act on the request and; demonstrate adequate knowledge and expertise, using scientific knowledge where appropriate.	Always
11.	Advocacy letters from Islands Trust bodies to elected officials should be signed by an elected official and be grounded in a resolution made at a public meeting.	Always
12.	Before announcing an advocacy position, Islands Trust bodies will prepare a strategic communications plan, and prepare for media attention and comment from constituents, stakeholders or partners. Community outreach may be considered before and/or after taking a position.	Rarely
13.	When entering partnerships for the purpose of advocacy Islands Trust bodies will consider broader implications such as: a) conflicts may arise between the requirements of statutes such as the <i>Community Charter</i> or <i>Local Government Act</i> and the practices of non-governmental groups; b) partnerships may require employees to receive confidential information requiring prior authorization by Trust Council or the Executive Committee consistent with Trust Council Policy 7.1.vii Receipt of Confidential Information from External Government Organizations and Agencies; and c) partners may expect commitments for a longer duration than a one-year budget cycle or three-year election cycle.	Always
14.	Islands Trust bodies will ensure that advocacy strategies involving partnerships, especially those using the Islands Trust logo, include agreement among all partners on the provisions in E.12, the roles and responsibilities within the partnership and the decision-making processes.	Always

Opportunity Cost

Trust Council's increasing interest in advocacy has led to an increase in demand on the Policy Advisor's time from less than 10% in 2004, to 40% in 2010, to 60% of the Policy Advisor's time in 2014. In June 2014, Trust Council supported Executive Committee's recommendation that staff maintain a 60% focus on advocacy until December 2014.

This increased level of service has been enabled in part by reinstating the Director of Trust Area Services (TAS) position in September 2007 and creating the Legislative Services Manager position in October 2010, but also by side-tracking other duties and opportunities. Staff continue to recommend reducing the focus on advocacy back to 30-40% in order to allow the TAS Policy Advisor and the TAS Director to better implement existing legislation, Trust Council policies and cooperation agreements.

Other opportunities that would advance the Islands Trust object include:

- communications,
- the indicators program,
- amending the Policy Statement,
- improving relations with First Nations,
- updating or entering new protocol agreements,
- updating or creating new operational policies, and
- completing the Crown Land profiles for Gambier, Keats, Anvil and Bowen Islands.

The issue of local trust committees assigning local planning staff to provide advocacy is beyond the scope of this evaluation, but it can be assumed that such assignments detract from land use planning services.

ATTACHMENT: Advocacy tracking table 2011-2014

AVAILABLE OPTIONS:

- a) Recommend changes to the advocacy program.
- b) Recommend revisions to Policy 6.10.iii for more specific evaluation measures.
- c) Recommend continuation of end-of-term evaluation adhering to the minimum standard defined in policy 6.10.iii.
- d) Recommend future program evaluation include island public feedback.
- e) Recommend future program evaluation be done by a contract specialist.
- f) Recommend budget for additional Local Planning Services resources to provide policy advice and advocacy on land use planning issues.
- g) Recommend that the public consultation process for the next term's strategic plan include questions specifically about the advocacy program (e.g. what topics to focus on and what level of investment should be allocated to it compared with other functions).

FOLLOW-UP:

Director of Trust Area Services will use sections of this report during trustee orientation and ensure staff recommendations on advocacy initiatives comply with Advocacy Policy 6.10.iii.

Prepared By: Lisa Gordon, Director of Trust Area Services

Reviewed By/Date: Executive Committee – August 26, 2014



Chief Administrative Officer

Summary of Islands Trust Council Advocacy Activities, Aug 21, 2104

Activities Directed through the Islands Trust Council's 2011-2014 Strategic Plan

Topic	Strategic Plan section	Activities	Outcome (if known)
Advocacy Policy	N/A	2013: TC adopted Advocacy Policy 2013: TC session - Advocacy 2014: TC voted to directed 60% of policy staff time to advocacy (informed by 6-page briefing)	New Advocacy Policy – greater consistency, role clarity and a requirement for end-of-term program evaluation.
Policy Statement Goal A: Ecosystem Preservation and Protection			
Southern Strait of Georgia National Marine Conservation Area Reserve (NMCA)	2.2.1	2012: TC voted to support NMCA and made recommendations (informed by 7-page briefing) 2013: 1 Chair letter	
	2.2.2	2012: EC members attended 2 Parks Canada workshops 2012: Staff attended an NGO workshop	
Oil spill prevention and response regime	2.3.1	2011: 7 Chair letters 2012: 3 Chair letters 2012: Organized session at AVICC on local government involvement in oil spill response (offered twice) 2012: UBCM resolution and 3 page backgrounder (not selected for debate but another endorsed resolution amended to include our key message). 2012: Proposed session to UBCM (not accepted) 2012: TC session – Oil Spill Response (Sept. TC meeting) 2013: 2 Chair letters and 1 joint letter with San Juan County Chair 2013: Chair participated in the Port Metro Vancouver's Liquid Bulk Handling Informational Tour to Norway	<ul style="list-style-type: none"> • Raised awareness • Improved relationships • Federal studies on behaviour of diluted bitumen • Provincial consultation re industry funding for oil spills • Federal plan to work collaboratively to develop and implement tailored oil spill response plans in our region • Changes to liability and compensation regime

Topic	Strategic Plan section	Activities	Outcome (if known)
		2014: 2 Chair letters 2014: Chair, Vice-Chair and staff interviewed by Pacific Pilotage Authority	
Oil tanker traffic increase	2.3.2	2011: 1 Joint mayors/Chair letter 2012: Chair and staff met with National Energy Board staff 2012: 2 Chair letters 2012: News release re TC opposition to expansion of oil exports by barge and tanker and distribution of 2013: EC met with President of Kinder Morgan Canada 2013: TC session - Kinder-Morgan Presentation (June TC meeting) 2013: Staff supported Kinder Morgan staff re island consultations 2014: TC decided to request commenter status to National Energy Board (informed by 9-page briefing) 2013: Staff attended Kinder Morgan stakeholder consultation meeting 2014: Chair attended Tsartlip First Nation community meeting and provides a package of information on Island Trust's tanker and shipping advocacy work	<ul style="list-style-type: none"> • Raised awareness • National Energy Board accepted application to provide letter of comment
	2.3.3	2012: Chair spoke in oral hearings related to oil tanker traffic increase and provided written submission	<ul style="list-style-type: none"> • Raised awareness • Federal government approved Enbridge Northern Gateway project with 209 conditions
	2.3.4	2012: Chair presentation at AVICC Convention 2013: Chair presentation to Regional District Nanaimo Board, San Juan County marine managers	<ul style="list-style-type: none"> • Raised awareness

Topic	Strategic Plan section	Activities	Outcome (if known)
		workshop and Gabriola Island and Lasqueti Island communities 2013: TC session – Oil Spill and Shipping Advocacy 2014: Chair presentation to Pender Island community/Mayne Island community/ Capital Regional District sub-committee	
	2.3.5	2012: 2 trustees and staff attended 1,000 tonne mock oil spill exercise 2012: 5 trustees attended 10,000 tonne oil spill exercise 2014: Staff attended transboundary oil spill exercise	<ul style="list-style-type: none"> Increased understanding by responders of Trust Area community needs Improved relationships
Derelict vessels, docks	2.3.6	2011: 1 Chair letter 2012: 1 Chair letter 2013: 4 Chair letters 2013: UBCM: organized resolution (endorsed), clinic (well-attended) and meeting with Minister (16 local governments represented) 2013 and 2014: Trustees, staff and communities contribute to federal inventory 2014: 2 Chair letters 2011-2014: Ongoing-Islands Trust participation on derelict vessel working group.	<ul style="list-style-type: none"> Increased profile of problem Better documentation / understanding of problem Provincial information document to be produced
Howe Sound Management Plan	2.3.9	2013: 1 Chair letter 2013: UBCM: Participated in a minister meeting 2013: Chair and staff attended Howe Sound Community Forum meeting 2014: GMLTC hosted Cumulative Impact Framework webinar	
	2.3.10	2014: Mapping provided to partners and project proponents	
Effective	2.4	2012: 1 Chair letter	<ul style="list-style-type: none"> Raised awareness

Topic	Strategic Plan section	Activities	Outcome (if known)
regulation of aquaculture		2013: 1 Chair letter 2013: Staff meetings held with provincial staff 2014: Successfully proposed AVICC aquaculture session (attended by IT staff and trustees) 2014: Staff attended Senate aquaculture hearing 2014: 1 Chair letter with maps 2014: Staff provided 9-page briefing to TC 2014: TC session - Aquaculture Resource Management (June TC meeting)	<ul style="list-style-type: none"> Improved relationships
Effective regulation of marine sewage	2.5	2014: Staff participated in stakeholders' meeting re Saanich Inlet 2014: Research and mapping completed. 2014: 1 Chair letter	<ul style="list-style-type: none"> Improved relationships Improved understanding of regulatory impact
Environmental Assessment processes (BC and federal)			
Raven Underground Coal Mine (marine impacts)	2.3.7	2012: 2 Chair letters	<ul style="list-style-type: none"> May/13 BC EAO rejected proposal as submitted
BURNCO Aggregate Project (marine impacts)	2.3.8	2013: 1 LPS staff letter 2013: 1 Chair letter 2014: Ongoing LPS staff participation in Environmental Assessment Office working group.	<ul style="list-style-type: none"> Project description revisions include requested marine components Application expected in Fall 2014
Roberts Bank Terminal 2 project (Container vessel traffic increase)	Dec 2013 TC (related to SP. 2.3.1)	2013: 1 Chair letter	<ul style="list-style-type: none"> Jan 2014: Minister referred project for an environmental assessment by an independent review panel.
Policy Statement Goal B: Stewardship of Island Resources			
Water Act reform	3.2	2013: 2 Chair letters and 11 page submission	<ul style="list-style-type: none"> Water Sustainability Act received Royal Assent May 29, 2014 Comes into force after April 2015.
Policy Statement Goal C: Sustain Island Character and Healthy Communities			

Topic	Strategic Plan section	Activities	Outcome (if known)
BC Ferries	4.2.1	2014: 2 Freedom of Information requests	
	4.2.2	2012: 8 page submission with letter and news releases (100+ printed copies distributed widely) 2012: Regional District/Islands Trust Chairs meeting Ferry Commissioner 2012: Regional District/Islands Trust Chairs meeting with Minister of Transportation 2013: News release 2013: 3 letters 2013: Regional District/Islands Trust Chairs meeting with Minister of Transportation/Premier 2014: 4 Chair letters 2014: Chair opinion-editorial in Vancouver Sun 2014: News release 2014: Chair participating in UBCM sub-committee.	<ul style="list-style-type: none"> • Raised awareness

Advocacy topics not the Islands Trust Councils 2011-2014 Strategic Plan

Topic	Strategic Plan section	Activities	Outcome (if known)
Agricultural Land Reserve	TC - Dec 2013 in response to a trustee RFD	2013: 1 Chair letter 2014: 2 Chair letters	
Department of Peace	TC - Sept. 2012 in response to a delegation (Resolution TC 184/12)	2012: 2 Chair letters	
Proposed sinking of former HMCS Annapolis in Halkett Bay	EC - July 29, 2014 (Resolution EC -2014-126) in response to trustee correspondence	2014: 1 Chair letter	<ul style="list-style-type: none"> • 2014: Federal government paid \$860,000 to remove PCB's from the non-profit-owned vessel
Seaweed harvesting permits	EC - Aug 20, 2013 in response to NGO correspondence	2013: 1 CAO letter 2013: UBCM - attended meeting with Minister	<ul style="list-style-type: none"> • 2013 and 2014: Permits issued with conditions
Fraser Surrey	TC - June 2013	2013: 1 Chair letter	<ul style="list-style-type: none"> • August 2014: Project

Docks' Application for a Direct Transfer Coal Facility (marine impacts)	resolution resulting from trustee briefing	2012: signed existing joint open letter	approved
Mining in the Trust Area	EC - Jan.23-24 2013 in response to trustee correspondence (Resolution EC 107-2013)	2013: 1 Chair letter	<ul style="list-style-type: none"> 2013: Gold Commissioner denied request for a new reserve
Smart Meters	TC - Sept. 2012 in response to a delegation (Resolution TC 183/12)	2012: 1 Chair letter	<ul style="list-style-type: none"> 2013: Province announced Smart Meter program opt-out option
Cycling Infrastructure in Rural Communities	TC - March 2012 in response to a delegation (Resolution TC 102/12)	2012: 1 Chair letter	
Woodfibre LNG project environmental assessment process (marine impacts)	TC - June 2014 EC - July 2, 2014 (Resolution EC-2014-108) (in response to BCEAO invitation to comment)	2014: 1 Chair letter 2014: Sensitive ecosystem, and eelgrass mapping products provided to Woodfibre LNG	<ul style="list-style-type: none"> Comments being considered Islands Trust invited to join working group (decision pending) Application expected in Fall 2014

New Islands Trust Council agreements

Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP)	2013: TC endorsed Terms of Reference 2013: Chair signed Statement of Cooperation 2014: Coastal Douglas-fir and Associated Ecosystems Conservation Action Plan session (June TC meeting)
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Acronyms:

AVICC: Association of Vancouver Island and Coastal Communities;
 BCEAO: BC Environmental Assessment Office;
 EC: Islands Trust Executive Committee;
 GMLTC: Gambier Island Local Trust Committee;
 LPS: Local Planning Services;
 TC: Islands Trust Council;
 UBCM: Union of BC Municipalities

Decision-making framework for selecting Islands Trust Council advocacy topics

	Proposed Objectives for Trust Council and Executive Committee to use When Selecting Advocacy Topics	HIGH	MEDIUM	LOW
1	The Islands Trust Council is advocating on topics important to upholding the Islands Trust Mandate			
1.1	Level of risk to Islands Trust Area environment			
1.2	Level of risk to Islands Trust Area communities			
2	The Islands Trust Council is advocating on topics urgent to upholding the Islands Trust Mandate			
2.1	Imminent risk to Islands Trust Area environment or communities			
2.2	Current / upcoming statutory/ consultation process			
2.3	A key decision will soon be made by another entity			
3	The Islands Trust Council is advocating on topics of current importance to islanders			
3.1	Significant public concern and support (evidenced by surveys / polls / delegations / correspondence)			
4	The Islands Trust Council is advocating on topics that are consistent with legislative, policy and strategic direction			
4.1	<i>Islands Trust Act</i> supports advocacy on this topic			
4.2	Islands Trust Policy Statement supports advocacy on this topic			
4.3	Islands Trust Council's Strategic Plan commits to the topic			
4.4	Past Islands Trust involvement in the topic / likelihood of continued involvement			
5	The Islands Trust Council is advocating on topics over which it has influence / impact			
5.1	Has potential for getting topic actively worked on by key agency/agencies			
5.2	Credible evidence is available to support the position on the topic			
5.3	Fills a gap in advocacy on the topic that is not filled by other organizations			
5.4	Has potential for influencing partners / other entities to advocate on the topic			
5.5	Is likely to affect decision(s)			
6	The Islands Trust Council is advocating on topics that require reasonable effort, time and resources			
6.1	Can be completed within existing work program and budget			
6.2	Can be completed with existing information and expertise			
6.3	Can be completed as a cooperative effort with other entities			

Islands Trust Advocacy Methods / Activities / Products

<i>Ongoing staff services to support political decisions on specific advocacy topics</i>	
1	Monitor proposals for legislative and regulatory changes (BC and federal)
2	Estimate workload implications for staff and trustees
3	Build and maintain good relationships with counterparts at BC and Federal agencies, which can include letters of understanding or protocol agreements
4	Build and maintain good relationships with counterparts at other advocacy groups, local governments and First Nations
5	Research into social, economic and environmental indicators (e.g. Crown Land Profiles)
6	Prepare voting recommendations for Executive Committee AVICC and UBCM resolutions
<i>Methods that staff recommend after the political decision to pursue a specific topic</i>	
7	Assess the risks of taking a given position, or not taking it
8	Research into past Trust Council and Executive Committee decisions and actions
9	Research consistency of proposed positions with the Islands Trust Policy Statement and Official Community Plan policies
10	Research into advocacy done by other local governments, partners and allies (including attending meetings or conference calls)
11	Monitor media for developments on current topics and track impact of Islands Trust communications, storing info in a way that can be searched and retrieved as issues evolve
12	Research into evidence supporting or contradicting the proposed position
13	Assess opportunities for partnerships / alliances
14	Draft letters (sometimes jointly with partners) for a designated spokesperson, usually the Chair
15	Copy letters to other local governments / First Nations / NGOs encouraging them to take similar action
16	Prepare elected officials for media interviews
17	Draft major submissions for legislative / regulatory and environmental assessment consultation processes (e.g. BC Ferries and <i>Water Act</i>)
18	Organize educational workshops and presentations for elected officials and public (eg at AVICC and UBCM)
19	Organize meetings with Ministers (e.g. at UBCM), sometimes with other local governments
20	Draft resolutions and backgrounders for the annual conventions of AVICC and UBCM
21	Prepare agendas and speaking notes for minister meetings and coordinate other participants (e.g. derelict vessels at UBCM)
22	Participate in inter-agency working groups
23	Communicate and report status to partners, public and elected officials

Staff select from among the above methods when providing advice to Executive Committee and Trust Council, and provide analysis of the implications of choosing each method.

AVAILABLE OPTIONS:

1. Recommend changes to the list of objectives for selecting advocacy topics
2. Recommend ways to assign numeric rank or weight to the objectives
3. Recommend changes to the list of advocacy methods
4. Recommend how this information should be shared with the next Executive Committee or Council

FOLLOW-UP: The Director of Trust Area Services will use this information during trustee orientation and while providing advice to future Executive Committees and Trust Council.

Prepared By: Lisa Gordon, Director, Trust Area Services, August 26, 2014

Reviewed By/Date: Executive Committee, August 26, 2014



 Chief Administrative Officer

Islands Trust Council
200-1627 Fort Street
Victoria BC V8R 1H8
Chair Sheila Malcolmson
Members of Council
Marie Smith, Executive Coordinator Email: msmith@islandstrust.bc.ca

Re: Howe Sound (Woodfibre) LNG: Thank you

Dear Chair Sheila Malcolmson and the members of the Islands Trust Council:

Thank you for taking the time recently to listen to my presentation on the matter of the proposed LNG plant at Woodfibre. Your support and the letter you sent to the EAO Review reaffirming that your response should in no way be construed as lessening the Islands Trust Council's opposition to LNG and oil tanker traffic through the Salish Sea is much appreciated. Every day there are more people joining our campaign to stop this project that is so wrong for Howe Sound. As you know the SCRD is supporting the strong resolution carried unanimously by the Town of Gibsons. Lions Bay has passed a similar resolution and West Vancouver has also passed one unanimously. Attached please find a list of the resolutions. We will update you as changes and additions may occur.

The period of public comment on the Valued Components for the environmental assessment of the proposed LNG plant closed on Sunday, July 27th. Over 1,000 comments were received. (Please see link below) These are overwhelmingly opposed to this project – for a wide variety of safety, environmental and economic concerns. A much-repeated concern is the exclusion from the Working Group of representatives of populations along the path to the open ocean of these massive LNG Supertankers– especially the communities of Bowen, Lions Bay, West Vancouver and Gibsons.

Please continue to oppose the inappropriate and dangerous location of this LNG plant and take measures that would ensure such a facility will not be built in Howe Sound.

Sincerely,

Eoin Finn, B.Sc., Ph.D., MBA
Bowyer Island, Howe Sound
efinn@shaw.ca

**(http://www.eao.gov.bc.ca/pcp/comments/woodfibre_lng_comments.html).

VILLAGE OF LIONS BAY: May 20, 2014 Regular Council Meeting

Mayor Broughton thanked Mr. Finn and advised that the Village of Lions Bay had also passed a similar resolution in concert with the 2008 UBCM resolution, which was sent to the federal government.

Moved: Councillor Ronsley

Econded: Councillor McLaughlin

WHEREAS the waters of Howe Sound, Georgia, Haro, Malaspina and Juan de Fuca Straits provide a vital habitat for diverse bird and fish species, a corridor for recreational and marine traffic and an attraction for upland settlement; and

WHEREAS Woodfibre LNG is soliciting interest to build an LNG export plant in Howe Sound, which will involve the passage of up to 40 LNG tankers annually in the Georgia Strait, which will interfere with existing marine traffic, put at risk these ecologically important and sensitive inland waters, and negatively impact upland development along this route;

THEREFORE BE IT RESOLVED that the Village of Lions Bay urges the federal government to ban the passage of LNG tankers in the waters of the Malaspina, Georgia, Juan de Fuca and Haro Straits, and Boundary Pass.

CARRIED (Unanimously)

Regular council Agenda – July 29, 2014

Regular Council Meeting Minutes – Tuesday, July 15th, 2014 Page 9

<http://www.gibsons.ca/include/get.php?nodeid=808>

NOTICE OF MOTION

R2014-250

Councillor Bouman – LNG Tanker Traffic in Howe Sound and Georgia Strait

MOVED by Councillor Bouman

SECONDED by Councillor Johnson

WHEREAS the waters of Howe Sound and the Georgia Strait provide a vital habitat for diverse bird and fish species, a corridor for commercial and recreational marine traffic and an attraction for upland settlement;

AND WHEREAS Woodfibre LNG is soliciting interest to build an LNG export plant in Howe Sound, which will involve the passage of up to 40 LNG tankers annually in the Georgia Strait, which will interfere with existing marine traffic, put at risk these ecologically important and sensitive inland waters, and negatively impact upland development along this route;

THEREFORE BE IT RESOLVED that Gibsons Council urge the federal government to ban the passage of LNG tankers in the waters of Howe Sound and the Georgia Strait, and to request the support of other communities around the Howe Sound to support this resolution.

CARRIED (Unanimously)

DISTRICT OF WEST VANCOUVER: July 21, 2014 Council Meeting

Council Briefs: July 21 Meeting

Jul 25, 2014 Delegation regarding Woodfibre LNG Limited Proposal for Liquefied Natural Gas Plant in Howe Sound:

Information presentation was provided and Council resolved to advise the environmental assessment office of concerns regarding super tanker safety, rogue waves, foreshore erosion, conflicting waterway uses, and the LNG terminal in Howe Sound and tanker traffic, in response to their request for feedback on the Woodfibre LNG project; and request inclusion in any existing and future committees, working groups and consultative bodies regarding the tanker traffic and location and operation of the LNG plant; and to write to the federal government with a suggestion to ban the passage of LNG tankers in the waters of Howe Sound.

CARRIED (Unanimously) [Video](#)

SUNSHINE COAST REGIONAL DISTRICT: July 17, 2014**Planning & Development Committee Recommendations as of July 17, 2014**

<http://www.scrd.ca/files/File/Administration/Agendas/2014/2014-JUL-24%20BRD%20Agenda%20Package%20-%20website.pdf>

JULY 24, 2014 SCRD Board Meeting:

**Woodfibre LNG
418/14**

It was moved and seconded

THAT the correspondence from Shelia Malcolmson, Chair, Islands Trust Council, regarding requested studies for the Environmental Assessment of the Woodfibre LNG Project be received.

CARRIED

Planning: It was moved and seconded

424/14 THAT Planning and Development Committee recommendation Nos. 1-44 of July 17, 2014 be received, adopted and acted upon as amended, as follows:

424/14

Recommendation No. 1 *LNG Tankers in Howe Sound*

THAT staff send a letter electronically to the Squamish Nation requesting involvement in the issue of the LNG tankers in Howe Sound and all associated issues;

AND THAT Mr. Eoin Finn's delegation materials be included with the letter;

AND FURTHER THAT this letter be copied to the Ministry of Environment and related federal departments, the Minister of Finance, the Premier of B.C., UBCM, and Sechelt Indian Band.

424/14

Recommendation No. 2 *Community to Community Forum on July 25, 2014*

THAT the issue of LNG Tankers in Howe Sound be added to the agenda of the Community to Community Forum on July 25, 2014.

424/14

Recommendation No. 3 *Proposed Woodfibre LNG project*

THAT information received from constituents on the Sunshine Coast regarding the Woodfibre LNG project be presented by staff at meetings of the Advisory Working Group for the proposed project;

AND THAT staff schedule a meeting with Ms. Alanya Smith, Project Assessment Manager for the proposed Woodfibre LNG project and the SCRD Board to discuss concerns related to this project;

AND FURTHER THAT staff raise the issue of the required safety zone for the passage of LNG tanker traffic and the width of Howe Sound during the meeting with Ms. Smith, Project Assessment Manager for the proposed Woodfibre LNG project.

424/14 **Recommendation No. 4** *Delegation Materials from Eoin Finn*
THAT the delegation materials from Mr. Eoin Finn be received.

424/14 **Recommendation No. 5** *Proposed Woodfibre LNG Project*
THAT the correspondence from Alanya Smith, Project Assessment Manager for proposed Woodfibre LNG Project, BC Environmental Assessment Office, dated July 15, 2014 SCRD comments on the Valued Component Selection document and the draft Application Information Requirements (dAIR) be received.

424/14 **Recommendation No. 17** *LNG Tankers in Howe Sound and Georgia Strait*
THAT a copy of the Town of Gibsons resolution R2014-250 regarding LNG Tanker Traffic in Howe Sound and Georgia Strait adopted at the July 15, 2014 regular council meeting be received;
AND THAT the SCRD urge the federal government to ban the passage of LNG tankers in the waters of Howe Sound and Georgia Strait.

ISLANDS TRUST: June 19, 2014 Quarterly Council Meeting in Saturna

<http://www.islandstrust.bc.ca/media/275687/june-2014-council-decision-highlights.pdf>

Minutes will be passed in September

Decision Highlights: June 2014:

Environmental Assessment Office Review re: Woodfibre LNG Project

That the Islands Trust Council request the Executive Committee to monitor and consider directing activities related to the environmental assessment process for the Woodfibre LNG project.

Letter dated July 17, 2014 sent to Scott Bailey via email re: Environmental Assessment of Woodfibre Project requesting studies.

“Thank you for considering this submission to your consultation process. Please note that our response should in no way be construed as lessening the Islands Trust Council’s opposition to LNG and oil tanker traffic through the Salish Sea.”

Sent from Sheila Malcolmson and copied to:

John Weston, MP, West Vancouver/Sunshine Coast

Nicholas Simons, MLA, Powell river – Sunshine Coast

Jordan Sturdy, MLA, West Vancouver – Sea to Sky

Howe Sound Area First Nations: Tsawwassen First Nation, Musqueam Nation, Sechelt First Nation, Squamish Nation, Tsleil-Waututh Nation

Bowen Island Municipal Council

Sunshine Coast Regional District Board

San Juan County Council

Woodfibre LNG c/o Marian Ngo@wlng.ca

Islands Trust Council

Islands Trust website.

THINGS YOU SHOULD KNOW

SIGTTO LNG Terminal Siting Standards (Abbreviated Summary)
Society of International Gas Tanker and Terminal Operators
The de facto world authority on LNG terminal siting standards.
Virtually the entire world LNG industry holds membership in SIGTTO.

1. There is no acceptable probability for a catastrophic LNG release [¹];
2. LNG ports must be located where LNG vapors from a spill or release cannot affect civilians [²];
3. LNG ship berths must be far from the ship transit fairway;
 - a. To prevent collision or allision [³] from other vessels;
 - b. To prevent surging and ranging along the LNG pier and jetty that may cause the berthed ship to break its moorings and/or LNG connection;
 - c. Since all other vessels must be considered an ignition source
4. LNG ports must be located where they do not conflict with other waterway uses [⁴] — now and into the future. [This requires long-range planning for the entire port area prior to committing to a terminal location]; **Conflicting waterway uses include fishing and recreational boating.**
5. Long, narrow inland waterways are to be avoided, due to greater navigation risk;
6. Waterways containing navigation hazards are to be avoided as LNG ports;
7. LNG ports must not be located on the outside curve in the waterway, since other transiting vessels would at some time during their transits be headed directly at the berthed LNG ship;
8. Human error potential always exists, so it must be taken into consideration when selecting and designing an LNG port.

² Sandia National Laboratories defines for the US Department of Energy three Hazard Zones (also called, "Zones of Concern") surrounding LNG carriers. The largest Zone is 2.2 miles/3,500 meters around the vessel, indicating that LNG ports must be located at least that distance from civilians. Some world-recognized LNG hazard experts, such as Dr. Jerry Havens (University of Arkansas; former Coast Guard LNG vapor hazard researcher), indicate that three miles or more is a more realistic Hazard Zone distance.

Prime Minister Harper, September 26, 2006 Question Period, Hansard, House of Commons

"Mr. Speaker, I gather there are some representatives of that project [Downeast LNG] lobbying around the Hill today, so **let me be absolutely clear.** This government believes that the waters of Passamaquoddy Bay are Canadian waters. We have defended that position for a long time. **We oppose the passage of LNG tanker traffic through Head Harbour and we will continue to do so.**"
On March 31, 2006, New Brunswick's senior minister in the federal cabinet stated that "...the Canadian Government views LNG as dangerous cargo that can be banned from transport in Canadian waters".

**Shouldn't Howe Sound be similarly protected?
Ask PM Harper & MP John Weston WHY NOT.**

Tweet: @pmharper & @JohnWestonMP (Email John.weston@parl.gc.ca or phone: 604-981-1790)

John Craig, Mayor of St. Andrews, NB, 2006 Jan 26 — "... our Bay will be protected by disallowing and banning any and all LNG supertankers from entering through Head Harbour Passage.

UBCM Resolution (Passed in 2008 & is still considered by Municipalities & Regional Districts to be in effect) WHEREAS the waters of Georgia and Malaspina Straits provide a vital habitat for diverse bird and fish species, a corridor for commercial and recreational marine traffic and an attraction for upland settlement; AND WHEREAS WestPac LNG is soliciting interest to build an LNG import facility and associated 600MW gas-fired electricity generating plant on Texada Island, which will involve the passage of a significant number of LNG tankers in the Georgia Strait, which will interfere with existing marine traffic, put at risk these ecologically important and sensitive inland waters, and negatively impact upland development along this route: **THEREFORE BE IT RESOLVED that the UBCM urge the federal government to ban the passage of LNG tankers in the waters of the Malaspina, Georgia, Juan de Fuca and Haro Straits, and Boundary Pass**

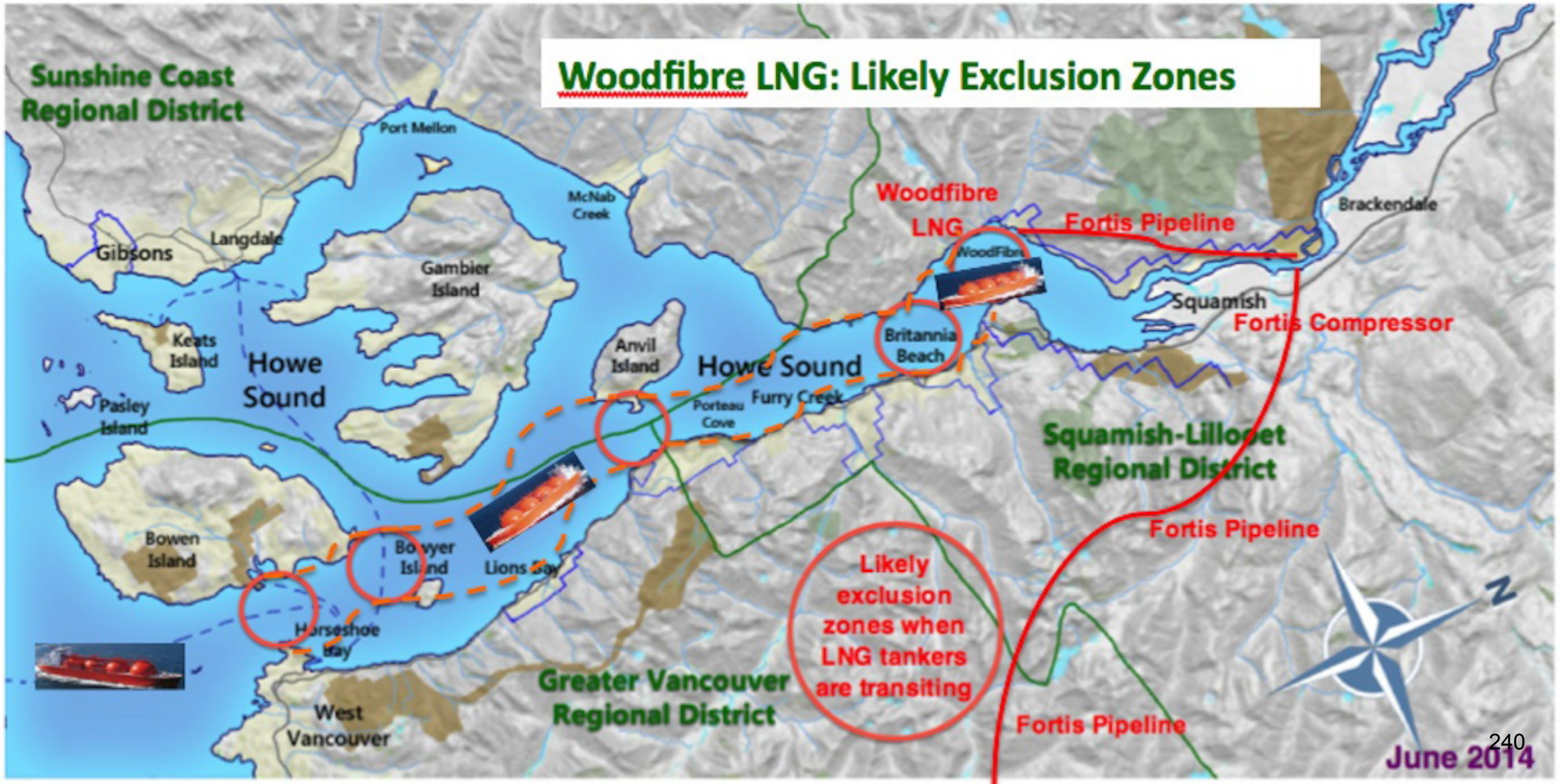
OPPORTUNITY FOR PUBLIC COMMENT CLOSING JULY 27, 2014

ONLINE: www.eao.gov.bc.ca BY MAIL: Environmental Assessment Office, PO Box 9426 Stn Prov Govt Victoria BC V8W 9V1 BY FAX: 250-387-0230

For More Information: Go To www.myseatosky.org and www.futureofhowesound.org

**Sunshine Coast
Regional District**

Woodfibre LNG: Likely Exclusion Zones



Likely
exclusion
zones when
LNG tankers
are transiting



REPORT TO TRUST COUNCIL SEPTEMBER 2014

Since approval from Trust Council was granted for SSIWPA to be supported by a tax requisition on Salt Spring Island, the authority has made substantial progress in its work.

Since receiving the approval of Trust Council to impose a tax requisition on Salt Spring Island for the purposes of coordinated watershed management, the authority has to date attracted additional grants and in-kind contributions from donors of \$145,482.48. Those donors include the Real Estate Foundation of BC, the Philip and Muriel Berman Foundation, and the Gas Tax Fund through CRD. Those funds are being utilized to:

1. undertake the in-field tests on properties in and around St Mary lake to measure actual phosphorous dispersion from septic tanks into the lake;
2. undertake measurements to determine the distribution of phosphorous within the water column;
3. fund the community consultation process which includes a structured decision making element which will be facilitated by means of an external consultant and for which tenders have been issued (<http://www.islandstrust.bc.ca/media/280067/RFP-2014010SSIWPAAintegratedwatershed.pdf>).

With regard to 1 above, the wells to sample ground water have been drilled and sampling will continue through to next spring, allowing the technical advisory committee to assess any seasonal variation in phosphorous loading of the lake. The purpose of seeking this information is to provide the technical advisory committee with field measurements that will allow a more accurate calculation of the probable contribution of septic effluent to the phosphorous loading of the lake and so help inform the decision as to whether a central sewage system will bring benefit.

With regard to 3 above, a Public Advisory Committee has been appointed that will assist with the community consultation process. The committee includes residents of properties in and around St Mary lake and representatives of the Salt Spring Island Water Council and the Water Preservation Society.

SSIWPA has begun to expand its span of attention to include other watersheds on island. The technical advisory committee has identified Cusheon Lake as the next priority but is also working with the MoE to determine field measurements that will be required in order to assess the health of Stowell, Bullock and Ford lakes. No sampling has been undertaken on these lakes so, although they show no apparent signs of distress, their health is relatively unknown.

SSIWPA continues to inform the community through its web site and its newsletter, the latest issue of which is [here](#).

George Grams
SSIWPA Chair
Islands Trust Local Trust

2014 Islands Trust Council Priorities Chart

Aug 21/14


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. First Draft of the 2015/16 Budget 2. Complete the 2014/15 Forecast 	<ol style="list-style-type: none"> 1. Local Planning Committee Policy Review 2. Green Shores for Homes 3. Renewable Energy Technologies in the Trust Area 	<ol style="list-style-type: none"> 1. BC Ferries Advocacy Program 2. Community Stewardship Awards Policy 3. Vacant Crown Land Profiles
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
<p>LTC Planning Priorities</p> <ul style="list-style-type: none"> • Galiano - Visitor Accommodation Review (KF); Ground Water protection DPA review (KF); and LUB amendments (contractor yards)(RK/KF). • Mayne – Housing options (GR); LUB/OCP amendments (GR/KF); Riparian Area Regulation Implementation (GR) • North Pender – Shoreline Review (RK) - completed; Conservation Subdivision Review (JS); Age and disability friendly communities (JS) • Saturna – STVR Review (GR); Secondary Suite Review (GR); and OCP Density Review (GR). • South Pender - LUB Update and Review (RK); Canal erosion and boat speed. 	<p>LTC Planning Priorities</p> <ul style="list-style-type: none"> • EC as LTC (Ballenas-Winchelsea) (SZ): Development of OCP and LUB; Meeting Procedures Bylaws; Administrative Bylaws. • Denman (RM): Review of policies and regulations re impacts of shellfish farming; Review of housing policies for secondary cottages and suites; RAR implementation. • Gabriola: Gabriola OCP Review(CS & SZ); Housekeeping Bylaw (CS); DAI Bylaw (SZ); Snuneymuxw FN Protocol Agreement Implementation (CS); • Gambier (AB): Foreshore protection/stewardship; OCP advocacy implementation & support; RAR implementation • Hornby (RM): OCP and LUB Review; RAR implementation. • Lasqueti (LP): RAR implementation; Parking as home enterprise LUB amendment; OCP update re intertidal zone. • Thetis (AB): Associated Islands OCP and LUB Creation; Shoreline Protection; RAR implementation. 	<p>LTC Planning Priorities</p> <ul style="list-style-type: none"> • OCP Review - RAR Mapping & Implementation (SC) • Grace Islet Zoning (KA) • OCP Review: Watershed Management (SC) • Land Use Bylaw Update: Industrial (SC) • Ganges Village Area Planning (LH)

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; KN – Kris Nichols

Northern Team : CS – Courtney Simpson; LP – Linda Prowse; SZ – Sonja Zupanec; Rob Milne (RM); Aleksandra Brzozowski (AB)

Salt Spring Team: LH – Leah Hartley; SC – Stephan Cermak; KA – Kristin Aasen





Islands Trust

DRAFT

December 2014 Islands Trust Council Agenda Program

Location: West Harbour Ballroom (unless otherwise noted)
Harbour Towers Hotel, 345 Quebec Street, Victoria BC

Aug 28/14

	Tuesday, December 2	Wednesday, December 3	Thursday, December 4	Friday, December 5
Morning		<p>8:30 – 9:00 Chair's Welcome Remarks/ Introductions</p> <p>9:00 – 10:00 The Big Picture: An Overview of the Islands Trust (Session 1)</p> <p>10:00– 10:20 Break</p> <p>10:20 – 10:30 Notice of Elections & Intent for Executive Committee & Trust Fund Board Positions</p> <p>10:30 – 11:30 Trust Area Services (Session 2)</p> <p>11:30 – 12:15 Islands Trust Conservancy (Session 3)</p>	<p>8:30 – 10:00 Staying Out of Trouble (Session 8)</p> <p>10:00 – 10:20 Break</p> <p>10:20 – 10:45 Staying Out of Trouble cont'd</p> <p>10:45 – 12:15 Making Fair Decisions (Session 9)</p>	<p>8:30 – 9:30 Executive Committee & Trust Fund Board Elections (Session 12)</p> <p>9:30 – 9:50 Break</p> <p>9:50 – 10:30 Draft 2015-16 Budget (Session 13)</p> <p>10:30 – 11:15 Delegations & Town Hall (Session 14)</p> <p>11:15 – 12:15 Information & Decision Items (Session 15)</p>
Afternoon	<p>1:00 – 4:00 Victoria Office Open House/ Computer Orientation #200, 1627 Fort Street</p> <p>5:00 Swearing-In Ceremony</p>	<p>12:15 – 1:00 Lunch</p> <p>1:00 – 2:30 Council Roundtable – What's Important? (Session 4)</p> <p>2:30 - 3:00 – 3:30 Break</p> <p>3:00 – 3:45 Administrative Services (Session 5)</p> <p>3:45 – 4:00 Human Resources (Session 6)</p> <p>4:00 – 4:45 **Closed Session** (Session 7)</p>	<p>12:15 – 1:00 Lunch</p> <p>1:00 – 3:00 Local Planning Services (Session 10)</p> <p>3:00 – 3:30 Break</p> <p>3:30 – 5:30 Executive Committee/ Trust Fund Board Candidate Presentations and Questions from Trustees (Session 11)</p>	<p>12:15 – 12:45 - Lunch</p> <p>12:45 – 1:30 Information & Decision Items – as required</p> <p>1:30 – 2:00 Closing Remarks</p> <p>2:00 <i>Meeting Adjourned (approx.)</i></p>

Members of the public are invited to attend all sessions except meals, those marked ** ... ** and/or otherwise noted.