Islands Trust Council
Decision and Information Items Agenda

Date: Tuesday, September 10 - Wednesday, September 11, 2013

Location: Lasqueti Island Community Hall

Main Road, Lasqueti Island, BC

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7. NEW BUSINESS

7.1 Potential Amendments to Trust Council Administration Bylaw 3 and Policy 2.4.1 (Executive Committee Terms of Reference) re Trust Council Input into Future Appointments to Position of Chief Administrative Officer (Trustee Grams Request) - Decision 315 - 319

8. ADJOURNMENT

ISLANDS TRUST COUNCIL
RESOLUTION WITHOUT MEETING MINUTES

RESOLUTION WITHOUT MEETING NO. RWM-05-2013

It was Moved by Trustee Sheila Malcolmson and Seconded by Trustee Peter Luckham:

"That Islands Trust Council Bylaw 154, cited as the "Islands Trust Council Delegation Bylaw, 2013" be adopted.

TRUSTEES CONTACTED	DATE VOTE RECEIVED	VOTE
Tony Law	June 18, 2013	In Favour
Kate-Louise Stamford	June 18, 2013	In Favour
Andrew Stone	June 18, 2013	In Favour
George Grams	June 18, 2013	In Favour
Louise Decario	June 18, 2013	In Favour
Gisele Rudischer	June 18, 2013	In Favour
Paul Brent	June 18, 2013	In Favour
Jeanine Dodds	June 18, 2013	In Favour
Peter Johnston	June 18, 2013	In Favour
Sheila Malcolmson	June 18, 2013	In Favour
Peter Grove	June 18, 2013	In Favour
Peter Luckham	June 18, 2013	In Favour
Liz Montague	June 19, 2013	In Favour
Pamela Janszen	June 19, 2013	In Favour
Susan Morrison	June 19, 2013	In Favour
David Graham	June 19, 2013	In Favour
Sandy Pottle	June 19, 2013	In Favour
Alex Allen	June 20, 2013	In Favour
Wolfgang Duntz	June 20, 2013	In Favour
Sue French	June 23, 2013	In Favour
Mike Jones	June 24, 2013	Opposed
Jan Hagedorn	June 24, 2013	In Favour
Laura Busheikin	June 24, 2013	In Favour
Brian Crumblehulme	June 25, 2013	In Favour
Ken Hancock	June 25, 2013	Opposed
Gary Steeves	June 26, 2013	Opposed

FINAL VOTE COUNT

23 IN FAVOUR
3 OPPOSED
CARRIED

THE CHAIRPERSON DECLARED THE ABOVE RESOLUTION CARRIED PURSUANT TO SECTION 13 OF THE *ISLANDS TRUST ACT* ON JUNE 26, 2013.

CHAIR'S SIGNATURE

RECORDER'S SIGNATURE

Minutes of Islands Trust Council Meeting
June 11-13, 2013, Mayne 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:	Wolfgang Duntz, Bowen Andrew Stone, Bowen Laura Busheikin, Denman Gisele Rudischer, Gabriola 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 Jeanine Dodds, Mayne Brian Crumblehulme, 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
Staff:	Linda Adams, Chief Administrative Officer Lisa Gordon, Director, Trust Area Services David Marlor, Director, Local Planning Services Cindy Shelest, Director, Administrative Services Marie Smith, Executive Coordinator (Recorder)

TUESDAY, JUNE 11, 2013

Call to Order

The meeting was called to order at 1:02 pm. All 26 trustees were in attendance.

Chair Sheila Malcolmson welcomed everyone to the meeting and acknowledged that the meeting was being held in traditional territory of the Coast Salish First Nations.

Approval of Agenda/Notice of New Items

By General Consent, the Agenda for the June 2013 Trust Council meeting was approved as presented.

COMMUNITY PRESENTATIONS

Trustees received presentations from members of the Mayne Island Health Centre Association and the Mayne Island Conservancy.

CARBON NEUTRALITY THROUGH LOCAL INITIATIVES

Senior Islands Trust Staff and Brian Roberts, with the Community Carbon Marketplace initiative, provided a presentation to Trust Council with information about the options available for the purchase of carbon credits through the Community Carbon Marketplace and the options for supporting local island projects.

The meeting recessed at 2:30 pm.
The meeting reconvened at 3:00 pm.

DECISION AND INFORMATION ITEMS

1. GENERAL

1.1 Resolutions Without Meeting – RWM-01, 02, 03, 04 - 2013

Provided for information.

1.2 March 2013 Trust Council Meeting Draft Minutes

By General Consent, the March 2013 Trust Council Meeting Minutes were approved, as amended.

1.3 Trust Council Follow-Up Action List

Provided for information.

2. LOCAL PLANNING

2.1 Director of Local Planning Services Report

Provided for information.

2.2 Local Planning Committee Work Program Report

The top work program priorities as of May 2013 were: 1) Develop Mechanism for Proactive Bylaw Enforcement of Illegal Structures on the Foreshore; 2) Development of Water Quality and Quantity Tool Kit; and 3) Renewable Energy Technology in the Trust Area.

The Local Planning Committee will consider suggestions from trustees at its next meeting about moving 'Integrated Watershed and Shoreline Stewardship Protection Approach' to the short list.

Resolution TC 138-2013

It was Moved by Trustee Decario and Seconded by Trustee Hancock:

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

1 OPPOSED
(Steeves-North Pender)
CARRIED

2.3 Local Planning Services Three Year Work Program

The Local Planning Services 2011-2014 Plan was provided for information. This report includes projects and top priorities of local trust committees, allocation of staff resources, work carried out by the Local Planning Committee and policy work by the Bylaw Enforcement office.

2.4 Bylaw Enforcement Report Briefing

Staff highlighted the current status of bylaw enforcement investigations in the Trust Area,

Trustees requested to be notified at the local trust committee level on a regular basis about any new files in their respective local trust areas.

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 2013 were: 1) Governance, Policy, Strategic Planning, Trust Council; 2) Communications, Advocacy, Policy Statement, Interagency and Public Relations; and 3) Organizational Improvements.

Resolution TC 139-2013

It was Moved by Trustee Luckham and Seconded by Trustee French:

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

CARRIED

3.3 Trust Council Bylaw to Delegate Powers to the Salt Spring Island Local Trust Committee

This bylaw would provide the ability to share some of Trust Council's powers with the Salt Spring Island Local Trust Committee (SSILTC) to improve collaborative efforts in the preservation and protection of the quality and quantity of water resources in the Salt Spring Island Local Trust Area. The powers would primarily authorize and enable the SSILTC to lead a multi-agency approach to water resource protection, with an initial focus on the St. Mary Lake watershed. Bylaw 154 also provides for some conditions on the delegated powers and specifies how related work would be funded. Progress reports would be provided to Council that the bylaw is respected and used as directed.

Resolution TC 140-2013

It was Moved by Trustee Grams and Seconded by Trustee Grove:

That Islands Trust Council Bylaw 154, cited as the "Islands Trust Council Delegation Bylaw, 2013" be read a First Time.

Resolution TC 141-2013

It was Moved by Trustee Jones and Seconded by Trustee Rudischer:

That Trust Council Bylaw 154 be amended under Section 5.a and 5.b as follows:

5. For the purposes of the annual budget adopted by Trust Council and without fettering the discretion of the Trust Council with respect to the adoption of the annual budget for any such operations:

a. operations undertaken ~~solely~~ in relation to powers delegated by section 2 of this bylaw will be considered additional operations of the Salt Spring Island Local Trust Committee pursuant to section 14 (3)(iii) of the *Islands Trust Act*; and
b. if the annual budget sets out anticipated expenditures of the Salt Spring Island Local Trust Committee equal to or in excess of $5000 that are ~~solely~~ related to powers delegated by section 2 of this bylaw, a special tax requisition under section 47 (2)(a)(ii) of the *Islands Trust Act* will be made in respect of the Salt Spring Island Local Trust Area.

Some trustees felt this amendment would strengthen what the SSILTC has to work with and better informs the decision to the public. Others expressed concern that removing 'solely' leaves it more broadly open to interpretation and could remove clarity. Staff reiterated that there is nothing in the bylaw that precludes Council from also putting in a special levy related to the delegation of power and has sole discretion on what it will fund.

On the Amendment **IN FAVOUR - 6**
(Stone-Bowen; Rudischer-Gabriola; Johnston-Lasqueti; Hancock-North Pender; Steeves-North Pender; Jones-South Pender)
OPPOSED – 20
MOTION DEFEATED

On the Original Motion **IN FAVOUR - 24**
OPPOSED – 2
(Hancock-North Pender; Jones-South Pender)
CARRIED

Resolution TC 142-2013

It was Moved by Trustee Grams and Seconded by Trustee Grove:

That Islands Trust Council Bylaw 154, cited as the "Islands Trust Council Delegation Bylaw, 2013" be read a Second Time.

IN FAVOUR - 24
OPPOSED – 2
(Hancock-North Pender; Jones-South Pender)
CARRIED

Resolution TC 143-2013

It was Moved by Trustee Grams and Seconded by Trustee Grove:

That Islands Trust Council Bylaw 154, cited as the "Islands Trust Council Delegation Bylaw, 2013" be read a Third Time.

IN FAVOUR - 24
OPPOSED – 2
(Hancock-North Pender; Jones-South Pender)
CARRIED

Resolution TC 144-2013

It was Moved by Trustee Luckham and Seconded by Trustee Hancock:

That the Islands Trust Council meeting be closed to the public subject to Sections 90(1)(g) and (i) of the Community Charter in order to distribute documents related to litigation affecting the Islands Trust, and receipt of advice that is subject to solicitor-client privilege; and staff be invited to attend the meeting.

CARRIED

The meeting closed to the public at 5:41 pm and reopened at 5:43 pm.
The meeting recessed at 5:43 pm.

WEDNESDAY, JUNE 12, 2013

The meeting reconvened at 8:34 am.

All 26 trustees were in attendance.

CLOSED SESSION

Resolution TC 145-2013

It was Moved by Trustee Luckham and Seconded by Trustee Hancock:

That the Islands Trust Council meeting be closed to the public subject to Sections 90(1)(c),(g) and (i) of the Community Charter in order to consider matters related to: labour relations and other employee relations, litigation affecting the Islands Trust, and receipt of advice that is subject to solicitor-client privilege; CAO Linda Adams be invited to attend the entire meeting, and staff be invited to attend Parts 2, 3 and 4 of the meeting.

CARRIED

The meeting closed to the public at 8:35 am and reopened at 9:40 am.

DECISION AND INFORMATION ITEMS - continued

3.3 Trust Council Bylaw to Delegate Powers to the Salt Spring Island Local Trust Committee

Resolution TC 146-2013

It was Moved by Trustee Grams and Seconded by Trustee Grove:

That staff be requested to circulate a Resolution Without Meeting that would provide for Fourth Reading of Bylaw 154 in June 2013.

CARRIED

Resolution TC 147-2013

It was Moved by Trustee Grams and Seconded by Trustee Grove:

That the Islands Trust Executive Committee be requested to recommend consequential amendments to Islands Trust Council policies in regards to Bylaw 154, as outlined in the document entitled *'Appendix 3 - Initial Identification of Consequential Policy Amendments related to Draft Bylaw 154 – April 11, 2013'.*

Some of Trust Council's policies will require amendments to reflect any powers delegated to the Salt Spring Island Local Trust Committee; any policy amendments identified will be brought to Council for its consideration at a later meeting.

CARRIED

3.4 Trust Council Plan for Continuous Learning 2011-2014

Provided for information.

3.5 Strategic Plan Update

Staff provided an update to Trust Council regarding the status of strategies and activities identified in Council's strategic plan, highlighting changes since the March Council report.

3.6 Local Government Restructure Briefing

Staff provided a briefing to update Council members regarding the current governance study on Salt Spring Island.

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 2013 were: 1) First Draft of 2014/15 Budget; 2) Complete 2012/13 Year End and Audit; 3) Develop Policy on Carbon Neutral Operations with Trust Programs Committee; 4) Purchasing Procedures Policy 6.5.iii; and 5) Budget Process Policy 6.3.i.

Resolution TC 148-2013

It was Moved by Trustee Steeves and Seconded by Trustee Luckham:

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

CARRIED

4.3 March 31, 2013 Audited Financial Statement and Report

Resolution TC 149-2013

It was Moved by Trustee Steeves and Seconded by Trustee Hancock:

That 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, 2013.

CARRIED

4.4 Carbon Neutral Operations Policy

Resolution TC 150-2013

It was Moved by Trustee Steeves and Seconded by Trustee Grove:

That the Islands Trust Council approve the proposed Carbon Neutral Operations Policy.

Resolution TC 151-2013

It was Moved by Trustee Hancock and Seconded by Trustee Graham:

To amend the policy under Section C.3 as follows:

"….all staff, trustee and Trust Fund Board member travel by private motor vehicle and rental car (except ~~rental car and~~ taxi)…."

On the Amendment **CARRIED**
On the Motion, as amended **CARRIED**

5. TRUST AREA SERVICES

5.1 Director of Trust Area Services Report

Provided for information. Director Lisa Gordon also presented a brief online overview of the new Islands Trust website.

5.2 Trust Fund Board Report

Trustee Tony Law, Chair of the Trust Fund Board highlighted the Board's accomplishments as of May 2013 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 Application, Salt Spring Island

Resolution TC 152-2013

It was Moved by Trustee Law and Seconded by Trustee Morrison:

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 A, Section 15, Range 5 East, North Salt Spring Island, Cowichan District, Plan 50764, Except that part in Plan VIP57454" PID 016-226-500, subject to registration of a conservation covenant and completion of a baseline inventory report consistent with the standards developed for the NAPTEP program.

CARRIED

5.4 Trust Programs Committee Work Program Report

The top work program priorities as of May 2013 were: 1) Develop and Implement Research Program in Support of BC Ferries Advocacy Program; 2) Encourage Understanding and Voluntary Stewardship of Water Resources; and 3) Create Linkages to Share Economic Development Models.

Resolution TC 153-2013

It was Moved by Trustee Brent and Seconded by Trustee Crumblehulme:

That the Islands Trust Council approve the Trust Area Services Work Program Report.

CARRIED

5.5 2012-2013 Islands Trust Annual Report

Resolution TC 154-2013

It was Moved by Trustee Hancock and Seconded by Trustee Graham:

That the Islands Trust Council approve the 2012-2013 Annual Report for submission to the Minister of Community, Sport and Cultural Development, as amended June 12, 2013.

CARRIED

5.6 Advocacy re Housing in the Agricultural Land Reserve

Resolution TC 155-2013

It was Moved by Trustee Graham and Seconded by Trustee French:

That the Islands Trust Council not add advocacy regarding provincial regulations for housing in the Agricultural Land Reserve to Trust Council's 2011-14 Strategic Plan and suggest that local trust committees interested in this topic consider including it in their work program.

CARRIED

5.7 2013 Community Stewardship Awards Briefing

A briefing about the 2013 Community Stewardship Awards Program, including nominee profiles was provided for information.

5.8 Legislative Monitoring Chart

The Legislative Monitoring Chart, listing all provincial and federal legislative changes and court rulings relevant to the Islands Trust including new and amendment acts and regulations, was provided for information.

Following discussion, the Executive Committee agreed to address issues of public communication of this document at an upcoming Committee meeting.

6. SUMMARY/UPDATES

6.1 Trustee Updates

6.1.1 BC Ferries

Trustee Tony Law provided a verbal update on the activities of the ferry advisory council in regards to BC Ferries.

6.1.2 First Nations

No updates.

6.1.3 Gulf Islands National Park Reserve Advisory Committee

Trustee Pam Janszen provided a verbal update in her role as a member of the Gulf Islands National Park Reserve Advisory Committee.

6.2 Priorities Chart

By General Consent, the Islands Trust Council approved the Priorities Chart, as presented. The Islands Trust Priorities Chart highlights the current top priorities of Trust Council and its Committees, the Trust Fund Board and Local Trust Committees.

6.3 Proposed September 2013 Trust Council Agenda Program

A proposed schedule for September 2013 Trust Council meeting to be held on Lasqueti Island was provided for information.

6.4 Disposition of Delegations and Town Hall Requests

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

7. NEW BUSINESS

7.1 **Smartmetering** (Trustee Steeves)

Resolution TC 156-2013

It was Moved by Trustee Steeves and Seconded by Trustee Crumblehulme:

That the Islands Trust Council direct the Chair to write a follow-up letter to the Energy Minister asking again in light of the government's pre-election announcement that BC Hydro customers be given a choice as to whether to have smart meters installed in their homes.

CARRIED

7.2 Fraser Surrey Docks/Texada Island Coal Export Plan (Trustee Johnstone)

Resolution TC 157-2013

It was Moved by Trustee Hancock and Seconded by Trustee Graham:

That the Islands Trust Council direct the Chair to write to the Port Metro Vancouver Board of Directors to express the Islands Trust Council's opposition to the proposal to export coal through Fraser Surrey Docks, and transport it by barge to Texada Island for storage and then re-loading for shipment to Asia.

CARRIED

The meeting recessed at 12:20 pm and reconvened at 1:35 pm.

Announcement of 2013 Community Stewardship Awards

Trustee Paul Brent, Chair of the Trust Programs Committee announced that the recipients of the 2013 Community Stewardship Awards are:

Individual Category
- Richard Blagborne, Saturna Island
- Chris and Judith Plant, Gabriola Island
- Jan Slakov, Salt Spring Island

Group Category
- Salt Spring Island Water Council
- Mayne Island Conservancy Society
- Lasqueti Island Forage Fish Team

Enduring Achievement
- Ana Miriam Leigh, Denman Island

Delegations

1. Experience the Gulf Islands

Edward Andrusiak, Project Manager with Experience the Gulf Islands project, provided a presentation to Council members about the proposed pedestrian and cycling trail system interconnecting the Southern Gulf Islands, Vancouver Island and the Lower Mainland, and its potential to increase low-impact tourism and support sustainable economic development.

2. Mayne Island Recycling Society

Members of the Mayne Island Recycling Society address Council about the work of the Recycling Centre and the potential funding challenges that may result from the shift of responsibility for printed paper and packaging to Multi Materials British Columbia.

3. Christa Grace Warrick, Pender Island

Christa Grace Warrick spoke to Council members about the need for the Islands Trust Council and its island communities to "think like an archipelago".

Kinder Morgan Presentation

Chair Malcolmson introduced the session, reiterating Trust Council's position against increased tanker traffic and its associated risks in the Islands Trust Area.

Michael Davies, Director of Marine Development with Kinder Morgan and Stefan Dick, a consultant with the environmental studies team, made a presentation to Council members outlining the risk assessment for the Strait of Georgia, environmental, a socio-economic assessment and the behaviour of diluted bitumen in the event of a spill.

Approximately 25 members of the public held a silent vigil on as a protest to the proposed expansion of the Trans Mountain Pipeline.

Dialogue with San Juan County Council Members

Members of Islands Trust Council and the San Juan County Council exchanged information and discussed mutual areas of interest, including affordable housing, economic sustainability and watershed protection.

Guests from San Juan County included Jamie Stephens, San Juan County Council Chair and Rick Hughes, Vice Chair.

The meeting recessed at 5:45 pm.

Wednesday, June 13, 2013

The meeting reconvened at 8:35 am. All members of Council were present.

Tools for Making Difficult Decisions

Tracey Lee Lorenson, with Paragon Strategic Services facilitated a workshop and small group discussion session, suggesting new tools and skills to assist trustees in making difficult decisions in their various roles within the Islands Trust.

Decision and Information Items – continued

7.3 Supervision of Young Children on BC Ferries to and from School (Trustee Stamford)

Resolution TC 158-2013

It was Moved by Trustee Stamford and Seconded by Trustee Brent:
That the Islands Trust Council direct the Chair to write to the Ministry of Transportation, Marine Branch outlining the importance of supporting families with children in the Islands Trust Area and encouraging funding for the supervision of young children using BC Ferries Route 13 and the Langdale Ferry Terminal to get to and from school.

Resolution TC 159-2013

It was Moved by Trustee Steeves and Seconded by Trustee Rudischer:

To amend the motion as follows:

That the Islands Trust Council direct the Chair to write to the appropriate government ministries ~~Ministry of Transportation, Marine Branch~~ outlining the importance of supporting families with children in the Islands Trust Area and encouraging funding for the supervision of young children using BC Ferries Route 13 and the Langdale Ferry Terminal to get to and from school.

CARRIED

On the Motion as amended

CARRIED

Staff will work out letter based on information from Trustee Stamford, more background information would be included.

Trustees Hagedorn, Janszen, Johnston, Morrison and Stamford left the meeting.

7.4 Stop the Docks Campaign, Bowen Island (Trustees Stone and Duntz)

Bowen Municipal Trustees Duntz and Stone shared information about the recent construction of private docks at Cape Roger Curtis on Bowen Island, the substantial opposition to them received by the Bowen community, and the steps that Bowen Municipal Council is in the process of taking to put zoning in place to limit the size of private docks in future.

Discussion followed on issues with the Integrated Land Management Bureau referral process, which the Executive Committee has already identified as an area of concern and whether to encourage the ministry to respect that Bowen Municipality is working on getting regulations in place before approving further applications. Chair Malcolmson noted that the Executive Committee can respond to any requests from Bowen Municipality if received and noted that the Bowen trustees were not yet requesting such support.

8. ADJOURNMENT

By General Consent, the meeting adjourned at 11:15 am.

Next meeting: September 10-12, 2013 on Lasqueti Island.

Sheila Malcolmson, Chair, Islands Trust Council

Marie Smith, Executive Coordinator & Recorder

Islands Trust Council
Follow up Action List

Updated: Aug 27/13

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 * Next TC Agenda ▲ to Bowen Island Municipality	Action By/To	Target/ Status
Previous Meetings		
Riparian Areas Regulation (June 2010)		
Status report to Council until completed	LPC (DM) to TC	Ongoing
Food Security (Sept 2010)		
* Develop internal policies and procedures re procurement	FPC (CS) to TC	*(on agenda under Purchasing Policy*)
Review food security topics in existing protocols and in protocol devt process	(LA)	2013
Islands Trust Fund 2011-2015 Regional Conservation Plan (Dec 2010)		
Draft proposed updates to Policy 3.3.ii	TFB (JE/DM)	Pending
NAPTEP Certificates - Issue subject to survey, covenant and baseline report	(LG/JE)	
- **SSI-NAP 2012.1**		Pending
- **HO-NAP 2011.3**		Pending
Legislative Monitoring Chart (June 2012)		
Post to new website	EC (LG/CF)	Pending
Integrated Watershed and Shoreline Mapping (June 2012)		
* Develop and implement strategy to integrate maps into TAPIS & operations	LPC (DM) to TC	Dec
Integrated Shoreline/Watershed Protection Approach (June 2012)		
* Final report to Council	LPC (DM) to TC	Dec
Howe Sound Planning (Sept 2012)		
***** Advocate for a Howe Sound management plan	EC (LG/CF) to TC	Sept
Bylaw Enforcement Policy (March 2013)		
* Provide advice re LTC notification of files	LPC (DM) to TC	Dec
Development Approval Information Bylaw (March 2013)		
***** Prepare draft amendments to Policy 2.1.viii	LPC (DM/KN) to TC	Dec
Trust Council Delegation Bylaw (March 2013)		
Request staff to identify grant opportunities re watershed management	EC (LG/SS)	Done

June 2013 Meeting

Bylaw 154 (Delegation to SSILTC re water resource protection)			
	Circulate RWM for fourth reading	(LA/JC)	Done
*	Identify recommended policy amendments	EC (LA) to TC	(*on agenda)*
Audited Financial Statements and Report			
	Finalize and submit	(CS)	Done
Carbon Neutral Operations Policy			
	Finalize, circulate and post to website	(CS/JC)	Done
NAPTEP Certificate SS-NAP-2013.1			
	Issue certificate subject to conservation covenant and baseline report	TFB (JE)	Pending
2012-2013 Islands Trust Annual Report			
	Finalize, submit to minister and circulate per policy	(LG)	Done
Legislative Monitoring Chart			
	Place on EC agenda for discussion re communications/circulation	EC (LG/MS)	2013
Fraser Surrey Docks/Texada Island Coal Export Plan			
	Prepare Chair letter to Port Metro Vancouver re coal exports	EC (LG)	Done
Smart Meters			
	Prepare Chair letter to BC Energy minister	EC (LG)	on agenda
Supervision of Young Children on BC Ferries to and from School			
	Prepare Chair letter to provincial ministries re supervision of children on ferries	EC (LG)	Done

Followup Letters

Acknowledge Delegates and Guests	(LG)	Done

Next Trust Council

Mar 2013 Council minutes to website	**(**MS)	Done
Follow Up Action List to Trustees and staff	(MS)	Done
June 2013 Council meeting decision highlights to website	EC (MS)	Done
News Release and Agenda for Sept 2013 Council meeting	EC (MS)	Done
Invitations – Area MLA, Cortes/Quadra/Lasqueti RD 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
2013-2014 FIRST QUARTER REPORT

Date: Aug 28, 2013

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
1. Islands Trust Executive Committee (and Islands Trust Council):	
1. Bylaw enforcement report – revised format and presentation 2. Attended and reported to Executive Committee meetings 3. Attend June Trust Council	1. Continue to implementation of bylaw enforcement reporting. 2. Attended and reported to Executive Committee meetings 3. Attend September Trust Council
2. Local Planning Committee:	
1. Started work on developing mechanisms for seawall bylaw enforcement – ascertained LTC interest and reported back to LPC in August. **2.** Started work on development of water quality and quantity tool kit – Report to LPC in fall 2013 3. Green Shores for Homes – continued to sit on project steering committee. Canvassed LTCs for interest in piloting Green Shores for Homes.	**4.** Continue work on developing mechanisms for seawall bylaw enforcement **5.** Continue work on development of water quality and quantity tool kit – report to LPC in fall 2013 **6.** Begin work on renewable energy technologies – micro-hydro on the work program – project charter to be developed once planner resources available. **7.** Green Shores for Homes – continue to sit on project steering committee. Canvass LTCs for interest in piloting Green Shores for Homes. **8.** Work with Islands Trust Fund staff on incorporation of implementation of Regional Conservation Plan into Local Planning Services three-year work plan (fall)
3. Management of the Local Planning Services (LPS) Unit:	
1. Monthly meetings with Regional Planning Managers (RPMs) and Coordinators 2. Worked with RPMs and coordinators to implement programs based on approved budgets 3. Provided support to RPMs and coordinators as necessary 4. Took on role of bylaw enforcement management due to personal leave. Hired temporary part-time bylaw officer to assist with workload in absence of the Bylaw Enforcement Manager. 5. Began a review of LPS administrative services support 6. Professional development day in June – included the Bowen Island Planner. 7. Worked with Northern Regional Planning Manager to recruit for vacancies in that office (total of five hires). 8. Worked with Southern Regional Planning Manager to recruit upcoming vacancy in that office.	1. Monthly meetings with Regional Planning Managers (RPMs) and Coordinators 2. Work with RPMs and Director of Administrative Services to manage LPS work program budgets. 3. Provided support to RPMs and coordinators as necessary 4. Continue role of bylaw enforcement management due to personal leave. Hire temporary part-time bylaw officer to assist with workload in absence of the Bylaw Enforcement Manager. 5. Complete review of administrative services support 6. Professional development day Scheduled for September 2013 – Bowen Island Planner invited and other Islands trust staff depending on agenda.
4. Planning support to Local Trust Committees:	
1. Continued work with Bylaw Enforcement on adjudication system and implementation of system in all local trust areas 2. Worked with RPMs on various issues related to planning coordination and establishment of Local Trust Committee work programs	1. Continue to work with RPMs on providing planning services to local trust committees 2. Work with RPMs to continue to review and improve service delivery and resource allocation 3. Work with directors to provide support to regional offices and to Island Planners

ACTIVITIES COMPLETED SINCE LAST REPORT	NEXT QUARTER ACTIVITIES
Comprehensive Community Planning Initiatives::	
1. Worked with San Juan County, City of Seattle, Pacific Climate Action Consortium and Green Shores on Islands Trust Green Shores for Homes Project 2. Worked with regional planning managers to bring official community plans and land use bylaws into compliance with the Riparian Areas Regulation 3. Worked with bylaw enforcement office to revise practices based on IT policy and increase officers availability to be in the field 4. deliver on development of policies for Executive Committee and local trust committees	1. 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 2. Continue to worked with Trust Area Services on improving communications 3. Continue to work with regional planning managers to bring official community plans and land use bylaws into compliance with the Riparian Areas Regulation 4. Work with bylaw enforcement office to deliver on development of policies for Executive Committee and local trust committees
Processing of Applications for Land Use Changes:	
1. On-going work with RPMs and Legislative Services Manager to develop consistent approaches in regional offices 2. Ongoing work on improving minute taking and agenda preparation system 3. On-going work with regional planning managers to continue to review and improve service delivery and resource allocation 4. Improve operations of Bylaw Enforcement office 5. Work with staff to implement eScribe in LPS with aim to have staff using eScribe for all meetings by fall of 2013	1. On-going work with RPMs and Legislative Services Manager to develop consistent approaches in regional offices 2. Ongoing work on improving minute taking and agenda preparation system 3. On-going work with regional planning managers to continue to review and improve service delivery and resource allocation 4. Implementation of LPS procedures for use of new website in collaboration with Trust Area Services 5. Improve operations of Bylaw Enforcement office 6. Work with staff to implement eScribe in LPS with aim to have staff using eScribe for all meetings by fall of 2013
Support for the Chief Administrative Officer, and liaising with other Directors:	
1. Acted as CAO June 14 to August 12 inclusive 2. Participate in management meetings 3. Continue working with Trust Area Services and Administrative Services to develop standards for cooperative tasks 4. Continue with collaboration training and look at ways to implement in organisation	1. Hand-off of project managing eScribe and SharePoint implementation for Islands Trust to Administrative Services 2. Participate in management meetings 3. Continue working with Trust Area Services and Administrative Services to develop standards for cooperative tasks 4. Continue with collaboration training and look at ways to implement in organisation

David Marlor, MCIP
Director of Local Planning Services

LOCAL PLANNING COMMITTEE
WORK PROGRAM REPORT

To: Islands Trust Council

Date: August 28, 2013

WORK PROGRAM

1. **DEVELOPMENT OF WATER QUALITY AND QUANTITY TOOL KIT (Strategic Plan 3.3)**

   Current – Continue work on tool kit for water quality and quantity. Develop report and RFD.
   Planned – Development permit areas for water conservation

2. **DEVELOP MECHANISM FOR PROACTIVE BYLAW ENFORCEMENT OF ILLEGAL STRUCTURES ON THE FORESHORE (Strategic Plan 2.2)**

   Current – Create information and awareness brochures regarding illegal structures on the foreshores and best management practices.
   Planned – To be determined if there is interest from Local Trust Committees.

3. **RENEWABLE ENERGY TECHNOLOGIES IN THE TRUST AREA**

   Current - Model policy and regulatory wording to address micro-hydro projects.
   Planned – Model policy and regulatory wording to address domestic tidal power.

ON-GOING ITEMS

INTEGRATED WATERSHED & SHORELINE STEWARDSHIP PROTECTION APPROACH (Strategic Plan 2.1) – Canvas LTCs to see if there is interest in piloting a project. LPC is monitoring progress.

IT GREEN SHORES FOR HOMES PROJECT (Strategic Plan 2.1) – Steering committee and technical committee working on credits and incentives. Invite Brian Emmett to come back to talk about Green Shores credits. LPC is monitoring progress.

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.

PROTECTION OF SPECIES AND ECOSYSTEMS (Strategic Plan 1.6) – Staff to draft report and report back to LPC

DEVELOPMENT APPROVAL INFORMATION MODEL BYLAW – Staff to draft amendments to model bylaw.

David Marlor
Designate Staff

Louise Decario
Chair

Local Planning Services

Three-Year Work Plan

December 2011 to November 2014

To: Islands Trust Council

For the Meeting of: Sept 10 - 12, 2013

Date: August 15, 2013

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 Council meeting thereafter to the end of the term.

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	1.3.1	Identify unassigned RAR watersheds
	1.3.2	Improve mapping of some riparian areas on SSI
	1.3.3	Improve mapping of additional riparian areas on SSI and northern islands
	1.3.4	Adopt new bylaws to implement RAR on selected islands
	1.3.5	Adopt new bylaws to implement RAR on all islands where still required
1.6 Use land use planning tools and decisions to increase protection of special areas	1.6.1	Explore model land use planning tools that protect species and ecosystems at risk
	1.6.3	Develop policy, OCP and LUB amendments that include protective measures for biodiversity
1.7 Reduce greenhouse gas emissions	1.7.1	Include GHG emission reduction targets, policies and actions in all OCPs, as required

	1.7.2	Use new planning tools to reduce greenhouse gas emissions to implement OCP policies LTCs adopted last term
2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems	2.1.1	Develop integrated shoreline and watershed protection mapping for major islands
	2.1.3	Pilot green a Green Shores for homes credit rating incentive system in one LTA
	2.1.4	Host a shoreline stewardship landowner workshop on one island
2.2 Use land use planning tools and decisions to improve protection of coastal areas	2.2.1	Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping
	2.2.2	Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore
2.3 Participate in planning for National Marine Conservation Area	2.3.2	Participate in NMCA workshop and consultation opportunities
	2.3.3	Respond to NMCA implementation steps with complementary activities, as required
2.5 Advocate for appropriate regulation of aquaculture	2.5.1	Collaborate with DFO regarding shellfish regulation through local government advisory committee as a pilot project for one LTC (Denman)
2.6 Advocate for effective regulation of marine sewage	2.6.2	Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas
3.3 Use land use planning tools and decisions to protect water quality and quantity	3.3.1	Develop toolkit for use by LTCS/BIM that illustrates options for using planning tools to protect water quality and quantity
	3.3.2	Amend LUBs to include new regulation for water resource protection
	3.3.3	Amend LUBs to include new regulation aimed at protection of water quality and quantity
	3.3.4	Develop model DPAs that LTCs and BIM may consider in regards to water conservation
	3.3.5	Adopt new DPAs to enhance water conservation
3.4 Explore alternative tools for improving watershed management	3.4.2	Consider one pilot project for coordination of watershed protection within one LTA
4.3 Use land use planning tools and decisions to improve the availability of affordable/accessible/appropriate housing	4.3.1	Amend OCPs to include affordable housing policies
	4.3.2	Amend LUBs to improve availability of affordable housing

4.4 Use land use planning tools and decisions to increase local food security and farmland protection	4.4.1	Amend OCPs to include food security and farmland protection policies
	4.4.2	Amend LUBs to improve food security
6.2 Improve cost-recovery from development application fees	6.2.1	Develop model fees bylaw for consideration by LTCs
	6.2.2	consider adoption of amended fees bylaw

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	3
Planner 2				1	1	-
Planner 1				1	2	0.6
Planning Clerk				1	1	1
Planning Secretary				1	1	1
Office Assistant				1	1	-
Bylaw Enforcement Manager		1				
Bylaw Enforcement Officer		1.6				
Secretary		0.6	0.2**			
GIS Coordinator	1					
GIS Technician	1					
Totals	**2**	**3.2**		**9**	**8**	**6.6**

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

LOCAL PLANNING COMMITTEE

Resources Allocation:

Effective with the November 2012 meeting, the Local Planning Committee is attached to the Southern Team and will have dedicated planner resources allocated. Resource allocation includes the Director of Local Planning Services and a portion of the Southern Team's Planning Secretary time to provide secretarial support to the Local Planning Committee and a portion of a Southern Region planner's time for undertaking project work.

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 (on leave April 30 - November 18, 2013)
- Rob Milne, Island Planner – Denman and Hornby local trust areas – policy planning and major applications.
- Linda Prowse, 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
- Marnie Eggen, Planner 1 (currently Acting Planner 2) – policy planning for Ballenas – Winchelsea Local Trust Area, general planning application processing and enquiries for all local trust areas served by the Northern Office
- Jason Youmans – (Student Planner May 6 to Aug 23, 2013, Planner 1 Aug 24 to Nov 29, 2013)
- Seth Wright – Student Planner (May 6 to Aug 30, 2013)

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:

- Lisa Webster-Gibson, Planning Clerk
- Becky McErlean, Planning Secretary
- Penny Hawley, Office Assistant (one year position starting May 27, 2013 to fill for maternity leave).

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		**Completed**		
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**	
Implementing Riparian Areas Regulations: Mapping of streams and wetlands for RAR, and follow-up bylaw work	**1.3.5**	**X**	**X**	
Review of Housing Policies E.1 with respect to secondary cottages and suites in residential designations.			**X**	**P**
Food Security Bylaw amendments	**4.4.2**		**P**	**P**
Development of Protected Area Network	**1.6.3**		**P**	**P**
Housekeeping Bylaw Amendments			**P**	**P**
Review of Wind Energy Regulations	**1.7.2**		**P**	**P**
Affordable Housing Strategy	**4.3.1**		**P**	**P**
Review of Floor Area regulations for dwellings			**P**	**P**
Regulations to promote greenhouse gas emissions reduction	**1.7.2**		**P**	**P**
Review of Development Procedures Bylaw No. 71			**P**	**P**
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

Executive Islands (Ballenas – Winchelsea)

Project	Strategic Plan Reference	2012/13	2013/14	2014/15
Complete OCP/LUB		**X**	**X**	
Consider amending/adopting all necessary administrative bylaws			**P**	
Amend adopt all necessary administrative bylaws			**P**	**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		**Completed**		
Gabriola Planning Area OCP Review, including Hazardous and Steep Slopes DPA, Riparian Areas Regulation Implementation, update of build out map and report, rezoning of RDN parks and ITF nature reserves, implement OCP climate change policies into LUB, amendments to increase local food security and farmland protection, review form and character DPA guidelines and amendments to make village core more pedestrian-friendly, adopt policies for archaeological site protection, policies regarding cottage densities for density banking, include biodiversity protection, improve protection of coastal areas, and protect water quality and quantity	**1.3.5** **1.7.2** **4.4.2**	**X**	**X**	
Integrated Watershed and Shoreline Mapping Workshop	**2.1.1**	**Completed**		
Snuneymuxw First Nation Protocol Agreement Implementation			**P**	**P**
Development Approval Information Bylaw		**X**	**X**	
Mudge and DeCourcy Island Greenhouse Gas Emission Inventories	**1.7.2**		**P**	**P**
DeCourcy Island Official Community Plan Review and APC appointments			**P**	**P**
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**	**X**	
RAR Implementation	**1.3.3**	**X**	**X**	
Foreshore Protection/stewardship (including February 2013 shoreline mapping for Keats and Thormanby)	**2.2.1**	**X**	**X**	**P**
Development Approval Information Bylaw			**P**	**P**
Trail Map Amendment for Keats Island OCP			**P**	**P**
Project Overview of Gambier Island Comprehensive Land Use Planning Project			**P**	**P**
Review of additional dwellings on Keats Island			**P**	**P**

Examine proactive approaches for GHG emission reductions through land use planning	**1.7.2**		**P**	**P**
Develop a sustainability checklist in consultation with SCRD			**P**	**P**
Food Security implementation into OCPs	**4.4.2**		**P**	**P**
Initiate dialogue with Squamish First Nation			**P**	**P**
Strategic Planning Review for Howe Sound			**P**	**P**
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		**Completed**		
OCP and LUB Review		**X**	**X**	**P**
RAR Implementation	**1.3.3**	**X**	**X**	
Home Occupation Regulations Review			**P**	**P**
Review of Development Procedures Bylaw			**P**	**P**
Continued relationship building with K'omoks First Nation			**P**	**P**
Facilitate GHG Emission reduction with community organizations	**1.7.2**		**X**	**P**
Develop communications strategy for OCP and LUB project			**X**	**P**
Review Community Profile			**P**	**P**
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**	
False Bylaw Parking and Master Plan		**X**	**X**	
Integrated Shoreline and Watershed Mapping Workshop	**2.1.1**	**Completed**		
Update OCP with intertidal zone policies using specific recommendations from Forage Fish workshops	**2.2.1**	**X**	**X**	
Update OCP to require pump-out stations for marinas	**2.6.2**		**P**	**P**
Update OCP to include provisions for food security	**4.4.2**		**P**	**P**
Develop Protocol Agreement with Sliammon First Nation			**P**	**P**
Review of Lasqueti Crown Lands			**P**	**P**
Targeted Review/Update of OCP and LUB			**X**	**P**
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**	
Shoreline DPA	**2.2.1**	**X**	**X**	
OCP amendment indicating RAR Compliance	**1.3.4**	**X**	**X**	
Protocol Agreement and MOU with Penelakut First Nation			**P**	**P**
Joint Proactive enforcement with the CVRD			**P**	**P**
Revise Protocol Agreement with Lyackson First Nation			**P**	**P**
Development Approval Information Bylaw			**X**	**P**
Housekeeping Amendments for LUB			**P**	**P**
Sustainability Guidelines for Thetis Island in collaboration with CVRD		**Complete**		
Island-wide watershed protection			**P**	**P**
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:

- Justine Starke , Island Planner – policy planning and major applications
- Stefan Cermak , Planner 2 – policy planning and application processing
- Caitlin Brownrigg, Planner 1 – enquiries and application processing
- Vacant, Planner 1 (maternity leave until Dec 1, 2013)

Additional support is provided by a planning consultant (Aug 1 to December 31, 2013).

The administrative support staff persons allocate their time proportionally to all Salt Spring Office local trust areas:

- Pauline Brazier, Planning Clerk
- Claire Olivier, Planning Secretary (80%), Planning Clerk (20%)
- Lisa Floritto, Administrative Support
- Kathryn Luttin, Auxiliary Contractor, (20%)

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 considering 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)		**X**	**X**	
LUB Update: Secondary Suites	4.3.1	**Completed**		
OCP Review: DPA4/RAR mapping	1.3.3	**X**	**X**	
Advisory Committees Review T of Ref		**Completed**		
OCP Review: watershed management	2.1.1	**X**	**X**	**X**
Video Recording Pilot and Evaluation		**Completed**		
Community Engagement Pilot		**Completed**		
OCP Review: Village Area planning			**X**	**X**
Ganges Harbour Management Plan			**X**	**X**
OCP & LUB Review: Subdivision for a Relative, Farmworker Housing			**X**	**X**
LUB Update: Technical Amendments				**P**
Secondary Suites Implementation – Monitoring Program and Temporary Use Permits	4.3.1		**X**	
Quality Management Procedures				**P**
Development Approval Information Bylaw				**P**
Prop. National Marine Conservation Area Reserve internal boundaries	2.3.3		**X**	**X**
Soil Bylaw Implementation				**P**
LUB Update - cottages	4.3.1			**P**
OCP/LUB : climate change adaptation	1.7.2	**X**		**P**
LUB Update- Affordable Housing	4.3.1			**P**
Bill 27 Piers Island OCP Update				**P**
Community Economic Sustainability & Security				**P**
Ganges Storm Water Management Plan				**P**
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:

- Andrea Pickard , 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 – Galiano Island Local Trust Area and support to Local Planning Committee – policy planning and major applications
- Kim Farris, Planner 1 – general planning application processing and enquiries for all local trust areas served by the Southern Office

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

- Sharon Lloyd-deRosario, Planning Clerk
- Lori Foster, Planning Secretary (effective Aug 15, 2013)

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**	
Implement DPA: replace DAI bylaw, develop public communications tools, implementation administrative steps		**X**	**Complete**	
Groundwater DPA Implementation		**P**	**X**	**P**
LUB Update (Phase 2)			**X**	**P**
Visitor Accommodation Review			**X**	**P**
Soil Removal and Deposit bylaw				**P**
Amendments to F1 zoning				**P**
Associated Islands Parking issues				**P**
Joint LTC and TFB Eelgrass mapping				**P**
Bike Trails and Camping				
Update Procedures Bylaw				
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**	**P**
Consider amendments to OCP/LUB to implement recommendations of Commercial Land Use Review Task Force report		**X**		**P**
Implement Riparian Areas Regulation	1.3.4	**X**	**X**	
OCP and LUB Amendments			**X**	**P**
Climate Change adaption	1.7.2			**P**
Agricultural building riparian setbacks				**P**
Review LUB requirements for proof of water for boundary adjustment subdivisions		**X**	**Complete**	
Review Density provisions for larger lots				**P**
Road Issues				
Review of TUP policies				
STVR Review				
Geo-exchange 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.		**Completed**		
Shoreline Development Review – Phase I completed, Phase II initiated	2.2.1	Completed (Phase I)	**X**	
Pedestrian and bicycle route designations		Completed		
Conservation Subdivision Review			**X**	**P**
Affordable housing implementation	4.3.1			**P**
Climate adaptation and community resilience	1.7.2		**P**	**P**
Various OCP policy implementation				**P**
Various LUB amendments				**P**
Geological hazard implementation				**P**
Road side Signs				**P**
LUB/OCP amendments related to Transportation				**P**
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		**Completed**		
Amend OCP to implement RAR	1.3.4	**Completed**		
Consider amendment to LUB for ocean loop geo-thermal		**Completed**		
Targeted LUB review			**X**	**P**
Accommodation Review			**X**	**P**
Review of Community Amenity Density Reserve policies			**X**	**P**
Implement SEM, steep slope and raptor nest mapping	1.6.3			**P**
Agricultural building watercourse setbacks				**P**
National Park Lands OCP and LUB amendments				**P**
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**	
Shoreline protection	2.2.1	**X**	**X**	
On-line survey (Completed)		**Completed**		
Ocean Loop Geothermal			**X**	**P**
APC Bylaw			**X**	
DAI Bylaw				**P**
Forest land zoning review				**P**
Implement SEM mapping	1.6.3			**P**
Steep slope Mapping implementation				**P**
Raptor Nests protection implementation	1.6.3			**P**
Parks and recreation OCP amendments				**P**
Community Transition and Resilience			**P**	**P**
Area Farm Plan			**P**	**P**
LUB Information Notes			**P**	
X = budgeted and committed **P** = planned – subject to budget and LTC direction				

BYLAW ENFORCMENT

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:

- Peter Phillips, Bylaw Enforcement Officer – responding to bylaw enforcement enquiries, investigations and bylaw compliance concentrating on the Northern region
- Geoff Kinnear, Bylaw Enforcement Officer – responding to bylaw enforcement enquiries, investigations and bylaw compliance concentrating on Salt Spring Island and Sothern Region. Part time position three days per week.
- Warren Dingman, Bylaw Enforcement Officer (part-time auxiliary to October 2013) – auxiliary part-time assistance to help backfill Bylaw Enforcement Manager leave.
- Rob Gratton, Administrative Assistant (part-time auxiliary) – administrative support to the bylaw enforcement manager and officers.

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

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		**X**	**X**	
TAPIS custom reporting		**X**	**X**	
Mapping web site development			**P**	**P**
X = budgeted and committed **P =** planned – subject to budget and LTC direction				

BRIEFING

To: **Trust Council** **For the Meeting of: Sept 10-12, 2013**

From: David Marlor **Date:** August 22, 2013

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.

BACKGROUND: Attached are two tables and two pie charts presented 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 2011/12, 2012/13 and 2013/14 Fiscal years. For the 2013/14 fiscal year the information is broken down by Quarter, in addition to providing a running total for the 2013/14 Fiscal year.

Chart 1 shows the number of files open at the end of the most recent reporting Quarter (June 30/13).

Table 2 shows the number of open files by violation type. The table includes the more common categories of enforcement types. The “other” 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.

Files open report:

At June Trust Council the Director of Local Planning Services illustrated a new report format showing open files and the reason the files are open. Since then we have received further requests to better show duration of files that are open. This information is not available for September Trust Council but will be available for December Trust Council.

ATTACHMENT(S):
Bylaw Enforcement File Volume Report
Bylaw Enforcement by Violation Type Report

AVAILABLE OPTIONS:

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

FOLLOW-UP: Report will be updated and presented every quarter to Trust Council.

Prepared By: David Marlor, Director, Local Planning Services

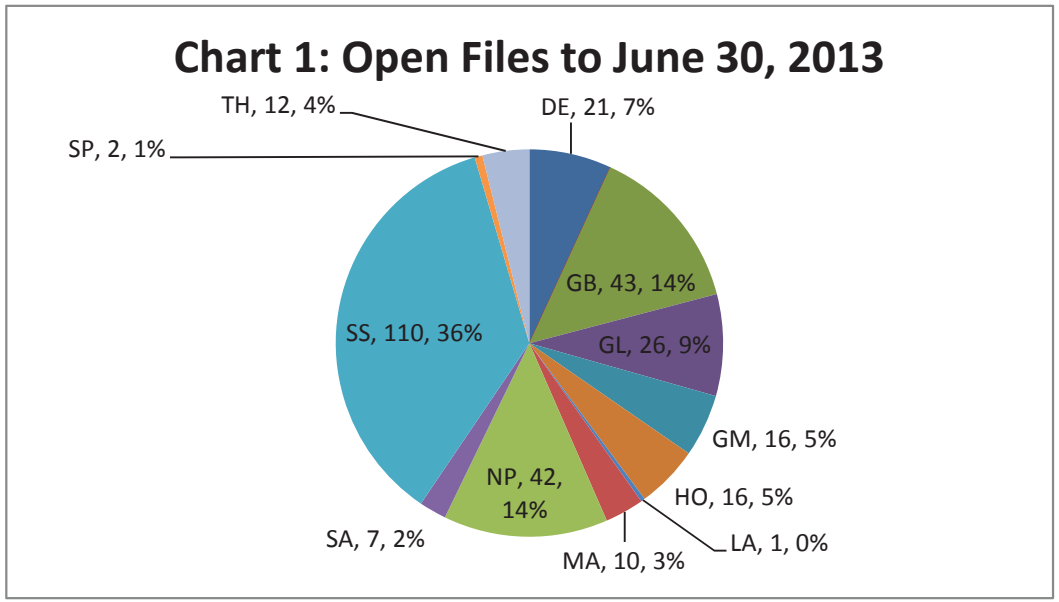
Reviewed By/Date: Executive Committee – August 27, 2013

Linda Adams, Chief Administrative Officer

Bylaw Enforcement by Local Trust Area

TABLE 1:

LTC	Fiscal 2011/12				Fiscal 2012/13				Fiscal 2013/14							
	Total	%	Open	%	Total	%	Open	%	Q1	Q2	Q3	Q4	Total	%	Open	%
DE	23	6%	15	5%	19	6%	18	6%	22				22	7%	21	7%
EX	0	0%	0	0%	0	0%	0	0%	0				0	0%	0	0%
GB	46	12%	28	10%	40	13%	40	14%	43				43	13%	43	14%
GL	35	9%	28	10%	25	8%	25	9%	26				26	8%	26	8%
GM	14	4%	14	5%	16	5%	16	6%	16				16	5%	16	5%
HO	23	6%	21	7%	17	6%	16	6%	17				17	5%	16	5%
LA	1	0%	1	0%	1	0%	1	0%	1				1	0%	1	0%
MA	34	9%	18	6%	8	3%	5	2%	13				13	4%	10	3%
NP	61	16%	41	14%	43	14%	40	14%	45				45	14%	42	14%
SA	8	2%	8	3%	8	3%	6	2%	9				9	3%	7	2%
SS	131	34%	99	35%	112	37%	104	37%	118				118	36%	110	36%
SP	1	0%	1	0%	1	0%	1	0%	2				2	1%	2	1%
TH	13	3%	12	4%	12	4%	10	4%	14				14	4%	12	4%
Tot.	**390**	**100%**	**286**	**100%**	**302**	**100%**	**282**	**100%**	**326**				**326**	**100%**	**306**	**100%**



Total = total number of files for the period including files from the previous period and new files

Open = number of files remaining open at end of the period, including legal files

% = percentage of the total or open complaint volume for the entire Islands Trust Area

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

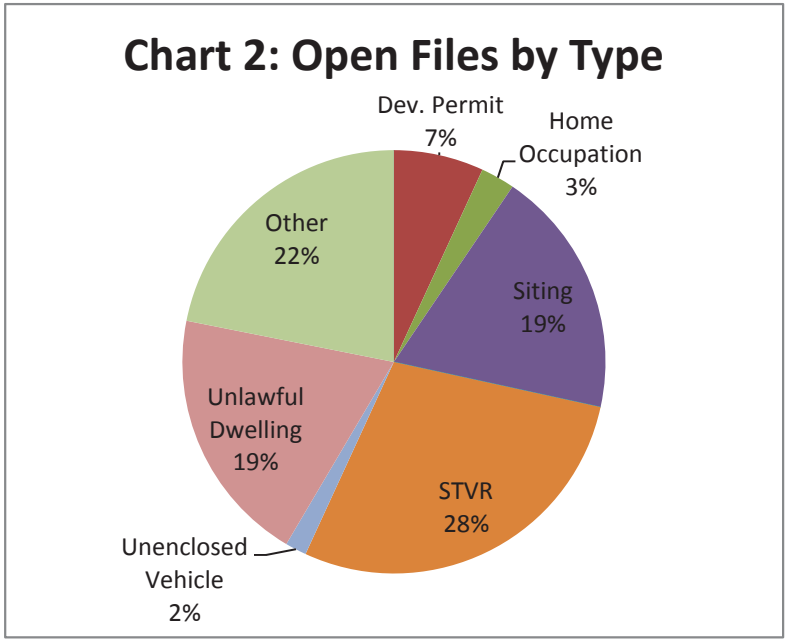
Q4 = January 1 to March 31, Reported to June Trust Council

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

Bylaw Enforcement by Local Trust Area

TABLE 2:

	Violation Type										
LTC	Density	Dev. Permit	Home Occupation	Siting	Soil Bylaw	STVR	Unenclosed Vehicle	Unlawful Dwelling	Other	Totals	Percentage
DE	0	7	0	2	0	3	0	3	6	**21**	**7%**
EX	0	0	0	0	0	0	0	0	0	**0**	**0%**
GB	0	3	3	6	0	10	0	12	9	**43**	**14%**
GL	0	0	1	8	0	4	2	7	4	**26**	**8%**
GM	0	0	0	7	0	1	0	1	7	**16**	**5%**
HO	0	1	1	3	0	3	0	6	2	**16**	**5%**
LA	0	0	0	0	0	0	0	1	0	**1**	**0%**
MA	0	0	0	5	0	2	0	2	1	**10**	**3%**
NP	0	3	1	9	0	15	2	3	9	**42**	**14%**
SA	0	0	0	5	0	1	0	1	0	**7**	**2%**
SS	0	7	2	5	0	48	1	22	25	**110**	**36%**
SP	0	0	0	1	0	0	0	0	1	**2**	**1%**
TH	0	0	0	7	0	0	0	2	3	**12**	**4%**
Tot.	**0**	**21**	**8**	**58**	**0**	**87**	**5**	**60**	**67**	**306**	**100%**
%	**0%**	**7%**	**3%**	**19%**	**0%**	**28%**	**2%**	**20%**	**22%**	**100%**	



CHIEF ADMINISTRATIVE OFFICER
2013-2014 SECOND QUARTER REPORT

Date: August 27, 2013

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. TRUST COUNCIL & TRUSTEES • Supervise all decisions and briefings to Trust Council • Supervise implementation of Trust Council decisions • Supervise quarterly meeting preparation o Council sessions – Administrative Fairness, FOIPPA, Advocacy, in camera session • Strategic planning – monitor and report on status • Advice to trustees re standards of conduct, fairness and legislative matters • Development of draft trustee guide re conflict of interest matters • Initial briefing to EC re Islands Trust boundary issues	• Supervise implementation of Council decisions • Supervise quarterly meeting preparation o RFDs and briefings o Council sessions – new Worksafe BC policies, • Strategic planning – monitor and report on status, develop potential amendments during budget process for review • Develop project charter re Islands Trust boundary issues
2. EXECUTIVE COMMITTEE • Supervise tri-weekly meeting preparation • Supervise implementation of EC decisions • Develop proposed policy amendments and related decision package regarding Trust Council Delegation Bylaw 154 • Staff liaison re SSI governance study o Respond to initial requests for information from consultant • Litigation defence management (3 files on-going, 1 active) • Liaison with Ombudsperson office (no current complaints) • Administrative Fairness Complaints (no new complaints this quarter)	• Supervise tri-weekly meeting preparation • Supervise implementation of EC decisions • Staff liaison re SSI governance study • Coordinate input into and review of Islands Trust Impact Assessment study and review drafts • Litigation defence management (1 active file) • Briefing regarding food security topics • Further work re changes to ITFB name and corporate structure • Initial steps in policy development and implementation improvement program • Develop project charter • Deliver staff training modules • Prepare for UBCM attendance and finalize follow-up report • Liaison with new provincial government
3. EXECUTIVE SERVICES UNIT • Staff performance reviews completed	• Unit budget preparation and management • Staff performance planning for next cycle
4. EXTERNAL LIAISON • Ministry of Community, Sport and Cultural Development re Islands Trust issues • Preparations for UBCM attendance	• Ministry of Community, Sport and Cultural Development re Islands Trust issues • Bowen Island Municipality – EC annual meeting preparations
5. MANAGEMENT TEAM • Bi-weekly management coordination meetings • Monthly meetings of leadership group	• Bi-weekly management coordination meetings • Monthly meetings of leadership group • Training focus: collaboration/leadership, problem solving/policy development

EXECUTIVE COMMITTEE
WORK PROGRAM REPORT

To: Islands Trust Council

Updated: August 28, 2013

WORK PROGRAM (*Top Three Priorities*)

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

Top Priorities

- Clarify jurisdictional issues related to Islands Trust boundary
- Recommend policy amendments related to watershed management bylaw (Trust Council Delegation Bylaw 154)
- Islands Trust Impact Analysis – potential budget impact with regards to possible SSI incorporation

Planned

- Internal policies, procedures regarding local food security
- Seek legislative change re Islands Trust Fund structure and name change

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

Top Priorities

- New MLA, minister and critic orientation
- Improvements to First Nations relations
- Derelict vessel advocacy

Planned

- Pleasure craft sewage advocacy
- Trustee orientation re advocacy
- BC Ferries advocacy

3. ORGANIZATIONAL IMPROVEMENTS (DM/CS/CT)

Top Priority

- Improve reporting regarding bylaw enforcement (DM)
- Develop information for Trust Council re special property tax requisitions (CS)
- Identify potential amendments to LTC correspondence-handling policy (CT)
- Presentation to Trust Council re Freedom of Information and Protection of Privacy (CT)

Planned

- Review process for development of RD/LTC protocol agreements (DM)
- Develop recommendations regarding RWM procedures (CT)

TRUST COUNCIL MEETING – SESSIONS and REQUEST FOR DECISION/ INFORMATION ITEM(S)

Sessions

- Administrative Fairness in Application Processing
- Advocacy Policy and Priorities
- Freedom of Information and Protection of Privacy
- Oil Spill and Shipping Advocacy
- In camera session

Decision Items

- Policy Amendments related to Trust Council Bylaw 154 (Delegation to SSILTC re water resource management)
- Endorse updates to Strategic Plan for budget planning purposes

Information Items

- Executive Committee report
- Trust Council - Continuous Learning Plan (for discussion and suggestions)
- Organizational Priorities Chart
- CAO Quarterly Report

PROVINCIAL LIAISON UPDATE

Completed

- No new items this quarter

Planned

- Introductory meeting with Minister of Community, Sport and Cultural Development
- Introductory meetings with Trust Area MLAs (at UBCM)
- Introductory meetings with select provincial ministers as available
- Meeting with Minister of Forests, Lands and Natural Resource Operations re derelict vessels (Coordinating a confirmed meeting of multiple local governments at UBCM)
- Meeting with Minister of Forests, Lands and Natural Resource Operations re Howe Sound Management Plan (Attending a potential meeting at UBCM, coordinated by Sunshine Coast RD)

Linda Adams
Chief Administrative Officer

Sheila Malcolmson
Chair

Islands Trust Council Plan for Continuous Learning 2011-2014

(What other topics would trustees like to propose?)

2013-08-28

Year		Trust Wide and Administrative Topics	Legal and Governance Topics	Planning How-To	Working With Others
2013	Webinar Sessions (planned)	New Website Orientation		Northern and Southern Team Meetings	
	Sept (Lasqueti)	Advocacy Policy	Freedom of Information and Protection of Privacy	Refresher on administrative fairness in application processes	
	Dec (Victoria)	Draft 2014/15 Budget Session Strategic Plan Review Invasive Species	New WorkSafe BC regulations – ensuring an harassment-free workplace	Bylaw Enforcement Best Practices	Electoral Area Directors re Economic Sustainability
2014	Mar	Annual Budget Session		Good Planning Practice	
	June				San Juan County
	Sept	Election period best practices Term review			
	Dec (Victoria)	Orientation	Orientation	Orientation	Orientation

3.3

SESSIONS/ITEMS COMPLETED IN 2011-14 TERM					
Year		**Trust Wide and Administrative Topics**	**Legal and Governance Topics**	**Planning How-To**	**Working With Others**
	Webinar Sessions (held)	*Email Management (Aug 2013) Carbon Offsets (June 2013)*			
2013	*June (Mayne)*	*Carbon Neutral Policy*		*Making Difficult Decisions*	*Working with San Juan County*
	Mar (Thetis)	*Annual Budget Session*	*Legal Session Conflict of Interest*		*Working with the Islands Trust Fund*
2012	*Dec (Salt Spring)*	*Draft Budget Session*		*Greenshores for Homes re Shoreline Mapping*	*Introduction to the Agricultural Land Commission*
	Sept (Bowen)	*Strategic Planning Oil Spill Response*	*Refresher on Standards of Conduct and Administrative Fairness*	*Good Planning Practice Best practices in public engagement*	*Bowen Island Municipality*
	June (Penders)	*Strategic Planning*	*Intro to Indemnification*		*First Nations San Juan County*
	Mar (Gabriola)	*Annual Budget Session* *Initial Strategic Planning Session*	*Standards of Conduct and Indemnification*	*Community Planning 101 (for new trustees)*	
2011	*Dec (Victoria)*	*Orientation to Trust Area Services, Administrative and Financial Services and and budget process*	*'Staying out of Trouble' Session*	*Orientation to Local Planning Services*	*Making Fair Decisions* *Islands Trust Human Resources*

Potential topics/agency liaison for consideration in 2011-14 term:

- Using Special Tax Requisitions
- Introduction to UBCM
- Coastal Douglas Fir Zone Conservation Action Plan (Trustee Pottle suggestion)
- 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

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

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:**: Sept 10-12, 2013

From: Executive Committee **Date Prepared:** August 27, 2013

SUBJECT: TRUST COUNCIL STRATEGIC PLAN (2011-2014)

RECOMMENDATIONS:

1. That the Islands Trust Council endorse the Objectives, Strategies, Activities and Phases (columns 1 – 3) illustrated in the August 27, 2013 version of its Strategic Plan for 2011-2014.

2. That the Islands Trust Council request Council Committees, Local Trust Committees and the Trust Fund Board to provide recommendations to the Financial Planning Committee and the Executive Committee in November, regarding:

a. Their projected ability to complete Strategic Plan items on target
b. Identification of any Strategic Plan items they recommend for amendment, removal or delay
c. Identification of any items that should be added to the Strategic Plan
d. Recommendations regarding any new resources that should be included in the annual budget in order to complete Strategic Plan items on target

3. That the Islands Trust Council request the Financial Planning Committee to use the August 27, 2013 version of its Strategic Plan for 2011-2014 for the purposes of budget development, after considering recommendations of other Council Committees and local trust committees.

4. That the Islands Trust Council request the Executive Committee to make recommendations in December 2013 regarding amendments to the Strategic Plan for 2011-2014.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Implementation of Trust Council's adopted Strategic Plan has been progressing since the plan was adopted in September 2013. However, in some instances, new priorities have arisen, or unexpected delays and challenges have occurred. The Executive Committee and senior staff have reviewed the plan and suggested clarifications and updates, as well as a clearer view of current status. Endorsement of the main elements of the plan, as revised, will be useful to the Executive Committee, the Financial Planning Committee and staff, as preparations are made for the upcoming budget cycle. The proposed recommendations would seek further input from all Islands Trust bodies, to ensure the Strategic Plan reflects changing priorities and available resources.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
No organizational implications. The Strategies, Activities and Phases for the current fiscal year are already funded in the current budget and are being worked on with existing resources. Review of the Strategic Plan in the coming month will identify areas where additional resources may be necessary, or where the Strategic Plan may require amendment to reflect capacity.

FINANCIAL:
No financial implications. The recommendation is that the Strategies, Activities and Phases of August 27, 2013 version of the Strategic Plan be endorsed for budget planning purposes. Following further consideration by Islands Trust bodies, Trust Council will further consider preparation and adoption of its next annual budget.

POLICY:
No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS:
Adoption of the Strategies, Activities and Phases in the August 27, 2013 version of the Islands Trust Council's Strategic Plan will provide a focus for the Financial Planning Committee's work in preparing a draft budget for 2014-2015.

If these recommendations are adopted, then the August 27, 2013 version of the Strategic Plan will be circulated to all Council Committees, Local Trust Committees and the Trust Fund Board. Each body will be asked to make recommendations, for consideration of the Financial Planning Committee and Executive Committee. The Financial Planning Committee would consider these recommendations in developing the first draft of the 2014/2015 annual budget that Trust Council will review in December 2013. The Executive Committee would consider these recommendations in developing proposed amendments to the Strategic Plan for Trust Council to consider in December 2013. Following public consultation in February 2014, Trust Council would then adopt a budget in March 2014 and amend its Strategic Plan, as necessary, in response to the budget it has adopted.

OTHER: n/a

BACKGROUND

The Islands Trust Council adopted a Strategic Plan for the 2011-2014 term in September 2012. In March 2013, it adopted an annual budget aimed at funding activities identified in the Strategic Plan (among other operations and activities).

The August 27, 2013 version of the Strategic Plan has been updated to illustrate:
- A more accurate depiction of phases for some activities (e.g. work to comply with the *Riparian Areas Regulation,* which includes several phases on multiple islands)
- A more accurate depiction of strategies, phases and activities (e.g. in relation to work related to the SSI governance study, where details of specific phases and activities have been clarified as the work has progressed)
- More details about the status of progress on each activity, including colour coding to provide a quick visual indicator of progress.

As indicated in the August 27, 2013 version of the Strategic Plan, a large number of activities planned for the current fiscal year are in progress (see items coded green in last column), with some now complete (blue). However, other activities are behind target (yellow) or have not started as originally planned (red). In some cases, this is because other time-consuming

priorities have arisen, because the planned activity is more complex and time-consuming than originally anticipated, or because a different direction is being pursued. In other cases, lack of staff resources, or lack of action on the part of others has caused unanticipated delays. The Strategic Plan also identifies some activities as not due (white), either because they are not planned to begin until the next fiscal year, or because they are dependent upon actions of others that are outside the control of the Islands Trust body working on the activity.

In particular, Council should carefully consider the following planned activities, to determine if they remain priorities, given that progress has been delayed or anticipated work has not begun. If these areas remain priorities for Trust Council, then additional resources, or delays to other work may be required to achieve them as originally identified on the Strategic Plan:

- 1.4.1 Seek legislative change regarding Trust Fund Board corporate structure and name
- 1.5.2 Protect land with high biodiversity, though acquisition, donation or conservation covenant
- 1.7.1 Include GHG emission reduction targets, policies and actions in all OCPs (one OCP outstanding)
- 2.2.1 Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping
- 2.2.2 Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore
- 2.4.7 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe Sound
- 2.5.1 Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)
- 2.6.2 Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas
- 3.3.3 Amend LUBs to include new regulations aimed at protection of water quality and quantity
- 3.3.4 Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation
- 5.5.1 Adopt First Nations Consultation Strategy
- 5.1.3 Implement ‘essential’ and ‘quick start’ improvements to land use referral system that do not require additional resources, as identified in FN Consultation Strategy
- 5.1.4 Identify resource needs for improved FN consultation and engagement
- 6.1.4 Review budget lines to ensure accurate allocation of costs (to BIM)
- 6.2.1 Develop model fees bylaw for consideration by LTCs
- 6.2.2 Consider adoption of amended fees bylaws
- 6.4.1 Consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications

Review of the August 27, 2013 version of the Strategic Plan will enable Islands Trust bodies to consider status of the identified activities and to provide input regarding changing priorities, amended resource needs, and potential new activities.

REPORT/DOCUMENT:

Attached – Islands Trust Council Strategic Plan 2011-2014, August 27, 2013 version.

KEY ISSUE(S)/CONCEPT(S):
Endorsement of an updated version of Trust Council’s Stategic Plan, for the purposes of budget planning and further consideration.

RELEVANT POLICY: n/a

DESIRED OUTCOME:

- Endorsement of amendments to the Strategic Plan to guide the development of the 2014/15 annual budget.
- Development of a draft budget that considers the current status of activities on Trust Council's Strategic Plan.
- Advice to Trust Council from Islands Trust bodies regarding the status and importance of items on Council's Strategic Plan.

RESPONSE OPTIONS

Recommended:

1. That the Islands Trust Council endorse the Objectives, Strategies, Activities and Phases (columns 1 – 3) illustrated in the August 27, 2013 version of its Strategic Plan for 2011-2014 .

2. That the Islands Trust Council request Council Committees, Local Trust Committees and the Trust Fund Board to provide recommendations to the Financial Planning Committee and the Executive Committee, regarding:

a. Their projected ability to complete Strategic Plan items on target

b. Identification of any Strategic Plan items they recommend for removal or delay

c. Recommendations regarding any new resources that should be included in the annual budget in order to complete Strategic Plan items on target

3. That the Islands Trust Council request the Financial Planning Committee to use the August 27, 2013 version of its Strategic Plan for 2011-2014 for the purposes of budget development, after considering recommendations of other Council Committees and local trust committees.

4. That the Islands Trust Council request the Executive Committee to make recommendations in December 2013 regarding amendments to the Strategic Plan for 2011-2014.

Alternatives:

1. To make additional amendments to the August 27, 2013 version of the Strategic Plan before endorsement.
2. Not to endorse a version of the Strategic Plan that can be used for budget planning purposes.

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: Executive Committee, August 27, 2013



Linda Adams, Chief Administrative Officer

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 –updated to Aug 27, 2013(DRAFT)

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 affordability, food security and farmland protection

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 island land use decisions
- Continually working to improve our organizational effectiveness

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Shaded text=activities primarily achieved in prior fiscal years or proposed for future fiscal years and subject to future budget decisions;
Italics=changes 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**	**FY 2011/12- 2014/15** 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
		FY 2012/13 – 2013/14 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 *ITF presentation to LPS not started*
		FY 2012/13 – 2014/15 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 in 2013/14 $22K for eelgrass mapping; $10K for forage fish mapping Further work subject to 2014/15 budget $22K for eelgrass mapping; 10K for forage fish mapping	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 (except Valdes) Lasqueti, North Pender, South Pender and Mayne and forage fish habitat mapping completed for North and South Pender; additional eelgrass mapping in progress
		FY 2013/14 1.1.4 Research and develop a pilot landowner contact program in collaboration with a local conservancy	TFB	Subject to external funding	By whether a landowner contact pilot program is implemented	*Planning in progress*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		FY 2011/12 - 2014/15 1.1.5 Support island-based land trusts with partnerships, funding and capacity building opportunities	TFB	Funded by base budget and donations	By whether the Opportunity Fund grows by at least 10% per year and by the amount of grants issued	*Recent grants awarded to Pender Island Conservancy ($5,000) and Salt Spring Island Conservancy ($5,000)*
		FY 2013/14 1.1.6 Council workshop regarding invasive species	TFB	Funded by base budget	By whether a Trust Council workshop has been held	*Scheduled for Dec/13 Trust Council meeting*
		FY 2013/14 – 2014/15 1.1.7 Share information with the public about managing invasive species	TFB	Subject to funding in 2014/15 program budget	By whether information has been shared with the public	In progress. Invasive species control information shared through ITF website and e-newsletter
	1.2 Expand Natural Areas Protection Tax Exemption Program (NAPTEP) program to entire Islands Trust Area	**FY 2012/13** 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
		FY 2013/14 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
		FY 2013/14 - 2014/15 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.*
	1.3 Protect fish habitat by implementing Riparian Areas Regulation	***PHASE 1 – Identify watersheds*** ***FY 2014/15*** *1.3.1 Identify RAR watersheds on Gambier and Lasqueti*	*LTCs***	*Subject to budget*	*By whether all RAR watersheds on Gambier and Lasqueti have been identified*	*Not due* *Not started*
		PHASE 2 – Improve mapping **FY 2012/13** 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
		FY 2013/14 1.3.3 Improve mapping of additional riparian areas on *Denman, Hornby and 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	Project planning underway
		FY 2014/15 *1.3.4 Improve mapping of additional riparian areas on Gambier, Lasqueti and Salt Spring islands*	*LTCs***	*Subject to budget*	*By whether new mapping of riparian areas is complete*	*Not due* *Not started*
		PHASE 3 – Adopt bylaws ***FY 2012/13 - 2013/14*** 1.3.5 Adopt new bylaws to implement RAR on selected	LTCs**	Funded by 2013/14 program budget	By whether Gabriola, Mayne and Saturna are RAR compliant through bylaw development	*Saturna complete Gabriola, Mayne & Thetis in progress*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		islands *(Gabriola,Mayne,Saturna, Thetis)*				
		FY 2014/15 *1.3.6 Adopt new bylaws to implement RAR on all islands where still required (Ballenas/Winchelsea, Denman, Hornby, and one Salt Spring watershed)*	*LTCs***	*Subject to budget*	*By whether Ballenas/Winchelsea, Denman, Hornby and one Salt Spring watershed are compliant with RAR through bylaw development*	*Not due* *Not started*
		FY 2015/16 - ? *1.3.7 Adopt new bylaws to implement RAR on all Lasqueti, Gambier and remainder of Salt Spring)*	*LTCs***	*Subject to budget*	*By whether all Gambier, Lasqueti and Salt Spring watersheds are compliant with RAR through bylaw development*	*Not due* *Not started*
	1.4 Establish reliable, adequate and sustainable funding for the Islands Trust Fund	**FY 2012/13 – 2013/14** 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
		FY 2011/12 – 2014/15 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	*Information package prepared re Planned Giving*
		FY 2014/15 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*
		FY 2015/16 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	**FY 2011/12- 2012/13** 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 of high priority areas underway
		FY 2011/12 – 2014/15 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	144 hectares protected since 2011
	1.6 Use land use planning tools and decisions to increase protection of special areas	**FY 2013/14** 1.6.1 Explore model land use planning tools that protect species and ecosystems at risk	LPC	Funded by base budget	By whether a staff report on model land use planning tools has been completed	Not started. Pending provincial working group *recommendations. Staff participating on prov. working group.*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		1.6.2 Trustee workshop about protection of special areas	TFB	Funded by base budget	By whether a trustee workshop has been held	Complete
		FY 2011/12 – 2014/15 1.6.3 Develop policy, OCP and LUB amendments that include protective measures for biodiversity	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs and LUBs have been amended to address improved protection of biodiversity	Some reviews underway *(details to be confirmed)*
	1.7 Reduce greenhouse gas emissions	**FY 2012/13 – 2013/14** 1.7.1 Include GHG emission reduction targets, policies and actions in all OCPs, as required by LGA	LTCs	Funded by program budget	By whether all OCPs comply with LGA re GHG emissions	18 of 19 comply. Outstanding OCP (Piers Island) on work program for 2013, *but work not started*
		FY 2012/13 - 2014/15 1.7.2 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 working on regulations to implement OCP policies
		FY 2012/13 – 2013/14 1.7.3 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*
2. PROTECT coastal and marine ecosystems	**2.1 Encourage understanding of shoreline processes and voluntary stewardship of coastal and marine ecosystems**	**FY 2012/13** 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
		FY 2013/14 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*
		FY 2014/15 2.1.3. Pilot a Green Shores for Homes credit rating incentive system in one LTA	LTCs**	Subject to successful grant application	By whether an LTC has piloted a Green Shores for Homes credit rating incentive system	Not started. Funding not recommended by LPC. Dependent upon grant application. LPC to reconsider in *Nov/13*
	2.2 Use land use planning tools and decisions to improve protection of coastal areas	**FY 2013/14 – 2014/15** 2.2.1 Adopt regulatory bylaws with respect to integrated shoreline and watershed protection mapping	LTCs**	Subject to funding in future program budgets	By whether LTCs have adopted regulatory bylaws	Reviewed by Thetis LTC. *Educational program being considered/developed by N Pender, S Pender, Thetis*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
		2.2.2 Develop mechanisms for proactive bylaw enforcement of illegal structures on the foreshore	LPC/LTCs**	Funded in 2013/14 program budget ($2000)	By whether mechanisms have been developed	*LPC recommends educational approach, not proactive enforcement*
	2.3 Participate in planning for National Marine Conservation Area Reserve	**FY 2011/12 – 2014/15** 2.3.1 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	Resolution supported by TC in Dec 2012 Feb 2013 Chair letters to Ministers Lake & Kent
		2.3.2 Participate in NMCA workshops and consultation opportunities	LTCs ** / TAS / EC	May require additional funds	By level of participation in NMCA workshops and consultation opportunities	Workshops attended in Aug and Oct No funding proposed in 2013/14 budget. LTCs commenting on boundary details
		Future fiscal years (TBD) 2.3.3 Respond to NMCA implementation steps with complementary activities, as required	LTCs**	May require additional funds	TBD	Not due Not started
	2.4 Advocate for protection of the Salish Sea and Howe Sound from oil spills, derelict vessels and industrial activities	**FY 2011/12 – 2014/15** 2.4.1 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	2011:7 letters sent 2012:1 letters sent 2013: *3* letters sent Related resolutions passed at UBCM 2012 and AVICC 2013 conventions
		2.4.2 Chair participation in hearings related to tanker traffic increases	EC	Funded by base budget	By whether the Chair has participated in hearings related to tanker traffic increase	NEB hearing presentation Aug 2012
		2.4.3 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	One workshop held at AVICC. Jan 2013 Chair presentation to Regional District Nanaimo Board. 2013: Chair presentation at San Juan County marine managers workshop
		2.4.4 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	Participation in two exercises in 2012
		FY 2011/12 – 2014/15 2.4.5 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 Mar/13 Letter to minister seeking

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS ++
						action on Transport Canada report *Organized resolution, clinic and meeting with Minister at UBCM*
		FY 2011/12 – 2013/14 2.4.6 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
		FY 2012/13 – 2014/15 2.4.7 Advocate regarding potential impacts of the proposed Burnco Gravel Mine upon Howe Sound	EC	Funded by base budget	By whether the Executive Committee has advocated regarding the proposed Burnco Gravel Mine	*Not started*
		FY 2013/14 – 2014/15 2.4.8 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 *Initial briefing prepared for EC*
	2.5 Advocate for appropriate regulation of aquaculture	**FY 2013/14 – 2014/15** 2.5.1 Collaborate with Department of Fisheries and Oceans regarding shellfish regulations through local government advisory committee as a pilot project for one LTC (Denman)	LTCs**	Funded in 2013/14 program budget ($1000)	By whether the Denman Island LTC has collaborated with DFO on a pilot project	*Not3.3.Impl started (Denman unsuccessfully sought representation on DFO committee)*
	2.6 Advocate for effective regulation of marine sewage	**FY 2011/12 – 2014/15** 2.6.1 Chair correspondence regarding marine sewage regulation	EC	Funded by base budget	By whether the Chair has written to advocate for regulation of marine sewage	*Research and mapping in progress*
		2.6.2 Amend OCP policies to require sewage pump-outs as a condition of new/expanded marinas (i.e. during rezoning applications)	LTCs**/BIM***	Funded by base budget	By whether OCP policies require sewage pump-outs as a condition of marina development/expansion	*No new OCP amendments since adoption of Strategic Plan*

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	In progress - Behind Target (e.g. not funded, delayed by other priorities, etc.)
	Not started – Behind target

Policy Statement Goal B: Stewardship of Island Resources…

TC	STRATEGIES	ACTIVITES 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**	FY 2013/14 3.1.1 Compile educational materials about water resources done by local groups and identify gaps	TPC	Funded by base budget	By whether the need for new educational materials had been defined.	Complete
		3.1.2 Fill identified gaps with new educational materials about water resources	TPC	Funded by base budget	*By whether new educational materials have been created*	Not started
		FY 2014/15 3.1.3. Develop an on-going water stewardship program	TPC	Subject to 2014/15 program budget	By whether an on-going water stewardship program has been funded and launched	*Not due* *Not started*
	3.2 Advocate for provincial Water Act reform	**FY 2011/12 – 2014/15** 3.2.1 Continue to participate in Water Act reform consultations	EC	Funded by base budget	By whether participation in Water Act reform has taken place	Not started Pending provincial *action*
	3.3 Use land use planning tools and decisions to protect water quality and quantity	**FY 2013/14** 3.3.1 Develop toolkit 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	Project charter approved by LPC; Report underway
		FY 2013/14 – 2014/15 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*
		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	*No LUB work begun*
		FY 2013/14 3.3.4 Develop model Development Permit Areas that LTCs and BIM may consider in regards to water conservation	LPC	Funded in 2013/14 program budget ($2500)	By whether model Development Permit Areas have been developed	Not started

TC	STRATEGIES	ACTIVITES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
		FY 2014/15 3.3.5 Adopt new Development Permit Areas to enhance water conservation	LTCs**/BIM***	Subject to funding in 2014/15 program budget	By whether LTCs/BIM have adopted new Development Permit Areas to enhance water conservation	*Not due* *Not started*
	3.4 Explore alternative tools for improving watershed management	**FY 2012-13** 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
		FY 2013-14 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.

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	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**	**FY 2013/14** 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	*Sept/12 RD discussion at UBCM breakfast* *Aug/13 TPC approved project charter*
	4.2 Advocate for sustainable, affordable and appropriate ferry	**FY 2013/14** 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	*Aug/13 TPC approved research program*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
	service	**FY 2011/12 – 2014/15** 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	Submission sent to Minister Polak *Chair meetings with Minister Polak, opposition critics and ferry commissioner*
	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*)	**FY 2011/12 – 2014/15** 4.3.1 Amend OCPs to include affordable housing policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to include new affordable housing policies	Some OCP reviews underway. Hornby considering *OCP amendments to allow* secondary suites.
		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.
	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)	**FY 2012/13 – 2014/15** 4.4.1 Amend OCPs to include food security and farmland protection policies	LTCs**/BIM***	Funded in 2013/14 program budgets	By whether OCPs have been amended to address food security and farmland protection	*Included in Gabriola OCP reviews (details to be confirmed)*
		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	*Included in Gabriola LUB review (details to be confirmed)*

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	Not due to start or awaiting actions of others
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	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 consultation/engagement with First Nations during land use referrals**	**FY 2011/12 – 2014/15** 5.1.1 Adopt First Nations Consultation Strategy	TAS / LPS	Funded by 2011/12 program budget	By whether Trust Council has adopted a First Nations Consultation Strategy	First draft to TC Jun/12. Final draft pending LPS capacity to consider financial and staffing implications
		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 2012/13 – 2014/15 5.1.3 Implement 'essential' and 'quick start' improvements to land use referral system that do not require additional resources, as identified in FN Consultation Strategy	LPS / TAS	Funded by base budget	By whether all 'essential' and 'quick start' improvements that do not require additional resources have been implemented	*2 of 2 'essential' improvements in progress* *3 of 8 'quick start' improvements in progress*
		FY 2013/14 5.1.4 Identify resource needs for improved FN consultation and engagement	EC	Funded by base budget	By whether the resource needs for improved consultation and engagement has been identified	Not started. Pending completion of First Nations Consultation Strategy
		FY 2014/15 5.1.5 Implement improvements identified in the FN Consultation Strategy as longer term or requiring additional resources	LPS / TAS	Subject to increase in future base budget to support an additional LPS position	By whether all improvements identified in the FN Consultation Strategy as longer term or requiring additional resources have been implemented	Not started *Not due*
	5.2 Improve consultation/engage-ment with First Nations during Trust Council's marine and terrestrial protection work	**FY 2014/15** 5.2.1 Improve consultation and engagement re free Crown grant program	TAS	Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. *Not due.* Pending increased staff capacity
		FY 2012/13 – 2014/15 5.2.2 Improve communication and coordination during marine protection advocacy	EC	Subject to increase in base budget	By whether consultation and engagement has been improved	Not started. Pending staff capacity
6. IMPROVE organizational	**6.1 Confirm a fair distribution of Islands**	**FY 2012/13** 6.1.1 Review and amend	FPC	Funded by base budget	By whether Policy 7.2.vi has been amended	Complete

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
cost and operational effectiveness	**Trust Services to Bowen Island Municipality**	Policy 7.2.vi (Municipal Requisition Cost Allocations)				
		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	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	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	Staff review of line items underway. Initial discussion at FPC complete. *BIM staff contacted for discussion.*
		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	Improved notice of IT items to BIM. Pending requests from BIM. BIM staff invited to training opportunities.
	6.2 Improve cost-recovery from development application fees	**FY 2013/14** 6.2.1 Develop model fees bylaw for consideration by LTCs	LPC / FPC	Subject to annual program budget	By whether a model bylaw has been developed	TC referred to LPC/FPC before bylaw drafting begins. Not funded in 2013/14 program budget. *LPC and FPC recommend 10% fee increase*
		FY 2013/14 6.2.2 Consider adoption of amended fees bylaws.	LPC/LTCs**	*Funded by base budget*	By whether LTCs have adopted amended fees bylaws that improve cost recovery	*Not started*
	6.3 Prepare Island Trust organization *to adapt to* the potential incorporation of Salt Spring Island (if province advances a	**FY 2013/14** 6.3.1 *Provide input into provincial study that assesses impact on Islands Trust of the potential incorporation of Salt Spring Island and identifies*	*EC*	Funded *and managed* by province	*By whether input has been provided*	*In progress.* *Input into study terms of reference complete.* *Response to initial info requests from*

OBJECTIVE	STRATEGIES	ACTIVITIES AND PHASES	WHO WOULD WORK ON IT?	IS FUNDING REQUIRED OR IN PLACE?	HOW WOULD WE MEASURE SUCCESS?	STATUS++
	provincial restructure study for SSI)	*alternative adaptation strategies*				*consultant complete.*
		FY 2014/15 6.3.2 *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*
		FY 2014/15(?) - ? 6.3.3 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*
		FY 2014/15(?) 6.3.4 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*
	6.4 Review service delivery regarding application processing	**FY 2013/14** 6.4.1 Consider development and use of a quality management system pilot on Salt Spring Island for processing of development applications	LTC**	Funded in 2013/14 program budget	By whether a quality management system has been considered by the SSILTC for one type of application process	Not started

* 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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www.islandstrust.bc.ca

Colour Key for Middle Column:

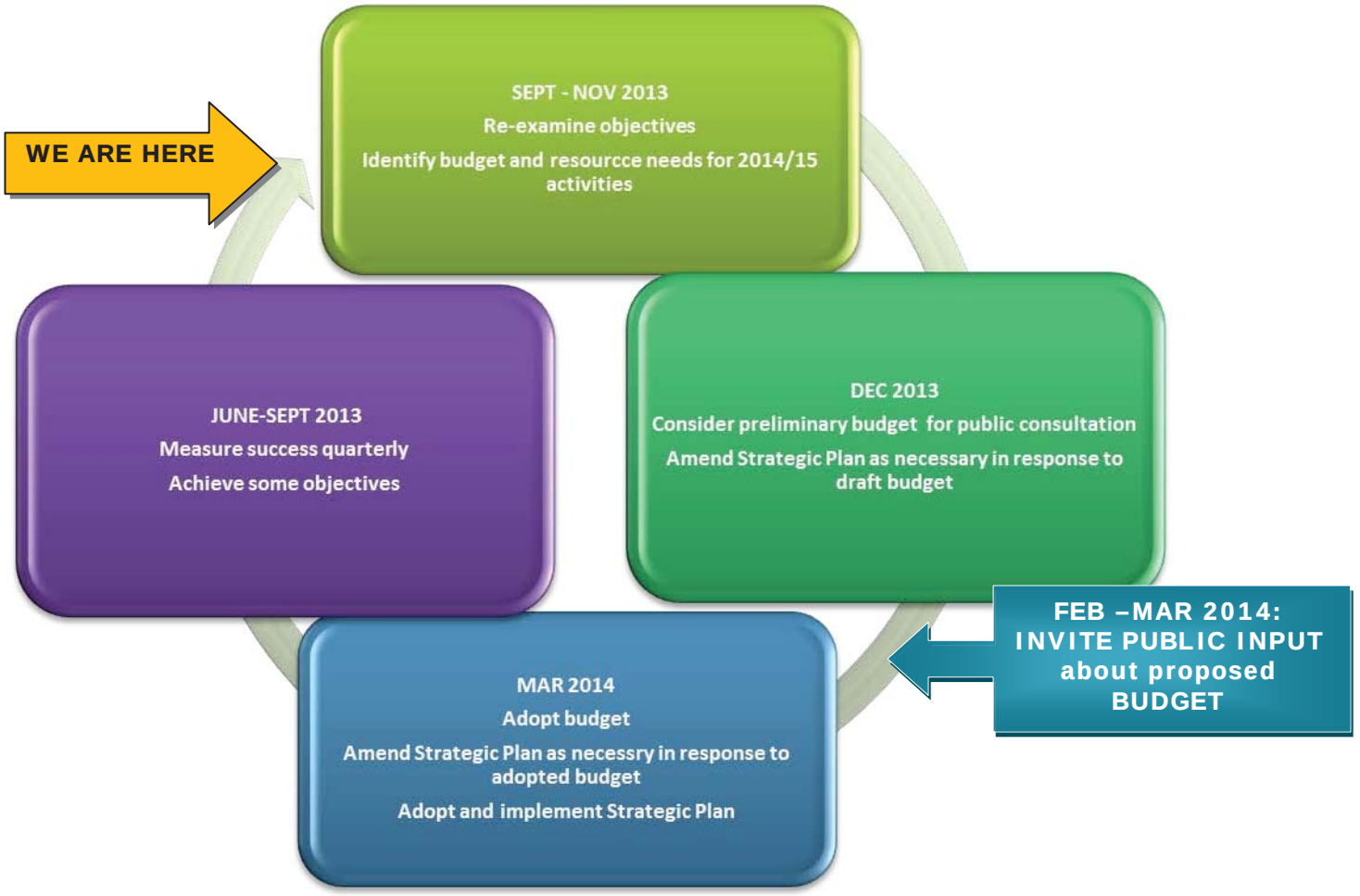
Colour	Potential committee / unit / body taking lead for a potential strategy
	Local Planning (through Local Planning Committee, Local Planning Services staff, Local Trust Committees or Bowen Island Municipality)
	Trust Programs Committee or Trust Area Services staff
	Executive Committee
	Trust Fund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

Strategic Planning Process (2013-2014)



REQUEST FOR DECISION

To: Trust Council **For the Meeting of:**: September 10-12, 2013

From: Executive Committee **Date:** August 27, 2013

SUBJECT: **PROPOSED POLICY AMENDMENTS FOLLOWING ADOPTION OF TRUST COUNCIL DELEGATION BYLAW 154 (DELEGATION OF POWERS TO THE SALT SPRING ISLAND LOCAL TRUST COMMITTEE)**

RECOMMENDATIONS:

1. That the Islands Trust Council approve amendments to Policy 2.1.iv – Coordination Agreement Process, as indicated in the draft dated September 11, 2013
2. That the Islands Trust Council approve amendments to Policy 5.9.i – Best Management Practices for Delivery of Local Planning Services to LTCs, as indicated in the draft dated September 11, 2013
3. That the Islands Trust Council approve amendments to Policy 6.3.ii – Special Property Tax Requisition, as indicated in the draft dated September 11, 2013.
4. That the Islands Trust Council approve amendments to Policy 6.5.i – General Revenue Fund Surplus Policy, as indicated in the draft dated September 11, 2013.
5. That the Islands Trust Council approve amendments to Policy 6.5.ii – Budget Control and Adjustment Authority, as indicated in the draft dated September 11, 2013.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
In June 2013 Trust Council adopted Bylaw 154, which delegates specific powers to the Salt Spring Island Local Trust Committee related to the preservation and protection of water resources in the Salt Spring Island Local Trust Area. It also requested the Executive Committee to recommend amendments to policies, related to the adoption of Bylaw 154. Following the receipt of input from Council Committees and the Salt Spring Island Local Trust Committee, the Executive Committee is recommending a number of amendments as illustrated in attachments to this Request for Decision. Most are minor, and intended to correlate with sections of Bylaw 154. In some instances, some other minor amendments have been proposed for clarification or up-dating of terminology.

IMPLICATIONS OF RECOMMENDATION

Attachment 1 to this RFD (previously received by Trust Council as Attachment 3 to a June 2013 Trust Council RFD) provides information about the purpose of each policy proposed for amendment and about the general nature of the amendments proposed.

Amendments are not proposed to Policies 4.1.vi and 4.1.viii at this time. However, the Financial Planning Committee is currently considering other potential amendments to Policy 4.i.vi, and amendments related to Bylaw 154 could be incorporated as that work proceeds.

ORGANIZATIONAL:
Organizational implications regarding proposed amendment of each of the identified policies are summarized in Table 1:

Table 1 – Organizational implications of proposed policy amendments			
Policy No.	**Policy Name**	**Purpose of Policy**	**Organizational implications of proposed amendments**
2.1.iv	**Coordination Agreement Process**	Guides the process through which Islands Trust bodies enter into coordination agreements with other agencies	No increases in organizational demands. Clarifies the process by which an LTC with delegated powers could enter into cooperative agreements with others – consistent with the requirements of Bylaw 154.
5.9.i	**Best Management Practices for Delivery of Local Planning Services to LTCs**	Guides LTC use of local planning staff in relation to their responsibilities for land use planning and regulation	No increases in organizational demand. Clarifies that Local Planning Services staff time can be devoted to work related to additional powers that have been delegated to an LTC.
6.3.ii	**Special Property Tax Requisition**	Guides the process by which an LTC can request a special property tax requisition for 'additional operations'.	No increases in organizational demand. Clarifies processes where a delegation bylaw specifies that certain LTC activities should be funded by special property tax requisition.
6.5.i	**General Revenue Fund Surplus Policy**	Establishes a framework for managing annual year end surplus	No increases in organizational demand. Clarifies use of annual surplus, consistent with other existing policies.
6.5.ii	**Budget Control and Adjustment Authority**	Guides the process for periodic adjustments to the approved annual operating budget	No increases in organizational demand. Clarifies use of funds obtained through special property tax requisition, consistent with other existing policies.

FINANCIAL:
Financial implications regarding proposed amendment of each of the identified policies are summarized in Table 2:

Table 2 – Financial implications of proposed policy amendments			
Policy No.	**Policy Name**	**Purpose of Policy**	**Financial implications of proposed amendments**
2.1.iv	**Coordination Agreement Process**	Guides the process through which Islands Trust bodies enter into coordination agreements with other agencies	No specific financial implications as a result policy amendment.
5.9.i	**Best Management Practices for Delivery of Local Planning Services to LTCs**	Guides LTC use of local planning staff in relation to their responsibilities for land use planning and regulation	No specific financial implications as a result of policy amendment.
6.3.ii	**Special Property Tax Requisition**	Guides the process by which an LTC can request a special property tax requisition for 'additional operations'.	No specific financial implications as a result of policy amendment. Amendments make the policy consistent with Bylaw 154 and include some other clarifications recommended by FPC
6.5.i	**General Revenue Fund Surplus Policy**	Establishes a framework for managing annual year end surplus	No specific financial implications as a result of policy amendment. Clarifies use of annual surplus, consistent with existing wording in Policy 6.3.ii.
6.5.ii	**Budget Control and Adjustment Authority**	Guides the process for periodic adjustments to the approved annual operating budget	No specific financial implications as a result of policy amendment. Clarifies use of funds obtained through special property tax requisition, consistent with existing wording in Policy 6.3.ii.

POLICY: If adopted, the proposed resolutions would result in amendments to five of Trust Council`s policies**.**

IMPLEMENTATION/COMMUNICATIONS: If the proposed resolutions are adopted, the identified policies would be amended as approved by Trust Council. Amended policies would be placed within Islands Trust policy manuals and posted on the Islands Trust website. Affected staff would be advised of the amendments.

BACKGROUND

- In July 2013, Trust Council adopted Bylaw 154, which delegates certain Trust Council powers to the Salt Spring Island Local Trust Committee in relation to the preservation and protection of water resources on Salt Spring Island. For these purposes, Bylaw 154 expands the role of the Salt Spring Island Local Trust Committee, beyond the land use planning and regulatory powers provided for in s. 24 of the *Islands Trust Act*.
- Also in July 2013, Trust Council passed the following resolution:
  That the Islands Trust Executive Committee be requested to recommend consequential amendments to the Islands Trust Council policies in regards to Bylaw 154, as outlined in the document entitled ' Appendix 3 – Initial Identification of Consequential Policy Amendments related to Draft Bylaw 154 – April 11, 2013'.
  Appendix 3 is attached for information (Attachment 1 to this Request for Decision)
- Table 3 identifies when input into the proposed policy amendments was sought from Council Committees and the Salt Spring Island Local Trust Committee.

TABLE 3 – Policies Circulated to Council Committees and SSILTC for Comment re Potential Amendments re Bylaw 154

Policy No.	Policy Name	Purpose of Policy	Input sought from
2.1.iv	**Coordination Agreement Process**	Guides the process through which Islands Trust bodies enter into coordination agreements with other agencies	SSILTC (Aug 22) TPC (Aug 12)
5.9.i	**Best Management Practices for Delivery of Local Planning Services to LTCs**	Guides LTC use of local planning staff in relation to their responsibilities for land use planning and regulation	SSILTC (Aug 22) LPC (Aug 8)
6.3.ii	**Special Property Tax Requisition**	Guides the process by which an LTC can request a special property tax requisition for 'additional operations'.	SSILTC (Aug 22) FPC (Aug 21)
6.5.i	**General Revenue Fund Surplus Policy**	Establishes a framework for managing annual year end surplus	SSILTC (Aug 22) FPC (Aug 21)
6.5.ii	**Budget Control and Adjustment Authority**	Guides the process for periodic adjustments to the approved annual operating budget	SSILTC (Aug 22) FPC (Aug 21)
6.10.iii	**Advocacy Policy**	Guides advocacy activities of Islands Trust bodies	SSILTC (Aug 22) TPC (Aug 12)

- Draft minutes from the Local Planning Committee's meeting of August 8, 2013 indicate it passed the following resolution:
  That the Local Planning Committee recommends that the Executive Committee forward to Trust Council the proposed amendments to Policy 5.9.1 as illustrated in Attachment 2.
- Local Planning Committee members also suggested that there was a need to clarify, in Policy 5.9.1, that it is Local Planning Services staff that provide services to local trust committees, including where additional powers have been delegated to them. The version of Policy 5.9.i attached to this RFD reflects the suggestion from the Local Planning Committee.
- Draft minutes from the Trust Programs Committee meeting of August 12, 2013 indicate it passed the following resolution by consent, in regards to Policy 6.10.iii:
  That the Trust Programs Committee recommends that in the Advocacy Policy, policy 28 be moved above policy 27 and that the proposed amendment to policy 27 be revised to start with "Local Planning Services Staff are responsible for".
- The version of Policy 6.10.iii attached to this RFD reflects the recommendations of the Trust Program Committee.
- Draft minutes from the Financial Planning Committee's meeting of August 22, 2013 indicate it passed the following resolutions:

Re Policy 6.3.ii – Special Property Tax Requisition
That the Financial Planning Committee recommends to amend paragraph C 2 b to remove the blue wording in that section (Note: the 'blue' wording read 'including operations related to additional powers delegated to it by Trust Council by bylaw')

That the Financial Planning Committee recommends amending section C 3 c by replacing the word "will" with the word "must"

That the Financial Planning Committee recommends adding words to section C1b following the words 'delegate additional power to a local trust committee by bylaw' the words 'as per section 10 of the Island Trust Act'

That the Financial Planning Committee recommends adding section e to section C 3 saying all special property tax requisitions are subject to the provisions of Islands Trust Policy 6.5.i – Budget Process Policy

That the Financial Planning Committee recommends that Section - Section 7 Special Property Tax Requisition Checklist be amended by adding after 'Proposal on behalf of LTCs' the wording 'are submitted to FPC for review' - prior to December TC meeting'

Re Policy 6.5.i – General Revenue Fund Surplus Policy
(no recommendations)

Re Policy 6.5.ii – *Budget Control and Adjustment Authority*
That the Financial Planning Committee asks that staff advise the Executive Committee on the apparent contradiction between Section 6c on Page 3 of Policy 6.3.ii and Sections D4 and D5 on Page 3 of Policy 6.5.ii

- The versions of Policies 6.3.ii and 6.5.i attached to this RFD reflect the recommendations of the Financial Planning Committee with some minor non-substantive adjustments

- Draft minutes from the Salt Spring Island Local Trust Committee's meeting of August 22, 2013 indicate it passed the following resolution:
  That the Salt Spring Island Local Trust Committee recommend that the Executive Committee propose policy amendments to Trust Council in regards to Bylaw 154, as indicated in the attachments to the August 22, 2013 briefing prepared by Chief Administrative Officer Linda Adams.

REPORT/DOCUMENT:

1. Appendix 3 – Initial Identification of Consequential Policy Amendments related to Draft Bylaw 154 – April 11, 2013'

2. Policy 2.1.iv – Coordination Agreement Process – proposed amendments dated Sept 11, 2013

3. Policy 5.9.i – Best Management Practices for Delivery of Local Planning Services to LTCs - proposed amendments dated Sept 11, 2013

4. Policy 6.3.ii – Special Property Tax Requisition -- proposed amendments dated Sept 11, 2013

5. Policy 6.5.i – General Revenue Fund Surplus Policy -- proposed amendments dated Sept 11, 2013

6. Policy 6.5.ii – Budget Control and Adjustment Authority -- proposed amendments dated Sept 11, 2013

7. Policy 6.10.iii - Advocacy Policy – proposed amendments dated Sept 11, 2013

KEY ISSUE(S)/CONCEPT(S): Amendments to Islands Trust Council policies, as a consequence of adoption of Islands Trust Council Delegation Bylaw 154.

RELEVANT POLICY: n/a

DESIRED OUTCOME: Amendment to Trust Council policies to reflect adoption of Bylaw 154.

RESPONSE OPTIONS

Recommended:

1. That the Islands Trust Council approve amendments to Policy 2.1.iv – Coordination Agreement Process, as indicated in the draft dated September 11, 2013
2. That the Islands Trust Council approve amendments to Policy 5.9.i – Best Management Practices for Delivery of Local Planning Services to LTCs, as indicated in the draft dated September 11, 2013
3. That the Islands Trust Council approve amendments to Policy 6.3.ii – Special Property Tax Requisition, as indicated in the draft dated September 11, 2013.
4. That the Islands Trust Council approve amendments to Policy 6.5.i – General Revenue Fund Surplus Policy, as indicated in the draft dated September 11, 2013.
5. That the Islands Trust Council approve amendments to Policy 6.5.ii – Budget Control and Adjustment Authority, as indicated in the draft dated September 11, 2013.

Alternatives:

1. to propose different amendments to the identified policies
2. not to proceed with amendments to policies at this time.
3. to request a Council committee to provide recommendations about other policy amendments.

Prepared by: Linda Adams, Chief Administrative Officer

Reviewed by: Lisa Gordon, Director, Trust Area Services,
David Marlor, Director, Local Planning Services
Cindy Shelest, Director, Administrative Services
Leah Hartley, Regional Planning Manager – Salt Spring Island
Executive Committee – August 27, 2013



Linda Adams, Chief Administrative Officer

ATTACHMENT 1 to Trust Council RFD

Amendments to policies in relation to Bylaw 154

Appendix 3
Initial Identification of Consequential Policy Amendments related to
Draft Trust Council Bylaw 154 – May 23, 2013
(Delegation of powers to assist in the preservation and protection of water resources in the Salt Spring Island Local Trust Area)

Policy No.	Policy Name	Purpose of Policy	Nature of Potential Amendments	Extent of Potential Amendments related to draft Bylaw 154	Comments
2.1.iv	**Coordination Agreement Process**	Guides the process through which Islands Trust bodies enter into coordination agreements with other agencies	Amend to reflect that an LTC could enter into protocol agreements under s. 9 of the *Islands Trust Act*, where Trust Council has delegated this authority to it	Minor	Some minor housekeeping amendments could be made at the same time, if desired.
4.1.vi	**LTC Guidelines for Authorizing Decisions**	Provides guidelines for LTC decisions, indicating whether they must be made by bylaw or resolution	Review to determine if the guidelines should be applied to any new types of decisions, related to delegated powers	Minor	These guidelines are out-of-date, so a review may bring to light other amendments that should be considered in order to update them.
4.1.viii	**LTC Local Expense Accounts**	Defines procedures for planning, accounting and administration of LTC Local Expense funds.	Determine if amendments are necessary to reflect potential expenditures related to delegated powers	Minor	This policy has already been identified for other amendments which could be accomplished at the same time.
5.9.i	**Best Management Practices for Delivery of Local Planning Services to LTCs**	Guides LTC use of local planning staff in relation to their responsibilities for land use planning and regulation	Where Trust Council has delegated additional powers to an LTC, provide for the use of staff resources in regards to those powers	Medium	
6.3.ii	**Special Property Tax Requisition**	Guides the process by which an LTC can request a special property tax requisition for	Reflect sections of draft Bylaw 154 that indicate costs related to delegated powers	Medium	Need to determine if $5000 should remain

Policy No.	Policy Name	Purpose of Policy	Nature of Potential Amendments	Extent of Potential Amendments related to draft Bylaw 154	Comments
		'additional operations'.	will always be recovered through a special property tax requisition		the minimum amount that would be subject to a special property tax requisition
6.5.i	**General Revenue Fund Surplus Policy**	Establishes a framework for managing annual year end surplus	Ensure consistency with s. 6 of Policy 6.3.ii, so that funds acquired through special property tax requisition in one LTA cannot be transferred to another LTC	Minor	
6.5.ii	**Budget Control and Adjustment Authority**	Guides the process for periodic adjustments to the approved annual operating budget	Ensure consistency with s. 6 of Policy 6.3.ii, so that any unspent funds acquired through special property tax requisition in one LTA are retained for the use of the relevant LTC	Minor	
6.10.iii	**Advocacy Policy**	Guides advocacy activities of Islands Trust bodies	Where Trust Council has delegated formal advocacy authority to an LTC, ensure this is reflected in the policy.	Medium	

2.1.iv. Policy

(ILLUSTRATING POTENTIAL AMENDMENTS RELATED TO TRUST COUNCIL DELEGATION BYLAW 154 – AUGUST 27, 2013)

COORDINATION AGREEMENTS PROCESS

Trust Council: September 9, 1994
(Amended: March 8, 1997; December 10, 1999;
December 8, 2000; June 10, 2004; September 11, 2013)

A: PURPOSE:

1. To delineate the process for:
   - Trust Council to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and first nations under the authority of Section 9 of the *Islands Trust Act*,
   - local trust committees to enter into protocol agreements with municipalities, regional districts, boards of school trustees or francophone education authorities under the authority of Section 24 (2) of the *Islands Trust Act*,
   - local trust committees to enter into protocol agreements respecting the coordination of activities with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, boards of school trustees or francophone education authorities, and first nations under the authority of Section 9 of the *Islands Trust Act*, where Trust Council has adopted a bylaw delegating this authority to a local trust committee,
   - the Chief Administrative Officer to enter into letters of understanding with other agencies at an administrative level; and
   - Trust Council, or a local trust committee, to enter into memoranda of understanding with another corporate entity of the Islands Trust.

2. To enhance the understanding and achievement of the Islands Trust object by integrating relevant Islands Trust Policy Statement policies into coordination agreements.

B: REFERENCES:

1. ***Islands Trust Act***
- 1.1 Section 9 Coordination Agreements with other Government Bodies
- 1.2 Section 24 (2) Responsibilities of Local Trust Committees
- 1.3 Section 10 Delegation of Powers by Trust Council

2. Islands Trust Policy Statement
- 2.1 Guiding Principles
- 2.2 Policy 3.1.9

3. Islands Trust Policy Manual

3.1 Executive Committee Terms of Reference (2.4.i.)

4. Islands Trust Operations Manual

4.1 Protocol Agreement/Letter of Understanding Administrative Procedures (A.1.v.)
4.2 Protocol Development Process Checklist Appendix C
4.3 Administrative Processing Checklist Appendix C (i)
4.4 Protocol Agreement Outline Appendix C (ii)
4.5 Letter of Understanding Outline Appendix C (iii)
4.6 Memorandum of Understanding Appendix C (iv)

C: TERMINOLOGY:

1. **Protocol** – A protocol agreement refers to an agreement that ~~Trust Council~~an Islands Trust body may enter into, under the authority of Sections 9 or 24(2)(c) of the *Islands Trust Act*, ~~on its own behalf or on behalf of one or more local trust committees~~ with other agencies or organizations at a political level.

2. **Letter of Understanding –** A letter of understanding refers to an agreement that the Chief Administrative Officer may enter into with other agencies at an administrative level. Trust Council, or a local trust committee, shall endorse the letter of understanding as appropriate.

3. **Memorandum of Understanding –** A memorandum of understanding refers to an agreement that Trust Council, or a local trust committee, enters into with another corporate entity of the Islands Trust at a political level.

D: POLICY:

1. PROTOCOL AGREEMENTS under the AUTHORITY OF SECTION 9

The process for the Trust Council to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and first nations, at a political level includes the following:

1.1 Initiation - Executive Committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advise the ~~Ministry~~ ministry ~~of Community, Aboriginal, and Women's Service~~responsible for the *Islands Trust Act*~~s~~ of the intention to create a protocol agreement.

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1.2 Draft Protocol Agreement - Islands Trust staff prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ~~Ministry~~ ministry ~~of Community, Aboriginal, and Women's~~

~~Services~~responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.

1.3 Proposed Protocol Agreement - Staff prepare a Request for Decision that includes the proposed protocol agreement and place it on the Trust Council agenda for approval to execute the agreement.

1.4 Ministerial Approval - A protocol agreement under Section 9 of the I*slands Trust Act* is forwarded to the ~~Minister~~ minister ~~of Community, Aboriginal, and Women's Services~~responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.

1.5 Final Protocol Agreement – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the ~~Islands Trust~~Trust Council.

Where the Trust Council has delegated authority to a local trust committee to enter into coordination agreements pursuant to Section 9 of the *Islands Trust Act*, the process for the local trust committee to enter into a protocol agreement with the governments of British Columbia or Canada, agents of the governments of British Columbia or Canada, municipalities, regional districts, board of school trustees or francophone education authority, and first nations, at a political level includes the following:

1.6 Initiation – A local trust committee that has been delegated powers under Section 9 of the *Islands Trust Act* passes a resolution instructing its staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications. Staff advise the ministry responsible for the *Islands Trust Act* of the intention to create a protocol agreement.

1.7 Draft Protocol Agreement - Staff assigned to the initiating local trust committee prepare a draft protocol agreement and circulate it to the appropriate Islands Trust corporate entity(s), the Executive Committee, the ministry responsible for the *Islands Trust Act* and the other parties to the agreement for review and comment.

1.8 Proposed Protocol Agreement - Staff assigned to the initiating local trust committee prepare a Request for Decision that includes the proposed protocol agreement and place it on the local trust committee agenda for approval to execute the agreement.

1.9 Ministerial Approval - A protocol agreement under Section 9 of the I*slands Trust Act* is forwarded to the minister responsible for the *Islands Trust Act* for approval consideration pursuant to Section 9(2) of the *Islands Trust Act*.

1.10 Final Protocol Agreement – Once ministerial approval has been received, the signing authority for a final protocol agreement is the Chair of the initiating local trust committee.

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2. PROTOCOL AGREEMENTS under the AUTHORITY OF SECTION 24(2)

The process for local trust committees to enter into a protocol agreement with municipalities, regional districts, boards of school trustees and francophone education authorities at a political level includes the following:

2.1 **Initiation –** The local trust committee passes a resolution instructing staff to prepare a draft protocol agreement and reviews the work program with regard to timeframes and resource implications.

2.2 **Draft Protocol Agreement –** Staff prepare a draft protocol agreement and circulate it to the local trust committee, the Executive Committee and the other parties to the agreement for review and comment.

2.3 **Proposed Protocol Agreement -** The local trust committee approves the proposed protocol agreement and then refers it to the Executive Committee for approval.

2.4 **Final Protocol Agreement** – Once Executive Committee approval has been received, the Chair of the local trust committee signs the final protocol agreement.

3. LETTERS OF UNDERSTANDING

The process to enter into a letter of understanding at an administrative level includes the following:

3.1 **Initiation** - Trust Council instructs staff to prepare a draft letter of understanding, either through an approved protocol agreement or through a separate Request for Decision from appropriate corporate entity(s), and reviews the work program with regard to timeframes and resource implications.

3.2 **Draft Letter of Understanding** - Staff prepare the draft letter of understanding and circulate it to appropriate corporate entity(s) and the other parties to the agreement for review and comment.

3.3 **Proposed Letter of Understanding** - Staff prepare a Request for Decision that includes the proposed letter of understanding and place it on the Trust Council agenda for approval to execute the agreement.

3.4 **Final Letter of Understanding –** Once Trust Council has approved the letter of understanding, the Chief Administrative Officer signs the final letter of understanding.

4. MEMORANDUM OF UNDERSTANDING

The process to enter into a memorandum of understanding agreement between corporate entities of the Trust includes the following:

4.1 **Initiation** – The appropriate Trust corporate entity(s) passes a resolution instructing staff to prepare a draft memorandum of understanding and reviews the work program (s) with regard to time frames and resource implications.

4.2 **Draft Memorandum of Understanding** - Staff prepare a draft memorandum of understanding for review and comment by appropriate Trust corporate entity(s), including the Executive Committee.

4.3 **Proposed Memorandum of Understanding** - The appropriate Trust corporate entity(s) approve the proposed memorandum of understanding.

4.4 **Final Memorandum of Understanding** – Once approval is given, then the relevant Chairs of the affected corporate entities of the Trust are the signing authorities for the memorandum of understanding.

5. GENERAL GUIDELINES

5.1 **Agreements Monitoring -** Staff will file all agreements in the Islands Trust Legislative and Reference Handbooks. Trust Area Services is responsible for cataloguing and monitoring the agreement processes through the Islands Trust Agreements Monitoring Chart.

5.2 **Amendments -** Amendments to an agreement are proposed, processed, and finalized in the same fashion as the base agreement.

5.3 **Agreement Format -** Trust Area Services will standardize the format for all agreements and ensure that the process satisfies legislative, legal and policy requirements.

5.4 **Legislative Reference -** All agreements will acknowledge the Islands Trust legislative object "... to preserve and protect ..." as provided for in the *Islands Trust Act*.

5.5 **Process -** Staff will negotiate the coordination agreements with political direction. The agreements will conclude at a political level for staff implementation.

5.6 **Concessions -** Coordination agreement should not make concessions to another party that prevent the Islands Trust from seeking legal recourse against that party.

5.9.i. Policy

(ILLUSTRATING POTENTIAL AMENDMENTS RELATED TO TRUST COUNCIL DELEGATION BYLAW 154 – AUGUST 27, 2013)

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BEST MANAGEMENT PRACTICES FOR DELIVERY OF LOCAL PLANNING SERVICES TO LOCAL TRUST COMMITTEES

Trust Council: March 10, 2006; September 11, 2013

A: PURPOSE:

1. To ensure that Local Trust Committees (LTCs) use the ~~local planningLocal~~Local Planning Services ~~s~~staff resources provided to them in accordance with their legislated responsibilities under s. 24 of the *Islands Trust Act* or in accordance with any powers that may be delegated to them under s. 10 of the *Islands Trust Act* .

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2. To identify the core services provided to LTCs and to outline the best management practices for delivering those services to LTCs in a fair and equitable manner.

B: POLICY:

Official Community Plan Reviews and Amendments

1. Local Planning Services staff will develop and deliver comprehensive Official Community Plan (OCP) documents to assist LTCs in identifying and establishing policy preferences for managing growth development and conservation in island communities.

2. Management will ensure appropriate staffing and financial resources to complete policy review/updates of major island OCPs every five years, subject to budget approval by Trust Council. LTCs may initiate more frequent OCP reviews and extraordinary or extended OCP review processes on specific policy issues subject to Trust Council approval of a special tax levy for the relevant Local Trust Area to fund the necessary costs. OCP reviews may also be undertaken as part of a local trust committees normal work program.

3. Local Planning Services s~~S~~taff will strive for simplicity and certainty when drafting amendments and will engage stakeholders early in the review process. LTC chairs will ensure timely review and completion of documents.

4. Local Planning Services s~~S~~taff will provide LTCs with early advice about any proposed OCP amendment that may be inconsistent with the *Islands Trust Policy Statement* and will seek clarification from Trust Area Services staff if necessary. Local Planning Services staff will not spend time on OCP amendments that are inconsistent with the *Islands Trust Policy Statement* without the prior approval of Trust Council.

5. Local Planning Services ~~S~~staff will provide LTCs and the Executive Committee with early advice regarding any proposed OCP amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption. Local Planning Services staff will ensure that Bylaw Enforcement staff confirm the enforceability of new OCP provisions that may require enforcement (such as Development Permit Areas) before they submit bylaws to an LTC for first reading.

Land Use Regulation Reviews and Amendments

6. Local Planning Services staff will develop comprehensive Land Use Bylaw (LUB) documentation to assist local trust committees in developing regulatory tools that implement Official Community Plan policies.

7. Management will ensure appropriate staffing and financial resources to complete comprehensive reviews of LUBs and other regulatory tools following comprehensive reviews of the relevant Official Community Plan, subject to budget approval by Trust Council. LTCs may initiate more frequent LUB reviews and amendments on specific regulatory issues subject to Trust Council approval of a special tax levy of the relevant Local Trust Area to fund the necessary costs. LUBs may also be undertaken as part of an LTC's normal work program.

8. LTC Chairs will ensure timeliness of the review process and completion of documents. Local Planning Services ~~S~~staff will strive for simplicity and certainty when drafting documents and will engage stakeholders early in the review process.

9. Local Planning Services ~~S~~staff will provide LTCs with early advice about any proposed regulatory amendment that may be inconsistent with the *Islands Trust Policy Statement* or the relevant OCP and will seek clarification from Trust Area Services staff as necessary. Local Planning Services staff will not spend time on regulatory amendments that are inconsistent with the *Islands Trust Policy Statement* without the prior approval of Trust Council.

10. Local Planning Services ~~S~~staff will provide the LTC and the Executive Committee with early advice regarding any proposed LUB or other regulatory amendment that may require additional staff resources for administration or enforcement and will confirm the availability of those resources before bylaw adoption. Planning staff will ensure that Bylaw Enforcement staff confirms the enforceability of new LUB or other regulatory provisions before they submit bylaws to an LTC for first reading.

Local Trust Committee Meeting and Agenda Preparation

11. Local Planning Services ~~S~~staff will administer planning services through established agendas and a meeting schedule that the LTC pre-determines annually.

12. Planning clerks and planners will prepare LTC business meeting agendas. Local Planning Services ~~S~~staff will release LTC business meeting agendas to trustees and post them on the Islands Trust website at least one week in advance of the meeting day.

13. Local Planning Services staff will provide applicants who have agenda items with a copy of the agenda and copies of any related reports at least one week prior to the meeting day.

14. Local Planning Services s~~S~~taff will not add late items to agendas except with the approval of the LTC. LTC members and staff should not add or suggest new decision items for the meeting agenda after staff has released it, unless the topic has arisen since the agenda release and must be resolved before the next LTC meeting. LTC members and staff who intend to suggest new decision items of this nature should ensure that all LTC members and Local P~~p~~lanning Services staff have at least two day's notice of any proposed resolutions.

15. LTC chairs will keep item debates focused and avoid public debate during the business session of the LTC.

16. Local Planning Services staff and LTC Chairs will ensure that all decisions on the LTC business agenda that require Local Planning Services staff resources are relevant to the responsibilities of LTCs to regulate the development and use of land pursuant to s. 24 of the *Islands Trust Act* or relevant to any powers that may be delegated to an LTC under s. 10 of the *Islands Trust Act* . LTCs should not instruct Local P~~p~~lanning Services staff to undertake work that is un-related to these responsibilities.

17. Trustees are to avoid individual directions or requests for significant staff work.

Special ~~Planning~~ Projects

18. LTCs may undertake special planning projects subject to the necessary budget approvals by Trust Council, and management approval of the use of ~~planning~~ Local Planning Services staff resources.

~~18.~~19. LTCs that have had powers delegated under s. 10 of the Islands Trust Act may undertake special projects related to those powers, subject to the necessary budget approvals by Trust Council, and management approval of the use of Local Planning Services staff resources.

Review of Development Applications

~~19.~~20. Planners will evaluate and provide reports to LTC regarding all development applications that require an LTC decision.

~~20.~~21. Local Planning Services s~~S~~taff will provide updates at LTC meetings regarding the status of applications and referrals that do not require an LTC decision.

~~21.~~22. LTCs are encouraged to make decisions when staff has provided all requested information and avoid unnecessary extensions to the application review period.

~~22.~~23. At the discretion of an LTC, application referrals to Advisory Planning Commissions (APCs) or other advisory bodies may be limited to those applications

requiring an LTC decision. Commissions and advisory bodies are required to reply within given timelines.

~~23.~~24. Local Planning Services ~~Planning~~ staff and LTC Chairs will ensure that staff recommendations and LTC resolutions that require the use of ~~planning~~Local Planning Services staff resources do not exceed LTC decision- making responsibilities as indicated in s.24 of the *Islands Trust Act* or responsibilities related to any powers that may be delegated to an LTC under s. 10 of the *Islands Trust Act* .

~~24.~~25. Local Planning Services staff will not undertake a comprehensive review of a development application that is inconsistent with the relevant OCP or the Islands Trust Policy Statement. If planning staff receive a development application that is inconsistent with the relevant OCP, the application will be returned to the applicant advising that the proposed application is contrary to the policies of the OCP. If the applicant wants to proceed the application must be amended to include a request to amend the OCP.

~~25.~~26. Community information meetings are encouraged in conjunction with the review of development applications. These meetings may be hosted by the Local Trust Committee or the applicant and are desirable before first reading of the bylaw. The purpose of these meetings is to identify the scope of a project, identify issues that need to be reviewed in the planning analysis and to allow the public to ask questions to the applicant, trustees and staff. Community information meetings are also desirable as a separate session immediately prior to a Public Hearing when a proposed bylaw is available and has received at least first reading by the local trust committee. Meetings at this point allow members of the public to engage in dialogue with the applicant, or ask questions of trustees and staff about the planning report or the bylaw prior to the Public Hearing.

Bylaw Enforcement

~~26.~~27. Local Planning Services s~~S~~taff will carry out bylaw enforcement activities in accordance with Trust Council Policy 5.5.i.

Management of Local Planning Services Staff Time

~~27.~~28. LTCs will endeavor to schedule most regular LTC business meetings during normal week day business hours of the Islands Trust. LTCs may schedule meetings to address comprehensive OCP and LUB reviews on weekend days to ensure participation by non-resident owners. LTCs will be mindful of the impact of staff overtime on their respective LTC work programs and will schedule ~~planner~~ staff participation accordingly.

6.3.ii Policy

(ILLUSTRATING POTENTIAL AMENDMENTS RELATED TO TRUST COUNCIL DELEGATION BYLAW 154 AUGUST 27, 2013)

SPECIAL PROPERTY TAX REQUISITION

Trust Council: December 10, 2004
Amended: June 16, 2005; September 11, 2013

A. PURPOSE:

1. To permit an individual Local Trust Committee to request a special property tax requisition for additional operations that are not included within the general operations of all local trust committees. Special property tax requisitions are approved by the Islands Trust Council.

B. REFERENCES:

1. *Islands Trust Act*, S. 10, 14(3)(c)(iii), and S. 47(5)
2. Islands Trust Council Delegation Bylaw 154, 2013
3. Islands Trust Council Policy 6.3.i – *Budget Process Policy*

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C. POLICY:

1. General
   a) The *Islands Trust Act* provides the Islands Trust Council with the necessary authority to implement a special property tax requisition in respect of a local trust area;
   ~~a)~~b) Section 10 of the *Islands Trust Act* enables the Islands Trust Council to delegate additional powers to a local trust committee and to require that related operations be funded by a special property tax requisition in respect of the relevant local trust area;

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   ~~b)~~c) A proposed special requisition related to a local trust area must be incorporated into the annual Islands Trust budget bylaw and approved by the Islands Trust Council.

2. Budget Submission
   a) "Additional operations" of a local trust committee are those activities and programs that are deemed by the Islands Trust Council to be:
      i) Programs or services not offered in all local trust areas;
      ii) Enhanced service levels that reflect unique demands or additional powers that Trust Council has delegated to a local trust committee by bylaw; and
      iii) Beyond the capacity of the base budget.

   b) Local Trust Committees wishing to propose a specific "additional operation" must ascertain and develop a budget program request, to be presented for preliminary consideration by Trust Council in December of each year.

   c) The proposed program or activity must be within the Local Trust Committee's jurisdiction pursuant to the *Islands Trust Act* or be within powers delegated to it by Trust Council. Legal advice on that matter may be obtained in accordance with the Islands Trust Legal Advice Policy.

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3. Evaluation Criteria

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   a) The Islands Trust Council will evaluate and include a Local Trust Committee's local initiative or program in the preliminary Islands Trust's general budget if any of the following criteria apply:
      i) the program is considered to be a base service of the Local Trust Committee;

ii) the program is a scheduled official community plan review or land use bylaw update; and
iii) the program has Trust-wide implications and benefits.

b) If none of the above criteria apply or if Trust Council does not approve a LTC funding request, then the Local Trust Committee can propose a special requisition for its local trust area as a means of funding the proposed program.

~~b)~~c) Despite section C.3(a) and (b) of this policy, where a delegation bylaw adopted by Trust Council pursuant to s. 10 of the *Islands Trust Act* specifies that all or part of a Local Trust Committee's operations related to delegated powers are to be funded by a special tax requisition within a local trust area, related requests from a Local Trust Committee that are included in the preliminary Islands Trust budget must be in accordance with the requirements of the delegation bylaw.

d) A special property tax requisition will not be considered by Trust Council for an amount totaling less than $5,000 per Local Trust Committee.

~~c)~~e) The process for development and approval of special property tax requisitions is subject to the provisions of Trust Council Policy 6.3.i – *Budget Process Policy*.

4. Public Consultation
a) The Local Trust Committee must solicit feedback from the public in the local trust area, minimally through a mechanism of advertising and otherwise advising the public of the purpose and cost of the proposed special requisition.

b) The feedback received, if any, must be considered by the Islands Trust Council prior to the final adoption of any bylaw that incorporates the special property tax requisition.

5. Approval
a) The proposed special property tax requisition must be formally requested by resolution of the Local Trust Committee before being considered by the Islands Trust Council.

b) The proposed special requisition will be presented for approval to Trust Council in March of each year.

c) When presented to Trust Council, the special requisition proposal must be accompanied by a completed Special Property Tax Requisition Checklist in section 7 below.

d) The special requisition(s) will be included in the Islands Trust budget bylaw and forwarded by the Islands Trust Council to the ~~Minister of Community, Aboriginal and Women's Services~~minister responsible for the *Islands Trust Act* for approval. If the ~~Minister~~ minister approves, the ~~Minister~~ minister will subsequently forward the requisitions to the ~~Surveyor of Taxes~~Minister of Finance, for collection within the relevant jurisdictions.

e) The ~~Surveyor of Taxes~~Minister of Finance adds a collection fee to the requisition in calculating the amount of the levy to be assessed to property owners.

6. Funds Allocation
a) Once approved by Islands Trust Council within the annual budget bylaw, the Local Trust Committee is authorized to undertake the approved initiative at its discretion.

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b) The Local Trust Committee must not authorize the expenditure of funds, generated through the special property tax requisition, for any purpose other than that for which the requisition was approved.

c) Any funds, generated through the special requisition, which are unspent at the conclusion of the fiscal year, will be held in reserve for the Local Trust Committee's use in the subsequent fiscal year to:
   i) complete the previously approved initiative or program; or
   ii) undertake a new program, subject to a further resolution of the Local Trust Committee to do so.

d) Unspent funds can not be used to offset a general property tax requisition.

7. Special Property Tax Requisition Checklist

Budget Submission

Description of Task	**Deadline**	**Date Completed**
~~Planning~~Local Planning Services -~~S~~staff assigned to LTCs develop "additional operations" budget proposal on behalf of LTCs prior to December Trust Council meeting and submit them to FPC for review	November FPC meeting	
Director of Local Planning Services presents "additional operations" budget proposals to Financial Planning Committee, with input from LTCs, indicating whether any of the proposed 'additional operations' are related to delegated powers and must be funded through a special property tax requisition.	December Trust Council meeting	
Financial Planning Committee makes recommendations to Trust Council regarding budget proposals made by LTCs, identifying • Any that must be funded through a special property tax requisition pursuant to a Trust Council delegation bylaw (e.g. Bylaw 154) • Any other LTC proposals that it recommends be funded through a special property tax requisition, rather than through inclusion in the general Islands Trust budget Director of Local Planning Services provides additional information to Trust Council about LTC proposals, as needed	December Trust Council meeting	
~~Director of Local Planning Services presents "additional operations" budget proposals at December Trust Council, with input from LTCs~~	~~December Trust Council meeting~~	
If December Trust Council does not approve the LTC "additional operations" budget proposal for inclusion in the general Islands Trust budget, or if the LTC additional operations are related to delegated powers that must be funded through a special property tax requisition~~:~~:		
• LTC passes resolution to pursue special property tax requisition to fund the "additional operations" budget proposal	January	

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- copy of resolution attached		
• LTC requests staff to conduct public consultation on the special tax requisition proposal:	Mid-February	
- copy of ~~advertisment~~advertisement attached		
- if public meeting held, minutes of the discussion attached		
- written summary of public feedback attached		
• Staff prepare Request for Decision proposed by LTC for March Trust Council binder, requesting a bylaw to authorize a special property tax requisition. The RFD will include an assessment of organizational and other implications, a completed copy of this checklist along with any attached documentation.	February FPC meeting	

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6.5.i. Policy

(ILLUSTRATING POTENTIAL AMENDMENTS RELATED TO TRUST COUNCIL DELEGATION BYLAW 154 – AUGUST 27, 2013)

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GENERAL REVENUE FUND SURPLUS POLICY

Trust Council: December 5, 1992
Amended: September 14, 2001; December 5, 2003;
September 17, 2004; December 9, 2005; ~~and~~ December 12, 2008; September 11, 2013

A: PURPOSE:

1. To establish the framework for managing annual year end operating surpluses.

B: REFERENCES:

1. *Islands Trust Act* Regulations, s.13

2. *Local Government Act*: Divisions (1), (2) and (5) and Section 496

3. Policy Manual:

3.1. replaces Policy 6.5.i (General Reserve), 6.5.ii (Capital Reserve), and 6.5.iii (Legal Reserve)
3.2 Policy 6.3.ii Special Property Tax Requisition

C: DEFINITIONS:

1. **General Revenue Fund** – The General Revenue Fund holds the accumulated excess of revenue over expenditures from the operations of the Trust, excluding transfers to the capital fund.
2. **Surplus** – The Surplus represents all unappropriated funds in the General Revenue Fund.
3. **Reserve** – A Reserve is a vehicle for appropriating a portion of the General Revenue Fund for future use. General Revenue Fund Reserves are established for specific and identified future uses.

D: POLICY:

1. The Islands Trust will endeavour to balance its annual budget. The *Islands Trust Act* requires that a deficit that is incurred must be carried forward as an expenditure in the next year, or funded through additional revenue.

2. The General Revenue Fund is created through a reduction in budgeted operating expenditures or by increasing revenues above the budgeted amount. Also, the annual budget can include a line item "Contribution to Surplus" to deliberately increase the amount in the General Revenue Fund.

3. The General Revenue Fund may consist of Surplus and Reserves. Trust Council has decided (September 2005) that Reserves with specified purposes will not be created.

4. A surplus can be used to fund significant and/or unanticipated general expenditures that would create a potential deficit situation at year-end. Trust Council must approve the amount of surplus to be used. Notwithstanding this, the Executive Committee may, where expediency is necessary, approve adjustments to the budget of up to $20,000 per instance. Any such adjustment must be reported to Trust Council at the next scheduled Trust Council meeting.

5. Surpluses shall be included and reported within the General Revenue Fund, and any changes to the surpluses will be indicated in the notes to the Financial Statements.

~~5.~~6. Despite sections D.3 and D.4 of this policy, any funds generated through a special tax requisition within a local trust area which are unspent at the conclusion of the fiscal year will be held in reserve for the use of the relevant local trust committee in the subsequent fiscal year, as indicated in section C.6(c) and (d) of Islands Trust Council Policy 6.3.ii.

~~6.~~7. The Financial Planning Committee recommends to Trust Council that the minimum amount of money that should be contained within the General Revenue Fund Surplus is three months of expenses net of three months of revenue, excluding revenue from property taxes or the provincial grant.

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6.5.ii. Policy

(ILLUSTRATING POTENTIAL AMENDMENTS RELATED TO TRUST COUNCIL DELEGATION BYLAW 154 – AUGUST 27, 2013)

BUDGET CONTROL AND ADJUSTMENT AUTHORITY

Trust Council: March 10, 1993

Amended: June 10, 2004; March 13, 2008; September 16, 2010; September 11, 2013

A: PURPOSE:

1. This policy provides the authority by which periodic adjustments can be made to the approved annual operating budget and the timing when Trust Council and the minister have to be notified of either changes to the budget or anticipated operating deficits.

B: DEFINITIONS:

1. **General Ledger Account** - General Ledger (GL) accounts summarize the budgeted expenses for a certain activity for the entire organization. For example, GL Account 69000 (Office – rent & services) summarizes the office rent/services budget for all office locations in Islands Trust.

2. **Location Code** – location codes are used in the general ledger, in combination with the General Ledger Account to specify the finest level of detail in the budget. Location codes are used for physical locations and/or organizational units (see Appendix A).

3. **Operational Unit** - Operational units are the four broad categories in the organization (Trust Council, Trust Fund Board, Local Planning Services and Administration) that perform specific activities for the Islands Trust. This organizational arrangement also supports the development and presentation of the budget as required in the *Islands Trust Act, section 14.3 (c)*. In the general ledger, the Operational Units are defined by groupings of location codes, as illustrated in Appendix A.

4. **Political Entity** - The *Islands Trust Act* grants corporate status to Islands Trust Council, Local Trust Committees and the Trust Fund Board.

5. **Provided for in the Annual Budget** - The *Islands Trust Act* uses the phrase "provided for in the annual budget" when defining a lawful expense. For the purposes of this policy an expenditure is provided for in the annual budget if the detailed budget documents approved by Trust Council have:
   - Identified a type of expenditure by general ledger account (eg. Rent, Salaries); and,
   - Approved a budget amount for the general ledger account.

Also, a general ledger account may be provided with a budget to fund non-specified activities (eg. Special Projects – Local Planning) where the non-specified activities fall within the normal range of activities for one of the Operational Units.

C: BACKGROUND:

1. The goal of this policy is to provide the authority matrix and procedures for budget adjustments. The policy also specifies when the ~~Minister of Community Services~~minister responsible for the *Islands Trust Act* needs to be notified of changes to the budget.

2. The Islands Trust expenditure budget is presented to Trust Council in Schedule A of the annual Financial Plan Bylaw, and subsequently to the minister responsible for the *Islands Trust Act*, in three categories: Trust Council, Local Planning Services (which includes LTC expenses) and Trust Fund Board. The expenditures for the Administration Operational Unit are allocated to the three other Operational Units based on the proportion of their budgeted expenditures before considering Administration. This presentation format is defined in the *Islands Trust Act*.

   Islands Trust prepares an expenditure budget with much more detail than is provided in Schedule A of the Financial Plan Bylaw, with budgeted amounts assigned to GL Account/Location Code combinations.

3. As operations unfold during a fiscal year, situations often arise that are not precisely aligned with the way the detailed budget was developed and approved. For example, a vacancy in a salaried staff position may require a temporary contract with a consultant to continue the workflow until the staff position can be filled.

   An organization can address a changed approach to financial expenditures in one of two ways, while still maintaining the same total expenditure budget:

   1) Overspend in one expense area (eg. contracted services), while underspending in another area (eg. salaries and benefits). In financial reporting at the detail level, this approach retains the original financial plan but requires some variance analysis to explain why the actual expenditures did not follow the original plan.
   2) Adjust the budget so the area requiring greater expenditures (eg. contracted services) receives a transfer of budget funds from the area requiring lesser expenditures (eg. salaries and benefits). In financial reporting at the detail level, this approach loses the intent of the original financial plan, but does not require any variance analysis.

   In most cases Islands Trust will use approach 3.1 so that the original approved budget can be compared against actual results.

D: POLICY:

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1. The authority to administer the Islands Trust Operating Budget is provided to the Treasurer and Chief Administrative Officer (Deputy Treasurer).

2. In general, budget adjustments will not be required within an Operational Unit for expenditures that are at variance with the budget.

3. When an actual or anticipated overexpenditure (whichever comes first) exceeds $20,000 for a project or general ledger budget line within an Operational Unit, management must inform the Executive Committee at the next scheduled Executive Committee meeting, and continue to provide reports on the status of the project or budget line to the Executive Committee on a monthly basis, or as frequently as requested by the Executive Committee. Upon being informed of an overexpenditure, the Executive Committee will decide what initial corrective action will be taken, if any.

   Copies of all Executive Committee notifications and reports on overexpenditures will be copied to members of the Financial Planning Committee.

4. In cases where there is a desire to revise the budget within an Operational Unit, the change will be initiated at the request of the manager for that Operational Unit, or by the Chief Administrative Officer (CAO). A request for adjustments to the budget must be forwarded to the Treasurer for implementation, and must include both program and financial implications. The Financial Planning Committee must be informed of budget changes within an Operational Unit at the next scheduled meeting of the Committee. Any funds generated by a special tax requisition within a Local Trust Area must be used in accordance with Section C.6 of Trust Council Policy 6.3.ii – *Special Property Tax Requisition*

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5. In cases where there is a recommendation by management to transfer current year budget funds that are associated with a particular Local Trust Committee (LTC), from that Local Trust Area to another Local Trust Area, the LTC must pass a resolution approving the transfer, specifying the dollar amount and the budget affected before the budget transfer will be processed. Examples of budget funds associated with a particular LTC are budgets for OCPs, LUBs or current year program items. Any funds generated through a special tax requisition within a Local Trust Area may not be transferred for use within another Local Trust Area.

6. In cases where there is a desire to transfer budget money from one Operational Unit to another, a Request for Decision must be forwarded to the Financial Planning Committee and subsequently to Trust Council for approval.

   In cases where a proposed budget adjustment between Operational Units is approved by Trust Council, a new financial plan bylaw is required along with ministerial approval.

7. Unbudgeted revenue may be received during a fiscal year and expended on goods or services that are provided for in the annual budget without a budget adjustment or notification to the minister.

Expenditures on unbudgeted goods or services that are not provided for in the annual budget must be approved with a new financial plan bylaw and ministerial approval before the expenditures are made.

8. During a fiscal year, special circumstances may require expenditures in excess of the total budgeted expenditures for an Operational Unit. In these circumstances, and when the actual or anticipated overexpenditure (whichever comes first) exceeds $50,000, management must inform the Executive Committee at the next scheduled Executive Committee meeting and provide a proposal to mitigate the impact of the overexpenditure.

   Copies of all Executive Committee notifications and reports on overexpenditures will be copied to members of the Financial Planning Committee. The Financial Planning Committee will decide on what notification is required for Trust Council.

   The minister must be informed if overexpenditures are expected to produce a deficit from operations for Islands Trust as a whole that exceeds $100,000.

Appendix A

Islands Trust Location Codes (as of August 2010)

Operational Unit	Sub-Unit Descriptions	Location Code
Trust Council	Council	100
	Executive	110
	Trust Area Services	150
Trust Fund Board	Islands Trust Fund	210
	ITF - recovery (eg Naptep)	220
Local Planning Services	Victoria planning office	510
	Ganges planning office	520
	Gabriola planning office	530
	Mapping Services	540
	Bylaw Enforcement	580
	Director of LPS	590
LTCs (included in LPS for budgeting purposes)	Executive Islands	610
	Denman	615
	Gabriola	620
	Galiano	625
	Gambier	630
	Hornby	635
	Lasqueti	640
	Mayne	645
	N. Pender	650
	Salt Spring	655
	Saturna	660
	S. Pender	665
	Thetis	670
	Exec on LTCs	675
Administration	Victoria Admin office	810
	Chief Admin Officer	820
	Finance/HR/Info Systems	830
	Trust-wide general	999

6.10.iii Policy & Procedure

(ILLUSTRATING POTENTIAL AMENDMENTS RELATED TO TRUST COUNCIL DELEGATION BYLAW 154 – August 27, 2013)

ADVOCACY POLICY

Trust Council: September 12, 2012; September 11, 2013

A: PURPOSE:

1. To provide guidelines for advocacy activities in the context of legislation and policy.
2. To define policies and procedures for effective advocacy.
3. To ensure that advocacy positions are credible and supported by public process.
4. To clarify roles and responsibilities for implementing this policy, for the benefit of Islands Trust as well as the public and agencies involved in advocacy in the Islands Trust area.

B: BACKGROUND

1. The *Islands Trust Act* establishes that the Object of the Islands Trust is to preserve and protect the Trust Area and its unique amenities and environment in cooperation with others. Based on this legislated mandate, Trust Council encourages cooperation by all levels of government, First Nations, industry, business, not-for-profit and community groups to act in ways that advance the Object, using a variety of strategies, such as protocol agreements, letters of understanding and advocacy. All levels of government, First Nations, non-profit agencies, businesses, property owners, residents and visitors share responsibility for the preservation and protection of the unique environment and amenities of the Trust Area.

C: REFERENCES:

1. The *Islands Trust Act* defines the Islands Trust's purpose, referred to in the legislation as its "object" and defines Trust Council's advocacy roles in section 8 and 9. Trust Council may, by bylaw, delegate its advocacy role to another party.

2. Islands Trust Policy Statement, section on Roles and Responsibilities

> *The Islands Trust Council cannot effectively implement the Policy Statement without the support of all stakeholders. Assistance, cooperation and collaboration are required from local trust committees, island municipalities, the Trust Fund Board, the Provincial Government, other government agencies, non-government organizations, communities, First Nations, property owners, residents and visitors. In the spirit of the legislated object of the Islands Trust, it is expected that all corporate entities of the Islands Trust will consult with other agencies on matters involving potential conflict between the legislated object of the Trust and the legislated mandate of other agencies.*

3. Islands Trust Policy Statement, Part 1: Purpose and implementation of the Trust Policy Statement, Roles and Responsibilities, Role of Other Government and Non-Government Organizations.

   Government agencies and non-government organizations can contribute greatly to the preservation and protection of the environment and amenities of the Trust Area through cooperative actions based on the Policy Statement. Cooperative actions such as protocols and mutually supportive strategies and action plans are necessary for the sustainability of the Trust Area.

4. 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.

5. Islands Trust Policy Statement, Part II - The Islands Trust object and its meaning, Guiding Principles:

   - *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.*
   - *When making decisions and exercising judgment, Trust Council will place priority on preserving and protecting the integrity of the environment and amenities in the Trust Area.*
   - *Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local knowledge in this regard.*
   - *Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.*
   - *Trust Council will implement a plan for the advancement of the Policy Statement as part of its annual budget process, and the Executive Committee of Trust Council will report to Council on progress in achieving the goals of the Policy Statement.*

6. Islands Trust Policy Statement, Part III Ecosystem Preservation and Protection, Policy 3.1.9

   Trust Council encourages actions and programs of other government agencies which:

- *place priority on the side of protection for Trust Area ecosystems when judgment must be exercised,*
- *protect the diversity of native species and habitats in the Trust Area, and*
- *prevent pollution of the air, land and fresh and marine waters of the Trust Area.*

7. Trust Council Policy 1.3.i Policy Statement Implementation Policy

8. Trust Council Policy 2.1.i Statutory Rules of Conduct

9. Trust Council Policy 2.1.ii Standards of Conduct

10. Trust Council Policy 2.4.i Executive Committee Terms of Reference

11. Trust Council Policy 2.4.iv Trust Programs Committee Terms of Reference

12. Trust Council Policy 3.2.ix Islands Trust/Trust Fund Board Communications

13. Trust Council Policy 5.4.ii Procedural Fairness in Rezonings

14. Trust Council Policy 6.3.i Budget Process

15. Trust Council Policy 6.10.i Annual Report

16. Trust Council Policy 6.10.ii Communications

17. Trust Council Policy 6.12.ii UBCM/AVICC Membership and Resolutions

18. Trust Council Policy 7.1.iii Use of Local Trustee letterhead

19. Trust Council Policy 7.1.vii. Receipt of Confidential Information from External Governmental Organizations and Agencies

20. Trust Council Policy 7.1.iv & vi Use of Islands Trust letterhead and logo

21. Trust Council Policy 7.1.vii Receipt of Confidential Information from External Government Organizations and Agencies

22. Trust Council Strategic Plan

23. Local Trust Committee Official Community Plans

24. Trust Fund Board Policy 03008 Consulting Trust Council, Local Trust Committees, Island Municipalities, and Local Trustees on Trust Fund Board Matters

25. Trust Fund Board Policy 96009 Roles and Responsibilities

26. Trust Fund Board Policy 03006 Relationships with External Groups

27. Trust Fund Board Policy 03008 Consulting Trust Council, Local Trust Committees, Island Municipalities, and Local Trustees on Trust Fund Board Matters

28. Best Election Practices for Staff and Trustees - Guidelines

D. DEFINITIONS

In this policy,

1. **"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.

2. **"Islands Trust bodies"** are the legal entities within the organizational structure of the Islands Trust, including Trust Council, local trust committees, council committees and the Trust Fund Board.

3. **"Consultation"** is the act of seeking comment on a proposed position or program, or other decision and then considering input received.

E. GENERAL POLICIES

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."

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.

3. Islands Trust bodies will ensure that their advocacy positions are consistent with the *Islands Trust Act*, the Object and established policy and are supported by a resolution of Trust Council, Executive Committee, Trust Fund Board or local trust committee.

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.

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 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.

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.

8. Islands Trust bodies will adapt their advocacy strategies in response to changing political and economic contexts and new information.

9. Islands Trust bodies will consider the impact on existing work programs when considering advocacy positions.

10. Islands Trust bodies will ensure their advocacy positions and strategies:

    - respect the roles and needs of other stakeholders, and demonstrate a sincere attempt to build lasting relationships, even during conflict;
    - are non-partisan;
    - 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.

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.

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.

13. When entering partnerships for the purpose of advocacy Islands Trust bodies will consider broader implications such as:
    - conflicts may arise between the requirements of statutes such as the *Community Charter* or *Local Government Act* and the practices of non-governmental groups;
    - 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
    - partners may expect commitments for a longer duration than a one-year budget cycle or three-year election cycle.

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.

F. ROLES AND RESPONSIBILITIES:

Trust Council

1. The Islands Trust Council establishes overall advocacy direction through the Islands Trust Policy Statement, sets priorities through its strategic plan and takes advocacy positions by resolution.

Executive Committee

2. The Executive Committee coordinates Trust Council's advocacy direction.

3. Executive Committee members encourage a coordinated approach to advocacy and external liaison as part of their appointment to local trust committees and the Trust Fund Board.

4. The Executive Committee appointee will notify Executive Committee when a local trust committee or the Trust Fund Board passes a resolution related to advocacy.

5. The Executive Committee directs individual advocacy actions in accordance with the advocacy direction set by Trust Council through resolutions and the strategic plan.

6. The Executive Committee may assist local trust committees, island municipalities and the Trust Fund Board with advocacy if a request for support is referred to the Executive Committee by resolution of those bodies.

7. The Executive Committee will seek a resolution of support from a local trust committee before engaging in advocacy on a local trust area issue.

8. The Executive Committee will include a report on advocacy activities in its quarterly report to Trust Council.

9. The Executive Committee will use their annual joint meeting with the Trust Fund Board and Bowen Island Municipality to discuss current and emerging advocacy topics of mutual interest.

Local Trust Committees

10. Local trust committees conduct advocacy based on the Islands Trust Object, the Islands Trust Policy Statement and their Official Community Plan(s).

11. Local trust committees may, by resolution, undertake advocacy on land use issues specific to their local trust area and consistent with the official community plan after considering whether the position may fetter their discretion on current or future land use planning decisions.

12. Where the Islands Trust Council has adopted a bylaw pursuant to Section 10 of the *Islands Trust Act* that delegates powers under Section 8(2)(b),(c), (d) or (e) of the *Islands Trust Act* to a local trust committee, the local trust committee may, by

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resolution, undertake related advocacy, subject to any restrictions or conditions specified in the bylaw.

13. The duties of elected office to make unbiased decisions about land use planning will take precedence when an advocacy topic overlaps with those duties.

14. When a local trust committee adopts an advocacy position, it will inform the Executive Committee, and will consider how the item relates to the staff work program.

15. If a local trust committee wishes to advocate on an issue not related to land use planning or not consistent with its Official Community Plan, the local trust committee Chair will seek approval from the Executive Committee to allocate staff time to the project.

16. If a local trust committee wishes to advocate on an issue overlapping with the jurisdiction of another Islands Trust body or island municipality, it will consult with the affected body. After considering the advice from that body it may take an independent position that is consistent with the object of the Islands Trust and the Islands Trust Policy Statement, and will inform that body of the position.

Trust Fund Board

17. Trust Fund Board advocacy is governed by Trust Fund Board policies TFB 96009 Trust Fund - Roles and Responsibilities, TFB 03006 Relationships with External Groups and TFB 03008 Consulting Trust Council, Local Trust Committees, Island Municipalities, and Local Trustees on Trust Fund Board Matters. If the Trust Fund Board wishes to advocate on an issue overlapping with the jurisdiction of another Islands Trust body or island municipality, it may consult with the affected body as described in those policies. After considering the advice of that body it may take an independent position consistent with the object of the Islands Trust, and will inform the affected body of the position.

Individual trustees

18. Only the Chair of Trust Council may represent Trust Council advocacy positions to the media unless the Chair designates this role to a trustee.

19. Individual trustees may advance advocacy positions that are established by local trust committee policy, resolution or bylaw.

20. Trustees will comply with policies on communications, letterhead and logo when communicating about advocacy or other topics.

21. Local trustees are encouraged to notify the Executive Committee of any upcoming meetings with provincial or federal ministers to ask if there is an opportunity to promote the broader interests of the Islands Trust. The likelihood of success increases when positions are sponsored by the broader organization, and are consistent with other positions being advocated to that same minister.

22. Before advancing an advocacy position as a private individual, a trustee must ensure he or she is taking into account the principles of administrative fairness and he or she is acting in accordance with Trust Council Guidelines on Statutory Rules of Conduct and section 103 of the *Community Charter* which imposes restrictions regarding conflict of interest and outside influence.

23. Municipal trustees will be responsible for liaison between Trust Council and the municipality on advocacy issues in between the annual joint meeting between the municipality and Executive Committee.

Staff

24. The Chief Administrative Officer will be responsible for the Islands Trust's advocacy policies and procedures.

25. Staff who become aware of emerging legislative or other issues relevant to the Islands Trust mandate will notify their Director, who will raise the topic at the subsequent team meeting. If the issue warrants further action, the request will be forwarded to the Trust Area Services Director for discussion at Executive Committee.

26. Trust Area Services staff are responsible to alert the Executive Committee to new issues that directly affect Islands Trust operations or mandate and to seek political direction before investing staff time exploring the issue.

~~26.~~27. When a local trust committee passes a resolution related to advocacy, ~~l~~Local ~~p~~Planning Services staff will notify the Director of Local Planning, who will then notify the Director of Trust Area Services.
~~27.~~

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28. Local ~~planning~~ Planning Services staff are responsible for research on issues identified by local trust committees relating to land use planning, ~~and~~ the official community plan and any advocacy topics that are related to additional powers delegated to the local trust committee by Trust Council.

~~29. When a local trust committee passes a resolution related to advocacy, local planning staff will notify the Director of Local Planning, who will then notify the Director of Trust Area Services.~~

~~30.~~29. When a local trust committee considers an advocacy issue that is relevant to the whole Trust Area, including Bowen Island Municipality, the Director of Local Planning Services may ask Executive Committee for support from Trust Area Services. Executive Committee will consider the requests for service and the advice of the CAO, and decide on staff support to carry out the local trust committee direction as time allows.

~~31.~~30. When researching background about a potential advocacy position, staff will convey to contacts that the inquiry is for research purposes only.

~~32.~~31. When researching advocacy positions, staff will work with external contacts at the staff-to staff level, and will communicate with non-Islands Trust elected officials only with the permission of the appropriate Chair and/or the Chief Administrative Officer.

~~33.~~32. When participating in advocacy partnerships that involve the receipt of confidential information, staff will comply with the Trust Council Policy 7.1.vii Receipt of Confidential Information from External Governmental Organizations and Agencies (See E12).

~~34.~~33. When Trust Area Services staff are involved in advocacy work related to Trust Fund Board activities or interests, they will notify the Trust Fund Board Manager, and as appropriate, work with Trust Fund Board staff to prepare briefing and decision documents for the Trust Fund Board.

G. SPOKESPEOPLE:

1. Communications Policy 6.10.ii. will guide decisions about spokespeople.

2. As the official representative of the Islands Trust Council, the Chair of the Islands Trust Council may independently and immediately state advocacy positions that are consistent with the Object, the Policy Statement or previous resolutions of Islands Trust bodies.

3. Spokespeople should keep their comments as concise as possible, limit their comments to their own scope of knowledge and, when practical, should indicate that their statements are in support of the Object, Policy Statement policies or resolutions of an Islands Trust body. Where additional technical detail is desired, a staff or consultant report or comment can support the spokesperson.

4. Spokespeople should advance advocacy positions in a manner that is consistent with Trust Council's policy on standards of conduct.

5. Spokespeople should notify the Chief Administrative Officer (CAO) and Executive Committee of public statements made on an advocacy topic as soon as possible, and provide copies of any printed materials used to the directors of units with a relevant work program.

H. REPORTING

1. The Director of Trust Area Services will prepare a summary of advocacy activities for inclusion in the Islands Trust annual report.

2. The Executive Committee will report advocacy activities to each quarterly Trust Council meeting and seek updates from other Islands Trust bodies involved in advocacy.

3. Annually, the Executive Committee will report to the Trust Council on advocacy actions and highlights from conventions of the Association of Vancouver Island and Coastal Communities and Union of British Columbia Municipalities.

I. BUDGET

1. Funding for advocacy activities will be considered in accordance with the Islands Trust Council's policy on budget process.

J. EVALUATION

1. Islands Trust bodies are encouraged to celebrate positive results by thanking or congratulating key decision-makers.

2. 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.

BRIEFING

To: Trust Council **For the Meeting of:** Sept 10-12, 2013

From: Carmen Thiel, Legislative Services Manager (Secretary) **Date Prepared:** August 28, 2013

SUBJECT: STATEMENT OF DISCLOSURE OF CONTRACT WITH BOWEN ISLAND MUNICIPAL TRUSTEE ANDREW STONE

DESCRIPTION OF ISSUE: Section 107 of the *Community Charter* requires that if Islands Trust enters into a contract in which a trustee has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public. In addition, the trustee must advise the Islands Trust Secretary, as soon as reasonably practicable, of any contracts that must be reported.

BACKGROUND:
In accordance with the requirements under s. 107 of the *Community Charter*, Trustee Andrew Stone has advised the Islands Trust Secretary that Islands Trust has entered into two contracts with his company, called Steadistone Productions, as follows:

1. A service contract in the amount of $500 (excl. GST) for the period March 13 to March 27, 2013 for the filming of a Green Shores for Homes & Shoreline Mapping Workshop held on Thetis Island; and
2. A service contract in the amount of $500 (Excl. GST) for the period Aug. 8 to Sept. 1, 2013 for filming a 2 hour shoreline speakers' night comprising 3 presentations on Thetis Island;

This briefing, on the agenda of Trust Council's open meeting for September 2013, fulfils Trustee Stone's obligations to report to an open meeting of Trust Council.

ATTACHMENT(S): None

AVAILABLE OPTIONS: None identified (for information only, as required by legislation)

FOLLOW-UP: Trust Council's receipt of this report will be recorded in the minutes of Trust Council's September 2013 open meeting.

Prepared By: Carmen Thiel, Legislative Services Manager

Reviewed By/Date: Linda Adams, CAO - August 26, 2013
Executive Committee – August 27, 2013



Linda Adams, Chief Administrative Officer

DIRECTOR OF ADMINISTRATIVE SERVICES
2013-2014 SECOND QUARTER REPORT

Date: August 22, 2013

COMPLETED SINCE LAST REPORT	PLANNED 3rd QUARTER 2013/14 ACTIVITIES
Trust Council, Executive Committee, Financial Planning Committee ▪ Completed First Quarter Financial Results ▪ Completed Allocated Financial Statements for 2012/13 ▪ August 21, 2013 FPC Meeting ▪ Distributed 2013/14 Budget Timelines, Draft Budget Assumptions & Principles and distributed materials to Director LPS for LTC consideration ▪ Completed recommended revisions to Policy 6.5.iii Purchasing Procedure	**Trust Council, Executive Committee, Financial Planning Committee** ▪ Complete first draft of 2014/15 budget for FPC review October 30, 2013 ▪ FPC Meetings October 30 and November 13 ▪ Complete recommend amendments to LTC Local Expense Policy 4.1.viii
Administrative Unit Supervision ▪ Held bi-weekly meetings with Admin Team ▪ Completed Administrative Services section of annual report ▪ Completed Administrative Services sections for new website ▪ Hired and trained new Finance Assistant ▪ Attended Government Financial Officers Association Conference	**Administrative Unit Supervision** ▪ Review Finance and HR Local Area Network (LAN) files ▪ Continue with regular visits to Northern office and Salt Spring office ▪ Complete interim Performance Plan updates and probationary reviews
Human Resources and Payroll ▪ All Staff Meeting June 6, 2013 ▪ Completed several hiring processes related to staff turnover ▪ Discussions with PSA with respect to new Worksafe BC Anti-Bullying Guidelines ▪ Supported LPS Administration Services review meetings	**Human Resources and Payroll** ▪ Review Job Descriptions and update to new Public Service Agency standards ▪ Follow up with Public Service Agency on contract ▪ Complete review of excluded staff salaries ▪ Complete several hiring processes underway ▪ Review leadership training for 2013/14 ▪ Staff trip September 25, 2013 ▪ Develop harassment-free workplace sessions for Leadership Team and December Trust Council (new Worksafe BC guidelines effective November 1, 2013)

COMPLETED SINCE LAST REPORT	PLANNED 3rd QUARTER 2013/14 ACTIVITIES
Information Systems ▪ Information Systems Advisory Group meeting July 17, 2013 ▪ Upgrade to eSCRIBE completed ▪ Worked with itgroove (consultant) and received completed Sharepoint Roadmap for consideration by Management Team ▪ Provided training on website postings and eSCRIBE administration to staff ▪ Provided trustee webinar on email management	**Information Systems** ▪ Continue to monitor 2013/14 support and equipment budget and work program and develop 2014/15 work program ▪ Complete implementation of eSCRIBE (workflows and agenda preparation) and staff training ▪ Begin work on Business Continuity Plan ▪ Deploy All Staff Sharepoint site – including Employee Manual (to replace Orientation Manual) ▪ Provide training to staff on email management ▪ Finalize File Naming Convention Policy ▪ Develop training pre-assessment documents for eSCRIBE and Outlook tools and develop appropriate training
Financial Management and Payroll ▪ Completed Statement of Financial Information (SOFI) for 2012/13 ▪ Completed 2012/13 Allocated Financial Statements ▪ Received 2013 Tax Requisition and invested with Municipal Finance Authority ▪ Provided financial information to consultant re Islands Trust Impact Analysis (study related to possible SSI incorporation)	**Financial Management and Payroll** ▪ Review capital asset management database ▪ Complete RFP for audit services ▪ Investigate use of PSA Time-On-Line system and develop business case if warranted ▪ Provide financial information to consultant re Islands Trust Impact Analysis (study related to possible SSI incorporation)
Risk/Safety/Contract Management ▪ Reviewed new Safety Manual with Staff ▪ Held monthly meetings of the OSH Committee	**Risk/Safety/Contract Management** ▪ Review template for Service Contracts and other procurement policy forms to ensure Conflict of Interest provisions are sufficient
Facilities Management ▪ Submitted Temporary Use Permit for Salt Spring Island office	**Facilities Management**
Carbon Neutral Operations ▪ Trust Council approved draft Carbon Neutral Operations Policy at June 2013 Trust Council.	**Carbon Neutral Operations** ▪ Hold next meeting of Corporate Sustainability Advisory Group (summer hiatus)

FINANCIAL PLANNING COMMITTEE
WORK PROGRAM REPORT

To: Trust Council **Date:** August 28, 2013

WORK PROGRAM

1. FIRST DRAFT OF THE 2014/15 BUDGET

Current
- Reviewed budget assumptions and principles at FPC meeting August 21, 2013.

Planned
- Review first drafts with FPC at October 30 and November 13 meetings.
- Prepare first draft of 2014/15 Budget for December Trust Council.

2. COMPLETE THE 2013/14 FORECAST

Planned
- Preparation of 2013/14 Forecast for review by FPC at November 13 meeting.

3. PURCHASING PROCEDURES POLICY 6.5.iii.

Current
- Proposed revisions presented to FPC at August 21, 2013 meeting.

Planned
- Forward Request for Decision to September Trust Council.

4. LTC EXPENSE POLICY 4.1.viii.

Current
- Proposed revisions presented to FPC at August 21, 2013 meeting.

Planned
- Complete further revisions requested by FPC.

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

The Financial Planning Committee has adopted the above noted priorities for the second quarter of fiscal 2013/2014. 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 21, 2013. The next meetings of the Financial Planning Committee are proposed to be held October 30 and November 13, 2013. The Committee's financial resources are sufficient at this time.

Cindy Shelest
Designate Staff

Gary Steeves
Chair

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** September 10-12, 2013

From: Financial Planning Committee **Date Prepared:** August 22, 2013

SUBJECT: JUNE 30, 2013 QUARTERLY FINANCIAL REPORT

RECOMMENDATION: That Islands Trust Council approve the June 30, 2013 Quarterly Financial Report as presented.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The financial report indicates that Islands Trust is generally following the financial plan for 2013/14.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: None

OTHER: None

BACKGROUND

REPORT/DOCUMENT: Islands Trust Statement of Net Financial Position (Balance Sheet) and Consolidated Statement of Revenue and Expenditure to June 30, 2013 attached.

KEY ISSUE(S)/CONCEPT(S):

Statement of Net Financial Position (June 30, 2013 compared to March 31, 2013)
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 below budget expectations due to market conditions. They will increase in the second quarter as the property tax requisition was received at the end of July and was invested with the Municipal Finance Authority. We are currently looking at investment options to maximize the interest income.
- Fees and Sales are higher in the first quarter of this year than in the previous fiscal year due to an increase in zoning amendment applications received during the first quarter. It is difficult to say if this trend will continue through the fiscal year.
- The general property tax requisition, the provincial grant funds, and the Bowen Island property tax requisition will be received in the second quarter

EXPENSES

Council Expenses

- Council committee expenses are lower than budget due to the timing of meetings which will occur later in the fiscal year.
- Trust Area Services expenses are lower than budget due to the timing of expenditures for projects that will occur later in the fiscal year.

Local Planning Services

- LPS Facilities & Programs and Bylaw Enforcement expenditures are lower than budget due to the timing of expenditures for program items and leave in the bylaw enforcement area.

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 and land acquisition costs in the first quarter.

Administration

- Finance, HR and Admin Services are higher than budget due to the timing of training expenditures and the allocation of salaries for staff leave in the Bylaw enforcement area.
- 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, 2014 FISCAL YEAR-END

Overall, expenditures are on target. It is difficult to predict year-end results after the first quarter. 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 2013/14 year-end results will be conducted in the fall for presentation to FPC and to December Trust Council.

RELEVANT POLICY: Bylaw No. 151, Islands Trust Financial Plan Bylaw 2013/14

DESIRED OUTCOME: Approval of the June 30, 2013 Quarterly Financial Report.

RESPONSE OPTIONS

Recommended: Approve the June 30, 2013 Quarterly Financial Report.

Alternative:

Prepared By: **Cindy Shelest, Director Administrative Services**

Reviewed By/Date: Financial Planning Committee - August 22, 2013
Executive Committee – August 27, 2013



Linda Adams, Chief Administrative Officer

Islands Trust
Statement of Net Financial Position

	June 30 2013	March 31 2013
Financial Assets		
Cash & Short-term Investments	2,017,058	3,702,155
Accounts Receivable	28,867	88,562
Due from TFB	-	-
	2,045,925	3,790,717
Liabilities		
Wages & benefits payable	992,185	878,534
Accounts payable & accrued liabilities	229,293	416,788
Development Application Deposits	38,353	38,353
Deferred Revenue	55,619	55,714
Employee Benefit Obligations	99,130	99,130
Capital Lease Obligations	39,019	43,481
Cost Recovery Deposits	14,659	15,110
	1,468,258	1,547,110
Net financial assets	**577,667**	**2,243,607**
Non-Financial Assets:		
Tangible Capital Assets	104,988	124,979
Prepaid Expenses	68,783	35,137
Total Non-Financial Assets	**173,771**	**160,116**
Accumulated Surplus	**751,437**	**2,403,723**

Islands Trust

Consolidated Statement of Revenue and Expenditure

For The 3 Months Ending June 30, 2013

Description	Prior YTD Actual	YTD Actual	Annual Budget	% of Budget
Revenue:				
Fees & Sales	22,819	38,690	110,000	35%
Provincial Grant	153,060	0	85,184	0%
Property Tax Levy General	0	0	6,066,024	0%
Property Tax Levy Bowen	0	0	225,170	0%
Transfer from Surplus	0	0	310,814	0%
Interest Income	12,525	(3,630)	95,000	-4%
Other Revenues	12,594	115	60,000	0%
Total Revenue	200,998	35,174	6,952,192	1%
Expenses				
Council				
Trust Council	68,797	65,385	268,264	24%
Executive Committee	23,006	22,722	94,827	24%
Council Committees	3,663	2,965	17,500	17%
Trust Area Services	90,865	109,093	521,847	21%
General Admin Allocation - 16%	59,151	64,231	221,370	29%
Total Council Expenses	245,481	264,396	1,123,808	24%
Local Planning Services				
Local Trust Committees	232,319	199,522	832,931	24%
Planning Staff	514,606	521,423	2,186,281	24%
LPS Facilities & Programs	99,490	116,197	554,631	21%
Mapping Services	42,048	59,369	244,079	24%
Bylaw Enforcement	67,219	54,325	293,440	19%

General Admin Allocation - 74%	273,571	297,067	1,023,839	29%
Total Local Planning Services Expenses	1,229,252	1,247,904	5,135,201	24%
Trust Fund				
Board	5,607	1,765	23,000	8%
Administration	103,799	104,870	451,827	23%
Operations	22,735	28,382	80,000	35%
General Admin Allocation - 10%	36,969	40,144	138,357	29%
Total Trust Fund Expenses	169,110	175,162	693,184	25%
General Admin				
CAO Office	91,049	80,533	327,320	25%
Financial, HR and Admin Services	191,077	210,219	696,426	30%
Personnel Recruiting	206	3,827	5,000	77%
Office Operations	54,596	54,741	213,320	26%
Computer/Furniture & Equipment Purchases	16,818	32,132	86,500	37%
Amortization Expense	16,060	19,991	55,000	36%
General Admin Recovery	(369,691)	(401,442)	(1,383,566)	29%
Total General Admin Expenses	114	0	0	0%
Total Expenses	1,643,958	1,687,462	6,952,192	24%
Surplus (Deficit) to date	(1,442,960)	(1,652,288)	(0)	
Accumulated Surplus, beginning of the year	2,200,656	2,403,723		
Accumulated Surplus, end of the period	757,696	751,435		

4.4

BRIEFING

To: **Trust Council** **For the Meeting of:** Sept. 10-12, 2013

From: **Financial Planning Committee** **Date:** August 14, 2013

SUBJECT: **MARCH 31, 2013 YEAR-END FINANCIAL STATEMENTS ALLOCATED TO LOCAL TRUST COMMITTEES**

DESCRIPTION OF ISSUE: Annually, Finance completes a process to allocate revenues and expenditures to Local Trust Committees based on actual results for the fiscal period. The results for 2012-13 are attached for Trust Council's consideration.

BACKGROUND: The process of allocating revenues and expenses to Local Trust Committees is completed through three major steps:

1. Determining Allocation Percentages for Planning Staff, Bylaw Staff & Planning Office Costs

Planning and Bylaw staff record their work activities in the time collection system.

The data is used to develop allocation percentages for each of the three Planning Offices - Victoria, Salt Spring, and Gabriola. The process involves the following steps:

A. Non-Island Specific time is determined by calculating the percentage of time spent on travel, organization-wide training or meetings, and time spent on Trust Council activities.

B. Time for Local Trust Committees is allocated based on the percentage of time spent directly working for Local Trust Committees. These percentages are applied to:

- Administrative time
- Salaries & Benefits
- Training costs

The allocated financial statement indicates where a cost line for a Planning Office has been allocated by the Planner Ratio, the Support Ratio, or the Bylaw Ratio.

C. The Office Ratio is developed by combining the hours for all staff in each Planning Office that was spent directly on LTC activities. The allocated financial statement indicates where a cost line for a Planning Office has been allocated by the "office ratio"

These percentages are summarized on Attachment 1 called the Allocated Income Statement Office and Salary Ratios.

2. Calculating total Non-Island-Specific Revenue and Costs

Non-Island-Specific Revenue and Costs are those that are not assigned directly to an LTC, a Planning Office, or Bylaw Enforcement. Some Planner/Support/Bylaw salary and benefit costs, along with all travel costs, are considered Non-Island-Specific.

The Non-Island Specific Revenue and Costs are shown on Attachment 2 called Non-Island-Specific Revenue & Cost Details. It shows the amounts that make up the net Non-Island-Specific Shortfall of $2,920.897.

3. Creating the Fully Allocated Financial Statements for Local Trust Committees

Attachment 3, called All Revenue and Expenses Allocated to LTCs, shows columns for Non-Island-Specific costs, columns for the Planning Offices and Bylaw Enforcement costs, a column to show how Planning/Bylaw Costs were allocated, and the columns for each LTC.

Near the bottom of the sheet, the net (Shortfall) from Non-Island-Specific Costs are allocated to each of the LTCs based on the assessed value of each LTC in relation to the total assessed value for the Islands Trust.

Conclusions

A financial process that involves allocations is imperfect and the results should be interpreted with caution. Although the numbers produced are exact, the process invariably involves estimations and assumptions that, by their nature, are not exact.

Surplus (Shortfall) before Allocation of Non-Island-Specific Costs and Revenues
The majority of LTCs are in a Net Surplus state after LTC calculated costs are subtracted from LTC calculated revenues. This means that LTC revenues exceeded LTC costs.

Final Net Surplus (Shortfall)
The allocation reflects that some LTCs have a shortfall between allocated revenues and expenses and that the larger islands contribute from their areas.

Financial Planning Committee, at its August 21 2013 meeting, resolved that “staff not produce the allocated financial statements next year and to put it on the FUAL for review each year at the May Financial Planning Committee meeting”.

ATTACHMENT(S):
- Attachment 1 – 2012-13 Office and Salary Ratios
- Attachment 2 - Non-Island-Specific Revenue & Cost Details
- Attachment 3 - March 31, 2013 Income Statement Allocated to LTCs

AVAILABLE OPTIONS:

- Trust Council advise Financial Planning Committee that the process of producing the allocated financial statements is of value.
- Trust Council advise Financial Planning Committee that the process of producing the allocated financial statements is unnecessary.
- Trust Council advise Financial Planning Committee that the process of producing the allocated financial statements would be of more value if certain modifications were made to the process.

FOLLOW-UP:

FPC to review producing the allocated financial statements for 2013-14 at its May 2014 meeting.

Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Financial Planning Committee, August 21, 2013
Executive Committee, August 27, 2013



_____
Linda Adams, Chief Administrative Officer

Islands Trust

Allocated Income Statement Office and Salary Ratios

For the Year Ended March 31, 2013

Allocation Percentages for Planning Offices - determined from Timesheet data collected April 1/12 to March 31/13

(Planning Office Ratios)

	Non-Island Specific	Executive	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis	Total
Victoria Planners Ratio	13.6%				24.8%				13.9%	28.5%		10.1%	9.2%		100.0%
Victoria Support Ratio	1.3%				21.3%				19.8%	27.5%	2.7%	16.4%	11.0%		100.0%
Victoria Office Ratio					25.0%				18.0%	30.0%	1.0%	14.0%	11.0%		99.0%
Salt Spring Planners Ratio	4.4%										95.6%				100.0%
Salt Spring Support Ratio	2.6%										97.4%				100.0%
Salt Spring Office Ratio											100.0%				100.0%
Northern Planners Ratio	13.0%	3.4%	15.5%	29.1%		12.7%	5.0%	7.2%						14.2%	100.1%
Northern Support Ratio	3.3%		16.8%	19.0%		27.8%	17.3%	8.1%						7.7%	100.0%
Northern Office Ratio			18.0%	27.0%		22.0%	12.0%	9.0%						12.0%	100.0%
Bylaw Ratio	11.0%	0.40%	15.7%	21.2%	2.7%	3.6%	10.7%	1.5%	1.9%	8.2%	16.9%	0.1%	0.3%	5.8%	100.0%

Islands Trust

Income Statement - By Location

For The Year Ending March 31, 2013

- Actual -

NON-ISLAND SPECIFIC REVENUE & COST DETAILS

	Acct #	Description	YTD Actual	100 Council	110 Executive	150 TAS	210 ITF	220 ITF Recovery	540 Mapping	590 Director LPS	675 Exec on LTC	810 Victoria Offic	820 Management	830 Fin/HR/IS	999 Trust-wide	Non-Island Specific Costs from Pln Offices & Bylaw	TOTAL Non-Island Specific Costs & Revenues
Revenue:																	
	40000	Fees & Sales "Maps & Bylaws"	536	-	-	-	-	-	-	-	-	-	-	-	-		-
	40100	Fees & Sales "Copies & Research"	623	-	-	-	-	-	-	-	-	-	-	-	-		-
	40200	Fees & Sales "Bd of Variance"	2,695	-	-	-	-	-	-	-	-	-	-	-	-		-
	40300	Fees & Sales "Development Permits	28,146	-	-	-	-	-	-	-	-	-	-	-	-		-
	40310	Fees & Sales "TUP SUP & Misc Permits"	10,395	-	-	-	-	-	-	-	-	-	-	-	-		-
	40400	Fees & Sales "Zoning Amend."	39,460	-	-	-	-	-	-	-	-	-	-	-	-		-
	40500	Fees & Sales "ALC Application"	1,500	-	-	-	-	-	-	-	-	-	-	-	-		-
	40600	Fees & Sales "Strata Coversion"	1,100	-	-	-	-	-	-	-	-	-	-	-	-		-
	40700	Fees & Sales "Subdivision"	26,010	-	-	-	-	-	-	-	-	-	-	-	-		-
			110,465														
	45000	Provincial Grant	186,998	-	-	-	-	-	-	-	-	-	-	-	186,998		186,998.00
	46000	Property Tax Levy General	5,929,199	-	-	-	-	-	-	-	-	-	-	-	-		0.00
	46100	Property Tax Levy Bowen	165,374	-	-	-	-	-	-	-	-	-	-	-	165,374		165,374.00
	47000	from Surplus	-	-	-	-	-	-	-	-	-	-	-	-	-		0.00
	48000	Interest Income	105,791	-	-	-	-	-	-	-	-	-	-	-	105,791		105,791.46
	49000	Other Income "General"	3,509	-	-	-	-	-	1,040	-	-	-	500	786	173		2,499.01
	49001	Grant income	48,367	-	-	8,988	-	-	-	32,295	-	-	-	-	-		41,282.53
	49005	Other Income "NAPTEP ITF Cost Recovery"	625	-	-	-	-	625	-	-	-	-	-	-	-		625.00
Total Revenue			6,550,329	-	-	8,988	-	625	1,040	32,295	-	-	500	786	458,336		502,570
Expenses																	
	50500	Admin Cost Recovery	(1,391,244)	-	-	-	-	-	-	-	-	-	-	(1,391,244)	-	-	(1,391,243.99)
	50700	Admin Support Services	1,391,244	222,599	-	-	139,124	-	-	1,029,521	-	-	-	-	-	-	1,391,243.99
	50900	Amortization Expense	70,187	-	-	-	-	-	-	-	-	-	-	70,187	-	-	70,186.85
	50950	Applications sponsored by Exec Committee	4,950	-	4,950	-	-	-	-	-	-	-	-	-	-	-	4,950.00
	51000	Audit	21,875	-	-	-	-	-	-	-	-	-	-	21,875	-	-	21,875.11
	51500	Bank Charges & Interest	3,862	-	-	-	-	-	-	-	-	-	-	3,862	-	-	3,862.24
	52500	Board of Variance	1,102	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	53500	Carbon Offset Purchases	1,625	-	-	-	-	-	-	-	-	-	-	1,625	-	-	1,625.00
	54000	Committee Expense FPC	7,996	7,996	-	-	-	-	-	-	-	-	-	-	-	-	7,995.67
	54100	Committee Expense LPC	3,299	3,299	-	-	-	-	-	-	-	-	-	-	-	-	3,298.51
	54200	Committee Expense TPC	3,244	3,244	-	-	-	-	-	-	-	-	-	-	-	-	3,243.57
	54500	Communications	29,220	-	-	17,509	11,711	-	-	-	-	-	-	-	-	-	29,220.46
	55100	Non H/W & S/W OVER $150	18,590	-	-	-	-	-	-	-	-	-	-	18,590	-	-	18,590.23
	55105	Computer H/W & S/W renewal of support & maintenance	12,971	-	-	-	-	-	-	-	-	-	-	12,971	-	-	12,970.51
	55200	Computer "Internet Charges"	61,568	-	-	-	488	-	-	-	-	-	489	36,815	-	108	37,900.52
	55300	Computer "Organizational Training"	1,145	-	-	-	-	-	-	-	-	-	-	1,145	-	-	1,144.68
	55400	Computer "Non Capital H/W & S/W UNDER $150"	8,108	-	-	-	-	-	-	-	-	-	-	8,108	-	-	8,107.93
	55500	Computer "Technical Support"	50,586	-	-	-	-	-	-	-	-	-	-	50,586	-	-	50,586.41
	55600	Computer "Trustee Hardware & Internet"	4,949	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	56000	Contingency	11,091	-	-	-	-	-	-	-	-	-	9,121	1,970	-	-	11,091.03
	56500	Contract Services	93,105	-	-	-	-	-	-	29,679	-	-	-	48,887	-	-	78,565.59
	57050	Elections "By Elections"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	58000	Equipment Leases Supplies & Maintenance	28,341	-	-	-	-	-	1,992	-	-	16,264	-	-	-	-	18,255.88
	60000	Insurance	94,899	61,476	-	-	-	-	-	-	-	-	-	33,423	-	-	94,899.00

	61100	ITF "Board Honoraria"	6,100	-	-	-	6,100	-	-	-	-	-	-	-	-	-	-	6,100.00
	61200	ITF "Board Meeting Expense"	10,939	-	-	-	10,939	-	-	-	-	-	-	-	-	-	-	10,939.30
	61210	ITF "Board Training & Conferences"	1,520	-	-	-	1,520	-	-	-	-	-	-	-	-	-	-	1,520.00
	61300	ITF "Property Management"	53,730	-	-	-	53,730	-	-	-	-	-	-	-	-	-	-	53,729.98
	61500	ITF "Covenants & Acquisitions"	13,313	-	-	-	13,313	-	-	-	-	-	-	-	-	-	-	13,313.30
	62000	Land Title Registrations	2,282	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	63000	Legal "General"	61,026	13,734	-	-	18,321	-	-	1,240	-	-	-	-	-	352		33,646.79
	63100	Legal "Bylaw Enforcement Litigation"	114,047	-	-	-	-	-	-	-	-	-	-	-	-	81		81.20
	63200	Legal "Litigation Defence"	83,879	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	64000	Legislative Updates	586	-	-	-	-	-	-	-	-	-	586	-	-	-		586.24
	65000	LTC - Trustee Expenses	13,982	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	65050	LTC "Executive Expense on LTC's"	17,008	-	-	-	-	-	-	-	17,008	-	-	-	-	-		17,007.61
	65200	LTC Local Exp LTC Meeting Expenses	38,461	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	65210	LTC Local Exp APC Meeting Expenses	6,742	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	65220	LTC Local Exp Communications	4,681	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	65230	LTC Local Exp Special Projects	21,519	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	65240	LTC Local Exp Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	66100	Mapping " BCAA Updates"	1,175	-	-	-	-	-	1,175	-	-	-	-	-	-	-		1,174.66
	66200	Mapping " GIS Software & Consulting"	45,438	-	-	-	15,535	-	29,903	-	-	-	-	-	-	-		45,437.66
	66300	Mapping " Sales Inventory"	761	-	-	-	-	-	761	-	-	-	-	-	-	-		761.12
	67000	Meeting Expense	90,695	71,740	11,980	9	-	-	-	5,149	-	-	201	-	-	162		89,240.44
	67500	Memberships	14,159	1,874	-	786	300	-	-	861	-	-	2,840	2,098	-	-		8,758.18
	68100	Notices Statutory & Non Statutory	17,714	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	69000	Office Rent	356,563	-	-	-	-	-	-	-	-	131,617	-	-	-	-		131,617.10
	69005	Office Services	38,563	-	-	-	-	-	-	-	-	11,867	-	-	-	-		11,866.90
	69100	Office Non Captial Furniture & Equipment OVER $150	9,333	-	-	-	-	-	-	-	-	-	-	9,333	-	-		9,332.68
	69250	Office Non Capital Furniture & Equipment UNDER $150	1,414	-	-	-	-	-	-	-	-	-	-	1,414	-	-		1,414.27
	69500	Office	9,966	-	-	-	-	-	-	-	-	-	-	6,540	-	-		6,540.19
	70000	Postage & Courier	16,386	-	-	-	-	-	-	-	-	8,649	-	-	-	-		8,649.34
	72001	Project Projects funded by grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
	72022	Project Grant Project Green Shores Funded by Real Est	0	-	-	-	-	-	-	0	-	-	-	-	-	-		0.42
	73001	All Projects	228,771	-	-	11,658	2,146	-	10,175	40,556	-	-	21,787	3,892	-	-		90,213.88
	74000	Recruitment	6,073	-	-	-	-	-	-	-	-	-	-	6,073	-	-		6,072.98
	74900	Safety	3,611	-	-	-	-	-	-	-	-	-	-	3,611	-	-		3,611.04
	75100	Sal & Ben "Salaries Admin Staff"	1,484,021	-	-	291,019	281,983	-	120,330	158,830	-	-	237,835	394,025	-	-		1,484,020.75
	75101	CTO Taken	(14,555)	-	-	(1,037)	(4,117)	-	(1,153)	-	-	-	-	(8,248)	-	-		(14,555.33)
	75102	CTO Earned	22,295	-	-	1,883	6,339	-	788	-	-	-	-	13,285	-	-		22,294.53
	75110	Sal & Ben "Benefits Admin Staff"	338,591	-	-	65,799	64,121	-	27,207	35,448	-	-	52,713	93,303	-	-		338,590.72
	76100	Sal & Ben "Salaries Planners & RPM's"	1,054,325	-	-	-	-	-	-	-	-	-	-	-	-	111,054		111,053.90
	76101	CTO Taken	(38,645)	-	-	-	-	-	-	-	-	-	-	-	-	(4,647)		(4,646.98)
	76102	CTO Earned	50,606	-	-	-	-	-	-	-	-	-	-	-	-	6,293		6,293.12
	76110	Sal & Ben "Benefits Planners & RPM's"	241,774	-	-	-	-	-	-	-	-	-	-	-	-	25,499		25,498.87
	77100	Sal & Ben "Salaries Planning Support Staff"	329,364	-	-	-	-	-	-	-	-	-	-	-	-	8,297		8,296.72
	77101	CTO Taken	(3,486)	-	-	-	-	-	-	-	-	-	-	-	-	(102)		(101.70)
	77102	CTO Earned	3,814	-	-	-	-	-	-	-	-	-	-	-	-	106		106.27
	77110	Sal & Ben "Benefits Planning Support Staff"	75,102	-	-	-	-	-	-	-	-	-	-	-	-	1,895		1,894.57
	78100	Sal & Ben "Salaries Bylaw"	169,436	-	-	-	-	-	-	-	-	-	-	-	-	18,638		18,637.95
	78101	CTO Taken	(5,884)	-	-	-	-	-	-	-	-	-	-	-	-	(647)		(647.21)
	78102	CTO Earned	10,950	-	-	-	-	-	-	-	-	-	-	-	-	1,204		1,204.45
	78110	Sal & Ben "Benefits Bylaw"	39,485	-	-	-	-	-	-	-	-	-	-	-	-	4,343		4,343.38
	79000	Stationary & Supplies	18,775	-	-	-	-	-	-	-	-	11,565	-	-	-	-		11,565.49
	79500	Subscriptions	4,130	-	-	2,260	-	-	-	1,870	-	-	-	-	-	-		4,129.73
	80100	Telephone "Lease"	39,612	-	-	-	-	-	-	-	-	5,967	-	-	-	-		5,966.56
	80200	Telephone "Toll Charges"	3,038	-	-	46	120	-	-	622	-	418	-	641	-	2		1,849.62
	80300	Mobile Devices	21,070	-	2,265	309	1,305	-	472	931	-	-	2,780	1,315	-	269		9,644.73
	80400	Telephone "Web Conferencing"	1,538	-	-	-	-	-	-	-	-	-	-	1,538	-	-		1,537.83

	81100	Training "Organization Wide"	3,795	-	-	-	-	-	-	-	-	-	-	3,795	-	-	3,795.40
	81200	Staff &	15,032	-	-	153	43	-	-	16	-	-	86	13,834	-	-	14,132.57
	81210	Educational Re Imbursement	3,689	-	-	-	-	-	-	-	-	-	-	3,689	-	-	3,689.01
	81300	Training & Conferences	37,228	2,754	2,965	3,475	2,814	-	1,526	546	-	-	5,045	3,248	-	936	23,309.00
	81305	Travel for Training	30,792	-	5,725	331	935	-	1,586	1,585	-	-	1,583	2,666	-	1,235	15,645.30
	82300	Travel	63,157	-	-	880	4,034	-	47	2,707	-	-	2,228	3,590	-	49,672	63,157.13
	84100	Trustee Remuneration	362,472	83,201	66,136	-	-	-	-	-	-	-	-	-	-	-	149,337.48
	84110	Trustee Remuneration "CPP Expense"	17,303	17,411	(108)	-	-	-	-	-	-	-	-	-	-	-	17,302.69
	84120	Trustee Remuneration Health/Dental Benefits	48,168	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	84130	Trustee Remuneration MSP Benefits	26,979	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	84140	Trustee Remuneration Pay In Lieu of Benefits	4,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	84500	Trustee Remuneration "Executive on LTC's"	66,136	-	-	-	-	-	-	-	66,136	-	-	-	-	-	66,136.44
Total Expenses			6,347,257.32	489,326.79	93,914.08	395,080.20	630,805.19	0.00	194,806.09	1,309,560.95	83,144.05	186,347.89	337,292.78	-521,559.15	0.00	224,749	3,423,467
		Net (Shortfall) from Non-Island Specific Revenues & Costs															(2,920,897)

Islands Trust

Income Statement - By Location

For The Year Ending March 31, 2013

- Actual -

All Revenue and Expenses Allocated to Local Trust Committees

				Assessment Ratio												
				0.1%	4.0%	13.6%	6.7%	6.7%	5.4%	1.5%	6.2%	11.1%	37.5%	3.0%	1.8%	2.4%
			YTD	610	615	620	625	630	635	640	645	650	655	660	665	670
	Acct #	Description	Actual	Exec Isl.	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis
Revenue:																
	40000	Fees & Sales "Maps & Bylaws"	536	-	28	128	138	-	-	47	7	57	113	-	19	-
	40100	Fees & Sales "Copies & Research"	623	-	-	-	-	-	-	-	-	135	488	-	-	-
	40200	Fees & Sales "Bd of Variance"	2,695	-	-	-	990	-	-	-	990	-	715	-	-	-
	40300	Fees & Sales "Development Permits	28,146	-	495	2,050	3,410	1,716	1,793	-	1,265	3,975	11,330	1,397	715	-
	40310	Fees & Sales "TUP SUP & Misc Permits"	10,395	-	2,970	-	-	-	1,760	-	1,100	1,265	1,100	1,100	1,100	-
	40400	Fees & Sales "Zoning Amend."	39,460	-	-	(1,300)	(8,180)	7,040	-	-	4,500	13,200	24,200	-	-	-
	40500	Fees & Sales "ALC Application"	1,500	-	-	-	-	-	-	-	-	300	600	300	-	300
	40600	Fees & Sales "Strata Coversion"	1,100	-	-	-	-	-	-	-	-	-	1,100	-	-	-
	40700	Fees & Sales "Subdivision"	26,010	-	1,100	1,900	2,750	1,430	2,420	-	-	3,760	9,680	2,970	-	-
			110,465		4,593	2,778	(892)	10,186	5,973	47	7,862	22,692	49,326	5,767	1,834	300
	45000	Provincial Grant	186,998	-	-	-	-	-	-	-	-	-	-	-	-	-
	46000	Property Tax Levy General	5,929,199	5,929	237,162	806,352	397,247	397,247	320,169	91,359	367,602	658,126	2,223,384	175,602	106,723	142,297
	46100	Property Tax Levy Bowen	165,374	-	-	-	-	-	-	-	-	-	-	-	-	-
	47000	from Surplus	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	48000	Interest Income	105,791	-	-	-	-	-	-	-	-	-	-	-	-	-
	49000	Other Income "General"	3,509	-	-	-	-	-	-	-	-	-	1,010	-	-	-
	49001	Grant income	48,367	-	7,085	-	-	-	-	-	-	-	-	-	-	-
	49005	Other Income "NAPTEP ITF Cost Recovery"	625	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue			6,550,329	5,929	248,840	809,130	396,355	407,433	326,142	91,406	375,464	680,818	2,273,720	181,369	108,557	142,597
Expenses																
	50500	Admin Cost Recovery	(1,391,244)	-	-	-	-	-	-	-	-	-	-	-	-	-
	50700	Admin Support Services	1,391,244	-	-	-	-	-	-	-	-	-	-	-	-	-
	50900	Amortization Expense	70,187	-	-	-	-	-	-	-	-	-	-	-	-	-
	50950	Applications sponsored by Exec Committee	4,950	-	-	-	-	-	-	-	-	-	-	-	-	-
	51000	Audit	21,875	-	-	-	-	-	-	-	-	-	-	-	-	-
	51500	Bank Charges & Interest	3,862	-	-	-	-	-	-	-	-	-	-	-	-	-
	52500	Board of Variance	1,102	-	-	-	222	-	-	-	202	269	6	222	182	-
	53500	Carbon Offset Purchases	1,625	-	-	-	-	-	-	-	-	-	-	-	-	-
	54000	Committee Expense FPC	7,996	-	-	-	-	-	-	-	-	-	-	-	-	-
	54100	Committee Expense LPC	3,299	-	-	-	-	-	-	-	-	-	-	-	-	-
	54200	Committee Expense TPC	3,244	-	-	-	-	-	-	-	-	-	-	-	-	-
	54500	Communications	29,220	-	-	-	-	-	-	-	-	-	-	-	-	-
	55100	Non H/W & S/W OVER $150	18,590	-	-	-	-	-	-	-	-	-	-	-	-	-
	55105	Computer H/W & S/W renewal of support & mainte	12,971	-	-	-	-	-	-	-	-	-	-	-	-	-
	55200	Computer "Internet Charges"	61,568	4	2,064	3,073	1,393	2,370	1,378	970	282	1,214	9,222	205	164	1,330
	55300	Computer "Organizational Training"	1,145	-	-	-	-	-	-	-	-	-	-	-	-	-
	55400	Computer "Non Capital H/W & S/W UNDER $150"	8,108	-	-	-	-	-	-	-	-	-	-	-	-	-

Islands Trust			All Revenue and Expenses Allocated to Local Trust Committees												
Income Statement - By Location															
For The Year Ending March 31, 2013															
- Actual -			Assessment Ratio												
			0.1%	4.0%	13.6%	6.7%	6.7%	5.4%	1.5%	6.2%	11.1%	37.5%	3.0%	1.8%	2.4%
		YTD	610	615	620	625	630	635	640	645	650	655	660	665	670
Acct #	Description	Actual	Exec Isl.	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis
55500	Computer "Technical Support"	50,586	-	-	-	-	-	-	-	-	-	-	-	-	-
55600	Computer "Trustee Hardware & Internet"	4,949	120	220	220	500	906	520	280	240	-	881	420	400	240
56000	Contingency	11,091	-	-	-	-	-	-	-	-	-	-	-	-	-
56500	Contract Services	93,105	-	2,246	3,369	-	2,745	1,497	1,123	-	-	2,062	-	-	1,497
57050	Elections "By Elections"	-	-	-	-	-	-	-	-	-	-	-	-	-	-
58000	Equipment Leases Supplies & Maintenance	28,341	-	1,021	1,531	-	1,248	680	510	-	-	4,414	-	-	680
60000	Insurance	94,899	-	-	-	-	-	-	-	-	-	-	-	-	-
61100	ITF "Board Honoraria"	6,100	-	-	-	-	-	-	-	-	-	-	-	-	-
61200	ITF "Board Meeting Expense"	10,939	-	-	-	-	-	-	-	-	-	-	-	-	-
61210	ITF "Board Training & Conferences"	1,520	-	-	-	-	-	-	-	-	-	-	-	-	-
61300	ITF "Property Management"	53,730	-	-	-	-	-	-	-	-	-	-	-	-	-
61500	ITF "Covenants & Acquisitions"	13,313	-	-	-	-	-	-	-	-	-	-	-	-	-
62000	Land Title Registrations	2,282	-	38	141	360	65	105	31	251	547	376	193	167	9
63000	Legal "General"	61,026	13	1,861	1,060	2,811	747	401	48	5,279	4,396	8,233	413	1,577	540
63100	Legal "Bylaw Enforcement Litigation"	114,047	3	46,325	878	1,711	33,983	235	11	14	24,476	6,284	1	2	43
63200	Legal "Litigation Defence"	83,879	-	53,052	-	-	20,486	-	-	(39,325)	-	49,666	-	-	-
64000	Legislative Updates	586	-	-	-	-	-	-	-	-	-	-	-	-	-
65000	LTC - Trustee Expenses	13,982	-	703	912	401	4,062	628	214	247	2,259	3,092	115	784	566
65050	LTC "Executive Expense on LTC's"	17,008	-	-	-	-	-	-	-	-	-	-	-	-	-
65200	LTC Local Exp LTC Meeting Expenses	38,461	207	2,814	5,017	3,940	3,428	2,629	629	2,126	3,513	9,340	1,644	1,795	1,377
65210	LTC Local Exp APC Meeting Expenses	6,742	-	231	1,320	449	-	294	10	777	689	1,349	442	962	218
65220	LTC Local Exp Communications	4,681	-	-	1,285	835	-	320	221	416	19	880	-	301	404
65230	LTC Local Exp Special Projects	21,519	-	160	724	380	166	272	1,591	2,000	1,739	12,027	1,750	200	509
65240	LTC Local Exp Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-
66100	Mapping " BCAA Updates"	1,175	-	-	-	-	-	-	-	-	-	-	-	-	-
66200	Mapping " GIS Software & Consulting"	45,438	-	-	-	-	-	-	-	-	-	-	-	-	-
66300	Mapping " Sales Inventory"	761	-	-	-	-	-	-	-	-	-	-	-	-	-
67000	Meeting Expense	90,695	6	238	322	40	61	162	26	28	121	355	1	4	90
67500	Memberships	14,159	-	452	678	203	552	301	226	146	244	2,094	114	89	301
68100	Notices Statutory & Non Statutory	17,714	-	49	166	1,674	863	76	428	3,388	2,728	5,507	1,965	853	18
69000	Office Rent	356,563	-	8,815	11,054	35,772	9,007	4,913	3,685	22,120	42,597	51,348	17,204	13,518	4,913
69005	Office Services	38,563	-	2,912	4,368	-	3,559	1,941	1,456	-	2,527	7,993	-	-	1,941
69100	Office Non Captial Furniture & Equipment OVER $	9,333	-	-	-	-	-	-	-	-	-	-	-	-	-
69250	Office Non Capital Furniture & Equipment UNDER	1,414	-	-	-	-	-	-	-	-	-	-	-	-	-
69500	Office	9,966	-	617	925	-	754	411	308	-	-	-	-	-	411
70000	Postage & Courier	16,386	-	895	1,343	-	1,094	597	448	-	-	2,764	-	-	597
72001	Project Projects funded by grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
72022	Project Grant Project Green Shores Funded by Re	0	-	-	-	-	-	-	-	-	-	-	-	-	-
73001	All Projects	228,771	-	7,442	13,127	5,715	7,160	10,536	4,205	1,174	10,955	58,279	3,591	5,448	10,925
74000	Recruitment	6,073	-	-	-	-	-	-	-	-	-	-	-	-	-

Islands Trust

Income Statement - By Location

For The Year Ending March 31, 2013

- Actual -

All Revenue and Expenses Allocated to Local Trust Committees

				Assessment Ratio											
				0.1%	4.0%	13.6%	6.7%	6.7%	5.4%	1.5%	6.2%	11.1%	37.5%	3.0%	1.8%	2.4%
			YTD	610	615	620	625	630	635	640	645	650	655	660	665	670
	Acct #	Description	Actual	Exec Isl.	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis
	74900	Safety	3,611	-	-	-	-	-	-	-	-	-	-	-	-	-
	75100	Sal & Ben "Salaries Admin Staff"	1,484,021	-	-	-	-	-	-	-	-	-	-	-	-	-
	75101	CTO Taken	(14,555)	-	-	-	-	-	-	-	-	-	-	-	-	-
	75102	CTO Earned	22,295	-	-	-	-	-	-	-	-	-	-	-	-	-
	75110	Sal & Ben "Benefits Admin Staff"	338,591	-	-	-	-	-	-	-	-	-	-	-	-	-
	76100	Sal & Ben "Salaries Planners & RPM's"	1,054,325	13,888	63,313	118,865	80,051	51,876	20,424	29,410	44,964	91,865	308,410	32,602	29,600	58,003
	76101	CTO Taken	(38,645)	(641)	(2,923)	(5,488)	(3,590)	(2,395)	(943)	(1,358)	(2,017)	(4,120)	(5,054)	(1,462)	(1,327)	(2,678)
	76102	CTO Earned	50,606	651	2,968	5,572	6,558	2,432	957	1,379	3,684	7,526	4,770	2,671	2,425	2,719
	76110	Sal & Ben "Benefits Planners & RPM's"	241,774	3,139	14,310	26,866	18,759	11,725	4,616	6,647	10,537	21,527	70,464	7,640	6,936	13,110
	77100	Sal & Ben "Salaries Planning Support Staff"	329,364	-	20,151	22,790	18,385	33,346	20,751	9,716	17,140	23,787	122,134	14,158	9,473	9,236
	77101	CTO Taken	(3,486)	-	(360)	(408)	(66)	(596)	(371)	(174)	(61)	(85)	(1,013)	(51)	(34)	(165)
	77102	CTO Earned	3,814	-	320	362	104	530	330	154	97	134	1,398	80	53	147
	77110	Sal & Ben "Benefits Planning Support Staff"	75,102	-	4,648	5,257	4,183	7,692	4,787	2,241	3,900	5,413	27,578	3,222	2,156	2,130
	78100	Sal & Ben "Salaries Bylaw"	169,436	678	26,601	35,920	4,575	6,100	18,130	2,542	3,219	13,894	28,635	169	508	9,827
	78101	CTO Taken	(5,884)	(24)	(924)	(1,247)	(159)	(212)	(630)	(88)	(112)	(482)	(994)	(6)	(18)	(341)
	78102	CTO Earned	10,950	44	1,719	2,321	296	394	1,172	164	208	898	1,850	11	33	635
	78110	Sal & Ben "Benefits Bylaw"	39,485	158	6,199	8,371	1,066	1,421	4,225	592	750	3,238	6,673	39	118	2,290
	79000	Stationary & Supplies	18,775	-	863	1,295	-	1,055	576	432	-	-	2,413	-	-	576
	79500	Subscriptions	4,130	-	-	-	-	-	-	-	-	-	-	-	-	-
	80100	Telephone "Lease"	39,612	-	2,925	2,965	3,031	2,416	1,318	988	1,074	1,603	14,516	835	656	1,318
	80200	Telephone "Toll Charges"	3,038	0	91	127	110	101	57	41	76	127	299	59	46	56
	80300	Mobile Devices	21,070	10	1,088	1,575	982	949	731	389	706	1,299	2,159	515	410	612
	80400	Telephone "Web Conferencing"	1,538	-	-	-	-	-	-	-	-	-	-	-	-	-
	81100	Training "Organization Wide"	3,795	-	-	-	-	-	-	-	-	-	-	-	-	-
	81200	Staff &	15,032	-	96	144	61	117	64	48	44	73	129	34	27	64
	81210	Educational Re Imbursement	3,689	-	-	-	-	-	-	-	-	-	-	-	-	-
	81300	Training & Conferences	37,228	92	708	1,133	553	616	392	274	437	733	7,906	335	246	494
	81305	Travel for Training	30,792	102	1,263	1,823	930	1,242	880	468	623	1,216	5,045	447	365	743
	82300	Travel	63,157	-	-	-	-	-	-	-	-	-	-	-	-	-
	84100	Trustee Remuneration	362,472	-	13,542	28,830	15,434	13,306	14,014	10,572	15,574	19,492	50,188	10,942	9,872	11,370
	84110	Trustee Remuneration "CPP Expense"	17,303	-	-	-	-	-	-	-	-	-	-	-	-	-
	84120	Trustee Remuneration Health/Dental Benefits	48,168	-	2,481	2,481	2,481	4,962	3,506	2,481	4,962	4,962	4,962	4,962	4,962	4,962
	84130	Trustee Remuneration MSP Benefits	26,979	-	1,167	1,406	1,406	3,102	1,482	1,406	2,811	2,811	2,811	2,811	2,811	2,957
	84140	Trustee Remuneration Pay In Lieu of Benefits	4,000	-	1,000	1,000	1,000	-	-	1,000	-	-	-	-	-	-
	84500	Trustee Remuneration "Executive on LTC's"	66,136	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Expenses		6,347,257.32	18,449	293,403	313,472	212,555	233,436	124,361	85,744	107,981	294,205	891,449	108,294	95,766	144,673
				-12,520	-44,563	495,658	183,800	173,997	201,781	5,662	267,483	386,612	1,382,271	73,075	12,790	-2,076

Islands Trust		All Revenue and Expenses Allocated to Local Trust Committees												
Income Statement - By Location														
For The Year Ending March 31, 2013														
- Actual -		Assessment Ratio												
		0.1%	4.0%	13.6%	6.7%	6.7%	5.4%	1.5%	6.2%	11.1%	37.5%	3.0%	1.8%	2.4%
	YTD	610	615	620	625	630	635	640	645	650	655	660	665	670
Acct #	Description	Actual	Exec Isl.	Denman	Gabriola	Galiano	Gambier	Hornby	Lasqueti	Mayne	N. Pender	Salt Spring	Saturna	S. Pender	Thetis
	Net (Shortfall) from Non-Island Specific Revenues & Costs		-2,921	-116,836	-397,242	-195,700	-195,700	-157,728	-43,813	-181,096	-324,220	-1,095,337	-87,627	-52,576	-70,102
			(15,441)	**(161,399)**	**98,416**	**(11,900)**	**(21,703)**	**44,052**	**(38,151)**	**86,387**	**62,393**	**286,934**	**(14,552)**	**(39,786)**	**(72,178)**

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:**: September 10-12, 2013

From: Financial Planning Committee **Date Prepared:** August 22, 2013

File No.: Policy 6.5.iii

SUBJECT: REVISIONS TO PURCHASING PROCEDURE POLICY 6.5.III

RECOMMENDATION: That the Islands Trust Council approve the revisions to Purchasing Procedure Policy 6.5.iii, dated September 11, 2013.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The proposed amendments to the Purchasing Procedure Policy will clarify roles and procedures for the purchase of goods and services at the Islands Trust, consistent with best practices for local government procurement.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: The existing policy was last updated in September 2010. Adoption of a revised policy will clarify roles and responsibilities, include sections on legal expenses and local purchasing, and add additional information to certain procedural aspects of the policy.

FINANCIAL: None anticipated

POLICY: This recommendation will result in amendment of Policy 6.5.iii Purchasing Procedure (last updated in September 2010).

IMPLEMENTATION/COMMUNICATIONS: The revised policy would be circulated to holders of the Islands Trust Policy Manual and placed on the Islands Trust website. If Staff receives requests for financial information from an incorporation study committee, they will advise the committee of Council adopted policy and follow it in providing requested information.

OTHER: None.

BACKGROUND

The existing Policy 6.5.iii was last updated in September 2010. Staff reviewed the policy, as requested by the Financial Planning Committee at its August 22, 2012 meeting, and recommended amendments to the policy. The recommended changes clarify roles and responsibilities, include sections on legal expenses and local purchasing, and add additional information to certain procedural aspects.

REPORT/DOCUMENT:

Policy 6.5.iii. Purchasing Procedure - illustrating proposed amendments dated September 11, 2013

KEY ISSUE(S)/CONCEPT(S):
Delegation of Purchasing Authority, roles and responsibilities with respect to acquisition of goods and services; consistency with relevant financial policies.

RELEVANT POLICY:

NA

DESIRED OUTCOME:
Clarify purchasing procedures and roles within the Islands Trust.

RESPONSE OPTIONS

Recommended: **That the Islands Trust Council approve the revisions to Purchasing Procedure Policy 6.5.iii, dated September 11, 2013.**

Alternative:
- Make different revisions to revised Policy 6.5.iii. Purchasing Procedure
- That Policy 6.5.iii Purchasing Procedure not be amended at this time

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Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Financial Planning Committee – August 21, 2013

Executive Committee August 27, 2013



Linda Adams, Chief Administrative Officer

6.5.iii. Procedure

PURCHASING PROCEDURE

Trust Council: March 25, 1996
Amended: March 29, 2007; December 9, 2009; September 16, 2010; September 11, 2013

PURPOSE

1. To set out the responsibilities and accountability associated with the efficient, economical and transparent acquisition of goods and services;
~~1.~~2. To ensure that the most appropriate method of procurement is used to acquire goods and services at the best value including consideration of environment and local economy;
~~2.~~3. To ensure properly delegated purchasing authority is maintained;
~~3.~~4. To ensure consistency with relevant financial policies, procedures and controls, and to provide linkage to the current operating and capital budgets.

RELATED POLICY

Islands Trust Act;
BC Government Purchasing Handbook;
Islands Trust Policy 5.1.ii, Staff Training and Conference Attendance
Islands Trust Policy 6.12.i Trustee Training/Conference Attendance

DETAILS

1. Delegation of Authority~~Authorization~~

The Treasurer is accountable for the management of the acquisition of goods and services for the Islands Trust and the implementation of the day-to-day administration of the purchasing policies. To meet this objective, the Treasurer will establish such processes and procedures as are determined appropriate to the efficient and effective operation of purchasing services.

It is the intention of the policy to provide internal control measures through the separation of duties and responsibilities relating to the acquisition of goods and/or services. The table in Appendix B establishes the signing authority delegation for procurement processes.

Staff with purchasing authority have the following responsibilities:

- Ensure that appropriate approvals have been obtained and are adequately documented.
- Communicate with Administrative Services on anticipated purchasing commitments and creation of service contracts.
- Ensure that no expenditure exceeds approved budgets.
- Ensures that no expenditure is made that is not included in the annual budget.

~~Goods~~

~~Expenditures for goods in excess of $500, excluding applicable taxes, must be accompanied by a Purchase Order approved by the Director, Administrative Services or other Manager with departmental budget approval authority. Expenditures up to $500 do not require a Purchase Order, however these purchases should be approved verbally or by email by the Manager with relevant budget approval authority, and must not exceed approved budget levels.~~

~~Services~~

~~Expenditures for services in excess of $2,000, excluding applicable taxes, must be accompanied by a Service Contract approved by the Director, Administrative Services or other Manager with departmental budget approval authority. Services with a value between $500 and $2,000 will require a purchase order approved by the Manager with departmental budget approval authority. Expenditures for services less than $500 should be approved verbally or by email by the Manager with relevant budget approval authority, and must not exceed approved budget levels.~~

2. Creation of Purchase Orders and Service Contracts

Purchase orders can be created by any employee authorized by the Director, Administrative Services.

Service Contracts will be created by the Finance Clerk based on information provided by staff.

3. Regular Disbursements

Expenditures occurring on a monthly or recurring basis and disbursed in the same, or similar, amounts do not require an approved purchase order or service contract. These expenditures will be approved by the Director, Administrative Services as required. Example expenditures of this type would be rent, telephone charges and BC Mail.

4. Legal Services

The Chief Administrative Officer (or designate) will manage all legal matters through an organizational process. The process involves on-going monitoring of legal costs, monitoring of legal services quality, and regular reporting to Trust Council.

5. Payments to Charitable Organizations

Payments in support of charitable organizations (grants in lieu) are only permitted if made by the Islands Trust Council or its delagatee, pursuant to Section 8(2)(h) of the Islands Trust Act.

6. Conflict of Interest

Trustees should not make commitments or indications of preference to a supplier of good or services, to avoid any real or perceived perception that trustees are

improperly influencing a decision of staff to select contractors in accordance with this policy.

If a trustee (or a person who has been a trustee in the previous six months) has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by Section 107 of the Community Charter.

If a staff member has a direct or indirect pecuniary interest in a contract with the Islands Trust, their conduct is governed by the Code of Conduct of the Public Service Agency of BC.

~~4.~~7. Competitive Process

The table in Appendix A ~~below~~ establishes the dollar limits for different types of competitive processes. ~~These guidelines must be followed unless noted in Section 5.~~

~~Competitive Process~~	~~Goods or Services where estimated value is:~~
~~Direct Award (no competitive process required)~~	~~Less than $25,000 per fiscal year~~
~~Invitation To Quote (ITQ) from 3 qualified vendors~~	~~Recommended, but optional between $10,000 and $25,000 per fiscal year~~
~~Formal Competitive Process with Request for Proposal (RFP)~~	~~Required when value is greater than $25,000 per fiscal year~~

~~An individual project with a total value greater than $25,000 that will be completed over two fiscal years will require a formal competitive process with an RFP.~~

A competitive process can be held at the discretion of the Manager with budget authority even if the estimated value of the goods or services falls below the dollar thresholds in Appendix A~~above~~.

All competitive processes ~~(eg. ITQ, RFP, etc)~~ must be coordinated by Administrative Services to ensure that best competitive practices are followed.

When a direct award is made, staff are still expected to obtain goods and services at the best available price while taking into consideration the quality and followup service available (if applicable) for the goods and services.

A competitive process for a particular business service can be delayed for up to one year at the discretion of the Chief Administrative Officer if high quality service is being provided at a reasonable price by the current service provider.

~~5.~~8. Direct Awards

If one or more of the following circumstances exist, the Chief Administrative Officer, in conjunction with the Director of Administrative Services~~Treasurer~~, determines whether to ~~may~~ approve a purchase by direct award: ~~Direct awards are allowed without a competition when:~~

- The requirement is valued at less than $25,000.
- An emergency exists and requirements cannot be satisfied in time by means of a competitive process.
- A process delay would interfere with Islands Trust's ability to maintain security or order, or to protect human, animal, or plant life or health.
- The required service is confidential.
- It can be proven that only one supplier or contractor is qualified to provide the service.
- Where the competitive process is impractical because of the need to obtain unique third party skills, there is a requirement for contractor continuity, or there is a strong case for the cost effectiveness of maintaining a current contractor for a specific task.
- For work to be performed on or about a leased building that may be performed only by the lessor of the lessor's approved suppliers.
- ~~The Islands Trust has received funding for the contract work through a successful grant application made on behalf of a local trust committee, after a particular community group identified the grant opportunity and provided significant assistance in preparing the grant application. Provided the proposed work is within the legislated role of the local trust committee (ITA s 24), and the community group demonstrates the capability and qualifications to complete the work funded by the grant, the Director of Administrative Services may, at his or her discretion, award a contract to the relevant community group.~~
- The Islands Trust receives grant funding on behalf of a third party who initiated the project or funding request and is named in the funding proposal. In this circumstance, the Director of Administrative Services may, at his or her discretion, directly award a contract to the third party, a contractor or community group after confirming the chosen contractor or community group demonstrates the capability and qualifications to complete the work funded by the grant. If the work is being conducted on behalf of a local trust committee, the proposed work must be within the legislated role of the local trust committee *(Islands Trust Act, Section 24)*.
- For projects covered under a partnership agreement, where the Islands Trust is not the only source of funds and the other funding source(s) has already selected the contractor. In this circumstance, the Director of Administrative Services may, at his or her discretion, directly award a contract to the selected contractor after confirming the contractor demonstrates the capability and qualifications to complete the work.
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~~6.~~9. Vendor Selection

In a competitive process, vendor selection criteria shall be established before vendors are notified that a competitive process is taking place. The selection criteria should consider all the relevant factors in a purchasing decision including, price, quality (or qualifications), delivery time, quality of the response, and any other factors as determined by the Manager with budget authority for the purchase.

All details of the vendor selection process shall be retained by the Finance Clerk.

~~7.~~10. Contract Renewals

Once a competitive process is held (where required) and a vendor selected, contracts may be signed with the selected vendor to allow for renewal periods of up to five years provided that satisfactory service continues to be received. At the completion of the renewal period, a new competitive process should be held, if required by the Purchasing Policy in place at the time.

~~8.~~11. Environmental Considerations

When making purchases every effort will be made to select suppliers whose environmental practices are consistent with those of the Islands Trust.
In addition, purchases of equipment and supplies should have Canadian content and be manufactured from recycled or recyclable materials wherever possible, practical and economical.

12. Local Purchasing

When making purchases every effort will be made to purchase local goods and services including:

- Local food procurement – Islands Trust staff engaged in the purchase of food for operational needs will ensure that when practical, both operationally and economically, 40% of purchases will be local. Suppliers will be made aware of this policy and will be encouraged, again where practical, to increase the availability and variety of local foods. “Local” is defined as food that is produced within British Columbia with preference given to items produced in the Islands Trust Area or on Vancouver Island.
- Community Stewardship Awards – Islands Trust staff engaged in procuring Community Stewardship Awards, or other awards that from time to time may be required, that represent the unique nature of the Islands Trust Area and, where practical, are constituted from products distinct to the Islands Trust Area.
- Contractors and service providers with a presence in the Islands Trust Area and/or whose employees reside in the Islands Trust Area, will be encouraged to participate in Islands Trusts’ procurement activities through local advertising and communication.

~~9.~~13. Travel and Training

Travel expenses are submitted via Islands Trust Expense Claim. All those claiming expenses are expected to ensure that the most cost effective method of travel is provided. Approved Expense Claims are considered equivalent to an approved purchase order or service contract.

Training requests are approved via an authorized "Training/Conference Request Form" (see Policy 5.1.ii, Staff Training and Conference Attendance). All staff travel and training requests must be approved by the appropriate Manager.

Managers have the responsibility to ensure all Employee Expense Claims are in accordance with established processes (ie. BCGEU travel allowance chart).

APPENDIX A – METHOD OF PURCHASING

Spending Level (per fiscal year)	Commitment Type	Method of Purchase	Commitment Method
Under $500	Goods and Services	Petty Cash Corporate Credit Card Employee Expense Claim	Purchases should be approved verbally or by email from the manager with relevant budget approval authority
$500 - $2,000	Goods and Services	Purchase Order	Purchases should be approved verbally or by email from the manager with relevant budget approval authority
$2000 - $10,000	Goods and Services	Service Contract	Submit Request for Service Contract to Finance
Any	Travel and Training	Expense Claim Corporate Credit Card	See Section 13 for required approval process
$10,000 - $25,000	Goods and Services	Service Contract	Invitation to Quote to at least three (3) qualified vendors or selection from a Qualified Vendors list
Over $25,000*	Goods and Services	Service Contract	Request for Proposals process required
Any	Legal Services	Legal Services Requisition	
Long term Commitments	Capital Assets or Facilities	Lease or Legal Contract	
Any regular recurring payments	Regular disbursements (see definition in Section 3)	Invoice	Approval by Director of Administrative Services

*An individual project with a total value greater than $25,000 that will be completed over two fiscal years will also require a formal competitive process with an RFP.

Note: See Section 8 for circumstances where a Direct Award is permitted.

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APPENDIX B – PURCHASING AUTHORITY

Method of Purchase	Purchasing Authority	Special Conditions
Petty Cash	Delegated to Staff	Quarterly petty cash reconciliations provided to Finance
Corporate Credit Card Employee Expense Claim Trustee Expense Claim	Delegated to Staff and Trustees with Managerial Approval and/or Finance Approval	Monthly reconciliations submitted to Manager/Finance for approval
Purchase Order	Director of Admin Services or other Manager with departmental budget approval	Purchase order and proof of receipt required prior to invoice payment
Service Contract	Director of Administrative Services	Finance Clerk tracks all spending against approved service contracts. Any costs incurred over the established commitment level will require further approvals and contract amendment.
Lease or Legal Contract	Director of Administrative Services in conjunction with Chief Administrative Officer	If necessary, the Chief Administrative Officer will discuss with the Executive Committee and/or Trust Council

BRIEFING

To: Trust Council **For the Meeting of:** Sept 10-12, 2013

From: Financial Planning Committee Date prepared: August 21, 2013

SUBJECT: 2012/13 TRUSTEE REMUNERATION AND EXPENSE REPORT – RELEASE OF INFORMATION UNDER FINANCIAL INFORMATION ACT GUIDELINES

DESCRIPTION OF ISSUE: The attached report outlines the remuneration and expenses paid to Trustees in the 2012/13 fiscal year in the course of carrying out their duties for the Islands Trust. Annual filing of this report with the Ministry is a requirement of the Community Charter and conducted under the Financial Information Act guidelines.

BACKGROUND:

Remuneration is paid to Trustees as defined in the Islands Trust remuneration bylaws under the following categories:

- Local Trustee honoraria
- Executive honoraria for the Chair and three Vice Chairs of any term applicable to the fiscal period
- Trust Bund Board members for attending meetings

Expenses paid to Trustees include the following types of expenses:

- Reimbursement of travel expenses for mileage, per diems, accommodations, etc. in accordance with Islands Trust policy and provincial government guidelines. Travel expenses may include travel within a Trust Area or for attending Trust Council meetings or other meetings such as UBCM.
- Other miscellaneous cost reimbursements such as internet access and toner cartridges for printers.

ATTACHMENT(S): Schedule of Remuneration and Expenses for the period April 1, 2012 to March 31, 2013

AVAILABLE OPTIONS: N/A
FOLLOW-UP: None required

Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Financial Planning Committee, August 21, 2013
Executive Committee, August 27, 2013

Linda Adams, Chief Administrative Officer

SCHEDULE OF REMUNERATION & EXPENSES

APRIL 1, 2012 - MARCH 31, 2013

Attach 1 to 4.6

Islands Trust

LAST NAME	FIRST NAME	POSITION	REMUNERATION including taxable benefits	TOTAL EXPENSES
CURRENT TERM TRUSTEES 2011 TO 2014				
Allen	Alexander	Trustee	$11,612.46	$1,909.36
Atha	Dereck	TFB	$750.00	$340.30
Brent	Paul	Trustee	$10,076.46	$1,881.04
Busheikin	Laura	Trustee	$11,376.54	$1,132.89
Crumblehulme	Brian	Trustee	$12,153.96	$0.00
Decario	Louise	Trustee	$12,322.50	$2,047.92
Dodds	Jeanine	Trustee	$12,392.46	$1,550.67
Duntz	Wolfgang	Trustee	$3,200.04	$793.85
French	Sue	Trustee	$10,290.54	$1,310.19
Glover	Julia	TFB	$900.00	$1,619.48
Graham	David	Trustee/Vice Chair	$42,093.96	$9,685.76
Grams	George	Trustee	$29,699.46	$4,145.68
Grant	Robert	TFB	$900.00	$1,892.97
Grove	Peter	Trustee	$29,699.46	$2,188.49
Hagedorn	Jan	Trustee	$11,258.46	$3,790.91
Hancock	Ken	Trustee/Vice Chair	$45,619.92	$12,478.21
Janszen	Pamela	Trustee	$10,076.46	$767.27
Johnston	Peter	Trustee	$9,891.54	$807.99
Jones	Michael	Trustee	$9,541.50	$1,840.69
Law	Tony	Trustee/TFB Chair	$13,362.46	$5,009.93
Luckham	Peter	Trustee/TFB/Vice Chair	$40,984.80	$7,892.92
Malcolmson	Sheila	Trustee/Council Chair	$58,070.04	$11,242.45
Montague	Elizabeth	Trustee	$9,541.50	$1,363.90
Morrison	Susan	Trustee/TFB	$10,386.00	$6,484.76
Pottle	Sandy	Trustee	$11,916.96	$766.73
Rudischer	Gisele	Trustee	$18,615.00	$1,607.15
Stamford	Kate-Louise	Trustee	$11,403.96	$2,959.60
Steeves	Gary	Trustee	$14,351.46	$2,601.04
Stone	Andrew	Trustee	$3,200.04	$1,930.23
TOTAL 2012/13			**$465,687.94**	**$92,042.38**
TOTAL 2011/12			$370,238.71	$92,101.14

Note: 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, Committe involvement such as Financial Planning Committee, Local Planning Committee and Trust Programs Committee) and the distance traveled to attend Islands Trust activities. Remuneration is higher this year due to an increase in the remuneration rates in January, 2012. The previous fiscal year contained 3 months (Jan to Mar) of the increased remuneration and taxable benefit rates. This fiscal year contains a full year of the increased remuneration rates and taxable benefits. Expenses are higher this year due to variation in year to year travel and inclusion of registration fees and travel expenses for courses and conferences that were not included in previous fiscal years calculations.

BRIEFING

To: Trust Council **For the Meeting of:** Sept 10-12, 2013

From: Financial Planning Committee **Date prepared:** August 21, 2013

SUBJECT: DRAFT ASSUMPTIONS AND PRINCIPLES FOR 2014/15 BUDGET PROCESS

DESCRIPTION OF ISSUE: Each year, budget assumptions and principles are developed for the next year's budget. The assumptions and principles 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 principles that staff and the Financial Planning Committee will use in developing the first draft of the 2014/15 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 Assumptions and Principles for the 2014/15 Budget Process.

AVAILABLE OPTIONS:

FOLLOW-UP: In an iterative process, as more information becomes available, the budget assumptions will be updated and presented to December 2013 Trust Council.

Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Financial Planning Committee - August 22, 2013
Executive Committee – August 27, 2013

Linda Adams, Chief Administrative Officer

ISLANDS TRUST
2014/2015 FINANCIAL PLAN
ASSUMPTIONS AND PRINCIPLES – *DRAFT August 21, 2013*

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 are asked to provide their project needs and review their Local Trust Committee expense budgets, passing any resolutions required to adopt/modify their budget proposals. Directors review their respective Committee work programs to ensure work plan activities are appropriately funded. As well, the Trust Fund Board reviews their Strategic Plan and provides input into the process. 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

- General growth in the Consumer Price Index (CPI) will be in the range of 1% - 2% in 2014/15.

Status

- Will be recommended in the first draft of Budget to Trust Council in December

B. Non-market Growth in Property Taxes

Assumption/Principle

- Property taxes will grow by 1% due to new development activity.

Status

- A report from BC Assessment on non-market growth will be received in December 2013 for the Southern Gulf Islands and Salt Spring. This report will be used to estimate the non-market growth for the Islands Trust as a whole since the assessment value of the area is approximately 65% of the total for Islands Trust.

C. Alternate Funding Through Grants

Assumption/Principle

- The Grants Administrator monitors grant programs to seek opportunities to obtain funding to cover the expense of base budget and program items.
- Management provides the Grants Administrator with an outline of proposed projects so specific funding opportunities can be explored.
- Funding of Islands Trust operations by grants reduces the requirement for funding through other sources of revenue.

Status

- Similar to the 2013/14 approved budget, the draft 2014/15 budget will include $60,000 in contingent grant revenue, to allow for grant revenue that has not yet been identified. This amount is offset by an equal expense budget for contingent grant expenses. The result is no net effect on the bottom line.

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

- No new requests are being considered at this time.

E. Staffing Costs

Assumption/Principle

- In accordance with the *Islands Trust Act*, unionized staff at the Islands Trust are members of the BCGEU and subject to union contracts and the *Public Service Act*.
- Excluded (non-union) staff are also subject to the *Public Service Act* and are compensated according to a competitive pay grid approved by the Executive Committee and designed to ensure the Islands Trust can attract and retain qualified professional staff.

Status

- The BCGEU agreement ratified in November 2012 will expire March 31, 2014. An estimate for potential increase will be included in the budget for 2014/15.
- Both BCGEU contract employees and excluded 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 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.
- The Gabriola office lease term expires in November 2015.
- The Salt Spring office lease term expires in February 2015. Alternate locations at the same or lower costs will be entertained during the year.

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". No increase in the General Revenue Fund Surplus is required at this time.
- FPC will review the recommended amount of Surplus that should be maintained.

Status

- Based on the current draft of the 2013/14 budget, the Accumulated Surplus balance would be $1.8 million at March 31, 2014.
- Islands Trust has not had to borrow funds in the last five years to fund operations prior to receiving the annual property tax funds in August.

H. Local Planning Services

Assumption/Principle

- LTC development application fees are intended to partially fund the costs of application processing.
- Local Planning Services positions are fully staffed to the levels recommended in the 2007 Local Planning Services review. The budget process may propose new or modified positions.
- The base staffing levels recommended in the 2008 review of the Bylaw Enforcement function are appropriate, with three full-time enforcement positions and one part-time administrative position.
- OCP and 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 offices are fully staffed, with some minor fluctuations due to normal levels of turnover, leaves and workload variations.

I. Provincial Funding

Assumption/Principle

- The provincial grant will be $119,122 for fiscal year 2014/15.

Status

- On March 13, 2012 Islands Trust entered into a multi-year agreement with the province based on the Strategic Community Investment Fund proposed grants. The early years (2011/12 and 2012/13) were significantly higher than the years 2013/14 and 2014/15.
- Islands Trust will receive $119,122 in fiscal year 2014/15 for provincial funding.

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. A proposal to replace the existing program is included in the 2014/15 Program Budget.

K. LTC Program and Strategic Plan Budget items in 2014/15 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.
- Early in the budget cycle (i.e. July-Sept) LTCs propose budget items on the basis of local priorities.
- Management evaluates initial LTC budget proposals against a number of criteria including: Is it a Provincial requirement?; Does it directly support the Strategic Plan?; Is it a continuation of a current OCP/LUB program?; and Does it 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.
- Following receipt of public comment and further recommendations from FPC, Trust Council makes the final decision on the overall budget and the individual components.
- LTCs have the option of requesting a Special Tax Requisition to raise funds for approved activities within their Local Trust Area that were not approved within the general Trust Council budget (see Trust Council Policy 6.3.ii).

Status

- Planning staff are currently working with each LTC to identify LTC Budget requests for 2014/15 and planning capacity to complete requests.

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** September 10-12, 2013

From: Financial Planning Committee **Date Prepared:** August 21, 2013

File No.: 2014/15 Budget

SUBJECT: TIMELINE FOR 2014/15 BUDGET PROCESS

RECOMMENDATION: That the Islands Trust Council approve the timeline for the 2014/15 budget process as presented.

CHIEF ADMINISTRATIVE OFFICER COMMENTS:
This timeline is consistent with the practice in past years.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: This timeline will provide guidance for the preparation of the 2014/15 Budget.

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: None

OTHER: None

BACKGROUND

Budget Process 6.3.i, Section C.2.c) states that "A budget process timetable shall be presented for approval by Trust Council in September of each year." The proposed timeline attached was reviewed by the Financial Planning Committee of August 21, 2013.

Islands Trust staff prepare budget submission documents that feed into the budget process. Trustees should discuss work plans and program proposals with staff in a timely manner so that staff have time to conduct analysis and to prepare documents to meet the timelines and avoid last minute items that have not been thoroughly reviewed by staff and the Financial Planning Committee.

In particular there is a defined process for raising Special Tax Requisitions for individual Local Trust areas that require LTC actions at specific times. One step in the process is a motion at

the January LTC meeting to pass a resolution requesting a special tax requisition to fund "additional operations". This resolution could be conditional, so that a specific "additional operation" could be funded by special tax requisition if it is not approved in the overall Trust Council budget. In this way, an LTC can ensure that an activity occurs in the next fiscal year, while providing for optional methods of funding the activity. Also, the "conditional" special tax requisition resolution can be made at any LTC meeting prior to January.

REPORT/DOCUMENT:

1. Proposed timeline for the 2014/15 Budget Process
2. Policy 6.3.ii Special Property Tax Requisition

KEY ISSUE(S)/CONCEPT(S): Timeliness of budget process.

RELEVANT POLICY:

Policy 6.3.i Budget Process
Policy 6.3.ii Special Property Tax Requisition

DESIRED OUTCOME:
That Trust Council approve the proposed timeline for the 2014/15 budget process.

RESPONSE OPTIONS

Recommended: Approve the proposed timeline for the 2014/15 budget process.

Alternative: Amend the proposed timeline for the 2014/15 budget process.

Prepared By: Cindy Shelest, Director of Administrative Services

Reviewed By/Date: Financial Planning Committee/August 21, 2013
Executive Committee/August 27, 2013



Linda Adams, Chief Administrative Officer

TIMELINE FOR 2014/15 BUDGET PROCESS

Date	Activity
Fri July 19/13	Budget sheets for LTCs distributed to Director LPS and RPMs
July/Aug/Sept	Planners to put Budget topic on first available LTC agenda LTCs and Trustees discuss 2013/14 budget requests and work programs with Planning Staff
Wed Aug 21/13	**FPC reviews draft budget principles**
Tues Aug 27/13	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 consutation with Bowen Island and Trust Fund Board
Fri Sept 27/13	All LTC budget requests forwarded to the Director LPS. Director LPS discusses budget requests with Grants Administrator to review for available grants/funding.
Fri Oct 4/13	**All budget requests forwarded to Director, Admin Services**
Fri Oct 18/13	Management finalizes budget recommendation to FPC
Wed Oct 23/13	Draft Budget & Program List submitted to FPC
Wed Oct 30/13	**FPC reviews and discusses first draft of the Budget**
Oct 31-Nov 12/13	Staff make revisions to draft budget as directed by FPC
Wed Nov 13/13	**FPC approves the Draft Budget and budget principles to be submitted to December Trust Council**
	Note: the following timeline assumes there is no change to procedures for Special Tax Requisitions, and no local funding required for "non-basic planning services" or other local financial items.
Nov/Dec 2013	- 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 22/13	Draft Budget distributed to Trust Council Trustees
Wed Dec 4/13	**- 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 2014	- Consultation with Bowen Island and Trust Fund Board - Further refinement of 2013/14 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 2014	- 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 Requistion and Bowen Island Municipality Tax Levy and LTC special tax requisitions - review public suggestions/comments regarding the budget
March 2014	- 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

6.3.ii Policy

SPECIAL PROPERTY TAX REQUISITION

Trust Council: December 10, 2004
Amended: June 16, 2005

A. PURPOSE:

1. To permit an individual Local Trust Committee to request a special property tax requisition for additional operations that are not included within the general operations of all local trust committees. Special property tax requisitions are approved by the Islands Trust Council.

B. REFERENCES:

1. *Islands Trust Act*, S. 14(3)(c)(iii), and S. 47(5)

C. POLICY:

1. General
   a) The *Islands Trust Act* provides the Islands Trust Council with the necessary authority to implement a special property tax requisition in respect of a local trust area;
   b) A proposed special requisition related to a local trust area must be incorporated into the annual Islands Trust budget bylaw and approved by the Islands Trust Council.

2. Budget Submission
   a) "Additional operations" of a local trust committee are those activities and programs that are deemed by the Islands Trust Council to be:
      i) Programs or services not offered in all local trust areas;
      ii) Enhanced service levels that reflect unique demands; and
      iii) Beyond the capacity of the base budget.

   b) Local Trust Committees wishing to propose a specific "additional operation" must ascertain and develop a budget program request, to be presented for preliminary consideration by Trust Council in December of each year.

   c) The proposed program or activity must be within the Local Trust Committee's jurisdiction pursuant to the *Islands Trust Act*. Legal advice on that matter may be obtained in accordance with the Islands Trust Legal Advice Policy.

3. Evaluation Criteria
   a) The Islands Trust Council will evaluate and include a Local Trust Committee's local initiative or program in the preliminary Islands Trust's general budget if any of the following criteria apply:
      i) the program is considered to be a base service of the Local Trust Committee;
      ii) the program is a scheduled official community plan review or land use bylaw update; and
      iii) the program has Trust-wide implications and benefits.

   b) If none of the above criteria apply or if Trust Council does not approve a LTC funding request, then the Local Trust Committee can propose a special requisition for its area as a means of funding the proposed program.

c) A special property tax requisition will not be considered by Trust Council for an amount totaling less than $5,000 per Local Trust Committee.

4. Public Consultation

a) The Local Trust Committee must solicit feedback from the public in the local trust area, minimally through a mechanism of advertising and otherwise advising the public of the purpose and cost of the proposed special requisition.

b) The feedback received, if any, must be considered by the Islands Trust Council prior to the final adoption of any bylaw that incorporates the special property tax requisition.

5. Approval

a) The proposed special property tax requisition must be formally requested by resolution of the Local Trust Committee before being considered by the Islands Trust Council.

b) The proposed special requisition will be presented for approval to Trust Council in March of each year.

c) When presented to Trust Council, the special requisition proposal must be accompanied by a completed Special Property Tax Requisition Checklist in section 7 below.

d) The special requisition(s) will be included in the Islands Trust budget bylaw and forwarded by the Islands Trust Council to the Minister of Community, Aboriginal and Women's Services for approval. If the Minister approves, the Minister will subsequently forward the requisitions to the Surveyor of Taxes, for collection within the relevant jurisdictions.

e) The Surveyor of Taxes adds a collection fee to the requisition in calculating the amount of the levy to be assessed to property owners.

6. Funds Allocation

a) Once approved by Islands Trust Council within the annual budget bylaw, the Local Trust Committee is authorized to undertake the approved initiative at its discretion.

b) The Local Trust Committee must not authorize the expenditure of funds, generated through the special property tax requisition, for any purpose other than that for which the requisition was approved.

c) Any funds, generated through the special requisition, which are unspent at the conclusion of the fiscal year, will be held in reserve for the Local Trust Committee's use in the subsequent fiscal year to:

   i) complete the previously approved initiative or program; or
   ii) undertake a new program, subject to a further resolution of the Local Trust Committee to do so.

d) Unspent funds can not be used to offset a general property tax requisition.

7. Special Property Tax Requisition Checklist

Budget Submission

Description of Task	**Deadline**	**Date Completed**
Planning staff develop "additional operations" budget proposal on behalf of LTCs prior to December Trust Council meeting	November FPC meeting	
Director of Local Planning Services presents "additional operations" budget proposals at December Trust Council, with input from LTCs	December Trust Council meeting	
If December Trust Council does not approve the LTC "additional operations" budget proposal:		
LTC passes resolution to pursue special property tax requisition to fund the "additional operations" budget proposal	January	
- copy of resolution attached		
LTC requests staff to conduct public consultation on the special tax requisition proposal:	Mid-February	
- copy of advertismentattached		
- if public meeting held, minutes of the discussion attached		
- written summary of public feedback attached		
Staff prepare Request for Decision proposed by LTC for March Trust Council binder, requesting a bylaw to authorize a special property tax requisition. The RFD will include an assessment of organizational and other implications, a completed copy of this checklist along with any attached documentation.	February FPC meeting	

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:**: September 10-12, 2013

From: Financial Planning Committee **Date Prepared:** August 22, 2013

SUBJECT: RECOMMENDATIONS TO LOCAL TRUST COMMITTEES REGARDING FEES BYLAWS

RECOMMENDATION: That the Islands Trust Council recommend local trust committees update their fee bylaws with an increase to fees of 10%.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Trust Council has considered the topic of fee revenue for some time. If endorsed, this recommendation would be forwarded to each LTC for its consideration. The decision to amend individual LTC fee bylaws rests with individual LTCs.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
To implement this recommendation, Local Planning Services staff time would place the recommendation on each LTC agenda for consideration and direction. Where a LTC instructs staff to draft a bylaw that would increase fees as recommended, LPS staff would draft a bylaw for the LTC's consideration. Individual time requirements may vary between LTCs. If a number of LTCs wished to proceed in this way, it may be possible to consolidate staff work for greater efficiencies.

FINANCIAL:
Fees recovered from users of various LTC services contribute to the funding of the related planning staff time, reducing the overall contribution that comes from the general taxpayers. As the number of applications varies each year, it is difficult to predict the precise impact of a fee increase. In fiscal year 2012/13, $110,465 of Islands Trust revenues were derived from fees. If all local trust committees were to adopt a new fees bylaw with a 10% increase to fees in 2013, and if application levels remained constant in the next fiscal year, the resulting increase to revenues would be approximately $11,000. If all other factors remained constant, this would represent an increased proportion of planning staff costs that would be recovered by application fees, reducing the amount required from general tax revenues.

POLICY: No implications for existing policy.

IMPLEMENTATION/COMMUNICATIONS:
If this resolution is approved by Trust Council, it would be included in Trust Council decision highlights for September 2013. The resolution would be placed on the agenda of each LTC for its consideration. Further action and communications would depend upon the direction of individual LTCs. While public hearings are not required when administrative bylaws are processed, LTCs that wished to proceed with amendments to their fees bylaws would determine the degree of public consultation or notification they chose to engage in.

OTHER: N/A

BACKGROUND

Section 931 of the *Local Government Act* provides that a local government, (such a local trust committee under the *Islands Trust Act*) may, by bylaw, impose fees to recover the costs of processing development applications and providing some other services.

Trust Council has previously recommended fee levels to LTCs, most recently in 2004.

LTCs have each adopted fee bylaws, generally consistent with the fee levels recommended by Trust Council.

Trust Council's Strategic Plan for 2008-11 included a strategy to 'Review development application fee levels and cost recovery mechanisms'. This led to an extensive review of fee levels by the Local Planning Committee and preparation of a draft Model Fees Bylaw. The committee's recommendations did not proceed after receipt by Trust Council in September 2012.

Trust Council then passed the following resolution in September 2012:

> That the Islands Trust Council refer the Model Fees Bylaw to the Financial Planning Committee and Local Planning Committee for reconsideration.

Trust Council provided no further direction on this matter.

Local Planning Committee reviewed this item at its November 7, 2012 meeting and resolved as follows:

> **5.1. Fee Bylaw Re-referral from Trust Council**
>
> The Director provided an overview and presented the briefing noting that this has been re-referred to the Local Planning Committee and Financial Planning Committee. Suggested to have a joint meeting of FPC and LPC to discuss or create another taskforce.
>
> LPC 29/2012
> It was MOVED and SECONDED
> That LPC recommends to FPC an increase of up to between 10-15 percent to the current fees.
>
> **CARRIED**
>
> LPC 30/2012
> It was MOVED and SECONDED
> That LPC direct staff to prepare a Request for Decision that all local trust committees that have not done so be encouraged to adopt the Development Approval Information (DAI) bylaw.
>
> **CARRIED**

Financial Planning Committee reviewed this item at its August 21, 2013 meeting and resolved as follows:

4.7. Briefing Model Fee Bylaw Referral

It was MOVED and SECONDED
That FPC recommends to Trust Council that Local Trust Committees increase their fees by 10%.

CARRIED
Trustees Grove and Brent opposed.

REPORT/DOCUMENT: N/A

KEY ISSUE(S)/CONCEPT(S): Improve cost recovery for application processing.

RELEVANT POLICY: Islands Trust Policy 5.6.i. Application Processing Services.

DESIRED OUTCOME:

That Trust Council recommend local trust committees increase their fees by 10%.
That LTCs consider increasing their fees by 10%, through bylaw amendment.

RESPONSE OPTIONS

Recommended: **That the Islands Trust Council recommend that local trust committees update their fee bylaws with an increase to fees of 10%.**

Alternative:
- Recommend different amendments to LTC fees bylaws.
- Recommend no further action on this item at this time.
- Recommend further review of LTC fees by Financial Planning Committee and Local Planning Committee.

Prepared By: Cindy Shelest, Director Administrative Services

Reviewed By/Date: Financial Planning Committee - August 22, 2013
Executive Committee – August 27, 2013



Linda Adams, Chief Administrative Officer

DIRECTOR OF TRUST AREA SERVICES
2013-2014 FIRST QUARTER REPORT

Date: Aug. 23, 2013

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. TRUST COUNCIL / TRUST PROGRAMS COMMITTEE • Sent 5 letters to delegates and presenters at June Trust Council • Administered 2013 Community Stewardship Awards program – sent 14 letters, ordered and distributed plaques • Got approval from TPC for next steps of water stewardship education • Got approval from TPC for next steps of BC Ferries advocacy • Got approval from TPC for project charter for economic sustainability session at Dec TC • See advocacy achievements below • See strategic plan achievements below	• Prepare budget proposals for 2014-15 • Plan for Census-based indicator reports • Seek EC approval for project charter for economic sustainability session with Electoral Area Directors • Develop and implement research program in support of BC Ferries advocacy program • Organize Economic Sustainability session for December Trust Council
2. AGENCY LIAISON and ADVOCACY • Drafted Chair letters regarding Islands Trust Council's decision to request funding for supervision of young children on Route 13 and Executive Committee's decision to request referrals of seaweed harvesting permits to LTCs. • Developed joint Islands Trust/Bowen Island Municipality derelict vessel clinic for UBCM • Organized meeting at UBCM with Minister of Forest, Lands and Natural Resource Operations and invited BIM and AVICC local gov'ts. • Participated in meetings of the Joint Working Group for the Removal of Derelict Vessels in BC and contributed to a draft provincial guide for local gov'ts to be released in September • Developed Trust Council session on Advocacy • Managed referral from BC Hydro re: Wood pole test and treat briefing and response - Salt Spring Island LTC. • Drafted Executive Committee positions on UBCM 2013 resolutions	• Ongoing tracking of legislative and major policy / program changes in all levels of government • Finalize First Nations relations strategy • Continue implementing marine advocacy program (derelict vessels, pleasure craft sewage, NMCA) • Update memorandum of understanding with the BC agency responsible for Crown Lands
3. ISLANDS TRUST FUND • Published (print & web) information on planned giving • Published Heron newsletter • Back-filled admin support and web posting for southern planning team during vacancies	• Seek qualified donee status from Revenue Canada • Review Crown land acquisition program • Work with TFB and Executive Committee to advance TFB request for legislative change

4. <u>COMMUNICATIONS</u> • Repaired website (calendar tool and search tool) • Issued 3 news releases (Sept Trust Council meeting, Community Stewardship Award recipients, new Salt Spring powers over water) • Published 2012-2013 Annual Report • Tweeted weekly - 417 followers up from 387 in June • Sought guidance from EC on video project	• Provide service to BIM upon request • Host first meeting of Communications Advisory Group • Launch new website subscriber tool • Continuously improve website as time allows. • Implement high priority items on EC's communications work plan, including video project • Present 2013-2014 communications work plan to EC for approval • Track communications policies to be updated

5. <u>GRANTS ADMINISTRATION</u> *Grants in Progress:* • Negotiation in progress for SCBC and Real Estate Foundation grant extensions for Green Shores project. • Completed negotiation for Lasqueti Solar BC final report extension. *Identifying Opportunities*: • Distributed grant information to trustees and staff, including Bowen. • Responded to 4 requests for detailed grant information and liaised with funders to determine viability. • Continued liaison with partners re: Lasqueti Community Energy Project request for grant administration of provincial solar energy funds ($250,000) • Launched improved grants database in Sharepoint and set up user accounts for Bowen staff. • Drafted registration to Revenue Canada for qualified donee status.	• Provide service to BIM upon request • Develop project analysis framework for consideration of funding for new projects • Continue to forward information to Bowen on funding opportunities • Support Green Shores project to meet funder deliverables and/or negotiate changes. • Support webinar development and guidelines. • Present EC with RFD on Lasqueti Community Energy Project request.
6. <u>HUMAN RESOURCES</u> • Worked with management team on organizational improvements requested in staff survey • Trained Computer Application Systems Technician on Umbraco and other website duties.	• Revise 3 TAS job descriptions to reflect Legislative Services Manager role and increased emphasis on electronic communications • Quarterly check-ins with TAS staff on achieving objectives in performance plans

TRUST FUND BOARD
REPORT TO TRUST COUNCIL
2nd Quarter 2013-2014

Aug 13/13

COMPLETED SINCE LAST REPORT	PLANNED FOR NEXT QUARTER
1. STRATEGIC PLANNING/ ADMINISTRATION	
2012-2013 Audited Financial Statements approved TFB member Dereck Atha reappointed for another 3 years TFB policy review working committee formed (Dereck Atha, Julie Glover and Peter Luckham)	Review land acquisition and property management policies and identify gaps and required revisions Subject to funding, initiate forage fish mapping for additional islands Orientation and performance planning for returning permanent Property Management Specialist
2. COVENANT AND PROPERTY ACQUISITIONS	
Registered 67th covenant over 1.3 hectares of private land on North Pender Registered covenants in favour of the Gambier Island Conservancy and the Sunshine Coast Conservation Association on Mt Artaban, Brigade Bay Bluffs and Long Bay Wetland Nature Reserves (Gambier) Registered a covenant in favour of the Lasqueti Island Nature Conservancy and Nanaimo & Area Land Trust on the Mt Trematon Nature Reserve (Lasqueti)	Draft three NAPTEP covenants (1 on Hornby, 2 on Salt Spring) and one regular covenant on Salt Spring
3. PROPERTY AND COVENANT MANAGEMENT	
Completed monitoring of all TFB nature reserves and covenants Contracted vegetation mapping of DL 58 (Galiano) Developed management plan for DL 58 Nature Reserve (Galiano) Contracted species at risk assessment of Tate Covenant (Salt Spring)	Develop a comprehensive monitoring program for species at risk, invasive species, compliance and ecological monitoring for ITF properties Improve beach access at Ruby Alton Nature Reserve (Salt Spring) Develop management plan for Burren's Acres Nature Reserve (Gabriola)

4. COMMUNICATIONS	
Planned giving communications materials developed and printed Summer edition of The Heron released Media interview regarding acquisition of DL 58 (Galiano) Celebrated TFB's 24th (Galiano) and 25th (Gabriola) nature reserves Initiated trial period of detailed emails to LTC chairs and email updates to all trustees	Continue edits and adding new content for ITF website Review existing communications policies and identify gaps Evaluate effectiveness of trustee communications and consider changes
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Opportunity Fund grant awarded to Salt Spring Island Conservancy to support completion of Blackburn Lake acquisition ($5,000) Applied to CRA for formal designation a Qualified Donee (for tax receipting purposes)	Further develop planned giving program through outreach Continued work with Pender Island Conservancy Association to raise funds for addition to Brooks Point Regional Park – matching funds campaign underway Review software options to replace ITF's client/donor database Develop fundraising policies to fill identified gaps

As of September 2013 the Trust Fund Board
owns 25 properties and holds 67 covenants (of which 22 have NAPTEP certificates).

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:**: September 10-12, 2013

From: Lisa Gordon, Trust Area Services **Date:** August 13, 2013

SUBJECT: TRUST COUNCIL FUAL ITEM REGARDING REVISING POLICY 3.3.II TRUST FUND AND LOCAL PLANNING SERVICES COORDINATION

RECOMMENDATION: That the Islands Trust Council remove from its Follow-Up Action List the task "Draft proposed updates to Policy 3.3.ii."

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Staff are currently complying with Policy 3.3.ii Islands Trust Fund and Local Planning Services Coordination and there are no concerns about coordination that would be resolved by updating this policy.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Removing the update of policy 3.3.ii from the follow-up action list will allow ITF staff to focus on review of land conservation and management policies, a number of which are quite out of date.

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff will amend the Follow-Up Action List as directed. There is no need for public communication on this administrative matter.

BACKGROUND

In December 2010, the Islands Trust Council endorsed the Islands Trust Fund's 2011-2015 Regional Conservation Plan (RCP), and also directed staff to revise Policy 3.3.ii *Islands Trust Fund and Local Planning Services Coordination* to update references to the new Regional Conservation Plan. Policy 3.3.ii amendments in May 2010 anticipated changes in the RCP by asking Local Planning Services (LPS) to refer any applications or referrals to the TFB relating to lands containing ecosystem types designated for protection within the RCP or within an approved protected area network.

Since the 2011-2015 RCP highlights all sensitive ecosystems as well as representative ecosystems, habitat for at-risk species, areas providing buffers and connectivity and near shore areas, it is not practical to require referral to the TFB of all applications and referrals regarding lands containing such ecosystems. In practice, planners now routinely consult the sensitive ecosystem mapping and the RCP, highlight any relevant findings in the staff reports for LTCs and refer applications and referrals to the TFB as outlined in the policy.

Furthermore, the Trust Fund Board has committed to undertake a policy review over the next year, and has formed a working group to assist staff with this review. The policies prioritized for review are those concerning the acquisition and management of land (and interests in land). At this time the working group has not flagged Policy 3.3.ii for review.

REPORT/DOCUMENT: Trust Council Policy 3.3.ii Islands Trust Fund and Local Planning Services Coordination

KEY ISSUE(S)/CONCEPT(S): Effective coordination between Islands Trust Fund and Local Planning Services

RELEVANT POLICY:
Trust Fund Board Regional Conservation Plan
Trust Council Policy 3.3.ii Islands Trust Fund and Local Planning Services Coordination

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RESPONSE OPTIONS

Recommended: As above

Alternative: Confirm existing direction to revise Policy 3.3.ii

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Prepared by: Jennifer Eliason, Manager, Islands Trust Fund

Reviewed by: Lisa Gordon, Director, Trust Area Services
Executive Committee – August 20, 2013



Linda Adams, Chief Administrative Officer

3.3.ii Policy (identical to TFB 96010)

ISLANDS TRUST FUND AND LOCAL PLANNING SERVICES COORDINATION

Trust Fund Board: August 13, 1996; Amended: January 21, 2010
Trust Council: September 27, 1996; Amended: June 17, 2010

FURTHER REFERENCES:

Trust Fund Board / Trust Council Memorandum of Understanding (April 11, 1996)
Trust Fund Board / Local Trust Committee Memorandum of Understanding (April 11, 1996)

A. PURPOSE

It is the policy of the Islands Trust to carry out its land use regulation mandate in light of the object of the Islands Trust under the *Islands Trust Act* in a way that is open, consultative, fair and in compliance with all applicable laws. The procedures set out below are designed to achieve this policy using clear and consistent rules for consultation between the Islands Trust Fund and Local Planning Services in a way that avoids conflicts between their respective roles.

This policy is designed to assist Islands Trust staff, Trust Fund Board (TFB) and Local Trust Committees (LTC's) in coordinating the sharing of information between the Islands Trust Fund (ITF) and Local Planning Services (LPS) units in order to further the object of the Islands Trust.

B. PROCEDURE

I. General Matters

LTC/TFB Adherence

1. These procedures are to be followed unless they would unreasonably interfere with the functions of the TFB or a LTC, or would be inconsistent with the legal obligations of the TFB or a LTC. If staff in either unit determine just cause for these procedures not to be adhered to, the TFB Manager shall consult the TFB Chairperson and/or the LPS Regional Planning Manager shall consult the relevant LTC Chairperson. If agreement is not reached, the Local Trust Committee Chairperson or the Trust Fund Board Chairperson may elect not to follow the referral procedures in this policy and staff will promptly notify the Chief Administrative Officer of the Islands Trust.

Communications

2. Communication for joint initiatives between the TFB and a LTC will be through the Trust Fund Manager and the Regional Planning Manager or a planner designated by the Regional Planning Manager with respect to the LTC.

3. The TFB Executive Committee Appointee and the LTC Chairperson shall communicate concerns regarding ITF/LPS coordination to the Executive Committee for discussion and possible intervention with senior staff.

4. External communications (including web-postings) on the process or outcome of joint projects will be approved by the TAS Director and the LPS Director.

Coordination

5. Any program or initiative that is to be undertaken jointly by the TFB and any LTC will be initiated by a resolution of each of those bodies, with any communications between them regarding that initiative being communicated from Chairperson to Chairperson.

6. Each LTC and/or the TFB may allocate its staff and other resources to a joint initiative, subject to agreement between the TFB and LTC regarding such allocations before work on the initiative begins.

II. Referrals

Local Planning Services

7. (a) All applications, referrals and LTC initiated projects listed in Table 1 below shall be referred to the TFB for comment if the application, referral or LTC initiated project is regarding land within the following categories:

   - directly affects a Board owned property or conservation covenant;
   - directly affects a property adjacent to a Board owned property or conservation covenant;
   - pertains to terrestrial Crown land, or
   - pertains to intertidal Crown land located within 100m of a TFB owned property or conservation covenant.

   In the future, when specific lands within the categories below have been identified, all properties within them will be subject to the level of consultation noted in Table 1.

   - directly affects properties within an approved Protected Area Network; or
   - contains an ecosystem type that is designated for ecosystem protection in the TFB's Regional Conservation Plan.

Table 1 – Level of consultation for applications/referrals over which LTCs have decision making authority or influence

	Directly affects TFB owned property or conservation covenant	**Directly affects a property adjacent to a TFB owned property or conservation covenant**	**Pertains to Crown Land** (all terrestrial lands and all intertidal lands located within 100m of a TFB property or covenant)
OCP Review or Amendment	Refer to TFB for comment	Refer to TFB for comment	Refer to TFB for comment
Land Use Bylaw Amendment	Refer to TFB for comment	Refer to TFB for comment	Refer to TFB for comment
Rezoning Application	Refer to TFB for comment	Refer to TFB for comment	Refer to TFB for comment
Temporary Use Permit	Refer to TFB for comment	Refer to TFB for comment	Refer to TFB for comment
Development Variance Permit	Refer to TFB for comment	Refer to TFB for comment	No referral
Agricultural Land Commission	Refer to TFB for comment	Refer to TFB for comment	Refer to TFB for comment
Release or modification of LTC held covenant	Refer to TFB for comment	Refer to TFB for comment	N/A

(b) All applications, referrals and notices, listed in Table 2 below, received by the LTC shall be subject to the level of consultation identified in the table.

Table 2 – Level of consultation for applications/referrals over which LTCs have limited decision making authority or influence

	Directly affects TFB owned property or conservation covenant	**Directly affects a property adjacent to a TFB owned property or conservation covenant**	**Pertains to Crown Land** (all terrestrial lands and all intertidal lands located within 100m of a TFB property or covenant)
Development Permit	Refer to TFB for information only	Refer to ITF staff for information only	Refer to ITF staff for information only
Siting & Use Permit or Building Permit Referral	Refer to TFB for information only	Refer to ITF staff for information only	No referral
Subdivision Referral	Refer to TFB for comment	Refer to ITF staff for information only	Refer to TFB for comment (if referral for sale, lease, or licensing of Crown Land)

8. If planning staff consider that an application, agency referral or LTC initiated project may affect the interests of the TFB, staff must advise the LTC of that possibility as soon as possible, so the LTC can consider and carry out any referral under section 7.

9. The Trust Fund Manager must promptly communicate any LTC referral to the TFB by delivering a copy of the draft bylaw, referral, or application to the TFB along with any accompanying material received from the LTC.

10. If the TFB wishes to comment on an application, agency referral or LTC initiated project, it should do so according to time lines established under section 15. If the TFB does not wish to comment on the referral, the Trust Fund Manager must communicate that fact to the LTC. If the TFB does not comment within the time line established under section 15, the LTC may assume the TFB's interests are not affected by the application, agency referral or LTC initiated project.

Islands Trust Fund

11. A management plan or proposed project that may affect the interests of a LTC shall be referred to the LTC by the TFB. Criteria for referring to a LTC include:
    - the property is specifically referred to in an official community plan;
    - the property is, or was, Crown land; or,
    - the LTC is a covenant holder on the property.

12. Every revision to, or replacement of the Islands Trust Fund Board Five-Year Plan is to be referred to every LTC and to Trust Council for comment before the revision or replacement is submitted for Ministerial approval in accordance with the *Islands Trust Act*.

13. If TFB staff consider that a management plan or proposed project may affect the interests of an LTC, staff must advise the TFB of that possibility as soon as possible, so the TFB can consider and carry out a referral as described in section 11.

14. If a LTC wishes to comment on the Islands Trust Fund Board Five-Year Plan, a management plan, or a proposed project, it must do so in accordance with the time line established under section 15. If the LTC does not wish to comment on the referral, the LTC's designated staff person must communicate that fact to the Trust Fund Manager. If the LTC does not comment within the time line established under section 15, the TFB may assume the LTC's interests are not affected by the management plan, proposed project or Islands Trust Fund Board Five-Year Plan.

General

15. The Islands Trust Fund Manager and Local Planning Services staff must, in each case where a referral has been initiated, agree on appropriate time lines for each referral in order for the TFB and the LTC to carry out their respective functions in a timely manner.

Covenant and Land Donation Proposals Connected With a Development Application

Sections 16 to 19 apply where a written proposal has been made in connection with an application to a LTC for any land use development approval that would result in land or money being donated to the TFB if the development approval is granted ("Donation Proposal"). The Trust Fund Board will be guided by TFB Policy 05001 Assessing Covenant And Land Donation Proposals Connected With A Development Application when considering any such proposal.

16. The Islands Trust planning staff responsible for a LTC that has received a written Donation Proposal must promptly deliver the Proposal to the Trust Fund Manager as well as copies of any other material pertinent to the application for development.

17. The TFB is to respond to the LTC regarding the written Donation Proposal according to the time lines set out under section 15. The TFB's response is to indicate whether the TFB wishes to pursue the Donation Proposal.

18. If the TFB wishes to pursue a Donation Proposal and has indicated this to the LTC, the TFB may enter into discussions with the person responsible for the Donation Proposal in coordination with the Islands Trust planning staff responsible for the LTC.

19. The TFB is to notify the LTC, and is to provide the LTC with reasonable details of any Donation Proposal with which the TFB is prepared to proceed.

BRIEFING

To: **Trust Council** **For the Meeting of:** September 10-12, 2013

From: **Trust Fund Board** **Date:** August 14, 2013

SUBJECT: AUDITED FINANCIAL STATEMENTS OF THE ISLANDS TRUST FUND

DESCRIPTION OF ISSUE: The audited financial statements of the Islands Trust Fund for the year ended March 31, 2013 were approved by the Trust Fund Board at their July 25, 2013 meeting and are being provided here for information.

BACKGROUND: The Islands Trust Act Section 46 requires the Trust Fund Board to prepare and submit to Trust Council a report respecting the previous fiscal year that includes an audited balance sheet, a statement of revenue and expenditures and a schedule of all assets held in trust, with their valuation.

FOLLOW-UP: Provided for information only.

Prepared By: Jennifer Eliason, Manager, Islands Trust Fund

Reviewed By/Date: Lisa Gordon, Director, Trust Area Services - August 14, 2013

Linda Adams, Chief Administrative Officer

Financial Statements of

THE ISLANDS TRUST FUND

Years ended March 31, 2013 and March 31, 2012

KPMG LLP
Chartered Accountants
St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7

Telephone (250) 480-3500
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INDEPENDENT AUDITORS' REPORT

To the Trustees of the Islands Trust Fund Board, the Trustees of the Islands Trust Council and the Minister of Community, Sport and Cultural Development

We have audited the accompanying financial statements of The Islands Trust Fund, which comprise the statements of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011, the statement of remeasurement gains and losses for the year ending March 31, 2013, the statements of operations, changes in fund balances and cash flows for the years ended March 31, 2013 and March 31, 2012, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Basis for Qualified Opinion

In common with many charitable organizations, The Islands Trust Fund derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of The Islands Trust Fund. Therefore, we were not able to determine whether, as at March 31, 2013, March 31, 2012 and April 1, 2011 and or for the years ended March 31, 2013 and March 31, 2012, any adjustments might be necessary to revenue and excess of revenue over expenses reported in the statements of operations, excess of revenue over expenses in the statement of cash flows and changes in fund balances and current assets and fund balances reported in the statements of financial position.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity.
KPMG Canada provides services to KPMG LLP

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of The Islands Trust Fund as at March 31, 2013, March 31, 2012 and April 1, 2011 and its remeasurement gains and losses for the year ended March 31, 2013, its results of operations and its cash flows for the years ended March 31, 2013 and March 31, 2012 in accordance with Canadian public sector accounting standards.

KPMG LLP

Chartered Accountants
July 25, 2013
Victoria, Canada

THE ISLANDS TRUST FUND

Statements of Financial Position

March 31, 2013, March 31, 2012 and April 1, 2011

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	March 31, 2013 Total	March 31, 2012 Total	April 1 2011 Total
						(Schedule 1)	(Schedule 2)
Assets:							
Current assets:							
Cash	$ 41,612	$ 60,245	$ -	$ -	$ 101,857	$ 124,131	$ 127,991
Short-term investments (note 2)	-	187,497	-	88,000	275,497	264,602	239,470
Inventory of fundraising items	2,288	-	-	-	2,288	2,558	2,708
	43,900	247,472	-	88,000	379,642	391,291	370,169
Land (notes 3 and 5)	-	-	8,026,903	3,594,000	11,620,903	11,284,903	10,394,903
	43,900	247,472	8,026,903	3,682,000	12,000,545	11,676,194	10,765,072
Liabilities:							
Accounts payable	-	-	-	-	-	29,880	14,740
	$ 43,900	$ 247,742	$ 8,026,903	$ 3,682,000	$ 12,000,545	$ 11,646,314	10,750,332
Fund Balances							
Unrestricted	$ 43,900	$ -	$ -	$ -	$ 43,900	$ 44,583	$ 43,117
Investment in land (note 3)	-	-	8,026,903	-	8,026,903	7,690,903	6,800,903
Internally restricted (note 4)	-	16,124	-	-	16,124	16,052	15,980
Externally restricted (note 4)	-	231,618	-	-	231,618	212,776	208,332
Restricted for endowment purposes (note 5)	-	-	-	3,682,000	3,682,000	3,682,000	3,682,000
	$ 43,900	$ 247,742	$ 8,026,903	$ 3,682,000	$ 12,000,545	$ 11,646,314	$ 10,750,332

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

Approved by the Trust Fund Board: _____ Board member _____ Board member

THE ISLANDS TRUST FUND

Statements of Operations

Years ended March 31, 2013 and 2012

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2013 Total	2012 Total
						(Schedule 3)
Revenue:						
Donations:						
Cash	$ 8,987	$ 946	$ -	$ -	$ 9,933	$ 30,245
Land	-	-	336,000	-	336,000	890,000
Grants	-	3,342	-	-	3,342	-
Rental income	-	10,200	-	-	10,200	9,950
Investment income	188	11,135	-	-	11,323	6,404
Sale of fundraising items	267	-	-	-	267	295
	9,442	25,623	336,000	-	371,065	936,894
Expenses:						
Repairs and maintenance - Alton property	-	6,709	-	-	6,709	35,125
Cost of sales of fundraising items	270	-	-	-	270	150
Bank charges	86	-	-	-	86	39
Donations to conservancy groups	9,769	-	-	-	9,769	5,598
	10,125	6,709	-	-	16,834	40,912
Excess (deficiency) of revenue over expenses	$ (683)	$ 18,914	$ 336,000	$ -	$ 354,231	$ 895,982

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

THE ISLANDS TRUST FUND

Statements of Changes in Fund Balances

Years ended March 31, 2013 and 2012

March 31, 2013	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	Total
Fund balances, beginning of year	$ 44,583	$ 228,828	$ 7,690,903	$ 3,682,000	$ 11,646,314
Excess (deficiency) of revenue over expenses	(683)	18,914	336,000	-	354,231
Fund balances, end of year	$ 43,900	$ 247,742	$ 8,026,903	$ 3,682,000	$ 12,000,545

March 31, 2012	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	Total
Fund balances, beginning of year	$ 43,117	$ 224,312	$ 6,800,903	$ 3,682,000	$ 10,750,332
Excess of revenue over expenses	1,466	4,516	890,000	-	895,982
Fund balances, end of year	$ 44,583	$ 228,828	$ 7,690,903	$ 3,682,000	$ 11,646,314

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

THE ISLANDS TRUST FUND

Statement of Cash Flows

Years ended March 31, 2013 and 2012

	2013	2012
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	$ 354,231	$ 895,982
Item not involving cash:		
Donation of land	(336,000)	(890,000)
Changes in non-cash operating working capital:		
Inventory of fundraising items	270	150
Accounts payable	(29,880)	15,140
	(11,379)	21,272
Investing activities:		
Increase in short-term investments	(10,895)	(25,132)
Decrease in cash	(22,274)	(3,860)
Cash, beginning of year	124,131	127,991
Cash, end of year	$ 101,857	$ 124,131

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

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

The Islands Trust Fund (the "Trust Fund") is also incorporated under The Islands Trust Act of British Columbia and is empowered to accept donations, grants and bequests on behalf of the Trust and to hold land and other property in compliance with a Trust Fund plan approved by the Ministry of Community, Sport and Cultural Development.

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

On April 1, 2011, the Trust Fund adopted Canadian Public Sector Accounting Standards ("PSAS"). The Trust Fund has also elected to apply the 4200 standards for government not-for-profit organizations. These are the first financial statements prepared in accordance with Public Sector Accounting Standards.

In accordance with the transitional provisions in PSAS, the Trust Fund has adopted the changes retrospectively. The transition date is April 1, 2011 and all comparative information provided has been presented by applying PSAS.

There were no adjustments to fund balances at April 1, 2011 or excess of revenues over expenses for the year ended March 31, 2011 as a result of the transition to PSAS.

1. Significant accounting policies:

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

(a) Fund accounting:

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

The Opportunity Fund reports unrestricted resources.

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

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

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

1. Significant accounting policies (continued):

(b) Financial instruments:

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

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations. In the years presented, there are no unrealized gains or losses and as a result no statement of remeasurement gains or losses has been included.

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

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

(c) Land:

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

(d) Revenue recognition:

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

Unrestricted contributions are recorded as revenue of the Opportunity Fund in the year received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

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

1. Significant accounting policies (continued):

(d) Revenue recognition (continued):

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

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

(e) Use of estimates:

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

(f) Adoption of new accounting policy:

On April 1, 2012, the Trust Fund adopted Public Accounting Standards *PS 3450 - Financial Instruments and PS 2601 – Foreign Currency Translation*. The standards were adopted prospectively from the date of adoption. The new standards provide comprehensive requirements for the recognition, measurement, presentation and disclosure of financial instruments and foreign currency transactions. All financial instruments are included on the statement of financial position and are measured all at fair value. There were no adjustments recorded to accumulated surplus at April 1, 2012 or net assets for the year ended March 31, 2012 as a result of the adoption of PS 2601 and PS3450.

2. Short-term investments:

Short-term investments consist of a guaranteed investment certificate, short term investment certificate and Municipal Finance Authority of British Columbia (“MFA”) Intermediate and Money Market Funds. Investment certificates mature on April 15, 2013 and have interest rates ranging from 1.00% to 1.15%. Investments in MFA Funds are recorded at cost plus earnings reinvested in the funds.

3. Land:

	Acquisition date	March 31, 2013	March 31, 2012	April 1, 2011
Inner Island Nature Reserve, Denman Island	1992	$ 70,000	$ 70,000	$ 70,000
Coats Millstone Reserve, Gabriola Island	1994	100,000	100,000	100,000
Medicine Beach Nature Sanctuary, North Pender Island	1996	477,000	477,000	477,000
Cunningham Reserve, Salt Spring Island	1994	265,000	265,000	265,000
Deep Ridge Reserve, Salt Spring Island	1992	255,000	255,000	255,000
Lower Mt. Erskine Nature Reserve, Salt Spring Island	1996	284,000	284,000	284,000
Kwel Nature Sanctuary, Lasqueti Island	1997	195,497	195,497	195,497
Singing Woods Nature Reserve, Bowen Island	1999	157,000	157,000	157,000
Trincomali Nature Sanctuary, Galiano Island	2001	242,406	242,406	242,406
Horton Bayviary Nature Reserve, Mayne Island	2002	210,000	210,000	210,000
Morrison Marsh Nature Reserve, Denman Island	2006	438,000	438,000	438,000
Brigade Bay Bluffs Nature Reserve, Gambier Island	2006	150,000	150,000	150,000
Long Bay Wetland Nature Reserve, Gambier Island	2006	305,000	305,000	305,000
Elder Cedar Nature Reserve, Gabriola Island	2007	658,000	658,000	658,000
Mount Artaban Nature Reserve, Gambier Island	2009	1,177,000	1,177,000	1,177,000
Fairy Fen Nature Reserve, Bowen Island	2011	1,817,000	1,817,000	1,817,000
John Osland Nature Reserve	2012	890,000	890,000	-
Valens Brook Nature Reserve	2013	280,000	-	-
Laughlin Lake Nature Reserve	2013	56,000	-	-
		$ 8,026,903	$ 7,690,903	$ 6,800,903

4. Restricted Fund balances:

	March 31, 2013	March 31, 2012	April 1, 2011
Internally restricted:			
McFadden property	$ 16,124	$ 16,052	$ 15,980
Externally restricted:			
Alton Nature Reserve - maintenance fund	34,537	20,471	20,617
Covenant Defense Fund - interest receivable	-	-	1,217
Covenant Defense Fund	59,992	59,200	57,300
Lasqueti Acquisition Funds	29,747	28,682	28,070
Gambier Acquisition Fund	107,342	104,423	101,128
	231,618	212,776	208,332
	$ 247,742	$ 228,828	$ 224,312

The Covenant Defense Fund was previously named the Marilyn King – Covenant protection endowment.

5. Restricted for endowment purposes:

	Acquisition date	March 31, 2013	March 31, 2012	April 1, 2011
Short-term investments:				
Alton Nature Reserve - maintenance	2002	$ 88,000	$ 88,000	$ 88,000
Land:				
Lindsay Dickson Nature Reserve, Denman Island	2001	2,200,000	2,200,000	2,200,000
Alton Nature Reserve, Salt Spring Island	2002	454,000	454,000	454,000
Properties acquired under the Federal Government Ecological Gifts program:				
Mt. Trematon Nature Reserve, Lasqueti Island	2006	320,000	320,000	320,000
David Otter Nature Reserve, Bowen Island	2007	620,000	620,000	620,000
		3,594,000	3,594,000	3,594,000
Total restricted for endowment purposes		$3,682,000	$ 3,682,000	$ 3,682,000

Investment gain on endowment funds for the year of $7,184 (2012 - $2,714) has been recorded in the Restricted Fund.

Two properties owned by the Trust Fund Board, the Lindsay Dickson property on Denman Island, and the Alton property on Salt Spring Island, were donated on the condition that the properties be used and managed in certain ways. The Lindsay Dickson property was donated “for so long as the land is used as a nature reserve for the use, benefit and enjoyment of the residents of B.C.”. The Alton property is to be held, managed and preserved for its ecological environment and scenic features and not as a recreational park. The residence, gardens and driveway are to be preserved and managed for non-profit purposes.

In the event that these properties are not managed accordingly, the properties could revert to the Province of British Columbia in the case of the Lindsay Dickson Nature Reserve, and to the Executors of the donor’s estate in the case of the Alton Nature Reserve.

The Mt. Trematon Nature Reserve property on Lasqueti Island and the David Otter Nature Reserve property on Bowen Island were acquired under the Federal Government Ecological Gift program. Recipients of ecological gifts are responsible for maintaining the biodiversity and environmental heritage values of the property in perpetuity.

6. Related party:

The Trust is related to the Trust Fund through the composition of the Trust Fund's Board. The Trust Fund's Board is comprised of three members from the Trust's Council and up to three members appointed by the Minister of Community, Sport and Cultural Development.

The Trust Fund's annual expenses are funded by and reported as part of the Trust in accordance with The Islands Trust Act. The expenses are summarized as follows:

	2013	2012
Programs	$ 455,441	$ 482,248
Board	18,559	19,562
Administration	138,814	142,614
	$ 612,814	$ 644,424

7. Financial risks and concentration of risk:

The Trust Fund's financial instruments consist of cash, short-term investments and accounts payable. It is management's opinion that the Trust Fund is not exposed to significant interest, currency or credit risk arising from these financial instruments. The maximum exposure to credit risk at March 31, 2013 and March 31, 2012 is the carrying value of cash and short-term investments. The Trust Fund deals with creditworthy counterparties to mitigate credit risk. The Trust Fund manages its liquidity risk by monitoring its operating requirements. Interest rate risk is not significant due to the short term nature of investments held. There have been no significant changes to risk exposure in the years presented.

THE ISLANDS TRUST FUND

Statement of Financial Position

Schedule 1

March 31, 2012

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2012 Total
Assets:					
Current assets:					
Cash	$ 42,025	$ 82,106	$ -	$ -	$ 124,131
Short-term investments	-	176,602	-	88,000	264,602
Inventory of fundraising items	2,558	-	-	-	2,558
	44,583	258,708	-	88,000	391,291
Land (notes 3 and 5)	-	-	7,690,903	3,594,000	11,284,903
	44,583	258,708	7,690,903	3,682,000	11,676,194
Liabilities:					
Accounts payable	-	29,880	-	-	29,880
	$ 44,583	$ 228,828	$ 7,690,903	$ 3,682,000	$ 11,646,314
Fund Balances					
Unrestricted	$ 44,583	$ -	$ -	$ -	$ 44,583
Investment in land (note 3)	-	-	7,690,903	-	7,690,903
Internally restricted (note 4)	-	16,052	-	-	16,052
Externally restricted (note 4)	-	212,776	-	-	212,776
Restricted for endowment purposes (note 5)	-	-	-	3,682,000	3,682,000
	$ 44,583	$ 228,828	$ 7,690,903	$ 3,682,000	$ 11,646,314

THE ISLANDS TRUST FUND

Statement of Financial Position

Schedule 2

April 1, 2011

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2010 Total
Assets					
Current assets:					
Cash	$ 43,816	$ 61,899	$ -	$ -	$ 105,715
Receivables	-	1,102	-	-	1,102
Short-term investments	-	8,367	-	123,000	131,367
Inventory of fundraising items	2,948	-	-	-	2,948
	46,764	71,368	-	123,000	241,132
Land (notes 2 and 4)	-	-	4,983,903	3,594,000	8,577,903
	$ 46,764	$ 71,368	$ 4,983,903	$ 3,717,000	$ 8,819,035
Fund Balances					
Unrestricted	$ 46,764	$ -	$ -	$ -	$ 46,764
Investment in land (note 3)	-	-	4,983,903	-	4,983,903
Internally restricted (note 4)	-	15,924	-	-	15,294
Externally restricted (note 4)	-	55,714	-	-	56,074
Restricted for endowment purposes (note 5)	-	-	-	3,717,000	3,717,000
	46,764	71,368	4,983,903	3,717,000	8,819,035
	$ 46,764	$ 71,368	$ 4,983,903	$ 3,717,000	$ 8,819,035

THE ISLANDS TRUST FUND

Statement of Operations

Schedule 3

Year ended March 31, 2012

	Opportunity Fund	Restricted Fund	Capital Fund	Endowment Fund	2012 Total
Revenue:					
Donations:					
Cash	$ 6,760	$ 23,485	$ -	$ -	$ 30,245
Land	-	-	890,000	-	890,000
Grants	-	-	-	-	-
Rental income	-	9,950	-	-	9,950
Investment income	198	6,206	-	-	6,404
Sale of fundraising items	295	-	-	-	295
	7,253	39,641	890,000	-	936,894
Expenses:					
Repairs and maintenance - Alton property	-	35,125	-	-	35,125
Cost of sales of fundraising items	150	-	-	-	150
Bank charges	39	-	-	-	39
Donations to conservancy groups	5,598	-	-	-	5,598
	5,787	35,125	-	-	40,912
Excess of revenue over expenses	$ 1,466	$ 4,516	$ 890,000	$ -	$ 895,982

TRUST PROGRAMS COMMITTEE
WORK PROGRAM REPORT

To: Islands Trust Council

Updated: August 28, 2013

WORK PROGRAM

1. **DEVELOP AND IMPLEMENT RESEARCH PROGRAM IN SUPPORT OF BC FERRIES ADVOCACY PROGRAM (Strategic Plan 4.2)**
   - Carry out research program approved at August 12 2013 meeting

2. **CREATE LINKAGES TO SHARE ECONOMIC SUSTAINABILITY MODELS (Strategic Plan 4.1)**
   - Carry out activities in project charter approved at August 12, 2013 meeting.

3. **ENCOURAGE UNDERSTANDING AND VOLUNTARY STEWARDSHIP OF WATER RESOURCES (Strategic Plan 3.2)**
   - Carry out activities in project charter approved at August 12, 2013 meeting.

CONTINUING ITEMS

COMMUNITY STEWARDSHIP AWARDS
- Deliver 2013 awards program

LEGISLATIVE MONITORING
- Monitor changes and report to Trust Council (Dec 2013)

INDICATOR PROGRAM
- Research high-priority indicators, such as census and housing

VACANT CROWN LAND PROFILES
- Bowen Island, Gambier LTC, and Ballenas-Winchelsea Islands – on hold

Lisa Gordon
Designate Staff

Paul Brent
Chair

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:**: September 10-12, 2013

From: Executive Committee **Date:** August 19, 2013

SUBJECT: TRUST COUNCIL FUAL ITEM RE SMART METERS

RECOMMENDATION: That the Islands Trust Council remove from its Follow-Up Action List the task "Smart Meters -Prepare Chair letter to BC Energy minister", in recognition of actions taken by the ministry since Trust Council made the request.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: Trust Council passed a resolution in June 2013, requesting that the Chair write to the Minister of Energy asking that BC Hydro customers be given a choice regarding the installation of smart meters. Shortly afterwards (and before a letter was sent) the minister announced that customers would have a choice, albeit with some costs, to be determined by the BC Utilities Commission. The resolution, as requested, is therefore redundant and the Executive Committee recommends removing it from Trust Council's Follow Up Action List. Trust Council also has the option of requesting a different letter be sent on the topic.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Removing the letter from the follow-up action list will keep the FUAL up to date with current events.

FINANCIAL: None

POLICY: None

IMPLEMENTATION/COMMUNICATIONS: Staff will amend the Follow-Up Action List as directed. There is no need for additional public communications on this administrative matter.

BACKGROUND

The Islands Trust Council has passed the following motions about BC Hydro's Smart Meter program:

In June 2011:

That the Islands Trust Council request the Chair to write to BC Hydro to convey concerns received from Trust Area residents regarding the Smart Metering Program; and encourage BC Hydro to engage in consultations with Trust Area residents regarding smart metering.

- Chair correspondence was sent June 30, 2011 - http://www.islandstrust.bc.ca/news/pdf/tcltrjun302011bchydro.pdf

In September 2011:

That the Islands Trust Council:

1. *request the Executive Committee to actively support UBCM Resolution B174 (proposed by the City of Colwood to address BC Hydro Wireless Smart Meters) at the 2011 Convention of the Union of British Columbia Municipalities; and*
2. *request the Chair to write to the appropriate provincial minister(s) asking that a moratorium be placed on the mandatory installation of wireless smart meters until any problems identified regarding wireless smart meters are independently assessed and acceptable alternatives can be made available at no added cost to the consumer*

- Executive Committee members supported the referenced resolution at the UBCM convention.
- Chair correspondence was sent November 4, 2011 - http://www.islandstrust.bc.ca/news/pdf/tcltrnov042011richcoleman.pdf

In September 2012:

That the Islands Trust Council request the Executive Committee to follow up on previous advocacy to the Province with respect to the BC Hydro Smart Meter Program, particularly with regards to enabling an opt-out option.

- Chair correspondence was sent October 11, 2012 - http://www.islandstrust.bc.ca/media/118053/tcltroct112012coleman.pdf

In June 2013:

That the Islands Trust Council direct the Chair to write a follow-up letter to the Energy Minister asking again in light of the government's pre-election announcement that BC Hydro customers be given a choice as to whether to have smart meters installed in their homes.

- Chair correspondence related to the June 2013 was delayed because further research by staff did not identify a pre-election announcement about a BC Hydro smart meter opt-out program.

On July 18, 2013 Bill Bennett, Minister of Energy and Mines announced that BC Hydro will offer opt-out options with the costs borne by those customers who select to opt-out. BC Hydro customers who do not currently have a smart meter will have three choices:

- Choose the standard smart meter at no cost.
- Accept a digital meter with the radio off. This option will be subject to a one-time cost to modify the meter plus a monthly fee to read the meter.
- Keep the old analog meter, which will be subject to a monthly fee that will include both the extra cost of reading the meter and the cost of instituting duplicate systems.

Costs and fees associated with the options will be established by BC Hydro but will be reviewed by the BC Utilities Commission to ensure that BC Hydro is only recovering the cost of providing and servicing the radio-off and analog options.

Executive Committee recommends no further action about smart meters as the provincial government's July 2013 announcement of a smart meter opt-out program has substantially met

Trust Council's requests and further advocacy regarding opt-out program costs is unlikely to be effective.

REPORT/DOCUMENT: N/A

KEY ISSUE(S)/CONCEPT(S): Effective advocacy program

RELEVANT POLICY:

Trust Council's Advocacy Policy (6.10.iii) states:

- E2: 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.

- E8: Islands Trust bodies will adapt their advocacy strategies in response to changing political and economic contexts and new information.

Trust Council Policy 6.7.i Work Program, Follow-up Action Lists and Priorities Chart Policy states:

- D. 1.6 " Follow-up Action List entries should not be deleted as complete or no longer required, and/or transferred to the work program unless so decided by the organizational unit (not an individual)."

DESIRED OUTCOME: Effective advocacy program

RESPONSE OPTIONS

Recommended: As above

Alternative: Direct the Chair to send a letter to the BC Energy Minister relaying Trust Council's September 2011 request that acceptable alternatives to smart meters be made available at no added cost to the consumer.

Prepared by: Clare Frater, Policy Analyst

Reviewed by: Lisa Gordon, Director, Trust Area Services - August 15, 2013
Linda Adams, Chief Administrative Officer - August 19, 2013
Executive Committee – August 20, 2013



Linda Adams, Chief Administrative Officer

REQUEST FOR DECISION

To: Trust Council **For the Meeting of:** September 10-12, 2013

From: Lisa Gordon, Trust Area Services **Date:** August 13, 2013

SUBJECT: TRUST COUNCIL POSITION RE: UBCM RESOLUTIONS (Annual Item)

RECOMMENDATION: That the Islands Trust Council endorse the positions the Islands Trust Executive Committee will take, subject to amendment or further information, at the September 2013 Union of BC Municipalities (UBCM) meeting as indicated in the attached document entitled 'Trust Council Position on Selected UBCM Resolutions (2013).'

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Islands Trust Executive Committee attends the Union of BC Municipalities convention each year and votes on resolutions proposed by local governments across British Columbia. Trust Council's Policy 6.12.ii indicates that, when time permits, the Executive Committee will seek Trust Council's endorsement regarding its proposed position on those resolutions relevant to the Islands Trust and its bodies. The resolutions flagged for voting are those the Executive Committee has identified as most relevant to the Islands Trust mandate and Policy Statement.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Members of the Executive Committee will vote and represent Trust Council while attending the UBCM convention, provided they are able to attend the relevant convention sessions.

FINANCIAL: Costs of attending UBCM Convention are included in Trust Council's annual budget.

POLICY: No policy changes required.

IMPLEMENTATION/COMMUNICATIONS: Executive Committee will represent Trust Council at the UBCM Convention, as provided by Islands Trust policy 6.12.ii on UBCM Convention attendance. These positions are recommendations only, as resolutions can be amended on the convention floor, or additional information may be provided before or during debate. Executive Committee members have the discretion to vote differently if necessary in order to represent the interests of the Islands Trust Area in a manner consistent with the object and jurisdiction of the Islands Trust. Executive Committee members will not vote on resolutions that would primarily affect Bowen Island Municipality unless they receive direction from Bowen Island Municipal Council.

BACKGROUND

The Executive Committee is seeking support from Trust Council for the positions on each resolution to be debated at the UBCM convention, currently marked as yes (Y), no (N), not applicable (N/A) or for council discussion (?) . The resolutions marked for voting "Y" or "N" are those most relevant to the object and jurisdiction of the Islands Trust. The Islands Trust Policy Statement and strategic plan have also provided a basis for some of the voting suggestions.

REPORT/DOCUMENT: Attached.

1) Link to relevant policy 6.12.ii – UBCM Membership and Resolutions
2) Trust Council position on selected resolutions proposed to UBCM – 2013
3) Details for each resolution – also available on UBCM's website: www.ubcm.ca/assets/Resolutions~and~Policy/Resolutions/Resolutions Book 2013.pdf

KEY ISSUE(S)/CONCEPT(S): Trust Council positions on selected UBCM resolutions.

RELEVANT POLICY: Policy 6.12.ii UBCM/AVICC Membership and Resolutions, Section 3.3: "*When the Islands Trust receives UBCM's Resolution publication prior to its annual convention, the Executive Committee will review all resolutions to determine which are relevant to the object and jurisdiction of the Islands Trust and which it should support on behalf of the Islands Trust Council... (and) if time permits, will make recommendations to be endorsed at a Trust Council meeting. Members of the Executive Committee will represent the Islands Trust Council when proposed resolutions are put to a vote at the UBCM convention.*"

DESIRED OUTCOME: Gaining provincial support for UBCM resolutions most relevant to the Islands Trust object and jurisdiction.

RESPONSE OPTIONS

Recommended: As above.
Alternatives: To take different positions on the proposed resolutions.

Prepared by: Clare Frater, Policy Analyst

Reviewed by: Lisa Gordon, Director, Trust Area Services – August 23, 2013
Executive Committee - August 27, 2013



Linda Adams, Chief Administrative Officer

Islands Trust

DRAFT - TRUST COUNCIL POSITION ON SELECTED RESOLUTIONS PROPOSED TO UBCM – 2013

Voting legend: Y = vote yes N = vote no
N/A = not applicable to Islands Trust object or jurisdiction
? = requires council advice
AVICC = EC member voted yes at Association of Vancouver Island Coastal Communities

No.	Resolution	
	Extraordinary Resolutions *Section ER contains resolutions submitted by the Union of BC Municipalities Executive that pertain to proposed amendments of the UBCM Bylaws.*	
ER1	EXTRAORDINARY RESOLUTION TO AMEND THE UBCM BYLAWS TO CHANGE THE FISCAL YEAR	**Y**
	Section A Resolutions *Section A contains those resolutions that pertain to new policy matters not previously discussed by the membership and/or priority issues that have broad application for all UBCM members.* *Section A may also contain select resolutions endorsed and forwarded by the Area Associations on policy matters that have broad application for all UBCM members and highlight issues of concern around the province.*	
	COMMUNITY SAFETY	
A1	FLOOD MANAGEMENT	**N/A**
A2	REGIONAL INTEGRATED APPROACH TO FLOOD MANAGEMENT	**N/A**
A3	EMERGENCY NOTIFICATION	**N/A**
	SELECTED ISSUES	
A4	CONFLICT OF INTEREST	**Y-AVICC**

Section B - Part I
Resolutions Supporting Existing Policy

This section contains resolutions that: have been previously considered and endorsed; or are in keeping with UBCM General Policy or other major previously approved policy documents. After consideration of Section A resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: ***"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR PART 1 - B RESOLUTIONS BE ADOPTED?"*** *If the motion is approved by delegates, all Part 1 - Section B resolutions will be endorsed as a block. These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be:* ***"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."*** *Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.*

	LEGISLATIVE	
B1	USE OF ELECTRONIC MAIL	**Y**
B2	REDUCED LIABILITY FOR LOCAL GOVERNMENTS IN CONDUCTING BUILDING INSPECTIONS	**N/A**
B3	ELECTOR APPROVAL OF BOUNDARY EXTENSIONS	**N/A**
	COMMUNITY SAFETY	
B4	EMERGENCY PREPAREDNESS	**Y**
B5	SEARCH & RESCUE SQUAD FUNDING	**N/A**
B6	RCMP SMALL MUNICIPALITY DETACHMENTS	**N/A**
B7	RURAL POLICING	**Y**

B8	FIRE DEPARTMENT RESPONSE TO HIGHWAY ACCIDENTS	**N/A**
B9	FEDERAL MEDICINAL GROW LICENSES	**N/A**
B10	RESTORATIVE JUSTICE	**N/A**
	TRANSPORTATION	
B11	REGULATIONS FOR MOTORIZED MOBILITY AIDS	**N/A**
B12	COASTAL FERRIES: FISCAL FAIRNESS & LONG TERM STRATEGY	**Y**
B13	TRANS CANADA HIGHWAY UPGRADES	**N/A**
B14	REVIEW OF BC ROAD MAINTENANCE STANDARDS	**Y**
B15	PUBLIC TRANSPORTATION	**Y**
	TAXATION	
B16	PST LEGISLATION IMPACTS TO DISTRICT ENERGY UTILITIES	**N/A**
B17	PST TAX EXEMPTION REQUESTION	**Y**
	FINANCE	
B18	SMALL COMMUNITY GRANT INDEXING	**N/A**
B19	INFRASTRUCTURE GRANTS FOR SMALLMUNICIPALITIES	**N/A**
B20	OTHER GOVERNMENT GRANT PROGRAMS NOT WORKING	**Y**
B21	REPORTING REQUIREMENTS	**N/A**
B22	SHORT TERM BORROWING LIMIT	**N/A**
B23	PROVINCIAL PRISONER COST RECOVERY	**N/A**
B24	INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS NEGOTIATIONS	**N/A**
B25	DRINKING WATER APPROVAL PROCESS	**N/A**
	ASSESSMENT	
B26	ASSESSMENT OF CONTAMINATED LAND	**N/A**
	ENVIRONMENT	
B27	URBAN UNGULATES	**N/A**
B28	FISH HABITAT PROTECTION	**Y - AVICC**
B29	STREAMKEEPERS – WORKS IN STREAMS	**Y - AVICC**
B30	DERELICT & ABANDONED VESSELS	**Y - AVICC**
B31	SCOTCH BROOM	**Y - AVICC**
B32	ENFORCEMENT OF SOURCE WATER PROTECTION	**Y**
B33	BROWNFIELDS	**N/A**
	LAND USE	
B34	PROVINCIAL COMMUNICATION WITH LOCAL GOVERNMENT REGARDING LICENSES & PERMITS	**Y - AVICC**
B35	AGRICULTURAL LAND COMMISSION LAND DETERMINATION	**N/A**
B36	PROVINCIALLY FUNDED SUPPORT PROGRAMS	**N/A**
B37	CONTAMINATED SOIL FACILITY – THREAT TO DRINKING WATERSHED	**Y**
	COMMUNITY ECONOMIC DEVELOPMENT	
B38	FARM GATE SALES	**Y**
B39	SUPPORT FOR RURAL BC PROJECT	**Y**
B40	CANADA-EUROPEAN UNION COMPREHENSIVE ECONOMIC TRADE AGREEMENT	**Y - AVICC**
B41	TECHNOLOGY & ENGINEERING EDUCATION	**N/A**
B42	CLEAN ENERGY	**Y**
	HEALTH	
B43	ACCESS TO MEDICAL SERVICES	**Y**
B44	AIR AMBULANCE SERVICES	**Y**
B45	HEALTH SERVICE CONSULTATION	**Y**

B46	HEALTH CARE FOR BRITISH COLUMBIANS	**Y**
B47	RURAL DOCTOR SHORTAGE	**Y**
B48	FUNDING FOR COMMUNITY HOSPICE & RESPITE BEDS	**Y**
	SELECTED ISSUES	
B49	EVALUATION OF RESOLUTION EFFECTIVENESS	**Y**
B50	JOINT TASK FORCE ON SCHOOL FUNDING FORMULA	**Y**
B51	SCHOOL CREATIVE SOLUTIONS	**Y**
B52	PROVINCIAL FUNDING OF SOCIAL SERVICE & HOUSING PROGRAMS	**Y**
B53	REQUEST TO AMEND THE SAFER PROGRAM	**Y**
B54	SOCIAL HOUSING	**Y**
B55	INCREASE IN SOCIAL ASSISTANCE RATES	**Y**
B56	ENSURE FOOD SECURITY	**Y**
B57	INDEPENDENCE OF THE OFFICE OF THE SENIORS ADVOCATE	**N/A**
B58	ACCESS TO GOVERNMENT SERVICES	**Y**
B59	CANADA POST DISTRIBUTION OF UNADDRESSED MAIL REGARDING PUBLIC SAFETY ISSUES	**N/A**
B60	ACCESS TO LEGAL SERVICES	**N/A**
B61	EXPANSION OF BROADBAND SERVICES	**N/A**

SECTION B - PART 2 and PART 3

Resolutions Proposing New Policy

This section contains resolutions that:- address topics not previously considered; - were previously considered but not endorsed; - involve topics of local or regional significance; - involve topics of national significance and recommended, as appropriate, for consideration by FCM. The Resolutions Committee has discretion in classifying these resolutions for Individual Consideration as:
: - Part 2: those issues considered within the jurisdiction of local government. - Part 3: those resolutions on matters of interest to local communities that are considered not within the jurisdiction of local government.

Resolutions under Parts II and III that have not been debated by the Convention will be submitted to the Executive for appropriate action [note that the recommendation is printed in the Resolutions Book] and the sponsors advised of the Executive action.

SECTION B - PART 2-a

Resolutions Proposing New Policy

After consideration of Section B1 resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: ***"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 2-a RESOLUTIONS BE ADOPTED?"*** *If the motion is approved by delegates, all Section B - Part 2-a resolutions will be endorsed as a block. These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be:* ***"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."*** *Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.*

	COMMUNITY SAFETY	
B62	TRAPPING OF ANIMALS	**N/A**
B63	POLICE OFFICER RECRUITMENT FUND	**N/A**
B54	EMERGENCY MANAGEMENT PLANS FOR DAMS IN BC	**N/A**
B65	TELEPHONE & INTERNET SERVICE DURING AN EMERGENCY	**N/A**
	TRANSPORTATION	
B66	BIKE LANES ON PROVINCIAL ROAD RIGHTS-OF-WAY	**Y - AVICC**
B67	PROHIBITING EXCESSIVE VEHICLE NOISE	**Y**
	FINANCE	
B68	LOCAL GOVERNMENT INVOLVEMENT IN ICBC	**N/A**
	ENVIRONMENT	
B69	UNDERGROUND AQUIFER MAPPING FOR PROPOSED MINING PROJECTS	**Y - AVICC**

B70	RIPARIAN AREA REGULATIONS	**Y**
B71	COORDINATED ENVIRONMENTAL REVIEW PROCESS	**Y**
B72	GENETICALLY ENGINEERED PLANTS & ANIMALS	**Y - AVICC**
B73	BEAR AWARE FUNDING	**N/A**
B74	FUNDING FOR DEER MANAGEMENT EDUCATION	**Y**
B75	CARBON SEQUESTRATION OFFSETS – LOCAL GOVERNMENT OWNED TREES	**Y - AVICC**
B76	INVASIVE ZEBRA & QUAGGA MUSSELS	**Y - AVICC**
B77	MAJOR APPLIANCE STEWARDSHIP PROGRAM	**Y**
	LAND USE	
B78	FOREST STEWARDSHIP PLAN EXTENSION	**Y**
B79	FOREST STEWARDSHIP & INDUSTRIAL ACTIVITY	**Y**
B80	*MINERAL TENURE ACT* MODERNIZATION	**Y**
	COMMUNITY ECONOMIC DEVELOPMENT	
B81	GREEN JOBS PLAN FOR BC	**Y**
B82	SUPPORT FOR BC ASSOCIATION OF AGRICULTURAL FAIRS & EXHIBITIONS	**Y**
	HEALTH	
B83	MENTAL HEALTH PATIENT INTAKE PROCEDURES	**N/A**
B84	HOARDING & ITS IMPACTS ON LOCAL GOVERNMENTS	**Y**
	SELECTED ISSUES	
B85	TIERED ELECTRICITY RATES	**N/A**

SECTION B - PART 2-b

Resolutions Proposing New Policy

After consideration of Section B1 resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 2-a RESOLUTIONS BE ADOPTED?"**If the motion is approved by delegates, all Section B - Part 2-a resolutions will be endorsed as a block.These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.

	LEGISLATIVE	
B86	PERSONAL INFORMATION OF ELECTED OFFICIALS	**N/A**
B87	WORKPLACE BULLYING & HARASSMENT	**Y**
B88	SHADOW POPULATIONS	**N/A**
	COMMUNITY SAFETY	
B89	TWO-TIERED POLICE FORCE	**N/A**
B90	EMERGENCY SOCIAL SERVICES & TEMPORARY DISASTER ASSISTANCE FOR SECOND HOME OWNERS & TEMPORARY RESIDENTS	**N/A**
B91	PHOTO RADAR IN SCHOOL ZONES	**N/A**
B92	REQUIREMENT FOR WORKING SMOKE ALARMS	**N/A**
	ELECTIONS	
B93	OTHER VOTING	**N**
B94	CIVIC ELECTION TERM LENGTH IN BC	**?**
B95	LOCAL GOVERNMENT ELECTION CAMPAIGN FINANCE RULES (Vancouver)	**N/A**
B96	REDUCING DEFAULT SPEED LIMITS FOR MUNICIPAL ROADS	**N/A**
B97	ALL TERRAIN VEHICLE OPERATION ON PUBLIC ROADS	**N/A**
	TAXATION	
B98	*COMMUNITY CHARTER/LOCAL GOVERNMENT ACT* AMENDMENT	**N/A**
	FINANCE	
B99	PROVINCIAL FUEL TAX FUNDING FOR ACTIVE TRANSPORTATION Vernon INFRASTRUCTURE	**Y**

B100	HOST LOCAL GOVERNMENT SHARE OF CASINO REVENUES	**N/A**
	ASSESSMENT	
B101	NEW PROPERTY CLASS FOR LARGE COMMERCIAL ENTITIES	**N/A**
B102	MEDICAL MARIHUANA LAND USE ASSESSMENT TAXATION	**N/A**
B103	ASSESSMENT OF WINE & CIDER PRODUCERS	**Y**
	ENVIRONMENT	
B104	COASTAL DOUGLAS FIR PARTNERSHIP	**Y - AVICC**
B105	WATERSHED PROTECTION	**Y**
B106	REMOVAL OF CARBON TAX FROM BIOFUELS	**Y - AVICC**
B107	GOOSE POPULATION CONTROL	**N/A**
B108	NOXIOUS WEEDS & RANGE LANDS	**N/A**
	LAND USE	
B109	AGRICULTURAL LAND COMMISSION APPLICATIONS	**N**
B110	AGRICULTURAL LAND – SECOND DWELLING	**N**
B111	REGULATION OF FOREIGN OWNERSHIP OF FARMLAND	**N/A**
B112	PRIVATE MANAGED FOREST LAND ASSESSMENT & CONSULTATION	**Y - AVICC**
B113	LANDSCAPE SECURITY	**Y - AVICC**
B114	REVIEW OF PLANNING & DEVELOPMENT LEGISLATION	**?**
	COMMUNITY ECONOMIC DEVELOPMENT	
B115	RESTAURANT LIQUOR LICENSES IN THE AGRICULTURAL LAND RESERVE	**N**
B116	COMMUNITY FOREST MANAGEMENT ZONE FOR WILDFIRE HAZARD REDUCTION	**N/A**
	REGIONAL DISTRICTS	
B117	GROW-OP BYLAW AUTHORITY	**N/A**
	HEALTH	
B118	THIRD PARTY MONITORING OF SEWERAGE INSTALLATIONS ABUTTING FARMLAND	**Y - AVICC**
B119	WATER QUALITY TESTING	**N/A**
B120	EARLY INTERVENTION CENTRES FOR MENTAL HEALTH & ADDICTION	**N/A**
B121	REINSTATING RIVERVIEW	**N/A**
B122	FUNDING FOR HOSPICE CARE	**N/A**
	SELECTED ISSUES	
B123	ABORIGINAL AFFAIRS COMMITTEE	**Y**
B124	PUBLIC SECTOR FINANCIAL STATEMENTS	**N/A**
B125	COMPULSORY LABELLING OF FOOD CONTAINING GENETICALLY MODIFIED ORGANISMS	**Y**
B126	TETHERING OF DOGS	**N/A**
B127	MEMORIAL FOR FALLEN FIREFIGHTERS	**Y**

SECTION B - PART 3-a

Resolutions Proposing New Policy

After consideration of Section B2-b resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 3-a RESOLUTIONS BE ADOPTED?"** If the motion is approved by delegates, all Section B - Part 3-a resolutions will be endorsed as a block. These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.

	TRANSPORTATION	
B128	MAINTAINING ACCESS TO OUR PROVINCIAL PARK SYSTEM	**Y**
	COMMUNITY ECONOMIC DEVELOPMENT	
B129	SPORT HALIBUT FISHING	**N/A**
	SELECTED ISSUES	
B130	SUPPORT FOR RAISE THE RATES COALITION	**N/A**
B131	WORKPLACE BULLYING & HARASSMENT	**Y**

SECTION B - PART 3-b

Resolutions Proposing New Policy

After consideration of Section B2-b resolutions, a spokesperson from the Resolutions Committee will introduce the following motion: **"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 3-a RESOLUTIONS BE ADOPTED?"** If the motion is approved by delegates, all Section B - Part 3-a resolutions will be endorsed as a block. These resolutions will not be debated/discussed individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be: **"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."** Such a motion would be introduced as an amendment to the general motion stated above. If the motion were approved, the resolution would be considered after the primary motion was decided.

	COMMUNITY SAFETY	
B132	PROLIFIC OFFENDERS	**N/A**
	TAXATION	
B133	BARE TRUST CORPORATIONS	**N/A**
	COMMUNITY ECONOMIC DEVELOPMENT	
B134	MANAGEMENT OF NATURAL RESOURCES	**Y**
	HEALTH	
B135	MENINGITIS VACCINATIONS IN BC	**N/A**
B136	ANNUAL STATEMENTS FOR BC MEDICAL SERVICES PLAN BENEFICIARIES	**N/A**
	SELECTED ISSUES	
B137	MINISTRY NAMES	**Y**
B138	TAX REVENUE FOR THE PROTECTION OF ANIMALS	**N/A**
B139	HERITAGE WEEK	**N/A**
B140	STANDARDIZATION OF SOCIAL ASSISTANCE RATES	**N/A**
B141	FIRE INSURANCE RATES	**N/A**
	SECTION C – PART 2 **RESOLUTIONS REFERRED TO OTHER RESOLUTIONS IN THE RESOLUTIONS BOOK**	
C1	CONFLICT OF INTEREST	**Y – see A3**
C2	CONFLICT OF INTEREST	**Y – see A3**
C3	EMERGENCY MANAGEMENT IN BRITISH COLUMBIA	**Y – see B4**
C4	TSUNAMI WARNINGS	**Y – see B4**
C5	DISASTER FINANCIAL ASSISTANCE	**Y – see B90**
C6	BC FERRY FARES	**Y – see B12**
C7	REMOVAL OF BC HYDRO STEPPED RATES IN AREAS W/O NATURAL GAS	**Y – see B85**
C8	RATE STRUCTURE FOR ELECTRICITY	**Y – see B85**
	SECTION C – PART 3 **RESOLUTIONS REFERRED TO AREA ASSOCIATIONS DUE TO BEING OF A REGIONAL NATURE**	
C9	HIGHWAY 16 WINTER MAINTENANCE CLASSIFICATION	**N/A**
C10	HIGHWAY 16 UPGRADES & IMPROVEMENTS	**N/A**

SECTION A

COMMUNITY SAFETY

A1 FLOOD MANAGEMENT **Columbia Shuswap RD**
North Okanagan RD

WHEREAS the Province of British Columbia assumes incident command and provides on-site response for wildland interface fires;

AND WHEREAS within the province of British Columbia there are a large number of waterways subject to periodic, sudden and extensive flooding;

AND WHEREAS overland flooding has potentially profound adverse consequences in terms of life safety, private and public property interests, economic prosperity and public infrastructure;

AND WHEREAS the Province of British Columbia is the steward of the water resources within the province;

AND WHEREAS local authorities lack the mandate, statutory jurisdiction, financial and technical resources, equipment and staff necessary to provide emergency site response, mitigation and flood remediation works:

THEREFORE BE IT RESOLVED that the Province of British Columbia take immediate and direct responsibility for flood management including but not limited to:

- identification of flood related hazards;
- remediation of stream channels so as to mitigate future flooding;
- monitoring of stream flows and levels in waterways posing a risk to life, safety or property;
- responding to sudden cessation of stream flows or reports of debris dams;
- executing tactical evacuations when warranted; and
- communicating with the Emergency Operations Centre.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions regarding the need for increased funding to deal with emergency preparedness, such as flood protection measures – most recently 2007-A1; 2006-B18; 2006-B19; 2004-A11; 2004-B16; 2003-B21 and 2003-B82.

Conference decision: _____

A2 REGIONAL INTEGRATED APPROACH TO FLOOD MANAGEMENT **Chilliwack**

WHEREAS many communities in the Lower Mainland face similar economic, environmental and/or social challenges with respect to mitigating flood risk, and significant efficiencies can be realized by

working to address flood mitigation on a regional basis;

AND WHEREAS the Fraser Basin Council is preparing a business plan for a regional flood management strategy for the Lower Mainland to mitigate flood risk associated with sea level rise, storm surge and rivers;

AND WHEREAS other coastal and inland communities in BC may benefit and learn from a regional approach to flood mitigation in the Lower Mainland:

THEREFORE BE IT RESOLVED that UBCM support a regional integrated approach to flood management in the province, and advocate for dedicated multi-year senior government flood protection funding for associated studies and capital works that result from the program.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions highlighting the need for an integrated approach to flood management and for ongoing funding from the federal and provincial governments for floodplain management (2011-B11; 2007-A1; 2006-B18; 2002-B16; 2001-B26; 2000-B24; 2000-LR24; 1997-A7).

UBCM has a long standing policy position that the provincial government should provide local government with financial assistance to maintain and upgrade the existing dike system and to undertake the studies needed to improve the system.

Conference decision: _____

A3 EMERGENCY NOTIFICATION **Skeena-Queen Charlotte RD**

WHEREAS the system of mass emergency and hazard notification in the province of BC is slow and ineffective, as demonstrated by Emergency Management BC's slow notification response times for two recent tsunami warnings;

AND WHEREAS fast and wide reaching emergency and hazard notification systems are proven to save lives, while slow and ineffective ones inevitably cost lives;

AND WHEREAS some communities have access to effective hazard and emergency mass notification systems, while others do not;

AND WHEREAS the technology and financial capacity needed to establish a world-class system of emergency and hazard notification province-wide are available:

THEREFORE BE IT RESOLVED that UBCM and FCM urge the provincial and federal governments to establish a world-class emergency and hazard mass notification system, including the following:

- the establishment of a province-wide, all-hazard radio system by expanding Weatheradio Canada coverage, with Specific Area Message Encoding (SAME) protocols, to 100% of the populated areas in British Columbia by the end of 2014; and
- the establishment of a federal/provincial/local government cost-shared funding program

with the purpose of ensuring that all of the communities in BC are able to establish mass notification systems that meet local needs.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse with Proposed Amendment***

THEREFORE BE IT RESOLVED that UBCM and FCM urge the provincial and federal governments to establish a world-class emergency and hazard mass notification system, including the following:

- *the establishment of a province-wide, all-hazard radio system by expanding Weatheradio Canada coverage, with Specific Area Message Encoding (SAME) protocols, to 100% of the populated areas in British Columbia by the end of 2014;*
- *the establishment of a federal/provincial/local government cost-shared funding program with the purpose of ensuring that all of the communities in BC are able to establish mass notification systems that meet local needs;* ***and***
- ***the distribution of information from the West Coast and Alaska Tsunami Warning Centre (WCATSC) immediately upon receipt of a tsunami warning, with follow up notifications as necessary****.*

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the federal and provincial governments upgrade emergency response technology so that they are able to notify local governments about earthquakes and tsunami in a more timely fashion. The Committee can also advise that UBCM members have not previously considered a resolution calling on the federal and provincial governments to provide funding to assist local government in developing an emergency and hazard mass notification system to notify local residents.

Several UBCM members submitted resolutions regarding emergency response technology, and funding for upgrades. An amendment is proposed for clarity, to include the requests from all of these resolutions in one single resolution.

See also resolutions C3 and C4.

Conference decision: _____

SELECTED ISSUES

A4 CONFLICT OF INTEREST **AVICC Executive**

WHEREAS the recent Court of Appeal decision in Schlenker v. Torgrimson, 2013 BCCA 9 broadened the interpretation of the conflict of interest provisions under sections 100 and 101 of the *Community Charter*, determining that a local government elected official who also serves on the board of directors of a nonprofit organization is deemed to have an indirect pecuniary conflict of interest when voting on grants offered by the local government to non-profit organizations;

AND WHEREAS this broadened interpretation of the conflict of interest provisions has significant implications for those local government elected officials who also serve on the board of a non-profit organization, since contravention of the conflict of interest provisions could result in disqualification

from local government elected office:

THEREFORE BE IT RESOLVED that the Province work with UBCM to identify a remedy that clarifies the responsibilities and suggested conduct of local government elected officials who serve on the boards of non-profit organizations as appointed elected officials, so that they may continue to serve in both positions concurrently, without fear of disqualification from local government elected office due to conflict of interest.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the provincial government to work with UBCM to identify a remedy that clarifies the responsibilities and suggested conduct of local government elected officials who serve on the boards of non-profit organizations.

See also resolutions C1 and C2.

Conference decision: _____

SECTION B RESOLUTIONS

B resolutions will be dealt with on the Convention floor in the order in which they appear in the Resolutions Book.

Section B contains those resolutions which will not automatically be entered for debate but **may be brought to the Convention floor with the approval of the delegates after all resolutions in Section A have been considered.**

The amended UBCM Executive policies on resolutions state that SECTION B will be divided into three categories and shall be brought to the Convention floor with the approval of the delegates after all resolutions in Section A have been considered. Such resolutions are prefixed B and are printed in the second section of the Resolutions Book.

Part 1—Resolutions Supporting Existing Policy

- previously considered and endorsed resolutions;
- resolutions in keeping with UBCM policy; or
- other major previously approved policy papers/documents.

Part 2 and Part 3—Resolutions Proposing New Policy

- resolutions on topics not previously considered;
- previously considered but not endorsed resolutions;
- topics of local or regional significance;
- topics of national significance and recommended, as appropriate, for consideration by FCM.

The Resolutions Committee has discretion in classifying resolutions from Parts 2 and 3 as:

- Part 2: those issues considered within the jurisdiction of local government.
- Part 3: those resolutions on matters of interest to local communities that are considered not within the jurisdiction of local government.

Resolutions under this category that have not been debated by the Convention will be submitted to the Executive for appropriate action [note that the recommendation is printed in the Resolutions Book] and the sponsors advised of the Executive action.

SECTION B - PART 1

Resolutions Supporting Existing Policy

This section contains resolutions that:

- have been previously considered and endorsed; or
- are in keeping with UBCM General Policy or other major previously approved policy documents.

After consideration of Section A resolutions, a spokesperson from the Resolutions Committee will introduce the following motion:

"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR SECTION B - PART 1 RESOLUTIONS BE ADOPTED?"

If the motion is approved by delegates, then the Resolutions Committee's recommendations for all Section B - Part 1 resolutions will be endorsed as a block.

These resolutions will not be debated individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be:

"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."

Such a motion would be introduced as an amendment to the general motion stated above.

If the motion were approved, the resolution would be considered after the primary motion was decided.

SECTION B1

LEGISLATIVE

B1 USE OF ELECTRONIC MAIL **Surrey**

WHEREAS the current definition of the word "mail", as contained in Section 29 of the *Interpretation Act*, restricts a local government's means for forwarding statutorily prescribed notices and other communications to regular mail delivered by way of Canada Post, and does not recognize the efficacy that more modern electronic means of communication allow;

AND WHEREAS local governments are being called upon by their residents and business owners to introduce electronic means of communication for reasons related to better service, sustainability and cost containment:

THEREFORE BE IT RESOLVED that the provincial government enact legislation that allows local governments to electronically mail statutorily prescribed notices and other communications and documents.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

This was submitted to UBCM in 2012 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, the resolution has been forwarded to the Area Association for consideration as part of the 2013 resolutions cycle.

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government enact legislation to enable local governments to distribute statutorily prescribed notices in general, and other communications and documents, via electronic mail.

However, the Committee notes that members have endorsed resolutions calling on the provincial government to amend the Community Charter to permit tax notices in particular to be delivered by email where so requested by the property owner (2012-B7, 2007-B61).

The Resolutions Committee understands that in March of 2013 the provincial government enacted Bill 6, the Local Government Statutes Amendment Act, which in part amended the Community Charter and Vancouver Charter to allow a municipality, upon request by a property owner or registered charge, to transmit a tax notice or statement by email.

This resolution, while making a more general request for permission to distribute by email any statutorily prescribed notice, or other communication or document, seems to be in line with the spirit of the 2012 and 2007resolutions regarding email distribution of tax notices, so the Resolutions Committee is recommending that this broader resolution be endorsed.

Conference decision: _____

B2 REDUCED LIABILITY FOR LOCAL GOVERNMENTS IN CONDUCTING BUILDING INSPECTIONS **Burnaby**

WHEREAS the Province of British Columbia has recently updated the *Limitation Act* to be generally consistent with limitation-period related requests made by both the UBCM and the Municipal Insurance Association of BC (MIABC), which is a significant improvement to the previous legislation;

AND WHEREAS the *Local Government Act* [Chapter 323, Section 290] provides for specific liability exceptions to local governments in certain circumstances, and in particular for the approval of building plans submitted by a professional engineer or architect:

THEREFORE BE IT RESOLVED that the Province of British Columbia consider changes to appropriate legislation to further protect local governments from liability exposure in conducting building inspections when field reviews are carried out by professional engineers or architects registered in British Columbia.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has long called on the provincial government to address local governments' exposure to liability in conducting building inspections. Members have endorsed several major policy papers prepared by UBCM to raise this issue – most recently:

- *Modernizing Building Code Safety Regulations, 2012*
- *White Paper on Limitation Act Reform: Finding the Balance, 2010*
- *Response to Discussion Paper on Civil Liability, 2002*

Further, the UBCM membership has consistently endorsed resolutions requesting the provincial government to reduce local government liability exposure (2009-B56, 2008-B2, 2007-B2, 2006-A1, 2006-B131, 2004-B2, 2003-SR1, 2001-B37, 2000-B1, 2000-B2, 1999-A4, 1996-B1, 1995-A1, 1995-B1, 1995-B2, 1993-A2, 1993-B8, 1991-B1, 1991-LR4, 1990-A1, 1986-C19, 1985-SR2).

Conference decision: _____

B3 ELECTOR APPROVAL OF BOUNDARY EXTENSIONS **Cowichan Valley RD**

WHEREAS Section 20 of the *Local Government Act* allows a council to request the extension of a municipality to include land not in a municipality and the council must obtain the approval of the electors of the municipality in relation to the proposed extension;

AND WHEREAS municipal boundary extensions into electoral areas are done without the approval of the electors within the affected electoral areas:

THEREFORE BE IT RESOLVED that the provincial government be requested to amend the *Local Government Act* so that the council must also obtain the approval of the electors of the affected electoral area in relation to the proposed extension.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the membership has previously endorsed similar resolutions (2003-A14; 1991-B62). The role between municipalities and regional districts with respect to boundary expansions is a complex issue.

The ministry's responsibility is to respond to the needs of local government. Ministry staff work with local governments around the province, which are considering a boundary extension to address local issues.

The Province in responding to similar resolutions has pointed out that generally, a boundary extension proposal should have the support of a majority of owners/residents living within the area. However, this is not the only consideration for approving boundary extensions -health and environmental concerns.

The regional district has a pivotal role to play in review of boundary extensions. Proposals submitted to the ministry are reviewed based on established technical and administrative criteria.

The framework for municipal boundary extensions is based on four principles. Municipal governments initiate a proposal; provide residents with the opportunity to express their opinion on a proposal; and work with other jurisdictions to address issues and manage the process. If the local government decides to pursue an extension it is submitted for Cabinet consideration.

The criteria also include technical requirements, such as the area under consideration should not divide legal parcels, generally be contiguous to existing boundaries and consider the efficiency of which jurisdiction should maintain local roads.

The Province in the past has also indicated a concern that the type of change proposed would give a power of veto, even where the directly affected interests are in favour of the extension, which it finds inappropriate.

Conference decision: _____

COMMUNITY SAFETY

B4 EMERGENCY PREPAREDNESS **Port McNeill**

WHEREAS there is a need for well-trained experienced personnel to deal with catastrophic emergency events that may occur in their communities:

THEREFORE BE IT RESOLVED that the Province of British Columbia through Emergency Management BC be asked to continue to provide funding for training programs for existing and future emergency personnel, by 2014.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2010-B62, which requested that the provincial government restore the Community Gaming Grant funding for emergency training for

BC municipalities. Members also endorsed resolution 2009-B61, which called on the provincial government to "restore core funding for emergency management, emergency social services, and first responder training to at least the2008/2009 levels and to continue working with the BC Association of Emergency Managers, the Emergency Social Services Association and other stakeholders to improve emergency program training for every community in BC."

See also resolution B5.

Conference decision: _____

B5 SEARCH & RESCUE SQUAD FUNDING **Alberni-Clayoquot RD**

WHEREAS search and rescue squads in British Columbia are not directly funded through the Province, each year they are required to apply for gaming grants which are not guaranteed and amounts vary;

AND WHEREAS search and rescue squads provide an extremely valuable service in our vast province and consistent annual core funding, including equipment costs should be provided by the Province:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to directly fund 100% of the costs for search and rescue squad services.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions requesting that the provincial government fund search and rescue organizations (2009-B11; 2008-B10; 2006-B17; 1998-B40).

See also resolution B4.

Conference decision: _____

B6 RCMP SMALL MUNICIPALITY DETACHMENTS **Sayward**

WHEREAS RCMP detachments in small municipalities through their presence, liaison and regular patrols deter criminal activity in these communities and surrounding areas, supplying a sense of security to our citizens;

AND WHEREAS RCMP are presently investigating the cost cutting measures of closing small municipality detachments in favour of centralizing their staff into larger urban detachments, some over an hour's travel time from the current detachment location in the small municipality;

AND WHEREAS this would leave small municipalities vulnerable to increased criminal activity, slow response times and lack of security:

THEREFORE BE IT RESOLVED that UBCM call upon the provincial government to liaise with RCMP and affected small municipalities to maintain the status quo and retain all small municipality detachments.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members endorsed a related resolution, 2012-A4, which called on the provincial government to "provide the necessary funding to allow the RCMP to fulfill their obligation to their members under the Canadian Labour Standards and maintain a resident police presence in remote rural towns and villages."

The Committee understands that an incident that took place in Alberta prompted concerns about RCMP workload and safety. The federal government introduced changes to the RCMP Operations Policy on Back Up. Under the new policy a two member minimum response is required for certain specific calls or situations (i.e. calls of violence or where a history of violence is known; a disturbance at a public gathering or licensed premises; or a domestic dispute).

This policy change has resulted in a reduction in service for some rural areas and small communities – specifically, when the two member minimum requirement could not be met, or when the federal or provincial government has declined to provide the additional resources required to sustain a two member response.

Conference decision: _____

B7 RURAL POLICING **Barriere**

WHEREAS it is generally recognized that police work in BC is heavily urban focused; however increasing the number of general duty municipal officers should not come at the expense of a reasonable level of police service in rural communities;

AND WHEREAS there has been little or no increase in the number of provincially funded general duty officers over the past several years, compromising police service levels in many rural communities throughout BC:

THEREFORE BE IT RESOLVED that the Government of BC review its rural police resourcing models to ensure that adequate resources are available to properly police rural communities.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members have consistently endorsed resolutions calling on the federal and provincial governments to provide resources to maintain or improve police service levels in small or rural communities (2012-A4, 2012-B1, 2010-B10, 2006-B12, 2005-B62, 2002-B27).

The Committee is aware that an incident in Alberta raised concerns about RCMP workload and safety, prompting the federal government to amend the RCMP Operations Policy on Back Up. Under the new policy a two member minimum response is required for certain specific calls or situations (i.e. calls of violence or where a history of violence is known; a disturbance at a public gathering or licensed premises; or a domestic dispute). This change in policy may have the effect of reducing police service in some rural areas, as the RCMP will not be able to respond to certain calls if the two member minimum response requirement cannot be met.

The Committee would suggest that, in order to maintain police service levels in small communities, the federal and provincial governments will need to provide more resources to enable detachments to meet the two member minimum response requirement.

Conference decision: _____

B8 FIRE DEPARTMENT RESPONSE TO HIGHWAY ACCIDENTS Barriere

WHEREAS municipal fire departments in communities that have a major highway(s) passing through them respond to highway incidents;

AND WHEREAS the cost of attending these highway incidents is borne solely by the taxpayers within the taxing jurisdiction:

THEREFORE BE IT RESOLVED that the provincial government be requested to develop a program with ICBC to reimburse fire departments that respond to highway incidents which involve owners from within the fire department's taxing jurisdiction.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions requesting reimbursement for costs associated with responding to motor vehicle accidents (2011-B5; 2006-B64; 2005-B4; 2004-B6; 2001-B6; 2001-B8; 2000-B15).

Currently, ICBC may accept billings for emergency services from jurisdictions outside of British Columbia. Motorists insured with ICBC and carrying optional coverage for collision, fire and theft are covered for 'fire department charges' if, after careful review, they are found to be legally liable for those charges under that jurisdiction's laws.

ICBC has pointed out that there is no legal obligation for motorists to pay for fire department charges within BC, and ICBC does not collect premiums, either through Basic or Optional insurance, to cover these charges. If the legislation were changed to make BC motorists responsible for fire department charges under Basic insurance, ICBC may require an increase to the Basic insurance rate. Basic insurance rates are regulated by the British Columbia Utilities Commission and any change requires Commission approval.

Conference decision: _____

B9 FEDERAL MEDICINAL GROW LICENSES Mission

WHEREAS the federal government has issued medicinal marijuana grow licenses to an exceptionally high number of individuals throughout British Columbia;

AND WHEREAS the federal government has not provided sufficient resources to ensure that medicinal marijuana grow license operators are adhering to the conditions of their licenses;

AND WHEREAS local government's employees and residents are regularly put in hazardous and at times dangerous situations as they discover licensed medicinal marijuana premises that far exceed their license approvals:

THEREFORE BE IT RESOLVED that UBCM request the federal government to ensure each and every medicinal marijuana licence issued is required to notify their local governments before operating and further that federal resources are used to perform physical inspections of the premises.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2012-B111, which called on the federal government to require applicants under the Marijuana Medical Access Regulations to obtain a local government license or permit, confirming that the proposed location for a growing operation is in compliance with local bylaws and electrical, fire, health, building and safety regulations, before the federal government will issue a license for cultivation or processing of marijuana for medical purposes.

Conference decision: _____

B10 RESTORATIVE JUSTICE **Vernon**

WHEREAS restorative justice programs or services (restorative justice programs) have been operational in British Columbia without defined protocols and program standards since the Community Accountability Programs initiative in March 1998 under the Victim Services and Crime Prevention Division of what is now the Ministry of Justice;

AND WHEREAS restorative justice programs are perceived as community-based and as a result not required to be under protocols and program standards:

THEREFORE BE IT RESOLVED that UBCM request that the Victim Services and Crime Prevention Division of the Ministry of Justice create a working group including representation from community-based restorative justice programs, the RCMP "E" Division and other stakeholders to act on the recommendations from the report, "A Criminal Justice System for the 21st Century," to develop protocols and program/service standards for restorative justice programs, in concert with a review of existing funding structures to provide recommendations for sustainable restorative justice program funding.

NOT PRESENTED TO THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the Province to provide protocols and program standards, and sustainable funding for restorative justice programs (2009-B7; 2008-B4, 2007-B3, 2006-B10, 2003-B2, 2001-B10, 2000-B7).

Conference decision: _____

TRANSPORTATION

B11 REGULATIONS FOR MOTORIZED MOBILITY AIDS **Sidney**

WHEREAS motorized scooters are unclearly defined under provincial legislation and there are no licencing requirements for scooters and scooter operators;

AND WHEREAS without regulations to control when and where scooters are used and appropriate training and testing of scooter operators, the safety of all motorists, businesses and pedestrians are at risk:

THEREFORE BE IT RESOLVED that UBCM support regulating the use of motorized scooters and the licencing of scooters and scooter operators and that UBCM encourage the provincial government to implement these provisions under the *Motor Vehicle Act*.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse with Proposed Amendment***

THEREFORE BE IT RESOLVED that UBCM support regulating the use of motorized ***mobility aids (including motorized wheelchairs and scooters), as well as the licencing of these aids and their operators****, and that UBCM encourage the provincial government to implement these provisions under the Motor Vehicle Act.*

UBCM RESOLUTIONS COMMITTEE COMMENTS:

This resolution was submitted to UBCM in 2012 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, the resolution has was forwarded to the Area Association for consideration as part of the 2013 resolutions cycle.

The Resolutions Committee notes that the UBCM membership endorsed resolution 2007-B106, which called on the provincial government to establish province-wide guidelines for the safe operation of motorized scooters.

In response, the provincial government referenced a partnership between the Office of the Superintendent of Motor Vehicles, the Insurance Corporation of British Columbia (ICBC) and the Ministry of Transportation to "develop a coordinated action plan to address the recommendations of the provincial coroner respecting the safe operation of motorized scooters". The Province indicated that this would include a review of the Motor Vehicle Act to determine what amendments might be required to support motorized scooter safety.

An amendment is proposed to use the term "motorized mobility aids" rather than "motorized scooters." This amendment addresses the multiple definitions of the term motorized scooter, which can refer to a low-powered recreational vehicle, or a medical assistance/mobility aid.

Conference decision: _____

B12 COASTAL FERRIES: FISCAL FAIRNESS & LONG TERM STRATEGY **Skeena-Queen Charlotte RD**

WHEREAS the Union of BC Municipalities (UBCM) has requested that the Province abandon any plans to increase fares and/or reduce core ferry service levels, as such actions would have irreparable negative impacts on the economic well-being of Coastal British Columbia;

AND WHEREAS the UBCM has called on the Province to implement legislation that recognizes our coastal ferry services as essential extensions of our public highway system and ensures fiscal fairness between BC's terrestrial and marine highway systems;

AND WHEREAS the UBCM has requested that the Province develop a ferry services strategy that supports the sustainability of island economies and the coastal ferry service;

AND WHEREAS over the past year the Province has (a) failed to implement a ferry services strategy, (b) allowed the rapid escalation of ferry fares, and (c) begun to implement a plan to slash services to ferry dependent communities:

THEREFORE BE IT RESOLVED that UBCM continue to request the Province to:

- Work co-operatively with coastal communities on implementing a long term strategy for the ferry system that supports the strengthening and sustainability of island economies and the coastal ferry service;
- Implement legislation that recognizes the ferry system as an extension of our highway system and ensures fiscal fairness between the marine and terrestrial components of our highway system; and
- Freeze ferry fares and service levels at 2013 levels until such time as the legislation and strategy are implemented.

NOT PRESENTED TO THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the membership has endorsed a number of resolutions related to recognizing coastal ferry service as an essential extension of the highway system and requesting that the Province not increase ferry fares and/or reduce core service levels (2012-B6; 2011-A3; 2010-B20; 2007-B18; 2004-B59).

In its response to B6, the Province indicated that:

> *"The Province recognizes that ferries are part of our provincial transportation network and are important to many British Columbians. We have a world class ferry system in British Columbia and we are going to work together to ensure we also have a financially-sustainable and affordable ferry service for the long-term.*
>
> *To achieve this end, taxpayers, users and the ferry operator need to work together to find ways to link coastal communities affordably and efficiently. This is why the Province committed to a community engagement process.*
>
> *It is not easy in these tough economic times for government to increase its support for coastal ferry services. However, this Government has found $79.5 million over four years to reduce the pressure*

on fares. We have also asked BC Ferries to increase its operational efficiencies -$15 million over four years.

BC taxpayers, regardless of where they live, are expected to contribute more than $180 million this year to support coastal ferry services."

See also resolution C6.

Conference decision: _____

B13 TRANS CANADA HIGHWAY UPGRADES **Revelstoke**

WHEREAS the two lane Trans Canada Highway, built in 1962, is a critical economic link to the Pacific Rim but has become inadequate for both commercial and private travelers, too often resulting in deaths or severe injuries as well as road closures that are affecting the BC economy;

AND WHEREAS the provincial and federal governments have not committed the resources necessary to upgrade and improve the Trans Canada Highway, which is necessary to prevent this carnage and economic impact:

THEREFORE BE IT RESOLVED that UBCM urge the provincial Ministry of Transportation and Infrastructure to take immediate steps to partner with the federal government to provide enough resources to complete the four lane upgrade of the Trans Canada Highway to the Alberta border, within the next ten years, ensuring fewer accidents and road closures.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial and federal governments to upgrade national highways and provincially significant highway infrastructure to ensure the safe and efficient transport of people and goods throughout BC (2008-B110, 2007-B15, 2007-B168, 2006-B139, 2004-B54, 2003-B11, 2001-B20).

Conference decision: _____

B14 REVIEW OF BC ROAD MAINTENANCE STANDARDS **Kitimat-Stikine RD**

WHEREAS northern BC residents consistently declare road maintenance fails to meet travellers' requirements and that standards have deteriorated since privatization of road maintenance;

AND WHEREAS road maintenance contractors consistently meet their contractual obligations and provide service according to provincial maintenance standards:

THEREFORE BE IT RESOLVED that UBCM call upon the Minister of Transportation and Infrastructure to revise the provincial standards for road maintenance for future road maintenance contracts, to meet public safety needs.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial government to review and improve highway maintenance standards (2009-B161, 2008-B113, 2007-B97, 2005-B80, 2003-A9, 2001-B14, 2000-B11).

See also resolution C9.

Conference decision: _____

B15 PUBLIC TRANSPORTATION **Vanderhoof**

WHEREAS many rural communities in Northern British Columbia do not have any public transit or adequate taxi service;

AND WHEREAS the absence of public transportation and suitable taxi service in these rural communities places them at a distinct disadvantage as their citizens have no opportunity to use public transportation within or between communities:

THEREFORE BE IT RESOLVED that UBCM request that the Province of BC implement a public transportation strategy and establish solutions leading to the sustainability of both public transit and taxis in all rural communities.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2012-B115, which called on the provincial government to develop a transportation strategy for sustainable public transit and taxis in rural communities.

In response to resolution 2012-B115 the provincial government suggested that local issues relating to public transit and taxis in rural communities would be better addressed by local governments and service providers. The Province cited existing agreements between BC Transit and 58 local government partners for the delivery of transit services, cost shared between BC Transit and local government.

The provincial government indicated that communities wishing to establish transit service could discuss preliminary options with BC Transit, or request a formal feasibility study; and that in communities with a demand for taxi or other commercial passenger transportation services, a service provider could apply to the Registrar of Passenger Transportation (http://www.th.gov.bc.ca/rpt/index.htm) for a license to deliver those services.

Conference decision: _____

TAXATION

B16 PST LEGISLATION IMPACTS TO DISTRICT ENERGY UTILITIES Richmond

WHEREAS district energy utilities provide sustainable energy sources for British Columbians;

AND WHEREAS the reimplementation of the Provincial Sales Tax (PST) as proposed creates inequities for district energy utility providers that will impact their ability to compete on the basis of their respective system efficiencies, technical merit, and carbon emissions:

THEREFORE BE IT RESOLVED that the Ministry of Finance reinstate the PST in an equitable manner that will (i) provide exemption or reimbursement of PST charges on energy purchased for the purpose of generating energy for resale, (ii) introduce former exemptions on Production Machinery and Equipment for equipment purchased by district energy systems, and (iii) maintain, as per the former PST regulations, the PST exemption on the sale of heat to residential district energy consumers.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolutions 2004-B10 and 2003-LR3, which called on the provincial government to exempt or refund the sales tax on machinery and equipment for local government energy generation projects.

In response to resolution 2003-LR3 the provincial government suggested that it needed to be sensitive to tax-based competitive equity issues between the public and private sectors, particularly when they are in potential competition to provide goods or services such as electricity.

The Committee is aware that UBCM's Community Economic Development Committee recently contacted the Province to inquire about the return to PST from HST and how it might affect district energy utilities. In response to the Community Economic Development Committee, the Deputy Minister of Finance provided the following clarification:

" ... with the re-implementation of the PST on April 1, 2013, the PST applies to district energy systems in the same manner it applied under the old PST. This means that the purchase of natural gas, electricity or other energy products as an input for the system are subject to PST and district energy systems that only produce heat for sale do not qualify for the production machinery and equipment exemption. However, the sale of heat or steam through a district energy system for residential use in a residential dwelling is exempt from PST."

See also resolution B17, which calls for an exemption or rebate for all PST paid by local governments. Both resolutions have been admitted for debate because although this resolution proposes a more specific exemption which would be included in the broader exemption called for by resolution B17, the circumstances that give rise to the specific exemption proposed in this resolution will be unique to district energy utilities.

Conference decision: _____

B17 PST TAX EXEMPTION REQUEST **LMLGA Executive**

WHEREAS under previous tax programs, local governments received a more substantial rebate;

AND WHEREAS with the reintroduction of the GST/PST program, local governments will not earn rebates under the PST, which will cause an unreasonable financial burden to local governments:

THEREFORE BE IT RESOLVED that local governments be exempted from paying PST.

NOT PRESENTED TO THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse with Proposed Amendment***

THEREFORE BE IT RESOLVED that local governments be exempted from paying PST;

AND BE IT FURTHER RESOLVED that such exemption or rebate should not result in any reduction of grants in lieu or any other monies presently directed from the provincial government to local governments, nor should this be seen as an opportunity to download additional responsibilities to local governments without providing sufficient funding to compensate for such additional responsibilities.

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that UBCM members considered but did not endorse resolution 2000-B73, which requested a full local government exemption from Provincial Sales Tax (PST). The debate at the time included consideration of whether the provincial government would seek to offset the revenue loss from the PST exemption by discontinuing the payment of grants in lieu on provincial properties.

However, the Committee notes that the membership endorsed resolutions in 2004, 2005 and 2006 (B68, B12 and B21, respectively), which requested that local governments be exempt from PST but that went on to specify that these exemptions should not result in a reduction of grants in lieu or other monies directed from the provincial government to local governments and should also not result in provincial downloading of additional responsibilities to local government.

An amendment has been proposed to incorporate this qualification into the new request for a PST exemption/ rebate.

See also resolution B16, which calls for an exemption or rebate in relation to energy purchased for the purpose of generating energy for resale, Production Machinery and Equipment for equipment purchased by district energy systems, and the sale of heat to residential district energy consumers. Both resolutions have been admitted for debate because although this resolution proposes a general PST exemption or rebate, which would include the more specific exemption called for by resolution B16, the circumstances that give rise to the specific exemption proposed in resolution B16 will be unique to district energy utilities.

Conference decision: _____

FINANCE

B18 SMALL COMMUNITY GRANT INDEXING **Queen Charlotte**

WHEREAS small communities are tasked with supplying the same basic services as those local governments with greater resources, and the Small Community Grant provided by the Province acknowledges and attempts to equalize the financial strain;

AND WHEREAS the costs associated with providing these services rise with the cost of living:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to reflect such inflation in the Small Community Grant allocation.

NOT PRESENTED TO THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that in 2006 the membership endorsed resolution B83, requesting that the provincial government index unconditional grants to ensure they increase each year to keep pace with increasing costs.

Conference decision: _____

B19 INFRASTRUCTURE GRANTS FOR SMALL MUNICIPALITIES **Sayward**

WHEREAS small local governments throughout British Columbia are experiencing significant challenges providing its citizens with adequate municipal infrastructure and facilities;

AND WHEREAS due to the small tax base of these local governments, they are unable to fund the cost of significant infrastructure projects and upgrades and as a result are falling behind their larger counterparts in providing its citizens with adequate infrastructure and facilities;

AND WHEREAS due to the small tax base of these local governments they often cannot fund the annual financing payments required to undertake the majority of these significant infrastructure and facility projects:

THEREFORE BE IT RESOLVED that the provincial and federal governments implement infrastructure grant programs that recognize the limited capacity of small and rural local governments, and that facilitate efficient and fair access to infrastructure funding for all BC local governments.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial and federal governments to develop infrastructure funding programs which recognize the

particular needs of small and rural communities (e.g. 2011-B31), as well as a range of specific reform towards that end, including:

- *establishing separate funding programs available only to small/rural communities (2007-B7);*
- *reducing or eliminating the local contribution requirements for small/rural or fiscally challenged local governments (2012-B13); and*
- *streamlining application and/or reporting requirements (2007-A6).*

These, along with an infrastructure survey of the membership, were inputs into UBCM's submission to Infrastructure Canada on the Long-Term Infrastructure Plan, which recommended, in part:

- *broadening the scope of eligible projects to include all local government infrastructure;*
- *streamlining program requirements to accommodate the broad range of local government capacity; and*
- *provision of a mix of allocated and application based funding under all programs.*

Conference decision: _____

B20 OTHER GOVERNMENT GRANT PROGRAMS NOT WORKING Grand Forks

WHEREAS local government expends time and resources when applying for grant programs, and the application process essentially pits communities one against the other resulting in winners and losers;

AND WHEREAS local government sees the current granting program structure used by senior levels of government as lacking essential criteria required to make fair and equitable decisions during the evaluation of applications for funding:

THEREFORE BE IT RESOLVED that other orders of government review their current granting programs to include consultation with local government in formulating a new approach in granting.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution specifically requesting senior government consultation with local governments to formulate a new approach to granting, although a number of resolutions have requested provincial consultation with local governments on other matters (e.g., 2009-B40; 2007-B60; 2007-B162; 2003-B101; 2002-SR1; 2002-LR2).

The Committee also notes that the membership has endorsed a number of resolutions in relation to grant application processes and approval timelines, including most recently 2012-B11, which asked for a reduction of excessive time lines for processing conditional and unconditional grant applications, and 2009-A1, requesting general infrastructure funding programs that are readily accessible by local governments with streamlined application processes.

The Committee also notes that UBCM was invited to a roundtable on the federal long-term infrastructure plan, intended to inform federal infrastructure programs upon expiry of the Building Canada Plan, and that the provincial government has created a working group consisting of senior Ministry and UBCM officials as a mechanism to consult on future federal infrastructure programs. Local government interests, based on policy

direction set by the membership in previous resolutions and a member survey, are being advanced in these two forums, through a formal submission on the long term infrastructure plan by UBCM to the federal government, and through other consultation opportunities.

Conference decision: _____

B21 REPORTING REQUIREMENTS **Sicamous**

WHEREAS reporting requirements for provincial and federal funding programs are excessive;

AND WHEREAS small communities do not have the financial means or staffing capacity to adequately meeting reporting requirements:

THEREFORE BE IT RESOLVED that the provincial and federal governments streamline their reporting requirements and provide assistance in completing reports for smaller communities.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2010-B128, which sought a reduction in reporting requirements related to the Towns for Tomorrow program.

In responding to that resolution, the Province said, in part, that "the program was subject to a broader funding program audit, performed by the Auditor General of British Columbia. Recommendations included maintaining, and in some cases, improving overall monitoring of approved projects. In order to address the recommendations of the Auditor General, and maintain the overall integrity of the program ... the current reporting requirements are a necessary component of the program."

The Committee would observe that UBCM members have consistently endorsed a range of resolutions proposing grant reforms to support small and rural local governments, including:

- *establishing separate funding programs available only to small/rural communities (2007-B7);*
- *reducing or eliminating the local contribution requirements for small/rural or fiscally challenged local governments (2012-B13); and*
- *streamlining application requirements (2007-A6).*

In keeping with the policy direction set by the membership through those resolutions, one of the recommendations UBCM made in its submission to Infrastructure Canada on a proposed Long-Term Infrastructure Plan was to streamline program requirements to accommodate the broad range of local government capacity.

Conference decision: _____

B22 SHORT TERM BORROWING LIMIT **Coldstream**

WHEREAS the short term borrowing upper limit has been set at $50 per capita since 1993;

AND WHEREAS, according to the Bank of Canada's online Inflation Calculator, inflation has reduced this value to the equivalent of $35.40 in 1993 dollars:

THEREFORE BE IT RESOLVED that the provincial government be requested to introduce legislation to amend the short term borrowing limit from $50 per capita to $75 per capita.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2009-B87 requesting an increase in the per capita limit for short term borrowing from $50 per capita to $250 per capita.

In responding to resolution 2009-B87, the Province acknowledged that the short term borrowing per capita limit had not been amended in over 20 years, and indicated that it will be reviewing the current limitations "to determine first, if an increase to the per capita limit is necessary; and second the amount of an increase."

Conference decision: _____

B23 PROVINCIAL PRISONER COST RECOVERY **West Kelowna**

WHEREAS provincial prisoners held in municipally owned cells are the financial responsibility of the Province;

AND WHEREAS the dollar amount recovered from the Province to hold provincial prisoners does not reflect the true cost paid by the local government to provide this service and the cost difference becomes a burden to the local government and their residents:

THEREFORE BE IT RESOLVED that UBCM engage the Ministry of Justice and Attorney General in discussions in order to achieve an agreement on an equitable recovery for provincial prisoner cost.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions requesting an increase in the reimbursement rate for the keep of prisoners (2011-B8; 2008-B24; 2004-B5; 2003-A4).

Conference decision: _____

B24 INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS NEGOTIATIONS **Squamish**

WHEREAS the arbitration process laid out in the *Fire and Police Services Collective Bargaining Act* does not appear to be in the best interest of individual local governments;

AND WHEREAS the process appears to be heavily weighted to the interest of the International Association of Fire Fighters (IAFF) and the results of the arbitrator's decisions are escalating career fire fighter wages and benefits beyond what many local governments can afford and does not recognize the ratepayer's ability to pay or afford:

THEREFORE BE IT RESOLVED that UBCM call on the provincial government to amend the *Fire and Police Services Collective Bargaining Act* to provide direction to arbitrators to more fairly represent and consider the individual interest and abilities of local government.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2005-B150, which requested that the provincial government emphasize to arbitrators working under the Fire and Police Services Collective Bargaining Act that they should accord equal weight to each factor set out in section 4(6) of the Act. Further, the resolution asked that arbitrators not "impose parity or "near parity" with Vancouver firefighters" on collective bargaining taking place outside of Vancouver.

In response to resolution 2005-B150, the provincial government suggested that the criteria set out in section 4(6) of the Act were "sufficiently broad" to allow the employer to raise the particular economic circumstances within the community.

In 2011, members endorsed a related resolution, B3, which called on the provincial government to review the impact of the Act on collective bargaining, to determine whether the Act had met the goals set when the legislation was first enacted. The provincial government stated in response to resolution 2011-B3 that it did not intend to review the impact of the Act on collective bargaining. The Province asserted that the Act had achieved the objective of providing "access for unions and employers to binding interest arbitration to resolve a collective bargaining dispute," and that "by proceeding to arbitration, the parties are able to maintain the ability to engage in face-to-face negotiations and avoid a strike or lockout which would interrupt the delivery of services critical to the protection of human life and property."

Conference decision: _____

B25 DRINKING WATER APPROVAL PROCESS **Harrison Hot Springs**

WHEREAS the municipality was issued a Public Health Order under s. 26 of the *Drinking Water Protection Act* to treat the Village's finished water supply to a specific standard, and to achieve that standard, the Village of Harrison Hot Springs must construct a water treatment facility, possibly requiring a loan authorization bylaw and approval of the electorate;

AND WHEREAS if the order had been issued under s. 25 of the Act, public approval would not be required:

THEREFORE BE IT RESOLVED that any borrowing made necessary by an order issued by a ministry official or health authority be exempt from a public approval process.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2012-B53, which requested that the provincial government amend the Community Charter to exempt local governments from obtaining

elector approval for necessary water works projects, if the projects had been approved previously by the Inspector of Municipalities through a Master Water Management Plan.

In response to the resolution the provincial government expressed interest in further discussions on "how the development of a Master Water Management Plan could be utilized analogous to the development of a Liquid Waste Management Plan, in developing a long term plan with public participation/consultation, that could potentially lead to an exemption from obtaining electoral approval for the works identified in the plan."

UBCM would also note that members have endorsed resolutions requesting exemption from referendum and counter-petition requirements when local governments undertake borrowing for works pursuant to ministerial orders or related to public health and safety requirements, property agreements, or sufficiency thresholds (2002 Community Charter Policy Paper, 2002-C46, 1999-A2, 1992-B18).

Conference decision: _____

ASSESSMENT

B26 ASSESSMENT OF CONTAMINATED LAND **Kimberley**

WHEREAS Section 19(3)(h) of the *Assessment Act* permits the assessor, in determining the value of property, to consider other circumstances affecting the value of the land and improvements, including the physical condition of property and the extent to which it is contaminated;

AND WHEREAS the UBCM membership has consistently endorsed resolutions – most recently 2005-B21 and 2011-B37 – pointing out that causing or allowing contamination can result in the substantial reduction in assessed value of an industrial property, thereby decreasing the property owner's tax burden while creating inequality among industrial taxpayers and reducing the tax revenue available to local governments:

THEREFORE BE IT RESOLVED that the Province of British Columbia amend the *Assessment Act* to require the assessor, when determining the value of property for an assessment roll, to disregard evidence of existing contamination caused or contributed to by industrial processes carried out by the owner on the property, or on an adjacent or associated industrial property under the same ownership;

AND BE IT FURTHER RESOLVED that this requirement would apply to a property regardless of whether the property contained a business operation.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions that oppose a reduction in the assessed value of a contaminated property, when the reduction in assessed value is related to the contamination of the property (2011-B37; 2005-B21; 1996-ER5).

The issue of the assessment of contaminated sites has been an ongoing issue for local governments. UBCM is currently working with the Province on their brownfield strategy, to determine the gaps and opportunities for brownfield redevelopment at the local government level.

Conference decision: _____

ENVIRONMENT

B27 URBAN UNGULATES **Invermere**

WHEREAS local governments are experiencing significant costs, controversy, and difficulty implementing committee recommendations in attempting to manage provincial urban wildlife, especially deer, in their communities:

THEREFORE BE IT RESOLVED that UBCM ask the Province to resume their responsibility and/or provide adequate funding to effectively manage and mitigate the impacts of urban wildlife and in particular ungulates within the boundaries of municipalities, including the issuance of tickets for violations under any wildlife attractants bylaw.
ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members have consistently endorsed resolutions calling for an increase in the numbers of conservation officers and resources to support wildlife management (2010-B25; 2003-B32; 1996-B27; 1992-B35).

Conference decision: _____

B28 FISH HABITAT PROTECTION **Strathcona RD**

WHEREAS the federal government, by passage of Bill C-38 has removed the rule against "Harmfully Altering, Disrupting or Destroying" (HADD) fish habitat with a general requirement not to cause "serious harm" to fisheries;

AND WHEREAS the new, generalized and simple language of "serious harm" does not adequately define or provide enough protection for natural, aquatic habitat;

AND WHEREAS allowing developers to simply substitute the natural, aquatic habitat with alternative locations will not replace the need for an intact ecosystem with adequate levels of biodiversity to support aquatic survival:

THEREFORE BE IT RESOLVED that the provisions of Bill C-38 respecting fish habitat protection be removed and replaced by the pre-existing HADD rules so that better protection of aquatic habitat is contained in Canadian law.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

This was submitted to UBCM in 2012 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, the resolution has been forwarded to the Area

Association for consideration as part of the 2013 resolutions cycle.

In the 2012 "Report on Resolutions Received After the Deadline", resolution 2012-LR11 was referred to resolutionB80 in the 2012 Resolutions Book. The Resolutions Committee notes that the UBCM membership endorsed resolution 2012-B80, which asked that the Government of Canada develop revised Fisheries Act policies and regulations in collaboration with all stakeholders, specifically including local governments through UBCM and FCM, to ensure changes address municipal concerns while strengthening environmental protection for our watercourses.

UBCM received a briefing from DFO staff on changes to the Fisheries Act and DFO's re-organization within BC in March 2013. Subsequent to that briefing, UBCM provided members with additional information from DFO to try and clarify the definitions and intent of the changes to the Act. As well UBCM is seeking feedback from the membership on the impact of these changes for local governments to make DFO aware of our concerns.

With respect to fish habitat protection, DFO staff have advised that: "the old HADD prohibition is replaced by anew prohibition of "Serious Harm" as defined in the new Fisheries Act. Under the new Fisheries Act provisions, offsetting will be required if "Serious Harm" can not be fully avoided or mitigated. Information requirements including requirements for offsetting plans are included in a proposed new Regulation", which was posted on Canada Gazette for public comment.

Conference decision: _____

B29 STREAMKEEPERS – WORKS IN STREAMS **Nanaimo RD**

WHEREAS Streamkeepers and other such non-profit societies provide a valuable service in protecting and enhancing fish habitat;

AND WHEREAS, under the current federal Department of Fisheries and Oceans and provincial regulations, non-profit societies are not able to receive the appropriate approvals to undertake certain projects that would greatly improve fish habitat:

THEREFORE BE IT RESOLVED that UBCM urge the Department of Fisheries and Oceans and the Province of British Columbia to permit non-profit societies to do works in streams for the purpose of improving fish habitat.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the issue of permitting non-profit societies to undertake works in streams for the purpose of improving fish habitat is not new. Dating back as far as 1998, UBCM members have requested that the provincial and federal governments provide resources and expertise to local governments to step up initiatives for the protection and restoration of salmon habitat streams (B66).

UBCM notes that with the recent amendments to the Fisheries Act a $10 million/2 year fund has been established that will allow DFO to partner with third parties to enhance conservation efforts.

Conference decision: _____

B30 DERELICT & ABANDONED VESSELS **Islands Trust**
Bowen Island

WHEREAS the UBCM previously endorsed resolutions in 2005, 2010, and 2012 proposing constructive solutions and encouraging the federal and provincial governments to take action on the issue of derelict and abandoned vessels;

AND WHEREAS the issue continues to be of significant concern to coastal communities for economic, aesthetic, environmental and safety reasons:

THEREFORE BE IT RESOLVED that UBCM again request the provincial and federal governments to increase their efforts to work together to create a permanent solution to the issue of abandoned and derelict vessels that includes sustainable funding sources.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial and federal governments to develop a solution to the issue of abandoned and derelict vessels (2012-B23, 2012-B78, 2010-B30, 2005-B112).

In response to resolutions 2012-B23 and 2012-B78 the provincial government highlighted its work to develop a guidance paper "to clarify roles and responsibilities for each organization with a mandate to address derelict vessels," with anticipated completion in 2013. In addition, the provincial government indicated that it had in the past provided partial funding for equipment costs to "local governments and individuals wishing to accept responsibility for vessel cleanup."

BC local governments provided feedback to Transport Canada in January 2012 for their study of abandoned and derelict vessels in Canada. Local governments were asked to provide information on the extent of abandoned and derelict vessels in BC; detail local government concerns; and identify potential solutions to address the issue. Transport Canada's report was finalized and released in February 2013. This report suggested that an inter-jurisdictional working group should be formed to address the issue of abandoned and derelict vessels, and should provide recommendations on steps to address the problem, including the creation of a central inventory, methods to identify owners, and potential sources of funding for removal of abandoned and derelict vessels.

Conference decision: _____

B31 SCOTCH BROOM **Parksville**

WHEREAS the Province of British Columbia has enacted the BC *Weed Control Act* to protect farmland and farmers' livelihood against the spread of noxious weeds that are extremely competitive with crops and are difficult and costly to control;

AND WHEREAS Scotch Broom is invasive, spreads rapidly, can render farm land unusable for growing food crops, destroys pasture lands, is toxic to grazing animals, inhibits re-growth of forests, eliminates native vegetation, contains toxic chemicals or substances that can affect the nervous system and the heart and is highly flammable;

AND WHEREAS the Ministry of Forests & Range states that it is "important that broom is recognized as a threat to our biodiversity and preventative means be taken to arrest its spread":

THEREFORE BE IT RESOLVED that UBCM request the Ministry of Agriculture to designate Scotch Broom as a noxious weed under the BC *Weed Control Act*.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

This was submitted to UBCM in 2012 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, the resolution has been forwarded to the Area Association for consideration as part of the 2013 resolutions cycle.

The Resolutions Committee notes that the UBCM membership has endorsed resolutions calling for the inclusion of specific plant species under the Weed Control Act (1992-B42 purple loosestrife; 2004-B73 giant hogweed).

Conference decision: _____

B32 ENFORCEMENT OF SOURCE WATER PROTECTION Lake Country

WHEREAS protecting and enforcing source water protection is an essential provincial government service to support ecosystem functioning, healthy drinking water and economic prosperity;

AND WHEREAS there are no longer professional provincial staff dedicated to source protection:

THEREFORE BE IT RESOLVED that the BC government allocate appropriate resources for the protection of community watersheds – recognizing the importance of source water protection to regional economies and quality of life.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed a related resolution calling on UBCM to work with the provincial government to establish, nurture and fund local watershed management groups for both bringing stakeholders together and establishing multiple use protocols and responsibilities that will ensure that high quality water will continue to be available to the people of British Columbia (2007-B122).

The Committee also notes that UBCM members have consistently endorsed resolutions related to protection of community watersheds, including pesticide spraying, logging activities, and requests for greater local authority over what activities take place within a watershed (2011-B129; 2009-B136; 2008-B35; 1989-A18; 1990-A17; 1998-B65; 2004-B84; 2004-OF).

Conference decision: _____

B33 BROWNFIELDS **Vanderhoof**

WHEREAS vacant sites or orphan properties known as "brownfields" are often on properties located along transportation corridors and in downtown core areas, are eyesores to the community and have caused real or suspected environmental contamination and negatively impact economic development of that specific site and in the general area of that specific site;

AND WHEREAS the owners of these "brownfield" sites have already reaped the benefits and should have an obligation to clean-up their own mess;

AND WHEREAS the UBCM membership endorsed resolution 2008-B33, which strongly urged the provincial government to take immediate steps to implement the previously adopted resolutions 2007-B29 and 2007-B70 that were passed at the 2007 Convention and no concrete action has taken place;

AND WHEREAS there has been no real progress to support rural communities continuing to face the challenge of economic loss and unsightly premises in their downtown core due to real or suspected environmental contamination on vacant lots;

AND WHEREAS provincial policies and regulations for remediation of brownfield sites are vague and not strictly enforced:

THEREFORE BE IT RESOLVED that UBCM request that the Ministry of Environment be authorized to legislate that owners of all contaminated brownfield sites, regardless of their hazard rating, be remediated upon request from the local government and provide timely communication with the local government regarding remediation progress.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed a resolution in 2012 with the same wording, submitted by the same sponsor (2012-B26).

In response to resolution 2012-B26, the Province noted that they have implemented policy that imposes a time limit of one year for completion of site investigation of decommissioned sites. The time limit is meant to help expedite the remediation process and determine the degree of risk of contamination at these sites sooner. Provincial policy also includes the release of local government demolition permits so that structures that become unsightly if left in place may be removed in a timely manner.

In addition, the Province recently announced $1.5 million for the brownfield renewal funding program. This funding is part of the $10 million that was committed in 2008 and funds studies to determine whether a site is contaminated and to develop options for site restoration and redevelopment. The program is available to private property owners, including local governments, First Nations, non-profit agencies, and businesses.

Conference decision: _____

LAND USE

B34 PROVINCIAL COMMUNICATION WITH LOCAL GOVERNMENT REGARDING LICENSES & PERMITS **Nanaimo RD**

WHEREAS the Provincial Ministry of Agriculture recently issued harvesting licences that allow for the removal of thousands of tonnes of beach-cast seaweed from the Vancouver Island shoreline;

AND WHEREAS local governments were not aware of the issuance of these licences and are not made aware of other licences issued by the Province that may impact local government:

THEREFORE BE IT RESOLVED that the provincial government be required to inform local governments and allow them the opportunity to comment and ensure local government zoning is in place prior to issuing licences for activity to take place on lands within or adjacent to any local government.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling for consultation with local government on renewal of tenure, or referral of certain types of permits and applications for licences (1990-B59, 2001-A9, 2009-B141, 2012-B119).

The sponsor has advised that the Province issued the seaweed harvesting licences but did not make the local government aware that they had done so. When harvesters arrived on the beach to gather seaweed, residents in the area called the local government to enquire what was happening as no notification had been provided to the residents or the local government.

Conference decision: _____

B35 AGRICULTURAL LAND COMMISSION LAND DETERMINATION **Merritt**

WHEREAS the Agricultural Land Commission (ALC) is governed by the *Agricultural Land Commission Act* and is responsible to preserve agricultural land and to encourage local governments, First Nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies; an objective would appear to be to maintain a permanent farm land reserve and some of the land has been arbitrarily earmarked as ALR (Agricultural Land Reserve);

AND WHEREAS some of this land deemed not to be suitable to be designated as agricultural land or is of marginal production capability;

AND WHEREAS the determination of ALR within the confines of some local governments results in even more marginalization of capability and also results in extreme costs for local government to develop non-contiguous services for local government infrastructure:

THEREFORE BE IT RESOLVED that UBCM encourage the provincial government to review the *Agricultural Land Commission Act* and the Agricultural Land Reserve Regulations with a view to establish a process to recognize that these costs to local governments outweigh the potential benefit to British Columbia of retaining land deemed not to be suitable as reserve and the Agricultural Land Commission be requested to change the regulations pertaining to such lands.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members endorsed resolutions 2011-B102, 2010-B38 and 2008-B43, all of which called on the provincial government to "review (with consultation from local government) [...] the Agricultural Land Reserve boundaries to ensure they accurately capture agricultural land". Prior to this, members endorsed resolution 1991-B28, which called for a complete review of the Agricultural Land Reserve boundaries in order to more clearly delineate the farm land to be preserved within the Agricultural Land Reserve.

The Committee understands that in August 2010, UBCM made a presentation to the Agricultural Land Commission Review Panel, reinforcing a number of policy positions of UBCM members including:

- *support for targeted reviews with local government input;*
- *broad overall support for retaining the ALR and ensuring that it captures agricultural land;*
- *the need to balance any changes to the ALR with the commitments of local governments under the Climate Action Charter; and*
- *acknowledgement that there is a lack of resources currently to support the ALR.*

In response to UBCM's policy position on the Agricultural Land Reserve, the ALC expressed agreement that the accuracy of the Agricultural Land Reserve boundaries in some regions of the province should be examined to accurately reflect land that is suitable for farm use. This position was echoed by the Commission's response to the September 2010 "Audit of the Agricultural Land Commission" by the Office of the Auditor General of British Columbia.

The ALC confirmed that "working with local government to examine the ALR boundary in the context of regional and local land use planning exercises" has been the primary approach taken by the Commission during the past two decades. However, the ALC admitted that this approach had been ad hoc and reactive, and not as comprehensive as the ALR boundary fine-tuning exercises undertaken by the ALC in the 1980s.

The Commission has noted that in specific areas of the province, notably the central, north and southeast, ALR boundary reviews may be warranted.

Conference decision: _____

B36 PROVINCIALLY FUNDED SUPPORT PROGRAMS **Delta**

WHEREAS the provincial government provides funding to various support programs, including addiction rehabilitation programs;

AND WHEREAS municipal zoning bylaws and other local government legislation may preclude the use of land or buildings for those programs:

THEREFORE BE IT RESOLVED that the provincial government be requested to consult with municipalities to ensure that new or relocating support facilities which are receiving provincial funding are in compliance with local zoning and other municipal bylaws.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution specifically requesting that the provincial government consult with local governments to ensure that the construction or relocation of provincially-funded support facilities complies with zoning and other bylaws.

However, members have endorsed resolutions requesting that the Province, under the Community Care Facilities Act, not licence or permit facilities to operate in contravention of local zoning bylaws; and that the Province abide by all local regulatory bylaws, including the BC Building Code, when developing or altering any of its property within the boundaries of a local government (1996-B12, 1992-B6, 1986-A19).

Conference decision: _____

B37 CONTAMINATED SOIL FACILITY – THREAT TO DRINKING WATER WATERSHED **Cowichan Valley RD**

WHEREAS the Province of British Columbia appears on the verge of approving a contaminated soils facility that would permit the dumping of five million tons of highly contaminated material near the headwaters of the Shawnigan Lake drinking water watershed;

AND WHEREAS the citizens and Board of the Cowichan Valley Regional District have expressed their strong opposition to the proposed facility and the dumping of contaminated material in drinking water watersheds;

AND WHEREAS there are significant conflicting hydrogeological and technical opinions about the risk the facility would pose to the environment and people's drinking water:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities support the residents of Shawnigan Lake, the Cowichan communities and the Cowichan Valley Regional District in calling on the Province of British Columbia to invoke the precautionary principle and deny the Waste Discharge Permit Application for property at 460 Stebbings Road in Shawnigan Lake;

AND BE IT FURTHER RESOLVED that the Province of British Columbia be requested to amend contaminated site regulations to provide for thorough and appropriate consideration of local government input and land use regulations in the contaminated soils permitting process.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse with Proposed Amendment***

THEREFORE BE IT RESOLVED that the Province of British Columbia be requested to amend contaminated site regulations to provide for thorough and appropriate consideration of local government input and land use

regulations in the contaminated soils permitting process.

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution B120 in 2012 which asked the Province to "enact legislation and develop appropriate enforcement tools to ensure that relocated contaminated soils pose no risk to aquifers or water courses and that local governments be provided a formal opportunity to comment on applications to relocate contaminated soils to and within their jurisdiction."

The Committee has proposed an amendment to remove the first enactment clause, as it speaks to the specific area in question and asks the Area Association to take specific action, while the second enactment asks the Province to take action that is in keeping with the broader interests of the membership.

The Committee also notes that the UBCM membership has endorsed several resolutions seeking the protection of groundwater in the past (1989-B25; 1991-B15; 1998-B72; 2000-B22; 2001-B28; 2004-B76).

Conference decision: _____

COMMUNITY ECONOMIC DEVELOPMENT

B38 FARM GATE SALES **Cranbrook**

WHEREAS the Province of British Columbia in September 2004 made farm gate sales of meat illegal, which ultimately led to a loss of East Kootenay area producers, such that in 2001 there were 151 cattle ranching and farming operations, 25 hog and pig farms, nine poultry and egg producers, and 56 sheep and goat farms, whereas by 2011 there were 78 cattle ranching and farming operations, one hog and pig farm, one poultry and egg producer, and five sheep and goat farms;

AND WHEREAS this region sees an annual economic impact from the Cranbrook Farmer's Market of over $1 million in response to concerns over food security, a desire to buy locally from known producers, and to support our local economy:

THEREFORE BE IT RESOLVED that UBCM request the Province of British Columbia to reinstate farm gate sales in the province in order that we might better support our agricultural community and the growth of that industry, and at the same time respond to consumers' desire for locally grown foods.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that resolution 2009-B133 was referred automatically to the UBCM Executive due to time constraints, and that upon consideration, the UBCM Executive endorsed the resolution. Resolution 2009-B133 called on the provincial government to add to the regulatory framework a "permanent license, similar to the current C license, to permit a lower cost, self contained mobile slaughtering operation to support the continuation of uninspected farm gate sales."

In response to resolution 2009-B133 the provincial government indicated that the group of abattoirs licensed as Class A or B within BC included one mobile plant for red meat and one for poultry, and that in addition there

were three poultry mobile plants with Class C licenses.

The provincial government expressed concern that the creation of "a permanent class of lower cost, unregulated and uninspected slaughter licenses" might negatively affect the business of fully licensed and inspected abattoirs. The provincial government was reluctant to provide anything less than full oversight of meat processing, for the purpose of food safety. Furthermore, the Province asserted that "virtually all provincially licensed plants serve the direct "farm gate" sales sector."

For remote and isolated communities such as Powell River, Bella Coola and the Queen Charlotte Islands, "where meat production levels are low and distances to a licensed abattoir long," the provincial government committed to working with these communities to develop specific solutions to address their unique meat processing needs, on a case-by-case basis.

The Committee notes that the UBCM membership has also requested amendments to the BC Meat Regulation designed to support local, small-scale abattoir operators and/or producers and facilitate continued farm gate sales (2008-A2).

Conference decision: _____

B39 SUPPORT FOR RURAL BC PROJECT **Cariboo RD**

WHEREAS rural areas of BC have been struck with numerous economic hardships in past years including the Bovine Spongiform Encephalopathy crisis, increased fuel prices, the mountain pine beetle epidemic, and centralization of government spending to urban centres;

AND WHEREAS the Province has provided funding to various beetle action coalitions to recommend ways to improve the economic and social conditions of rural British Columbia, and the three beetle action coalitions have worked together on the Rural BC Project and after considerable research have released a position paper titled, "The Pathway to Prosperity in British Columbia Runs Through its Rural Places: A Long-term Strategy for Rural Development," that will assist in the development of a strategy to assist rural BC communities:

THEREFORE BE IT RESOLVED that the provincial government support the Rural BC Project by working with rural BC to create:

- a BC rural development strategy;
- new rural economic development programming;
- a rural dividend;
- rural advocacy (Minister of Rural BC, and a catalyst organization); and
- a rural BC venture capital program

to reverse rural economic decline and re-establish rural BC as a place which provides healthy sustainable economies, good jobs and strong communities that contribute to making BC a stronger, more resilient province.

NOT PRESENTED TO THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has endorsed a number of resolutions over the years which support many of the elements outlined in the Rural BC Project. These include:

- *extend funding to assist communities develop and implement economic diversification strategies (1999-B70);*
- *develop a program that would provide additional financial and capacity building resources to communities by returning a fair share of the revenue created by rural-based resource industry activity in their respective regions.(2011-B29, 2011-B30, 2009-B30, 2004 Resource Revenue Sharing Policy Paper, 2004-B21; 2003-B30); and*
- *request the provincial government to develop programs, provide economic incentives to business and industry and review provincial fiscal policies in an effort to support and assist small interior municipalities and rural communities coping with serious economic hardships (2002-B20).*

While the Committee acknowledges the desire on the part of the sponsor to have an advocate for rural issues, there is also a benefit to maintaining the present system whereby the Minister of Community, Sport and Cultural Development acts as one voice for local government.

Conference decision: _____

B40 CANADA-EUROPEAN UNION COMPREHENSIVE ECONOMIC & TRADE AGREEMENT **Cumberland**

WHEREAS Canadian municipalities have expressed growing concerns with trade agreements and their potential impacts on municipal procurement policies which favour local suppliers:

THEREFORE BE IT RESOLVED that the provincial government negotiate a clear, permanent exemption for local governments from CETA.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members endorsed resolution B87 in 2012, which requested that the BC government:

- *issue a clear, permanent exemption for BC local governments from the Canada-EU CETA, and that it otherwise protect the powers of local governments; and*
- *disclose what it is putting on the table regarding procurement, services and investment as part of CETA discussions, explain the impacts CETA would have on municipal governance, and give local governments the freedom to decide whether or not they will be bound by the agreement.*

As well in 2010 members endorsed resolution B108, which in part called on the provincial government to "negotiate a clear, permanent exemption for local governments from the CETA."

In response to concerns expressed by the Federation of Canadian Municipalities (FCM) and local governments across Canada, the Honourable Ed Fast, federal minister responsible for trade issued a statement with respect to CETA and related procurement provisions:

- *"... all of Canada's international procurement obligations allow governments to implement social, environmental and sustainability criteria as long as these criteria are applied in a non-discriminatory manner.*
- *In addition, municipalities will be able to continue to use selection criteria such as quality, price (including transportation costs, duties, etc.), technical requirements or relevant prior experience."*

The statement also addressed the sourcing of goods and services locally to spur job creation and economic development, specifically with regard to municipalities:

"Municipalities will continue to retain the ability to give preferences to local companies, in cases it so desires, with policy options such as:

- *non-contractual agreements (e.g. grants, loans or fiscal incentives)*
- *government procurement in cases of procurements that are not subject to the CETA procurement obligations (e.g. below threshold, excluded goods and services)"*

Conference decision: _____

B41 TECHNOLOGY & ENGINEERING EDUCATION **Prince George**

WHEREAS there is an urgent need for technologists and engineers in BC;

AND WHEREAS the BC economy can be strong only if a truly knowledge based resource industry can be built and maintained while adding value to the resources we extract;

AND WHEREAS sufficient technical skills are required to build, innovate and create jobs in the bio-energy, transportation, mining, petrochemical, liquefied natural gas, pulp and paper, and construction sectors;

AND WHEREAS access to local training opportunities creates certainty for recruitment and retention:

THEREFORE BE IT RESOLVED that the provincial government develop a strategy for technical and engineering education, allowing for a seamless transfer from colleges to universities;

AND BE IT FURTHER RESOLVED that the provincial government provide funding for technology and engineering programs where such programs are not currently available.

NOT PRESENTED TO THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members have endorsed resolutions over the years expressing support for increased funding and programs to support skills (re)training and education opportunities (2004-B141, 2006-B46, 2008-B146, 2010-B101, 2012-B96). As well members have supported expansion of apprenticeship opportunities and asked the Province to explore incentive programs to encourage industry to allow individuals to complete their apprenticeship training in the region.

Conference decision: _____

B42 CLEAN ENERGY **Richmond**

WHEREAS a comprehensive clean energy strategy could effectively prepare Canada for present and future energy needs and lay the foundation for a more diversified economy;

AND WHEREAS an overarching vision for a national clean energy strategy would signal to the world that Canada is prepared to be a global leader in a transition toward clean energy;

AND WHEREAS local governments face many energy challenges, including rising prices, increased pollution and aging infrastructure;

AND WHEREAS a significant number of local governments are also energy producers and providers, through locally owned electric and gas utilities and district heating systems, and also via renewable energy generation for public buildings;

AND WHEREAS FCM has called for a long-term, predictable infrastructure funding plan and federal-municipal collaboration on energy efficient building retrofits:

THEREFORE BE IT RESOLVED that, in order to remain globally competitive in a fast changing world, the federal government be requested to work with UBCM and FCM, to develop a new energy strategy prioritizing green-sector jobs and clean-energy innovation.

NOT PRESENTED TO THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members have consistently endorsed resolutions to support clean energy research, development and implementation (2008-B41, 2007-B129) and UBCM members endorsed a series of Energy Forum recommendations in 2001 which in part requested:

"6. Encourage the federal and provincial governments to work in concert with local governments to develop an energy strategy that would include:

- *an outline of the energy sources available*
- *alternative energy options to be pursued*
- *a conservation strategy*
- *a statement relating to domestic energy supply and relations with other international governments*
- *long term energy planning (ensure reliability of the systems) as well as other issues including statements around air quality and greenhouse gas emissions."*

Conference decision: _____

HEALTH

B43 ACCESS TO MEDICAL SERVICES **Kaslo**

WHEREAS the communities of Kaslo and Electoral Area D, Regional District Central Kootenay, received notice on September 13, 2012, that the Interior Health Authority will unilaterally terminate 80% of the current on site emergency medical services to the entire North Kootenay Lake, Lardeau

and Duncan Valley communities as of November 2, 2012, without any previous consultation with local government and these communities;

AND WHEREAS at least 20% of the population in the local health area live more than one hour away from the Kaslo health facility site and more than two hours away from the next closest emergency site at Nelson:

THEREFORE BE IT RESOLVED that UBCM support a moratorium on unilateral changes being made by a regional health authority to any health centre or hospital, so that negotiations can find a way to preserve these communities' access to 24/7 emergency services;

AND BE IT FURTHER RESOLVED that the provincial Minister of Health initiate an audit of all health authorities to ensure delivery of medical services to remote and rural British Columbians complies with requirements of the *Canada Health Act*, all appropriate BC legislation and all contractual agreements between the BC government and the health authorities.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

This was submitted to UBCM in 2012 by the Village of Kaslo as a late resolution, 2012-LR14, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, resolution 2012-LR14 was forwarded to the Area Association for consideration as part of the 2013 resolutions cycle.

However, the Resolutions Committee notes that at the 2012 Convention, the membership amended resolution 2012-B93 on Declining Health Services to include the enactment clauses from resolution 2012-LR14. Resolution 2012-B93, as amended, was endorsed. In doing so, the UBCM membership also endorsed the essence of resolution 2012-LR14.

In response to resolution 2012-B93 the provincial government cited existing initiatives, including increased medical school enrolment; a regional component to medical education; the Rural Enhancement Emergency Fund; and a master agreement with the BC Medical Association to continue work in support of "access to emergency departments and physicians who establish practices in rural and remote communities."

Conference decision: _____

B44 AIR AMBULANCE SERVICES **Northern Rockies RM**

WHEREAS the current model for delivery of air ambulance services for people in the far north of BC is inadequate for providing timely access to specialized emergency medical services as required;

AND WHEREAS reliable air ambulance transportation in rural and remote communities in the far north of BC is key to the life-sustaining treatment and recovery of British Columbians:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to further support the development of a reliable air ambulance service that fully meets the emergency health care needs of all British Columbians.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has endorsed several resolutions that have asked for a higher quality of medical services in small communities (2012-B93), additional medical transportation services for rural communities (2012-B38), more funding and staffing for BC Ambulance Service to ensure timely responses throughout the province (2007-B50, 2007-B156), and smaller aircraft for BC air ambulances that can consistently access rural locations (1998-B98).

Conference decision: _____

B45 HEALTH SERVICE CONSULTATION **Stewart**

WHEREAS health service is a vital part of remote rural communities and local health providers know the health needs and service requirements of their community better than outside sources;

AND WHEREAS all residents throughout BC deserve essential health service;

AND WHEREAS reductions in the current health services in their own community results in added costs and stress to residents, especially the elderly and low income residents, particularly in winter conditions when they must travel to seek health services that are often located a considerable distance away:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to ensure that any change in levels of health services to small remote communities are only considered by health authorities in consultation with the local health providers, residents of the community and the local government.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse with Proposed Amendment***

THEREFORE BE IT RESOLVED that UBCM request ***that*** *the provincial government ensure that any* ***proposed*** *change in* ***the level of health services available to any community must first be the subject of consultation between the health authority and*** *local health providers, residents of the affected community and the* ***relevant*** *local government****s****.*

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling for the provincial government to provide opportunities for meaningful consultation with local governments on health care issues and changes to health care services (2007-B53, 2004-B29, 2003-A10, 2003-B101, 2002-B61).

The Resolutions Committee would suggest an amendment to the resolution in order to frame the need for consultation as a province-wide issue, one that is not limited to small, remote communities.

Conference decision: _____

B46 HEALTH CARE FOR BRITISH COLUMBIANS Lake Cowichan

WHEREAS the current models of healthcare delivery in the province of BC do not provide equitable local access to health care for residents in rural and small communities;

AND WHEREAS the health needs of small and rural communities are no less important than those of the larger population centres:

THEREFORE BE IT RESOLVED the provincial government through the Ministry of Health work in concert with the local health authorities to develop and fund sustainable health care models tailored to ensure the delivery of adequate health care to all of the residents of the province.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions that would improve health care in small, rural and remote communities of BC, including resolution 2012-B93, which asked that:

- *the quality of medical services in small communities is returned to, and maintained, at a level that will ensure the public health and safety of our citizens is not at risk; and*
- *the provincial Minister of Health initiate an audit of all health authorities to ensure delivery of medical services to remote and rural British Columbians complies with requirements of the Canada Health Act, all appropriate BC legislation and all contractual agreements between the BC government and the health authorities.*

Members have endorsed a number of related resolutions asking for:

- *work with universities and communities to encourage medical program graduates to practice and settle in rural areas of BC (2011-B60);*
- *review and correction of obstacles in the current International Medical Graduate (IMG) Program that prohibit Canadians trained as doctors in other Commonwealth countries or the U.S. from returning to Canada to practice(2009-B148);*
- *increased funding for universities and other medical training facilities so they can supply the number of graduates required to rectify the increasingly critical shortage of medical personnel available to attend to the healthcare needs of BC residents (2008-B49);*
- *work with medical education programs to identify and develop appropriate changes to ensure that general practitioners can meet the needs of rural Canadians, such as proficiency in surgery, anesthesia, and obstetrics (2010-B112);*
- *expanded services and funding for people with mental illness and addictions, especially in small and midsize communities that lack seed monies to fund "not for profit", day programs, street support workers, recreation programs and nutrition programs (2010-B42);*
- *no distinction in the pay category of standby ambulance attendants in rural and remote communities, with all areas of BC entitled to equal service (2006-B48);*
- *UBCM to advise the provincial government that it considers the removal of qualified ambulance personnel from rural areas, without provision of an alternative service for those rural residents, unacceptable (1996-B5);*
- *the Ministry of Health to make available smaller aircraft that can consistently access rural locations. (1998-B98); and*

- *the Province to take steps to improve affordable public transportation service between small rural municipalities and hospitals in larger urban centres in British Columbia (2009-B15).*

In response to resolution 2012-B93, the Province advised that the government had increased enrolment in medical schools, distributed medical education to health regions across the province, and established a master agreement with the BC Medical Association to continue the work of the Committee on Rural Issues, which supports access to emergency departments and physicians who establish practices in rural and remote communities. The agreement sets aside $10 million to enhance the supply and stability of physicians in rural and remote communities, as well as access to emergency care.

Conference decision: _____

B47 RURAL DOCTOR SHORTAGE **Powell River RD**

WHEREAS healthy communities are increasingly becoming a priority of local governments within British Columbia through the Province of BC's Healthy Families BC initiative;

AND WHEREAS attracting and retaining doctors in the rural areas of British Columbia is becoming increasingly difficult:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to ensure appropriate funding is in place to attract and retain doctors located within the rural areas of the province to ensure that the Province of BC's Healthy Families BC initiative results in positive outcomes for all local governments.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has endorsed numerous resolutions requesting the provincial government address the lack of doctors in rural areas, including:

- *removing obstacles for International Medical Graduate physicians who are trained internationally to access and compete for postgraduate training positions in Canada (2012-B91).*
- *that Northern Health work with universities and communities to encourage graduates of the medical programs to practice and stay in rural areas of British Columbia (2011-B60);*
- *that doctors and other medical services are adequately provided to all residents in every community of British Columbia (2010-B43);*
- *increasing funding for universities and other medical training facilities to train a greater number of graduates, in order to address a shortage of medical personnel available to attend to the health care needs of BC residents (2008-B49); and*
- *removing obstacles for foreign trained doctors and health professionals who are willing to work in BC (2009-B148; 2000-A4).*

In response to resolution 2012-B91, the Ministry of Health advised that on August 3, 2012, the federal government announced that eligible family physicians and nurses who work in rural communities will have a portion of their Canada Student Loan forgiven starting Spring 2013 (see: news.gc.ca/web/article-eng.do?nid=689099).

Conference decision: _____

B48 FUNDING FOR COMMUNITY HOSPICE & RESPITE BEDS **Sechelt District**

WHEREAS the lack of funding for hospice and respite beds is having a negative effect on the cost of health care in BC and failing to meet the needs of communities;

AND WHEREAS the inability to give respite to "in home" care givers is causing compromises to their health:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to provide appropriate funding for the operating costs of hospice and respite facilities in our communities.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has previously endorsed resolutions calling on the provincial government to appropriately fund the costs of hospice and respite facilities in BC communities.

The membership has asked for timely access to palliative care (2012-B40, 2011-B63); additional palliative care services (2012-B39); cost equity for palliative care, whether in residential care facilities or n acute facilities (2010-B113); and that the Province develop a model of collaboration between care programs, facilities and societies, and regional cancer clinics, to ensure a new standard of excellence in end of life care (2009-B154).

Conference decision: _____

SELECTED ISSUES

B49 EVALUATION OF RESOLUTION EFFECTIVENESS **Sunshine Coast RD**

WHEREAS UBCM, as the conduit between its members and other levels of government, endorses numerous resolutions of significance to all local governments;

AND WHEREAS it is perceived that provincial responses to UBCM resolutions are frequently unresponsive or unsatisfactory:

THEREFORE BE IT RESOLVED that UBCM evaluate and provide its membership with a measure of the effectiveness of resolutions and detail on the significant positive action taken.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse & Refer to UBCM Executive***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that in response to resolution 2008-B137, the UBCM Executive undertook a review of the resolutions process, which included extensive member consultation. The review prompted significant changes to the resolutions process and to the debate on resolutions at the Annual Convention.

The Resolutions Committee would point out that as part of the UBCM Annual Report each year, the Committee provides a list of successes from the preceding year that arose from or were the result of UBCM resolutions. This is an evaluation and measure of the effectiveness of the resolutions, and details significant positive action taken in response to UBCM resolutions.

In addition, UBCM forwards to resolution sponsors all responses received from the provincial government, federal government, and other organizations. These responses are also posted as PDF files to the UBCM website, as well as added to the online database of UBCM resolutions from 1984 to the present, which may be accessed on the UBCM website by any member of the public.

Although UBCM reports the results of resolutions to each resolution sponsor, and although the Resolutions Committee provides a retrospective analysis of the effect of UBCM resolutions in each Annual Report, the Resolutions Committee is committed to the ongoing review of the resolutions process. Such a review includes assessment of the ways that UBCM reports out to members and provides analysis of the effectiveness of resolutions. The Committee pursues this review with the intent of further improvement to the resolutions process and its effectiveness as a means of communication and policy development with other orders of government and other organizations.

The Resolutions Committee would encourage UBCM members to provide it with feedback or recommendations on specific steps that the Committee can take to improve aspects of its analysis and reporting on resolutions.

Conference decision: _____

B50 JOINT TASK FORCE ON SCHOOL FUNDING FORMULA Rossland

WHEREAS the current funding formula for rural education, in effect for the last decade, has resulted insubstantial funding cuts and has created significant differences between various school districts by the application of inequitable criteria that has negatively impacted the quality of education in numerous rural school districts;

AND WHEREAS there has not been an adequate review of the effectiveness or fairness of the funding formula for BC school districts:

THEREFORE BE IT RESOLVED that UBCM strongly support the formation of a joint task force consisting of representatives from the Ministry of Education and BCSTA to undertake a comprehensive performance audit, review and possible revision of the funding formula for education in rural areas so as to ensure the fair funding, equal access and high quality of public education throughout the province.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members endorsed a resolution that asked the provincial government to work with affected stakeholders, such as the BCSTA, to review the current school funding formula so that it better reflected the special circumstances of different communities (2004-B94). This 2004 resolution was endorsed as amended in order to specify that the Province should work directly with concerned stakeholders to resolve this issue which does not require UBCM involvement.

In its response to B94, the Province advised that it "recognizes that northern and rural communities have unique needs, and this is reflected in the funding formula for BC school districts. The simplified formula accounts for unique geographic factors like low enrolment, rural and remote factors, small communities, climate and sparseness. It also takes into consideration declining enrolment. The Ministry consults with school districts through the Technical Review Committee which annually reviews the funding formula and makes recommendations to the Minister."

UBCM members have endorsed similar resolutions requesting enhanced support for schools. 2004-B94; 2003-B36; 2002-LR2 and 2000-B109 focused on the issue of keeping rural schools open and 2003-B135 requested that the Province provide school boards with the necessary funds to pay for educational funding shortfalls.

Conference decision: _____

B51 SCHOOL CREATIVE SOLUTIONS **Rossland**

WHEREAS the Government of British Columbia recognizes that rural and small communities have unique needs, and that a stable and effective public education system is instrumental in creating and supporting both a sustainable community and province, and that many school districts have announced significant financial challenges for 2013 and beyond;

AND WHEREAS the closure of schools can have significant, and often permanent long term results such as preventing economic resurgence and inhibiting population growth in a community, and can be detrimental to the development of students, resulting in significant social and economic loss in our province:

THEREFORE BE IT RESOLVED that UBCM strongly request the Government of British Columbia to continue its commitment to build strong communities throughout the province by adequately funding education and schools to promote the stability and sustainability of communities through the province; and where additional funding is unavailable, that the Ministry of Education be encouraged to assist local interest groups to develop creative solutions to keep schools open and to provide top quality education to students, where they live, throughout British Columbia.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members have endorsed similar resolutions requesting enhanced funding support for schools including funding to keep rural schools open. Resolution 2010-B49 asked the Province to adequately fund schools and education; 2009-B58 asked the Province to increase funding levels for primary and secondary education; and 2006-B165 requested a provincial government review of the current school funding formula in order to better reflect the needs of students in remote and rural communities.

In 2005, resolution B157 requested a review of the current funding formula for schools in general, including that for rural and remote schools. 2004-B94; 2003-B36; 2002-LR2; and 2000-B109 focused on the issue of keeping rural schools open, while 2003-B135 requested that the Province provide school boards with the necessary funds to pay for educational funding shortfalls.

UBCM has supported and jointly administered provincially funded programs with BCSTA such as School Community Connections and Neighbourhood Learning Centres to promote greater community use of school facilities and co-location of learning services.

Conference decision: _____

B52 PROVINCIAL FUNDING OF SOCIAL SERVICE & HOUSING PROGRAMS **Trail**

WHEREAS the behaviours of people living with mental health, addictions and other chronic and social health issues without access to appropriate housing and related supports has a negative impact on the safety and economic development of our communities;

AND WHEREAS low cost housing with appropriate outreach, social and health supports is a cost effective means of stabilizing and improving the lives of those living with these chronic issues:

THEREFORE BE IT RESOLVED that the Ministries of Social Development, Housing and Health work together to provide sufficient funding to local service providers and housing programs to address the needs of individuals living in our communities with mental health, addictions and other chronic social and health issues.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions requesting the creation of additional supportive housing units and funding for such housing (2012-B43, 2011-B67, 2009-C28, 2007-B153, 2005-B48, 2005-B49, 2005-B47, 2004-B129, 2002-B64, 1998-A31).

Conference decision: _____

B53 REQUEST TO AMEND THE SAFER PROGRAM **Vancouver**

WHEREAS the Shelter Aid for Elderly Renters (SAFER) program of BC Housing is intended to help in making rents affordable for BC seniors with low to moderate incomes by providing monthly cash assistance to subsidize rents for eligible BC residents;

AND WHEREAS the upper limits of the maximum monthly rent levels for the SAFER program in Metro Vancouver have not been changed since October, 2005;

AND WHEREAS the upper limits of the maximum monthly rent levels for the SAFER program no longer reflect the average rental costs for housing in Metro Vancouver which erodes the intended assistance for seniors on fixed incomes;

AND WHEREAS seniors deserve our respect for their decisions in choosing the appropriate community in which to live in order to optimize their opportunities for health, participation and security to enhance quality of life;

AND WHEREAS seniors regardless of their health or abilities are required to re-apply annually to stay in the SAFER program or risk losing months of rental subsidy before reinstatement:

THEREFORE BE IT RESOLVED that the Government of British Columbia adjust the maximum monthly rent levels under the SAFER program to reflect the actual prevailing cost of housing for seniors across the province and eliminate the requirement of annual re-application.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 1990-A20 which, in part, requested that the provincial government increase the assistance levels provided under the SAFER program. In response, the provincial government indicated that it had raised the rent ceilings for the program; increased the heat allowance; and lowered the age of eligibility from 65 to 60, so as to provide assistance to a greater number of seniors.

UBCM members have endorsed several resolutions that advocated for action on the part of provincial and federal governments to fund, provide and facilitate affordable housing for persons in need (2008-A8, 2007-B24, 2006-B81, 2004-B2, 2004-B30, 2003-LR21, 2002-A21, 2002-B64, 2000-B31, 1999-A22, 1995-B63, 1994-B86, 1993-A2, 1991-A13, 1991-B56, 1990-A20).

Conference decision: _____

B54 SOCIAL HOUSING **Burnaby**

WHEREAS the anticipated upcoming expiration of subsidy or rent supplement operating agreements with the provincial and federal governments will have a significant impact on the availability of affordable and subsidized rental housing, including some housing units targeted towards persons who are homeless;

AND WHEREAS the lack of affordable housing and the incidence of homelessness is a growing and complex problem affecting all British Columbian and Canadian communities:

THEREFORE BE IT RESOLVED that UBCM call on the federal government, through the Federation of Canadian Municipalities and other avenues as appropriate, to assess, examine, and renew the subsidy, rent supplements, or other supports for operating agreements set to expire;

AND BE IT FURTHER RESOLVED that UBCM call on the federal government, through the Federation of Canadian Municipalities and other avenues as appropriate, to collaborate with provincial, territorial and municipal governments, and non-profit housing providers and other housing stakeholders to ensure the viability and sustainability of all social housing stock through a national action plan on housing for Canada.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the federal government to work with provinces, territories, and local government to develop a national action plan for housing, including a significant federal funding commitment (2009-C28, 2008-A3, 2007-B58, 2005-A9, 2004-B30, 2000-B31, 1994-B85).

Conference decision: _____

B55 INCREASE IN SOCIAL ASSISTANCE RATES **Prince Rupert**

WHEREAS the amount of support given to individuals on disability, welfare, and/or old age security is inadequate to support people's basic human needs in terms of adequate shelter, clothing, food, and other basic necessities, based on today's cost of living;

AND WHEREAS this forces individuals, who are obliged by circumstance to utilize these programs, to live in a manner that violates basic human rights and dignity:

THEREFORE BE IT RESOLVED that UBCM request the provincial and federal governments to increase the basic support allowance given to these individuals to a level that reflects the true cost of living in our country.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse with Proposed Amendment***

THEREFORE BE IT RESOLVED that UBCM call on the provincial and federal governments to increase the basic support allowance given to ***individuals on disability, welfare, and/or old age security*** *to a level that reflects the true cost of living in our country.*

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2011-B175 calling on the provincial government to increase current assistance rates and implement a program to adjust those rates annually based on the BC Average Annual Consumer Price Index.

In response to this resolution, the Province indicated that it would not consider increases to income assistance and disability assistance. However, the provincial government did advise that it would be working with UBCM on local poverty reduction strategies in seven BC communities.

The Committee proposes an amendment to clarify which individuals would be helped by increasing social assistance rates.

Conference decision: _____

B56 ENSURE FOOD SECURITY **Victoria**

WHEREAS income security and food security are inextricably bound, and the number of people who are food insecure in municipalities in BC continues to rise in spite of an ever-growing number of charitable food redistribution efforts;

AND WHEREAS enabling people to feed themselves with dignity requires everyone's participation, and Canada is obligated under international law to provide an adequate standard of living which includes the human right to adequate food and nutrition; with the most comprehensive way to do this being for all levels of government to accept their responsibilities to develop policies and programs that will end hunger in Canada:

THEREFORE BE IT RESOLVED that UBCM urge the provincial government to ensure food security for all British Columbians and eliminate the need for food banks by implementing measures that provide adequate and accessible income support for the non-employed and improve the earnings of

those in the low-wage workforce.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has endorsed several resolutions that would support this request for the provincial government to ensure food security for all British Columbians, implement measures to provide adequate and accessible income support for the non-employed, and improve the earnings of the low-wage workforce.

With respect to food security, the membership endorsed resolution 2010-B119, which asked that the provincial government to work with stakeholder associations to develop and implement strategies and policies to ensure British Columbia is self sufficient in food production by the year 2020. As well, the membership endorsed resolutions:

- *2008-A2: to amend meat regulations, support 100 Mile Diet, encourage farmers and ranchers to produce and process food in British Columbia for British Columbians*
- *2008-B47, 2009-B50, 2009-B89: increase funding for agricultural initiatives*
- *2000-B101: support for farmers and the agricultural sector*
- *2009-B132: resources to enable all local governments to create and implement solutions for supporting local food resilience and supply through food systems planning*
- *2009-B144: change to the elementary school curriculum to include local food production, food security and school gardens*

The membership has also endorsed resolution 2010-B51 which requested that the importance of a poverty reduction plan be communicated to the leaders of all political parties in British Columbia highlighting the need to provide adequate and accessible income support for the non-employed, improve the earnings and working conditions of those in the low-wage workforce and improve food security for low-income individuals and families.

Conference decision: _____

B57 INDEPENDENCE OF THE OFFICE OF THE SENIORS ADVOCATE **Maple Ridge**

WHEREAS the creation of the Office of the Seniors Advocate through the introduction of Bill 10 – 2013, *Seniors Advocate Act*, was a correct and commendable course of action by the provincial government in response to supporting seniors;

AND WHEREAS parts of the spectrum of seniors services, including housing, transportation and income support, are not under the jurisdiction of the Ministry of Health, which the Act has defined as the ministry to which the Office of the Seniors Advocate will report:

THEREFORE BE IT RESOLVED that UBCM respectfully request that the provincial government amend the *Seniors Advocate Act* to identify the Office of the Seniors Advocate as an independent office of the Legislature, reporting to the Members of the Legislative Assembly, rather than to the Minister of Health.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2012-B104, which in part called on the provincial government to ensure that the Office of the Seniors Advocate was an independent officer of the legislature. The Province did not address this concern in its response, and instead highlighted the community and stakeholder consultation process around the establishment of the Office of the Seniors Advocate. It was noted in the consultation documents (Seniors Advocate Discussion Paper) that the organizational structure for the office would not be included in this consultation process.

Conference decision: _____

B58 ACCESS TO GOVERNMENT SERVICES **Lytton**

WHEREAS Service Canada is cutting back or eliminating services in small rural communities;

AND WHEREAS rural residents are being left without access to Service Canada:

THEREFORE BE IT RESOLVED that UBCM request both the provincial and federal governments to ensure that minimum levels of access be provided in rural communities.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial and federal governments to provide minimum levels of access to government services in all communities (e.g. over the past five years: 2012-A3, 2012-B48, 2012-B49, 2012-B56, 2012-B97, 2012-B101, 2012-B149, 2011-B42, 2011-B109, 2010-B70, 2010-B154, 2009-A7, 2009-B50, 2009-B174, 2009-LR1, 2008-B4, 2008-B9, 2008-B115, 2008-B142).

Conference decision: _____

B59 CANADA POST DISTRIBUTION OF UNADDRESSED MAIL REGARDING PUBLIC SAFETY ISSUES **Greenwood**

WHEREAS Canada Post has the authority to determine what it considers advertising or "junk" mail, and controls mail delivery to Canadians;

AND WHEREAS rural municipalities use the unaddressed mail system to reach residents, especially in dealing with public safety issues, yet many residents have a no junk mail policy attached to their mailboxes and therefore do not receive these critical and mandatory notices:

THEREFORE BE IT RESOLVED that the federal government instruct Canada Post that notices pertaining to the safety and protection of residents be given priority and placed in the mailboxes of all residents.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership endorsed resolutions 2010-B54 and 2002-B63, both of which called on Canada Post to amend its unaddressed admail program to include local government mailings among those items delivered to all residents.

In response to both resolutions, Canada Post and the federal government gave no indication that they would consider excluding local government mailings from the Consumers' Choice unaddressed admail program.

Canada Post pointed out that Section 35 of the Canada Post Corporation Act requires postal delivery of up to four mailings per year of printed matter for Members of Parliament.

Conference decision: _____

B60 ACCESS TO LEGAL SERVICES **Lantzville**

WHEREAS:

A. Funding for legal aid was cut back by over 40% in 2002 and the small increases since then have not kept up with inflation and as a result there is a very low level of legal aid coverage (almost none in family cases, none in poverty law cases, and limited criminal defence and refugee case coverage);
B. The funding of legal aid in British Columbia is 10th out of 13 provinces and territories;
C. Self-represented litigants who have legal problems that are not effectively resolved have escalating problems of poverty, homelessness, mental illness, lack of employability and deteriorating health;
D. Such persons live in our community and their unresolved, or badly resolved, legal problems mushroom and become the problems of our community;
E. Self-represented persons cause slow-downs and backlogs in our courts which have negative repercussions for individuals and businesses who use the courts to resolve disputes; and
F. Slow-downs and backlogs in the courts also give rise to public safety concerns because persons accused of crime are not tried in a timely way, sometimes are not tried at all because of the delays, and public safety officials, such as the police, spend undue amounts of time on such cases instead of making our communities safe:

THEREFORE BE IT RESOLVED that UBCM call on the provincial government to:

- Commit to increased, long term, stable funding for the Legal Services Society;
- Recognize legal aid as an essential service fundamental to a just society; and
- Engage in a constructive dialogue to effect change to improve access to legal services for all British Columbians which will positively affect BC communities.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial government to restore and increase funding for legal aid services in BC, through the Legal

Services Society (2010-B57, 2002-B73, 1988-B48).

In response to the 2010 resolution the provincial government indicated that funding for core legal aid services had not been reduced, and that "the Province has been steadily increasing funding for legal aid" since 2005.

Conference decision: _____

B61 EXPANSION OF BROADBAND SERVICES **Kitimat-Stikine RD**

WHEREAS the delivery of health and education services in northern remote communities is impaired by the lack of connectivity;

AND WHEREAS specifically, services such as "tele-health" and distance education are vital, cost-efficient services significantly contributing to northern development:

THEREFORE BE IT RESOLVED that UBCM write the federal Minister of Industry and BC Minister of Citizens' Services and Open Government seeking a renewed and highest priority commitment to the expansion of broadband technology in northern British Columbia.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions calling on the provincial and federal governments to ensure the availability of broadband internet service for all communities in BC (2011-B72, 2009-B57, 2006-B54, 2003-B35, 2002-B23).

In response to resolution 2011-B72, the provincial government highlighted a July 2011 agreement between the Province and TELUS, which in part aimed to improve internet connections to designated rural and remote communities by increasing bandwidth up to ten times the current speed. The Province also indicated that it was working with the private sector and other orders of government to provide every BC community with high speed internet service within the next 10 years.

Conference decision: _____

SECTION B—PART 2 and PART 3

Resolutions Proposing New Policy

This section contains resolutions that:

- address topics not previously considered;
- were previously considered but not endorsed;
- involve topics of local or regional significance;
- involve topics of national significance and recommended, as appropriate, for consideration by FCM.

The resolutions have been classified as:

- Part 2: those issues considered within the jurisdiction of local government.
- Part 3: those resolutions on matters of interest to local communities that are considered not within the jurisdiction of local government.

The process for introducing these resolutions for discussion will be:

A motion to enter all resolutions in Section B—Parts 2 and 3 for discussion will be made by a spokesperson for the Resolutions Committee as follows:

"I MOVE THAT ALL SECTION B—PART 2 AND PART 3 RESOLUTIONS BE CONSIDERED FOR DEBATE."

Once it is determined which resolutions will be considered individually, discussion will begin in the order the resolutions are printed.

Sponsors do not have to individually introduce their resolutions for consideration but are invited to speak to them at the appropriate time.

SECTION B—PART 2-a

Resolutions Proposing New Policy

After the motion to enter all resolutions in Section B—Parts 2 and 3 for discussion, a spokesperson from the Resolutions Committee will introduce the following motion:

"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR THE RESOLUTIONS IN SECTION B—PART 2-a BE ADOPTED?"

If the motion is approved by the delegates, the recommendations of the Resolutions Committee for all Section B—Part 2-a resolutions will be endorsed as a block.

These resolutions will not be debated individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be:

"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."

Such a motion would be introduced as an amendment to the general motion stated above.

If the motion were approved, the resolution would be considered after the primary motion was decided.

SECTION B2-a

COMMUNITY SAFETY

B62 TRAPPING OF ANIMALS **Central Kootenay RD**

WHEREAS trapping is legal in rural BC without any signage or notification of the presence of trap lines, meaning that in areas shared by the general public and their pets off leash there have been cases of death or severe harm to pets due to trap lines, and concerns raised for the health and safety of the general public:

THEREFORE BE IT RESOLVED that UBCM urge the Province of British Columbia to investigate and legislate ways to prevent domestic animals from being further injured in traps such as Conibear;

AND BE IT FURTHER RESOLVED that trap lines not be allowed in recreational areas close to communities, rural area developments and residential clusters.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to develop legislation to prevent domestic animals from injury or capture in wildlife traps.

However, the Committee notes that members endorsed a related resolution, 2012-B124, which requested that the provincial government "prohibit the sale of wildlife traps to individuals without a trapping permit or license." The2012 resolution also supported the development of educational programs on "alternatives to trapping wildlife and the importance of signage, particularly within urban areas in order to protect humans and pets from unnecessary injury."

In response to resolution 2012-B124 the provincial government asserted that "current trapping regulations do protect members of the public." However, the Province indicated willingness to "explore the possibility of restricting the sale of wildlife traps to licensed trappers" and examine the use of signage in urban trapping situations. The provincial government also committed to working with local government on emerging urban trapping issues.

In terms of education programs, the provincial government highlighted the collaborative efforts of the Conservation Officer Service and the British Columbia Conservation Foundation to develop the Wild Safe BC program, to "assist in reducing human-wildlife conflicts" and "help communities address ... growing problems with deer, coyotes, cougars and other wildlife."

The Province also indicated that it was monitoring the development of an urban wildlife operator training program for certification of licensed trappers, by the British Columbia Trapper Association and the Fur Institute of Canada.

Conference decision: _____

B63 POLICE OFFICER RECRUITMENT FUND **West Kelowna**

WHEREAS the federal government has announced that it will not renew its financial commitment to the Police Officer Recruitment Fund program which expires in March 2013;

AND WHEREAS this loss of funding will impact policing costs and programs as the fund aided in adding more police officers across Canada, and the Province utilized funds to create special units to combat major crimes and drugs, thus supporting and enhancing local police forces:

THEREFORE BE IT RESOLVED that UBCM request the federal Minister of Public Safety and the provincial Minister of Justice and Attorney General to continue funding the Police Officer Recruitment Fund.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the federal government continue to fund the Police Officer Recruitment Fund.

Conference decision: _____

B64 EMERGENCY MANAGEMENT PLANS FOR DAMS IN BC **Peace River RD**

WHEREAS British Columbia has many man-made dams on its rivers and streams throughout the province and this infrastructure creates man-made hazards that the general public needs to be informed of as well as of the potential risks and impacts they create;

AND WHEREAS while the current Dam Safety Regulation (BC Reg. 163/2011) requires dam permit holders to prepare and maintain emergency plans, there are no provisions to require dam permit holders to inform and educate the general public on the hazards, risks and impacts associated with the dams before or during an emergency event:

THEREFORE BE IT RESOLVED that UBCM request the Province of British Columbia to enact changes to legislation/regulation that would require dam permit holders to prepare all-encompassing emergency management plans that include requirements for dam permit holders to conduct public education, develop comprehensive public notification procedures and assist in the coordination of emergency response and recovery efforts to ensure the safety of the public.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to require dam permit holders to prepare all-encompassing emergency plans, and require the permit holders to conduct public education, develop comprehensive public notification procedures and assist in the coordination of emergency response and recovery efforts as part of the permit holders' emergency management plans.

Conference decision: _____

B65 TELEPHONE & INTERNET SERVICE DURING AN EMERGENCY Stewart

WHEREAS during a catastrophic event such as a tsunami, earthquake, or police emergency, communication with emergency response organizations is critically important to public safety;

AND WHEREAS disruptions in land line telephone and internet services will cut many remote rural and coastal communities off from emergency response management systems:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to ensure the necessary cell phone infrastructure is in place in order to provide timely emergency response if land line telephone transmission is disrupted.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to ensure the availability and function of cellular telephone infrastructure to support emergency response communications.

However, the Committee notes that members have consistently endorsed resolutions calling on the provincial and federal governments to ensure the availability of cellular telephone coverage to all communities (2012-B45, 2011-B72, 2010-B50, 2009-B57, 2008-B54, 2006-B54, 2005-B5, 2004-B9, 2003-B35, 2002-B23).

Conference decision: _____

TRANSPORTATION

B66 BIKE LANES ON PROVINCIAL ROAD RIGHTS-OF-WAY Sunshine Coast RD

WHEREAS the Ministry of Transportation and Infrastructure has requested local governments building paths on provincial road rights-of-way to provide invasive species management plans, have work overseen by an environmental monitor and assume responsibility for invasive plant management in the permitted area in perpetuity, in addition to providing for maintenance, including any sweeping which exceeds standards outlined in road maintenance contracts;

AND WHEREAS local governments are building paths to encourage people to use environmentally friendly alternatives to vehicles and should not be burdened with the costs of tasks within the jurisdiction of the Ministry, such as sweeping or ongoing invasive plant management:

THEREFORE BE IT RESOLVED that UBCM urge the Ministry of Transportation and Infrastructure to ensure permit conditions for construction and maintenance do not provide a deterrent to local governments wishing to expand active transportation networks, by the Ministry of Transportation and Infrastructure assuming full responsibility for the control of invasive plants on MOTI road rights of way and for maintaining adequate sweeping standards on bike lanes.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking that the Province ensure that permit conditions for construction and maintenance of bike paths along provincial road rights-of-way do not provide a deterrent to local governments wishing to expand their active transportation networks.

The sponsor has clarified that the proposed area for the bike lane is infested with Japanese Knotweed, an invasive plant species, and that the terms of the permit for building the bike lane are three-fold: that an invasive species management plan be created; that the work be overseen by an environmental monitor; and that the local government assume responsibility for invasive plant management in the permitted area in perpetuity.

UBCM members endorsed related resolutions 2007-B31 and 2007-B30, which asked the provincial government and the Ministry of Transportation to address invasive plants on provincially managed lands and rights-of-way. This included the provision of sufficient and ongoing funding to effectively control invasive plants over its land tenure, and designation of appropriate staff resources to collaborate with local government in invasive plant control initiatives.

In addition, UBCM members have endorsed resolutions asking that the Province of BC invest in cycling infrastructure in order to accelerate the availability and broaden the range of cycling opportunities for commuter, recreational, and competitive cyclists living in and visiting rural and urban areas (2012-B63).

Conference decision: _____

B67 PROHIBITING EXCESSIVE VEHICLE NOISE **Kelowna**

WHEREAS the *Motor Vehicle Act* of BC requires that all motor vehicles have mufflers to ensure exhaust is expelled without excessive noise, yet with modifications of these muffler and baffler exhaust systems, the result is excessive motorcycle and motor boat noise;

AND WHEREAS the standards of noise levels established by the Society of Automotive Engineers; which were reviewed, evaluated and supported by the Canadian Motorcycle and Moped Industry Council and Transport Canada; have been set at 92 dB(A) when engine is at idle and 96 dB(A) when engine is at 2000 rpm and are measurable with appropriate decibel reading equipment:

THEREFORE BE IT RESOLVED that the provincial government amend the *Motor Vehicle Act* to require that exhaust noise emitted from motorcycles and motor boats meet the noise level standards supported by Transport Canada, thus providing police officers clear definitions of "excessive vehicle noise";

AND BE IT FURTHER RESOLVED that police officers be provided the legislative tools necessary to enforce the *Motor Vehicle Act* prohibiting noise in excess of 92 dB(A) at engine idle and 96 dB(A) at 2000 rpm.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting amendments to the Motor Vehicle Act to require motorcycles and motor boats to meet the noise level standards supported by Transport Canada; and grant police officers the authority and legislative tools to enforce the noise level standards.

The Committee notes, however, that UBCM members have endorsed resolutions that requested the regulation of unmuffled boats (1996-B15); restrictions on the operation of ATVs and motor bicycles in urban and settled areas (1992-B68); and standards for small engine vehicles (2000-B67).

Conference decision: _____

FINANCE

B68 LOCAL GOVERNMENT INVOLVEMENT IN ICBC LITIGATION **Delta**

WHEREAS ICBC frequently seeks to add local governments as parties to litigation in order to spread the costs of settlements or judgments;

AND WHEREAS in many cases there is little, if any, liability on the part of the local government;

AND WHEREAS ICBC's actions cause local governments to incur legal fees and sometimes contribute to settlements in order to avoid more significant costs:

THEREFORE BE IT RESOLVED that the provincial government be requested to work with ICBC to ensure that local governments are only drawn into litigation when there is clear liability on their part.

NOT PRESENTED TO THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the membership has not previously considered a resolution requesting that the province work with ICBC to ensure that it is not drawn into litigation when there is no clear liability. The issue arises as result of local government being subject to "joint and several" liability, which is a long standing problem for local government.

Conference decision: _____

ENVIRONMENT

B69 UNDERGROUND AQUIFER MAPPING FOR PROPOSED MINING PROJECTS **Cumberland**

WHEREAS there are concerns that mining projects can negatively affect surrounding aquifers;

AND WHEREAS many people rely on these aquifers for drinking water:

THEREFORE BE IT RESOLVED that the provincial government conduct comprehensive mapping and modeling of aquifers that may be affected by proposed mines before approving mine projects.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that while the UBCM membership has considered resolutions regarding the potential impact of mineral exploration on a surrounding aquifer, members have not previously considered a resolution that asked specifically for the provincial government to conduct comprehensive mapping and modeling of aquifers.

UBCM members have requested that the provincial government delegate to local government water purveyors the ability to manage and impose mitigation measures for all mineral exploration and forestry activities within their watershed which are likely to adversely affect water quality, specifically by requiring local government approval prior to issuing permits related to mineral explorations and forestry (2007-B26).

Conference decision: _____

B70 RIPARIAN AREA REGULATIONS **Squamish-Lillooet RD**

WHEREAS there is a lack of cooperative, consistent and available enforcement efforts at all agency levels (local, provincial, federal) with respect to the contravention of Riparian Area Regulations (RAR);

AND WHEREAS citizens and local government are challenged to fairly apply, enforce and adhere to the regulations at a reasonable cost:

THEREFORE BE IT RESOLVED that the provincial government review the watercourses designated under RAR to ensure that they have significance to fish and habitat health;

AND BE IT FURTHER RESOLVED that the provincial government appropriately enforce the RAR and provide adequate funds for said enforcement.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION & THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking that the provincial government review the watercourses designated under the Riparian Area Regulation to ensure that they have significance to fish and habitat health; and that the provincial government appropriately fund enforcement of the RAR.

However, members endorsed resolution 2012-B73 which asked that the Ministry provide the necessary staff resources to implement the RAR; and resolution 2011-B97, which requested adequate funding and resources to provincial ministries to ensure the adequate protection of BC lakes and rivers.

In response to resolution 2012-B73, the provincial government noted that local governments could engage in cost-recovery mechanisms by approaching developers and requiring them to cover habitat protection costs associated with their proposed activity.

Conference decision: _____

B71 COORDINATED ENVIRONMENTAL REVIEW PROCESS Delta

WHEREAS the Fraser River Estuary Management Program was discontinued on March 1, 2013;

AND WHEREAS changes have been made to the Department of Fisheries and Oceans (DFO) Habitat Protection Program without consultation with local governments;

AND WHEREAS these changes will result in the loss of the coordinated environmental review process for in-stream works, shoreline development and other projects that may impact the marine ecosystem:

THEREFORE BE IT RESOLVED that the provincial government be requested to initiate discussions with the federal government and local government regarding the reinstatement of an independent agency to coordinate environmental review processes for in-stream and shoreline works.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting the provincial government to initiate discussions with the federal government and local government regarding the reinstatement of an independent agency to coordinate environmental review processes for in-stream and shoreline works.

While UBCM is aware of concerns with the changes to the Fisheries Act due to the passing of Bill C-38, the reinstatement of the FREMP or other agency to coordinate environmental review processes for in-stream and shoreline works appears to be a regional issue.

UBCM is seeking member feedback to identify concerns, including those that are raised in this resolution, with the changes to the Fisheries Act and the DFO.

Conference decision: _____

B72 GENETICALLY ENGINEERED PLANTS & ANIMALS Metchosin

WHEREAS some Genetically Engineered (GE) crops, through pollination, can disperse their pollen and genes indiscriminately and potentially contaminate non-GE crops, resulting in lawsuits, loss of organic certification, and marketability;

AND WHEREAS there is particular concern with the transfer of DNA between species and the potential unintended consequences, especially with animal species;

AND WHEREAS Vancouver Island and associated coastal communities are isolated from other agricultural areas in British Columbia, which can provide practical approaches to avoiding

contamination by GE organisms and these locations suggest that there is an opportunity for local farmers to provide organic production, to help maintain long-term sustainability, to foster a living seed bank, and to be a refuge from genetically engineered contamination:

THEREFORE BE IT RESOLVED that UBCM ask the British Columbia government to legislate the prohibition of importing, exporting and growing plants and seeds containing genetically engineered DNA, and raising GE animals within BC, and to declare through legislation that the province of BC is a GE Free area in respect to all plant and animal species.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking that the Province legislate the prohibition of importing, exporting and growing genetically engineered plants, seeds, and animals on Vancouver Island or in associated coastal communities.

However, the membership did endorse a similar resolution, which asked for a legislative ban on the importing, exporting and growing of fruit and plant material containing genetically engineered material in BC (2012-B126).

Conference decision: _____

B73 BEAR AWARE FUNDING **Sunshine Coast RD**

WHEREAS the evolving criteria and competitive process for securing Bear Aware/Wild Safe BC funding is counterproductive to local governments requiring funding certainty to ensure continuity of a service provided in partnership with other organizations;

AND WHEREAS small rural local governments are less able to respond to evolving program criteria and funding requirements:

THEREFORE BE IT RESOLVED that UBCM urge the Ministry of Environment to provide financial support and work with the BC Conservation Foundation to revise the funding criteria for the Bear Aware/Wild Safe program to ensure interested communities can participate without having to compete against other jurisdictions for funding.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting more funds for the Bear Aware/Wild Safe program to ensure that interested communities can participate without having to compete against other jurisdictions for funding.

The membership has, however, asked that the provincial government maintain the Bear Aware program and provide the required funding through the Habitat Conservation Trust Fund for communities pursuing the "Bear Smart" program (2004-B81); and that adequate funding and staffing be provided in order for the BC

Conservation Service to be more active and proactive in effectively managing bear-human conflict in communities across BC (2012-B21).

Conference decision: _____

B74 FUNDING FOR DEER MANAGEMENT EDUCATION **North Saanich**

WHEREAS the increasing population of deer in urbanized and agricultural areas is impacting agricultural crop production and public health and safety due to deer-auto collisions, aggressive deer-human and deer-pet interactions and transmission of disease;

AND WHEREAS there is limited funding available to develop comprehensive public education programs needed to augment and support regional and local deer management strategies:

THEREFORE BE IT RESOLVED that UBCM request the Province to provide funding for regional public education programs to support deer management strategies.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government provide funding for regional public education programs to support deer management strategies.

However, the membership has endorsed several resolutions on urban wildlife management, including resolution 2010-B25, which asked that the Province of British Columbia to put more resources into wildlife management areas in which both rural and urban wildlife is a significant problem; and resolution 2004-B81 which asked the provincial government to maintain the Bear Aware program, including community – based education programs.

The membership has also endorsed numerous resolutions requesting additional funding and staffing of conservation officers to support wildlife management (2012-B21; 2003-B32; 1996-B27; 1992-B35).

Conference decision: _____

B75 CARBON SEQUESTRATION OFFSETS – LOCAL GOVERNMENT OWNED TREES **Port Alberni**

WHEREAS most local governments in B.C. have signed on to the Province's Climate Action Charter committing to be carbon neutral in their operations by 2012;

AND WHEREAS the provincial Climate Action Secretariat has advised that carbon sequestered by trees in a local government's urban forest and park lands is not eligible to be counted as offsetting carbon output under the Climate Action Charter:

THEREFORE BE IT RESOLVED that the Province of BC instruct the provincial Climate Action Secretariat to change their position regarding acceptance of carbon sequestered by trees owned by a local government as an accepted offset of carbon produced.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking that the Province allow carbon sequestered by trees owned by local government as an accepted offset of carbon emissions produced.

However, the membership did endorse a similar resolution, which asked the Province to allow local government green projects such as greenways and urban forests, to retain the carbon sequestering and carbon credits accrued (2009-B112). Members also endorsed resolution 2010-B32, which called on the Province to expand the scope and criteria for eligibility of land-based projects to qualify for immediate carbon credits.

The Committee is also aware that UBCM worked closely with the Ministry of Community, Sport & Cultural Development and the Climate Action Secretariat through the Green Communities Committee to create a carbon neutral framework that would enable local governments to reduce their corporate carbon liability and meet their commitment to become carbon neutral. The framework includes an option for local governments to select from a list of measurable GHG reduction projects outside of the corporate boundary, which could be undertaken in their communities to counterbalance their remaining corporate emissions.

In addition, the Government of British Columbia has developed a Forest Carbon Offset Protocol (FCOP) to guide the design, development, quantification and verification of B.C forest carbon offsets from a broad range of forest activities on private and public land in BC.

Conference decision: _____

B76 INVASIVE ZEBRA & QUAGGA MUSSELS Okanagan-Similkameen RD

WHEREAS species introductions are the leading cause of biodiversity loss in lake ecosystems and are a growing threat to aquaculture in the Canadian coastal ecosystems;

AND WHEREAS invasive non-indigenous species are recognized as one of the most serious environmental problems in the world:

THEREFORE BE IT RESOLVED that UBCM request the federal and provincial governments to take immediate action to implement legislation and border controls whereby owners of aquatic equipment are obligated to prevent the spread of invasive Zebra and Quagga mussels to the province of British Columbia.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial and federal governments implement legislation and border controls to ensure that owners of aquatic equipment are obligated to prevent the spread of invasive Zebra and Quagga mussels.

However, the Committee notes that members endorsed resolution 2012-LR2, which asked the Province of BC to take immediate measures to protect the lakes of British Columbia from introduction of Quagga and Zebra mussels through mandatory inspections of vessels being transported from Quagga or Zebra mussel infested waters.

As well, the Committee notes that the UBCM membership has consistently endorsed resolutions calling on the Province as well as the federal government to undertake measures to prevent the establishment and spread of invasive species in BC (2011-B44, 2010-B29, 2008-B71, 2008-B86, 2007-B30, 2007-B31, 2006-B32, 2005-B25, 2004-B72, 2003-B81).

Conference decision: _____

B77 MAJOR APPLIANCE STEWARDSHIP PROGRAM Okanagan-Similkameen RD

WHEREAS the removal of hazardous materials and refrigerants remains the responsibility of the recycler and processor;

AND WHEREAS the British Columbia Major Appliance Stewardship program does not meet the standards of Extended Producer Responsibility:

THEREFORE BE IT RESOLVED that UBCM request that the British Columbia Minister of Environment require that all refrigerants contained within major appliances become the responsibility of the manufacturer of that product for the entire life-cycle of these materials.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to require that all refrigerants contained within major appliances become the responsibility of the manufacturer for the entire life-cycle of the product.

The Committee understands that on July 1, 2012, the electronic and electrical product category of the provincial Recycling Regulation was expanded to include large cooling appliances such as refrigerators.

The Committee notes that UBCM members have endorsed resolutions supporting the introduction of industry product stewardship programs, to shift waste management responsibility from local governments to producers and consumers of products such as electronic waste, batteries, tires, used oil, plastics and packaging (2008-B84; 2006-B29; 2005-B24; 2004-B13; 2004-B14; 2004-B15; 2004-B82; 2003-B87; 1998-B60). In addition, members have endorsed the principle that industry should fully fund product stewardship programs, so that industry assumes the costs of marketing, collecting, transporting and processing materials (2007 Environment Action Plan).

The provincial government has been receptive to local government's desire to shift to extended producer responsibility programs, with producers responsible for their products from the "cradle to the grave." The Ministry of Environment's current Industry Product Stewardship philosophy is designed to shift responsibility away from the taxpayer and local government to a user pay and brand-owner/producer responsibility waste management system. This shift should, in concept, reduce the local government waste management burden.

Conference decision: _____

LAND USE

B78 FOREST STEWARDSHIP PLAN EXTENSION Squamish-Lillooet RD

WHEREAS forest stewardship plan development is the public's only opportunity to provide formal comment on forest practices in a potentially large area;

AND WHEREAS forest stewardship plans have a five year term and can be extended to 10 years by government:

THEREFORE BE IT RESOLVED that when applying for a forest stewardship plan extension the licensee should be legally required to notify the public of the renewal application and the public should have the right to have any concerns noted and addressed.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION & THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that UBCM members have not previously considered a resolution specifically requesting that licensees be legally required to notify the public about the renewal of an application to extend the term of the forest stewardship plan.

However, the issue of forest stewardship plans and the length of time for public consultation has been considered. In 2010, members endorsed B94 which requested, in part, that the provincial government improve public consultation processes associated with forest stewardship plans, including extending the period for public consultation for a reasonable period of time before the stewardship plans are approved.

Conference decision: _____

B79 FOREST STEWARDSHIP & INDUSTRIAL ACTIVITY Squamish-Lillooet RD

WHEREAS forest stewardship plan development is the public's only opportunity to provide formal comment on forest practices in a potentially large area;

AND WHEREAS it is important for communities and the public to be aware of resource industry activity in areas where they live, work or recreate:

THEREFORE BE IT RESOLVED that forest companies be required to establish and maintain a publicly available project website to ensure public awareness of ongoing activities and construction schedules making all monitoring reports prepared during operation available to the public on the project website.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION & THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that UBCM members have not specifically requested that forest companies be required to establish and maintain a publicly available project website to ensure public awareness of ongoing activities and construction schedules making all monitoring reports prepared during operation available to the public on the project website.

However members have endorsed resolutions that have requested that local governments be consulted when there are changes being proposed to specific operation arrangements in their area -such as the transfer of harvesting rights from one company to another or on the broader scale of changes in forest and land use policy that will impact present forest operations in the community (2005-B35; 2000-B102; 2000-B88; 1999-B63; 1995-B20; 1992-A2; 1990-B42).

Conference decision: _____

B80 *MINERAL TENURE ACT* MODERNIZATION **Tofino**

WHEREAS British Columbia's *Mineral Tenure Act* has remained substantially unchanged since the 1800'sand is not suited to our modern day land base and the demands of legitimate competing interests and values, with the present *Mineral Tenure Act* giving no weight to other economic activities, current or future, in areas affected by mining claims including tourism, forestry and farming;

AND WHEREAS local governments and First Nations deserve greater latitude to shape their economic development paths and protect the full range of their residents' interests, and a modern *Mineral Tenure Act* could ensure adequate regional planning would take place, recognizing vital water, agricultural and other resources on which all communities depend:

THEREFORE BE IT RESOLVED that UBCM request that the Province of British Columbia undertake abroad-based public engagement process similar to that being used to amend BC's *Water Act* and fairly engage First Nations and local governments to determine how best to modernize the *Mineral Tenure Act* and related legislation in a way that ensures the full range of interests – including social, cultural, ecological and economic – are given fair consideration on BC's land base.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that UBCM members have not specifically sought a broad-based public engagement process to determine how best to modernize the Mineral Tenure Act.

However, the conflict between surface and sub-surface rights has been a longstanding policy issue for UBCM members. In 1994, resolution B80 was endorsed requesting that the Municipal Act be amended to address any under surface rights and obligations of those rights as to how they will affect any community where underground and surface rights are not held by the same common person or group.

As well, more recently, members have endorsed several resolutions calling for greater consideration of the environmental impacts of mining, public consultation on mining projects, as well as environmental protection from mining activities (2009-B43; 2008-B42; 2006-B38).

Conference decision: _____

COMMUNITY ECONOMIC DEVELOPMENT

B81 GREEN JOBS PLAN FOR BC **Vancouver**

WHEREAS Green Jobs initiative respects the values of British Columbians in ensuring ecosystem health and strong communities;

AND WHEREAS BC is well positioned to capitalise on this emerging trend and many communities are already showing leadership;

AND WHEREAS Green Jobs will increase resilience and prosperity in our communities:

THEREFORE BE IT RESOLVED that UBCM join the call for the Province to create and support a bold Green Jobs Plan for British Columbia.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to create and support a green jobs plan.

However, the membership did endorse B101 in 2010 which requested that "UBCM support and encourage the development of partnerships of local governments, community colleges, the Province and local investors to establish funding agreements which could provide the basis for stimulating and building enduring economies in British Columbian communities, through attracting and supporting green industries and providing the training for the newly-skilled workers they would require."

UBCM members have also endorsed a number of resolutions in support of promoting alternative energy sources and green energy opportunities (2001 Energy Forum Recommendations; 2006-B26; 2006-LR14; 2008-B41).

Conference decision: _____

B82 SUPPORT FOR BC ASSOCIATION OF AGRICULTURAL FAIRS & EXHIBITIONS **Maple Ridge**

WHEREAS BC's agricultural fairs and exhibitions are in the strategic position to continue and enhance their work of educating and promoting BC agriculture awareness through serving excess of 1.5 million visitors to BC's agricultural fairs, exhibitions and related festivals each year;

AND WHEREAS in over 50 communities throughout BC, the use of a combined total of 20,000+ volunteers has resulted in affordable family entertainment and agriculture awareness;

AND WHEREAS agriculture, food production and food security is an important economic contributor to the British Columbia economy:

THEREFORE BE IT RESOLVED that UBCM request that the provincial government negotiate a viable funding envelope with the BC Association of Agricultural Fairs and Exhibitions to be included in the

Ministry of Agriculture budget, in order to preserve the existence of agriculture fairs and exhibitions across the province.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to provide funding for the BC Association of Agricultural Fairs and Exhibitions within the Ministry of Agriculture budget.

However, the membership has supported promoting the BC agriculture industry through schools, local production promotion, etc. (2009-B144; 2011-B52).

Conference decision: _____

HEALTH

B83 MENTAL HEALTH PATIENT INTAKE PROCEDURES &Delta FACILITIES

WHEREAS police have become front line mental health workers responding to calls for service where, in many cases, the subject of complaint requires specialized medical or psychiatric care rather than police attention;

AND WHEREAS the amount of time police spend in hospital guarding mental health clients can be significant and represents a poor use of police resources:

THEREFORE BE IT RESOLVED that the provincial government be requested to invest in resources to create an efficient process of mental health patient intake, including the provision of secure holding facilities and security personnel trained to guard patients in order to reduce the use of police resources in this capacity.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government provide resources to make the intake process for mental health patients more efficient, including secure holding facilities and trained security personnel.

Members have, however, consistently endorsed resolutions calling on the provincial government to provide adequate support services for mental health patients (2012-B37, 2011-B61, 2010-B42, 2008-A1, 2008-B51, 2006-B50, 2006-B51, 2006-B153).

Conference decision: _____

B84 HOARDING & ITS IMPACTS ON LOCAL GOVERNMENTS New Westminster

WHEREAS compulsive hoarding is a psychological condition which is estimated to occur in about 5% of the population and is associated with fire, health and safety hazards which pose an extreme risk to the hoarder but also to first responders and others living in close proximity to the hoarding unit;

AND WHEREAS local government, through fire protection, licensing and / or standards of maintenance bylaws, must inspect hoarding units and issue orders to address any fire, health and safety hazards;

AND WHEREAS local government staff do not have the mandate or skill set to deal with the psychological condition of hoarding and often observe deteriorating conditions between inspections;

AND WHEREAS the City of Vancouver and Vancouver Coastal Health have established a Hoarding Action Response Team, in which mental health workers are assigned to work hands-on with hoarders to reduce fire, health and safety hazards and to do follow-up maintenance:

THEREFORE BE IT RESOLVED that the health authorities work with local government to address the increasing prevalence of hoarding by allocating appropriate resources and staff and by providing care and support to hoarders to enable them to manage and reduce risks associated with their psychological condition.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that health authorities work with local governments to allocate resources and staff to provide care and support to hoarders.

The Committee notes that members did endorse resolution 2012-B57, which called on the provincial government to enact legislation to "enable local governments to address safety concerns caused by hoarding behaviour." In response the provincial government cited existing local government authority to regulate, prohibit and impose requirements in relation to nuisances, including unsanitary conditions on property, under sections 8, 16 and 74 of the Community Charter.

As well, the membership has endorsed several resolutions, including 2010-B42, requesting that the provincial government expand services and funding for persons with mental illness and addictions.

Conference decision: _____

SELECTED ISSUES

B85 TIERED ELECTRICITY RATES Greenwood

WHEREAS the British Columbia Utilities Commission, which regulates energy utility rates in the province of BC, has approved a tiered electricity rate structure so that within a two-month billing period one rate is charged for power usage up to 1,600 kWh, but a higher rate is levied on power

usage over 1,600 kWh;

AND WHEREAS low-income residents of BC are specifically vulnerable to such a tiered rate structure because they often live in rental facilities, with limited resources or options to reduce electricity usage:

THEREFORE BE IT RESOLVED that UBCM call on the provincial government to review the impact of a tiered electricity rate structure on low-income British Columbians, and amend the tiered rate structure to minimize the impact on those in our society who are less fortunate and have limited options to reduce their electricity usage.

NOT PRESENTED TO THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse with Proposed Amendment***

*THEREFORE BE IT RESOLVED that UBCM call on the provincial government to review the impact of a tiered electricity rate structure on low-income British Columbians**;***

AND BE IT FURTHER RESOLVED that if the results of the review of the tiered rate structure reveal a negative impact, that amendments be made *to minimize the effect for those less fortunate and those who have limited options to reduce their electricity usage* ***(i.e. no access to natural gas)****.*

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously asked that the Province review the impact of a tiered electricity rate on low income citizens and amend the tiered structure to minimize the impact on those less fortunate who have limited options to reduce their electricity usage.

The sponsor has identified that some citizens on low/fixed incomes do not have the financial capacity to undertake energy efficiency upgrades and may not have access to cheaper energy options such as natural gas to offset their electricity usage.

UBCM members have endorsed previous resolutions that have supported postage stamp, cost-based rates for electricity (1996-B7; 2001, 2002 and 2003 UBCM energy policy positions). In 2004, members endorsed resolution B87 which objected to BC Hydro's proposed increase in electricity rates. Prior to that, resolution 1992-B99 requested that BC Hydro be encouraged to promote electric heating at equitable rates in homes that are adequately insulated, especially in areas were natural gas service is not available. Members have also endorsed resolutions seeking programs/supports for seniors and low income citizens related to affordable housing, free bus passes, and social assistance programs (2005-B48; 2002-B69)

The Committee is proposing an amendment that would place the sponsor's request in a staged approach; if the tiered structure does reveal negative impacts on low income citizens, then the request for amendments be brought forward to address the negative impacts that are discovered as part of the review.

See also resolutions C7 and C8.

Conference decision: _____

SECTION B2-b

LEGISLATIVE

B86 PERSONAL INFORMATION OF ELECTED OFFICIALS **New Westminster**

WHEREAS during the "open delegation" portion of a recent council meeting, a member of the public broadcast the private residential address of a member of council as part of a PowerPoint presentation;

AND WHEREAS this experience raised concerns about the personal privacy and security of elected officials:

THEREFORE BE IT RESOLVED that the provincial government amend s. 73(7) of the *Local Government Act* to exempt, when special circumstances are presented, the public release of an elected official's home address.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

This was submitted to UBCM in 2012 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, the resolution has been forwarded to the Area Association for consideration as part of the 2013 resolutions cycle.

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government amend s. 73(7) of the Local Government Act to exempt, in special circumstances, the public release of an elected official's home address.

Conference decision: _____

B87 WORKPLACE BULLYING & HARASSMENT **Central Coast RD**

WHEREAS under the BC Human Rights Code, employees are entitled to work in an environment which is free from harassment, bullying, and discrimination;

AND WHEREAS some elected officials undertake to harass, bully, or discriminate against others within the local government workplace, and current provincial regulations lack the teeth to punish or enforce the removal from office elected officials who abuse their office by harassing, bullying or discriminating against others:

THEREFORE BE IT RESOLVED that the provincial government take immediate steps to put in place legislation that will enforce severe consequences, including removal from office, for persons who abuse their office as elected officials by harassing, bullying, or discriminating against others within their local government environment.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to enact legislation that puts in place consequences, including removal from office, for local government elected officials who harass, bully, or discriminate against staff or other elected officials within their local government.

See also resolution B131.

Conference decision: _____

B88 SHADOW POPULATIONS **NCLGA Executive**

WHEREAS local governments in rural British Columbia are experiencing a growing number of people living adjacent to their borders which is placing additional service provision pressures on these communities;

AND WHEREAS the local governments are not presently allowed to include this 'shadow' population in their overall population count even though municipal services are utilized by them:

THEREFORE BE IT RESOLVED that UBCM request that the provincial government amend the *Community Charter* to allow local governments the ability to conduct municipal census similar to the Determination of Population Regulation 63/2001 and Amendment 10/2013, under Alberta's *Municipal Government Act*.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government amend the Community Charter to enable a local government to conduct a local government census.

However, members have endorsed resolutions calling for data and funding programs to reflect more accurately the existence and impact of shadow populations on local governments as local governments strive to resource and provide utilities, protective, recreational and other services (2012-B97, 2010-B10, 2004-A3, 1995-B26, 1994-B50).

Conference decision: _____

COMMUNITY SAFETY

B89 TWO-TIERED POLICE FORCE **Cranbrook**

WHEREAS many British Columbia municipalities are experiencing rising RCMP costs, and have no other options available for policing;

AND WHEREAS the Province of Alberta has legislated the *Peace Officer Act*, providing a level of local government law enforcement with authority under the following provincial statutes:

- *Gaming & Liquor Act*
- *Traffic Safety Act*
- *Motor Transport Act*
- *Dangerous Goods Act*
- *Environmental Protection & Enhancement Act*
- *Dangerous Dogs Act*
- *Provincial Offenses Procedure Act*;

AND WHEREAS the Peace Officers support and collaborate with the RCMP so that the RCMP can focus their resources on major crime, while the Peace Officers deal with:

- enforcement of all of municipal bylaws;
- educating the public about various bylaws and regulations;
- school and community youth safety programs;
- the provision of conflict resolution and mediation services; and
- assisting fire/RCMP/Regional Emergency Services:

THEREFORE BE IT RESOLVED that UBCM request that the Province of British Columbia work in concert with the RCMP to amend the *Police Act* to allow another level of policing services for local governments in order that they might have options that will achieve good fiscal balance, while maintaining a strong police force.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution that requested the Police Act be amended to allow another level of policing services for local government.

The Committee would observe that local government in the past has been reluctant to take on additional policing responsibilities, particularly where the federal or provincial governments have traditionally been responsible for providing police services in the area. Furthermore, local governments have been concerned about the costs of providing an additional level of policing, such as the need to hire additional staff, in some cases, to take on added responsibilities; and the costs of training and equipping staff to manage the additional responsibilities.

In Alberta the authority of the local bylaw officer has been expanded to cover a number of provincial Acts and the training standards have been increased to allow bylaw officers in some cases to carry weapons. Local governments in Alberta have the ability to use local bylaw officers, when properly trained, to take on some of the work currently the responsibility of police officers in British Columbia.

It is not clear whether the Alberta model of expanding the scope of policing resources is a solution to rising police costs. Alberta funds policing in local communities differently than British Columbia, so that the Alberta provincial government may cover some of the costs that might otherwise be borne by local government in British Columbia. Further study of the Alberta model would be required, including clear identification of the roles and responsibilities of each order of government, to ensure that costs were not being downloaded. There might be a need to pilot some different ways of providing police services to determine their cost effectiveness at the local level.

The Committee is also aware that the RCMP is researching some different policing models that local government may consider in the future. The cost of these different models has not yet been determined, so it is not clear whether or not they would provide cost savings to local government. The Committee would suggest that the implementation of a two-tiered policing model is an issue that might best be examined in further detail by the RCMP Local Government Contract Management Committee.

Conference decision: _____

B90 EMERGENCY SOCIAL SERVICES & TEMPORARY DISASTER ASSISTANCE FOR SECOND HOME OWNERS & TEMPORARY RESIDENTS **East Kootenay RD**

WHEREAS second home owners and temporary residents may be impacted by a local emergency or disaster;

AND WHEREAS current regulations restrict second home owners and temporary residents from accessing emergency social services and other disaster assistance:

THEREFORE BE IT RESOLVED that the Government of British Columbia be requested to amend legislation to permit second home owners and temporary residents access to the same emergency social services and temporary disaster assistance as local residents when impacted by an emergency.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial Disaster Financial Assistance fund be expanded to cover vacation properties.

The Provincial disaster relief program was established to provide emergency assistance to residents whose home was damaged and they required shelter, food, clothing or other financial assistance to help get them started again. The program was never intended as an insurance program to provide assistance to individuals whose vacation property got damaged or whose vacation was disrupted as the result of a flood or other disaster, in both these cases it is expected that these individuals have a permanent residence that they can go back to.

See also resolution C5.

Conference decision: _____

B91 PHOTO RADAR IN SCHOOL ZONES **Penticton**

WHEREAS speeding traffic in school and playground zones creates hazard and injury for children;

AND WHEREAS increased police enforcement and volunteer radar reader boards are labour intensive and meet with limited long term success:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to change its legislation to permit the use of photo radar in school and playground traffic zones;

AND BE IT FURTHER RESOLVED that fine revenue be shared on a negotiated basis between local governments.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting the use of photo radar in school and playground zones.

The provincial government, in the past, has indicated that it supports measures to increase children's safety in school and playground zones. In 2003, the Province of British Columbia (Province) amended the Motor Vehicle Act to allow school speed zone hours to be expanded beyond the traditional 8 a.m. – 5 p.m. period where children are attending extracurricular and community activities outside regular school hours. The Province has also implemented a supplemental fine, in addition to the regular fine and driver penalty points, for significant speed violations. Current fine levels for speeding in school and playground zones are higher compared to other moving violation fines.

Conference decision: _____

B92 REQUIREMENT FOR WORKING SMOKE ALARMS Cariboo RD

WHEREAS research has proven that working smoke alarms save lives and protect property, but many homes in British Columbia do not have this essential and basic form of fire protection;

AND WHEREAS insurance companies have direct contact with their clients on an annual basis, and a vested interest in ensuring the homes they insure are safe from fire:

THEREFORE BE IT RESOLVED that in an effort to reduce fire fatalities and losses in our province, UBCM call for changes to BC's *Insurance Act* to make the purchase or renewal of home or contents insurance contingent on a declaration by the policy applicant that there is a working smoke alarm in the home.

NOT PRESENTED TO THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership considered but did not endorse resolution 2009-B74, which requested the provincial government to amend the Insurance Act to "require that the applicant for an insurance policy for a dwelling unit complete a residential fire safety checklist and sign a declaration that a functioning smoke alarm exists in the dwelling unit as a condition of the issuance of a new or renewed insurance policy for such a dwelling unit."

In its comments on the resolution, the Resolutions Committee observed that the homeowner would be taking on additional liability, as the declaration would confirm that the homeowner had all the required measures outlined in the fire safety checklist and that the smoke alarms were operating. If a homeowner who had signed such a declaration experienced a residential fire, underwriters would verify whether the items listed in the declaration were in place and operational at the time of the fire. If these measures were not in place or not operational,

then the homeowner might find that the fire insurance was not valid. At the time, the Resolutions Committee wondered about the potential consequences of the proposal. If enacted, the amendments to the Insurance Act would transfer liability from insurance companies to homeowners in the event of a fire.

Conference decision: _____

ELECTIONS

B93 OTHER VOTING **Barriere**

WHEREAS Section 49(3) of the *Local Government Act* currently prevents a corporation from having a vote in local government elections including other voting for borrowing for service area improvements;

AND WHEREAS corporations contribute taxes and service delivery fees towards the operation of local services but have no representation:

THEREFORE BE IT RESOLVED that UBCM request that the provincial government review the *Local Government Act* and amend it accordingly to permit corporations the right to a vote in referenda on local government service delivery.

NOT PRESENTED TO THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking specifically that the provincial government amend the Local Government Act to permit corporations to vote in referenda on local government service delivery.

However, the Committee would note that the UBCM membership has consistently opposed the granting of franchise to corporations (2009-B101, 2008-B97, 2003-B53, 1994-A6).

Conference decision: _____

B94 CIVIC ELECTION TERM LENGTH IN BC **LMLGA Executive**

WHEREAS many provinces, including Alberta, Saskatchewan, Manitoba, Quebec, Nova Scotia, Newfoundland and Labrador, Ontario, PEI and New Brunswick, have four-year civic election terms, a term length which reflects the accepted period between elections in the provincial and federal contexts;

AND WHEREAS the 2013 provincial election highlighted a number of issues with regard to local government elected officials running and being elected to the provincial legislature and the lack of legislative direction to avoid governance conflicts, expensive by-elections, long absences on council and boards and the double dipping of salaries;

AND WHEREAS four-year election terms would likely be more productive for councils and staff and would save taxpayer money:

THEREFORE BE IT RESOLVED that UBCM ask the provincial government to increase the interval between civic elections from three years to four years.

NOT PRESENTED TO THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership considered but did not endorse resolution 2010-A2, which called on the provincial government to extend the term of office for local government elected officials to four years.

Prior to 2010, members considered resolutions about the length of local government elected officials' term of office on four separate occasions.

In 2007 members endorsed resolution B95, which requested the provincial government to "increase the interval between civic elections from three years to four years." However, in the previous year, 2006, members considered resolution A9 with the same wording, but did not endorse the resolution.

Members considered but did not endorse resolution 2003-B52, which called on the Province to amend the Local Government Act to enable individual local governments to choose between a two-year staggered and a three-year all-at-once term.

In 1986 the UBCM membership endorsed resolution 1986-A1, calling for a three-year term for local government elected officials – triennial elections – but with the provision that individual local governments could hold annual elections if requested by their residents.

Conference decision: _____

B95 LOCAL GOVERNMENT ELECTION CAMPAIGN FINANCE RULES **Vancouver**

WHEREAS in 2005, 2009, 2010, and 2012, the City of Vancouver has brought forward formal requests to the Province requesting changes to the *Vancouver Charter* to allow for local governments to create appropriate rules for disclosure and regulation of election campaign finance, which is currently regulated at a standard far lower than provincial or federal elections;

AND WHEREAS the funds used to campaign for elected office in Vancouver have grown exponentially in the seven year interval Vancouver has waited for provincial action on this issue, with the unprecedented case of $960,000 donated to one electoral organization from a single corporation in the2011 Vancouver local government election;

AND WHEREAS the most recent motion, passed unanimously by Vancouver City Council in January 2012, provoked an informal response from the provincial government that they would be amenable to modernizing municipal election and campaign rules if support from a majority of municipalities was garnered;

AND WHEREAS a motion from Vancouver to the UBCM in 2009 was pre-empted from debate with the establishment of the provincial government's Local Government Election Task Force:

THEREFORE BE IT RESOLVED that UBCM support Vancouver's request to the provincial government for amendments to the *Vancouver Charter* to allow Vancouver to make rules for election campaign finance that place greater limits on campaign spending and contributions, and provide for greater disclosure.

NOT PRESENTED TO THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that in 2009 the City of Vancouver requested that:

"UBCM petition the provincial government to amend the Local Government Act and the Vancouver Charter to:

- *set limits on the annual amount of contributions that can be given by an individual or organization to an elector organization, campaign organizer, or an individual seeking elected office;*
- *limit the amount of money that may be spent annually by an elector organization, campaign organizer, or an individual seeking elected office during a general local election campaign; and*
- *disallow contributions to an elector organization, campaign organizer, or an individual seeking elected office, from sources outside of Canada;"*

The 2009 resolution was referred to the Local Government Elections Task Force that had been established to look at local government elections reform.

In May 2010, the Elections Task Force published its recommendations for elections legislation reform. While the Task Force supported introducing campaign expense limits and requiring greater financial disclosure, it was silent on contribution limits. The Committee understands that the Province is preparing legislation that would address the Elections Task Force recommendations, in advance of the 2014 local government elections.

This 2013 resolution, while making the same three requests as the 2009 resolution, is specifically asking that the Vancouver Charter be amended, not the Local Government Act. The Resolutions Committee recognizes that in focusing the 2013 resolution on the Vancouver Charter, the City of Vancouver acknowledges that it faces specific challenges with local government election campaign finance within its community, challenges that may not currently be experienced by other local governments in the province. The Committee further recognizes that the City of Vancouver is seeking a solution that would avoid placing unnecessary restrictions onto other local governments.

While the Vancouver Charter applies solely to the City of Vancouver, the Committee would suggest that amendments to the Vancouver Charter do not occur in isolation from the other legislation pertaining to local government in BC. Indeed, there is the potential for changes to the Vancouver Charter to have impacts on the wider government in BC. Indeed, there is the potential for changes to the Vancouver Charter to have impacts on the wider legislative framework for local governments in the longer term. Because of this, the Committee suggests that it is appropriate for a resolution focused on the Vancouver Charter to be admitted for debate, so that it can be considered by the UBCM membership as a whole.

Conference decision: _____

TRANSPORTATION

B96 REDUCING DEFAULT SPEED LIMITS FOR MUNICIPAL ROADS **Victoria**

WHEREAS local governments are concerned about resident safety on municipal streets, and lowervehicle speeds reduce the severity of injuries to pedestrians in vehicle/pedestrian collisions;

AND WHEREAS consistent province-wide speed limits promote driver awareness and ease enforcement between municipalities:

THEREFORE BE IT RESOLVED that UBCM request the Province of British Columbia to amend the *Motor Vehicle Act* to limit the default speed limit on a highway in a municipality to 40 km/h and allocate implementation funds to assist municipalities in installing signage for higher speeds where appropriate.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that UBCM membership has not previously considered a resolution requesting that the Province reduce the default speed limit on a highway in a municipality from 50 km/h to 40 km/h and to provide funding to pay for new signage. However, members have endorsed resolutions calling for amendments to the Motor Vehicle Act to enable municipalities to implement blanket speed limits (2009-B19, 2006-B14, 2003-LR9, 1999-B44).

Currently a municipality under the Motor Vehicle Act may establish a default speed limit of 50 km/h. To vary this speed limit, the municipality must pass a bylaw and post signs on all affected streets so that a motorist can reasonably be expected to know the applicable speed limit.

Conference decision: _____

B97 ALL TERRAIN VEHICLE OPERATION ON PUBLIC ROADS **Wells**

WHEREAS small rural communities could benefit economically as service centres for the growing recreational sport of all terrain vehicle (ATV) touring;

AND WHEREAS legislation in British Columbia currently prohibits the operation of all terrain vehicles on highways, roads and streets for recreational purposes:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to amend current legislation to permit local governments to regulate the operation of ATV's on municipal roads and streets within their boundaries.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed resolutions requesting that the Province enact legislation and regulations with respect to off-road (ORVs) and all-terrain vehicles (ATVs) (2011-B10, 2009-A6, 2007-B20, 2005-B10, 2002-B9, 1999-LR4, 1996-B16, 1993-B36). Since ORV riders often cross boundaries from one local government to another, UBCM members have sought a province-wide approach for regulating and licensing their use to ensure consistency. This resolution is seeking to provide local governments with the authority to regulate the operation of ATVs on municipal roads and streets, which is contrary to the province-wide approach that UBCM has sought.

In November 2009, the Province announced its intent to develop a new framework for managing ORVs and ATVs. UBCM is presently represented on a Joint Advisory Group and a local government working group has also been established to provide feedback and comment to the provincial government on specific local government interests as the new framework is developed. The framework is being implemented in phases and the advisory groups continue to provide feedback on aspects including highway crossings, compliance and enforcement, safety, as well as licensing and registration.

Conference decision: _____

TAXATION

B98 ***COMMUNITY CHARTER/LOCAL GOVERNMENT ACT AMENDMENT*** **Prince Rupert**

WHEREAS municipalities become the owners of properties arising through the mandatory provisions of *Community Charter* and *Local Government Act* legislation that regulates Municipal Property Tax Sales;

AND WHEREAS the municipal title to the property can then be disputed in a court of law or other tribunal;

AND WHEREAS the property title disputes prevent municipalities from transferring title to another purchaser and thereby hinders the sale of the property;

AND WHEREAS the holding costs, the legal costs, as well as opportunity costs while title is resolved can be extremely expensive and burdensome to a municipality:

THEREFORE BE IT RESOLVED that UBCM request that the Province amend the *Community Charter* and *Local Government Act* so that a municipality's clear title to a property as a result of the operation of the Municipal Tax Sale Process cannot be disputed in a court of law or other tribunal.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting legislative amendments to eliminate the right of a former owner of a tax sale property to dispute the sale in court.

The Committee notes, however, that members have consistently endorsed resolutions calling for reform to the tax sale process, including eliminating the tax sale auction (2005-B17), providing authority for a municipality to set aside a tax sale for reasons of manifest error (2005-B86), shortening the redemption period (2000-B2) and increasing penalties and interest during the redemption period (1984-A8).

The Committee would observe that while all of these resolutions are aimed at finding efficiencies in the tax sale process, none appear to limit the ability of the former owner of the property to dispute the process in court. Further, the Committee would question whether denying access to the courts is appropriate in the circumstances, given the potential significance of the loss of the property to the former owner.

Conference decision: _____

FINANCE

B99 PROVINCIAL FUEL TAX FUNDING FOR ACTIVE TRANSPORTATION INFRASTRUCTURE **Vernon**

WHEREAS local governments are endeavouring to meet greenhouse gas reduction targets set by the provincial government and providing pedestrian and cycling infrastructure is an important component of meeting those targets;

AND WHEREAS local governments have limited revenue sources by which to provide pedestrian and cycling infrastructure to meet gaps in existing networks and transportation links throughout communities:

THEREFORE BE IT RESOLVED that UBCM recommend to the provincial government that the provincial tax on fuel sales be increased $0.001 and that the entirety of the proposed increase be allocated to local governments on a per capita basis for infrastructure improvements for active transportation.

NOT PRESENTED TO THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that while the membership has consistently endorsed resolutions calling on the Province to share a portion of the provincial gas tax with local governments (2010-B24, 2007-B21, 2005-B20, 2003-B60), none of these resolutions specifically proposed an increase in the provincial tax on fuel sales and dedication of this funding to infrastructure improvements for active transportation.

The resolutions referred to above all appear to propose uses of any provincial fuel tax shared with local governments that would include, but not be limited to, active transportation infrastructure, as follows:

- *all aspects of transportation infrastructure (2003-B2);*
- *unspecified use (2005-B20);*
- *transportation initiatives and road infrastructure and rehabilitation (2007-B21); and*
- *similar to the Federal Gas Tax program (2010-B24).*

The Committee also notes that the members have previously endorsed a resolution in relation to the Federal Gas Tax Revenue Transfer program, that eligibility be provided for any capital projects that lead to environmental,

economic, social or cultural sustainability.

Consequently, while in keeping with existing policy with respect to the sharing of provincial gas tax revenues, this resolution is not in keeping with existing policy with respect to the proposed use of the shared funds by local governments.

However, the Committee also notes the members have endorsed numerous resolutions supporting active transportation, which call on the provincial government to:

- *provide provincial assistance with the development of bicycle and walkway projects within a municipal system(1991-B54);*
- *establish highway shoulders when highway upgrading projects are undertaken near communities to promote walking and cycling (2006-B140, 2007-B14, 2007-B99);*
- *fund commuter highways for non-greenhouse gas emitting transportation (2006-B110);*
- *fund sweeping of road shoulders and cycle lanes in order to remove gravel and debris and thus create safer cycling (2008-B108);*
- *fund improvements to major roads that intersect the provincial highway system, including improvements related to capacity increases as well as pedestrian and cycling facilities associated with those roadways (2009-B83);*
- *undertake a BC Cycling Development Program (2010-B17); and*
- *invest in cycling infrastructure (2012-B63).*

Conference decision: _____

B100 HOST LOCAL GOVERNMENT SHARE OF CASINO REVENUES **Vernon**

WHEREAS the British Columbia Lottery Corporation achieved a record net income of $1,107.4 million in 2011/2012 based in large part on the rapid growth of e-gaming;

AND WHEREAS casino and community gaming revenues fell short of target by $41 million in the same period, with the host local government share of casino revenues either stagnant or falling:

THEREFORE BE IT RESOLVED that UBCM, on behalf of all host local governments, seek to increase the percentage return to host local governments through the minister responsible, as these revenues are one of very few non-property tax sources to directly support local government needs.

NOT PRESENTED TO THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the membership has not previously considered a resolution specifically seeking an increased percentage return to local governments that host casinos.

The membership did, however, endorse resolution 2011-B28 which requested the Province establish an equitable formula, without affecting casino revenue currently allocated, to share the profits from BCLC with all BC local governments. Members also endorsed resolutions 2011-B70 and 2010-B115 which asked for a restoration of gaming grants for non-profit organizations.

Conference decision: _____

ASSESSMENT

B101 NEW PROPERTY CLASS FOR LARGE COMMERCIAL ENTITIES **Courtenay**

WHEREAS the current property assessment class 06 business / other is a broad class that captures any property use not defined elsewhere;

AND WHEREAS local governments are restricted in managing local taxation policy by the broad nature of the class:

THEREFORE BE IT RESOLVED that the provincial government examine the possibility that an additional property assessment class be added to capture the concept of commercial entity size as a property class for the purposes of property taxation.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution to add a property assessment class for larger commercial entities.

However, the Committee notes that members have consistently refrained from endorsing resolutions calling for the establishment of separate property classes for other circumstances, including: 2008-B126, requesting a separate residential property class for properties occupied on a permanent or full time basis; 2006-B92 asking for a separate residential class for vacation properties; 1999-B88 calling for a new property class for industries that have potential to create disasters in their communities; 1995-B37 calling for three separate residential classes; 1991-A8 requesting tax class incentives for hotels; and 1988-A16 calling for a separate property class for strata properties.

Conference decision: _____

B102 MEDICAL MARIHUANA LAND USE ASSESSMENT & TAXATION **Chilliwack**

WHEREAS the *Assessment Act* may allow land with any land use zone to be classified as farm for assessment and taxation purposes;

AND WHEREAS the production and distribution of marihuana should be classified as an industrial use and not a farm use, as it will create a tax burden on the community similar to other industrial uses, at a much greater level than the tax recovery on farm property would produce:

THEREFORE BE IT RESOLVED that UBCM request that the provincial government amend the *Assessment Act* so that land and uses cannot be classified as a farm for assessment and tax purposes, if the land is used for the production and distribution of marihuana for medical purposes;

AND BE IT FURTHER RESOLVED that farmland in BC not be used for the growth of medical marihuana.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to amend the Assessment Act so that land used for the production and distribution of marihuana for medical purposes cannot be classified as farmland and that farmland cannot be used to medical marihuana. The Resolution attempts to cover two very different issues. The first issue is whether a commercial marihuana business should be classified for tax purposes as an industrial use or a farm use. The second issue is whether farm land should be used to establish a commercial scale marihuana business.

The Committee would note the Agricultural Land Commission has taken the position that commercial scale marihuana production would be a type of farming permitted in the ALR, regardless of what a municipal zoning bylaw might set. Some local governments have amended their bylaws to identify areas in the community that a commercial scale marihuana business might be established, other local governments are looking at land use measures. Other local governments are concerned that a commercial marihuana business are concerned about the type of problems it might create in the community (i.e. noise, odour, lightening etc.) and are looking at measures that would restrict this type of business being created.

Conference decision: _____

B103 ASSESSMENT OF WINE & CIDER PRODUCERS **North Cowichan**

WHEREAS BC Assessment classifies land and improvements on which wine and cider producers process their own farm products as Class 5 -Light Industry;

AND WHEREAS this is a barrier to entry and expansion of these businesses:

THEREFORE BE IT RESOLVED that UBCM petition the Province of British Columbia to amend the *Assessment Act* to classify land and improvements as Class 9 – Farm where at least 50% of the wine and cider produced comes from farm products grown on site.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution specifically seeking an amendment to the Assessment Act to classify land and improvements as Class 9 – Farm where at least 50% of the wine and cider produced comes from farm products grown on site.

The Committee would note that in 1997, members endorsed resolution B21 which requested that the Province enact legislation (such as it has done for grain elevators in 1996) to ensure that packing houses continued to be assessed as part of Class 6. The 1997 resolution opposed an appeal by owners of packing houses who were seeking to have their operations classified as Class 9, which would have resulted in reduced tax revenues to the local governments. The Assessment Appeal Board rendered a decision that upheld the classification of these properties as Class 6, so the Province did not need to proceed with legislation.

The Committee would be concerned that making an exception for wine and cider producers would open the door for other business or industrial operations to seek a change in assessment classification, which could have a significant impact on local government property tax revenues.

Conference decision: _____

ENVIRONMENT

B104 COASTAL DOUGLAS FIR PARTNERSHIP **Sunshine Coast RD**

WHEREAS the Ministry of Forests, Lands and Natural Resource Operations has established the multi-agency Coastal Douglas Fir and Associated Ecosystems Partnership (CDFCP) to provide a strategic and collaborative approach to conservation of these ecosystems and which is intended to be funded by the participants;

AND WHEREAS local governments have limited means to raise revenues outside of property taxes to fund initiatives such as the Coastal Douglas Fir and Associated Ecosystems Partnership:

THEREFORE BE IT RESOLVED that UBCM urge the Ministry of Forests, Lands and Natural Resource Operations to ensure the Province adequately resources the CDFCP, including the implementation of recommendations made.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the Province provide funding for the Coastal Douglas Fir and Associated Ecosystems Conversation Partnership (CDFCP).

UBCM members have endorsed previous regional ecosystem conservation efforts, such as resolution 2010-B79, which called for the establishment of a large, ecologically zoned National Marine Conservation Area Reserve (NMCAR) in the southern Strait of Georgia, from the southern end of Haro Strait up to and including Gabriola Passage; and resolution 2004-B113, which sought to have a specific coastal area designated as a protected area as part of a joint federal/provincial approach to marine conservation under the Canada-British Columbia Memorandum of Understanding on the Implementation of the Oceans Strategy for the Pacific Region.

The Committee would also note that the background material provided by the sponsor indicates that participation on the Partnership is voluntary, and that participants can provide either voluntary in-kind or financial support for CDFCP projects and initiatives. Therefore, local governments would not be required to provide financial support if they choose to participate in the CDFCP.

Conference decision: _____

B105 WATERSHED PROTECTION **Port Alberni**

WHEREAS the majority of Vancouver Island communities draw drinking water from an active working forested watershed;

AND WHEREAS logging companies are not required to submit a long range forestry plan:

THEREFORE BE IT RESOLVED that the Province of British Columbia enact legislation that requires all land and tenure holders logging in a local government watershed to have in place a one hundred year cut rotation plan;

AND BE IT FURTHER RESOLVED that all logging companies have environmental policies in place that protect the integrity of local governments' drinking water.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution specifically asking that the Province require all land and tenure holders logging in municipal watersheds to have a100 year cut rotation plan or environmental policies in place to protect the integrity of the drinking water.

However, members have endorsed a number of resolutions over the years expressing concerns about protecting community watersheds from the impacts of logging and other activities. For instance, UBCM members have endorsed resolutions requesting that private land owners be required to meet or beat the same standards/ regulations in place for logging on public lands (2006-B102; 2005-B27; 1997-B61; 1994-B82; 1991-B16; 1989-A18).

In 2011, members endorsed resolution B129, which requested the provincial government to develop a funding program that facilitates local government acquisition of both the watershed and adjacent land for those local governments with water systems on privately owned land; and that all activities in watersheds used for drinking water be subject to final approval and control by affected local governments and the Ministry of Environment (MOE), and that MOE be legislatively required to ensure that the quality and quantity of water in watersheds meet provincial health requirements.

In 2007, members endorsed resolution B42, requesting that UBCM petition the Province of BC to require timber harvesting on private lands to meet the same standards that are required for harvesting on public lands, especially with regard to rate of cut, riparian area protection and public input on proposed logging plans.

Conference decision: _____

B106 REMOVAL OF CARBON TAX FROM BIOFUELS **Highlands**

WHEREAS the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* has mandated the reduction of fossil carbon emissions and the use of renewable fuels;

AND WHEREAS the removal of motor fuel tax exemptions and the additional application of the carbon tax to the production and sale of pure (100%) biofuels since 2010 has had a negative impact on biofuel producers and suppliers within BC, and has resulted in a decrease in the availability of pure renewable fuels that have the greatest potential to reduce fossil carbon emissions:

THEREFORE BE IT RESOLVED that the Province of BC amend the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* to remove the Carbon Tax from the entire biofuel portion of all fuel production and sales derived from reused oil sources only, and restore the Motor

Fuel Tax exemptions for the biofuel producers and suppliers of British Columbia, and provide further incentives to ensure that the renewable fuel sector continues as a viable industry for BC consumers and supports provincial greenhouse gas reduction objectives.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership considered but did not endorse a similar resolution in 2012, submitted by the same sponsor (2012-B131).

Conference decision: _____

B107 GOOSE POPULATION CONTROL **Osoyoos**

WHEREAS the increased Canada Goose population is having negative economic impacts on communities where tourism is a major industry;

AND WHEREAS the egg addling program has had a limited effect on the goose population and is but one tool in the control of the goose population;

AND WHEREAS the Canada Goose is causing health concerns for those using local lakes, beaches, parks, and playing fields, with high coliform counts having been detected in some areas having detrimental effects on the economy, tourism, and health in the communities affected;

AND WHEREAS the British Columbia Hunting Regulations are insufficient to control the increased numbers of geese:

THEREFORE BE IT RESOLVED that the Province encourage the Canadian Wildlife Service to be more permissive in the issuance of kill permits, and failing an agreement to do so by Canadian Wildlife Service, that the Province take the initiative to provide kill permits to affected local governments for goose population reduction.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that UBCM members endorsed resolution 2011-B42, which asked that UBCM work with the provincial and federal governments to manage and control burgeoning populations of Canada geese; and resolution 2002-B53, which called on the federal government to make effective mechanisms available to assist municipalities in dealing with over-population of Canada geese.

In addition, the Committee notes that the UBCM membership has consistently endorsed resolutions calling for an increase in the numbers of conservation officers and resources to support wildlife management (2010-B25; 2003-B32; 1996-B27; 1992-B35).

In response to resolution 2011-B42, the provincial government clarified that direct population reduction methods, such as kill permits and egg addling, are regulated by federal legislation. The Province shared information

suggesting that the Canadian Wildlife Service (CWS) had recently updated its policies, strategies and advice to help mitigate conflict between humans and Canada geese.

The provincial government observed that while CWS prioritizes hunting as the major means of wildlife control, in some areas of BC municipal bylaws disallow hunting. The Province suggested that local government might wish to work with CWS to modify these bylaws, because localized bans on hunting may have compounded the problem by enabling rapid, unchecked Canada goose population growth.

The Resolutions Committee's recommendation is 'No Recommendation', given that the membership has not specifically considered a resolution requesting that the Canadian Wildlife Service be more permissive in the issuance of kill permits.

Conference decision: _____

B108 NOXIOUS WEEDS & RANGE LANDS **Cariboo RD**

WHEREAS noxious weeds pose a grave threat to the health of the range lands in BC and consequently to their capacity to maintain the native flora and wildlife as well as their capacity to offer grazing to domestic animals;

AND WHEREAS neither the Ministry of Forests, Lands and Natural Resources, nor the regional districts have the funding or the personnel necessary to adequately control these weeds; however, ranchers are familiar with their ranges and monitor them continuously:

THEREFORE BE IT RESOLVED that UBCM request the Government of BC to do everything possible to assist the ranching community in controlling noxious weeds, including but not limited to simplifying provincial requirements, assisting with the cost of obtaining the pesticide applicator's certificate, and tailoring the course material and timing to ranchers.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership considered a similar resolution submitted by the same sponsor in 2012. Resolution 2012-B127 asked the provincial government to enlist the aid of the ranching community to control noxious weeds. The resolution was not endorsed.

For the 2013 resolution, the sponsor has amended the enactment clause to ask that the provincial government do as much as possible to assist the ranching community in controlling noxious weeds through a variety of measures.

The Committee notes that members have consistently endorsed resolutions requesting provincial funding and assistance to combat invasive plant species. In particular, the UBCM membership has requested that the provincial government fully implement and fund the "Invasive Plant Strategy for British Columbia" developed by the Fraser Basin Council (2004-B72; 2003-B81), as well as commit resources for combating invasive plant species (2005-B25; 2007-B30; 2007-B31).

Conference decision: _____

LAND USE

B109 AGRICULTURAL LAND COMMISSION APPLICATIONS Merritt

WHEREAS the Agricultural Land Commission (ALC) is governed by the *Agricultural Land Commission Act* and is responsible for preserving agricultural land and encouraging local governments, First Nations, the provincial government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies; an objective would appear to be to maintain a permanent farm land reserve and some of the land has been arbitrarily earmarked as ALR (Agricultural Land Reserve);

AND WHEREAS local governments often endure long waiting periods for approvals of lands removed from the ALC:

THEREFORE BE IT RESOLVED that a process to simplify the procedure and reduce time lines for processing such applications on behalf of local governments be developed and implemented by the provincial Agricultural Land Commission.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee understands that in August 2010, UBCM made a presentation to the Agricultural Land Commission Review Panel, reinforcing a number of policy positions of UBCM members including:

- *support for targeted reviews with local government input;*
- *broad overall support for retaining the ALR and ensuring that it captures agricultural land;*
- *the need to balance any changes to the ALR with the commitments of local governments under the Climate Action Charter; and*
- *acknowledgement that there is a lack of resources currently to support the ALR.*

The Province has responded that the Agricultural Land Commission, through its regulatory role in the Official Community Plan process, seeks to ensure that community growth pressures are realistic and can be accommodated without affecting the ALR. As appropriate, land within the ALR that may be unsuitable for agriculture could be considered as appropriate for exclusion to help accommodate growth. However, the Province points out that there may be communities where development and growth will be constrained in order to serve the compelling provincial interest to protect food lands.

Conference decision: _____

B110 AGRICULTURAL LAND – SECOND DWELLING Spallumcheen

WHEREAS the fiscal challenges of maintaining a viable farm operation have become increasingly difficult due in large part to the state of the economy and other broad societal changes;

AND WHEREAS in recognition of such trends the Agricultural Land Commission (ALC) previously made regulatory changes to allow a broader range of land uses, such as permitting second dwellings for farm help or family members; commercial sales; home based businesses; and agri-tourism

opportunities intended to assist in retaining farm sustainability;

AND WHEREAS in recent years economic pressures have again increased along with societal shifts, adversely affecting farm and farming community viability;

AND WHEREAS a modest expansion of current regulations could be made to both support options for farmers to retain their operations as well as contribute to the economic sustainability of the agricultural communities in which they are located;

AND WHEREAS the change would be to allow a second dwelling to be located for income generation providing both income to the farmer and increased tax base to the community in a sustainable manner, thereby reducing applications to exclude lands or subdivide while ensuring such second dwellings are located in a manner which minimizes impacts on farming operations:

THEREFORE BE IT RESOLVED that the provincial government amend the ALC regulations to allow a second dwelling in Agricultural Land Reserve (ALR) lands for any purpose thereby supporting the sustainability of agriculture and the agricultural communities.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that UBCM members have not previously considered a resolution that sought amendments to ALC regulations to permit a second dwelling on ALR lands to generate income for farmers. The request appears contrary to the mission of the ALC which is to "preserve agricultural land and encourage and enable farm businesses throughout BC."

In fact, UBCM members endorsed A17 in 1991 which asked the Province to "amend B.C. Reg. 7/81, being the 'Agricultural Land Commission Subdivision and Land Use Regulations' by repealing Section 2(1)(m) which permits golf, pitch and putt courses, or driving ranges including clubhouses, restaurants, pro-shops and similar ancillary facilities necessary for golf purposes on lands within the Agricultural Land Reserve."

Due to the tax implications of farm class, members endorsed resolution B36 in 1995, which requested that the Province of British Columbia make changes to the Assessment Act and regulations adopted thereto to amend the Farm Property class:

- *to include a "home and home site" provision that would classify the home and land surrounding the home as Residential Class 1;*
- *to ensure that Farm Class would not be permitted on properties where the municipal zoning does not permit agricultural uses;*
- *to ensure that where a Farm Class is granted because of an "integrated use", it be so only on the basis that the secondary parcel provides a "reasonable" contribution to the overall integrated operation; and*
- *that the list of qualifying uses for Farm Class be examined due to the generous property tax benefits that Farm Class provides.*

Conference decision: _____

B111 REGULATION OF FOREIGN OWNERSHIP OF FARMLAND **North Saanich**

WHEREAS the financial viability of BC farms is threatened by the rising cost of farmland due in part to speculative acquisition of BC farmland, possibly by foreign investors and investment companies, as recognized in the 2010 publication by Canada's National Farmers Union, Losing Our Grip;

AND WHEREAS BC's food sovereignty is threatened by foreign control of BC food production, and that foreign owners and investment companies could profit from Canadian taxpayer-funded farm subsidies without providing an income for BC farmers nor food for consumption by BC residents:

THEREFORE BE IT RESOLVED that UBCM request the Province to:

- Assemble data on current foreign ownership of farm land inside and outside the Agricultural Land Reserve in BC and maintain a registry;
- Support and strengthen the powers of the Agricultural Land Commission and take measures to protect the agricultural land base from price speculation; and
- Take measures to limit foreign and investment company ownership of BC farmland, similar to measures taken in Alberta, Manitoba and Prince Edward Island.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting the Province to establish a registry indicating foreign ownership of farmland; to take measures to prevent price speculation on farmlands; and to take measures to limit foreign ownership of farmland similar to those undertaken in other provinces.

Conference decision: _____

B112 PRIVATE MANAGED FOREST LAND ASSESSMENT & CONSULTATION **Cumberland**

WHEREAS many owners of private managed forest land are planning for its sale for residential and commercial development rather than committing to long-term forest production;

AND WHEREAS the land is under valuated by BC Assessment:

THEREFORE BE IT RESOLVED that the provincial government be called upon to review the method of land valuation of private managed forest land intended for development and to impose a duty on owners of private managed forest land to consult with the local government in which the land is located.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to review the method of land valuation of private managed forest land intended for development and to impose a duty on owners of private managed forest land to consult with the local government in which the land is located.

The sponsor, when asked for clarification, cited a situation involving a specific property designated and assessed as private managed forest land. It is the sponsor's understanding that the property owner is in the process of advertising the land for a residential and commercial development. However, in the interim, because the land has been assessed as private managed forest land, it is being taxed at a lower level (class 7) – which does not in the sponsor's view reflect the current or planned use for the land.

Conference decision: _____

B113 LANDSCAPE SECURITY **Cowichan Valley RD**

WHEREAS Section 925 of the *Local Government Act* permits the collection of security for the performance of specified development permit conditions;

AND WHEREAS it is administratively costly for local governments to pursue compliance and impractical to use security to undertake required works or construction on private land:

THEREFORE BE IT RESOLVED that the provincial government amend Section 925 of the *Local Government Act* to allow local governments to collect a 5 percent per month administrative fee on conditions of a development permit that are deemed to be in default in order to provide further incentive for the developer to satisfy the conditions of a development permit.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not specifically sought authority for local governments to collect a 5%/month administrative fee on those development permits that are deemed to be in default. However, UBCM members have sought tools to ensure that developers satisfy the condition of their permits.

In 2011, the UBCM membership endorsed resolution B45, which requested the provincial government to make changes to the Local Government Act to permit local governments to issue tickets and initiate prosecution through municipal ticketing processes to enforce the prohibitions in s. 920(1) and the requirement s. 928 that land be developed strictly in accordance with the permit.

Prior to that, in 2003, members endorsed resolution B89, seeking amendments to the Local Government Act to enable local governments to levy fines and/or use other enforcement tools when development permit requirements associated with environmental protection have been violated.

Conference decision: _____

B114 REVIEW OF PLANNING & DEVELOPMENT LEGISLATION East Kootenay RD

WHEREAS the legislation concerning local government management of subdivision and development in British Columbia has not been comprehensively reviewed in many years;

AND WHEREAS the current legislation could be improved to better serve the needs of local government, the development community, and the public by providing more responsive provisions for development management, permitting and approvals:

THEREFORE BE IT RESOLVED that the Government of British Columbia be requested to initiate a thorough review of Part 26 of the *Local Government Act* and related legislation and to consult with UBCM regarding appropriate changes.

NOT PRESENTED TO THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government undertake a thorough review of Part 26 of the Local Government Act. However, the Committee notes that topics covered within Part 26 are issues that have been the topic of UBCM resolutions over the years, such as development permits/variances; zoning; affordable housing; OCPs; public hearings; landscaping; signage; flood plain areas; contaminated sites; non-conforming uses and siting; farm business regulation; permits and fees (DCCs); land use contracts and parkland provision.

The sponsor has indicated that as a result of amendments to other statutes (i.e. Real Estate Development Marketing Act) local governments are challenged within the existing provisions of Part 26 to be able to manage specific types of land development proposals.

The Committee has offered no recommendation since this request has not come forward previously. As well this type of thorough review would require dedicated resources both from UBCM, its members and the Ministry of Community, Sport and Cultural Development which would have to be balanced with other priorities identified by the Province and UBCM members.

Conference decision: _____

COMMUNITY ECONOMIC DEVELOPMENT

B115 RESTAURANT LIQUOR LICENSES IN THE AGRICULTURAL LAND RESERVE Okanagan-Similkameen RD

WHEREAS winery lounges situated within the Agricultural Land Reserve (ALR) are restricted from selling wine that has been produced off-site, as well as beer and other spirits manufactured and bottled in British Columbia;

AND WHEREAS allowing the sale of wine produced off-site, beers and other spirits manufactured and bottled in British Columbia in winery lounges currently is seen to require a Food Primary Liquor Licence, the approval of the Agricultural Land Commission (ALC), and possible bylaw amendment by local government:

THEREFORE BE IT RESOLVED that the Agricultural Land Reserve Use, Subdivision and Procedure Regulation and the Liquor Control and Licensing Regulation be amended to allow for the sale or service of wine, beer and spirits manufactured and bottled in British Columbia in winery lounges as a permitted farm use in the ALR.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that UBCM members have not previously considered a resolution that requested the establishment of licensed restaurants or lounges on agricultural land.

The Committee is aware that present provincial policy allows a winery to establish a restaurant or lounge to promote the products that it produces and sells. This agriculture-tourism business model is intended to provide additional revenue to the winery and promote tourism in the region. Local government is consulted regarding the location of such a facility, and further, the Agricultural Land Commission and the Liquor Control and Licensing Branch must approve the facility.

Conference decision: _____

B116 COMMUNITY FOREST MANAGEMENT ZONE FOR WILDFIRE HAZARD REDUCTION **Cranbrook**

WHEREAS existing federal and provincial funding programs that assist communities in reducing wildland-urban interface fire hazards are inadequate to address the estimated 1.7 million hectares of interface fire hazard lands throughout the province;

AND WHEREAS the ability for local communities to independently manage their adjacent interface hazard zones would support and encourage innovative and effective utilization of the associated forest resources:

THEREFORE BE IT RESOLVED that UBCM encourage the Province to amend existing forest tenure arrangements to enable the creation of "Community Forest Management Zones for Wildfire Hazard Reduction" in order to accelerate wildfire hazard reduction in forests surrounding BC communities; diversify and increase local forest-based economic and employment opportunities; and support the establishment of a viable bioenergy sector for rural BC communities and the province as a whole.

NOT PRESENTED TO THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution that specifically requested the Province to enable the creation of "Community Forest Management Zones for Wildfire Hazard Reduction." However, members have endorsed resolutions related to the use and regulation of community forests (e.g. 2010-B104, 2010-B105), as well as resolutions related to the development of special "zones" for the management urban-interface wildfires.

In 2010, members endorsed resolution B91, which requested that the Ministry of Forests and Range update its policies to:

(a) establish community interface forests as unique buffer zones, with local governments empowered to define the 'zone';
(b) place stumpage revenue from the sale of crown timber off crown land in the 'zone' in trust for the community to manage the community interface forest;
(c) amend existing policies to ensure that the primary management goal within the wildland-urban interface should be the reduction of wildfire hazard and promotion of ecosystem health and resilience; and
(d) work with local governments to fund and implement a comprehensive management program based on current sound science research that protects the economic, environmental and social assets of community interface forests."

In addition, members have brought forward a number of resolutions related the bio-energy sector. In 2010, B40 was endorsed as amended which requested that the Ministry of Forests and Range implement effective policies which will allow for BC's pine beetle infested wood to be utilized for bio-energy opportunities that will create new jobs; reduce BC's carbon footprint; mitigate wild fire threat; and lead to the plantation of new healthy forests.

The Committee understands that some communities have suggested to the Provincial Fuel Management Working Group that wildfire mitigation, especially on Crown land, should be the full responsibility of the provincial government and that any involvement of local government involvement constitutes the downloading of services by the Province. Members have endorsed resolutions requesting increased and expanded funding for urban-interface wildfire mitigation work through the Strategic Wildfire Prevention Initiative (2012-B112, 2010-B113).

Conference decision: _____

REGIONAL DISTRICTS

B117 GROW-OP BYLAW AUTHORITY **West Kelowna**

WHEREAS illegal marijuana grow operations are a province-wide problem contributing to public safety, community, health and enforcement issues;

AND WHEREAS municipalities, under the *Community Charter*, have the authority to enact bylaws within their own jurisdictions regulating marijuana grow operations; however, province-wide, these municipal bylaws have a diminished effect as regional districts have not been granted the same authority for electoral areas:

THEREFORE BE IT RESOLVED that UBCM request the Ministry of Justice and Attorney General and the Ministry of Community, Sport and Cultural Development to amend the *Local Government Act* to provide authority to regional districts to enact marijuana grow operations regulatory bylaws in electoral areas.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Action Required***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting amendments to the Local Government Act to enable regional districts to enact bylaws to regulate marijuana grow-ops in electoral areas. The Committee is aware that some concerns have been raised about the capacity of a regional district to provide the staff and technical resources required to undertake these types of investigations effectively.

However, the Committee notes that UBCM members endorsed resolution 2010-B109, which called on the provincial government to work with regional districts towards the elimination of illegal marijuana grow-ops and other drug manufacturing operations in rural areas, and to ensure that environmental and safety concerns left in the aftermath of such operations would be addressed.

The Committee understands that the provincial government has recently enacted the Community Safety Act, which authorizes the Province to undertake an investigation upon receiving a complaint from a local government and/or local resident about a property. The legislation is intended to provide a province-wide framework for addressing drug production, fortification, or other illegal activities taking place on a particular property. Under the new Act, if upon investigation the complaint is substantiated, the Province may take whatever action is necessary to address the problem.

While not directly enabling regional districts to enact regulatory bylaws pertaining to marijuana grow operations in electoral areas, the Committee would suggest that the Community Safety Act appears to address local government concerns regarding drug problems in rural areas.

Conference decision: _____

HEALTH

B118 THIRD PARTY MONITORING OF SEWERAGE INSTALLATIONS ABUTTING FARMLAND **North Cowichan**

WHEREAS human health and the production of safe and healthy food products for human consumption can be compromised by sewerage system malfunctions or poor design;

AND WHEREAS complaints to BC Health Authorities and the self-regulating professional associations have had poor results due to 1) a lack of regulated third party oversight; and 2) the limited ability to provide oversight with respect to agricultural products:

THEREFORE BE IT RESOLVED that the Province require British Columbia Health Authorities to implement third party monitoring of sewerage installations on and abutting farmland or, at minimum, on a random basis.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to require third party monitoring of sewerage installations on or abutting farmland.

According to the Province, health inspectors only have the ability to perform site inspections where there is evidence of a health hazard, such as visible discharge onto the surface of the ground or impacts on human drinking water. In terms of monitoring under the Sewerage System Regulation (SSR), the two industry associations (APEG and ASTTBC) are tasked with ensuring their members comply with practice standards for system installations. There also exists a protocol between the two industry associations and the regional health authorities to address health hazards.

Conference decision: _____

B119 WATER QUALITY TESTING **Kelowna**

WHEREAS the BC health authorities are considering changes to the testing procedures for recreational water based upon the 3rd Edition of the Guidelines for Canadian Recreational Water Quality published by Health Canada;

AND WHEREAS the new guidelines advise the issuing of a beach water quality advisory after a single sample maximum concentration of 400 E.coli/100ml which may result in significantly more beach water advisories but may not result in a significant benefit to public health:

THEREFORE BE IT RESOLVED that BC health authorities refrain from adopting the new Health Canada 3rd Edition Guidelines for Canadian Recreational Water Quality.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the BC health authorities to refrain from adopting the new Health Canada 3rd Edition Guidelines for Canadian Recreational Water Quality.

The Committee would point out that it is unknown whether the new guidelines will result in significantly more beach water quality advisories.

Conference decision: _____

B120 EARLY INTERVENTION CENTRES FOR MENTAL HEALTH & ADDICTION **Delta**

WHEREAS the Mental Health Commission of Canada developed a framework for a national Mental Health Strategy in response to the growing mental health problem in Canada;

AND WHEREAS police departments across Canada have become the front line response for many mental health related crises as a costly alternative to proactive, harm-reduction approaches;

AND WHEREAS there are many instances where mental health patients that have been attended to by the police and emergency services are released back onto the streets without adequate support:

THEREFORE BE IT RESOLVED that the Province of British Columbia be requested to work with the federal government and local governments to establish early intervention centres where a person suffering mental health issues or substance and drug abuse can be housed or assigned, when a doctor

feels that a person may do harm to himself/herself or others.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution that specifically requested the provincial government to work with local government and the federal government to establish early intervention centres for treatment of mental health issues or substance abuse treatment.

Members have, however, consistently endorsed resolutions calling on the provincial government to provide access throughout the province to comprehensive and regulated health services including mental health treatment and support, addiction prevention, treatment and harm reduction (2012-B37, 2011-B61, 2010-B42, 2010-B44, 2010-B143, 2010-B145, 2008-A1, 2008-B51, 2006-B7, 2006-B8, 2006-B50, 2006-B51, 2006-B153, 2005-B43).

Conference decision: _____

B121 REINSTATING RIVERVIEW **Maple Ridge**

WHEREAS the lack of adequate treatment and housing for those suffering from serious or severe mental illness is a reality experienced province wide, resulting in a less efficient system, with unacceptably poor outcomes for the most needy citizens of BC, as well as severe financial and social burdens on local communities;

AND WHEREAS the Riverview facilities and grounds have a proven history of providing a very suitable environment for such treatment and housing, with much of the necessary infrastructure already in place:

THEREFORE BE IT RESOLVED that the provincial government immediately begin to undertake all necessary action, including funding, to reinstate Riverview as a modern centre of excellence for mental health care and support.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution that specifically requested that the provincial government reinstate Riverview as a modern centre of excellence for mental health care and support.

However, UBCM members have consistently endorsed resolutions calling on the provincial government to provide adequate support services for mental health patients (2012-B37, 2011-B61, 2010-B42, 2008-A1, 2008-B51, 2006-B50, 2006-B51, 2006-B153).

Conference decision: _____

B122 FUNDING FOR HOSPICE CARE **Cowichan Valley RD**

WHEREAS hospice societies provide important, caring and cost-effective end-of-life services for the dying and their families;

AND WHEREAS the provincial *Hospital District Act* prohibits regional hospital districts from requisitioning funds to support hospices and partnering with provincial health authorities on hospice service delivery:

THEREFORE BE IT RESOLVED that the *Hospital District Act* be amended to provide enabling legislation authorizing regional hospital districts to requisition funds to support the capital and operating costs of hospice societies and centres located within a regional hospital district.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the Hospital District Act be amended to enable Regional Hospital Districts to requisition funds for hospice societies and centres.

The UBCM membership has, however, endorsed a number of resolutions on hospice palliative care, asking that the Province ensure timely access to care (2012-B40, 2011-B63); provide additional palliative care services (2012-B39); ensure that costs of palliative care are the same in residential care facilities as they are in acute facilities (2010-B113); and that the Province develop a model of collaboration between care programs, facilities and societies, and regional cancer clinics, to ensure a new standard of excellence in end of life care (2009-B154).

The Committee would note that this resolution is requesting the ability for Regional Hospital Districts (RHDs) to cost-share on the capital costs of hospice facilities. Currently RHDs can provide a voluntary contribution of 40% of the capital costs for hospitals and hospital facilities but are unable to provide this funding for hospice centres.

A change in legislation to allow RHDs to cost share on hospice centres may be viewed by some local governments as further downloading of health care services.

Conference decision: _____

SELECTED ISSUES

B123 ABORIGINAL AFFAIRS COMMITTEE **Squamish-Lillooet RD**

WHEREAS there are an increasing number of aboriginal affairs issues that could have significant regulatory and financial implications for local governments and their taxpayers;

AND WHEREAS UBCM is the organization that represents the collective interests of local government in British Columbia through the Memorandum of Understanding between the Province of British Columbia and UBCM on Local Government Participation in The New Relationship with First Nations dated September 26, 2012:

THEREFORE BE IT RESOLVED that UBCM enhance the Aboriginal Committee with the mandate and adequate resources to monitor and analyze emerging issues and legislation, both federal and provincial, to ensure that BC local governments are properly represented on these important matters.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION & THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Refer to UBCM Executive***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

According to Section 15(a) of the UBCM Bylaws, it is the duty of the President to appoint and to define the powers and duties of every committee of the UBCM Executive, with the exception of the Nominating Committee and the Resolutions Committee. Established practice is that during their first meeting in November, each committee reviews its Terms of Reference and priorities, and establishes its work plan for the year ahead, which is then brought before the Executive for approval.

In light of this established process, the Resolutions Committee recommends that this resolution be referred to the UBCM Executive for consideration by the 2013/2014 First Nations Relations Committee during the development of its Terms of Reference, priorities, and work plan.

Conference decision: _____

B124 PUBLIC SECTOR FINANCIAL STATEMENTS **Taylor**

WHEREAS the Public Sector Accounting Board is proposing changes to the financial statements that incorporate inter-period equity, an accounting framework which would address challenges faced by "non-government" public organizations but provides no useful value to local governments;

AND WHEREAS the proposed changes run contrary to providing clear and transparent government in a form that can be readily understood by the public we serve, would be confusing for users and elected municipal officials, and would result in an enormous administrative burden for local governments and First Nations communities:

THEREFORE BE IT RESOLVED that UBCM work with the Public Sector Accounting Board to ensure the framework for municipal financial reporting addresses the concerns of local governments and is meaningful to the public interest we represent.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution on the topic of financial statements that incorporate inter-period equity, although it has previously considered resolutions relating to proposed Public Sector Accounting Board (PSAB) accounting standards including:

- *2012-B136 which called for a postponement of a PSAB standard relating to liability for contaminated sites, which was endorsed by the membership; and*
- *2005-B108 which sought exemption for local governments from PSAB accounting standards relating*

to local government accounting for tangible capital assets, which was not endorsed by the membership. The Committee notes that the resolution appears to be referring to Consultation Paper 2 developed by PSAB's Conceptual Framework Task Force, for which comments were requested by January 31, 2013. According to that consultation paper, it was the second document produced by the Task Force, and it has not been approved by PSAB. The paper states that input received from the two Task Force Consultation Papers will be considered in drafting a statement of principles for public comment, planned for the final quarter of 2013.

The resolution may be premature given that:

- *local governments have had the opportunity to provide comment on the consultation papers;*
- *input received on the consultation papers will be considered in drafting a statement of principles;*
- *the draft statement of principles has not yet been released, so it is not yet known whether local government concerns expressed in relation to the consultation papers will be adequately addressed in that statement of principles.*

Conference decision: _____

B125 COMPULSORY LABELLING OF FOOD CONTAINING GENETICALLY MODIFIED ORGANISMS **Quesnel Williams Lake**

WHEREAS the long term health effects of consuming genetically modified organisms in food products is uncertain and the requirements of Health Canada and the Canadian Food Inspection Agency limit labeling to known health and safety risks which would be mitigated by labeling;

AND WHEREAS the safety and security of food is critical to a healthy community and public polls indicate that Canadians want to see labels identifying genetically modified organisms in food products;

AND WHEREAS consumers have a fundamental right to know how their food is produced:

THEREFORE BE IT RESOLVED that UBCM request the provincial and federal governments to enact legislation which would require consumer labeling of products sold in British Columbia where there are genetically modified organisms in those food products.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership considered but did not endorse resolution 2009-B151, which asked that the provincial government require labelling of all food products containing genetically modified organisms (GMOs) in British Columbia.

The membership did, however, endorse resolution 2012-B126 which asked that the provincial government legislate the prohibition of importing, exporting, and the domestic production of fruit and plant material containing genetically engineered (GE) DNA constructs and to declare through legislation that BC is a GE Free province in respect to all tree fruit products.

See also resolution 8.08.

Conference decision: _____

B126 TETHERING OF DOGS **Surrey**

WHEREAS the *Prevention of Cruelty to Animals Act*, R.S.B.C. 1996, c. 372, includes a definition for "animal in distress" that specifies, among other things, that an animal that is being deprived of space or exercise or is being neglected is in distress;

AND WHEREAS the tethering of dogs is not specifically referenced under provincial legislation;

AND WHEREAS such restraint can cause distress and suffering to dogs:

THEREFORE BE IT RESOLVED that UBCM request that the Government of British Columbia amend the *Prevention of Cruelty to Animals Act*, R.S.B.C. 1996, c. 372 (the "Act") to specifically reference "tethering of dogs" and to permit enforcement actions under the Act in situations where tethering causes a dog(s) to be "in distress" within the meaning of the Act.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

This was submitted to UBCM in 2012 as a late resolution, but did not meet the criteria to be admitted for debate as an emergency resolution. In keeping with UBCM policy, the resolution has been forwarded to the Area Association for consideration as part of the 2013 resolutions cycle.

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the Province to amend the Prevention of Cruelty to Animals Act to include reference to "tethering of dogs" and to permit enforcement actions under the Act in situations where tethering causes a dog to be "in distress" within the meaning of the Act.

Conference decision: _____

B127 MEMORIAL FOR FALLEN FIREFIGHTERS **Central Kootenay RD**

WHEREAS the Province of British Columbia has unveiled a memorial/statue to fallen BC fire fighters that only recognizes career firefighters;

AND WHEREAS nearly 75% of the fire fighters in this province are volunteers, and further, a total of 67volunteer fire fighters have died while in the line of service:

THEREFORE BE IT RESOLVED that the Province of British Columbia be urged to formally recognize the contributions and sacrifices of all volunteer fire fighters, whether, community, industrial or military.

NOT PRESENTED TO THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the membership has not previously considered a resolution asking that the Province formally recognize the contributions and sacrifices of all volunteer fire fighters, whether community, industrial or military.

The membership did however endorse related resolution 2007: B193, asking that the Province lobby the Canadian Association of Chiefs of Police (CACP) to include Auxiliary Police Officers in BC to qualify for recognition under the Canadian Police and Peace Officers Memorial (CPPOM) in Ottawa. The Province responded to say that CACP had indicated that "an Auxiliary member operating in a voluntary capacity does not meet the criteria or the intention of the CPPOM Honour Roll".

Conference decision: _____

SECTION B—PART 3-a

Resolutions Proposing New Policy

After consideration of Section B2-b resolutions, a spokesperson from the Resolutions Committee will introduce the following motion:

"SHALL THE RECOMMENDATIONS OF THE RESOLUTIONS COMMITTEE FOR THE RESOLUTIONS IN SECTION B—PART 3-a BE ADOPTED?"

If the motion is approved by the delegates, the recommendations of the Resolutions Committee for all Section B—Part 3-a resolutions will be endorsed as a block.

These resolutions will not be debated individually unless there is a motion introduced to specifically consider a resolution. Such a motion would be:

"I MOVE THAT RESOLUTION B(x) BE REMOVED FROM THE BLOCK AND BE CONSIDERED SEPARATELY FOR DEBATE."

Such a motion would be introduced as an amendment to the general motion stated above.

If the motion were approved, the resolution would be considered after the primary motion was decided.

SECTION B3-a

TRANSPORTATION

B128 MAINTAINING ACCESS TO OUR PROVINCIAL PARK SYSTEM **Slocan**

WHEREAS our provincial park system represents an invaluable public asset, supports the integrity of our economic, social, and family structures, promotes the physical well-being of our citizens, and a healthy and diverse environment;

AND WHEREAS ever-diminishing road access to our communities' provincial parks is currently enabled by abandoned and unmaintained logging roads:

THEREFORE BE IT RESOLVED that forest service roads which currently provide, or have formerly provided, public access to provincial parks, be designated, improved and maintained by the provincial government as public highways.

ENDORSED BY THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the Province ensure that where there is road access to a provincial park, that the road is properly maintained to ensure public access.

However, members endorsed resolution 2010-B19, which called on the provincial government to "develop an improved program of basic rural road maintenance" and also requested that the provincial government inform local governments about "which rural roads are maintained and those that are not."

Conference decision: _____

COMMUNITY ECONOMIC DEVELOPMENT

B129 SPORT HALIBUT FISHING **Mount Waddington RD**

WHEREAS the recreational and sport halibut fishery is an essential economic driver for many communities along the coast of British Columbia;

AND WHEREAS the recreational and sport halibut fishery depends on an assurance of quota during a specific season to ensure that appropriate arrangements can be made for accommodations;

AND WHEREAS the Ministry of Fisheries and Oceans has created considerable uncertainty by delaying announcements or announcing unanticipated closures in recreational and sport halibut:

THEREFORE BE IT RESOLVED that UBCM request that the Ministry of Fisheries and Oceans ensure that the open season for the recreational and sport halibut fishery is set prior to the end of February and that the closing date to be no earlier than mid-September, subject to not exceeding the recreational fishing quota, to enable maximum benefit to be derived from this fishery.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the federal government to open the recreational and sport halibut fishing open season prior to the end of February, with a closing date no earlier than mid-September, subject to not exceeding the recreational fishing quota. However, the Committee notes that members have considered resolutions relating to halibut fishery quotas and the importance of both commercial and recreational halibut fisheries.

As an example, in 2010 UBCM members endorsed resolution B97, which requested the provincial and federal governments to support both the commercial fishing industry and the sports fishing industry equitably as critical economic generators for residents within the province.

Conversely, in 2011, UBCM members considered but did not endorse resolution B165, which requested that the federal government purchase or lease the required commercial halibut quota to establish a permanent annual guaranteed base limit and season for recreational fishers of one halibut per day, two in their possession, from February 1 to December 31 of each year.

Conference decision: _____

SELECTED ISSUES

B130 SUPPORT FOR RAISE THE RATES COALITION **Vancouver**

WHEREAS Raise the Rates is a coalition of community groups and organizations concerned with the level of poverty and homelessness in British Columbia;

AND WHEREAS although the poverty rate for people of all ages in BC fell slightly to 11.5 percent in2010 from 12 percent in 2009, the province has had the worst poverty rate in Canada for 12 consecutive years and the worst child poverty rate in Canada for the past eight years;

AND WHEREAS a 2011 report estimated the cost of poverty in BC at $8.1 - $9.2 billion a year wasted on health care, the justice system and in lost economic opportunities, with equally significant social costs:

THEREFORE BE IT RESOLVED that UBCM support the Raise the Rates Coalition in urging the provincial government to:

- remove arbitrary barriers that prevent people in need from receiving provincial income assistance such as the 2-year independence test and 3-week work search;
- end claw-backs that prevent people from supplementing their welfare with paid work and single parents receiving support from the absent parent up to the Market Basket Measure; and
- increase provincial income assistance rates to the Market Basket Measure, the minimum monthly cost required for food, shelter and transportation.

ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution that specifically supported the Raise the Rates Coalition in calling on the provincial government to amend the provincial income assistance program by removing barriers such as the 2-year independence test and 3-week work search; ending claw-backs; and increasing income assistance rates to meet the Market Basket Measure.

However, members have consistently endorsed resolutions requesting that the provincial government make income assistance policies more flexible, increase assistance rates and adjust the rates annually based on an external measure – all of which seem to align with the intent of the Raise the Rates Coalition's requests (2011-B175, 2010-B118, 2006-B171, 2006-B172, 2005-B51, 2005-B52, 2004-B133, 2004-B134).

Conference decision: _____

B131 WORKPLACE BULLYING & HARASSMENT **Duncan**

WHEREAS every working person has the right to be treated with respect and dignity in their workplace;

AND WHEREAS workplace bullying/harassment has become an internationally recognized occupational health and safety issue;

AND WHEREAS it has been estimated that workplace bullying/harassment costs the Canadian economy billions of dollars a year;

AND WHEREAS workplace bullying/harassment continues to cause both mental and physical illness, loss of employment, long-term psychological trauma, and impacts both personal and professional wellbeing;

AND WHEREAS British Columbia can be a role model in creating and maintaining productive work environments that benefit people, business and society as a whole;

AND WHEREAS the local governments of British Columbia are committed to the elimination of workplace bullying/harassment of all kinds, and are further committed to increasing awareness about resources to combat workplace bullying/harassment:

THEREFORE BE IT RESOLVED that UBCM call upon citizens, businesses and governments to take a stand against bullying/harassment in British Columbia workplaces.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution that specifically urged citizens, businesses and governments to "take a stand against bullying/harassment in British Columbia workplaces."

However, the Committee notes that members endorsed a more general resolution, 2004-B131, which urged citizens to "recognize bullying for the social problem it is and [...] make a difference by taking the time to get involved and help make our communities bully free."

See also resolution B87.

Conference decision: _____

SECTION B3-b

COMMUNITY SAFETY

B132 PROLIFIC OFFENDERS **Williams Lake**

WHEREAS Williams Lake experiences a high number of prolific offenders that are responsible for the majority of crime and for the high rates of crime in our community;

AND WHEREAS the criminal justice system does not allow judges to consider previous convictions in making judgments for an individual charge which results in multiple incidents of crime perpetrated by the same offender being treated as separate cases:

THEREFORE BE IT RESOLVED that UBCM request the federal and provincial Ministers of Justice to make changes to allow consideration of the prolific nature of offenders during prosecution.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting changes to the court system to allow consideration of the prolific nature of an offender during prosecution. The resolution is asking that court system be changed to require that a judge consider the complete criminal history of an offender prior to sentencing, not just the specific case evidence presented to the judge.

Conference decision: _____

TAXATION

B133 BARE TRUST CORPORATIONS **Cowichan Valley RD**

WHEREAS most residential property purchasers in British Columbia pay a Property Transfer Tax of 1%on the first $200,000 value and 2% on amounts beyond;

AND WHEREAS many corporations and others avoid paying the provincial Property Transfer Tax on large property purchases by forming bare trust corporations to hold ownership of property:

THEREFORE BE IT RESOLVED that the Government of British Columbia amend legislation to close the bare trust corporation Property Transfer Tax loophole.

NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial government to amend legislation to close the bare trust corporation Property Transfer

Tax loophole.

However, members have consistently endorsed resolutions calling on the provincial government to share Property Transfer Tax with local government (2012-B18; 2005-B87; 2004-A8; 1988-A7).

Amending legislation to reduce the opportunity for tax avoidance could increase the revenue yield for this taxation source without increasing the rate of taxation. But the Committee would also point out that bare trusts may also be used for other purposes, including use by individuals for estate planning purposes. Consequently, amendments to Property Purchase Tax legislation intended to focus on corporate tax avoidance may have unanticipated consequences for individual taxpayers.

Conference decision: _____

COMMUNITY ECONOMIC DEVELOPMENT

B134 MANAGEMENT OF NATURAL RESOURCES **Peace River RD**

WHEREAS Northeast BC has a significant natural gas resource expected to yield far in excess of 100 years' needs, with the resource providing an opportunity to fuel and fund the province in a debt-free and sustainable manner that will provide for enhanced physical infrastructure, health, education and social progress for several generations;

AND WHEREAS Norway, having a population and resources similar to the province of BC, has managed their resources to the extent that it is the second wealthiest country in the world:

THEREFORE BE IT RESOLVED that UBCM request that the Province of BC continue an examination of the factors that Norway employs in managing its resources for the betterment of its citizens with the goal of adopting a similar approach in BC.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that UBCM members have not previously considered a resolution asking the Province to continue an examination of the factors that Norway employs in managing its resources for the betterment of its citizens with the goal of adopting a similar approach in BC.

Conference decision: _____

HEALTH

B135 MENINGITIS VACCINATIONS IN BC **Kitimat**

WHEREAS meningitis is a bacterial infection of the membranes covering the brain and spinal cord that can lead to severe complications, including brain damage and death, with the risk of spreading meningitis increased during adolescence and the disease progresses quickly, with serious risks occurring even when there is early detection and treatment;

AND WHEREAS eight provinces and territories in Canada have implemented public meningococcal conjugate immunization programs (MCV4) offering protection against four serotypes (A, C, W-135, and Y); however, British Columbia does not have an MCV4 program:

THEREFORE BE IT RESOLVED that UBCM urge the provincial Ministry of Health to implement a province-wide MCV4 immunization program in all secondary schools by April 24, 2014, World Meningitis Day.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the Ministry of Health implement a province wide meningitis vaccination program in all secondary schools by April 2014.

Conference decision: _____

B136 ANNUAL STATEMENTS FOR BC MEDICAL SERVICES PLAN BENEFICIARIES **Thompson-Nicola RD**

WHEREAS beneficiaries' use of the British Columbia Medical Services Plan has a substantial impact on medical resources in the province;

AND WHEREAS the provincial Ministry of Health no longer distributes annual statements of services detailing health care services and associated costs to Medical Services Plan beneficiaries unless specifically requested to do so:

THEREFORE BE IT RESOLVED that the provincial Ministry of Health take immediate steps to provide British Columbia Medical Services Plan beneficiaries with annual statements of medical services, detailing health care services paid on their behalf during the preceding year in order to raise public awareness of the cost and types of medical services charged.

NOT PRESENTED TO THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that annual statements of medical services be provided for BC Medical Service Plan (MSP) beneficiaries.

According to the sponsor, the distribution of annual statements of for MSP beneficiaries could identify mis-billings and provide beneficiaries with an understanding of what MSP premiums cover.

The Committee notes that an annual statement can be provided on request.

Conference decision: _____

SELECTED ISSUES

B137 MINISTRY NAMES **Sicamous**

WHEREAS the Province of BC continuously changes the names of its ministries;

AND WHEREAS name changing of ministries is at a large cost to taxpayers and is time consuming for local government staff to update files and develop contacts:

THEREFORE BE IT RESOLVED that UBCM call upon the provincial government to develop a policy restricting changing ministry names to within four months of a general provincial election.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government refrain from changing the names of its ministries, except during the four months following a provincial election.

Conference decision: _____

B138 TAX REVENUE FOR THE PROTECTION OF ANIMALS **Cariboo RD**

WHEREAS animal abuse complaints and the protection of animals is handled by various non-profit organizations throughout BC;

AND WHEREAS these societies are in constant need of financial support as they receive no provincial government funding and are only able to operate due to the sustained efforts of volunteers and support through independent donations:

THEREFORE BE IT RESOLVED that UBCM request that provincial legislation be implemented to levy an additional tax of up to one half of one percent on all commercially produced animal food sales in British Columbia to help cover the operational costs of non-profit animal protection organizations.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Not Endorse***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that in 2009 due to time constraints, the UBCM membership referred a similar resolution, B180, to the UBCM Executive. Resolution 2009-B180 called on the provincial government to levy an additional tax on animal food sales, with the revenue from this tax to assist with the operational costs of the BCSPCA. Upon consideration, the UBCM Executive did not endorse resolution 2009-B180.

In its comments on resolution 2009-B180, the Resolutions Committee observed that sales tax on a specific product, such as gasoline, had theretofore been levied only in cases where the revenue raised was directed to

agencies that were accountable to the public. The Committee wondered whether it was appropriate to levy a specific sales tax solely for the purpose of funding the programs of a non-government organization, and whether such additional taxes on products would be acceptable to the public.

The Resolutions Committee is aware that the UBCM membership has endorsed related resolutions requesting provincial funding for the BC SPCA (2011-B144, 2011-B145). In response to resolutions 2011-B144 and 2011-B145, the provincial government suggested that its 2011 amendments to the Prevention of Cruelty to Animals Act would ensure a greater level of protection for animals. The Province indicated that it would not provide further financial support to the BC SPCA, instead encouraging local governments to work with the BC SPCA to "find workable solutions within the current resource envelope."

Conference decision: _____

B139 HERITAGE WEEK **Cariboo RD**

WHEREAS BC Heritage Week is held during the third week of February when weather conditions are generally poor;

AND WHEREAS a later date would provide weather conditions more conducive to the showcasing of heritage sites, and to the tourism opportunities associated with heritage:

THEREFORE BE IT RESOLVED that UBCM request that the Province of BC move the date of BC Heritage Week to later in the year.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government change the dates of BC Heritage Week so that it takes place later in the year.

Conference decision: _____

B140 STANDARDIZATION OF SOCIAL ASSISTANCE RATES **Prince Rupert**

WHEREAS married couples receive less support on disability, welfare, and/or old age security than they would if they were single individuals, thereby decreasing their ability to live with security and dignity, as protected under the *Canadian Charter of Rights and Freedoms*;

AND WHEREAS this practice is discriminatory, and therefore violates the guarantee of equality set out in the *Canadian Charter of Rights and Freedoms*:

THEREFORE BE IT RESOLVED that UBCM request the provincial and federal governments to award equal financial support to individuals on disability, welfare and/or old age security regardless of their marital status.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution calling on the provincial and federal governments to award equal financial support to individuals on disability, welfare and/or old age security regardless of their marital status.

However, members have endorsed resolutions that requested an increase in assistance rates for adults with disabilities to match the level of assistance provided to seniors (2011-B75; 2006-B171).

Conference decision:

B141 FIRE INSURANCE RATES **Central Kootenay RD**

WHEREAS fire insurance rates for property owners have increased dramatically in the last few years and the insurance companies have proposed reducing the distance from fire halls for which they provide reduced insurance rates;

AND WHEREAS several large insurance companies have amalgamated to restrict consumers' competitive choice:

THEREFORE BE IT RESOLVED that UBCM request the Province of British Columbia to permit the Insurance Corporation of British Columbia to issue property owners' insurance.

NOT PRESENTED TO THE ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***No Recommendation***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the membership has not previously considered a resolution requesting that ICBC issue property owners insurance. There was a resolution in the past requesting that MIA provide property insurance (1997-A1) and that was referred to MIA for consideration.

There appear to be a number of different factors which determine the cost of fire insurance. One is the standards set by the insurance industry to determine what the rate might be and another is the actual cost of the insurance. It is not clear whether ICBC would be able to offer a cheaper rate for fire insurance premiums.

Conference decision: _____

SECTION C

Part 1 of Section C contains those resolutions that are referred to policy papers and/or special sessions at Convention:

Please Note: No resolutions are referred to policy papers or special sessions at Convention in 2013.

Part 2 of Section C contains those resolutions that are referred to other resolutions within the resolutions book:

C1 - C8

Part 3 of Section C contains those resolutions that are referred to the Area Associations due to being of regional nature:

C9 - C10

SECTION C2

C1 CONFLICT OF INTEREST **Okanagan-Similkameen RD**

WHEREAS the recent Court of Appeal ruling in the case of Schlenker v. Torgrimson found that local elected officials who are also directors of non-profit societies give rise to a fiduciary duty to the societies and in matters relating to funding, the directors' financial interests were connected with the societies' interests as a matter of law;

AND WHEREAS the Court found that the conflict is of a pecuniary (indirect) nature, and therefore of a disqualifying nature when the local government matter relates to money or financial benefits;

AND WHEREAS this decision places local elected officials who volunteer to sit on the boards of such non-profit societies in an untenable position:

THEREFORE BE IT RESOLVED that UBCM request the provincial government to amend Division 6 of the Community Charter to provide as an exception that an elected official would not be in conflict or have a pecuniary interest by participating or voting on financial matters relating to a society or other duly constituted non-profit organization simply because the elected official was a director thereof.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE COMMENTS:

Refer to resolution A3.

C2 CONFLICT OF INTEREST **NCLGA Executive**

WHEREAS on January 11, 2013 the Court of Appeal overturned the BC Supreme Court decision in Schlenker v. Torgrimson, which was a decision alleging that members of the Salt Spring Local Trust Committee were in conflict because of their participation on the boards of directors of not-for-profit organizations.

AND WHEREAS as a result of the Court of Appeal's decision local governments across the Province and particularly small rural local governments are suffering hardship and inconvenience, as often the pool of volunteers who participate in non-profit boards is small and elected officials fill these volunteer director positions:

THEREFORE BE IT RESOLVED that UBCM urge the Province to provide a regulatory response to the precedent setting conflict of interest Schlenker v. Torgrimson decision that would create an exemption of a disqualifying pecuniary conflict of interest arising only because of the role of an elected official as a director of a society or a local government corporation.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE COMMENTS:

Refer to resolution A3.

C3 EMERGENCY MANAGEMENT BRITISH COLUMBIA Parksville

WHEREAS on October 27, 2012, Emergency Management British Columbia did not notify local governments in a timely manner of the tsunami warning;

AND WHEREAS, after consultation between local governments and Emergency Management BC, there was no improvement in notification timing during subsequent earthquake and tsunami warnings;

AND WHEREAS the safety of citizens in coastal communities is dependent upon early warning of impending tsunamis and their potential destructive forces:

THEREFORE BE IT RESOLVED that UBCM urge the provincial government to demonstrate its commitment to the safety of BC coastal communities by providing the necessary resources to Emergency Management BC, to replace the outdated Provincial Emergency Notification System (PENS) with the latest technological advances in notification systems and ensure information from the West Coast and Alaska Tsunami Warning Centre (WCATSC) is provided immediately upon receipt of a tsunami warning, with follow up notifications as necessary.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE COMMENTS:

Refer to resolution A4.

C4 TSUNAMI WARNINGS Nanaimo RD

WHEREAS the coastal communities of British Columbia are at risk of significant loss of life in the event of a tsunami;

AND WHEREAS early and accurate information is the key to ensuring that appropriate steps are taken by the affected communities:

THEREFORE BE IT RESOLVED that UBCM urge the Province of British Columbia to take immediate action to resolve all issues with tsunami warning so as to ensure that warnings are broadcast within two minutes of a National Oceanic and Atmospheric Administration (NOAA) assessment of a warning, watch or advisory for any British Columbia coastal area.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE COMMENTS:

Refer to resolution A4.

C5 DISASTER FINANCIAL ASSISTANCE Sicamous

WHEREAS the Province of BC has developed a Disaster Financial Assistance (DFA) policy, which states that DFA is only available to principle residences within the province;

AND WHEREAS resort communities are largely comprised of seasonal property owners who also pay property taxes:

THEREFORE BE IT RESOLVED that UBCM urge the provincial government to review its DFA policy with a view to allowing all property owners regardless of principle or secondary occupancy, to qualify for DFA.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE COMMENTS:

Refer to resolution B90.

C6 BC FERRY FARES **Powell River RD**

WHEREAS coastal communities consider that ferry services are an integral part of the provincial highway system;

AND WHEREAS increasing ferry fares are crippling coastal community economies:

THEREFORE BE IT RESOLVED that the provincial government recognize the coastal ferry services as essential extensions of our provincial public highway system and ensure that ferry fares are reduced and core service levels are maintained at current service levels until such time as the provincial government implements legislation that recognizes our coastal ferry services as essential extensions of our provincial public highway system and creates equity between BC's terrestrial and marine, interior and coast highway systems.

ENDORSED BY THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES

UBCM RESOLUTIONS COMMITTEE COMMENTS:

Refer to resolution B12.

C7 REMOVAL OF BC HYDRO STEPPED RATES IN AREAS WITHOUT NATURAL GAS **Thompson-Nicola RD**

WHEREAS many residents of British Columbia do not have and will not have in the near future a natural gas energy resource (heating) available to them and must rely on propane, diesel or electric as their energy resource;

AND WHEREAS there are fewer greenhouse gas emissions from electricity compared to other energy sources making electricity an environmentally preferable energy source compared to other available energy resources, especially in those areas in the province without access to natural gas;

AND WHEREAS BC Hydro has established a stepped rate with the approval of the BC Utilities Commission whereby customers pay 6.80 cents per kWh for the first 1,350 kWh they use over an average two-month billing period and pay 10.19 cents per KWh for the balance of the electricity used during the two-month billing period:

THEREFORE BE IT RESOLVED that the Province of BC work with BC Hydro and the BC Utilities Commission to implement the lower residential stepped rate in areas of the province where natural gas is not available to encourage those residents to use electricity only for heating and thereby reduce greenhouse gas emissions.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE COMMENTS:

Refer to resolution B85.

C8 RATE STRUCTURE FOR ELECTRICITY Keremeos

WHEREAS the British Columbia Utilities Commission (BCUC) has recently required the electrical utility providers to introduce a two-step rate structure to encourage energy conservation;

AND WHEREAS many consumers rely on electricity as their main source of heat as they do not have access to natural gas;

AND WHEREAS many people on low or fixed incomes do not have the financial means to upgrade their homes to energy efficient standards to benefit from these rates;

AND WHEREAS the current rate structure presents a financial hardship to many consumers:

THEREFORE BE IT RESOLVED that UBCM ask the BC Utilities Commission to review the electrical tariff structure and increase the amount of kilowatt-hours that qualify for the lower rate.

ENDORSED BY THE SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE COMMENTS:

Refer to resolution B85.

SECTION C3

C9 HIGHWAY 16 WINTER MAINTENANCE CLASSIFICATION Kitimat-Stikine RD

WHEREAS the provincial government employs a roads classification system to determine the level of winter maintenance;

AND WHEREAS Highway 16 is critically important to the economy of the region, province and nation, and requires the highest standards of maintenance:

THEREFORE BE IT RESOLVED that UBCM write the Minister of Transportation and Infrastructure insisting on reclassification of Highway 16 from Class "B" to Class "A".

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Refer Back to Area Association***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the provincial government re-classify Highway 16 as Class "A" rather than Class "B" for the purpose of winter maintenance.

However, the Committee notes that members have endorsed more general resolutions calling on the provincial government, in consultation with local government, to review the road maintenance classification system as well as the standards for winter highway maintenance (2005-B80, 2001-B14).

The Committee would suggest that as written, the resolution focuses on a specific area of the province, and it would therefore be more appropriate for the NCLGA, rather than UBCM, to undertake advocacy regarding this issue.

See also resolution B14.

C10 HIGHWAY 16 UPGRADES & IMPROVEMENTS Port Edward Vanderhoof

WHEREAS the Trans Canada Highway 16 is the only east-west highway connecting communities in Northern BC and is a critical link for the economic development of the region and province, especially providing access to the Asia-Pacific;

AND WHEREAS there is a need to facilitate the safe and efficient traffic flow on the highway through areas that are in dire need of improvements, such as Car Wash Rock, reducing 'bottle-necks,' more 'three laning,' and safer level rail crossings, etc.:

THEREFORE BE IT RESOLVED that UBCM call upon the federal and provincial governments to allocate the necessary funds and implement a comprehensive program to make improvements on the TransCanada Highway 16 within BC.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: ***Refer Back to Area Association***

UBCM RESOLUTIONS COMMITTEE COMMENTS:

The Resolutions Committee notes that the UBCM membership has consistently endorsed general resolutions in support of highway upgrades and improved highway safety throughout BC (2009-B16, 2008-B110, 2007-B168, 2006-B139, 2004-B54, 2003-B11, 2001-B20, 2000-B63, 1999-B46, 1999-B47, 1998-A1, 1998-B54, 1997-B8, 1996B89, 1996-B93, 1993-B45, 1992-B107).

The Committee would suggest that as written, the resolution focuses on a specific area of the province, and it would therefore be more appropriate for the NCLGA, rather than UBCM, to undertake advocacy regarding this issue.

2013 Islands Trust Council
Priorities Chart

Aug 27/13

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	1. Governance, Policy, Strategic Planning, Trust Council (LA) 2. Communications, Advocacy, Policy Statement, Interagency and Public Relations (LG) 3. Organizational Improvements (DM/CS/CT)	1. Strategic Planning/Administration 2. Covenant and Property Acquisitions 3. Property and Covenant Management 4. Communications 5. Fundraising and Conservancy Support
Financial Planning Committee (CS)	**Local Planning Committee** (DM)	**Trust Programs Committee** (LG)
1. First Draft of 2014/15 Budget 2. Complete 2013/14 Forecast 3. Purchasing Procedures Policy 6.5.iii 4. LTC Expense Policy 4.1.viii	1. Development of Water Quality and Quantity Tool Kit 2. Develop Mechanism for Proactive Bylaw Enforcement of Illegal structures on the foreshore. 3. Renewable Energy Technologies in the Trust Area.	1. Develop and Implement Research Program in Support of BC Ferries Advocacy Program 2. Create Linkages to Share Economic Sustainability Models 3. Encourage Understanding and Voluntary Stewardship of Water Resources
Southern Team (RK) Galiano, Mayne, N. Pender, S Pender, Saturna	**Northern Team** (CS) Ballenas-Winchelsea, Denman, Gabriola, Gambier, Hornby, Lasqueti and Thetis	**Salt Spring Team** (LH) Salt Spring
LTC Planning Priorities • ***Galiano*** *- LUB updates (KN); Visitor Accommodation Review (KN); and Ground Water protection DPA review (KN).* • ***Mayne*** *– Housing options (GR); RAR Implementation (GR); LUB/OCP amendments (GR)* • ***North Pender*** *– Shoreline Review (RK); Conservation Subdivision Review (AP);* • ***Saturna*** *– Accommodation Review (GR); LUB technical review (GR); and OCP Density Review (GR).* • ***South Pender*** *- LUB Update and Review (AP); Shoreline Protection (AP); Marine geo-thermal loops (AP); and APC bylaw amendments and ToR (AP).*	LTC Planning Priorities • ***Ballenas-Winchelsea (EC as LTC)****(ME)****:*** *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; RAR implementation.* • ***Gabriola*** *(CS): Gabriola OCP Review; DAI Bylaw; Snuneymuxw FN Protocol Agreement Implementation* • ***Gambier*** *(AB): Sustainability Guide; RAR implementation; Foreshore protection & stewardship.* • ***Hornby*** *(RM): OCP and LUB Review; APC Bylaw update; RAR implementation.* • ***Lasqueti*** *(LP): RAR implementation; False Bay Parking & Master Plan; OCP update re intertidal zone.* ***Thetis*** *(AB): Associated Islands OCP and LUB Creation; RAR implementation; Shoreline Protection.*	LTC Planning Priorities • *OCP Review - RAR Mapping & Implementation (SC)* • *Secondary Suites Implementation Program (JS)* • *OCP Review: Watershed Management (JS)* • *Land Use Bylaw Update: Industrial (SC)* • *Ganges Village Area Planning (LH & JS)*

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; AP – Andrea Pickard; KN – Kris Nichols
Northern Team : CS – Courtney Simpson; LP – Linda Prowse; ME – Marnie Eggen; Rob Milne (RM); Aleksandra Brzozowski (AB)
Salt Spring Team: LH – Leah Hartley; SC – Stephan Cermak; JS – Justine Starke

DRAFT

December 2013 Islands Trust Council Agenda Program

Meeting Location: Harbour Towers Hotel, Victoria BC

Aug 29/13

	Tuesday, December 3	Wednesday, December 4	Thursday, December 5
A.M.	11:00 – 12:15 **Economic Sustainability Workshop**	8:30 – 10:00 **2014-2015 Draft Budget** • Budget Process • Initial Review 10:00 – 10:30 Break 10:30 - 12:00 **Decision and Information Items**	8:30 – 9:15 ***Closed Meeting**** 9:15 – 10:00 **New WorkSafe BC Regulations** 10:00 – 10:30 Break 10:30 – 11:15 **Decision and Information Items** 11:15 – 12:00 **Bylaw Enforcement Best Practices**
P.M.	12:15 – 1:00 Lunch 1:00 – 3:00 **Economic Sustainability Workshop** – continued 3:00 – 3:30 Networking Break 3:30 **Call to Order/Notice of New Items** 3:35 – 4:15 **Strategic Plan Review** 4:15 – 5:00 **Decision and Information Items**	12:00 – 12:15 **Staff Recognition Awards** 12:15 – 1:00 Lunch – Meeting Hall 1:00 – 2:00 **Delegations & Town Hall** 2:00 – 3:00 **Invasive Species** 3:00 – 3:30 Break 3:30 – 5:00 **Decision and Information Items**	12:00 Meeting Adjourned (approx.)

4.5 hours allocated for Decision and Information Items

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

REQUEST FOR DECISION

To: Trust Council

For the Meeting of:: September 10-12, 2013

From: Trustee George Grams
Local Trustee, Salt Spring Island

Date Prepared: August 27, 2013

SUBJECT: POTENTIAL AMENDMENTS TO TRUST COUNCIL ADMINISTRATION BYLAW 3 AND POLICY 2.4.1 (EXECUTIVE COMMITTEE TERMS OF REFERENCE) RE TRUST COUNCIL INPUT INTO FUTURE APPOINTMENTS TO POSITION OF CHIEF ADMINISTRATIVE OFFICER (TRUSTEE GRAMS REQUEST)

RECOMMENDATION: That the Islands Trust Council establish a select committee, to be comprised of (trustees to be named) and request it to make recommendations in December 2013 regarding potential amendments to Islands Trust Council Administration Bylaw, 1990 (Bylaw 3) and Trust Council Policy 2.4.1 – *Executive Committee Terms of Reference* that would provide for input from Trust Council into future appointments to the position of Islands Trust Chief Administrative Officer.

CHIEF ADMINISTRATIVE OFFICER COMMENTS: The Islands Trust Council has adopted a bylaw that delegates, to the Executive Committee, its responsibilities to make appointments to the position of Islands Trust Chief Administrative Officer (CAO). Trust Council has also adopted Terms of Reference for the Executive Committee that assigns coordination of these responsibilities to it. This proposed resolution suggests that the delegation of this responsibility should be reviewed, in order to provide Trust Council input into such decisions in the future. For example, these documents could be amended to provide Trust Council with an opportunity to ratify future Executive Committee appointments to the CAO position before they are finalized.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:
If requested by Trust Council, a review of Bylaw 3 and of Policy 2.4.1, and the development of recommended amendments that would provide for input from Trust Council in appointment of a future CAO, would be undertaken by a select committee made up of trustees appointed by Trust Council. Staff time to support this review is expected to be minimal (i.e. approximately 1 to 1.5 days of time, with input from both the current CAO and the Director of Administrative Services), including attendance at meetings of the select committee and preparation of one or more RFDs.

Review of these documents, particularly Bylaw 3, may lead to the identification of additional potential amendments, given that considerable time has passed since they were originally adopted and a legal review may not have been completed at the time. Additional amendments, if any, would require additional time to address.

FINANCIAL:
A review of Bylaw 3 and Policy 2.4.1, for the purposes noted, is not expected to require the external expenditure of funds and could be undertaken with existing staff resources.

If additional areas for amendment are identified, this may require legal advice. It is anticipated that the costs of such legal advice, if any, would be within the Islands Trust Council's existing legal budget.

POLICY:
This recommendation could result in amendment to an existing Trust Council policy regarding the role of the Executive Committee in making future appointments to the position of CAO.

IMPLEMENTATION/COMMUNICATIONS:
If Trust Council adopts this recommendation, a select committee would be formed to examine the issue. The select committee would meet in accordance with Trust Council's meeting procedures for committees. Once the select committee had developed recommendations to Trust Council, they would be included in a Request for Decision, developed for Trust Council's consideration at its December 2013 meeting.

OTHER:
- A review of these documents may identify other areas for potential amendment.
- Should Trust Council amend aspects of its delegation to the Executive Committee, the Executive Committee may need to make complementary amendments to its Policy 8.4.i.

BACKGROUND

- Section 8(d) of the *Islands Trust Act* gives the Islands Trust Council the responsibility to appoint officers and other employees, in accordance with Section 17 of the *Act,* which provides further details and conditions on the exercise of this power. For example, the power to appoint employees is subject to the *Public Services Act*.
- Section 10 of the *Islands Trust Act* enables Trust Council to delegate its powers and responsibilities under Section 8(d) of the *Act,* subject to any restriction or conditions specified in the bylaw.
- Section 21(1)(c) of the *Islands Trust Act* requires the Executive Committee to carry out any other duties that Trust Council directs. Such direction may occur through resolution, rather than bylaw.
- Selected legislative references from the *Islands Trust Act*, as noted above, are in Appendix 1.
- On April 11, 1990, Trust Council adopted Bylaw 3, cited as 'Islands Trust Council Administration Bylaw, 1990', available for review here: http://islandstrust.bc.ca/tc/pdf/tcbylbaseadm0003.pdf
- Through Bylaw 3, Trust Council has delegated its responsibilities regarding the appointment of officers and employees to the Islands Trust Executive Committee. Bylaw 3 does not specify any related restrictions or conditions on Trust Council's delegation to the Executive Committee.
- On March 12, 1994, Trust Council passed a resolution adopting Policy 2.4.i – Executive Committee Terms of Reference, to outline the roles and responsibilities of the Executive Committee. It is available for review here: http://www.islandstrust.bc.ca/media/58240/2.4.i%20ectermsofrefence.pdf
- Section 8.2 of Policy 2.4.i gives the Executive Committee the responsibility to: '*coordinate recruitment, appraisal, discipline and/or termination actions associated with the Executive Director* (i.e. CAO) *in consultation with Trust Council as required'.* This section is unclear, in that it does not indicate under what circumstances the Executive Committee might be *required* to consult with Trust Council. Given the Bylaw 3 has delegated appointments to the Executive Committee without restrictions or conditions, Section 8.2 of Policy 2.4.i would be read to mean that it is the Executive Committee that would determine when consultation with Trust Council is required.

- The Islands Trust Executive Committee has adopted a Position Description for the CAO that makes that position responsible for the recruitment and management of other staff positions within the Islands Trust. This is consistent with other policies of Trust Council and the general practice of 'one employee' of Council that is used by local governments in Canada. From those recruited as staff, the Executive Committee appoints certain staff members to 'officer' positions, such as Secretary, Treasurer and Bylaw Officer.

  Consistent with the responsibilities delegated to it by Bylaw 3, the Executive Committee has recently adopted Policy 8.4.1 – Chief Administrative Officer Contingency Succession Plan http://www.islandstrust.bc.ca/media/225550/84iCAOcontingencysuccessionplan.pdf. It guides Executive Committee actions in the event of an unplanned and extended absence of the CAO. The plan does not indicate that the Executive Committee has an obligation to consult with Trust Council with regard to CAO appointments, although it suggests that the Executive Committee could decide to include other trustees in a future CAO Transition and Search Committee.

- Appointment of the CAO is an important decision, of concern to every local trust area and every resident of the Islands Trust Area. Trust Council may wish to reconsider whether the complete delegation of this decision is appropriate, or whether delegation should include restrictions or conditions that would provide for Trust Council's input or ratification of future Executive Committee appointments to the position of CAO.

REPORT/DOCUMENT:
- Appendix 1 – Selected Legislative References from *Islands Trust Act*
- Islands Trust Council Administration Bylaw, 1990 (Bylaw 3) http://islandstrust.bc.ca/tc/pdf/tcbylbaseadm0003.pdf
- Policy 2.4.i – Executive Committee Terms of Reference http://www.islandstrust.bc.ca/media/58240/2.4.i%20ectermsofrefence.pdf
- Policy 8.4.1 – CAO Contingency Succession Plan http://www.islandstrust.bc.ca/media/225550/84iCAOcontingencysuccessionplan.pdf

KEY ISSUE(S)/CONCEPT(S):
Review of Islands Trust Bylaw 3 and Islands Trust Council 2.4.i, regarding the roles and responsibilities of the Islands Trust Council and the Islands Trust Executive Committee in future appointments to the position of Islands Trust CAO.

RELEVANT POLICY:

- Policy 2.4.1 – Executive Committee Terms of Reference http://www.islandstrust.bc.ca/media/58240/2.4.i%20ectermsofrefence.pdf

DESIRED OUTCOME:
To identify and clarify an appropriate role for the Islands Trust Council in future appointments to the position of Islands Trust CAO.

RESPONSE OPTIONS

Recommended: **That the Islands Trust Council establish a select committee, to be comprised of (trustees to be named) and request it to make recommendations in December 2013 regarding potential amendments to Islands Trust Council Administration Bylaw, 1990 (Bylaw 3) and Trust Council Policy 2.4.1 – *Executive Committee Terms of Reference* that would provide for input from Trust Council into future appointments to the position of Islands Trust Chief Administrative Officer.**

Alternatives:

1. Not to request a review of Bylaw 3 and/or Policy 2.4.1 in regards to Trust Council's role in the future appointment of the Islands Trust CAO
2. To request a review of Bylaw 3 and Policy 2.4.i in order to remove delegation to the Executive Committee regarding future appointments of the Islands Trust CAO.
3. To request a review of Bylaw 3 and Policy 2.4.i for different or additional purposes. *(Note: If a review of these documents is proposed that would result in amendment of the current CAO's contract or position description, this may need to take place without the participation of the current CAO and may require Trust Council to consider additional legal or other advice).*
4. That that select committee not commence its review until after the March 2014 Council meeting, by which time pre-existing Council Strategic Plan priorities may be reasonably close to completion (Executive Committee recommendation).

Prepared By: Linda Adams, Chief Administrative Officer

Reviewed By/Date: Executive Committee, August 27, 2013



Linda Adams, Chief Administrative Officer

Appendix 1
Selected Legislative References – *Islands Trust Act*

Responsibilities of trust council

8 (1) For the purpose of carrying out the object of the trust, the trust council must

(d) appoint officers and other employees in accordance with section 17 and auditors in accordance with sections 18 and 45,

Delegation of powers

10 The trust council may, by bylaw adopted by at least 2/3 of its members present at the meeting at which the vote on adoption takes place, delegate its powers under sections 8 (1) (d) and (f) and (2) (a) to (f) and 9 (1), subject to any restrictions or conditions specified in the bylaw.

Officers and employees

17 (1) The trust council must appoint

(a) a person to the office of secretary,

(b) a person to the office of treasurer,

(c) persons to any other offices that it has, by bylaw, designated as officer positions, and

(d) other employees that it considers necessary to carry out the operations of the trust council, the executive committee, the local trust committees and the trust fund board.

(2) The same person may be appointed to 2 or more offices.

(3) The power of appointment under subsection (1) is subject to the *Public Service Act*, and, for the purposes of the *Public Services Act*, and the *Public Service Labour Relations Act*, employees of the trust council are deemed to be employees and the trust council is deemed to be an employer in respect of those employees.

(3.1) The Public Service Pension Plan, continued under the *Public Sector Pension Plans Act*, applies to the trust council and the employees of the trust council.

(4) The trust council may require a bond under the *Bonding Act* from a person appointed under subsection (1).

(5) The premium for a bond required under subsection (4) must be paid by the trust council.

(6) The trust council may, by bylaw, provide all or a part of the premium for benefits for its employees and officers and their dependants, including medical and dental services and insurance policies.

Responsibilities of executive committee

21 (1) For the purpose of carrying out the object of the trust, the executive committee must

(c) carry out other duties that the trust council directs.